

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.

November 1, 2022 - 6:00 PM

CITY COUNCIL WORKSHOP MEETING

TWO WAYS TO PARTICIPATE:

In person at The Mill, Sawyers Room, 1808 Main Street, Lake Stevens OR

Join Zoom Meeting: <https://us02web.zoom.us/j/81320428460>

or call in at (253) 215-8782 Meeting ID 813 2042 8460

- 1. 4:00 p.m. Council Pictures**
- 2. Call to Order**
- 3. City Department Report**
 - A. Public Works Department Report Aaron Halverson
- 4. Discussion Items**
 - A. Short-Term Rentals Work Session David Levitan
- 5. Executive Session (Confidential Session of the Council per RCW 42.30)**
 - A. Collective Bargaining and Potential Litigation. No action to follow.
- 6. Continued Discussion Items**
 - A. Enterprise Fleet Contract Aaron Halverson
 - B. Resolution 2022-15 Comprehensive Procurement Policy - Updates Barb Stevens
 - C. 2022 Budget Amendment No 2 Barb Stevens
 - D. 2023 Preliminary Budget & Discussion Barb Stevens, Brett Gailey
 - E. Affordable Housing Alliance Update (Verbal Update) Gary Petershagen
 - F. Draft Agenda for November 8, 2022 (Will be handed out at the meeting)

7. Adjourn

THE PUBLIC IS INVITED TO ATTEND

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 DEPARTMENT REPORT



Agenda Date: 11/1/2022

Contact Person/Department: Aaron Halverson, Public Works

The purpose of the attached memorandum is to respond to several questions raised by the City Council during recent Council meetings.

1. Grimm House Timeline
 2. Cost Savings for Decant Covers and Materials Covers
 3. Leasing Light Duty Vehicle Options
 4. Fleet Management
 5. ADA Compliance Update
 6. Stormwater Maintenance Timeline for Private/Public Systems
 7. Use of Department of Corrections for Maintenance
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DEPARTMENT REPORT



Public Works Department

DATE: 11/1/22

TO: Mayor, City Council, City Administrator

FROM: Aaron Halverson, Public Works Director

SUBJECT: General Department Report

The purpose of this memorandum is to respond to several questions raised by the City Council during recent Council meetings.

1. Grimm House Timeline
2. Cost Savings for Decant Covers and Materials Covers
 - a. Include options analysis to reduce costs
3. Leasing Light Duty Vehicle Options
 - a. Include contract amount for State of Washington Agencies
4. Fleet Management
 - a. Add Useful Life Column
5. ADA Compliance Update
6. Stormwater Maintenance Timeline for Private/Public Systems
7. Use of Department of Corrections for Maintenance

A department update for the issues listed above is below:

1. **Grimm House Timeline:** The city and historical society met earlier this week to discuss the necessary improvements at the Grimm House. The preliminary schedule is below:

Grimm House Plan			Date:	10/26/2022
Summary			Start	End
1	Public Works Site Improvements		10/31/2022	11/3/2022
2	Contractor Improvements (Fence)		10/31/2022	12/19/2022
3	Landscaping Improvements		11/8/2022	11/18/2022
4	Building Improvements		10/31/2022	12/28/2022
Total			\$	15,100

Schedule continued following page

Grimm House Schedule Continued

		Cost	Assigned To	Start	Duration	End
1 PW Site Improvements						
1.1	Locate On Site Utilites with Phil	-	Justin/Phil	10/31/2022	-	10/31/2022
1.2	Install rat traps around Grimm House (2)			10/28/2022		10/1/2022
1.3	Procure Yard Hydrants (2) Materials	500	Justin	11/1/2022	3	11/4/2022
1.4	Install Yard Hydrants (2)			11/4/2022	5	11/9/2022
1.5	Identify Locations for Bench Pads and Review Benches for Anchoring	-	Justin	10/31/2022	-	10/31/2022
1.6	Form and Pour Bench Pads, Include Wire Mesh in Pad	800	Justin	10/31/2022	3	11/3/2022
1.7	Install Benches	50	Justin	11/3/2022	5	11/8/2022
	Total	1,350				
2 Contractor Improvements						
2.0	Historical Society identify gate locations			10/26/2022		11/4/2022
2.1	Prepare Bid Document for Fence	-	Curtis/Natasha	10/31/2022	5	11/5/2022
	Historical Society review fence options, pergola and gate					
2.2	Bid Fence	-	Curtis/Natasha	11/5/2022	14	11/19/2022
2.3	Award Contract - Limited Public Works	5,250	Curtis/Natasha	11/19/2022	3	11/22/2022
2.4	Gather COI, Intent to Pay PW		Curtis/Natasha	11/22/2022	10	12/2/2022
2.5	Issue NTP		Curtis/Natasha	12/2/2022	-	12/2/2022
2.6	Inspect Fence Installation		Phil	12/2/2022	7	12/9/2022
2.7	Accept Fence Installation		Phil	12/9/2022	-	12/9/2022
2.8	Close Contract		Curtis/Natasha	12/9/2022	10	12/19/2022
	Total	5,250				
3 Landscaping Improvements						
3.0	Design landscape plan		Historical Society	10/26/2022		11/4/2022
3.1	Remove Large Debris from Site		Justin	11/8/2022	1	11/9/2022
3.2	Identify Landscape Beds/Flag Area		Justin/Aaron	11/9/2022	1	11/10/2022
3.3	Till 4" of Soil in Beds	200	Justin	11/10/2022	1	11/11/2022
3.4	Add 6" Compost to Beds	3,000	Justin	11/14/2022	1	11/15/2022
3.5	Till 6" Compost and 4" Soil to Mix	200	Justin	11/15/2022	2	11/17/2022
3.6	Purchase plants outside fence					
3.7	Install Plants in Areas Outside of Fence	600	Justin	11/17/2022	1	11/18/2022
	Total	4,000				
4 Building Improvements						
4.1	Contact Vendor to Assess Wall Paper Damage		Curtis/Natasha	10/31/2022	3	11/3/2022
4.2	Contract with Vendor to Repair - Limited Public Works	3,000	Curtis/Natasha	11/3/2022	21	11/24/2022
4.3	Gather COI, Intent to Pay PW		Curtis/Natasha	11/24/2022	10	12/4/2022
4.4	Issue NTP		Curtis/Natasha	12/4/2022	-	12/4/2022
4.5	Inspect Repairs		Phil	12/4/2022	14	12/18/2022
4.6	Accept Repairs		Phil	12/18/2022	-	12/18/2022
4.7	Close Contract		Curtis/Natasha	12/18/2022	10	12/28/2022
4.8	Repair Gutters	1,500	Justin	11/18/2022	1	11/19/2022
	Total	4,500				

- 2. Cost Savings Alternatives for Decant Covers/Materials Covers:** Two options were evaluated.
- A Calhoun cover is a continuous/single cover with lighting that has high durability and improved functionality (higher entrance, less water intrusion)
 - VersaTube covers would be four independent structures over the materials bin bays. The VersaTube are a low-cost option that does not have the same height at the opening, will allow for water to enter the bays at the seams and have a lower durability.

Cover alternatives cost analysis:

Options	Length	Width	Number of Covers	Cost/ Square Foot	Total Cost	Benefit	ROI
Decant Cover (Calhoun)	38	80	1	42	127,680	Continuous high opening at front of bays, fully covered bays, lighting for evening/morning work. Increased durability.	7.004440178
VersaTube	38	20	4	15	45,600	Lower durability, no lighting (though it could be added), opening to the bays is segmented, light-duty.	2.501585778

Analysis of return on investment and useful life:

	Return on Investment (Years)	Estimated Useful Life	Operational Benefit
Calhoun	7.00	25	Continuous high opening at front of bays, fully covered bays, lighting for evening/morning work. Increased durability.
VersaTube	2.50	20	Lower durability, no lighting (though it could be added), opening to the bays is segmented, light-duty.

Covering the materials bays will save the city ~18K/year in material disposal costs, see the table below:

	Yards	Ton	Unit Price (Ton)	Disposal Costs	Trips	Travel Costs (\$125/Hour @ 2 Hour Turnaround)	Total (Dump Fees and Trips)
2023 Disposal Costs (75% Wet, 25% Dry) Actual	375						
Dry	93.75	93.75	53.95	5,058	8	1,953	7,011
Wet	281.25	562.5	53.95	30,347	47	11,719	42,066
Total	375	656.25	53.95	35,405	55	13,672	49,077
	Yards	Ton	Unit Price (Ton)	Disposal Costs	Trips	Travel Costs (\$125/Hour @ 2 Hour Turnaround)	Total (Dump Fees and Trips)
2023 Disposal Costs (90% Dry, 10% Set) Proposed	375						
Dry	337.5	337.5	53.95	18,208	28	7,031	25,239
Wet	37.5	75	53.95	4,046	6	1,563	5,609
Total	375	412.5	0	22,254	34	8,594	30,848
						Annual Cost Savings - Dry Material @90% Dry	\$ 18,228

VersaTube Example



Calhoun Cover Example



3. **Leasing Light Duty Vehicle Options:** Council asked for alternatives regarding leasing options, including a more aggressive options to rapidly replace the city's light-duty fleet. The vendor reviewed three options: a \$140K/year, \$175K/year and \$210K/year. Summaries of the options are below:

\$140K/Year – Replaces 14 vehicles in year 1, projected 10-year cost savings of \$421K. This option has a replacement schedule of ~4 years.

\$175K/Year – Replaces 18 vehicles in year 1, projected 10-year cost savings of \$428K. This option has a replacement schedule of ~3 years.

\$210K/Year – Replaces 20 vehicles in year 1, projects 10-eyar cost savings of \$524K. This option has a replacement schedule of ~2 years.

The vendor reports the following regarding **contracts in the state**, “estimated value of the credit line (meaning the ballpark vehicle cost times number of vehicles on lease) – we have 30 clients in Washington that are government agencies, and within those 30 clients, 704 units on lease. If we assume an average vehicle cost of \$40K – that is a **“value” of \$28.1M.**”

4. **Fleet Useful Life:** A fleet useful life column has been added to the fleet management spreadsheet. This will be presented at a future meeting.
5. **ADA Compliance Update:** On September 28, 2022, the city received a letter from Earl Key, Director of the Office of Equal Opportunity at the Washington State Department of Transportation (WSDOT). The letter gives notice of the city's alleged non-compliance with Title II of the Americans with Disabilities Act of 1993 resulting in ineligibility for FHWA funding.

Specifically, WSDOT lists the following allegations of non-compliance:

- a) Lack of an ADA Transition Plan.
- b) The existence of multiple non-compliant sidewalk ramps and crossings.
- c) The failure to comply with ADA and pedestrian accommodations during construction for both city and private development projects.
- d) Approval of private developments that did not meet ADA requirements.

The WSDOT letter was disappointing and inconsistent with previous communication between the city and WSDOT/OEO staff. The city has been diligently pursuing the matter with the following efforts in each area identified by WSDOT.

- a) **Lack of an ADA Transition Plan:** The City has contracted with a consultant to prepare the ADA Transition Plan and performed a survey of the city infrastructure. Unfortunately, the technology used to perform the initial survey was inadequate and the curb ramps throughout the city will need to be reevaluated resulting in a delay. Concurrently, the public outreach and plan development are ongoing. The deadline below is consistent with WSDOT's ADA transition plan and achievable given the progress made to date. Projected completion deadline is 3/31/23.
- b) **Correction of Non-Compliant Sidewalk Ramps and Crossings:** The City has contracted with licensed engineering firms to evaluate the compliance issues. Several design options have been prepared where larger capital projects are necessary and some of the less resource consumptive issues have been resolved. Capital project timelines are often three-year

cycles; one year to scope and budget, a year for design/permitting/ROW followed by construction. The city is tracking its compliance efforts in a matrix to prioritize and track the work. In addition, ten ramps have been replaced in 2022 and four new ADA ramps have been constructed, and 24 ramps will be replaced in 2023. Project completion deadline is 9/15/23.

- c) **ADA Construction Accommodation:** City inspectors have been trained on the requirements for construction accommodation. Training is ongoing and at regular intervals. Most recent ADA training will be completed by 11/15/22. Field issues are assessed by the team in a timely manner, expectations are communicated to contractors at the preconstruction meeting and after-action meetings are held to encourage progressive improvement.
- d) **Private Development ADA Issues:** Training is regular and ongoing. In 2022, the City added a Civil Plans Reviewer position to carefully review ADA issues in proposed developments. Inspectors are trained on ADA requirements and expectations are clearly communicated at the preconstruction meetings. The city's plan review checklist has also been updated to emphasize ADA compliance issues. Most recent ADA training will be completed on 11/15/22.

It is the intention of the city to improve ADA compliance through staff training, plan development and capital project construction. The city has diligently pursued ADA compliance through capital projects constructed this year and planned construction next year along with considerable effort to contract and coordinate with a consultant to prepare the ADA Transition Plan.

The City of Lake Stevens is committed to meeting all the projected completion dates set forth above and making all good faith efforts to do so as permitted by law. We must comply with state public works project bidding requirements and local procurement requirements in addressing the deficiencies that have been identified. We are also committed and working diligently to complete the ADA Transition Plan by the end of March 2023, consistent with the requirement in the approved WSDOT ADA Transition Plan.

- 6. **Stormwater Maintenance Timeline for Private/Public Systems:** The stormwater division will brief Council on their findings regarding public/private facilities maintenance and costs by the end of the year.
- 7. **Use of Department of Corrections for Maintenance:** The city will continue to use DOC crews to maintain stormwater infrastructure, parks and roadways as often as they are available. If there is an opportunity to use their services more frequently the city will take advantage.

CITY COUNCIL WORKSHOP

STAFF REPORT



Agenda Date: 11/1/2022

Subject: Short-Term Rentals Work Session

Contact Person/Department: David Levitan, Community Development

Budget Impact: N/A.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No action is required. Councilmembers are asked to review and discuss potential refinements to Ordinance 1139 in advance of the November 15 public hearing.

SUMMARY/BACKGROUND:

At the beginning of their October 25, 2022 meeting, the City Council approved a motion to continue the public hearing for LUA2022-0046 (Short-Term Rentals Code Amendment) to a November 15, 2022 special meeting, and to schedule a November 1 work session to allow for additional discussion on Ordinance 1139.

In advance of the planned October 25 public hearing, staff provided a memo to Council (Attachment 1) detailing the changes that were made to the code language in Ordinance 1139 following the October 4 work session. Tonight's meeting packet also includes the October 25 version of Ordinance 1139 (Attachment 2), which includes the changes discussed in Attachment 1 as clean text and which is shown as [strikethrough/underline text](#) in the October 25 packet. The [October 25 staff report](#) provides additional details on the code development and review process.

Following the October 25 Council meeting, staff was also asked to research how other cities enforce compliance and penalties for their short-term rental regulations. Staff looked at municipal codes for several cities that it had previously reviewed when developing the STR code language, and found that cities utilize a number of different options. Chelan has specific revocation procedures ([CMC 5.15.100](#)) and penalties

([CMC 5.15.110](#)) built into their STR ordinance. Cle Elum ([CEMC 17.160.060\(D\)](#)) and Clyde Hill ([CHMC 5.20.040](#)) have revocation procedures within their STR ordinances but rely on other sections of their municipal code for penalties.

The majority of other cities researched, including Kirkland ([KMC 7.02.300](#)), Everett ([EMC 19.08.150](#)), Bellevue ([BMC 20.20.800](#)) and Lake Oswego, OR ([LOMC 50.03.004](#)) generally rely on other sections of their code for enforcement and penalties on short-term rentals, such as their business license ordinances. The city's business license regulations (Chapter 4.04 LSCM) currently include both a violations ([LSMC 4.04.210](#)) and penalties ([LSMC 4.04.220](#)) section that could be utilized for short-term rentals, or the City Council could opt to incorporate compliance and penalties language into LSMC 14.44.064.

Councilmembers are asked to review and discuss Ordinance 1139 and provide direction to staff on any requested changes in advance of the November 15 public hearing.

APPLICABLE CITY POLICIES:

LSMC 14.44.064

ATTACHMENTS:

1. Attachment 1 - October 24 Staff Memo
2. Attachment 2 - Ordinance 1139

David Levitan

From: Russell Wright
Sent: Monday, October 24, 2022 3:12 PM
Subject: STR Regulations
Attachments: Ordinance 1139 Draft Code Language.docx; Final Subcommittee Draft with August 15 City Attorney Comments in Track Changes.docx; Attachment 3 - Ordinance 1139 Sections 2 and 5 Track Changes since October 4.docx

I understand that there are questions about the hearing version of the STR regulations as included in the packet, specifically where did some of the recommended changes originate?

Staff included a description of new changes on page 41 and 42 of the packet (pages 3 and 4 of the staff report).

For transparency, I have attached the last three versions of the STR regulations reviewed by the City Council on *September 13 (Ordinance 1139 Draft Code Language)*, *October 4 (Final Subcommittee Draft with August 15 City Attorney Comments in Track Changes)* and *October 25 (Attachment 3 – Ordinance 1139 Sections 2 and 5 Track Changes since October 4)* in Word with underline and strikethrough showing.

At the workshop, the council discussed the draft regulations and provided the following suggestions:

- Adding additional code references where appropriate such as noise and nuisance regulations
- Add requirement that the city provide consistent good neighbor placards consistent with RCW and recommendations of subcommittee and ordinance
- Define limitations on corporate interests
- Hold another public hearing allowing public comment

Attachment 3 (Attachment 3 – Ordinance 1139 Sections 2 and 5 Track Changes since October 4) shows the list of changes since the October 4 workshop that integrate Council recommended changes, additional attorney changes and non-substantive organizational changes as follows:

Section 2 – LSMC 14.08.010 Definitions

- Definition for “Principal” added by city attorney to address Council request to define corporate ownerships
- Definition for “Short-term Rental” revised by city attorney to better align with RCW 64.37.030
- Definition for “Short-term rental operator” added by city attorney to define STR responsible party
- Definition for “Short-term rental guest” added by city attorney to define STR guest

Section 5 – LSMC 14.44.064 Short-term Rentals

- City attorney added “adverse” in subsection (a)
- Staff added code reference to “Table 14.16A-1” for additional clarity
- City attorney revised subsection (a)(2) for administrative clarity and added references to the nuisance and noise codes as requested by Council
- City attorney added subsection (a)(3)iii for administrative clarity
- City attorney revised subsection (b)(1) for administrative clarity to establish requirements for operator and commercial ownership as requested by Council
- City attorney added subsection (b)(3) that provide examples of other uses that may add noise or have the potential to create nuisance situations (this differs from an earlier version that described prohibition on other types of home occupations)
- Staff combined subsections (c)(3) and (4) to better align with RCW 64.37.030 by only adding new city items different from the RCW and noting the city will provide the “good-neighbor” placard and made non-substantive formatting changes

- City attorney deleted old subsection(3)iv and added new subsection (c)(3)iv for emphasis on nuisance and noise issued as discussed by Council
- City attorney revised subsection (d)(3) for administrative clarity on definition of guest
- Staff revised subsection (4) by adding Table 14.72-I and 17.20.030 references for clarity along with non-substantive formatting changes

Sections 3 and 4 are not included in Attachment 3 as no changes were made to these sections.

Staff will be prepared to discuss these changes and the overall process at the public hearing.

Best regards,

Russ



Russell Wright, *Community Development Director*

City of Lake Stevens | Planning and Community Development
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Lake Stevens, WA 98258
(425) 622-9424
rwright@lakestevenswa.gov

NOTICE: All emails and attachments sent to and from the city of Lake Stevens are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).

CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1139

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON REVISING LSMC CHAPTERS 14.08 (BASIC DEFINITIONS AND INTERPRETATIONS), 14.16A (ADMINISTRATION AND PROCEDURES), 14.40 (PERMISSIBLE USES), 14.44 (SUPPLEMENTARY USE REGULATIONS) AND 14.72 (PARKING); ADOPTING FINDINGS AND CONCLUSIONS; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the city adopted regulations for tourist homes, now more commonly known as short-term-rentals, in LSMC 14.44.064 via Ordinance 590; and

WHEREAS, the short-term rental market has significantly changed since the existing regulations were adopted in 1998, and the city has identified a need to update and modernize the code; and

WHEREAS, the Planning Commission held three work sessions to discuss the proposed amendments; and

WHEREAS, the City submitted the proposed amendment to the Washington State Department of Commerce for the required review (Submittal ID 2022-S-3907), with expedited review granted on April 25, 2022; and

WHEREAS, the city determined that the proposal is categorically exempt from the State Environmental Policy Act (SEPA) per WAC 19-11-800(19)(b); and

WHEREAS, the Lake Stevens Planning Commission held a duly noticed public hearing on April 20, 2022, during which five members of the public provided public comment; and

WHEREAS, at the conclusion of the April 20 public hearing, Planning Commission made a recommendation to amend LSMC Chapters 14.08, 14.40, 14.44 and 14.72; and

WHEREAS, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed amendment during work sessions on May 3, 2022 and June 7, 2022; and

WHEREAS, at the conclusion of their June 7, 2022 work session, the Lake Stevens City Council opted to form a subcommittee of three members to consider refinements to the code language recommended by the Planning Commission; and

WHEREAS, the subcommittee worked together to develop revised code language; and

WHEREAS, the Lake Stevens City Council held a duly noticed public hearing on the code language developed by the subcommittee and considered all public testimony on September 13, 2022; and

WHEREAS, the City Council approved a motion to continue the September 13 public hearing to a future date to allow for an additional workshop to gather additional information and discuss potential refinements to the code language; and

WHEREAS, the City Council held a workshop on October 4, 2022, during which they provided direction to staff on desired revisions to the proposed code language; and

WHEREAS, those updates are reflected in Sections 2 through 6 of this ordinance; and

WHEREAS, land use code amendments are Type VI legislative decisions which require a recommendation from the Planning Commission to City Council, based on written findings and conclusions, supported by evidence from an open-record hearing; and

WHEREAS, the Planning Commission made findings and conclusions to approve the code amendment as part of their recommendation, the language of which has since been revised by the Council subcommittee but which the City Council has determined still meets the findings and criteria outlined in LSMC 14.16C.075(f).

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

Section 1. The City Council hereby makes the following findings:

- A. This ordinance amending the City’s municipal code was sent to the Washington State Department of Commerce (2022-S-3907), as required by the Growth Management Act; no comments were received.
- B. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.
- C. As required by LSMC 14.16C.075(f), the adoption and amendment of codes are consistent with the Comprehensive Plan, comply with the Growth Management Act and advance the public health, safety and welfare.

Section 2. Chapter 14.08 LSMC, entitled “Basic Definitions and Interpretations,” is hereby amended by the addition of new definitions as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections remain unchanged):

14.08.010 Definitions of Basic Terms.

Principal. A principal or governing member of any business entity, including but not limited to: LLC member/manager, president, vice president, secretary, treasurer, CEO, director, stockholder, partner, general partner, or limited partner.

Responsible party (definition related to short-term rentals only). The owner, property management company, or another person who is designated by the owner, in writing, to act on their behalf as the main contact for guests and who is responsible for addressing any complaints.

Short-term rental. A lodging use, other than a hotel or motel, in which all or part of a dwelling unit is rented to a person or group for a fee for fewer than thirty (30) consecutive nights, subject to the standards identified in LSMC 14.44.064. A dwelling unit, or portion thereof that is used by the same person or group for 30 or more consecutive nights is not a short-term rental.

Short-term rental operator or operator. Any person who is the owner or a dwelling unit established under this title, or portion thereof, who offers or provides that dwelling unit, or portion thereof, for short-term rental use or a person who is the tenant of a dwelling unit, or portion thereof, who offers or provides a short-term rental as set forth in LSMC 14.44.064.

Short-term rental guest or guest. Any individual renting, occupying or present on the premises of a short-term rental at the invitation or permission of a short-term renter.

~~*Tourist Home.* A single-family structure in which rooms are rented by the day or week.~~

Section 3. Chapter 14.16A, “Administration and Procedures,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections remain unchanged):

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	• Shoreline Exemptions • <u>Short-Term Rentals</u> • Signs	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Section 4. Chapter 14.40, “Permissible Uses,” is hereby amended as follows (additions shown by underline, deletions shown by ~~striketrough~~, and all other sections remain unchanged):

Table 14.40-I: Table of Residential Uses by Zones

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply. P – Permitted Use; A – Administrative Conditional Use; C – Conditional Use (See Section 14.40.070 for explanation of combinations)															
NAICS Code	Use	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
MISCELLANEOUS AND ACCESSORY USES															
<u>N/A</u>	<u>Short-Term Rentals⁸</u>	P	P	P	P	P		P							
<u>N/A</u>	<u>Tourist homes</u>	A	A	A	A	A		A							

⁸ Subject to requirements of LSMC 14.44.064.

Section 5. Chapter 14.44, “Supplementary Use Regulations,” is hereby amended as follows, with the entirety of Section 14.44.064 (“Tourist Homes”) repealed and replaced by a new section entitled “Short-Term Rentals,” which is shown below as clean text:

LSMC 14.44.064 – Short-Term Rentals

- (a) Purpose and Process – the purpose of establishing specific standards for short-term rentals is to minimize potential adverse impacts to residential areas, preserve housing stock, and allow property owners to efficiently use their properties.
 - (1) Short-term rentals are a Type I permit per Table 14.16-A-I and Chapter 14.16B LSMC – Part I. Short-term rentals will require a city business license (“license”) per Chapter 4.04 LSMC along with a supplemental short-term rental permit (“permit”) under this chapter.
 - (2) The Planning and Community Development Director or designee will evaluate the application for the short-term rental permit for compliance with the requirements of the provisions regulating short-term rentals in this Chapter and all other applicable sections of the Lake Stevens Municipal Code, and in particular the regulations related to nuisance activity in Chapter 9.60 and Noise Regulation in Chapter 9.56.
 - (3) Permits and licenses shall be issued for a period of one year, with the effective date running from the date of issuance.
 - i. The permit and license must be renewed annually with the department of Planning and Community Development, provided all the approval criteria continue to be met;
 - ii. It is the owner’s / operator’s responsibility to ensure that the short-term rental remains in substantial compliance with all applicable codes and relevant laws.
 - iii. It shall be unlawful for any person to offer or to rent a short-term rental without a valid short-term rental permit
- (b) Restrictions
 - (1) No more than two short-term rentals may be operated by any operator within the city. It is the intent of these regulations to limit the ownership and operation of short-term rentals to no more than two per individual, family living together, domestic partnership, those living as a family unit and/or acting as a principal in any business entity that has ownership of a residential unit. Assigning ownership and/or application for a short-term rental use by a principal(s) of a business entity to separate business entities or to separate individuals that are living together as a family, in a domestic partnership, or living as a family unit as a means of exceeding this limitation is not permitted.
 - (2) Short-term rental permits are not transferable to another operator or location.
 - (3) Short-term rentals must not include weddings, banquets, parties, charitable fundraising, or other gatherings for direct or indirect compensation. The intent of short-term rentals is to provide transient accommodations.
- (c) Licensing and Registration
 - (1) Permit application shall include a Type I land use application, fees, and written description of the proposed short-term rental identifying the following:
 - i. The name and address of the owner and person or company who will operate the short-term rental (operator);

- ii. The address of the structure where the short-term rental will occur;
 - iii. The area to be rented, including number of bedrooms, to overnight guests.
 - iv. Short-term rental permit fees shall be established by resolution of the City Council.
- (2) The owner / operator must provide valid contact information for a responsible party that will respond to potential issues pertaining to the short-term rental for inclusion on the city's short-term rental register every day the property is rented. Any changes to the name, or telephone number(s) of the responsible party must be submitted to the department of Planning and Community Development within 14 days of the change(s).
- (3) The owner / operator shall post a set of "good neighbor guidelines" in a conspicuous place in the short-term rental, on a form developed and approved by the city as part of the short-term rental permitting process that details the consumer safety requirements included in RCW 64.37.030 as well as the following information:
 - i. Contact information for nonemergency police services;
 - ii. The location of the rental's designated parking space(s);
 - iii. The location of emergency shut-offs; and
 - iv. The noise control prohibitions set out in Chapter 9.56 LSMC (Noise Control), including but not limited to the prohibition of Public Nuisances and Disturbance Noises in 9.56.040 LSMC and in particular subsections 5 (Devices creating and amplifying sound) and 6 (Quiet Time between 10 pm and 7 am).
- (d) Applicability and General Requirements – the following requirements shall apply to all short-term rentals.
 - (1) Short-term rentals are allowed only in the zoning districts identified in Table 14.40-I.
 - (2) Short-term rentals may be hosted or un-hosted residences where all or part of the structure is rented for transient lodging.
 - (3) No short-term rental can be used or occupied by more than eight total individuals at any time. No more than two guests, excluding children five years old and under, per bedroom are permitted per guest stay.
 - (4) Per LSMC Table 14.72-I, a minimum of one off-street parking space shall be provided per 1-2 rented bedrooms; two off-street parking spaces per 3-4 rented bedrooms; and three off-street parking spaces per 5 or more rented bedrooms.
 - i. Parking of boat trailers and recreation vehicles is only allowed when adequate off-street parking is provided, and the additional parking does not conflict with required parking.
 - (5) Applicable sales/use and other related state imposed lodging taxes must be timely paid to the State of Washington. Timely payments are the responsibility of the property owner.
 - (6) The short-term rental must comply with Chapter 64.37 RCW.
- (e) Complaints and Enforcement
 - (1) Complaints and enforcement are subject to the processes identified in Chapter 17.20 LSMC including any fines and penalties imposed for substantiated violations.

- (2) Multiple violations of the short-term rental code will result in progressive enforcement as identified in LSMC 17.20.030.
- (3) Violations of consumer safety are subject to the provisions in RCW 64.37.030.
- (4) A new short-term rental permit will not be issued to the owner / operator of a revoked short-term rental permit and business license until two years from the time of revocation have passed.

Section 6. Chapter 14.72, entitled “Parking,” is hereby amended as follows (additions shown by underline, deletions shown by ~~striketrough~~, and all other sections remain unchanged):

TABLE 14.72-I: TABLE OF PARKING REQUIREMENTS

Rooming and boarding houses	1 space for each bedroom.
<u>Short-Term Rentals</u>	<u>1 space for 1-2 bedrooms to be rented; 2 spaces for 3-4 bedrooms to be rented; 3 spaces for 5 or more bedrooms to be rented in addition to the required spaces for the primary residential use if a hosted short-term rental.</u>
Tourist homes, Hotels and motels.	1 space for each room to be rented plus additional space (in accordance with other sections of this table) for restaurant or other facilities.

Section 7. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 8. 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 full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 25th day of October 2022.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: October 25, 2022

Published:

Effective Date:

CITY COUNCIL WORKSHOP

STAFF REPORT



Agenda Date: 11/1/2022

Subject: Enterprise Fleet Contract

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Staff will present three scenarios for a light-duty fleet leasing program. Given the current schedule for budget adoption, direction is needed from the Council regarding the preferred lease option or continued in-house procurement and fleet management. At its discretion, the Council might also contemplate making a motion authorizing the Mayor to sign the attached Master Equity Lease Agreement (attached) for leasing light-duty vehicles through Enterprise Fleet Management.

SUMMARY/BACKGROUND:

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.

A contract with a vendor to lease and surplus vehicles will reduce the overhead costs on staff, reduce costs of vehicle procurement and increase value at surplus.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. City of Lake Stevens 10 Year Cost Analysis - \$140K Yr 1 Replacement Budget
2. City of Lake Stevens 10 Year Cost Analysis - \$175K Yr 1 Replacement Budget
3. City of Lake Stevens 10 Year Cost Analysis - \$210K Yr 1 Replacement Budget
4. Master Equity Lease Agreement - Government

City of Lake Stevens - Fleet Planning Analysis

Current Fleet	46	Fleet Growth	0.00%	Proposed Fleet	46
Current Cycle	9.25	Annual Miles	4,300	Proposed Cycle	5.00
Current Maint.	\$78.83			Proposed Maint.	\$18.73
Maint. Cents Per Mile	\$0.22	Current MPG	12	Price/Gallon	\$4.75

Fiscal Year	Fleet Mix			Fleet Cost							Annual	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	46	5.0	46	0	208,614	0	-12,000		43,514	78,296	318,424	0
'23	46	14	32	14	0	140,000	-62,057		33,417	72,339	183,699	134,725
'24	46	10	22	24	0	239,387	-93,541		26,205	68,083	240,135	78,289
'25	46	6	16	30	0	282,443	-66,750		21,878	65,530	303,101	15,323
'26	46	3	13	33	0	303,971	-66,450		19,714	64,254	321,489	-3,065
'27	46	13	0	46	0	397,259	-357,050	-198,333	10,339	58,722	-89,063	407,487
'28	46	14	0	46	0	397,259		-115,273	10,339	58,722	351,047	-32,623
'29	46	10	0	46	0	397,259		-68,858	10,339	58,722	397,462	-79,038
'30	46	6	0	46	0	397,259		-27,526	10,339	58,722	438,794	-120,370
'31	46	3	0	46	0	397,259		-159,470	10,339	58,722	306,850	11,574
'32	46	13	0	46	0	397,259		-157,344	10,339	58,722	308,976	9,448
10 Year Savings											\$421,750	

KEY OBJECTIVES

Lower average age of the fleet

48% of the current light and medium duty fleet is over 10 years old
Resale of the aging fleet is significantly reduced

Reduce operating costs

Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations

Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen"
and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.



FLEET MANAGEMENT

City of Lake Stevens - Fleet Planning Analysis

Current Fleet	46	Fleet Growth	0.00%	Proposed Fleet	46
Current Cycle	9.25	Annual Miles	4,300	Proposed Cycle	5.00
Current Maint.	\$78.83			Proposed Maint.	\$18.73
Maint. Cents Per Mile	\$0.22	Current MPG	12	Price/Gallon	\$4.75

Fiscal Year	Fleet Mix			Fleet Cost							Annual	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	46	5.0	46	0	208,614	0	-12,000		43,514	78,296	318,424	0
'23	46	18	28	18	0	175,000	-79,788		30,532	70,636	196,381	122,043
'24	46	6	22	24	0	239,387	-56,125		26,205	68,083	277,551	40,873
'25	46	6	16	30	0	282,443	-66,750		21,878	65,530	303,101	15,323
'26	46	3	13	33	0	303,971	-66,450		19,714	64,254	321,489	-3,065
'27	46	13	0	46	0	397,259	-357,050	-255,000	10,339	58,722	-145,730	464,154
'28	46	18	0	46	0	397,259		-72,243	10,339	58,722	394,076	-75,653
'29	46	6	0	46	0	397,259		-68,858	10,339	58,722	397,462	-79,038
'30	46	6	0	46	0	397,259		-27,526	10,339	58,722	438,794	-120,370
'31	46	3	0	46	0	397,259		-159,470	10,339	58,722	306,850	11,574
'32	46	13	0	46	0	397,259		-200,374	10,339	58,722	265,946	52,478
10 Year Savings											\$428,319	

KEY OBJECTIVES

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FLEET MANAGEMENT

City of Lake Stevens - Fleet Planning Analysis

Current Fleet	46	Fleet Growth	0.00%	Proposed Fleet	46
Current Cycle	9.25	Annual Miles	4,300	Proposed Cycle	5.00
Current Maint.	\$78.83			Proposed Maint.	\$18.73
Maint. Cents Per Mile	\$0.22	Current MPG	12	Price/Gallon	\$4.75

Fleet Mix			Fleet Cost								Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	46	5.0	46	0	208,614		-12,000		43,514	78,296	318,424	0
'23	46	20	26	20	0	210,683	-83,788		29,090	71,488	227,473	90,951
'24	46	4	22	24	0	239,387	-50,125		26,205	70,126	285,593	32,831
'25	46	6	16	30	0	282,443	-66,750		21,878	68,083	305,654	12,770
'26	46	3	13	33	0	303,971	-66,450		19,714	67,062	324,298	-5,874
'27	46	13	0	46	0	397,259	-357,050	-294,273	10,339	62,637	-181,088	499,512
'28	46	20	0	46	0	397,259		-47,951	10,339	62,637	422,283	-103,859
'29	46	4	0	46	0	397,259		-82,524	10,339	62,637	387,710	-69,286
'30	46	6	0	46	0	397,259		-44,890	10,339	62,637	425,345	-106,921
'31	46	3	0	46	0	397,259		-183,589	10,339	62,637	286,646	31,778
'32	46	13	0	46	0	397,259		-294,273	10,339	62,637	175,962	142,462
									10 Year Savings			\$524,363

Current Fleet Equity Analysis

YEAR	2023	2024	2025	2026	2027	Under-Utilized
QTY	20	4	6	3	13	0
Est \$	\$4,189	\$12,531	\$11,125	\$22,150	\$27,465	\$0
TOTAL	\$83,788	\$50,125	\$66,750	\$66,450	\$357,050	\$0
Estimated Current Fleet Equity**					\$624,163	

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

KEY OBJECTIVES

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Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded



FLEET MANAGEMENT

MASTER EQUITY LEASE AGREEMENT

This Master Equity Lease Agreement is entered into this _____ day of _____, 20____, by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor"), and the lessee whose name and address is set forth on the signature page below ("Lessee").

