



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 SPECIAL MEETING AND WORKSHOP AGENDA BY REMOTE ACCESS ONLY Lake Stevens, Washington

Tuesday, September 15, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/89153363078>

Or call in at:

+1 253 215 8782 US (Tacoma)

Meeting ID: 891 5336 3078

6:30 p.m. Call the Meeting to Order	Mayor
Recess to Executive Session (Confidential Session):	Council
<ul style="list-style-type: none">• Potential Litigation per RCW 42.30.110 (i)• Contract Negotiations per RCW 42.30.110 (d)	
7:00 p.m. Council Workshop	Mayor
<ul style="list-style-type: none">• Chapel Hill Civic Center Contract	Russ
<ul style="list-style-type: none">• Sno-Isle Discussion	Gene
<ul style="list-style-type: none">• Old Sewer District	Gene
<ul style="list-style-type: none">• City Goals	Gene
<ul style="list-style-type: none">• Biennial Budget	Barb
<ul style="list-style-type: none">• Current Grants	Russ

THE PUBLIC IS INVITED TO ATTEND BUT WILL NOT BE ALLOWED TO COMMENT

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.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda September 15, 2020
Date: _____

Subject: Chapel Hill Civic Center Contract

Contact	Russ Wright,	Budget	Unfunded
Person/Department:	<u>Community Development Director</u>	Impact:	<u>Project</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Discuss Stowe Proposal for the Civic Center at Chapel Hill

SUMMARY/BACKGROUND:

The city of Lake Stevens, Sno-Isle Libraries and the Lake Stevens Sewer District requested proposals for professional architectural, planning and engineering services to prepare a joint site development plan for a proposed civic center located near Chapel Hill. The second phase of the project would lead to the construction of a new City Hall with combined Sewer District offices and a new public library through a public private partnership. City, Sno-Isle and Sewer District staff along with the Mayor, Councilmembers and Sewer Commissioners interviewed four highly qualified firms. The review panel ultimately recommended Stowe Development to develop the master plan for the municipal campus. The Stowe group drew on northwest firms to form the team to design, finance and construct the project. The Stowe proposal and vision were most closely aligned to the request and stated project goals. The assembled team has experience with similar municipal projects.

Staff has worked with Stowe Development to refine the scope of services included as Attachment A. The analysis costs would be shared proportionately between the city and Sno-Isle Libraries.

APPLICABLE CITY POLICIES: Capital Facilities Plan

BUDGET IMPACT: Unfunded project

ATTACHMENTS: Attachment A – Scope of Services



Attachment A

September 3, 2020

Gene Brazel, City Administrator
Russ Wright, Community Development Director
1812 Main Street
Lake Stevens, WA 98258

Dear Gene and Russ,

Below is a revised Scope of Work including a reduced fee estimate for the Lake Stevens Civic Center project based on our recent communication along with other agreement provisions (Consultant/Contractor Team, Not to Exceed Rates by Classification, Invoices, and Insurance provisions that will likely be part of our future agreement. Also attached is a revised Project Schedule for Phases 1 and 2 to correspond to the new approval date of September 22, 2020.

City of Lake Stevens:	\$224,061
Sno-Isle Library:	\$125,894
Total:	\$349,955

The revised scope/reduced fee now projects the costs on the left for both the City and the Sno-Isle Library based on the allocation assumptions made within this proposal.

The above fee reflects a reduction of \$55,446 from the fee proposed as part of initial Scope of Work/Fee of August 18, 2020. A reduction of fee was accomplished by deferring to Phase 3 the update to the wetland delineation, transportation analysis, and interior diagrammatic space planning and adjacencies, once more information is known about the funding structure and schedule for the Civic Center project following Phase 1 and 2. Additionally, we have reduced the City's Needs Assessment work by largely utilizing the City's 2018 facility plan and have reduced some administrative fees to achieve your budget target.

The Scope of Work builds also upon our proposal submitted on June 15, 2020 and presentation of July 17, 2020. The Scope of Work schedule assumes that our agreement is approved by September 22, 2020. The schedule of deliverables is also subject to reasonable availability for stakeholder interviews, meetings, presentations, and agency approvals. Stowe Development & Strategies (SDS) and subconsultants will provide the following:

PRELIMINARY SCOPE OF WORK

PHASE 1

1. Project Research, Launch, & Stakeholder Engagement

- 1.1 **Review and Synthesize:** Work will include a review of past studies, reports, and analysis related to the planning and development of a new civic center that will better inform future decisions and utilize existing data and analysis where practical.
- 1.2 **Project Kick-off Meeting:** An important first step to establish a clear understanding and expectations of the tasks, activities, scope, schedule, workplan, and project protocols.
- 1.3 **Stakeholder Interviews (City, Library, Sewer District):** Individual interview with representatives from each of the public agencies that are part of the civic center project will provide an opportunity for in-dept understanding and desired expectations from each agency.
- 1.4 **Refine Project Scope and Work Plan (as needed):** Based on the above activities, a revised schedule and scope will be created to better meet the objectives of the project stakeholders.

Deliverable: Civic Center Work Plan and Schedule.

Schedule: Completed by the end of September.

2. Need Assessments

- 2.1 **City Hall/Sewer District Needs Assessment:** Work will include a space needs analysis to add the Sewer District to area established in the existing 2018 facility plan. This task will identify current and future space needs of the Sewer Department by interviewing Sewer District officials. One round of revision to the updated space needs report is anticipated prior to the issuance of the final report based on the City's level of satisfaction with the current space needs analysis. Work in this task includes:
 - Reviewing existing space needs analysis and recommending any needed modifications.
 - Sewer District Representative Interviews to identify space needs, operation needs, staffing plans, and exterior spaces.
 - Sewer District Space Needs Analysis Report.
- 2.2 **Library Needs Assessment:** Work will include development of a Library Space Needs Assessment Report. This task will identify the Library program space needs based on functional library requirements, trends in library planning, and understanding your users. Interviews and detailed questions will be asked to determine target square footages, spatial characteristics, and future needs of the library. Three rounds of revisions to the space needs report are anticipated prior to the issuance of the final report. Work in this task includes:

- Programming Interviews with library leadership – up to 2 2-hr initial interviews.
- Identifying future staffing plans, operational changes, programming goals, key adjacencies based on Library Programming Interview analysis.
- Planning, Presentation and Facilitation of a Community/User Library Programming Workshop with user groups and/or community groups identified by library leadership to determine community goals/services needed and establish library program space.
 - Up to 2 2-hr community outreach group virtual workshop sessions with an identified group of community library stakeholders.
 - Up to 2 2-hr community outreach group virtual workshop sessions with an open invite to all public community members interested in library programming.
 - Meeting Summary notes documenting goals/discussions identified
 - Recommendation of services and associated program spaces based on community feedback
- Calculating interior square foot area requirements.
- Calculating exterior square foot area requirements.
- Generating space layout and adjacency priorities.
- Summary of findings in Library Space Needs Assessment Report.

2.2.1 **Demographic Analysis:** Current and future demographic conditions will be examined within 1, 3, and 5 miles of the library site, Snohomish County, and potentially on or two other relevant areas. This analysis will highlight key demographic conditions or trends—such as the share of households with young children, and population growth rates—that may influence the library space needs analysis or design. ESRI Business Analyst data, which draws from the US Census will be used for this analysis.

