

***City of Lake Stevens Vision Statement***

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

**CITY COUNCIL REGULAR MEETING AGENDA**

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

**Tuesday, November 13, 2018 – 7:00 p.m.**

**NOTE:**

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

<b>CALL TO ORDER:</b>	7:00 P.M.	Mayor
<b>PLEDGE OF ALLEGIANCE</b>		Council President
<b>ROLL CALL</b>		
<b>APPROVAL OF AGENDA</b>		Council President
<b>CITIZEN COMMENTS</b>		
<b>COUNCIL BUSINESS</b>		Council President
<b>MAYOR'S BUSINESS</b>		
<b>CITY DEPARTMENT REPORT</b>	Update	
<b>CONSENT AGENDA:</b>	*A Approve 2018 Vouchers *B Approve City Council Regular Meeting Minutes of October 23, 2018 *C Approve Extension of Interlocal Agreement with Snohomish County re Road Maintenance and Service	Barb
		Kathy
		Eric
<b>PUBLIC HEARING:</b>	*D First Reading of Ordinance 1038 Adopting the 2019 Annual Budget	Barb
<b>ACTION ITEMS:</b>	*E Approve Ordinance No. 1039 Levying Taxes Upon All Real Property and Setting the Levy Rate *F Approve Ordinance 1037 re Utility Taxes	Barb
		Barb

**Lake Stevens City Council Regular Meeting Agenda**

**November 13, 2018**

*G	Approve Resolution 2018-030 Accepting Donation from Rotary Club re Lundein Park	Jim/Russ
**H	Authorize Final Acceptance of 2018 Pavement Overlay	Eric

<b>DISCUSSION ITEMS:</b>	*I Fence/Wall Briefing	Melissa/Russ
	*J Land Use Briefing	Russ
	K Senior Center	Gene

**EXECUTIVE SESSION:**

**ADJOURN**

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

**Special Needs**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, 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**



## Public Works

### Capital Projects Update

### November 2018 Report

#### Introduction

This report is intended to provide a status update to the community, elected officials and administration on a variety of the projects. This is not an all inclusive list of projects. If you have questions regarding this report or a project, please contact City Hall at 425-334-1012.

#### Parks

##### **Eagle Ridge Park Improvements**

**Cost Estimate:** \$75,000

**Funding Source:** Park Mitigation

**Schedule:** Under Construction

**Current Status:** Community garden complete. Parking lot has natural discovery/play area constructed in the rear area of the park. A grant application was submitted to the Recreation and Conservation Office for a playground and other park amenities.

**Scope:** This project consists of several phases over 10-15 years. Key elements include construction of a community garden (complete), paving a parking area (complete), a playground, converting the existing barn to an interpretive center, installation of public restrooms and trails, an outdoor classroom and frontage improvements including sidewalks.



Volunteers at Eagle Ridge Parks Planting a Rain Garden—October 2018



20th Street SE—Hydroseed May 2018

##### **20th Street SE Playfield**

**Cost Estimate:** \$20,000

**Funding Source:** Park Mitigation

**Schedule:** Available for public use.

**Current Status:** Partially Complete

**Scope:** Turf has been reestablished with hydroseed and allowed to grow for several weeks before opening to the public. Project elements include new turf, installation of an access road and pedestrian paths, drainage improvements a new parking area, and a new fence along 20th Street SE.



## Cavalero Community Park

**Cost Estimate:** \$290,000

**Funding Source:** General Fund

**Schedule:** Construction 2020

**Current Status:** Design is underway. Permit applications submitted in August by Snohomish County.

**Scope:** This 35-acre property includes an off-leash dog area with a gravel parking lot. Proposed park elements include a skate park, open field areas, ballfields, sport courts, playgrounds, walking trails, picnic facilities and interpretive signs.



Cavalero Park—May 2018

## Frontier Heights

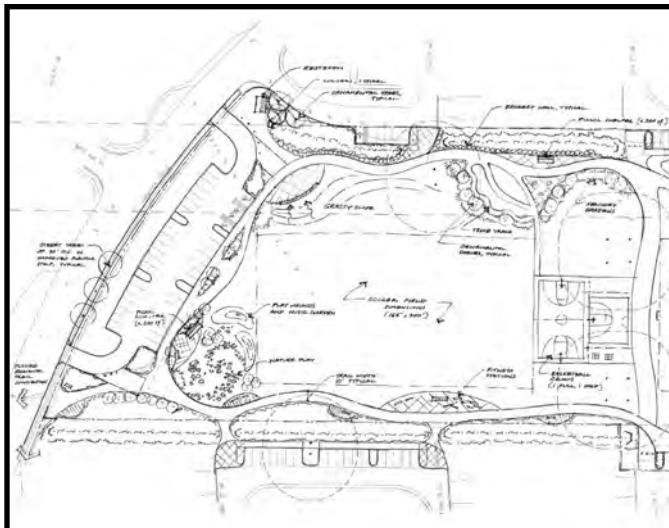
**Cost Estimate:** \$185,000

**Funding Source:** General Fund/Park Mitigation

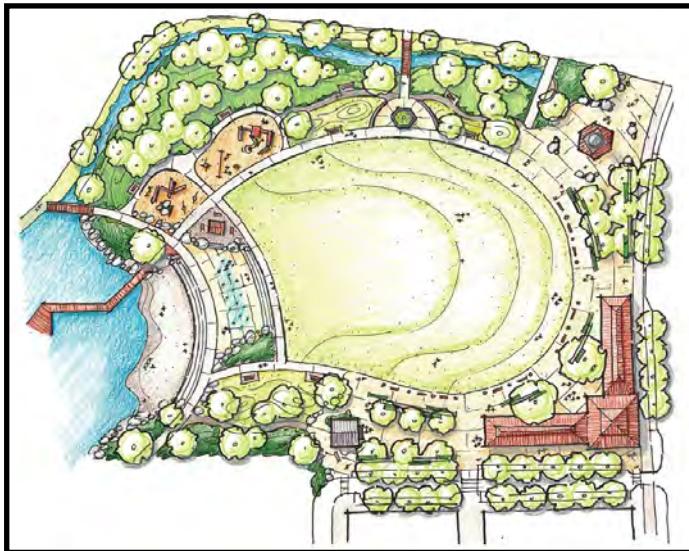
**Schedule:** 2018 Design , 2019 Construction

**Current Status:** Design is underway. Recreation Conservation Office grant application submitted for Phase I improvements.

**Scope:** This project may be constructed in several phases. Phasing will be determined by the park master planning effort that is currently underway.



Frontier Heights Park—Draft Conceptual Drawing



North Cove Park—Conceptual Drawing

## North Cove Park

**Cost Estimate:** To Be Determined

**Funding Source:** Grants, Real Estate Excise Tax (REET)

**Schedule:** Construction to begin in 2019.

**Current Status:** Archeological and Cultural Resources Survey is complete. Preliminary/conceptual design is complete.

**Scope:** This project includes several phases and is in conjunction with the Main Street Project. Restoration of the beach to allow for swimming includes removal of saw mill debris and installation of sand/cobbles. Future phases will include a great lawn, pavilion, festival street, playgrounds and splash park.

## Transportation

### 20th Street SE Widening/Improvement

**Cost Estimate:** \$6,380,000

**Funding Source:** Puget Sound Regional Council (PSRC), Transportation Improvement Board (TIB), Local Funding Match

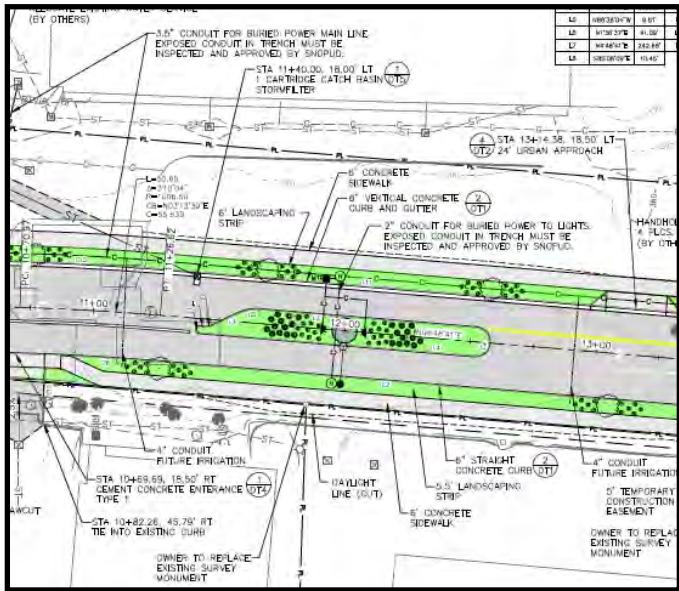
**Schedule:** Construction 2020

**Current Status:** Design is complete. Right-of-way acquisition underway. The City has been awarded \$2.5 million from PSRC and has a pending grant application with TIB for an additional \$2.5 million.

**Scope:** Widening 20th Street SE to five lanes from 83rd Ave SE to 91st Ave SE. Project includes sidewalks on both sides, increased pedestrian and bicycle facilities and drainage improvements.



20th Street SE—Conceptual Cross Section



Frontier Village Access Road—90% Design

## Frontier Village Access Road

**Cost Estimate:** \$550,000

**Funding Source:** REET II

**Schedule:** Construction in spring 2019.

**Current Status:** Design is nearly complete.

**Scope:** Design and construction of 340 feet of roadway including a curbs, gutters, sidewalk and drainage improvements to provide access from 4th St. NE into Village Way. This project is necessary with the planned intersection revisions associated with the WSDOT SR9/SR204 project.

## Main Street Redevelopment

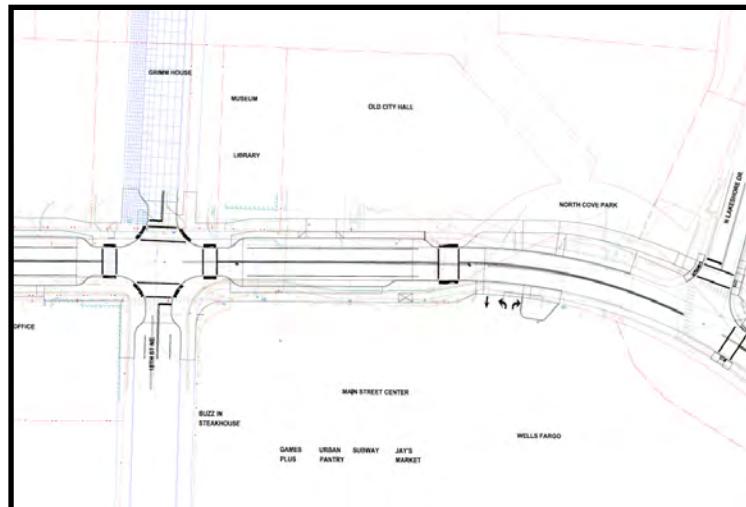
**Cost Estimate:** To Be Determined

**Funding Source:** Grants, REET

**Schedule:** Design 2018/19, Construction 2019

**Current Status:** Design is underway.

**Scope:** Design and construction of main street improvements from 16th Street NE to 20th Street NE in downtown Lake Stevens. Improvements will include a 7-ft wide sidewalk with a 5-ft planter strip on the east side, a 10-ft wide mixed-use path on the west side with a 5-ft wide planter strip, parallel street parking, new lighting and underground utilities.



Main Street—Conceptual Overlay



## 91st Avenue SE and 4th Street SE Sidewalk—Safe Routes to School

**Cost Estimate:** \$622,000

**Funding Source:** Safe Routes to Schools Grant

**Schedule:** Construction will be complete in December 2018.

**Current Status:** Construction is underway.

**Scope:** Construction of 1,000 feet of multi-use path sidewalk, including curb and gutter, 20 street trees and drainage improvements. This project is intended to improve pedestrian passage near Hillcrest Elementary School.



91st Ave SE—Wall Footing



South Lake Stevens Path

## South Lake Stevens Path

**Cost Estimate:** \$1,300,000

**Funding Source:** WSDOT Local Programs

**Schedule:** Design in 2018/19, Construction in 2019

**Current Status:** Design is underway. Contract awarded to LDC, Inc.

**Scope:** Design and construction of a separated 3,200 linear foot asphalt path on South Lake Stevens Road from South Davies Road to East Lake Shore Drive, at the southern end of Lake Stevens. The path will provide multi-modal access and landscape/safety improvements that are consistent with the City's beautification plan.



## Facilities

### **Chapel Hill Police Station**

**Cost Estimate:** To Be Determined

**Funding Source:** TBD

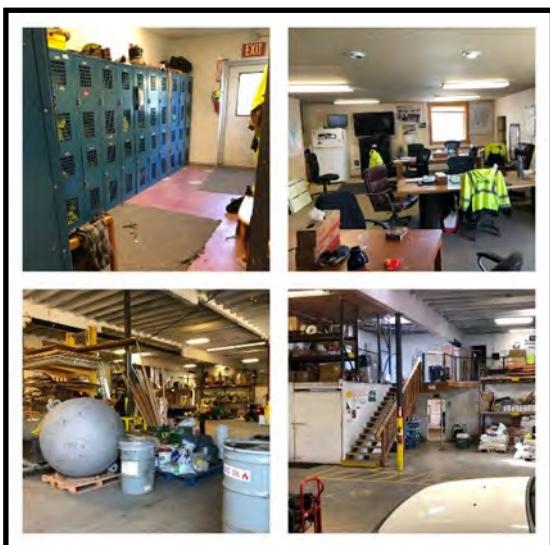
**Schedule:** Design in 2018/19, Construction in 2019

**Current Status:** Seattle-based architectural firm, Mackenzie, was awarded the design contract and they have begun working.

**Scope:** Design and construction of a new 18,000 sq.ft.— 20,000 sq.ft police station at the Chapel Hill Site. A master plan for the site was completed in 2018. The design phase, bid documents will be completed by mid-2019 for construction in 2019/20. The new police station will provide adequate space for the City's police force as the City grows.



Police Station—Conceptual Elevation



Public Works Shop—Pending Remodel

### Other Projects

1. Catherine Creek Culvert Replacement
2. Public Works Decant Facility
3. Surface Water Drainage Improvements
4. Sidewalk Projects (Expansion and Restoration)
5. Trestle HOV Lane
6. 79th Ave SE Access Road
7. 24th Street Design
8. Annual Overlays and Lane Striping (Contract Awarded)
9. Public Works Shop Remodel

BLANKET VOUCHER APPROVAL  
**2018**

Payroll Direct Deposits	<b>10/25/2018</b>	<b>\$211,048.48</b>
Payroll Checks	<b>46425-46426</b>	<b>\$2,977.85</b>
Tax Deposit(s)	<b>10/25/2018</b>	<b>\$77,993.66</b>
Electronic Funds Transfers	<b>ACH</b>	<b>\$61,842.72</b>
Claims	<b>46427-46431, 46433-46542</b>	<b>\$928,398.17</b>
Void Checks	<b>45588, 45619, 45988, 46006, 46281</b>	<b>(\$4,161.71)</b>
Total Vouchers Approved:		<b>\$1,278,099.17</b>

**This 13th day of November 2018:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

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Finance Director/Auditing Officer

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Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

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Councilmember



November 13th, 2018

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**City Expenditures by Type on this voucher packet**

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Personnel Costs	\$ 214,026	17%
Payroll Federal Taxes	\$ 77,994	6%
Retirement Benefits - Employer	\$ 55,479	4%
Other Employer paid Benefits	\$ 353	0%
Employee paid benefits - By Payroll	\$ 9,172	1%
Supplies	\$ 28,604	2%
Professional Services	\$ 150,949	12%
Intergovernmental	\$ 45,074	4%
Capital *	\$ 310,481	24%
Debt Payments	\$ 390,130	31%
Void Check	\$ (4,162)	-0.3%
<b>Total</b>	<b>\$ 1,278,099</b>	<b>100%</b>

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**Large Purchases**

\* Safer Routes - 91st Ave SE and 4th St SE Sidewalk Improvements - \$100,024



Checks to be Approved for Period Between 10/18/2018 - 11/07/2018

Total for Period
\$1,068,234.55

Vendor: Ace Hardware

Check Number: 46433

Invoice No	Check Date	Account Number	Account Name	Description	Amount
60423	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Tarp/Bungee/Cord	\$76.84
60444	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Toilet Paper	\$39.17
60468	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Paracord/Bungee Cord	\$47.88
60551	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Clamp/Pipe Strap/Adapter	\$16.56
60620	11/7/2018	001 008 521 20 31 02	LE-Minor Equipment	Stencil/Spray Paint	\$14.68
60624	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Rebar	\$34.80
60655	11/7/2018	001 006 518 80 31 00	IT-Office Supplies	Dur Transponder Key PW44	\$87.11
60674	11/7/2018	001 013 518 20 31 00	GG-Operating Costs	Velcro Tape	\$21.76
60715	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Wirenuts/But Splices - Fence Repair Supplies	\$17.39
60728	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Hitch	\$58.23
60738	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Link Chain	\$30.45
60746	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Inverter	\$38.10
60748	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Hinge	\$52.18
60789	11/7/2018	001 010 576 80 31 03	PK-Lundein-Op Costs	Couplers	\$20.96
60892	11/7/2018	001 007 571 00 30 00	PL - Park & Recreation	Chalk Paint - Halloween Event Supplies	\$16.53
60900	11/7/2018	001 007 571 00 30 00	PL - Park & Recreation	Lights/Signs - Halloween Event Supplies	\$30.43
					<b>\$603.07</b>

Vendor: Advance Auto Parts

Check Number: 46434

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2705621	11/7/2018	001 007 559 30 31 01	PB-Operating Cost	Credit Invoice 245727 Flex Beam Blade PW22	(\$21.66)
2705621	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Credit Invoice 246036 V Belt PW29	(\$16.52)
6277-676432	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Severe Service Lube PW26	\$8.21
6277-676564	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Oil/Air Filters PW26	\$41.95
					<b>\$11.98</b>

Vendor: Alexander Printing

Check Number: 46435

Invoice No	Check Date	Account Number	Account Name	Description	Amount
57569	11/7/2018	001 013 518 20 31 00	GG-Operating Costs	Letterhead/Envelopes	\$397.88
					<b>\$397.88</b>

Vendor: Amazon Capital Services

Check Number: 46436

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1DLD-YV4F-N6HR	11/7/2018	510 006 594 18 64 00	Capital - Purch Computer Equip	Hook Switch Adapter - New Computers	\$259.53
					\$259.53

Vendor: American Forest Management Inc

Check Number: 46437

Invoice No	Check Date	Account Number	Account Name	Description	Amount
113201	11/7/2018	001 010 576 80 41 00	PK-Professional Services	Arborist Work - Task Order 3 - 25th St Trail	\$525.00
					\$525.00

Vendor: American Planning Association

Check Number: 46438

Invoice No	Check Date	Account Number	Account Name	Description	Amount
136804-181007	11/7/2018	001 007 558 50 49 01	PL-Staff Development	APA Membership - J Machen	\$555.00
191874-18107	11/7/2018	001 007 558 50 49 01	PL-Staff Development	APA Membership - M Place	\$426.00

Vendor: Anderson

Check Number: 46439

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110118	11/7/2018	001 008 521 30 31 00	LE-Community Outreach Supplies	Pathway Supplies for Halloween Events	\$107.63
					\$107.63

Vendor: Aukerman

Check Number: 46440

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102118	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Hotel/Meals - WSP EVOIC Shelton WA - Aukerman	\$279.00
					\$279.00

Vendor: Baker

Check Number: 46441

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110518	11/7/2018	001 013 518 61 49 00	GG-Judgments & Settlements	Judgement/Settlement - Reimburse Homeowner for Arborist Rpt	\$550.00
					\$550.00

Vendor: Barnes

Check Number: 46442

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120218	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals/Calibre Press/Burien WA - J Barnes	\$186.00
					\$186.00

Vendor: Bryant

Check Number: 46443

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120418	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals/Crime Lab Fundamentals Marysville-A Bryant	\$20.00
					\$20.00

Vendor: Business Card

Check Number: 46427

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8627 1018	#####	001 008 521 20 43 00	LE-Travel & Per Diem	PerDeim - Hotel/Dupont WA - J Ubert	\$666.50
					\$666.50

Vendor: Cadman Inc

Check Number: 46444

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5554584	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Asphalt	\$539.83
5554985	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Asphalt	\$1,052.57
					\$1,592.40

Vendor: Canon Financial Services Inc

Check Number: 46445

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19330957	11/7/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Rental - City Shop	\$17.06
19330957	11/7/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Rental - City Shop	\$17.07
					\$34.13

Check Number: 46446

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19330100	11/7/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Rental - City Hall	\$285.00
					\$285.00

Vendor: Carlson

Check Number: 46447

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102318	11/7/2018	001 010 576 80 41 01	PK -Professional Tree Srv	Cottonwood Tree Removal	\$4,356.00
					\$4,356.00

Vendor: CDW Government Inc

Check Number: 46448

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PMM6080	11/7/2018	520 008 594 21 63 00	Capital Equipment	Mounting Supplies - New Police Vehicles	\$3,920.40
					\$3,920.40

Vendor: Central Welding Supply

Check Number: 46449

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RN10181012	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Argon Gas	\$8.77
RN10181012	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Argon Gas	\$8.78
					\$17.55

Vendor: City of Everett

Check Number: 46450

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I18003507	11/7/2018	001 008 554 30 51 00	LE-Animal Control	Animal Control Services - Sept 2018	\$1,665.00
I18003508	11/7/2018	001 008 554 30 51 00	LE-Animal Control	Boarding Dog per ILA	\$740.00
					\$2,405.00

Check Number: 46451

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010340 1018	11/7/2018	101 016 543 50 47 00	ST-Utilities	Water Services 9306 20th St SE	\$26.13
					\$26.13

Vendor: City of Marysville

Check Number: 46452

Invoice No	Check Date	Account Number	Account Name	Description	Amount
POLIN 18-0117	11/7/2018	001 008 523 60 51 00	LE-Jail	Prisoner Medical Sept 2018	\$300.00
POLIN 18-0118	11/7/2018	001 008 523 60 51 00	LE-Jail	Prisoner Medical March 2018	\$494.00

Vendor: Code Publishing Co Inc

Check Number: 46453

Invoice No	Check Date	Account Number	Account Name	Description	Amount
61521	11/7/2018	001 003 514 20 41 00	CC-Professional Services	Ordinance Update 1033/1034	\$246.59
					\$246.59

Vendor: Comcast

Check Number: 46454

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1009612 1018	11/7/2018	001 013 518 90 49 03	GG-Visitor Center -SnoCo Contr	Internet Services - VIC	\$156.18
					\$156.18

Vendor: Comdata Corporation

Check Number: 46455

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20295494	11/7/2018	001 008 521 20 32 00	LE-Fuel	Fuel	\$481.41
20295915	11/7/2018	001 008 521 20 32 00	LE-Fuel	Fuel	\$501.43
20299075	11/7/2018	001 008 521 20 32 00	LE-Fuel	Fuel	\$499.16

\$1,482.00

Vendor: Cory De Jong and Sons Inc

Check Number: 46456

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I269140	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Topsoil	\$49.55
L269136	11/7/2018	001 013 518 20 31 00	GG-Operating Costs	Play Chips	\$129.86
L269137	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Topsoil	\$74.32

\$253.73

Vendor: Crim

Check Number: 46457

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102918	11/7/2018	001 001 513 10 49 05	Executive - Board/Staff Apprec	Reimburse Snacks for Volunteer Appreciation Reception	\$32.78
					\$32.78

Vendor: Crystal Springs

Check Number: 46458

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16015194 101318	11/7/2018	001 008 521 50 30 00	LE-Facilities Supplies	Bottled Water - Police Department	\$121.81

\$121.81

Vendor: Dataquest LLC  
Check Number: 46459

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7015	11/7/2018	101 016 542 30 41 02	ST-Professional Service	Background Check - New Employee	\$30.00
					\$30.00

Vendor: Dept of Emergency Management  
Check Number: 46460

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000480270	11/7/2018	001 013 525 10 51 00	GG-Emerqency	Q4 2018 Emergency Services	\$9,683.08
					\$9,683.08

Vendor: Dept of Retirement (Deferred Comp)  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,345.00
					\$2,345.00

Vendor: Dept of Retirement PERS LEOFF  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	11/7/2018	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$774.96
102518	11/7/2018	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$54,704.42
					\$55,479.38

Vendor: Dept of Transportation  
Check Number: 46461

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RE41JZ0016L008	11/7/2018	301 016 544 40 41 02	T11 - 24th & 91st Ext Design	SR9 & 24th St DOC Review & Inspections Sept 2018	\$1,108.74
					\$1,108.74

Vendor: Dicks Towing Inc  
Check Number: 46462

Invoice No	Check Date	Account Number	Account Name	Description	Amount
172285	11/7/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-18142	\$252.31
181155	11/7/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-21966	\$126.16
181711	11/7/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing	\$126.16
69199	11/7/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-20642	\$126.16
					\$630.79

Vendor: Doolittle-Egerdahl  
Check Number: 46463

Invoice No	Check Date	Account Number	Account Name	Description	Amount
631	11/7/2018	302 010 594 76 61 04	PM - Eagle Ridge	Plants/Trees for Eagle Ridge	\$1,756.33
					\$1,756.33

Vendor: Dunlap Industrial Hardware

Check Number: 46464

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1417467-01	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Anchor Shackle/Saw	\$313.25
1417633-01	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Shrinkwrap Logs	\$679.21

\$992.46

Vendor: EFTPS

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$77,993.66

\$77,993.66

Vendor: Electronic Business Machines

Check Number: 46465

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR115246	11/7/2018	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Repair & Maintenance PL/PW	\$113.59
AR115246	11/7/2018	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Repair & Maintenance PL/PW	\$113.60
AR115246	11/7/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PL/PW	\$113.60
AR115246	11/7/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PL/PW	\$113.60
AR116186	11/7/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Copier Repair & Maintenance PD	\$188.26

\$642.65

Vendor: Employment Security Department

Check Number: 46466

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q3 2018	11/7/2018	501 000 517 60 49 00	Payment to Claimants	Q3 2018 Payments to Claimants	\$16,504.80

\$16,504.80

Vendor: Eshleman

Check Number: 46467

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101718	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Reimb County Fee Requesting Easement Paperwork	\$10.50
101718	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Reimb County Fee Requesting Easement Paperwork	\$10.50

\$21.00

Vendor: FBI - LEEDA

Check Number: 46468

Invoice No	Check Date	Account Number	Account Name	Description	Amount
200022600	11/7/2018	001 008 521 40 49 01	LE-Registration Fees	Distance Learning Basic Supervisor Liability - C Wells	\$350.00
200022671	11/7/2018	001 008 521 40 49 01	LE-Registration Fees	Distance Learning Basic Supervisor Liability - C Christensen	\$350.00
200022918	11/7/2018	001 008 521 40 49 01	LE-Registration Fees	Distance Learning Basic Supervisor Liability - C Valvick	\$350.00

\$1,050.00

Vendor: Financial Consulting Solutions Group Inc

Check Number: 46469

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2563-21810000	11/7/2018	001 004 514 23 41 00	FI-Professional Service	Strategic Financial Plan Consulting	\$352.50

\$352.50

Vendor: Gallagher Benefit Services Inc  
Check Number: 46470

Invoice No	Check Date	Account Number	Account Name	Description	Amount
157639	11/7/2018	001 005 518 10 41 00	HR-Professional Services	2018 Employee Benefits Market Analysis	\$14,000.00
					\$14,000.00

Vendor: Galls LLC  
Check Number: 46471

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010230661	11/7/2018	001 008 521 20 31 02	LE-Minor Equipment	Credit Mens Wool Trouser	(\$99.03)
010954045	11/7/2018	001 008 521 20 31 02	LE-Minor Equipment	Flag Commendation Bar/Outstanding Volunteer Service	\$170.92

Vendor: GCR Tire & Service  
Check Number: 46472

Invoice No	Check Date	Account Number	Account Name	Description	Amount
44291	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Front Tires PW26	\$1,793.83
					\$1,793.83

Vendor: Glens Welding and Machine Inc  
Check Number: 46473

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S11559	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Blower	\$490.05
S11559	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Blowers	\$245.02
S11559	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Blowers	\$245.03
S11561	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Throttle Repair/Carburator Repair/Filters/Plugs/Tubs	\$158.11
S11561	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Throttle Repair/Carburator Repair/Filters/Plugs/Tubs	\$158.11
S11663	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Handle Bar/Carabiner/Rope/Lanyard	\$153.40
S11663	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Handle Bar/Carabiner/Rope/Lanyard	\$153.41
S11700	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Valve/Nut Repair	\$18.77
S11700	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Valve/Nut Repair	\$18.78
					\$1,640.68

Vendor: Grainger  
Check Number: 46474

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9945086354	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Yearly Wall Calendar - J Evans	\$25.70
9945086354	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Yearly Wall Calendar - J Evans	\$25.70

Vendor: Grange Supply  
Check Number: 46475

Invoice No	Check Date	Account Number	Account Name	Description	Amount
617708/4	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Straw Bales	\$141.46
					\$141.46

Vendor: Granite Construction Supply  
Check Number: 46476

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00074181	11/7/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Motorcycle Caution Signs/Steel Plate Caution Signs	\$1,658.66
262_00074192	11/7/2018	001 010 576 80 31 01	PK-Ops-Clothing	Jackets	\$73.13
262_00074192	11/7/2018	101 016 542 90 31 01	ST-Clothing	Jackets	\$73.13
262_00074192	11/7/2018	410 016 531 10 31 00	SW-Clothing	Jackets	\$73.14
262_00074195	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Straw Wattles	\$196.82
262_00074195	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Straw Wattles	\$196.82
262_00074195	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Straw Wattles	\$196.82
					\$2,468.52

Vendor: Greenshields Industrial Supply Inc

Check Number: 46477

Invoice No	Check Date	Account Number	Account Name	Description	Amount
71837	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Eye Bolt/Bits	\$53.30
					\$53.30

Vendor: Griffen

Check Number: 46478

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7Z0453730	11/7/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
7Z0502589	11/7/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
8Z0465222	11/7/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00

Vendor: HB Jaeger Co LLC

Check Number: 46479

Invoice No	Check Date	Account Number	Account Name	Description	Amount
206768/1	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Ductile Iron Pipe	\$2,412.22
206769/1	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Ductile PVC Pipe	\$524.46
206770/1	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Ductile Iron Pipe	\$1,165.93
206880/1	11/7/2018	301 016 595 30 64 01	SEPA Capital Expenditures	PVC Sewer Pipe Gaskets	\$509.48
207238/1	11/7/2018	001 010 576 80 31 03	PK-Lundeen-Op Costs	PVC Pipes	\$98.08
207239/1	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Fast Patch Supplies	\$552.99
207240/1	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Locking Beehive	\$635.62
H23172	11/7/2018	410 000 369 91 00 00	Miscellaneous Revenues - Storm	Unapplied Credits from Prior Year	(\$62.43)
H26713	11/7/2018	410 000 369 91 00 00	Miscellaneous Revenues - Storm	Unapplied Credits from Prior Year	(\$856.34)
					\$4,980.01

Vendor: Henley Leadership Group Inc

Check Number: 46480

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1245195	11/7/2018	001 010 576 80 41 00	PK-Professional Services	Leadership Training	\$633.33
1245195	11/7/2018	101 016 542 30 41 02	ST-Professional Service	Leadership Training	\$633.33
1245195	11/7/2018	410 016 531 10 41 01	SW-Professional Services	Leadership Training	\$633.34

\$1,900.00

Vendor: Heritage Bank

Check Number: 46481

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100635410 1018	11/7/2018	213 008 591 21 71 00	2015 LTGO 2015 Princ Pmt PD	2015 LTGO Loan - Principal	\$85,000.00
100635410 1018	11/7/2018	213 008 592 21 83 00	2015 LTGO Interest Pymt PD	2015 LTGO Loan - Interest	\$5,477.40
					\$90,477.40

Vendor: Hingtgen

Check Number: 46482

Invoice No	Check Date	Account Number	Account Name	Description	Amount
093018	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Hotel/VOTF Training/Camp Rilea - M Hingtgen	\$120.00
120918	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals/AR15 Armorer/Burien WA - M Hingtgen	\$228.00
					\$348.00

Vendor: Home Depot

Check Number: 46483

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14794	11/7/2018	101 016 542 70 31 00	ST-Roadside - Supply	Weed Sprayers	\$277.70
8013515	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Plywood	\$130.46
8015204	11/7/2018	302 010 594 76 61 04	PM - Eagle Ridge	Fence Brackets Eagle Ridge	\$43.08
8015205	11/7/2018	001 012 573 20 31 00	CS-Arts Commission	Cord Storage Wheels	\$35.90
					\$487.14

Vendor: Home Street Bank

Check Number: 46484

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110618	11/7/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE ROW Acquisition - Appraisal Invoice HSB161604	\$600.00
					\$600.00

Vendor: Honey Bucket

Check Number: 46485

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0550821671	11/7/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50
0550821672	11/7/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Boat Launch	\$218.00
0550828111	11/7/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Event Swim Beach	\$269.65
					\$605.15

Vendor: Hough Beck & Baird Inc

Check Number: 46486

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12360	11/7/2018	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Design Oct 2018	\$5,705.56
					\$5,705.56

Vendor: HSA Bank

Check Number: 46428

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	\$599.00
					\$599.00

Vendor: J Thayer Company Inc

Check Number: 46487

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1295701-0	11/7/2018	001 003 514 20 31 00	CC-Office Supply	Post Its/Notes	\$16.05
1295701-0	11/7/2018	001 004 514 23 31 00	FI-Office Supplies	Post Its/Notes/Hooks	\$28.34
1295701-0	11/7/2018	001 006 518 80 31 00	IT-Office Supplies	Expo Markers	\$10.29
1295701-0	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Hole Punch	\$1.99
1295701-0	11/7/2018	001 013 518 20 31 00	GG-Operating Costs	Expo Markers/Wipes	\$30.03
1295701-0	11/7/2018	101 016 544 90 31 01	ST-Office Supplies	Hole Punch	\$1.99
1295701-0	11/7/2018	410 016 531 10 31 01	SW-Office Supplies	Hole Punch/Expo Markers/White Board/Hanger Part	\$112.66
1295833-0	11/7/2018	001 008 521 20 31 00	LE-Office Supplies	PD Office Supplies	\$594.91
1297303-0	11/7/2018	001 008 521 20 31 00	LE-Office Supplies	Permanent Markers/CD Mailers	\$122.55
1297356-0	11/7/2018	001 007 558 50 31 00	PL-Office Supplies	Wall Calendar	\$11.23
1297356-0	11/7/2018	001 013 518 20 31 00	GG-Operating Costs	Magazine Rack/Post Its/Steno Notebook	\$99.99
1297859-0	11/7/2018	001 008 521 20 31 00	LE-Office Supplies	Envelope Moistener	\$9.12
1299533-0	11/7/2018	001 002 513 11 31 00	AD-Office Supply	Paper/Creamer	\$181.35
1299533-0	11/7/2018	001 004 514 23 31 00	FI-Office Supplies	Staplers/Staples	\$43.38
1299533-0	11/7/2018	001 013 518 20 31 00	GG-Operating Costs	Paper/Planner/Cert Paper Holder	\$262.08
					\$1,525.96

Vendor: KPG Inc PS

Check Number: 46488

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9-3618	11/7/2018	305 016 595 30 60 02	Main Street Project	Main Street Improvements	\$42,321.94
					\$42,321.94

Vendor: Lake Industries LLC

Check Number: 46489

Invoice No	Check Date	Account Number	Account Name	Description	Amount
277868	11/7/2018	001 010 576 80 31 02	PK-Eagle Ridge Pk-Ops	Cobble Rock	\$27.23
277926	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Cobble Rock	\$212.44
277961	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Cobble Rock	\$115.25
					\$354.92

Vendor: Lake Stevens Chamber of Commerce

Check Number: 46490

Invoice No	Check Date	Account Number	Account Name	Description	Amount
NOV2018	11/7/2018	001 013 518 90 49 01	GG-Chamber of Commerce	Nov 2018 Contributions for VIC	\$1,500.00
					\$1,500.00

Vendor: Lake Stevens Fire

Check Number: 46491

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11149	11/7/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	2018 Annual Fire Inspection - PD	\$95.00
11150	11/7/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	2018 Annual Fire Inspection - PD Evidence Storage	\$165.00
					\$260.00

Vendor: Lake Stevens Mini Mart

Check Number: 46492

Invoice No	Check Date	Account Number	Account Name	Description	Amount

1015274	11/7/2018	001 008 521 21 32 00	LE-Boating-Fuel	Boating Fuel PT45	\$109.86
1017257	11/7/2018	101 016 542 30 32 00	ST-Fuel	Fuel PW58	\$45.13
1017257	11/7/2018	410 016 531 10 32 00	SW-Fuel	Fuel PW58	\$45.13
1019914	11/7/2018	101 016 542 30 32 00	ST-Fuel	Fuel PW58	\$25.00
1019914	11/7/2018	410 016 531 10 32 00	SW-Fuel	Fuel PW58	\$25.00
					\$250.12

Vendor: Lake Stevens Police Guild

Check Number: 46429

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,121.00
					\$1,121.00

Vendor: Lake Stevens School District

Check Number: 46493

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3201819017	11/7/2018	001 001 511 60 45 01	Legislative - Rentals	Council Chamber Rental Sept 2018	\$137.50
					\$137.50

Vendor: Land Development Consultants Inc

Check Number: 46494

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16964	11/7/2018	301 016 595 61 64 02	TIZ2 - S. Lake Stevens Rd	S Lake Stevens Rd Multi use Path Prof Svcs	\$66,169.15
					\$66,169.15

Vendor: LN Curtis & Sons

Check Number: 46495

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV223250	11/7/2018	001 008 521 20 31 05	LE-Equipment - New Officers	2016 Updated Bothell Carrier - J Marshall	\$214.16
					\$214.16

Vendor: Lowes Companies

Check Number: 46496

Invoice No	Check Date	Account Number	Account Name	Description	Amount
920109	11/7/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Paint	\$154.16
961953	11/7/2018	001 008 521 50 30 01	LE-Facilities Minor Equipment	Replace Hot Water Tank Supplies	\$396.89
966619	11/7/2018	001 010 576 80 31 03	PK-Lundein-Op Costs	Coupling/Adapter/PVC Supplies	\$31.69
					\$582.74

Vendor: Mackenzie Engineering Inc

Check Number: 46497

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1056573	11/7/2018	001 013 594 18 60 03	GG - Chapel Hill	Chapel Hill Civic Center Design Sept 2018	\$29,167.45
1056576	11/7/2018	001 013 594 18 60 03	GG - Chapel Hill	Chapel Hill Civic Center Design Sept 2018	\$392.10
					\$29,559.55

Vendor: Monroe Correctional Complex

Check Number: 46498

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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MCC1809.901	11/7/2018	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew - Sept 2018	\$62.31
MCC1809.901	11/7/2018	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew - Sept 2018	\$554.96
MCC1809.901	11/7/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	DOC Work Crew - Sept 2018	\$62.31
					\$679.58

