



## ***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 WORKSHOP MEETING AGENDA** 100% Virtual – Via Zoom

**Tuesday, November 16, 2021 at 6:00 p.m.**

<https://us02web.zoom.us/j/81772608291>

**or call in at (253) 215-8782  
Meeting ID: 817 7260 8291**

- Management of Single Family Residential Private Stormwater Infrastructure – Aaron and Shannon
- 2021 Budget Amendment #2 – Barb
- Discussion of Visitors Information Center - Gene

***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 recorded, except Executive Sessions.***



## STAFF REPORT

**Council Agenda** November 16, 2021  
**Date:** \_\_\_\_\_

**Subject:** Management of Single Family Residential Private Stormwater Infrastructure

**Contact** \_\_\_\_\_ **Budget** Additional data needed  
**Person/Department:** Shannon Farrant and Aaron Halverson, **Impact:** to quantify impact.  
Public Works \_\_\_\_\_

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Requesting Council's review and input on a path forward to meet condition S5.C.7.b in the National Pollution Discharge Elimination Systems (NPDES) Western Washington Phase II Municipal Stormwater Permit (NPDES permit) for single family residential (SFR) subdivisions.

**SUMMARY/BACKGROUND:** There are approximately 200 privately-owned stormwater facilities in the City with varying degrees of maintenance. Lack of stormwater facility maintenance results in degraded water quality and flow control issues. Further, the City's National Pollution Discharge Elimination Systems (NPDES) Western Washington Phase II Municipal Stormwater Permit requires that these facilities be inspected annually and maintained as needed.

Currently, the City sends a series of letters to the active HOAs or individual homeowners, where there is not an active HOA, documenting deficiencies in their shared stormwater facility and compliance requirements. In accordance with Lake Stevens Municipal Code (LSMC) 11.06.080(b)(2) the City has the authority to conduct the required maintenance and invoice the HOA or individual homeowners for costs associated with the work. If payment is not made by the HOA/homeowners, the City has the authority to lien the properties. To date, the City has not taken this step but will begin exercising this enforcement mechanism in 2022 to meet the requirement imposed by the NPDES permit. The costs to the HOA or homeowners for maintenance will range from \$5,000 to \$30,000 per facility.

There are other options used by neighboring jurisdictions that ensure compliance of privately-owned stormwater facilities:

- **Snohomish County:** Maintains all private stormwater facilities without financial penalty to the HOA/homeowners. Maintenance is performed as funding allows.
- **Marysville:** Grant program to encourage maintenance of existing facilities. New facilities are owned and maintained by the City.
- **Monroe:** Maintains all private facilities without financial penalty to the HOA/homeowners.

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**APPLICABLE CITY POLICIES:** LSMC 11.06

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**BUDGET IMPACT:** Additional data needed to quantify impact.

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**ATTACHMENTS:** None



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 16, 2021

**Subject:** Discussion – 2021 Budget Amendment #2

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

**ACTION REQUESTED OF COUNCIL:**

**REVIEW:** Ordinance No. 1129 Amending Budget Ordinances 1101 and 1113 and including changes to the Organizational Chart. *Will come back for Action/Consent Approval on November 23<sup>rd</sup>.*

**SUMMARY/BACKGROUND:**

Throughout the year the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision. The budget amendment follows to adjust the specific line items that will be affected by purchase or contract award.

In addition to correcting a beginning balance error, amendments are being proposed in revenue and expenditure line items throughout the funds. Proposed amendments are based changes in estimates (based on prior year actuals and current year actuals to date), or other obligations related to grants, previously approved projects or new requests.