1. LEASE OF VEHICLES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the vehicles (individually, a "Vehicle" and collectively, the "Vehicles") described in the schedules from time to time delivered by Lessor to Lessee as set forth below ("Schedule(s)") for the rentals and on the terms and conditions set forth in this Agreement and in the applicable Schedule. References to this "Agreement" shall include this Master Equity Lease Agreement and the various Schedules and addenda to this Master Equity Lease Agreement, each of which are incorporated herein as part of a single, unitary Agreement. Lessor will, on or about the date of delivery of each Vehicle to Lessee, send Lessee a Schedule covering the Vehicle, which will include, among other things, a description of the Vehicle, the lease term and the monthly rental and other payments due with respect to the Vehicle. The terms contained in each such Schedule will be binding on Lessee unless Lessee objects in writing to such Schedule within ten (10) days after the date of delivery of the Vehicle covered by such Schedule. Lessor is the sole legal owner of each Vehicle. This Agreement is a lease only and Lessee will have no right, title or interest in or to the Vehicles except for the use of the Vehicles as described in this Agreement. This Agreement shall be treated as a true lease for federal and applicable state income tax purposes with Lessor having all benefits of ownership of the Vehicles. It is understood and agreed that Enterprise Fleet Management, Inc. or an affiliate thereof (together with any subservicer, agent, successor or assign as servicer on behalf of Lessor, "Servicer") may administer this Agreement on behalf of Lessor and may perform the service functions herein provided to be performed by Lessor.

2. TERM: The term of this Agreement ("Term") for each Vehicle begins on the date such Vehicle is delivered to Lessee (the "Delivery Date") and, unless terminated earlier in accordance with the terms of this Agreement, continues for the "Lease Term" as described in the applicable Schedule.

3. RENT AND OTHER CHARGES:

(a) Lessee agrees to pay Lessor monthly rental and other payments according to the Schedules and this Agreement. The monthly payments will be in the amount listed as the "Total Monthly Rental Including Additional Services" on the applicable Schedule (with any portion of such amount identified as a charge for maintenance services under Section 4 of the applicable Schedule being payable to Lessor as agent for Enterprise Fleet Management, Inc.) and will be due and payable in advance on the first day of each month. If a Vehicle is delivered to Lessee on any day other than the first day of a month, monthly rental payments will begin on the first day of the next month. In addition to the monthly rental payments, Lessee agrees to pay Lessor a pro-rated rental charge for the number of days that the Delivery Date precedes the first monthly rental payment date. A portion of each monthly rental payment, being the amount designated as "Depreciation Reserve" on the applicable Schedule, will be considered as a reserve for depreciation and will be credited against the Delivered Price of the Vehicle for purposes of computing the Book Value of the Vehicle under Section 3(c). Lessee agrees to pay Lessor the "Total Initial Charges" set forth in each Schedule on the due date of the first monthly rental payment under such Schedule. Lessee agrees to pay Lessor the "Service Charge Due at Lease Termination" set forth in each Schedule at the end of the applicable Term (whether by reason of expiration, early termination or otherwise).

(b) In the event the Term for any Vehicle ends prior to the last day of the scheduled Term, whether as a result of a default by Lessee, a Casualty Occurrence or any other reason, the rentals and management fees paid by Lessee will be recalculated in accordance with the rule of 78's and the adjusted amount will be payable by Lessee to Lessor on the termination date.

(c) Lessee agrees to pay Lessor within thirty (30) days after the end of the Term for each Vehicle, additional rent equal to the excess, if any, of the Book Value of such Vehicle over the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule. If the Book Value of such Vehicle is less than the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule, Lessor agrees to pay such deficiency to Lessee as a terminal rental adjustment within thirty (30) days after the end of the applicable Term, subject to Lessor's right to recoup any amounts Lessor would owe to Lessee under this Section 3(c) against any obligations of Lessee to Lessor under this Agreement. Notwithstanding the foregoing, if (i) the Term for a Vehicle is greater than forty-eight (48) months (including any extension of the Term for such Vehicle), (ii) the mileage on a Vehicle at the end of the Term is greater than 15,000 miles per year on average (prorated on a daily basis) (i.e., if the mileage on a Vehicle with a Term of thirty-six (36) months is greater than 45,000 miles) or (iii) in the sole judgment of Lessor, a Vehicle has been subject to damage or any abnormal or excessive wear and tear, the calculations described in the two immediately preceding sentences shall be made without giving effect to clause (ii) in each such sentence. The "Book Value" of a Vehicle means the sum of (i) the "Delivered Price" of the Vehicle as set forth in the applicable Schedule minus (ii) the total Depreciation Reserve paid by Lessee to Lessor with respect to such Vehicle plus (iii) all accrued and unpaid rent and/or other amounts owed by Lessee with respect to such Vehicle.

(d) Any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to and recouped against any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor.

(e) Any rental payment or other amount owed by Lessee to Lessor which is not paid within twenty (20) days after its due date will accrue interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate permitted by applicable law (the "Default Rate").

(f) If Lessee fails to pay any amount due under this Agreement or to comply with any of the covenants contained in this Agreement, Lessor, Servicer or any other agent of Lessor may, at its option, pay such amounts or perform such covenants and all sums paid or incurred by Lessor in connection therewith will be repayable by Lessee to Lessor upon demand together with interest thereon at the Default Rate.

(g) Lessee's obligations to make all payments of rent and other amounts under this Agreement are absolute and unconditional and such payments shall be made in immediately available funds without setoff, counterclaim or deduction of any kind. Lessee acknowledges and agrees that neither any Casualty Occurrence to any Vehicle nor any defect, unfitness or lack of governmental approval in, of, or with respect to, any Vehicle regardless of the cause or consequence nor any breach by Enterprise Fleet Management, Inc. of any maintenance agreement between Enterprise Fleet Management, Inc. and Lessee covering any Vehicle regardless of the cause or consequence will relieve Lessee from the performance of any of its obligations under this Agreement, including, without limitation, the payment of rent and other amounts under this Agreement.

4. USE AND SURRENDER OF VEHICLES: Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances (including without limitation such federal, state and local laws, statutes, rules, regulations and ordinances governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. In connection with autonomous vehicles and automated driving systems and the parts, components and products related thereto, Lessee agrees to comply with all applicable guidance and professional standards issued, released or published by governmental and quasi-governmental agencies, including without limitation the federal guidance for automated vehicles published by the Department of Transportation and the Federal Automated Vehicle Policy issued by the U.S. Department of Transportation and the National Highway Traffic Safety Administration. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated daily rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

5. COSTS, EXPENSES, FEES AND CHARGES: Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and taxes (other than federal and state income taxes on the income of Lessor) incurred in connection with the titling, licensing, registration, delivery, purchase, sale, rental, use or operation of the Vehicles during the Term. If Lessor, Servicer or any other agent of Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

6. LICENSE AND CHARGES: Each Vehicle will be titled, registered and licensed in the name designated by Lessor at Lessee's expense. Certain other charges relating to the acquisition of each Vehicle and paid or satisfied by Lessor have been capitalized in determining the monthly rental, treated as an initial charge or otherwise charged to Lessee. Such charges have been determined without reduction for trade-in, exchange allowance or other credit attributable to any Lessor-owned vehicle.

7. REGISTRATION PLATES, ETC.: Lessee agrees, at its expense, to obtain in the name designated by Lessor all registration plates and other plates, permits, inspections and/or licenses required in connection with the Vehicles, except for the initial registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation, which may be reasonably necessary for compliance with the provisions of this Section or any federal, state or local law, rule, regulation or ordinance. Lessee agrees that it will not permit any Vehicle to be located in a state other than the state in which such Vehicle is then titled for any continuous period of time that would require such Vehicle to become subject to the titling, licensing and/or registration laws of such other state.

8. MAINTENANCE OF AND IMPROVEMENTS TO VEHICLES:

(a) Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements and (ii) furnish all labor, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles. Lessee will not make (or cause to be made) any alterations, upgrades, upfitting, additions or improvements (collectively, "Alterations") to any Vehicle which (i) could impact or impair the "motor vehicle safety" (as defined by the Motor Vehicle Safety Act) of the Vehicle, or (ii) could impact, impair, void or render unenforceable the manufacturer's warranty. Without the prior written consent of Lessor, Lessee will not make (or cause to be made) any Alterations to any Vehicle which (i) detracts, impairs, damages or alters the Vehicle's nature, purpose, economic value, remaining useful life, functionality, utility, software or controls, or (ii) subjects the Vehicle or any part or component of such Vehicle to any lien, charge or encumbrance. Any Alterations of any nature to a Vehicle are made at Lessee's sole cost, risk and liability, including without limitation, any such Alterations approved by, or made with the assistance or at the direction of Lessor. Any replacement parts added to any Vehicle shall be in at least as good an operating condition as the prior part before the replacement (assuming such part was, at the time of the replacement, in the condition required by the terms of this Agreement). Any Alterations to a Vehicle will become and remain the property of Lessor and will be returned with such Vehicle upon such Vehicle's return pursuant to Section 4 and shall be free of any liens, charges or encumbrances; provided, however, Lessor shall have the right at any time to require Lessee to remove any such Alteration at Lessee's sole cost, expense and liability. In no event or instance shall the value of any Alterations be regarded as rent. Lessee and Lessor acknowledges and agrees that Lessor will not be required to make any repairs, replacements or Alterations of any nature or description with respect to any Vehicle, to maintain or repair any Vehicle or to make any expenditure whatsoever in connection with any such Vehicle(s) or this Agreement.

(b) Lessor and Lessee acknowledge and agree that if Section 4 of a Schedule includes a charge for maintenance, (i) the Vehicle(s) covered by such Schedule are subject to a separate maintenance agreement between Enterprise Fleet Management, Inc. and Lessee and (ii) Lessor shall have no liability or responsibility for any failure of Enterprise Fleet Management, Inc. to perform any of its obligations thereunder or to pay or reimburse Lessee for its payment of any costs and expenses incurred in connection with the maintenance or repair of any such Vehicle(s).

9. SELECTION OF VEHICLES AND DISCLAIMER OF WARRANTIES:

(a) LESSEE ACCEPTANCE OF DELIVERY AND USE OF EACH VEHICLE WILL CONCLUSIVELY ESTABLISH THAT SUCH VEHICLE IS OF A SIZE, DESIGN, CAPACITY, TYPE AND MANUFACTURE SELECTED BY LESSEE AND THAT SUCH VEHICLE IS IN GOOD CONDITION AND REPAIR AND IS SATISFACTORY IN ALL RESPECTS AND IS SUITABLE FOR LESSEE'S PURPOSE. LESSEE ACKNOWLEDGES THAT LESSOR IS NOT A MANUFACTURER OF ANY VEHICLE OR AN AGENT OF A MANUFACTURER OF ANY VEHICLE.

(b) LESSOR MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY VEHICLE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, IT BEING AGREED THAT ALL SUCH RISKS ARE TO BE BORNE BY LESSEE. THE VEHICLES ARE LEASED "AS IS," "WITH ALL FAULTS." All warranties made by any supplier, vendor and/or manufacturer of a Vehicle are hereby assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle.

(c) None of Lessor, Servicer or any other agent of Lessor will be liable to Lessee for any liability, claim, loss, damage (direct, incidental or consequential) or expense of any kind or nature, caused directly or indirectly, by any Vehicle or any inadequacy of any Vehicle for any purpose or any defect (latent or patent) in any Vehicle or the use or maintenance of any Vehicle or any repair, servicing or adjustment of or to any Vehicle, or any delay in providing or failure to provide any Vehicle, or any interruption or loss of service or use of any Vehicle, or any loss of business or any damage whatsoever and however caused. In addition, none of Lessor, Servicer or any other agent of Lessor will have any liability to Lessee under this Agreement or under any order authorization form executed by Lessee if Lessor is unable to locate or purchase a Vehicle ordered by Lessee or for any delay in delivery of any Vehicle ordered by Lessee.

(d) In no event shall Lessor, Servicer or any other agent of Lessor or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this Agreement, including, without limitation, any breach or performance of this Agreement, regardless of (i) whether such damages were foreseeable, (ii) whether or not Lessor, Servicer or any other agent of Lessor or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

10. RISK OF LOSS: Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). In the event of a Casualty Occurrence to a Vehicle, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totaled Vehicle"), Lessee agrees to pay Lessor no later than the date thirty (30) days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totaled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totaled Vehicle.

11. INSURANCE:

(a) Lessee agrees to purchase and maintain in force during the Term, insurance policies in at least the amounts listed below covering each Vehicle, to be written by an insurance company or companies satisfactory to Lessor, insuring Lessee, Lessor and any other person or entity designated by Lessor against any damage, claim, suit, action or liability, and that Lessor will suffer immediate and irreparable harm if Lessee fails to comply with such obligations:

(i) Commercial Automobile Liability Insurance (including Uninsured/Underinsured Motorist Coverage and No-Fault Protection where required by law) for the limits listed below (Note - \$2,000,000 Combined Single Limit Bodily Injury and Property Damage per accident with No Deductible is required for each Vehicle capable of transporting more than 8 passengers):

State of Vehicle Registration	Coverage
Connecticut, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont	\$1,000,000 Combined Single Limit Bodily Injury and Property Damage per accident - No Deductible
Florida	\$500,000 Combined Single Limit Bodily Injury and Property Damage per accident or \$100,000 Bodily Injury Per Person Per Accident, \$300,000 Per Accident and \$50,000 Property Damage per accident (100/300/50) - No Deductible
All Other States	\$300,000 Combined Single Limit Bodily Injury and Property Damage per accident or \$100,000 Bodily Injury Per Person Per Accident, \$300,000 Per Accident and \$50,000 Property Damage per accident (100/300/50) - No Deductible

(ii) Physical Damage Insurance (Collision & Comprehensive): Actual cash value of the applicable Vehicle. Maximum deductible of \$1,000 per accident - Collision and \$1,000 per accident - Comprehensive).

If the requirements of any governmental or regulatory agency exceed the minimums stated in this Agreement, Lessee must obtain and maintain the higher insurance requirements. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor and any other person or entity designated by Lessor as additional insureds and loss payees, as their respective interests may appear. Further, each such insurance policy must provide the following: (i) that the same may not be cancelled, changed or modified until after the insurer has given to Lessor, Servicer and any other person or entity designated by Lessor at least thirty (30) days prior written notice of such proposed cancellation, change or modification, (ii) that no act or default of Lessee or any other person or entity shall affect the right of Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle and (iii) that the coverage is "primary coverage" for the protection of Lessee, Lessor, Servicer, any other agent of Lessor and their respective successors and assigns notwithstanding any other coverage carried by Lessee, Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns protecting against similar risks. Original certificates evidencing such coverage and naming Lessor, Servicer, any other agent of Lessor and any other person or entity designated by Lessor as additional insureds and loss payees shall be furnished to Lessor prior to the Delivery Date, and annually thereafter and/or as reasonably requested by Lessor from time to time. In the event of default, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Lessee, its drivers, servants and agents agree to cooperate fully with Lessor, Servicer, any other agent of Lessor and any insurance carriers in the investigation, defense and prosecution of all claims or suits arising from the use or operation of any Vehicle. If any claim is made or action commenced for death, personal injury or property damage resulting from the ownership, maintenance, use or operation of any Vehicle, Lessee will promptly notify Lessor of such action or claim and forward to Lessor a copy of every demand, notice, summons or other process received in connection with such claim or action.

(b) Notwithstanding the provisions of Section 11(a) above: (i) if Section 4 of a Schedule includes a charge for physical damage waiver, Lessor agrees that (A) Lessee will not be required to obtain or maintain the minimum physical damage insurance (collision and comprehensive) required under Section 11(a) for the Vehicle(s) covered by such Schedule and (B) Lessor will assume the risk of physical damage (collision and comprehensive) to the Vehicle(s) covered by such Schedule; provided, however, that such physical damage waiver shall not apply to, and Lessee shall be and remain liable and responsible for, damage to a covered Vehicle caused by wear and tear or mechanical breakdown or failure, damage to or loss of any parts, accessories or components added to a covered Vehicle by Lessee without the prior written consent of Lessor and/or damage to or loss of any property and/or personal effects contained in a covered Vehicle. In the event of a Casualty Occurrence to a covered Vehicle, Lessor may, at its option, replace, rather than repair, the damaged Vehicle with an equivalent vehicle, which replacement vehicle will then constitute the "Vehicle" for purposes of this Agreement; and (ii) if Section 4 of a Schedule includes a charge for commercial automobile liability enrollment, Lessor agrees that it will, at its expense, obtain for and on behalf of Lessee, by adding Lessee as an additional insured under a commercial automobile liability insurance policy issued by an insurance company selected by Lessor, commercial automobile liability insurance satisfying the minimum commercial automobile liability insurance required under Section 11(a) for the Vehicle(s) covered by such Schedule. Lessor may at any time during the applicable Term terminate said obligation to provide physical damage waiver and/or commercial automobile liability enrollment and cancel such physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least ten (10) days prior written notice. Upon such cancellation, insurance in the minimum amounts as set forth in 11(a) shall be obtained and maintained by Lessee at Lessee's expense. An adjustment will be made in monthly rental charges payable by Lessee to reflect any such change and Lessee agrees to furnish Lessor with satisfactory proof of insurance coverage within ten (10) days after mailing of the notice. In addition, Lessor may change the rates charged by Lessor under this Section 11(b) for physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least thirty (30) days prior written notice.

12. INDEMNITY: To the extent permitted by state law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the law.

13. INSPECTION OF VEHICLES; ODOMETER DISCLOSURE; FINANCIAL STATEMENTS: Lessee agrees to accomplish, at its expense, all inspections of the Vehicles required by any governmental authority during the Term. Lessor, Servicer, any other agent of Lessor and any of their respective successors or assigns will have the right to inspect any Vehicle at any reasonable time(s) during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete the odometer disclosure form as required by law may result in fines and/or imprisonment. Lessee hereby agrees to promptly deliver to Lessor such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

14. DEFAULT; REMEDIES: The following shall constitute events of default ("Events of Default") by Lessee under this Agreement: (a) if Lessee fails to pay when due any rent or other amount due under this Agreement and any such failure shall remain unremedied for ten (10) days; (b) if Lessee fails to perform, keep or observe any term, provision or covenant contained in Section 11 of this Agreement; (c) if Lessee fails to perform, keep or observe any other term, provision or covenant contained in this Agreement and any such failure shall remain unremedied for thirty (30) days after written notice thereof is given by Lessor, Servicer or any other agent of Lessor to Lessee; (d) any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor); (e) if any present or future guaranty in favor of Lessor of all or any portion of the obligations of Lessee under

this Agreement shall at any time for any reason cease to be in full force and effect or shall be declared to be null and void by a court of competent jurisdiction, or if the validity or enforceability of any such guaranty shall be contested or denied by any guarantor, or if any guarantor shall deny that it, he or she has any further liability or obligation under any such guaranty or if any guarantor shall fail to comply with or observe any of the terms, provisions or conditions contained in any such guaranty; (f) the occurrence of a material adverse change in the financial condition, a going concern audit comment of Lessee or any guarantor (g) if Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favor of Lessor, The Crawford Group, Inc. or any direct or indirect subsidiary of The Crawford Group, Inc.. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Upon the occurrence of any Event of Default, Lessor, without notice to Lessee, will have the right to exercise concurrently or separately (and without any election of remedies being deemed made), the following remedies: (a) Lessor may demand and receive immediate possession of any or all of the Vehicles from Lessee, without releasing Lessee from its obligations under this Agreement; if Lessee fails to surrender possession of the Vehicles to Lessor on default (or termination or expiration of the Term), Lessor, Servicer, any other agent of Lessor and any of Lessor's independent contractors shall have the right to enter upon any premises where the Vehicles may be located and to remove and repossess the Vehicles; (b) Lessor may enforce performance by Lessee of its obligations under this Agreement; (c) Lessor may recover damages and expenses sustained by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns by reason of Lessee's default including, to the extent permitted by applicable law, all costs and expenses, including court costs and reasonable attorneys' fees and expenses, incurred by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns in attempting or effecting enforcement of Lessor's rights under this Agreement (whether or not litigation is commenced) and/or in connection with bankruptcy or insolvency proceedings; (d) upon written notice to Lessee, Lessor may terminate Lessee's rights under this Agreement; (e) with respect to each Vehicle, Lessor may recover from Lessee all amounts owed by Lessee under Sections 3(b) and 3(c) of this Agreement (and, if Lessor does not recover possession of a Vehicle, (i) the estimated wholesale value of such Vehicle for purposes of Section 3(c) shall be deemed to be \$0.00 and (ii) the calculations described in the first two sentences of Section 3(c) shall be made without giving effect to clause (ii) in each such sentence); and/or (f) Lessor may exercise any other right or remedy which may be available to Lessor under the Uniform Commercial Code, any other applicable law or in equity. A termination of this Agreement shall occur only upon written notice by Lessor to Lessee. Any termination shall not affect Lessee's obligation to pay all amounts due for periods prior to the effective date of such termination or Lessee's obligation to pay any indemnities under this Agreement. All remedies of Lessor under this Agreement or at law or in equity are cumulative.

15. ASSIGNMENTS: Lessor may from time to time assign, pledge or transfer this Agreement and/or any or all of its rights and obligations under this Agreement to any person or entity. Lessee agrees, upon notice of any such assignment, pledge or transfer of any amounts due or to become due to Lessor under this Agreement to pay all such amounts to such assignee, pledgee or transferee. Any such assignee, pledgee or transferee of any rights or obligations of Lessor under this Agreement will have all of the rights and obligations that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favor of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing. Lessee acknowledges and agrees that the rights of any assignee, pledgee or transferee in and to any amounts payable by the Lessee under any provisions of this Agreement shall be absolute and unconditional and shall not be subject to any abatement whatsoever, or to any defense, setoff, counterclaim or recoupment whatsoever, whether by reason of any damage to or loss or destruction of any Vehicle or by reason of any defect in or failure of title of the Lessor or interruption from whatsoever cause in the use, operation or possession of any Vehicle, or by reason of any indebtedness or liability howsoever and whenever arising of the Lessor or any of its affiliates to the Lessee or to any other person or entity, or for any other reason.

Without the prior written consent of Lessor, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

16. MISCELLANEOUS: This Agreement contains the entire understanding of the parties. This Agreement may only be amended or modified by an instrument in writing executed by both parties. Lessor shall not by any act, delay, omission or otherwise be deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Giving of all notices under this Agreement will be sufficient if mailed by certified mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective one (1) day after deposit in the United States mail, duly addressed, with certified mail, postage prepaid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in multiple counterparts (including facsimile and pdf counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law. All of the representations, warranties, covenants, agreements and obligations of each Lessee under this Agreement (if more than one) are joint and several.

17. SUCCESSORS AND ASSIGNS; GOVERNING LAW: Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

18. NON-PETITION: Each party hereto hereby covenants and agrees that, prior to the date which is one year and one day after payment in full of all indebtedness of Lessor, it shall not institute against, or join any other person in instituting against, Lessor any bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings or other similar proceeding under the laws of the United States or any state of the United States. The provisions of this Section 18 shall survive termination of this Master Equity Lease Agreement.

19. NON-APPROPRIATION: Lessee’s funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is a municipal corporation, is precluded by the County or State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the County or State to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. The parties further agree that should the County or State fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination. In addition, Lessor reserves the right to be paid for any reasonable damages. These reasonable damages will be limited to the losses incurred by the Lessor for having to sell the vehicles on the open used car market prior to the end of the scheduled term (as determined in Section 3 and Section 14 of this Agreement).

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Master Equity Lease Agreement as of the day and year first above written.

LESSOR:	Enterprise FM Trust
By:	Enterprise Fleet Management, Inc. its attorney in fact
LESSEE: _____	Signature: _____
Signature: _____	By: _____
By: _____	Title: _____
Title: _____	Address: _____
Address: _____	_____
_____	_____
Date Signed: _____, _____	Date Signed: _____, _____

CITY COUNCIL WORKSHOP STAFF REPORT



Agenda Date: 11/1/2022

Subject: Resolution 2022-15 Comprehensive Procurement Policy - Updates

Contact Person/Department: Barb Stevens, Finance

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

REVIEW: Resolution 2022-15 Amending the Comprehensive Procurement Policy No P-2-2018 - Update October 2022

SUMMARY/BACKGROUND:

The purpose of the Procurement Policy document is to implement the requirements of state and federal law with regard to procurement and bidding on public contracts for public works, goods, services, supplies and materials.

In May 2018, the City Council approved Resolution 2018-15 adopting policy P-2-2018 Comprehensive Procurement Policy. This policy provides consistent procedures for all departments to procure goods and services in compliance with state law for City operations and to award contracts for public works projects in compliance with state law applicable to non-charter optional municipal code cities. Additionally, the policy addresses conflicts of interest, appearance of fairness, and codes of conduct.

After adoption, further edits that enhanced clarity, provide greater consistency, and other minor non-substantive edits were determined to be necessary. Council approved Resolution 2018-20 in June 2018, that added a "Revisions" section that authorized the Finance Director to make minor, non-substantive, and/or procedural changes to Policy P-2-2018 without further approval of the council.

Many non-substantive changes are being proposed in this update that add clarity, definitions, procedures, and correct minor errors. A list of the changes can be found in the proposed updated policy along with previous changes listed by revision date.

For ease of review, the edited policy attached is shown with "track changes - all markups", yet I've excluded comments and formatting changes. As such, the table shown on the 7th page of the policy replaces the table on the 8th.

The substantive changes being proposed are as follows:

- Increasing the Mayor and City Administrators approval limits from \$100,000 to \$250,000 for budgeted purchases and agreements. These would no longer need to come to City Council for additional approval.
- During a previous update, the Limited Small Works Roster Process for contracts under \$35,000 was erroneously removed. This process is being added back in.
- "Other Services" have been separated from Architect & Engineering Services as the City is not legally required to solicit bids for the "other services" such as Personal Services and Purchased Services. "Required" procurement procedures and thresholds have been removed, and thresholds listed are "recommendations" only. The Mayor or City Administrator may require bidding in line with the recommended thresholds.
- Per Council discussions, the staff reporting requirement for budgeted expenditures over \$10,000 has been removed throughout.
- Directors have been given authority to delegate their purchase limits to staff via written delegation to Finance
- Criteria for delegating Department Heads with the authority to sign contracts has been added. This is limited to contracts that are budgeted, under \$50,000, and are limited to a 1 year duration. Exclusions to this are Interlocal Agreements (ILA) and grant agreements which must be signed by the CA or Mayor.
- Additionally, language has been added to encourage the consideration of recycled materials and products made in the USA.

A draft resolution will be provided to the Council separately.

APPLICABLE CITY POLICIES:

LSMC 3.50; RCW 35A.40.210; RCW 35.22.060; RCW 39.04.155

ATTACHMENTS:

1. Draft Procurement Policy 2022
2. Procurement Policy PPT- Council 11.01.2022
3. Resolution 2022-15 Comprehensive Procurement Policy Revisions 11.1.2022



POLICY NO.

P-2-2018

COMPREHENSIVE PROCUREMENT POLICY

ONE COMMUNITY AROUND THE LAKE

Updated October 8, 2022

City of Lake Stevens
Procurement Policy P-2-2018

Policy Effective: May 22, 2018

Revisions:

October 29, 2020:

- I P-2-2018 Procurement Policy Summary Table
 - Update Public Works – Minimal to ≤\$75,500/≤\$116,155 and update Approvals
 - Update Public Works – (Single) Day Labor to ≤\$75,500
 - Update Public Works – (Multi) Day Labor to ≤\$116,155
 - Eliminate Limited PW Process (Part of SWR – min 3 quotes) from \$10,000 - \$35,000
 - Update Public Works – SWR to ≤\$350,000
 - Update Public Works – Formal to >\$350,000
 - Update Public Works – Formal (if not using SWR) to >\$75,500/>\$116,155
- XII Purchase of Public Works Construction Activities - Public Works Table
 - Update Minimal Competition Threshold to \$0 - ≤\$75,500/ ≤\$116,155
 - Eliminate \$0 - \$34,999 Limited PW Process
 - Update SWR Process to ≤\$350,000
 - Update Formal Competitive Process to >\$350,000
- XII – A. City Labor Force – Update single and multi-craft amounts to ≤\$75,500/≤\$116,155
- XII – C. Small Works Roster – Update threshold amounts to <\$350,000
- XXIII Federal Award Standards Procurement Table
 - Updated for City Public Works thresholds

September 14, 2021:

- III – Services: Technology Systems and Services – removing reference to computers, tablets, and “off the shelf” software; these purchases are considered Materials, Supplies and Equipment.
- X – Controlled Commodities: Telecommunications and Data Processing –
 - Change reference from IT Manager to IT Department
 - Correct typographical error related to “competitive negotiation” process threshold from \$15,000 to \$150,000.

October 8, 2022:

- I P-2-2018 Procurement Policy Summary Table
 - Public Works
 - Increase Mayor/City Administrator Approval limits to \$250,000
 - Add Limited SWR Process (All or min 3 quotes) <\$35,000
 - Professional Services – Architect & Engineering
 - Removed Non-Professional Personal & Purchase Services)
 - Increase Mayor/City Administrator Approval limits to \$250,000
 - “Other Services” (Purchased, Personal & Professional other than A&E Services)

- Separate from Architect & Engineering
 - Remove requirement for competitive procurement procedures unless directed by Mayor or City Administrator
 - Updated *Recommended* Thresholds and Approvals
 - Direct Selection/Negotiation <\$50,000 – Department Head Approval
 - Informal (Solicit 3 Quotes) \$50,000 - \$250,000 – CA/Mayor Approval
 - Formal Bidding (Not Sealed) Request for Proposals >\$250,000 – Council Approval
- Purchasing (Non Public Works Related)
 - Increased Thresholds and Approval Limits
 - Direct Purchasing <\$50,000 – Department Head Approval
 - Informal (Solicit 3 Quotes) \$50,000 - \$250,000 – CA/Mayor Approval
 - Formal Bidding – RFB (Sealed or Not) >\$250,000 – Council Approval
- Added Federal Guidelines Section
- Updated Notes Section
 - Deleted Council Reporting Section
 - Public Works Contracts – Intents & Affidavits Requirement
 - Public Works Contracts – Retainage & Bond Requirement
 - Small Works Roster – Updated Council Award Threshold to \$250,000
 - Purchase Authority – Added Delegation of Signature Authority
 - Contract Signature Authority – Added Criterion for Delegated Department Head Authority
- III Defining the Need
 - Determining the Cost – Include additional considerations
- VI Signature Authority
 - Updated Signature Authority to Conditionally Allow Department Heads to Sign Contracts
 - Increased CA/Mayor Approval Threshold \$250,000
- IX-2 Responsibility Criteria for Contractors - Federal Contracts – Federal Debarment
 - Updated Entity Search Web Address
- X Controlled Commodities- Updated “Competitive Negotiation” Threshold
- XI Purchase of Materials, Supplies, Equipment – Purchasing Table
 - Update Direct Purchasing <\$50,000 – Department Head Approval
 - Update Informal (Solicit 3 Quotes) \$50,000 - \$250,000 – CA/Mayor Approval
 - Update Formal Bidding – RFB (Sealed or Not) >\$250,000 – Council Approval
 - Removed Council Reporting Requirement
 - Added Documentation Requirement for Phone Quotes
 - Added Delegation of Purchasing Authority
- XI-C Travel & Reimbursement Policy – Updated Reference to Travel Policy
- XI-D Procedures to Obtain Quotes (\$50,000 - \$250,000)
 - Updated Thresholds \$50,000 - \$250,000
 - Updated Phone Quote Threshold ≤\$50,000
 - Written Quotes Required >\$50,000
 - Change Language from “Obtain” to “Solicit”
 - Include Language to Consider Recycled Materials and Made in USA
- XI-E Procedure for Formal Bids or RFPs – Over \$250,000
 - Updated Threshold
 - Include Value Purchasing Criteria in Addition to Lowest Bidder
- XI-F Cooperative Purchasing

- Added Documentation Requirements
- XII Purchase of Public Works Construction Activities
 - Include Language to Consider Recycled Materials and Made in USA
- XII Purchase of Public Works Construction Activities - Public Works Table
 - Update Approval Thresholds
 - Update Formal Competitive Process to >\$350,000
- XII-B On-Call/Unit Priced Contracts
 - Update Task/Work Order Approval Thresholds
 - Removed Council Reporting Requirement
- XII-C Small Works Roster
 - Update Approval Thresholds
- XII-E Procedure for Competitive Bids
 - Include Value Purchasing Language
- XII-G Change Orders
 - Update City Administrator Approval Threshold
- XIII Purchase of Architect and Engineering Services – Table
 - Update Approval Thresholds
- XIV Purchase of Ordinary or “Purchased” Services (Recommended)
 - Removed Requirement for Competition – Unless Federally Funded
- XIV Purchase of Ordinary or “Purchased” Services – Table
 - Updated *Recommended* Thresholds and Approvals
 - Direct Selection/Negotiation <\$50,000 – Department Head Approval
 - Informal (Solicit 3 Quotes) \$50,000 - \$250,000 – CA/Mayor Approval
 - Formal Bidding (Not Sealed) Request for Proposals >\$250,000 – Council Approval
 - Removed Council Reporting Requirement
- XV Purchase of Professional Services
 - Removed Requirement for Competition Unless Federally Funded or Directed by Mayor or City Administrator
 - Update Contract Review Procedure
- XV Purchase of Professional Service – Table (*Recommended – Not Required*)
 - Update Direct Purchasing <\$50,000 – Department Head Approval
 - Update Informal (Solicit 3 Quotes) \$50,000 - \$250,000 – CA/Mayor Approval
 - Update Formal Bidding – RFB (Sealed or Not) >\$250,000 – Council Approval
 - Removed Council Reporting Requirement
- XVI Purchase of Personal Services
 - Removed Requirement for Competition Unless Federally Funded or Directed by Mayor or City Administrator
 - Update Contract Review Procedure
- XVI Purchase of Personal Service – Table (*Recommended – Not Required*)
 - Update Direct Purchasing <\$50,000 – Department Head Approval
 - Update Informal (Solicit 3 Quotes) \$50,000 - \$250,000 – CA/Mayor Approval
 - Update Formal Bidding – RFB (Sealed or Not) >\$250,000 – Council Approval
 - Removed Council Reporting Requirement
- XVII How to Lease
 - Removed Legal Review Requirement for Leases
 - Updated Bidding and Approval Threshold
 - Added Requirement for Reporting Standard Analysis
- XVIII Exemptions to Competitive Bidding Requirements

- Purchasing Involving Special Facility or Market Conditions
 - Added Lack of Competition Language
- XIX How to Declare a Sole Source (or Single Source)
 - Updated Determination Guidance
 - Updated Approval Thresholds
- XXIII Federal Award Standards
 - Updated Thresholds to Match Uniform Guidance
 - Added Simplified Acquisition Threshold (SAT)
 - Updated Table Thresholds to Match Uniform Guidance
- XXIV Definitions
 - Budget Adjustments – Removed Council Reporting Requirement
 - Contract – Updated to Allow for Delegated Signature Authority
 - Personal Service Contract - Updated to Allow for Delegated Signature Authority
 - Responsible Bidder – Updated to Allow Director to Determine Criteria

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I. P-2-2018 PROCUREMENT POLICY SUMMARY TABLE

P-2-2018 Procurement Policy Summary Table					
Procurement Type		Requested (must be budget)			
		Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
PUBLIC WORKS	Thresholds				
Public Works - Minimal Competition Process	≤\$75,500/ ≤\$116,155			X	
Public Works - (Single) - Day Labor	≤\$75,500		X		
Public Works - (Multi) - Day Labor	≤\$116,155		X		
Public Works - Limited Small Works Roster (All or min 3 quotes)	<\$35,000		X		
Public Works - Small Works Roster (All or min 5 quotes)	<\$350,000			\$250,000	>\$250,000
Public Works - Formal Bid Process	≥ \$350,000				X
Public Works - Formal (If Not using Small Works Roster)	> \$75,500/ >\$116,155			X	
Procurement Type		Requested (must be budget)			
PROFESSIONAL SERVICES	Thresholds	Staff	DH	CA/Mayor	Council
Architect & Engineer (RCW39.80)	Qualification Based			\$250,000	>\$250,000
Procurement Type		None Required By RCW - Recommended Only (must be budgeted)			
OTHER SERVICES	Thresholds	Staff	DH	CA/Mayor	Council
(Purchased, Personal & Professional other than A&E Services)					
Direct Selection/Negotiation	<\$50,000		X		
Informal (Solicit 3 Quotes)	\$50,000 - \$250,000			X	
Formal Bidding - (not sealed) Request for Proposals	>\$250,000				X
Procurement Type		Requested (when included in budget)			
PURCHASING (NON PUBLIC WORKS RELATED)	Thresholds	Staff	DH	CA/Mayor	Council
Purchasing - Direct Purchase	<\$50,000	<\$1,000	X		
Purchasing - Informal (Solicit 3 Quotes)	\$50,000 - \$250,000			X	
Purchasing - Formal Bidding - RFB (sealed or not)	>\$250,000				X
FEDERAL GUIDELINES (ONLY WHEN FEDERAL FUNDS ARE USED - MUST USE STRICTER GUIDELINES)	Public Works	A & E Services		Other Services	Purchasing
Micro purchase (competition not required)	<\$10,000	See thresholds above		<\$10,000	<\$10,000
Small Purchase Procedures	See thresholds above				
Sealed bids/ Competitive Bids	\$250,000	See thresholds above			
Notes					
paid.					
Public Works Contracts: Most contracts require retainage and bonds.					
Cooperative Purchasing: There is no requirement for competition when purchasing from State Contracts or other contracts covered by an interlocal agreement. However, for other than State Contracts, Finance needs to be consulted to assure compliance with RCW 39.34. Purchasing approval thresholds apply.					
Small Works Roster: May be used for public works projects less than \$350,000. Participating pre-qualified contractors in appropriate work category are notified of bidding opportunities. There's no need to advertise projects or have public bid opening. Council awards contracts over \$250,000. A limited PW Process may be used <\$35,000 in conjunction with the SWR.					
Purchasing Authority: Director may delegate purchasing authority limits to department staff by written delegation to Finance.					
Contract Signature Authority - Mayor and City Administrator may delegate contract signing authority to Department Heads if ALL of the following criteria are met:	1) Budget Purchase	2) ≤\$50,000	3) ≤1 year	4) Not an ILA	5) Not a Grant
Federal Funding: If any federal funds are used, including pass-thru grants/loans, please refer to the Federal Code of Conduct and Federal Award Standards sections of the Comprehensive Procurement Policy and follow the requirements set forth in the Federal Procurement table.					