2.3 **Preliminary Costs Estimate (based on average s.f of similar facilities) for the desired civic facilities:** Preliminary cost estimates for civic facilities will be prepared based on similar projects for confirmation that the space needs can be financially supported by the individual public agencies.

Deliverables: City Hall/Sewer District Space Needs Assessment Report.
Library Space Needs Assessment Report.
City Hall/Sewer District Preliminary Cost Estimate.
Demographic Analysis Report.
Library Preliminary Cost Estimate.

Schedule: City Hall/Sewer District Needs Refinement completed by the end of October.
Demographic Analysis Report completed by the 3rd week of October.
Preliminary Cost Estimates for City Hall completed by the end of October.
Preliminary Cost Estimates for Library completed by 2nd week of December.
Library Needs Assessment completed by 2nd week of December.

Note: Needs Assessment Schedules are subject to revision based on interview schedules.

3. P3 Funding Strategies

- **Market Analysis:** Key to leveraging private sector development as part of a civic center project will be an understanding of the value of public land that can be surplus for private sector commercial and/or residential development. Work will include a demand/market analysis for commercial and residential development on land currently owned by the City and Library respectfully which is not needed for civic uses based on the Needs Assessment and Site Alternatives (described in Tasks 2 and 4). Additionally, an evaluation of the potential use and benefit of the property kitty corner of the City/Library site will be part of this Task. The market analysis will evaluate:
 - General demand for commercial and residential development at the civic center site; locational strengths and weaknesses of the site overall; best locations on the site for various types of development; examples of civic centers that have included private development.
 - Land value analysis for surplus land, under commercial and residential development scenarios. Land value estimates will be based on a review of comparable land transactions.
 - Lease rates for built commercial space (retail and office) in order to understand the revenue potential of leasing part of the civic center buildings (if desired by City and/or Library) to private tenants (e.g., coffee shop, general retail, office space, etc.)
- 3.2 **Project Delivery Options:** Evaluate and identify the key issues, advantages and disadvantages of various project delivery options available to each public agency to achieve the desired civic center project. A potential schedule for each delivery option will be identified as part this Task. An emphasis on this Task and Task 3.3 below will be on creative public-private approaches to maximize public sector benefits while minimizing costs. The analysis will include the following delivery options:
 - Design-Bid-Build.
 - Progressive Design Build.
 - General Contractor/Construction Manager.
 - 63-20 Progressive Design Build.
 - Lease/Purchase (RCW 35.42) and any related statute for a Library District.
- 3.3 **Project Funding Options:** Evaluate and identify the key issues, advantages, disadvantages, as well as the capacity and ability of various project funding options by each public agency to achieve the civic center project. Based on the cost estimates generated in Phase 1, we will project annual debt/lease payments based on assumptions confirmed with each agency for municipal bond credit ratings, borrowing costs, and length of financing for both the City Hall/Sewer District and Library. This analysis includes the following funding options:
 - General Obligation Bonds (voted and non-voted).
 - 63-20 Lease/Purchase with tax-exempt financing.

- Lease/Purchase (RCW 35.42) and any related statute for a Library District.
- Lease with a purchase at fair market value.
- Potential cost reductions associated with providing public land for private development.
- State or Federal Grants Opportunities.
- Other funding strategies as identified by the SDS team or stakeholder group.

Work will include the facilitation of a series of stakeholder meetings including (estimating 4 meetings at 2.5 hours each) to address questions and refine any analysis work to enable decisions on the most appropriate project delivery, project phasing, and funding option identified in 3.2 and 3.3 above for each of the public agencies. Because of the complexity of delivery, financing, and potential phasing options, SDS will work closely with the project stakeholders to identify the most appropriate strategy to achieve the desired interests for the civic center project.

Deliverable: Preliminary Funding Strategy that includes a recommended project delivery approach.

Schedule: Preliminary Funding Strategy completed by 2nd week of December. The Funding Strategy will be reaffirmed and finalized at the conclusion of Phase 2 by the end of March 2021.

PHASE 2

4. Site Alternatives & Conceptual Design

4.1 **Preliminary Alternatives:** Work will include the development of three conceptual site designs illustrating the best options to achieve the goals for civic space and leverages private development opportunity to reduce overall project costs. Work in this task includes:

- Three conceptual site plans that include building area footprint and exterior spaces.
- Presentation of three conceptual site plans to City Council and Sno-Isle Library Board.

4.2 **Preferred Alternative:** Work will include the development of the preferred alternative based on input from the City and Sno-Isle Library. The selected design will be further developed to incorporate wholistic site and building approaches that address utility, site, traffic, and design concerns. Work in this task includes:

- Rendered Site Plan that includes building area footprint and a conceptual exterior landscape architecture and site design. Site design will incorporate traffic study and utility study findings to propose a comprehensive site approach.
- Two Graphic Renderings.

- Preferred Alternative Report summarizing design.
- Presentation of Preferred Alternative to City Council and Sno-Isle Library Board.

4.3 **Updated Cost Estimate:** Preliminary costs estimates generated during the Need Assessment above in Task 2.3, will be updated based on the Preferred Alternative.

4.4 **Conceptual Utility Plan and Environmental Review:** Work will identify combined storm water needs and locations for dry and wet utilities based on expansion of existing infrastructure and future development; and, engineering analysis that will identify preliminary cost sharing for storm water, water and other civil engineering infrastructure requirements.

Deliverables: Combined Summary Report of Preliminary Alternatives & Preferred Alternative.
Updated City Hall/Sewer District Cost Estimate.
Updated Library Space Needs Assessment Cost Estimate.
Conceptual Utility Plan.

Schedule: Preliminary Alternatives Completed by the end by the 1st week of February 2021.
Preferred Alternative Completed by the end of March 2021.
Updated Cost Estimate Completed by the end of March 2021.
Conceptual Utility Plan Completed by the end of March 2021.

5. Public Engagement

5.1 **Public Engagement Event 1:** The first public engagement effort will focus on early outreach to the community in order to identify community objectives for the project, brainstorm ideas, and identify any early issues or concerns via an online survey. The online survey to solicit public input will be hosted on the City's Website. Responses from the survey will be provided to SDS by the City. Public responses will be collected, summarized and used to inform the development of the three preliminary alternatives.

Work in this task includes:

- Content and questions for the survey will be provided by SDS and hosted on the City's Website.
- Responses from the survey will be summarized in the Public Engagement Report Event 1 by the SDS and presented to the public again in Public Engagement Event 2.

5.2 **Public Engagement Event 2:** The three Conceptual Alternatives developed during Task 4 above will be presented during the second public engagement effort in a virtual presentation to the City Council and Library Board. This virtual effort will focus on presenting the three alternatives to the community for comment and identifying previous public input and comments gathered from the Public Engagement Event 1 and that were incorporated into the three preliminary alternatives. Additionally, the presentation will be available for viewing online in conjunction with an online survey that will be posted on the

City's Website for additional comment opportunities in response to the three preliminary site alternatives presented. Public responses will be collected, summarized and provided to the City. Work in this task includes:

- Presentation of the three preliminary alternatives to the City Council to be recorded and posted to the City's website.
- Content and questions for an online survey regarding the three preliminary alternatives will be provided by SDS and hosted on the City's Website.
- Responses from the survey will be summarized in Public Engagement Report Event 2 by SDS.

Deliverable: Public Engagement Report Event 1 – Initial Public Input (Beginning of Phase 1).
Public Engagement Report Event 2 – Conceptual Design Alternatives (End of Phase 2).

