



## ***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.*

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### **CITY COUNCIL SPECIAL MEETING AND WORKSHOP AGENDA BY REMOTE ACCESS ONLY Lake Stevens, Washington**

Join Zoom Meeting  
<https://us02web.zoom.us/j/87964011623>  
or call in at:  
(253) 215 8782 US (Tacoma)  
Meeting ID: 879 6401 1623

**Tuesday, October 6, 2020 at 7:00 p.m.**

**Call Meeting to Order** Mayor

**Action Items** Grace/Eric

- Change Order for Project #18021 –  
US2 Trestle HOV/Transit Trestle Jump Project

**Workshop**

- 2021 Preliminary Budget Barb/Josh

***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 Date:** Oct 6, 2020

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**Subject:** Project #18021 – US2 Trestle HOV/Transit Trestle Jump Project

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<b>Contact Person/Department:</b>	Eric Durpos- PW Director Grace Kane – City Engineer	<b>Budget Impact:</b>	Not to exceed amount of: <u>\$163,100.00</u>
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize Mayor to execute the Change Order 01 with a not to exceed amount of \$163,100.00

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**SUMMARY/BACKGROUND:**

The project area starts approximately 1,000 feet east of the US2 Trestle East Interchange and extends to the west end of the 5-lane widening project (near 91<sup>st</sup> Avenue SE). The existing 20th Street SE roadway includes two travel lanes and paved shoulders with curb and gutter located along sections of the project corridor. The proposed project improvements would widen pavement, construct sidewalks whenever there is sufficient right of way, provide transit pull-outs, enclose storm drainage facilities, enhance traffic signal controls, install signage and channelization, upgrade ADA ramps, install new street lighting and relocate impacted overhead utilities along the north (westbound) side of 20th Street SE.

The City awarded the project to SRV for the amount of \$1,116,860.00 on July 16, 2020.

The change order is to replace unanticipated existing deficient storm infrastructures within the City's right of way, which was not included in the awarded contract.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:**

\$163,100.00 is within the approved 2020 Budget.

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**ATTACHMENTS:** None



# City of Lake Stevens

## One Community Around the Lake

2021 Budget Requests & Draft Budget



# 2021 Budget Calendar

- Preliminary Budget **October 6, 2020**
- City Council Discussion **October 13, 2020**
- City Council Discussion **October 20, 2020**
- City Council Discussion **October 27, 2020**
- Public Hearing #1  
(Property Tax Levy) **November 10, 2020**
- Final Public Hearing and  
Budget Adoption **November 24, 2020**



# 2021 Budget Priorities

- Continue Revitalization of Downtown/Civic Campus
- Fund Park & Recreation Division
- Maintain High Level of Public Safety
- Continue Investment in Infrastructure to Encourage Economic Development
- Enhance Transportation Funding (TDB)



# Staffing Requests

Position/Staffing Requests					Other
Department	Position	Requested Amount	Mayor Y/N	Preliminary Amount	
Clerk/Admin/Executive	Deputy Clerk/ Admin Assistant	\$ 107,488	Y	\$ 62,342.81	6/1/2021 Start
Finance	Accountant (Reclass/Promote PT AP to FT Accountant	\$ 5,800	Y	\$ 4,182.00	6/1/2021 Start
Finance	Accountant - PW Accountant	\$ 117,617	N	\$ -	
IT	Reclassify IT Manager to IT Director		Y		
IT	Reclassify IT Manager to IT Director	\$ 9,326	Y	\$ 9,326.00	
HR	HR Technician (0.5) PT	\$ 39,387	Y	\$ 24,293.46	6/1/2021 Start
LE	Annexation - Patrol Officers x4	\$ 637,079	Y for 2	\$ 215,154.18	6/1/2021 and 9/1/2021 start
LE	Crime Analystist	\$ 76,457	N		
LE	Traffic Officer	\$ 204,348	N		
LE	Police Services Officer (Code Enforcement)	\$ 115,712	N		
Community Development	Code Enforcement Inspector	\$ 133,500	N		
Community Development	Reclassify Building Code Enforcement Inspector to Building Inspector		Y	\$ -	
Community Development	Admin Assistant (0.5) PT	\$ 36,000	N		
Community Development	Reclassify Principal Planner to Planning Supervisor		Y	\$ -	
Community Development	Reclassify Permit Lead to Permit Supervisor		Y	\$ -	
Public Works	Public Works Office Assistant	\$ 65,612	N		
Public Works	Custodian	\$ 68,698	N		
Public Works	Public Works Supervisor - Streets	\$ 170,512	Y	\$ 170,512.00	1/1/2021 start
IT	Application Analyst	\$ 111,215	Y	\$ 111,215.00	1/1/2021 start
Non-Rep	1% Deferred Comp Match Program	\$17,400	Y	\$17,400	6/1/2021 Start 4
<b>Total</b>		<b>\$1,916,150</b>		<b>\$614,425</b>	



