



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

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

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

| | | | |
|---------------------------|----------------------------|----------------|---------------------|
| Contact | Eric Durpos- PW Director | Budget | Not to |
| Person/Department: | Grace Kane – City Engineer | Impact: | exceed |
| | | | amount of: |
| | | | <u>\$163,100.00</u> |

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize Mayor to execute the Change Order 01 with a not to exceed amount of \$163,100.00

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 91st 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.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

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

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 Analyst | \$ 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 |
| Total | | \$1,916,150 | | \$614,425 | |



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 |
| | | | | | | |
| ITD - 510 | 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 |
| Total | \$478,296 | \$50,000 | \$219,584 | \$128,890 | \$65,036 | \$17,800 | \$80,000 |

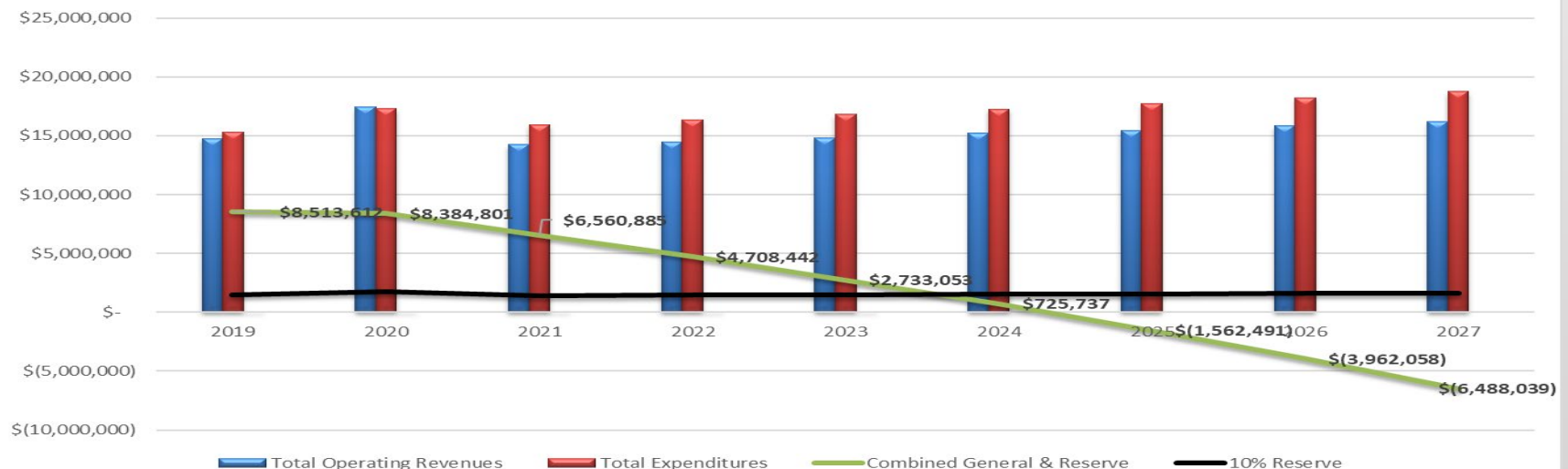