Schedule: Public Engagement Event 1 completed by 1st week of November.
Public Engagement Event 2 to occur after Preliminary Conceptual Design Alternatives are presented (completed by the end of February 2021).

Project Meetings and On-Going Project Management:

Stakeholder Check-In Meetings: Regular check-in meetings will be held with the project stakeholders every other week with the SDS Team via virtual meeting platform or on-site meetings as advised based on current health recommendations.

Agency Presentations: The Project Manager and appropriate members of the SDS team will be available to present and discuss key deliverables, at virtual meetings of the City Council and the Sno-Isle Library Board, at the conclusion of each Phase. Three meetings of each agency are anticipated involving the following deliverables:

- Need Assessments & P3 Funding Strategies.
- Preliminary Conceptual Alternatives & Public Engagement Reports.
- Preferred Conceptual Alternative.

SDS Team Work Sessions: Key members of the SDS team will convene every other week in order to prepare and refine all Phase 1 and 2 Tasks. Focused work sessions such as these are a valuable way for multidisciplinary teams to establish a common understanding of key challenges and generate innovative solutions and development and financing alternatives.

Project Management: SDS will ensure project continuity, coordination, adherence to schedule and budget from beginning to end. No less frequently than monthly, SDS will evaluate the work of the project team against the identified tasks, schedule, budget, and quality control and quality assurance standards, making any identified corrections. SDS will also regularly conduct check-in meetings with the City in addition to the regular scheduled stakeholder check-in meetings (virtual platform) specifically evaluating and sharing the results of these examinations. This proactive method will ensure that the highest expectations for the project will be achieved. Monthly progress reports will be submitted by SDS to the City which will outline the various phases, performance of the services, and percent of budget expended compared against estimated project completion, in sufficient detail so the progress of the services can be easily evaluated. Time

records and expenses, including subconsultant expenses will be carefully reviewed on a regular basis and submitted for consideration to the City monthly (see Invoice section below).

Future Phase

Based on Phase 1 and Phase 2 outcomes and decision by the City/Sewer District, and Sno-Isle Library to proceed under a selected delivery method (or multiple delivery methods in the case of a library occurring at a different time or as a stand-alone building/project) for the construction of Civic Center facilities, the City and SDS will negotiate future phases of this project including additional development advisory services up to the actual construction of the facilities under a pre-development and development agreement associated with a lease/lease back structure.

Phase 1 & 2 Fee Estimates

Fees by Task	Estimated Amount
Phase 1	
1. Project Research, Launch & Stakeholder Engagement	\$51,417
2. Need Assessments	\$73,402
3. P3 Funding Strategies	\$46,974
Phase 2	
4. Site Alternatives & Conceptual Design	\$143,364
5. Public Outreach	\$30,506
Reimbursable Expenses:	\$4,292
Total	\$349,955

Note 1: Fee estimates at the Task level are for planning and budget purposes and the projected amount within each Task may be modified by SDS provided the Total cost for Phase 1 and 2 is not exceeded.

Note 2: For billing allocation purposes, the above Fees include the Library Needs Assessment, Concept Design for a stand-alone Library (1 of 3 conceptual designs to be created) on property currently owned by the Library, and other proportionate costs identified below:

- *Library Needs Assessment - \$ 50,798.*
- *Library Only Concept Design - \$47,788 (reflects 1/3 of Task 4 expense.*
- *Library cost allocation for Project Research, Launch & Stakeholder Engagement & Public Outreach: \$27,308 (reflects 1/3 of Task 1 & Task 5 expenses.*

Phase 3 Costs - Reserved

CONSULTANT/CONTRACTOR TEAM

Stowe Development & Strategies (SDS) will serve as the consultant with the City of Lake Stevens for its Civic Center project. Sub consultants under this agreement include:

- **Miller Hull Partnership** – Lead Designer & Architect of Record
Subconsultants:
 - Studio 8x3 – Program & Space Planning
 - Site Workshop – Landscape Architecture
 - Herrera Engineering – Civil Engineer
- **Leland Consulting Group (LCG)** – Market & Demographic Analysis
- **Mainstreet Property Group (MSPG)** – Developer
Subconsultant:
 - Gencap Construction – Cost Estimating

Note: Included in the June 15, 2020 proposal is an organizational chart further detailing the roles of each firm and specific team members.

LAKE STEVENS CIVIC CENTER PHASE 1 & 2 RESPONSIBILITY MATRIX	CORE TEAM				SUPPORT TEAM		
	SDS	LCG	MSPG/GenCap	Miller Hull	Studio 8x3	Site Workshop	Herrera
TASK 1: Project Research, Launch, & Stakeholder Engagement							
1.1 Review and Synthesize	•			•	•	•	•
1.2 Project Kick-off Meeting	•	•	•	•	•	•	•
1.3 Stakeholder Meetings	•	•	•	•		•	•
1.4 Refine Project Scope and Work Plan (as needed)	•			•		•	•
TASK 2: Needs Assessment							
2.1 City Hall/Sewer District Needs Assessment	•			•	•	•	
2.2 Library Needs Assessment	•			•	•	•	
2.2.1 Demographic Analysis	•	•					
2.3 Preliminary Costs Estimate	•	•	•	•			
TASK 3: P3 Funding Strategies							
3.1 Market Analysis	•	•	•				
3.2 Project Delivery Options	•	•	•				
3.3 Project Funding Options	•	•	•				
TASK 4: Site Alternatives & Conceptual Design							
4.1 Preliminary Alternatives	•		•	•		•	
4.2 Preferred Alternative	•		•	•		•	
4.3 Updated Cost Estimate	•	•	•	•		•	
4.4 Conceptual Utility Plan and Environmental Review	•			•			•
TASK 5: Public Engagement							
5.1 Public Engagement Event 1	•			•		•	
5.2 Public Engagement Event 2	•			•		•	

NOT TO EXCEED RATES BY CLASSIFICATION

Classification	Hourly Billing Rate Not to Exceed
STOWE DEVELOPMENT & STRATEGIES	
Principal	\$295
MILLER HULL	
Partner in Charge	\$280
Principal Design Lead	\$250
Project Manager	\$160
Junior Architect	\$100
Studio 8x3	
Principal	\$140
Support Staff	\$85
Site Workshop	
Principal	\$150
Project Manager / Landscape Architect	\$100 - \$140
Landscape Architect / Project Designer	\$90 - \$120
Horticulture	\$110
Herrere	
Vice President	\$270
Engineer V	\$250
Scientist V	\$207
Engineer IV	\$177 - \$197
GIS Analyst IV	\$150
Scientist III	\$142
CAD Technician III	\$139
Engineer II	\$131
Project Accountant III	\$122
Administrative Coordinator IV	\$123
LELAND CONSULTING GROUP	
Managing Principal	\$225
Principal	\$200
Senior Consulting Advisor	\$200
Consulting Advisor	\$180
Senior Associate	\$170
Associate	\$140
Administrative	\$100

Classification	Hourly Billing Rate Not to Exceed
MAIN STREET PROPERTY GROUP	
President	\$300
SVP of Development	\$225
Gen Cap	
President	\$260
Preconstruction Director	\$200
Estimator/Sr. Project Engineer	\$85

INVOICES

SDS shall submit periodic invoices (but not more frequently than monthly) to the City for the services identified within the Scope of Work. SDS will include a ten (10) percent administrative fee for all direct sub-contractor expenses (Miller Hull, Leland Consulting Group, and Main Street Property Group, excluding any sub-contractor's working on behalf of these firms). Miller Hull will also include a ten (10) percent administrative fee only for its direct sub-contractor expenses. The City shall pay SDS within thirty (30) days of the receipt of a correct invoice in accordance with the City's usual payment procedures. If the City objects to all or any portion of any invoice, it shall so notify SDS within twenty (20) days from the date of receipt but shall pay the undisputed portion of the invoice. The parties shall immediately make every effort to settle the disputed portion of any invoice.