# Item Requests

Item Requests						
Department	Item Description	Current Budget	Budget Wanted	Additional Requested Amount	MAYOR Y/N	Notes
HR	Increase Travel/Training Budget	\$2,000	\$8,000	\$6,000	Y	
ITD - 510	GIS Infrastructure - 2020 Project Rollover	\$45,000	\$45,000	\$0	Y	Roll Forward
ITD - 510	VUEworks Upgrade - 2020 Project Rollover	\$35,000	\$35,000	\$0	Y	Roll Forward
	Security Cameras @ Davies Beach, North Cove Phase II, Frontier Heights	\$0	\$35,500	\$35,500	Y	
ITD/Police - 510	(4) MDC capital replacement.	\$12,000	\$26,236	\$14,236	Y	
ITD - 510	Smartsheet - Product Enhancement	\$0	\$15,300	\$15,300	Y	
ITD - GF	Professional Services	\$25,000	\$25,000	\$0	Y	Roll Forward
LE	Evidence room alarm monitoring	\$42,800	\$55,300	\$12,500	Y	
LE	Telestaff Scheduling Software	\$42,800	\$52,800	\$10,000	Y	
LE	Tuition reimbursement program	\$32,000	\$42,000	\$10,000	Y	
LE	Facility Maintenance for new building	\$11,000	\$32,000	\$20,000	Y	
LE	Covid 2020 Reduction Carryover to LETP	\$38,500	\$41,500	\$0	Y	Roll Forward
LE	Covid 2020 Reduction Carryover to LERF	\$32,000	\$40,000	\$0	Y	Roll Forward
LE - 520	Taser Replacement	\$0	\$17,800	\$17,800	Y	
Com Dev - 003	Replacement Vehicle - Inspections		\$50,000		Y	003 Fund
Com Dev	Economic Development - Beautification		\$90,000	\$90,000	Y	one time
Com Dev	Economic Development -Market Materials	\$10,000	\$10,000	\$0	Y	Roll Forward
Com Dev	Blue Beam Upgrade	\$0	\$1,245		Y	
PW - Storm	F-550 Service truck			\$80,000	Y	Storm - 412 Capital fund
PW - Split	Work Truck - F150			\$40,000	Y	Split - 530
PW - Split	Work Truck - F151			\$40,000	Y	Split - 530
PW -	Trommel (100k carry-over from 2019 to 2020 and to	\$100,000	\$100,000	\$0	Y	Roll Forward



