

Lake Stevens City Council Regular Meeting Agenda

April 14, 2014

**COUNCIL PERSON'S
BUSINESS:**

MAYOR'S BUSINESS:

STAFF REPORTS:

**INFORMATION
ITEMS:**

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.

NOTICE:

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



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: April 14, 2014

Subject: 2015 Comprehensive Plan Update – Joint Planning Commission Meeting

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

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

SESSION AGENDA

- | | |
|--|--------|
| 1. Introductions - Planning Commissioners and Council Members | 5 min |
| 2. Presentation of 2014 Work Program - Planning Commission Chair and Staff | 5 min |
| 3. 2015 Comprehensive Plan Update - Planning Commission and Staff Presentation | |
| A. Public Participation Plan/Expectation | 15 min |
| B. Vision Statement Discussion | 20 min |

Discussion Item 2 – Introductions & 2014 Work Program

The City Council and Planning Commission periodically hold joint meetings to review the annual work plan and special planning topics for the coming year. The Planning Commission will present its recommended 2014 Work Program to the City Council. Following direction from Council, the Work Program will be placed on a future agenda for formal approval.

Discussion Item 3 – 2015 Comprehensive Plan Update

A. Public Participation Plan

Discussion Topic: Expectations of Public Participation

Staff has prepared a draft *2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan & Preliminary Schedule* (attached). This document describes periodic update tasks including the public participation plan, preliminary scope of work and schedule, including a public participation plan to ensure meaningful and continuous public input as the update proceeds. Public Participation may include a variety of communication methods such as:

- press releases;
- open houses;
- workshops; and
- public hearings with the Planning Commission and City Council.

It will also include an electronic survey, comment cards and regular website updates. The scope of work defines broad topics, specifically a review of comprehensive plan elements and development regulations. Other tasks will include updating demographic, growth, transportation and utilities

information. Finally, a schedule is included to define when to complete specific tasks over the next 18-months.

B. Vision Statement Discussion

Discussion Topic: Does the Comprehensive Plan Vision Statement still reflect the community's vision?

As we prepare for the first Public Open House, the Planning Commission would like to discuss the city's current Vision Statement and related provisions with City Council. Setting or affirming a Vision will be a crucial task to define the final scope of work for the 2015 Periodic Update. The Planning Commission suggested references to the city being a "small-town" might not be applicable anymore. They emphasized developing a revised vision statement that highlights the lake as the center of the community, specifically including positive statements (e.g., great) to describe the lake and community. The Commission also thought a revised vision statement should reflect the city's economic development goals including being a community with balanced jobs and housing.

APPLICABLE CITY POLICIES: Lake Stevens Comprehensive Plan and Municipal Code

BUDGET IMPACT: No budget impact.

ATTACHMENTS:

1. Draft Work Program
2. 2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan
3. Preliminary Schedule
4. Current Vision Statements



DRAFT 2014 PLANNING COMMISSION WORK PROGRAM

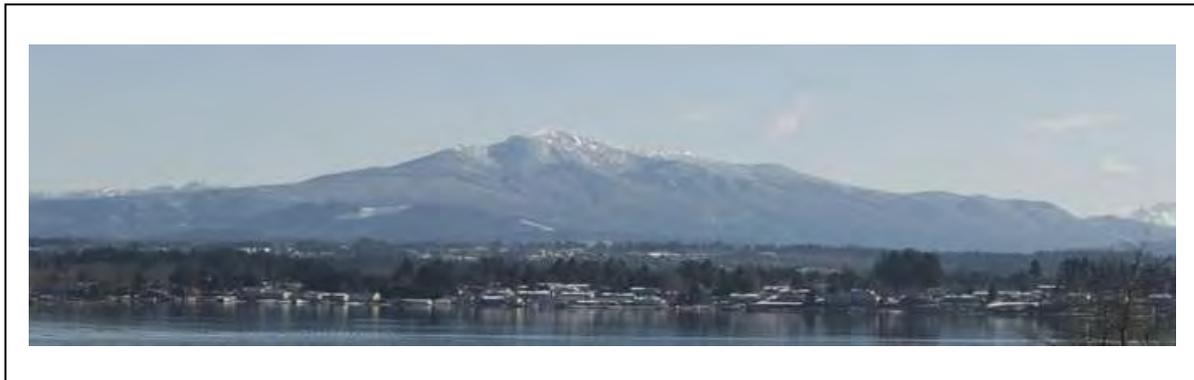
PROJECT	PROCESS	SCHEDULE	START	PROJECT MANAGER
2014 Comprehensive Plan Docket (subject to Council ratification)				
Annual Comprehensive Plan Docket	Review of city-initiated and citizen-initiated amendments, public workshops, and public hearings.	Approximate 3-4 month process	2nd Quarter	RW
2015 Comprehensive Plan Update				
2015 Comprehensive Plan Update – Coordinate with work groups and proposed update process. Review and/or make recommendations on proposed element & map amendments, and facilitate the public process.	<ol style="list-style-type: none"> 1. Stakeholder/Public involvement and consensus building opportunities 2. Project Team 3. Plan development 4. Formal adoption process 5. PC will hold workshops, a public hearing and make recommendation to CC. 6. Implementation work as identified in the final plan 	Approximate 18 month process	On-going	RW/RA
Zoning Code Amendments				
1. Grading and Clearing Code – Update clearing and grading code	PC will hold workshops, a public hearing and make recommendation to CC.	Approximate 3-4 month process	3 rd Quarter	RW
2. Park Impact Fee Code – Update park impact fee code to reflect updated capital facilities list	PC will hold workshops, a public hearing and make recommendation to CC.	Approximate 3-4 month process	4th Quarter	RW
3. City Placeholder(s) – Code amendments associated with 2015 Comprehensive Plan update	PC will hold workshops, a public hearing and make recommendation to CC.	Approximate 18 month process	2015	RW/RA

2014 Schedule will be every month. Additional meeting and special work group meeting may be required with advanced notice.



2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan & Preliminary Schedule

DRAFT – March 5, 2014



Planning and Community Development

For more information contact: the Lake Stevens Planning & Community
Development Department

1812 Main Street, Lake Stevens, WA 98258 (425) 377-3235



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

1. Introduction & Overview

The city of Lake Stevens will conduct a major review and update of its comprehensive plan and development regulations, scheduled for adoption in mid-2015. Jurisdictions are required to update their comprehensive plans and development regulations periodically to remain compliant with the Growth Management Act (GMA) Chapter 36.70A of the Revised Code of Washington (RCW) and remain eligible for state grants and loans. Minor updates usually occur as part of the jurisdiction's annual docket [RCW 36.70A.130(2)]. Local governments may update development regulations continuously, provided such updates are consistent with local comprehensive plans.

The GMA mandates jurisdictions complete thorough updates to their comprehensive plans according to a predetermined schedule. Snohomish County cities, including Lake Stevens, must take legislative action to review and, if needed, revise their comprehensive plan and development regulations no later than June 30, 2015 and every eight years thereafter. This periodic update guarantees the city's plan is current with revised GMA requirements, existing laws, continues to reflect local needs, incorporates new data and/or correct errors. The 2015 Comprehensive Plan Periodic Update will represent the second detailed and deliberate review of the city's comprehensive plan and development regulations since the original plan's adoption in 1994. The last major update was in 2006.

Planning and Community Development prepared this draft *2015 Comprehensive Plan Periodic Update - Scope of Work, Public Participation Plan and Preliminary Schedule* for consideration by the City Council and the Planning Commission. The public participation program will ensure compliance with the following public participation requirements of the GMA:

- Notice of the update process is broadly and effectively disseminated (RCW 30.70A.035);
- Notice identifies the procedures and schedules by which updates will be considered [RCW 36.70A.130(2)(a)]; and
- The program provides for early and continuous public participation (RCW 36.70A.140).

The Public Participation Plan clearly identifies the scope of the proposed update, when legislative action is expected to occur and how the public can participate or comment.

2. Extent of GMA Evaluation / Scope of Work

The GMA does not exempt any comprehensive plan elements or development regulations from review and evaluation. Rather than reconsidering all previous decisions made developing past comprehensive plans and annual updates, the city will focus on meaningful updates that further the city's vision, relate to the needs of the community's changing population and respond to the mandatory GMA elements and related statutes. Completing the periodic update checklists published by the Washington State Department of Commerce (Commerce) and Puget Sound Regional Council (PSRC) will help the city identify necessary changes to ensure compliance with GMA and countywide and multicounty planning provisions.



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

2.1 Growth Management Act Planning Goals

The *2015 Lake Stevens Comprehensive Plan* needs to be consistent with the main planning goals articulated in the Growth Management Act (Chapter 36.70A RCW) summarized below.

- *Urban Growth* – Encourage urban development where adequate public facilities and services are available or can be provided efficiently.
- *Reduce Sprawl* – Reduce sprawling, low-density development.
- *Transportation* – Encourage efficient multimodal transportation systems with consideration of countywide and regional priorities.
- *Housing* – Encourage the availability housing for all economic segments of the population, promote a variety of residential densities and housing types and encourage preservation of existing housing.
- *Economic Development* – Encourage economic development and promote economic opportunity for all citizens, especially for unemployed and for disadvantaged persons; and encourage growth – within the capacities of the state's natural resources, public services and public facilities.
- *Property Rights* – Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.
- *Permits* – Process permit applications in a predictable, timely and fair manner.
- *Natural Resource Industries* – Maintain and enhance natural resource-based industries, including productive timber, agricultural and fisheries industries.
- *Open Space and Recreation* – Encourage the retention of open space and development of recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water and develop parks.
- *Environment* – Protect the environment and enhance the state's high quality of life, including air and water quality and the availability of water.
- *Citizen Participation and Coordination* – Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.
- *Public Facilities and Services* – Ensure public facilities and services can adequately serve residents at the time of development without decreasing current service levels.
- *Historic Preservation* – Identify and encourage the preservation of lands, sites and structures that have historical or archaeological significance.

2.1 Comprehensive Plan

The current Lake Stevens Comprehensive Plan addresses the required planning elements including housing, land use, parks and recreation, transportation, utilities and public services and facilities, capital facilities, economic development and the environment. In addition, the City Council adopted two optional Subarea Plans in September 2012. It is unlikely that updates to these subarea plans are necessary as part of the 2015 Update.



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

2.2 Development Regulations

The city's development regulations found in the Lake Stevens Municipal Code (LSMC) must comply with the GMA, other statutes and the current comprehensive plan. Key regulations subject to review include zoning, land division and critical area regulations among other issues.

The zoning code (Title 14 Land Use Regulations) is one of the major implementation tools of the comprehensive plan. The adopted Future Land Use Map guides the official Zoning Map. Land use designations and zoning districts regulate development patterns by grouping similar and related uses together and separating dissimilar, unrelated and incompatible uses, particularly in relationship to transportation, utilities and other public services and facilities.

Lake Stevens' subdivision regulations (Chapter 14.18 Subdivision, Boundary Line Adjustments and Binding Site Plans LSMC) control land divisions and parcel boundaries modifications. In conjunction with the land use regulations, subdivision regulations control the creation of new lots and adequacy of public improvements such as access, sewer and water supply.

The GMA directs local jurisdictions to adopt regulations to protect critical areas. Critical areas include fish and wildlife conservation areas (e.g., streams and other natural water bodies), frequently flooded areas, geologically hazardous areas, wetlands and aquifers. Chapter 14.88 LSMC contains standards for designating, classifying and protecting critical areas. The city and the Washington Department of Ecology approved an updated Shoreline Master Program (SMP) in June 2014. City staff does not anticipate making amendments to the SMP as part of the 2015 Update.

3. Project Tasks

The 2015 GMA comprehensive plan Update Project consists of six basic tasks:

1. Establish a Public Participation Program;
2. Preliminary GMA Compliance Evaluation;
3. Comprehensive Plan and Development Regulation Amendments;
4. Environmental Review and Agency Comment;
5. Planning Commission Action; and
6. City Council Action.

A preliminary project schedule is included in Section 5 of this plan.

3.1 Task I – Establish a Public Participation Program

The Lake Stevens Planning Commission and City Council will jointly review the *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* on March 24, 2014. Public participation procedures will be consistent with this Public Participation Plan, the Open Public Meetings Act (Chapter 42.30 RCW), the State Environmental Policy Act (Chapter 43.21C RCW) and the GMA (Chapter 36.70A RCW). Public participation will be a component of all subsequent tasks. Task I includes the following elements:



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

1. Preparation of a press release for distribution to local media (e.g., newspapers and local access television), social media, stakeholder groups with publication on the city's website;
2. Completion of an electronic survey with distribution on the city's website;
3. Initial Community Open House to discuss the Vision and Scope of Work for the 2015 Comprehensive Plan Periodic Update and gather early public comment;
4. Planning Commission Open House to review GMA Compliance Report, 2015 citizen-initiated applications and proposed amendments to the comprehensive plan and development regulations;
5. Planning Commission review, public hearing(s) and recommendation of proposed amendments to the comprehensive plan and development regulations; and
6. City Council review and public hearing(s) of proposed comprehensive plan and development regulation amendments, followed by legislative action.

3.2 Task II – Preliminary GMA Compliance Evaluation

Planning and Community Development will collect and analyze data on growth trends and forecasts during its GMA compliance evaluation. The Department will also conduct a preliminary evaluation of the city's current comprehensive plan and development regulations for GMA compliance by completing the Commerce Periodic Update Checklist and PSRC Checklist. Staff will also evaluate any citizen-initiated applications to the comprehensive plan, land use map and/or zoning map in late 2014. The city will integrate any citizen-initiated amendments into the 2015 update process before legislative action is considered. Task II includes the following elements:

1. Analysis of growth trends and forecasts, inventories, demographics and/or land-capacity analysis in the existing comprehensive plan, subarea plan(s) and development regulations;
2. Completion of WA Dept. of Commerce Periodic Update Checklist and PSRC Periodic Update Checklist and Review of Commerce Best Available Science Document;
3. Review of regional and countywide planning policies to ensure local consistency among plans;
4. Identification of any necessary or optional changes proposed to the comprehensive plan Elements and Development Regulations; and
5. Results from the compliance evaluation will be sent to Commerce and PSRC for comment.

3.3 Task III – Amendments

Planning and Community Development will establish internal, topical work groups to review and revise individual elements of the comprehensive plan and associated Development Regulations based on the Scope of Work. During this phase, the work groups will draft specific amendments to comprehensive plan elements and development regulations. In addition, these groups will review any citizen-initiated applications to the comprehensive plan, land use map and/or zoning map for consistency with plan updates. The results of the evaluation will be compiled in a Draft GMA Compliance Report. Task III includes the following elements:

1. Establishing work groups to review current comprehensive plan elements and associated development regulations and preparing draft revisions of these documents;



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

2. Preparation of a GMA Compliance Report;
3. Public Open House to review GMA Compliance Report, citizen-initiated applications and other proposed amendments; and
4. Complete final changes to comprehensive plan elements and associated development regulations following public, environmental and agency review and comment.

3.4 Task IV – Environmental Review and Agency Comment

Planning and Community Development will follow SEPA rules (Chapter 1989-11 of the Washington Administrative Code) and conduct a comprehensive environmental analysis of proposed amendments. The city's SEPA official will issue an appropriate determination for proposed amendments. Staff will send environmental documents and proposed amendments to interested parties and appropriate state agencies for comment and review before hearing or action. Task IV includes the following elements:

1. SEPA review of proposed amendments to comprehensive plan elements and associated development regulations;
2. Issuance of threshold determination;
3. Distribution of SEPA determination and associated documents for public and agency review and comment after proper noticing; and
4. Sending Commerce, affected agencies and interested parties a 60-day Notice of Intent to Adopt following Planning Commission Action and proper noticing.

3.5 Task V – Planning Commission Action

The Planning Commission will hold public meetings, workshops and/or hearings as needed during each task to facilitate the public review of the 2015 Comprehensive Plan Periodic Update. Task V includes the following elements:

1. Holding a joint meeting with the City Council to review the *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* on March 24, 2014;
2. Facilitating an initial Community Open House to discuss the Vision and Scope of Work for the 2015 Comprehensive Plan Periodic Update and gather early public comment;
3. Facilitating an Open House to review GMA Compliance Report, 2015 citizen-initiated applications and proposed comprehensive plan and development regulation amendments;
4. Holding a public hearing(s) for proposed comprehensive plan and development regulation amendments; and
5. Forwarding a recommendation and findings to the City Council for further review and action.

3.6 Task VI – City Council Review and Action

The City Council will hold workshops as needed during to review the process of the periodic update and proposed comprehensive plan and development regulation amendments. In addition, the City Council will conduct a public hearing(s) following Planning Commission recommendation. Task VI includes the following elements:



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

1. Holding joint meeting with the Planning Commission to review the *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* on March 24, 2014;
2. Adopting *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan and Preliminary Schedule* by resolution to establish the 2015 Docket;
3. Holding periodic workshops;
4. Holding a public hearing(s) to review the Planning Commission’s recommendation, findings and proposed comprehensive plan and development regulation amendments; and
5. Take action on proposed amendments – if approved adopts amendments by ordinance.

4. Public Participation

This Public Participation Plan describes the steps that the city of Lake Stevens will take to involve the community in decisions regarding the 2015 Comprehensive Plan Periodic Update. The goal is to provide the public with timely information, a clear understanding of the process and opportunities to review and comment on proposals before the city makes decisions.

The Public Participation Plan defines “the public” very broadly. Specifically, the public includes individual citizens, interest groups, trade groups, government agencies, utilities & service providers and businesses. In order to reduce the potential for future conflict and to ensure that the city’s planning efforts reflect the diverse interests and viewpoints of our community, the Public Participation plan reflects the city’s desire to provide opportunities for all members of the public to participate in the comprehensive plan update process.

Planning and Community Development prepared the Public Participation to focus available resources on important points in the plan development and decision-making process.

4.1 Purpose

The purpose of this plan is to ensure early and continuous public participation during the 2015 Comprehensive Plan Periodic Update process, as required by Chapter 36.70A RCW.

4.2 Public Participation Goals

1. Ensuring broad participation by identifying key interest groups, soliciting input from the public and ensuring that no single group or interest dominates the process.
2. Maintaining effective communication with municipalities through direct outreach and coordination.
3. Providing equal opportunity for public participation from residents, businesses, visitors and the public.
4. Ensuring public participation resources support those elements of the update process likely to be of the greatest interest to the public.
5. Making use of communication technologies to distribute information and post notices.
6. Notifying the public of all meetings, hearings, workshops and legislative actions using a variety



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

of media including, but not limited to, local media (e.g., newspapers and local access television), social media, and the city's website.

4.3 Program Structure and Methods

To utilize the city's scarce planning resources efficiently, this plan identifies *essential* public participation strategies that *will* be employed at designated stages in the planning process, as well as *optional* public participation strategies, which *may* be employed if resources are available. Public participation methods may include, but are not limited to, the following strategies.

1. Public Workshops/Open Houses – Public meetings will be held in different formats to receive public input and feedback on the city's planning efforts. Public workshops will include presentations by Planning and Community Development and may include question and answer sessions. Open houses will be less formal allowing direct dialogue between city staff and interested parties in addition to interactive activities.
2. Public Hearings – Public Hearings are a formal public process conducted and held before the city Council or Planning Commission.
3. Survey – Planning and Community Development will solicit public outreach through the completion of an electronic survey that will be posted on the city's website.
4. Planning and Community Development Website – Planning and Community Development will post relevant documents and schedules along with announcements and notices concerning upcoming meetings, hearings and public involvement opportunities.
5. Interested Parties Email List – Planning and Community Development will maintain a list of individuals or groups who have expressed an interest in the comprehensive plan update process. Interested parties will receive emails with announcements and notices.
6. Staff Reports – Staff reports will highlight key topic, important milestones and provide focused guidance to decision makers and document the evolution of the update process.
7. News Releases – For major issues, the city will prepare press releases and distribute these to local papers and post on the city's website.
8. City Council Work Sessions – Planning and Community Development will brief Council members on the update process during regular works sessions.
9. Planning Commission Work Sessions – Planning and Community Development will brief Planning Commissioners on the update process during regular works sessions.
10. Joint Planning Commission and City Council Work Session – A joint work session will be scheduled to establish a preliminary scope of work.

The above strategies establish the basic public involvement processes that the city will utilize during the 2015 Comprehensive Plan Periodic Update. Other public participation activities may be put into practice without changing the plan.

4.4 Public Comments

Throughout the public process, citizens and interested parties may provide written comments throughout the update process or give testimony at public open houses, meetings or hearings. In



2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule

addition, written comments are welcome. To ensure consideration, written comments must be received prior to the close of specific public hearings.

Interested parties can submit written comments by email, mail or fax to the director or project manager, listed below:

Rebecca Ableman, Planning &
Community Development Director
P.O. Box 257
Lake Stevens, WA 98258
bableman@lakestevenswa.gov

Russell Wright, Senior Planner
P.O. Box 257
Lake Stevens, WA 98258
rwright@lakestevenswa.gov

Interested parties can also submit a Citizen Comment Form accessible on the city's website at the 2015 Comprehensive Plan Periodic Update link at www.lakestevenswa.gov.

4.5 Availability of Documents

The city of Lake Stevens will make every effort to post relevant documents on the Planning and Community Development website at www.lakestevenswa.gov. In addition, a project file will be maintained and available for public inspection during regular business hours (Monday through Friday, 8 am to 5 pm) at the Permit Center at 1812 Main Street, Lake Stevens, WA.

4.6 Record of Meetings

The city will record and prepare written minutes (summaries) for all public meetings and hearings related to the 2015 Comprehensive Plan Periodic Update. Meeting summaries will be available on the city's website at www.lakestevenswa.gov. Copies of audio recording are available upon request.

5. Preliminary Schedule and Scope of Work

The *2015 Comprehensive Plan Periodic Update – Scope of Work, Public Participation Plan & Preliminary Schedule* outlines the schedule (attached) to complete the comprehensive plan update in a timely and efficient manner. The schedule may be subject to change as the project moves forward. After a preliminary review of Growth Management Act requirements, the current Lake Stevens Comprehensive Plan and technical guidance provided by Commerce and PSRC, Planning and Community Development will establish a final work program and scope of work.