INSURANCE

SDS will provide the City of Lake Stevens with a Certificate of Insurance meeting its required commercial general liability, professional liability, and automobile liability anticipated to be included as part of a future agreement.

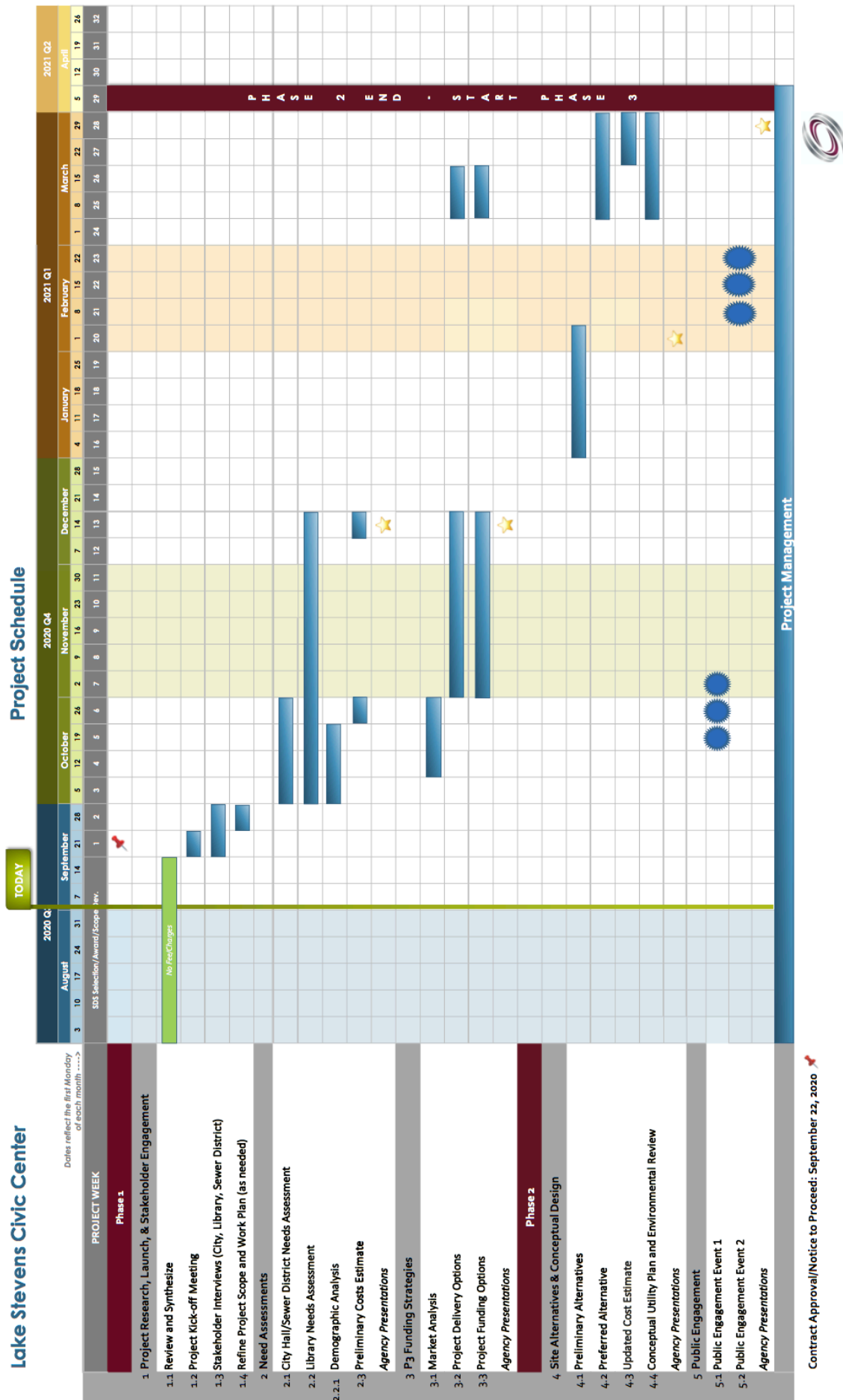
We look forward to completing the Scope of Work and working with you and the other stakeholders on this very important project. We are excited to create a new civic campus that will serve as a symbol of civic pride for generations

Sincerely,



Robert S. Stowe, Principal
STOWE DEVELOPMENT & STRATEGIES

Attachment: Schedule





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 9/15/2020
Date: _____

Subject: Sno-Isle Discussion

Contact Gene Brazel, City Administrator
Person/Department: _____
Budget N/A
Impact: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Discussion.

SUMMARY/BACKGROUND:

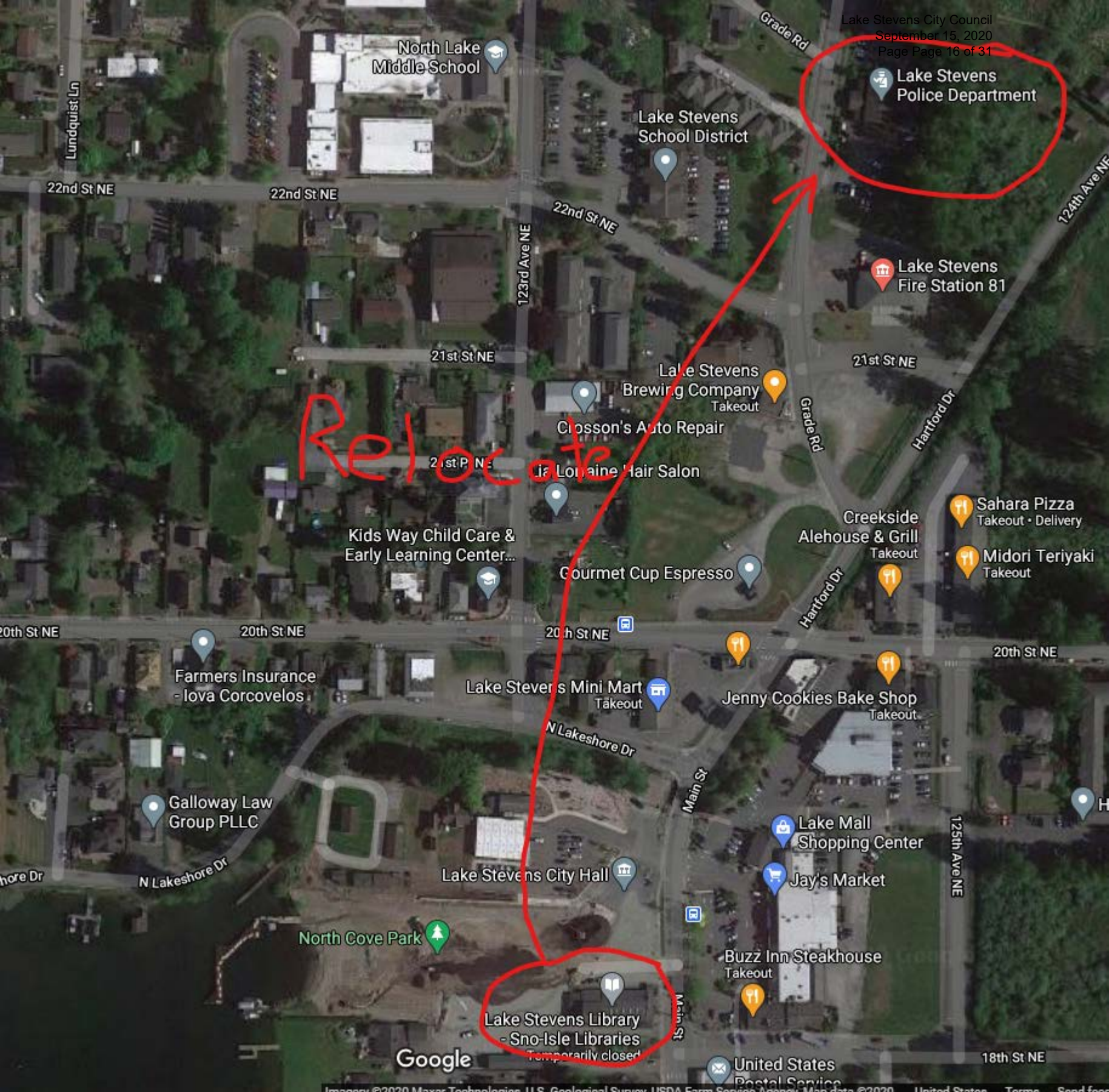
The past several years the City of Lake Stevens has started implementing the Phase 1 of Downtown Lake Stevens Subarea Plan beginning with the renovation of North Cove Park and construction of The Mill. This phase included the widening of Main Street, addition of street trees, pedestrian trail and street lighting. The next phase involves the construction of a festival street recently named Mill Spur by City Council. Mill Spur is aligned with 18th Street NE and will run West from Main Street to 123rd Dr. NE. To construct Mill Spur and finish out the plaza adjoining The Mill, the existing Library and Museum will need to be relocated and the buildings removed. Currently design concepts are being developed for the new museum and preliminary conversations have taken place with Sno-Isle Library about relocation options. One concept being explored is to relocate the library into the old police station building until such time Sno-Isle can construct a new facility within Lake Stevens. Next step is to have open discussion with City Council on the options available including the option of relocating the library into the old police station and issuing Sno-Isle a formal letter of notice.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS:

- Relocation Picture
- North Cove Picture



North Lake Middle School

Lake Stevens School District

Lake Stevens Police Department

Lake Stevens Fire Station 81

Lake Stevens Brewing Company Takeout

Crosson's Auto Repair

Lia Lorraine Hair Salon

Kids Way Child Care & Early Learning Center...

Courmet Cup Espresso

Creekside Alehouse & Grill Takeout

Sahara Pizza Takeout • Delivery

Midori Teriyaki Takeout

Farmers Insurance - Iova Corcovelos

Lake Stevens Mini Mart Takeout

Jenny Cookies Bake Shop Takeout

Galloway Law Group PLLC

Lake Stevens City Hall

Lake Mall Shopping Center

Jay's Market

Buzz Inn Steakhouse Takeout

Lake Stevens Library - Sno-Isle Libraries
Temporarily closed

Google

United States Postal Service

18th St NE

North Cove



SCALE: 1" = 20'

20' 0 20' 40'





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 9/15/2020
Date: _____

Subject: Old Sewer District

Contact

Person/Department: Gene Brazel, City Administrator **Budget Impact:** _____

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

SUMMARY/BACKGROUND:

The Lake Stevens Sewer District and City of Lake Stevens are working with the The Riley Group to review the existing environmental condition of the retired wastewater treatment plant located in the 400 block of Sunnyside Blvd, Lake Stevens. This action was prompted by the Lake Stevens Sewer District considering surplus of this property but wanted to ensure the City of Lake Stevens had first opportunity to have this property transferred to their ownership. Possible future uses could include, open space, park uses, trails or wetland enhancement or education opportunities. This is before Lake Stevens City Council for discussion and review of The Riley Group report.