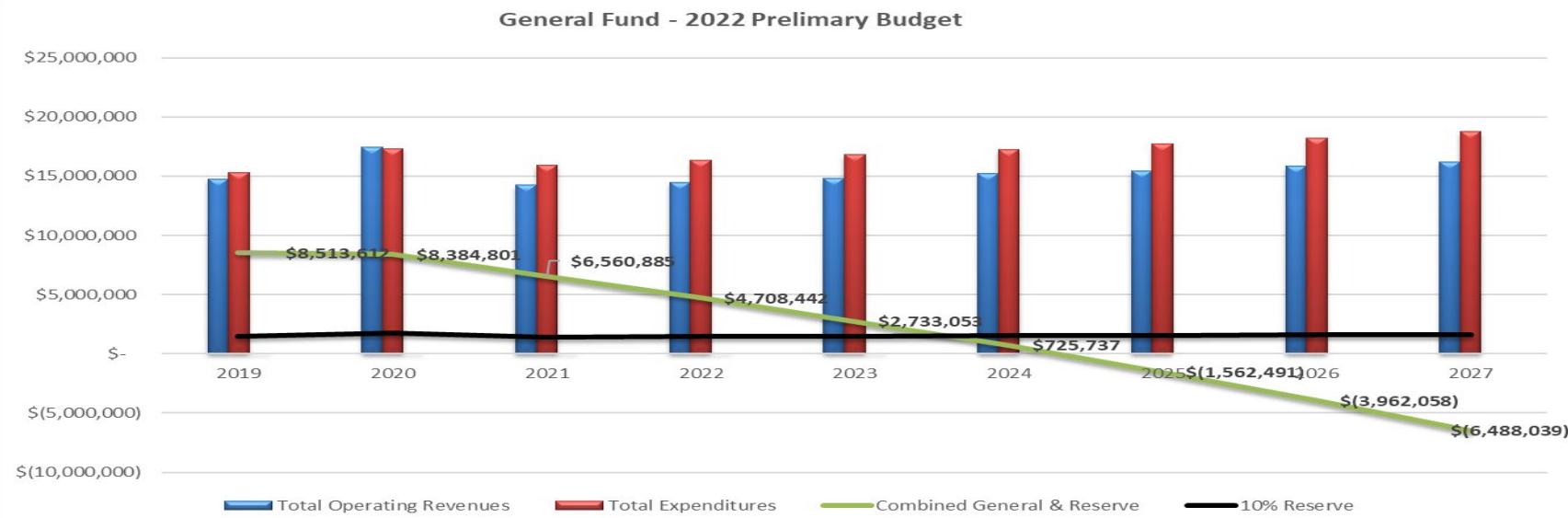
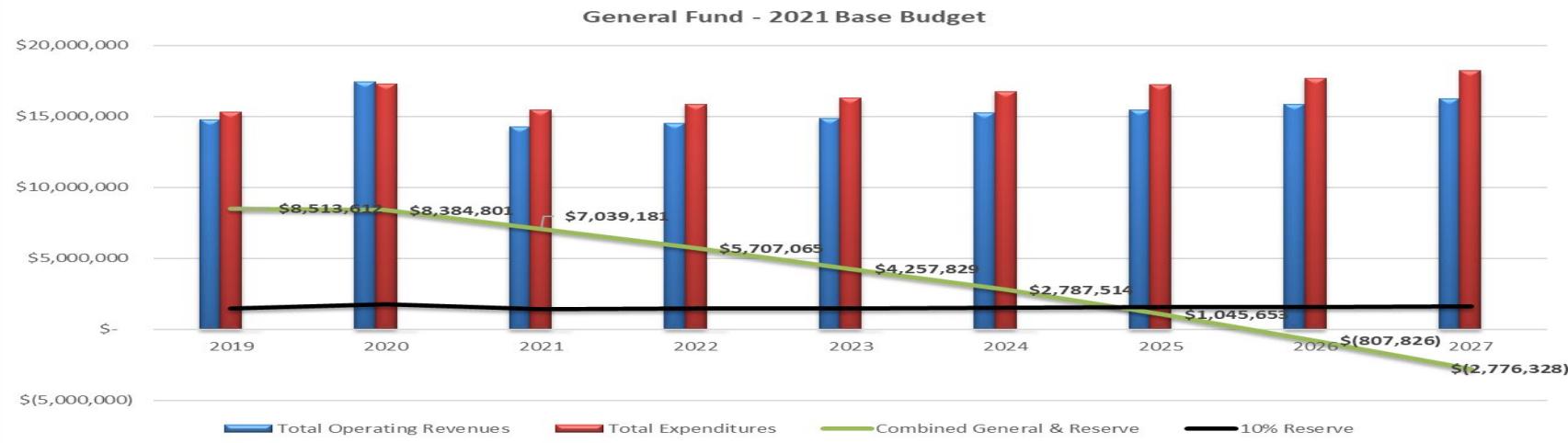
# Preliminary Budget Requests