CITY OF LAKE STEVENS – 2015 COMPREHENSIVE PLAN UPDATE WORK PROGRAM

Task #	Timeline	Person /Group	Tasks	Notes
1. Task I – Establish a Public Participation Plan				
1-A	February 2014	RA/REW	Prepare draft Public Participation Plan for PC & CC review	
1-B	March 5, 2014	RA/REW	Introduce Public Participation Plan to PC	
1-C	March 10, 2014	RA/REW	Introduce Public Participation Plan to CC	
2. Task II – Preliminary GMA Compliance Evaluation / Scope of Work				
2-A	February 2014	REW	<p>Collect and analyze data on growth trends and forecasts. Review existing comprehensive plan, subarea plan(s) and development regulations. Complete:</p> <ul style="list-style-type: none"> • Dept of Commerce checklist • PSRC checklist • Best Available Science 	<ol style="list-style-type: none"> 1. Check required items against your comprehensive plan and development regulations to evaluate if revisions to individual elements/regulations are necessary to ensure consistency with GMA and Vision 2040. 2. Identify on the checklist where your plan or regulations address mandatory requirements. This initial checklist review will help set the scope of work for PC and CC review. 3. <i>No changes required to SMP.</i>
2-B	Feb - March 2014	REW	<p>Data Collection:</p> <ul style="list-style-type: none"> • Update any relevant inventories, demographics and/or land-capacity analysis (e.g., transportation, buildable lands, etc.) • Review Countywide Planning Policies • Review PSRC VISION 2040 Multicounty Planning Policies • Review development regulations 	This task can be completed alongside the Work Program tasks described below. The reviews include checking for consistency with Snohomish County Countywide Planning Policies and PSRC Vision 2040.
2-C	April 14, 2014	RA/REW	Joint Workshop with PC/CC to review initial of scope of work & public participation program (Work Program)	<ol style="list-style-type: none"> 1. Staff will use the Commerce/PSRC checklists to establish the formal scope of review for the city's update.
2-D	March 27 2014	REW	Send GMA Compliance Evaluation Checklists to Commerce and PSRC for review and comment	Early informal review.
2-E	May 7 2014	RA/REW	Community Open House to discuss Vision for the city and 2015 Comprehensive Plan Scope of Work and gather initial public comments	Meeting held at regular PC meeting

CITY OF LAKE STEVENS – 2015 COMPREHENSIVE PLAN UPDATE WORK PROGRAM

3. Task III - Amendments				
3-A	April – October 2014		Internal Work Groups meet and prepare amendments <ul style="list-style-type: none"> • Work Group 1 Planning and Land Use – Russ, Coordinator • Work Group 2 Public Services, Transportation & Utilities – Becky, Coordinator • Work Group 3 Economic Development – Becky, Coordinator 	Work Groups, consisting of appropriate staff and affected agencies will, meet as needed.
3-B	April – June 2014	REW	Work Group 1 Planning and Land Use <ol style="list-style-type: none"> 1. Housing Element 2. Land Use Element 3. Environment Element 4. Parks and Recreation 	Work groups will establish targets for completion of elements and development regulations Combine Introduction and Planning Area
3-C	May – August 2014	RA	Work Group 2 Transportation and Utilities	Work groups will establish targets for completion of elements and development regulations Separate Utilities & Public Facilities chapters.
			<ol style="list-style-type: none"> 1. Transportation 2. Utilities 3. Public Facilities 4. Capital Facilities 	
3-D	July – Sept. 2014	RA	Work Group 3 Economic Development	Work groups will establish targets for completion of elements and development regulations
3-E	October 2014	REW	Staff prepares Draft GMA Compliance Report following preparation of draft amendments	
3-F	November 5, 2014	RA/REW	Planning Commission Public Open House on Draft GMA Compliance Report, any citizen amendment applications and any other proposed specific amendments	
3-G	June 2015	RA/REW	Final changes to amendments elements and development regulations following environmental and agency review and comment	
4. Task IV Environmental Review and Agency Comment				
4-A	October 2014	REW	Conduct SEPA review and analyze potential environmental impacts from the proposed changes.	Start SEPA review at the early phases of developing plans and regulations.
4-B	November 2014	RA	Issue SEIS, Addendum or DNS as appropriate	30 Day comment period
4-C	November 2014	REW	Send Commerce draft update documents for informal review at least 30 days prior to Planning Commission public hearing	30 Day comment period
4-D	April 2015	REW	Send Commerce 60-day Notice of Intent to Adopt	60 Day comment period Note: Annual docket amendments can be combined with periodic update

CITY OF LAKE STEVENS – 2015 COMPREHENSIVE PLAN UPDATE WORK PROGRAM

5. Task V - Planning Commission Action				
5-A	November - December 2014	RA/REW	Planning Commission workshop on amendments to the comprehensive plan and development regulations.	
5-B	January 6, 2015	RA/REW	Planning Commission public hearing on amendments to the comprehensive plan and development regulations	Discuss amendments, hearing testimony and possible modifications.
5-C	January 20, 2015	RA/REW	Planning Commission final recommendation on amendments to the comprehensive plan and development regulations	Optional
6. Task VI City Council Review and Action				
6-A	Feb 2015 - March 2015	RA/REW	City Council workshops on amendments to the comprehensive plan and development regulations	
6-B	April 2015	RA/REW	City Council public hearing on amendments to the comprehensive plan and development regulations	
6-C	April 2015	RA/REW	City Council public hearing # 2 and final recommendation on amendments to the comprehensive plan and development regulations	Optional
6-D	June 2015	RA/REW	City Council adopts amendments by ordinance	Commerce recommends the final adopting resolution/ordinance indicates all the major steps in update process and include a definitive statement that this action concludes the required Update process required by GMA.
6-E	June 2015	REW	Publish Notice of Adoption in paper	Date of publishing triggers 60-day appeal period
6-F	June 2015	REW	Submit final update ordinance to State	GMA requires submittal to state 10 days after final action

2006 Lake Stevens Vision (2005-2025 Comprehensive Plan)

Recognizing both citizens' desires to maintain the small town atmosphere, and the philosophy and mandates of the Growth Management Act, the City of Lake Stevens will grow to a community of 46,000 people within its Urban Growth Area with high densities being concentrated in and around "Old Town" and Historic Downtown, South Lake Stevens and Frontier Village while medium-density neighborhoods extend from them to lower density neighborhoods developing on the periphery of the UGA. Care will be taken to ensure that any development is sensitive to the environment and existing residents by reasonably mitigating impacts through all lawful means available.

We intend to be a community of sustainable development. We declare that beautiful yet functional and efficient design is paramount to sustaining a positive development atmosphere and community image. To be sustainable, our community will strive to provide a range of housing that is affordable to our diverse population; and will seek to match jobs to residents to local consumers so that our citizens can find their needs met at home in Lake Stevens.

The City of Lake Stevens strongly endorses the thrust of the Growth Management Act as an essential and responsible series of planning measures that when implemented, will help direct community, regional, and statewide efforts to enhance Washington's quality of life, environmental protection, and economic vitality.

Lake Stevens City Council Vision (as stated on Council Agendas)

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



This page left blank intentionally



NOTICE OF SPECIAL MEETING

Notice is hereby given that the Lake Stevens City Council and Planning Commission will conduct a special meeting in accordance with RCW 42.30.080.

- Purpose of Meeting:** Joint City Council and Planning Commission Workshop Session
- Meeting Place:** Lake Stevens School District Educational Services Center
(Admin. Bldg.)
12309 22nd Street NE
Lake Stevens, WA
- Meeting Date/Time:** Monday April 14, 2014, 6:00 p.m.
- Notice Delivered/Mailed To:** Lake Stevens City Council
Lake Stevens Planning Commission
Lake Stevens Journal
- Posted:** Lake Stevens City Hall



This page left blank intentionally

**BLANKET VOUCHER APPROVAL
 2014**

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

Payroll Direct Deposits	4/1/2014	\$113,791.22
Payroll Checks	36623-36624	\$4,404.15
Electronic Funds Transfers	ACH	\$185,467.76
Claims	36619-36620, 36625-36730	\$258,454.23
Void Checks	36621-36622	\$0.00
Tax Deposit(s)	4/1/2014	\$44,567.90
Total Vouchers Approved:		\$606,685.26

This 14th day of April 2014:

Mayor

Councilmember

Finance Director

Councilmember

Councilmember

Councilmember



This page left blank intentionally

Clearing House

Electronic AP Proof List

User: jnorris
 Printed: 04/07/2014 - 9:57AM
 Batch: 00001.04.2014



Source	Vendor	Name	Transfer/Route	Check Digit	Account No	amount
AP5 002-04-2014	1029	AFLAC,	1234/5678	9	123456789	1,495.80
AP5 002-04-2014	1079	Assoc of Washington Cities EFT,	/			80,362.87
AP5 002-04-2014	1273	Dept of Retirement PERS LEOFF,	1234/5678	9	123456789	52,733.99
AP5 002-04-2014	2105	EFTPS, Electronic Federal Tax Pmt System	1234/5678	9	123456789	44,567.90
AP5 002-04-2014	1645	Nationwide Retirement Solution,	1234/5678	9	123456789	1,125.00
AP5 002-04-2014	1911	Standard Insurance Company,	1234/5678	9	123456789	4,779.74
AP5 002-04-2014	2045	Washington State Support Registry,	1234/5678	9	123456789	402.46
Records Printed: 7						185,467.76



Accounts Payable Checks for period of 03/25/2014 - 04/14/2014

Invoice	AccountCode	Account Description	Item Description	Amount	
Dept of Licensing			Check 36619	3/25/2014	\$1,639.50
52369D	520-008-594-21-63-00	Capital Equipment	License tabs for 2011 Dodge Charger	\$1,639.50	
Dept of Revenue			Check 36620	3/25/2014	\$523.44
	633-013-586-00-00-05	Leasehold Excise Tax Remit	Q1.2014 Leasehold Excise Tax	\$523.44	
Dept of Licensing			Check 36625	4/1/2014	\$965.00
9415	520-008-594-21-63-00	Capital Equipment	Tax and Transfer fees for two 2006 Ford Explorers	\$965.00	
Lake Stevens Police Guild			Check 36626	4/7/2014	\$1,017.50
04/01/14	001-000-284-00-00-00	Payroll Liability Other	WACOPS Deduction PR Batch 00002.03.2014	\$105.00	
04/01/14	001-000-284-00-00-00	Payroll Liability Other	Police Guild Deduction PR Batch 00002.03.2014	\$887.50	
04/01/14	001-000-284-00-00-00	Payroll Liability Other	Guild Initiation Fees PR Batch 00002.03.2014	\$25.00	
Teamsters Local No 763			Check 36627	4/7/2014	\$277.00
04/01/14	001-000-284-00-00-00	Payroll Liability Other	Teamster Union Dues PR Batch 00002.03.2014	\$277.00	
United Way of Snohomish Co			Check 36628	4/7/2014	\$115.84
04/01/14	001-000-284-00-00-00	Payroll Liability Other	United Way PR Batch 00002.03.2014	\$115.84	
Washington Teamsters Welfare Trust			Check 36629	4/7/2014	\$1,308.60
May 2014	001-010-576-80-20-00	PK-Benefits	Medical Premium	\$58.16	
May 2014	410-016-531-10-20-00	SW-Benefits	Medical Premium	\$625.22	
May 2014	101-016-542-30-20-00	ST-Benefits	Medical Premium	\$625.22	
Ace Hardware			Check 36630	4/14/2014	\$204.80
41652	101-016-544-90-31-02	ST-Operating Cost	D Rings and Drill bits	\$36.29	
41611	410-016-531-10-31-02	SW-Operating Costs	Tool Bag	\$35.83	
41557	101-016-542-64-31-00	ST-Traffic Control - Supply	Material for securing Traffic Counters	\$49.12	
41671	001-008-521-20-31-01	LE-Operating Costs	Privacy door and wood shims	\$30.38	
41670	101-016-544-90-31-02	ST-Operating Cost	Sharpie markers	\$9.76	

Invoice	AccountCode	Account Description	Item Description	Amount
41655	001-008-521-20-31-01	LE-Operating Costs	Battery and cable booster	\$43.42
ACES			Check 36631	4/14/2014
9933	001-005-517-60-31-00	HR-Safety Program	Safety mtg on Work Zone Safety	\$149.26
9933	101-016-517-60-31-00	ST-Safety Program	Safety mtg on Work Zone Safety	\$249.87
9933	410-016-517-60-31-00	SW-Safety Program	Safety mtg on Work Zone Safety	\$249.87
Advantage Building Services			Check 36632	4/14/2014
14-0130	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$27.31
14-0130	001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$27.31
14-0130	001-008-521-20-41-00	LE-Professional Services	Janitorial Services	\$285.00
14-0130	001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$18.20
14-0130	001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$148.20
14-0130	001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$109.25
14-0130	101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$18.21
14-0130	410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$18.23
AG Enterprise Supply Inc			Check 36633	4/14/2014
INV013058	101-016-542-66-31-00	ST-Snow & Ice - Sply	Hose reel for De-icer and hardware to attach it	\$366.62
INV013058	101-016-544-90-31-02	ST-Operating Cost	Hose reel for De-icer and hardware to attach it	\$366.62
American Planning Assoc Wa Chpt			Check 36634	4/14/2014
4279	001-007-558-50-41-03	PL-Advertising	Senior Planner advertisement	\$50.00
Anderson Jennifer			Check 36635	4/14/2014
4/1-4/30/2014	001-000-284-00-00-00	Payroll Liability Other	Section 125 Dependent Care Reimb	\$416.66
APWA			Check 36636	4/14/2014
6/2014-5/2015	101-016-542-30-49-00	ST-Miscellaneous	APWA Membership renewal June 2014-May 2015	\$92.00
6/2014-5/2015	410-016-531-10-49-00	SW-Miscellaneous	APWA Membership renewal June 2014-May 2015	\$92.00
Atlas Business Solutions Inc			Check 36637	4/14/2014
IVC080702	001-008-521-20-31-01	LE-Operating Costs	VSS Annual Software Maintenance	\$360.00

Invoice	AccountCode	Account Description	Item Description	Amount	
Auto Additions Inc			Check 36638	4/14/2014	\$390.44
IN0011445	520-008-594-21-63-00	Capital Equipment	Dual Red and Blue LED lights	\$390.44	
Big O Tires			Check 36639	4/14/2014	\$618.96
1-33927	101-016-542-30-48-00	ST-Repair & Maintenance	Turn rotor and brake inspection PW3	\$68.77	
1-33927	410-016-531-10-48-00	SW-Repairs & Maintenance	Turn rotor and brake inspection PW3	\$68.78	
1-33927	001-010-576-80-48-00	PK-Repair & Maintenance	Turn rotor and brake inspection PW3	\$68.77	
1-33889	001-010-576-80-48-00	PK-Repair & Maintenance	Turn rotor and brake inspection PW5	\$68.77	
1-33889	410-016-531-10-48-00	SW-Repairs & Maintenance	Turn rotor and brake inspection PW5	\$68.78	
1-33866	001-010-576-80-48-00	PK-Repair & Maintenance	Turn rotor and brake inspection PW4	\$68.78	
1-33866	410-016-531-10-48-00	SW-Repairs & Maintenance	Turn rotor and brake inspection PW4	\$68.77	
1-33866	101-016-542-30-48-00	ST-Repair & Maintenance	Turn rotor and brake inspection PW4	\$68.77	
1-33889	101-016-542-30-48-00	ST-Repair & Maintenance	Turn rotor and brake inspection PW5	\$68.77	
Blue Fern Development			Check 36640	4/14/2014	\$1,406.43
BLD2014-0129	001-000-322-10-00-00	Building Permits	Paid in error-Refund Building Permit BLD2014-0129	\$1,406.43	
Blumenthal Uniforms			Check 36641	4/14/2014	\$1,317.63
58609-01	001-008-521-20-26-00	LE-Clothing	Uniform - C Brooks	\$500.20	
58609	001-008-521-20-26-00	LE-Clothing	Uniform - C Brooks	\$137.85	
60735	001-008-521-20-26-00	LE-Clothing	Uniform - C Wells	\$679.58	
Carquest Auto Parts Store			Check 36642	4/14/2014	\$44.82
2421-203033	410-016-531-10-31-02	SW-Operating Costs	Gage	\$22.41	
2421-203033	101-016-544-90-31-02	ST-Operating Cost	Gage	\$22.41	
Child Advocacy Center			Check 36643	4/14/2014	\$1,833.17
548	001-008-521-20-41-00	LE-Professional Services	Child Interview specialist services	\$1,833.17	
City of Everett			Check 36644	4/14/2014	\$1,540.00
I14000590	001-008-554-30-41-00	LE-Environment-Animal Control	Animal shelter services	\$1,090.00	
I14000610	410-016-531-10-41-01	SW-Professional Services	Lab Analysis	\$450.00	

Invoice	AccountCode	Account Description	Item Description	Amount	
City of Lake Stevens			Check 36645	4/14/2014	\$34.30
14-0130	001-012-575-50-41-00	CS-Community Center - Cleaning	Retainage - Advantage Building Svcs	\$5.75	
14-0130	001-008-521-20-41-00	LE-Professional Services	Retainage - Advantage Building Svcs	\$15.00	
14-0130	001-007-559-30-41-00	PB-Professional Srv	Retainage - Advantage Building Svcs	\$1.44	
14-0130	001-010-576-80-41-00	PK-Professional Services	Retainage - Advantage Building Svcs	\$0.96	
14-0130	001-013-518-20-41-00	GG-Professional Service	Retainage - Advantage Building Svcs	\$7.80	
14-0130	410-016-531-10-41-01	SW-Professional Services	Retainage - Advantage Building Svcs	\$0.95	
14-0130	001-007-558-50-41-00	PL-Professional Servic	Retainage - Advantage Building Svcs	\$1.44	
14-0130	101-016-542-30-41-02	ST-Professional Service	Retainage - Advantage Building Svcs	\$0.96	
City of Marysville			Check 36646	4/14/2014	\$24,983.18
14-003	001-013-512-50-41-00	GG-Municipal Court Fees	Court Citations February 2014	\$6,484.00	
POLIN11-0390	001-008-523-60-51-00	LE-Jail	Prisoner Housing Feb 2014	\$11,384.03	
POLIN11-0397	001-008-523-60-51-00	LE-Jail	Prisoner MedicalFeb 2014	\$385.00	
14-005	001-013-512-50-41-00	GG-Municipal Court Fees	Court Citations March 2014	\$6,730.15	
Comcast			Check 36647	4/14/2014	\$95.21
04/14 0810218	001-008-521-20-42-00	LE-Communication	Internet services-Lakeshore Drive	\$95.21	
Comcast			Check 36648	4/14/2014	\$75.71
04/14 0692756	001-008-521-20-42-00	LE-Communication	Internet services-Market Place	\$75.71	
Comcast			Check 36649	4/14/2014	\$85.71
04/14 0808840	410-016-531-10-42-00	SW-Communications	Internet services-City Shop	\$28.57	
04/14 0808840	101-016-543-30-42-00	ST-Communications	Internet services-City Shop	\$28.57	
04/14 0808840	001-010-576-80-42-00	PK-Communication	Internet services-City Shop	\$28.57	
Comcast			Check 36650	4/14/2014	\$120.80
04/14 0827887	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic Signal Control	\$120.80	
Comdata Corporation			Check 36651	4/14/2014	\$434.77
20209374	001-008-521-20-32-00	LE-Fuel	Fuel	\$434.77	

Invoice	AccountCode	Account Description	Item Description	Amount	
CompuCom			Check 36652	4/14/2014	\$30,259.49
62192044	510-003-518-80-49-00	License Renewal-Annual Maint	30 Window 8.1 Upgrade and 61 MS Office and 75 MS Server licenses		\$30,259.49
ConfirmdeliveryCom			Check 36653	4/14/2014	\$125.36
05314333	001-008-521-20-42-00	LE-Communication	ParcelPak Boxes		\$125.36
Cooking Light			Check 36654	4/14/2014	\$29.95
280676627	001-005-517-90-41-00	HR-Wellness Program	Cooking Light Subscription for Wellness Program		\$29.95
Corporate Office Supply			Check 36655	4/14/2014	\$249.79
149033i	101-016-544-90-31-01	ST-Office Supplies	Tape-Marker-folders-power strip		\$61.15
148947i	001-004-514-23-31-00	FI-Office Supplies	Pencil and Lead		\$9.72
148947i	001-003-514-20-31-00	CC-Office Supply	Dry erase erasers and wipes		\$14.01
149033i	410-016-531-10-31-01	SW-Office Supplies	Tape-Marker-folders-power strip		\$61.15
149033i	001-007-558-50-31-00	PL-Office Supplies	Tape-Marker-folders-power strip		\$51.79
148739i	001-008-521-20-31-00	LE-Office Supplies	Laminating pouches		\$51.97
Correctional Industries			Check 36656	4/14/2014	\$208.06
45-106538	001-008-521-20-31-00	LE-Office Supplies	evidence property sheets		\$208.06
Databar Inc			Check 36657	4/14/2014	\$477.47
207570	001-013-518-20-31-00	GG-Operating	Treasurer Receipt Books		\$143.24
207570	001-008-521-20-31-01	LE-Operating Costs	Treasurer Receipt Books		\$334.23
Dataquest LLC			Check 36658	4/14/2014	\$45.50
CILKSTEVENS-201	001-005-521-11-41-00	HR-Civil - Professional Srv	Background check		\$45.50
Day Wireless Systems 16			Check 36659	4/14/2014	\$363.82
356940	001-008-521-20-31-01	LE-Operating Costs	Radar calibration		\$363.82
Dept of Revenue			Check 36660	4/14/2014	\$176.73
3109-2013-Qtr4	001-003-514-20-49-01	CC-Misc CC Fees DOL	Q4 2013 Credit Card fees		\$176.73
Dooley Enterprises			Check 36661	4/14/2014	\$433.20
49741	001-008-521-20-31-01	LE-Operating Costs	Ammunition for Police Dept		\$433.20

