

CITY COUNCIL WORKSHOP MEETING AGENDA



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.

October 18, 2022 - 6:00 PM

TWO WAYS TO PARTICIPATE:

In Person at The Mill, 1808 Main Street, Lake Stevens OR
Join Zoom Meeting: <https://us02web.zoom.us/j/83041638443>
or call in at (253) 215-8782 Meeting ID 830 4163 8443

- 1. Call to Order**
- 2. City Department Update**
 - A. City Use of Amazon Smile Sarah Garceau
 - B. Public Works Department Update and Fleet Replacement Plan Aaron Halverson
 - C. Parks Department Update Sarah Garceau
- 3. Discussion Items**
 - A. 2023 Budget Discussion Brett Gailey, Barb Stevens
 - B. City Council/Planning Commission Coordination Russ Wright
- 4. Adjourn**

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.

CITY COUNCIL WORKSHOP

STAFF REPORT



Agenda Date: 10/18/2022

Subject: City Use of Amazon Smile

Contact Person/Department: Sarah Garceau, Administration

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

The Parks Department is requesting that the Council approve the use of Amazon Smile by city employees.

SUMMARY/BACKGROUND:

The Parks Department would like to use AmazonSmile to support the “Lake Stevens Art and Park Foundation”. All procurement policies would continue to be followed, and local and lower priced vendors would always be researched. The department would not choose to purchase from Amazon simply due to the donation to the Foundation, but rather to benefit our local community when purchasing items through Amazon.

Additionally, other city departments may be interested in supporting local foundations through AmazonSmile that they regularly work with, or who align with their departments purpose.

Summary:

Amazon purchases through smile.amazon.com allow the user to select a non-profit foundation, and 0.5% of all purchases will be kicked back through a donation to the foundation. It costs nothing to the Amazon user – Amazon Business is still used and there is no change in pricing.

What is AmazonSmile?

AmazonSmile is a simple way for you to support your favorite charitable organization

every time you shop, at no cost to you. AmazonSmile is available at smile.amazon.com on your web browser and can be activated in the Amazon Shopping app for iOS and Android phones. When you shop with AmazonSmile, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added benefit that AmazonSmile will donate 0.5% of your eligible purchases to the charitable organization of your choice. You can choose from over one million organizations to support.

How do I shop with AmazonSmile?

To use AmazonSmile, simply go to smile.amazon.com on your web browser or activate AmazonSmile in the Amazon Shopping app on your iOS or Android phone within the Settings or Programs & Features menu. On your web browser, you can add a bookmark to smile.amazon.com to make it even easier to return and start your shopping with AmazonSmile.

Can I change my charity?

Yes, you can change your charity at any time. Simply visit smile.amazon.com/change, or tap "AmazonSmile" within the Settings menu in the Amazon Shopping app on your phone and select "Change your charity". Your AmazonSmile purchases made after changing your charity will count towards your newly selected charity.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. AmazonSmile

Example of available foundations already registered for AmazonSmile based on search term “Lake Stevens, WA”. Note: although there are 137 search results, not all are located in Lake Stevens, WA.

[Your Account](#) › [Change Your Charity](#) › [Search Results](#)

Choose from almost a million charities, schools, and other nonprofits. We will reach out to the organization you select to ensure it is ready to accept donations from Amazon.

All ▼

lake stevens

Search

Showing 1-25 of 137 Results Sort by: Relevance ▼

Sunnycrest PTA #7.6.42 - Lake Stevens

Lake Stevens, WA | Parent Teacher Group

Select

Skyline Elementary PTA - Lake Stevens

Lake Stevens, WA | Unknown
to be every child's advocate

Select

Lake Stevens Senior Center

Lake Stevens, WA | Unknown
To Provide Activities And Transportation Services For Senior Citizens Within T... [See more](#) ▼

Select

Lake Stevens Education Foundation

Lake Stevens, WA | Single Organization Support
To Provide An Alternative Source Of Support For District Programs And Schol... [See more](#) ▼

Select

Lake Stevens Hoopsters

Lake Stevens, WA | Basketball
The Lake Stevens Hoopsters is a not for profit organization founded for the p... [See more](#) ▼

Select

Lake Stevens Cooperative Preschool

Lynnwood, WA | Kindergarten, Nursery Schools, Preschool, Early Admissions
The Lake Stevens Cooperative Preschool provides children an environment th... [See more](#) ▼

Select

Rotary Club of Lake Stevens

Lake Stevens, WA | Community Service Clubs (Kiwanis, Lions, Jaycees, etc.)
To Provide Service And Support To Local Comm

Select

CITY DEPARTMENT REPORT



Agenda Date: 10/18/2022

Contact Person/Department: Aaron Halverson, Public Works

The city's fleet includes 88 vehicles, equipment or trailers.