Procurement Type	Requested (when included in budget)				
	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
PUBLIC WORKS					
Public Works - Minimal Competition Process	≤\$75,500/ ≤\$116,155			\$100,000	>\$100,000
Public Works - (Single) - Day Labor	≤\$75,500		X		
Public Works - (Multi) - Day Labor	≤\$116,155		X		
Public Works - Small Works Roster (All or min 5 quotes)	<\$350,000			\$100,000	>\$100,000
Public Works - Formal Bid Process	≥ \$350,000				X
Public Works - Formal (If Not using Small Works Roster)	> \$75,500/ >\$116,155			\$100,000	>\$100,000
Procurement Type	Requested (when included in budget)				
	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
PROFESSIONAL SERVICES					
Professional Services (Architect & Engineer) RCW39.80	Qualification Based			\$100,000	>\$100,000
Non-Professional (Personal & Purchase of Services)					
Direct Selction/Negotiation	<\$15,000			X	
Informal (Minimum 3 Quotes)	\$15,000 - \$100,000			X	
Formal Bidding - (not sealed) Request for Proposals	>\$100,000				X
Procurement Type	Requested (when included in budget)				
	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
PURCHASING (NON PUBLIC WORKS RELATED)					
Purchasing - Direct Purchase	<\$15,000	<\$1,000	X		
Purchasing - Informal (3 Quotes)	\$15,000 - \$150,000		\$50,000	>\$50,000	
Purchasing - Formal Bidding - Request for Bids (sealed or not)	>\$150,000			X	
Council Reporting: All purchases made and/or contracts executed over \$10,000 and less than Council approval threshold, must be reported to Council at their next Regular Council Meeting. These may be reported through "Department Report" or by other means.					
Cooperative Purchasing: There is no requirement for competition when purchasing from State Contracts or other contracts covered by an interlocal agreement. However, for other than State Contracts, Finance needs to be consulted to assure compliance with RCW 39.34. Purchasing approval thresholds apply.					
Small Works Roster: May be used for public works projects less than \$350,000. Participating pre-qualified contractors in appropriate work category are notified of bidding opportunities. There's no need to advertise projects or have public bid opening. Council awards contracts over \$100,000. A limited PW Process may be used ≤\$35,000 in conjunction with the SWR.					
Federal Funding: If any federal funds are used, including pass-thru grants/loans, please refer to the Federal Code of Conduct and Federal Award Standards sections of the Comprehensive Procurement Policy and follow the requirements set forth in the Federal Procurement table.					

~~VIII.~~II. OVERVIEW

Purpose: The purpose of this document is to implement the requirements of state law regarding procurement and bidding on public contracts for public works, goods, services, supplies and materials. It is the City's policy to follow state requirements regarding the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud and favoritism in their award.

Controlling Laws: The expenditure of public funds for the purchase of and contracting for, goods, services, supplies and materials shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable local and federal laws and regulations.

Monitoring and Compliance: The department heads shall implement, monitor and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the Finance Director for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline. See RCW 39.30.020.

Proper Authorization: Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City, and subject to disciplinary action.

~~IX.~~III. DEFINING THE NEED

Before determining the procurement method and approval authority, the type of purchase must be established. The major categories of purchases include:

Public Works: ([RCW 39.04](#))

Includes all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the City:

- Examples: demolition, remodeling, renovation, road construction, building construction, and utilities construction;
- Ordinary maintenance is not specifically defined in RCW 39.04 but is generally considered to include work not performed by contract and performed on a regular basis to service, check or replace items that are not broken;
- For purposes of prevailing wage requirements, public works includes ordinary maintenance when performed by contract.

Materials, Supplies and Equipment

Materials, supplies and equipment are considered tangible items which are manufactured and are moveable at the time of purchase. It is important to distinguish between materials, supplies and equipment used in public works contracts as opposed to non-public works contracts as different bidding requirements apply to each.

Examples: Office supplies, off the shelf software, hardware, trucks, copy machines, auto parts, gravel, janitorial supplies.

Services

Services are the labor, time, or effort of a human being. Distinguishing between services and public work is also important, as services may also have different bidding requirements. The City has four classifications of services:

➤ **Professional Services:**

Services provided by independent consultants that require specialized knowledge, advanced education, professional licensing or certification and where the primary service provided is mental or intellectual, involving the consistent exercise of judgment and discretion.

Examples: accountants, attorneys, consultants, graphic artists.

➤ **Architectural and Engineering Services (A&E Services):**

These services are to be acquired under the authority and procedures outlined in [RCW Chapter 39.80](#).

Examples: Engineers, land surveyors, architects, and landscape architects.

➤ **General Services/Purchased Services:**

All other service-related work that is not considered a public work or professional service. Most often these are routine in nature (i.e.: yearly, monthly, weekly, etc.)

Examples: Building maintenance, elevator maintenance, automotive services, and instructors.

➤ **Technology Systems and Services:**

Any technology hardware or software system purchase, or maintenance agreement.

Examples: Servers, annual licensing agreements, custom software, technology consulting.

Determining the Cost

Once a need has been defined, the estimated cost of the goods and/or services will generally determine what competitive selection process you will need to follow. Estimated costs for competitive bidding purposes must include:

- All construction related work (but not engineering/architectural design fees, as all A&E must be selected based on qualifications before cost is negotiated);
- All phases of the project;
- Any internal permitting costs of the project;
- All applicable sales and use taxes;
- [The full duration of a contract;](#)
- [Estimated need for like-kind items within the calendar year.](#)

The cost estimate should not include donated materials, labor, supplies, etc.

~~X~~.IV. PURCHASING CODE OF ETHICS

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to apply and give guidance to all employees so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and of the City of Lake Stevens.

To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics regarding public contracting:

- Actions of City employees shall be impartial and fair.
- Government decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure.
- Public employment shall not to be used for personal gain, and City employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding on the contract.
- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. This conflict of interest extends beyond the individual employee, officer, or agent to include that individual's immediate family members, partner, and other employers.

~~X~~.V. PROHIBITED PRACTICES

- Collusion among bidders. Agreement or collusion among bidders or prospective bidders to either buy or sell in restraint of freedom of competition, be as agreement to bid a fixed price or otherwise, shall render the bids void. Such bidders may be subject to possible exclusion from future bidding with the City when determined by the City Administrator to be in the best interest of the City.
- Disclosure of Formal Bid Contents. Disclosure in advance of opening bids of any information contained in the sealed or formal bid made or permitted by a City Officer or employee may render each bid void by the City. Notwithstanding anything herein to the contrary, bids submitted by bidders taking advantage of any information revealed contrary to this section shall at once become null and void.
- Gratuities. Except for normal business and social courtesies, or donation publicly given and accepted, the acceptance of any gift or gratuity in the form of cash, merchandise or services of significant value by an official or employee of the City from any vendor or contractor in return for a commitment to continue or initiate a purchasing agreement is prohibited
- Employee-Owned Businesses. Generally, City goods or services shall not be obtained from businesses in which City officials, employees or their immediate

family members have a majority ownership interest except as allowable by RCW 42.23.030.

- Sale of Materials and Supplies. The City shall not use its purchasing power or lend its credit to acquire goods or services for any private party, nor shall the City sell its materials or supplies to City officials, employees, or the public except when said materials have been declared surplus and disposed of as provided herein
- Conflict of Interest. An employee is not to participate directly or indirectly in a procurement when they are aware of or know there is a conflict of interest.
- Solicitation of Donations. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement
- Bid Splitting: Issuing several PO's or orders under the dollar limit or breaking a project into phases to avoid bidding is against state law. Combine the total of foreseen identical items purchased at the same time or similar items (or items that are used together) within a calendar years' time, in which the cost exceeds competition limits or when it is determined that volume discounts can be obtained by combining City wide usage (i.e. office supplies, laundry services, janitorial paper products, etc.)

All local governments in Washington are subject to the state's Conflicts of Interest statute ([Chapter 42.23 RCW](#)). Generally, municipal officers are prohibited from having financial interests in contracts made by or under the officer's supervision or for the benefit of their office. RCW 42.23.020(2) defines "municipal officer" rather broadly and basically means any city employee acting on behalf of the City. RCW 42.23.020(3) defines "contract" as including any contract, sale, lease or purchase.

Violating these rules can bring serious penalties, including monetary fines, nullification of contracts, and possible forfeiture of employment. Common sense can be a good guide in this area of the law, but sometimes gray areas can create confusion and uncertainty. If you are concerned about a specific situation, consult with Legal Counsel.

XII.VI. _____ SIGNATURE AUTHORITY

~~Department Heads DO NOT have the authority to sign contracts. Only the Mayor, or the City Administrator, as authorized designee, have certain delegated authority to sign contracts. See Definitions Section to determine what constitutes a "Contract".~~

The Mayor has ultimate signature authority for the City of Lake Stevens. As authorized designee, the City Administrator has authority to sign contracts, including Interlocal Agreements, up to \$~~100~~250,000 and approve all budgeted purchases without dollar limitation.

Department heads may sign a contract if it meets the following conditions:

- Budgeted purchase

- \$50,000 or less
- No more than one year in duration
- Not a funding source. Funding source contracts, such as grants, all need to be approved and signed by the City Administrator or Mayor.*
- Note: Interlocal/Intergovernmental Agreements (ILA) must be approved by Council and signed by the Mayor or City Administrator

**The Mayor, or City Administrator, may delegate short term revenue agreements to be signed by the Department Head or their designee. Example is off duty patrol assisting with traffic mitigation for a construction contractor.*

~~XIV.~~VII. PURCHASE ORDERS & REQUISITIONS

Requisitions and Purchase orders are preferred for encumbering funds and determining budget prior to ordering goods or services, yet are not required by the City. Only Finance and select purchasers (as limited by system security set-ups) have the authority to produce Purchase Orders for the City of Lake Stevens. ONLY Finance has the authority to commit a Purchase Order within the system. If you need a hardcopy of a PO for any dollar amount, contact Finance and we will create one and email it to you.

~~XV.~~VIII. GRANT & FEDERAL FUNDING

Purchases made or work performed with Federal grant funds must follow the standards identified in the Federal Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (OMB Title 2, Subtitle A, Chapter II, Part 200. See Federal Code of Conduct and Federal Award Standards sections for summary requirements.

Please note, the federal government does not recognize Washington State's Small Works alternative procedures or thresholds. **Do not use SWR procedures or thresholds if any federal funding is included or used.**

ALL GRANTS ARE DIFFERENT, so one size does not fit all. Some grants simply require you to use your own procurement rules, while others require you to insert their contracting clauses into your contract.

Please note that all grant applications, without limitation, must be signed by the Mayor. Additionally, all Federal grant reimbursement requests must be signed by the Mayor, designees are not permitted.

Prior to initiating any purchases or contracts with federal funds, the responsible administrator will document that the procurement complies with the requirements of RCW 57.08.050 and Uniform Guidance (note: the most restrictive procurement method will be used whether it be federal, state, or local law). A copy of the documentation shall be retained in the department files.

~~XVI.~~ IX. **INSURANCE/LICENSES/PREVAILING WAGES**

When hiring anybody to do anything for the City, there are FOUR requirements that need to be met.

1. Certificates of Insurance

Before any contractor is allowed to work on City property (no matter the dollar amount of the work), contact City Clerk or Risk Management to determine if a Certificate of Insurance is required. If required, the contractor must furnish the City with a Certificate of Insurance, naming the City of Lake Stevens as primary & noncontributory **additional insureds with an additional attached endorsement.**

Certificates of Insurance are a complex issue, so please contact the City Clerk or Risk Manager to discuss Insurance Requirements and what the limits of coverage should be, according to how much risk is involved (Insurance requirements are determined by the City Risk Manager).

2. Responsibility Criteria for Contractors:

- Washington State Contractor's License/Federal Registration –It is unlawful for the City to hire anyone to do construction work on our property that does not have a valid State of Washington Contractor's License. You may look up a Contractor, Electrician or Plumber at: <https://fortress.wa.gov/lni/bbip/>
- Department of Revenue Business Records Database: <https://secure.dor.wa.gov/gteunauth>
- Verify Workers' comp Premium Status: <https://fortress.wa.gov/lni/crpsi/>
- Check for debarment: **State of Washington**
<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>

FEDERAL CONTRACTS - Federal Debarment:

It is unlawful to hire any firm to do business with the City that is not registered and in good standing with the US Government. You can check the status of an entity so see if they have been debarred at <https://www.sam.gov/portal/SAM/##11search>. Print out the resulting page (even if no records were found) and file it with your paperwork for audit. Please contact Finance if assistance is needed.

3. City of Lake Stevens Business License

A City of Lake Stevens Business License is also required for any business working inside the City limits. The vendor may contact the Department of Revenue at www.dor.wa.gov

4. Prevailing Wage Requirements

Chapter 39.12 RCW is the **Washington State Public Works Act**, also known as the Prevailing Wage Law. This law requires that workers be paid certain hourly wages for all public work and public service maintenance contracts, no matter what the dollar amount!

This Prevailing Wage law was enacted to protect the employees of contractors performing public works construction/maintenance from substandard earnings, and to preserve local wage standards.

The Department of Labor and Industries administers the law; the Attorney General prosecutes violators; and the State Auditor ascertains if our policies, practices and procedures meet the requirements of the law.

Owner/Operators that do not have any employees do not need to pay themselves prevailing wages, however, they do still need to file Intents and Affidavits with the Department of Labor and Industries and list in section 3 of the form that they are Owner/Operator.

Any worker, laborer or mechanic performing public work must be paid prevailing wages. It does not usually apply to work that is clerical, executive, administrative or professional (grant funded projects may be an exception).

~~XVII.X.~~ CONTROLLED COMMODITIES

The following items require approval from designated people. They are:

- Computers and related equipment, cell phones, fax machines, printers, scanners and copiers, software or systems - **IT Department**.
- Anything Technology Services is requested or required to install, connect, service, maintain or support – **IT Department**

New Procurement - Technology

The purchasing of hardware, software, licensing, and technical services carries a set of unique requirements, risks, and challenges.

Types of technology (IT) purchases:

Purchase Type	Definition	Taxable
Hardware	Purchase of computer hardware components.	Yes
Software- Off the Shelf w/Installation	Purchase of off-the-shelf software including installation. See <u>RCW 39.04.270</u>	Software – Yes Installation - No
Software – Customized	Purchase of software with programming and customization. See <u>RCW 39.04.270</u>	No
Annual Maintenance Agreements	Agreement to maintain City systems	Yes
Hosted Software (SaaS)	IT services and software provided in a hosted, or cloud, environment.	Varies
Technical/Professional Services	Professional services in support of hardware, software, and networks	No

Telecommunications and Data Processing

When purchasing telecommunications and data processing (computer) equipment or software costing above \$~~150~~250,000, the City may follow a “competitive negotiation” process as an alternative to the bid process. [RCW 39.04.270\(3\)](#) allows purchases through use of an alternative competitive negotiation process requiring, at a minimum, the following steps:

- A request for proposals (RFP) must be published in the newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The City must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- The award must be made to the qualified bidder whose proposal is “most advantageous” to the City. The City may reject all proposals for good cause and request new proposals.

Technology Software & Services – Competitive Process

Technology Systems and Services Purchases include any technology hardware or software system purchase or maintenance agreement.

Hardware/Software Annual Maintenance Agreements

There are two types of annual maintenance agreements:

Sole Provider

When annual maintenance of a City system is performed by the sole proprietor/vendor of that hardware/software, and there are no other maintenance providers available, a competitive process is not reasonable. For these situations, annual maintenance agreements are treated as standalone agreements (costs are not aggregated to the original purchase agreements).

If the first year of annual maintenance costs are included in the original purchase, the costs should be aggregated together, because we would not be paying for the annual maintenance without the purchase of the software. The reference to the annual maintenance costs should be included in the Council Agenda when Council approval is required.

Multiple Providers

When there are multiple maintenance providers available for a particular system, and competition clearly exists for the service, a quote or RFP process may be required depending on the dollar amount.

SaaS (Software as a Service) and Hosted Software Agreements

SaaS (Software as a Service) and Hosted Software agreements are IT services and software provided to the City in a hosted, or cloud environment, versus provided on the City's own computer infrastructure (e.g. servers and networks).

Because City data may be handled, accessed, or stored by the SaaS application provider, the security of this data is very important. It is imperative that IT be contacted prior to purchasing any SaaS product. In addition, these agreements may result in a long term solution for the City and a competitive process may be required regardless of initial cost.

When the department receives an invoice for annual (or periodic) payment, the invoice(s) will be processed through the typical invoice approval/process.

SaaS agreements are treated the same as other standard contract agreements.

XVIII.XI. PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT

Unrelated to Services, A&E or Construction/Public Work

It is the Department Heads responsibility to appoint who shall make purchases for their department on the City's behalf under the respective quote limits.

Only authorized purchases used to conduct City business, consistent with the City priorities and state and local laws that are within predetermined budgets, are allowed.

THRESHOLDS – (per calendar year for one or more identical, similar or like items, and items used in conjunction with one another):

PURCHASING		
\$ -0- to \$14,99949,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files solicit multiple quotes (phone* or written).	Staff may approve purchases up to \$1,000*; Department Directors may approve purchases up to \$49,999
\$1550,000 to \$150250,000	Solicit Obtain 3 Documented Quotes	Department Directors may approve purchases up to \$49,999; City Administrator/Mayor may approve all purchases

	<i>Phone quotes are acceptable up to \$35,000. Written quotes are required over \$35,000.</i>	
Over \$150,000	Formal Bid or RFP <i>Sealed bids may be required over \$250,000</i>	City Administrator/Mayor may approve purchases
Council approves purchases through the expenditure authorization process. City Council pre-approval is not required for <i>budgeted</i> purchases at any dollar amount. Department Directors are required to notify City Council of all purchases made above \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

*Phone quotes must be documented to demonstrate compliance. This would typically mean keeping a log of 1) Vendor, 2) Vendor rep you reached out to, 3) date, and 4) bid amount.

**Department Directors may delegate purchasing authority limits to department staff by written delegation to Finance.

All dollar limits include freight, handling, and set-up cost, plus appropriate sales tax. If there will be a trade-in, the dollar limit is of the gross purchase, not the net purchase after trade-in.

Local Business Open Accounts: The City may establish open accounts at local businesses, and purchases on these accounts may be made only by authorized City employees.

A. **HOW TO OBTAIN A VENDOR NUMBER**

Vendor numbers are assigned through the City's accounting software. Vendors must be in the system prior to making purchases. To create a new vendor, you must provide Finance with the vendor's completed W9. If the vendor is already in the system or is a City employee or a Board or Commission member, a W9 is not needed.

B. **PAYMENTS**

Specify where the vendor needs to send an invoice at time of the order. Utilize the city's mailing address or for electronic invoices, use the city's specified "invoicing" email address. **All questions regarding payments should be directed to the Finance Department's Accounts Payable staff.**

CITY CREDIT CARDS PURCHASES:

- **All procurement policies still apply**
- Cash advances are prohibited.
- Expenditures paid with a City credit card shall be made in the amount of actual expenditures.
- The Finance Director or designee shall serve as the custodian of the City's credit cards.

- Employee's not assigned a credit card and desiring to utilize a City credit card shall request the card through their Department Director. The Department Director shall request an additional account for the employee through the Finance Director.
- Any employee using the City's credit card to make a City purchase shall submit receipts for said purchases to the Finance Department the next business day that the employee is back in the office.
- **In no event, shall the City's credit card be used for the acquisition of alcohol or personal goods or services of any kind.**

PCARD (VISA): A PCard is an alternative way to make a payment, the use of which may be authorized by Finance. All procurement policies still apply.

C. **TRAVEL & REIMBURSEMENT POLICY: See - [PERSONNEL RULES AND POLICIES](#) [Travel Policy](#)**

D. **PROCEDURE TO OBTAIN QUOTES (\$~~1550~~,000 to \$~~150~~250,000):**

Department personnel may ~~obtain-solicit~~ phone quotes up to \$~~35~~50,000. Written quotes are required above \$~~35~~50,000.

- Department contacts three vendors for quotations. Be sure technical information defines acceptable quality and ensure vendors are quoting on equal and comparable items. All vendors must be provided the same information. If one vendor offers an acceptable alternative, **new quotes must be requested, using the alternate specifications.**
- The City will not pay for any technical information from the vendor. If the information is to be shared with other vendors, it must be stated so up front. If you use a vendor's technical information without their approval, you may find yourself in a legal tangle.
- On-site demonstrations or delivery of preview/trial merchandise does not constitute a purchase. Competition may still be required.
- Document Quotes: Obtain freight pricing (FOB Destination), if not indicated by vendor. Include vendor contact information in case we need to get a hold of them.
- Vendor selection is made based on the recommendation of the requesting department personnel, considering price, quality and product availability. In addition, materials made in the USA and/or the use of recycled materials will be considered by the requesting department. To ensure fair

competition, selection criteria should have a pre-established weight for consideration and the vendor with the highest weighted score should be selected.

- Quote documentation is attached to purchase order or invoice and filed in Finance for auditing and document retention.

E. PROCEDURE FOR FORMAL BIDS or RFP's - Over \$~~150~~250,000:

Bids/RFP's are required whenever the cost of materials, supplies, equipment or *ordinary* services exceeds \$~~150~~250,000.

Responsibilities for the Bidding/RFP process are that of the Department. The responsibilities are as follows:

- Determine the need.
- Notify the Finance Department regarding any budget transfers to cover funding.
- Create technical specifications, bid package, and check for legalities.
- If selection criteria will include more than just the lowest responsible and responsive bidder (weighted criteria), then these criteria must be included in the advertisement for bid.
- Arrange pre-bid conference, if necessary to invite contractors to discuss bid requirements.
- Advertise the Bid
- Distribute bid packages to vendors and maintain accurate vendor records.
- *If Bids are Sealed: Conduct bid opening with Clerk.*
- *If not Sealed: Document bids and do not reveal the contents to other bidders until awarded.*
- Tabulate bids and verify responsiveness.
- **AWARD:** After bids have been opened, recommend award. Bid must be awarded for the most responsive bid (lowest bid or highest weighted score) from a responsible bidder. If recommendation for award is being made to anyone other than the low bidder (or highest weighted score), attach memo stating specific reasons why the low bid is not acceptable. RFP's are awarded to the vendor who scored the most points on predetermined criteria. Don't reveal status of your recommendation to the vendor.

F. COOPERATIVE PURCHASING

Bids and/or contracts by municipalities and cooperative organizations can be used to acquire goods and services. When using a cooperative option, we are, in essence,

“piggybacking” off of the original entity’s competitive process thus eliminating the need to perform our own.

Examples include the Washington State Department of General Administration and the Department of Information Services (DIS), which both offer existing contracts for goods and services that the City may use. The City pays an annual fee to the state for the ability to piggyback off of their contracts and encourages the use of these contracts whenever possible.

Other cooperating purchase options include, but are not limited to, Sourcewell (formally National Joint Powers Alliance (NJPA)), U.S. Communities, King County Cooperative, and Interlocal agreements with other governmental agencies.

The Competitive Process

#	Task	Action
1	Confirm the City has a signed Cooperative Purchasing Agreement/Interlocal Agreement with the municipality or agency.	Work with Finance. Execute agreement if necessary.
2	Review cooperative contract/ website for piggyback requirements	Work with cooperative agent.
3	Contact vendor to verify if vendor will honor the cooperative organization’s contract pricing	Obtain details regarding all aspects of purchasing including invoicing, availability, delivery, etc.
4	Contact vendor to place order	Place order and process invoice for payment.
5	Compile all bid, award, contract documents and save electronically for future audit	Documentation of compliance with State and City procurement policies

DEPARTMENT HEADS ~~NEED TO~~MUST MAINTAIN DOCUMENTATION IN THE DESIGNATED AREA DETERMINED BY THE FINANCE DIRECTOR IN ORDER TO DEMONSTRATE PROPER PROCEDURES WERE FOLLOWED WITHOUT EXCEPTION. ~~ANY~~RECORDS OF PURCHASES MADE THROUGH THE PICKYBACK MUST ~~ALSO~~-BE MAINTAINED IN THE SAME AREA.

Completing the Purchase

- State contracts include standard terms and conditions. When piggybacking off of a state contract, all of the state contract terms and conditions apply.
- Occasionally, the City may opt to change the state’s contract requirements which will require the City to utilize its own Goods & Services Contract identifying those requirements that are unique to the City’s purchase.

Approval Process

The use of a cooperative purchase allows the City to utilize another entity's competitive process, it does not change the authorized levels for procurement and approvals. The procurement and approval process will be determined by the purchase type, as defined in this manual.

POOR PERFORMANCE? When things go wrong, don't remain silent! Remember to **DOCUMENT!!** Even if you have had on-going problems with a vendor, we will have a very hard time canceling a contract or not awarding them a new contract, unless we have proper documentation of the problem.

~~XIX.~~XII. PURCHASE OF PUBLIC WORK CONSTRUCTION ACTIVITIES

Public Work is all work, construction, alteration, repair, maintenance or improvement that the City has performed or contracted. It includes, but is not limited to:

- Demolition
- Remodeling
- Renovation
- Painting
- Road Construction
- Utilities Construction
- Offsite prefabrication of ducts, liners & steel products for Public Work
- Production & delivery of gravel, rock, concrete & asphalt (to a construction site)

Dollar thresholds of when competition is required are summarized below. It is the Department Heads responsibility to appoint who shall order work for their department on the City's behalf under the respective quote limits.

Whenever feasible, the city encourages the use of recycled construction materials in compliance with a law that went into effect January 1, 2016 (SHB1695), use of recycled materials in construction aggregate and concrete materials.

THRESHOLDS FOR PUBLIC WORKS:

Public Works		
≤\$75,500(S) / ≤\$116,155 (M)	Below an agency's bid limits, competitive bidding is not required, and agencies may seek quotes directly from individual vendors. Prevailing Wage and Insurance still required!	Awarded/Approved by Mayor or City Administrator
≤\$350,000	Utilize " Small Works Roster " process as described in RCW 39.04.155 . <i>If not using SWR, formal competitive bidding is required for Single Craft over \$75,500, and for Multi Craft over \$116,155</i>	Up to \$100 250 ,000 Awarded/Approved by Mayor or City Administrator; More than \$100 250 ,000 City Council must award/approve
Over \$300 350 ,000	Formal competitive bidding is required as described in RCW 39.04 ; 35.23.352 .	Awarded/Approved by City Council

A. CITY LABOR FORCE

The City may use Public Work employees to perform and execute all projects not exceeding seventy-five thousand five hundred dollars (\$75,500) if more than one craft or trade is involved, or not exceeding one-hundred sixteen thousand one hundred fifty-five dollars (\$116,155) if a single craft or trade is involved. These projects include equipment, supplies, and labor costs. All projects conducted with City Labor Force must be documented in a list format for future audit.

B. ON-CALL/UNIT PRICED CONTRACTS

On Call (Work Order) Contracts (OC/WO Contracts) are bid and awarded without a specific public works project or scope of work in mind, but rather are categorized around general types of anticipated work or trades. When a specific scope of work is identified, individual work (or task) orders are authorized based on either a not to exceed time and materials basis or on a negotiated lump sum amount, using the unit prices bid by the contractor and the contractor proceeds to complete the work. Most typically, OC/WO Contracts are used for repair, renovation, and maintenance, of public facilities, all of which are included in the definition of public works in RCW 39.04.010. These contracts are typically on an annual basis, with optional renewals, (up to the maximum contract amount).

Bidding and approval thresholds apply toward the total "master" on-call contract amount. The [Department Head approves individual task/work orders up to the limit established in the contract up to \\$50,000. The](#) City Administrator approves individual task/work orders up to ~~\$100~~[250](#),000. ~~-with notification to City Council via City Council Agenda Packet.~~ Task/work orders exceeding ~~\$100~~[250](#),000 must be approved by City Council.

- OC/WO contracts should be limited to a total dollar amount over the life of the contract to an amount less than an agency's bid limits when possible.
- Requests for bids under an OC/WC contract should incorporate unit price and lump sum price bid items as much as is practical.
- Award of an OC/WO contract should be to a responsible contractor with the lowest total price based on the sum of the unit price and lump sum bid item extensions.
- Task orders (work orders) shall be completed by the Department for each new project.
- All other ~~publie~~public work requirements apply based on contract amount and on an individual task order basis.
- If the original unit/lump sum bid items will not cover work to be accomplished, new line items may be added by change ~~orders~~orders, or the work may be accomplished under a time and materials work order if the total contract amount will not be exceeded.

C. **SMALL WORKS ROSTER**

RCW 39.04 provides small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects below three hundred fifty thousand dollars (\$350,000.00).

The Small Works Roster maintained by the Municipal Research and Services Center (www.mrscrosters.org) allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process.

Vendors/contractors selected from the Small Works Roster are not relieved from City's contract requirements.

- For contracts \$150,000 - \$350,000: If the City solicits bids from less than all the contractors listed under the appropriate category on the small works roster the City will notify the remaining contractors that quotations on the work are being sought. The City may notify the remaining contractors using any of the following options: publishing notice in a legal newspaper in general circulation in the area where the work is to be done; mailing a notice; or sending a notice by facsimile or other electronic means.
- For contracts < \$150,000: Proposals will be solicited from a minimum of five (5) qualified contractors in a specific category on the small work roster. If the roster includes less than five (5) qualified contractors, then all contractors for the category will be solicited.
- For contracts <\$35,000, a limited public works process can take the place of the SWM roster process. Electronic or written quotations will be solicited from a minimum of three (3) contractors on the small work roster.
- The contract must be awarded to the contractor submitting the lowest responsive

quote.

- Contract award and purchases over ~~one~~two hundred fifty thousand dollars (\$~~100~~250,000) requires approval and award of the City Council.

**D. PROCEDURE FOR “LIMITED PUBLIC WORK” per RCW 39.04.155(3)
(as part of Small Works Roster process) - ≤\$34,999**

For Limited Public Work (≤\$34,999~~K~~), contractors must be given a packet of information ahead of time with requirements about Responsible Bidder’s Criteria, Prevailing wage, Insurance, and some general protective clauses. (See Project Coordinator for Packet)

- Department utilizes Small Works Roster at www.mrscrosters.org to obtain vendor list (obtain sign in and password from Finance).
- Department solicits at least 3 informal bids (can notify all on roster).
- No advertisement required.
- Bid Bonds Optional.
- Payment/Performance Bonds Can Be Waived.
- Retainage Can Be Waived.
- Prevailing Wage Intents/Affidavits required.
- Insurance required.

E. PROCEDURE FOR COMPETITIVE BIDS - Over \$350,000 (Also applies to Single Craft projects over \$75,500 and Multiple Craft projects over \$116,155 if alternative SWR process is not used)

- Authorization Request. Request for authorization from City Administrator to call for bids is required except for items identified in the current approved budget. In special circumstances, the City Administrator may waive portions of the bid procedures. The “special circumstances” are limited to items where publication of bids may impinge on the safety of staff or City assets (ie: Drug Task Force vehicles).
- Publication of Notice. After authorization is received, the requesting department director or designee will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids at least fourteen (14) days prior to bid submittal deadline.
- Notice Contents. Call for bids should contain a summary of the project and a link to the full definite specifications and procedures for bidders to use to estimate their bids.
- Bid Submittal and Opening. Bids are submitted to the City Clerk, for date stamp and processing. Bid opening will be announced to the Mayor, City Administrator and department heads by department head or designee responsible for the project.
- Award of Bid. Except as otherwise provided herein, the City shall accept the bid of the lowest responsive bidder. Bid awards for contracts and purchases over ~~two~~one hundred fifty thousand dollars (\$~~100~~250,000) require award by the City Council.

- Award to other than Low Bidder. When the bid award is not given to the lowest bidder, or bidder with highest score, a statement of the reasons for not selecting the lowest bid, or highest score, shall be prepared by the responsible department head for the bid and submitted to the City Administrator and filed with the records relating to the transaction.
- Rejection of Bids. The City Administrator or designee may reject without cause any and all bids and may re-advertise for bids pursuant to the procedures herein described. If no bids are received, the City Administrator or designee may negotiate the purchase with a vendor at the lowest possible cost. If the negotiated bid exceeds the current approved budget, the bid will be brought before the City Council for approval of award.
- Performance Bonds. On public works projects a performance bond in an amount as determined necessary by the assigned responsible department head to protect the best interests of the City and to assure compliance of the contract.
- Retainage: [RCW 60.28.011](#) requires agencies to withhold up to 5% of the value of a public improvement contract, not including sales tax according to Department of Revenue [ETA 3024.2013](#), as retainage until the project is completed and the contract is accepted. This provides a financial incentive for contractors to finish a project, as well as a limited amount of financial protection for the involved parties.
- Retainage Bonds: Instead of having retainage withheld from the contract payments, a contractor may opt to submit a retainage bond instead covering any or all of the amount. Retainage Bonds are recommended for City of Lake Stevens projects.

F. DEPARTMENT RESPONSIBILITIES TO ENSURE PREVAILING WAGE LAW IS FOLLOWED:

- ***Prior to Getting an Estimate or a Quote*** – Notify vendor that they are to pay prevailing wages. More information may be obtained by the vendor from the Department of Labor and Industries). The list can also be obtained online at: www.lni.wa.gov/TradesLicensing/default.asp
- ***After a Vendor has been selected*** – The vendor is required to file a “Statement of Intent to Pay Prevailing Wages” with the Department of Labor and Industries PRIOR TO STARTING WORK. Most vendors file online at: <http://www.lni.wa.gov/TradesLicensing/PrevWage/default.asp>

There is a fee that the Vendor will have to Pay L & I, and the completed Intents are also available online. **Note:** The vendor must insert the City Contract number in the contract number box on the Statement form.

- ***After the work is completed*** – The vendor must also file an “Affidavit of Wages Paid” with the Department of Labor and Industries. There is another fee that the Vendor will have to pay to L & I (**L & I has waived this for work <\$750.00**), and completed Affidavits are also available online. **Note:** The vendor must insert the City Contract number in the contract number box on the Statement form.

Final Payment must not be released until certified intents and affidavits have been received (and for contracts over \$35,000, Notice of Project Completion has been submitted to DOR, ESD, and L&I through Secure Access Washington (or other acceptable means) and releases have been received from all three agencies. Call Finance if you need help looking them up.

NOTE: PREVAILING WAGES FOR PROJECTS UNDER \$2,500

The City of Lake Stevens has the option to administer the intents and affidavits ~~ourselves~~, for projects under \$2,500 (including tax). **There is no filing fee to the vendor.** All combined intent and affidavit forms for the City must be submitted within 30 days by the Project Administrator.

G. CHANGE ORDERS

A purchaser's written authority to the supplier to modify or add to a purchase/project. Change orders are created by Department/Project designee.

The City Administrator may authorize individual change order increases up to 20% ~~and/or \$100250,000~~, whichever is less, over the amount of the originally approved contract. Change order must not increase total contract amount to more than the approved budget without Council approval. Change orders more than 20% ~~and/or \$100250,000~~, and/or those that cause the project to go over the budgeted amount, must receive pre-approval from City Council. Should a change order be required in the field, the Public Works staff person acting as project manager, may authorize the change if necessary. It must then be dually signed by the City Administrator in a timely manner. If the change order would cause the contract to go over budget or is more than a 20% ~~and/or \$100250,000~~ increase, the request must be pre-approved by Council and an amended contract may be necessary.

H. FINAL PROJECT ACCEPTANCE

The City Administrator is authorized to formally accept all projects as Final. The City Administrator may discretionarily defer any final project acceptance to City Council for approval.

~~XX.~~XIII. PURCHASE OF ARCHITECT AND ENGINEERING SERVICES

Architectural and Engineering consultants are initially selected based upon their qualifications, rather than price (see RCW 39.80.050). The City will negotiate a contract with the most qualified firm at a price which the City determines is fair and reasonable. In making its determination, the City shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the City is unable to negotiate a satisfactory contract with the firm selected at a price the City determines to be fair and reasonable, negotiations shall be ~~terminatedterminated~~, and the City shall begin negotiations with the next highest qualified firm. These services are to be acquired under the authority and procedures outlined in chapter RCW

39.80. Procedures set forth in RCW 39.80 shall be followed for contracts for architectural and engineering services.

The City may use MRSC Consultant Roster for architectural, engineering, and surveying services.