Vendor: Nationwide Retirement Solution

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,854.84
					\$3,854.84

Vendor: North Sound Hose Fittings Inc

Check Number: 46499

Invoice No	Check Date	Account Number	Account Name	Description	Amount
N007658	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Hose Repair PW26	\$353.27
N007673	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Red Water Discharge Hose	\$180.83
					\$534.10

Vendor: O Reilly Auto Parts

Check Number: 46500

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-460143	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Gasket PW40	\$0.66
2960-460143	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Gasket PW40	\$0.67
2960-461671	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Front Hub Covers PW26	\$19.34
2960-461708	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Oil Filter PW26	\$23.00
2960-461880	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Air/Oil Filter PW26	\$53.46
2960-461910	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Fuel Filter PW26	\$11.34
2960-461914	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Brake Master Cylinder PW4	\$95.79
2960-461914	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Brake Master Cylinder PW4	\$95.80
2960-461990	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Motor Oil PW26	\$130.61
2960-462109	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Fuel Filter PW26	\$6.43
2960-462299	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Head Lamp PW60	\$67.97
2960-462299	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Head Lamp PW60	\$67.97
2960-462314	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Ceramic Pad PW60	\$17.58
2960-462314	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Fuel Additive - Stock	\$35.25
2960-462314	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Ceramic Pad PW60	\$17.58
2960-462314	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Fuel Additive - Stock	\$35.26
2960-462646	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Credit - Brake Mater Cylinder PW4	(\$95.79)
2960-462646	11/7/2018	410 015 531 10 31 00	ME - Operating Costs	Credit - Brake Mater Cylinder PW4	(\$95.80)
					\$487.12

Vendor: Ogden Murphy Wallace PLLC

Check Number: 46501

Invoice No	Check Date	Account Number	Account Name	Description	Amount
817693	11/7/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services Sept 2018	\$1,618.90
					\$1,618.90

Vendor: Olson

Check Number: 46502

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110718	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - RAPSheet Training/Burien WA - M Olson	\$23.00
121018	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals/Records Academy/Everett - M Olson	\$100.00

Vendor: Oregon Military Department

Check Number: 46503

Invoice No	Check Date	Account Number	Account Name	Description	Amount
ARB01271C	11/7/2018	001 008 521 20 43 00	LE-Travel & Per Diem	G Heinemann Training Camp Rilea OR	\$429.78

Vendor: Otak Inc

Check Number: 46504

Invoice No	Check Date	Account Number	Account Name	Description	Amount
101800226	11/7/2018	101 016 542 30 41 02	ST-Professional Service	20th Street Nursery Field Survey	\$333.53

Vendor: Owen Equipment Company

Check Number: 46505

Invoice No	Check Date	Account Number	Account Name	Description	Amount
90689	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	WLDT - Wand Hose	\$556.73
90900	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	WLDT - Suction	\$602.76
90947	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Check Valve/O-Ring/Screens	\$907.29
90964	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Quick Clamp	\$77.35
90964	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Quick Clamp	\$77.36

\$2,221.49

Vendor: Pape Material Handling Inc

Check Number: 46506

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4M255802S	11/7/2018	530 016 594 48 60 00	Purchase Of Capital Equipment	Hyster Lift Truck Model H50XT	\$23,726.40

\$23,726.40

Vendor: Performance Marine Inc

Check Number: 46507

Invoice No	Check Date	Account Number	Account Name	Description	Amount
309806	11/7/2018	001 008 521 21 48 00	LE-Boating Repair & Maint	Sunk Boat Repair	\$1,556.51

\$1,556.51

Vendor: Pugh

Check Number: 46508

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	11/7/2018	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - Addtl WAPRO Conf/Tacoma - K Pugh	\$10.14
110118	11/7/2018	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - WCIA Training - K Pugh	\$65.51

\$75.65

Vendor: Purchase Power

Check Number: 46509

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102418	11/7/2018	001 007 558 50 42 00	PL-Communication	Postage	\$86.73
102418	11/7/2018	001 013 518 20 42 00	GG-Communication	Postage	\$113.80
102418	11/7/2018	101 016 543 30 42 00	ST-Communications	Postage	\$73.44
102418	11/7/2018	410 016 531 10 42 00	SW-Communications	Postage	\$73.44
					\$347.41

Vendor: Quilceda Paving & Construction Inc

Check Number: 46510

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6410	11/7/2018	302 010 594 76 61 04	PM - Eagle Ridge	Asphalt Repair Eagle Ridge Park	\$25,668.68
6432	11/7/2018	101 016 542 30 41 00	ST-Overlays	2018 Pavement Overlay	\$16,246.57
					\$41,915.25

Vendor: Rexel USA Inc

Check Number: 46511

Invoice No	Check Date	Account Number	Account Name	Description	Amount
T323600	11/7/2018	001 012 569 00 31 00	CS-Aging Services-Supplies	Credit Outside Flood Light Repair Senior Center	(\$94.55)
T548768	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	PVC Conduit Cap	\$21.70
T569025	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Conduit/Screws/GRD Wheel	\$432.56
T569025	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Conduit/Screws/GRD Wheel	\$432.57
					\$792.28

Vendor: Setina Manufacturing Co Inc

Check Number: 46512

Invoice No	Check Date	Account Number	Account Name	Description	Amount
172229	11/7/2018	520 008 594 21 63 00	Capital Equipment	Alum Bumper New Police Vehicle	\$303.22
					\$303.22

Vendor: Six Robblees Inc

Check Number: 46513

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-375649	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Bumper Cone Holder	\$158.00
14-375843	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Worklamp LED	\$100.80
					\$258.80

Vendor: Snohomish County 911

Check Number: 46514

Invoice No	Check Date	Account Number	Account Name	Description	Amount
905	11/7/2018	001 008 528 00 51 00	LE-Snopac Dispatch	Dispatch Services	\$29,799.49
					\$29,799.49

Vendor: Snohomish County Human Service

Check Number: 46515

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000482998	11/7/2018	001 013 566 00 51 00	GG-Liquor Tax to SnoCo	Q2 2018 Liquor Excise Taxes	\$2,047.47
					\$2,047.47

Vendor: Snohomish County PUD

Check Number: 46516

Invoice No	Check Date	Account Number	Account Name	Description	Amount
104989044	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal	\$165.41
108308505	11/7/2018	001 010 576 80 47 00	PK-Utilities	200493443 Cath Creek Park Meter 73867	\$16.44
111611472	11/7/2018	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$118.41
114904823	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$79.14
121546525	11/7/2018	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	\$24.43
121546525	11/7/2018	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	\$24.43
121546525	11/7/2018	410 016 531 10 47 00	SW-Utilities	221908015 City Shop Mechanic	\$24.42
128147420	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$62.04
137971724	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$50.80
137972271	11/7/2018	001 008 521 50 47 00	LE-Facility Utilities	202766820 Police Dept Electric	\$458.90
141287433	11/7/2018	001 010 576 80 47 00	PK-Utilities	202340527 Yard	\$7.21
141287433	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202340527 Yard	\$7.21
141287433	11/7/2018	410 016 531 10 47 00	SW-Utilities	202340527 Yard	\$7.20
141287978	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal	\$88.81
141291718	11/7/2018	001 010 576 80 47 00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$42.37
144618789	11/7/2018	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Water	\$72.85
151214382	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	\$52.68
151216896	11/7/2018	001 010 576 80 47 00	PK-Utilities	203599006 City Shop	\$174.82
151216896	11/7/2018	101 016 543 50 47 00	ST-Utilities	203599006 City Shop	\$174.83
151216896	11/7/2018	410 016 531 10 47 00	SW-Utilities	203599006 City Shop	\$174.88
157669121	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	\$51.98
157673504	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	\$219.11
157673505	11/7/2018	001 010 576 80 47 00	PK-Utilities	203203245 Lundeen Restrooms	\$817.34
160850231	11/7/2018	001 012 557 30 40 01	CS - VIC Utilities	205395999 Visitor Center	\$116.50
164064514	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202342622 Street Lights	\$75.89
164071691	11/7/2018	101 016 542 64 47 00	ST-Traffic Control - Utility	221128085 Traffic Signal 7441 20th St SE	\$80.20
164073367	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203730189 Traffic Signal	\$68.02
164073368	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signal	\$86.64
167315631	11/7/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	\$78.30
					\$3,421.26

Vendor: Snohomish County PW S

Check Number: 46517

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000480167	11/7/2018	410 016 531 20 41 00	SW-SnoCo Lake Monitoring	Q3 2018 Lake Monitoring& Gaging	\$2,036.22
I000484602	11/7/2018	101 016 542 64 48 00	ST-Traffic Control - R&M	Signal & Sign Repair	\$3,251.05
I000484603	11/7/2018	101 016 542 64 48 02	ST-Traffic Control - Striping	Street Striping	\$454.33
					\$5,741.60

Vendor: Snohomish County PW V

Check Number: 46518

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000479853	11/7/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	No Parking Signs	\$91.11
					\$91.11

Vendor: Snohomish County Sherrifs Office  
Check Number: 46519

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-4631	11/7/2018	001 008 523 60 51 00	LE-Jail	Prisoner Medical May 2018	\$55.69
2018-4632	11/7/2018	001 008 523 60 51 00	LE-Jail	Prisoner Medical Apr 2018	\$14.86
2018-4647	11/7/2018	001 008 523 60 51 00	LE-Jail	Prisoner Medical June 2018	\$41.98
2018-4664	11/7/2018	001 008 523 60 51 00	LE-Jail	Prisoner Medical July 2018	\$41.92
2018-4679	11/7/2018	001 008 523 60 51 00	LE-Jail	Prisoner Medical Aug 2018	\$190.14
					\$344.59

Vendor: Sound Publishing Inc  
Check Number: 46520

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2222603	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Help Wanted - PW Admin Assistant	\$133.66
2222603	11/7/2018	101 016 542 30 41 01	ST-Advertising	Help Wanted - PW Admin Assistant	\$133.67
2222603	11/7/2018	410 016 531 10 41 05	SW-Advertising	Help Wanted - PW Admin Assistant	\$133.67
EDH820232	11/7/2018	001 007 558 50 41 03	PL-Advertising	LUA2018-0099 Pellerin Ridge I & II Subdivisions	\$247.80
EDH826996	11/7/2018	001 013 518 30 41 01	GG-Advertising	City Attorney Service RFP	\$746.72
EDH827609	11/7/2018	001 013 518 30 41 01	GG-Advertising	Ordinance 1033	\$27.64
EDH827929	11/7/2018	001 013 518 30 41 01	GG-Advertising	Council Workshop	\$34.52
EDH828548	11/7/2018	001 013 518 30 41 01	GG-Advertising	Joint Meeting - Council/Sewer District	\$36.24
EDH828550	11/7/2018	001 013 518 30 41 01	GG-Advertising	Arts Commission Opening Advertisment	\$60.32
EDH828555	11/7/2018	001 013 518 30 41 01	GG-Advertising	Library Board Opening Advertisment	\$70.64
EDH828558	11/7/2018	001 013 518 30 41 01	GG-Advertising	Arts Commission Change Meeting Location/Time	\$65.60
EDH828561	11/7/2018	001 013 518 30 41 01	GG-Advertising	Council Meeting Time Change	\$27.64
EDH828562	11/7/2018	001 013 518 30 41 01	GG-Advertising	Salary Commission Meeting	\$29.36
EDH828565	11/7/2018	001 013 518 30 41 01	GG-Advertising	Civil Service Commission Meeting	\$27.64
EDH829046	11/7/2018	001 013 518 30 41 01	GG-Advertising	2018 Joint Transportation Tour Special Meeting	\$32.80
EDH829498	11/7/2018	001 013 518 30 41 01	GG-Advertising	Propeller Airport Tour Special Meeting	\$31.08
EDH829500	11/7/2018	001 007 558 50 41 03	PL-Advertising	PH Adrian Annexation	\$117.20
EDH829749	11/7/2018	001 013 518 30 41 01	GG-Advertising	Workshop Cancellation	\$22.48
EDH829889	11/7/2018	001 007 558 50 41 03	PL-Advertising	Road Closure 10/31/18	\$29.36
EDH829979	11/7/2018	001 013 518 30 41 01	GG-Advertising	Ordinance 1035	\$25.92
EDH830402	11/7/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0163 SEPA StorQuest Self Storage	\$115.36
EDH830530	11/7/2018	001 013 518 30 41 01	GG-Advertising	PH Ordinance 1036	\$37.84
EDH831336	11/7/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0145 20th Street Ballfields	\$72.36
EDH832486	11/7/2018	001 013 518 30 41 01	GG-Advertising	Parks Board - Cancel/Special Meeting	\$31.08
					\$2,290.60

Vendor: Sound Security Inc  
Check Number: 46521

Invoice No	Check Date	Account Number	Account Name	Description	Amount
908460	11/7/2018	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring Nov 2018	\$570.87

Vendor: Springbrook Nursery  
Check Number: 46522

Invoice No	Check Date	Account Number	Account Name	Description	Amount
119434	11/7/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Trucking and Concrete Removal from Frontier Village	\$1,382.58
					\$1,382.58

Vendor: State of Washington Dept of Licensing

Check Number: 46523

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0089297	11/7/2018	001 005 518 10 49 01	HR - Staff Development	Notary Public Commission Renewal - J Good	\$30.00
					\$30.00

Vendor: Stericycle Inc

Check Number: 46524

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3004461197	11/7/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
					\$10.36

Vendor: Strategies 360 Inc

Check Number: 46525

Invoice No	Check Date	Account Number	Account Name	Description	Amount
772-34741	11/7/2018	001 013 511 70 40 00	Lobbying Services	Federal Lobbying Services Nov 2018	\$4,000.00
					\$4,000.00

Vendor: Superior Septic Service LLC

Check Number: 46526

Invoice No	Check Date	Account Number	Account Name	Description	Amount
140601	11/7/2018	301 016 595 30 60 01	20th St SW Roadway Construct	Septic Services 9407 4th St NE	\$771.49
140605	11/7/2018	301 016 595 30 60 01	20th St SW Roadway Construct	Septic Services 1925 83rd Ave SE	\$423.60

\$1,195.09

Vendor: SVR Inc

Check Number: 46527

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20802	11/7/2018	301 016 595 30 60 01	20th St SW Roadway Construct	Dumpster Service 9407 4th St NE	\$2,341.45
20840	11/7/2018	301 016 595 30 60 01	20th St SW Roadway Construct	Dumpster Service 9407 4th St NE	\$1,096.78

\$3,438.23

Vendor: Tacoma Screw Products Inc

Check Number: 46528

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18218483	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	USB to Micro USB Cables	\$50.26
18218483	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	USB to Micro USB Cables	\$50.26
18218483	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	USB to Micro USB Cables	\$50.26
18218484	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Hex Bit Sockets	\$201.25
18218485	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	Cable Ties/Screws/Washers/Tape	\$18.52
18218485	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Cable Ties/Screws/Washers/Tape	\$18.51
18218485	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Cable Ties/Screws/Washers/Tape	\$18.52
18218486	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Paper Towels	\$172.32
18218486	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Paper Towels	\$172.32

18219327	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	XL Gloves	\$200.44
18219328	11/7/2018	101 015 543 30 31 00	ME - Operating Costs	Wipers/Carriage Bolts/Caution Tape	\$291.88
18220091	11/7/2018	101 016 544 90 31 02	ST-Operating Cost	Brake & Parts Cleaner/Screws/Pins	\$384.33
18220091	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Brake & Parts Cleaner/Screws/Pins	\$384.33
					\$2,013.20

Vendor: Technological Services Inc

Check Number: 46529

Invoice No	Check Date	Account Number	Account Name	Description	Amount
10295	11/7/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Inspect Steering/Lube/Oil/Filter/Tire Rotation PT-15-62	\$2,246.66
10314	11/7/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repair PT-16-65	\$672.39
10423	11/7/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Towing Service/Cooling System Inspection PT-14-58	\$567.92
10446	11/7/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Lube/Oil/Filter Service PT-18-78	\$79.31
10451	11/7/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Battery Replacement A-08-39	\$197.41
10550	11/7/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Brake Inspection A-13-52	\$106.74
					\$3,870.43

Vendor: The Sharp Shop

Check Number: 46530

Invoice No	Check Date	Account Number	Account Name	Description	Amount
406544	11/7/2018	410 016 531 10 31 02	SW-Operating Costs	Hog Blades	\$54.30
					\$54.30

Vendor: Tom Astrof Construction Inc

Check Number: 46531

Invoice No	Check Date	Account Number	Account Name	Description	Amount
181008-1024	11/7/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Hand Edger/Round Trowel/Finish Broom	\$233.73
					\$233.73

Vendor: Top Gear Inc

Check Number: 46532

Invoice No	Check Date	Account Number	Account Name	Description	Amount
54740	11/7/2018	001 008 521 20 31 03	LE-Donation Exp Helmets	Multi-Sport Bike Helmets	\$489.61
					\$489.61

Vendor: Trinity Contractors Inc

Check Number: 46533

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1	11/7/2018	309 016 595 61 60 01	Safer Routes - 91st/4th St.SE	Safe Routes - Sidewalk Improvements	\$100,024.30
					\$100,024.30

Vendor: ULINE

Check Number: 46534

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102324096	11/7/2018	001 010 576 80 31 00	PK-Operating Costs	File Folders/Hard Hats/Stake Flags/Trash Bags	\$607.34
102509181	11/7/2018	001 008 521 20 31 02	LE-Minor Equipment	Domed Waste Receptacle	\$257.57

Vendor: UPS

Check Number: 46535

Invoice No	Check Date	Account Number	Account Name	Description	Amount
74Y42418	11/7/2018	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$16.78
74Y42438	11/7/2018	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$28.80
					\$45.58

Vendor: US Bank St Paul

Check Number: 46542

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1275032	11/7/2018	210 000 591 75 71 00	2008 Bond Princip Pymt - GG	LAKSGOREF08A-Series 2008A-City Portion	\$135,000.00
1275032	11/7/2018	210 000 592 18 83 00	2008 Bond Interest Payment	LAKSGOREF08A-Series 2008A-City Portion	\$37,452.50
1275032	11/7/2018	210 070 591 35 71 00	2008 Bond Principal - Sewer	LAKSGOREF08A-Series 2008A-Sewer Portion	\$115,000.00
1275032	11/7/2018	210 070 592 35 83 00	2008 Bond Interest Payment	LAKSGOREF08A-Series 2008A-Sewer Portion	\$12,200.00
					\$299,652.50

Vendor: Vantagepoint Transfer Agents - 108991

Check Number: 46430

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
					\$352.81

Vendor: Vantagepoint Transfer Agents - 307428

Check Number: 46431

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$1,088.35
					\$1,088.35

Vendor: Verizon Northwest

Check Number: 46536

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9817092320	11/7/2018	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	\$390.53
9817092320	11/7/2018	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	(\$10.20)
9817092320	11/7/2018	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	\$52.80
9817092320	11/7/2018	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	\$55.79
9817092320	11/7/2018	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	\$108.59
9817092320	11/7/2018	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	\$105.60
9817092320	11/7/2018	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	\$105.60
9817092320	11/7/2018	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	\$106.79
9817092320	11/7/2018	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	\$3,074.90
9817092320	11/7/2018	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	\$322.31
9817092320	11/7/2018	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	\$322.30
9817092320	11/7/2018	410 016 531 10 42 00	SW-Communications	Wireless Phone Service	\$322.31
					\$4,957.32

Vendor: Washington Cities Insurance Authority

Check Number: 46537

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14215	11/7/2018	001 008 521 40 49 01	LE-Registration Fees	Workplace Free of Harrassment Training/Burlington WA - J Dyer	\$25.00

\$25.00

Vendor: Washington State Support Registry

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
102518	10/23/2018	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					\$163.50

Vendor: Wave Broadband

Check Number: 46538

Invoice No	Check Date	Account Number	Account Name	Description	Amount
06867407	11/7/2018	001 002 513 11 42 00	AD-Communications	Telephone Services	\$23.79
06867407	11/7/2018	001 003 514 20 42 00	CC-Communications	Telephone Services	\$47.58
06867407	11/7/2018	001 004 514 23 42 00	FI-Communications	Telephone Services	\$47.58
06867407	11/7/2018	001 005 518 10 42 00	HR-Communications	Telephone Services	\$23.79
06867407	11/7/2018	001 006 518 80 42 00	IT-Communications	Telephone Services	\$71.37
06867407	11/7/2018	001 007 558 50 42 00	PL-Communication	Telephone Services	\$154.72
06867407	11/7/2018	001 007 559 30 42 00	PB-Communication	Telephone Services	\$23.79
06867407	11/7/2018	001 008 521 20 42 00	LE-Communication	Telephone Services	\$809.20
06867407	11/7/2018	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services	\$23.79
06867407	11/7/2018	001 012 575 50 42 00	CS-Community Center - Comm	Telephone Services	\$23.79
06867407	11/7/2018	001 013 518 20 42 00	GG-Communication	Telephone Services	\$95.16
06867407	11/7/2018	101 016 543 30 42 00	ST-Communications	Telephone Services	\$136.92
06867407	11/7/2018	410 016 531 10 42 00	SW-Communications	Telephone Services	\$136.92
06867407	11/7/2018	510 006 518 80 49 00	License Renewal - Annual Maint	3 Fiber Leases	\$1,975.62
					\$3,594.02

Vendor: Weed Graafstra & Associates Trust Account

Check Number: 46539

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110718	11/7/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Acquisitions - Torset	\$40,150.00
					\$40,150.00

Vendor: Welch Comer & Associates Inc

Check Number: 46540

Invoice No	Check Date	Account Number	Account Name	Description	Amount
55000000-005	11/7/2018	304 016 595 30 60 04	Frontier Village/4th Project	Frontier Village Southern Access Road	\$5,880.00
					\$5,880.00

Vendor: Zachor and Thomas Inc PS

Check Number: 46541

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-LKS0010	11/7/2018	001 011 515 41 41 02	Ext Consult - Prosecutor Fees	Prosecution Services Oct 2018	\$11,431.82
					\$11,431.82

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

Tuesday, October 23, 2018

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

CALL TO ORDER: 6:58 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel and Brett Gailey

ELECTED OFFICIALS ABSENT: Councilmember Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Senior Accountant Josh Roundy, Community Development Director Russ Wright, Associate Planner Dillion Roth, Commander Jeff Beazizo, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, City Clerk Kathy Pugh, City Attorney Greg Rubstello

OTHERS: Jeff Ketchell, Snohomish Health District  
Doug Levy, Outcomes by Levy  
Shawn Frederick, Veterans Commission

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**Pledge of Allegiance:** Mayor Spencer led the Pledge of Allegiance.

**Roll Call:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to excuse Councilmember Tageant from the meeting. On vote the motion carried (6-0-0-1).

**Approval of Agenda:** Councilmember Petershagen said Staff is requesting Action Item I, Approve Resolution 2018-33 Declaring the City of Lake Stevens a Veteran Friendly Employer and Veteran Friendly City be moved from the consent agenda to Action Items.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Welch, to move Action Item I to follow the consent agenda. On vote the motion carried (6-0-0-1).

Mayor Spencer said that an executive session will be added to discuss a two real property matters with no action to follow.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Daughtry, to add an executive session to the agenda to consider two real estate matters, with no action to follow. On vote the motion carried (6-0-0-1).

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Gailey, to approve the agenda with the noted changes. On vote the motion carried (6-0-0-1).

**Guest Business:**

Mayor Spencer introduced Jeff Ketchell, Administrator of the Snohomish Health District, who presented a PowerPoint presentation and reviewed infrastructure improvements at the

Snohomish Health District and proposals for Snohomish Health District programs for 2019. Administrator Ketchell reviewed the Health District's efforts in addressing the opioid epidemic, and in supporting Lake Stevens' no vaping ordinance by providing signage in parks and other public areas.

Administrator Ketchell next reviewed the Snohomish Health District's 2019-21 Public Health Services requests. He asked that the City of Lake Stevens show support by drafting a resolution and supporting the Health District through their next year of sustainability.

Councilmember Gailey commented the resource guide is excellent, but he is concerned that the resource guide is not being distributed widely throughout the community. He suggested partnering with the school districts to ensure the guide is distributed to parents.

Councilmember McDaniel commented she would like to see where the funding is being spent, including an itemization of administrative costs.

Councilmember Hilt concurred with Councilmember McDaniel's request and commented on the workload of the Snohomish Health District, comparing the staffing numbers with other health districts in the state and the amount of work that is accomplished by Snohomish Health District.

Mayor Spencer noted in 2018 the City paid \$1 per capita and said that the more the Health District can do in Lake Stevens, with the City's per capita contribution, the better received it will be.

Mayor Spencer introduced Doug Levy, Outcomes by Levy, state legislative lobbyist for the City.

Mr. Levy reviewed the draft legislative agenda and requested Councilmember's input. Mr. Levy reminded that this year's legislative session is the longer session with the biennial budgets being adopted during this session. He commented that mental health will be a large issue in the upcoming session, as will the court-mandated state culvert repairs, affordable housing and homelessness, and addressing transportation needs throughout the state.

Mr. Levy next reviewed key recommendations, including pursuit of additional funding for the next phase of the Civic Center improvements, forward progress on the U.S. 2 Trestle, signalization at SR 9/SR 204, continued buildout of SR 9/SR 204, and exploring what a SR 526 eastbound extension might cost. He next reviewed recommendations on the public health and mental health topics, including additional training slots for public safety officers, and additional funding and personnel for DNA testing at the Washington State Crime Lab. Also on the list is affordable housing and the Housing Trust Fund, the continued efforts to stop diversion of revenue funds to the local level, and the ability to control rights of way at the local level. Mr. Levy also said Association of Washington Cities will be pursuing legislation that gives local government the ability to do incentives for economic development.

Councilmember McDaniel commented she does not support the replacement of the 1% tax cap in favor of a system based on inflation and population growth. Mayor Spencer explained how this would work, and Mr. Levy explained as discussed in previous years at the legislature, this would be at the discretion of the local level.

Mr. Levy responded to Councilmember Gailey's question regarding use of force by law enforcement in criminal cases and tracking legislation on law enforcement on immigrant workers, and said these topics are flagged for tracking purposes only.

Councilmember Gailey believes the eastbound extension of SR 526 would be a big relief for the citizens having to commute every day and encouraged this be actively pursued.

**Citizen Comments:** None.

**Council Business:**

- Councilmember Daughtry: Breakfast with Lake Stevens Education Foundation; Snohomish County Cities for Improved Transportation (SCCIT), Sewer Utility Committee, Paine Field Propeller event, Community Transit Executive Committee (CT).
- Councilmember Petershagen: Paine Field Propeller event, Sewer Utility Committee.
- Councilmember Hilt: Parks Board, Paine Field Propeller event, Snohomish County Economic Alliance.
- Councilmember Gailey: Breakfast with Lake Stevens Education Foundation.
- Councilmember Welch: Library Board.

**Mayor's Business:** Trip to Olympia to meet with Roger Millar, Secretary of Washington State Department of Transportation to request to reallocation of funding from the Market Place/SR 9 to Vernon Road/91<sup>st</sup> for intersection improvements, and the transfer of mobility grant funds for SR 2/Trestle interchange improvements to 20<sup>th</sup> Street SE for an HOV lane available during certain times of the day.

Mayor Spencer reported on the Sewer Utility Committee meeting and said that the document for "Benefits and Risks of accelerating the unification of the Sewer District and the City of Lake Stevens" will be turned over to the work group that was created last spring. He said the Sewer District reappointed Kevin Kosche and Mariah Low to the work group. The City's current work group consists of Councilmembers Tageant and Petershagen, and the third person is the Mayor. Mayor Spencer requested this be reconfirmed.

Councilmember Daughtry added this committee is scheduled to conclude their work by the end of November but this could go beyond that date.

Councilmember McDaniel requested she be reappointed to this work group committee as well.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Gailey, to add Councilmember McDaniel to the work group. On vote the motion carried (6-0-0-1).

**City Department Report:**

- City Administrator Gene Brazel: Introduced City Attorney Greg Rubstello with Ogden Murphy Wallace, Historical Society.
- Community Development Director Russ Wright: Skykomish/Snohomish branding workshop, Police Station design open house.
- Commander Jeff Beazizo: Academy update, Halloween Festival

**Consent Agenda:**

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Petershagen, to approve (A) 2018 Vouchers [Payroll Direct Deposits of \$63,367.99, Payroll Checks 46305 totaling \$427.17, Tax Deposits of \$19,131.56, Electronic Funds Transfers (ACH) of \$32,474.18, Claims Check Nos. 46306-46424 totaling \$608,192.97, Total Vouchers Approved: \$723,593.87], (B) Joint City Council-Lake Stevens Sewer District Meeting Minutes of October 9, 2018, (C) City Council Regular Meeting Minutes of October 9, 2018, and (D) Lease with Family Center. On vote the motion carried (6-0-0-1).

**Approve Resolution 2018-33 Declaring the City of Lake Stevens a Veteran Friendly Employer and Veteran Friendly City:** Commander Beazizo presented the staff report and said the City currently has three Police Department employees who are active in the Military Reserves. He said the City values its enlisted personnel and their contributions and makes every effort to support these individuals. He also mentioned the City of Lake Stevens values its Veterans and Active Duty military personnel and their families. Approval of this resolution would declare the City is both a Veteran Friendly Community and a Veteran Friendly Employer. He then invited questions from Council and there were none.

John VanDalen and Wes Hilton are with ESGR (Employer Support of the Guard and Reserve) and said they are a volunteer group working for the Department of Defense. They reviewed their functions, including serving as ombudsmen for persons serving in the active reserves. They are requesting the Mayor and Commander sign a statement of support regarding the USERRA laws.

Shawn Frederick, Veterans Commissioner, read a letter supporting Resolution 2018-33 and the City being a veteran friendly city.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to adopt Resolution 2018-33 Declaring the City of Lake Stevens a Veteran Friendly Employer and Veteran Friendly City. On vote the motion carried (6-0-0-1).

**Public Hearing:**

**Resolution 2018-29 Accepting 60% Adrian Annexation Petition:**

Mayor Spencer opened the public hearing.

Associate Planner Roth presented the staff report and summarized the annexation process for this proposed annexation. He explained this resolution will initiate a Notice of Intent to annex which will be submitted to the Snohomish County Boundary Review Board for approval. He reviewed the area would be zoned Urban Residential and Medium Density Residential under the Comprehensive Plan. He then invited questions from Council and there were none.

Mayor Spencer invited public comment and there was none; he then closed the Public Comment portion of the hearing.

Mayor Spencer invited Council comments and there were none. Mayor Spencer then closed the public hearing.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Gailey, to adopt Resolution 2018-29 Accepting the 60% Adrian Annexation Petition and Issue a Notice of Intent to Annex and require upon annexation the simultaneous adoption of land use and zoning designations and require the assumption of a proportionate share of existing City indebtedness. On vote the motion carried (6-0-0-1).

**Interim Design Review Regulations and Ordinance No 1034:**

Mayor Spencer opened the public hearing.

Community Development Director Wright presented the staff report and reviewed at the September 11, 2018 City Council meeting an interim ordinance dissolving the Design Review Board and establishing an administrative review process was passed by Council. State law requires a public hearing be held within 60 days of passing an interim ordinance, to uphold and affirm the interim ordinance. He said the Planning Commission will review permanent regulations and make recommendations to City Council for establishing an administrative process. Following those recommendations, a new ordinance will be brought forward. He then invited questions from Council and there were none.

Mayor Spencer invited public comment and there was none; he then closed the Public Comment portion of the Public Hearing.

Mayor Spencer closed the public hearing.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Gailey, to uphold Ordinance No 1034 dissolving the Design Review Board and establishing an administrative review process. On vote the motion carried (6-0-0-1).

**Action Items:**

**Resolution 2018-31 Supporting Commercial Air Service at Paine Field:** City Administrator Brazel presented the staff report and summarized that commercial air service is scheduled to begin in 2019 at Paine Field. He mentioned with the infrastructure impacts to surrounding communities due to increased operations at Paine Field, Resolution 2018-31 encourages that cities within Snohomish County and Snohomish County itself work together to enter into good faith negotiations with interested airlines to ensure those airlines pay their way to operate at Paine Field and help mitigate those impacts to the county and local jurisdictions. He then responded to Councilmembers' questions.

**MOTION:** Moved by Councilmember McDaniel, seconded by Councilmember Hilt, to adopt Resolution 2018-31 Supporting Commercial Air Service at Paine Field.

Councilmember Gailey requested a correction to paragraph six in the resolution to be Las Vegas instead of Las Vegas.

VOTE: On vote the motion carried with the requested correction (6-0-0-1).

**Resolution 2018-32 re 2019 Community Development Block Grant funding for Frontier Heights Park Improvements:** Community Development Director Wright presented the staff

report and summarized that this grant would help with the purchase of playground equipment at Frontier Heights Park.

Councilmember Gailey confirmed that the Mayor is the signing authority for this grant.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Hilt, to adopt Resolution 2018-32 re 2019 Community Development Block Grant funding for Frontier Heights Park Improvements, with the correction to Mayor as signing authority. On vote the motion carried (6-0-0-1).

**Ordinance 1037 re Utility Taxes:** Senior Accountant Roundy presented the staff report and summarized the proposed Ordinance increasing utility taxes and adding one new utility tax. He reviewed changes to the ordinance since the first reading and explained the City of Lake Stevens is one of very few cities in Snohomish County that have not enacted utility taxes on sewer, stormwater, water, or garbage. He also explained that the City has seen steady increases in its levels of service to the public in all areas including public safety, parks, street and stormwater, and that the enactment of utility taxes would help to support those increases. He then responded to questions from Council.

Brenda White, Snohomish County PUD, commented the tax would be a pass-through tax for water and electrical distribution sales only. She commented that the PUD will need time to implement the new tax and requested the time for effective date be extended to February 1, 2019. The PUD is also requesting an opportunity for a joint communication to customers.

City Attorney Rubstello added that this ordinance puts all utility taxes into one chapter, which will be more functional and clearer to people.

Brandt Wood, Snohomish County PUD Assistant General Manager of Water Utilities, commented on the interpretation of gross income and said there is some concern that it applies only to distribution and sales.

Councilmember Petershagen supports the tax on the garbage collection as it directly relates to the impacts of the roadways and is dedicated to the street fund. He said the proposed electric and gas taxes are very slight increases and he can support those, but he has difficulty supporting the tax on stormwater considering the recent increase to stormwater fees and the fact that these taxes would go to the general fund instead of directly to the stormwater fund. He also is concerned that the HOA stormwater ponds have not been revisited.

Mayor Spencer responded that the HOA cost and revenue has been removed from this ordinance, with the thought that if an HOA did request City assistance with stormwater maintenance the HOA would pay that cost.

Councilmember Daughtry has the same concerns as Councilmember Petershagen. He added that the state only allows the City a couple of ways to generate funds, but he has a hard time raising taxes on anyone for any reason. He cannot support the stormwater taxes.

Councilmember Gailey concurred with Councilmembers Petershagen and Daughtry. He added that all the newly generated revenues from these taxes should go to the street funds. Also, he would like a discussion on franchise agreements. Councilmember Gailey requested that each

department complete due diligence and see where 5%, could be cut from the budget before the City raises taxes by approximately 5%.

Mayor Spencer commented the City is spending reserves, and no additional revenue sources are forecasted. He added he would like to do due diligence to see where the line would be if action were to be taken to reduce budgets, and he said it is important to watch for economic triggers that affect City revenues.

Councilmember McDaniel agreed with Councilmember Petershagen's comments on stormwater and Councilmember Gailey's comments on designating the funds to the street fund, but she suggested that it might be limited to a four or five-year time frame and then be re-evaluated.

Councilmember Hilt noted if funds go into street funds they are not encumbered and could be used for sidewalks or other infrastructure. He commented on continued reduction of the reserves balance and said the City is receiving some criticism from the state for not using all funding resources available when applying for grant funding. He is sympathetic to the comments against establishing a tax on stormwater rates when the rates have just been raised. Councilmember Hilt requested to review the tools for budget forecasting quarterly in 2019.

Councilmember Welch has a difficult time with the proposed taxes and agrees with Councilmember Petershagen's comments on not adding a stormwater utility tax at this time.

Councilmember Petershagen commented there are some things that need to be revisited such as economic development and he believes there needs to be some strategic planning.

Mayor Spencer said the City needs to look at putting in some of the infrastructure so the development will come. Mayor Spencer suggesting delaying tonight's action and bringing back the analysis. Council was in consensus.

**MOTION:** Moved by Councilmember Gailey, seconded by Councilmember McDaniel, to extend the meeting beyond 9:00 p.m. to complete Council business. On vote the motion carried (6-0-0-1).

**Approve Resolution 2018-24 re Unification with Sewer District:** City Administrator Brazel presented the staff report and summarized the process for the Unified Sewer Services and Annexation Agreement between the City of Lake Stevens and the Lake Stevens Sewer District. He explained Resolution 2017-12 set a twelve month period to completed the work of developing the terms, conditions and process for implementation of Step 2 of the Unification Agreement has expired, and both the City and Sewer District wish to continue working together to successfully implement this step. He also explained the proposed Resolution establishes an additional 12-month period to accomplish this, as well as providing the parties will complete a Risks and Benefits analysis of accelerating the unification by November 29, 2018. He then invited questions from Council and mentioned the Sewer District passed a similar resolution.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to adopt Resolution 2018-24 identifying certain steps to be undertaken with the Lake Stevens Sewer District related to the Unified Sewer Services and Annexation Agreement.

Councilmember McDaniel suggested the completion date be set at 90 days. Councilmember Gailey agreed. Councilmember Petershagen commented this is a complicated issue and to make the process a little easier he suggested passing this resolution as presented.

Mayor Spencer added that Sewer District Commissioners Kosche and Low expressed their desire to complete the Benefits and Risks Analysis by the end of November.

Councilmember McDaniel added unification needs to be a priority for the City to move forward. This has been going on for three years and she would like to see the City be more aggressive in pursuing this merger.

**MOTION TO AMEND:** Moved by Councilmember McDaniel, seconded by Councilmember Gailey, to amend Resolution 2018-24 to be effective for 90 days. On vote the motion to amend the Resolution carried (6-0-0-1).

**VOTE ON MAIN MOTION:** On vote the motion carried (6-0-0-1).

**Discussion Items:**

**Chamber of Commerce Lease:** Staff requested this item be discussed at the next regularly scheduled Council meeting.

**Executive Session:** Mayor Spencer announced an executive session beginning at 9:12 p.m. and lasting an estimated 18 minutes to discuss a real estate matter, with no action to follow. Mayor Spencer added that if the executive session was less than 18 minutes, the Council would immediately adjourn the regular meeting.

The regular meeting of the City Council reconvened at 9:18 p.m.

**Adjourn:**

Moved by Councilmember Hilt, seconded by Councilmember Daughtry, to adjourn the meeting at 9:18 p.m. On vote the motion carried (6-0-0-1).