- 41 Equipment (CDL Vehicles, Mowers, Boats, Trucks>1 Ton, backhoe, excavators and boats)
- 36 Light Duty Vehicles (Trucks< 1 Ton, Other Passenger Vehicles)
- 11 Trailers

Vehicle ages vary, as one might imagine.

- 6 vehicles are from the years 1990-1999, including dump trucks, plow truck, boom and sander.
- 21 vehicles are from the years 2000-2009, including light duty trucks, CDL trucks, a boat and a backhoe.
- 27 vehicles are from the years 2010 - 2019, including several light-duty trucks, excavators, trailers, a boat and mowers.
- 34 are years 2020-2022, including trailers, mowers, light-duty vehicles, backhoes.

Miles on vehicles also vary.

- 7 vehicles have over 100,000 miles, one has over 400,000 miles.
- 7 vehicles have between 99,000 miles to 50,000 miles.
- 17 vehicles have between 49,000 miles to 10,000 miles.
- 19 vehicles have under 10,000 miles.

Generally, the city has not had a vehicle replacement plan or program in the past. As a result, vehicles tend to age as fleet vehicles until they have little value and require intense maintenance. A vehicle replacement plan would allow the City to reduce its maintenance liability, improve service and recover some costs as vehicles are sold as surplus at a higher value.

CITY COUNCIL WORKSHOP STAFF REPORT



Agenda Date: 10/18/2022

Subject: Parks Department Update

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

The first draft of the Parks and Amenities list is ready for review.

The attached two-page document lists all city owned and/or managed park locations, in addition to nearby parks owned by the county. The column labeled "responsibility" shows locations with agreements in place where the city manages locations they don't own (such as the North Cove Boat Launch), as well as locations that the city owns but does not manage (such as Bonneville Field). The column labeled "amenities" is estimated to be 90% accurate, and will be modified as the Parks Department performs physical park walkthroughs and inspections.

This specific Parks and Amenities list will not include privately owned parks, playgrounds and recreational areas; although, that data will be gathered over time for use in a comprehensive plan.

The Parks Department is asking for City Council members, and other city staff, to review the list and provide feedback. If you identify a park that is not on the list, you can send it to our department for research.

The Parks and Amenities list is one of many documents that will assist in the creation of a 5-year plan. Staff will be scheduling walkthroughs of city-managed parks over the

next few weeks. This will allow us to identify all park needs and prioritize them into an action plan. Staff have started to document information about managing and maintaining our parks, which will be used to create operating standards.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Parks Information and Amenities DRAFT 10.14.22

CLICK FOR MAP # on Map	Name	Address	Acres	Ownership	Responsibility	Playground	Open Space Field	Restrooms	Swim Beach	Spray Park	Mooring Dock	Swim Dock	Concession	Boat Launch	Fee Machines	Disc Golf	Sports Court	Sports Field	Walking Trail	Parking lot	Picnic Table	Off-Leash Dog Area	Skate Park
1	Lundeen Park	10020 Lundeen Pkwy	10.05	COLS	COLS	X	X	F	X			X	X				X		A	X	X		
2	North Cove Park	1806 Main Street	3.66	COLS	COLS	X	X	F	X	X		X						A	X	X			
3	Eagle Ridge	2426 Soper Hill Rd.	28.2	COLS	COLS		X	P										D	X	X			
4	North Cove Boat Launch	17th Pl and 124th Ave	0.89	WDFW	COLS			F		X			X	X					X				
5	N. Shore Swim Beach	11909 N. Shore Dr	0.71	COLS	COLS			P	X		X								X				
6	Sunset	410 E. Lake Stevens Rd	0.6	COLS	COLS			P	X		X								X	X			
8	Davies Beach	20 S. Davies Rd.	2.48	COLS	COLS			F	X		X		X	X					X	X			
10	Jake's Place	Across 13027 12th Pl NE	0.57	COLS	COLS	X	X																
14	20th Street Ballfields	8629 20th St	12.36	COLS	COLS		X	P										D	X				
15	Frontier Heights	8801 Frontier Circle	7.2	COLS	COLS	X	X	P								X		A	X	X			
16	Woodland Hills	Next to 8202 16th St	0.66	COLS	COLS	X												A					
Add	Eagle Ridge	2426 Soper Hill Rd		COLS	COLS													D					
Add	Catherine Creek	12708 20th St	16.55	LSSD	COLS			P							X			D		X			
	Catherine Drive	Across 2902 127th Ave NE	0.51	COLS	COLS	X										X		A/D		X			
	Catherine Drive	Through Neighborhood		COLS	COLS													A					
	Cedarwood	10116 5th Pl SE	0.87	COLS	COLS																		
	Centennial Woods	Next to 1803 131 Dr	6.02	COLS	COLS													D					
	Grimm House	1804 Main St	0.58	COLS	COLS																		
	Lake Pointe	Near 12103 9th Pl	0.15	COLS	COLS		X											A					
	Mandolin Court	Next to 3104 Mandolin Ct	0.05	COLS	COLS	X																	
	Oak Hill	10300 33rd St NE	2.63	COLS	COLS	X	X	P								X		A	X	X			
	South Lake Stevens Rd	S. Lake Stevens Rd & Machias Cutoff to S. Lake Stevens Rd & 20th St SE		COLS	COLS													A					
	The Reserve	Through Neighborhood		COLS	COLS													D					