**Summary of Ordinance 1129 – Amendment #2 to the 2021 Budget – CITYWIDE**

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2021 Original Budget - 1101	\$25,518,386	\$38,225,184	\$39,610,191	\$24,133,378
Budget Amendment #1 - 1113	\$5,737,458	\$25,420,906	\$27,464,079	\$3,694,285
Budget Amendment #2 - 1129	(\$781,853)	\$4,872,903	\$4,877,622	(\$786,572)
<b>Totals</b>	<b>\$30,473,991</b>	<b>\$68,518,993</b>	<b>\$71,951,892</b>	<b>\$27,041,091</b>

**Summary of Ordinance 1129 – Amendment #2 to 2021 Budget by FUND**

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$0	\$4,851,418	\$4,961,093	(\$109,675)
111	Drug Seizure & Forfeiture	(\$781,853)	\$0	\$0	(\$781,853)
215	2021A LTGO Bond - 17005	\$0	\$325,195	\$325,195	\$0
301	Cap. Project -Dev. Contrib.	\$0	\$200,000	\$148,027	\$51,973
302	Park Mitigation	\$0	\$980,000	\$0	\$980,000
303	REET 1	\$0	\$0	\$165,700	(\$165,700)
304	REET 2	\$0	\$0	\$1,775,195	(\$1,775,195)
305	Downtown Redevelopment	\$0	(\$2,050,000)	(\$2,050,000)	\$0
310	20th Street SE Corridor CP	\$0	\$0	\$126	(\$126)

401	Sewer	\$0	\$0	\$50,700	(\$50,700)
410	Storm and Surface Water	\$0	\$26,220	\$0	\$26,220
411	Storm Water Capital	\$0	\$540,070	(\$564,138)	\$1,104,208
510	Equipment Fund - Computers	\$0	\$0	\$2,319	(\$2,319)
520	Equipment Fund-Police	\$0	\$0	\$63,400	(\$63,400)
540	Aerator Equip (Lake Treatment)	\$0	\$0	\$5	(\$5)
	<b>Total</b>	<b>(\$781,853)</b>	<b>\$4,872,903</b>	<b>\$4,877,622</b>	<b>(\$786,572)</b>

### Staffing

The following amendments have been made to the 2021 Organizational Chart throughout the year:

- Create Deputy Chief position with elimination of Support Services Commander
- Create Finance Manager position with elimination of Senior Accountant position
- Create Planning Manager position with elimination of Planning Supervisor position
- Reclassification of Assistant Planner to Associate Planner
- Reclassification of Plans Examiner/Building Inspector to Plans Examiner
- Add Accountant – Public Works – Grants & Capital Projects (50% ARPA funding)
- Increase HR Specialist position from parttime to fulltime using ARPA funding

The changes in cost for the reorganization and position reclassifications are being absorbed within the department budgets.

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### **APPLICABLE CITY POLICIES:**

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

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### **BUDGET IMPACT:**

The budget ordinance will amend the ending balances, revenues and expenditures in the funds set forth in the ordinance.

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### **ATTACHMENTS:**

- Ordinance 1129
  - Exhibit A: 2021 Amended Organizational Chart
- 2021 Budget Amendment #2 - Details

**CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON  
ORDINANCE NO. 1129**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2021 BUDGET AS SET FORTH IN ORDINANCE NO. **1101** AND AS AMENDED IN ORDINANCE NO. **1113** CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2021; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens adopted the 2021 budget pursuant to Ordinance No. 1101 and amended the budget in Ordinance 1113; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2021 budget; and

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

**SECTION 1.** The 2021 budget, as adopted in Ordinance No. 1101 and as amended in Ordinance 1113, is hereby amended as follows:

<b>Fund</b>	<b>Description</b>	<b>Current Budget</b>	<b>Amended Budget</b>	<b>Amount of Inc/Dec)</b>	<b>ExpRev</b>
001 - General	Revenues	\$19,254,227	\$24,105,645	\$4,851,418	Rev.
001 - General	Expenditures	\$17,822,674	\$22,783,767	\$4,961,093	Exp.
001 - General	Ending Fund Balance	\$11,830,417	\$11,720,742	(\$109,675)	EndBal.
111 - Drug Seizure & Forfeiture	Beginning Fund Balance	\$868,725	\$86,872	(\$781,853)	BegBal.
111 - Drug Seizure & Forfeiture	Ending Fund Balance	\$811,273	\$29,420	(\$781,853)	EndBal.
215 - 2021A LTGO Bond - 17005	Revenues	\$0	\$325,195	\$325,195	Rev.
215 - 2021A LTGO Bond - 17005	Expenditures	\$0	\$325,195	\$325,195	Exp.
301 - Cap. Proj - Dev. Contrib.	Revenues	\$5,774,442	\$5,974,442	\$200,000	Rev.
301 - Cap. Proj - Dev. Contrib.	Expenditures	\$5,145,862	\$5,293,889	\$148,027	Exp.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$3,113,723	\$3,165,696	\$51,973	EndBal.
302 - Park Mitigation	Revenues	\$1,325,000	\$2,305,000	\$980,000	Rev.
302 - Park Mitigation	Ending Fund Balance	(\$336,902)	\$643,098	\$980,000	EndBal.
303 - Cap. Imp. - REET I	Expenditures	\$960,445	\$1,126,145	\$165,700	Exp.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$4,797,305	\$4,631,605	(\$165,700)	EndBal.
304 - Cap. Imp. - REET II	Expenditures	\$3,503,076	\$5,278,271	\$1,775,195	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$2,827,480	\$1,052,285	(\$1,775,195)	EndBal.
305 -Downtown Redevelopment	Revenues	\$2,250,000	\$200,000	(\$2,050,000)	Rev.
305 -Downtown Redevelopment	Expenditures	\$2,250,000	\$200,000	(\$2,050,000)	Exp.
310 - 20th Street SE Corridor CP	Expenditures	\$0	\$126	\$126	Exp.
310 - 20th Street SE Corridor CP	Ending Fund Balance	\$126	\$0	(\$126)	EndBal.
401 - Sewer	Expenditures	\$1,135,993	\$1,186,693	\$50,700	Exp.
401 - Sewer	Ending Fund Balance	\$52,301	\$1,601	(\$50,700)	EndBal.
410 - Storm & Surface Water	Revenues	\$3,637,817	\$3,664,037	\$26,220	Rev.
410 - Storm & Surface Water	Ending Fund Balance	\$1,621,586	\$1,647,806	\$26,220	EndBal.
411 - Storm Water Capital	Revenues	\$1,000,600	\$1,540,670	\$540,070	Rev.
411 - Storm Water Capital	Expenditures	\$2,536,301	\$1,972,163	(\$564,138)	Exp.
411 - Storm Water Capital	Ending Fund Balance	(\$483,215)	\$620,993	\$1,104,208	EndBal.

510 - Equip Fund - Computer	Expenditures	\$447,604	\$449,923	\$2,319	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	\$142,143	\$139,824	(\$2,319)	EndBal.
520 - Equip Fund - Police	Expenditures	\$218,000	\$281,400	\$63,400	Exp.
520 - Equip Fund - Police	Ending Fund Balance	\$370,713	\$307,313	(\$63,400)	EndBal.
540 - Aerator Replacement	Expenditures	\$25,450	\$25,455	\$5	Exp.
540 - Aerator Replacement	Ending Fund Balance	\$184	\$179	(\$5)	EndBal.

**SECTION 2.** Except as set forth above, all other provisions of Ordinance 1101 and as amended in Ordinance 1113 shall remain in full force, unchanged.

**SECTION 3.** 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 23rd day of November, 2021.

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Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

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Kelly Chelin, City Clerk

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APPROVED AS TO FORM:

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Greg Rubstello, City Attorney