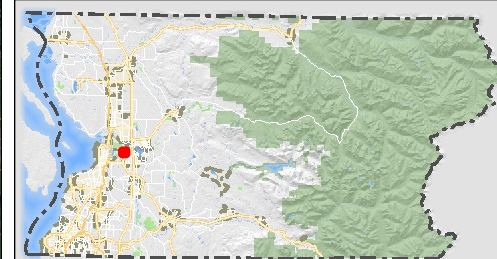
BUDGET IMPACT: N/A

ATTACHMENTS: Map Title
Property Account Summary

Map Title



Snohomish County
Assessor
Washington

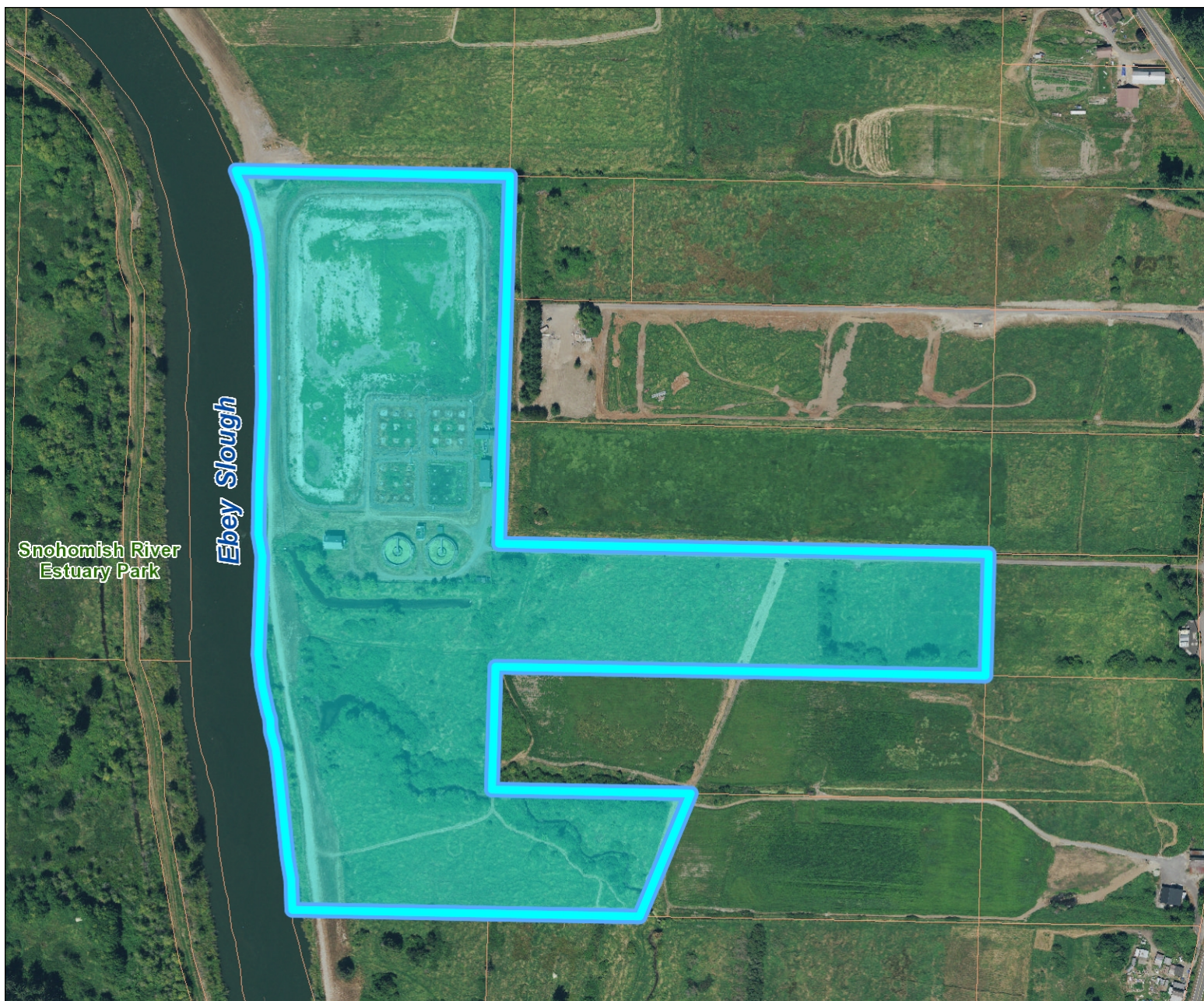


Legend

- Parcel
- Recent Sales 2020
- Recent Sales 2019
- Recent Sales 2018
- City Boundary
- County Park
- National Forest
- Water

Street Types

- Interstate
- State Route
- Local Road



0 450 900 Feet

9/3/2020



All maps, data, and information set forth herein ("Data"), are for illustrative purposes only and are not to be considered an official citation to, or representation of, the Snohomish County Code. Amendments and updates to the Data, together with other applicable County Code provisions, may apply which are not depicted herein. Snohomish County makes no representation or warranty concerning the content, accuracy, currency, completeness or quality of the Data contained herein and expressly disclaims any warranty of merchantability or fitness for any particular purpose. All persons accessing or otherwise using this Data assume all responsibility for use thereof and agree to hold Snohomish County harmless from and against any damages, loss, claim or liability arising out of any error, defect or omission contained within said Data. Washington State Law, Ch. 42.56 RCW, prohibits state and local agencies from providing access to lists of individuals intended for use for commercial purposes and, thus, no commercial use may be made of any Data comprising lists of individuals contained herein.

Property Account Summary

9/3/2020

Parcel Number	29051400200500	Property Address	400 SUNNYSIDE BLVD , EVERETT, WA 98205-1336
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General Information

Property Description	SEC 14 TWP 29 RGE 05GOVT LOT 3 & N1/2 GOVT LOT 4 TGW S1/2 S1/2 SE1/4 NW1/4 & TGW THAT PTN OF NE1/4 SW1/4 LYING WLY OF OLYMPIC PIPELINE CO R/W EXC S 660FT & EXC N 330FT THOF SUBJ ESMT PUD NO 1
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	03171

Property Characteristics

Use Code	484 Sewage Disposal
Unit of Measure	Acre(s)
Size (gross)	41.92

Related Properties

No Related Properties Found

Parties

Role	Percent	Name	Address
Taxpayer	100	LAKE STEVENS SEWER DIST	1106 VERNON RD STE A, LAKE STEVENS, WA 98258
Owner	100	LAKE STEVENS SEWER DISTRICT	9327 4TH ST NE #8, EVERETT, WA 98205 United States

Property Values

Value Type	Tax Year 2020	Tax Year 2019	Tax Year 2018	Tax Year 2017	Tax Year 2016
Taxable Value Regular					
Exemption Amount Regular	\$1,972,100	\$1,972,100	\$1,972,100	\$1,972,100	\$1,930,200
Market Total	\$1,972,100	\$1,972,100	\$1,972,100	\$1,972,100	\$1,930,200
Assessed Value	\$1,972,100	\$1,972,100	\$1,972,100	\$1,972,100	\$1,930,200
Market Land	\$167,700	\$167,700	\$167,700	\$167,700	\$125,800
Market Improvement	\$1,804,400	\$1,804,400	\$1,804,400	\$1,804,400	\$1,804,400
Personal Property					

Active Exemptions

Government Property

Events

Effective Date	Entry Date-Time	Type	Remarks
03/03/2005	03/03/2005 14:43:00	Taxpayer Changed	Party/Property Relationship by strsjb

Tax Balance**Installments Payable**

Tax Year	Installment	Due Date	Principal	Interest, Penalties and Costs	Total Due	Cumulative Due
2020	2	10/31/2020	\$3,067.71	\$0.00	\$3,067.71	\$3,067.71

[Installments Payable/Paid for Tax Year\(Enter 4-digit Year, then Click-Here\):](#) 2020

Distribution of Current Taxes

District	Rate	Amount	Voted Amount	Non-Voted Amount
DIKE DISTRICT #2		\$1,676.40	\$0.00	\$1,676.40
SURFACE WATER - SWM068000		\$4,459.01	\$0.00	\$4,459.01
TOTAL		\$6,135.41	\$0.00	\$6,135.41

Pending Property Values

Pending Tax Year	Market Land Value	Market Improvement Value	Market Total Value	Current Use Land Value	Current Use Improvement	Current Use Total Value
2021	\$167,700.00	\$1,804,400.00	\$1,972,100.00	\$0.00	\$0.00	\$0.00

Levy Rate History

Tax Year	Total Levy Rate
2019	8.786827
2018	10.248334
2017	8.883926

Real Property Structures

Description	Type	Year Built	More Information
No Real Property Structures Found			

Receipts

Date	Receipt No.	Amount Tendered	Amount Due
04/14/2020 00:00:00	10929621	\$3,067.70	\$6,135.41
10/15/2019 11:41:00	10628986	\$2,262.84	\$4,620.24
04/15/2019 13:07:00	10355496	\$2,262.84	\$9,258.35
10/15/2018 00:00:00	10092972	\$2,262.84	\$2,262.84
04/30/2018 00:00:00	9978575	\$2,262.84	\$4,525.68
10/12/2017 13:40:00	9528799	\$2,262.84	\$3,345.74
04/18/2017 00:00:00	9268833	\$2,262.84	\$4,525.68
10/18/2016 00:00:00	8956543	\$2,262.84	\$2,262.84
04/21/2016 00:00:00	8712004	\$2,262.84	\$4,525.68
10/14/2015 00:00:00	8390332	\$838.40	\$838.40
04/14/2015 00:00:00	8123329	\$838.40	\$1,676.80

Sales History

Sale Date	Entry Date	Recording Date	Recording Number	Sale Amount	Excise Number	Deed Type	Transfer Type	Grantor(Seller)	Grantee(Buyer)	Other Parcels
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No Sales History Found

Property Maps

Neighborhood Code	Township	Range	Section	Quarter	Parcel Map
3391000	29	05	14	NW	View parcel maps for this Township/Range/Section



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 9/15/2020
Date: _____

Subject: Update on City Goals and Council Retreat Takeaways

Contact
Person/Department: Gene Brazel, City Administrator **Budget** N/A
Impact: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Review and discuss updates.**

SUMMARY/BACKGROUND:

This is our mid-year check in on City Goals and Council Retreat Takeaways. This year due to COVID, the retreat was pushed back to September. Attached is the retreat takeaways and progress update.