Lake Stevens Parks and Recreation - Parks/Amenities List

10/14/2022 DRAFT

CLICK FOR MAP # on Map	Name	Address	Acres	Ownership	Responsibility	Playground	Open Space Field	Restrooms	Swim Beach	Spray Park	Mooring Dock	Swim Dock	Concession	Boat Launch	Fee Machines	Disc Golf	Sports Court	Sports Field	Walking Trail	Parking lot	Picnic Table	Off-Leash Dog Area	Skate Park
	Valor Path	Behind Highschool, 116th Ave NE		COLS	COLS													A					
	Baker Vista	Across from 3315 116th Ave NE	0.47	COLS	HOA	X										X		A		X			
	Bryce Park	Next to 3403 Bryce Dr	0.11	COLS	HOA	X														X			
	Cedar Road	Next to 10827 29th St. NE	0.24	COLS	HOA		X																
	Lake View Park	Next to 10548 Meridian PL NE	0.12	COLS	HOA		X																
	Summer Hill Estates	Next to 11318 36th ST NE	0.11	COLS	HOA	X																	
12	The Reserve 2	Next to 502 125th Ave NE	0.29	COLS	HOA	X												D					
	The Reserve	Next to 603 125th Ave NE	0.11	COLS	HOA	X												D					
11	Greenwood Village 3	Next to 722 127th Ave NE	0.44	COLS	HOA	X										X				X			
13	Greenwood Village 2	Next to 12305 4th St NE	0.4	COLS	HOA	X	X									X		D					
	Greenwood Village 1	Behind 525 130th Ct NE	0.55	COLS	HOA	X										X		D		X			
9	Bonneville Field	1530 N. Machias Rd	7.32	COLS	LSLL			P									X		X				
8	Cavalero Hill Park	2820 Cavalero Hill Rd	35	SnoCo	SnoCo	X	X	p								X		A/D	X	X	X	X	
	Centennial Trail	East side of Lake Stevens		SnoCo	SnoCo													A					
	Hardford	13205 20th St NE	2.11	SnoCo	SnoCo													A					
	LS Community Park	1601 N. Machias Rd	40	SnoCo	SnoCo	X		X				X					X	A	X	X			
	SR 92	3651 127th Ave	0.38	SnoCo	SnoCo													A		X			
						18	12	14	5	1	1	5	2	2	2	1	9	2	26	13	16	1	1

Owner/Responsibility Key	Locations	Acres
City of Lake Stevens (COLS)	24	94.74

F - Flush Toilet
P - Porta-potty

A - Asphalt Trail
D - Dirt Trail

Homeowner Association (HOA)
Lake Stevens Little League (LSLL)
Lake Stevens School District (LSSD)
Snohomish County (SnoCo)
WA Dept. Fish & Wildlife (WDFW)

CITY COUNCIL WORKSHOP

STAFF REPORT



Agenda Date: 10/18/2022

Subject: 2023 Budget Discussion

Contact Person/Department: Brett Gailey, Barb Stevens, Finance

Budget Impact: 2023 Appropriations.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review and Discuss the Mayor's 2023 Budget Recommendations

SUMMARY/BACKGROUND:

The 2023 budget process is in full-swing, with our first public hearing scheduled for November 8th.

Instructions for the 2023 budget process were sent to the Department Heads and Management team on September 7th. The departments were given time to evaluate their needs and compile their requests for presentation to the Mayor and City Administrator. All requests were reviewed in whole and given consideration based on budget priorities and available fund resources forecasted over a 6-year period.