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John Spencer, Mayor

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Kathy Pugh, City Clerk



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 13, 2018

**Subject:** ILA with Snohomish County re Road and Street Services

**Contact** Eric Durpos, Public Works Director  
**Person/Department:** \_\_\_\_\_ **Budget Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve a three year extension to December 31, 2021 of the Interlocal Agreement for Municipal Road and Street Services within the City of Lake Stevens, dated November 15, 2013.

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**SUMMARY:** Historically the County and City have worked together to maintain the City's roads under cooperative agreements. The most recent is an Interlocal Agreement dated November 15, 2013. This agreement provides that the County will provide certain road maintenance, street services and bridge inspections, and that the City will reimburse the County for its actual costs. Generally, the work completed under this ILA is not work that the City has the capacity or equipment to complete on its own.

The November 15, 2013 ILA expires December 31, 2018. Paragraph 2 of the ILA provides that the County can renew the ILA for not more than two consecutive three-year terms by written notification to the City. By email to Eric Durpos dated October 16, 2018 the County advised it wishes to exercise the option to renew for a term expiring December 31, 2021.

City policies require that Council approve any contract renewals.

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**ATTACHMENTS:**

- A: November 15, 2013 Interlocal Agreement.
- B: October 16, 2018 Email: Laura Kendrick to Eric Durpos

## INTERLOCAL AGREEMENT FOR MUNICIPAL ROAD AND STREET SERVICES WITHIN THE CITY OF LAKE STEVENS

This INTERLOCAL AGREEMENT FOR MUNICIPAL ROAD AND STREET SERVICES WITHIN THE CITY OF LAKE STEVENS (this "Agreement"), is made and entered into this 15<sup>th</sup> day of November, 2013, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the CITY OF LAKE STEVENS, a Washington municipal corporation (the "City") pursuant to Chapter 39.34 RCW.

### RECITALS

**A.** Pursuant to the Aid Agreement for Minor Street Projects for Municipal Services (hereinafter "the Original Agreement") dated February 23, 1999, the County has historically performed street and road services for the City.

**B.** The County and the City agree that it is mutually beneficial for the County and the City to continue working together cooperatively. Pursuant to this Agreement, Chapter 39.34 RCW, RCW 35.77.020 through .040 and RCW 36.75.207, the City wishes to continue to receive street and road services, and the County is agreeable to continue providing the same.

**C.** The Original Agreement as amended is terminable at will. It is the intention of the parties that the duties and obligations of this Agreement substitute for and supersede the duties and obligations of the Original Agreement as set forth in Section 17.1 below.

**D.** In exchange for the road and street services described in Section 4 below, the City shall reimburse the County its actual costs incurred in performing the same, including time, labor, equipment, materials, and administrative overhead, all as more fully described in this Agreement.

### AGREEMENT

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

**1. Purpose of Agreement.**

This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW, RCW 35.77.020 through .040 and RCW 36.75.207. The purpose and intent of this Agreement is for the County and the City to work together efficiently and effectively to design and construct small capital projects on City streets and bridges and to maintain City streets and bridges.

**2. Effective Date and Duration.**

This Agreement shall not take effect unless and until it has been duly executed by both parties and either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect through December 31, 2018, unless earlier terminated pursuant to the provisions of Section 14 below, PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional three (3) year terms by written notice from the County to the City, PROVIDED FURTHER that each party's obligations after December 31, 2013, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law.

**3. Administrators.**

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

<u>County's Initial Administrator:</u>	<u>City's Initial Administrator:</u>
Owen Carter, County Engineer Snohomish County DPW 3000 Rockefeller Avenue M/S 607 Everett, Washington 98201	Mick Monken, Public Works Director City of Lake Stevens 1820 Main Street Lake Stevens, WA 98258

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

**4. Scope of Services.**

The scope of the road and street services (the "Services") includes but shall not be limited to the following:

- a. Construction of small capital projects on City streets and bridges, not subject to mandatory competitive bidding, as determined by the City, and which do not exceed \$10,000 for a single project or activity as established by state law.
- b. Maintenance services on City streets and bridges (including, but not limited to the list of municipal road and street services contained in Appendix A and B), to maintain the facility, as nearly as practical in its original as constructed condition or its subsequently improved condition, and the operation of roadway facilities and services to provide satisfactory and safe motor vehicle transportation.

- c. Engineering and administrative services including clerical services, necessary for the planning, establishment, construction, and maintenance of the streets and bridges of the City.

## 5. Process for Delivery of Services.

5.1 Submission of Work Orders. If the City desires that the County perform any of the Services, it shall submit to the County Administrator or his or her agent a Work Order in substantial form to that attached hereto in Appendix C. The City shall complete a Work Order in which it shall describe in detail the Services to be performed and shall state the desired completion date. The County may in its sole discretion require additional information from the City, including but not limited to, a road plan and profile or sketches. The City shall not submit any Work Orders for which the City's cost for design, right-of-way acquisition, construction, or maintenance are reimbursable with Federal funds or Federal grants.

5.1.1 Work Orders for Winter Maintenance. At the City's option, the City may submit an annual Work Order for winter maintenance operations. Any such annual Work Order shall include a plan identifying the routes on which the City desires winter maintenance services to be performed by the County. Unless otherwise notified by the City, the County will conduct winter maintenance operations on the City's roads and streets identified in the plan any time the County has mobilized winter operations in the general area. Provided an annual Work Order request has been submitted by the City and accepted by the County, individual Work Order requests will not be required to initiate the County's response to snow and ice events.

5.1.2 Work Orders for Ongoing Maintenance. At the City's option, the City may submit an annual Work Order for ongoing maintenance operations. Any such annual Work Order shall include a plan identifying the routes on which the City desires ongoing maintenance and describe in detail the maintenance operations requested. Unless otherwise notified by the City, the County will conduct ongoing maintenance operations on the City's roads and streets identified in the plan. Provided an annual Work Order request has been submitted by the City and accepted by the County, individual Work Order requests will not be required to initiate the County's performance of ongoing maintenance operations.

5.1.3 Work Orders for Emergency Response Services. At the City's option, the City may submit an annual Work Order for emergency response services. Any such annual Work Order shall include a plan identifying triggering emergency events and the routes on which the City desires emergency response services as well as describe in detail the emergency operations requested. Unless otherwise notified by the City, the County will conduct emergency response operations on the City's roads and streets identified in the plan upon the occurrence of an emergency event. Provided an annual Work Order request has been submitted by the City and accepted by the County, individual Work Order requests will not be required to initiate the County's response to an emergency event.

5.2 Response to Work Orders. Upon receipt of a Work Order, the County shall review the Services requested therein. The County, in its sole discretion, may agree to accept or reject the Work Order. Should the County reject the Work Order, it shall make a notation to that effect on the Work Order and return it to the City. Should the County accept the Work Order, it shall (1) make a notation to that effect on the Work Order, and (2) prepare an Estimate of the time and costs for the requested Services as well as the time and cost of preparing said Estimate, which it will attach to the Work Order. The Estimate is non-binding and does not constitute a bid or contract maximum, and the City shall remain liable for the entire actual cost as described in Section 8 below. Once the Estimate has been attached to the Work Order, the County shall return the Work Order and Estimate to the City.

5.3 Notice to Proceed. Upon receipt of a responsive Work Order and Estimate from the County accepting the City's request for Services, the City may issue a written Notice to Proceed authorizing the County to perform the requested Services. The issuance of a Notice to Proceed shall constitute a representation by the City that (1) it finds the County's Estimate acceptable, and (2) sufficient funds are appropriated to cover the cost of the Services.

5.4 Performance by the County. Upon issuance of a Notice to Proceed, the Administrators or their designated agents shall finalize working procedures associated with the delivery of the Services. The County shall furnish and supply all necessary labor, supervision, machinery, equipment, material and supplies other than those required to be furnished by the City, PROVIDED HOWEVER that the County's performance shall be subject to availability of personnel, equipment, and materials necessary to perform the Services without unduly disrupting the normal operations and functions of the County. The County shall notify the City of any hardship or other inability to perform under this Agreement, including postponement of Services due to County workload constraints.

5.5 Changes by the City to Work Orders. The City may make changes to the requested Services by submitting a new Work Order outlining in detail the desired changes to the Services. The County may, in its sole discretion, accept or reject the new Work Order, PROVIDED HOWEVER that the County's acceptance is not required where the City is terminating work pursuant to Section 14.2 below. The City shall be liable for all increases in cost, if any, which may be incurred by changes to the Services, including but not limited to clean-up and striping costs and any non-cancelable costs.

5.6 Changes by the County to Work Orders. After issuance of a Notice to Proceed, the County shall provide the City with written notification of any changes to the Work Order required by the County when such changes will substantially alter the nature of the Services or the Estimate. The County shall obtain the City's written approval to any such changes before implementing them.

5.7 Authority of Administrators. By entering into this Agreement and upon it becoming effective as described in Section 2 above, both parties authorize their

respective Administrators to accept, deny, and negotiate the Work Orders described in this Section 4, including any associated increase, decrease, or other change to the costs of the Services.

**6. Services Provided by County.**

6.1 Lead Agency. The County shall serve as the lead agency for the Services.

6.2 Services. The County shall perform for the City the Services, as that term is defined in Section 4 above. The County shall solely determine the schedule for the Services. The County will provide the City with a full and complete copy of any construction design plans. The County shall segregate the costs of the Services from other work the County may be performing.

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

**7. Cooperation by City.**

7.1 Covenant to Cooperate. The City covenants to the County that it shall cooperate with the County in completing the Services. The City shall make its personnel, including but not limited to its Police and Public Works Department staff, available to the County at reasonable times and upon reasonable advance notice, for purposes of facilitating the County's performance of the Services, including but not limited to any safety planning meeting the County schedules for purposes of discussing traffic control issues. Upon request by the County Administrator or his or her agent and before any work is commenced, the City shall order the temporary closing to traffic of all roads and streets, or portions thereof, as deemed necessary by the County, in its sole discretion, to perform the Services.

7.2 Grant of Access. The City certifies to the County that the City owns the real property or right-of-ways upon which the Services shall be rendered and additional real property or right-of-ways are not needed to complete the Services. The City further grants to the County, for the purpose of performing Services pursuant to this Agreement, permission and right-of-entry on, over, under, above and through real property owned by the City and those City rights-of-way and WSDOT rights-of-way that the City is responsible for maintaining that are necessary or convenient for the County to access in performing the Services.

7.3 Coordination with WSDOT and Utilities. Should, in providing the Services, it become necessary or convenient for the County to enter in, on, over, under or

above a right-of-way owned by WSDOT or any utility or impact any equipment owned by WSDOT or any utility, the County shall notify the City, and the City shall cooperate in the County's efforts to coordinate with WSDOT and/or the utility to obtain any required approvals and/or permits authorizing such activity.

7.4 Permitting. At least thirty (30) days prior to the delivery of any requested Services, the City shall obtain and provide to the County copies of all permits necessary for the Services.

7.5 City's Powers. Nothing contained herein shall be construed as in any way divesting the City of any of its powers with respect to the supervision, management, and control of roads and streets within its boundaries.

8. Payment by City.

8.1 Actual Costs. The County shall be reimbursed in full by the City for the actual costs of the Services provided by the County on a time and materials basis plus an administrative overhead charge as described in Section 8.2 below. The County agrees that only those costs directly allocable to the Services under generally accepted accounting procedures will be charged to the City. In computing the cost of the use of machinery and equipment, the County shall charge the City for the full cost to the County of rental machinery and equipment and any operator furnished therewith and/or the County equipment rental rate on County-owned machinery and equipment.

8.2 Administrative Overhead. For the purpose of fixing the compensation to be paid by the City to the County for the Services, it is agreed that there shall be included in each billing, to cover administrative costs, an amount not to exceed the County administrative rate. This rate is currently set at 15% of the total labor cost to the County for those County employees performing Services for the City under this Agreement. Charges for administrative costs are in addition to charges for materials and equipment.

8.3 Invoicing and Payment. The County shall invoice the City or its designee for all Services performed by the County. The City shall remain liable for complete and timely payment of all amounts invoiced. Invoices may be sent monthly, quarterly or on any other schedule that is mutually convenient to the parties. The County shall include in each invoice, documentation of all costs for labor, materials and equipment included in the invoice. Unless the City delivers written notice to the County disputing the amount of a particular invoice, the City shall make payment on all invoices submitted by the County within thirty (30) days of the invoice date. Amounts not paid within 30 days of the invoice date shall thereafter accrue interest at a rate of twelve percent per annum or one percent per month.

8.4 Records. The County shall maintain accurate time and accounting records related to the Services for a period of three (3) years following final payment.

**9. Indemnification/Hold Harmless.**

Each party shall protect, defend, indemnify and save harmless the other party, its officers, officials, employees and agents while acting within the scope of their employment as such, from any and all suits, costs, claims, actions, losses, penalties, judgments, and/or awards of damages, of whatsoever kind arising out of, or in connection with, or incident to the services associated with this Agreement caused by or resulting from each party's own negligent acts or omissions. Each party agrees that it is fully responsible for the acts and omissions of its own subcontractors, their employees and agents, acting within the scope of their employment as such, as it is for the acts and omissions of its own employees and agents. Each party agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

The provisions of this Section 9 shall survive the expiration or earlier termination of this Agreement.

**10. Liability Related to City Ordinances, Policies, Rules and Regulations.**

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

**11. Insurance.**

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

Each party shall provide or purchase workers' compensation insurance coverage to meet the Washington State Industrial Insurance regulations and cause any

subcontractors working on behalf of said party to also carry such insurance prior to performing work under the Agreement.

**12. Compliance with Laws.**

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

**13. Default and Remedies.**

13.1 **Default.** If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other party shall deliver written notice of such failure to the non-performing party. The non-performing party shall have thirty (30) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said thirty (30) day period, then the non-performing party shall not be in Default if it commences cure within said thirty (30) day period and thereafter diligently pursues cure to completion.

13.2 **Remedies.** In the event of a party's Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 13.1 above, the non-Defaulting party shall have the right to exercise any or all rights and remedies available to it in law or equity.

**14. Early Termination.**

14.1 **30 Days' Notice.** Except as provided in Section 14.2 below, either party may terminate this Agreement at any time, with or without cause, upon not less than thirty (30) days advance written notice to the other party. The termination notice shall specify the date on which the Agreement shall terminate.

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

14.3 **Calculation of Costs Due Upon Early Termination.** Upon early termination of this Agreement as provided in this Section 14, the City shall pay the County for all Services performed up to the date of termination, as well as the costs of any and all non-cancelable obligations. The County shall notify the City within thirty (30) days of the date of termination of all remaining costs including non-cancelable costs. Termination costs charged to the City shall not exceed the actual costs incurred as a result of early termination. No payment shall be made by the City for any expense incurred or

Services performed following the effective date of termination unless authorized in writing by the City.

**15. Dispute Resolution.**

In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages. The prevailing party in any legal action shall be entitled to a reasonable attorneys' fee and court costs.

**16. Notices.**

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

**17. Miscellaneous.**

**17.1 Entire Agreement; Amendment.** This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein, including but not limited to the Original Agreement PROVIDED HOWEVER, that the parties' duties and obligations under the Original Agreement regarding insurance and indemnification shall survive as to any claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and attorneys' fees in defense thereof, known or unknown, for injury, sickness, disability or death to persons or damage to property or business, arising prior to the Effective Date of this Agreement. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the party against whom such modification is sought to be enforced.

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

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

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

17.5 **Severability.** If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

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

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

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

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

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

17.11 **Ownership of Property.** Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in

connection with its performance under this Agreement will remain the sole property of such party, and the other party shall have no interest therein.

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

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

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

**COUNTY:**

Snohomish County, a political subdivision  
of the State of Washington

By

Name: Owen B. Carter, P.E.  
Title: County Engineer

**CITY:**

City of Lake Stevens, a Washington  
municipal corporation

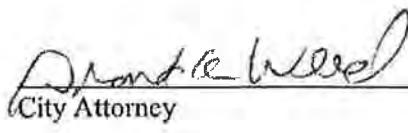
By

Name: Vern Little  
Title: Mayor

Approved as to Form:

 11-15-13  
Deputy Prosecuting Attorney

Approved as to Form:

  
City Attorney

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**APPENDIX A**  
**MUNICIPAL ROAD AND STREET SERVICES**  
**Snohomish County - Road Maintenance Division**

<b>Work Operations</b> <b>(Estimates provided on a per project basis)</b>	
<b>Drainage:</b>	
• <b>Catch Basin Routine Maintenance:</b> Manually clean catch basins to ensure drainage flow is not restricted. This includes removing debris from the inlet and/or cleaning the catch portion of the structure.	
• <b>Catch Basin Mechanical Cleaning:</b> Mechanically remove sediment and debris from the catch basin using a vactor or eductor truck using vacuum hose and water jet as necessary to ensure drainage system remains free of material and flows are not restricted.	
• <b>Culvert Cleaning, and Inspection, Manual:</b> Inspecting and manually cleaning culvert inlets and outlets.	
• <b>Culvert Cleaning, Mechanical:</b> Use mechanical equipment for cleaning the culvert such as vactor, flusher or a backhoe to clean inlets and outfalls to remove obstructions.	
• <b>Detention/Retention Basin Maintenance:</b> Remove accumulated sediment, vegetation and debris from detention/retention basins to maintain design capacity to allow for proper function of the structure. Removal may be by manual or mechanical means and may include cleaning inlet and outlet grates/pipes.	
• <b>Ditch Maintenance:</b> Cleaning or re-shaping a man-made, open, storm water conveyance system that was constructed to carry storm water onto, through, or away from the highway right-of-way (i.e., not a modified stream). This operation does not include the acquisition of any permitting if required.	
• <b>Underground Retention/Detention Facility Maintenance:</b> Mechanically or manually clean and/or inspect underground detention/retention facilities on the right of way to maintain proper design capacity for the structure. This activity requires compliance with confined space regulations.	
<b>Pavement Maintenance and Repair:</b>	
• <b>Crack and Joint Sealing:</b> Repair defects in pavement surface by installing crack filling material to prevent water from entering the sub-grade. Cracks are cleaned and routed prior to filling.	
• <b>Install Lane Markers/Raised Pavement Markers:</b> Install lane markers to replace worn markers or to facilitate design changes in the channelization.	

<ul style="list-style-type: none"><li><b>Installation, Maintenance and Repair of Guardrail:</b> Maintain and repair guardrail; adjust cable tension; repair damage caused by collisions; upgrade terminal end sections; adjust height and alignment; Install new guardrail to design specifications.</li></ul>
<ul style="list-style-type: none"><li><b>Manual Pavement Patching:</b> To repair the road surface by hand spreading asphalt mix (typically hot mix), raking to establish proper grade and compacting with a roller or other available means. Repair potholes, edge failures, dips, etc.</li></ul>
<ul style="list-style-type: none"><li><b>Pavement Markings - Thermo-plastic/Durable:</b> Apply durable channelization material (typically thermo-plastic) to the roadway to delineate the lane limits.</li></ul>
<ul style="list-style-type: none"><li><b>Pavement Markings - Paint:</b> Applying channelization to the roadway surface to delineate lane limits, such as edge lines (including gore lines), skip lines, no pass lines, centerlines, etc.</li></ul>
<ul style="list-style-type: none"><li><b>Sweeping &amp; Cleaning Pavement with Mechanical Pickup Broom:</b> Use mechanical pickup sweeper to remove sand, dirt and accumulated debris from the roadway and shoulders. Special consideration: An advance person may be needed to pick up large debris prior to the sweeping operation. Additional trucks may be needed to haul the sweeper spoils to an approved waste site. 'No Parking' signs may be needed in advance.</li></ul>
<ul style="list-style-type: none"><li><b>Traffic Sign Repair, Replacement, Maintenance and Installation:</b> Repair, replace, maintain; or install new traffic signs to ensure that operational safety is maintained on the roadway system.</li></ul>
<b>Shoulder Maintenance:</b>
<ul style="list-style-type: none"><li><b>Grade / Reshape Shoulders:</b> Use motor grader to pull aggregate from shoulder slope back towards the roadway to eliminate the vertical edge at the edge of pavement.</li><li><b>Shoulder Buildup Removal:</b> Use a motor grader and belt loader to remove buildup of sand, dirt and vegetation at the edge of shoulder to allow for proper drainage.</li></ul>
<b>Snow &amp; Ice:</b>
<ul style="list-style-type: none"><li><b>Anti-Icing and De-icing Application, Liquids:</b> Apply anti-icing liquid to the roadway to reduce the probability of ice forming on the roadway. Apply de-icing liquids to the roadway to aid in ice removal.</li><li><b>Plowing/Sanding/Solid Deicer Application:</b> Remove accumulated snow and slush from the roadway and shoulder of the roadway with a truck-mounted snowplow. Apply sand or other abrasives to roadways to improve traction during freezing weather and snowstorm conditions. This may include sand applied with pre-wet salt systems or blended with salt in solid form.</li></ul>
<b>Vegetation:</b>
<ul style="list-style-type: none"><li><b>Control Vegetation Obstructions - Manual:</b> Remove vegetation obstructions by manual methods, i.e. shovels, weed eaters, cutters or pulling weeds, to ensure visibility of signing and intersections.</li><li><b>Cutting/Pruning/Selective Thinning:</b> Use hand tools to cut, trim or thin small amounts of plants in or around planting beds.</li></ul>

- **Noxious and Nuisance Weed Control - Spot Spray Non-power Equipment:** Use hand sprayer to control noxious weeds, as identified on the state or county noxious weed list, with approved herbicides applied at the recommended application rate. Also manually spray nuisance weeds. An herbicide application record is required for the treated area.
- **Nuisance Vegetation Control - Manual:** Use of manual means, i.e., hand operated trimmers, mowers, lopping shears, hand sprayer, saws, axes, to control undesirable vegetation obstructing line of sight or clear zone i.e., alders, blackberries and certain species of grasses.
- **Nuisance Vegetation Control - Mechanical:** Use power-operated equipment, i.e., mowers and brush cutters, to control undesirable vegetation i.e., alders, and blackberries, etc.
- **Tree Trimming/Tree Canopy Maintenance:** Use boom truck/bucket truck, saws and chippers to trim trees and canopied/encroaching shrubs to maintain clear zones, sight distance, pedestrian access, etc.
- **Roadside Mowing:** Mow with mechanical mower to control grass height and trim undesirable vegetation.

**Other services provided:**

- Call-out Response for urgent or emergency situations
- Catch Basin/ Manhole Repair or Replacement
- Chip Seals; Project or Patching
- Culvert Repair or Replacement
- Guidepost and Delineator Replacement
- Hauling and Disposal of Waste Material
- Hydro Seeding and Mulching
- Instructor, Equipment Training and Other Training Courses
- Maintenance and Repair of Concrete Structures
- Mechanical Pavement Patching, Paverbox
- Noxious Weed Control - Mechanical
- Noxious Weed Control - Manual
- Pavement Milling/Full Depth Repair (small, localized areas)
- Pavement Patching with Subgrade Repair
- Rip Rap and Cribbing Repair
- Seeding, Mulching, and Planting including native species.
- Shoulder Washout Repair
- Slope Repair, Slide Clean up & Maintenance
- Traffic Control for Mobile Operations
- Traffic Control for Stationary Operations
- Vactor Waste Recycling/Disposal

**APPENDIX B**  
**MUNICIPAL ROAD AND STREET SERVICES**  
**Snohomish County – Bridge Operations**

**Work Operations**  
**(Estimates provided on a per project basis)**

**Bridge Inspection:**

- **Bridge Inspection Services:** Routine and special bridge inspections, completion of bridge inspection reports (including photos and descriptions of the inspection), and entry of bridge inspection data into the Washington State Bridge Inventory System. The County's performance of inspections and reports shall be consistent with the National Bridge Inspection Standards as set forth in the current version of the Washington State Bridge Inspection Manual.

**Other services provided:**

**APPENDIX C  
MUNICIPAL ROAD AND STREET SERVICES  
Snohomish County - Road Maintenance Division**

**Work Order Form**



SNOHOMISH COUNTY PUBLIC WORKS DEPARTMENT  
ROAD MAINTENANCE DIVISION  
8915 Cathcart Way  
Snohomish, WA 98296  
425.388.7500  
Fax 425.388.7538

## ROAD MAINTENANCE AID AGREEMENT WORK ORDER

Agency/Jurisdiction: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Info: \_\_\_\_\_ Requested Completion Date: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Position/Title: \_\_\_\_\_

(Signature from Agency/Jurisdiction for approval to proceed per Estimated Cost Below)

Date Approved: \_\_\_\_\_

**WORK TO BE PERFORMED** (Description and/or Sketch) (Attach Additional Pages If Needed)

Once completed please email to: [Contact.PWRoad@snoco.org](mailto:Contact.PWRoad@snoco.org)

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### For Completion by Snohomish County Road Maintenance Division

Estimated Cost For Services: \_\_\_\_\_ Reimbursable Service Number: **RR** \_\_\_\_\_

Approved By: \_\_\_\_\_

RM Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

RM Director: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Completion: \_\_\_\_\_ By: \_\_\_\_\_

## Kathleen Pugh

---

**From:** Brown Kendrick, Laura <Laura.BrownKendrick@co.snohomish.wa.us>  
**Sent:** Tuesday, October 16, 2018 8:51 AM  
**To:** edurpos@lakestevenswa.gov  
**Cc:** White, Lori  
**Subject:** ILA for Municipal Road and Street Services

Eric,

The purpose of this email is to exercise the option to extend the ILA for Municipal Road and Street Services between the City of Lake Stevens and Snohomish County for the first of the two additional three year terms. If you concur, the new termination date of the agreement will be December 31, 2021.

In addition, I would like to acknowledge that Eric Durpos, Public Works Director, will be replacing Mick Monken as the City's Administrator, and that Doug McCormick, County Engineer, will be replacing Owen Carter as the County's Administrator regarding this agreement.

Please respond to this email with your concurrence.

Thank you,

**Laura Brown Kendrick**  
Snohomish County Public Works | Contract Administration  
3000 Rockefeller Ave, M/S 607 | Everett, WA 98201  
425-388-6675 | [laura.brown@snoco.org](mailto:laura.brown@snoco.org)

**NOTICE:** All emails and attachments sent to and from Snohomish County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 13, 2018

**Subject:** Public Hearing - 2019 Budget Ordinance 1038

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

---

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

Approve First Reading of 2019 Budget and Ordinance No. 1038.

**SUMMARY/BACKGROUND**

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

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

The City Council has been reviewing current and forecasted revenues and expenditures including property tax, City staffing plans, and related costs which are incorporated into the proposed 2019 budget ordinance.

The final budget ordinance will reflect the action approved by Council regarding this decision.

The 2019 Proposed Budget document can be downloaded at [www.lakestevenswa.gov](http://www.lakestevenswa.gov).

---

**APPLICABLE CITY POLICIES:**

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, the legislative body shall adopt the budget by ordinance. Per RCW 84.55.120 the legislative body will hold public hearings on the proposed budget for the coming year.

---

**BUDGET IMPACT:**

The budget ordinance will enact into law all approved appropriations for the 2019 calendar year.

---

**ATTACHMENTS:**

- Ordinance 1038
- Exhibit A – Organizational Chart

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. **1038**

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,  
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2019

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2019, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

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

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 13th day of November and the 27th day of November, 2018, at the hour of 7:00 P.M., at the City Council Chambers in the Lake Stevens School District Educational Service Center of said City for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

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

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

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

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2019 is hereby adopted, the content which will be set forth in the document entitled City of Lake Stevens 2019 Annual Budget, 1 copy of which will be on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2019 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2019 as set forth below:

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$9,330,567	\$14,628,397	\$15,160,786	\$8,798,177
101	Street	\$1,999,449	\$2,570,727	\$2,702,905	\$1,867,272
103	Street Reserve	\$1,574	\$24	\$0	\$1,598
111	Drug Seizure & Forfeiture	\$43,640	\$5,654	\$49,000	\$294
112	Municipal Arts Fund	\$20,687	\$310	\$20,963	\$34
210	2008 Bonds	\$0	\$344,605	\$344,605	\$0
213	2015 LTGO Bond	\$0	\$97,221	\$97,221	\$0
301	Cap. Proj.-Dev. Contrib.	\$1,132,014	\$1,221,429	\$500,300	\$1,853,143
302	Park Mitigation	\$58,689	\$1,138,821	\$9,583	\$1,187,928
303	Cap. Imp.-REET	\$3,101,683	\$885,254	\$1,101,844	\$2,885,093
304	Cap. Improvements	\$2,215,104	\$2,694,244	\$2,217,750	\$2,691,598
305	Downtown Redevelopment	\$0	\$0	\$0	\$0
309	Sidewalk Capital Project	\$986,993	\$14,784	\$200,000	\$801,777
310	20th Street SE Corridor CP	\$0	\$0	\$0	\$0
401	Sewer	\$254,071	\$1,044,098	\$1,125,335	\$172,835
410	Storm and Surface Water	\$1,032,395	\$3,573,511	\$3,145,273	\$1,460,633
501	Unemployment	\$67,838	\$1,018	\$10,000	\$58,856
510	Equipment Fund	\$53,308	\$325,502	\$288,721	\$90,089
515	Equipment Fund - Vehicles	\$20,272	\$10,303	\$0	\$30,575
520	Equipment Fund-Police	\$19,357	\$218,290	\$0	\$237,648
530	Equipment Fund-PW	\$805,095	\$414,319	\$139,857	\$1,079,557
540	Aerator Equipment Repl.	\$40	\$0	\$0	\$40
621	Refundable Deposits	\$543	\$101,000	\$101,000	\$543
<u>633</u>	<u>Treasurer's Trust</u>	<u>\$45,100</u>	<u>\$400,000</u>	<u>\$445,100</u>	<u>\$0</u>
	<b>Total</b>	<b>\$21,188,419</b>	<b>\$29,689,510</b>	<b>\$27,660,242</b>	<b>\$23,217,688</b>

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
John Spencer, Mayor

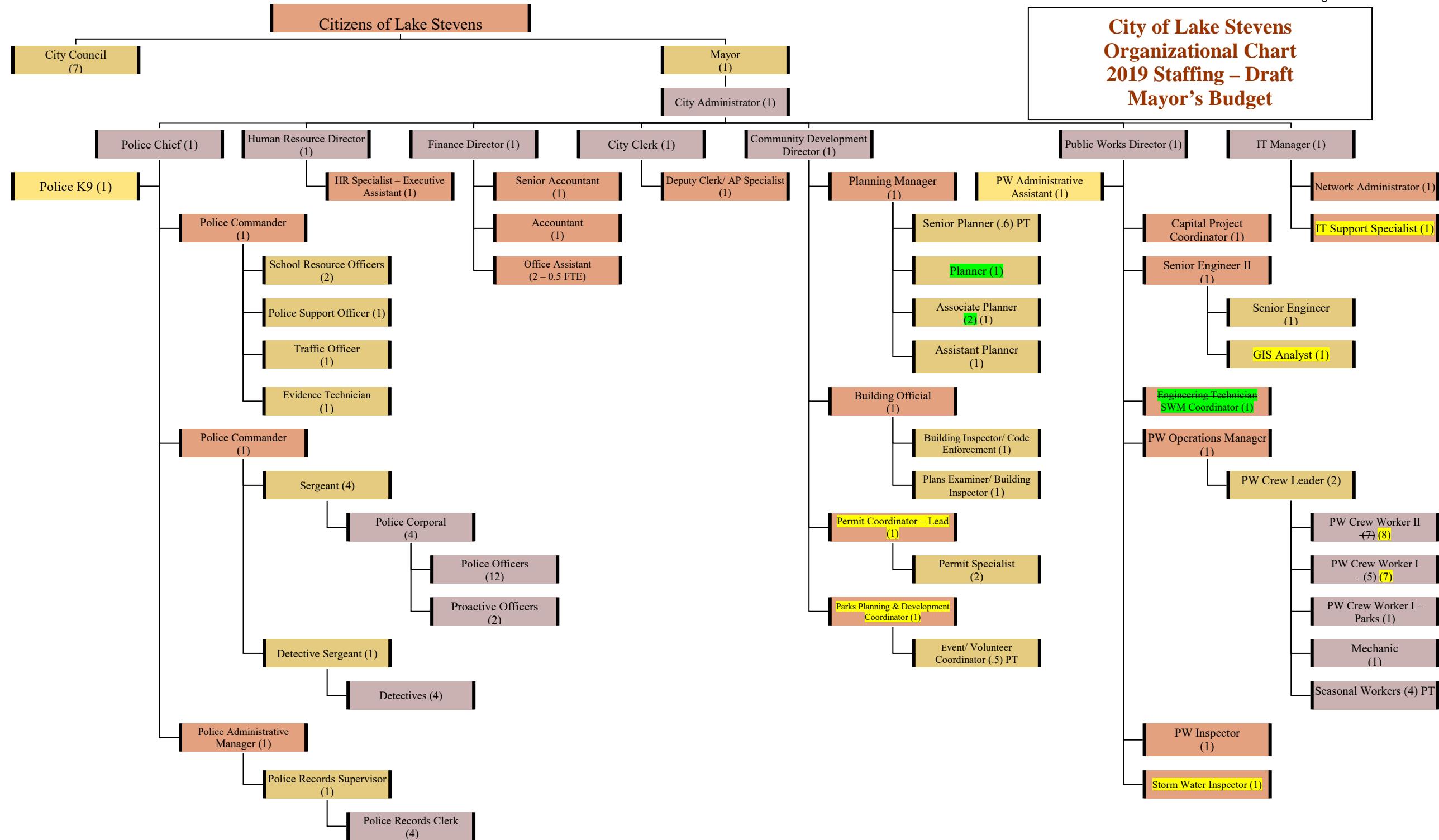
ATTEST:

\_\_\_\_\_  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Greg Rubstello, City Attorney

First Reading: November 13, 2018  
Second Reading: November 27, 2018  
Final Reading:  
Effective:



The  
**CITY OF LAKE STEVENS**

Washington

2019 Proposed Annual Budget



One Community Around the Lake

John Spencer  
Mayor

November 1, 2017



Honorable City Council Members:

It is a pleasure to submit to you my proposed budget for 2019.

Coming off last year's significant growth in staffing; I am presenting to you, a base budget with few increases for 2019. However, even though it is a "flat budget", there are increases needed just to keep up with the cost of doing business and maintaining levels of service.

These base budget increases are described below; but first I would like to report on the significant accomplished in 2018:

Police Department: First and foremost is the quality of our Police Department. Not only did we reach a point of being "fully staffed" but we also gained county-wide respect evidenced by our participation in regional organizations:

- Membership in Regional SWAT team
- Membership in Violent Offender Task force
- Membership in the Terrorism Task force
- Membership in Property crime task force
- Partner in Auto Theft Task Force
- Fully integrated partnership with the Lake Stevens School District
- Successful Wyatt Park partner
- Board membership on Snohomish 911 Board of Directors

It is important that we participate in these organizations to maintain a strong flow of information and intelligence for our officers to maintain a safe city and keep ahead of potential criminal activity. These organizations also provide excellent growth opportunities for our officers who participate, and they clearly keep us on the forefront of preparedness.

Perhaps more noteworthy and a true measure of our success is the very low level of crime we experience in Lake Stevens. We can say, proudly, Lake Stevens has the lowest crime rate among all similar size cities in Snohomish County. That does not happen without quality officers and a strategic approach to policing.

Public Works: Our Public Works Department has leaped ahead in 2018 with the accomplishment of significant work ranging from major storm water and flood control projects to development of new parks. Every day they manage what I call the basic "heats and lights" of the city by maintaining 82 miles of roadway over 100 miles of storm water conveyance and 95 storm water facilities. Most recently they have created a sidewalk team with equipment and skill to build sidewalks throughout the city. The Public Works team has become a "well-oiled" machine that is keeping Lake Stevens a quality community. In addition to this "get it done" work attitude; the in-house team has kept up with development design reviews, managed consultants for 24<sup>th</sup> street design, South Lake Stevens trail design, Callow Road design, Main Street design, Village Way design, and been the city's lead for WSDOT's highways 9 and 204 and Trestle projects. A list of their work accomplishments is below.

- Reviewed 600+ of private development proposals/plans for drainage and design standard compliance.
- Maintained compliance with the Western Washington Phase II Stormwater Permit, including:
- Maintenance/inspection of the Stormwater Utility including 250 private facilities, 85 public facilities, and street sweeping,
  - cleaning of 500+ catch basins, and 4,000+ linear foot of ditches cleaned.
  - 35 Drainage Ponds and facilities cleaned and maintained.
  - Installed 1,500LF of new stormwater pipe & multiple drainage structures.
  - Maintained 50 acres of public parks
- Completed five large capital projects:
  - Lundeen Park – Redevelopment, including new great lawn, irrigation and playground
  - Callow Road – 2400' of improved road including sidewalk
  - 91<sup>st</sup> Ave SE and 4<sup>th</sup> St. SE Improvement Project – 1000' of 10-ft wide multi-use path
  - Pavement overlay of 2700' of both travel lanes of 91<sup>st</sup> Ave SE
  - Eagle Ridge Parking Lot, Rain Garden and Exploration Area
  - Thermal plastic of 40 intersections around Lake Stevens, stop bars, x-walks, and turn arrows
  - Repaired six sections of guard rail that was damaged and in dis repair
- Projects in design or currently under construction:
  - South Lake Stevens Multi-Use Path
  - Main Street Redevelopment
  - North Cove Park Redevelopment
  - Police Station at Chapel Hill
  - Frontier Heights Park Redevelopment
  - Frontier Village Access Road
  - Cavalero Park – Partnership with Snohomish County
  - Public Works Shop Remodel
  - 20<sup>th</sup> Street SE Improvements
  - Harford Road Fish Passage Project – Partnership with Sound Salmon Solutions
  - 123<sup>rd</sup> Ave NE Sidewalk Improvement – Design by City Staff Engineer
  - 117<sup>th</sup> Ave NE Sidewalk Improvement – Design by City Staff Engineer
  - Callow Road Drainage Improvement Project
  - Transportation Improvement Board – 20<sup>th</sup> Ave SE Improvements
  - Community Development Block Grant – Frontier Heights Park

Planning and Economic Development: The Planning and Economic Development Department has continued to maintain a very high level of work from regular permit issuance to economic initiatives; particularly the Costco development proposal.

A significant accomplishment in 2018 was the adoption of the Downtown Plan and North Cove Park Plan. Other significant actions include:

- Adoption and implementation of various components of the Beautification Plan, including the soft shade structures at North Cove Park. Wayfinding and street signage will be acquired by the end of the year.

- Planning and development of Lundein Park, Eagle Ridge Park, 20<sup>th</sup> Street Ballfields and Frontier Heights Park.
- Selection of a firm for the Police Station design.
- Processing large volumes of permits and requests
  - 723 building permits to date
  - 185 land use applications to date
  - 132 business licenses to date
  - 148 code enforcement complaints
- Code amendments to Downtown Regulations, Accessory Dwelling Units, Stormwater, Land Disturbance, Temporary Encampments and Injection Sites, Critical Areas Amendments, Wireless Communications, Road Standards & Lake Rules.
- Completion of the first annexation since 2009 with five more underway.