THRESHOLDS FOR ARCHITECT AND ENGINEERING SERVICES:

Architect and Engineering Services	
\$ - 0 to <u>\$25100,000</u>	Awarded/Approved by Mayor or City Administrator
Over <u>\$25100,000</u>	Awarded/Approved by City Council

~~XXI~~.XIV. PURCHASE OF ORDINARY OR “PURCHASED” SERVICES

“Ordinary/Purchased Services” are those provided by vendors for routine, necessary and continuing functions of a local agency, mostly relating to physical activities. **There are lots of ordinary services that require prevailing wages - - Check with L&I.**

Repetitive, routine, or mechanical in nature - following established or standardized procedures

- Contribute to the day-to-day business operations
- Completion of assigned and specific tasks,
- Decision-making is routine or perfunctory in nature.
- May require payment of prevailing wages

Examples include:

- Delivery/courier service
- Building maintenance (janitorial)
- Landscaping
- Herbicide application service
- Vehicle inspection, lubricating and repair services
- HVAC system maintenance service (without repair)

THRESHOLDS FOR ORDINARY OR “PURCHASED” SERVICES (Recommended):

There is not a state law requiring competition when procuring Purchased Service, however it is at the City Council’s discretion to direct. It is recommended that the thresholds be followed below, but not required (unless paying for services with federal funding). The City Administrator or Mayor may require certain purchases follow the competitive thresholds.

PURCHASE OF ORDINARY OR “PURCHASED” SERVICES		
\$-0 - to <u>\$14,999</u> <u>\$49,999</u>	Competition is not required. Department is encouraged to <u>determine price is fair and</u>	<u>City Administrator/Mayor awards and approves yet, D</u> <u>Department Heads may award and approve up to \$50,000 if</u>

	reasonable and document in department files. obtain multiple quotes (phone or written quotes).	contract meets criteria as established under the Signature Authority section. Otherwise, the City Administrator/Mayor awards and approves
\$15,000 \$5,000 to \$100,250,000	Solicit Obtain 3 Written Quotes. Quotes only need to be solicited for anything under \$50,000. Solicitation of v	City Administrator/Mayor award and approve
Over \$100,250,000	Formal RFP -May be Sealed or Not-	City Council award and approval
Department Directors are required to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

XXV.XV. PURCHASE OF PROFESSIONAL SERVICES

“Professional Service Contract” means an agreement with an independent contractor for providing professional services to the City.

There is not a state law requiring competition when procuring Professional Service Contracts, however it is at the City Council’s discretion to direct. ~~On call contracting may be used for all type of professional services. A minimum of three quotes must be solicited for Professional Services estimated between \$15,000 and \$100,000. An RFP/RFQ process is required when the total cost in a calendar years’ time exceeds \$100,000. The City may use MRSC Consultant Roster for professional services. It is recognized professional services can vary widely depending on the need and scope. In addition, professional services may require trust and confidentiality between the vendor and City and therefore competitive purchasing of professional services may not be in the City’s best interest. Therefore, competition is recommended but not required. However, the Mayor or City Administrator may over-ride/override the department head and require competitive pricing.~~

The Risk Manager and Attorney must review and the City Administrator or Mayor must sign all Professional Service Contracts, ~~regardless of dollar amount in accordance with the previously stated Authorization levels set forth below.~~

Examples include:

- ~~○ Legal Services~~
- ~~○ Management Consulting~~
- ~~○ Accounting and Auditing~~
- ~~○ Real Estate Broker~~ if said contracts deviate from the approved contract template.

THRESHOLDS FOR PROFESSIONAL SERVICES (Recommended Only d— Unless Federally Funded funds are used):

PURCHASE OF PROFESSIONAL SERVICES		
\$ -0 - to \$1449,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files. <u>obtain multiple quotes (phone or written quotes)</u>	<u>City Administrator/Mayor awards and approves yet, Department Heads may award and approve up to \$50,000 if contract meets criteria as established under the Signature Authority section.</u> Department Heads may award and approve up to \$50,000 if contract meets criteria as established under the Signature Authority section. Otherwise, the City Administrator/Mayor awards and approves <u>City Administrator/Mayor award and approve</u>
\$1550,000 to -- \$100250,000	Solicit <u>Obtain</u> Solicit 3 Written Quotes. Quotes only need to be solicited for anything under \$50,000. Solicitation of v3 Written Quotes	City Administrator/Mayor award and approve
Over \$100250,000	Formal RFP -May be Sealed or Not-	City Council award and approve
Department Directors are required to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

~~XXVI.~~ XVI. PURCHASE OF PERSONAL SERVICES

A "Personal Service Contract" is an **employment contract** with an independent contractor for providing personal services to the City. Personal Service means hiring a consultant to provide professional or technical expertise to accomplish a specific study, project, task or other work statement according to RCW 39.29.006.

A minimum of three quotes must be ~~solicited~~ ~~obtained~~ solicited for Professional ~~Personal~~ Services estimated between \$~~1550,000~~ and \$~~100250,000~~. An RFP/RFQ process is required when the total cost in a calendar years' time exceeds \$~~100250,000~~. The City may use MRSC Consultant Roster for professional services.

The Risk Manager and Attorney must review ~~review~~, and the City Administrator or Mayor must sign all Professional Service Contracts if said contracts deviate from the approved contract template.

~~The Risk Manager and Attorney must review, and the City Administrator or Mayor must sign all Personal Service Contracts, regardless of dollar amount in accordance with the Authorized levels set forth below.~~

~~Examples include:~~

- ~~○ Artistic Designs~~
- ~~○ Class Instructions for Parks Department Activities~~

THRESHOLDS FOR PERSONAL SERVICES (Recommended):

There is not a state law requiring competition when procuring Purchased Service, however it is at the City Council's discretion to direct. It is recommended that the thresholds be followed below, but not required (unless paying for services with federal funding). The City Administrator or Mayor may require certain purchases follow the competitive thresholds.

PURCHASE OF PERSONAL SERVICES		
\$ -0- to \$1449,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve <u>City Administrator/Mayor awards and approves yet, Department Heads may award and approve up to \$50,000 if contract meets criteria as established under the Signature Authority section. Department Heads may award and approve up to \$50,000 if contract meets criteria as established under the Signature Authority section. Otherwise, the City Administrator/Mayor awards and approves</u>
\$1550,000 to \$100250,000	Obtain Solicit 3 Written Quotes. Solicit Solicitation of v3 Written Quotes	City Administrator/Mayor award and approve <u>al</u>
Over \$100250,000	Formal RFP -May be Sealed or Not-	City Council award and approve <u>al</u>
Department Directors are required to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

~~XXX.XVII.~~ HOW TO LEASE

1. Bids are *not* required on equipment leases, ~~however~~ Legal must review and the City Administrator must approve all equipment leases.
 - a. ~~Legal Review~~ Send to Legal for review.

~~b.a.~~ Fiscal Approval - Review proposals with the Finance Dept. prior to budgeting the expense. Lease-to-own purchases are to be budgeted and accounted for as if the total expense is to be incurred when the item is purchased.

~~c.b.~~ Lease Approval - City Administrator must approve all Equipment Leases over \$50,000 and/or more than 1 year in duration. City Administrator and may opt to send lease to Council for approval if ~~he~~ so desireds.

2. A lease of property (equipment) with **option to purchase** that is valued at more than \$~~15~~50,000 is subject to competitive bidding. See “purchasing” thresholds for bidding requirements.

3. Lease vs. Rent: Leasing is generally used for mid to long-term contracts. Renting is usually a short-term solution that is more casual and can be approved by the Department Head.

3.4. All lease agreements need to be provided to the finance department for proper analysis of any reporting standards required.

~~XXXI.~~ XVIII. EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

- **Sole Source Vendor.** Purchases which by their nature are not adapted to competitive bidding, such as items which, as to meet a specific need or criteria as determined by the City, may only be purchased from a single source, shall not be subject to the competitive bidding requirements of this policy. Purchases above the threshold requiring multiple quote or bids, from a sole source vendor require prior approval of the City Administrator or designee. Follow procedures for declaring Sole Source.
- **Repair and Ordinary Maintenance.** Purchases for ordinary maintenance, repairs, or additions to City equipment which may be more efficiently added to by a certain person or firm, shall not be subject to the competitive bidding requirements of this policy.
- **Purchasing Involving Special Facilities or Market Conditions.** The City Administrator may waive established bidding requirements if an opportunity arises to purchase ~~favorably-priced~~ favorably priced equipment at an auction, or supplies or used goods that will be sold before the City can conduct the bid process when over bid thresholds. Written documentation of the special condition must be prepared for justification of the purchase and waiver of bidding requirements and approved by Council via Resolution. Market conditions can also mean lack of competition. For example, during the COVID pandemic certain items were of short supply and sometimes were unavailable for several years. If there is reasonable evidence that formal bidding would be futile due to market conditions and lack of potential competition, this can be seen as an exception due to market conditions. Other unforeseeable circumstances may arise that are not explicitly addressed, but if there is reasonable evidence and documentation to show competition would be futile, other circumstances may meet this requirement.
- **Purchase of insurance or bonds**

- **Surplus Property.** The City may by agreement acquire surplus property from another government without the use of bids (RCW 39.33.010).
- **Inter-local Agreements in Letting of Contracts for Commodities or Services (Piggybacking).** RCW [39.34.030](#) permits governmental agencies to utilize other entities' contracts without going to bid. Contact Finance to determine if interlocal purchasing is feasible for your department's particular need. The following criteria must first be met:
 - There must be an Interlocal Agreement, approved by Council and/or Mayor, and signed by both parties, on file with the City Clerk.
 - It must be a current contract with interlocal language included.
 - It must have been advertised on the entity's web page and competitively bid.
 - The government entity, and the vendor, must be willing to share their contract pricing.
 - A complete copy of the contract must have been reviewed by Finance.
 - Department will set up a bid file, as directed by the Finance Department, and track as if it were our own bid process.
- **Emergency Purchases.** In the event of an emergency, the City Council, City Administrator or designee may declare an emergency situation exists, waive competitive bidding requirements, and award necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or designee and duly entered of record no later than two weeks following the award of the contract.
- **Real Property.** Acquisition of real property is exempt from the competitive bidding requirements of this policy. Upon approval of the City Council, the City Administrator may proceed to acquire real property through negotiation. Such negotiations shall be based upon an independent fee appraisal of the property. The City shall not pay more than fair market value for real property without prior Council approval. If the property is acquired in part or in whole with Federal Funds, such acquisition shall additionally comply with the Uniform Real Property Acquisition and Relocation Assistance Act of 1970, as amended.

~~XXXII.~~XIX. HOW TO DECLARE A SOLE SOURCE (or Single Source):

FINANCE DEPARTMENT INVOLVEMENT REQUIRED. On a case by case basis, the bid or quote requirement may be waived and a sole/single source purchase approved, in accordance with [RCW 39.04.280](#). There should be careful deliberation before going to a sole/single source as this type of purchase eliminates competition and tends to drive prices up.

[This typically requires a two-step process. A "sole/single source" references a supplier, a "sole product" references a specific type of product. The City must FIRST document the reasoning for a sole product. Once we document a sole product, then it must be determined if the product is only provided by one supplier and documentation must be retained to determine how that supplier meets the sole/single source criteria below.](#)

Authority to Approve Sole/Single Source Purchases

City Administrator or Mayor..... \$~~1550~~,000 to
\$~~150250~~,000

City Council..... Over
\$~~150250~~,000

A **sole** source is where there is only ONE supplier of the product or service. A **single** source is where the vendor is “one vendor amongst others”, when other competitive sources may be available.

A sole/single source purchase may be approved if one or more of the following conditions are met:

- **Standardization or compatibility** to existing City standard or to existing equipment, inventory, systems, data, programs or service. Must be evaluated for cost benefit and/or safety.
- **Licensed or patented** product with only one dealer (and the license or patent is paramount to your procurement).
- **Only** authorized Service Provider, Repair and/or Warranty Services, e.g. warranty may be negated if you let someone else work on it.
- **Unique design:** Requires unique features that are essential, aesthetic requirements, or not practical to match to existing design or equipment. Document the unique specifications that are needed, which will drive the research in finding a product that fits the specific needs of your department.
- **Special Market conditions:** Can be used to purchase items at auction (RCW [39.30.045](#)) or other items that are offered at a very favorable price and will be sold before an entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately) or perhaps funds must be expended immediately, or there is a critical delivery date.

NOTE: Any sole/single source utilizing **Federal Grant money** must also include 1) Written responsibility determination for the successful contractor and; 2) Basis for contract price (**Cost Price Analysis**). Each Grantee must evaluate and state its justification for the contract cost or price.

~~XXXIII.XX.~~ DISPOSAL OF SURPLUS PROPERTY (Reference LSMC 2.92)

Upon recommendation of a Department Head, property with an estimated value under \$15,000, may be declared surplus by the Mayor or City Administrator as designee, or by City Council for property with an estimated value of \$15,000 or greater, upon one or more of the following criteria:

- The City has or soon will have no foreseen practical and efficient use for the property.
- The purpose served by the property can be accomplished by use of a better, more effective or more efficient alternative.

- The purpose serviced by the property no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the City Council.
- The property is damaged, worn out, otherwise inoperable and the cost of repairing the same is unwise or impractical
- If the value of the property, the City is seeking to surplus is greater than \$50,000, then pursuant to [RCW 39.33.020](#) a public hearing is required.
- Additionally, RCW 35.94.040 requires that a public hearing be held if property (real estate or personal property) originally purchased for utility purposes is no longer needed for that use and the city desires to lease, sell or convey the property. A hearing is required regardless of the value of the property.

XXXIV.XXI. TRADE-INS

Trade-Ins are allowed on new purchases if approved by Finance in advance. Trade-Ins must be negotiated, documented at "Fair Market Value" by the Department, and declared surplus ahead of time ~~(through Finance)~~ by the Mayor, or City Administrator as designee, if under \$15,000 and City Council if over \$15,000.

Fair Market Value can be obtained by finding comparable units that have been sold at online auctions, e.g. www.publicsurplus.com, www.Ebay.com, www.rockanddirt.com, www.ironplanet.com or other online sources such as Edmonds.com, Kelley Blue Book, or NADA. www.govdeals.com is a good place to find auction results for comparable products.

XXXV.XXII. FEDERAL CODE OF CONDUCT

PURPOSE -- The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR §200.112, 2 CFR §200.318 and other applicable federal and state standards, regulations, and laws.

APPLICATION -- This Code of Conduct applies to all elected officials, employees or agents of the City of Lake Stevens engaged in the award or administration of contracts supported by federal grant funds

REQUIREMENTS -- No elected official, employee or agent of the City of Lake Stevens shall participate in the selection, award or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or

- An organization which employs, or is about to employ any of the above.

The City of Lake Stevens's elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

REMEDIES -- To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the City of Lake Stevens's elected officials, employees or agents, or the contractors, potential contractors, subcontractors or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

~~XXXVI.~~ XXIII. **FEDERAL AWARD STANDARDS**

PURPOSE

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of Lake Stevens will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by The Washington State Department of Transportation (WSDOT), Government Accountability Office Standards for Internal Control in the Federal Government (the Green Book) and the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control – Integrated Framework Principles.

INTERNAL CONTROLS

The City of Lake Stevens will maintain effective internal control over the Federal award providing reasonable assurance that the City of Lake Stevens is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

CERTIFICATION

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who

is authorized to legally bind the non-Federal entity, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.”

ADVANCE PAYMENTS AND REIMBURSEMENTS

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of Lake Stevens whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of Lake Stevens to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
- The City of Lake Stevens shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

ALLOWABLE COSTS

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute;

- Be necessary and reasonable for the performance of the Federal award;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both Federally- financed and other activities of the City of Lake Stevens;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.;
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period;
- Be adequately documented.

PROCUREMENT

When procuring property and services under a Federal award, the City of Lake Stevens will follow 2 CFR §200.318 General procurement standards through §200.326 Contract provisions or City of Lake Stevens purchasing procedures whichever is more restrictive.

Contracts for more than the simplified acquisition threshold currently set at \$~~150~~250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract ~~terms, and~~terms and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts in excess of \$~~150~~250,000 requires that the City of Lake Stevens will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government. Federal guidelines require grant recipients to ensure vendors with contracts or purchases exceeding \$25,000 are not suspended or debarred from participating in federal programs. All City purchases and contracts issued from federal resources that exceed \$25,000 are subject to these guidelines.

Before initiating any purchases or contracts with federal funds that exceed, or **may potentially exceed \$25,000 within the fiscal year**, the responsible administrator shall verify that the vendor is not listed on the System for Award Management (SAM) Exclusion list by checking at <https://www.sam.gov/portal/SAM/##11>. If the vendor is listed on the EPLS the administrator shall not complete the purchase or contract with the vendor. If the EPLS shows no records for the vendor, print the screen, retain a copy in the department files and proceed to process a requisition.

NOTE: Washington State Department of Enterprise Services (DES) does not check for suspension or debarment on State bid contracts.

SIMPLIFIED ACQUISITION ~~Treshhold~~THRESHOLD (SAT)

If a purchase will exceed the SAT, the responsible department must perform and document a cost price analysis PRIOR to formal bidding.

SINGLE AUDIT ACT

The City of Lake Stevens, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in 2 CFR §200.501 as well as all applicable Federal and State statutes and regulations.

CLOSURE

A project agreement end date will be established in accordance with 2 CFR §200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
--------------------	-------	----------

Micro-Purchase – No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers.	Must use more restrictive \$3,500 <u>10,000</u> federal threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)	Must use more restrictive \$3,500 <u>10,000</u> federal threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)
Small Purchase Procedures (Informal) – Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$15 <u>10</u> ,000 - \$150 <u>250</u> ,000 (Non-Public works projects) ≤\$75,500 (Single trade PW) ≤\$116,155 (Multi trade PW) Must use more restrictive City threshold instead of \$150 <u>250</u> ,000 Federal threshold	\$15 <u>10</u> ,000 - \$100 <u>250</u> ,000 (Non-Public works projects) ≤\$75,500 (Single trade PW) ≤\$116,155 (Multi trade PW) Must use more restrictive City threshold instead of \$150 <u>250</u> ,000 Federal threshold
Sealed Bids / Competitive Bids (Formal)	\$150 <u>250</u> ,000 or more (Non-Public works projects) ≥\$75,500 (Single trade PW) ≥\$116,155 (Multi trade PW) Must use more restrictive City threshold instead of \$150 <u>250</u> ,000 Federal threshold	\$100 <u>250</u> ,000 or more (Non-Public works projects) ≥\$75,500 (Single trade PW) ≥\$116,155 (Multi trade PW) Must use more restrictive City threshold instead of \$150 <u>250</u> ,000 Federal threshold
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. • Must publicize request for proposals soliciting from an adequate number of qualified sources • Maintain written method for conducting technical evaluations • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program	
Non-competitive proposals	Appropriate only when: • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass-through agency in response to written request from the City of Lake Stevens; or • After soliciting a number of sources, competition is deemed inadequate.	

XXXVII.XXIV. _____ DEFINITIONS

Adequate Appropriation Balance -- Sufficient balance existing in the appropriation line item against which the purchase order is to be charged.

Appropriation -- City Council authorization to expend funds for a specific purpose

As Is -- A term indicating that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the seller for the quality or condition of the goods.

Bid -- A written proposal submitted by a bidder to furnish supplies, materials, equipment and other property in conformity with the owner's specifications and conditions included in a request for bids by the City.

Bidding -- Procedure used to solicit quotations on price from various prospective providers of supplies, materials, equipment, and other property.

Budget -- A legal planning document that forecasts the financial resources of a government and authorizes the spending of those resources for a fiscal period.

Budget Amendment -- A mechanism used to revise the legally binding appropriations of budgeted funds.

Budget Adjustment -- A mechanism for the Finance Director to transfer legal appropriations within a fund. Legal appropriations are not budgeted by line item, so City Council approval is not required. ~~City Council must be notified of adjustments of more than \$10,000 per item.~~

Capital Equipment -- Equipment of the City having an initial value of five thousand dollars (\$5,000.00) or more and an estimate useful life of more than three years (3) year.

Cash Discount -- A discount offered to the City to encourage payment of an invoice on or before its due date.

Change Order -- A purchaser's written authority to the supplier to modify or add to a purchase/project

Contract -- A contract is a legally binding and enforceable agreement between two or more parties stating the terms and conditions for an exchange of something of value (usually money, goods, or services) between the parties. A contract can take many different forms, ranging from major, heavily negotiated written contracts to a simple PO or telephone order for goods or services. Legal Counsel should be contacted if there is uncertainty as to the need for a written contract and how to go about it. Only the Mayor and City Administrator, as designee, of the City of Lake Stevens have the authority to sign contracts UNLESS they have delegated their authority over to an individual ~~when certain criteria is met~~ via approved Resolution.

Controlled Commodity -- Items which may fall under the quote dollar limit that require approval from designated people, i.e. office products, communication equipment and computer equipment.

Emergency -- Unforeseen circumstance beyond the control of the City that (a) present a real, immediate threat to the proper performance of the essential functions; and/or (b) may result in material loss, damage to property, bodily injury, or loss of life, if prompt action is not taken.

Expediting -- Attempt to reduce the contractually agreed upon delivery time of a product.

Final Project Acceptance -- Formal acceptance that the work on a project is complete. Needed prior to completed Notice of Completion and triggers dates for release of bonds, etc.

Ordinary Maintenance -- The furnishing of labor, time, or effort by a contractor or vendor not performed by contract and that is performed on a regularly scheduled basis, to service, check, or replace items that are not broken; or work performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary, and not involving the delivery of any specific end product, other than reports that are incidental to the required performance

Payment Discount -- See Cash Discount.

Personal Service Contract -- An employment contract with an independent contractor for the rendering of personal services to the City. ~~The Mayor or City Administrator, as designee, must sign all Personal Service Contracts. Only the Mayor and City Administrator, as designee, of the City of Lake Stevens have the authority to sign contracts UNLESS they have delegated their authority over to an individual when certain criteria is met.~~

Prevailing Wage Rate -- The rate of hourly wage, usual benefits, and overtime paid in the locality, to the majority of workers, laborers, or mechanics, in the same trade or occupation; required to be paid on all public work and public building service maintenance contracts.

Professional Service Contract -- An agreement with an independent contractor for the rendering of professional services to the City. The City does not provide direction to the provider. The City states a goal and objective and the provider, under his own direction, accomplishes the goal.

Public Work -- A project including all work, construction, alteration, repair or improvement other than ordinary maintenance executed at the cost of the City.

Purchase Order (PO) -- Official document used in authorizing the encumbrance of City funds toward a purchase.

Request For Proposals -- Similar to the formal bid process, except that factors other than price are used to award the contract.

Requisition -- A standard form providing detailed information as to quantity, description, estimated price, possible vendors, fund account, signature and other information necessary to make a purchasing decision.

Responsible Bidder -- Contractor, supplier, or vendor ~~that substantially meets the following criteria as determined by the responsible Director of the purchase, qualified on the basis that it~~ (1) has adequate financial resources to perform a contract, (2) is able to comply with the associated legal or regulatory requirements, (3) is able to deliver according to the contract schedule, (4) has a history of satisfactory performance, (5) has good reputation regarding integrity, (6) has or can obtain necessary data, equipment, and facilities, and (7) is otherwise eligible and qualified to receive award if its bid is chosen.

Sealed Bid (Formal Bid) -- An advertised solicitation for a requirement in which the cost exceeds the bid limit. The bids are opened during a public opening.

Simplified Acquisition Threshold -- The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods.

Small Works Roster -- A process through which there is competition following notification to some or all public works contractors who have requested placement on a roster kept by the local

government agency, or a contracted service agency, in which price is the primary basis for consideration and contract award.

Specification -- A clear, complete, and accurate statement of the technical requirements descriptive of a material, an item, or a service.

Standardization -- When it is necessary to standardize to one type of item because of uniformity or interchangeable parts issues. Authorization for standardization is obtained from [PurchasingFinance.g](#)



City of Lake Stevens

One Community Around the Lake

Comprehensive Procurement Policy P-2-2018

2022 Draft Revisions

Comprehensive Procurement Policy

- Purpose
 - Implement Requirements of State & Federal Procurement Laws
 - Provide a Fair Forum for Bidding on Public Contracts
 - Ensure Contract Performance
 - Streamline Transactions through Consistency and Management Flexibility





Substantive Policy Revisions

- Mayor and City Administrators approval limits
 - Increase from \$100,000 to \$250,000
 - Budgeted Expenditures under \$250,000 would no longer come to City Council for additional approval
- Department Heads will have delegated authority to sign contracts within limits:
 - Limited to contracts that are budgeted, under \$50,000, and are limited to 1 year duration.
 - Exclusions include: Interlocal Agreement and grant agreement which must be signed by the CA or Mayor.
- Directors will have authority to delegate their purchase limits to staff via written delegation to Finance
- Add: Limited Small Works Roster Process for contracts under \$35,000
 - Erroneously removed during prior update.
- Remove: Staff reporting requirement of budgeted expenditures
- Purchase Thresholds
 - Direct Selection/Purchase - Increased to \$50,000
 - Informal Procedures (Quotes) - \$50,000 - \$250,000
- “Other Services”- Separated from Architect & Engineering Services
 - Not legally required to solicit bids for the “other services” such as Personal Services and Purchased Services.
 - “Required” procurement procedures and thresholds have been removed
 - Thresholds listed are “recommendations” only.
 - The Mayor or City Administrator may require bidding in line with the recommended thresholds if deemed necessary

P-2-2018 Procurement Policy Summary Table	Prior - Resolution 2018-20					Proposed - Resolution 2022-15				
	Requested (when included in budget)					Requested (when included in budget)				
Procurement Type	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
PUBLIC WORKS										
Public Works - Minimal Competition Process	≤\$75,500/ ≤\$116,155			\$100,000	>\$100,000	≤\$75,500/ ≤\$116,155			X	
Public Works - (Single) - Day Labor	≤\$75,500		X			≤\$75,500		X		
Public Works - (Multi) - Day Labor	≤\$116,155		X			≤\$116,155		X		
Public Works - Limited Small Works Roster (All or min 3 quotes)	N/A		N/A			<\$35,000		X		
Public Works - Small Works Roster (All or min 5 quotes)	<\$350,000			\$100,000	>\$100,000	<\$350,000			\$250,000	>250000
Public Works - Formal Bid Process	≥ \$350,000				X	≥ \$350,000				X
Public Works - Formal (If Not using Small Works Roster)	> \$75,500/ >\$116,155			\$100,000	>\$100,000	> \$75,500/ >\$116,155			X	
Procurement Type	Requested (when included in budget)					Requested (when included in budget)				
	Thresholds	Staff	DH	CA/Mayor	Council	Thresholds	Staff	DH	CA/Mayor	Council
PROFESSIONAL SERVICES										
Architect & Engineer (RCW39.80)	Qualification Based			\$100,000	>\$100,000	Qualification Based			\$250,000	>\$250,000
OTHER SERVICES (Purchased, Personal & Professional other than A&E Services)	Thresholds	Staff	DH	CA/Mayor	Council	Thresholds	Staff	DH	CA/Mayor	Council
Direct Selction/Negotiation	<\$15,000			X		<\$50,000		X		
Informal (Minimum 3 Quotes)	\$15,000 - \$100,000			X		\$50,000 - \$250,000			X	
Formal Bidding - (not sealed) Request for Proposals	>\$100,000				X	>\$250,000				X
Procurement Type	Requested (when included in budget)					Requested (when included in budget)				
	Thresholds	Staff	DH	CA/Mayor	Council	Thresholds	Staff	DH	CA/Mayor	Council
PURCHASING (NON PUBLIC WORKS RELATED)										
Purchasing - Direct Purchase	<\$15,000	<\$1,000	X			<\$50,000	<\$1,000	X		
Purchasing - Informal (3 Quotes)	\$15,000 - \$150,000		\$50,000	>\$50,000		\$50,000 - \$250,000			X	
Purchasing - Formal Bidding - Request for Bids (sealed or not)	>\$150,000			X		>\$250,000				X
FEDERAL GUIDELINES (ONLY WHEN FEDERAL FUNDS ARE USED - MUST USE STRICTER GUIDELINES)	Public Works	A & E Services		Other Services	Purchasing	Public Works	A & E Services		Other Services	Purchasing
Micro purchase (competition not required)	<\$3,500	See thresholds above		<\$3,500	<\$3,500	<\$10,000	See thresholds above		<\$10,000	<\$10,000
Small Purchase Procedures	\$15,000 - \$150,000					See thresholds above				
Sealed bids/ Competitive Bids	\$250,000	See thresholds above		>\$100,000	>\$150,000	\$250,000	See thresholds above			

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Other Policy Revisions

- City Administrator Change Order Approval Threshold – Increased to \$250,000
- Controlled Commodities - “Competitive Negotiation” Threshold – Increased to \$250,000
- Non-Substantive Changes
 - Added Documentation Requirements
 - Phone Quotes – Solicited and Obtained
 - Cooperative Purchases
 - Small Works Roster Contracts
 - Added Value Purchasing Criteria
 - Updated Contract Review Procedures
 - Added Language to Consider Recycle Materials and Made in the USA
 - Definition Updates
 - Website References

Next Steps



- Receive Council Feedback
- Bring to Council on Consent Agenda
11/8/2022

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION NO. 2022-15

A RESOLUTION ADOPTING A COMPREHENSIVE POLICY FOR THE PURCHASE AND DISPOSITION OF GOODS, SERVICES, EQUIPMENT, SUPPLIES AND PROPERTY FOR THE CITY OF LAKE STEVENS; AND REPEALING RESOLUTION NO. 2018-20.

WHEREAS, on June 20, 2018, the City Council approved Resolution 2018-20 that adopted a Procurement Policy for the City of Lake Stevens which provided consistent procedures for all departments to procure good and services in compliance with state law for City operations and to award contracts for public works projects in compliance with state law applicable to non-charter option municipal code cities and repealed Resolution 2018-15; and

WHEREAS, the City Council directed staff to propose revisions for council approval that change the substance or intent of the Policy, and allow for the administrative approval of contracts without additional approval by the Council; and

WHEREAS, through regular review, edits that enhanced clarity, provided greater consistency, other minor non-substantive edits were made; and

WHEREAS, substantive edits that provide greater flexibility, update bid thresholds, increase City Administrator and Mayor approval limits, and allow for delegated signature and purchase authority were proposed by the administration as prudent and in the public interest; and

WHEREAS, the Lake Stevens City Council after review of the administrations proposed edits to Resolution No. 2018-20 has determined the policy adopted by Section 2 of this Resolution No. 2022-15 to be in the interest of efficiency, best practice and the public interest.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, DOES RESOLVE AS FOLLOWS:

SECTION 1 – REPEAL. Resolution No. 2018-20, is hereby repealed for the reason that they are replaced by this Resolution.

SECTION 2 – ADOPT. Comprehensive Procurement Policy P-2-2018, is attached as Exhibit “A” and is hereby adopted and incorporated herein by this reference as though fully set forth herein.

SECTION 3 – REVISIONS. The Finance Director is hereby authorized to make minor, non-substantive, and/or procedural changes to the Policy P-2-2018 without further approval of the council. However, no changes to Policy P-2-2018 shall be made, without the City Council’s approval, that change or modify contract approval authority as set forth in municipal code, of changes that limit, modify, or amend any other process or procedures which currently requires the City Council’s approval.

PASSED by City Council of the City of Lake Stevens this 8th day of November, 2022.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

DRAFT

CITY COUNCIL WORKSHOP STAFF REPORT



Agenda Date: 11/1/2022

Subject: 2022 Budget Amendment No 2

Contact Person/Department: Barb Stevens, Finance

Budget Impact: Yes

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

REVIEW: Ordinance 1148 Amending Budget Ordinances 1128 and 1138 and including changes to the Organizational Chart. *Will come back for Action/Consent Approval on November 8th.*

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.

Amendments are being proposed to revenue and expenditure line items throughout the funds. Proposed amendments are based on changes in estimates, or other obligations related to grants, previously approved projects or new requests.

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2022 Original Budget - 1128	\$54,086,749	\$46,904,086	\$48,321,165	\$52,669,670
Budget Amendment #1 - 1138	\$0	\$421,694	\$17,901,008	(\$17,479,314)
Budget Amendment #2 - 1148	\$0	\$4,857,015	\$3,486,095	\$1,370,920
Totals	\$54,086,749	\$52,182,795	\$69,708,268	\$36,561,276

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$0	\$1,275,829	\$125,860	\$1,149,969
101	Street	\$0	\$0	\$46,000	(\$46,000)
301	Cap. Proj.-Dev. Contrib.	\$0	\$0	\$40,000	(\$40,000)
303	Cap. Imp.-REET	\$0	(\$429,200)	(\$536,200)	\$107,000
304	Cap. Improvements	\$0	\$428,210	\$515,250	(\$87,040)
307	Infrastructure Capital Project	\$0	\$2,800,000	\$2,800,000	\$0
410	Storm and Surface Water	\$0	\$390,454	\$1,200	\$389,254
510	Equipment Fund - Computers	\$0	\$251,680	\$251,680	\$0
520	Equipment Fund-Police	\$0	\$140,042	\$242,305	(\$102,263)
	Total	\$0	\$4,857,015	\$3,486,095	\$1,370,920

Staffing

The following staffing amendments have been made to the 2022 Organizational Chart throughout the year (as previously brought before the Council):

Reclassifications

- PW Surface Water Division (July 2022)
 - Surface Water Management Coordinator to Surface Water Coordinator
 - Engineering Technician - Surface Water to Surface Water Specialist
 - Engineering Technician - Storm (Field Tech) to Surface Water Field Technician
- IT Department (June 2022)
 - IT Support Specialist to IT Support Analyst
 - IT Network Administrator to Systems Engineer

Supervisor/Division Changes Only

- Parks Department
 - Park Plan & Development Coordinator
 - Event & Marketing Specialist
 - Recreation Specialist
 - Field Supervisor
 - Crew Leader
 - (2) Crew Worker II
 - (2) Crew Worker I

- (2) Seasonal Park Workers
 - Public Works Department
 - City Engineer Now Also Supervises:
 - Capital Project Manager
 - Capital Project Inspector/ Engineering Tech

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.

ATTACHMENTS:

1. 2022 Budget Amendment No 2 - Presentation
2. Ordinance 1148 - Amending 2022 Budget
3. Attachment to Ordinance 1148 - 2022 Organizational Chart
4. 2022 Budget Amendment No 2 - Details
5. 2022 Budget Amendment - Pandemic Recovery Transfers
6. 2022 Budget Amendment No 2 - Police Vehicles



One Community Around The Lake

2022 Budget Amendment #2

BARB STEVENS – FINANCE

NOVEMBER 1, 2022

Budget Amendment Changes –All Funds

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$0	\$1,275,829	\$125,860	\$1,149,969
101	Street	\$0	\$0	\$46,000	(\$46,000)
301	Cap. Proj.-Dev. Contrib.	\$0	\$0	\$40,000	(\$40,000)
303	Cap. Imp.-REET	\$0	(\$429,200)	(\$536,200)	\$107,000
304	Cap. Improvements	\$0	\$428,210	\$515,250	(\$87,040)
307	Infrastructure Capital Project	\$0	\$2,800,000	\$2,800,000	\$0
410	Storm and Surface Water	\$0	\$390,454	\$1,200	\$389,254
510	Equipment Fund - Computers	\$0	\$251,680	\$251,680	\$0
520	Equipment Fund-Police	\$0	\$140,042	\$242,305	(\$102,263)
	Total	\$0	\$4,857,015	\$3,486,095	\$1,370,920

Only the funds listed above are included in the 2nd budget amendment.

Budget Amendment Summary

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2022 Original Budget - 1128	\$54,086,749	\$46,904,086	\$48,321,165	\$52,669,670
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Totals	\$54,086,749	\$52,182,795	\$69,708,268	\$36,561,276

Revenues

- The adjustments in resources are interfund transfers, fund changes, approved grants, and the accounting of mitigation credits for the 24th & 91st Project.