Invoice	AccountCode	Account Description	Item Description	Amount	
Economic Alliance Sno Co			Check 36662	4/14/2014	\$30.00
200003989	001-001-513-10-43-00	Executive - Travel & Mtgs	State of the Station mtg		\$30.00
Electronic Business Machines			Check 36663	4/14/2014	\$12,939.69
50875A	001-008-594-21-63-00	LE-Capital Equipment	Canon copier IRC 5250		\$12,939.69
Evergreen State Heat			Check 36664	4/14/2014	\$403.18
24640	101-016-542-30-48-00	ST-Repair & Maintenance	Quarterly HVAC service		\$25.19
24640	410-016-531-10-48-00	SW-Repairs & Maintenance	Quarterly HVAC service		\$25.19
24640	001-013-518-20-48-00	GG-Repair & Maintenance	Quarterly HVAC service		\$100.80
24640	001-007-558-50-48-00	PL-Repairs & Maint.	Quarterly HVAC service		\$50.40
24640	001-008-521-20-48-00	LE-Repair & Maintenance	Quarterly HVAC service		\$100.80
24640	001-012-575-50-48-00	CS-Community Center - R & M	Quarterly HVAC service		\$100.80
Fastenal Company			Check 36665	4/14/2014	\$123.84
WAEV124119	101-016-544-90-31-02	ST-Operating Cost	Battery		\$41.28
WAEV124119	410-016-531-10-31-02	SW-Operating Costs	Battery		\$41.28
WAEV124119	001-010-576-80-31-00	PK-Operating Costs	Battery		\$41.28
Feldman and Lee			Check 36666	4/14/2014	\$6,982.50
March 2014	001-011-515-91-41-00	LG-General Indigent Defense	General Indigent Defense		\$6,982.50
Frontier			Check 36667	4/14/2014	\$81.94
03/14 425334083	410-016-531-10-42-00	SW-Communications	Phone services		\$27.31
03/14 425334083	001-013-518-20-42-00	GG-Communication	Phone services		\$27.31
03/14 425334083	101-016-543-30-42-00	ST-Communications	Phone services		\$27.32
Frontier			Check 36668	4/14/2014	\$66.23
03/14 425397967	101-016-542-64-47-00	ST-Traffic Control -Utility	Phone services		\$66.23
Frontier Village Veterinary Clinic			Check 36669	4/14/2014	\$155.00
326207	001-008-554-30-41-00	LE-Environment-Animal Control	Feline exam and Euthanasia		\$155.00
Glens Rental Sales and Service			Check 36670	4/14/2014	\$157.47

Invoice	AccountCode	Account Description	Item Description	Amount
S5212	410-016-531-10-31-02	SW-Operating Costs	Equipment rental for 4th St NE Storm Water Proj	\$157.47
Grainger			Check 36671	4/14/2014
9395802045	101-016-544-90-31-02	ST-Operating Cost	Propane Torch	\$77.84
9381731257	410-016-531-10-31-02	SW-Operating Costs	Incandescent Floodlights	\$12.83
9398607045	101-016-544-90-31-02	ST-Operating Cost	Post levels	\$13.73
9381731257	001-008-521-20-31-01	LE-Operating Costs	Incandescent Floodlights	\$12.84
9381731257	101-016-544-90-31-02	ST-Operating Cost	Incandescent Floodlights	\$12.83
9381731257	001-013-518-20-31-00	GG-Operating	Incandescent Floodlights	\$12.84
Granite Construction Co			Check 36672	4/14/2014
52373	101-016-542-64-31-00	ST-Traffic Control - Supply	11 Street signs in Lake Point	\$380.10
52427	101-016-544-90-31-02	ST-Operating Cost	Thermoplastic Hotspots for attaching Reflective markers	\$1,511.71
52388	101-016-544-90-31-02	ST-Operating Cost	Pavement marking supplies	\$2,114.22
Griffen Chris L			Check 36673	4/14/2014
C10356L	001-011-515-91-41-00	LG-General Indigent Defense	General Indigent Defense	\$262.50
3Z0794112	001-011-515-91-41-00	LG-General Indigent Defense	General Indigent Defense	\$300.00
4Z0140091	001-011-515-91-41-00	LG-General Indigent Defense	General Indigent Defense	\$187.50
Group Health Coop			Check 36674	4/14/2014
74004446	410-016-531-10-41-01	SW-Professional Services	Employee medical exams and tests	\$93.50
74004446	101-016-542-30-41-02	ST-Professional Service	Employee medical exams and tests	\$93.50
74004446	001-008-521-20-41-00	LE-Professional Services	Employee medical exams and tests	\$710.00
HB Jaeger Co LLC			Check 36675	4/14/2014
146384/1	410-016-531-10-31-02	SW-Operating Costs	Locking Frames	\$240.96
146384/1	101-016-544-90-31-02	ST-Operating Cost	Locking Frames	\$240.96
146473/1	410-016-531-10-31-02	SW-Operating Costs	Jet Set	\$99.91
146383/1	101-016-544-90-31-02	ST-Operating Cost	Jet Set	\$244.58
146383/1	410-016-531-10-31-02	SW-Operating Costs	Jet Set	\$244.58

Invoice	AccountCode	Account Description	Item Description	Amount	
Home Depot			Check 36676	4/14/2014	\$213.24
4437584	001-012-572-20-31-00	CS-Library-Office & Operating	Library door panic bar and door knob	\$213.24	
Industrial Supply Inc			Check 36677	4/14/2014	\$309.05
532502	101-016-542-67-41-00	ST-Street Cleaning	Gutter broom on Street Sweeper	\$154.53	
532502	410-016-531-10-41-03	SW-Street Cleaning	Gutter broom on Street Sweeper	\$154.52	
Ink It Your Way			Check 36678	4/14/2014	\$164.46
4126	001-008-521-20-26-00	LE-Clothing	Uniform shirts - C Brooks	\$164.46	
Integra Telecom Inc			Check 36679	4/14/2014	\$930.44
11825149	001-012-575-30-42-00	CS-Historical-Communications	Phone services	\$13.68	
11825149	410-016-531-10-42-00	SW-Communications	Phone services	\$78.71	
11825149	101-016-543-30-42-00	ST-Communications	Phone services	\$78.72	
11825149	001-012-575-50-42-00	CS-Commnity Center - Comm	Phone services	\$13.68	
11825149	001-013-518-20-42-00	GG-Communication	Phone services	\$54.71	
11825149	001-003-514-20-42-00	CC-Communications	Phone services	\$27.35	
11825149	001-002-513-11-42-00	AD-Communications	Phone services	\$13.68	
11825149	001-004-514-23-42-00	FI-Communications	Phone services	\$27.35	
11825149	001-006-518-80-42-00	IT-Communications	Phone services	\$41.03	
11825149	001-005-518-10-42-00	HR-Communications	Phone services	\$13.68	
11825149	001-007-558-50-42-00	PL-Communication	Phone services	\$88.95	
11825149	001-007-559-30-42-00	PB-Communication	Phone services	\$13.68	
11825149	001-008-521-20-42-00	LE-Communication	Phone services	\$465.22	
Johns Cleaning Service			Check 36680	4/14/2014	\$126.75
1324	001-008-521-20-26-00	LE-Clothing	Uniform cleaning	\$126.75	
Lake Industries LLC			Check 36681	4/14/2014	\$80.00
27838	410-016-531-10-48-00	SW-Repairs & Maintenance	Dump fees	\$80.00	
Lake Stevens Fire			Check 36682	4/14/2014	\$185.00
7708	001-012-572-20-48-00	CS-Library-Repair & Maint.	Annual Fire Inspection - Library	\$185.00	

Invoice	AccountCode	Account Description	Item Description	Amount	
Lake Stevens Journal			Check 36683	4/14/2014	\$381.05
80793	001-008-521-20-41-03	LE-Advertising	Help wanted ad - Police Cadet	\$53.00	
80795	001-013-518-30-41-01	GG-Advertising	Ordinance 908	\$53.60	
80796	001-007-558-50-41-03	PL-Advertising	Pubic Notice LUA2014-0005	\$93.80	
80817	001-007-558-50-41-03	PL-Advertising	Public notice LUA2014-0015	\$77.05	
80818	001-007-558-50-41-03	PL-Advertising	Notice of Joint Mtg Parks and Council	\$23.45	
80819	001-013-518-30-41-01	GG-Advertising	Notice Public Hearings Ord 910	\$30.15	
80792	001-008-521-20-41-03	LE-Advertising	Help wanted ad - Police Offcr	\$50.00	
Lake Stevens School District			Check 36684	4/14/2014	\$11,928.46
850	101-016-542-30-32-00	ST-Fuel	Fuel	\$1,595.36	
850	001-007-559-30-32-00	PB-Fuel	Fuel	\$77.89	
851	001-008-521-20-32-00	LE-Fuel	Fuel	\$4,765.20	
787	001-008-521-20-32-00	LE-Fuel	Fuel	\$5,490.01	
Law Offices of Weed Graafstra			Check 36685	4/14/2014	\$9,434.00
124	001-011-515-30-41-00	LG-Professional Service	Legal Services	\$9,434.00	
LEIRA			Check 36686	4/14/2014	\$190.00
2014	001-008-521-20-49-00	LE-Miscellaneous	LEIRA 2014 membership	\$190.00	
Les Schwab Tire Center			Check 36687	4/14/2014	\$50.77
40200144830	101-016-542-30-48-00	ST-Repair & Maintenance	Flat Repair	\$50.77	
Lexipol LLC			Check 36688	4/14/2014	\$2,000.00
	001-008-521-20-41-01	LE-Prof Serv-Lexipol	2014 - 2015 Daily Training Bulletins	\$2,000.00	
Lorentzen Dan			Check 36689	4/14/2014	\$24.00
3/27/14 mtg	001-008-521-20-43-00	LE-Travel & Meetings	Sno Co Sherriff and Police Chiefs mtg	\$24.00	
Lowes Companies			Check 36690	4/14/2014	\$153.71
911407	101-016-542-64-31-00	ST-Traffic Control - Supply	Sign Posts	\$79.98	
961420	410-016-531-10-31-02	SW-Operating Costs	Lumber to repair trailer	\$36.86	

Invoice	AccountCode	Account Description	Item Description	Amount
961420	101-016-544-90-31-02	ST-Operating Cost	Lumber to repair trailer	\$36.87
Macks Towing			Check 36691	4/14/2014
54313	001-008-521-20-31-01	LE-Operating Costs	Towing Case #14-00853	\$136.00
Michael & Alexander PLLC			Check 36692	4/14/2014
12339	001-008-521-20-41-02	LE-Professional Srv-Legal	Legal Services	\$1,200.00
Mount Appraisal Group			Check 36693	4/14/2014
2014-02 CLS	001-013-518-20-41-00	GG-Professional Service	Property Appraisal	\$2,800.00
MRSC			Check 36694	4/14/2014
AG11533	410-016-531-10-31-02	SW-Operating Costs	MRSC Rosters	\$60.00
AG11533	101-016-544-90-31-02	ST-Operating Cost	MRSC Rosters	\$60.00
Office of The State Treasurer			Check 36695	4/14/2014
Feb 2014	633-007-586-00-00-02	Building - State Bl	February 2014 State Court Fees	\$72.00
Feb 2014	633-008-586-00-00-14	WSP Highway Acct	February 2014 State Court Fees	\$86.51
Feb 2014	633-008-586-00-00-08	Trauma Care	February 2014 State Court Fees	\$274.30
Feb 2014	633-008-586-00-00-11	Auto Theft Prevention	February 2014 State Court Fees	\$393.79
Feb 2014	633-008-586-00-00-09	School Zone Safety	February 2014 State Court Fees	\$117.55
Feb 2014	633-008-586-00-00-12	HWY Safety Act	February 2014 State Court Fees	\$20.29
Feb 2014	633-008-586-00-00-13	Death Inv Acct	February 2014 State Court Fees	\$15.24
Feb 2014	633-008-586-00-00-04	Public Safety And Education	February 2014 State Court Fees	\$2,888.33
Feb 2014	633-008-586-00-00-03	Public Safety And Ed. 1986	February 2014 State Court Fees	\$4,714.28
Feb 2014	633-008-586-00-00-05	Judicial Information System-Ci	February 2014 State Court Fees	\$808.36
Feb 2014	633-008-586-00-00-10	Public Safety Ed #3	February 2014 State Court Fees	\$204.20
Office of The State Treasurer			Check 36696	4/14/2014
March 2014	633-008-586-00-00-12	HWY Safety Act	March 2014 State Court Fees	\$48.02
March 2014	633-008-586-00-00-09	School Zone Safety	March 2014 State Court Fees	\$11.54
March 2014	633-008-586-00-00-05	Judicial Information System-Ci	March 2014 State Court Fees	\$1,088.15
March 2014	633-007-586-00-00-02	Building - State Bl	March 2014 State Court Fees	\$67.50

Invoice	AccountCode	Account Description	Item Description	Amount	
March 2014	633-008-586-00-00-08	Trauma Care	March 2014 State Court Fees	\$421.74	
March 2014	633-008-586-00-00-13	Death Inv Acct	March 2014 State Court Fees	\$33.13	
March 2014	633-008-586-00-00-11	Auto Theft Prevention	March 2014 State Court Fees	\$595.71	
March 2014	633-008-586-00-00-04	Public Safety And Education	March 2014 State Court Fees	\$3,963.08	
March 2014	633-008-586-00-00-03	Public Safety And Ed. 1986	March 2014 State Court Fees	\$6,350.14	
March 2014	633-008-586-00-00-10	Public Safety Ed #3	March 2014 State Court Fees	\$214.88	
March 2014	633-008-586-00-00-14	WSP Highway Acct	March 2014 State Court Fees	\$187.97	
Outcomes by Levy LLC			Check 36697	4/14/2014	\$4,980.75
2014-03-LS	001-013-511-20-41-02	GG-Advisory Srv - Lobbying	Lobbying services for March 2014	\$4,980.75	
Peace of Mind Office Support			Check 36698	4/14/2014	\$84.00
3/24 Council Mt	001-003-514-20-41-00	CC-Professional Services	3/24/14 Council Mtg Minutes	\$84.00	
Pitney Bowes			Check 36699	4/14/2014	\$112.37
9619164-MR14	001-013-518-20-45-00	GG-Equipment Rental	Postage Machine Rental	\$112.37	
Precision Door Service			Check 36700	4/14/2014	\$3,046.50
652190	410-016-531-10-48-00	SW-Repairs & Maintenance	Shop garage door repair	\$1,015.50	
652190	101-016-542-30-48-00	ST-Repair & Maintenance	Shop garage door repair	\$1,015.50	
652190	001-010-576-80-48-00	PK-Repair & Maintenance	Shop garage door repair	\$1,015.50	
Precision Electric Group Inc			Check 36701	4/14/2014	\$954.60
13472	001-010-576-80-48-03	PK-Lundeen-Repair & Maint	Replacement of heater unit Lundeen House	\$954.60	
Puget Sound Clean Air Agency			Check 36702	4/14/2014	\$3,192.25
Q2.2014	001-013-553-70-51-00	GG-Air Pollution	Q2 2014 Clean Aire Assessment	\$3,192.25	
Purchase Power			Check 36703	4/14/2014	\$448.03
03/24/14	410-016-531-10-42-00	SW-Communications	Postage	\$9.64	
03/24/14	101-016-543-30-42-00	ST-Communications	Postage	\$9.64	
03/24/14	001-007-558-50-42-00	PL-Communication	Postage	\$45.00	
03/24/14	001-013-518-20-42-00	GG-Communication	Postage	\$383.75	

Invoice	AccountCode	Account Description	Item Description	Amount	
Rescue Towing			Check 36704	4/14/2014	\$233.49
14684	001-008-521-20-31-01	LE-Operating Costs	Towing case # 14-0686		\$233.49
Robinson Noble			Check 36705	4/14/2014	\$500.04
14-229	101-016-542-30-41-02	ST-Professional Service	Geotechnical Engineer Consultation		\$500.04
S Morris Co			Check 36706	4/14/2014	\$32.76
144448	101-016-542-30-41-02	ST-Professional Service	Deceased Animal Disposal		\$19.95
144447	101-016-542-30-41-02	ST-Professional Service	Deceased Animal Disposal		\$12.81
Seattle Pump			Check 36707	4/14/2014	\$126.09
14-0752	410-016-531-10-31-02	SW-Operating Costs	Parts to repair Pressure Washer		\$126.09
Shred It Western Washington			Check 36708	4/14/2014	\$55.44
9403409098	001-008-521-20-31-01	LE-Operating Costs	Shredding services		\$55.44
Snohomish County Cities			Check 36709	4/14/2014	\$140.00
04/14 mtg	001-001-511-60-43-00	Legislative - Travel & Mtgs	SCC mtg for Council 04/17/14		\$140.00
Snohomish County PUD			Check 36710	4/14/2014	\$15,920.87
110780503	001-008-521-50-47-00	LE-Utilities	200558690		\$169.83
104151491	101-016-542-63-47-00	ST-Lighting - Utilities	202013249		\$192.37
137182447	001-010-576-80-47-00	PK-Utilities	205395999		\$254.76
137183477	410-016-531-20-47-00	SW-Aerator Utilities	202427720		\$88.68
110779930	101-016-542-63-47-00	ST-Lighting - Utilities	203731153		\$181.81
110779929	101-016-542-63-47-00	ST-Lighting - Utilities	203730189		\$153.09
147120130	101-016-542-63-47-00	ST-Lighting - Utilities	204719074		\$15.25
117415635	101-016-542-63-47-00	ST-Lighting - Utilities	201595113		\$331.19
130668870	001-010-576-80-47-00	PK-Utilities	202340527		\$16.98
156899567	101-016-542-63-47-00	ST-Lighting - Utilities	202624367		\$9,210.62
156899568	101-016-542-63-47-00	ST-Lighting - Utilities	202648101		\$851.76
140497862	101-016-542-63-47-00	ST-Lighting - Utilities	202670725		\$1,128.33
120734547	101-016-542-63-47-00	ST-Lighting - Utilities	201973682		\$43.12

Invoice	AccountCode	Account Description	Item Description	Amount	
130668870	410-016-531-10-47-00	SW-Utilities	202340527	\$16.98	
130668870	101-016-542-63-47-00	ST-Lighting - Utilities	202340527	\$16.98	
114096597	101-016-542-63-47-00	ST-Lighting - Utilities	203582010	\$194.42	
114096596	001-010-576-80-47-00	PK-Utilities	203203245	\$449.24	
150405986	001-008-521-50-47-00	LE-Utilities	202766820	\$1,502.40	
110776502	410-016-531-20-47-00	SW-Aerator Utilities	202150405	\$170.27	
143808412	001-008-521-50-47-00	LE-Utilities	203033030	\$208.93	
130666913	410-016-531-10-47-00	SW-Utilities	203599006	\$144.31	
130666913	001-010-576-80-47-00	PK-Utilities	203599006	\$144.32	
130666913	101-016-542-63-47-00	ST-Lighting - Utilities	203599006	\$144.32	
104147556	101-016-542-63-47-00	ST-Lighting - Utilities	205320781	\$151.87	
114094314	001-010-576-80-47-00	PK-Utilities	200493443	\$31.50	
160144697	101-016-542-63-47-00	ST-Lighting - Utilities	203728159	\$107.54	
Snohomish County PW S			Check 36711	4/14/2014	\$927.22
1000355992	101-016-542-64-48-00	ST-Traffic Control - R&M	Traffic Signal repair	\$927.22	
Snohomish County Sherrifs Office			Check 36712	4/14/2014	\$12,162.59
2014-1965	001-008-523-60-51-00	LE-Jail	Prisoner Housing Feb 2014	\$3,731.43	
2014-1931	001-008-523-60-51-00	LE-Jail	Prisoner Housing Jan 2014	\$8,431.16	
Snohomish County Tourism Bureau			Check 36713	4/14/2014	\$770.00
LST2014	001-013-518-90-49-03	GG-Visitor Center	Sno Co visitor Info Program 2014	\$770.00	
Snohomish County Treasurer			Check 36714	4/14/2014	\$468.62
March 2014	633-008-586-00-00-01	Crime Victims Compensation	March 2014 Crime Victims Compensation	\$258.47	
Feb 2014	633-008-586-00-00-01	Crime Victims Compensation	February 2014 Crime Victims Compensation	\$210.15	
Snopac			Check 36715	4/14/2014	\$26,553.60
6598	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services	\$26,039.54	
6619	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly Access Assessment	\$514.06	
Sound Law Center			Check 36716	4/14/2014	\$364.00

Invoice	AccountCode	Account Description	Item Description	Amount
1581	001-007-558-60-41-02	PL-Prof Serv-Hearing E	Hearing Examiner re COD2014-001	\$364.00
Sound Publishing Inc			Check 36717	4/14/2014
LG544609	001-001-511-60-31-00	Legislative - Operating Costs	Special Meeting Notice	\$36.12
998184	001-007-558-50-41-03	PL-Advertising	Notice of Special Mtg	\$36.12
997993	001-008-521-20-41-03	LE-Advertising	Help Wanted ad-Lateral Police Officer	\$156.12
997935	001-008-521-20-41-03	LE-Advertising	Help Wanted ad-Police Cadet	\$161.24
Staples			Check 36718	4/14/2014
3224908273	001-007-558-50-31-00	PL-Office Supplies	Staples	\$14.98
Stericycle Inc			Check 36719	4/14/2014
3002567401	001-008-521-20-41-00	LE-Professional Services	Hazardous waste disposal	\$10.36
Strategies 360			Check 36720	4/14/2014
772-11053	001-013-511-20-41-01	GG-Advisory Srv-Lobbying-Hwy9	Hwy 9 Lobbying services	\$3,000.00
Summit Law Group			Check 36721	4/14/2014
66854	001-008-521-20-41-02	LE-Professional Srv-Legal	Consulting - Union Negotiations	\$405.00
Tacoma Screw Products Inc			Check 36722	4/14/2014
30504550	410-016-531-10-31-02	SW-Operating Costs	Powder free gloves	\$14.73
30498615	410-016-531-10-31-02	SW-Operating Costs	Nitrle Gloves	\$18.17
30504550	001-010-576-80-31-00	PK-Operating Costs	Powder free gloves	\$14.74
30504550	101-016-544-90-31-02	ST-Operating Cost	Powder free gloves	\$14.73
30502802	410-016-531-10-31-00	SW-Clothing	Reflective jacket	\$28.11
30502802	101-016-542-90-31-01	ST-Clothing	Reflective jacket	\$28.11
30498615	001-010-576-80-31-00	PK-Operating Costs	Nitrle Gloves	\$18.16
30498615	101-016-544-90-31-02	ST-Operating Cost	Nitrle Gloves	\$18.17
30499793	410-016-531-10-31-02	SW-Operating Costs	Socket and HD cap screws	\$55.57
The Everett Herald			Check 36723	4/14/2014
2014-20878953	001-013-518-20-49-00	GG-Miscellaneous	Subscription 4/2014-4/2015	\$186.00