Human Resources: The Human Resources Department has been very active with:

- Implementation of new on-line recruiting platform (NeoGov)
- Recruitments: 12; Applications Received: 428
- Changes to employee life insurance (city paid) – provided significant increase to the benefit as well as saved almost \$34,000/yr. (approx. 85% decrease over previous provider)
- New medical plan options – High Deductible Health Plan – providing more choices for employees at no cost to the city
- Creation of a new collective bargaining unit and reached agreement for Non-Commissioned employees represented by the Police Guild (previously these employees were in the same agreement with the commissioned police officers, a violation of WAC 391-35-310)
- Formation of a healthcare committee of employees to review market analysis of other providers of healthcare insurance – we've been with AWC for medical/dental/vision for over 10 years, and it is time for us determine if we still have the best coverage/rates or need to make a change
- Overseeing the selection of an electronic time reporting provider

Finance: In addition to the base responsibilities the Finance Department has:

- Reorganized the department with the creation of the new Deputy Clerk/ Accounts Payable Specialist position, and splitting the payroll and purchasing functions, creating balanced workloads
- Developed new citywide Procurement Policy utilizing City Council direction and goals
- Selected an electronic time reporting system.
- Updated payroll procedures by creating new pay cycles and designing new employee time sheets for ease of use and more timely payment of extra time

Information Technology: The IT Department continues to maintain and improve the current infrastructure through:

- Fiber network deployment to City Shop and City Hall to increase network performance and resiliency.
- Moved Telecommunications/Internet Services to the County Datacenter for network resiliency.
- Upgraded City's Telephone System
- Implementation of enterprise content management solution Laserfiche

Once again; our success is how our citizens and customers feel about the City. I hope you receive the same positive feedback that I do on everything we are doing to make this a great place to live.

Your support for the work our city staff performs has continued unabated through 2018, a wonderful tribute to your commitment to make Lake Stevens a great place for families to live. Your support is fantastic. Without it, we would not be in the place we are today.

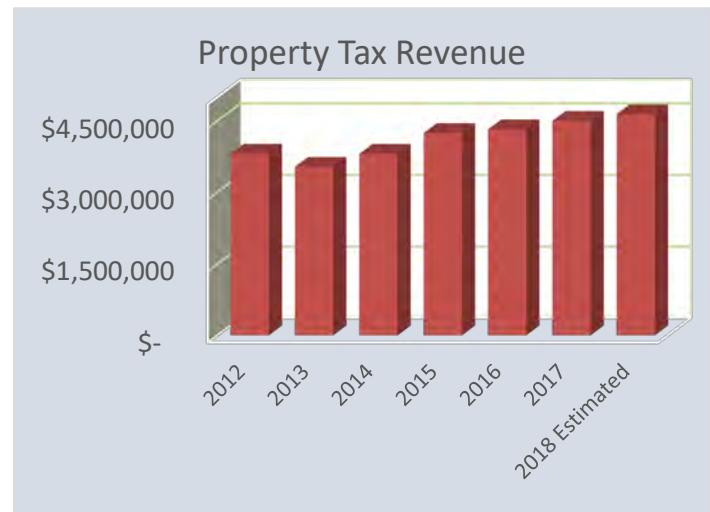
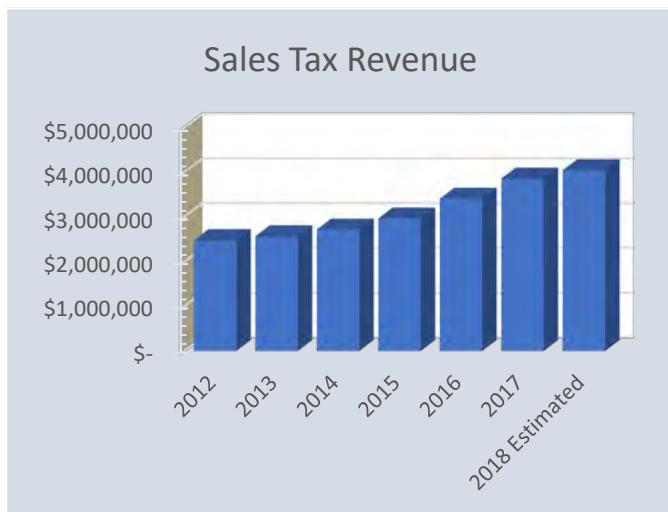
Now for budget:

#### Revenue

Lake Stevens' General Fund revenue, which includes permit related revenues, has grown slowly over the last 8 years as shown in the graph below:



Our projection for 2019 and out to 2024 forecasts continued slow growth assuming no new retailers apart from two that have applied for building permits; Michaels and T.J. Max. We have included low estimates for their potential contribution in 2019 with modest growth through 2024.





Below are the assumptions we have used for 2019 out to 2024:

- 1.) Property tax increase of 1% year over year.
- 2.) Sales tax increase by 5% through 2024
- 3.) Other revenues increasing at a steady rate of 1% to 2% each year.
- 4.) A decrease in building permits.
- 5.) Two new retail establishments
- 6.) Only one-year revenue from internet sales tax.
- 7.) Increased utility taxes on Electric and Gas by 1%
- 8.) Created new utility tax on water, sewer, and garbage at 6%, 2%, and 6% respectively.

### **PROPOSED BUDGET**

Our 2019 budget continues priorities established by Council in 2017 and confirmed again in 2018: (1) sustain high level of public safety, (2) invest in infrastructure to encourage economic development, (3) improve parks and build Cavalero Skateboard Park, (4) revitalize downtown with upgrade of North Cove Park and Main Street improvements, and (5) continue to invest in new and upgraded sidewalks and bikeways.

### **The Base Operating Budget**

While there are limited new expenditure requests for the next year, maintaining the current levels of service in 2019 has significant cost to the base budget. The underlying cost of doing business is driven by:

- 1.) 3.0% cola for non-represented employees (90% of CPI-W).
- 2.) 2% for Teamsters (per contract agreement).
- 3.) 3.0% for Police Guild (90% of CPI-W).
- 4.) Health and other Benefits increase of 4.3%.

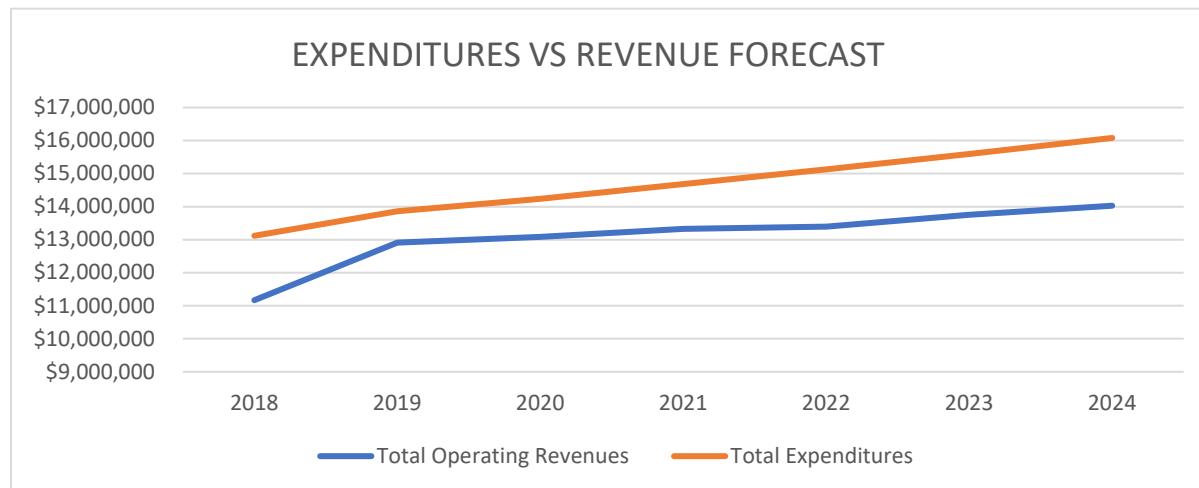
### **Base Budget and Revenue Forecast**

Over the last two years we have used our substantial reserves, combined with state grants to fully staff and invest in infrastructure in response to growth, and more importantly, to recover from years of under investment. I have used 2023 and 2024 as the focal years to end the use of reserves and achieve a balance between income and expenditures without dropping below the 10% reserve policy. This year's budget falls short by one year, hitting the 10% reserve line at the end of 2022. I am confident however, that by restraining the number of staff positions at today's level and prioritizing our capital investments, we can manage expenses to not drop below the base line of 10% reserve.

To manage the risk inherent in these forecasts, we will track and report on 5 key indicators to control budget and get to our goal of 10% reserve in 2023/2024. These indicators are:

1. Quarterly Sales Tax Revenue Growth
2. Real Estate Excise Tax Revenue Changes
3. Changes in Assessed Property Value
4. Changes in Building Permit Activity
5. Puget Sound Economic Growth Indicators

The graphic below shows base budget expenditures v. revenue forecast to 2024 based on assumptions noted above:



### **Budget Request by Department**

**Police Department:** The 2018 budget allowed the PD to achieve a fully staffed level of officers. In 2019 we have one "shared" staff request and various hardware, supplies, and software requests. To partially offset these requests, we are taking a 5% reduction in annual automobile and marine equipment replacement contribution of \$12,000.

1. Police Department will share the cost of an IT specialist to support the increase work load in managing our IT Infrastructure. In particular; this request will allow the PD Commander to step

away from having to handle IT management/administration and focus on his important police management responsibilities.

2. Miscellaneous support material and software; i.e.; computer hardware, advance scheduling software, investigation and forensic equipment at approximately \$39,000.
3. Annual automobile and marine equipment replacement contribution: \$218,000.

**Public Works Department:** This budget includes significant improvements to our Surface Water Management division based on new funding. Our budget requests include:

1. An upgrade in position level and salary for the Surface Water Management Coordinator to accurately reflect the level of responsibility assigned to that position.
2. Five (5) additional staffing position in this division:
  - a. Three (3) Crew Maintenance Workers
  - b. One (1) Public Works Inspector
  - c. One (1) GIS Analyst
3. Capital Equipment purchases:
  - a. Vactor Truck used to maintain SWM catch basins: \$100,000
  - b. 10 Yard Dump Truck for hauling waste dirt: \$100,000
  - c. Utility Boat to assist with Lake Maintenance \$25,000
  - d. Field Maintenance Crew Truck: \$50,000

Additional Public Works budget requests include:

1. Funding for additional cost of water for irrigation of Lundein Park and new Soccer fields.
2. Purchase of one new vehicle for Public Works Field Manager and a trailer to haul the Department backhoe to and from construction sites. This purchase will be offset by avoiding trailer rental fees.
3. Purchase minor equipment for crews
4. Purchase two new mowers to maintain Lundein Park and Soccer fields at a total of \$90,000. One mower is to replace current equipment suffering frequent breakdowns.
5. Complete Lundein and soccer field improvements for \$130,000
6. Construct regulatory compliant decant facility: \$297,000
7. Construct City Owned Fuel system: \$123,000
8. Critical shop remodel: \$200,000

**Information Technology Department:**

1. Market based salary adjustment for current IT Manager
2. Shared IT Specialist working with PD to support city-wide information systems. The city's information technology services have expanded over the last few years requiring more focus on threat assessment and network security. Maintaining the critical functions of network security is exceeding our two-person capacity to keep pace with system growth and increasing frequency of attempted security breaches.
3. Upgrade of VUEWorks Software to the full enterprise version. This software supports the management of City facilities, fleet and utilities operations, inventory management of physical and GIS assets, work order and service request processes, condition and risk analysis, project and budgeting forecasting.

**Planning and Economic Development Department:** The Planning and Economic Development Department is requesting funding for a Permit Coordinator to provide lead on permit management from entry of permit applications to final approval. This coordination is critical to maintain efficient processing of permits and allow senior planners to focus on permit reviews, comprehensive planning and zoning, sub-area development and annexations.

We are also requesting to establish a full time Park Planning and Development coordinator while at the same time reducing the current Park Coordinator to a part time Community Event Coordinator.

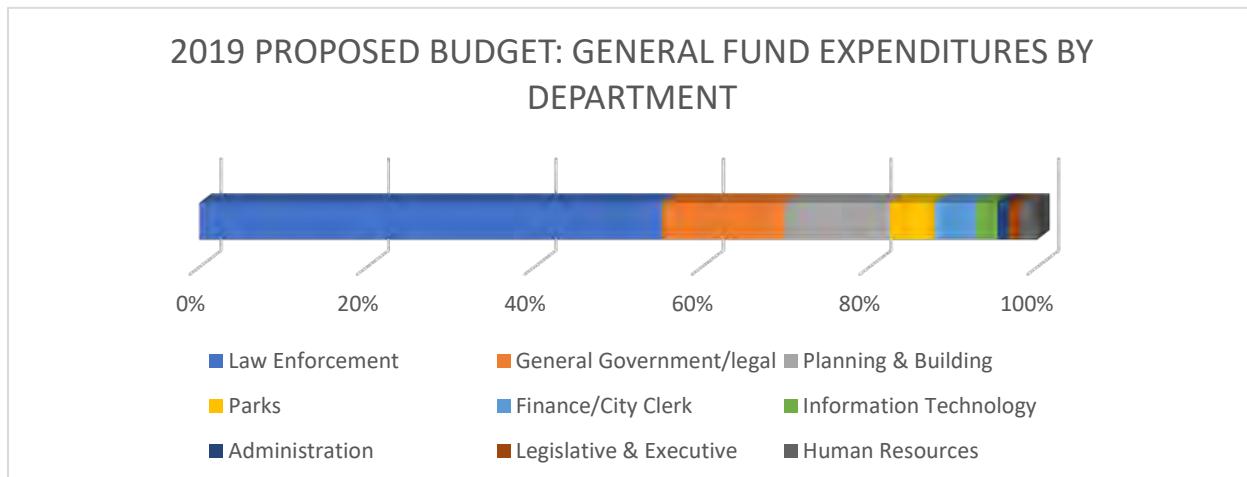
Other major items in the Department's request are \$20,000 for continued implementation of the Beautification Plan and \$30,000 for a new Boat Launch sign. This sign is the City grant match for the WDFW construction of a new boat launch at North Cove.

In 2019, PCD expects workloads to continue at a similar pace, with a greater emphasis on residential building permits, a decrease in subdivisions and an increase in commercial development and public projects resulting from our push to encourage economic development in Lake Stevens. The planning division will also undertake a significant review of the City's comprehensive plan with a focus on growth management and density in relationship to infrastructure conditions. This comprehensive plan will be coordinated with the Snohomish County Tomorrow organization that is taking an aggressive approach to the development of the PSRC 2050 plan, which allocates growth within the region.

**Human Resources Department:** The Human Resources Department has three requests in the proposed budget:

1. Funding to retain Professional Services contract to support the City's share-point software: \$25,000
2. Funding for travel and training: \$1,600
3. Funding to support the City-wide Recognition Program: \$5,000

**Operating Budget Overview:** The graph below illustrates the expenditure percentages for each of our primary functional areas with Law Enforcement and General Government making up the bulk of our general fund expenditure budget; together they total 70% of the budget.



## Major Capital Requests

Our capital requests continue the initiatives begun in 2017: improve transportation, develop our parks, develop our downtown area and North Cove Park, and build a new Police Department Headquarters and new City Hall. There are many other capital items requested and listed in the full budget document.



## Parks

This 2019 budget provides for the parking lot sealing and curb replacement of Lundein Park as well as some minor maintenance work in the restrooms. There is also funding set aside for development of the newly acquired park at Frontier Heights as well as funding for the City's share of Cavalero Park. Staff will be pursuing grant funds for the development of Frontier Heights to match the City's contribution. In addition to the City's financial contribution to Cavalero Park, we will be using our street fund to extend 79<sup>th</sup> Ave. SE across 20<sup>th</sup> Street SE to the entrance to the park. Overall, the City will be investing approximately \$1,412,000 in the initial development of Cavalero Park.

We have set aside \$1,850,000 in 2019 for downtown Main Street and North Cove Park development to match the state capital budget providing approximately \$3.0M for Lake Stevens.

We reserved \$1.6M for the Williams property acquisition, which was initiated in 2018.

## Transportation

Highway 9 and 204: WSDOT continues to move forward with the preferred design of the SR9/SR204 Interchange. The City was approved a grant for design of interchange improvements at SR9 and 4<sup>th</sup> in relation to the SR9/204 interchange. Subsequently, WSDOT included this exit from SR 9 as part of the overall SR9/204 project. The City has requested that the approved grant funds be reallocated to the Village Way entrance to the Village Mall. Legislative approval of this reallocation will be requested in 2019.

The Village Way project will improve connectivity with Frontier Village and reduce traffic using the SR9/204 interchange to access the South end of the Village. It will also provide a detour route during SR9/204 interchange project construction.

The City was awarded a \$752,800 innovative grant for the construction of a compact urban RAB at 91<sup>st</sup> and Market. The preferred design for the SR9/204 interchange includes improvements at SR9 and Market which will impact the efficacy of the roundabout at 91<sup>st</sup> and Market. WSDOT's modeling of a RAB at Market and 91<sup>st</sup> Street demonstrated that a RAB would not be effective. Subsequently, the Public Works Department is evaluating use of the \$752,800.00 or portions of this grant to implement safety improvements at this intersection.

**20<sup>th</sup> Street SE Phase 1 Construction:** The City has applied for a TIB grant for the construction of 20<sup>th</sup> Street SE Phase for improvements from 83<sup>rd</sup> to 91<sup>st</sup>. The notification of award is due to come out in mid-November, with construction likely to take place in the 2019 or 2020 construction season. The total project cost is \$6.8M of which the City will expend \$1.7M.

**Main Street:** To enhance the street environment and encourage walking and biking, the City plans to construct pedestrian and bicycle improvements along Main Street. The improvements include approximately 1,325 linear feet of roadway from 20th Street NE to 16th Street NE. Phase I improvements will be from 20th Street NE to 17th Street NE and include enhanced sidewalks, dedicated multi-use paths, enhanced landscaping and other pedestrian amenities.

The City completed 1.5 lane miles of Overlays in 2018. An equivalent amount is estimated for 2019.

**Safe Routes to School:** In 2018 the city initiated a city-wide sidewalk maintenance and repair program. 600 linear feet of sidewalk were repaired or constructed. It is anticipated that 1000 linear feet will be completed in 2019 using the same budget amount allocated in 2018 of \$200,000.

Work on 24<sup>th</sup> Street SE and 91<sup>st</sup> Avenue SE extensions will continue in tandem with the commercial interest in developing this corner.

### **Police Department**

A set aside of \$1.5M was included in the 2018 budget for design of a new Police Department. Design was started in 2018 and the remaining budget will roll forward into 2019. This budget contains a \$700,000 set aside for prospective debt service starting in 2019 for council issued bonds for a new police department headquarters. This is based on an estimated \$10M debt. Staff are currently working on refining the design with construction commencing in 2019.

A major budget question remains as to whether a municipal court should be included at the Chapel Hill site or at another location. As part of our design work, staff will provide analysis of both the capital options and operating budget associated with a municipal court complex.

### **Public Works**

The public works shop needs to be renovated. The initial conceptual improvements include upgrades to offices, lunch/break room, and the common area where daily meetings occur. The expected budget for these improvements is \$200,000.

### **Other Major Expenditures**

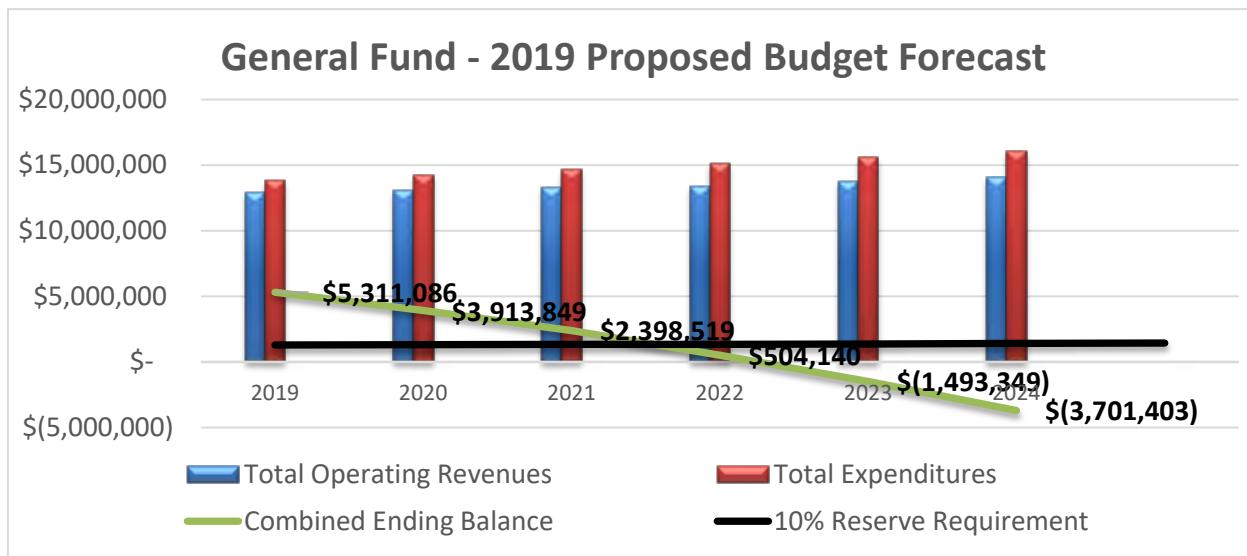
We recommend reducing by \$100,000 the practice of depositing all construction sales tax receipts into a contingency fund for capital projects. The \$100,000 will be deposited directly in the General Fund for general government operations. This change does not impact the ending balance of all funds. We are

recommending this change in recognition that while construction sales tax is a “one-time” revenue, we do expect there to be a base level of construction sales tax revenue regardless of the current high level of construction

### Fund Balance

Maintaining fund balances is a critical part of good fiscal management and protecting the City against major disruptions in providing services. Our current policy is to maintain a minimum balance of 10% of annual revenue in the general fund. As you can see from the chart below; we have maintained this policy and expect to maintain it through the next 6 years.

We do see a decline in balances below the 10% policy when we use the same revenue forecast assumptions out 5 years. While assumptions today are probably not realistic for the next 5 years, this outlook does serve as a warning to maintain constant review of revenue assumptions and long-term commitments.



### Policy Choices

#### Comprehensive Plan Review and Modified/Reduced Housing Densities

In 2019, we will undertake a significant review of Lake Stevens Comprehensive Plan updating the Park Elements, Land Use Element focusing on urban densities and infrastructure and the Capital Facilities Element. This review and update will engage the Council in significant policy choices with respect to housing density, housing supply, affordable housing and housing forms as well as infrastructure priorities and funding.

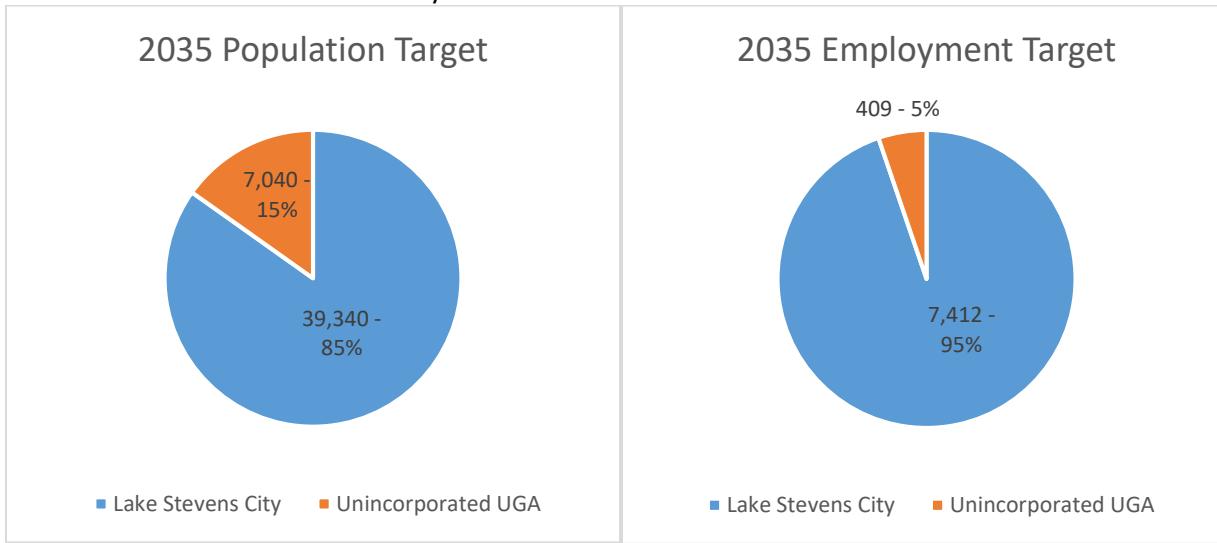
By way of background; the Snohomish County Growth Monitoring Report indicates the population of the City grew by over 341 percent between 2000 and 2010 adding 21,708 people. Annexation and steady residential development fueled this rapid growth. Since 2010, the City population has continued to grow annually by approximately 3.9 percent. The Puget Sound Regional Council (PSRC) has forecast the region to add another one million people by 2040, of which 200,000 are projected to locate in Snohomish

County. Over the next year, the PSRC will be updating its 2040 Plan to 2050 to update transportation and employment center policies, and growth allocations. The current City population allocation is 46,380 including the unincorporated Urban Growth Area (UGA). The job projection is 7,821 jobs also including the UGA. Overall, there is adequate land capacity to accommodate the adopted 2035 population and employment growth targets, but the question remains is there adequate infrastructure to support this growth. Between 2012 and November 2018 over 2,000 single-family dwellings were constructed. Between 2012 and mid-2016, the City has approved 63 new commercial/industrial projects. In 2018, the City saw the construction of Bartell's, the Ram, IHOP and has approved tenant improvements for Michaels and TJ Maxx. The city also approved the construction of a new Industrial Park in the Hartford Industrial Area – one building is under construction and the second is approved. The City has also processed a major renovation of the High School and significant renovations to several elementary schools.

### 2035 Growth Targets

Concurrent with this update; Snohomish County will be updating its Buildable Lands Report, which is the basis for allocating growth among cities and towns in Snohomish County as well as the County itself.

A review of the City of Lake Stevens Comprehensive Plan is needed to put our City in a leadership role with respect to PSRC Policies, the Buildable Lands Report and to respond to growth allocations under the Growth Management Act. A review and update are also needed to address concerns regarding density and the “urban structure” of our city.



I look forward to working with the Council, Planning Commission, citizens and builders on a review and update to our comprehensive plan and development regulations. My goal is to find an acceptable path through the competing challenges to affordable housing, increasing cost of land and construction, inadequate infrastructure (primarily roads) and a growing population desirous to live in our City for its beauty, recreational opportunities and outstanding schools.

As of November 2018, there are approximately 400 acres of remaining buildable / re-developable acres in the city, including commercial and residential lands. As we move through the discussion on lot sizes and density, we need to find to balance Growth Management, Aesthetics, Affordability Neighborhood

Diversity and Community Identity as we build out the remainder of vacant properties in the city and urban growth area.

**Social Services Funding: Senior Center, Food Bank, Family Center and Health District**

Should budget items for Senior Center and Health District be continued?

The 2018 budget included \$40,000 to assist the Senior Center to make progress toward self-sufficiency. None of this funding was used and has been carried over in the 2019 budget with no additional amounts. This budget proposes to maintain the \$40,000 for the Senior Center and not compound this each year. The goal of this funding remains to assist the Senior Center to become self-sufficient.

The 2018 budget included \$1 per capita funding of \$30,900 for the Snohomish County Health District. The 2019 budget includes the same commitment to the Snohomish County Health District in the amount of \$32,000.

**Transportation Benefit District (TBD)**

This budget request includes an assumption that the City will implement a TBD in 2019 using the license plate tab mechanism though, the Council may choose to use either or both a tab fee and a sales tax increase of up to .02%.

**Police Station Building – Municipal Court**

Should a municipal court space and court operations be included in the PD capital and operating budget.

**Conclusion**

I look forward to working with the Council and maintaining a strong reporting process to track expenditures and revenues to achieve our goal of maintaining the 10% reserve in 2023/2024.

Sincerely,

A handwritten signature in blue ink that reads "John Spencer". The signature is fluid and cursive, with "John" on the top line and "Spencer" on the bottom line.

John Spencer, Mayor

**2019 Proposed Budget Requests**

Department	Position	Proposed Budget
Information Technology	IT Manager - Market Rate Salary Adjustment	\$13,000
Information Technology/ Police	IT Support Specialist	\$92,598
Community Development	Permit Coordinator	\$95,800
Community Development	Parks Planning and Development Coordinator	\$107,000
Public Works - SWM	SWM Coordinator	\$4,500
Public Works - SWM	SWM Crew Worker 1	\$62,160
Public Works - SWM	SWM Crew Worker 1	\$62,160
Public Works - SWM	SWM Crew Worker 2	\$80,758
Public Works - SWM	SWM Inspector	\$88,687
Public Works - SWM	SWM GIS Analyst	\$95,390

Department	Item Description	Proposed Budget
Human Resources	Increase Professional Services	\$25,000
Human Resources	Increase Staff Development	\$1,649
Human Resources	Employee Recognition Funding	\$5,000
Information Technology	VUEWorks Upgrade to Enterprise Edition	\$35,000
Information Technology	Staff Development	\$3,300
Information Technology	Data Center Hardware Extended Service Agreement	\$6,700
Information Technology	ESRI GIS Server Standard & ArcDesktop Standard License	\$45,216
Police	Detective Camera	\$1,600
Police	Arson Investigation Equipment	\$3,045
Police	Trauma Kits	\$4,652
Police	Forensic Computer	\$19,000
Police	Two Factor Authentication	\$2,700
Police	Advanced Scheduling Software	\$8,400
Community Development	Beautification Program	\$20,000
Transportation Benefit District	Administrative Costs	\$31,000
Public Works - Parks	Lundeen Park Irrigation	\$10,000
Public Works - Parks	20th Street SE Soccer Fields	\$10,000
Public Works SWM	Vactor Truck Lease	\$100,000
Public Works SWM	10 Yard Dump Truck	\$100,000
Public Works SWM	Fleet Vehicle - Staff Maintenance Truck	\$50,000
Public Works SWM	Utility Boat	\$25,000
Public Works Capital	Fleet Vehicle - New Operations Manager	\$40,000
Public Works Capital	Trailer for Komatsu	\$37,000
Public Works Capital	Air Compressor	\$2,000
Public Works Capital	Stand up Mower	\$10,000
Public Works Capital	Commercial Mower	\$1,000
Public Works Capital Project	Lundeen Park Improvements - Curbing/Paving	\$50,000
Public Works Capital Project	20th SE Soccer Fields	\$80,000
Public Works Capital Project	Boat Launch Sign	\$30,000
Public Works Capital Project	Decant Facility	\$297,000
Public Works Capital Project	PW Shop Remodel	\$200,000
Public Works Capital Project	Fuel System	\$123,600

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	<b>General Beginning Cash</b>	<b>\$ 8,871,550</b>	<b>\$ 6,138,958</b>	<b>\$ 6,138,958</b>	<b>\$ 4,361,676</b>
001	Real & Personal Property Tax	\$ 3,232,561	\$ 3,338,633	\$ 3,339,219	\$ 3,468,013
001	Local Retail Sales-Use Tax	\$ 2,712,703	\$ 2,733,461	\$ 2,658,977	\$ 2,835,350
	Construction Sales Tax				\$ 100,000
001	Criminal Justice Sales-Use Tax	\$ 534,791	\$ 557,859	\$ 579,286	\$ 584,358
001	Other Govt Utility - Electric	\$ 836,768	\$ 801,715	\$ 872,900	\$ 915,000
001	Private Utility - Gas	\$ 352,440	\$ 319,464	\$ 342,219	\$ 349,731
001	Private Utility - Telephone	\$ 507,662	\$ 616,100	\$ 455,360	\$ 465,000
001	Franchise Fees	\$ -	\$ -	\$ -	\$ -
001	Gambling Tx - Punch-Pull Tabs	\$ 20,108	\$ 18,900	\$ 25,020	\$ 25,521
001	Gambling Tx - Bingo & Raffles	\$ -	\$ -	\$ -	\$ -
001	Gambling Tx - Amuse Games	\$ 1,056	\$ 2,106	\$ 60	\$ -
001	Leasehold Excise Tax	\$ 8,424	\$ 6,528	\$ 7,788	\$ 5,000
001	Concessions	\$ 2,585	\$ 1,500	\$ 629	\$ 1,500
001	Franchise Fee - Cable	\$ 427,278	\$ 390,711	\$ 408,860	\$ 418,000
001	Bus. Lic - Other	\$ 61,280	\$ 58,934	\$ 63,248	\$ 65,514
001	Building Permits	\$ 827,231	\$ -	\$ -	\$ -
001	Animal Licenses	\$ 2,124	\$ 2,000	\$ 2,037	\$ 2,100
001	Weapon License Permit - Local	\$ 9,946	\$ 10,000	\$ 10,697	\$ 11,213
001	Other Non-Bus. Event Permits	\$ 640	\$ 1,000	\$ 1,000	\$ 1,377
001	DOJ Fed Dir 16.607 BPV Grant	\$ 4,509	\$ 4,000	\$ 4,000	\$ 4,080
001	Equitable Sharing - Fed Seize	\$ -	\$ -	\$ -	\$ -
001	DOJ Fed Ind 16.554 NCHIP	\$ -	\$ -	\$ -	\$ -
001	DOT Fed Ind 20.600 Hwy Safety	\$ 5,431	\$ -	\$ 5,904	\$ 5,000
001	DHS Fed Ind 97.012 Boat Safety	\$ 14,114	\$ 14,500	\$ 14,500	\$ 14,500
001	DHS Fed Ind 97.012 MPOC	\$ -	\$ -	\$ -	\$ -
001	DHS Fed Ind 97.036 FEMA	\$ -	\$ -	\$ -	\$ -
001	WA OPD - Social Worker	\$ 2,260	\$ 25,000	\$ 25,000	\$ 25,000
001	WA Commerce - City Hall Grant	\$ 299,730	\$ -	\$ -	\$ -
001	L&I Stay at Work Program	\$ -	\$ -	\$ -	\$ -
001	PUD Privilege Tax	\$ 116,168	\$ 115,000	\$ 126,790	\$ 128,000
001	Vessel Registration Fees	\$ 11,718	\$ 13,000	\$ 11,766	\$ 12,000
001	City-County Assistance	\$ 116,997	\$ 100,000	\$ 128,114	\$ 125,000
001	Crim Jus - High Crime	\$ -	\$ -	\$ -	\$ -
001	Crim Jus - Violent Crimes-Pop	\$ 8,736	\$ 9,839	\$ 13,701	\$ 9,177
001	Crim Jus - Special Programs	\$ 31,709	\$ 33,644	\$ 49,561	\$ 33,244
001	Marijuana Enforcement	\$ 19,815	\$ 20,699	\$ 76,927	
001	Marijuana Excise Tax	\$ -	\$ -	\$ 22,888	\$ 65,000
001	DUI & Other Crim Jus Assist	\$ 4,683	\$ 4,760	\$ 4,692	\$ 4,786
001	Liquor-Beer Excise Tax	\$ 148,942	\$ 156,161	\$ 155,915	\$ 163,710
001	Liquor Control Board Profits	\$ 260,885	\$ 263,125	\$ 263,008	\$ 268,280
001	Housing Authority Pay In Lieu	\$ -	\$ 135	\$ 135	\$ 135
001	ARRA DOJ Fed Dir - 16.804 IT	\$ -	\$ -	\$ -	\$ -
001	Accting Srv - ILA Lobbying	\$ -	\$ -	\$ -	\$ -
001	Sales of Maps-Publications	\$ -	\$ -	\$ 16	\$ -
001	Duplicating Srv	\$ 273	\$ 517	\$ 318	\$ 300
001	Duplicating Srv - PRR	\$ 922	\$ 696	\$ 1,514	\$ 1,500
001	Duplicating Srv - Laminate	\$ 1,904	\$ 2,035	\$ 1,979	\$ 2,000
001	Technology Fee	\$ 6,020	\$ -	\$ -	\$ -
001	Election Candidate Filing Fee	\$ -	\$ -	\$ -	\$ -
001	Passports	\$ 84,807	\$ 75,000	\$ 94,225	\$ 96,000
001	Passport Photos	\$ 30,016	\$ 25,000	\$ 28,132	\$ 29,000