Expenditures

- Accounting for 24th & 91st Project traffic mitigation credits (correlating revenue and expense – accounting purposes)
- Interfund transfer for Staffing and Op Expenses approved for Pandemic Recovery Funds

Various Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	N
Donations	GF	001	Donation - Police Dept	Rev	\$0	\$17,700	\$17,700	Donations made to Police Dept	
Operations	GF	001	Executive - Prof Services	Exp	\$0	\$7,500	\$7,500	Mayors & Business Leaders for Public Safety (10/13/22)	CA
UGA	GF	001	PL-UGA/RUTA/Annexation	Exp	\$10,000	\$40,550	\$50,550	Docket Processing and EIS Fees	
Donations	GF	001	LE - Donation Exp	Exp	\$1,500	\$6,234	\$7,734	Donations made for Drone and Misc	CA
Operations	GF	001	PK - Repair & Maintenance	Exp	\$19,400	\$8,100	\$27,500	North Cove Restroom Repairs	CA
Operations	GF	001	The Mill- Capital	Exp	\$0	\$21,100	\$21,100	Wireless Audio System for Mill (6/7/22)	CA
Operations	GF Permit	003	Permit Capital	Exp	\$0	\$14,050	\$14,050	Blue Beam Software - Originally in Pandemic	CA
9/204	ST	101	ST - Traffic Control- Capital	Exp	\$0	\$46,000	\$46,000	SR9/204 Welcome Sign (6/14/22)	CA
20th ST SE	TM	301	20th St SE Phase II Construct	Exp	\$0	\$40,000	\$40,000	2021 Project - Punchlist items	RF
Operations	SWM	410	SWM Billing Fees	Exp	\$34,000	\$1,200	\$35,200	Increased number of parcels and costs	

Column “N” shows Adjustments (Adj), Council Approvals (CA) and Roll-forwards (RF)

- Adjustments are generally made to operating lines due to changes in cost estimates
- Roll-forwards are the re-appropriation of remaining budgets for continuing projects

Grouped Operational Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	N
Grant	GF	001	State Commerce - Grants	Rev	\$100,000	\$80,000	\$180,000	Climate Pledge Grant - Approved 9/14/2022	CA
Grant	GF	001	PL-Professional Service	Exp	\$220,000	\$80,000	\$300,000	Climate Pledge Grant - Approved 9/14/2022	CA
LE Equip	LE CAP	520	Vehicles - Capital Equipment	Exp	\$172,931	\$212,305	\$385,236	Increased prices and add 2023 vehicles	CA
LE Equip	LE CAP	520	LE Contributions - BWC	Rev	\$0	\$140,042	\$140,042	Moved One-time CJ Funds for BWC	CA
LE Equip	GF	001	LE - Contrib to BWC	Exp	\$0	\$140,042	\$140,042	Moved One-time CJ Funds for BWC	CA
LE Equip	LE CAP	520	Body Worn Cameras - Cap Equip	Exp	\$0	\$30,000	\$30,000	Moved Funds for BWC	CA
LE Equip	GF	001	LE-Capital Outlays Equipment	Exp	\$134,717	(\$30,000)	\$104,717	Move Funds for BWC	CA
Pand Rec	GF PR	004	Interfund Transfer Out	Exp	\$1,984,979	(\$164,716)	\$1,820,263	Staffing/Operations funding to Originating Funds	CA
Pand Rec	GF	001	Interfund Transfer In	Rev	\$1,300,000	\$1,178,129	\$2,478,129	Staffing/Operations (Originally PR)	CA
Pand Rec	SWM	410	Interfund Transfer In	Rev	\$175,000	\$390,454	\$565,454	Staffing (Originally PR)	CA
Pand Rec	IT Renew	510	Contributions From Other Funds	Rev	\$330,000	\$251,680	\$581,680	IT Related Costs (Originally PR)	CA
Pand Rec	IT Renew	510	LR - Civic Plus Website	Exp	\$55,000	\$58,900	\$113,900	Civic Clerk/Civic Rec (3 yrs) (Originally PR)	CA
Pand Rec	IT Renew	510	LR - NEOGOV	Exp	\$11,500	\$17,686	\$29,186	Onboard/eForms (Originally PR)	CA
Pand Rec	IT Renew	510	LR - Vue Works	Exp	\$6,500	\$100,000	\$106,500	VueWorks Expansion (Originally PR)	CA
Pand Rec	IT Renew	510	Capital - Purch Computer Equip	Exp	\$45,000	\$75,094	\$120,094	O365; SharePoint Migrations, PowerDMS (Originally PR)	CA

The Project Column (and coloring coding) groups amendment by function:

- **Grant** accounts for receipt and correlating expenditure of grant funds for the Climate Pledge Grant
- **LE Equip** accounts for a movement of funds for Body Worn Cameras, the increase in cost for 2022 vehicles and the budgeting of vehicle replacements for 2023
- **Pandemic Recovery** accounts for the transfer of resources from the Pandemic Recovery Managerial Fund to the appropriate expenditure funds that are reporting the approved purchases and staffing.

Grouped Capital Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	N
Eagle Ridge	R1	303	RCO - Eagle Ridge Grant	Rev	\$429,200	(\$429,200)	\$0	Move budget to More Restrictive REET 2	CA
Eagle Ridge	R2	304	RCO - Eagle Ridge Grant	Rev	\$0	\$429,200	\$429,200	Move budget to More Restrictive REET 2	CA
Eagle Ridge	R1	303	Eagle Ridge Park	Exp	\$536,200	(\$536,200)	\$0	Move budget to More Restrictive REET 2	CA
Eagle Ridge	R2	304	Eagle Ridge Park	Exp	\$0	\$536,200	\$536,200	Move budget to More Restrictive REET 2	CA
24th/91st	IC	307	Traffic Mitigation Credit	Rev	\$0	\$2,800,000	\$2,800,000	To account for the TM Offsetting Agreement	
24th/91st	IC	307	Project Construction Account	Exp	\$11,391,907	\$2,800,000	\$14,191,907	To account for the TM Offsetting Agreement	

The Project Column (and coloring coding) groups amendment by project or project type:

- **Eagle Ridge** Moves the grant and expenditure budget from REET1 to the more restrictive REET2. Additionally, the grant and expenditure amounts have been updated per the CIP. (Additional funding remains in the Pandemic Recovery Fund)
- **24th/91st** accounts for the work to be performed by the contractor as a credit against traffic mitigation. We are working with the SAO to determine the correct accounting but will likely need to account for the “revenue” and “expense”

Council Member
Shawn FrederickCouncil Member
Marcus TageantCouncil Member
Kim DaughtryCouncil Member
Gary PetershagenMayor
Brett GaileyCouncil Member
Steve EwingCouncil Member
Anji JorstadCouncil Member
Mary Dickinson

Deputy City Clerk

City Clerk

City Administrator

IT Director

IT Systems Engineer*

IT Support Analyst*

Applications/GIS Analyst

Police Chief

Policy Analyst

Human Resources Director

Finance Director

Community Dev Director

Parks Director

Public Works Director

Police Admin Manager

Police Admin Asst

Deputy Police Chief

Records Supervisor

Support Services Sergeant

Detective Sergeant

Records Specialist

Records Specialist

Police Corporal Detective

Records Specialist

Records Specialist

Police Detective

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Records Specialist

Police Detective

Department and physical location of these positions to be determined

Passport Customer Service (PT)

Passport Customer Service (PT)

Key

*Reclassification of funded position

Vacant funded positions

Currently filled positions

Supervisor/Manager

Temporary Positions

2022 Budget Amendment

2022 Supervisor/Division Change

Only



Staffing Updates

SUPERVISOR/DIVISION CHANGE ONLY

RECLASSIFICATIONS

- PW Surface Water Division
 - Surface Water Coordinator
 - Surface Water Specialist
 - Surface Water Field Technician
- INFORMATION TECHNOLOGY
 - IT Systems Engineer
 - IT Support Analyst

- Parks Department
 - Park Plan & Development Coordinator
 - Event & Marketing Specialist
 - Recreation Specialist
 - Field Supervisor
 - Crew Leader
 - (2) Crew Worker II
 - (2) Crew Worker I
 - (2) Seasonal Park Workers
- Public Works Department
 - City Engineer Now Also Supervises:
 - Capital Project Manager
 - Capital Project Inspector/ Engineering Tech

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1148**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2022 BUDGET AS SET FORTH IN ORDINANCE NO. 1128 AND AS AMENDED IN ORDINANCE NO. 1138 CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2022; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens adopted the 2022 budget pursuant to Ordinance No. 1128 and amended the budget in Ordinance 1138; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2022 budget; and

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

SECTION 1. The 2022 budget, as adopted in Ordinance No. 1128 and as amended in Ordinance 1138, is hereby amended as follows:

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
001 - General	Revenues	\$23,173,304	\$24,449,133	\$1,275,829	Rev.
001 - General	Expenditures	\$29,314,354	\$29,440,214	\$125,860	Exp.
001 - General	Ending Fund Balance	\$13,671,074	\$14,821,043	\$1,149,969	EndBal.
101 - Street	Expenditures	\$3,143,932	\$3,189,932	\$46,000	Exp.
101 - Street	Ending Fund Balance	\$2,026,154	\$1,980,154	(\$46,000)	EndBal.
301 - Cap. Proj - Dev. Contrib.	Expenditures	\$1,009,692	\$1,049,692	\$40,000	Exp.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$4,352,991	\$4,312,991	(\$40,000)	EndBal.
303 - Cap. Imp. - REET I	Revenues	\$1,934,200	\$1,505,000	(\$429,200)	Rev.
303 - Cap. Imp. - REET I	Expenditures	\$1,304,719	\$768,519	(\$536,200)	Exp.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$6,300,605	\$6,407,605	\$107,000	EndBal.
304 - Cap. Imp. - REET II	Revenues	\$6,605,000	\$7,033,210	\$428,210	Rev.
304 - Cap. Imp. - REET II	Expenditures	\$6,951,495	\$7,466,745	\$515,250	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$4,182,692	\$4,095,652	(\$87,040)	EndBal.
307 - Infrastructure Capital Project	Revenues	\$400,984	\$3,200,984	\$2,800,000	Rev.
307 - Infrastructure Capital Project	Expenditures	\$11,783,083	\$14,583,083	\$2,800,000	Exp.
410 - Storm & Surface Water	Revenues	\$4,261,167	\$4,651,621	\$390,454	Rev.
410 - Storm & Surface Water	Expenditures	\$5,395,136	\$5,396,336	\$1,200	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,055,094	\$1,444,348	\$389,254	EndBal.
510 - Equip Fund - Computer	Expenditures	\$426,170	\$677,850	\$251,680	Exp.
510 - Equip Fund - Computer	Revenues	\$374,200	\$625,880	\$251,680	Exp.
520 - Equip Fund - Police	Revenues	\$302,250	\$442,292	\$140,042	Rev.
520 - Equip Fund - Police	Expenditures	\$206,731	\$449,036	\$242,305	Exp.
520 - Equip Fund - Police	Ending Fund Balance	\$505,680	\$403,417	(\$102,263)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 1128 and as amended in Ordinance 1138 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 8th day of November, 2022.

ATTEST/AUTHENTICATION:

Brett Gailey, Mayor

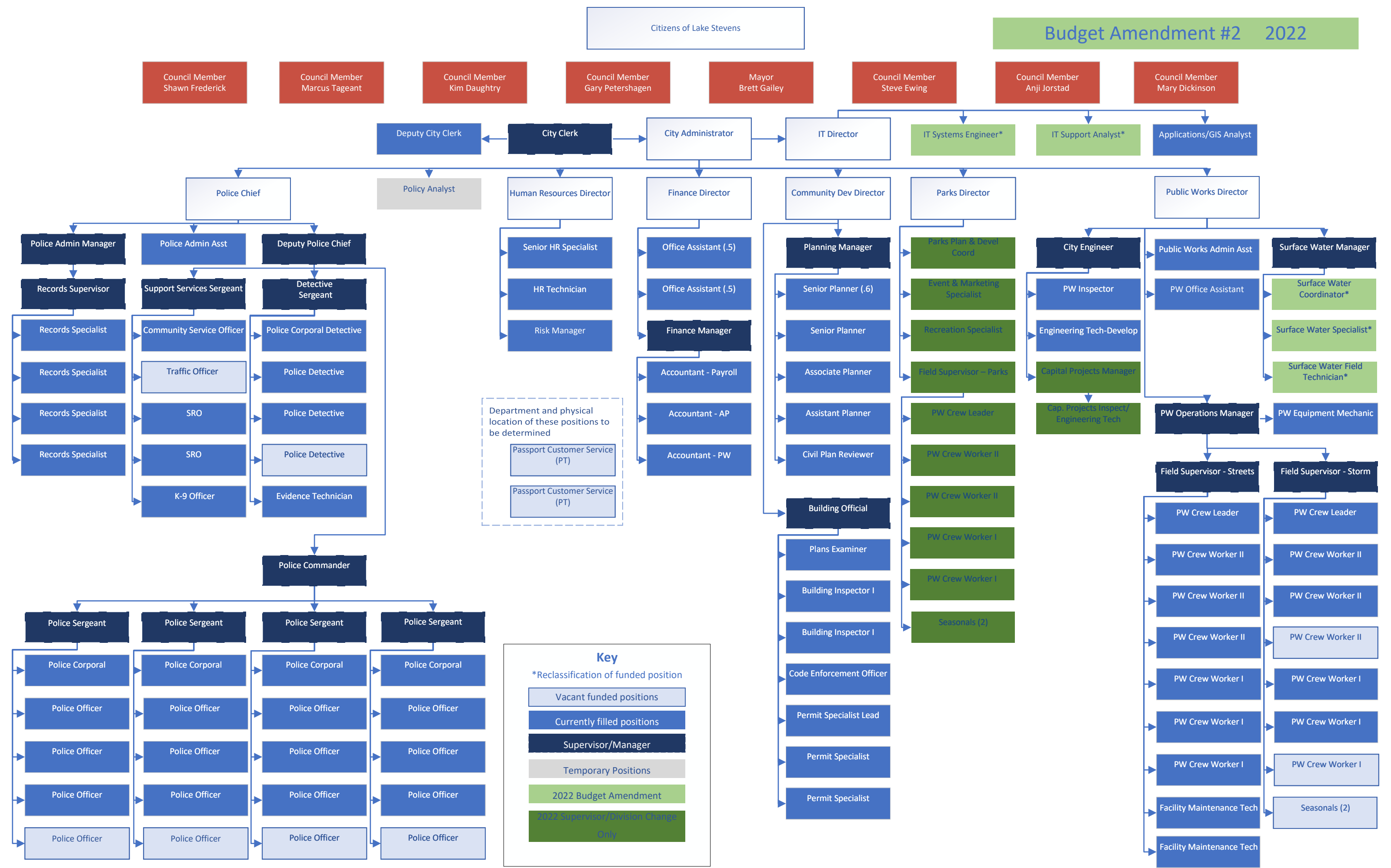
Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Presented: November 1, 2022
Final Reading: November 8, 2022

Greg Rubstello, City Attorney

Published:
Effective:



Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	N
Donations	GF	001	Donation - Police Dept	Rev	\$0	\$17,700	\$17,700	Donations made to Police Dept	
Operations	GF	001	Executive - Prof Services	Exp	\$0	\$7,500	\$7,500	Mayors & Business Leaders for Public Safety (10/13/22)	CA
UGA	GF	001	PL-UGA/RUTA/Annexation	Exp	\$10,000	\$40,550	\$50,550	Docket Processing and EIS Fees	
Donations	GF	001	LE - Donation Exp	Exp	\$1,500	\$6,234	\$7,734	Donations made for Drone and Misc	CA
Operations	GF	001	PK - Repair & Maintenance	Exp	\$19,400	\$8,100	\$27,500	North Cove Restroom Repairs	CA
Operations	GF	001	The Mill- Capital	Exp	\$0	\$21,100	\$21,100	Wireless Audio System for Mill (6/7/22)	CA
Operations	GF Permit	003	Permit Capital	Exp	\$0	\$14,050	\$14,050	Blue Beam Software - Originally in Pandemic	CA
9/204	ST	101	ST - Traffic Control- Capital	Exp	\$0	\$46,000	\$46,000	SR9/204 Welcome Sign (6/14/22)	CA
20th ST SE	TM	301	20th St SE Phase II Construct	Exp	\$0	\$40,000	\$40,000	2021 Project - punchlist items	RF
Operations	SWM	410	SWM Billing Fees	Exp	\$34,000	\$1,200	\$35,200	Increased number of parcels and costs	
Grant	GF	001	State Commerce - Grants	Rev	\$100,000	\$80,000	\$180,000	Climate Pledge Grant - Approved 9/14/2022	CA
Grant	GF	001	PL-Professional Serv	Exp	\$220,000	\$80,000	\$300,000	Climate Pledge Grant - Approved 9/14/2022	CA
Vehicles	LE CAP	520	Vehicles - Caital Equipment	Exp	\$172,931	\$212,305	\$385,236	Increased prices and add 2023 vehicles	CA
BWC	LE CAP	520	LE Contributions - BWC	Rev	\$0	\$140,042	\$140,042	Moved One-time CJ Funds	CA
BWC	GF	001	LE - Contrib to BWC	Exp	\$0	\$140,042	\$140,042	Moved One-time CJ Funds	CA
BWC	LE CAP	520	Body Worn Cameras - Cap Equip	Exp	\$0	\$30,000	\$30,000	Moved Funds	CA
BWC	GF	001	LE-Capital Outlays Equipment	Exp	\$134,717	(\$30,000)	\$104,717	2022 New Officer Vehicle Remains	CA
Pand Rec	GF PR	004	Interfund Transfer Out	Exp	\$1,984,979	(\$164,716)	\$1,820,263	Staffing/Operations funding to Originating Funds	CA
Pand Rec	GF	001	Interfund Transfer In	Rev	\$1,300,000	\$1,178,129	\$2,478,129	Staffing/Operations (Originally PR)	CA
Pand Rec	SWM	410	Interfund Transfer In	Rev	\$175,000	\$390,454	\$565,454	Staffing (Originally PR)	CA
Pand Rec	IT Renew	510	Contributions From Other Funds	Rev	\$330,000	\$251,680	\$581,680	IT Related Costs (Originally PR)	CA
Pand Rec	IT Renew	510	LR - Civic Plus Website	Exp	\$55,000	\$58,900	\$113,900	CivicClerk/CivicRec (3 yrs) (Originally PR)	CA
Pand Rec	IT Renew	510	LR - NEOGOV	Exp	\$11,500	\$17,686	\$29,186	Onboard/eForms (Originally PR)	CA
Pand Rec	IT Renew	510	LR - Vue Works	Exp	\$6,500	\$100,000	\$106,500	VueWorks Expansion (Originally PR)	CA
Pand Rec	IT Renew	510	Capital - Purch Computer Equip	Exp	\$45,000	\$75,094	\$120,094	O365; Sharepoint Migrations, PowerDMS (Originally PR)	CA
Eagle Ridge	R1	303	RCO - Eagle Ridge Grant	Rev	\$429,200	(\$429,200)	\$0	Move budget to More Restrictive REET 2	CA
Eagle Ridge	R2	304	RCO - Eagle Ridge Grant	Rev	\$0	\$429,200	\$429,200	Move budget to More Restrictive REET 2	CA
Eagle Ridge	R1	303	Eagle Ridge Park	Exp	\$536,200	(\$536,200)	\$0	Move budget to More Restrictive REET 2	CA
Eagle Ridge	R2	304	Eagle Ridge Park	Exp	\$0	\$536,200	\$536,200	Move budget to More Restrictive REET 2	CA
24th/91st	IC	307	Traffic Mitigation Offsetting Rev	Rev	\$0	\$2,800,000	\$2,800,000	To account for the TM Offsetting Agreement	
24th/91st	IC	307	Project Construction Account	Exp	\$11,391,907	\$2,800,000	\$14,191,907	To account for the TM Offsetting Agreement	

Pandemic Recovery Budget **NOT ARPA GRANT FUNDS**
\$9,475,434

\$6,175,556 \$5,411,439 \$540,228 \$555,889 \$4,339,942 \$563,635

Category	Previously Reviewed by Council	Hired/ Contracted	Vendor	Updated	2022	2023	2024	Encumbered	Paid to Date	GF	410	510
Staffing	PW Grant Accountant	Hired		\$185,454	\$60,000	\$61,800	\$63,654	\$185,454		\$185,454		
Staffing	Admin Position Set Up	Hired		\$5,000	\$5,000			\$5,000		\$5,000		
Staffing	HR Tech 1/2 Time	Hired		\$197,818	\$64,000	\$65,920	\$67,898	\$197,818		\$197,818		
Staffing	Custodian/Facility Maint	Hired		\$494,544	\$160,000	\$164,800	\$169,744	\$494,544		\$494,544		
Staffing	Custodian Equipment	Hired		\$50,000	\$50,000			\$50,000		\$50,000		
Staffing	SWM - Field Technician	Hired		\$355,454	\$115,000	\$118,450	\$122,004	\$355,454		\$355,454	\$355,454	
Staffing	SWM - Field Technician Equipment	Hired		\$35,000	\$35,000			\$35,000		\$35,000		
Staffing	Safety/EM/Risk Management Position	Hired		\$216,363	\$70,000	\$72,100	\$74,263	\$216,363		\$216,363	\$35,000	
Staffing	Risk Management Set Up	Hired		\$5,000	\$5,000			\$5,000		\$5,000		
Staffing	Emergency Sick Leave			\$0								
Technology	Overall Technology											
Technology	Blue Beam Software (Pay from Permit Funds)			\$0	\$0							
Technology	Mill Technology Upgrades	Completed		\$20,000	\$20,000			\$20,000	\$20,000	\$20,000		
Technology	VUEWorks 3-Year MSA	In Process		\$100,000	\$100,000				\$100,000			\$ 100,000
Technology	CDWG SOW (O365 Data Management)			\$60,000	\$60,000							\$ 60,000
Technology	NeoGOV Onboard/eForms	In Process		\$27,000	\$27,000				\$5,364	\$ 3,950.00		\$ 17,686
Technology	Laserfiche to SharePoint Migration			\$6,500	\$6,500							\$ 6,500
Technology	PowerDMS	Contracted	PowerDMS	\$22,020	\$6,000	\$7,426	\$8,594	\$22,020	\$13,426			\$ 8,594
Technology	Civic Rec	Contracted	Civic Plus	\$39,400	\$39,400			\$39,400				\$ 39,400
Technology	Civic Clerk	Contracted	Civic Plus	\$19,500	\$19,500			\$19,500				\$ 19,500
Assistance	Food Bank	In Process		\$950,000	\$500,000			\$950,000				
Assistance	Volunteers of America	In Process		\$50,000	\$50,000			\$50,000				
Assistance	Senior Center	Contracted		\$30,000	\$30,000			\$30,000	\$30,000			
Supplies	PPE, Disinfection, Training	Ongoing		\$10,000	\$536	\$4,732	\$4,732		\$536			
Professional Services	Old Treatment Plant Feasibility Study	Completed	Pace Engineering	\$54,389	\$54,389			\$54,389	\$54,389			
Professional Services	Infrastructure/Market Analysis - Hartford	RFP		\$125,000	\$125,000				\$6,170			
Professional Services	Small Business Relief	Completed	Urban3	\$40,000	\$40,000			\$40,000	\$38,012			
Professional Services	Economic Dev Retail Recruitment	YR1 Complete	Retail Strategies	\$135,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000			
Professional Services	Citywide Salary Survey	In Process		\$25,000	\$50,000			\$25,000	\$13,140			
Capital Projects	Davies Pier Restoration (Piles for floating dock)	Completed		\$50,000	\$50,000				\$50,000			
Capital Projects	Eagle Ridge Park	Grant App		\$459,000	\$459,000							
Capital Projects	Frontier Heights Park - Phase II	Grant App		\$225,000	\$225,000				\$4,485			
Capital Projects	Powerline Trail	In Process		\$500,000	\$500,000							
Capital Projects	17005 - 91st/24th SE Infrastructure Project	In Process	Various	\$1,500,000	\$1,500,000			\$1,500,000				
Capital Projects	117th Ave NE Storm (Total project \$1.4M)			\$0	\$607,000							
Capital Projects	North Cove Pilot Project - Outdoor Sport Features	In Process	Centurion	\$25,066	\$25,066				\$25,066			
Equipment	Mini Street Sweeper - Accessories for Roll Off			\$0	\$150,000							
Equipment	Slope Mower (for Ponds - 90 city/130 private)	Completed		\$158,048	\$158,048				\$158,048			
										\$1,178,129	\$390,454	\$251,680
												\$1,820,263

Available for Priority Reallocation **\$3,299,878**

Project	Est. Need
Machias Sewer & Storm (Future Request)	\$2,595,553
City Hall	\$2,000,000
Bonneville Field	\$1,000,000
Frontier Heights Park (Additional Funding)	\$250,000
Cedarwood (Additional Design)	\$50,000
Cedarwood (Roof)	\$250,000
117th Ave NE Storm (Total project \$1.4M)	\$607,000 <i>Removed</i>
Accessories - Roll off Truck	\$141,952 <i>Removed</i>

INTEROFFICE COMMUNICATION

LAKE STEVENS POLICE DEPARTMENT



TO: B. Stevens, Finance Director
FROM: J. Uberty, Administrative Manager
J. Beazizo, Chief of Police
SUBJECT: 520 Vehicle Replacement Budget Amendment
DATE: September 22, 2022

History:

- 9/23/21 – Council approved the ordering and purchase of 3 replacement vehicles for Y22
- 2022 Budget Cycle – Council approved the purchase of 1 vehicle associated with hiring of two new police officers.
- 2022 Budget Cycle – Council approved a 2023-2025 police replacement plan which covered contributions to and expenditures from the replacement cycle in place at the time.

For many reasons production of all vehicles has been severely delayed. While we ordered the 2022 vehicles in Sept of 2021, they have not been received yet. Late August 2022, we received notification that all orders for Y22 vehicles were cancelled and needed to be reordered as Y23 vehicles. This naturally came with an increase in purchase price. There is not currently enough money approved to by council to cover the remaining expenses. Though a delivery date is uncertain, we need to plan on receiving them this year and rolling forward if not.

Based on the new 2023 pricing above, here is a breakdown of what is remaining to be spent:

Vehicle	Previous Base Price	Tax	New Base Price	Tax	Equipment/ Graphics	Install	Previous Amount Remaining	NEW Amount Remaining
2022-520	\$ 47,898.00	\$ 4,023.43	\$ 60,958.50	\$ 5,120.51	\$ 1,600.00	\$ 2,000.00	\$ 55,521.43	\$ 69,679.01
2022-520	\$ 47,898.00	\$ 4,023.43	\$ 60,958.50	\$ 5,120.51	\$ 1,600.00	\$ 2,000.00	\$ 55,521.43	\$ 69,679.01
2022-520	\$ 45,431.00	\$ 3,816.20	\$ 59,301.00	\$ 4,981.28		\$ 2,000.00	\$ 51,247.20	\$ 66,282.28
LECE	\$ 47,898.00	\$ 4,023.43	\$ 47,898.00	\$ 4,023.43	\$ 5,600.00	\$ 2,000.00	\$ 59,521.43	\$ 59,521.43
2023 - Vehicle	\$ 56,578.00	\$ 4,752.55			\$ 11,368.19	\$ 2,000.00		\$ 74,698.74
2023 - Vehicle	\$56,578.00	\$ 4,752.55			\$ 11,368.19	\$ 2,000.00		\$ 74,698.74

We are requesting a budget amendment to the appropriate funds to cover the increase cost of the vehicles already approved and ordered.

CITY COUNCIL WORKSHOP STAFF REPORT



Agenda Date: 11/1/2022

Subject: 2023 Preliminary Budget & Discussion

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

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

REVIEW Preliminary Budget & Finalize Proposed Budget

SUMMARY/BACKGROUND:

The 2023 Preliminary Budget is attached for your review.

You will find the line item budget for all funds, summaries of the position, item, and capital requests allocated by department and fund, an updated Organizational Chart, the detailed request forms as well as draft job descriptions for various requested positions.

Directors will provide additional requested details directly to the Council.

This November 1st workshop is our final budget discussion prior to starting Public Hearings on November 8th.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2023 Preliminary Budget



2023

PRELIMINARY BUDGET



Summary All Funds

No.	Fund Name	2023 Beginning Cash Balance	2023 Mayor Revenues	2023 Mayor Expenditures	2023 Mayor Ending Cash Balance	Revenue Over Exp (+)
000	General Funds	\$ 18,766,382	\$ 20,390,128	\$ 22,511,878	\$ 16,644,631	\$ (2,121,751)
101	Street	\$ 2,557,065	\$ 3,285,500	\$ 3,510,910	\$ 2,331,655	(\$225,410)
111	Drug Seizure & Forfeiture Fund	\$ 61,037	\$ 279	\$ 25,000	\$ 36,316	(\$24,721)
112	Municipal Arts Fund	\$ 52	\$ 56	\$ -	\$ 108	\$56
210	2008 Bonds	\$ -	\$ 210,605	\$ 210,605	\$ -	\$0
213	LTGO Bond 2015	\$ -	\$ 96,938	\$ 96,938	\$ -	\$0
214	2019 LTGO Bond PD	\$ -	\$ 462,129	\$ 462,129	\$ -	\$0
215	2021A LTGO Bond	\$ -	\$ 609,850	\$ 609,850	\$ -	\$0
301	Cap. Proj.-Dev. Contrib.	\$ 4,918,695	\$ 1,210,207	\$ (1,686,240)	\$ 7,815,142	\$2,896,447
302	Park Mitigation	\$ 1,953,029	\$ 1,452,864	\$ 2,098,600	\$ 1,307,293	(\$645,736)
303	Cap. Imp.-REET	\$ 6,930,342	\$ 1,529,124	\$ 1,017,260	\$ 7,442,206	\$511,864
304	Cap. Improvements REET 2	\$ 4,769,455	\$ 2,048,703	\$ 1,830,769	\$ 4,987,389	\$217,934
305	Downtown Development	\$ -	\$ -	\$ -	\$ -	\$0
306	Facility Cap Project - PD	\$ 0	\$ -	\$ -	\$ 0	\$0
307	Infrastructure Capital Project	\$ 0	\$ -	\$ -	\$ 0	\$0
309	Sidewalk Capital Project	\$ 300,702	\$ 2,420	\$ 300,000	\$ 3,122	(\$297,580)
401	Sewer	\$ 2,994	\$ 814,894	\$ 799,394	\$ 18,494	\$15,500
410	Storm and Surface Water	\$ 2,472,724	\$ 4,809,162	\$ 5,696,818	\$ 1,585,069	(\$887,656)
411	SWM Capital	\$ 2,417,425	\$ 2,003,785	\$ 663,601	\$ 3,757,609	\$1,340,184
412	SWM Debt	\$ -	\$ 231,264	\$ 231,264	\$ -	\$0
501	Unemployment	\$ 20,345	\$ 25,139	\$ 15,000	\$ 30,484	\$10,139
510	Equipment Fund - Computers	\$ 545,349	\$ 370,411	\$ 469,597	\$ 446,163	(\$99,186)
515	Equipment Fund--Vehicles	\$ 71,330	\$ 20,230	\$ -	\$ 91,560	\$20,230
520	Equipment Fund-Police	\$ 407,177	\$ 379,000	\$ 392,914	\$ 393,263	(\$13,914)
530	Equipment Fund-PW	\$ 364,430	\$ 230,000	\$ 227,124	\$ 367,305	\$2,876
540	Aerator Equipment Replacement	\$ -	\$0	\$ -	\$0	\$0
633	Treasurer's Trust	\$ -	\$375,100	\$375,100	\$0	\$0
	Total All Funds	\$ 46,558,533	\$ 40,557,787	\$ 39,858,511	\$ 47,257,809	\$ 699,276



Line Item Budgets

2023 Preliminary Budget - All Funds

Account Number	Description	2021 Actuals	2022 Budget	Estimated Ending	2023 Base Budget	Department Requested Budget	Department Requested Budget
001	General Beginning Cash	\$ 5,228,699.15	\$ 5,465,691.87	\$ 5,465,692	\$ 6,408,855	\$ 6,408,855	\$ 6,408,855
001-000-311-10-00-00	Real & Personal Property Tax	\$ 3,791,957.16	\$ 4,021,000.00	\$ 4,021,000	\$ 4,146,920	\$ 4,146,920	\$ 4,613,705
001-000-313-11-00-00	Local Retail Sales-Use Tax	\$ 4,567,117.42	\$ 4,600,000.00	\$ 4,760,887	\$ 5,490,875	\$ 5,490,875	\$ 5,490,875
001-000-313-11-00-01	Construction Sales & Use Tax	\$ 300,000.00	\$ 300,000.00	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
001-000-313-27-00-00	Affordable & Sup. Housing	\$ 50,761.52	\$ 46,000.00	\$ 19,521	\$ 46,460	\$ 46,460	\$ 46,460
001-000-313-71-00-00	Criminal Justice Sales-Use Tax	\$ 776,053.75	\$ 700,000.00	\$ 933,720	\$ 1,098,175	\$ 1,098,175	\$ 1,098,175
001-000-316-40-00-00	Utility Tax - Electric	\$ 1,118,093.54	\$ 1,100,000.00	\$ 1,258,217	\$ 1,270,799	\$ 1,270,799	\$ 1,270,799
001-000-316-40-00-01	Utility Tax - Gas	\$ 486,938.79	\$ 490,000.00	\$ 505,831	\$ 510,889	\$ 510,889	\$ 510,889
001-000-316-40-00-02	Utility Tax - Telephone	\$ 239,271.16	\$ 240,000.00	\$ 237,555	\$ 239,931	\$ 239,931	\$ 239,931
001-000-316-40-00-03	Utility Tax - Water	\$ 447,771.57	\$ 400,000.00	\$ 414,117	\$ 418,258	\$ 418,258	\$ 418,258
001-000-316-81-00-00	Gambling Tx - Punch-Pull Tabs	\$ 22,286.91	\$ 17,000.00	\$ 24,817	\$ 25,066	\$ 25,066	\$ 25,066
001-000-316-83-00-00	Gambling Tx - Amuse Games	\$ 89.32	\$ 50.00	\$ 96	\$ 97	\$ 97	\$ 97
001-000-317-20-00-00	Leasehold Excise Tax	\$ 8,217.60	\$ 10,000.00	\$ 8,868	\$ 9,000	\$ 9,000	\$ 9,000
001-000-321-91-00-00	Franchise Fee - Cable	\$ 460,720.89	\$ 460,000.00	\$ 465,521	\$ 470,177	\$ 470,177	\$ 470,177
001-000-321-91-00-01	Franchise - PEG Access Fees	\$ 24,279.64	\$ 25,000.00	\$ 32,819	\$ 33,147	\$ 33,147	\$ 33,147
001-000-321-80-00-00	Concessions	\$ 23,189.24	\$ 15,000.00	\$ 20,000	\$ 23,000	\$ 23,000	\$ 23,000
001-000-321-99-00-00	Bus. Lic - Other	\$ 73,360.45	\$ 73,000.00	\$ 82,248	\$ 83,070	\$ 83,070	\$ 83,070
001-000-322-30-00-00	Animal Licenses	\$ 2,472.00	\$ 3,300.00	\$ 1,618	\$ 1,634	\$ 1,634	\$ 1,634
001-000-322-90-00-00	Weapon License Permit - Local	\$ 8,715.25	\$ 8,700.00	\$ 8,808	\$ 8,896	\$ 8,896	\$ 8,896
001-000-322-90-00-01	Other Non-Bus. Event Permits	\$ 825.00	\$ 900.00	\$ 2,057	\$ 1,200	\$ 1,200	\$ 1,200
001-000-331-16-60-70	DOJ Fed Dir 16.607 BPV Grant	\$ 1,175.42	\$ 3,000.00	\$ 1,298	\$ 3,000	\$ 3,000	\$ 3,000
001-000-331-16-92-20	Equitable sharing progam - DOJ	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-333-20-60-00	DOT Fed Ind 20.600 Hwy Safety	\$ 3,300.90	\$ 3,000.00	\$ 659	\$ -	\$ -	\$ -
001-000-333-21-01-90	TREAS Fed Ind 21.019 CARES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-333-21-01-91	TREAS Fed Ind 21.019 SC CARES	\$ 107,235.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-333-97-01-21	DHS Fed Ind 97.012 Boat Safety	\$ 11,130.44	\$ -	\$ 9,174	\$ 10,000	\$ 10,000	\$ 10,000
001-000-333-97-03-60	DHS Fed Ind 97.036 FEMA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-334-01-20-00	WA OPD - Social Worker	\$ 8,800.00	\$ 18,000.00	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
001-000-334-04-20-00	State Commerce - Grants	\$ 7,000.00	\$ 100,000.00	\$ 180,000	\$ -	\$ 125,000	\$ 125,000
001-000-334-06-90-00	Lnl Stay at Work Grant	\$ 2,224.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-335-00-91-00	PUD Privilege Tax	\$ 136,275.47	\$ 135,000.00	\$ 143,574	\$ 145,010	\$ 145,010	\$ 145,010
001-000-335-04-01-00	LE & CJ Legislative One-time	\$ 140,042.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-336-00-84-00	Vessel Registration Fees	\$ 11,928.86	\$ 12,000.00	\$ 13,525	\$ 13,660	\$ 13,660	\$ 13,660
001-000-336-00-98-00	City-County Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-336-06-20-00	Crim Jus - High Crime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-336-06-21-00	Crim Jus - Violent Crimes-Pop	\$ 11,328.65	\$ 11,500.00	\$ 13,628	\$ 14,652	\$ 14,652	\$ 14,652
001-000-336-06-26-00	Crim Jus - Special Programs	\$ 40,338.35	\$ 40,500.00	\$ 48,360	\$ 51,689	\$ 51,689	\$ 51,689
001-000-336-06-42-00	Marijuana Excise Tax	\$ 55,351.36	\$ 53,000.00	\$ 71,096	\$ 71,807	\$ 71,807	\$ 71,807
001-000-336-06-51-00	DUI & Other Crim Jus Assist	\$ 5,639.41	\$ 5,500.00	\$ 4,355	\$ 4,398	\$ 4,398	\$ 4,398
001-000-336-06-94-00	Liquor-Beer Excise Tax	\$ 241,212.79	\$ 250,000.00	\$ 276,489	\$ 279,202	\$ 279,202	\$ 279,202
001-000-336-06-95-00	Liquor Control Board Profits	\$ 269,889.20	\$ 269,700.00	\$ 310,844	\$ 311,355	\$ 311,355	\$ 311,355
001-000-337-00-00-01	SNO911 Opt Out Payment	\$ 26,447.79	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-342-10-00-02	LE Services - SRO	\$ 16,622.11	\$ 170,000.00	\$ 299,088	\$ 194,000	\$ 194,000	\$ 194,000
001-000-341-71-00-00	Sales of Maps-Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-341-81-00-00	Duplicating Srv	\$ -	\$ -	\$ 60	\$ 50	\$ 50	\$ 50
001-000-341-81-00-01	Duplicating Srv - PRR	\$ 166.20	\$ 300.00	\$ 17	\$ 100	\$ 100	\$ 100
001-000-341-81-00-02	Duplicating Srv - Laminate	\$ 3.50	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-342-10-00-01	LE Services - Extra Duty	\$ 47,590.72	\$ 2,500.00	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000
001-000-342-10-00-03	LE - Fingerprinting	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -
001-000-342-10-00-04	Background Check -Temp Bus Lic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-342-40-00-00	Protective Inspections - Fire	\$ 3,401.00	\$ 4,200.00	\$ 3,178	\$ 3,000	\$ 3,000	\$ 3,000
001-000-345-89-00-01	Preferred Vendor Review Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-345-89-00-02	Requested Hearing Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-345-89-00-03	Impact Fee Adj Deferral APP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-347-20-00-00	Reimb - Sno Isle Library	\$ 5,117.14	\$ 7,600.00	\$ 7,232	\$ 7,304	\$ 7,304	\$ 7,304
001-000-347-60-00-00	Boating Safety Class	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-352-30-00-00	Mandatory Insurance-Admin Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