Invoice	AccountCode	Account Description	Item Description	Amount	
The Seattle Times			Check 36724	4/14/2014	\$450.00
418532	001-007-558-50-41-03	PL-Advertising	Help Wanted ad for Senior Planner	\$225.00	
418554	001-008-521-20-41-03	LE-Advertising	Help Wanted ad for Latera Police Officer	\$225.00	
Trinity Contractors Inc			Check 36725	4/14/2014	\$12,949.51
20th St Retaina	621-016-586-00-00-06	Street Project Retainage Reimb	Release Retainage on 20th St Sidewalk Proj	\$12,949.51	
UPS			Check 36726	4/14/2014	\$32.46
74Y42114	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$12.73	
74Y42134	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$19.73	
Verizon Northwest			Check 36727	4/14/2014	\$2,034.63
9722354687	001-002-513-11-42-00	AD-Communications	Wireless phone service	\$85.04	
9722354687	001-003-514-20-42-00	CC-Communications	Wireless phone service	\$5.33	
9722354687	001-005-518-10-42-00	HR-Communications	Wireless phone service	\$52.22	
9722354687	001-006-518-80-42-00	IT-Communications	Wireless phone service	\$104.44	
9722354687	001-007-558-50-42-00	PL-Communication	Wireless phone service	\$117.86	
9722354687	001-008-521-20-42-00	LE-Communication	Wireless phone service	\$1,300.63	
9722354687	001-010-576-80-42-00	PK-Communication	Wireless phone service	\$95.62	
9722354687	101-016-543-30-42-00	ST-Communications	Wireless phone service	\$95.62	
9722354687	410-016-531-10-42-00	SW-Communications	Wireless phone service	\$95.63	
9722354687	001-001-513-10-42-00	Executive - Communication	Wireless phone service	\$82.24	
Washington Audiology Services			Check 36728	4/14/2014	\$48.00
43472	001-008-521-20-41-00	LE-Professional Services	Employee Hearing examinations	\$48.00	
Washington Dept of Ecology			Check 36729	4/14/2014	\$3,812.77
2014-WAR045523	410-016-531-10-51-01	SW-DOE Annual Permit	2014 DOE Permit	\$3,812.77	
Zachor and Thomas Inc PS			Check 36730	4/14/2014	\$8,580.00
628	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor services-March 2014	\$8,580.00	
Total Disbursements				\$258,454.23	

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

Monday, March 24, 2014

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

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

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

COUNCILMEMBERS ABSENT: Marcus Tageant, Kathy Holder, John Spencer

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Planning Director Becky Ableman, Finance Director Barb Stevens, Public Works Director Mick Monken, Interim Police Chief Dan Lorentzen, Human Resources Director Steve Edin, City Attorney Cheryl Beyer, Police Commander Dennis Taylor

OTHERS: None

Excused Absence. Motion made by Councilmember Welch, seconded by Councilmember Quigley, to excuse Councilmembers Spencer, Tageant, and Holder. Motion carried unanimously (4-0-3).

Guest Business. None

Consent Agenda.

MOTION: Councilmember Daughtry moved, Councilmember Welch seconded, to approve the Consent Agenda (A. Approve 2014 Vouchers [Payroll Direct Deposits 3/14/2014 for \$129,671.30, Payroll Checks 36550-36551 for \$4,507.24, Electronic Funds Transfers ACH for \$59,310.96, Claims 36552-36618 for \$86,629.10, Tax Deposit(s) 3/14/2014 for \$54,871.03, Total Vouchers Approved: \$334,989.63], B. Approve Revised Council Regular Meeting Minutes for February 24, 2014, C. Approve Council Regular Meeting Minutes of March 10, 2014, D. Supplemental Agreement with Aquatechnex for Milfoil Treatment, and E. Approve Ord. 910 – Astound Broadband Franchise Agreement) Motion passed unanimously (4-0-3).

Discussion Items.

Mayor Little stated that an executive session to discuss potential litigation for five minutes would be held at the end of the meeting with no action following.

Trooper Sean O'Connell Memorial Sign Dedication. Councilmember Low reviewed this item. After some discussion there was consensus to hold the dedication on May 30 at 10 a.m.

New Small Development Frontage Improvement Requirement Practice. Public Works Director Mick Monken discussed the option of “fees in lieu of” frontage improvements in certain circumstances and solicited Council comment. Council concurred with the recommendation, but spoke in support of ensuring the fees are used for pedestrian purposes.

Police Department Year End Report. Interim Police Chief Dan Lorentzen distributed and reviewed the *Lake Stevens Police Department 2013 Annual Report*.

Council Persons’ Business. Councilmembers reported on the following meetings: Quigley – Budget Subcommittee; Welch – public officials training, Snohomish County Cities dinner; Low – Budget Subcommittee, Snohomish County Cities dinner, Health Board, ethics training; Daughtry – Retreat Committee, Budget Subcommittee, Military Affairs, Snohomish County Cities Board, Snohomish County Cities dinner, Community Transit. There will be no Council Retreat on April 19. There will be an overview of the Strategic Plan at the April 14 Council Meeting.

Mayor’s Business. Mayor Little discussed a branding meeting he and some staff members had with consultant Roger Brooks.

Staff Reports. City Administrator Berg – lobbyists will be attending an upcoming meeting to give Council an update on their activities. She attended the branding meeting with Mayor Little; Planning Director Ableman – met with the Recreation and Conservation Office about fixing the boat launch, the City will likely receive grant funding for the project, the new Building Inspector/Code Enforcement staff person will be starting on April 1; Public Works Director Monken – gave an update on the sewer project on 20th Street; Interim Police Chief Lorentzen – gave an update on new police hires.

At 7:50 Mayor Little called for a five-minute executive session to discuss potential litigation with legal counsel with no action to follow. After a five-minute recess, the executive session began at 7:55 p.m. and reconvened into regular session at 8:00 p.m. with the public notified.

Adjourn.

MOTION: Councilmember Daughtry moved, Councilmember Low seconded, to adjourn the meeting at 8:01 p.m. Motion passed unanimously (4-0-3)

Vern Little, Mayor

Interim City Clerk, Barb Stevens



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: April 14, 2014

Subject: Market rate salary adjustment for non-represented classifications.

Contact Person/Department: Steve Edin/Human Resources

Budget Impact: \$41,841
(All Funds)

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Approve the Resolution 2014-2, Mayor's proposal updating the 2014 salary ranges for non-represented positions.**

SUMMARY/BACKGROUND: Lake Stevens Administrative Policy #P-6-95 states that a comprehensive review of non-union salaries shall be conducted by City Council every three years in order for the City to remain competitive in the employment market place however the last review was completed back in 2008. Police Guild and Teamster's Represented salaries are reviewed and adjusted, if needed, during each contract negotiations.

Since 2008, job description and salary reviews have been done on vacated non-union positions; however, many of the non-union positions have not been vacant since 2007, and therefore, have not been reviewed causing many salary ranges to be below market.

A salary survey of all non-represented positions was conducted by establishing a list of comparable cities using tested criteria established by the Public Employees Relation Commission (PERC) and consistent with the methodology used during Guild and Teamster negotiations. Once a list of comparable cities was established, the comparable cities were contacted for job description and salary information to determine average salary ranges.

The Council's Budget Subcommittee has met four times to review the salary survey and recommended adjustments. The Mayor and Budget Subcommittee recommend the following for updating non-represented salaries

- All non-represented positions that are below current market rates by more than \$5,000 for the current year will be adjusted by 50% of the below market percentage effective May 1, 2014, and to 100% effective January 1, 2015. Salaries that are below market less than \$5,000 will be adjusted at 100% effective May 1, 2014.
- All non-represented positions that are above current market rates will be red lined until the market catches up with the salaries and reviewed every year.

APPLICABLE CITY POLICIES: City of Lake Stevens Administrative Policy #P-6-95.

BUDGET IMPACT: General Fund \$28,822; Street Fund \$7,308; Surface Water \$3,784 and Sewer \$1,927

ATTACHMENTS:

- ▶ Exhibit A: Resolution 2014-2
- ▶ Exhibit B: General Fund Forecast

Exhibit-A

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

RESOLUTION NO. 2014-2

A RESOLUTION OF THE CITY OF LAKE STEVENS TO PROVIDE A MARKET RATE SALARY ADJUSTMENT TO CERTAIN NON-REPRESENTED CLASSIFICATIONS THAT WERE DETERMINED TO BE PAID UNDER-MARKET BY THE 2014 SALARY SURVEY

WHEREAS, in order for the City to remain competitive in the employment market place and to ensure the City's Position Salary Grid is internally equitable, Lake Stevens Administrative Policy #P-6-95 states that a comprehensive review of non-union salaries shall be conducted by the City Council every three years and the last non-represented survey was conducted in 2008;

WHEREAS, the Human Resource Department performed a salary survey of comparable cities using criteria consistent with salary surveys conducted with the represented employees and guidelines as determined by the Public Employees Relation Commission (PERC) rulings and to meet the City's stated policy objectives;

WHEREAS, the 2014 salary survey determined that the salary of certain non-represented classifications were below the average of the salaries paid for similar classifications at comparable municipal governments; and

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

1. A market rate salary adjustment is hereby authorized and approved for those non-represented classifications determined to be below market-rate by the 2014 salary survey.
2. Classifications that are over the market rate as determined in the 2014 salary survey shall be redlined and reviewed annually until the market rate reaches the current salary pay grid.
3. The revised salary pay grid is included on Attachment A to this resolution and becomes effective May 1, 2014.

PASSED by the City Council of the City of Lake Stevens on this _____ day of _____
2014.

CITY OF LAKE STEVENS

By _____
Vern Little, Mayor

RESOLUTION NO. 2014-2

APPROVED AS TO FORM:

ATTEST:

By _____
Grant K. Weed, City Attorney

By _____
Barb Stevens, Interim City Clerk

Attachment-A	CITY OF LAKE STEVENS SALARY GRIDS MONTHLY						
	Effective May 1, 2014						
Job Classification	A	B	C	D	E	F	G
Receptionist/Cashier	2,938	3,070	3,202	3,335	3,467	3,599	3,731
Permit Specialist/PW Engineering Aide	3,766	3,939	4,113	4,286	4,459	4,633	4,806
PW/Planning Coordinator	4,043	4,225	4,408	4,590	4,772	4,955	5,137
IT Specialist	4,149	4,315	4,481	4,648	4,814	4,980	5,146
Deputy Clerk	4,438	4,624	4,810	4,996	5,182	5,368	5,554
Engineering Technician	4,480	4,679	4,878	5,077	5,275	5,474	5,673
Building Inspector	4,613	4,818	5,022	5,227	5,432	5,636	5,841
Accountant	4,889	5,094	5,298	5,503	5,707	5,912	6,116
Associate Planner	4,678	4,934	5,189	5,445	5,700	5,956	6,211
Police Admin. Supervisor	4,692	4,870	5,049	5,227	5,405	5,584	5,762
Senior Planner	5,628	5,875	6,121	6,368	6,614	6,861	7,107
Building Official	6,170	6,418	6,666	6,914	7,162	7,410	7,658
Human Resources Director	6,281	6,538	6,795	7,053	7,310	7,567	7,824
Public Works Superintendent	5,539	5,790	6,041	6,293	6,544	6,795	7,046
IT Manager	6,541	6,801	7,060	7,320	7,580	7,839	8,099
Police Lieutenant	6,827	7,048	7,269	7,490	7,710	7,931	8,152
Police Commander	7,390	7,632	7,873	8,115	8,356	8,598	8,839
Planning Director	8,257	8,609	8,960	9,312	9,663	10,015	10,366
Finance Director	8,302	8,657	9,011	9,366	9,720	10,075	10,429
Public Works Director	8,315	8,669	9,022	9,376	9,729	10,083	10,436
Police Chief	8,585	8,910	9,235	9,561	9,886	10,211	10,536
City Administrator	10,938	11,157	11,375	11,594	11,813	12,031	12,250

4/4/2014

GENERAL FUND		2014	2014	2015	2016	2017	2018	2019	2020
Line Item Description	Approved Budget	Amended Budget	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Estimated Beginning Fund Balance	5,308,720	5,837,901	5,523,256	5,381,067	5,104,593	4,501,328	3,888,410	3,026,610	
TOTAL REVENUES	8,191,627	8,290,309	8,342,616	8,465,892	8,593,676	8,720,268	8,850,308	8,982,642	
TOTAL RESOURCES	13,500,347	14,128,210	13,865,872	13,846,960	13,696,269	13,321,596	12,738,718	12,009,252	
TOTAL EXPENDITURES	8,300,517	8,604,955	8,484,804	8,742,367	9,096,941	9,433,187	9,712,108	9,997,927	
ENDING FUND BALANCE	5,199,831	5,523,256	5,381,067	5,104,593	4,601,328	3,888,410	3,026,610	2,011,325	
Total Reserve %	63%	67%	65%	60%	54%	45%	34%	22%	

Increase All Less than \$5K diff to 100% May 1
 Increase More than \$5k diff by 50% diff May 1
 Increase More than \$5k diff by 100% diff January 1

	2014	2015	2016	2017	2018	2019	2020
5,837,901	5,494,434	5,292,654	4,962,825	4,409,034	3,645,786	2,734,009	2,734,009
8,290,309	8,342,616	8,465,892	8,593,676	8,720,268	8,850,308	8,982,642	8,982,642
8,604,955	8,484,804	8,742,367	9,096,941	9,433,187	9,712,108	9,997,927	9,997,927
69,283	69,283	71,425	73,568	75,775	78,048	80,390	80,390
28,834	(9,692)	(18,072)	(23,041)	(25,446)	(28,071)	(29,244)	(29,244)
Additional Exp	5,494,434	5,292,654	4,962,825	4,409,034	3,645,786	2,734,009	1,567,578
Overage Savings							
	66%	63%	59%	51%	42%	31%	19%

Exhibit B

Fund	2014
General Fund	\$ 28,822.20
Street Fund	\$ 7,308.25
Surface Water Fund	\$ 3,784.50
Sewer Fund	\$ 1,927.32
Total Additional Cost	\$ 41,842.27

CITY OF LAKE STEVENS
 TREASURERS REPORT
 2013 Year End Financial Summary

General Fund - Summary

Description	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget
Beginning Fund Balance	\$ 4,628,854	\$ 4,637,985	100.2%
Revenues	\$ 7,941,265	\$ 8,475,989	106.7%
Expenditures	\$ 8,028,354	\$ 7,276,072	90.6%
Ending Fund Balance	\$ 4,541,765	\$ 5,837,902	128.5%

- Total revenues ended approximately 7% over budget.
- Total expenditures ended approximately 9% under budget.

General Fund - Revenues

Revenue Category	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget	Expectation at 2014 Budget Adoption	% Diff YE Expected to 2013 Actual
Taxes	\$ 6,392,484	\$ 6,748,600	105.6%	\$ 6,583,230	2.5%
Licenses & Permits	\$ 414,586	\$ 432,617	104.3%	\$ 460,180	-6.0%
Grants & State Remit	\$ 497,961	\$ 531,456	106.7%	\$ 508,272	4.6%
Charges for Services	\$ 338,194	\$ 506,980	149.9%	\$ 500,168	1.4%
Fines and Forfeits	\$ 236,027	\$ 187,256	79.3%	\$ 195,281	-4.1%
Miscellaneous	\$ 61,663	\$ 66,184	107.3%	\$ 70,084	-5.6%
Non-Revenue/Other	\$ 350	\$ 2,896	827.4%	\$ 546	430.4%
Total	\$ 7,941,265	\$ 8,475,989	106.7%	\$ 8,317,761	1.9%

Total Receipts ended approximately 7% over budget. Less than 2% over expectations.

- Taxes ended 6% above budget. Based on current economic conditions more delinquent property tax payment were anticipated. Additionally, sales tax ended 17% over budget much of which was construction related. Utility taxes ended approximately 9% under budget yet within year end expectations
- Licenses & Permits ended 4% higher than budgeted yet under expectations created during the 2014 budget process. The largest portion of this balance is building permit activity.
- Grants & State Remit ended above budget and year end expectations. The largest contributors are liquor profits and City Assistance which is driven by our below average sales tax per capita figures.
- Service Charges were significantly above budget yet were within 1% of year end expectations. Zoning and subdivision fees were the largest contributor of this balance.
- Fines and Forfeiture ended 21% under budget. This correlates with the municipal court and jail expenditure line items which is also down.

General Fund - Expenditures

Expenditure Category	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget	Expectation at 2014 Budget Adoption	% Diff YE Expected to 2013 Actual
Legislative	\$ 51,113	\$ 35,530	69.5%	\$ 38,272	-7.2%
Executive	\$ 18,644	\$ 17,393	93.3%	\$ 17,903	-2.8%
Administration	\$ 91,393	\$ 91,325	99.9%	\$ 92,241	-1.0%
City Clerk	\$ 95,934	\$ 87,162	90.9%	\$ 87,747	-0.7%
Human Resources	\$ 69,597	\$ 68,409	98.3%	\$ 68,648	-0.3%
Civil Service	\$ 1,700	\$ 1,700	100.0%	\$ 1,700	0.0%
IT Services	\$ 169,066	\$ 165,881	98.1%	\$ 168,495	-1.6%
Finance	\$ 254,405	\$ 214,339	84.3%	\$ 234,485	-8.6%
Legal	\$ 54,400	\$ 79,029	145.3%	\$ 76,592	3.2%
Planning	\$ 800,118	\$ 553,226	69.1%	\$ 788,907	-29.9%
Building	\$ 203,660	\$ 197,466	97.0%	\$ 200,150	-1.3%
Law Enforcement	\$ 4,825,516	\$ 4,448,213	92.2%	\$ 4,509,118	-1.4%
Parks	\$ 113,331	\$ 110,548	97.5%	\$ 116,215	-4.9%
Library	\$ 21,740	\$ 11,449	52.7%	\$ 22,197	-48.4%
General Government	\$ 574,958	\$ 526,488	91.6%	\$ 536,980	-2.0%
Community	\$ 14,998	\$ 15,411	102.8%	\$ 17,206	-10.4%
Refunds & Non Oper	\$ 667,782	\$ 652,502	97.7%	\$ 661,209	-1.3%
Total	\$ 8,028,355	\$ 7,276,071	90.6%	\$ 7,638,065	-4.7%

Total Expenditures ended approximately 9% under budget, 5% under expectations.

- The Legislative Department ended 30% under budget. This savings is similar to previous years as not all budget allocated for council retreat or council liason meetings was utilized.
- The Executive Department ended under budget due to limiting travel and training expenditures.
- The City Clerk's expenditures ended 9% under budget due to fewer Code Publishing changes than anticipated.
- Finance expenditures ended 16% under budget due to the delay of the financial software implementation.
- Legal expenditures ended significantly over budget due to additional litigation expenses
- The Planning Department ended 31% under budget as not all of the Economic Development budget had been spent in 2013. The majority of these funds were rolled in 2014.
- Law Enforcement ended 8% under budget mainly due to temporary position openings including Chief, Commander, and Sergeant due to interim filling of upper positions. Some additional decreases include jail costs, repair & maintenance, and fuel cost.
- The Library division of General Government ended significantly under budget due to work being done in house rather than by outside contractors. Additionally, installation of the library window has been delayed to 2014.
- General Government ended 8% under budget mostly due to decreased municipal court costs. This decrease correlates with the decrease in jail costs and court related revenues.
- The remaining departments had no significant differences from budget expectations.

Street Fund - Summary

Description	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget
Beginning Fund Balance	\$ 2,271,532	\$ 2,274,508	100.1%
Revenues	\$ 2,142,685	\$ 2,017,433	94.2%
Expenditures	\$ 1,875,905	\$ 1,521,557	81.1%
Ending Fund Balance	\$ 2,538,312	\$ 2,770,384	109.1%

- Total revenues ended 6% under budget.
- Total expenditures ended 19% under budget.

Street Fund - Revenues

Revenue Category	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget	Expectation at 2014 Budget Adoption	% Diff YE Expected to 2013 Actual
Taxes	\$ 1,347,159	\$ 1,374,088	102.0%	\$ 1,322,058	3.9%
License & Permits	\$ 17,000	\$ 19,750	116.2%	\$ 19,140	3.2%
Grants & Other Gov't	\$ 764,226	\$ 589,633	77.2%	\$ 823,515	-28.4%
Charges for Service	\$ 3,000	\$ 100	3.3%	\$ 3,000	0.0%
Miscellaneous	\$ 11,300	\$ 33,862	299.7%	\$ 30,167	12.2%
Other Financing	\$ -	\$ -	0.0%	\$ -	0.0%
Total	\$ 2,142,685	\$ 2,017,433	94.2%	\$ 2,197,880	-8.2%

Total Receipts ended 6% under budget and 8% less than expectation.