- Budget request Fund impact summary

	General Fund	Permit fund	101	410	510	520	530
Personnel	\$328,551	\$0	\$219,584	\$48,890	\$0	\$0	\$0
Other	\$149,745	\$50,000	\$0	\$80,000	\$65,036	\$17,800	\$80,000
<b>Total</b>	<b>\$478,296</b>	<b>\$50,000</b>	<b>\$219,584</b>	<b>\$128,890</b>	<b>\$65,036</b>	<b>\$17,800</b>	<b>\$80,000</b>

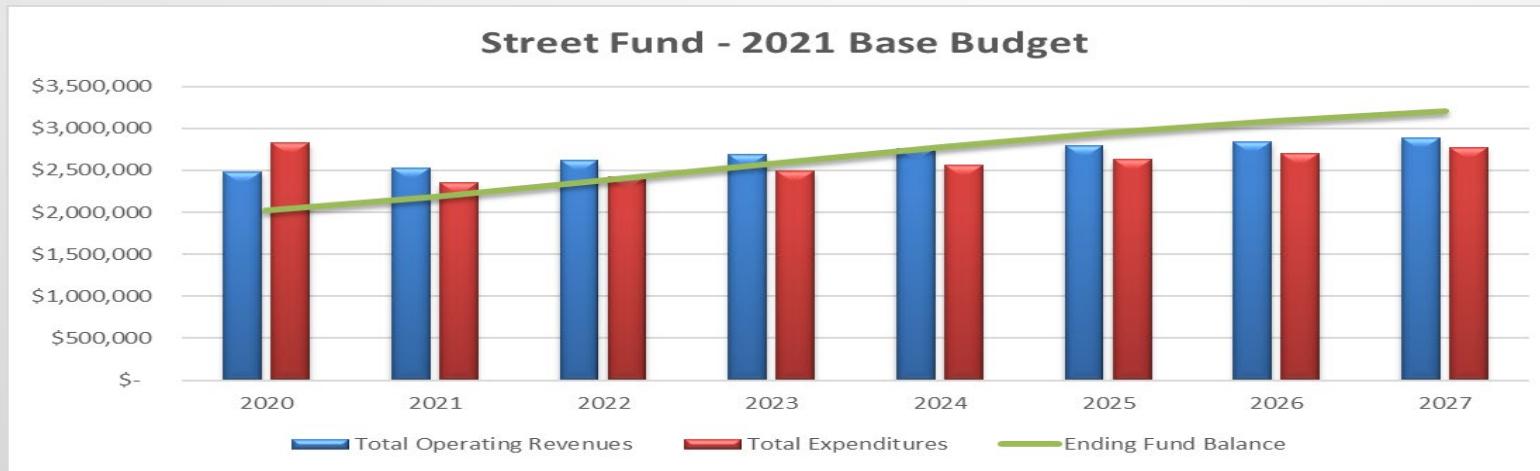