001-000-353-10-00-00	District Court	\$ 221,200.99	\$ 240,000.00	\$ 118,414	\$ 150,000	\$ 150,000	\$ 150,000
001-000-353-10-00-01	Violations Bureau - Local	\$ 975.00	\$ 450.00	\$ 1,329	\$ 1,000	\$ 1,000	\$ 1,000
001-000-353-70-00-00	Building Code Enforce Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-359-00-00-00	Animal Impound Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-361-10-00-00	Investment Interest	\$ 11,080.49	\$ 5,000.00	\$ 87,195	\$ 91,555	\$ 91,555	\$ 91,555
001-000-361-40-00-00	Real & Personal Prop Tax Int	\$ 334.50	\$ 300.00	\$ 1,498	\$ 1,513	\$ 1,513	\$ 1,513
001-000-361-40-00-01	Sales & Use Tax Interest	\$ 3,835.15	\$ 4,700.00	\$ 3,780	\$ 3,818	\$ 3,818	\$ 3,818
001-000-361-40-00-02	Leasehold Excise Tax Interest	\$ 4.81	\$ -	\$ 1	\$ 1	\$ 1	\$ 1
001-000-362-00-00-01	Special Event - Rental Reimb	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
001-000-362-00-00-02	North Cove- Boat Launch Prking	\$ 7,458.40	\$ 8,000.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
001-000-362-00-00-03	Davies Beach - Launch/Parking	\$ 56,724.45	\$ 75,000.00	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
001-000-362-00-00-04	Lundeen Shelter Rental	\$ 8,147.00	\$ 7,500.00	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
001-000-362-00-00-05	The Mill - Rental	\$ 44,075.00	\$ 43,000.00	\$ 60,000	\$ 60,600	\$ 60,600	\$ 60,600
001-000-362-00-00-06	Chamber VIC Rental	\$ 1,200.00	\$ 1,200.00	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
001-000-362-00-00-08	WWTP Property Lease	\$ 10.00	\$ 10.00	\$ 10	\$ 10	\$ 10	\$ 10
001-000-362-00-00-09	Property Leases	\$ 83,353.81	\$ 95,000.00	\$ 104,907	\$ 128,730	\$ 128,730	\$ 128,730
001-000-362-00-00-10	Food Bank Lease	\$ 120.00	\$ 120.00	\$ 120	\$ 120	\$ 120	\$ 120
001-000-362-00-00-11	Community Garden Rental Fees	\$ 1,800.00	\$ 1,500.00	\$ 1,360	\$ 1,374	\$ 1,374	\$ 1,374
001-000-362-00-00-12	Row Club Rents	\$ 10,932.03	\$ 8,000.00	\$ 13,809	\$ 13,809	\$ 13,809	\$ 13,809
001-000-362-00-00-13	Boat Launch Closure Fees	\$ 100.00	\$ -	\$ 300	\$ 303	\$ 303	\$ 303
001-000-362-00-00-14	Boat Launch Annual Pass	\$ 2,970.00	\$ 2,500.00	\$ 1,800	\$ 3,000	\$ 3,000	\$ 3,000
001-000-362-00-00-15	Property Utility & Signs	\$ 20,367.31	\$ 22,000.00	\$ 25,185	\$ 26,000	\$ 26,000	\$ 26,000
001-000-362-00-00-16	20th ST Ball Field Rental	\$ 700.00	\$ 660.00	\$ -	\$ -	\$ -	\$ -
001-000-362-00-00-17	North Cove Park - Rental	\$ 2,870.00	\$ 7,500.00	\$ 3,243	\$ 5,000	\$ 5,000	\$ 5,000
001-000-362-00-00-50	Deposit Forfeitures	\$ -	\$ -	\$ 390	\$ -	\$ -	\$ -
001-000-367-11-00-00	Donation to Arts	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-367-11-00-02	Donation-Police Dept	\$ 3,000.00	\$ -	\$ 14,650	\$ -	\$ -	\$ -
001-000-367-11-00-04	Private Party Grant/Donation	\$ 6,300.00	\$ 5,500.00	\$ 5,201	\$ -	\$ -	\$ -
001-000-369-10-00-00	Sale of Surplus	\$ 374.14	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-369-20-00-00	Unclaimed Money & Property	\$ 2,355.02	\$ 500.00	\$ 1,099	\$ -	\$ -	\$ -
001-000-369-30-00-00	Sale of Confiscated & Forfeite	\$ -	\$ -	\$ 68	\$ -	\$ -	\$ -
001-000-369-40-00-00	Misc Rev. Judgment-Settlement	\$ 134.35	\$ -	\$ 425	\$ -	\$ -	\$ -
001-000-369-81-00-00	Cash Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-369-91-00-00	Miscellaneous Revenue - Other	\$ 73,297.29	\$ 5,000.00	\$ 12,541	\$ 5,000	\$ 5,000	\$ 5,000
001-000-381-20-00-00	Interfund Loan Repay Received	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-382-10-00-00	Refundable Deposits	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-382-10-00-01	The Mill - Deposit	\$ 2,000.00	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
001-000-382-20-00-00	Retainage	\$ 1,377.06	\$ -	\$ 13,244	\$ -	\$ -	\$ -
001-000-388-10-00-00	Prior Period Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-389-90-00-00	Refunds or Overpayments	\$ 208.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-395-10-00-00	Sale of Capital - Property	\$ 7,397.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-000-395-20-00-00	Insurance Recoveries - Capital	\$ 1,000.00	\$ -	\$ 1,171	\$ -	\$ -	\$ -
001-000-397-00-00-00	Interfund Transfer In	\$ 1,096,606.34	\$ 1,300,000.00	\$ 2,359,690	\$ 1,170,000	\$ 1,366,000	\$ 1,366,000
001-000-398-10-00-00	Insurance Recoveries - Non Cap	\$ 11,222.56	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Revenues		\$ 15,254,372.22	\$ 15,430,790.00	\$ 17,470,408	\$ 17,081,354	\$ 17,402,354	\$ 17,869,139

001-001-511-60-11-00	Legislative - Salaries	\$ 58,953.32	\$ 81,000.00	\$ 69,363	\$ 81,000	\$ 81,000	\$ 81,000
001-001-511-60-20-00	Legislative - Benefits	\$ 87.04	\$ 100.00	\$ 250	\$ 130	\$ 130	\$ 176
001-001-511-60-21-00	Legislative - Social Security	\$ 4,509.96	\$ 5,000.00	\$ 5,306	\$ 6,172	\$ 6,172	\$ 6,172
001-001-511-60-24-00	Legislative - Workers Comp	\$ 97.25	\$ 200.00	\$ 170	\$ 253	\$ 253	\$ 253
001-001-511-60-31-00	Legislative - Operating Costs	\$ -	\$ 400.00	\$ 705	\$ 400	\$ 400	\$ 400
001-001-511-60-42-00	Legislative - Communication	\$ 3,446.86	\$ 4,500.00	\$ 3,717	\$ 4,500	\$ 4,500	\$ 4,500
001-001-511-60-43-00	Legislative - Travel & Mtgs	\$ -	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
001-001-511-60-45-01	Legislative - Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-001-511-60-49-01	Legislative - Prof. Developmen	\$ 725.00	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
001-001-511-60-49-02	Legislative - C.C.Retreat	\$ 0.06	\$ 5,000.00	\$ 2,191	\$ 5,000	\$ 15,000	\$ 15,000
001-001-513-10-11-00	Executive - Salaries	\$ 110,517.98	\$ 126,500.00	\$ 127,574	\$ 128,645	\$ 128,645	\$ 128,645
001-001-513-10-12-00	EX-Overtime	\$ 50.89	\$ -	\$ 789	\$ 856	\$ 856	\$ 856
001-001-513-10-20-00	Executive - Benefits	\$ 4,172.28	\$ 10,600.00	\$ 32,518	\$ 33,961	\$ 33,961	\$ 34,035
001-001-513-10-21-00	Executive - Social Security	\$ 8,127.74	\$ 9,700.00	\$ 9,662	\$ 9,841	\$ 9,841	\$ 9,841
001-001-513-10-22-00	Executive - Retirement	\$ 12,245.71	\$ 13,100.00	\$ 13,296	\$ 13,530	\$ 13,530	\$ 13,530

001-001-513-10-24-00	Executive - Workers Comp	\$ 305.94	\$ 350.00	\$ 369	\$ 373	\$ 373	\$ 373
001-001-513-10-31-00	Executive - Supplies	\$ -	\$ 200.00	\$ 38	\$ 200	\$ 200	\$ 200
001-001-513-10-40-00	Executive - Prof Services	\$ -	\$ -	\$ 7,500	\$ -	\$ 7,500	\$ 7,500
001-001-513-10-42-00	Executive - Communications	\$ 464.76	\$ 600.00	\$ 507	\$ 558	\$ 558	\$ 558
001-001-513-10-43-00	Executive - Travel & Mtgs	\$ 2,776.59	\$ 4,400.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
001-001-513-10-49-00	Executive - Miscellaneous	\$ 264.20	\$ 100.00	\$ 343	\$ 343	\$ 343	\$ 343
001-001-513-10-49-01	Executive - Prof. Development	\$ 6,604.06	\$ 1,325.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
001-001-513-10-49-05	Executive - Board/Staff Apprec	\$ 500.00	\$ 500.00	\$ 500	\$ 500	\$ 500	\$ 500
001-001-514-40-40-00	Legislative - Election Costs	\$ -	\$ 75,000.00	\$ 9,664	\$ 35,000	\$ 35,000	\$ 35,000
001-001-514-90-40-00	Legislative - Voter Reg Fees	\$ 37,813.56	\$ 45,000.00	\$ 40,134	\$ 45,000	\$ 45,000	\$ 45,000
001	Legislative & Executive	\$ 251,663.20	\$ 408,575.00	\$ 364,594	\$ 406,263	\$ 423,763	\$ 423,883
001-002-513-11-11-00	AD-Salaries	\$ 162,352.74	\$ 181,608.00	\$ 184,090	\$ 194,036	\$ 194,036	\$ 194,036
001-002-513-11-12-00	AD-Overtime	\$ 50.89	\$ 1,000.00	\$ 789	\$ 789	\$ 789	\$ 789
001-002-513-11-20-00	AD-Benefits	\$ 15,853.36	\$ 20,000.00	\$ 18,309	\$ 18,534	\$ 18,534	\$ 18,645
001-002-513-11-21-00	AD-Social Security	\$ 9,471.15	\$ 13,300.00	\$ 14,078	\$ 14,844	\$ 14,844	\$ 14,844
001-002-513-11-22-00	AD-Retirement	\$ 25,541.61	\$ 26,000.00	\$ 26,388	\$ 31,049	\$ 31,049	\$ 31,049
001-002-513-11-24-00	AD-Workers Comp	\$ 191.13	\$ 300.00	\$ 266	\$ 301	\$ 301	\$ 301
001-002-513-11-31-00	AD-Office Supply	\$ 161.60	\$ 800.00	\$ -	\$ 800	\$ 800	\$ 800
001-002-513-11-41-00	AD-Professional Services	\$ 122.00	\$ 500.00	\$ -	\$ 500	\$ 500	\$ 500
001-002-513-11-42-00	AD-Communications	\$ 1,289.37	\$ 1,300.00	\$ 1,413	\$ 1,554	\$ 1,554	\$ 1,554
001-002-513-11-43-00	AD-Travel & Meetings	\$ 2,739.05	\$ 5,700.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
001-002-513-11-48-00	AD-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-002-513-11-49-00	AD-Staff Development	\$ 1,115.00	\$ 2,500.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
001-002-513-11-49-01	AD-Miscellaneous	\$ 3,327.00	\$ 2,000.00	\$ 583	\$ 2,000	\$ 2,000	\$ 2,000
002	Administration	\$ 222,214.90	\$ 255,008.00	\$ 260,914	\$ 279,406	\$ 279,406	\$ 279,517
001-003-514-20-11-00	CC-Salaries	\$ 87,319.94	\$ 106,593.00	\$ 112,522	\$ 115,804	\$ 115,804	\$ 115,804
001-003-514-20-12-00	CC-Overtime	\$ -	\$ 1,000.00	\$ 1,579	\$ 1,579	\$ 1,579	\$ 1,579
001-003-514-20-20-00	CC-Benefits	\$ 5,402.11	\$ 16,100.00	\$ 13,795	\$ 18,170	\$ 18,170	\$ 18,236
001-003-514-20-21-00	CC-Social Security	\$ 6,390.24	\$ 7,800.00	\$ 8,374	\$ 8,859	\$ 8,859	\$ 8,859
001-003-514-20-22-00	CC-Retirement	\$ 10,042.10	\$ 11,500.00	\$ 12,410	\$ 13,228	\$ 13,228	\$ 13,228
001-003-514-20-24-00	CC-Workers Comp	\$ 214.65	\$ 350.00	\$ 317	\$ 357	\$ 357	\$ 357
001-003-514-20-31-00	CC-Office Supply	\$ 1,276.14	\$ 1,000.00	\$ 837	\$ 1,000	\$ 1,000	\$ 1,000
001-003-514-20-41-00	CC-Professional Services	\$ 17,827.46	\$ 10,000.00	\$ 3,549	\$ 10,000	\$ 10,000	\$ 10,000
001-003-514-20-42-00	CC-Communications	\$ 2,233.01	\$ 2,000.00	\$ 2,635	\$ 2,898	\$ 2,898	\$ 2,898
001-003-514-20-43-00	CC-Travel & Meetings	\$ 613.91	\$ 5,400.00	\$ 2,342	\$ 5,400	\$ 5,400	\$ 5,400
001-003-514-20-48-00	CC-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-003-514-20-49-00	CC-Miscellaneous	\$ 182.50	\$ 600.00	\$ 1,011	\$ 600	\$ 600	\$ 600
001-003-514-20-49-02	CC-Staff Development	\$ 200.00	\$ 2,200.00	\$ 4,500	\$ 2,200	\$ 2,200	\$ 2,200
003	City Clerk	\$ 131,702.06	\$ 164,543.00	\$ 163,870	\$ 180,095	\$ 180,095	\$ 180,161
001-004-514-23-11-00	FI-Salaries	\$ 343,503.15	\$ 437,601.00	\$ 428,782	\$ 502,455	\$ 450,916	\$ 450,916
001-004-514-23-12-00	FI-Overtime	\$ 6,097.31	\$ 3,700.00	\$ 9,336	\$ 9,336	\$ 9,336	\$ 9,336
001-004-514-23-20-00	FI-Benefits	\$ 64,422.77	\$ 100,000.00	\$ 86,071	\$ 113,365	\$ 113,365	\$ 90,952
001-004-514-23-21-00	FI-Social Security	\$ 26,610.12	\$ 32,000.00	\$ 33,516	\$ 38,438	\$ 38,438	\$ 34,495
001-004-514-23-22-00	FI-Retirement	\$ 41,946.53	\$ 47,200.00	\$ 47,349	\$ 57,489	\$ 57,489	\$ 51,619
001-004-514-23-24-00	FI-Workers Comp	\$ 963.98	\$ 1,300.00	\$ 1,279	\$ 1,703	\$ 1,703	\$ 1,390
001-004-514-23-31-00	FI-Office Supplies	\$ 4,969.05	\$ 4,800.00	\$ 3,458	\$ 4,800	\$ 4,800	\$ 4,800
001-004-514-23-41-00	FI-Professional Service	\$ 38,253.42	\$ 61,747.00	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
001-004-514-23-41-01	FI-Advertising	\$ 150.00	\$ 100.00	\$ -	\$ 100	\$ 100	\$ 100
001-004-514-23-42-00	FI-Communications	\$ 1,982.90	\$ 1,800.00	\$ 2,729	\$ 3,002	\$ 3,002	\$ 3,002
001-004-514-23-43-00	FI-Travel & Meetings	\$ 290.01	\$ 5,800.00	\$ 1,000	\$ 5,800	\$ 5,800	\$ 5,800
001-004-514-23-46-00	FI-Insurance	\$ 96.00	\$ 100.00	\$ 97	\$ 102	\$ 102	\$ 102
001-004-514-23-48-00	FI-Software Maint	\$ 468.70	\$ 500.00	\$ 500	\$ 500	\$ 500	\$ 500
001-004-514-23-49-00	FI-Miscellaneous	\$ 551.23	\$ 1,200.00	\$ 1,325	\$ 1,200	\$ 1,200	\$ 1,200
001-004-514-23-49-01	FI-Staff Development	\$ 1,300.00	\$ 4,000.00	\$ 3,514	\$ 4,000	\$ 4,000	\$ 4,000
001-004-514-23-49-02	FI-Banking Services	\$ 2,670.71	\$ 2,500.00	\$ 2,006	\$ 2,500	\$ 2,500	\$ 2,500
001-004-514-23-49-03	FI-Credit Card Services	\$ 74,013.61	\$ 85,000.00	\$ 96,895	\$ 98,833	\$ 98,833	\$ 98,833

001-004-594-14-64-00	FI- Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Finance	\$ 608,289.49	\$ 789,348.00	\$ 767,856	\$ 893,623	\$ 842,084	\$ 809,545
001-005-517-60-31-00	HR-Safety Program	\$ 107.81	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
001-005-517-90-30-00	HR - Wellness Program Supplies	\$ -	\$ -	\$ -	\$ -		
001-005-517-90-41-00	HR-Wellness Program	\$ 1,686.80	\$ 2,000.00	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
001-005-518-10-11-00	HR-Salaries	\$ 198,050.43	\$ 370,299.00	\$ 354,219	\$ 382,936	\$ 382,936	\$ 382,936
001-005-518-10-12-00	HR-Overtime	\$ 101.78	\$ 1,300.00	\$ -	\$ 1,300	\$ 1,300	\$ 1,300
001-005-518-10-20-00	HR-Benefits	\$ 26,810.21	\$ 93,445.00	\$ 53,398	\$ 59,258	\$ 59,258	\$ 59,477
001-005-518-10-21-00	HR-Soc Security	\$ 14,829.57	\$ 20,000.00	\$ 19,630	\$ 29,295	\$ 29,295	\$ 29,295
001-005-518-10-22-00	HR-Retirement	\$ 22,815.28	\$ 29,500.00	\$ 37,687	\$ 43,898	\$ 43,898	\$ 43,898
001-005-518-10-24-00	HR-Workers Comp	\$ 416.01	\$ 700.00	\$ 926	\$ 1,049	\$ 1,049	\$ 1,049
001-005-518-10-31-00	HR-Office Supplies	\$ 1,151.42	\$ 1,500.00	\$ 1,047	\$ 1,500	\$ 1,500	\$ 1,500
001-005-518-10-31-01	HR-Operating Cost	\$ 943.37	\$ 4,600.00	\$ 6,627	\$ 4,600	\$ 4,600	\$ 4,600
001-005-518-10-31-02	HR - Emergency Mgmt Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
001-005-518-10-41-00	HR-Professional Services	\$ 13,438.82	\$ 3,500.00	\$ 1,130	\$ 3,500	\$ 5,000	\$ 5,000
001-005-518-10-41-01	HR - Advertising/Marketing	\$ -	\$ 35,500.00	\$ 35,500	\$ 35,500	\$ 35,500	\$ 35,500
001-005-518-10-42-00	HR-Communications	\$ 1,932.78	\$ 1,700.00	\$ 2,894	\$ 1,857	\$ 1,857	\$ 1,857
001-005-518-10-43-00	HR-Travel & Meetings	\$ 714.63	\$ 8,000.00	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
001-005-518-10-49-00	HR-Miscellaneous	\$ 444.00	\$ 1,400.00	\$ 1,171	\$ 1,400	\$ 1,400	\$ 1,400
001-005-518-10-49-01	HR-Staff Development	\$ 1,575.00	\$ 7,000.00	\$ 7,000	\$ 7,000	\$ 8,000	\$ 8,000
001-005-518-10-49-02	HR-Employee Recognition	\$ 4,854.29	\$ 5,000.00	\$ 2,090	\$ 5,000	\$ 5,000	\$ 5,000
001-005-518-10-49-03	HR - Tuition Reimbursement CW	\$ -	\$ 10,000.00	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
	<i>Position Request</i>				\$ 88,000	\$ -	
	<i>Item Requests</i>				\$ 6,320	\$ 6,320	
005	Human Resources	\$ 289,872.20	\$ 600,444.00	\$ 538,319	\$ 603,092	\$ 704,912	\$ 617,131
001-006-518-80-11-00	IT-Salaries	\$ 244,975.38	\$ 276,918.00	\$ 208,886	\$ 287,755	\$ 287,755	\$ 287,755
001-006-518-80-12-00	IT-Overtime	\$ 317.97	\$ 1,000.00	\$ 682	\$ 1,000	\$ 1,000	\$ 1,000
001-006-518-80-20-00	IT-Benefits	\$ 47,782.18	\$ 56,000.00	\$ 31,541	\$ 70,984	\$ 70,984	\$ 71,149
001-006-518-80-21-00	IT-Soc Security	\$ 18,569.32	\$ 20,300.00	\$ 15,933	\$ 22,013	\$ 22,013	\$ 22,013
001-006-518-80-22-00	IT-Retirement	\$ 28,108.53	\$ 30,000.00	\$ 20,573	\$ 32,805	\$ 32,805	\$ 32,805
001-006-518-80-24-00	IT-Workers Comp	\$ 562.53	\$ 750.00	\$ 413	\$ 786	\$ 786	\$ 786
001-006-518-80-31-00	IT-Office Supplies	\$ 6,668.34	\$ 6,500.00	\$ 2,940	\$ 6,500	\$ 6,500	\$ 6,500
001-006-518-80-32-00	IT-Fuel	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -
001-006-518-80-41-00	IT-Professional Services	\$ 32,555.49	\$ 25,000.00	\$ 53,777	\$ 25,000	\$ 25,000	\$ 25,000
001-006-518-80-42-00	IT-Communications	\$ 6,245.76	\$ 5,400.00	\$ 7,169	\$ 7,886	\$ 7,886	\$ 7,886
001-006-518-80-43-00	IT-Travel & Meetings	\$ 321.79	\$ 5,000.00	\$ 307	\$ 5,000	\$ 10,000	\$ 10,000
001-006-518-80-48-00	IT-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
001-006-518-80-49-00	IT-Miscellaneous	\$ -	\$ 200.00	\$ 400	\$ 400	\$ 400	\$ 400
001-006-518-80-49-01	IT-Staff Development	\$ 2,824.59	\$ 4,800.00	\$ 4,293	\$ 4,800	\$ 4,800	\$ 4,800
	<i>Position Request</i>				\$ 165,907	\$ 11,500	
	<i>Item Requests</i>				\$ -	\$ -	
006	Information Technology	\$ 388,931.88	\$ 432,068.00	\$ 346,914	\$ 464,929	\$ 640,836	\$ 486,594
001-007-517-20-20-00	Pension and Other Benefits	\$ -	\$ -	\$ -	\$ -		
001-007-558-50-11-00	PL-Salaries	\$ 683,676.46	\$ 926,000.00	\$ 788,230	\$ 827,619	\$ 827,619	\$ 827,619
001-007-558-50-12-00	PL-Overtime	\$ 329.93	\$ 1,200.00	\$ 3,159	\$ 1,200	\$ 1,200	\$ 1,200
001-007-558-50-20-00	PL-Benefits	\$ 162,430.30	\$ 227,000.00	\$ 169,332	\$ 177,878	\$ 177,878	\$ 178,351
001-007-558-50-21-00	PL-Social Security	\$ 55,989.23	\$ 68,000.00	\$ 59,957	\$ 63,313	\$ 63,313	\$ 63,313
001-007-558-50-22-00	PL-Retirement	\$ 87,888.09	\$ 100,000.00	\$ 86,330	\$ 94,791	\$ 94,791	\$ 94,791
001-007-558-50-24-00	PL-Workers Comp	\$ 2,196.82	\$ 2,700.00	\$ 2,311	\$ 4,471	\$ 4,471	\$ 4,471
001-007-558-50-31-00	PL-Office Supplies	\$ 2,068.84	\$ 4,000.00	\$ 2,729	\$ 4,000	\$ 4,000	\$ 4,000
001-007-558-50-31-01	PL-Operating Costs	\$ 310.06	\$ 6,000.00	\$ 434	\$ 6,000	\$ 4,000	\$ 4,000
001-007-558-50-31-02	PL-Permit Related Op. Costs	\$ 16,406.68	\$ 22,000.00	\$ 48,007	\$ 30,000	\$ 48,500	\$ 48,500
001-007-558-50-32-00	PL-Fuel	\$ 34.00	\$ -	\$ 58	\$ 59	\$ 59	\$ 59
001-007-558-50-41-00	PL-Professional Serv	\$ 14,777.72	\$ 220,000.00	\$ 220,000	\$ 45,000	\$ 170,000	\$ 170,000
001-007-558-50-41-01	PL-CA-Developer Reimb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-007-558-50-41-02	PL-Software Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

001-007-558-50-41-03	PL-Advertising	\$ 3,891.95	\$ 5,000.00	\$ 2,597	\$ 5,000	\$ 5,000	\$ 5,000
001-007-558-50-41-04	Permit Related Professional Sr	\$ 112,625.24	\$ 145,000.00	\$ 135,802	\$ 125,000	\$ 125,000	\$ 125,000
001-007-558-50-42-00	PL-Communication	\$ 10,831.77	\$ 9,000.00	\$ 12,214	\$ 13,436	\$ 13,436	\$ 13,436
001-007-558-50-43-00	PL-Travel & Mtgs	\$ 163.44	\$ 6,000.00	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
001-007-558-50-48-00	PL-Repairs & Maint.	\$ 1,245.96	\$ 1,500.00	\$ 1,526	\$ 1,500	\$ 1,500	\$ 1,500
001-007-558-50-49-00	PL-Miscellaneous	\$ 1,470.00	\$ 700.00	\$ 429	\$ 700	\$ 4,000	\$ 4,000
001-007-558-50-49-01	PL-Staff Development	\$ 1,684.18	\$ 6,000.00	\$ 5,678	\$ 6,000	\$ 6,000	\$ 6,000
001-007-558-50-49-02	PL-Printing and Bindin	\$ -	\$ 1,000.00	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
001-007-558-60-41-00	PL-UGA-RUTA-Annexation	\$ 44,514.30	\$ 10,000.00	\$ 40,546	\$ 10,000	\$ 10,000	\$ 10,000
001-007-558-60-41-02	PL-Prof Serv-Hearing E	\$ 4,000.00	\$ 2,000.00	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
001-007-558-60-41-03	PL-GIS Mapping	\$ -	\$ -	\$ -	\$ -		
001-007-558-70-31-00	PL - Citywide Beautification	\$ 18,693.78	\$ 100,307.00	\$ 100,307	\$ 10,000	\$ 10,000	\$ 10,000
001-007-558-70-41-00	PL-Economic Devel	\$ -	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
001-007-559-30-11-00	PB-Salaries	\$ 396,738.00	\$ 544,121.00	\$ 419,837	\$ 511,723	\$ 511,723	\$ 511,723
001-007-559-30-12-00	PB-Overtime	\$ 2,853.61	\$ 9,000.00	\$ 1,317	\$ 9,000	\$ 9,000	\$ 9,000
001-007-559-30-20-00	PB-Benefits	\$ 93,998.36	\$ 157,908.00	\$ 117,451	\$ 149,574	\$ 149,574	\$ 149,867
001-007-559-30-21-00	PB-Social Security	\$ 24,986.26	\$ 38,000.00	\$ 31,656	\$ 39,147	\$ 39,147	\$ 39,147
001-007-559-30-22-00	PB-Retirement	\$ 33,648.03	\$ 48,500.00	\$ 38,146	\$ 58,706	\$ 58,706	\$ 58,706
001-007-559-30-24-00	PB-Workers Comp	\$ 6,985.17	\$ 10,500.00	\$ 8,055	\$ 11,162	\$ 11,162	\$ 11,162
001-007-559-30-31-00	PB-Office Supplies	\$ 4,981.51	\$ 5,600.00	\$ 257	\$ 5,600	\$ 5,600	\$ 5,600
001-007-559-30-31-01	PB-Operating Cost	\$ 493.51	\$ 3,629.00	\$ 1,015	\$ 3,629	\$ 2,629	\$ 2,629
001-007-559-30-31-02	PB-Clothing	\$ 210.87	\$ 150.00	\$ 355	\$ 150	\$ 2,025	\$ 2,025
001-007-559-30-32-00	PB-Fuel	\$ 621.12	\$ 1,000.00	\$ 1,483	\$ 1,513	\$ 1,513	\$ 1,513
001-007-559-30-40-01	PL - Contrib to Vehicle Replac	\$ 15,000.00	\$ 15,000.00	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
001-007-559-30-41-00	PB-Professional Srv	\$ 1,974.94	\$ 1,500.00	\$ 475	\$ 1,500	\$ 1,500	\$ 1,500
001-007-559-30-41-01	PB-Advertising	\$ -	\$ -	\$ 86	\$ -	\$ -	\$ -
001-007-559-30-42-00	PB-Communication	\$ 4,885.42	\$ 5,000.00	\$ 3,804	\$ 5,500	\$ 5,500	\$ 5,500
001-007-559-30-43-00	PB-Travel & Mtgs	\$ 1,013.53	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
001-007-559-30-48-00	PB-Repair & Maintenance	\$ 1,246.00	\$ 1,000.00	\$ 1,526	\$ 1,000	\$ 1,000	\$ 1,000
001-007-559-30-49-00	PB-Miscellaneous	\$ -	\$ 500.00	\$ 490	\$ 500	\$ 1,000	\$ 1,000
001-007-559-30-49-01	PB-Staff Development	\$ 2,751.59	\$ 2,300.00	\$ 2,606	\$ 2,300	\$ 2,300	\$ 2,300
001-007-571-00-30-00	PL-Park & Recreation	\$ 16,289.49	\$ 20,000.00	\$ 20,000	\$ -	\$ -	\$ -
001-007-594-58-63-00	PL-Capital Outlay	\$ 1,129.33	\$ -	\$ -	\$ -	\$ -	\$ -
001-007-594-59-63-00	PB-Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Position Request						\$ 114,543	\$ 8,967
Item Requests						\$ 50,000	\$ 50,000
007	Planning & Community Develop	\$ 1,835,035.49	\$ 2,738,115.00	\$ 2,362,204	\$ 2,266,969	\$ 2,577,687	\$ 2,472,877
001-008-518-61-40-00	LE - Judgments & Settlements	\$ 47,679.20	\$ -	\$ -	\$ -		
001-008-521-10-40-00	LE - Contrib to Vehicle Repl	\$ 218,000.00	\$ 250,000.00	\$ 250,000	\$ 250,000	\$ 277,000	\$ 277,000
001-008-521-10-40-01	LE - Contrib to Boat Repl	\$ 8,000.00	\$ 8,000.00	\$ 8,000	\$ 8,000	\$ 16,000	\$ 16,000
001-008-521-10-40-02	LE-Contrib toTaser Repl	\$ 21,300.00	\$ 24,000.00	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
001-008-521-10-40-03	LE - Contrib to Firearm Repl	\$ -	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
001-008-521-10-40-04	LE - Contrib to BWC	\$ -	\$ -	\$ 140,042	\$ -	\$ 40,000	\$ 40,000
001-008-521-20-11-00	LE-Salaries	\$ 3,867,372.64	\$ 4,254,239.00	\$ 3,857,445	\$ 4,452,438	\$ 4,452,438	\$ 4,452,438
001-008-521-20-12-00	LE-Overtime	\$ 298,837.92	\$ 300,000.00	\$ 388,402	\$ 309,000	\$ 309,000	\$ 309,000
001-008-521-20-14-00	LE-Salaries Extra Duty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-008-521-20-15-00	LE-Holiday Cashout	\$ 108,276.05	\$ 110,000.00	\$ 43,716	\$ 113,300	\$ 113,300	\$ 113,300
001-008-521-20-16-00	LE-Signing Bonus	\$ -	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ 120,000	\$ 120,000
001-008-521-20-20-00	LE-Benefits	\$ 841,438.10	\$ 1,135,918.00	\$ 846,562	\$ 1,104,463	\$ 1,104,463	\$ 1,107,012
001-008-521-20-21-00	LE-Social Security	\$ 325,426.61	\$ 314,000.00	\$ 330,662	\$ 340,619	\$ 340,619	\$ 340,619
001-008-521-20-22-00	LE-Retirement	\$ 260,544.55	\$ 252,000.00	\$ 274,658	\$ 270,202	\$ 270,202	\$ 270,202
001-008-521-20-24-00	LE-Workers Comp	\$ 100,275.56	\$ 125,000.00	\$ 109,301	\$ 140,680	\$ 140,680	\$ 140,680
001-008-521-20-26-00	LE-Clothing Allowance	\$ 27,900.00	\$ 28,000.00	\$ 26,100	\$ 28,000	\$ 31,000	\$ 31,000
001-008-521-20-31-00	LE-Office Supplies	\$ 14,740.66	\$ 17,000.00	\$ 12,638	\$ 17,000	\$ 17,000	\$ 17,000
001-008-521-20-31-01	LE-Fixed Minor Equipment	\$ 55,285.94	\$ 78,000.00	\$ 52,929	\$ 78,000	\$ 83,000	\$ 83,000
001-008-521-20-31-02	LE-Minor Equipment	\$ 30,543.67	\$ 29,700.00	\$ 34,414	\$ 29,700	\$ 29,700	\$ 29,700