- Taxes ended 2% above budget. Based on current economic conditions more delinquent property tax payment were anticipated.
- License & Permits include Right of Way permits which ended the year above budget.
- Grant & Other Governmental revenues ended significantly under budget due to the reimbursement of of grant funds for the Overlay and School Zone Safety projects not getting receipted until 2014. Street fuel tax which is based on usage ended over budget.
- Charges for Services include reimbursement of PW crew time for events. These services were not utilized as they were in previous years.
- Miscellaneous revenues include insurance recovery funds received for street related incidents which were significantly more than anticipated in 2013.

Street Fund - Expenditures

Expenditure Category	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget	Expectation at 2014 Budget Adoption	% Diff YE Expected to 2013 Actual
Salaries & Benefits	\$ 773,505	\$ 783,662	101.3%	\$ 794,489	-1.4%
Supplies	\$ 68,560	\$ 52,585	76.7%	\$ 58,088	-9.5%
Services	\$ 188,114	\$ 120,240	63.9%	\$ 150,745	-20.2%
Transportation	\$ 737,838	\$ 477,713	64.7%	\$ 749,656	-36.3%
Other Expenses	\$ 57,488	\$ 47,608	82.8%	\$ 47,632	-0.1%
Capital Projects	\$ 50,400	\$ 39,749	78.9%	\$ 49,700	-20.0%
Total	\$ 1,875,905	\$ 1,521,557	81.1%	\$ 1,850,310	-17.8%

Total Expenditures ended approximately 19% under budget, 18% under expectations.

- Salaries & Benefits were slightly over budget due to allocations within the department between Street and Storm Water, and were within year end expectations.
- Supplies ended at 77% of budget. Fewer operating costs were expended than estimated. This is similar to the 2012 ending budget versus actual. The 2014 budget was decreased accordingly.
- Service Charges are 64% of budget. These expenditures include items such as street sweeping, traffic studies, travel, and repairs & maintenance services. Repair & Maintenance ended at 55% of budget. The 2014 budget items were reduced accordingly.
- Transportation ended at 65% of budget. These line items include street lighting, traffic control devices, snow & ice, and overlays. Overlays were the largest expenditure in this category and came in under budget by 43%. A portion of the budget has been rolled into 2014 as some 2013 invoices have not yet been paid.
- Capital Projects includes the Grade Road Stabilization study, which was not fully invoiced in 2013. This funding did roll into 2014.

Surface/Storm Water Fund - Summary

Description	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget
Beginning Fund Balance	\$ 952,789	\$ 954,258	100.2%
Revenues	\$ 1,471,870	\$ 1,502,430	102.1%
Expenditures	\$ 1,377,050	\$ 1,181,796	85.8%
Ending Fund Balance	\$ 1,047,609	\$ 1,274,892	121.7%

- Total revenues ended 2% over budget.
- Total expenditures ended 14% under budget.

Surface/Storm Water Fund Revenues

Revenue Category	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget	Expectation at 2014 Budget Adoption	% Diff YE Expected to 2013 Actual
Grants & State Remit	\$ 129,500	\$ 68,194	52.7%	\$ 92,938	-26.6%
SWM Charges	\$ 1,306,684	\$ 1,397,591	107.0%	\$ 1,306,684	7.0%
Miscellaneous/Transfers	\$ 35,686	\$ 36,644	102.7%	\$ 36,284	1.0%
Total	\$ 1,471,870	\$ 1,502,429	102.1%	\$ 1,435,906	4.6%

Total Receipts ended 2% over budget, and 5% over expectations.

- Grant revenues ended at 53% of budget. Because these grants are multi-year awards, the grant line items were budgeted at the full amount of grant award remaining at year end 2012. These amounts have been rolled forward into 2014.
- Surface water management charges ended 7% over budget. As more building occurs this line item will increase.

Surface/Storm Water Fund Expenditures

Expenditure Category	2013 Amended Budget	2013 Actual	Percent +/- of Actual to 2013 Amended Budget	Expectation at 2014 Budget Adoption	% Diff YE Expected to 2013 Actual
Salaries & Benefits	\$ 793,279	\$ 749,146	94.4%	\$ 761,897	-1.7%
Operating	\$ 56,780	\$ 28,462	50.1%	\$ 36,496	-22.0%
Services	\$ 206,018	\$ 186,789	90.7%	\$ 194,732	-4.1%
Grants & Exp to Other Gov't	\$ 159,455	\$ 97,679	61.3%	\$ 100,013	-2.3%
Aerator Expenses	\$ 56,086	\$ 63,228	112.7%	\$ 62,890	0.5%
Capital Projects	\$ 22,300	\$ 10,700	48.0%	\$ 22,300	-52.0%
Operating Transfers/Misc	\$ 83,131	\$ 45,792	55.1%	\$ 45,538	0.6%
Total	\$ 1,377,049	\$ 1,181,796	85.8%	\$ 1,223,866	-3.4%

Total Expenditures ended approximately 14% under budget and 3% less than expectation.

- Salaries & Benefits were under budget due to allocations between Street and Storm Water.
- Operating expenses were 50% of budget, mostly due to the decreased fuel usage by this fund.
- Service expenditures ended at 91% of budget due to the decreased costs related street sweeping and repair & maintenance.
- Grant expenditures ended at 61% of the budget. Because these grants are multi-year awards, the grant expenditure line items were budgeted at the full amount of grant award remaining at year end 2012. Projects have been planned for the remaining grant funds in 2014.
- Aerator Operating Expenses are 13% over budget due to the continuation of lake monitoring costs shared with Snohomish County. These have been budgeted for in 2014.
- SWM Capital expenditures budgeted in 2013 include 91st and Market Drainage project. This has been reevaluated and may get an overlay instead of a repair. Additionally, shared County costs for the Lundeen Creek Restoration project were not billed by the County in 2013. Funds were not rolled forward for either project.

GENERAL FUND Line Item Description	2013	2013	As of	2014						
	Final Budget	@ 2014 Budget Estimated	YE 2013	Amended Budget	2015	2016	2017	2018	2019	2020
		Ending			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Estimated Beginning Fund Balance	4,628,854	4,628,854	4,637,985	5,837,901	5,523,256	5,381,067	5,104,592	4,601,328	3,888,409	3,026,610
TOTAL Taxes	6,392,484	6,583,230	6,748,600	6,730,166	6,831,953	6,935,383	7,040,551	7,147,487	7,256,226	7,366,798
TOTAL Licenses and Permits	414,586	460,180	432,617	361,862	368,944	376,167	383,534	391,046	398,709	406,523
TOTAL Grants & State Shared Revenue	497,961	508,272	531,456	524,646	478,960	480,293	481,641	483,003	484,380	485,771
TOTAL Charges For Services	338,194	500,168	506,980	417,205	406,844	416,341	427,877	437,666	447,716	458,034
TOTAL Fines And Forfeits	236,027	195,281	187,256	198,778	200,844	202,932	205,742	207,175	209,332	211,511
TOTAL Miscellaneous Revenue	61,663	70,084	66,184	57,253	54,720	54,276	53,832	53,390	53,447	53,505
TOTAL Non- Revenue	350	546	2,104	400	350	500	500	500	500	500
TOTAL Other Financing Sources	-	-	792	-	-	-	-	-	-	-
TOTAL REVENUES	7,941,265	8,317,762	8,475,989	8,290,309	8,342,616	8,465,892	8,593,676	8,720,268	8,850,308	8,982,642
TOTAL RESOURCES	12,570,118	12,946,615	13,113,974	14,128,210	13,865,871	13,846,959	13,698,269	13,321,596	12,738,718	12,009,252
TOTAL LEGISLATIVE	51,113	38,272	35,530	50,613	51,666	51,721	51,777	51,835	51,894	51,955
TOTAL EXECUTIVE	18,644	17,903	17,393	18,707	18,823	18,918	19,017	19,120	19,228	19,341
TOTAL Administration	91,393	92,241	91,325	125,792	129,980	134,325	138,830	143,503	148,351	153,388
TOTAL Clerk	95,934	87,747	87,162	130,533	135,130	139,796	144,636	149,659	154,873	160,292
TOTAL HR	69,597	68,648	68,409	96,682	99,835	103,105	106,492	110,002	113,641	117,419
TOTAL CIVIL SERVICE	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
Total IT	169,066	168,495	165,881	205,035	212,093	219,424	227,032	234,936	243,144	251,683
TOTAL FINANCE	254,405	234,485	214,339	191,402	202,218	210,828	217,252	227,422	234,282	240,992
TOTAL LEGAL	54,400	76,592	79,029	70,000	71,960	73,975	76,046	78,175	80,364	82,615
TOTAL PLANNING	800,118	788,907	553,226	985,922	811,941	833,803	858,232	877,295	896,834	917,140
TOTAL BUILDING	203,660	200,150	197,466	291,769	302,263	315,203	329,791	350,082	364,681	378,145
TOTAL LAW ENFORCEMENT	4,825,516	4,509,118	4,448,213	4,844,874	4,934,502	5,101,184	5,320,002	5,527,033	5,718,943	5,916,698
TOTAL PARKS	113,331	116,215	110,548	112,461	82,928	84,959	87,138	89,375	91,571	93,836
TOTAL LIBRARY	21,740	22,197	11,449	22,324	9,569	9,821	10,081	10,347	10,621	10,903
TOTAL GENERAL GOVERNMENT	574,958	536,980	526,488	682,429	662,465	633,465	651,356	669,708	688,544	707,929
TOTAL COMMUNITY	14,998	17,206	15,411	23,744	28,867	29,199	29,541	29,894	30,255	30,626
TOTAL NON-EXPENDITURES	500	500	1,793	500	500	500	500	501	501	501
DEBT SERVICE	-	-	-	-	43,000	95,000	142,000	177,000	177,000	177,000
TOTAL OPERATING-TRANSFERS OUT	667,282	660,709	650,709	750,467	685,363	685,440	685,519	685,599	685,681	685,765
TOTAL EXPENDITURES	8,028,354	7,638,065	7,276,072	8,604,955	8,484,804	8,742,367	9,096,941	9,433,187	9,712,108	9,997,927
ENDING FUND BALANCE	4,541,764	5,308,551	5,837,901	5,523,256	5,381,067	5,104,592	4,601,328	3,888,409	3,026,610	2,011,325
Total Reserve %	57%	64%	69%	67%	65%	60%	54%	45%	34%	22%

3/18/14

CITY OF LAKE STEVENS

TREASURERS REPORT

TREASURERS REPORT				
GENERAL FUND	2013	As of	2013	2013
Line Item Description	Final Budget	YE 2013	% of Budget	@ 2014 Budget Estimated Ending
Estimated Beginning Fund Balance	4,628,854	4,637,985		4,628,854
Real and Personal Property Tax	2,491,205	2,627,328	105%	2,491,205
Local Retail Sales and Use Tax	1,834,341	2,145,132	117%	2,122,308
State Law & Justice	346,955	411,775	119%	408,006
Utility Tax - Electric	380,859	352,349	93%	343,370
Utility Tax - Gas	383,325	313,255	82%	313,465
Franchise Tax - Television Cable	321,209	342,090	107%	342,090
B & O Telephone and Telegraph	613,090	534,421	87%	541,602
Leasehold Excise Tax	8,575	6,256	73%	5,845
Gambling Tax	12,925	15,993	124%	15,339
TOTAL Taxes	6,392,484	6,748,600	106%	6,583,230
Business Licenses and Permits	49,515	45,918	93%	46,387
Building Permits	350,000	374,039	107%	400,053
Animal Licenses	3,088	3,830	124%	3,985
Other Non-Business Licenses & Permits	6,983	7,372	106%	8,003
Event Permits	5,000	1,460	29%	1,752
TOTAL Licenses and Permits	414,586	432,617	104%	460,180
DOJ Grant	2,100	370	18%	2,100
Misc. Police Grants	5,000	2,450	49%	2,450
Federal Seizure Funds	1,800	1,800	100%	1,800
Safer Boating Grant	23,745	21,321	90%	21,321
Boating (VRF)	11,511	11,511	100%	11,511
Housing Authority Pay. In Lieu of Taxes	135	269	199%	135
PUD Privilege Tax	89,986	87,626	97%	87,626
Criminal Justice-Low Population	6,259	6,857	110%	6,857
Criminal Justice-Special Programs	23,621	25,521	108%	25,521
DUI Distribution	5,461	5,180	95%	5,180
Liquor Excise Tax	21,000	19,099	91%	19,099
Liquor Board Profits	247,000	256,276	104%	256,278
City Assistance	60,343	93,177	154%	68,395
TOTAL Grants & State Shared Revenue	497,961	531,456	107%	508,272
IT Services	77,176	76,838	100%	77,176
Sale of Map/ Publications & Photocopies	2,307	1,346	58%	1,498
Public Record Request - Printing/Copy Fees	-	15	-	15
Lobbying - Accounting Services	20,250	20,250	100%	20,250
Laminating Services - PD	339	1,306	385%	1,424
Election Candidate Filing Fee	500	180	36%	180
Passports	41,165	44,613	108%	48,405
Passport Photos	12,742	12,976	102%	14,016
Law Enforcement Off-duty	11,748	8,891	76%	8,000
Law Enforcement Services-High School	130,428	138,537	106%	130,428
Law Enforcement Services - Fingerprinting	4,138	5,741	139%	6,265
Fire Inspection Fee	1,000	406	41%	500
Zoning and Subdivision Fees	30,000	156,074	520%	152,329

GENERAL FUND	2013	As of	2013	2013
Line Item Description	Final Budget	YE 2013	% of Budget	@ 2014 Budget Estimated Ending
Planning - Developer Reimbursement	700	33,280	4754%	33,180
Boat Launch Parking	5,000	6,527	131%	6,501
Boat Launch Closure Fee	700	-	0%	-
TOTAL Charges For Services	338,194	506,980	150%	500,168
Mandatory Insurance - Admin Fee	347	49	14%	59
Evergreen & Marysville Courts	214,285	179,721	84%	187,135
Violations	15,699	6,899	44%	7,590
Impound Fees	5,696	586	10%	497
TOTAL Fines And Forfeits	236,027	187,256	79%	195,281
Investment Interest	5,000	6,773	135%	6,816
Real & Pers. Prop. Tax Interest	-	(599)	-	100
Sales & Use Tax Interest	1,161	446	38%	488
Facilities Rental	9,111	8,592	94%	9,682
Special Event - Rental Reimb	1,559	1,920	123%	1,920
Lease (LT) Lundeen House	8,472	7,119	84%	8,472
Lease (LT) City Shop	23,446	25,652	109%	23,614
Lease (LT) Chamber Office	-	450	-	600
Arts sidewalk chalk/ Arts Commission Donation	2,514	2,639	105%	2,639
Private grants/donations- HR	-	183	-	183
Sale of Scrap & Junk	-	372	-	20
Sale of confiscated property	300	2,472	824%	2,212
Misc. judgments & settlements	1,200	2,031	169%	4,067
Unclaimed Property	1,200	301	25%	1,200
Reimbursement - Snolsle Library	5,000	5,372	107%	5,372
Employee Reimbursement - Gun purchase	1,500	1,565	104%	1,500
Cash Overages/(Shortages)	-	20	-	-
Miscellaneous Revenue	1,200	874	73%	1,200
TOTAL Miscellaneous Revenue	61,663	66,184	107%	70,084
Cable - Capital Contributions	-	-	-	-
TOTAL Capital Contributions	-	-	-	-
Refundable Customer Deposit	200	-	0%	200
Seizure - State Remit Portion	50	275	549%	246
Refunds or Overpayments	100	1,829	1829%	100
TOTAL Non- Revenue	350	2,104	601%	546
Insurance Recoveries	-	792	-	-
TOTAL Other Financing Sources	-	792	-	-
TOTAL REVENUES	7,941,265	8,475,989	107%	8,317,762
				-
TOTAL RESOURCES	12,570,118	13,113,974	104%	12,946,615
Legislative - Salaries	42,000	30,050	72%	30,480
Legislative - Benefits	3,213	2,355	73%	2,392
Legislative - Operating Sup	300	157	52%	300
Legislative - Travel	1,000	1,113	111%	1,000
Legislative - Rentals	1,500	1,236	82%	1,000
Legislative - Prof. Development	600	620	103%	600

GENERAL FUND	2013	As of	2013	2013
Line Item Description	Final Budget	YE 2013	% of Budget	@ 2014 Budget Estimated Ending
Legislative - Retreat	2,500	-	0%	2,500
TOTAL LEGISLATIVE	51,113	35,530	70%	38,272
Executive - Salaries	14,400	14,400	100%	14,400
Executive - Benefits	1,407	1,191	85%	1,177
Executive - Communications	1,037	1,006	97%	1,122
Executive - Travel	1,000	475	47%	504
Executive - Miscellaneous	100	12	12%	-
Executive - Prof. Development	500	310	62%	500
Executive - Board appreciation	200	-	0%	200
TOTAL EXECUTIVE	18,644	17,393	93%	17,903
Administration - Salaries	63,689	63,766	100%	63,638
Administration - Car Allowance	3,600	3,600	100%	3,600
Administration - Benefits	19,928	20,409	102%	21,168
Administration - Office Supply	250	145	58%	132
Administration - Staff Development	1,000	850	85%	1,000
Administration - Communications	1,476	1,233	84%	1,383
Administration - Travel	1,200	1,073	89%	1,200
Administration - Miscellaneous	250	250	100%	120
Administration - Capital	-	-	-	-
TOTAL Administration	91,393	91,325	100%	92,241
Clerk - Salaries	57,788	58,991	102%	58,016
Clerk - Benefits	20,733	20,674	100%	20,955
Clerk - Office supplies	2,500	1,937	77%	2,034
Clerk - Professional Services	12,000	3,859	32%	4,631
Clerk - Staff Development	425	-	0%	-
Clerk - Communications	753	769	102%	772
Clerk - Travel	800	46	6%	500
Clerk - Miscellaneous	235	245	104%	245
Clerk - Misc DOL CC fees	700	642	92%	594
Clerk - Capital	-	-	-	-
TOTAL Clerk	95,934	87,162	91%	87,747
HR - Salaries	50,140	50,140	100%	49,980
HR - Benefits	14,169	13,782	97%	13,953
HR - Office supplies	350	165	47%	119
HR - Professional services	600	276	46%	317
HR Staff development	117	100	85%	120
HR Communications	988	831	84%	927
HR - Travel	500	253	51%	500
HR - Miscellaneous	483	482	100%	483
HR Wellness program	1,000	1,128	113%	1,000
HR - Personnel Safety program (HR)	1,250	1,252	100%	1,250
TOTAL HR	69,597	68,409	98%	68,648
Civil Service - Professional Service	1,700	1,700	100%	1,700
Civil Service - Supplies	-	-	-	-
TOTAL CIVIL SERVICE	1,700	1,700	100%	1,700
IT - Salaries	112,775	112,778	100%	112,778
IT - Overtime	1,500	610	41%	1,133

GENERAL FUND	2013	As of	2013	2013
Line Item Description	Final Budget	YE 2013	% of Budget	@ 2014 Budget Estimated Ending
IT - Benefits	47,702	47,410	99%	48,647
IT- Office supplies	600	279	46%	334
IT - Fuel	807	296	37%	323
IT- Staff development	2,500	2,500	100%	2,500
IT- Communications	2,501	2,007	80%	2,079
IT- Travel	281	-	0%	281
IT - Repair & Maintenance	300	-	0%	320
IT - Miscellaneous	100	-	0%	100
Total IT	169,066	165,881	98%	168,495
	-			-
Finance - Salaries	76,615	76,943	100%	76,395
Finance - Benefits	24,483	24,816	101%	25,465
Finance - Office Supplies	1,800	1,391	77%	1,800
Finance - Professional Service	25,000	25,386	102%	25,000
Finance - Communications	381	371	97%	370
Finance - Travel	450	82	18%	450
Finance - Advertising	400	178	44%	400
Finance - Insurance	126	122	97%	122
Finance - Financial Software Maint	2,100	-	0%	-
Finance - New Financial Software Service	120,000	83,594	70%	102,733
Finance - Miscellaneous	300	105	35%	300
Finance - Staff Development	750	665	89%	750
Finance - Banking Services	2,000	687	34%	700
TOTAL FINANCE	254,405	214,339	84%	234,485
	-			-
Legal - Professional Service	54,400	79,029	145%	76,592
TOTAL LEGAL	54,400	79,029	145%	76,592
	-			-
Planning - Salaries	336,510	331,077	98%	334,622
Planning - Benefits	124,317	127,853	103%	110,288
Planning - Office Supplies	2,125	1,770	83%	2,300
Planning - Operating Expenses	1,000	1,468	147%	1,580
Planning - Tools & Equipment	100	-	0%	100
Planning - Professional Services	5,628	5,669	101%	5,628
Planning - Prof. Serv. Hear. Exam.	2,500	8,691	348%	5,000
Planning - Critical Areas - Developer Reimb	7,000	29,471	421%	7,059
Planning - Communication	3,246	3,570	110%	3,949
Planning - Travel	1,200	1,185	99%	1,500
Planning - Advertising	7,572	7,532	99%	7,500
Planning - Repair & Maint.	1,240	1,047	84%	1,200
Planning - Miscellaneous	150	74	49%	150
Planning - Printing and Binding	800	461	58%	500
Planning - Permit Tracking Maint	5,430	5,430	100%	5,430
Planning - Staff Development	1,200	1,600	133%	2,000
Planning - Economic Development	300,000	26,304	9%	300,000
Planning Commission - Miscellaneous	100	24	24%	100
TOTAL PLANNING	800,118	553,226	69%	788,907
	-			-
Building Department - Salaries	136,749	132,502	97%	133,061
Building Department - Benefits	57,993	55,883	96%	57,446
Building Department - Office Supplies	1,500	1,151	77%	1,500
Building Department - Operating Supply	400	672	168%	696
Building Department - Fuel	1,800	1,212	67%	1,147