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	LE Services	\$ 190	\$ 300	\$ 173	\$ 200
001	LE Services - Extra Duty	\$ 6,276	\$ 10,000	\$ 6,000	\$ 6,000
001	LE Services - SRO	\$ 137,613	\$ 157,707	\$ 166,629	\$ 183,050
001	LE - Fingerprinting	\$ 1,481	\$ 1,500	\$ 1,880	\$ 1,900
001	Background Check -Temp Bus Lic	\$ 48	\$ -	\$ 48	\$ 49
001	Protective Inspections - Fire	\$ 2,068	\$ 1,500	\$ 4,372	\$ 3,000
001	Information Srv- ILA	\$ 49,859	\$ -	\$ -	\$ -
001	Zoning and Subdivision Fees	\$ 295,162	\$ -	\$ -	\$ -
001	Zoning&Subdiv-Pymnt In-Lieu	\$ -	\$ -	\$ -	\$ -
001	Planning - Developer Reimburse	\$ 35	\$ 1,000	\$ 1,440	\$ -
001	Preferred Vendor Review Fee	\$ 800	\$ -	\$ -	\$ -
001	Requested Hearing Fee	\$ 150	\$ 300	\$ 350	\$ 350
001	Impact Fee Adj Deferral APP	\$ -	\$ -	\$ -	\$ -
001	Reimb - Sno Isle Library	\$ 6,145	\$ 6,145	\$ 5,998	\$ 6,000
001	Boating Safety Class	\$ -	\$ -	\$ -	\$ -
001	Mandatory Insurance-Admin Fee	\$ -	\$ -	\$ -	\$ -
001	District Court	\$ 193,209	\$ 150,000	\$ 260,154	\$ 273,000
001	Violations Bureau - Local	\$ 2,600	\$ 4,000	\$ 5,200	\$ 5,000
001	Building Code Enforce Fines	\$ -	\$ -	\$ -	\$ -
001	Animal Impound Fees	\$ -	\$ -	\$ 270	\$ -
001	Investment Interest	\$ 65,501	\$ 57,010	\$ 85,517	\$ 60,000
001	Real & Personal Prop Tax Int	\$ 1,523	\$ 1,568	\$ 2,058	\$ 2,000
001	Sales & Use Tax Interest	\$ 3,020	\$ 2,000	\$ 4,831	\$ 4,000
001	Leasehold Excise Tax Interest	\$ 5	\$ 5	\$ 11	\$ 10
001	Special Event - Rental Reimb	\$ 400	\$ 500	\$ 1,000	\$ 500
001	Boat Launch Parking Fees	\$ 8,348	\$ 7,300	\$ 7,960	\$ 8,000
001	Boat Launch Closure Fees	\$ 195	\$ 200	\$ 200	\$ 200
001	Lundeen Shelter Rental	\$ 7,414	\$ 5,000	\$ 5,000	\$ 7,500
001	Community Center Rental	\$ 5,640	\$ 5,000	\$ 6,000	\$ -
001	VIC Rental	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
001	City Shop Lease	\$ 26,055	\$ 26,000	\$ 13,293	\$ -
001	WWTP Property Lease	\$ 10	\$ 10	\$ 10	\$ 10
001	Ranheim Property Lease	\$ 20,968	\$ 19,355	\$ 8,224	\$ -
001	Food Bank Lease	\$ 120	\$ 120	\$ 120	\$ 120
001	Community Garden Rental Fees	\$ 720	\$ 440	\$ 600	\$ 600
001	Arts Commission Donation	\$ -	\$ -	\$ -	\$ -
001	Arts-Sidewalk Chalk	\$ -	\$ -	\$ -	\$ -
001	Donation-Police Dept	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
001	Private Grants - HR	\$ 700	\$ 700	\$ -	\$ 700
001	Private Party Grant/Donation	\$ 2,325	\$ -	\$ 1,299	\$ -
001	Sale of Surplus	\$ -	\$ -	\$ 1,000	\$ -
001	Unclaimed Money & Property	\$ 2,839	\$ 1,200	\$ 1,170	\$ 1,194
001	Sale of Confiscated & Forfeite	\$ 699	\$ 500	\$ 64	\$ 98
001	Misc Rev. Judgment-Settlement	\$ 640	\$ 500	\$ 486	\$ 500
001	Employee Reimb Contrib- Guns	\$ -	\$ -	\$ -	\$ -
001	Cash Adjustments	\$ 0	\$ -	\$ 10	\$ -
001	Miscellaneous Revenue - Other	\$ 597	\$ 500	\$ 2,128	\$ 500
001	Refundable Customer Deposits	\$ 100	\$ -	\$ 300	\$ -
001	Seizure - State Portion	\$ -	\$ -	\$ -	\$ -
001	Refunds or Overpayments	\$ 182	\$ -	\$ 1,792	\$ -
001	Sale of Capital - Pk Property	\$ 3,590,000	\$ -	\$ -	\$ -
001	Insurance Recoveries - Capital	\$ 286	\$ 2,000	\$ -	\$ -

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	Interfund Transfer In (permit revenues)	\$ 2,717	\$ 1,500,000	\$ 674,950	\$ 720,000
001	Insurance Recoveries - Non Cap	\$ 2,633	\$ 5,000	\$ 10,000	\$ -
001	Grant Receipt - Arlington	\$ -	\$ -	\$ -	\$ -
<i>Additional Revenues</i>					\$ 862,400
	<b>Revenue Total</b>	<b>\$ 15,147,708</b>	<b>\$ 11,700,581</b>	<b>\$ 11,088,126</b>	<b>\$ 12,392,470</b>
001	Refund of Deposits	\$ -	\$ -	\$ 1,400	\$ -
001	Legislative - Salaries	\$ 61,331	\$ 67,200	\$ 58,450	\$ 67,200
001	Legislative - Social Security	\$ 3,534	\$ 5,141	\$ 3,762	\$ 5,141
001	Legislative - Workmans Compen	\$ 158	\$ 499	\$ 134	\$ 238
001	Legislative - Operating Costs	\$ 3,457	\$ 500	\$ 33	\$ 500
001	Legislative - Communication	\$ 4,048	\$ 4,800	\$ 4,196	\$ 4,500
001	Legislative - Travel & Mtgs	\$ 19,733	\$ 43,800	\$ 16,041	\$ 20,000
001	Legislative - Rentals	\$ 746	\$ 1,000	\$ 1,591	\$ 1,600
001	Legislative - Prof. Developmen	\$ 5,680	\$ 14,275	\$ 340	\$ 5,000
001	Legislative-C.C.Retreat	\$ 2,925	\$ 5,000	\$ 2,925	\$ 5,000
001	Executive - Salaries	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
001	Executive - Social Security	\$ 2,994	\$ 1,836	\$ 2,546	\$ 1,836
001	Executive - Workmans Comp	\$ 42	\$ 295	\$ 29	\$ 295
001	Executive - Supplies	\$ 395	\$ 500	\$ -	\$ 200
001	Executive - Communication	\$ 805	\$ 1,050	\$ 1,199	\$ 600
001	Executive - Travel & Mtgs	\$ 2,673	\$ 3,000	\$ 3,316	\$ 4,000
001	Executive - Miscellaneous	\$ 391	\$ 100	\$ -	\$ 100
001	Executive - Prof. Development	\$ 760	\$ 1,000	\$ 372	\$ 600
001	Executive - Board/Staff Apprec	\$ 396	\$ 1,000	\$ -	\$ 500
001	Legislative - Election Costs	\$ -	\$ -	\$ -	\$ -
001	Legislative - Election Costs	\$ -	\$ 10,000	\$ 7,351	\$ 10,000
001	Legislative - Voter Reg Fees	\$ -	\$ -	\$ -	\$ -
001	Legislative - Voter Reg Fees	\$ 37,224	\$ 40,000	\$ 35,094	\$ 40,000
<b>001</b>	<b>Legislative &amp; Executive</b>	<b>\$ 171,292</b>	<b>\$ 224,996</b>	<b>\$ 162,779</b>	<b>\$ 191,310</b>
001	AD-Salaries	\$ 120,958	\$ 125,433	\$ 139,844	\$ 129,830
001	AD-Overtime	\$ -	\$ -	\$ 228	\$ -
001	AD-Benefits	\$ 18,315	\$ 13,505	\$ 20,152	\$ 13,959
001	AD-Social Security	\$ 10,212	\$ 9,137	\$ 10,500	\$ 9,473
001	AD-Retirement	\$ 26,385	\$ 21,140	\$ 21,656	\$ 22,079
001	AD-Workmans Compensation	\$ 260	\$ 209	\$ 207	\$ 393
001	AD-Office Supply	\$ 580	\$ 500	\$ 466	\$ 500
001	AD-Professional Services	\$ 882	\$ 1,000	\$ 1,531	\$ 1,000
001	AD-Communications	\$ 1,037	\$ 1,250	\$ 1,007	\$ 1,100
001	AD-Travel & Meetings	\$ 5,842	\$ 5,000	\$ 5,203	\$ 5,000
001	AD-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -
001	AD-Staff Development	\$ 1,782	\$ 2,000	\$ 2,413	\$ 2,000
001	AD-Miscellaneous	\$ 1,575	\$ 2,000	\$ 2,287	\$ 2,000
<b>001</b>	<b>Administration</b>	<b>\$ 187,828</b>	<b>\$ 181,174</b>	<b>\$ 205,493</b>	<b>\$ 187,334</b>
001	CC-Salaries	\$ 110,867	\$ 152,554	\$ 141,164	\$ 88,723
001	CC-Overtime	\$ 3,018	\$ 4,000	\$ 2,849	\$ 3,799
001	CC-Benefits	\$ 18,515	\$ 23,437	\$ 21,484	\$ 7,690
001	CC-Social Security	\$ 9,119	\$ 11,181	\$ 11,180	\$ 6,787
001	CC-Retirement	\$ 13,606	\$ 19,760	\$ 16,789	\$ 11,383
001	CC-Workmans Compensation	\$ 406	\$ 525	\$ 391	\$ 488
001	CC-Office Supply	\$ 470	\$ 2,250	\$ 1,300	\$ 1,000
001	CC-Professional Services	\$ 4,582	\$ 62,000	\$ 62,000	\$ 8,000
001	CC-Communications	\$ 910	\$ 1,000	\$ 914	\$ 1,000

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	CC-Travel & Meetings	\$ 1,993	\$ 3,855	\$ 2,815	\$ 3,000
001	CC-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -
001	CC-Miscellaneous	\$ 400	\$ 725	\$ 695	\$ 400
001	CC-Misc CC Fees DOL	\$ -	\$ -	\$ -	\$ -
001	CC-Staff Development	\$ 2,285	\$ 2,250	\$ 1,592	\$ 2,250
<b>001</b>	<b>City Clerk</b>	<b>\$ 166,172</b>	<b>\$ 283,537</b>	<b>\$ 263,172</b>	<b>\$ 134,520</b>
001	FI-Salaries	\$ 193,855	\$ 240,535	\$ 226,336	\$ 325,856
001	FI-Overtime	\$ -	\$ 1,000	\$ 2,162	\$ 2,763
001	FI-Benefits	\$ 39,133	\$ 45,619	\$ 45,248	\$ 53,914
001	FI-Social Security	\$ 17,650	\$ 18,497	\$ 19,651	\$ 24,928
001	FI-Retirement	\$ 26,065	\$ 31,055	\$ 30,821	\$ 41,807
001	FI-Workmans Comp	\$ 738	\$ 781	\$ 664	\$ 1,500
001	FI-Office Supplies	\$ 2,316	\$ 5,500	\$ 1,360	\$ 2,500
001	FI-Professional Service	\$ 69,022	\$ 65,152	\$ 65,152	\$ 35,000
001	FI-Advertising	\$ -	\$ 750	\$ 52	\$ 100
001	FI-Communications	\$ 300	\$ 500	\$ 616	\$ 650
001	FI-Travel & Meetings	\$ 2,826	\$ 5,255	\$ 2,000	\$ 3,000
001	FI-Insurance	\$ 113	\$ 120	\$ 109	\$ 120
001	FI-Software Maint	\$ 31,124	\$ 25,400	\$ 25,400	\$ -
001	FI-Miscellaneous	\$ 516	\$ 650	\$ 626	\$ 650
001	FI-Staff Development	\$ 1,530	\$ 3,000	\$ 1,499	\$ 2,300
001	FI-Banking Services	\$ 288	\$ 1,500	\$ 709	\$ 1,000
001	FI - Credit Card Services	\$ 38,616	\$ 58,920	\$ 43,145	\$ 50,000
001	FI- Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>001</b>	<b>Finance</b>	<b>\$ 424,091</b>	<b>\$ 504,234</b>	<b>\$ 465,551</b>	<b>\$ 546,088</b>
001	HR-Safety Program	\$ 1,474	\$ 2,000	\$ 2,000	\$ 2,000
001	HR-Wellness Program	\$ 816	\$ 2,000	\$ 2,000	\$ 2,000
001	HR-Salaries	\$ 88,044	\$ 154,360	\$ 136,747	\$ 162,766
001	HR-Overtime	\$ -	\$ -	\$ 684	\$ 500
001	HR-Benefits	\$ 21,920	\$ 37,002	\$ 26,628	\$ 29,705
001	HR-Soc Security	\$ 6,688	\$ 7,569	\$ 10,337	\$ 12,452
001	HR-Retirement	\$ 9,460	\$ 12,566	\$ 17,476	\$ 20,883
001	HR-Workmans Compensation	\$ 178	\$ 230	\$ 305	\$ 695
001	HR-Office Supplies	\$ 853	\$ 1,050	\$ 1,153	\$ 900
001	HR-Operating Cost	\$ 1,112	\$ 2,800	\$ 1,009	\$ 1,500
001	HR-Professional Services	\$ 17,982	\$ 10,000	\$ 19,740	\$ 10,000
001	HR-Communications	\$ 799	\$ 871	\$ 879	\$ 950
001	HR-Travel & Meetings	\$ 336	\$ 1,200	\$ 1,543	\$ 1,200
001	HR-Miscellaneous	\$ 275	\$ 350	\$ 708	\$ 1,100
001	HR - Staff Development	\$ 25	\$ 1,151	\$ 1,643	\$ 1,150
001	HR-Civil - Office Supply	\$ -	\$ 250	\$ -	\$ -
001	HR-Civil - Professional Srv	\$ 1,275	\$ 1,700	\$ -	\$ -
<b>HR Position Request Subtotal</b>					\$ -
<b>HR Item Request</b>					\$ 31,649
<b>001</b>	<b>Human Resources</b>	<b>\$ 151,236</b>	<b>\$ 235,099</b>	<b>\$ 222,853</b>	<b>\$ 279,450</b>
001	IT-Salaries	\$ 146,359	\$ 154,198	\$ 151,926	\$ 159,725
001	IT-Overtime	\$ 549	\$ 1,000	\$ -	\$ 1,000
001	IT-Benefits	\$ 38,410	\$ 36,784	\$ 36,367	\$ 37,311
001	IT-Soc Security	\$ 11,059	\$ 11,381	\$ 11,485	\$ 12,219
001	IT-Retirement	\$ 17,544	\$ 19,494	\$ 19,317	\$ 20,493
001	IT-Workmans Compensation	\$ 436	\$ 472	\$ 364	\$ 708
001	IT-Office Supplies	\$ 504	\$ 5,000	\$ 3,386	\$ 3,000

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	IT-Fuel	\$ -	\$ 200	\$ -	\$ 200
001	IT-Professional Services	\$ 52,375	\$ 56,625	\$ 56,625	\$ 25,000
001	IT-Communications	\$ 2,053	\$ 2,116	\$ 1,826	\$ 1,993
001	IT-Travel & Meetings	\$ 696	\$ 3,500	\$ 262	\$ 2,500
001	IT-Repair & Maintenance	\$ 1,834	\$ 5,000	\$ 5,000	\$ 4,000
001	IT-Miscellaneous	\$ 75	\$ 200	\$ 180	\$ 200
001	IT-Staff Development	\$ 4,245	\$ 4,000	\$ 4,619	\$ 4,300
<b>IT Position Reclass or Realignment of Salary Subtotal</b>					\$ 13,000
<b>IT Position Request Subtotal</b>					\$ 70,374
<b>IT Item Request Subtotal</b>					\$ 3,300
<b>001</b>	<b>Information Technology</b>	<b>\$ 276,137</b>	<b>\$ 299,970</b>	<b>\$ 291,357</b>	<b>\$ 359,323</b>
001	Pension and Other Benefits	\$ -	\$ -	\$ -	\$ -
001	PL-Salaries	\$ 400,143	\$ 572,876	\$ 428,129	\$ 603,882
001	PL-Overtime	\$ 542	\$ 1,000	\$ 2,925	\$ 1,030
001	PL-Benefits	\$ 90,018	\$ 116,654	\$ 105,066	\$ 130,687
001	PL-Social Security	\$ 32,932	\$ 45,511	\$ 38,477	\$ 46,197
001	PL-Retirement	\$ 51,637	\$ 75,780	\$ 63,502	\$ 77,478
001	PL-Workmans Comp	\$ 1,521	\$ 2,232	\$ 1,346	\$ 2,988
001	PL-Office Supplies	\$ 2,563	\$ 4,000	\$ 3,157	\$ 4,000
001	PL-Operating Costs	\$ 2,602	\$ 6,000	\$ 2,047	\$ 4,000
001	PL-Fuel	\$ 99	\$ 86	\$ 82	\$ 86
001	PL-Small Tools	\$ 66	\$ 500	\$ -	\$ -
001	PL-Professional Servic	\$ 29,652	\$ 10,000	\$ 8,023	\$ 10,000
001	PL-CA-Developer Reimb	\$ 20,602	\$ 15,000	\$ 1,000	\$ -
001	PL-Software Maint.	\$ 8,407	\$ 30,344	\$ 30,344	\$ -
001	PL-Advertising	\$ 15,214	\$ 20,000	\$ 4,409	\$ 15,000
001	PL-Communication	\$ 4,806	\$ 4,768	\$ 4,329	\$ 4,725
001	PL-Travel & Mtgs	\$ 5,371	\$ 8,000	\$ 1,943	\$ 6,000
001	PL-Repairs & Maint.	\$ 3,462	\$ 2,500	\$ 1,058	\$ 1,500
001	PL-Miscellaneous	\$ 673	\$ 300	\$ 740	\$ 700
001	PL-Staff Development	\$ 3,396	\$ 12,000	\$ 3,311	\$ 6,000
001	PL-Printing and Bindin	\$ 48	\$ 1,000	\$ -	\$ 1,000
001	PL-UGA-RUTA-Annexation	\$ -	\$ 10,000	\$ 162	\$ 10,000
001	PL-Prof Serv-Hearing E	\$ 31,102	\$ 30,000	\$ -	\$ -
001	Permit Related Professional Sr	\$ -	\$ -	\$ 141,113	\$ 145,000
001	PL-Commision - Travel & Mtgs	\$ -	\$ -	\$ -	\$ -
001	PL-Commission - Misc	\$ -	\$ -	\$ -	\$ -
001	PL-Economic Devel	\$ 141,526	\$ 68,000	\$ 68,220	\$ -
001	PL-Econ Dev - Travel-Training	\$ 252	\$ 5,000	\$ -	\$ -
001	PB-Salaries	\$ 247,032	\$ 288,434	\$ 226,479	\$ 299,029
001	PB-Overtime	\$ 204	\$ 1,000	\$ 1,501	\$ 1,030
001	PB-Benefits	\$ 67,045	\$ 75,697	\$ 51,400	\$ 76,831
001	PB-Social Security	\$ 17,290	\$ 22,065	\$ 14,989	\$ 22,876
001	PB-Retirement	\$ 26,922	\$ 36,631	\$ 25,181	\$ 38,365
001	PB-Workmans Comp	\$ 5,056	\$ 6,815	\$ 2,897	\$ 7,273
001	PB-Office Supplies	\$ 1,575	\$ 2,000	\$ 1,158	\$ 2,000
001	PB-Operating Cost	\$ 605	\$ 1,700	\$ 1,395	\$ 1,700
001	PB - Clothing	\$ 174	\$ 900	\$ 189	\$ 500
001	PB-Fuel	\$ 1,518	\$ 2,000	\$ 2,681	\$ 2,755
001	PB-Professional Srv	\$ 7,432	\$ 6,000	\$ 413	\$ 6,000
001	PB-Advertising	\$ 1,012	\$ 1,000	\$ 692	\$ 1,000
001	PB-Communication	\$ 2,167	\$ 1,575	\$ 1,543	\$ 1,695

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	PB-Travel & Mtgs	\$ 1,664	\$ 4,000	\$ 363	\$ 3,000
001	PB-Repair & Maintenance	\$ 3,077	\$ 2,500	\$ 1,124	\$ 2,500
001	PB-Miscellaneous	\$ 325	\$ 300	\$ 180	\$ 300
001	PB-Staff Development	\$ 2,884	\$ 6,000	\$ 1,407	\$ 4,000
001	PL - Park & Recreation	\$ 1,529	\$ 15,000	\$ 1,087	\$ 25,000
001	PL-Capital Outlay	\$ -	\$ -	\$ -	\$ -
001	PB-Capital Outlay	\$ -	\$ -	\$ -	\$ -
<i>Permit Position Request Subtotal</i>					\$ 95,800
<i>CD Position Request Subtotal</i>					\$ 63,475
<i>CD/Economic Development Item Request Subtotal</i>					\$ 20,000
<b>001</b>	<b>Planning &amp; Community Develop</b>	<b>\$ 1,234,147</b>	<b>\$ 1,515,168</b>	<b>\$ 1,244,060</b>	<b>\$ 1,745,402</b>
001	LE-Salaries	\$ 2,810,987	\$ 3,504,780	\$ 3,310,011	\$ 3,710,416
001	LE-Overtime	\$ 366,724	\$ 260,000	\$ 364,319	\$ 300,000
001	LE-Salaries Extra Duty	\$ 12,921	\$ 10,000	\$ 10,000	\$ 10,000
001	LE-Holiday Cashout	\$ 81,669	\$ 80,000	\$ 80,000	\$ 80,000
001	LE-Benefits	\$ 734,616	\$ 859,144	\$ 814,333	\$ 901,769
001	LE-Social Security	\$ 251,335	\$ 267,525	\$ 286,602	\$ 283,847
001	LE-Retirement	\$ 202,079	\$ 226,062	\$ 237,170	\$ 237,936
001	LE-Workmans Compensation	\$ 77,703	\$ 88,009	\$ 67,504	\$ 97,258
001	LE-Clothing Allowance	\$ 21,192	\$ 22,500	\$ 23,112	\$ 28,000
001	LE-Office Supplies	\$ 18,263	\$ 18,000	\$ 13,814	\$ 17,000
001	LE-Fixed Minor Equipment	\$ 95,999	\$ 55,000	\$ 47,644	\$ 85,000
001	LE-Minor Equipment	\$ 65,576	\$ 92,330	\$ 92,330	\$ 18,000
001	LE-Donation Exp Helmets	\$ -	\$ -	\$ -	\$ 1,000
001	LE - Donation Exp - Other	\$ 11,093	\$ 10,000	\$ 10,000	\$ 10,000
001	LE-Equipment - New Officers	\$ 20,016	\$ 37,950	\$ 25,463	\$ -
001	LE-Emergency Mgmt Supplies	\$ -	\$ 10,000	\$ 2,331	\$ 8,000
001	LE-Fuel	\$ 56,014	\$ 47,460	\$ 83,988	\$ 80,000
001	LE-Professional Services	\$ 34,784	\$ 35,000	\$ 37,658	\$ 22,000
001	LE-Professional Serv-Fixed	\$ 23,508	\$ 25,000	\$ 36,369	\$ 45,000
001	LE-Professional Srv-Legal	\$ -	\$ -	\$ -	\$ -
001	LE-Advertising	\$ 2,155	\$ 1,500	\$ 1,142	\$ 1,500
001	LE-Communication	\$ 43,849	\$ 39,812	\$ 47,133	\$ 51,881
001	LE-Travel & Per Diem	\$ 30,712	\$ 42,000	\$ 42,000	\$ 38,500
001	LE-Business Meetings	\$ 1,247	\$ 10,000	\$ 2,726	\$ 5,000
001	LE-Insurance	\$ 258,691	\$ 263,373	\$ 237,084	\$ 234,623
001	LE-Repair & Maintenance Equip	\$ 126,818	\$ 100,000	\$ 81,116	\$ 100,000
001	LE-Dues & Memberships	\$ 2,839	\$ 7,652	\$ 2,932	\$ 4,000
001	LE-Boating Salaries Local	\$ 29,883	\$ 20,432	\$ 33,985	\$ 20,432
001	LE-Boating - Other Salaries	\$ 35,488	\$ 20,000	\$ 14,183	\$ 50,000
001	LE- Boating Benefit Local	\$ 12,139	\$ 8,225	\$ 13,198	\$ 8,225
001	LE-Boat Other Benefits	\$ 8,838	\$ 3,100	\$ 4,270	\$ 3,100
001	LE-Boating Clothing	\$ 450	\$ 2,100	\$ 229	\$ 500
001	LE-Boating Minor Equipment	\$ 9,133	\$ 9,505	\$ 8,376	\$ 9,505
001	LE-Boating-Fuel	\$ 2,097	\$ 2,350	\$ 2,423	\$ 2,500
001	LE-Boating-Travel & Per Diem	\$ 3,519	\$ 6,000	\$ 893	\$ 6,000
001	LE-Boating Repair & Maint	\$ 2,797	\$ 5,500	\$ 3,264	\$ 5,500
001	LE- Investigation Ops Costs	\$ 1,395	\$ -	\$ -	\$ -
001	LE-Investigations Prof.Service	\$ -	\$ -	\$ -	\$ -
001	LE-Community Outreach Supplies	\$ 7,137	\$ 5,000	\$ 6,784	\$ 5,000
001	LE-Drug Task Force	\$ 3,976	\$ 8,000	\$ 7,953	\$ 8,000
001	LE-Registration Fees	\$ 29,014	\$ 35,000	\$ 35,000	\$ 32,000

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	LE- Staff Development - BLEA	\$ -	\$ 6,126	\$ 4,249	\$ 3,063
001	Finance Charges	\$ 68	\$ -	\$ 176	\$ -
001	LE-Boating- Registration Fees	\$ 20	\$ 3,200	\$ 1,307	\$ 3,000
001	LE-Facilities Supplies	\$ 2,366	\$ 2,500	\$ 3,796	\$ 5,200
001	LE-Facilities Minor Equipment	\$ 1,160	\$ 8,000	\$ 8,000	\$ 3,000
001	LE-Fleet Minor Equipment	\$ -	\$ -	\$ -	\$ 5,000
001	LE-Facility Utilities	\$ 13,389	\$ 13,669	\$ 13,433	\$ 14,378
001	LE-Facility Repair & Maint	\$ 6,459	\$ 8,170	\$ 3,879	\$ 11,000
001	LE-Traffic Policing-Grants	\$ -	\$ -	\$ -	\$ -
001	LE - Evidence Room - Supplies	\$ 456	\$ -	\$ -	\$ -
001	LE - Evidence Impound	\$ -	\$ -	\$ -	\$ -
001	LE-Evidence Room-Alarm	\$ -	\$ -	\$ -	\$ -
001	LE-Jail	\$ 425,350	\$ 403,188	\$ 372,158	\$ 415,841
001	LE-Snopac Dispatch	\$ 329,330	\$ 366,694	\$ 366,694	\$ 348,572
001	LE-SERS Radio Assessment	\$ 67,541	\$ 73,328	\$ 73,238	\$ 74,703
001	LE-Animal Control	\$ 16,051	\$ 14,574	\$ 16,728	\$ 14,574
001	Seizure - State Remit	\$ -	\$ -	\$ -	\$ -
001	LE - Capital Boating	\$ -	\$ 14,787	\$ 14,787	\$ -
001	LE-Capital Outlays Equipment	\$ 76,360	\$ 58,000	\$ 58,000	\$ -
001	LE-Capital Outlay - Facilities	\$ -	\$ -	\$ -	\$ -
001	LE-Transfers Out - Boating	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
001	LE- Transfer Out - Police Vehicles	\$ 188,000	\$ 88,000	\$ 88,000	\$ 210,000
<b>LE Position Request Subtotal</b>				\$ -	
<b>LE Item Request Subtotal</b>					\$ 39,397
<b>001</b>	<b>Law Enforcement</b>	<b>\$ 6,631,207</b>	<b>\$ 7,306,545</b>	<b>\$ 7,119,784</b>	<b>\$ 7,677,221</b>
001	PK-Salaries	\$ 262,355	\$ 177,954	\$ 187,314	\$ 313,998
001	PK-Seasonal Salaries (4)	\$ 5,196	\$ 18,050	\$ -	\$ 60,000
001	PK-Overtime	\$ 6,364	\$ 3,900	\$ 5,889	\$ 7,053
001	PK-Benefits	\$ 64,191	\$ 44,679	\$ 50,316	\$ 89,238
001	PK-Seasonal Benefits	\$ -	\$ -	\$ -	\$ -
001	PK-Social Security	\$ 17,968	\$ 13,405	\$ 15,976	\$ 24,021
001	PK-Retirement	\$ 25,066	\$ 20,601	\$ 22,393	\$ 40,286
001	PK-Workmans Compensation	\$ 6,647	\$ 4,694	\$ 5,111	\$ 9,173
001	PK- Clothing - Boot Allowance	\$ -	\$ 225	\$ -	\$ 225
001	PK-Operating Costs	\$ 47,025	\$ 30,660	\$ 26,066	\$ 30,000
001	PK-Ops-Clothing	\$ 2,553	\$ 2,500	\$ 1,838	\$ 2,500
001	PK-Eagle Ridge Pk-Ops	\$ 4,486	\$ 5,000	\$ 4,412	\$ 3,000
001	PK-Lundeen-Op Costs	\$ 19,564	\$ 25,000	\$ 25,000	\$ 20,000
001	PK-North Cove Park Ops	\$ 77	\$ -	\$ 2,231	\$ 605
001	PK-Swim Beach Ops	\$ -	\$ -	\$ -	\$ -
001	PK - Lake Safety	\$ 7,249	\$ 1,500	\$ 4,373	\$ 1,500
001	PK - Boat Launch Expenses	\$ 394	\$ 400	\$ 684	\$ 400
001	PK-Fuel Costs	\$ 561	\$ 500	\$ 1,396	\$ 1,500
001	PK-Professional Services	\$ 2,055	\$ 74,625	\$ 74,625	\$ 4,500
001	PK -Professional Tree Srv	\$ 60,363	\$ 39,637	\$ 77,672	\$ 40,000
001	PK-Communication	\$ 4,531	\$ 3,576	\$ 4,426	\$ 4,652
001	PK-Travel & Meetings	\$ -	\$ 200	\$ -	\$ 200
001	PK-Equipment Rental	\$ 5,694	\$ 1,600	\$ 7,185	\$ 5,000
001	PK-Dumpster Services	\$ -	\$ 11,400	\$ 9,728	\$ 10,000
001	PK-Insurance	\$ 5,026	\$ 7,541	\$ 7,668	\$ 21,896
001	PK-Utilities	\$ 11,376	\$ 12,777	\$ 20,004	\$ 20,000
001	PK-Storm Drainage	\$ 1,840	\$ 2,432	\$ 2,707	\$ 2,700

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	PK-Repair & Maintenance	\$ 2,227	\$ 4,000	\$ 2,479	\$ 2,500
001	PK-Lundeen-Repair & Maint	\$ -	\$ 1,000	\$ 5,624	\$ 1,000
001	PK-Miscellaneous	\$ -	\$ 150	\$ 60	\$ 150
001	PK-Staff Development	\$ 233	\$ 1,000	\$ 1,319	\$ 1,000
001	PK-Park Board-Miscellaneous	\$ -	\$ 150	\$ -	\$ 150
001	PK-Capital Outlay	\$ 856	\$ 41,144	\$ 41,144	\$ -
001	ME - Operating Costs	\$ 21	\$ -	\$ 3,558	\$ 2,500
<b>PK Item Request Subtotal</b>					\$ 21,000
<b>001</b>	<b>Parks</b>	<b>\$ 563,918</b>	<b>\$ 550,300</b>	<b>\$ 611,197</b>	<b>\$ 740,746</b>
001	PG-Prosecutor Fees	\$ 131,905	\$ -	\$ -	\$ -
001	Ext Consultation - City Atty	\$ 252,183	\$ 218,297	\$ 159,748	\$ 200,000
001	Ext Consult - PRA	\$ -	\$ -	\$ 6,315	\$ 2,623
001	Ext Consult - Prosecutor Fees	\$ -	\$ 135,861	\$ 123,289	\$ 141,991
001	Ext Consult - Labor Relations	\$ -	\$ -	\$ 814	\$ 5,000
001	Ext Litigation - City Atty	\$ -	\$ 75,000	\$ 30,874	\$ 25,000
001	LG-General Indigent Defense	\$ 129,945	\$ 131,427	\$ 131,427	\$ 134,056
001	Social Worker Program (Grant)	\$ 13,055	\$ 18,709	\$ 18,695	\$ 14,720
001	Grant Exp - Arlington	\$ 11,255	\$ 18,975	\$ 18,975	\$ 15,000
<b>001</b>	<b>Legal</b>	<b>\$ 538,342</b>	<b>\$ 598,270</b>	<b>\$ 490,137</b>	<b>\$ 538,389</b>
001	CS-Visitor Center	\$ 597	\$ 800	\$ 10	\$ 250
001	CS - VIC Utilities	\$ 2,385	\$ 1,800	\$ 3,094	\$ 3,000
001	CS - VIC Professional Services	\$ 77	\$ 2,400	\$ -	\$ -
001	CS-Human Services	\$ -	\$ 40,000	\$ -	\$ 40,000
001	CS-Veteran Services	\$ 15,349	\$ 4,651	\$ 4,651	\$ -
001	CS-Aging Services-Supplies	\$ 205	\$ 250	\$ 1,500	\$ 250
001	CS-Aging Services-Utilities	\$ 23	\$ -	\$ -	\$ -
001	CS-Aging Services R&M	\$ 1,492	\$ -	\$ 3,575	\$ 1,500
001	CS-Special Event-Equp Rent	\$ 700	\$ 1,500	\$ 1,391	\$ 1,500
001	CS-Library-Office & Operating	\$ 828	\$ 1,500	\$ 370	\$ 500
001	CS-Library-Professional Svc	\$ 1,968	\$ -	\$ 247	\$ -
001	CS-Library-Utilities	\$ 5,687	\$ 7,195	\$ 6,888	\$ 7,100
001	CS-Library Storm Drainage	\$ 562	\$ 563	\$ 298	\$ 700
001	CS-Library-Repair & Maint.	\$ 54	\$ 2,500	\$ -	\$ 1,500
001	CS-Arts Commission	\$ 5,460	\$ 13,100	\$ 13,100	\$ -
001	CS-Community Activity-Aquafest	\$ 57	\$ 3,500	\$ 3,500	\$ 3,500
001	CS-Historical-Operating	\$ -	\$ -	\$ 46	\$ 70
001	CS-Historical-Communications	\$ 150	\$ 133	\$ 1,304	\$ 1,341
001	CS-Historical-Utilities	\$ 387	\$ 440	\$ 860	\$ 900
001	CS-Community Center-Ops	\$ 1,026	\$ 500	\$ 594	\$ -
001	CS-Community Center - Cleaning	\$ 2,445	\$ 2,421	\$ 1,972	\$ -
001	CS-Community Center - Comm	\$ 150	\$ 133	\$ 234	\$ -
001	CS-Community Center-Utilities	\$ 5,237	\$ 7,100	\$ 5,141	\$ 500
001	CS-Community Center - R & M	\$ 54	\$ 1,000	\$ 3,559	\$ -
001	CS-Grimm House - Operating	\$ -	\$ -	\$ 19	\$ -
001	CS-Grimm House Utilities	\$ 6,810	\$ 600	\$ 654	\$ 750
001	CS-Library - Capital Outlay	\$ -	\$ -	\$ -	\$ -
001	CS-Community Center - Capital	\$ -	\$ -	\$ -	\$ 5,000
<b>001</b>	<b>Community</b>	<b>\$ 51,703</b>	<b>\$ 92,086</b>	<b>\$ 53,006</b>	<b>\$ 68,361</b>
001	Lobbying Services	\$ 97,283	\$ 108,000	\$ 103,570	\$ 57,647
001	GG-Municipal Court Fees	\$ 165,341	\$ 178,714	\$ 201,184	\$ 250,000
001	GG-Operating	\$ 27,642	\$ 11,105	\$ 13,960	\$ 15,000
001	GG-Fuel	\$ 311	\$ 242	\$ 429	\$ 487

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
001	GG-Professional Service	\$ 51,374	\$ 31,000	\$ 56,885	\$ 30,000
001	GG-Communication	\$ 4,466	\$ 3,929	\$ 3,212	\$ 3,348
001	GG-Equipment Rental	\$ 2,804	\$ 5,248	\$ 2,263	\$ 2,500
001	GG-Dumpster Services	\$ -	\$ 1,600	\$ 1,466	\$ 1,500
001	GG-Insurance	\$ 104,404	\$ 99,053	\$ 99,001	\$ 110,197
001	GG-Utilities	\$ 17,729	\$ 17,916	\$ 17,957	\$ 18,485
001	GG-Storm Drainage	\$ 4,277	\$ 4,277	\$ 7,213	\$ 11,000
001	GG-Repair & Maintenance	\$ 76,370	\$ 100,717	\$ 50,000	\$ 30,000
001	GG-Miscellaneous	\$ 3,252	\$ 2,000	\$ 1,137	\$ 2,000
001	GG-Salaries Regular	\$ 102,174	\$ 101,956	\$ 69,614	\$ 230,124
001	GG-Salaries Overtime	\$ 1,727	\$ 1,228	\$ 2,471	\$ 3,210
001	GG-Benefits	\$ 20,611	\$ 32,523	\$ 19,424	\$ 57,060
001	GG-Social Security	\$ 6,050	\$ 5,428	\$ 5,344	\$ 17,604
001	GG-Retirement	\$ 9,697	\$ 8,939	\$ 8,545	\$ 29,525
001	GG-Workers Compensation	\$ 1,121	\$ 2,165	\$ 832	\$ 6,078
001	GG-Advertising	\$ 4,863	\$ 3,245	\$ 3,245	\$ 3,245
001	GG-Judgments & Settlements	\$ -	\$ 100,000	\$ 100,000	\$ -
001	GG-PRR - Print-Copy	\$ 71	\$ 100	\$ 100	\$ 100
001	GG-PSRC	\$ 9,553	\$ 9,700	\$ 9,961	\$ 10,000
001	GG-Chamber of Commerce	\$ 18,000	\$ 18,150	\$ 18,000	\$ 18,000
001	GG-Economic Alliance	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
001	GG-Visitor Center - SnoCo Contr	\$ 654	\$ 800	\$ 800	\$ 800
001	GG-AWC	\$ 21,561	\$ 22,652	\$ 22,652	\$ 23,609
001	GG-SnoCo Tomorrow	\$ 5,549	\$ 5,747	\$ 5,747	\$ 5,862
001	GG-Excise Tax	\$ 4,034	\$ 3,722	\$ 3,991	\$ 4,100
001	GG-WA Aerospace Partnership	\$ -	\$ 1,000	\$ -	\$ -
001	GG - Small Business Dev Center	\$ -	\$ 1,000	\$ -	\$ -
001	GG - Snohomish Health District	\$ 30,900	\$ 31,000	\$ 31,000	\$ 32,000
001	GG-Judgments & Settlements	\$ -	\$ -	\$ -	\$ -
001	GG-Protectective Insp Enforce	\$ 1,143	\$ 1,000	\$ -	\$ -
001	GG-Emergency	\$ 36,499	\$ 38,732	\$ 38,732	\$ 41,351
001	GG-Pollution Earthday Salaries	\$ -	\$ -	\$ -	\$ -
001	GG-Pollution Earthday Benefits	\$ -	\$ -	\$ -	\$ -
001	GG-Pollution Earthday Supplies	\$ -	\$ -	\$ -	\$ -
001	GG-Air Pollution	\$ 19,634	\$ 20,447	\$ 20,447	\$ 21,271
001	GG-Liquor Tax to SnoCo	\$ 6,069	\$ 8,370	\$ 8,447	\$ 8,616
001	GG - Lundeen House Capital	\$ 39,327	\$ -	\$ -	\$ -
001	GG - City Hall Demo	\$ 1,285,551	\$ 98,569	\$ 61,389	\$ -
001	GG - Chapel Hill (PD)	\$ 54,851	\$ 1,556,149	\$ -	\$ -
001	Downtown Center/Park - Grant	\$ 5,112	\$ -	\$ -	\$ -
001	GG - City Hall - LT Lease Prin	\$ -	\$ -	\$ -	\$ -
001	GG - Property Purch - LE	\$ 3,601,834	\$ -	\$ -	\$ -
<i>Traffic Incentive Fee Reimb to 301</i>					\$ 145,000
001	GG-Contrib to Unemployment	\$ -	\$ -	\$ -	\$ -
001	GG-Contrib to Treas Trust	\$ -	\$ -	\$ -	\$ -
001	GG-Contrib to Equip Replace	\$ 124,500	\$ 154,000	\$ 154,000	\$ 149,921
001	Transfer to PW Equp	\$ 167,500	\$ 80,000	\$ 80,000	\$ 80,000
001	GG-Contrib to Muni Arts Fund	\$ 8,850	\$ -	\$ -	\$ -
001	GG-Trsfr to Cum Res Fund 002	\$ 806,145	\$ 500,000	\$ 500,000	\$ -
001	GG-Trsfr to Library Annex Fund	\$ -	\$ -	\$ -	\$ -
001	GG - Contrib to Vehicle Repl	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>001</b>	<b>General Government</b>	<b>\$ 6,961,834</b>	<b>\$ 3,383,423</b>	<b>\$ 1,736,018</b>	<b>\$ 1,432,640</b>