# Forecasted Ending Balances Mayor's Draft Budget – Gen Fund



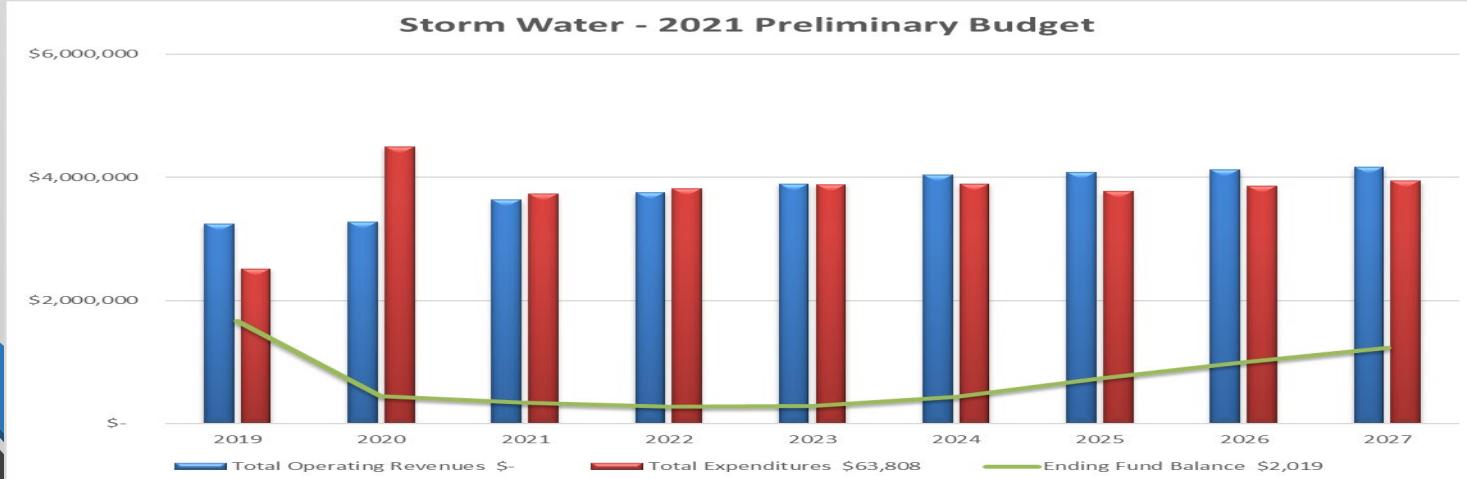
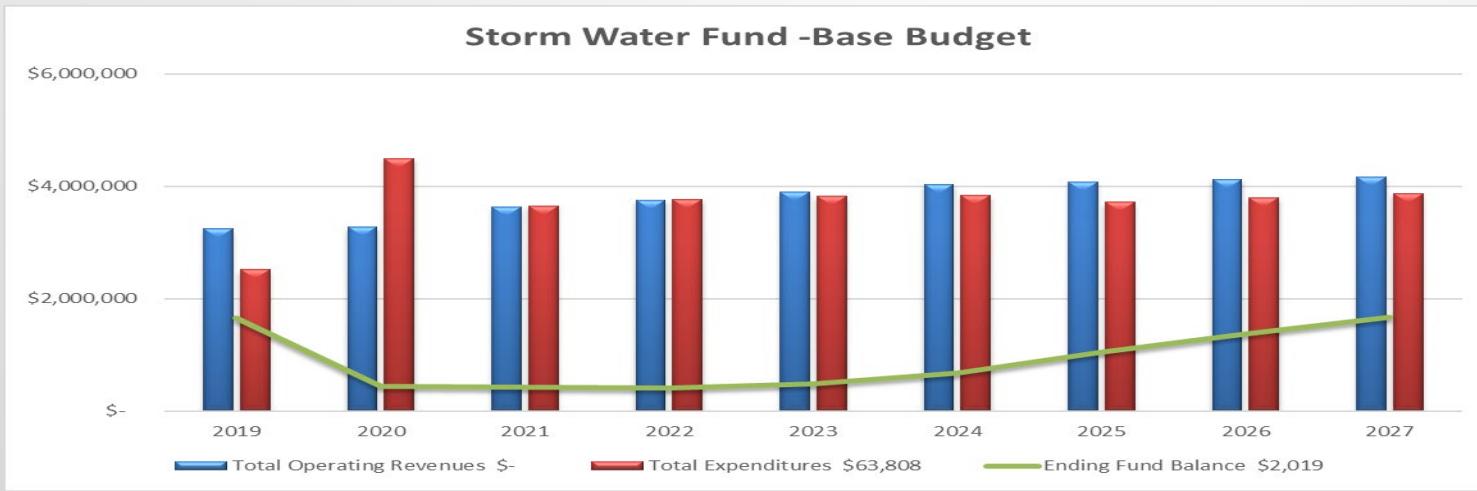


# Forecasted Ending Balances Mayor's Draft Budget - Street





# Forecasted Ending Balances Mayor's Draft Budget - SWM





# 2021 Budget Next Steps

- Capital Discussions – Oct 13<sup>th</sup>, 2020
- Budget Discussions
- Public Hearings
- Property Tax Levy
- Budget Adoption