GENERAL FUND	2013	As of	2013	2013
Line Item Description	Final Budget	YE 2013	% of Budget	@ 2014 Budget Estimated Ending
Building Department - Professional	3,000	4,151	138%	4,282
Building Department - Communications	768	159	21%	176
Building Department - Travel	470	154	33%	185
Building Department - Repair & Maintenance		564	-	677
Building Department - Miscellaneous	280	280	100%	280
Building Department - Staff Development	700	737	105%	700
TOTAL BUILDING	203,660	197,466	97%	200,150
	-			-
Law Enforcement - Salaries	2,315,634	2,070,482	89%	2,084,422
Law Enforcement - Holiday Pay Out	85,696	60,742	71%	85,696
Law Enforcement - Extra Duty Salaries	10,000	9,189	92%	10,000
Law Enforcement - Overtime	200,000	209,309	105%	200,000
Law Enforcement - Benefits	877,708	857,263	98%	875,200
Law Enforcement - Clothing	28,000	28,992	104%	25,273
Law Enforcement - Office Supplies	18,750	17,989	96%	20,260
Law Enforcement - Operating	27,230	25,007	92%	29,443
Law Enforcement - Fuel	105,200	70,065	67%	79,131
Law Enforcement - Professional Services	31,700	45,986	145%	34,949
Law Enforcement - Prof Serv Lexipol	4,450	4,450	100%	4,450
Law Enforcement - Legal	5,000	-	0%	-
Law Enforcement - Communication	31,728	29,658	93%	32,566
Law Enforcement - Travel	14,500	9,704	67%	11,144
Law Enforcement - Insurance	124,899	124,804	100%	124,804
Law Enforcement - Utilities	11,378	13,880	122%	11,507
Law Enforcement - Repair & Maintenance	82,170	66,269	81%	71,726
Law Enforcement - Miscellaneous	2,000	1,966	98%	2,000
Law Enforcement - Staff Development	7,800	10,825	139%	9,684
Law Enforcement - Drug Task Force	7,500	7,256	97%	7,256
Law Enforcement - Operating NW - Laptops	18,335	13,283	72%	18,335
Law Enforcement - Major Crime Investigation Fund	-	624	-	700
Law Enforcement - Operating - Investigations Photo/ Video	1,500	1,176	78%	1,500
Law Enforcement - Grants	4,000	-	0%	-
Law Enforcement - Advertising	-	269	-	323
Law Enforcement - Alarm Costs	2,000	919	46%	1,103
Law Enforcement - Drug Investigations	1,000	-	0%	-
Law Enforcement - Jail	300,000	286,401	95%	277,921
Law Enforcement - Snopac Dispatch/800 MhZ	440,000	436,829	99%	440,000
Law Enforcement - Boating Salaries (Local)	10,203	8,550	84%	8,550
Law Enforcement - Boating Salaries (Other)	11,883	5,593	47%	5,593
Law Enforcement - Boating Benefits (Local)	4,070	2,297	56%	2,297
Law Enforcement - Boating Benefits (Other)	5,082	938	18%	938
Law Enforcement - Clothing - Boating	250	194	78%	194
Law Enforcement - Boating Operating Supplies	700	714	102%	714
Law Enforcement - Boating Fuel	800	579	72%	579
Law Enforcement - Boating Travel	350	-	0%	-
Law Enforcement - R&M Boating	3,000	1,105	37%	2,500
LE - Seizure & Forfeiture State Remit	1,000	-	0%	1,000
Code Enforcement - Professional Service	30,000	24,904	83%	27,358
TOTAL LAW ENFORCEMENT	4,825,516	4,448,213	92%	4,509,118
	-			-
Parks - Salaries	47,155	50,297	107%	50,797
Parks - Overtime	-	495	-	495
Parks - Benefits	20,601	19,240	93%	19,615

GENERAL FUND	2013	As of	2013	2013
Line Item Description	Final Budget	YE 2013	% of Budget	@ 2014 Budget Estimated Ending
Parks - Clothing	2,200	2,024	92%	2,200
Parks - Operating Supplies	11,800	8,957	76%	10,007
Parks - Eagle Ridge Park/Soper Hill Operating	500	102	20%	123
Parks - Lundeen Op	3,502	5,633	161%	4,691
Parks - Boat Launch Expenses	-	352	-	352
Parks - Fuel	500	298	60%	500
Parks - Professional Services	500	77	15%	46
Parks - Communications	2,363	1,571	66%	1,639
Parks - Equipment Rental	3,000	3,222	107%	3,000
Parks - Insurance	3,129	3,044	97%	3,044
Parks - Utilities	10,148	7,600	75%	7,436
Parks - Storm Drainage	2,432	2,432	100%	2,432
Parks - Repair & Maintenance	1,700	5,154	303%	6,048
Parks - Repair & Maintenance - Lundeen	500	-	0%	1,141
Parks - Miscellaneous	150	-	0%	-
Parks - Staff Development	500	50	10%	-
Eagle Ridge Trail Connection	2,500	-	0%	2,500
Park Board - Miscellaneous	150	-	0%	150
TOTAL PARKS	113,331	110,548	98%	116,215
Library - Operating	7,600	4,090	54%	2,600
Library - Utilities	6,577	5,243	80%	5,058
Library - Storm Drainage	563	562	100%	675
Library - Repairs & Maintenance	-	1,554	-	1,864
Library - Capital Outlay - Front Doors/Windows - P1	7,000	-	0%	12,000
TOTAL LIBRARY	21,740	11,449	53%	22,197
General Gov't - Facilities Salaries	2,371	2,371	100%	2,382
General Gov't - Facilities Benefits	818	723	88%	743
General Government - Special Event Equip	1,500	1,492	99%	1,500
General Government - Election Costs	10,000	-	0%	10,000
General Government - Voters Registration	39,195	38,640	99%	38,640
General Government - Advisory Services - Lobbying	20,250	45,120	223%	42,501
General Government - Municipal Court Fees	104,500	78,875	75%	83,030
General Government - Court Appt. Attorney	100,000	72,985	73%	72,183
General Government - Advertising	300	504	168%	300
General Gov't - Prosecutor fees	99,004	98,275	99%	98,275
General Government - Public Record Req - Print&C	100	-	0%	100
General Government - Judgments & Settlements	15,600	15,598	100%	15,600
General Government - P.S.R.C.	11,647	8,271	71%	8,271
General Government - Operating Supply	7,000	9,669	138%	9,804
General Government - Fuel	200	105	52%	200
General Government - Professional Serv	6,550	1,841	28%	1,475
General Government - Communications	2,953	4,064	138%	453
General Government - Equipment rental	1,772	1,501	85%	1,486
General Government - Insurance	41,548	41,431	100%	41,431
General Government - Utilities	14,619	14,374	98%	13,905
General Government - Storm Drainage	2,881	2,881	100%	2,881
General Government - Repair/Maintenance	3,000	5,137	171%	4,875
General Government - Miscellaneous	2,500	625	25%	2,500
General Government - Economic Develop. Council	4,000	3,000	75%	3,000
General Government - Visitor Center	750	778	104%	778
General Government - A.W.C.	19,657	19,287	98%	19,287

GENERAL FUND	2013	As of	2013	2013
Line Item Description	Final Budget	YE 2013	% of Budget	@ 2014 Budget Estimated Ending
General Government - Snohomish Co. Tomorrow	5,083	5,083	100%	5,083
General Government - Excise Tax	1,310	1,619	124%	1,770
General Government - Protect Insp - Reg Enforce	1,000	-	0%	1,000
General Government - Emergency Service	31,706	31,706	100%	31,706
General Government - Earth Day Clean Up	1,500	376	25%	376
General Government - Aquafest	2,000	1,801	90%	1,801
General Government - Air Pollution	13,353	12,854	96%	13,353
General Government - Liquor Board to SnoCo - Drug Fac	6,293	5,503	87%	6,293
TOTAL GENERAL GOVERNMENT	574,958	526,488	92%	536,980
	-			-
Historical Museum	1,088	573	53%	1,088
Arts Commission	5,006	4,825	96%	5,006
Grimm House Electrical	750	330	44%	348
Community Center - Operating	300	1,766	589%	2,037
Community Center- Cleaning	1,200	1,193	99%	1,155
Community Center- Communication	168	159	95%	159
Community Center- Utilities	4,287	3,797	89%	3,729
Community Center - R&M	700	1,071	153%	583
Senior Center	1,500	1,697	113%	3,101
TOTAL COMMUNITY	14,998	15,411	103%	17,206
	-			-
Refunds	500	1,793	359%	500
TOTAL NON-EXPENDITURES	500	1,793	359%	500
Contribution To Cap Equip (Police)	100,000	100,000	100%	100,000
Contribution to Equipt Fund (Police - Boat) (incl VRF)	8,000	8,000	100%	8,000
Contribution To Unemployment Fund	16,567	9,677	58%	9,677
Operating Trans to 633 (Trs. Trust)	10,000	-	0%	10,000
Contribution To Computer Equip Fund	32,715	33,032	101%	33,032
Transfer to Gen. Fnd Reserv	500,000	500,000	100%	500,000
TOTAL OPERATING-TRANSFERS OUT	667,282	650,709	98%	660,709
				-
TOTAL EXPENDITURES	8,028,354	7,276,072	91%	7,638,065
ENDING FUND BALANCE	4,541,764	5,837,901		5,308,551
Total Reserve %	57%	69%		64%
Council Reserve Policy 10%				
Amount in excess of policy 10%	3,747,638	4,990,303		4,476,775

3/18/2014

CITY OF LAKE STEVENS

STREET FUND		As of	2013
<u>Line Item Description</u>	2013 Final Budget	YE 2013	Estimated Ending
Street Fund			
Estimated Beginning Fund Balance	2,271,532	2,274,508	2,271,532
	-		-
Real and Personal Property Tax	978,688	1,021,739	978,688
B & O Electric	368,471	352,349	343,370
Total Taxes	1,347,159	1,374,088	1,322,058
ROW Permits	17,000	19,750	19,140
Total License & Permits	17,000	19,750	19,140
	-		-
Street Fuel Tax	536,325	589,383	594,765
SZ Safety Grant	24,000	-	24,000
TIB - Arterial Preservation Project Grant	203,901	-	204,750
Total Grants & State Shared Revenue	764,226	589,633	823,515
	-		-
PW Services - Reimbursement	3,000	100	3,000
Total Charges for Services	3,000	100	3,000
	-		-
Investment Interest	2,000	3,664	3,714
ROW - Special Assessment	200	2,710	2,904
Judgments & Settlements	-	2,100	2,050
Insurance Recovery	8,600	24,372	20,000
Miscellaneous Revenue	500	1,016	1,500
Total Miscellaneous Revenue	11,300	33,862	30,167
	-		-
TOTAL REVENUES	2,142,685	2,017,433	2,197,880
			-
TOTAL RESOURCES	4,414,217	4,291,941	4,469,412
	-		-
Street Fund - Salaries	522,846	535,305	532,402
Street Fund - Overtime	20,000	13,786	20,000
Street Fund - Benefits	226,659	232,097	238,087
Street Fund - Clothing	4,000	2,474	4,000
Total Salaries & Benefits	773,505	783,662	794,489
	-		-
Street Fund - Office Supplies	2,300	1,736	2,084
Street Fund - Operating Supplies	43,260	28,828	32,356
Street Fund - Fuel	23,000	22,021	23,648
Total Supplies	68,560	52,585	58,088
	-		-
Street Fund - Personnel Safety program (HR)	2,355	2,355	2,355
Street Fund - Staff Development	800	684	464
Street Fund - Professional Services	30,000	20,280	28,855
Street Fund - Street Sweeping	20,000	13,355	20,405
Street Fund - Roundabout Landscape	4,000	-	4,000
Street Fund - Computer Software	2,100	1,208	2,100
GMA Traffic Mitigation Plan	-	-	-
Professional Services - Legal	250	133	159
Street Fund - Communications	4,760	4,348	4,366
Street Fund - Travel	800	154	657
Street Fund - Advertising	3,000	171	205
Street Fund - Rentals/Leases	1,000	732	851
Street Fund - Insurance	22,705	22,765	22,765

STREET FUND		As of	2013
<u>Line Item Description</u>	2013 Final Budget	YE 2013	Estimated Ending
Street Fund - Utilities	2,844	1,903	1,922
Street Fund - Repair & Maintenance	93,100	51,176	60,143
Street Fund - Miscellaneous	400	977	1,500
Total Services and Charges	188,114	120,240	150,745
Street Fund - Storm Drainage	2,455	2,455	2,455
Street Fund - SWM Debt Service Chrg	6,608	6,608	6,608
OVERLAY PROGRAM	250,000	116,440	250,000
Overlays - Arterial Preservation Project	239,883	161,313	239,883
ADA Ramp Repair & Additions	4,000		4,000
Street Fund - Sidewalk Repairs	990	517	517
Street Fund - Street Lighting	153,902	153,035	151,822
Street Fund - Traffic Control Devices	65,000	28,315	79,371
Street Fund - Snow & Ice Control	12,000	9,030	12,000
Street Fund - Shoulders	3,000	-	3,000
Total Transportation	737,838	477,713	749,656
Transfer for PWTF Debt Payment	1,000	976	1,000
Contribution to Unemployment Fund	3,791	3,817	3,817
Contribution to Equipment Fund	41,097	39,900	39,900
Contribution to Computer Repl	11,600	2,915	2,915
Total Other Expenditures/Expense	57,488	47,608	47,632
	-		-
Total O & M Expenditures	1,825,505	1,481,807	1,800,610
Traffic Control - Capital - Traffic Beacons	24,000	23,876	24,000
Capital purchase	26,400	15,873	25,700
Capital Expenditures	50,400	39,749	49,700
			-
TOTAL EXPENDITURES	1,875,905	1,521,557	1,850,310
ENDING FUND BALANCE	2,538,312	2,770,385	2,619,102
Total Reserve %	118%	137%	119%
Council Reserve Policy 10%			
Amount in excess of policy 10%	2,096,890	2,341,191	2,172,161

3/18/2014

CITY OF LAKE STEVENS
TREASURERS REPORT
STORM/SURFACE WATER FUND

Treasurer's Report

Storm Water Fund		As of	2013
Line Item Description	2013 Amended Budget	YE 2013	Estimated
			Ending
Surface Water Utility Fund			
Estimated Beginning Fund Balance	952,789	954,258	952,789
Dept. of Ecology Grants	84,000	59,337	60,000
DOE - Aquatic Weed Grant (Milfoil)	42,000		24,200
County Areator O& M (Utilities - 10.7%)	3,500	574	500
Sno Co Phosphorus Contribution (10.7%)		6,545	6,500
Sno Co Weed Abate (Milfoil) Contribution (20%)	0	1,738	1,738
TOTAL Grants & Other Gov't Contributions	129,500	68,194	92,938
	0		
Storm Service Charges	1,306,684	1,397,591	1,306,684
TOTAL Charges for service	1,306,684	1,397,591	1,306,684
	0		
Investment Interest	800	1,388	1,398
TOTAL Miscellaneous Revenue	800	1,758	1,398
Transfer In	34,886	34,886	34,886
Other Financial Sources	34,886	34,886	34,886
TOTAL REVENUES	1,471,870	1,502,430	1,435,906
TOTAL RESOURCES	2,424,659	2,456,688	2,388,695
Storm Fund - Salaries	550,962	525,828	530,641
Storm Fund - Overtime	2,500	719	862
Storm Fund - Benefits	236,817	220,662	227,393
Storm Fund - Clothing	3,000	1,938	3,000
Total Salaries & Benefits	793,279	749,146	761,897
Storm Fund - Office Supplies	3,450	515	618
Storm Fund - Operating Supplies	21,500	19,314	18,438
Storm Fund - Tools	1,000	716	1,000
Storm Fund - DOE annual permit	11,000	4,122	7,296
Storm Fund - Fuel	19,830	3,795	9,144
Total Operating	56,780	28,462	36,496
Storm Fund - Personnel Safety program (HR)	1,700	1,698	1,700
Storm Fund - Phosphorus Treatment (Alum)	99,355	101,507	101,507
Storm Fund - Professional Services	19,542	14,854	16,987
Storm Fund - Milfoil Treatment (See grant line item)	-	-	-
Storm Fund - Street Sweeping	10,000	5,857	10,000
Storm Fund - Computer Software	900	844	900
Storm Fund - Communications	4,788	4,307	4,796
Storm Fund - Travel	514	15	514
Storm Fund - Advertising	1,200	-	1,012
Storm Fund - Equipment Rental	2,500	82	72

Storm Water Fund		As of	2013
Line Item Description	2013 Amended Budget	YE 2013	Estimated
			Ending
Storm Fund - Insurance (WCIA)	21,983	21,826	21,826
Storm Fund - Utilities	2,412	1,903	1,922
Storm Fund - Repair & Maintenance	14,000	10,028	13,176
Storm Fund - Excise Tax / Misc.	26,424	23,180	19,878
Storm Fund - Misc	300	193	300
Storm Fund - Staff Development	400	496	143
Total Services & Charges	206,018	186,789	194,732
	0		
DOE Grant - G1100060 Capacity	44,000	31,410	33,814
DOE Grant - G1400295 Capacity	0	-	30
DOE Grant - LID - G1100280	30,000	2,100	2,000
DOE Grant - Milfoil G1300127	53,000	32,474	32,474
Storm Drainage - SWM Fees	2,455	2,455	2,455
Storm Fund - Billing Cost to County	30,000	29,239	29,239
Total Intergovernmental	159,455	97,679	100,013
	0		0
Storm Fund -Aerator Utilities	2,000	2,597	2,804
Storm Fund -Aerator Monitoring	18,366	18,366	18,366
Sno Co Lake Monitoring		6,545	6,000
Contrib Aert. to Equipment Replace	35,720	35,720	35,720
Total Aerator Expenses	56,086	63,228	62,890
Refunds	7,286	7,540	7,286
Total Non Expenditures	7,286	7,540	7,286
91st & Market drainage	3,000		3,000
Lundeen Creek Restoration	8,600		8,600
Parkway Crossing Det Pond Pymt to SnoCo	10,700	10,700	10,700
Total Capital projects	22,300	10,700	22,300
	0		
Contribution to Equipment Fund	45,700	12,000	12,000
Contribution to Computer Equi Fund	7,500	2,915	2,915
Contribution to Unemployment Fund	2,689	3,381	3,381
Annual Diking District Contribution	19,956	19,956	19,956
Total Operating Transfers	75,845	38,252	38,252
	0		0
TOTAL USES	1,377,050	1,181,796	1,223,866
Ending Fund Balance	1,047,609	1,274,891	1,164,829
Reserve Percentage	71%	85%	81%
Council Policy Target	10%	10%	10%
Amount \$ Over/(Under)	805,144	1,029,223	925,960



City of Lake Stevens

One Community Around the Lake

2013
Year End Summary



General Fund Forecast

GENERAL FUND	2013	2013	2013	2014	2015	2016	2017	2018	2019	2020
Line Item Description	Budgeted Ending	Estimated Ending	Actual Ending	Amended Budget						
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Estimated Beginning Fund Balance	4,628,854	4,628,854	4,637,985	5,837,901	5,523,256	5,381,067	5,104,592	4,601,328	3,888,409	3,026,610
TOTAL REVENUES	7,941,265	8,317,762	8,475,989	8,290,309	8,342,616	8,465,892	8,593,676	8,720,268	8,850,308	8,982,642
TOTAL RESOURCES	12,570,119	12,946,616	13,113,974	14,128,210	13,865,871	13,846,959	13,698,269	13,321,596	12,738,718	12,009,252
TOTAL EXPENDITURES	8,028,354	7,638,065	7,276,072	8,604,955	8,484,804	8,742,367	9,096,941	9,433,187	9,712,108	9,997,927
ENDING FUND BALANCE	4,541,765	5,308,551	5,837,902	5,523,255	5,381,067	5,104,592	4,601,328	3,888,409	3,026,610	2,011,325
Total Reserve %	57%	64%	69%	67%	65%	60%	54%	45%	34%	22%



General Fund Ending Balances

General Fund- Reserve Balances

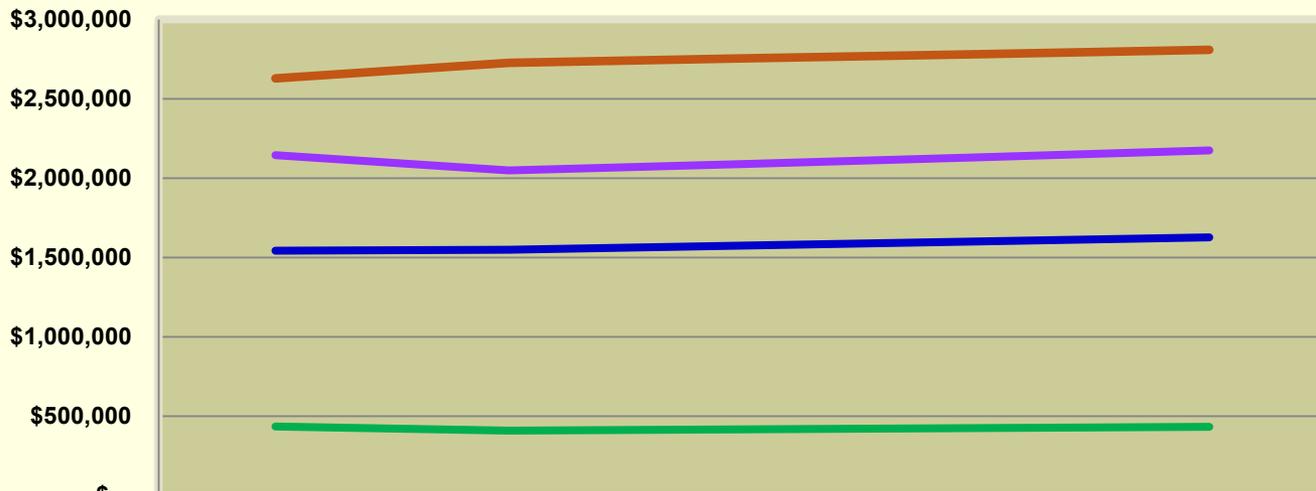


	2013	2014	2015	2016	2017	2018	2019	2020
2010	\$249	\$426	\$(1,301)					
2011	\$(120)	\$(1,284)	\$(2,673)	\$(4,285)				
2012	\$2,394	\$1,640	\$660	\$(533)	\$(2,075)			
2013	\$4,560	\$4,179	\$3,846	\$3,260	\$2,379	\$1,201	\$(251)	
2014	\$5,838	\$5,523	\$5,381	\$5,105	\$4,601	\$3,888	\$3,027	\$2,011