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
	<b>Expense Total</b>	\$ 17,357,907	\$ 15,174,802	\$ 12,865,408	\$ 13,900,786
001	<b>General Ending Cash</b>	\$ 6,661,351	\$ 2,664,737	\$ 4,361,676	\$ 2,853,360
			23%	39%	23%
002	<b>Contingency Reserve Beg Cash</b>	\$ 1,758,362	\$ 3,186,098	\$ 3,186,198	\$ 3,842,611
002	Local Construction Sales Tax	\$ 603,344	\$ 600,000	\$ 800,000	\$ 700,000
002	Investment Interest	\$ 20,963	\$ 13,843	\$ 64,463	\$ 45,927
002	Uncashed Checks	\$ 100	\$ -	\$ -	\$ -
002	Interfund Transfer In (Temp Loan Payback)	\$ 806,145	\$ 500,000	\$ 500,000	\$ 250,000
	<b>Revenue Total</b>	\$ 1,430,553	\$ 1,113,843	\$ 1,364,463	\$ 995,927
002	Unclaimed Checks Paid	\$ -	\$ 8,050	\$ 8,050	\$ -
	New PD Debt Service	\$ -	\$ -	\$ -	\$ 200,000
	Park Acquisition (w/PM)		\$ 700,000	\$ 700,000	
	Transfer to Municipal Arts Fund	\$ -	\$ -	\$ -	\$ 10,000
002	GR - Interfund Transfer Out	\$ 2,717	\$ -	\$ -	\$ -
	<i>Additional Requests (Temp Loan)</i>				\$ 250,000
	<b>Expense Total</b>	\$ 2,717	\$ 708,050	\$ 708,050	\$ 460,000
002	<b>Contingency Reserve</b>	\$ 3,186,198	\$ 3,591,891	\$ 3,842,611	\$ 4,378,538
					\$ -
003	<b>Permitting - Managerial Beg Cash</b>	\$ -	\$ 522,393	\$ 522,393	\$ 1,126,279
003	Building Permits	\$ 827,231	\$ 1,080,000	\$ 1,118,534	\$ 1,000,000
003	Technology Fee	\$ -	\$ -	\$ -	\$ -
003	Zoning-Subdivision Fees	\$ 295,162	\$ 148,500	\$ 240,000	\$ 240,000
	<b>Revenue Total</b>	\$ 1,122,393	\$ 1,228,500	\$ 1,358,534	\$ 1,240,000
003	Interfund Transfer Out	\$ -	\$ -	\$ 754,648	\$ 800,000
	<b>Expense Total</b>	\$ 600,000	\$ -	\$ 754,648	\$ 800,000
003	<b>Permitting - Managerial End Cash</b>	\$ 522,393	\$ 1,750,893	\$ 1,126,279	\$ 1,566,279
					\$ -
101	<b>Street Beginning Cash</b>	\$ 3,341,632	\$ 2,388,379	\$ 2,388,379	\$ 1,999,449
101	Real & Personal Property Tax	\$ 1,257,107	\$ 1,298,357	\$ 1,298,357	\$ 1,348,672
101	Other Non-Bus. ROW Permits	\$ 32,838	\$ 28,026	\$ 35,733	\$ 34,000
101	DHS Fed Ind 97.036 Storm	\$ 15,866	\$ -	\$ -	\$ -
101	WA State Grt - Storm	\$ 1,400	\$ -	\$ -	\$ -
101	Multimodal Transportation	\$ 32,486	\$ 44,753	\$ 66,998	\$ 45,561
101	MVFT - City Streets	\$ 669,205	\$ 689,393	\$ 686,437	\$ 679,034
101	Street - PW Services	\$ -	\$ -	\$ -	\$ -
101	Street Lights - Developer Paid	\$ -	\$ -	\$ -	\$ -
101	Street - PW Services	\$ 476	\$ 1,500	\$ 1,790	\$ -
101	Street - Plan Checking Service	\$ 895	\$ -	\$ -	\$ -
101	Investment Interest	\$ 22,545	\$ 20,858	\$ 37,037	\$ 29,992
101	Street Op Special Assessment	\$ 4,444	\$ 2,000	\$ 6,261	\$ 2,268
101	Sale of Surplus	\$ -	\$ -	\$ -	\$ -
101	Misc Rev. Judgment-Settlement	\$ -	\$ 500	\$ -	\$ -
101	Miscellaneous Revenue - Other	\$ 405	\$ 500	\$ 311	\$ 500
101	Insurance Recoveries - Capital	\$ -	\$ -	\$ 7,499	\$ -
101	Interfund Transfer In	\$ -	\$ -	\$ 31,264	\$ 35,000
101	Insurance Recoveries - Non Cap	\$ -	\$ 2,000	\$ -	\$ -
	<i>Operating TBD - Half Year</i>				\$ 227,700
	<i>New Revenues</i>				\$ 168,000
	<b>Revenue Total</b>	\$ 2,037,668	\$ 2,087,887	\$ 2,171,686	\$ 2,570,727
101	ME - Operating Costs	\$ 60	\$ 15,000	\$ 18,851	\$ 21,464
101	ST-Safety Program	\$ 1,011	\$ 2,150	\$ 1,881	\$ 2,150

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
101	ST-Salaries	\$ 727,022	\$ 840,616	\$ 808,077	\$ 819,577
101	ST-Overtime	\$ 47,722	\$ 45,000	\$ 22,597	\$ 45,000
101	ST-Benefits	\$ 230,851	\$ 209,657	\$ 213,360	\$ 200,422
101	ST-Social Security	\$ 66,570	\$ 65,238	\$ 63,075	\$ 62,698
101	ST-Retirement	\$ 99,552	\$ 104,864	\$ 72,027	\$ 106,896
101	ST-Workmans Compensation	\$ 16,415	\$ 19,867	\$ 11,815	\$ 19,780
101	ST-Boot - Clothing Allowance	\$ 5,590	\$ 4,500	\$ 5,805	\$ 5,197
101	ST-Fuel	\$ 13,067	\$ 10,000	\$ 25,415	\$ 25,779
101	ST-Overlays	\$ 270,299	\$ 400,000	\$ 315,000	\$ 400,000
101	ST-Advertising	\$ 2,102	\$ 2,500	\$ 2,458	\$ 1,054
101	ST-Professional Service	\$ 18,403	\$ 24,000	\$ 3,110	\$ 20,000
101	ST-Rentals-Leases	\$ 1,602	\$ 100	\$ 2,658	\$ 1,690
101	ST-Dumpster Services	\$ -	\$ 6,400	\$ 5,000	\$ 6,400
101	ST-Repair & Maintenance	\$ 25,751	\$ 35,000	\$ 23,729	\$ 35,000
101	ST-Miscellaneous	\$ 500	\$ 1,000	\$ 162	\$ 1,000
101	ST-Staff Development	\$ 425	\$ 2,700	\$ 1,835	\$ 2,700
101	ST-Storm Drainage	\$ 3,011	\$ 2,455	\$ 3,989	\$ 6,000
101	ST - SWM Debt Srv Chrg	\$ 6,608	\$ 6,608	\$ 6,589	\$ 6,608
101	ST-Sidewalk (To Sidewalk Fund)	\$ 67	\$ 195,000	\$ 195,000	\$ -
101	ST - Sidewalk R&M	\$ 25,092	\$ 5,000	\$ 6,540	\$ 25,000
101	ST-Lighting - Utilities	\$ 160,650	\$ 147,099	\$ 180,222	\$ 184,737
101	ST-Lighting - R&M	\$ -	\$ 2,000	\$ -	\$ 2,000
101	ST-Traffic Control - Supply	\$ 16,941	\$ 22,141	\$ 38,972	\$ 8,555
101	ST-Traffic Control -Utility	\$ 3,264	\$ 2,625	\$ 3,291	\$ 3,369
101	ST-Traffic Control - R&M	\$ 18,253	\$ 12,000	\$ 6,800	\$ 12,000
101	ST-Traf Control - Guardrail	\$ -	\$ 3,000	\$ 7,644	\$ 3,000
101	ST-Traffic Control - Striping	\$ 231,484	\$ 112,516	\$ 112,516	\$ 112,516
101	ST-Snow & Ice - Sply	\$ 5,935	\$ 12,000	\$ 7,958	\$ 12,000
101	ST-Street Cleaning	\$ 14,123	\$ 20,000	\$ 12,057	\$ -
101	ST-Roadside - Supply	\$ 24	\$ 3,700	\$ 529	\$ 809
101	Citywide Beautification Implem	\$ -	\$ 25,000	\$ 25,000	\$ -
101	ST - Roadside Equp Rental	\$ -	\$ -	\$ -	\$ -
101	ST-Clothing	\$ 3,312	\$ 3,699	\$ 2,307	\$ 2,213
101	ST-Roundabout Landscape	\$ -	\$ -	\$ -	\$ -
101	ST-Prof Srv - Legal	\$ -	\$ 10,000	\$ -	\$ -
101	ST-Software Maint & Support	\$ 4,209	\$ 9,350	\$ 7,369	\$ -
101	ST-Communications	\$ 4,756	\$ 4,516	\$ 4,923	\$ 5,344
101	ST-Travel & Meetings	\$ 372	\$ 4,000	\$ 544	\$ 4,000
101	ST-Insurance	\$ 6,290	\$ 46,218	\$ 46,442	\$ 86,907
101	ST-Utilities	\$ 4,034	\$ 4,559	\$ 4,062	\$ 4,456
101	ST-Facilities R&M	\$ -	\$ -	\$ -	\$ -
101	ST-Prof Srv - Engineering	\$ 26,880	\$ 20,000	\$ 20,000	\$ 20,000
101	ST-Prof Srv-GMA Traffic Plan	\$ -	\$ -	\$ -	\$ -
101	ST-Traf Study-20th SE	\$ -	\$ -	\$ -	\$ -
101	ST-Hwy 9/204 Circulation Stdy	\$ -	\$ -	\$ -	\$ -
101	ST-Office Supplies	\$ 679	\$ 2,250	\$ 1,520	\$ 2,250
101	ST-Operating Cost	\$ 77,460	\$ 46,320	\$ 46,320	\$ 46,320
101	2010 PWTF Loan Principal Pymt	\$ 634	\$ 634	\$ 634	\$ 634
101	2010 PWTF Loan Int Pymt	\$ 266	\$ 247	\$ 247	\$ 228
101	ST-Capital Expenditures	\$ 110,408	\$ 38,288	\$ 38,288	\$ -
101	ST - Cap - Grade Road	\$ 73,111	\$ -	\$ -	\$ -
101	ST-Cap Proj-Mini Roundabouts	\$ -	\$ -	\$ -	\$ -

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
101	ST-Traffic Control-Capital	\$ 67,814	\$ -	\$ -	\$ -
101	ST-Transfer Out	\$ -	\$ -	\$ -	\$ -
101	ST-Street Fund-Contr Computer	\$ 13,500	\$ 24,000	\$ 24,000	\$ 75,040
101	ST-Contribution To Equip Fund	\$ 334,800	\$ 160,000	\$ 160,000	\$ 160,000
101	ST-Trsfr-Sidewalk CapProj Fund	\$ 250,000	\$ -	\$ -	\$ -
<i>Position Request (or allocated salaries)</i>					\$ 11,112
<i>Item Requested Subtotal</i>					\$ 131,000
<b>Expense Total</b>		<b>\$ 2,990,920</b>	<b>\$ 2,733,817</b>	<b>\$ 2,560,617</b>	<b>\$ 2,702,905</b>
101	Street End Cash	\$ 2,388,379	\$ 1,742,449	\$ 1,999,449	\$ 1,867,272
					\$ -
103	Street Reserve Beginning Cash	\$ 1,533	\$ 1,546	\$ 1,546	\$ 1,574
103	Investment Interest	\$ 13	\$ 11	\$ 28	\$ 24
103	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>		<b>\$ 13</b>	<b>\$ 11</b>	<b>\$ 28</b>	<b>\$ 24</b>
103	Transfer Out	\$ -	\$ -	\$ -	\$ -
<b>Expense Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
103	Street Reserve End Cash	\$ 1,546	\$ 1,557	\$ 1,574	\$ 1,598
					\$ -
111	Drug Seizure & Forfeiture Cash	\$ 45,997	\$ 42,897	\$ 42,897	\$ 43,640
111	Investment Interest	\$ 392	\$ 316	\$ 743	\$ 654
111	Confiscated & Forfeited Prop	\$ 491	\$ 9,000	\$ -	\$ 5,000
111	Seizure - State Portion	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>		<b>\$ 882</b>	<b>\$ 9,316</b>	<b>\$ 743</b>	<b>\$ 5,654</b>
111	Drug Seize - Operating Costs	\$ 3,982	\$ 40,000	\$ -	\$ 49,000
<b>Expense Total</b>		<b>\$ 3,982</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 49,000</b>
111	Drug Seizure & Forfeiture End Cash	\$ 42,897	\$ 12,213	\$ 43,640	\$ 294
					\$ -
112	Municipal Arts	\$ 11,398	\$ 20,349	\$ 20,349	\$ 20,687
112	Investment Interest	\$ 100	\$ 80	\$ 338	\$ 310
112	Interfund Transfer In	\$ 8,850	\$ -	\$ -	\$ -
<b>Revenue Total</b>		<b>\$ 8,951</b>	<b>\$ 80</b>	<b>\$ 338</b>	<b>\$ 310</b>
112	Art - Public Art Acquisition	\$ -	\$ 20,350	\$ -	\$ 20,963
<b>Expense Total</b>		<b>\$ -</b>	<b>\$ 20,350</b>	<b>\$ -</b>	<b>\$ 20,963</b>
112	Municipal Arts	\$ 20,349	\$ 79	\$ 20,687	\$ 34
					\$ -
210	LTGO 2008A Bond Cash	\$ -	\$ -	\$ -	\$ -
210	Interfund Transfer In - SD	\$ 134,025	\$ 139,400	\$ 139,300	\$ 135,100
210	Interfund Transfer In - REET	\$ 220,080	\$ 210,305	\$ 210,305	\$ 209,505
210	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>		<b>\$ 354,105</b>	<b>\$ 349,705</b>	<b>\$ 349,605</b>	<b>\$ 344,605</b>
210	2008 Bond Princp Pymt - GG	\$ 139,592	\$ 135,000	\$ 135,000	\$ 140,000
210	2008 Bond Interest Payment	\$ 80,489	\$ 74,905	\$ 74,905	\$ 69,505
210	2008 Bond Fees	\$ -	\$ 400	\$ 300	\$ 300
210	2008 Bond Principal - Sewer	\$ 105,408	\$ 115,000	\$ 115,000	\$ 115,000
210	2008 Bond Interest Payment	\$ 28,616	\$ 24,400	\$ 24,400	\$ 19,800
<b>Expense Total</b>		<b>\$ 354,105</b>	<b>\$ 349,705</b>	<b>\$ 349,605</b>	<b>\$ 344,605</b>
210	LTGO 2008A Bond Cash	\$ -	\$ -	\$ -	\$ -
					\$ -
213	2015 LTGO Bond (Ref) Cash	\$ 0	\$ 0	\$ -	\$ (0)
213	2004 Refunding Bond Proceeds	\$ -	\$ -	\$ -	\$ -
213	Interfund Transfer In	\$ 93,607	\$ 95,955	\$ 95,955	\$ 97,221
<b>Revenue Total</b>		<b>\$ 93,607</b>	<b>\$ 95,955</b>	<b>\$ 95,955</b>	<b>\$ 97,221</b>

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
213	2015 LTGO 2015 Princ Pmt PD	\$ 81,000	\$ 85,000	\$ 85,000	\$ 88,000
213	2015 LTGO Interest Pymt PD	\$ 12,607	\$ 10,955	\$ 10,955	\$ 9,221
213	2015 LTGO Debt Issuance Costs	\$ -	\$ -	\$ -	\$ -
213	2015 LTGO Bond Fees PD	\$ -	\$ -	\$ -	\$ -
213	2004 Ref Debt Escrow Princ Pmt	\$ -	\$ -	\$ -	\$ -
213	2004 Ref Debt Escrow Int Pymt	\$ -	\$ -	\$ -	\$ -
	<b>Expense Total</b>	<b>\$ 93,607</b>	<b>\$ 95,955</b>	<b>\$ 95,955</b>	<b>\$ 97,221</b>
213	<b>2015 LTGO Bond (Ref) Cash</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
				\$ -	\$ -
<b>301</b>	<b>Traffic Mitigation Fund Cash</b>	<b>\$ 5,559,009</b>	<b>\$ 3,436,666</b>	<b>\$ 3,436,666</b>	<b>\$ 1,132,014</b>
301	DOT Fed Ind 20.205 LA8543	\$ 72,708	\$ 450,000	\$ 450,000	\$ -
	South Lake Stevens Rd Grant		\$ 1,300,000	\$ 1,300,000	\$ -
301	Local Trans. Act -Impact Fees	\$ 17,253	\$ 3,000	\$ 8,384	\$ 10,060
301	Traffic Mitigation - GMA Cnty	\$ -	\$ -	\$ -	\$ -
301	Traffic Mitigation - TIZ 1	\$ 14,540	\$ 25,000	\$ 48,535	\$ 47,468
301	Traffic Mitigation - TIZ 2	\$ 24,007	\$ 12,000	\$ 205,707	\$ 370,272
301	Traffic Mitigation - TIZ 3	\$ 507,554	\$ 300,000	\$ 600,000	\$ 782,760
301	Traffic Mitigation - SEPA	\$ -	\$ -	\$ -	\$ -
301	Investment Interest	\$ 38,286	\$ 39,720	\$ 58,666	\$ 10,868
301	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total</b>	<b>\$ 674,347</b>	<b>\$ 2,129,720</b>	<b>\$ 2,671,292</b>	<b>\$ 1,221,429</b>
	<i>Reimburse Fee Incentive</i>	\$ -	\$ -	\$ 24,788	\$ 145,000
301	Transfer Out	\$ 2,289,056	\$ -	\$ -	\$ -
301	Street Op - P&D - 20th St SE	\$ 248,143	\$ 710,646	\$ 710,646	\$ -
301	Street Op- Pln&Dsg - 204-91st	\$ -	\$ -	\$ -	\$ -
301	T11 - 24th & 91st Ext Design	\$ 259,491	\$ 590,510	\$ 590,510	\$ -
301	20th St SW Roadway Construct	\$ -	\$ 1,680,000	\$ 1,680,000	\$ -
301	FV/4th PROJECT - Local portion 2019	\$ -	\$ 550,000	\$ -	\$ 100,000
301	T11 - 24th St & 91st Ext Temp	\$ -	\$ 50,000	\$ 50,000	\$ -
301	SEPA Capital Exp (Callow)	\$ -	\$ 645,000	\$ 620,000	\$ -
301	TIZ1 Capital Expenditures	\$ -	\$ -	\$ -	\$ -
301	TIZ2 - S. Lake Stevens Rd	\$ -	\$ 1,300,000	\$ 1,300,000	\$ 255,300
	<b>Expense Total</b>	<b>\$ 2,796,690</b>	<b>\$ 5,526,156</b>	<b>\$ 4,975,944</b>	<b>\$ 500,300</b>
<b>301</b>	<b>Cap Proj-Dev Contrib-Traffic</b>	<b>\$ 3,436,666</b>	<b>\$ 40,231</b>	<b>\$ 1,132,014</b>	<b>\$ 1,853,143</b>
				\$ -	\$ -
<b>302</b>	<b>Park Mitigation Fund Cash</b>	<b>\$ -</b>	<b>\$ 2,574,206</b>	<b>\$ 2,574,206</b>	<b>\$ 58,689</b>
302	DOC - Cavelero Grant	\$ -	\$ 485,000	\$ -	\$ 485,000
302	Park Mitigation	\$ 346,153	\$ 350,000	\$ 589,209	\$ 650,000
302	Investment Interest	\$ 13,844	\$ 724	\$ 41,169	\$ 3,821
302	Tree Replacement Fee	\$ -	\$ -	\$ 9,583	\$ -
302	Interfund Transfer In	\$ 2,289,056	\$ -	\$ -	\$ -
	<b>Revenue Total</b>	<b>\$ 2,649,053</b>	<b>\$ 835,724</b>	<b>\$ 639,961</b>	<b>\$ 1,138,821</b>
302	Park Mitigation Funds Exp	\$ 62,148	\$ 3,000	\$ 3,000	\$ -
302	Tree Mitigation Expenditures	\$ 11,175	\$ 58,897	\$ 58,897	\$ 9,583
302	PM - Park Acquisition (NC)	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -
302	PM - Frontier Heights Capital	\$ 1,525	\$ 186,372	\$ 186,372	\$ -
302	PM - North Cove Capital	\$ -	\$ -	\$ -	\$ -
302	PM - Lundeen Park Capital	\$ -	\$ 600,000	\$ 744,728	\$ -
302	PM - Soccer Field 20th Street	\$ -	\$ 20,000	\$ 20,000	\$ -
302	PM - Eagle Ridge (Moved to REET 2)	\$ -	\$ 75,853	\$ 75,853	\$ -
302	PM - Cavelero Park	\$ -	\$ 735,000	\$ 735,000	\$ -
	Transfer Out		\$ 331,627	\$ 331,627	

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
	<b>Expense Total</b>	\$ 74,848	\$ 3,010,749	\$ 3,155,477	\$ 9,583
302	<b>Park Mitigation Fund</b>	\$ 2,574,206	\$ 399,181	\$ 58,689	\$ 1,187,928
				\$ -	\$ -
303	<b>Real Estate Excise Tax I Cash</b>	\$ 1,669,143	\$ 2,364,410	\$ 2,364,410	\$ 3,101,683
303	REET 1-1st Quarter Percent	\$ 1,013,308	\$ 600,000	\$ 1,020,000	\$ 850,000
303	Investment Interest	\$ 18,265	\$ 12,911	\$ 46,151	\$ 35,254
303	Transfer In	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total</b>	\$ 1,031,573	\$ 612,911	\$ 1,066,151	\$ 885,254
303	Bond Fees	\$ -	\$ -	\$ -	\$ -
	New PD Bond Debt	\$ -	\$ -	\$ -	\$ 500,000
303	Transfer to Police Debt (2015 Bond)	\$ 93,607	\$ 95,955	\$ 95,955	\$ 97,221
303	Transfer to 210 for 2008 bonds	\$ 220,080	\$ 210,305	\$ 210,305	\$ 209,905
303	Transfer to 212 for 2010 Bonds	\$ -	\$ -	\$ -	\$ -
303	800 MHZ Capital Debt Principal	\$ 17,306	\$ 18,258	\$ 18,258	\$ 18,258
303	800 MHZ Capital Debt Interest	\$ 5,312	\$ 4,360	\$ 4,360	\$ 4,360
303	Tressle/HOV Lane	\$ -	\$ 800,000	\$ -	
303	T11 - 24th ST & 91st Extension	\$ -	\$ -	\$ -	\$ -
<i>Capital Requests (fuel system, portion of decent facility)</i>					\$ 272,100
	<b>Expense Total</b>	\$ 336,305	\$ 1,128,878	\$ 328,878	\$ 1,101,844
303	<b>Real Estate Excise Tax I</b>	\$ 2,364,410	\$ 1,848,443	\$ 3,101,683	\$ 2,885,093
				\$ -	\$ -
304	<b>Real Estate Excise Tax II</b>	\$ 2,727,166	\$ 3,691,065	\$ 3,691,065	\$ 2,215,104
304	REET 2- 2nd Quarter Percent	\$ 1,010,863	\$ 600,000	\$ 1,036,033	\$ 850,000
	Tressle/HOV Lane Grant				\$ 1,822,000
304	DOT Grant Reimb	\$ -	\$ 658,700	\$ 658,700	\$ -
304	Investment Interest	\$ 28,278	\$ 20,498	\$ 68,887	\$ 22,244
	<b>Revenue Total</b>	\$ 1,039,141	\$ 1,279,198	\$ 1,763,620	\$ 2,694,244
304	REET - O&M Overlay	\$ -	\$ -	\$ -	\$ -
304	Capital - SWM Drainage Improve	\$ -	\$ 1,610,750	\$ 810,750	\$ -
304	Capital - Trans - Land Improve	\$ -	\$ -	\$ -	\$ -
304	79th Ave SE Access Road (Cav)	\$ -	\$ 1,122,000	\$ 1,122,000	\$ -
304	91st/Market RAB (Grant)	\$ -	\$ 941,000	\$ 941,000	\$ -
304	Callow Road Embankment	\$ 1,047	\$ -	\$ -	\$ -
304	Frontier Village/4th Project	\$ -	\$ 128,750	\$ 128,750	\$ -
	Lundeen Park Redevelopment		\$ 200,000	\$ 200,000	\$ -
	Eagle Ridge (From Park Mit)				\$ 235,750
304	Transfer Out	\$ -	\$ -	\$ -	\$ -
	Tressle/HOV Lane	\$ -	\$ -	\$ -	\$ 1,822,000
	New Infrastructure Bond Debt	\$ -	\$ -	\$ -	\$ -
304	Transfer to 212 for 2010A Bond	\$ 74,164	\$ 37,082	\$ 37,082	\$ -
<i>Capital (Lundeen Park, Soccer Fields, Boat Launch Sign)</i>					\$ 160,000
	<b>Expense Total</b>	\$ 75,211	\$ 4,039,582	\$ 3,239,582	\$ 2,217,750
304	<b>Real Estate Excise Tax II</b>	\$ 3,691,095	\$ 930,681	\$ 2,215,104	\$ 2,691,598
305	<b>Downtown Redevelopment Cash</b>			\$ 331,627	\$ -
	Downtown State Grant (DOC)		\$ 3,050,000	\$ 3,050,000	\$ -
305	Investment Interest		\$ -		
305	Transfer In		\$ 331,627	\$ 331,627	
	<b>Revenue Total</b>	\$ -	\$ 3,381,627	\$ 3,381,627	\$ -
305	Transfer out		\$ -	\$ -	
305	Park - Design		\$ -	\$ -	
305	Park Facilities Capital (North Cove)		\$ 2,381,627	\$ 2,381,627	\$ -

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
	Main Street Project		\$ 1,000,000	\$ 1,000,000	\$ -
	<b>Expenditure Total</b>	\$ -	\$ 3,381,627	\$ 3,381,627	\$ -
<b>305</b>	<b>Downtown Redevelopment Cash</b>	\$ -	\$ -	\$ 331,627	\$ -
			\$ -	\$ -	\$ -
<b>309</b>	<b>Sidewalk Capital Project Cash</b>	\$ 798,179	\$ 1,123,128	\$ 1,123,128	\$ 986,993
309	WA DOT	\$ 65,690	\$ 466,500	\$ 466,500	\$ -
309	WA TIB - Sidewalk	\$ -	\$ -	\$ -	\$ -
309	Investment Interest	\$ 9,259	\$ 6,691	\$ 19,365	\$ 14,784
309	Interfund Transfer In	\$ 250,000	\$ -	\$ -	\$ -
	<b>Revenue Total</b>	\$ 324,949	\$ 473,191	\$ 485,865	\$ 14,784
309	Safer Routes - 91st/4th St.SE	\$ -	\$ 622,000	\$ 622,000	\$ -
309	Sidewalk Construction (internal)	\$ -	\$ -	\$ -	\$ 200,000
	<b>Expense Total</b>	\$ -	\$ 622,000	\$ 622,000	\$ 200,000
309	Sidewalk Capital Project Cash	\$ 1,123,128	\$ 974,319	\$ 986,993	\$ 801,777
			\$ -	\$ -	\$ -
<b>310</b>	<b>20th Street SE Corridor CP</b>	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total</b>	\$ -	\$ -	\$ -	\$ -
	<b>Expense Total</b>	\$ -	\$ -	\$ -	\$ -
<b>310</b>	<b>20th Street SE Corridor CP</b>	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>401</b>	<b>Sewer Cash</b>	\$ 278,072	\$ 280,237	\$ 280,237	\$ 254,071
401	Interfund Tranfer IN	\$ -	\$ -	\$ 2,995	
401	Sewer Utility Agreement	\$ 32,083	\$ 15,000	\$ 15,000	\$ -
401	Investment Interest	\$ 3,147	\$ 2,979	\$ 5,901	\$ 3,763
401	Sewer District Reimbursement	\$ 1,049,334	\$ 1,049,671	\$ 1,049,671	\$ 1,040,335
	<b>Revenue Total</b>	\$ 1,084,564	\$ 1,067,650	\$ 1,070,573	\$ 1,044,098
401	SE-Salaries	\$ 16,961	\$ 13,275	\$ 12,651	\$ -
401	SE-Benefits	\$ 4,357	\$ 2,718	\$ 2,694	\$ -
401	SE-Social Security	\$ 1,071	\$ 973	\$ 955	\$ -
401	SE-Retirement	\$ 1,728	\$ 1,616	\$ 1,608	\$ -
401	SE-Workmans Comp	\$ 33	\$ 29	\$ 22	\$ -
401	SE-Operating Cost	\$ -	\$ -	\$ -	\$ -
401	SE-Professional Service	\$ -	\$ 25,000	\$ 25,000	\$ 75,000
401	SE-Travel & Meetings	\$ -	\$ -	\$ -	\$ -
401	SE-Storm Drainage	\$ 8,916	\$ 8,916	\$ 4,136	\$ 10,000
401	PWTF 2002 - Principal	\$ 85,691	\$ 85,691	\$ 85,691	\$ 85,691
401	PWTF 2005 - Principal	\$ 52,632	\$ 52,632	\$ 52,632	\$ 52,632
401	PWTF 2006 - Principal	\$ 409,539	\$ 409,539	\$ 409,539	\$ 409,540
401	PWTF 2008 - Principal	\$ 301,734	\$ 301,734	\$ 301,734	\$ 301,735
401	PWTF 2002 - Interest	\$ 2,571	\$ 2,142	\$ 2,142	\$ 1,714
401	PWTF 2005 - Interest	\$ 9,474	\$ 8,421	\$ 8,421	\$ 7,368
401	PWTF 2006 - Interest	\$ 20,477	\$ 18,429	\$ 18,429	\$ 16,382
401	PWTF 2008 - Interest	\$ 33,191	\$ 31,682	\$ 31,682	\$ 30,173
401	SE-Trnf 2008 Debt Serv OM	\$ 134,025	\$ 139,400	\$ 139,400	\$ 135,100
401	SE-Contribution to ES	\$ -	\$ -	\$ -	\$ -
	<b>Expense Total</b>	\$ 1,082,399	\$ 1,102,198	\$ 1,096,738	\$ 1,125,335
<b>401</b>	<b>Sewer Cash</b>	\$ 280,237	\$ 245,689	\$ 254,071	\$ 172,835
			\$ -	\$ -	\$ -
<b>410</b>	<b>Storm &amp; Surface Water Cash</b>	\$ 1,746,837	\$ 1,343,804	\$ 1,343,804	\$ 1,032,395
410	WA DOE Capacity G160393-4	\$ 18,995	\$ -	\$ -	\$ -
410	DOE - Capacity 17-19	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
410	Storm Drainage Charges	\$ 1,443,850	\$ 1,557,508	\$ 1,557,508	\$ 3,477,107

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
410	SnoCo Aerator Contrib	\$ -	\$ -	\$ -	\$ -
410	SnoCo Weed Abate Contrib.	\$ -	\$ 10,000	\$ 21,220	\$ 20,000
410	Remediation - Clean Up	\$ -	\$ -	\$ -	\$ -
410	Investment Interest	\$ 12,159	\$ 11,318	\$ 19,551	\$ 16,404
410	Sale of Surplus	\$ -	\$ -	\$ -	\$ -
410	Judgements/Settlements	\$ -	\$ -	\$ -	\$ -
410	Miscellaneous Revenues - Storm	\$ -	\$ -	\$ 20	\$ -
410	Insurance Recoveries	\$ -	\$ -	\$ -	\$ -
410	Interfund Transfer In	\$ -	\$ -	\$ 33,301	\$ 35,000
<b>Revenue Total</b>		<b>\$ 1,475,004</b>	<b>\$ 1,603,826</b>	<b>\$ 1,656,600</b>	<b>\$ 3,573,511</b>
410	ME - Operating Costs	\$ 60	\$ 15,000	\$ 23,325	\$ 28,050
410	SW-Safety Program	\$ 1,011	\$ 2,150	\$ 2,150	\$ 2,150
410	SW-Salaries	\$ 592,828	\$ 814,468	\$ 774,221	\$ 727,344
410	SW-Overtime	\$ 2,419	\$ 4,080	\$ 20,000	\$ 20,000
410	SW-Benefits	\$ 133,957	\$ 200,731	\$ 194,426	\$ 184,035
410	SW-Social Security	\$ 34,355	\$ 64,587	\$ 55,357	\$ 55,642
410	SW-Retirement	\$ 51,077	\$ 95,883	\$ 87,399	\$ 94,103
410	SW-Medical Insurance	\$ -	\$ -	\$ -	\$ -
410	SW-Workmans Compensation	\$ 9,886	\$ 19,327	\$ 9,772	\$ 17,460
410	SW Clothing-Boot Allowance	\$ 5,590	\$ 4,500	\$ 5,805	\$ 5,500
410	SW-Clothing	\$ 3,181	\$ 3,000	\$ 3,000	\$ 3,000
410	SW-Office Supplies	\$ 577	\$ 2,000	\$ 1,604	\$ 2,000
410	SW-Operating Costs	\$ 167,452	\$ 46,320	\$ 46,320	\$ 46,320
410	SW-Fuel	\$ 14,327	\$ 10,410	\$ 26,213	\$ 24,647
410	SW-Small Tools	\$ 7,403	\$ 7,700	\$ -	\$ -
410	SW-Professional Services	\$ 3,033	\$ 26,500	\$ 9,170	\$ 26,500
410	SW-Milfoil Treatment	\$ 63,287	\$ 88,500	\$ 88,500	\$ 90,270
410	SW-Street Cleaning	\$ 14,123	\$ 12,000	\$ 12,057	\$ 30,000
410	SW-Software Maint & Support	\$ 4,209	\$ 12,666	\$ 12,666	\$ -
410	SW-Advertising	\$ 1,396	\$ 1,000	\$ 1,664	\$ 1,000
410	SW-Prof Srv Legal	\$ -	\$ -	\$ -	\$ -
410	SW-Communications	\$ 4,756	\$ 4,516	\$ 4,851	\$ 5,233
410	SW-Travel & Meetings	\$ -	\$ 300	\$ 795	\$ 1,077
410	SW-Excise Taxes	\$ 21,543	\$ 25,000	\$ 17,373	\$ 25,000
410	SW-Dumpster Services	\$ 10,880	\$ 7,500	\$ 6,157	\$ 6,526
410	SW-Rentals-Leases	\$ 9,474	\$ 2,000	\$ 177	\$ -
410	SW-Insurance	\$ 6,177	\$ 39,002	\$ 35,368	\$ 48,415
410	SW-Utilities	\$ 2,627	\$ 2,960	\$ 2,782	\$ 3,160
410	SW-Drainage	\$ 2,518	\$ 2,518	\$ 695	\$ 1,500
410	SW-Repairs & Maintenance	\$ 20,983	\$ 15,000	\$ 8,902	\$ 15,000
410	SW-Miscellaneous	\$ -	\$ 300	\$ 26	\$ 300
410	SW-Staff Development	\$ 383	\$ 1,800	\$ 2,651	\$ 1,800
410	SW-Billing Fees	\$ 40,570	\$ 45,500	\$ 45,500	\$ 45,500
410	SW-DOE Annual Permit	\$ 28,533	\$ 37,471	\$ 39,679	\$ 30,000
410	SW - Alum Treatment	\$ 95,514	\$ 105,400	\$ -	\$ 107,508
410	SW-SnoCo Lake O & M	\$ -	\$ -	\$ -	\$ -
410	SW-SnoCo Lake Monitoring	\$ 11,125	\$ 15,363	\$ 11,392	\$ 12,726
410	DOE - Capacity Exp 17-19	\$ 15,113	\$ 25,000	\$ 25,000	\$ 25,000
410	SW-Diking District Contrib	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
410	SWM - Refunds	\$ -	\$ -	\$ -	\$ -
410	SW-Parkway Crossing Det Pond	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
410	SW - Capital Expenditure	\$ 127,668	\$ 154,027	\$ 154,027	\$ -