001-008-521-20-31-03	LE-Donation Exp Helmets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-008-521-20-31-04	LE-Donation Exp - Other	\$ 6,469.00	\$ 1,500.00	\$ 15,734	\$ -	\$ -	\$ -
001-008-521-20-31-05	LE-Equipment - New Officers	\$ 11,243.96	\$ 84,732.00	\$ 84,732	\$ -	\$ 50,000	\$ 50,000
001-008-521-20-31-06	LE-Emergency Mgmt Supplies	\$ 8,386.60	\$ 5,000.00	\$ 581	\$ 5,000	\$ -	\$ -
001-008-521-20-31-07	LE-Donation Canine Unit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-008-521-20-31-08	LE - Business Meeting Supplies	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
001-008-521-20-32-00	LE-Fuel	\$ 56,588.22	\$ 72,000.00	\$ 76,922	\$ 78,460	\$ 100,000	\$ 100,000
001-008-521-20-41-00	LE-Professional Services	\$ 28,274.67	\$ 37,500.00	\$ 41,241	\$ 37,500	\$ 39,000	\$ 39,000
001-008-521-20-41-01	LE-Professional Serv-Fixed	\$ 61,083.53	\$ 68,300.00	\$ 78,574	\$ 68,300	\$ 73,300	\$ 73,300
001-008-521-20-41-03	LE-Advertising	\$ -	\$ 1,500.00	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
001-008-521-20-42-00	LE-Communication	\$ 64,855.39	\$ 60,000.00	\$ 62,710	\$ 68,981	\$ 68,981	\$ 68,981
001-008-521-20-43-00	LE-Travel & Per Diem	\$ 21,964.38	\$ 44,500.00	\$ 34,923	\$ 44,500	\$ 44,500	\$ 44,500
001-008-521-20-43-01	LE-Business Meetings	\$ 1,506.05	\$ 5,000.00	\$ 2,791	\$ 1,000	\$ 5,000	\$ 5,000
001-008-521-20-46-00	LE-Insurance	\$ 313,810.30	\$ 302,408.00	\$ 302,408	\$ 365,000	\$ 365,000	\$ 365,000
001-008-521-20-48-00	LE-Repair & Maintenance Equip	\$ 77,094.22	\$ 80,000.00	\$ 51,024	\$ 80,000	\$ 80,000	\$ 80,000
001-008-521-20-49-00	LE-Dues & Memberships	\$ 4,135.00	\$ 4,000.00	\$ 1,663	\$ 4,000	\$ 4,000	\$ 4,000
001-008-521-21-11-00	LE-Boating Salaries Local	\$ 19,713.46	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
001-008-521-21-11-01	LE-Boating - Other Salaries	\$ 8,787.94	\$ 50,000.00	\$ 3,279	\$ 50,000	\$ 50,000	\$ 50,000
001-008-521-21-20-00	LE-Boating Benefit Local	\$ 8,125.67	\$ 8,200.00	\$ 10,128	\$ 8,200	\$ 8,200	\$ 8,200
001-008-521-21-20-01	LE-Boat Other Benefits	\$ 1,703.11	\$ 3,100.00	\$ 639	\$ 3,100	\$ 3,100	\$ 3,100
001-008-521-21-26-00	LE-Boating Clothing	\$ 114.44	\$ 500.00	\$ 405	\$ 500	\$ 500	\$ 500
001-008-521-21-31-00	LE-Boating Minor Equipment	\$ 5,169.66	\$ 9,500.00	\$ 1,714	\$ 9,500	\$ 4,000	\$ 4,000
001-008-521-21-32-00	LE-Boating-Fuel	\$ 825.18	\$ 2,500.00	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
001-008-521-21-43-00	LE-Boating-Travel & Per Diem	\$ -	\$ 6,000.00	\$ -	\$ 6,000	\$ 4,000	\$ 4,000
001-008-521-21-48-00	LE-Boating Repair & Maint	\$ 2,673.55	\$ 5,500.00	\$ 1,971	\$ 5,500	\$ 3,500	\$ 3,500
001-008-521-30-31-00	LE-Community Outreach Supplies	\$ 5,897.06	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
001-008-521-30-41-00	LE-Drug Task Force	\$ 6,393.00	\$ 6,500.00	\$ -	\$ 6,500	\$ 6,500	\$ 6,500
001-008-521-40-49-01	LE-Registration Fees	\$ 38,962.12	\$ 36,000.00	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
001-008-521-40-49-03	LE-Staff Development - BLEA	\$ -	\$ 3,100.00	\$ -	\$ 3,100	\$ 22,422	\$ 22,422
001-008-521-40-49-04	LE-Finance Charges	\$ 103.18	\$ 100.00	\$ -	\$ -		
001-008-521-40-49-05	LE-Tuition Program	\$ 2,500.00	\$ -	\$ -	\$ -		
001-008-521-41-49-01	LE-Boating- Registration Fees	\$ -	\$ 3,000.00	\$ -	\$ 3,000	\$ 500	\$ 500
001-008-521-50-30-00	LE-Facilities Supplies	\$ 4,883.22	\$ 10,200.00	\$ 3,744	\$ 10,200	\$ 10,200	\$ 10,200
001-008-521-50-30-01	LE-Facilities Minor Equipment	\$ 2,540.56	\$ 3,000.00	\$ 327	\$ 3,000	\$ 3,000	\$ 3,000
001-008-521-50-30-02	LE-Fleet Minor Equipment	\$ 3,725.58	\$ 5,000.00	\$ 3,413	\$ 5,000	\$ 5,000	\$ 5,000
001-008-521-50-47-00	LE-Facility Utilities	\$ 26,333.87	\$ 29,000.00	\$ 24,948	\$ 29,000	\$ 29,000	\$ 29,000
001-008-521-50-48-00	LE-Facility Repair & Maint	\$ 33,211.26	\$ 36,000.00	\$ 20,352	\$ 36,000	\$ 36,000	\$ 36,000
001-008-523-60-41-00	LE-Jail	\$ 468,714.79	\$ 480,000.00	\$ 474,219	\$ 494,400	\$ 494,400	\$ 494,400
001-008-528-00-41-00	LE-SNO911	\$ 362,570.04	\$ 379,215.00	\$ 379,214	\$ 406,305	\$ 406,305	\$ 406,305
001-008-554-30-41-00	LE-Animal Control	\$ 17,878.00	\$ 15,000.00	\$ 19,243	\$ 19,435	\$ 19,435	\$ 19,435
001-008-594-21-60-00	LE-Capital Boating	\$ -	\$ 54,000.00	\$ 54,000	\$ -	\$ -	\$ -
001-008-594-21-63-00	LE-Capital Outlays Equipment	\$ 53,486.77	\$ 142,717.00	\$ 85,000	\$ -	\$ -	\$ -
001-008-594-21-63-01	LE-Capital Outlay - Facilities	\$ 55,705.10	\$ 41,000.00	\$ 41,000	\$ -	\$ -	\$ -
Council Position Directive					\$ 380,425	\$ -	\$ -
Position Requests					\$ 102,621	\$ -	\$ -
Item Requests					\$ 850,261	\$ 50,000	\$ 50,000
008	Law Enforcement	\$ 8,011,049.78	\$ 9,086,429.00	\$ 8,376,769	\$ 9,125,884	\$ 10,726,552	\$ 9,445,794
001-010-576-80-11-00	PK-Salaries	\$ 345,592.44	\$ 572,451.00	\$ 414,339	\$ 933,501	\$ 933,501	\$ 954,116
001-010-576-80-12-00	PK-Overtime	\$ 24,034.08	\$ 16,000.00	\$ 23,791	\$ 16,000	\$ 16,000	\$ 16,000
001-010-576-80-20-00	PK-Benefits	\$ 76,290.82	\$ 177,922.00	\$ 87,636	\$ 203,336	\$ 203,336	\$ 216,047
001-010-576-80-21-00	PK-Social Security	\$ 29,421.26	\$ 31,000.00	\$ 33,885	\$ 71,413	\$ 71,413	\$ 72,990
001-010-576-80-22-00	PK-Retirement	\$ 43,202.93	\$ 40,100.00	\$ 41,830	\$ 96,241	\$ 96,241	\$ 98,382
001-010-576-80-24-00	PK-Workers Comp	\$ 8,207.18	\$ 12,000.00	\$ 10,982	\$ 18,481	\$ 18,481	\$ 20,490
001-010-576-80-26-00	PK-Clothing - Boot Allowance	\$ 1,149.48	\$ -	\$ 1,541	\$ 1,541	\$ -	\$ -
001-010-576-80-31-00	PK-Operating Costs	\$ 120,215.40	\$ 135,000.00	\$ 170,575	\$ 135,000	\$ 118,200	\$ 118,200
001-010-576-80-31-01	PK-Ops-Clothing	\$ 1,567.39	\$ 4,700.00	\$ 1,947	\$ 4,700	\$ 7,800	\$ 7,800

001-010-576-80-31-02	PK-Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
001-010-576-80-31-03	PK-Equipment & Tools	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000
001-010-576-80-31-04	PK-Vandalism Supplies	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
001-010-576-80-31-05	PK-R&M Supplies	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
001-010-576-80-31-06	PK-Lake Safety	\$ 11,371.70	\$ 4,000.00	\$ 830	\$ 4,000	\$ 8,000	\$ 8,000
001-010-576-80-31-07	PK-Recreation Supplies	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
001-010-576-80-31-08	PK-Special Event Supplies	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
001-010-576-80-31-10	PK-Boat Launch Expenses	\$ 3,266.57	\$ 21,000.00	\$ 6,000	\$ 6,000	\$ 8,000	\$ 8,000
001-010-576-80-32-00	PK-Fuel Costs	\$ 13,372.02	\$ 20,000.00	\$ 16,027	\$ 16,347	\$ 2,000	\$ 2,000
001-010-576-80-40-02	PK - Contrib to PW Eqpt	\$ 40,000.00	\$ 40,000.00	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
001-010-576-80-41-00	PK-Professional Services	\$ 22,790.71	\$ 100,000.00	\$ 49,428	\$ 100,000	\$ 37,000	\$ 37,000
001-010-576-80-41-01	PK-Professional Tree Srv	\$ 106,594.45	\$ 150,000.00	\$ 50,000	\$ 150,000	\$ 60,000	\$ 60,000
001-010-576-80-41-02	PK-Row Club Discount on Rent	\$ 2,991.00	\$ 2,500.00	\$ 2,990	\$ 2,990	\$ 2,990	\$ 2,990
001-010-576-80-42-00	PK-Communication	\$ 14,152.71	\$ 9,000.00	\$ 17,049	\$ 18,753	\$ 15,000	\$ 15,000
001-010-576-80-42-01	PK-Advertising Services	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
001-010-576-80-43-00	PK-Travel & Meetings	\$ 1,763.57	\$ 200.00	\$ 871	\$ 2,000	\$ 20,000	\$ 20,000
001-010-576-80-45-00	PK-Equipment Rental	\$ 35,270.45	\$ 8,000.00	\$ 33,375	\$ 30,000	\$ 32,000	\$ 32,000
001-010-576-80-45-01	PK-Dumpster Service	\$ 2,583.95	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
001-010-576-80-46-00	PK-Insurance	\$ 40,019.88	\$ 52,565.00	\$ 52,565	\$ 63,000	\$ 63,000	\$ 63,000
001-010-576-80-47-00	PK-Utilities	\$ 47,590.09	\$ 40,000.00	\$ 33,250	\$ 40,000	\$ 47,000	\$ 47,000
001-010-576-80-47-01	PK-Storm Drainage	\$ 21,221.54	\$ 23,490.00	\$ 23,490	\$ 24,000	\$ 24,000	\$ 24,000
001-010-576-80-48-00	PK-Repair & Maintenance	\$ 2,884.89	\$ 19,400.00	\$ 27,555	\$ 5,000	\$ 26,000	\$ 26,000
001-010-576-80-49-00	PK-Dues & Memberships	\$ 137.22	\$ 150.00	\$ 387	\$ 400	\$ 500	\$ 500
001-010-576-80-49-01	PK-Staff Development	\$ 2,601.92	\$ 3,400.00	\$ 4,248	\$ 3,400	\$ 20,000	\$ 20,000
001-010-576-81-49-00	PK-Park Board-Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-010-594-76-11-00	Park CP Salaries	\$ 6,944.70	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -
001-010-594-76-20-00	Park CP Benefits	\$ 2,306.10	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
001-010-594-76-64-00	PK-Capital Outlay	\$ 243,456.00	\$ -	\$ -	\$ -	\$ -	\$ -
North Cove Floating Dock Bulkhead (RF)						\$ 15,000	\$ 15,000
Position Requests						\$ 153,213	\$ 204,844
Item Requests						\$ 188,446	\$ 90,237
010	Parks	\$ 1,271,000.45	\$ 1,491,378.00	\$ 1,144,590	\$ 1,986,103	\$ 2,362,620	\$ 2,355,096
001-011-515-41-41-00	Ext Consultation - City Atty	\$ 148,025.01	\$ 328,000.00	\$ 169,903	\$ 175,000	\$ 175,000	\$ 175,000
001-011-515-41-41-01	Ext Consult - PRA	\$ 12,895.50	\$ 20,000.00	\$ 20,782	\$ 21,406	\$ 21,406	\$ 21,406
001-011-515-41-41-02	Ext Consult - Prosecutor Svs	\$ 166,344.00	\$ 170,000.00	\$ 165,820	\$ 175,100	\$ 175,100	\$ 175,100
001-011-515-41-41-03	Ext Consult - Labor Relations	\$ 2,271.50	\$ 25,000.00	\$ 25,000	\$ 25,750	\$ 50,000	\$ 50,000
001-011-515-41-41-04	Ext Attorney - Sewer	\$ 8,560.00	\$ 50,000.00	\$ 19,222	\$ 50,000	\$ 50,000	\$ 50,000
001-011-515-45-41-00	Ext Litigation - City Atty	\$ 24,054.50	\$ 5,000.00	\$ 24,744	\$ 25,486	\$ 25,486	\$ 25,486
001-011-515-45-41-02	Ext Litigation - Sewer	\$ 97,683.96	\$ 140,000.00	\$ 115,599	\$ -	\$ -	\$ -
001-011-515-91-41-00	LG-General Public Defender	\$ 134,993.37	\$ 135,000.00	\$ 135,000	\$ 139,050	\$ 139,050	\$ 139,050
001-011-515-91-41-01	Social Worker Program (Grant)	\$ 13,070.00	\$ 13,870.00	\$ 12,720	\$ 12,720	\$ 12,720	\$ 12,720
001-011-518-63-40-00	Grant Exp - Arlington	\$ -	\$ 14,400.00	\$ -	\$ -	\$ -	\$ -
011	Legal	\$ 607,897.84	\$ 901,270.00	\$ 688,791	\$ 624,512	\$ 648,762	\$ 648,762
001-012-557-30-31-00	CS- Visitor Center	\$ 486.59	\$ -	\$ -	\$ -	\$ -	\$ -
001-012-557-30-40-01	CS- VIC Utilities	\$ 1,289.00	\$ 1,300.00	\$ 1,524	\$ 1,539	\$ 1,539	\$ 1,539
001-012-557-30-40-02	CS- VIC Professional Services	\$ 56.80	\$ -	\$ -	\$ -	\$ -	\$ -
001-012-565-10-49-00	CS- Human Services	\$ 20,000.00	\$ 20,000.00	\$ 20,000	\$ -	\$ 30,000	\$ 30,000
001-012-565-20-40-00	CS- Veteran Services	\$ 83.66	\$ 3,414.00	\$ -	\$ -	\$ -	\$ -
001-012-569-00-31-00	CS- Senior Services-Supplies	\$ 11.98	\$ 250.00	\$ -	\$ -	\$ -	\$ -
001-012-569-00-47-00	CS- Senior Services-Utilities	\$ 28.40	\$ -	\$ -	\$ -	\$ -	\$ -
001-012-569-00-48-00	CS- Senior Services R&M	\$ 7,741.18	\$ 1,500.00	\$ 564	\$ 1,500	\$ 1,500	\$ 1,500
001-012-571-20-45-00	CS- Special Event-Equip Rent	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
001-012-572-20-31-00	CS- Library-Office & Operating	\$ 733.47	\$ 500.00	\$ -	\$ -	\$ -	\$ -
001-012-572-20-41-00	CS- Library-Professional Svc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-012-572-20-47-00	CS- Library-Utilities	\$ 7,232.08	\$ 10,000.00	\$ 7,952	\$ 8,032	\$ 8,032	\$ 8,032
001-012-572-20-47-01	CS- Library Storm Drainage	\$ 1,464.76	\$ 2,147.00	\$ 1,839	\$ 2,220	\$ 2,220	\$ 2,220

001-012-572-20-48-00	CS- Library-Repair & Maint	\$ 5,406.40	\$ 1,500.00	\$ 2,952	\$ 3,000	\$ 3,000	\$ 3,000
001-012-573-20-31-00	Arts - Operating Cost	\$ 3,449.05	\$ -	\$ -	\$ -	\$ -	\$ -
001-012-573-90-31-00	CS- Aquafest	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
001-012-575-30-31-00	CS- Museum - Operating	\$ 1,332.04	\$ 100.00	\$ -	\$ -	\$ -	\$ -
001-012-575-30-42-00	CS- Museum - Communications	\$ 3,781.55	\$ 3,500.00	\$ 842	\$ 1,000	\$ 1,000	\$ 1,000
001-012-575-30-47-00	CS- Museum - Utilities	\$ 2,463.02	\$ 1,500.00	\$ 6,706	\$ 6,773	\$ 6,773	\$ 6,773
001-012-575-50-31-00	CS- The Mill- Ops	\$ 19,554.06	\$ 37,000.00	\$ 37,000	\$ 10,000	\$ 10,000	\$ 10,000
001-012-575-50-41-00	CS- The Mill- Janitorial	\$ 2,196.00	\$ 5,000.00	\$ 915	\$ -	\$ -	\$ -
001-012-575-50-42-00	CS- The Mill- Communication	\$ 806.36	\$ 500.00	\$ 842	\$ 850	\$ 850	\$ 850
001-012-575-50-47-00	CS- The Mill- Utilities	\$ 17,119.87	\$ 20,000.00	\$ 17,522	\$ 17,697	\$ 17,697	\$ 17,697
001-012-575-50-48-00	CS- The Mill - R & M	\$ -	\$ 2,000.00	\$ 3,233	\$ 2,000	\$ 2,000	\$ 2,000
001-012-575-51-31-00	CS- Grimm House - Operating	\$ 66.64	\$ 50,000.00	\$ 50,000	\$ -	\$ -	\$ -
001-012-575-51-47-00	CS- Grimm House Utilities	\$ 862.04	\$ 1,500.00	\$ 1,848	\$ 1,500	\$ 1,500	\$ 1,500
001-012-594-72-63-00	CS- Library - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-012-594-75-64-00	CS- The Mill - Capital	\$ 5,283.92	\$ -	\$ -	\$ -	\$ -	\$ -
012	Community	\$ 101,448.87	\$ 166,711.00	\$ 153,739	\$ 56,111	\$ 86,111	\$ 86,111
001-013-511-70-40-00	Lobbying Services	\$ 58,459.93	\$ 65,000.00	\$ 60,912	\$ 65,000	\$ 65,000	\$ 65,000
001-013-512-50-41-00	GG-Municipal Court Fees	\$ 124,459.55	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-512-52-40-00	GG-Municipal Court Fees 2022	\$ -	\$ 200,000.00	\$ 68,374	\$ 100,000	\$ 100,000	\$ 100,000
001-013-518-20-31-00	GG-Operating Costs	\$ 19,738.80	\$ 17,400.00	\$ 16,730	\$ 17,400	\$ 17,400	\$ 17,400
001-013-518-20-32-00	GG-Fuel	\$ -	\$ 500.00	\$ -	\$ 500	\$ 500	\$ 500
001-013-518-20-41-00	GG-Professional Service	\$ 95,463.88	\$ 141,000.00	\$ 140,796	\$ 141,000	\$ 141,000	\$ 141,000
001-013-518-20-42-00	GG-Communication	\$ 5,293.37	\$ 4,800.00	\$ 5,345	\$ 5,880	\$ 5,880	\$ 5,880
001-013-518-20-45-00	GG-Rental & Services	\$ 2,211.88	\$ 2,500.00	\$ 739	\$ 2,500	\$ 2,500	\$ 2,500
001-013-518-20-45-01	GG-Dumpster Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-518-20-46-00	GG-Insurance	\$ 106,132.02	\$ 160,991.00	\$ 160,991	\$ 193,000	\$ 193,000	\$ 193,000
001-013-518-20-47-00	GG-Utilities	\$ 25,715.71	\$ 18,500.00	\$ 12,178	\$ 18,500	\$ 18,500	\$ 18,500
001-013-518-20-47-01	GG-Storm Drainage	\$ 23,823.77	\$ 29,611.00	\$ 29,611	\$ 30,400	\$ 30,400	\$ 30,400
001-013-518-20-47-02	GG-Utilities for Rentals	\$ 19,899.09	\$ 30,000.00	\$ 16,308	\$ 16,471	\$ 16,471	\$ 16,471
001-013-518-20-48-00	GG-Repair & Maintenance	\$ 8,235.26	\$ 90,000.00	\$ 48,082	\$ 40,000	\$ 40,000	\$ 40,000
001-013-518-20-49-00	GG-Miscellaneous	\$ 1,329.41	\$ 1,000.00	\$ 1,316	\$ 1,500	\$ 1,500	\$ 1,500
001-013-518-30-11-00	GG-Salaries Regular	\$ 222,884.23	\$ 399,721.00	\$ 246,231	\$ 203,218	\$ 203,218	\$ 391,198
001-013-518-30-12-00	GG-Salaries Overtime	\$ 16,519.89	\$ 11,000.00	\$ 10,094	\$ 11,000	\$ 11,000	\$ 11,000
001-013-518-30-20-00	GG-Benefits	\$ 59,658.69	\$ 170,072.00	\$ 57,895	\$ 57,874	\$ 57,874	\$ 104,179
001-013-518-30-21-00	GG-Social Security	\$ 19,482.85	\$ 26,500.00	\$ 20,037	\$ 15,546	\$ 15,546	\$ 29,927
001-013-518-30-22-00	GG-Retirement	\$ 30,232.11	\$ 36,500.00	\$ 25,349	\$ 21,114	\$ 21,114	\$ 40,645
001-013-518-30-22-01	GG-Deferred Match Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,892
001-013-518-30-24-00	GG-Workers Comp	\$ 4,441.26	\$ 10,400.00	\$ 5,388	\$ 6,185	\$ 6,185	\$ 6,185
001-013-518-30-26-00	GG-Clothing-Boot Allowance	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
001-013-518-30-41-01	GG-Advertising	\$ 2,228.80	\$ 4,000.00	\$ 701	\$ 1,000	\$ 1,000	\$ 1,000
001-013-518-61-49-00	GG-Judgments & Settlements	\$ 16,200.00	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-518-70-49-00	GG-PRR - Print-Copy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-518-90-40-00	GG - Contrib to Unemployment	\$ -	\$ -	\$ -	\$ 24,394	\$ 24,394	\$ 24,394
001-013-518-90-40-01	GG - Contrib to Computer	\$ 254,100.00	\$ 254,100.00	\$ 254,100	\$ 254,100	\$ 254,100	\$ 254,100
001-013-518-90-49-00	GG-PSRC	\$ 11,237.00	\$ 12,000.00	\$ 12,800	\$ 14,000	\$ 14,000	\$ 14,000
001-013-518-90-49-01	GG-Chamber of Commerce	\$ 18,200.00	\$ 18,000.00	\$ 18,295	\$ 18,295	\$ 18,295	\$ 18,295
001-013-518-90-49-02	GG-Economic Alliance	\$ 3,000.00	\$ 3,000.00	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
001-013-518-90-49-03	GG-Visitor Center -SnoCo Contr	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ -
001-013-518-90-49-04	GG-AWC	\$ 25,614.00	\$ 28,000.00	\$ 27,092	\$ 35,000	\$ 35,000	\$ 35,000
001-013-518-90-49-05	GG-SnoCo Tomorrow	\$ 6,684.00	\$ 7,000.00	\$ 7,524	\$ 8,502	\$ 8,502	\$ 8,502
001-013-518-90-49-06	GG-Excise Tax	\$ 1,325.82	\$ 1,000.00	\$ 12,005	\$ 13,206	\$ 13,206	\$ 13,206
001-013-518-90-49-09	GG-Snohomish Health District	\$ 34,150.00	\$ 39,000.00	\$ -	\$ -	\$ -	\$ -
001-013-524-60-31-01	GG-Protectective Insp Enforce	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-525-10-41-00	GG-Emergency	\$ 43,794.00	\$ 44,000.00	\$ 50,704	\$ 58,817	\$ 58,817	\$ 58,817
001-013-553-70-31-00	GG-Pollution Earthday Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-553-70-41-00	GG - Air Pollution	\$ 22,716.00	\$ 23,000.00	\$ 23,580	\$ 26,472	\$ 26,472	\$ 26,472

001-013-566-00-41-00	GG - Liquor Tax to SnoCo	\$ 10,222.40	\$ 10,000.00	\$ 11,506	\$ 11,621	\$ 11,621	\$ 11,621
001-013-581-10-00-00	Interfund Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-582-10-00-00	Refund	\$ 100.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -
001-013-582-20-00-00	Refund of Retainage Deposits	\$ 1,377.06	\$ -	\$ -	\$ -	\$ -	\$ -
001-013-597-00-00-07	GG-Contrib to Muni Arts Fund	\$ 3,345.56	\$ 11,000.00	\$ 11,000	\$ -	\$ -	\$ -
<i>Position Requests</i>						\$ 313,055	\$ 160,523
<i>Item Requests</i>						\$ 135,325	\$ 17,579
013	General Government	\$ 1,298,276.34	\$ 1,871,595.00	\$ 1,358,683	\$ 1,415,495	\$ 1,863,875	\$ 1,871,685
	Expenditures	\$ 15,017,382.50	\$ 18,905,484.00	\$ 16,527,245	\$ 18,302,482	\$ 21,336,703	\$ 19,677,156
001	General Cash	\$ 5,465,688.87	\$ 1,990,997.87	\$ 6,408,855	\$ 5,187,726	\$ 2,474,505	\$ 4,600,837

002	Contingency Beginning Cash	\$ 4,576,757.82	\$ 5,840,281.68	\$ 5,840,282	\$ 6,696,998	\$ 6,696,998	\$ 6,696,998
002-000-313-11-00-00	Local Construction Sales Tax	\$ 1,263,523.86	\$ 1,200,000.00	\$ 856,717	\$ 800,000	\$ 800,000	\$ 800,000
002-000-361-10-00-00	Investment Interest		\$ 4,800.00	\$ -		\$ -	\$ -
002-000-381-20-00-00	Interfund Loan Repay Receipt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-000-389-90-00-00	Uncashed Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-000-397-00-00-00	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 1,263,523.86	\$ 1,204,800.00	\$ 856,717	\$ 800,000	\$ 800,000	\$ 800,000
002-000-581-10-00-00	Interfund Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-000-589-90-00-00	Unclaimed Checks Paid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-000-597-00-00-00	GR - Interfund Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-010-594-76-61-01	Park Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-013-518-20-30-00	CV - Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-013-518-20-40-00	CV - Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-013-518-63-40-00	CV - Grant Pass Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-013-518-63-40-01	CV - SnoCo Grant Pass Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-013-594-18-60-00	Property Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002-013-594-18-60-01	CV - Capital Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002	Contingency Reserve	\$ 5,840,281.68	\$ 7,045,081.68	\$ 6,696,998	\$ 7,496,998	\$ 7,496,998	\$ 7,496,998

003	Permitting - Beginning Cash	\$ 537,257.00	\$ 3,799,323.47	\$ 3,799,323	\$ 4,292,021	\$ 4,292,021	\$ 4,292,021
003-000-322-10-00-00	Building Permits	\$ 1,350,033.29	\$ 1,500,000.00	\$ 1,577,880	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
003-000-345-81-00-00	Zoning-Subdivision Fees	\$ 236,862.90	\$ 300,000.00	\$ 220,989	\$ 220,989	\$ 220,989	\$ 220,989
003-000-361-10-00-00	Investment Interest - To GF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003-000-381-20-00-00	Interfund Loan Repay Receipt	\$ 3,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 4,586,896.19	\$ 1,800,000.00	\$ 1,798,869	\$ 1,720,989	\$ 1,720,989	\$ 1,720,989
003-000-581-10-00-00	Interfund Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003-007-558-50-49-00	Miscellaneous	\$ -	\$ -	\$ 267	\$ 200	\$ 200	\$ 200
003-007-594-58-63-00	Permit Capital	\$ 95,432.81	\$ -	\$ -	\$ -	\$ -	\$ -
003-007-597-00-00-00	Interfund Transfer Out	\$ 1,229,397.16	\$ 1,020,000.00	\$ 1,305,903	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
<i>Postion Requests</i>						\$ 201,206	\$ 166,014
	Expenses	\$ 1,324,829.97	\$ 1,020,000.00	\$ 1,306,171	\$ 1,300,200	\$ 1,501,406	\$ 1,466,214
003	Permitting - Managerial	\$ 3,799,323.22	\$ 4,579,323.47	\$ 4,292,021	\$ 4,712,810	\$ 4,511,604	\$ 4,546,796

004	Pandemic Recovery - Managerial	\$ -	\$ 4,651,151.56	\$ 4,651,152	\$ 1,368,508	\$ 1,368,508	\$ 1,368,508
004-000-332-92-10-19	ARPA - LFR Funds	\$ 4,737,716.00	\$ 4,737,714.00	\$ 4,737,717	\$ -		
004-000-361-10-00-00	Investment Interest	\$ -	\$ -	\$ -	\$ -		
004-000-381-20-00-00	Interfund Loan Repay Receipt	\$ -	\$ -	\$ -	\$ -		
	Revenues	\$ 4,737,716.00	\$ 4,737,714.00	\$ 4,737,717	\$ -	\$ -	\$ -
004-000-581-10-00-00	Interfund Loan	\$ -	\$ -	\$ -	\$ -		
004-000-597-00-00-00	Interfund Transfer Out	\$ -	\$ 1,969,685.00	\$ 1,984,979	\$ -	\$ 196,000	\$ 196,000
004-010-594-76-60-00	PR - Davies Pier Restoration	\$ -	\$ 50,000.00	\$ 50,000	\$ -		
004-010-594-76-60-01	PR - Eagle Ridge Park	\$ -	\$ 459,000.00	\$ -	\$ -	\$ 459,000	\$ 459,000
004-010-594-76-60-02	PR - Frontier Heights Park P2	\$ -	\$ 225,000.00	\$ 11,492	\$ -	\$ 213,508	\$ 213,508
004-010-594-76-60-03	PR - Powerline Trail	\$ -	\$ 500,000.00	\$ -	\$ -	\$ 500,000	\$ 500,000
004-013-518-20-30-00	RR - Supplies	\$ 111.69	\$ 525,000.00	\$ 536	\$ -		
004-013-518-20-40-00	RR - Professional Services	\$ 86,452.75	\$ 795,400.00	\$ 331,362	\$ -		
004-013-518-63-40-00	RR - Service Org Contributions	\$ -	\$ 30,000.00	\$ 30,000	\$ -		
004-013-518-63-40-01	PR - Food Bank Service Org	\$ -	\$ 500,000.00	\$ 950,000	\$ -		

004-013-518-63-40-02	PR - VOA Service Org	\$ -	\$ 50,000.00	\$ 50,000	\$ -		
004-013-594-18-60-01	RR - Capital Purchases	\$ -	\$ 2,177,784.00	\$ 3,111,992	\$ -		
004-016-594-31-60-00	PR - 117th Ave NE Storm Projec	\$ -	\$ 607,000.00	\$ -	\$ -		
004-016-594-31-60-01	PR - 17705 91st/24th Storm Inf	\$ -	\$ 1,500,000.00	\$ 1,500,000	\$ -		
	Expenses	\$ 86,564.44	\$ 9,388,869.00	\$ 8,020,361	\$ -	\$ 1,368,508	\$ 1,368,508
004	Pandemic Recovery - Managerial	\$ 4,651,151.56	\$ (3.44)	\$ 1,368,508	\$ 1,368,508	\$ (0)	\$ (0)

Account Number	Description	2021 Actuals	2022 Budget	Estimated Ending	2023 Base Budget	Department Requested Budget	Department Requested Budget
101	Street - Beginning Cash	\$ 2,627,502.00	\$ 2,466,286	\$ 2,466,286	\$ 2,557,065	\$ 2,557,065	\$ 2,557,065
101-000-311-10-00-00	Real & Personal Property Tax	\$ 1,474,650.00	\$ 1,564,000.00	\$ 1,564,000	\$ 1,612,691	\$ 1,612,691	\$ 1,794,219
101-000-316-40-00-00	Utility Tax - Garbage	\$ 377,591.87	\$ 335,000.00	\$ 434,456	\$ 438,801	\$ 438,801	\$ 438,801
101-000-322-40-00-00	Other Non-Bus. ROW Permits	\$ 32,736.00	\$ 27,000.00	\$ 42,257	\$ 42,680	\$ 42,680	\$ 42,680
101-000-333-21-01-90	TREAS Fed Ind 21.019 CARES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-000-336-00-71-00	Multimodal Transportation	\$ 46,221.47	\$ 45,800.00	\$ 52,788	\$ 52,910	\$ 52,910	\$ 52,910
101-000-336-00-87-00	MVFT - City Streets	\$ 656,508.61	\$ 650,000.00	\$ 727,846	\$ 787,138	\$ 787,138	\$ 787,138
101-000-343-89-00-00	Street Lights - Developer Paid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-000-344-10-00-00	Street - PW Charge for Service	\$ 1,235.00	\$ -	\$ -	\$ -	\$ -	\$ -
101-000-361-10-00-00	Investment Interest	\$ 1,944.09	\$ 2,500.00	\$ 11,160	\$ 11,718	\$ 11,718	\$ 11,718
101-000-368-51-00-01	Street Op Special Assessment	\$ 7,032.00	\$ 4,500.00	\$ 17,856	\$ 18,035	\$ 18,035	\$ 18,035
101-000-369-10-00-00	Sale of Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-000-369-40-00-00	Misc Rev. Judgment-Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-000-369-91-00-00	Miscellaneous Revenue - Other	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
101-000-382-20-00-00	PW - Retainage	\$ 18,523.15	\$ 15,000.00	\$ 5,405	\$ -	\$ -	\$ -
101-000-395-10-00-00	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-000-397-00-00-00	Interfund Transfer In	\$ 68,451.28	\$ 60,000.00	\$ 64,814	\$ 65,000	\$ 65,000	\$ 65,000
101-000-398-10-00-00	Insurance Recoveries - Non Cap	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 2,684,893.47	\$ 2,703,800	\$ 2,920,582	\$ 3,103,972	\$ 3,103,972	\$ 3,285,500
101-015-543-30-31-00	ME - Operating Costs	\$ -	\$ -	\$ -	\$ -		
101-016-542-30-11-00	ST-Salaries	\$ 741,207.50	\$ 980,942.00	\$ 821,949	\$ 1,262,871	\$ 1,262,871	\$ 1,062,722
101-016-542-30-12-00	ST-Overtime	\$ 46,640.39	\$ 30,000.00	\$ 31,116	\$ 30,000	\$ 35,000	\$ 35,000
101-016-542-30-20-00	ST-Benefits	\$ 190,111.80	\$ 275,002.00	\$ 205,800	\$ 324,118	\$ 324,118	\$ 273,908
101-016-542-30-21-00	ST-Social Security	\$ 61,156.29	\$ 73,500.00	\$ 66,828	\$ 96,610	\$ 96,610	\$ 81,298
101-016-542-30-22-00	ST-Retirement	\$ 95,975.32	\$ 103,000.00	\$ 92,150	\$ 135,848	\$ 135,848	\$ 115,053
101-016-542-30-24-00	ST-Workers Comp	\$ 11,576.45	\$ 18,500.00	\$ 12,838	\$ 22,733	\$ 22,733	\$ 17,257
101-016-542-30-26-00	ST-Clothing - Boot Allowance	\$ 1,531.97	\$ -	\$ 3,734	\$ 3,771	\$ 3,771	\$ 3,771
101-016-542-30-32-00	ST-Fuel	\$ 32,799.76	\$ 35,000.00	\$ 31,845	\$ 35,700	\$ 35,700	\$ 35,700
101-016-542-30-41-00	ST-Pavement Preservation	\$ 338,915.41	\$ 561,000.00	\$ 561,000	\$ 400,000	\$ 400,000	\$ 400,000
101-016-542-30-41-01	ST-Advertising	\$ 108.74	\$ 1,000.00	\$ 535	\$ 1,000	\$ 1,000	\$ 1,000
101-016-542-30-41-02	ST-Professional Service	\$ 43,222.57	\$ 95,000.00	\$ 149,383	\$ 45,000	\$ 100,000	\$ 100,000
101-016-542-30-45-00	ST-Rentals-Leases	\$ 2,670.25	\$ 3,000.00	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
101-016-542-30-45-01	ST-Dumpster Service	\$ 1,579.18	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -
101-016-542-30-48-00	ST-Repair & Maintenance	\$ 14,509.29	\$ 25,000.00	\$ 4,618	\$ 15,000	\$ 25,000	\$ 25,000
101-016-542-30-49-00	ST-Miscellaneous	\$ 657.21	\$ 1,000.00	\$ 663	\$ 1,000	\$ 1,000	\$ 1,000
101-016-542-30-49-01	ST-Staff Development	\$ 2,151.83	\$ 5,000.00	\$ 8,558	\$ 5,000	\$ 15,000	\$ 15,000
101-016-542-40-41-00	ST-Storm Drainage	\$ 6,787.29	\$ 7,262.00	\$ 7,260	\$ 7,500	\$ 7,500	\$ 7,500
101-016-542-40-41-01	ST-SWM Road Bond Debt	\$ 14,918.92	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -
101-016-542-61-31-00	ST-Sidewalk Repair Supply	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-542-61-48-00	ST-Sidewalk R&M	\$ -	\$ 25,000.00	\$ -	\$ 25,000	\$ 45,000	\$ 45,000
101-016-542-63-47-00	ST-Lighting - Utilities	\$ 178,818.14	\$ 180,000.00	\$ 182,144	\$ 187,608	\$ 187,608	\$ 187,608
101-016-542-63-48-00	ST-Lighting - R&M	\$ 2,447.66	\$ 10,000.00	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
101-016-542-64-31-00	ST-Traffic Control - Supply	\$ 32,051.28	\$ 30,000.00	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
101-016-542-64-47-00	ST-Traffic Control -Utility	\$ 4,935.21	\$ 3,600.00	\$ 4,776	\$ 4,919	\$ 4,919	\$ 4,919
101-016-542-64-48-00	ST-Traffic Control - R&M	\$ 18,565.22	\$ 20,000.00	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
101-016-542-64-48-01	ST-Traf Control - Guardrail	\$ 25,864.81	\$ 40,000.00	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
101-016-542-64-48-02	ST-Traffic Control - Striping	\$ -	\$ 120,000.00	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
101-016-542-66-31-00	ST-Snow & Ice - Sply	\$ 20,432.00	\$ 20,000.00	\$ 19,889	\$ 20,000	\$ 20,000	\$ 20,000
101-016-542-70-31-00	ST-Roadside - Supply	\$ -	\$ 10,000.00	\$ 2,042	\$ 10,000	\$ 10,000	\$ 10,000
101-016-542-70-31-01	ST-Beautification Street Signs	\$ 2,553.40	\$ 2,000.00	\$ 1,879	\$ 2,000	\$ 2,000	\$ 2,000
101-016-542-90-31-01	ST-Clothing	\$ 1,912.74	\$ 7,000.00	\$ 6,871	\$ 7,000	\$ 7,000	\$ 7,000
101-016-543-10-40-00	ST - Contrib to PW Equip	\$ 80,000.00	\$ 80,000.00	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
101-016-543-10-40-02	ST - Contrib to Computer	\$ 39,600.00	\$ 39,600.00	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600