General Fund Revenue Taxes

- Property Tax - Expected increase due to decreased AV
- Sales Tax – Expected lower than normal increase due to increased competition



	2013	2014	2015	2016	2017
GF Property Tax	\$2,627,328	\$2,726,286	\$2,753,549	\$2,781,084	\$2,808,895
Sales Tax	\$2,145,132	\$2,048,060	\$2,089,021	\$2,130,801	\$2,173,417
GF Utility Tax	\$1,542,115	\$1,548,002	\$1,573,633	\$1,599,723	\$1,626,281
Other Taxes	\$434,024	\$407,818	\$415,751	\$423,774	\$431,957



Sales Tax Trend by Classification

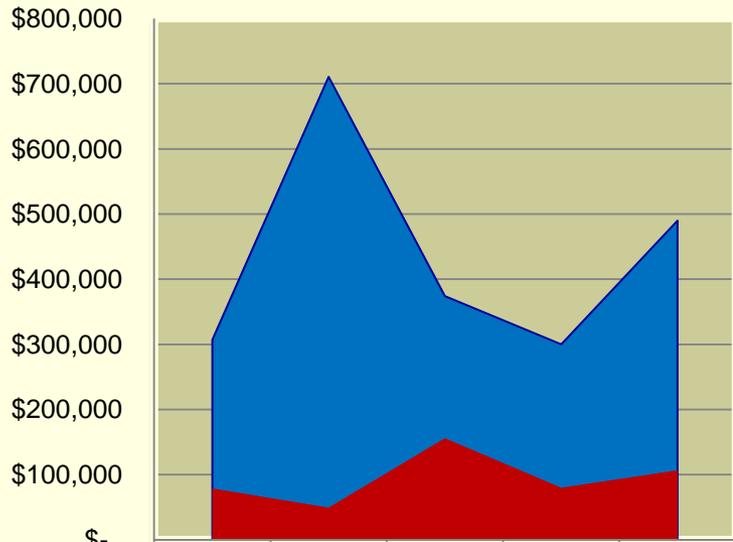
NAICS Subcode	Sum 2012	Change 2012-2013	% of total	Sum 2013
11 Agriculture, Forestry, Fishing & Hunting	\$469.44	-31.9%	0.0%	\$319.80
21 Mining, Quarrying, and Oil and Gas Extraction	\$203.24	196.0%	0.0%	\$601.58
22 Utilities	\$867.66	-54.2%	0.0%	\$397.03
23 Construction	\$328,220.48	14.2%	14.6%	\$374,706.36
31 Manufacturing - food/clothing	\$2,684.76	25.3%	0.1%	\$3,364.38
32 Manufacturing - wood/paper/chemicals/plastics/Furniture	\$24,289.98	-21.7%	0.7%	\$19,023.98
33 Manufacturing - ironwork/RR/Steel/Equipment/countertops	\$14,565.76	-32.6%	0.4%	\$9,815.26
42 Wholesale Trade - medical/diamonds/cork/athletic	\$90,781.58	10.5%	3.9%	\$100,335.48
44 Retail Trade	\$658,389.06	6.9%	27.5%	\$703,874.82
45 Retail Trade	\$580,541.34	1.5%	23.0%	\$589,295.82
48 Transportation and Warehousing	\$2,086.80	4.5%	0.1%	\$2,180.76
49 Transportation and Warehousing	\$1,345.76	-14.0%	0.0%	\$1,157.28
51 Information	\$112,025.64	9.9%	4.8%	\$123,102.96
52 Finance and Insurance	\$10,228.44	27.3%	0.5%	\$13,021.96
53 Real Estate and Rental and Leasing	\$26,056.80	17.5%	1.2%	\$30,607.26
54 Professional, Scientific, and Technical Services	\$28,172.50	60.1%	1.8%	\$45,091.18
55 Management of Companies and Enterprises	\$0.12	28533.3%	0.0%	\$34.36
56 Admin & Support; Waste Mgmt; Remediation Svcs	\$50,484.86	21.8%	2.4%	\$61,472.49
61 Educational Services	\$6,559.62	-9.0%	0.2%	\$5,968.48
62 Health Care and Social Assistance	\$3,091.36	25.6%	0.2%	\$3,881.74
71 Arts, Entertainment, and Recreation	\$30,816.96	-13.5%	1.0%	\$26,650.44
72 Accommodation and Food Services	\$299,364.32	6.5%	12.4%	\$318,734.82
81 Other Services (except Public Administration)	\$52,765.82	11.3%	2.3%	\$58,737.20
92 Public Administration	\$65,855.38	5.5%	2.7%	\$69,465.55
99 ???	\$1,870.50	-63.5%	0.0%	\$683.32
	\$2,391,738.18			\$2,562,524.31



General Fund Revenue

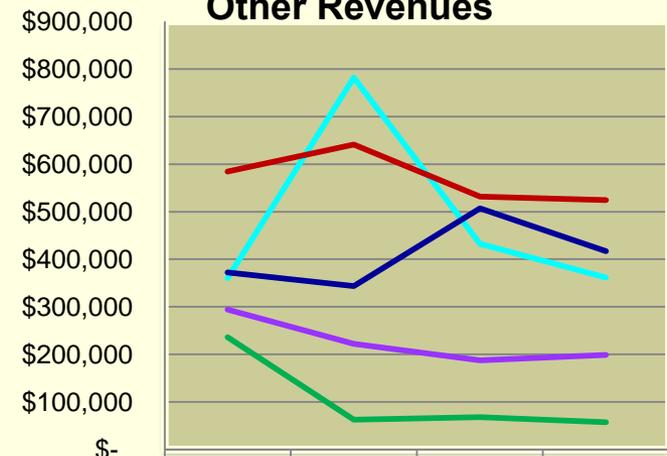
- Building Permits - Anticipating continued slow down of permit activity
- Liquor Board Profits will remain at 2011 amount

Permitting



	2011	2012	2013	2014	2014 Est.
■ Building Permits	\$306,936	\$710,607	\$374,039	\$300,000	\$489,852
■ Zoning & Sub	\$78,909	\$49,465	\$156,074	\$80,000	\$106,760

Other Revenues



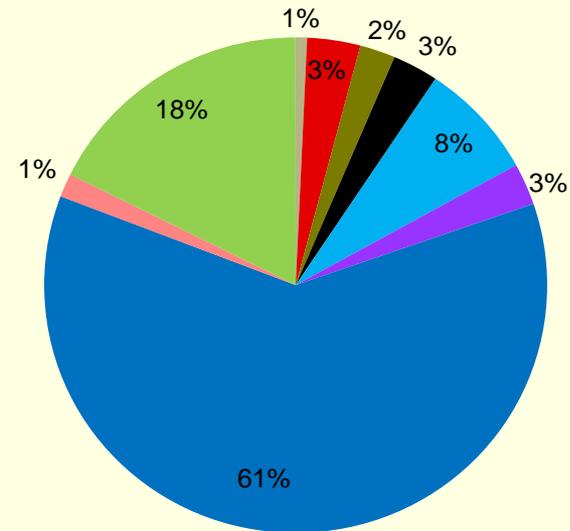
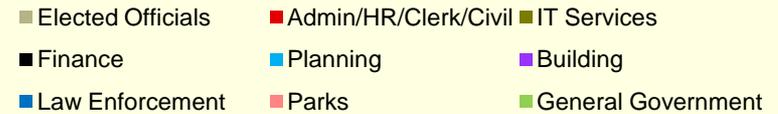
	2011	2012	2013	2014
— Lic & Permits	\$360,468	\$781,669	\$432,617	\$361,862
— Grants & Other	\$584,288	\$641,123	\$531,456	\$524,646
— Srv Charges	\$372,267	\$343,550	\$506,980	\$417,205
— Fines & Forfeit.	\$294,561	\$222,324	\$187,256	\$198,778
— Misc Revenues	\$236,356	\$62,908	\$68,288	\$57,653



General Fund 2013 Expenditures

■ Law Enforcement	\$4,448,213	61%
■ General Government	\$1,284,879	18%
■ Planning	\$553,226	8%
■ Admin/HR/Clerk/Civil	\$248,596	3%
■ Building	\$197,466	3%
■ Parks	\$110,548	2%
■ IT Services	\$165,881	2%
■ Finance	\$214,339	3%
■ Elected Officials	\$52,923	1%

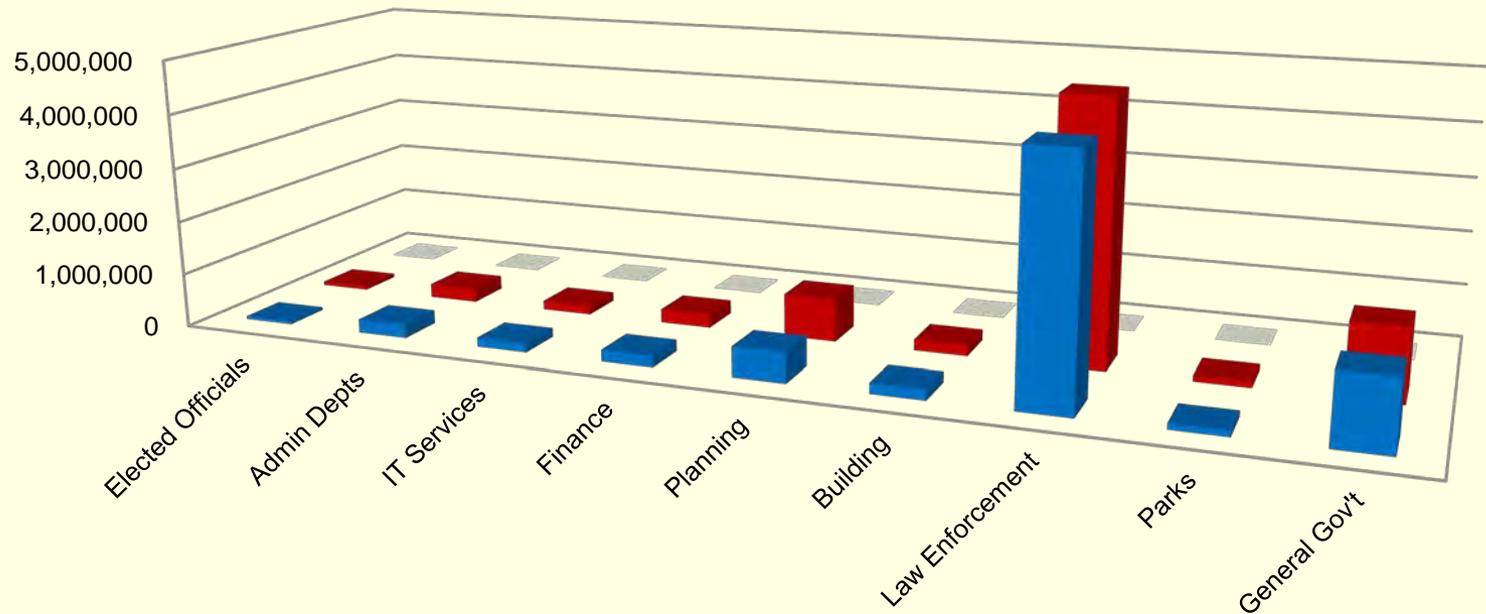
Expenditures by Department





2013 General Fund Budget vs. Actual Exp.

Budget vs. Actual



	Elected Officials	Admin Depts	IT Services	Finance	Planning	Building	Law Enforcement	Parks	General Gov't
■ Actual	52,923	248,596	165,881	214,339	553,226	197,466	4,448,213	110,548	1,284,879
■ Budget	69,757	258,624	169,066	254,405	800,118	203,660	4,825,516	113,331	1,333,878
% of Budget	76%	96%	98%	84%	69%	97%	92%	98%	96%



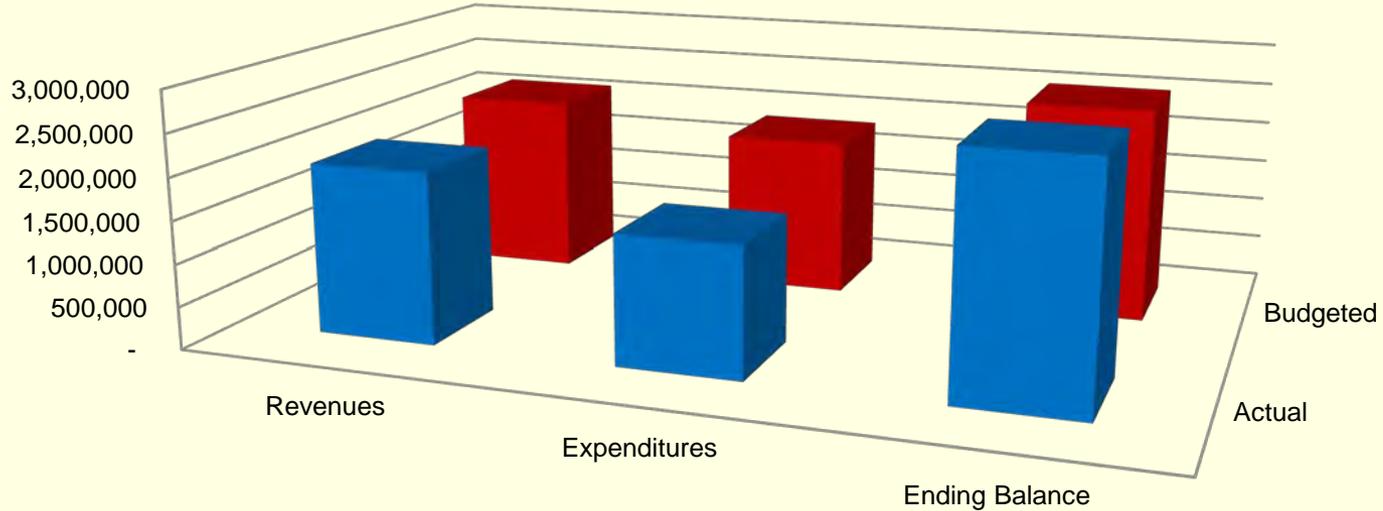
2013 Project/Purchase Requests

Department	Project/Item	2013 Budget
City Clerk	Recording/Transcription System	Yes
Information Technology	Hard drive Purchase (if needed)	Not needed
Information Technology	(2) PC Replacements (if needed)	Yes - Replaced 5
Information Technology	(2) Laptop & Docking Station	No - PC's in lieu of Laptops (-\$)
Information Technology	Dell Server Extended Support Service (2 servers)	Yes
Information Technology	Storage Controller Yearly Maintenance	Yes
Finance	New Financial Software Service	Yes - Final Implementation 2014
Planning	Interjurisdictional Housing Committee	Yes
Building	2012 IBC Update Reference Material	Yes
Law Enforcement	Carpet High Traffic Areas	Yes
Law Enforcement	Repair Drywall in PD	No
Law Enforcement	New World GPS/Receiver Antenna	Yes
Law Enforcement	New World Car Laptops	Yes - 1 rolled to 2014
Law Enforcement	Criminal Justice Security Req Upgrade	Yes
Law Enforcement	Upgrade Investigations Photo & Video	Yes - some items rolled to 2014
Law Enforcement	E Cabinet Filing - Annual Maintenance	Yes
Law Enforcement	2 Chevy Impala's	Yes
Parks	Eagle Ridge/Senior Center - Parking	Yes
Parks	Eagle Ridge Trail Connection	Yes
Parks	Lake Safety Buoys	Yes
Library	Interior Walls - Repair/Repaint	Yes
Library	Replace Front Doors - ADA Push-Button	Yes



2013 Street Fund Budget vs. Actual

Street Fund Budget Vs. Actual

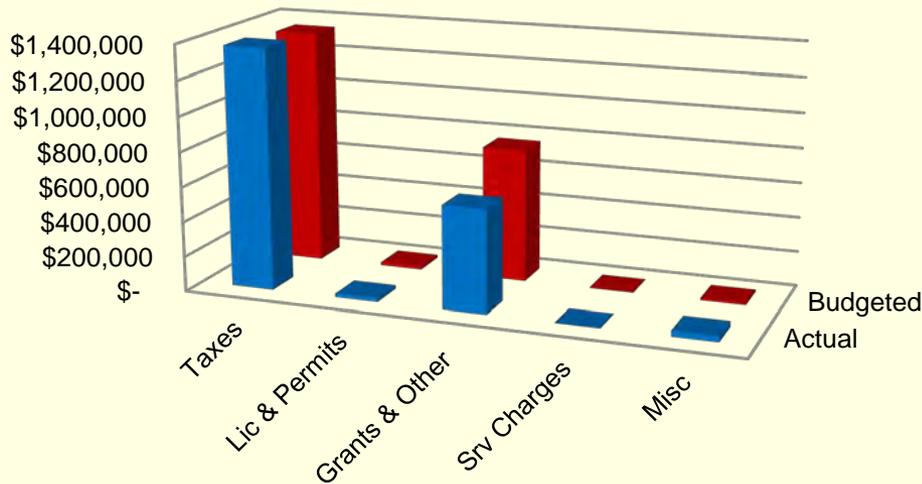


	Revenues	Expenditures	Ending Balance
■ Actual	2,017,433	1,521,556	2,770,385
■ Budgeted	2,142,685	1,875,905	2,538,312



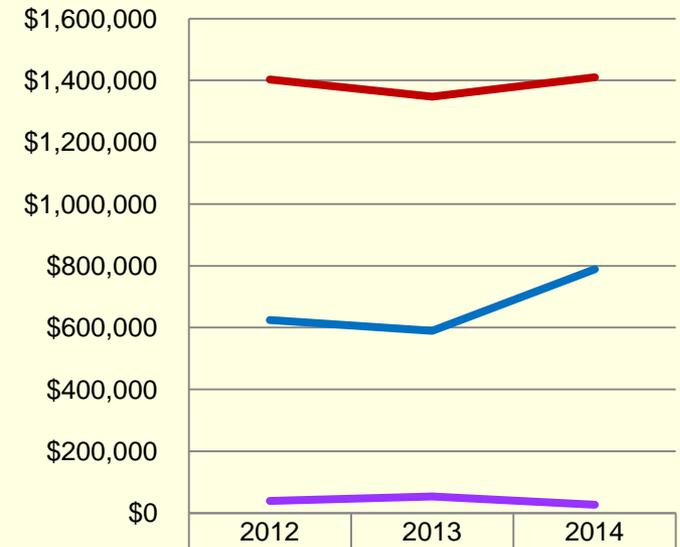
2013 Street Revenues Budget vs. Actual

Street Revenues



	Taxes	Lic & Permits	Grants & Other	Srv Charges	Misc
Actual	\$1,374,088	\$19,750	\$589,633	\$100	\$33,862
Budgeted	\$1,347,159	\$17,000	\$764,226	\$3,000	\$11,300

Street Fund Revenue Trends

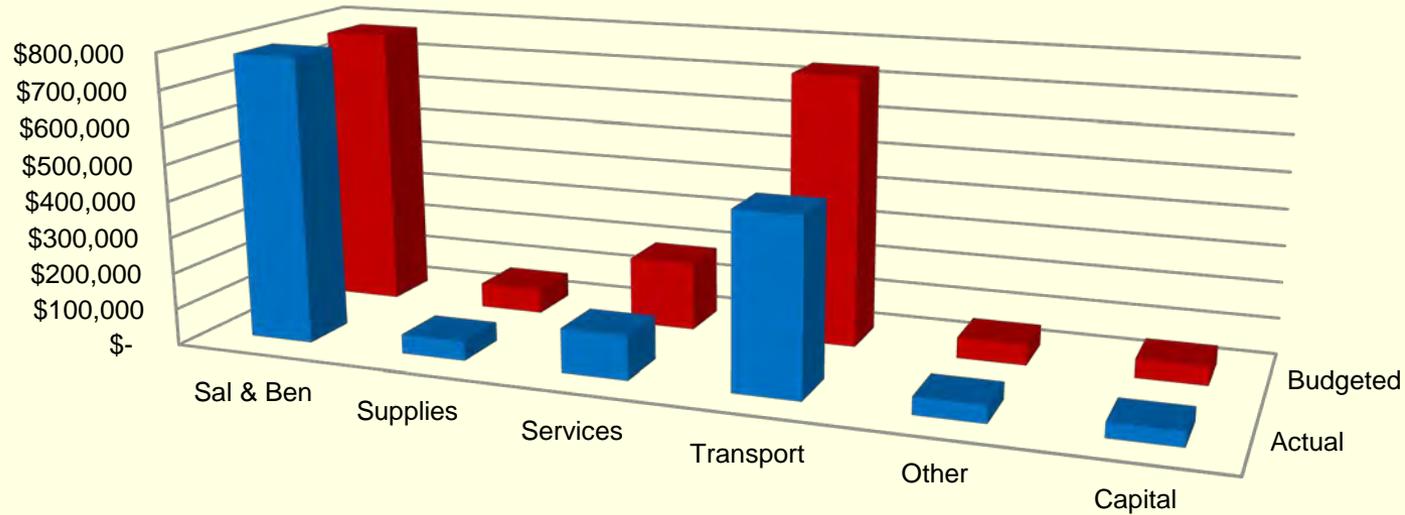


Taxes	\$1,402,905	\$1,347,159	\$1,410,460
Grants & Gov't	\$624,680	\$589,633	\$788,692
Other	\$39,558	\$53,712	\$26,890