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
410	SW-Storm Drainage - Cap Proj	\$ -	\$ -	\$ -	\$ -
410	SW-Lundeen Creek Restor	\$ -	\$ -	\$ -	\$ -
410	SW-Contribution Cap Equip Fund	\$ 334,800	\$ 160,000	\$ 160,000	\$ 160,000
410	SW-Contr Computer Equp	\$ 12,000	\$ 24,000	\$ 24,000	\$ 75,040
410	SW-Contrib To Unemployment	\$ -	\$ -	\$ -	\$ -
410	SW-Transfer to Aerator Equip	\$ 12,502	\$ 14,288	\$ 14,288	\$ -
<i>Position Request (or allocation of salaries)</i>					\$ 404,767
<i>SWM Capital Expenditures (LOS 3)</i>					\$ 278,000
<i>To Capital Project Fund</i>					\$ 300,000
<i>SWM Rate Study LOS 3 Determination</i>					\$ 200,000
<b>Expense Total</b>		<b>\$ 1,878,037</b>	<b>\$ 2,153,467</b>	<b>\$ 1,968,010</b>	<b>\$ 3,145,273</b>
<b>410</b>	<b>Storm &amp; Surface Water Cash</b>	<b>\$ 1,343,804</b>	<b>\$ 794,163</b>	<b>\$ 1,032,395</b>	<b>\$ 1,460,633</b>
				\$ -	\$ -
<b>501</b>	<b>Unemployment Cash</b>	<b>\$ 95,919</b>	<b>\$ 96,253</b>	<b>\$ 96,253</b>	<b>\$ 67,838</b>
501	Investment Interest	\$ 841	\$ 669	\$ 1,585	\$ 1,018
501	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total</b>		<b>\$ 841</b>	<b>\$ 669</b>	<b>\$ 1,585</b>	<b>\$ 1,018</b>
501	Payment to Claimants	\$ 507	\$ 30,000	\$ 20,215	\$ 10,000
<b>Expense Total</b>		<b>\$ 507</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>
<b>501</b>	<b>Unemployment Cash</b>	<b>\$ 96,253</b>	<b>\$ 66,921</b>	<b>\$ 67,838</b>	<b>\$ 58,856</b>
				\$ -	\$ -
<b>510</b>	<b>Capital Equip - Computer</b>	<b>\$ 295,258</b>	<b>\$ 173,499</b>	<b>\$ 173,499</b>	<b>\$ 53,308</b>
510	Information Srv - Shared Exp	\$ -	\$ -	\$ -	\$ -
510	Technology Fees Collected	\$ -	\$ -	\$ 27,836	\$ 25,000
510	Investment Interest	\$ 2,225	\$ 1,932	\$ 1,968	\$ 502
510	Misc Revenues	\$ 2,167	\$ 1,000	\$ 9,801	\$ -
510	Contributed Capital-Computer	\$ 150,000	\$ 200,000	\$ 200,000	\$ 300,000
<b>Revenue Total</b>		<b>\$ 154,391</b>	<b>\$ 202,932</b>	<b>\$ 239,605</b>	<b>\$ 325,502</b>
510	Purchase Computer Equipment	\$ 65,634	\$ 67,960	\$ 68,601	\$ 8,200
510	License Renewal - Annual Maint	\$ 106,572	\$ -	\$ 12,089	\$ -
510	ESRI - ArcGIS (incl below)	\$ -	\$ -	\$ -	\$ 1,358
510	Permit Trax	\$ -	\$ -	\$ -	\$ 6,000
510	Vue Works	\$ -	\$ -	\$ -	\$ 6,400
510	Time & Attendance	\$ -	\$ -	\$ -	\$ 5,500
510	T&A Advanced Scheduling (incl below)	\$ -	\$ -	\$ -	\$ -
510	LR - Autodesk Civil 3D	\$ -	\$ -	\$ -	\$ 4,200
510	LR - SiteImprove Website Optim	\$ -	\$ 4,530	\$ 4,530	\$ 4,711
510	LR - Quest Kace Patch Mgmt	\$ -	\$ 2,200	\$ 2,200	\$ 2,288
510	LR - Adobe Pro	\$ -	\$ 8,900	\$ 6,098	\$ 6,342
510	LR - WaveBroadband Fiber Lease	\$ -	\$ 27,100	\$ 27,100	\$ 28,184
510	LR - Smarsh	\$ -	\$ 7,200	\$ 7,200	\$ 7,488
510	LR - Laserfiche	\$ -	\$ 75,508	\$ 75,508	\$ 17,100
510	LR - Civic Plus Website	\$ -	\$ 5,000	\$ 5,674	\$ 5,901
510	LR - TrendMicro Antivirus	\$ -	\$ 1,500	\$ 1,497	\$ 1,557
510	LR - Social Media Archive	\$ -	\$ 2,400	\$ 2,388	\$ 2,484
510	LR - Meraki Cloud Mgmt	\$ -	\$ 600	\$ 600	\$ 624
510	LR - MeetMeRoom SnoCo	\$ -	\$ 600	\$ 600	\$ 624
510	LR - Datacenter Rack Spc SnoCo	\$ -	\$ 5,300	\$ 5,300	\$ 5,512
510	LR - Firewall Security Subscri	\$ -	\$ 3,200	\$ 4,000	\$ 3,047
510	LR - Barracuda Email Archive	\$ -	\$ 6,400	\$ 6,070	\$ 6,313
510	LR - Quest Backup Solution	\$ -	\$ 3,000	\$ 3,000	\$ 3,120
510	LR - GoDaddy SSL - 3 yr	\$ -	\$ -	\$ -	\$ 400

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
510	LR - .GOV Domain	\$ -	\$ 400	\$ 628	\$ 416
510	LR - Microsoft Enterprise Agmt	\$ -	\$ 46,296	\$ 41,302	\$ 42,954
510	LR - OpenText RightFax Express	\$ -	\$ 400	\$ 373	\$ 388
510	LR - Log360 SIEM	\$ -	\$ 4,300	\$ 2,723	\$ 5,663
510	LR - Bomgar Cloud Remote Admin	\$ -	\$ 2,500	\$ 2,259	\$ 2,350
510	LR - KnowBe4 Cyber Security Tr	\$ -	\$ 1,500	\$ 1,616	\$ 1,681
510	LR - Accela/Springbrook	\$ -	\$ 15,000	\$ 18,239	\$ 21,000
510	Capital - Purch Computer Equip	\$ 103,944	\$ 60,200	\$ 60,200	\$ -
<i>IT Requests Subtotal</i>					\$ 86,916
<b>Expense Total</b>		\$ 276,150	\$ 351,994	\$ 359,796	\$ 288,721
510	Capital Equip - Computer	\$ 173,499	\$ 24,437	\$ 53,308	\$ 90,089
				\$ -	\$ -
515	Capital Equip - Planning Vehicle	\$ -	\$ 10,020	\$ 10,020	\$ 20,272
515	Investment Interest	\$ 20	\$ 20	\$ 252	\$ 303
515	Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -
515	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -
515	Vehicle Contribution	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Revenue Total</b>		\$ 10,020	\$ 10,020	\$ 10,252	\$ 10,303
515	Vehicle Purch - Building Dept	\$ -	\$ -	\$ -	\$ -
<b>Expense Total</b>		\$ -	\$ -	\$ -	\$ -
515	Capital Equip - Planning Vehicle	\$ 10,020	\$ 20,040	\$ 20,272	\$ 30,575
				\$ -	\$ -
520	Capital Equip - Police Cash	\$ 311,211	\$ 246,375	\$ 246,375	\$ 19,357
520	Investment Interest	\$ 1,981	\$ 1,620	\$ 3,642	\$ 290
520	Sale of Capital Assets	\$ 2,667	\$ -	\$ 4,880	\$ -
520	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -
520	Equipment - Police - Contribut	\$ 188,000	\$ 88,000	\$ 88,000	\$ 210,000
520	Equip - Police Boat - Contr	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
<b>Revenue Total</b>		\$ 200,648	\$ 97,620	\$ 104,522	\$ 218,290
520	Capital Equipment	\$ 265,484	\$ 331,540	\$ 331,540	\$ -
<b>Expense Total</b>		\$ 265,484	\$ 331,540	\$ 331,540	\$ -
520	Capital Equip - Police Cash	\$ 246,375	\$ 12,455	\$ 19,357	\$ 237,648
				\$ -	\$ -
530	Capital Equip - PW	\$ 281,826	\$ 466,437	\$ 466,437	\$ 805,095
530	Investment Interest	\$ 4,852	\$ 3,462	\$ 10,188	\$ 14,319
530	Sale of Surplus	\$ 11,578	\$ -	\$ 11,384	\$ -
530	Sale of Capital Equipment	\$ -	\$ -	\$ -	\$ -
530	Interfund Transfer In	\$ 837,100	\$ 400,000	\$ 400,000	\$ 400,000
<b>Revenue Total</b>		\$ 853,530	\$ 403,462	\$ 421,571	\$ 414,319
530	Purchase Of Capital Equipment	\$ 668,919	\$ 92,930	\$ 32,930	\$ -
530	Sales Tax on Capital Lease	\$ -	\$ -	\$ 3,051	\$ 3,925
530	Capital Lease Principal	\$ -	\$ -	\$ 43,238	\$ 44,092
530	Capital Lease Interest	\$ -	\$ -	\$ 3,694	\$ 2,840
<i>Capital Requests</i>					\$ 89,000
<b>Expense Total</b>		\$ 668,919	\$ 92,930	\$ 82,913	\$ 139,857
530	Capital Equip - PW	\$ 466,437	\$ 776,969	\$ 805,095	\$ 1,079,557
				\$ -	\$ -
540	Aerator Equip Replacment	\$ 129,890	\$ 93,789	\$ 93,789	\$ 40
<b>Revenue Total</b>		\$ 15,213	\$ 17,800	\$ 17,822	\$ -
<b>Expense Total</b>		\$ 51,314	\$ 111,589	\$ 111,571	\$ -
540	Aerator Equip Replacment	\$ 93,789	\$ (0)	\$ 40	\$ 40
				\$ -	\$ -

Fund	Description	2017 Actual Ending	Current Budget	Estimated Ending	Updated Mayor's Budget
<b>621</b>	<b>Refundable Deposits Cash</b>	<b>\$ 24,591</b>	<b>\$ 77,252</b>	<b>\$ 77,252</b>	<b>\$ 543</b>
621	Retainage - Street Project	\$ 24,787	\$ 50,000	\$ 50,000	\$ 50,000
621	Retainage - Other PW Project	\$ 34,429	\$ 50,000	\$ 50,000	\$ 50,000
621	Retainage - Janitor/Landscape	\$ 46,004	\$ 1,000	\$ 1,000	\$ 1,000
	<b>Revenue Total</b>	<b>\$ 105,220</b>	<b>\$ 101,000</b>	<b>\$ 101,000</b>	<b>\$ 101,000</b>
621	Retain Reimb - Janitor/Landscp	\$ 1,356	\$ 1,000	\$ 4,349	\$ 1,000
621	Retainage Release - Other PW	\$ 32,443	\$ 50,000	\$ 64,481	\$ 50,000
621	Street Project Retainage Reimb	\$ 18,760	\$ 127,252	\$ 108,879	\$ 50,000
	<b>Expense Total</b>	<b>\$ 52,559</b>	<b>\$ 178,252</b>	<b>\$ 177,709</b>	<b>\$ 101,000</b>
<b>621</b>	<b>Refundable Deposits Cash</b>	<b>\$ 77,252</b>	<b>\$ -</b>	<b>\$ 543</b>	<b>\$ 543</b>
					\$ -
<b>633</b>	<b>Treasurer's Trust Cash</b>	<b>\$ 14,714</b>	<b>\$ 2,540</b>	<b>\$ 2,540</b>	<b>\$ 45,100</b>
633	Distracted Driving Prevention	\$ (4)	\$ -	\$ -	\$ -
633	District Court	\$ 187,163	\$ 345,000	\$ 312,241	\$ 355,000
633	Gun Permit Fees	\$ 14,675	\$ 15,000	\$ 16,171	\$ 17,000
633	St. Bldg Permit Fee Non-Rev	\$ 2,981	\$ 3,000	\$ 4,698	\$ 4,000
633	Leasehold Excise Tax Receipts	\$ 6,207	\$ 4,500	\$ 3,000	\$ 3,000
633	Seizure & Forfeit - State REV	\$ 111	\$ 1,200	\$ 13	\$ 1,000
633	Violations Bureau - State REV	\$ -	\$ 25,000	\$ -	\$ -
633	Mandatory Ins.-Admin Cost Cnty	\$ -	\$ 500	\$ -	\$ -
633	Fire District Fees	\$ 14,079	\$ 7,000	\$ 20,431	\$ 20,000
633	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total</b>	<b>\$ 225,212</b>	<b>\$ 401,200</b>	<b>\$ 356,554</b>	<b>\$ 400,000</b>
633	Seizure & Forfeit State REMIT	\$ 55	\$ 1,200	\$ 1,200	\$ 1,000
633	Leasehold Excise Tax Remit	\$ 6,207	\$ 4,500	\$ 3,780	\$ 3,000
633	Fire District Fee Remit	\$ 33,067	\$ 6,500	\$ 9,867	\$ 20,000
633	State Building Permit Remit	\$ 2,783	\$ 2,000	\$ 3,848	\$ 4,000
633	State Court Remit	\$ 16	\$ 375,540	\$ 277,547	\$ 400,100
633	Gun Permit - State Remittance	\$ 10,589	\$ 10,000	\$ 9,539	\$ 13,000
633	Crime Victims Compensation	\$ 3,071	\$ -	\$ 3,723	\$ -
633	Gun Permit - FBI Remittance	\$ 4,934	\$ 4,000	\$ 4,491	\$ 4,000
633	Distracted Driving Prevention	\$ -	\$ -	\$ -	\$ -
	<b>Expense Total</b>	<b>\$ 237,386</b>	<b>\$ 403,740</b>	<b>\$ 313,994</b>	<b>\$ 445,100</b>
<b>633</b>	<b>Treasurer's Trust</b>	<b>\$ 2,540</b>	<b>\$ 0</b>	<b>\$ 45,100</b>	<b>\$ -</b>
	<b>Revenue Total</b>	<b>\$ 28,991,356</b>	<b>\$ 25,859,882</b>	<b>\$ 27,073,533</b>	<b>\$ 29,689,510</b>
	<b>Expense Total</b>	<b>\$ 28,673,211</b>	<b>\$ 38,242,836</b>	<b>\$ 34,165,516</b>	<b>\$ 27,660,242</b>
	<b>Ending Cash &amp; Investments</b>	<b>\$ 28,280,431</b>	<b>\$ 15,897,349</b>	<b>\$ 21,188,419</b>	<b>\$ 23,217,687</b>



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 13, 2018

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**Subject:** Setting Property Tax Levy and Collection for 2019

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

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve Ordinance No. 1039 authorizing collection of property tax levy for 2019 and setting the property tax levy.

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**SUMMARY/BACKGROUND:**

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

The 2018 preliminary AV shows an approximate increase of 13.2%. The change in the rate of inflation (IPD rate) is 102.169 percent for tax year 2019. For taxing districts with a population of 10,000 or more the limit factor for property taxes in tax year 2019 is 101%. This City’s estimated levy rate for 2019 is \$1.11 when using the increased levy factor of 101%.

The ordinance authorizes the Snohomish County Assessor to collect property taxes on behalf of the City of Lake Stevens on properties within the city limits. The ordinance includes an estimated 3.9% increase over the 2018 levy amount. This includes the 1% increase which equates to \$46,378.04 as well as increases from annexation, new construction, and refunds.

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**APPLICABLE CITY POLICIES:**

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

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**BUDGET IMPACT:**

This ordinance will set the 2019 property tax levy at 101% of the highest lawful levy and contribute revenue to the general and street funds.

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**ATTACHMENTS:**

- Exhibit A: Ordinance No. 1039
- Exhibit B: 2019 Levy Certification

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1039

AN ORDINANCE OF THE CITY OF LAKE STEVENS LEVYING TAXES UPON ALL PROPERTY – REAL, PERSONAL AND UTILITY, SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE STEVENS, WASHINGTON FOR THE YEAR 2019.

WHEREAS, the City Council of Lake Stevens desires to set the property tax levy for 2019;

WHEREAS, the City Council of Lake Stevens has given notice as required by law of the public hearing held November 13, 2018, to consider the city's current expense budget for the 2019 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the City Council of Lake Stevens, after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Lake Stevens requires a regular levy in the amount of \$4,850,000, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred, and refunds made, in order to discharge the expected expenses and obligations of the city and in its best interest;

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

Section 1. An increase in the regular property tax levy is hereby authorized for the 2019 levy in the amount of \$46,378.04 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from annexations that have occurred and refunds made as provided by RCW 84.55.010.

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

PASSED by the City Council of the City of Lake Stevens this 13<sup>th</sup> day of November, 2018.

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John Spencer, Mayor

ATTEST/AUTHENTICATION:

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Kathy Pugh, City Clerk

First and Final Reading: November 13, 2018  
Published:

APPROVED AS TO FORM:

Effective Date:

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Greg Rubstello, City Attorney



## Levy Certification

**Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.**

In accordance with RCW 84.52.020, I, JOHN SPENCER,  
(Name)

MAYOR \_\_\_\_\_, for CITY OF LAKE STEVENS \_\_\_\_\_, do hereby certify to  
(Title) \_\_\_\_\_ (District Name) \_\_\_\_\_

the SNOHOMISH County legislative authority that the COUNCIL  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2019 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on 11/13/18;  
(Date of Public Hearing)

Regular Levy: \$4,850,000.00 (includes  
\$13,128.95 for refunds)  
(State the **total** dollar amount to be levied)

Excess Levy: \_\_\_\_\_  
(State the **total** dollar amount to be levied)

Refund Levy: \_\_\_\_\_  
(State the **total** dollar amount to be levied)

Signature:

Date:

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 13, 2018

**Subject:** Lake Stevens Utility Tax Code Amendment

**Contact**

**Person/Department:** Barb Stevens, Finance Director      **Budget Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Adopt Ordinance No. 1037 Repealing Lake Stevens Municipal Code (LSMC) Chapters 3.08, 3.12, 3.16, and 3.20 and Reenacting Chapter 3.08 Establishing Taxes on Utility Providers.

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**SUMMARY**

RCW 35.21.865 - .870 authorizes the City to establish a utility tax of up to 6% of the gross revenues of those engaged in the telephone business and those engaged in the distribution of natural gas and electricity. Additionally, RCW 35A.82.020 authorizes the City to require business licenses and to impose excise taxes for the purpose of regulation and revenue, including but not limited to the utility businesses of sewer, solid waste, water and cable tv.

The City currently imposes a 6% utility tax on those in the business of providing telephone services, and 5% on those providing electricity and natural gas. Additionally, the City has a 5% franchise agreement fee for cable and black fiber similar to a utility tax. No other utility taxes or franchise agreements are imposed by the City. As we reviewed utility fees and taxes, we noted that Lake Stevens was one of very few cities in Snohomish County that have not enacted utility taxes on Sewer, Stormwater, Water, or Garbage; and similarly, had not increased the electricity and natural gas from 5% the allowable 6% rate.

Lake Stevens has been steadily increasing its levels of service to the public in all areas including public safety, parks, street and stormwater. As the cost of providing city services has continued to increase, these additional revenues are needed by the City to provide these and other essential services.

This ordinance would reenact LSMC chapter 3.08 establishing the following utility taxes on business providing these services:

- 6% - Telephone, Telegraph, Electricity, Natural Gas, Water, Garbage
- 2% - Sanitary Sewer

To allow ample time for utility providers to integrate this change into their system, the City is recommending an effective date of March 1, 2019, which is more time than required by RCW.

**ATTACHMENTS:**

A: Ordinance 1037

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**ORDINANCE NO. 1037**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, RELATING TO TAXATION OF UTILITY PROVIDERS; REPEALING IN THEIR ENTIRETY CHAPTERS 3.08, 3.12, 3.16 AND 3.20 OF THE LAKE STEVENS MUNICIPAL CODE ("LSMC"); REENACTING NEW CHAPTER 3.08 OF THE LAKE STEVENS MUNICIPAL CODE, ESTABLISHING A SIX PERCENT (6.0%) UTILITY TAX ON THE GROSS RECEIPTS OF THOSE ENGAGED IN THE TELEPHONE BUSINESS, THE TELEGRAPH BUSINESS, THE DISTRIBUTION OF NATURAL GAS, THE LIGHT OR POWER BUSINESS, THE DISTRIBUTION OF WATER, THE SALE OF CELLULAR TELEPHONE SERVICE, THE SERVICE OF GARBAGE, REFUSE, AND SOLID WASTE COLLECTION, AND FOR A TWO PERCENT (2%) UTILITY TAX ON THE BUSINESS OF PROVIDING SANITARY SEWER SERVICES; ESTABLISHING STANDARDS AND PROCEDURES FOR COLLECTION OF THE SAME; ESTABLISHING PENALTIES FOR FAILURE TO TIMELY REGISTER OR PAY THE UTILITY TAX; PROVIDING FOR SEVERABILITY; FIXING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.**

**WHEREAS**, RCW 35.21.865 - .870 authorizes the City to establish a utility tax of up to 6% of the gross revenues of those engaged in the telephone business and those engaged in the distribution of natural gas and electricity without approval of a majority of voters; and

**WHEREAS**, RCW 35A.82.020 authorizes the City to require business licenses and to impose excise taxes for the purpose of regulation and revenue, including but not limited to the utility businesses of sewer, solid waste, water and cable tv; and

**WHEREAS**, the cost of providing public safety, parks, streets and other city services have continued to increase, and additional revenue is needed by the City to perform these and other essential services; and

**WHEREAS**, the current utility tax rates in the LSMC for the utilities covered may be increased and additional utilities not currently covered may be included within the scope of the utility tax to provide the City with additional revenue needed to provide essential services; and

**WHEREAS**, the current utility tax provisions in the LSMC are found in four separate chapters and it is in the interest of convenience, transparency, and best practice that all utility tax provisions be codified in a single chapter.

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

**Section 1.** Chapters 3.08 *Public Utilities District Tax*, 3.12 *Telephone Utility Tax*, 3.16 *Telegraph Tax*, and 3.20 *Sale of Gases Tax* of the Lake Stevens Municipal Code are hereby repealed in their entirety.

**Section 2.** Chapter 3.08 of the Lake Stevens Municipal Code is hereby reenacted to read as follows:

## CHAPTER 3.08 UTILITY TAXES

### Sections:

- 3.08.010      Purpose.**
- 3.08.020      Definitions.**
- 3.08.030      Businesses subject to tax.**
- 3.08.040      Exceptions and deductions from gross income**
- 3.08.050      Returns and payments.**
- 3.08.070      Books and records -- Inspection and confidentiality.**
- 3.08.080      Investigation of returns.**
- 3.08.090      Over or under payment.**
- 3.08.100      Failure to apply for license or make return.**
- 3.08.110      Appeal to City Administrator.**
- 3.08.120      Rules and regulations.**
- 3.08.130      Unlawful acts.**
- 3.08.140      Penalty for violation.**
- 3.08.150      Rate change.**

**3.08.010      Purpose.** The provisions of this chapter shall be deemed to be an exercise of the power of the City of Lake Stevens to license for revenue, as authorized by RCW 35.21.865, RCW 35A.82.020, and other applicable state law.

**3.08.020      Definitions.** Where used in this chapter, the following words and terms shall have the meanings as defined in this section, unless, from the context, a more limited or different meaning is clearly defined or apparent:

- A. "Director" means the City Finance Director.
- B. "Gross income" means the total gross monthly service and other charges billed to business and residence customers within the corporate limits of the city for the service or commodity of the business subject to the tax, exclusive of moneys collected by such business for reimbursement of such tax and without any deduction on account of the cost of the property sold, the cost of materials used, labor costs, interest or discount paid, taxes, (excluding taxes imposed by this Chapter) or any expense whatsoever, and without any deduction on account of losses.
- C. "Household" means a single service address such as house or apartment number, regardless of the number of persons living at the service address.
- D. "Person" or "persons" means natural persons of either gender, firms, co-partnerships, corporations, municipal corporations/special purpose districts, and other associations of natural persons whether acting by themselves or by servants, agents or employees.
- E. "Taxpayer" means any person liable for the license fee or taxes imposed by this chapter.
- F. "Tax year" or "taxable year" means the twelve month period commencing January 1st and ending December 31st of the same year.

**3.08.030      Businesses subject to tax.** There is hereby levied upon all persons engaged in business activities taxable under this chapter a tax in the amounts to be determined by the application of the respective rates against gross income of such taxpayer. Taxpayers engaged in or carrying on the business shall be charged with collection of the tax as a condition of doing business, in the amount described below:

- A. Upon every person engaged in or carrying on a telephone business (including cellular and pager), as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income, including revenues for intrastate toll, derived from the operation of such business within the City. To the extent permitted by applicable federal and state law, any telecommunications services provided by a cable operator (as defined in 47 U.S.C.

Section 522(5)) or other persons over cable television facilities owned or controlled by a cable operator shall be taxable hereunder.

- B. Upon every person engaged in or carrying on a telegraph business, as defined in RCW 82.16.010, a tax equal to six percent (6%) of the total gross income from such business in the City.
- C. Upon every person engaged in a gas distribution business, as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- D. Upon every person engaged in a light or power business, as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income derived from such business within the City.
- E. Upon every person engaged in water distribution business, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- F. Upon every person engaged in the service of garbage, refuse, and solid waste collection, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- G. Upon every person engaged in sanitary sewer business, a tax equal to two percent (2.0%) of the total gross income derived from the operation of such business within the City.

**3.08.040 Exceptions and deductions from gross income.** There shall be excluded from the total gross income upon which the utility tax is computed the following:

- A. Revenues derived from transactions in interstate or foreign commerce, or from business done for the United States and the state, or their officers or agents or any amounts paid by the taxpayer to the United States and the state, the City or to any political subdivision of the state, as excise taxes levied or imposed upon the sale or distribution of property or services, or as a utility tax.
- B. That portion of gross income derived from charges to another telecommunications company, as defined in RCW 80.40.010, for connecting fees, switching charges, or carrier access charges relating to intrastate toll telephone services, or for access to, or charges for, interstate service.
- C. Charges incurred by a taxpayer engaging in a telephone business and paid to a telecommunications company, as defined in RCW 80.40.010, for telephone service that the taxpayer purchases for the purpose of resale.
- D. Adjustments made to a billing or to a customer account or a telecommunications company accrual account in order to reverse a billing or a charge that has been made as a result of third party fraud or other crime and was not properly a debt of a customer.
- E. Cash discounts and credit losses actually sustained by a taxpayer on an accrual basis.
- F. Revenues from transactions or activities which the City is prohibited from taxing under the laws and/or Constitutions of the United States or the State of Washington.

**3.08.050 Returns and payment.**

- A. *Quarterly Returns.* On or before the 20th day following the end of each calendar quarter (i.e., April 20<sup>th</sup>, July 20<sup>th</sup>, October 20<sup>th</sup>, and January 20<sup>th</sup>), each taxpayer not submitting monthly returns and payment shall remit payment for the preceding quarter's utility tax, accompanied by a quarterly statement showing the manner in which the quarterly payment is calculated. The quarterly statement shall be upon a form provided by the Finance Director and shall contain such information as may be necessary to enable the director to arrive at the lawful amount of the tax. The taxpayer shall, in a legible manner provide all information required by the director on such returns, shall sign the same, and by affidavit shall swear or affirm that the information therein given is full and true and that the taxpayer knows the same to be so.

- B. *Monthly Returns.* Taxpayers may submit monthly returns and payment in the same form and manner as taxpayer's making quarterly returns.
- C. Returns shall be accompanied by a remittance by bank draft, certified check, cashier's check or money order, payable to the City of Lake Stevens, or in cash, in the amount of the fee or tax owed, including delinquencies and installments.
- D. Payment made by draft or check shall not be deemed a payment of the fee or tax unless and until the same has been honored in the usual course of business, nor shall acceptance of any such check or draft operate as an acquittance or discharge of the fee or tax unless and until the check or draft is honored.
- E. If the taxpayer is a partnership, returns must be made by one of the partners; if a corporation, by one of the officers thereof, if a foreign corporation, co-partnership or nonresident individual, by the resident agent or local manager of said corporation, co-partnership or individual.

**3.08.070 Books and records - Inspection and confidentiality.**

- A. It is the duty of each taxpayer to keep and enter in a proper book or set of books or records an account which shall accurately reflect the amount of its gross income, which account shall be open to inspection by the director, or his or her designee at a reasonable time upon request, and from which said officer the director or his or her designee may verify returns made by the taxpayer.
- B. To the extent permitted by Chapter 42.56 RCW and other applicable statutes, the applications, statements or returns made to the director pursuant to this chapter shall not be made public, nor shall they be subject to the inspection of any person except the Mayor, City Administrator, the City Attorney, the Director, or his or her authorized agent and members of the City Council.

**3.08.080 Investigation of returns.** If any taxpayer fails to apply for a license or make his or her return, or if the Finance Director is dissatisfied as to the correctness of the statements made in the application or return of any taxpayer, the Finance Director or his or her designee, may, to the extent and in the manner permissible under applicable law : (1) enter the premises of such taxpayer at any reasonable time for the purpose of inspecting and auditing the taxpayer's books or records to ascertain the amount of the fee or tax or to determine the correctness of such statements, as the case may be; (2) examine any person under oath administered by the Finance Director, or his or her designee, touching the matters inquired into; or (3) fix a time and place for an investigation of the correctness of the return, and issue a subpoena to the taxpayer, or any other person, to attend such investigation and testify, under oath administered by the director, or his or her agent, in regard to the matters inquired into and may, by subpoena, require him or her, or any person, to bring with him or her such books, records and papers as may be necessary. In the event that any such audit reveals an underpayment of ten percent (10%) or more, the taxpayer shall, in addition to the penalties provided by this chapter, be responsible for all of the costs associated with the audit, including, but not limited to, staff time and overhead, accounting fees, professional service fees, and attorneys' fees.

**3.08.090 Over or under payment.**

- A. Overpayment. If, upon written request of the taxpayer, the Finance Director, upon investigation or upon checking returns, finds that the fee or tax paid by a taxpayer is more than the amount required of the taxpayer, he or she shall return the amount overpaid. Any refund request not submitted within two (2) years of the alleged overpayment shall be forever barred.
- B. Underpayment. If the Finance Director finds that the fee or tax paid by a taxpayer is less than required, he or she shall send a statement to the taxpayer showing the balance due, together with a penalty of ten percent (10%) of the amount due, and the taxpayer, shall within twenty (20) days, pay the amount shown thereon. If payment is not received by the director by the due date specified in the notice, the Finance Director shall add a penalty of an additional twenty-five percent (25%) of the amount of the additional tax found due. In the event that the balance due, including all penalties, is not paid in full within thirty (30) days from the date specified, the penalty shall be increased by fifteen

percent (15%) of the amount due and the total amount due shall accrue interest at the rate of twelve percent (12%) per annum. If the Finance Director finds that all, or any part of, the deficiency resulted from an intent to evade the tax payable hereunder, a penalty of fifty percent (50%) of the additional tax found to be due shall be added and the amounts due, including penalties, shall accrue interest at the rate of twelve percent (12%) per annum from the date the tax became due and the date payment is actually made.

**3.08.100 Failure to make return.** If any taxpayer fails to make a return or pay the fees or taxes therefore, or any part thereof, the Finance Director shall ascertain the amount of the fee or tax or installment thereof due and shall notify the taxpayer thereof, who shall be liable therefore in any suit or action by the City for the collection thereof. In the event that any taxes imposed by this chapter remain unpaid, the Finance Director may refer such claims to a collection agency or to the City Attorney for collection. If referred to the City Attorney for collection, the City Attorney shall, with the assistance of the Finance Director, collect the same by any appropriate means or by suit or action in the name of the City. In the event that the City prevails on any claim that a taxpayer is noncompliant with the terms of this chapter, the City shall be entitled to an award of its reasonable attorneys' fees and other professional expenses associated with prosecuting the action.

**3.08.110 Appeal to City Administrator.**

- A. Any taxpayer aggrieved by the amount of the fee, tax, or penalty found by the Finance Director to be required under the provisions of this chapter, may appeal to the City Administrator from such finding by filing a written notice of appeal with the Finance Director within fourteen (14) days from the time such taxpayer was given notice of such amount, and paying an appeal fee in accordance with the City's adopted fee schedule. The City Administrator shall, as soon as practicable, fix a time and place for the hearing of such appeal, which time shall be not more than thirty (30) days after the filing of the notice of appeal, and shall cause a notice of the time and place thereof to be delivered or mailed to the appellant. At such hearing the taxpayer shall be entitled to be heard and to introduce evidence on his or her own behalf. The City Administrator shall thereupon ascertain the correct amount of the fee, tax, or penalty by resolution and the director shall immediately notify the appellant thereof, which amount, together with costs of the appeal including outside legal, accounting, and other expenses, if the appellant is unsuccessful therein, must be paid within ten (10) days after such notice is given.
- B. The City Administrator may direct that the appeal hearing provided by subsection (A) of this section be conducted by a hearing officer appointed by the City for that purpose. In such case, the hearing officer shall conduct an evidentiary hearing as provided in subsection (A) of this section and forward findings, conclusions, and a recommendation to the City Administrator for final action. Unless otherwise agreed to by the parties, the hearing officer shall convene the hearing within thirty (30) days of the matter being referred by the City Administrator and shall enter his or her written findings, conclusions, and recommendation within fifteen (15) days following conclusion of the hearing. Upon receipt of the hearing officer's findings, conclusions, and recommendation, the City Administrator shall either adopt the same as their own decision, conduct their own hearing and adopt new findings and conclusions, or remand the matter to the hearing officer for further review.
- C. Any judicial appeal of the City Council's final determination of such an appeal shall be filed and served within twenty-one (21) days of the date of the City Administrator's final decision on the matter, and the taxpayer shall be responsible for payment of the costs associated with producing the City's administrative record therein.

**3.08.120 Rules and regulations.** The director shall have the power to adopt, publish and enforce rules and regulations not inconsistent with this chapter or with applicable law for the purpose of carrying

out the provisions of this chapter, and it is unlawful for any person or taxpayer to violate or fail to comply with any such rule or regulation.

**3.08.130 Unlawful acts.** It is unlawful: (1) for any person liable for taxes or fees hereunder to fail or refuse to file returns, or to pay any fee or tax or installment thereof when due; (2) for any person to make any false or fraudulent return or any false statement or representation in, or in connection with any return; (3) to aid or abet another in any attempt to evade payment of the fee or tax, or any part thereof; (4) for any person to fail to appeal and/or testify in response to a subpoena issued pursuant hereto; (5) to testify falsely upon any investigation of the correctness of a return, or upon the hearing of any appeal; or (6) in any manner to hinder or delay the City or any of its officers in carrying out the provisions of this chapter.

**3.08.140 Penalty for violation.** Any person violating any of the provisions or failing to comply with any of the requirements of this chapter shall, in addition to being liable for the monetary penalties set forth herein, be guilty of a gross misdemeanor and upon conviction of such violation or failure be punished by a fine of not more than Five Thousand Dollars (\$5,000.00) or by imprisonment not to exceed ninety (90) days or by both such fine and imprisonment.

**3.08.150 Rate change.** No change in the rate of tax upon persons engaging in providing services taxable under this chapter shall apply to business activities occurring before the effective date of the change, and, except for a change in the tax rate authorized by RCW 35.21.870, no change in the rate of the tax may take effect sooner than sixty (60) days following the enactment of the ordinance establishing the change. The director, or his or her designee, shall send to each taxpayer a copy of any ordinance changing the rate or tax upon taxable services promptly upon its enactment.

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

**Section 3. Effective Date.** This ordinance shall take effect March 1, 2019 or 60 days after the date of enactment, whichever date is last to occur. Publication of this ordinance may be by an approved summary thereof consisting of the ordinance title.

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John Spencer, Mayor

**ATTEST/AUTHENTICATED:**

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Kathy Pugh, City Clerk

**APPROVED AS TO FORM:**

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Greg A. Rubstello, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: *This ordinance shall take effect March 1, 2019 or 60 days after its enactment, whichever date is last to occur.*

**CITY OF LAKE STEVENS  
1812 MAIN STREET, LAKE STEVENS, WA 98258  
PH: (425) 622-9400 ♦ Fax: (425) 334-0835**

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**LEGAL NOTICE**

**NOTICE OF ORDINANCE PASSED BY LAKE STEVENS CITY COUNCIL**

The following is a summary of an Ordinance passed by the City of Lake Stevens City Council on \_\_\_\_\_. This ordinance shall take effect January 1, 2019 or 60 days after its enactment, whichever date is last to occur.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, RELATING TO TAXATION OF UTILITY PROVIDERS; REPEALING IN THEIR ENTIRETY CHAPTERS 3.08, 3.12, 3.16 AND 3.20 OF THE LAKE STEVENS MUNICIPAL CODE ("LSMC"); REENACTING NEW CHAPTER 3.08 OF THE LAKE STEVENS MUNICIPAL CODE, ESTABLISHING A SIX PERCENT (6.0%) UTILITY TAX ON THE GROSS RECEIPTS OF THOSE ENGAGED IN THE TELEPHONE BUSINESS, THE TELEGRAPH BUSINESS, THE DISTRIBUTION OF NATURAL GAS, THE LIGHT OR POWER BUSINESS, THE DISTRIBUTION OF WATER, THE SALE OF CELLULAR TELEPHONE SERVICE, THE SERVICE OF GARBAGE, REFUSE, AND SOLID WASTE COLLECTION, AND FOR A TWO PERCENT (2%) UTILITY TAX ON THE BUSINESS OF PROVIDING SANITARY SEWER SERVICES; ESTABLISHING STANDARDS AND PROCEDURES FOR COLLECTION OF THE SAME; ESTABLISHING PENALTIES FOR FAILURE TO TIMELY REGISTER OR PAY THE UTILITY TAX; PROVIDING FOR SEVERABILITY; FIXING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.**

The full text of the Ordinance is available at the City Clerk's office, Lake Stevens City Hall, 1812 Main Street, Lake Stevens, Washington, 98258, (425) 622-9400

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Kathy Pugh, City Clerk



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** November 13, 2018

**Subject:** Lake Stevens Rotary Cash Contribution for Lundein Park

<b>Contact</b>	Jim Haugen, Parks & Recreation	<b>Budget Impact:</b>	\$9,000
<b>Person/Department:</b>	Coordinator; Russ Wright, Community Dev.		contribution
	Director		

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to sign RESOLUTION 2018-30, accepting funds from the Lake Stevens Rotary Club to purchase benches and tables for Lundein Park.

**SUMMARY/BACKGROUND:**

One of the City Council's identified goals is to add to and improve the quality of the Lake Stevens parks for the benefit of the City's residents. The Lake Stevens Rotary Club has adopted Lundein Park as part of the City's Adopt-A-Community program. The Rotary Club of Lake Stevens has applied for and received a District 5050 matching grant in the total amount of \$9,000 to be used to purchase five M1821 Game Time - Timbers Two Leg Portable Benches and two 338SM-OV Game Time UltraSite - Octagon pedestal tables with 4 seats, surface mount and naming plaques, in the amount of \$9,000. The tables and benches are an exact match to the recently purchased and installed equipment at Lundein Park. The donation is to be allocated to the Public Works Department. Three benches and two tables will be placed lakeside in the park and two benches will be placed adjacent to the west side of the basketball court.

**The Parks & Recreation Planning Board has been briefed on this request and support the receipt of these funds.**

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**APPLICABLE CITY POLICIES:** LSMC 3.60.040, RCW 35.21.100 and RCW 35A.11.010 allow cities to accept donated money or property by Ordinance and LSMC section 3.60.040 authorizes acceptance of donations of value greater than \$5,000 by City Council Resolution.

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**BUDGET IMPACT:** \$9,000 contribution

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**ATTACHMENTS:**

Attachment A: Grant information sheet  
Resolution 2018-30

## ATTACHMENT A

# Rotary Club of Lake Stevens District 5050 Grant 2018

### Benches & Tables



#### Single Pedestal Table

#28021 46" (1.2m) Surface Mounted \$1,749

Includes heavy-duty 3/8" thick center support, 6" square post with 3" square seat supports and 2" square seat braces. Available in-ground or surface mounted. ADA option available.

338SM-OV Game Time UltraSite - Octagon pedestal table with 4 seats, surface mount

$2 \times \$1,189.00 = \$2,378.00$



#### Timbers Portable Bench

#1821 Single Color \$620

#M1821 Multi-Color (shown) \$620

Recycled plastic lumber complements your PowerScape or PrimeTime Timbers play system



Recycled plastic "lumber" matches our PowerScape and PrimeTime Timbers play systems.