In early September, the Council was presented with the 2023 Base Budget, including major revenue sources, and expected increases to operating costs due to employee benefit increases and a CPI-W of 9.5%. Additionally, the Council has received presentations on the market compensation study, citywide staffing goals, and anticipated cost of living increases.

This year, the City performed a compensation study for all non-represented staff. The results of the study showed a majority of the city's non-represented salary ranges are well below the market and our comparable cities. This discrepancy creates challenges for recruiting and retaining talented staff. The Council was presented with options to improve the city's position in the market that include target percentiles and methods of implementation. The preferred targets were the 60th and 75th percentiles with a method of implementation that took into consideration the tenure of staff in the positions. As such, the Mayor's proposed budget includes implementation of the "60th percentile" based on years in position.

The 2023 department staffing request, totaling nearly \$2.3 million dollars, includes 10 new positions, a request to make 2 part-time positions full-time, 2 reclassifications, and 4 interns that could be funded out of departmental savings. Requests for equipment, services and other items are estimated at \$2.8 million dollars. Not all requests are able to be funded due to limited resources. As such, the Mayor's proposed budget reduces the total requests by more than \$2.6 million dollars.

The proposed 2023 Capital Project budget will be presented to the Council on October 25th for consideration. The budget is based on the 6-Year Capital Improvement Plan (CIP) and includes street, park, stormwater, walkway, and facility projects. These projects are mostly funded through capital project funds and grants, but may include some operating expenditures (general and street funds). The CIP is created based on a scoring matrix previously presented to the Council that prioritizes projects based on safety and other factors. Once that scoring is complete and the projects are prioritized, consideration is taken for available resources and potential funding sources. Some projects may be on the CIP list, but not be included in the budget due to limited resources. Those will remain on the list while new sources of funding are solicited.

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. RCW 35A.33 Budgets in Code Cities. Per RCW 84.55.120, the legislative body will hold public hearings on the proposed budget for the coming year.

ATTACHMENTS:

None

CITY COUNCIL WORKSHOP STAFF REPORT



Agenda Date: 10/18/2022

Subject: City Council/Planning Commission Coordination

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

NA

SUMMARY/BACKGROUND:

The City Council has requested a workshop to discuss how coordination between the City Council and the Planning Commission can be improved. Planning staff met with the Planning Commission chair and City Council liaison to discuss opportunities for improved communication and increased coordination. Based on this conversation, a memorandum is attached (Attachment 1) describing the statutory authority for the Planning Commission, its basic duties, annual work program, description of meeting schedules and recommendations for future coordination. Suggestions include continuing the annual joint meeting, staff providing a quarterly department report on Planning Commission tasks, the City Council liaison providing more information as part of Council briefings on specific work plan topics and inviting the Planning Commission Chair to the City Council retreat to discuss planning topics. Staff has also included a copy of the 2022 work program with status notes (Attachment 2).

APPLICABLE CITY POLICIES:

Chapters 2.08 and 2.64 LSMC

ATTACHMENTS:

1. PC_CC Coordination Memorandum

2. 2022 Long Range Work Program_Status_10-14-2022

MEMORANDUM



Planning and Community Development

DATE: September 9, 2022
TO: Planning Commission / City Council
FROM: Gary Petershagen, *City Council*
Todd Welch, *Planning Commission Chair*
Russ Wright, *Community Development Director*
SUBJECT: **Planning Commission / City Council Coordination**

The city council has inquired if coordination between the Lake Stevens Planning Commission and Lake Stevens City Council can be improved.

Background

The Revised Code of Washington (RCW) 35A.63.020 authorizes the creation of a “planning agency” which includes a planning department and planning commission. The Planning Enabling Act (Chapter 36.70 RCW) identifies several roles for a planning commission, including facilitating public participation and advising the chief administrative officer and legislative body on planning and land use issues. The Growth Management Act (Chapter 36.70A) identifies the types of land use elements and implementing development regulations that will be studied by the planning commission. Chapter 2.64 Lake Stevens Municipal Code (LSMC) is the local adopting ordinance creating a planning commission. Selected specific duties include:

- Act as the principal planning advisory body for all matters relating to land use, comprehensive planning and zoning;
- Hold hearings on certain land use permit applications;
- Distribute copies of status reports of activities of the planning commission which may include plans and official recommendation made by the commission in the regular exercise of its duties
- To consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens in relation to its plans and recommendations

The Lake Stevens Planning Commission practices parliamentary procedures to conduct hearings and meetings; is subject to the appearance of fairness doctrine; must disclose conflicts of interest; and follow the Open Public Meeting Act while carrying out its assigned duties.