2013 Street Expenditures Budget vs. Actual

Street Expenditures

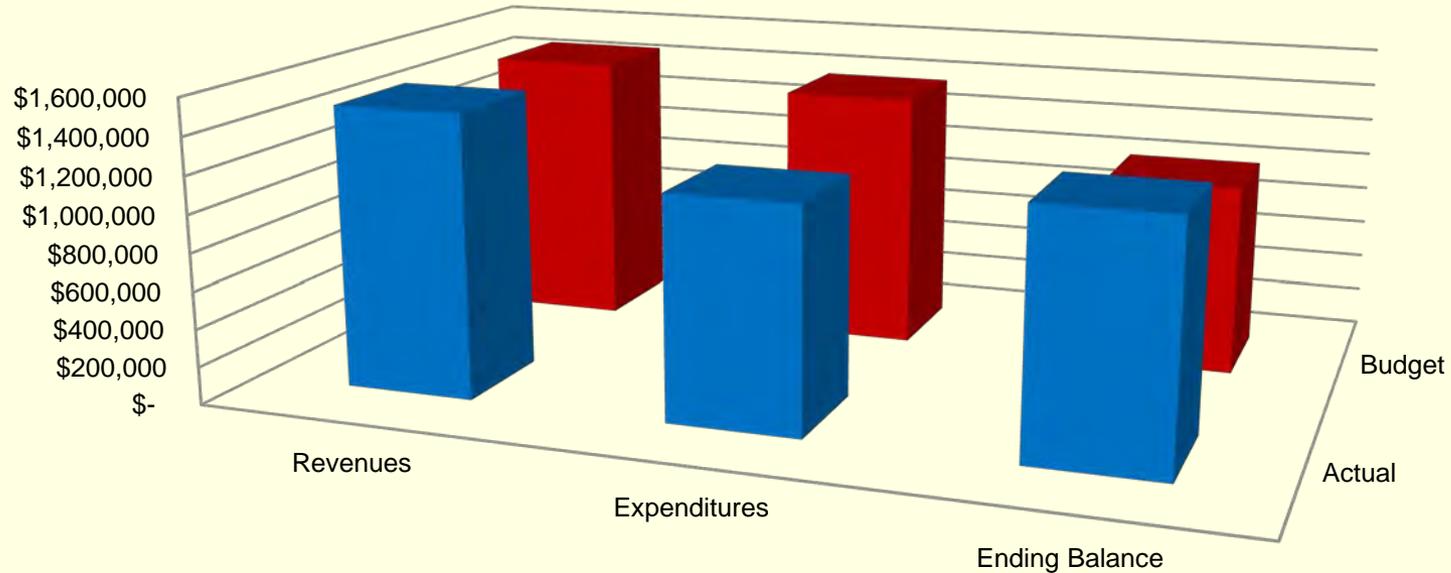


	Sal & Ben	Supplies	Services	Transport	Other	Capital
Actual	\$783,662	\$52,585	\$120,240	\$477,712	\$47,608	\$39,749
Budgeted	\$773,505	\$68,560	\$188,114	\$737,838	\$57,488	\$50,400

2013 Storm/Surface Water Budget vs. Actual



Storm Water Budget Vs. Actual

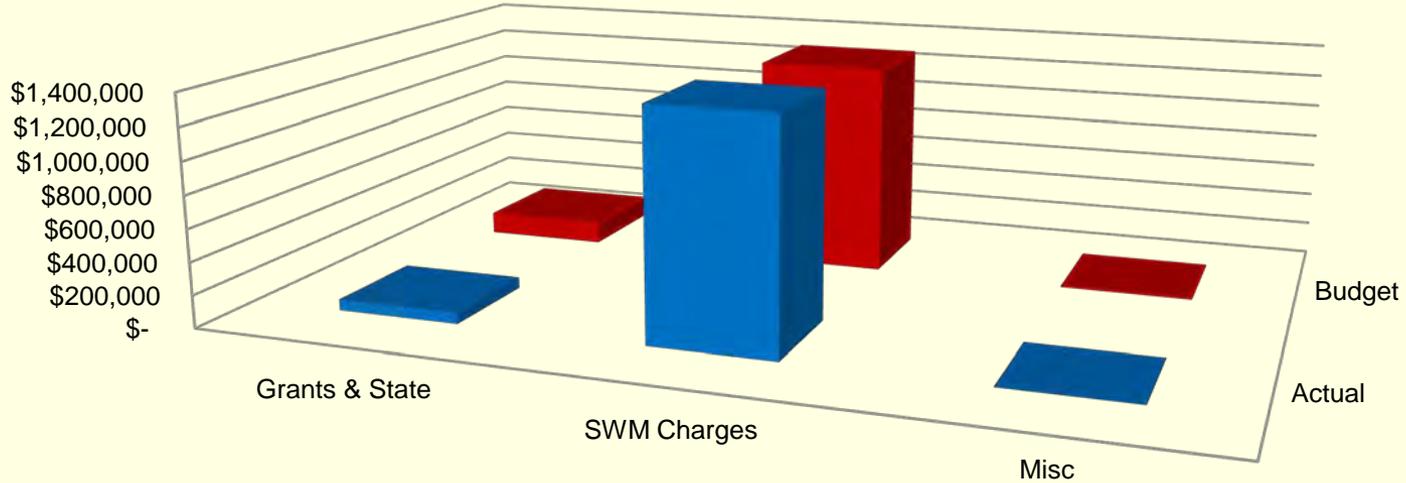


	Revenues	Expenditures	Ending Balance
Actual	\$1,502,430	\$1,181,796	\$1,274,891
Budget	\$1,471,870	\$1,377,050	\$1,012,723



2013 Storm/Surface Water Budget vs. Actual

Storm Water Revenues

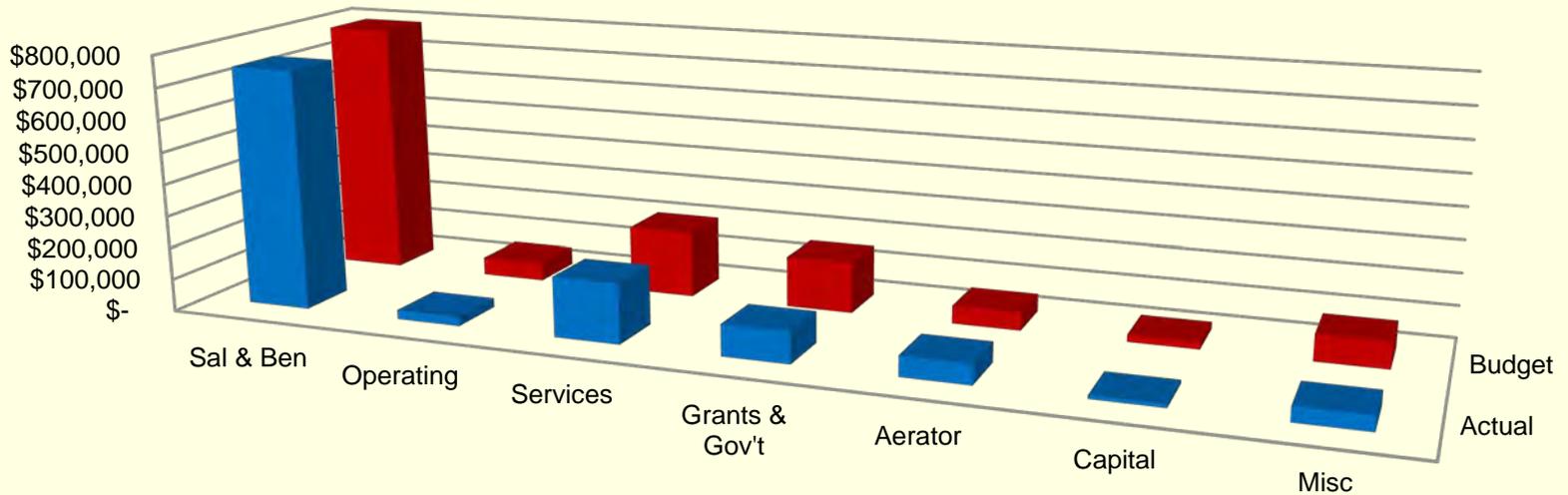


	Grants & State	SWM Charges	Misc
■ Actual	\$68,194	\$1,397,591	\$1,758
■ Budget	\$129,500	\$1,306,684	\$800

2013 Storm/Surface Water Budget vs. Actual



Storm Water Expenditures



	Sal & Ben	Operating	Services	Grants & Gov't	Aerator	Capital	Misc
■ Actual	\$749,146	\$28,462	\$186,789	\$97,679	\$63,228	\$10,700	\$45,792
■ Budget	\$793,279	\$56,780	\$206,018	\$159,455	\$56,086	\$22,300	\$83,131



Public Works Project/Purchase Requests

Department	Project/Item	2013 Budget
Street	Vehicle Modeling Software	Yes
Street	ADA Ramp Repair & Addition	Yes
Street	Roundabout Landscape & Weed Control	No
Street	Pavement Overlays	Yes
Street	Roadway Preservation - Overlay & Ramp (Grant)	Yes - some funding rolled forward
Storm	Lake Safety Buoys	Yes
Storm	Milfoil Solution	Yes
Public Works	(3) Desktop Computers (upgrade)	Yes
Public Works	Deicer Tank	Yes
Public Works	Backhoe Trailer (used)	No - rolled forward to 2014
Public Works	Hydraulic Pole Saw (manlift)	No - not needed
Public Works	Lift Gate	No - rolled forward to 2014
Public Works	20th St NE - Centennial Trail to Downtown (Grant)	Yes
Public Works	91st Ave. SE - 4th to 20th St. SE (Committed)	No - denied grant funding



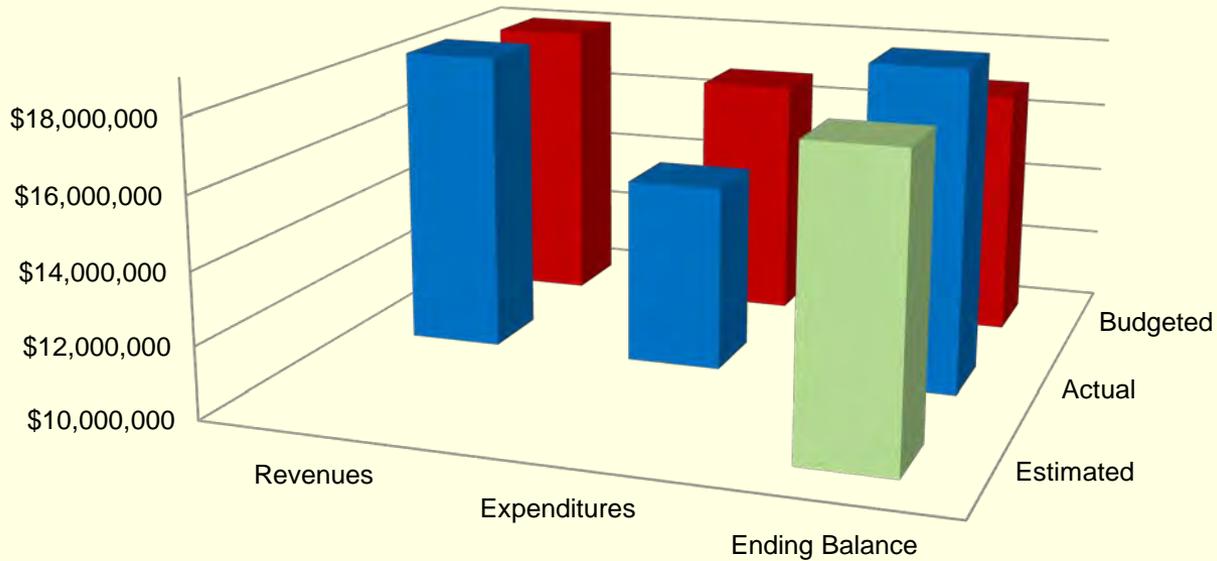
2013 Budget/Estimate to Actual

No.	Fund Name	Beginning Balance	Budgeted Revenues	ACTUAL REVENUES	Budgeted Expenditures	ACTUAL EXPENDITURES	2013 Budgeted Ending Balance	ACTUAL ENDING BALANCE	2013 Estimated Ending	Difference Estimate vs. Actual
001	General	\$ 4,637,985	\$ 7,941,265	\$ 8,475,989	\$ 8,028,354	\$ 7,276,072	\$ 4,541,765	\$ 5,837,901	\$ 5,308,720	\$ 529,181
002	Reserve	\$ 1,597,267	\$ 503,454	\$ 502,703	\$ 8,050	\$ -	\$ 2,092,671	\$ 2,099,970	\$ 2,100,125	\$ (155)
101	Street	\$ 2,274,508	\$ 2,142,685	\$ 2,017,433	\$ 1,875,905	\$ 1,521,556	\$ 2,538,312	\$ 2,770,385	\$ 2,619,102	\$ 151,283
103	Street Reserve	\$ 1,521	\$ 3	\$ 2	\$ -	\$ -	\$ 1,524	\$ 1,524	\$ 1,524	\$ -
111	Drug Seizure & Forf	\$ 25,038	\$ 2,205	\$ 4,641	\$ 8,500	\$ 2,087	\$ 18,743	\$ 27,592	\$ 25,038	\$ 2,554
112	Municipal Arts Fund	\$ 1,320	\$ 2	\$ 2	\$ -	\$ -	\$ 1,322	\$ 1,322	\$ 1,322	\$ -
205	PWTF Loan 2002	\$ -	\$ 89,976	\$ 89,976	\$ 89,976	\$ 89,976	\$ -	\$ -	\$ -	\$ -
206	Police Station LTGO 2004	\$ -	\$ 103,369	\$ 103,320	\$ 103,369	\$ 103,320	\$ -	\$ -	\$ -	\$ -
207	PWTF 2006	\$ -	\$ 787,323	\$ 787,323	\$ 787,323	\$ 787,323	\$ -	\$ -	\$ -	\$ -
208	PWTF 2005	\$ -	\$ 66,316	\$ 66,316	\$ 66,316	\$ 66,316	\$ -	\$ -	\$ -	\$ -
209	PWTF 2008	\$ -	\$ 1,096,170	\$ 1,096,170	\$ 1,096,170	\$ 1,096,170	\$ -	\$ -	\$ -	\$ -
210	2008 Bonds	\$ -	\$ 366,499	\$ 366,448	\$ 366,499	\$ 366,448	\$ -	\$ -	\$ -	\$ -
211	PWTF 2010	\$ -	\$ 977	\$ 976	\$ 977	\$ 976	\$ -	\$ -	\$ -	\$ -
212	2010 LTGO Bonds	\$ -	\$ 95,613	\$ 94,912	\$ 95,613	\$ 94,912	\$ -	\$ -	\$ -	\$ -
301	Cap. Proj.-Dev. Contrib.	\$ 2,371,754	\$ 549,650	\$ 551,989	\$ 70,190	\$ 39,457	\$ 2,851,214	\$ 2,884,286	\$ 2,777,203	\$ 107,083
303	Cap. Imp.-REET	\$ 794,467	\$ 287,754	\$ 412,228	\$ 376,608	\$ 376,158	\$ 705,613	\$ 830,538	\$ 848,161	\$ (17,623)
304	Cap. Improvements	\$ 1,221,432	\$ 287,854	\$ 412,949	\$ 74,515	\$ 74,164	\$ 1,434,771	\$ 1,560,217	\$ 1,577,919	\$ (17,702)
305	Downtown Redevelop.	\$ 1,636	\$ 2	\$ 2	\$ -	\$ -	\$ 1,638	\$ 1,638	\$ 1,638	\$ -
309	Sidewalk Capital Project	\$ 592,513	\$ 205,750	\$ 770	\$ 305,054	\$ 290,966	\$ 493,209	\$ 302,317	\$ 493,117	\$ (190,800)
401	Sewer	\$ 310,473	\$ 1,437,549	\$ 1,437,315	\$ 1,454,826	\$ 1,453,393	\$ 292,161	\$ 294,394	\$ 292,421	\$ 1,973
406	Sewer Reserve	\$ 169,789	\$ 300	\$ 238	\$ 3,220	\$ 2,442	\$ 166,869	\$ 167,584	\$ 167,589	\$ (5)
410	Storm and Surface Water	\$ 954,258	\$ 1,471,870	\$ 1,502,430	\$ 1,377,050	\$ 1,181,796	\$ 1,047,609	\$ 1,274,891	\$ 1,164,829	\$ 110,062
501	Unemployment	\$ 100,182	\$ 22,635	\$ 17,021	\$ 46,740	\$ 15,554	\$ 76,077	\$ 101,648	\$ 101,621	\$ 27
510	Equipment Fund	\$ 87,193	\$ 54,132	\$ 41,100	\$ 35,516	\$ 32,337	\$ 105,809	\$ 95,956	\$ 108,194	\$ (12,238)
520	Equipment Fund-Police	\$ 182,275	\$ 108,400	\$ 109,557	\$ 82,000	\$ 70,661	\$ 208,491	\$ 221,171	\$ 209,686	\$ 11,485
530	Equipment Fund-PW	\$ 224,451	\$ 52,125	\$ 52,263	\$ 60,000	\$ 4,257	\$ 216,576	\$ 272,458	\$ 244,725	\$ 27,733
540	Aerator Equip Repl.	\$ 95,751	\$ 40,135	\$ 40,182	\$ 34,886	\$ 34,886	\$ 101,000	\$ 101,047	\$ 101,124	\$ (77)
621	Refundable Deposits	\$ 13,479	\$ 30,500	\$ 12,351	\$ 31,000	\$ 12,097	\$ 12,979	\$ 13,733	\$ 1,973	\$ 11,760
633	Treasurer's Trust	\$ 11,797	\$ 300,000	\$ 163,558	\$ 300,000	\$ 168,397	\$ 11,779	\$ 6,957	\$ 11,779	\$ (4,822)
Total All Funds		\$ 15,654,276	\$ 18,044,513	\$ 18,360,163	\$ 16,778,657	\$ 15,161,722	\$ 16,920,132	\$ 18,867,529	\$ 18,157,810	\$ 709,719



2013 Budget/Estimate to Actual

All Funds



	Revenues	Expenditures	Ending Balance
■ Estimated			\$18,157,810
■ Actual	\$18,360,163	\$15,161,722	\$18,867,529
■ Budgeted	\$18,044,513	\$16,778,657	\$16,920,132



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: April 14, 2014

Subject: Review of Vision & Progress Made

Contact Person/Department: City Administrator Jan Berg **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Determine if direction set is still appropriate

SUMMARY/BACKGROUND:

In 2008 the City embarked upon a Vision Navigation process with the result of establishing the City's purpose, core values, vision and vivid descriptions. The main focus in achieving these goals was to improve the City's fiscal condition and to invest in long term economic development for financial sustainability.

It is the desire of the City Council to review the goals set and progress made to determine if there needs to be any change or adjustments made to the direction previously set.

BUDGET IMPACT:

None

ATTACHMENTS:

- ▶ Exhibit A: Update of Strategic Plan



City of Lake Stevens

Progress Update on Strategic Plan



Background

- 2008 City Council went through a Vision Navigation process
 - Detail review of strengths & weakness
 - Result was identifying City's Purpose, Core Values, Vision and path to achieve these goals

- 2010 & 2012 City Council Reviewed goals and progress

- 2014 Check In – Still on right track?



Developed Purpose, Values & Vision

- Purpose: To Create an Environment Where People Want to Live

- Core Values:
 - Integrity: Being honest, transparent & consistent in all our action
 - Responsible: Follow through on our commitments & hold ourselves accountable as stewards of our resources
 - Respect: For the interests of all our citizens through listening, collaboration & timely responses



Developed Purpose, Values & Vision Cont.

- OUR VISION:

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

- Vivid Descriptions:

- We will annex the remainder of our Urban Growth Area and beyond
- We will attract employers that pay a family wage earning salaries
- We will be good stewards of our environment
- We will promote multi-use development and re-development
- We will develop a pedestrian friendly, connected community with recreational alternatives
- We will provide a safe community in all we do (added in 2012)



Areas of Concentration

- 1. Economic Condition
 - Improve Six Year Financial Forecast during economic downturn
 - Improve Economic Development for long-term stability

- 2. Improvement Projects
 - Update Rules & Regulations
 - Update Process & Procedures



Economic Development Cont.

During 2013

Began Communication Plan and Outreach to the Development Community including Property Owners, Prospective Developers and Brokers

Concentrated on required infrastructure needs

- Assist Sewer District to Construct SW Interceptor

- Secure placement on Legislative List for SR9/204

- Work with WSDOT on future 24th St., reconfiguration and expansion of access on SR9/4th



Economic Development Milestones

Sept. 2010 City completed an Economic Strategy to identify roadmap for improving City's fiscal condition including an economic assessment and leakage analysis

Jan. 2011 Began Subarea Plans for 20th St. SE & Lake Stevens Center and Planned Action Environmental Impact Studies for both subareas

Sept. 2012 Adopted Subarea Plans including:
Updated Land Use Regulations
Design Guidelines
Capital Facilities Plans
Completed Planned Action Ordinances (Environmental Impact Statements)



Economic Development Cont.

During 2013

Began Communication Plan and Outreach to the Development Community including Property Owners, Prospective Developers and Brokers

Concentrated on required infrastructure needs

Assist Sewer District to Construct SW Interceptor

Secure placement on Legislative List for SR9/204

Work with WSDOT on future 24th St., reconfiguration and expansion of access on SR9/4th



Economic Development Next Steps

2014 Work Plan

Continue Recruitment

- Complete Driving Tours with Brokers

- Update Brochure with what we have learned from development community and current market data

- Intensify Communication Plan & Outreach

Continue to work on Critical Infrastructure Needs

- Work with Sewer District on solutions for LSC & Downtown

- Complete grant application for 20th St SE Phase II

- Complete grant application for City Boat Launch Improvements

- Complete Relocation Plan for City Offices

Branding

- Bring PSA for branding services to Council on April 28th

- Identify what Lake Stevens has to offer that is unique



Other Accomplishments Towards Vivid Descriptions

Coordinated Construction with WSDOT on roundabouts on SR92
Completed Sidewalk on 20th St NE
Milfoil Treatment – 98% eliminated
Phosphorus Management Plan Adopted and Alum Treatment Successful
Shoreline Master Plan Adopted and Approved by DOE
LEMAP Study of Police Department
Implement Lexipol policies in Police Department
Established Partnership with County on Cavalero Park development
Completing migration to new Financial Software
Assist Sewer District in reduction of expenses