M1821 Game Time - Timbers Two Leg Portable Bench

$5 \times \$613.04 = \$3,065.20$

Tax \$645.89

Freight \$1,813.97

**Total \$7,903.06**

*Game Time will honor these prices until November 30, 2018.*

## Recognition Plaques



The bench plaques are 6" X 2 3/4" BRONZE PLAQUE and weigh 1.4 pounds.  
Table plaques are 1½" X 6" and weigh .75 pound.

7 x \$134.30 = \$940.10  
Tax \$84.87  
Freight \$13.53  
**Total \$1,038.50**

**Grant total \$8,986.56**

Benches and tables will be placed in the newly remodeled Lundeen Park.  
The benches and tables will be assembled by Lake Stevens Rotarians.  
Installation will be made by City of Lake Stevens Public Works.

ATTACHMENT B

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**RESOLUTION NO. 2018-30**

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON  
ACCEPTING A CASH DONATION TOTALING \$9,000 FROM THE ROTARY  
CLUB OF LAKE STEVENS FOR THE PURCHASE OF BENCHES AND TABLES  
FOR LUNDEEN PARK.**

WHEREAS, LSMC 3.60.040, RCW 35.21.100 and RCW 35A.11.010 allow cities to accept donated money or property by Ordinance; and

WHEREAS, Lake Stevens Municipal Code section 3.60.040 authorizes acceptance of donations of value greater than \$5,000 by City Council Resolution; and

WHEREAS, the Lake Stevens Rotary Club has adopted Lundeen Park as part of the City's Adopt-A-Community program; and

WHEREAS, the Rotary Club of Lake Stevens, is making a generous cash donation for the purchase of five M1821 Game Time - Timbers Two Leg Portable Benches and two 338SM-OV Game Time UltraSite - Octagon pedestal tables with 4 seats, surface mount and naming plaques, in the amount of \$9,000; and

WHEREAS, the above-referenced donations are for the enjoyment of Lundeen Park users; and

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

Section 1. Acceptance of Cash Donations. The Lake Stevens City Council accepts the cash donation for the purchase of five M1821 Game Time - Timbers Two Leg Portable Benches and two 338SM-OV Game Time UltraSite - Octagon pedestal tables with 4 seats, surface mount and naming plaques, in the amount of \$9,000, with the donation to be allocated to the Public Works Department.

Section 2. Other Actions Authorized. The Lake Stevens City Council hereby authorizes the City Administrator or designee to take actions necessary to implement this decision and to fulfill the City's obligations.

PASSED by the City Council this 13<sup>th</sup> day of November 2018.

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John Spencer, Mayor

ATTEST:

APPROVED AS TO FORM:

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Kathy Pugh, City Clerk

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Greg Rubstello, City Attorney



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** 13 Nov 2018

**Subject:** 18026 – 2018 Pavement Overlay Final Acceptance

**Contact / Department:** Eric Durpos, Public Works Director **Budget Impact:** \$239,351.87

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize final project acceptance of the work performed by Quilceda Paving, Inc. for the 2018 Pavement Overlay project.

**SUMMARY/BACKGROUND:** On August 28, 2018, Council awarded Quilceda Paving, Inc. the contract for the city's 2018 Pavement Overlay project. The authorized construction budget was \$261,277.63 with an administrative contingency of \$52,255.00 for a total project budget of \$313,532.63. The work, which was completed in October 2018, meets the intent of the contract and was performed on schedule. This Council action will final the project and begin the 45 day lien period requirement.

The final construction cost is \$239,351.87. This is \$74,180.76 below the Council approved project budget which includes the contingency. The overlay work included paving 91<sup>st</sup> Ave SE from Meridian to south of 8<sup>th</sup> St SE.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** \$239,351.87

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**ATTACHMENTS:**

- Exhibit A: Final Quantity & Pay Estimate

# City of Lake Stevens

18026 - 2018 Pavement Overlay

Final Contract Amount

Prepared by: Cory Nau, EIT

## Exhibit A

#	Description	SIN	Unit	Quantity	Unit Price	Total Quantity to Date	Total Project Dollar
1	Mobilization	1-09.7	LS	1	\$ 24,000.00	1.00	\$ 24,000.00
2	Project Temporary Traffic Control	1-10.4(1)	LS	1	\$ 45,000.00	1.00	\$ 45,000.00
3	Variable Message Boards	N/A	EA	4	\$ 1,250.00	4.00	\$ 5,000.00
4	Inlet Protection	8-01.3(9)D	EA	19	\$ 130.00	19.00	\$ 2,470.00
5	Planing Bituminous Pavement	5-04.3(14)	SY	9440	\$ 3.50	9036.00	\$ 31,626.00
6	Full Depth Patching	N/A	SF	36	\$ 50.00	128.00	\$ 6,400.00
7	HMA CI 1/2 PG 64-22 (2")	5-04	TON	1168	\$ 89.25	1073.67	\$ 95,825.05
8	Temporary Pavement Marking	8-22	LS	1	\$ 1,000.00	1.00	\$ 1,000.00
9	Paint Line	8-22	LF	10219	\$ 0.77	8841.00	\$ 6,807.57
10	Plastic Crosswalk	8-22	SF	120	\$ 30.00	0.00	\$ -
11	Raised Pavement Marker Type 2	8-09	HUND	8	\$ 660.00	0.00	\$ -
12	Adjust Manhole (Sewer)	N/A	EA	3	\$ 825.00	1.00	\$ 825.00
13	Adjust Catch Basin	7-05	EA	2	\$ 825.00	0.00	\$ -
14	Adjust Valve Box (Water)	N/A	EA	1	\$ 770.00	1.00	\$ 770.00
15	Adjust Valve Box (Gas)	N/A	EA	3	\$ 770.00	0.00	\$ -
16	Adjust Monuments	N/A	EA	1	\$ 770.00	1.00	\$ 770.00
17	Force Account	1-09.6	FA	1	\$ 20,000.00	0.00	\$ -
18	CO #1 - Weekend Premium Paving	N/A	LS	1	\$ 16,784.25	1.00	\$ 16,784.25
19	CO #2 - Weekend Flagging Premium	N/A	HR	29	\$ 50.00	29.00	\$ 1,450.00
20	CO #3 - Painted Turn Arrows	N/A	EA	8	\$ 78.00	8.00	\$ 624.00

**Project Grand Total \$ 239,351.87**



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 13, 2018

**Subject:** Code Amendment to Fences, Hedges and Walls (LUA2018-0109)

<b>Contact</b>	Melissa Place, Senior Planner	<b>Budget</b>	none
<b>Person/Department:</b>	Russ Wright, Community Dev. Director	<b>Impact:</b>	

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

Review drafted Code amendment to revise Chapters 14.08, 14.48.050, 14.44.420, 14.80, and 14.88.285 LSMC, revising regulations to fences, hedges, and walls city-wide.

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**Background on Proposed Code Amendment**

On June 19, 2018, the city initiated a code amendment to update regulations governing fences, hedges, and walls within the city. The purpose of the amendment is to clarify and revise the height, setback requirements, allowable location, and definition of fences and retaining walls, as well as address safety concerns and aesthetics for such features.

On October 3, and November 7, 2018 the Planning Commission was briefed on the code amendment. Staff presented the intent of the code update, identified areas in the existing code that present interpretation and enforcement challenges, and presented photos illustrating existing conditions and desirable conditions. The Planning Commission discussed the need for balance and flexibility in the regulations to address the different functions and purposes for fences and walls, agreed on the importance of safety, and specified the importance of obtaining public input on the proposed code changes.

**Fence, Hedge, and Retaining Wall Data**

Attached to this staff report is a table comparing other jurisdiction's fence, hedge and wall regulations to the existing and proposed regulations of Lake Stevens (Attachment 1). The proposed regulations are a first draft only and are intended as a starting point for discussion. Adjacent communities to Lake Stevens and Municipal Research and Services Center (MRSC) jurisdictions were researched and compared. The proposed regulations were drafted in part based on other jurisdictions in our area.

Regulations on fences, hedges, and retaining walls are not generally located in a single location in municipal codes. Where N/A is listed in the matrix, either the specific information was not located by staff or the code was silent on the subject. As indicated by the matrix, most codes consider a retaining wall of four feet and above a structure, most require protective fencing (usually through the IBC). All codes include sight triangle provisions for safety purposes. The regulations for the remaining categories vary regarding treatment of fencing/walls within front yards, whether they are subject to setbacks, whether fence/wall combinations are allowed and if so, to what extent, whether the fence/wall code has flexibility, and design treatment including the terracing of walls.

## **Draft Code Summary**

The attached draft code (Attachment 2) is intended for review and comment by the City Council. The draft code reflects the proposed regulations that were previously discussed with the Planning Commission. The following are the primary topics addressed in the code changes:

- Fence height within setbacks,
- Fence/hedge height within sight-triangles,
- Different regulations for open fencing (50% open spaces) and solid fencing,
- Fence/retaining wall height allowances,
- Retaining wall height limitations within setbacks,
- Requirements for terraces when walls or rockeries exceed six feet in height, and
- Required landscaping when fence or wall is adjacent to sidewalks.

To summarize, the draft code replaces several existing code sections that addressed fence, hedge, and wall regulations into a consolidated chapter (14.52), adds definitions to 14.08, includes new regulations addressing the height and location of fences/walls more specifically, addresses through lots, requires terracing and landscaping of walls above six feet in height, allows fencing above the previous height limit if the fence/wall is at least 50% open, defines the sight triangle in the code, and provides for flexibility in the administration of the chapter.

## **Next steps**

To continue the code amendment process, staff will begin the SEPA review process and the Department of Commerce review process. Staff plans to brief hold a Public Hearing with the Planning Commission on December 5, 2018, and then bring a final ordinance before the City Council on December 18, 2018 or in January of 2019.

## **ATTACHED:**

- 1) Jurisdiction Comparison Matrix
- 2) Draft Code

## ATTACHMENT 1

## Jurisdiction Comparison Matrix: Fence/Wall Requirements (N/A = Not Addressed)

Jurisdiction	Fence Max Front Yard Height	Through Lot Regulations	Require Protective Fencing	Are walls considered structures	Allow fence/wall combos? Max height	Fences/Walls subject to setbacks	Sight Triangle regulations	Flexibility in administration	Walls/fences allowed in building setback from critical area	Walls require terracing or other design treatment (outside of special districts)
<b>Adjacent</b>										
Lake Stevens existing	42"	No	Yes	Yes – 4'+	Yes – 42" within setback, 6' outside of setback	Yes	Yes, via EDDS	No	No	No
Lake Stevens proposed	48" unless w/in sight triangle then 42"	Yes	Yes	Yes – 4'+	Yes – 6'. Can exceed 6' if terraced with plantings	Yes	Yes	Yes	Yes	Yes
Arlington	48" or 6' if open (50% opacity above 4')	N/A	Yes	Yes - 3'+	Yes	Yes, if above 42" and adjacent to streets	Yes	No	N/A	Yes – design treatment
Everett	42" and be 30% transparent or 6' and 70% transparent and 10' from sidewalk	Yes – 10' landscape buffer	Yes	Yes – 4'+	Yes – 6' + 42" fence	Yes, but max height is that for the district	Yes	No	N/A	Yes – terracing with landscaping every 4' and terrace must be at least 2' wide.  Also, if between 4'-6' and visible to public shall be constructed of certain materials to reduce mass of wall
Marysville	48" solid or 6' if open on access streets or 4' solid with top 2' open if arterial St.	N/A	Yes	Yes – 4'+	Yes – 6', any height above shall be open	Yes, in front setback – no setbacks in side and rear	Yes	Yes – fence variances via Director	N/A	Yes – terracing with landscaping every 4' and terrace must be at least 2' wide.
Snohomish	36" for a solid fence and 60" if open – for residential areas only – height max based on district areas	N/A	Yes, but not counted toward height	Yes – 4'+	Yes – 6' – require a retaining wall permit for 4'+	Yes, max height for retaining walls and rockeries in a setback is 6'	Yes	Yes – minor variance	N/A	Yes – design treatment per design guidelines  Requires retention of natural slopes in geohazard areas rather than graded artificial slopes when possible.
Snohomish County	6' or less	N/A	N/A	Yes – 4'+	Yes	Yes if 6'+ or if a landscaped area is required	Yes	N/A	N/A	Design treatment on walls if longer than 20' in UC Zone. Terracing of 6 feet in width required on slopes at 30' high intervals.  Requires retention of natural slopes in geohazard areas rather than graded artificial slopes when possible.
<b>MRSC</b>										
Edmonds	48" – can go higher if 50% open	N/A	N/A	Yes – 4'+	Yes – 4' fence above for safety only	N/A	Yes	Yes- variance	Fences yes – requires fence permit	GC Zone -Walls facing adjacent property or public ROW shall be a max of 7' and terraced. A min. of four feet of planted terrace is required between segments
Lynnwood	3' solid or 6' if open	N/A	N/A	N/A	N/A	N/A	Yes	Yes – variance, exceptions, and conditioning	N/A	Yes, landscaping adjacent to continuous fencing and design guidelines
Redmond	42" in certain zones	N/A	Yes	Yes – 4'+	Yes – 8' max unless excepted	N/A	Yes	Yes, via Administrator	N/A	Yes - terracing
Bothell	6' if no landscape buffer required	N/A	Yes	Yes - 4'+	N/A	Yes if 6'+	Yes	N/A	Allows fence at edge of wetland buffer	N/A
Mill Creek	42"	N/A	N/A	Yes – 3'+	6' max	Yes, over 42"	Yes	N/A	N/A	Yes – design review

## ATTACHMENT 2

### **Chapter 14.52**

#### **FENCES, HEDGES AND WALLS**

##### Sections:

##### **Part I. General Provisions**

- 14.52.010 Purpose and Intent
- 14.52.020 Applicability
- 14.52.030 Safety
- 14.52.040 Flexibility
- 14.52.050 Exemptions

##### **Part II. Fences and Hedges**

- 14.52.060 Permits
- 14.52.070 Height/Setbacks
- 14.52.080 Design
- 14.52.090 Exceptions

##### **Part III. Walls**

- 14.52.100 Permits
- 14.52.110 Height
- 14.52.120 Setbacks
- 14.52.130 Critical Areas
- 14.52.140 Design

##### **Part I. General Provisions**

###### 14.52.010 Purpose and Intent.

The purpose and intent of this section is to provide regulations for fences, hedges and walls and promote the positive benefits of each without negatively affecting the community or endangering public or vehicle safety.

- (a) Fences, hedges, and walls can create a sense of privacy, protect children and pets, provide separation from busy streets, and enhance the appearance of property by providing attractive landscape materials.
- (b) The negative effects of fences, hedges, and walls can include the creation of street walls that inhibit police and community security, decrease the sense of community, hinder emergency access and the safe movement of pedestrians and vehicles, block sun, light, and air, and create an unattractive appearance.
- (c) It is recognized that along streets these goals may conflict.

- (d) Fences, hedges, and walls provide privacy and security, but long expanses of such generally are undesirable due to the visual monotony and restricted vistas that long expanses create.
- (e) Moreover, needs along streets differ between front yards, which are traditionally open and unobscured and contain vehicular access to streets, and side and rear yards, where family activities more often take place and thus require more privacy.
- (f) Fences, hedges, and walls may also be used to promote and enhance the city's neighborhoods as walkable places and reduce impacts on the pedestrian experience that may result from taller fencing.

14.52.020      Applicability.

The provisions of this section shall apply to all fences, hedges, and walls within the city constructed, modified or replaced on or after the effective date of the ordinance. As part of approving fences, hedges, and walls under this section, the director may impose conditions or limitations on such allowed under this section in order to ensure that such conform with the purpose and intent of this chapter and this title.

14.52.030      Safety.

Fence, hedge, and wall safety is primarily concerned with ensuring sightline visibility, reducing the potential for falls, and providing security for properties. All fences, hedges, and walls within city limits shall comply with the following:

- (a) All fences, hedges and walls shall be maintained in a condition of repair so as not to be dangerous to human life or a danger to the property.
- (b) Anything that is a fall hazard (as defined by the city's building code) and is greater than 30 inches in height is required to have 42-inch guard rails. Guard rails must consist of vinyl-coated chain link or other rust-proof and long-lasting material(s) that are low maintenance. Wood or other high maintenance fencing that deteriorates rapidly is not allowed as protective fencing.
- (c) No fence, hedge or wall shall create a safety hazard or sight obstruction.
- (d) All fences, hedges, and walls must maintain a sight triangle at the intersection of the street and/or alley rights-of-way or other access configurations including access tracts and easements for the purpose of traffic safety. No building, structure, object or growth over 42 inches in height, measured from finished grade of the intersecting streets, shall be allowed within this triangle.
  - 1. If the public works director or designee finds that no hazard to users of the street or to nearby property will be created, the public works director or designee may approve a fence of up to six feet in height in this area on corner lots.
  - 2. The public works director or designee may require modification or removal of structures or landscaping, even those elements 42 inches or under, located in required street setbacks, if:
    - i. Such improvements prevent adequate sight distance to drivers entering or leaving a driveway; and
    - ii. This setback requirement may be waived or modified by the public works director or designee if a fence is designed and constructed so that it does

not cause a public safety hazard by obstructing visibility of pedestrians or motorists using streets, driveways or sidewalks.

(e) No fences incorporating barbed wire are permitted except for security purposes surrounding commercial or industrial sites and for agricultural uses including those necessary for control of livestock. Any type of razor wire fencing is prohibited. Electric fences are not permitted except for the purpose of controlling permitted livestock.

14.52.040      Flexibility.

The Planning and Community Development Director or designee may approve alternative materials or a combination of materials for the fences, hedges and walls described below when such alternative materials or combinations are demonstrated to better meet the intent of this chapter. All requests for modifications from the requirements of this chapter shall be processed under the Administrative Authority code as provided for in 14.16C.120.

14.52.050      Exemptions.

(a) Fences or hedges exempt from a permit, as described in this chapter, must still comply with the applicable restrictions and requirements contained in Sections 14.52 Part II and Part III.

(b) If there is a conflict between this section and the EDDS, the provisions of this chapter shall control.

(c) An open wire mesh or similar type fence may be erected in excess of the maximum heights permitted in this chapter on the periphery of playgrounds associated with private and public schools and parks, public facilities, industrial and commercial uses, transmitter and transformer sites, and government installations, where security or public safety is required or where such fencing is required by state law. The type, size, location, and height of fencing proposed above requires a building permit and will be reviewed and approved by the Planning and Community Development Department on a project-by-project basis.

**Part II.      Fences and Hedges**

14.52.060      Permits.

(a) Fences exceeding six feet in height require a building permit before being constructed, modified, or replaced.

(b) Fences of six feet or lesser height are exempt from the requirement to obtain a building permit but are subject to the requirements of this section and chapter.

14.52.070      Height/Setbacks.

(a) Fence height shall be measured as the vertical distance between the finished grade at the base of the fence and the top edge of the fence material.

(b) Fences, or any combination of retaining walls, rockeries and fences are allowed to a maximum height of 48 inches within required front yard setbacks except are limited to 42 inches within the sight triangle. An additional two feet may be constructed in front yard

areas only (except within the sight triangle), for a total height of six feet provided that the top two feet is constructed of material that is at least 50 percent open fence (Note: lattice is 25 percent open).

- (c) Fences and hedges are allowed to a maximum height of six feet within required side or rear yards except on the street side of corner lots.
- (d) Fences located in a side yard setback on the street side of a lot shall be set back a minimum of five feet from the right-of-way and also be required to meet the sight triangle as defined by the municipal code.
- (e) No person shall place fill upon which to build a fence unless the total height of the fill plus the fence does not exceed the maximum height allowable for the fence without the fill.

**Table 14.52-I Fence and Hedge Height/Location Regulations**

<b>Lot Type</b>	<b>Setback Location</b>		
	<b>Front</b>	<b>Side</b>	<b>Rear</b>
Standard Lot	4 feet <sup>1</sup>	6 feet	6 feet
Corner Lot	4 feet <sup>1, 2</sup>	6 feet / 4 feet on street side	6 feet
Double-Fronting (Through) Lot	4 feet	6 feet	6 feet <sup>3</sup>

Notes:

- 1. Height can go to six feet if the top two feet are open fencing.
- 2. Except within the sight triangle, then the maximum height is limited to 42 inches.
- 3. A landscape buffer of a minimum of three feet is required between the fence and the public right-of-way.

**14.52.080 Design.**

- (a) When a fence is located on top of a retaining wall or rockery, any portion of the wall and fence above a height of six feet (exposed wall height) shall be an open fence.
- (b) Where continuous fencing and or a retaining wall/rockery along a street between intersections is allowed due to the length and/or number of side and/or rear lot lines abutting that street, landscaping shall be required between the fence and the property line in order to mitigate the adverse aesthetic impacts of such fencing.
- (c) On any through lot (also known as a double-fronting lot), the city will allow fencing along the rear side public right-of-way in conjunction with a landscaping buffer between the fence and the rear side public right-of-way. The landscaping buffer shall be a minimum of three feet in width and be comprised of a combination of trees or shrubs and groundcover.

**14.52.090 Exceptions.**

- (a) Where a fence and a rockery or retaining wall lying within a building setback area are within five feet of each other, the combined height of the fence and rockery or retaining wall shall not exceed a maximum of six feet except as provided below.

1. Staff may approve a modification to the combined height limit for fences and rockeries or retaining walls if either:
  - (a) The City's Building Code requires additional height, such as where a guard rail is required to be placed atop a retaining wall or rockery; or
  - (b) The design of the rockery or retaining wall includes terraces that are deep enough to incorporate landscaping or other techniques that reduce the visual mass of the wall, and the fence is constructed of material that is at least 50 percent open fence.
2. The Planning and Community Development Director may approve a modification to the combined height limit for fences and rockeries or retaining walls if the modification is necessary because of the size, configuration, existing topography (not topography created as a result of cut/fill/grading activities), or location of the subject property, to provide the property with the use rights and privileges permitted to other properties in the vicinity or zone in which the property is located, and the modification will not be materially detrimental to the public welfare or to abutting properties.

### **Part III.      Retaining Walls and Rockeries**

Walls provide different functions and purposes depending upon need; ranging from landscaping walls that are solely for aesthetic purposes to retaining walls and rockeries that support structural loads and surcharges. Additionally, walls may be needed where fill exists or is proposed versus needing a wall to stabilize a natural slope.

#### 14.52.100      Permits.

- (a) A building permit is required for retaining walls or rockeries exceeding four feet in retained wall height.
- (b) Retaining walls or rockeries four feet in height or less (measured from the bottom of the footing) are exempt from the requirement to obtain a building permit unless they will retain a surcharge.

#### 14.52.110      Height.

- (a) The height of retaining walls and rockeries shall be the lowest necessary to achieve its intended functional purpose.
- (b) The maximum height limit on retaining walls and rockeries located in a setback shall be four feet of exposed wall height; outside of a setback shall be six feet of exposed wall height. See Section 14.52.090 for exceptions.
- (c) See Chapter 14.08 for the definition of exposed and retained wall height.
- (d) Fences constructed on top of walls shall not exceed a maximum total height of the fence/wall combination of six feet unless specifically excepted as allowed in Section 14.52.090.

14.52.120 Setbacks.

- (a) No part of a retaining wall/rockery may extend into an adjacent lot.
- (b) Retaining walls or rockeries greater than four feet shall be considered structures and are subject to building setbacks.

14.52.130 Critical Areas.

Walls are prohibited within wetlands but may be allowed within the building setback to the wetland buffer as per the regulations in Chapter 14.88. Walls are allowed within the slope buffers of geologically hazardous areas or on slopes if required by a geotechnical engineer for stability. All walls proposed to be located within critical areas shall demonstrate compliance with the provisions of Chapter 14.88.

14.52.140 Design.

- (a) Any retaining wall or rockery requiring a building permit shall be engineered by a professional engineer registered in the State of Washington.
- (b) Drainage control of the area behind the retaining wall or rockery shall be provided.
- (c) Walls and rockeries exceeding six feet in height shall be terraced with landscaping. See Section 14.52.090 for additional detail.
- (d) Elevations shall be provided for the wall profile with the applicable permit for staff review.
- (e) The wall profile must comply with the desired community look and feel for walls, the design guidelines, and the City's adopted Beautification Plan.

## Chapter 14.08

### BASIC DEFINITIONS AND INTERPRETATIONS

Corner lot. All properties located on a corner with roadway on two sides. Corner lots are considered to have two front yards. The yard opposite the designated front shall be a rear yard.

Fence. A fence is a structure that encloses an area, typically outdoors, usually consisting of posts that are connected by boards, wire, rails or netting. A fence may be solid in appearance or construction and does not have grade separation.

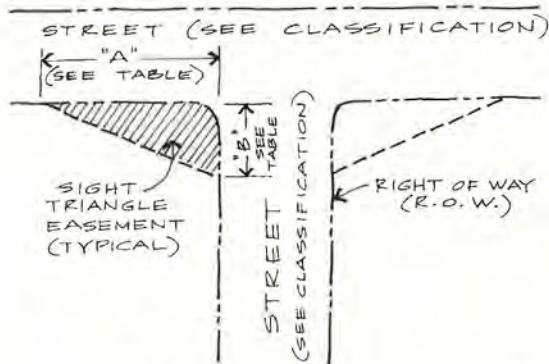
Structure. Anything constructed or erected. Not included are fences less than six feet in height, retaining walls, rockeries, and similar improvements of a minor character less than four feet in height unless retaining a surcharge.

Wall. A continuous vertical brick or stone structure that encloses or divides an area of land and has a solid foundation with grade separation.

Open fence: A fence or gate constructed in such a way so that no more than fifty (50%) percent of the surface area obstructs a ground level view through the fence or gate.

Through lot. A lot that fronts upon two parallel streets or that fronts upon two streets that do not intersect at the boundaries of the lot.

Sight triangle. A triangular-shaped portion of land established at street intersections in which nothing is erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.



REQUIREMENT BY STREET CLASSIFICATION (MEASURED ALONG R.O.W.)		"B" (DISTANCE IN FEET)		
"A" (DISTANCE IN FEET)		LOCAL STREET	COLLECTOR STREET	ARTERIAL STREET
30	LOCAL STREET	30	100	130-150
100	COLLECTOR STREET	30	100	130-150
130-150	ARTERIAL STREET	30	100	130-150

SIGHT TRIANGLE

**14.44.420 Fence Permit Required.**

(a) A building permit shall be obtained for any new fence which exceeds six feet in height.

(b) Where allowed, fences taller than six feet shall meet the requirements of the International Building Code (IBC).

(c) The Department of Planning and Community Development shall approve a building permit for a fence if it finds that the proposed fence is consistent with Chapter 14.80 (Building and Construction) and:

- (1) Meets all applicable setback requirements;
- (2) Does not exceed applicable height requirements;
- (3) Does not adversely impact utility or access easements;
- (4) Does not create a traffic hazard, in the opinion of the Public Works Director, by limiting sight lines for vehicles at locations such as road and alley intersections, and where vehicles cross sidewalks;
- (5) Will not be detrimental to the public health, safety and general welfare.

(d) It shall be the responsibility of the property owner to ensure the fence is placed in the proper location. Exceptions to setback requirements for fences are located in Section 14.48.050(e). (Ord. 811, Sec. 53, 2010; Ord. 746, Sec. 6, 2007; Ord. 676, Sec. 42, 2003)

#### **14.48.040 Building Setback Requirements.**

(a) Table 14.48-I sets forth the minimum building and freestanding sign setbacks required from lot lines, ultimate street rights-of-way and street centerlines.

(1) If the ultimate street right-of-way line is readily determinable (by reference to the Comprehensive Plan Transportation Plan, a recorded map, set irons, adopted plan, or other means), the setback shall be measured from the ultimate right-of-way line. If it is not so determinable, the setback shall be measured from the actual street centerline.

(2) As used in this section, the term "lot line, tract or easement" refers to all easements and lot boundaries other than those that abut streets. Setbacks from access easements and access tracts are considered lot line setbacks.

(3) As used in this section, the term "building" includes any substantial structure which by nature of its size, scale, dimensions, bulk, or use tends to constitute a visual obstruction or generate activity similar to that usually associated with a building. It also includes any element that is substantially a part of the building, such as bay windows and chimneys, and not a mere appendage, such as a flagpole. Without limiting the generality of the foregoing, for the purpose of determining setbacks the following structures are to be considered buildings:

- (i) Gas pumps and overhead canopies or roofs;
- (ii) Fences, walls, ~~and~~ hedges taller than 482 inches.

(4) Eaves and other minor architectural features may project into the required setback up to 18 inches.

(b) Whenever a lot in a residential district abuts a nonresidential district, and its required setback is greater than that of the nonresidential lot, the nonresidentially zoned lot shall observe the more restrictive setback. Where a lot zoned General or Light Industrial shares a boundary with a residentially zoned lot, the setback for the industrial property along that common boundary shall be 30 feet.

(c) In the High Urban Residential District, one five-foot interior side yard setback of a lot may be reduced to zero feet for portions of the house that share a common wall with the home on the adjacent lot. Portions of a house which do not share a common wall must be set back a minimum of five feet. The Fire and Building Codes have special building requirements which must be met when setbacks are less than five feet.

(d) All docks and other permissible overwater structures shall be set back pursuant to the Shoreline Master Program, Chapter 4, Section C.3. For the purposes of this section each property line extending into the lake shall be construed as extending at the same angle as the property line on shore. (Ord. 903, Sec. 38, 2013; Ord. 898, Sec. 7, 2013; Ord. 796, Sec. 8, 2009; Ord. 666, Sec. 8, 2002; Ord. 612, Sec. 1, 1999; Ord. 590, 1998; Ord. 468, 1995)

#### **14.48.050 Exceptions to Building Setback Requirements.**

(a) The following modifications to the setback requirements identified in Section 14.48.040 shall be allowed:

(1) In the Suburban Residential and Waterfront Residential districts only, where the high point of the roof or any appurtenance of an accessory building exceeds 12 feet in height, the accessory building shall be set back from the rear lot lines, tracts or easements an additional one foot for every foot of height exceeding 12 feet.

(2) In single-family residential zones, accessory structures may be located within the exterior side yard of a corner lot, provided the accessory structure meets the following conditions:

- (i) The gross floor area of all accessory structures within the reduced setback area does not exceed 200 square feet.
- (ii) The height of the accessory structure does not exceed eight feet.
- (iii) The accessory structure is screened to a minimum height of six feet with an opaque fence or densely planted vegetation.

(iv) The accessory structure respects the minimum front yard setback and shall be no closer to the front property line than that of the principal house.

(v) The accessory structure is located no closer than 10 feet to the exterior side property line.

(b) In all single-family residential zones, the building setbacks from the street of the underlying zone may be reduced by five feet for living portions of the principal house only. This reduction does not apply to garages or other nonhabitable areas.

(c) In all single-family residential zones, the setback from a critical area buffer may be reduced to five feet for uncovered decks, provided sufficient room is provided to construct and maintain the deck without disturbing the buffer area.

(d) In all single-family residential zones, unenclosed front porches may be constructed to be as close as 15 feet of the ultimate street right-of-way.

(e) In all residential zones, fences, ~~walls, and hedges which do not exceed six feet in height may be located along property lines which do not abut a public right of way. No fence may exceed 482 inches in height or less, except if within the sight triangle or retaining a surcharge, within the front yard setback abutting a public right of way or within 10 feet of an exterior side yard right of way. On exterior side yards, the area between the fence and sidewalk shall be maintained by the property owner. Where fences are built or hedges are maintained on top of or within five feet of a retaining wall on the uphill side, the retaining wall and fence or hedge shall be measured as one structure for the purposes of determining setback requirements. The height shall be the vertical distance measured from the mean elevation of the finished grade around the perimeter of the retaining wall to the highest point of the hedge or fence.~~ (Ord. 903, Sec. 39, 2013; Ord. 811, Sec. 56, 2010; Ord. 741, Sec. 7, 2007; Ord. 676, Sec. 45, 2003; Ord. 666, Sec. 9, 2002; Ord. 595, 1999; Ord. 468, 1995)

#### **14.48.060 Building Height Limitations.**

(a) For purposes of this section the height of a building shall be the vertical distance measured from the mean elevation of the finished grade around the perimeter of the building to the highest point of the building. The height of fences, walls, and hedges are as set forth in Section 14.52.

(b) Building height limitations in the various zoning districts shall be as listed in Table 14.48-I.

(c) The following features are exempt from the district height limitations set forth in subsection (b) of this section, provided they conform to the standards contained in subsection (d) of this section:

(1) Chimneys, church spires, elevator shafts, and similar structural appendages not intended as places of occupancy or storage;

(2) Flagpoles and similar devices;

(3) Heating and air conditioning equipment, solar collectors, and similar equipment, fixtures, and devices.

(d) The features listed in subsection (c) of this section are exempt from the height limitations set forth in subsection (b) of this section if they conform to the following requirements:

(1) Not more than one-third of the total roof area may be consumed by such features.

(2) The features described in subsection (c)(3) of this section must be set back from the edge of the roof a minimum distance of one foot for every foot by which such features extend above the roof surface of the principal building to which they are attached.

(3) The permit-issuing authority may authorize or require that parapet walls be constructed (up to a height not exceeding that of the features screened) to shield the features listed in subsections (c)(1) and (3) of this section from view.

(e) In any zoning district the vertical distance from the ground to a point of access to a roof surface of any nonresidential building or any multifamily residential building containing four or more dwelling units may not exceed 35 feet unless the Fire Chief certifies to the permit-issuing authority that such building is designed to provide adequate access for firefighting personnel or the building inspector certifies that the building is otherwise designed or equipped to provide adequate protection against the dangers of fire. A point of access to a roof shall be the top of any parapet wall or the lowest point of a roof's surface, whichever is greater. Roofs with slopes greater than 75 percent are regarded as walls.

(f) Towers and antennas which exceed the height limit of the zone district are allowed to the extent authorized in the Table of Permissible Uses, use classification 18.000. (Ord. 676, Sec. 46, 2003; Ord. 590, 1998; Ord. 468, 1995)

**14.80.090 Fences.**

(a) Building permits shall be required for all fence construction for fences over six feet in height from median grade.

(b) Height and setbacks shall comply with Section 14.48.050(e).

(c) Fence permits shall be approved as set forth in Section 14.44.420. (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 811, Sec. 71, 2010; Ord. 778, Sec. 2, 2008; Ord. 746, Sec. 11, 2007)

**14.80.100 Retaining Walls.**

Building permits shall be required for all retaining walls four feet and higher in height, measured from the bottom of the footing. Building permits shall be required for all retaining walls with a surcharge. All retaining walls over four feet in height from the bottom of the footing shall be engineered by a professional engineer registered in the State of Washington. (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 811, Sec. 72, 2010; Ord. 778, Sec. 2, 2008; Ord. 746, Sec. 12, 2007)



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 13, 2018

**Subject:** Zoning Code Updates

<b>Contact</b>	Russ Wright, Community Dev. Director	<b>Budget</b>	none
<b>Person/Department:</b>		<b>Impact:</b>	

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

Discuss model for updating zoning code standards

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The City Council and Mayor have discussed an interest in reviewing the zoning requirements for the High Urban Residential Zoning District and establishing a new zoning district of Compact Residential for proposed annexation areas. Part of the discussion has been based on concerns over minimum lot sizes and setbacks in our high-density zones. Other issues should be considered as well including an audit of all dimensional standards and density assumptions across all zoning districts.

Staff discussed two matrices with the Planning Commission that show lot size and density standards along with setback and other dimensional standards. Staff would like to create an outreach program to discuss these issues with an advisory committee comprised of interested citizens and industry constituents. Staff has received interest from eight individuals interested in participating on the committee. The goal would be to agree on a model for density, lot sizes and revised dimensional standards over the winter with public hearings next spring.

The current model being proposed by staff is a hybrid of a form-based approach and a standard prescriptive approach that creates:

- A clear way to determine density based on net units per acre;
- Modified lot sizes that correspond more closely to dimensional standards; along with
- Variable standards to achieve diversity across and throughout individual neighborhoods.

The current proposal also responds to community concerns related to perceived lack of private open space and crowded neighborhoods by adding lot depth requirements and proposing adjustments to setbacks. Another more recent issue proposed for discussion is capping impervious area at the time of initial construction to allow future residents the ability to customize their lots in the future.

A parallel project to address concerns over neighborhood parking and road configurations will be brought forward separately. The goal of this project will be to review standards for small private roads within neighborhoods and define an off-street parking ratio for small lot developments.

**ATTACHED:**

1. Proposed Residential Zoning Changes Matrix
2. Proposed Dimensional Standard Changes Matrix

Attachment 1

Proposed Residential Zoning Changes						
Zone	Existing Density units per acre	Proposed Density units per acre	Lot Size Existing	Lot Size Proposed	Lot Width Existing	Lot Width Proposed
MFR	≥14 units per acre	≥12 - Net	3000 sq ft	3000 sq ft	50-feet	50-feet (entire lot)
HUR Detached	8-11 units per acre	8-9 - Net	3600 sq ft	4000-5000 sq ft	40-feet	40-feet internal 50-feet corner / perimeter
HUR Attached	8-11 units per acre	10-11 - Net	3600 sq ft	3000 sq ft	40-feet	30-feet internal 40-feet corner
SR	4.7 units per acre gross	4 SFR - Net	9600 sq ft	8000 - 9200 sq ft	80-feet	70-feet internal 80-feet corner
WR	4.7 units per acre gross	4 SFR - Net	9600 sq ft	8000 - 9200 sq ft	50-feet	variable - not less than 50-feet
UR	5.8 units per acre gross	5 SFR - Net	7500 sq ft	6000 - 6500 sq ft	60-feet	60-feet internal 65-feet corner
CR		6.5 SFR - Net		4500-5500 sq ft		45-feet internal 50-foot perimeter 55-feet corner

Attachment 2

Proposed Dimensional Standard Changes							
Zone	Existing Front Setback	Proposed Front Setback	Existing Side / Rear Setback	Proposed Side / Rear Setback	Proposed Lot Depth	Existing Impervious Area	Proposed Impervious Area
MFR	10-feet	variable	0-feet	10-feet between other districts	variable	0%	80%
HUR	15 - feet (25-feet max. subareas)	15 - feet (25-feet max.)	5-feet / 5-feet	15 total (no less than 5-feet oneside) / rear 10-feet	100-feet	65%	65% (no more than 60% at time of application)
SR	25-feet	25-feet	5-feet / 5-feet	15 total (no less than 5-feet oneside) / rear 20-feet	115-feet	40%	40% (no more than 35% at time of application)
WR	25-feet	25-feet	5-feet / 5-feet	15 total (no less than 5-feet oneside) / rear 20-feet	115-feet	40%	40% (no more than 35% at time of application)
UR	20-feet	20-feet	5-feet / 5-feet	15 total (no less than 5-feet oneside) / rear 10-feet	100-feet	40%	40% (no more than 35% at time of application)
CR	20-feet	20-feet (25-feet max.)		15 total (no less than 5-feet oneside) / rear 10-feet	100-feet		50% (no more than 45% at time of application)

Note: The idea of variable lot sizes would provide diversity in neighborhoods with certain lots being larger while some could be smaller allowing a broader range of housing options.