Presented: November 9, 2021  
Final Reading: November 23, 2021

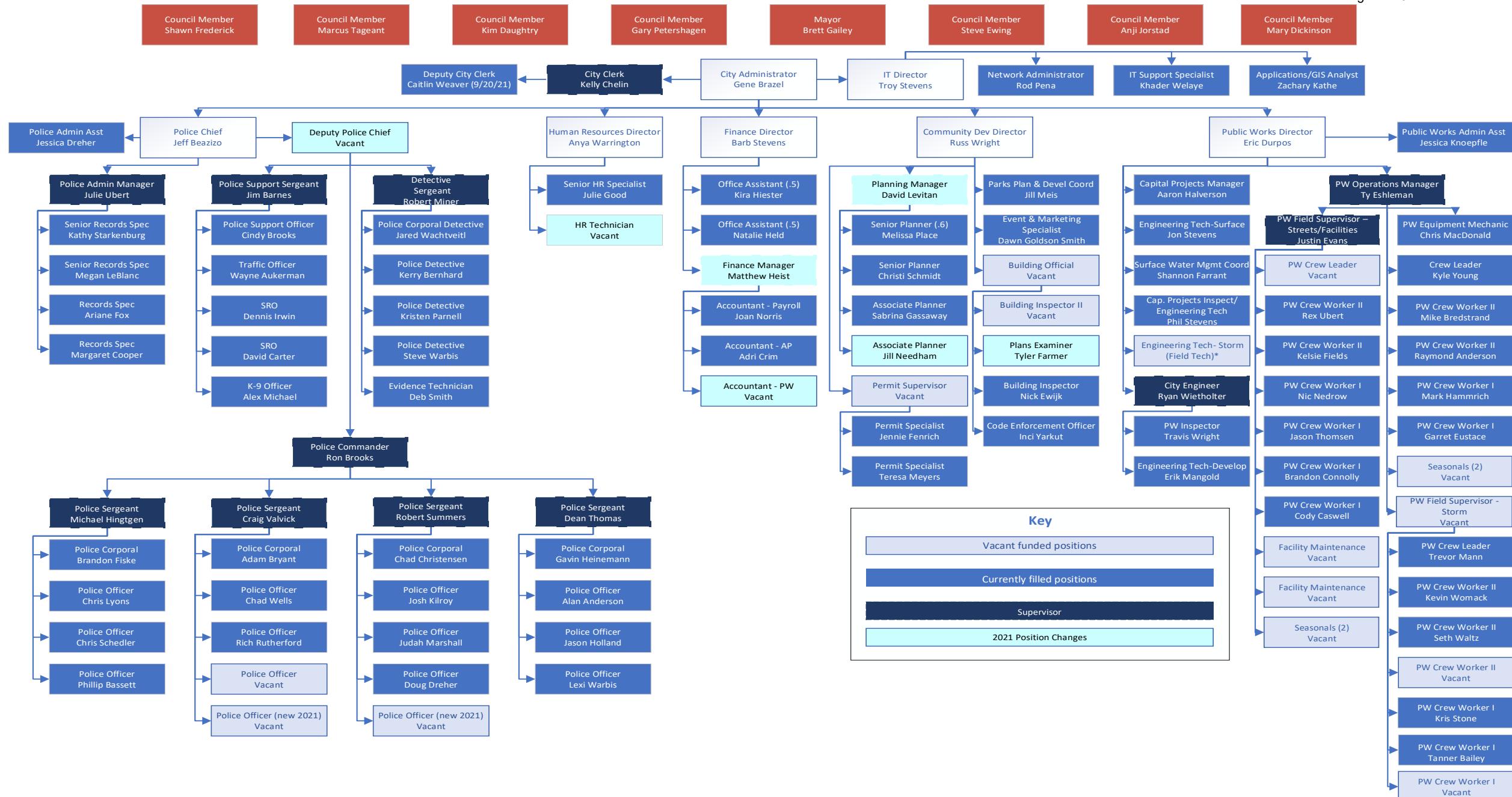
Published:

Effective:

# Ordinance 1129 - Exhibit A

Citizens of Lake Stevens

City Council Workshop Meeting  
November 16, 2021  
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### Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Total Amended	Notes	N **
Operations	GF	001	Professional Services	Exp	\$50,000	EASL - Loomis Communication	CA
Operations	GF	001	Judgements & Settlements	Exp	\$16,200	L&I Citation	CA
Operations	TM	301	Refunds/Reimbursements	Exp	\$148,027	Traffic Mitigation Collected in Error (prior year)	CA
Operations	IT	510	Clear Gov	Exp	\$2,319	Annual Maintenance	Adj
Operations	20th	310	20th St SE P2 Construction	Exp	\$126	Clearing Fund	Adj
Operations	AE	540	Lake Maintenance Exp	Exp	\$5	Clear Fund per ILA	Adj
Grant	GF	001	TREAS Fed Ind 21.019 SC CARES	Rev	\$107,325	CARES Small Business Grant from SnoCo	RF
Grant	TM	301	TIB - 20th St SE Grant	Rev	\$200,000	Additional Grant Funding Awarded	RF
Grant	PM	302	State Commerce - DT Grant	Rev	\$980,000	RF Grant Reimbursement	RF
Grant	SWM	410	DOE - Capacity Grant	Rev	\$26,220	Grant Reimbursement	RF
Grant	GF	004	ARPA - American Rescue Act	Rev	\$4,733,093	Rescue Act Funds	CA
Grant	GF	004	ARPA - American Rescue Act	Exp	\$4,733,093	Expenditures	CA
91st/24th	SWC	411	91st/24th Drainage	Exp	(\$642,138)	Moved to 004 ARPA Funding	CA
Donation	GF	001	Donation to Arts	Rev	\$11,000	Spencer Memorial	CA
Donation	GF	001	Arts Operating Cost	Exp	\$11,000	Spencer Memorial	CA
Legal	GF	001	Ext Attorney - Sewer Services	Exp	\$15,000	Attorney Services	Adj
Legal	GF	001	Ext Attorney - Sewer Litigation	Exp	\$65,000	Attorney Services	Adj
Legal	Sewer	401	SE - Legal Services	Exp	(\$27,300)	Attorney Services	Adj
Legal	Sewer	401	SE - Legal Litigation	Exp	\$78,000	Attorney Services	Adj
Debt	Bond	215	Transfer In	Rev	\$325,195	Infrastructure Bond	CA
Debt	Bond	215	2021A LTGO Principal	Exp	\$180,000	Infrastructure Bond	CA
Debt	Bond	215	2021A LTGO Interest	Exp	\$144,858	Infrastructure Bond	CA
Debt	Bond	215	2021A Bond Fees	Exp	\$337	Infrastructure Bond	CA
Debt	R2	304	Transfer Out	Exp	(\$600,000)	Estimate and Line Item Change	CA
Debt	R2	304	Transfer to 2015 - 2021A Bond	Exp	\$325,195	Estimate and Line Item Change	CA
Taser	LE	520	Taser - Capital Equip	Exp	\$17,800	Taser Request	CA
Vehicles	LE	520	Vehicle - Capital Equip	Exp	\$45,600	2022 Vehicle Equipment - Will RF	CA
BodyCams	GF	001	LE - Capital Outlays Equipment	Exp	\$30,800	LE Body Worn Cameras - 5 year Costs	CA
The Mill	GF	001	The Mill - Capital	Exp	\$40,000	Carpet-Blinds & Storage Trailer & wireless mic (?)	Adj
PW Shop	R1	303	PW Shop Remodel	Exp	\$165,700	Contract Amount w/Tax & Change Orders	Adj
Decant	SWC	411	Charge for Service - Sewer	Rev	\$540,070	Sewer Contribution for 50% of Costs	Adj
Decant	SWC	411	Decant Facility	Exp	\$540,070	RF of Exp for sewer contributions	Adj
Mill/Festival	DT	305	Sale of Capital Asset	Rev	(\$2,050,000)	Sale of Commercial Property	Adj
Mill/Festival	DT	305	Mill Spur	Exp	(\$2,050,000)	Move project budget to REET due to Grant Delay	Adj
Mill/Festival	R2	304	Festival Street/Mill Spur	Exp	\$2,050,000	Move project budget to REET due to Grant Delay	Adj

\*\* CA - Council Approved

\*\* Adj - Adjustment

\*\* RF - Roll Forward