BUDGET IMPACT: **N/A**

ATTACHMENTS: Retreat Takeaways

February 28-29, 2020 Retreat Takeaways

Status		Description
In Process	1.	Civic Campus at Chapel Hill: ➤ Possible Partnership with Sewer District and Library ➤ Request for Proposal targeted for end of April ➤ Community Center/Senior Center
9/8/2020 Council Meeting Discussion	2.	Downtown Plan: Bring back more information for completion
Complete	3.	Davies Beach: Bring plan forward for policy and promoting public safety
In Process	4.	Sidewalks: Explore funding options including a Sidewalk Improvement Plan and other funding options and bring back
Complete	5.	Wetland Resources: look at lots adjacent to Community Transit Park & Ride for possible development
Complete, to be discussed at mid-year retreat	6.	Staffing: ➤ Develop a growth plan ➤ Important to retain staff ➤ Look at pay levels and stay above average; data points
Complete with #6	7.	Police Department Staffing: ➤ Evaluate number of officers/1000 population ➤ Number of calls per 1000 population ➤ Need for more officers
In Process	8.	City of Everett Waterline: ➤ Finalize the ILA for entire 20 th Street SE corridor ➤ Provide talking points to Councilmembers
In Process	9.	Parks: ➤ Powerline Trail 20 th to 8 th ➤ Develop a more in-depth proposal
Complete	10.	Food Trucks: Hybrid ordinance for consideration ➤ City property ➤ Privately owned property ➤ Special events ➤ Can't park in front of brick & mortar
TBD	11.	Transportation Benefit District ➤ Prepare for Fall ballot ➤ High level of community outreach and education
In Process	12.	Annexation: Fall ballot
TBD	13.	Fireworks: August ballot
In Process	14.	City Gateway Signage: ➤ Finish cost estimate & bring proposals to Council ➤ Make sure gateways are still applicable ➤ Move forward with installation
In Process	15.	General Obligation Bonds: ➤ Look at GO Bonds vs. TBD ➤ Bring forward options

Completed 3/10/2020	16.	Council Meetings: <ul style="list-style-type: none"> ➤ Keep workshops at 2/month and limit if there is no need for a meeting ➤ Citizen comments at beginning and end of each meeting ➤ Move Guest Business ahead of Citizen Comments at front of meeting ➤ Amend rules to remove term limit for Council President and Vice President
Complete	17.	Arts Commission: <ul style="list-style-type: none"> ➤ Project-specific ad hoc committees for specific arts proposals for Council approval ➤ Move forward to disband Arts Commission
COVID Delay	18.	Sky Valley Dinner at Mill – May 21, 6:30 p.m.: Revisit <ul style="list-style-type: none"> ➤ Invitation Resent to Councilmembers 3/3/2020
COVID Delay	19.	Legislative Breakfast <ul style="list-style-type: none"> ➤ Schedule for August/September at The Mill ➤ Possibly include virtual tour
In Process	20.	Mission/Vision Statement; Values <ul style="list-style-type: none"> ➤ Take out 2030 reference ➤ Add statement on Staff reports where appropriate on how decision supports vision ➤ Look at values, do they align with mission and vision?
In Process	21.	Mini Retreat/Check-in: schedule for July (moved to September)



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: September 15, 2020

Subject: Biennial Budgeting

Contact

Person/Department: Barb Stevens/Finance

Budget Impact:

N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Consider Implementation of Biennial Budgeting in Lake Stevens for the 2023 – 2024 budget cycle.

SUMMARY/BACKGROUND:

Budgeting for two years at a time has been permitted in Washington cities since 1985. To date, several dozen cities are using this approach. A “two-year” appropriation can be handled in different ways depending on Council direction. Many biennial budgets have some type of internal restriction on spending within the biennium. Options may include:

- Full 24 months of budgeting authority
- Adoption of 2 one-year budgets (sets limits on appropriations for each year)
- One year appropriation with a “plan” for the second year

In order to implement a biennial budget, cities must “declare a decision” by ordinance to use a biennial budget at least six months prior to the beginning of the biennium. The city must also pass an ordinance if they chose to revert back to an annual budget at the conclusion of a biennium.

By statute, the biennial fiscal period must start on January 1 of an odd-numbered year and end on December 31 of the following even-numbered year. Cities that budget on a biennial basis must adopt a budget no later than December 31 of the preceding even-numbered year. The soonest the City could start budgeting biennially is January 1st, 2023, with passage of an ordinance “declaring the decision” no later than June 30th, 2022.

Cities utilizing the biennial process are required to conduct a “mid-biennium review” between September 1st and December 31st of the 1st year of the biennium (2023). This review consists of any proposed modifications to the budget. If any modifications are required, changes will be proposed to Council in the form of a budget amending ordinance.

Biennial Budgeting PROS:

- Saves Time & Creates Organizational Capacity
 - More time requirement year 1, less time mid-biennium
 - Focus on other priorities

- Strategic Thinking & Improved Policy Perspective
 - Long range strategies
 - More deliberate budget planning
- Political Implications – non-election year adoption

Biennial Budgeting CONS:

- Loss of Control – Council is granting more authority
- Difficulty in Forecasting & Balancing Between Years – harder to forecast twice as long
- Lack of Realized Benefits – no time savings if mid-biennium review is not *limited*

The reasons to use a biennial budget can far outweigh the reasons not to. The “cons” can be mitigated by frequent high level budget and forecast communication. Maintaining a limited “off-year” review will help the City realize time savings to give Council and staff the capacity to focus on other priorities.

MRSC - List of cities that adopt a biennial budget:

- | | | |
|---------------------|-----------------|--------------------|
| • Anacortes | • Benton City | • DuPont |
| • Arlington | • Bonney Lake | • Duvall |
| • Auburn | • Bothell | • Federal Way |
| • Bainbridge Island | • Burien | • Fife |
| • Bellevue | • Camas | • Hoquiam |
| • Bellingham | • Covington | • Kelso |
| • Kenmore | • Normandy Park | • Steilacoom |
| • Kennewick | • Oak Harbor | • Sumner |
| • Kirkland | • Ocean Shores | • Tacoma |
| • Lake Forest Park | • Port Orchard | • Tukwila |
| • Lakewood | • Poulsbo | • Tumwater |
| • Leavenworth | • Pullman | • University Place |
| • Longview | • Redmond | • Vancouver |
| • Lynnwood | • Renton | • Walla Walla |
| • Maple Valley | • Sammamish | • West Richland |
| • Marysville | • SeaTac | • Woodinville |
| • Mercer Island | • Shoreline | • Yelm |
| • Mill Creek | • Snoqualmie | |
| • Mountlake Terrace | • Stanwood | |

APPLICABLE CITY POLICIES: RCW 35A.34 Code Cities

BUDGET IMPACT: N/A

ATTACHMENTS: N/A



LAKE STEVENS CITY COUNCIL
STAFF REPORT

**Council Agenda
Date:**

September 15, 2020

Subject: Current Grants

Contact Person/Department:	<u>Russ Wright, Community Development Director</u>	Budget Impact:	<u>Capital Revenue</u>
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RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Overview of recent, pending and future grant opportunities.

SUMMARY/BACKGROUND:

For your information, a summary of recent grants, pending and proposed grant opportunities are included by project type. Exhibit A includes a map of previous grant funded projects.

Planning Received

- In 2018, the City received \$20,000 from the Department of Ecology for consultant support to update the Shoreline Master Program. This grant has been completed.
- In 2019, the City received \$30,000 from the Department of Commerce for reimbursement of staff spent updating the zoning code and addressing elements of House Bill 1923 for increased housing opportunities. To date, the city has received \$23,000. One deliverable is remaining to fulfill the grant which should be accomplished during the 1st quarter of 2021.