Forecasted Ending Balances Mayor's Draft Budget – Gen Fund

General Fund - 2021 Base Budget



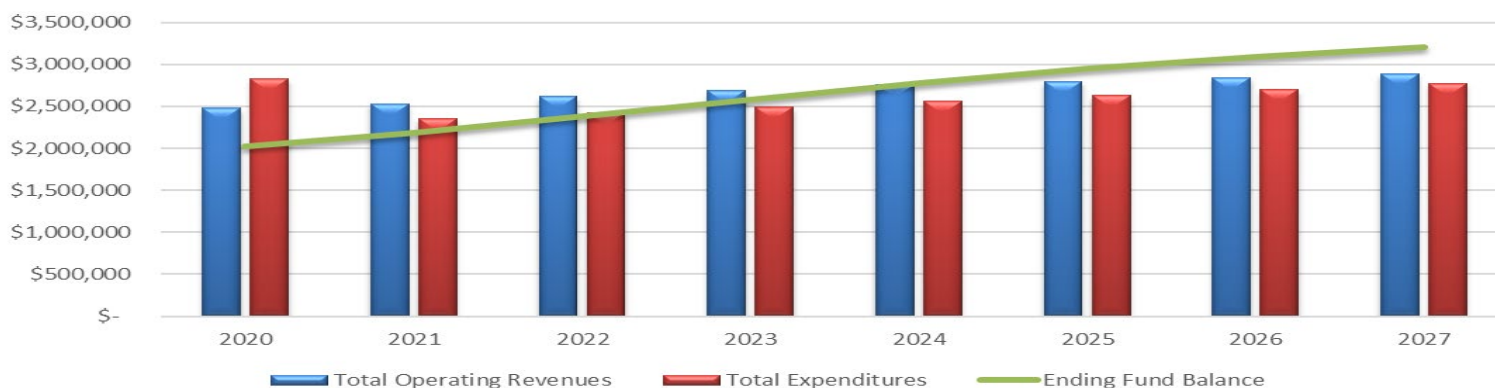
General Fund - 2022 Preliminary Budget



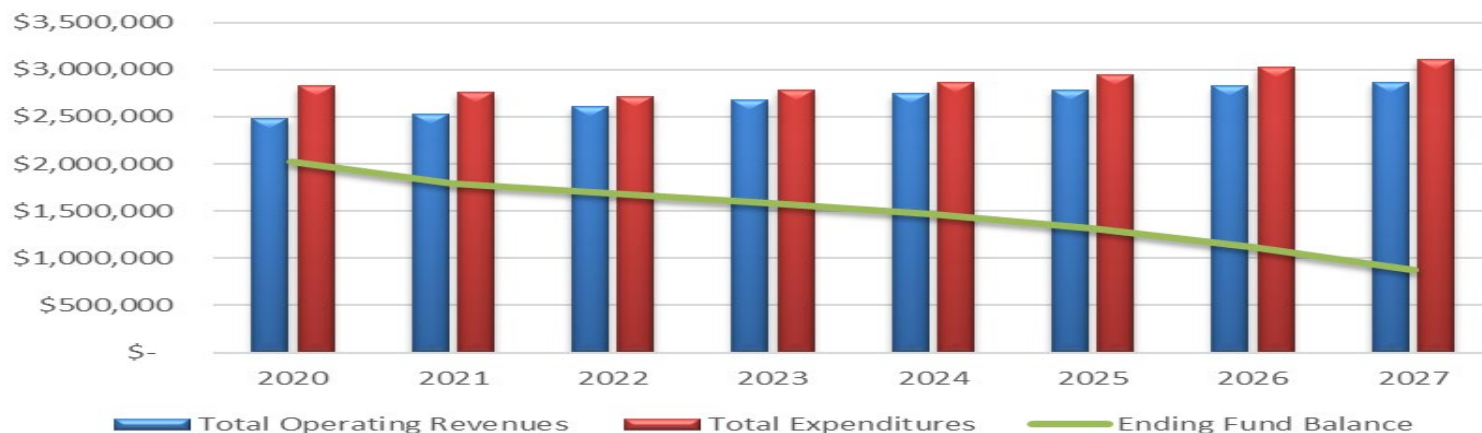


Forecasted Ending Balances Mayor's Draft Budget - Street

Street Fund - 2021 Base Budget

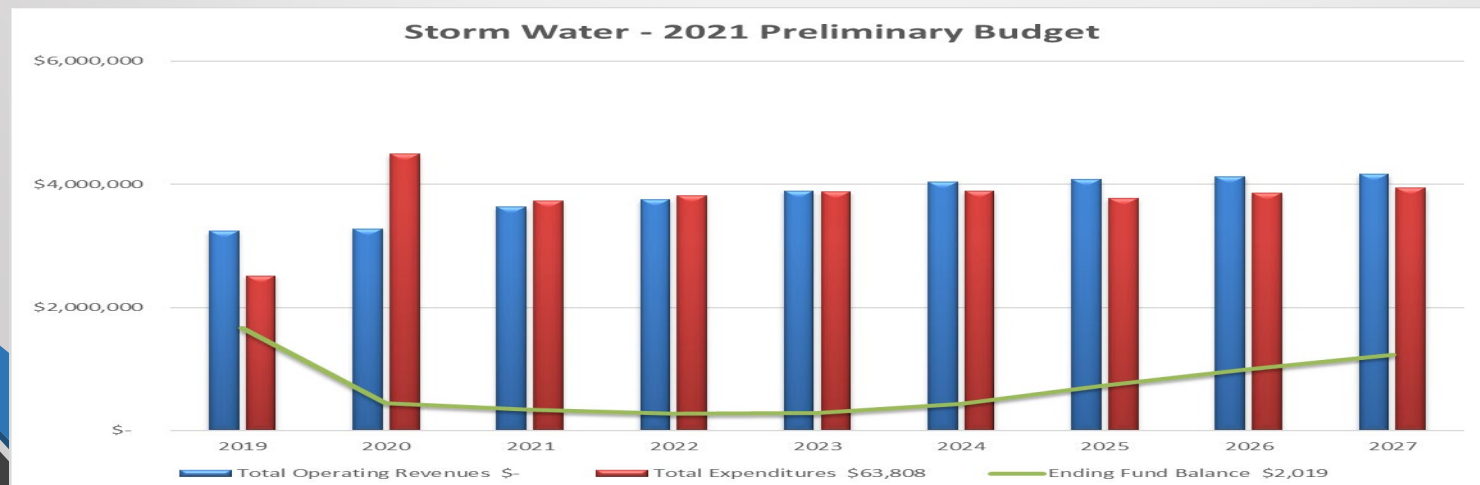
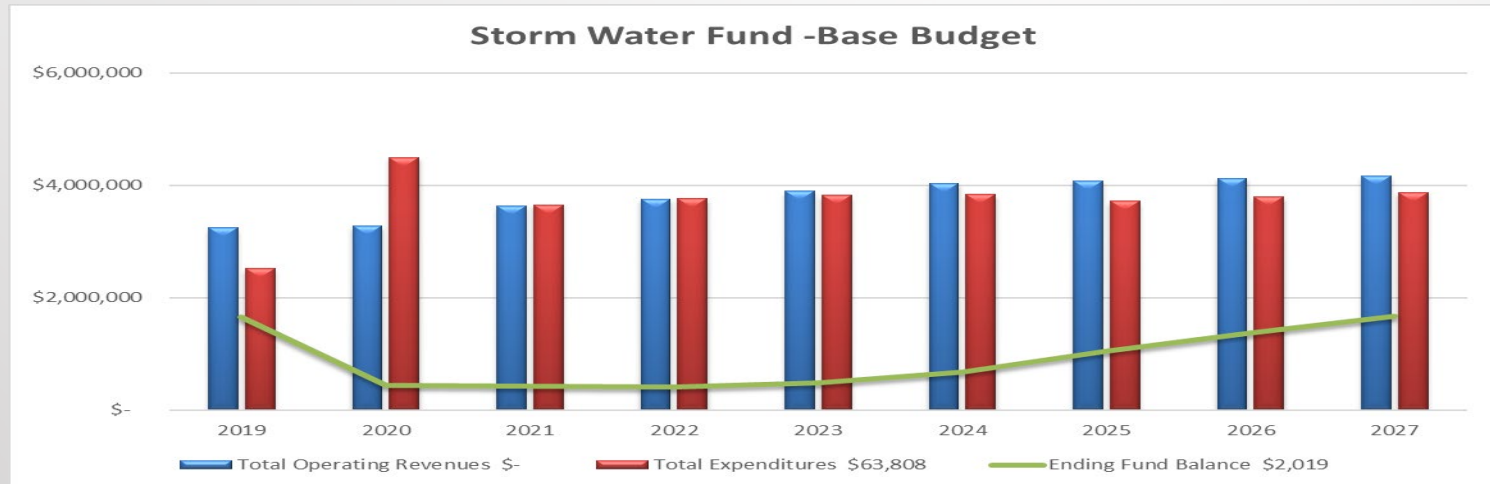


Street Fund - 2021 Preliminary Budget





Forecasted Ending Balances Mayor's Draft Budget - SWM





2021 Budget Next Steps

- Capital Discussions – Oct 13th, 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