No.	Fund Name	2021 Beginning Cash Balance	2021 Base Revenues	2021 Base Expenditures	2021 Base Ending Cash Balance	Revenue Over Exp (+)	2021 Mayor Preliminary Budget	2021 Ending Cash Balance
001	General Fund	\$3,655,094	\$13,405,475	\$15,456,235	\$1,604,334	(\$2,050,760)	\$16,200,412	\$860,156
002	Reserve Fund	\$4,729,094	\$840,000	\$0	\$5,569,094	\$840,000	\$0	\$5,569,094
003	Permitting - Managerial	\$3,797,804	\$2,000,000	\$1,001,000	\$4,796,804	\$999,000	\$1,051,000	\$4,746,804
000	General Funds	\$12,181,992	\$16,245,475	\$16,457,235	\$11,970,232	(\$211,760)	\$17,251,412	\$11,176,055
101	Street	\$2,018,874	\$2,531,500	\$2,359,175	\$2,191,199	\$172,325	\$2,758,759	\$1,791,615
111	Drug Seizure & Forfeiture Fund	\$88,143	\$5,120	\$10,000	\$83,263	(\$4,880)	\$62,572	\$30,691
112	Municipal Arts Fund	\$21,343	\$10,220	\$20,000	\$11,563	(\$9,780)	\$20,000	\$11,563
210	2008 Bonds	\$0	\$353,605	\$353,605	\$0	\$0	\$353,605	\$0
213	LTGO Bond 2015	\$0	\$95,651	\$95,651	\$0	\$0	\$95,651	\$0
214	2019 LTGO Bond PD	\$0	\$464,233	\$464,233	\$0	\$0	\$464,233	\$0
301	Cap. Proj.-Dev. Contrib.	\$1,949,842	\$5,499,442	\$4,309,200	\$3,140,084	\$1,190,242	\$4,309,200	\$3,140,084
302	Park Mitigation	\$1,376,180	\$2,286,098	\$1,196,200	\$2,466,078	\$1,089,898	\$0	\$3,662,278
303	Cap. Imp.-REET	\$4,330,158	\$1,140,000	\$795,707	\$4,674,451	\$344,293	\$795,707	\$4,674,451
304	Cap. Improvements REET 2	\$2,330,240	\$1,225,000	\$700,000	\$2,855,240	\$525,000	\$700,000	\$2,855,240
305	Downtown Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0
306	Facility Cap Project - PD	\$0	\$0	\$0	\$0	\$0	\$0	\$0
309	Sidewalk Capital Project	\$505,448	\$5,000	\$200,000	\$310,448	(\$195,000)	\$200,001	\$310,447
310	20th Street SE Corridor CP	(\$0)	\$0	\$0	(\$0)	\$0	\$0	(\$0)
401	Sewer	\$134,861	\$1,052,993	\$1,150,843	\$37,011	(\$97,850)	\$1,150,843	\$37,011
410	Storm and Surface Water	\$441,924	\$3,631,200	\$3,654,612	\$418,512	(\$23,412)	\$3,732,063	\$341,061
411	SWM Capital	\$121,638	\$1,000,600	\$800,000	\$322,238	\$200,600	\$880,000	\$242,238
412	SWM Debt	\$0	\$223,918	\$223,918	\$0	\$0	\$223,918	\$0
501	Unemployment	\$37,663	\$300	\$15,000	\$22,963	(\$14,700)	\$15,001	\$22,962
510	Equipment Fund - Computers	\$202,574	\$323,067	\$279,356	\$246,284	\$43,710	\$446,072	\$79,568
515	Equipment Fund--Vehicles	\$41,146	\$15,350	\$0	\$56,496	\$15,350	\$1	\$56,495
520	Equipment Fund-Police	\$317,518	\$249,300	\$218,000	\$348,818	\$31,300	\$218,000	\$348,818
530	Equipment Fund-PW	\$837,162	\$205,000	\$52,000	\$990,162	\$153,000	\$232,000	\$810,162
540	Aerator Equipment Replacement	\$65,066	\$200	\$38,000	\$27,266	(\$37,800)	\$38,000	\$27,266
633	Treasurer's Trust	\$0	\$385,000	\$385,000	\$0	\$0	\$385,000	\$0
Total All Funds		\$27,001,772	\$36,948,272	\$33,777,736	\$30,172,307	\$3,170,536	\$34,332,039	\$29,618,004

\*NOTE - Highlighted Funds are still in process - Will discuss on Oct 13th, 2020 meeting