Work Program

Since 2015, staff has proposed an annual work program for the planning commission that includes annual and major updates to the comprehensive plan, buildable lands, housing, development of subarea / special

plans, mandatory changes to code from statutory updates, ambiguous or problematic code sections and changes in economic/business practices or technology to be addressed. The work program is presented to the planning commission and city council to review and approve. Typically, the planning commission and city council hold a joint meeting to discuss the upcoming work program and the previous year's accomplishments.

The planning commission meets once or twice a month to study the specific topics on the work program, most notably land use code amendments and comprehensive plan amendments. The planning commission reviews staff recommendations and research on these topics and solicits/reviews oral and written community comments. Each topic usually has several workshops before a public hearing is held. The planning commission is also responsible to review professional reports and survey results related to other planning efforts such as subarea planning, housing, transportation, and shoreline management. For high-profile subjects, staff will often schedule a workshop with city council and relay initial city council feedback to the planning commission before a public hearing is set. After the public hearing, staff prepares a formal recommendation on behalf of the planning commission that is relayed to the city council for discussion and action.

Future Coordination

Planning staff met with the planning commission chair and city council liaison to discuss opportunities for improved communication and increased coordination. In general, the chair and liaison felt the planning commission should have a degree of autonomy in its review of planning and land use materials and that its recommendations to the city council should reflect it as the body best equipped to study these topics in detail and shape the content of the comprehensive plan elements and development regulations. The working group agreed that the annual work program and joint meeting should continue. Planning staff agreed to provide more detailed quarterly reports on planning commission activities for inclusion as a city council department report. The city council liaison is willing to provide more information at council meetings if this is the preferred communication for board liaisons moving forward. The current planning commission chair recommends inviting the planning commission chair to future council retreats to discuss planning topics. However, given the busy schedules of city council and the planning commission, the group believes that joint quarterly meetings would be logistically infeasible.



2022 Long Range Work Program

Lake Stevens 2022 Long Range Work Program					
Amendments	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
Zoning Code					
1. Park Impact Fee Update					Streamline Code – carryover to 2023 after new capital facilities plan updated. Will work with Parks Dept.
2. Tourist Home Update (Air BNB)	PC	PC/CC	CC	CC	Several under code enforcement Public Hearing 10/25/2022 after final council direction
3. Review Process Code 14.16A and 14.16B			PC	CC	Streamline Code Not Started – tentative start November
4. Storage Facilities		PC	PC/CC	CC	Economic Development PC and CC briefed CC Public Hearing Tentative 11/8/2022
5. Code Clean Up			PC	CC	PC Introduction; refining scope of amendments
6. Tiny Houses			PC	CC	Housing Options Not Started – carryover to 2023 after housing action plan completed
7. Tree Retention					Update Not Started – carryover to 2023 with Climate Action Plan
8. Mixed-Use	TBD – if time allows				Review mixed-use code inside/outside subareas. Not Started – carryover to 2023 after housing action plan completed
9. Streets and Sidewalk Code	TBD – if time allows				Carryover to 2023 – to be completed with periodic comprehensive plan update
10. Stormwater Manual Update	Done				2019 Stormwater Manual for Western WA adopted

Comprehensive Plan / Economic Development					
1. Annual Docket (if needed) a. Land Use Element b. Capital Facilities	PC / CC	PC	PC	PC / CC	Annual Update PC/CC Hearings scheduled for November
2. Shoreline Master Program	PC / CC	PC / CC	PC	PC / CC	Amend multifamily housing sections, zone changes and integrate 2021 annexation Grant Funding Received PC/CC hearings concurrent with Comp Plan docket
3. Hartford / Machias Infrastructure & Market Analyses			PC / CC	PC / CC	Economic Development In progress – will carry over to Q1 2023
4. Housing Action Plan		PC / CC	PC	PC / CC	2024 Comp Plan In progress - will carry over to Q2 2023. Due to Commerce in June 2023
5. Transportation Analysis				PC / CC	2024 Comp Plan Will carry over to 2023 as part of Periodic Comp Plan Update
6. RUTA Analysis	Ongoing – All application materials and fees w/ Snohomish County				
7. Economic Development Marketing Materials	Ongoing				
Annexations	1st quarter	2nd quarter	3rd quarter	4th quarter	Status / Notes
1. Northeastern Annexation	PC	PC/CC	CC		Implement Annexation Plan – Start 4 th quarter 2022 or 1 st quarter 2023
2. Petition Placeholder - Fagerlie		CC	CC		Complete

1st Quarter January through March

2nd Quarter April through June

3rd Quarter July through September

4th Quarter October through December