Parks Received

- In 2018, the City received a \$3 million state capital grant for property acquisition, Phase I of North Cove Park, the Mill. These projects have been completed successfully.
- In 2020, the City received a \$1 million state capital grant to construct Phase II of North Cove Park and engineering for future phases. Park Construction will begin this fall. Design of the next phase is complete.
- In 2020, the City received \$200,000 state capital grants to construct Phase I of Frontier Heights Park. This project is under construction.
- In 2015, the City received a \$485,000 state capital grant as match to help construct Cavalero Park. Phase 1 has been completed successfully.

Parks Applied

- In 2020, the City applied for \$357,470 from the Recreation and Conservation Office for Frontier Heights Park to construct Phase 2 which will include the multi-use ballfield, sensory garden, exercise equipment, etc.
- In 2020, the City applied for \$856,420 from the Recreation and Conservation Office for Eagle Ridge Park to construct a playground, amphitheater, interpretive areas and connecting sidewalks.

Roads and Trails Received

- The City received grants from the Puget Sound Regional Council (TIB funds) to continue the widening of 20th Street between approximately 91st Ave SE and 79th Ave SE. This project is under construction.
- The City received grants from WSDOT Regional Mobility program to construct a transit lane off 20th Street SE between approximately 79th Ave SE and Cavelro Road to improve congestion. This project is under construction.
- In 2019, the City received state capital grants for \$2 million to design and construct a roundabout at SR-9 and 24th Street SE/South Lake Stevens Road and an additional \$ 1 million grant to design and construct an associated culvert crossing for fish passage These projects are under design.
- The City received \$1.5 million from a WSDOT grant and Complete Street grant to construct Phase I of the South Lake Stevens multiuse path. This project was completed successfully.
- The City received a safe route to school grant for sidewalk improvements along 91st Ave SE near 4th Street SE. This project was completed successfully.
- The City received a state grant for \$422,000 to construct Village Way. This project was completed successfully.

Roads and Trails Applied

- The City has applied for an economic development infrastructure grant to help fund the construction of 91st Ave SE extension.

Facilities

- In 2016, the city received a \$300,000 state capital grant for design and construction of the temporary city campus. This project was successfully completed.
- In 2016 and 2018 the city has received state capital grants for food bank funding that were turned over to the Lake Stevens Food Bank to administer.

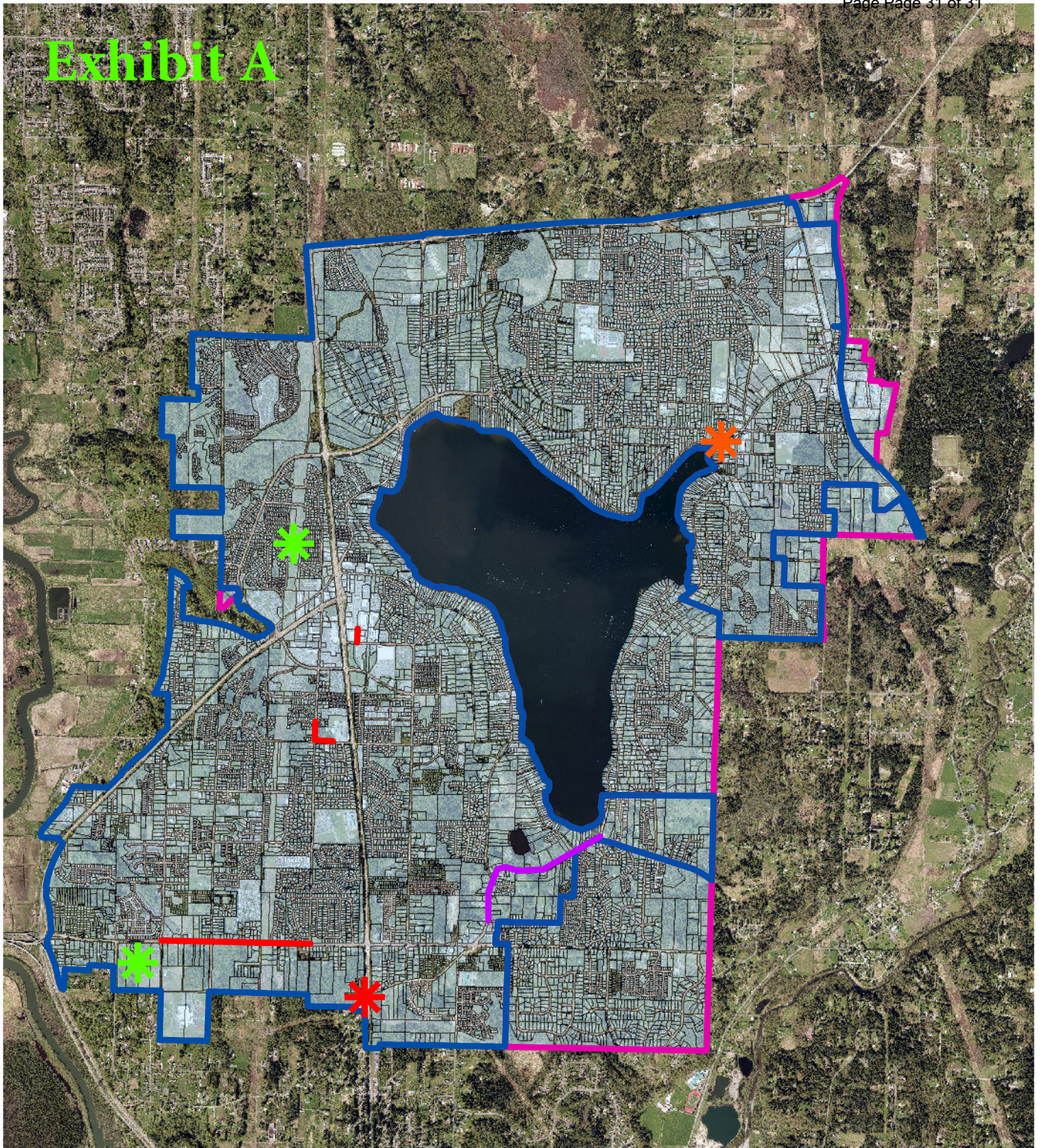
Future Capital Requests

- The City may request up to an additional \$5.6 million to complete downtown projects including Mill Spur Festival Street, intersection improvements and frontage improvements.
- The City has identified specific infrastructure improvements for roads and utilities to attract federal grants.
- The City will seek funding for trail and sidewalk expansions including the South Lake Stevens trail and Powerline Trail.
- The city will pursue private grants to fund park improvements including a proposed dog park.

APPLICABLE CITY POLICIES: Capital Facilities Plan

BUDGET IMPACT: Capital Revenue

Exhibit A



Lake Stevens - Grant Funded Projects



- Downtown Revitalization
 - * Civic Campus Modernization
 - * North Cove Park Expansion
 - * The Mill Construction
 - * Main Street Pedestrian Improvements



- Street Projects
 - * 91st Safe Routes to School
 - * 20th Street Widening
 - * 20th Street Mobility (BAT Lane)



- South Lake Stevens Multi-Use Trail



- SR-9 Roundabout & Culvert



- Park Improvements
 - * Frontier Heights Park
 - * Cavelero Park