101-016-543-30-42-00	ST-Communications	\$ 11,148.85	\$ 11,000.00	\$ 12,046	\$ 13,251	\$ 13,251	\$ 13,251
101-016-543-30-43-00	ST-Travel & Meetings	\$ 292.09	\$ 4,000.00	\$ 5,285	\$ 4,000	\$ 8,000	\$ 8,000
101-016-543-30-46-00	ST-Insurance	\$ 80,724.19	\$ 119,026.00	\$ 119,025	\$ 143,000	\$ 143,000	\$ 143,000
101-016-543-40-40-01	ST - Contrib to Unemployment	\$ -	\$ -	\$ -	\$ 303	\$ 303	\$ 303
101-016-543-50-47-00	ST-Utilities	\$ 7,971.74	\$ 7,000.00	\$ 9,125	\$ 9,399	\$ 9,399	\$ 9,399
101-016-544-20-41-00	ST-Prof Srv - Engineering	\$ 906.25	\$ 20,000.00	\$ 1,063	\$ 10,000	\$ 10,000	\$ 10,000
101-016-544-90-31-01	ST-Office Supplies	\$ 8,467.25	\$ 1,000.00	\$ 15,223	\$ 2,000	\$ 4,000	\$ 4,000
101-016-544-90-31-02	ST-Operating Cost	\$ 154,174.66	\$ 135,000.00	\$ 142,710	\$ 135,000	\$ 150,000	\$ 150,000
101-016-582-20-00-00	PW Retainage Release	\$ 7,397.35	\$ 25,000.00	\$ 25,000	\$ -	\$ -	\$ -
101-016-594-42-64-00	ST-Capital Expenditures	\$ 506,056.00	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-594-42-64-01	ST-Capital Equipment	\$ 36,768.24	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-594-44-11-00	Street CP Salaries	\$ 13,889.46	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -
101-016-594-44-20-00	Street CP Benefits	\$ 4,612.21	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
101-016-595-20-60-00	ST - Capital ROW Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-595-61-63-01	ST-Sidewalk Capital Project	\$ -	\$ -	\$ 14,850	\$ -	\$ -	\$ -
101-016-595-64-63-00	ST-Traffic Control-Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-597-00-00-00	ST-Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-597-00-00-02	ST-Transfer Out to Street Rsrv	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-597-00-00-04	ST-Trsfr-Sidewalk CapProj Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-016-597-00-00-07	ST-Contribution-Municipal Arts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>School Zone Impr/Traffic Calming</i>					\$ 125,000	\$ 125,000
	<i>Postion Requests</i>					\$ 153,313	\$ 160,523
	<i>Item Requests</i>					\$ 597,000	\$ 94,097
	Expenditures	\$ 2,846,108.92	\$ 3,143,932	\$ 2,829,804	\$ 3,302,232	\$ 4,298,545	\$ 3,510,910
101	Street - Ending Cash	\$ 2,466,286.55	\$ 2,026,154.00	\$ 2,557,065	\$ 2,358,805	\$ 1,362,492	\$ 2,331,655

111	Drug Seizure & Forfeiture	\$ 86,872.00	\$ 64,059	\$ 64,059	\$ 61,037	\$ 61,037	\$ 61,037
111-000-361-10-00-00	Investment Interest	\$ 59.38	\$ 100.00	\$ 266	\$ 279	\$ 279	\$ 279
111-000-369-30-00-00	Confiscated & Forfeited Prop	\$ 31,984.05	\$ 30,000.00	\$ 5,059	\$ -	\$ -	\$ -
111-000-398-10-00-00	Insurance Recoveries	\$ 1,795.61	\$ -	\$ 207	\$ -	\$ -	\$ -
	Revenues	\$ 33,839.04	\$ 30,100	\$ 5,532	\$ 279	\$ 279	\$ 279
111-008-518-61-40-00	Drug Seizure - Settlement Agmt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
111-008-521-20-31-00	Drug Seize - Operating Costs	\$ 3,392.31	\$ 7,000.00	\$ 2,175	\$ -	\$ 7,000	\$ 7,000
111-008-521-20-31-01	Drug Seize - Canine Supplies	\$ 1,595.01	\$ 4,500.00	\$ 2,547	\$ -	\$ 4,500	\$ 4,500
111-008-521-20-40-00	Drug Seize - Canine Prof Serv	\$ 2,763.37	\$ 3,500.00	\$ 3,831	\$ -	\$ 3,500	\$ 3,500
111-008-521-20-49-00	Drug Seize - Misc Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
111-008-594-21-63-00	Drug - Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
111-008-597-00-00-00	Transfer Out	\$ 48,901.53	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 56,652.22	\$ 15,000	\$ 8,554	\$ -	\$ 25,000	\$ 25,000
111	Drug Seizure & Forfeiture	\$ 64,058.82	\$ 79,159.00	\$ 61,037	\$ 61,316	\$ 36,316	\$ 36,316

112	Municipal Arts	\$ 28,485.00	\$ 16,179	\$ 16,179	\$ 52	\$ 52	\$ 52
112-000-361-10-00-00	Investment Interest	\$ 22.96	\$ 10.00	\$ 53	\$ 56	\$ 56	\$ 56
112-000-397-00-00-00	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 22.96	\$ 10	\$ 53	\$ 56	\$ 56	\$ 56
112-012-594-73-63-00	Art - Public Art Acquisition	\$ 12,328.90	\$ 16,180.00	\$ 16,180	\$ -	\$ -	\$ -
	Expenditures	\$ 12,328.90	\$ 16,180	\$ 16,180	\$ -	\$ -	\$ -
112	Municipal Arts	\$ 16,179.06	\$ 9.00	\$ 52	\$ 108	\$ 108	\$ 108

210	LTGO 2008A Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 353,605.00	\$ 347,205	\$ 347,205	\$ 210,605	\$ 210,605	\$ 210,605
	Expenditures	\$ 353,605.00	\$ 347,205	\$ 347,205	\$ 210,605	\$ 210,605	\$ 210,605
210	LTGO 2008A Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

213	2015 LTGO Bond (Ref)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 95,650.80	\$ 95,815	\$ 95,815	\$ 96,938	\$ 96,938	\$ 96,938
	Expenses	\$ 95,650.80	\$ 95,815	\$ 95,815	\$ 96,938	\$ 96,938	\$ 96,938
213	2015 LTGO Bond (Ref)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

214	2019A LTGO Bond - PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	Revenues	\$ 464,737.98	\$ 460,699	\$ 460,699	\$ 462,129	\$ 462,129	\$ 462,129
	Expenses	\$ 464,737.98	\$ 460,699	\$ 460,699	\$ 462,129	\$ 462,129	\$ 462,129
214	2019A LTGO Bond - PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
215	2021A LTGO Bond - 17005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 325,193.39	\$ 610,137	\$ 610,137	\$ 609,850	\$ 609,850	\$ 609,850
	Expenses	\$ 325,193.39	\$ 610,137	\$ 610,137	\$ 609,850	\$ 609,850	\$ 609,850
215	2021A LTGO Bond - 17005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301	Cap Proj-Dev Contrib-Traffic	\$ 2,485,143.00	\$ 3,764,683	\$ 3,764,683	\$ 4,918,695	\$ 4,918,695	\$ 4,918,695
301-000-334-03-60-00	WSDOT - S Lake Stevens Rd	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-000-334-03-80-00	TIB - S. Lake Stevens Path	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-000-334-03-80-01	TIB - 20th St SE Grant	\$ 4,051,842.00	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Grants</i>				\$ 190,000	\$ 190,000	\$ 190,000
301-000-344-10-00-00	Charge for Services- Everett	\$ 17,295.93	\$ -	\$ -	\$ -	\$ -	\$ -
301-000-345-84-10-00	Local Trans. Act -Impact Fees	\$ 37,043.00	\$ 35,000.00	\$ 1,200	\$ -	\$ -	\$ -
301-000-345-85-10-01	Traffic Mitigation - TIZ 1	\$ 130,274.33	\$ 425,000.00	\$ 78,039	\$ 100,000	\$ 100,000	\$ 100,000
301-000-345-85-10-02	Traffic Mitigation - TIZ 2	\$ 42,000.00	\$ 35,000.00	\$ 262,500	\$ 50,000	\$ 50,000	\$ 50,000
301-000-345-85-10-03	Traffic Mitigation - TIZ 3	\$ 580,055.00	\$ 1,000,000.00	\$ 942,720	\$ 750,000	\$ 750,000	\$ 750,000
301-000-345-86-10-00	Traffic Mitigation - SEPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-000-361-10-00-00	Investment Interest	\$ 2,923.56	\$ 3,000.00	\$ 19,245	\$ 20,207	\$ 20,207	\$ 20,207
301-000-381-10-00-00	Interfund Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-000-382-20-00-00	PW Retainage Held	\$ -	\$ 100,000.00	\$ -	\$ -	\$ 100,000	\$ 100,000
301-000-397-00-00-00	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 4,861,433.82	\$ 1,598,000	\$ 1,303,704	\$ 920,207	\$ 1,210,207	\$ 1,210,207
301-000-581-20-00-00	Interfund Loan Repayment	\$ 3,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
301-000-582-20-00-00	PW Retainage Release	\$ -	\$ 100,000.00	\$ -	\$ -	\$ 100,000	\$ 100,000
301-000-589-90-00-00	Refunds or Reimbursements	\$ 148,027.62	\$ -	\$ -	\$ -	\$ -	\$ -
301-000-597-00-00-00	Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-016-544-40-41-00	Street Op - P&D - 20th St SE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-016-595-30-11-00	Roadway CP Salaries	\$ 4,833.73	\$ 10,000.00	\$ -	\$ -	\$ 75,000	\$ 75,000
301-016-595-30-20-00	Roadway CP Benefits	\$ 716.95	\$ 10,000.00	\$ -	\$ -	\$ 25,000	\$ 25,000
301-016-595-30-60-01	TZ3-20th St SE Phase II Construct	\$ 390,874.71	\$ -	\$ 40,000	\$ -	\$ -	\$ -
301-016-595-30-60-03	TZ3 -17005- 24th St & 91st Ext	\$ 37,440.77	\$ 109,692.00	\$ 109,692	\$ -	\$ -	\$ -
301-016-595-30-60-04	TZ3-99th U Turn Channelization	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000	\$ 30,000
301-016-595-30-64-01	SEPA Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-016-595-61-64-01	TIZ1 - 117th NE Sidewalk	\$ -	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -
301-016-595-61-64-02	TZ3-18004 - S. Lake Stevens Rd	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301-016-595-61-64-03	TZ3 - 12th/87th SE Road Realign	\$ -	\$ 50,000.00	\$ -	\$ -	\$ 50,000	\$ 50,000
301-016-595-61-64-04	TZ3 - 79th/8th Project	\$ -	\$ 100,000.00	\$ -	\$ -	\$ 906,240	\$ 906,240
	<i>TZI - Main Street</i>				\$ 500,000	\$ 500,000	\$ 500,000
	Expenditures	\$ 3,581,893.78	\$ 1,009,692	\$ 149,692	\$ -	\$ 1,686,240	\$ 1,686,240
301	Cap Proj-Dev Contrib-Traffic	\$ 3,764,683.04	\$ 4,352,991.00	\$ 4,918,695	\$ 5,838,902	\$ 4,442,662	\$ 4,442,662
302	Park Mitigation Fund	\$ 463,112.00	\$ 1,069,006	\$ 1,069,006	\$ 1,953,029	\$ 1,953,029	\$ 1,953,029
302-000-334-04-20-00	DOC - Cavelero Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
302-000-334-04-20-01	State Commerce -DT Grant	\$ 980,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>(Hartford/NC Guest Moorage/FH) Grants</i>				\$ 436,245	\$ 436,245	\$ 436,245
302-000-337-00-00-00	Snohomish County SCPP Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
302-000-345-86-10-01	Park Mitigation	\$ 771,148.16	\$ 700,000.00	\$ 1,085,931	\$ 700,000	\$ 1,000,000	\$ 1,000,000
302-000-361-10-00-00	Investment Interest	\$ 734.47	\$ 750.00	\$ 6,303	\$ 6,619	\$ 6,619	\$ 6,619
302-000-367-00-00-00	Tree Replacement Fee	\$ 127,714.15	\$ 10,000.00	\$ 7,560	\$ 10,000	\$ 10,000	\$ 10,000
302-000-382-20-00-00	PW Retainage	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
302-000-397-00-00-00	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 1,879,596.78	\$ 810,750	\$ 1,099,795	\$ 716,619	\$ 1,452,864	\$ 1,452,864
302-000-582-20-00-00	Retainage Release	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
302-010-576-80-61-00	Park Mitigation Funds Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
302-010-576-90-31-00	Tree Replacement Expenditures	\$ 7,039.24	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
302-010-594-76-11-00	Park Mit CP Salaires	\$ 46,917.22	\$ 20,000.00	\$ 73,142	\$ -	\$ 75,000	\$ 75,000
302-010-594-76-20-00	Park Mit CP Benefits	\$ 14,394.37	\$ 5,000.00	\$ 22,630	\$ -	\$ 25,000	\$ 25,000
302-010-594-76-60-00	PM - Park Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
302-010-594-76-61-00	PM - Frontier Heights Capital	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 160,000

302-010-594-76-61-01	PM - North Cove Capital	\$ 545,662.11	\$ -	\$ -	\$ -		
302-010-594-76-61-02	PM - Lundeen Park Capital	\$ 30,539.00	\$ -	\$ -	\$ -		
302-010-594-76-61-03	PM -20th SE Fields/Poweline TR	\$ 111,009.04	\$ 989,257.00	\$ 30,000	\$ -	\$ 765,000	\$ 765,000
302-010-594-76-61-04	PM - Eagle Ridge	\$ -	\$ -	\$ -	\$ -		
302-010-594-76-61-05	PM - Cavelero Park	\$ -	\$ 56,000.00	\$ -	\$ -	\$ 56,000	\$ 56,000
302-010-594-76-61-07	PM - Festival Street	\$ 36,121.34	\$ -	\$ -	\$ -		
302-010-594-76-61-08	PM - Oak Hill Park	\$ -	\$ -	\$ -	\$ -		
302-010-594-76-61-09	PM - Davies Beach	\$ 107,357.87	\$ 50,000.00	\$ 50,000	\$ -	\$ 200,000	\$ 200,000
302-010-594-76-61-10	PM - Sunset Beach	\$ 3,595.00	\$ 96,405.00	\$ 20,000	\$ -	\$ 250,000	\$ 250,000
302-010-594-76-61-11	PM - Charging Stations	\$ 21,484.48	\$ -	\$ -	\$ -		
302-010-594-76-61-12	PM - North Cove Phase 3	\$ 349,583.45	\$ 30,000.00	\$ -	\$ -		
302-010-594-76-61-13	PM - Centennial Park	\$ -	\$ 25,000.00		\$ -	\$ 20,000	\$ 20,000
302-010-594-76-61-14	PM - Cedarwood Park	\$ -	\$ 100,000.00	\$ 20,000	\$ -	\$ 30,000	\$ 30,000
	<i>North Cove Guest Moorage</i>					\$ 134,000	\$ 134,000
	<i>Davies Beach Row Dock</i>					\$ 60,000	\$ 60,000
	<i>Bonneville Ballfields</i>					\$ 75,000	\$ 75,000
	<i>Hartford Depot (Concession Bldg)</i>					\$ 228,600	\$ 228,600
	<i>Eagle Ridge Storage Building</i>					\$ 10,000	\$ 10,000
	<i>Lundeen Park Recreation Building Remodel</i>					\$ 10,000	\$ 10,000
302-010-597-00-00-00	Transfer Out	\$ -	\$ -	\$ -	\$ -		
	Expenditures	\$ 1,273,703.12	\$ 1,501,662	\$ 215,772	\$ -	\$ 2,098,600	\$ 2,098,600
302	Park Mitigation Fund	\$ 1,069,005.66	\$ 378,094.00	\$ 1,953,029	\$ 2,669,648	\$ 1,307,293	\$ 1,307,293

303	Real Estate Excise Tax I	\$ 4,617,750.00	\$ 5,671,124	\$ 5,671,124	\$ 6,930,342	\$ 6,930,342	\$ 6,930,342
303-000-318-34-00-00	REET 1-1st Quarter Percent	\$ 2,172,429.90	\$ 1,500,000.00	\$ 2,000,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
303-000-334-02-70-00	RCO - Eagle Ridge Grant	\$ -	\$ 429,200.00	\$ -	\$ -	\$ -	\$ -
303-000-361-10-00-00	Investment Interest	\$ 4,272.43	\$ 5,000.00	\$ 27,737	\$ 29,124	\$ 29,124	\$ 29,124
303-000-382-20-00-00	Retainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
303-000-397-00-00-00	Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 2,176,702.33	\$ 1,934,200	\$ 2,027,737	\$ 1,529,124	\$ 1,529,124	\$ 1,529,124
303-000-582-20-00-00	Retainage Release	\$ 883.95	\$ -	\$ -			
303-000-597-00-00-01	Transfer to Police 2015 Debt	\$ 95,650.80	\$ 95,815.00	\$ 95,815	\$ 96,938	\$ 96,938	\$ 96,938
303-000-597-00-00-09	transfer to 210 for 2008 bonds	\$ 213,205.00	\$ 212,005.00	\$ 212,005	\$ 210,605	\$ 210,605	\$ 210,605
303-000-597-00-00-11	Transfer Out 2019A New PD Bond	\$ 464,737.98	\$ 460,699.00	\$ 460,699	\$ 462,129	\$ 462,129	\$ 462,129
303-008-591-28-78-01	800 MHZ Capital Debt Principal	\$ 21,439.00	\$ -	\$ -	\$ -		
303-008-592-28-83-01	800 MHZ Capital Debt Interest	\$ 1,179.00	\$ -	\$ -	\$ -		
303-010-594-76-60-00	Eagle Ridge Park	\$ -	\$ 536,200.00	\$ -	\$ -		
303-013-594-18-60-01	Civic Center	\$ 160,535.67	\$ -	\$ -	\$ -		
303-016-594-42-60-01	Fuel System Construction	\$ -	\$ -	\$ -	\$ -		
	<i>131st Sewer Extension</i>					\$ 132,588	\$ 132,588
	<i>Citywide Security Cameras</i>					\$ 100,000	\$ 100,000
303-016-594-48-60-00	<i>PW Shop (Feasibility)</i>	\$ 165,696.66	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
	Expenditures	\$ 1,123,328.06	\$ 1,304,719	\$ 768,519	\$ 769,672	\$ 1,017,260	\$ 1,017,260
303	Real Estate Excise Tax I	\$ 5,671,124	\$ 6,300,605	\$ 6,930,342	\$ 7,689,794	\$ 7,442,206	\$ 7,442,206

304	Real Estate Excise Tax II	\$ 3,569,324.00	\$ 4,529,187	\$ 4,529,187	\$ 4,769,455	\$ 4,769,455	\$ 4,769,455
304-000-318-35-00-00	REET 2- 2nd Quarter Percent	\$ 2,147,809.98	\$ 1,500,000.00	\$ 2,000,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
304-000-334-02-70-00	RCO - Eagle Ridge Grant	\$ -	\$ -	\$ -	\$ -	\$ 428,210	\$ 428,210
304-000-334-03-60-01	WSDOT Grant - Trestle/HOV	\$ 939,372.74	\$ -	\$ -			
304-000-334-03-80-00	TIB - 17005 24th/91st	\$ -	\$ 3,000,000.00	\$ 3,000,000			
304-000-334-04-20-00	Commerce- Frontier Hgts Plygrd	\$ 121,250.00	\$ -	\$ -			
304-000-334-04-20-01	Commerce - Festival Street Grt	\$ -	\$ 2,000,000.00	\$ 2,000,000			
304-000-337-00-00-00	SnoCo Parks Grants	\$ 20,000.00	\$ -	\$ -			
304-000-361-10-00-00	Investment Interest	\$ 3,499.73	\$ 5,000.00	\$ 19,517	\$ 20,493	\$ 20,493	\$ 20,493
304-000-382-20-00-00	Retainage	\$ -	\$ 100,000.00	\$ -		\$ 100,000	\$ 100,000
304-000-395-10-10-00	Property Sale Proceeds	\$ -	\$ -	\$ -			
	Revenues	\$ 3,231,932.45	\$ 6,605,000	\$ 7,019,517	\$ 1,520,493	\$ 2,048,703	\$ 2,048,703
304-000-582-20-00-00	Retainage Release	\$ -	\$ 100,000.00	\$ -	\$ -	\$ 100,000	\$ 100,000
304-010-594-76-60-01	Lundeen Park Redevelopment	\$ -	\$ -	\$ -	\$ -		
304-010-594-76-60-02	Frontier Heights Pk Redevelop	\$ -	\$ -	\$ -	\$ -		
304-010-594-76-60-03	Park Redevelopment - Capital	\$ -	\$ 30,615.00	\$ -	\$ -		

304-010-594-76-60-04	Park - Eagle Ridge Park	\$ -	\$ -	\$ 9,878	\$ -	\$ 515,250	\$ 515,250
304-016-594-31-63-00	17005 - 24th St SE & 91st Ave	\$ 385,164.08	\$ 3,844,663.00	\$ 3,844,663	\$ -		
304-016-595-30-60-00	TrestleHOV Lane	\$ 815,443.51	\$ -	\$ 3,171	\$ -		
304-016-595-30-60-01	79th Ave SE Access Road	\$ 215.00	\$ 159,680.00	\$ 105,000	\$ -	\$ 54,069	\$ 54,069
304-016-595-30-60-02	Festival Street Restroom	\$ -	\$ 150,000.00	\$ 150,000	\$ -		
304-016-595-30-60-03	Festival Street/Mill Spur	\$ 746,053.60	\$ 2,056,400.00	\$ 2,056,400	\$ -		
304-016-595-30-60-04	Frontier Village/4th Project	\$ -	\$ -	\$ -	\$ -		
304-016-595-60-60-05	Trestle/HOV Lane	\$ -	\$ -	\$ -	\$ -		
304-016-595-60-60-06	R2 - S. Lake Stevens Road	\$ -	\$ -	\$ -	\$ -		
304-016-595-61-60-00	R2 - S. Lake Stevens Road	\$ -	\$ -	\$ -	\$ -		
304-016-597-00-00-00	Transfer Out	\$ -	\$ -	\$ -	\$ -		
304-016-597-00-00-01	Trans to 215 - 2021A Bond Fund	\$ 325,193.39	\$ 610,137.00	\$ 610,137	\$ 609,850	\$ 609,850	\$ 609,850
	<i>R2 - Main Street</i>					\$ 241,600	\$ 241,600
	<i>91st Ave NE Commercial Revitalization</i>					\$ 50,000	\$ 50,000
	<i>Mill Spur DT Parking</i>					\$ 160,000	\$ 160,000
	<i>ADA Ramp Upgrades</i>					\$ 100,000	\$ 100,000
	Expenditures	\$ 2,272,069.58	\$ 6,951,495	\$ 6,779,249	\$ 609,850	\$ 1,830,769	\$ 1,830,769
304	Real Estate Excise Tax II	\$ 4,529,186.87	\$ 4,182,692.00	\$ 4,769,455	\$ 5,680,098	\$ 4,987,389	\$ 4,987,389
307	Infrastructure Capital Project	\$ -	\$ 11,381,900	\$ 11,381,900	\$ 0	\$ 0	\$ 0
307-000-334-03-80-00	TIB - Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
307-000-344-10-00-00	Charge for Service - Everett	\$ 410,721.21	\$ 198,984.00	\$ 338,232	\$ -	\$ -	\$ -
307-000-361-10-00-00	Investment Interest	\$ 4,984.92	\$ 2,000.00	\$ 46,371	\$ -	\$ -	\$ -
307-000-382-20-00-00	Retainage Held	\$ 141,386.95	\$ 200,000.00	\$ 200,000	\$ -	\$ -	\$ -
307-000-391-10-00-00	2021A LTGO Bond Proceeds	\$ 8,870,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
307-000-392-00-00-00	2021A LTGO Bond Premium	\$ 1,126,882.70	\$ -	\$ -	\$ -	\$ -	\$ -
307-000-395-10-00-00	Sale of Capital - Property	\$ 3,810,033.00	\$ -	\$ -	\$ -	\$ -	\$ -
307-000-397-00-00-00	Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 14,364,008.78	\$ 400,984	\$ 584,603	\$ -	\$ -	\$ -
307-000-582-20-00-00	Retainage Release	\$ -	\$ 341,386.00	\$ 341,386	\$ -	\$ -	\$ -
307-000-592-48-84-00	2021A LTGO Bond Issuance Fees	\$ 112,837.50	\$ -	\$ -	\$ -	\$ -	\$ -
307-000-595-30-11-00	Project Salaries - 17005	\$ 163.63	\$ 40,000.00	\$ 40,000	\$ -	\$ -	\$ -
307-000-595-30-20-00	Project Benefits - 17005	\$ 47.57	\$ 9,790.00	\$ 9,790	\$ -	\$ -	\$ -
307-000-595-30-60-00	Project Construction Account	\$ 2,869,060.17	\$ 11,391,907.00	\$ 11,575,327	\$ -	\$ -	\$ -
307-000-597-00-00-00	Transfer out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ 2,982,108.87	\$ 11,783,083	\$ 11,966,503	\$ -	\$ -	\$ -
307	Infrastructure Capital Project	\$ 11,381,899.91	\$ (199.00)	\$ 0	\$ 0	\$ 0	\$ 0
309	Sidewalk Capital Project	\$ 804,679.00	\$ 711,713	\$ 711,713	\$ 300,702	\$ 300,702	\$ 300,702
309-000-334-03-80-01	WA TIB - Sidewalk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
309-000-361-10-00-00	Investment Interest	\$ 651.39	\$ 800.00	\$ 3,105	\$ 2,420	\$ 2,420	\$ 2,420
309-000-397-00-00-00	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 651.39	\$ 800	\$ 3,105	\$ 2,420	\$ 2,420	\$ 2,420
309-016-595-61-60-02	Sidewalk Cap - 117th Ave NE	\$ 28,884.97	\$ 164,116.00	\$ 164,116	\$ -	\$ -	\$ -
309-016-595-61-60-03	S. Lake Stevens Path Design	\$ -	\$ 100,000.00	\$ 50,000	\$ -	\$ -	\$ -
309-016-595-61-63-01	Sidewalk Construction	\$ 64,731.63	\$ 200,000.00	\$ 200,000	\$ -	\$ 200,000	\$ -
	<i>ADA Ramp Upgrades</i>						\$ 300,000
	Expenditures	\$ 93,616.60	\$ 464,116	\$ 414,116	\$ -	\$ 200,000	\$ 300,000
309	Sidewalk Capital Project	\$ 711,713.79	\$ 248,397.00	\$ 300,702	\$ 303,122	\$ 103,122	\$ 3,122
401	Sewer	\$ 135,013.00	\$ 2,322	\$ 2,322	\$ 2,994	\$ 2,994	\$ 2,994
401-000-337-00-00-00	Sewer District Reimbursement	\$ 1,035,559.04	\$ 1,025,325.00	\$ 1,025,325	\$ 799,394	\$ 799,394	\$ 799,394
401-000-343-50-00-00	Sewer Utility Agreement	\$ 13,750.00	\$ 15,000.00	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
401-000-361-10-00-00	Investment Interest	\$ 105.40	\$ 100.00	\$ 672	\$ 500	\$ 500	\$ 500
401-000-397-00-00-00	InterfundTransfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 1,049,414.44	\$ 1,040,425	\$ 1,040,997	\$ 814,894	\$ 814,894	\$ 814,894
401-070-515-41-41-00	SE - Legal Services	\$ 29,082.50	\$ -	\$ -	\$ -	\$ -	\$ -
401-070-515-45-41-00	SE - Legal Litigation	\$ 117,441.86	\$ 15,000.00	\$ 15,000	\$ -	\$ -	\$ -
401-070-535-10-31-00	SE-Operating Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-070-535-10-41-00	SE-Professional Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-070-535-10-47-00	SE-Storm Drainage	\$ 21.73	\$ -	\$ -	\$ -	\$ -	\$ -
401-070-591-35-71-00	PWTF 2002 - Principal	\$ 85,691.18	\$ 85,692.00	\$ 85,692	\$ -	\$ -	\$ -

401-070-591-35-71-01	PWTF 2005 - Principal	\$ 52,631.58	\$ 52,632.00	\$ 52,632	\$ 52,632	\$ 52,632	\$ 52,632
401-070-591-35-71-02	PWTF 2006 - Principal	\$ 409,539.48	\$ 409,540.00	\$ 409,540	\$ 409,540	\$ 409,540	\$ 409,540
401-070-591-35-71-03	PWTF 2008 - Principal	\$ 301,734.45	\$ 301,735.00	\$ 301,735	\$ 301,734	\$ 301,734	\$ 301,734
401-070-592-35-83-00	PWTF 2002 - Interest	\$ 856.91	\$ 429.00	\$ 429	\$ -	\$ -	\$ -
401-070-592-35-83-01	PWTF 2005 - Interest	\$ 5,263.16	\$ 4,211.00	\$ 4,211	\$ 3,158	\$ 3,158	\$ 3,158
401-070-592-35-83-02	PWTF 2006 - Interest	\$ 12,286.18	\$ 10,239.00	\$ 10,239	\$ 8,191	\$ 8,191	\$ 8,191
401-070-592-35-83-03	PWTF 2008 - Interest	\$ 27,156.10	\$ 25,647.00	\$ 25,647	\$ 24,139	\$ 24,139	\$ 24,139
401-070-597-00-00-00	SE-Trnf 2008 Debt Serv OM	\$ 140,400.00	\$ 135,200.00	\$ 135,200	\$ -	\$ -	\$ -
	Expenditures	\$ 1,182,105.13	\$ 1,040,325	\$ 1,040,325	\$ 799,394	\$ 799,394	\$ 799,394
401	Sewer	\$ 2,322.31	\$ 2,422.00	\$ 2,994	\$ 18,494	\$ 18,494	\$ 18,494

410	Storm & Surface Water	\$ 1,783,285.00	\$ 2,189,063	\$ 2,189,063	\$ 2,472,724	\$ 2,472,724	\$ 2,472,724
410-000-333-21-01-90	TREAS Fed Ind 21.019 CARES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-334-03-10-11	DOE - Capacity Grants	\$ 26,220.44	\$ 25,000.00	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
410-000-343-10-00-00	Storm Drainage Charges	\$ 3,902,661.19	\$ 4,059,667.00	\$ 4,525,376	\$ 4,706,391	\$ 4,706,391	\$ 4,706,391
410-000-345-16-00-00	SnoCo Weed Abate Contrib.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-361-10-00-00	Investment Interest	\$ 1,347.82	\$ 1,500.00	\$ 12,163	\$ 12,771	\$ 12,771	\$ 12,771
410-000-369-10-00-00	Sale of Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-369-40-00-00	Judgements/Settlements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-369-91-00-00	Miscellaneous Revenues - Storm	\$ 5,502.81	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-372-00-00-00	Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-385-00-00-00	Asset Allocation -Dissolve DD8	\$ 63,039.27	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-397-00-00-00	Interfund Transfer In	\$ 64,339.54	\$ 175,000.00	\$ 457,133	\$ 65,000	\$ 65,000	\$ 65,000
	Revenues	\$ 4,063,111.07	\$ 4,261,167	\$ 5,019,672	\$ 4,784,162	\$ 4,809,162	\$ 4,809,162
410-015-531-10-31-00	ME - Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
410-016-531-10-11-00	SW-Salaries	\$ 994,118.94	\$ 1,532,380.00	\$ 1,197,713	\$ 1,431,660	\$ 1,431,660	\$ 1,508,036
410-016-531-10-12-00	SW-Overtime	\$ 48,533.91	\$ 40,000.00	\$ 32,234	\$ 40,000	\$ 40,000	\$ 40,000
410-016-531-10-20-00	SW-Benefits	\$ 264,777.40	\$ 468,076.00	\$ 337,519	\$ 417,067	\$ 417,067	\$ 431,164
410-016-531-10-21-00	SW-Social Security	\$ 80,538.67	\$ 109,500.00	\$ 95,061	\$ 109,522	\$ 109,522	\$ 114,847
410-016-531-10-22-00	SW-Retirement	\$ 125,189.40	\$ 150,000.00	\$ 132,393	\$ 149,333	\$ 149,333	\$ 156,565
410-016-531-10-24-00	SW-Workers Comp	\$ 16,068.95	\$ 30,000.00	\$ 22,291	\$ 34,328	\$ 34,328	\$ 34,399
410-016-531-10-26-00	SW - Clothing - Boot Allowance	\$ 5,352.75	\$ 5,000.00	\$ 3,144	\$ 5,000	\$ 5,000	\$ 5,000
410-016-531-10-31-00	SW - Clothing	\$ 3,130.51	\$ 5,000.00	\$ 3,379	\$ 5,000	\$ 5,000	\$ 5,000
410-016-531-10-31-01	SW - Office Supplies	\$ 5,406.54	\$ 6,000.00	\$ 15,041	\$ 6,000	\$ 6,000	\$ 6,000
410-016-531-10-31-02	SW - Operating Costs	\$ 232,722.37	\$ 225,000.00	\$ 91,749	\$ 200,000	\$ 200,000	\$ 200,000
410-016-531-10-32-00	SW - Fuel	\$ 33,208.59	\$ 35,000.00	\$ 31,845	\$ 32,800	\$ 32,800	\$ 32,800
410-016-531-10-35-00	SW - Small Tools	\$ -	\$ 15,000.00	\$ 1,077	\$ 15,000	\$ 15,000	\$ 15,000
410-016-531-10-41-01	SW - Professional Services	\$ 34,656.01	\$ 57,000.00	\$ 102,396	\$ 45,000	\$ 60,000	\$ 60,000
410-016-531-10-41-02	SW - Milfoil Treatment	\$ 41,638.00	\$ 80,000.00	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
410-016-531-10-41-03	SW - Street Cleaning	\$ 5,015.82	\$ 30,000.00	\$ 27,545	\$ 30,000	\$ 30,000	\$ 30,000
410-016-531-10-41-04	SW - Software Maint & Support	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
410-016-531-10-41-05	SW - Advertising	\$ 108.74	\$ -	\$ 535	\$ 500	\$ 500	\$ 500
410-016-531-10-41-07	SW - Billing Fees	\$ 27,939.84	\$ 34,000.00	\$ 35,197	\$ 40,000	\$ 40,000	\$ 40,000
410-016-531-10-41-08	SW - DOE Annual Permit	\$ 42,300.32	\$ 55,000.00	\$ 55,000	\$ 55,000	\$ 50,000	\$ 50,000
410-016-531-10-42-00	SW - Communications	\$ 11,148.83	\$ 10,500.00	\$ 12,082	\$ 13,291	\$ 13,291	\$ 13,291
410-016-531-10-43-00	SW - Travel & Meetings	\$ 1,582.88	\$ 1,000.00	\$ 2,431	\$ 2,000	\$ 15,000	\$ 15,000
410-016-531-10-44-00	SW-Excise Taxes	\$ 67,249.63	\$ 71,025.00	\$ 66,941	\$ 68,949	\$ 68,949	\$ 68,949
410-016-531-10-45-00	SW - Dumpster Service	\$ 9,870.39	\$ 7,500.00	\$ 850	\$ -	\$ -	\$ -
410-016-531-10-45-01	SW - Rentals-Leases	\$ 35,203.00	\$ 20,000.00	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
410-016-531-10-46-00	SW-Insurance	\$ 67,427.61	\$ 75,480.00	\$ 75,480	\$ 90,000	\$ 90,000	\$ 90,000
410-016-531-10-47-00	SW - Utilities	\$ 7,971.87	\$ 7,000.00	\$ 9,125	\$ 9,308	\$ 9,308	\$ 9,308
410-016-531-10-47-01	SW - Drainage	\$ 6,040.78	\$ 6,240.00	\$ 6,240	\$ 6,450	\$ 6,450	\$ 6,450
410-016-531-10-48-00	SW - Repairs & Maintenance	\$ 44,299.74	\$ 35,000.00	\$ 14,774	\$ 35,000	\$ 35,000	\$ 35,000
410-016-531-10-49-00	SW - Miscellaneous	\$ 255.63	\$ 300.00	\$ 663	\$ 400	\$ 400	\$ 400
410-016-531-10-49-01	SW - Staff Development	\$ 12,084.41	\$ 7,500.00	\$ 8,304	\$ 7,500	\$ 15,000	\$ 15,000
410-016-531-16-48-00	SW - Alum Treatment	\$ -	\$ 110,000.00	\$ 110,000	\$ 110,000	\$ -	\$ -
410-016-531-20-41-00	SW - SnoCo Lake Monitoring	\$ 11,938.73	\$ 15,000.00	\$ -	\$ 15,000	\$ 30,000	\$ 30,000
410-016-531-30-40-00	SW - Contrib to PW Equipt	\$ 80,000.00	\$ 80,000.00	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
410-016-531-30-40-01	SW - Contrib to Unemployment	\$ -	\$ -	\$ -	\$ 303	\$ 303	\$ 303
410-016-531-30-40-02	SW - Contrib to Computer	\$ 36,300.00	\$ 36,300.00	\$ 36,300	\$ 36,300	\$ 36,300	\$ 36,300
410-016-531-50-31-16	DOE - Capacity Exp	\$ 24,089.55	\$ 25,000.00	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
410-016-553-50-41-00	SW-Diking District Contrib	\$ 30,000.00	\$ 30,000.00	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

410-016-591-31-78-01	SW-Parkway Crossing Det Pond	\$ 10,700.00	\$ -	\$ -	\$ -	\$ -	\$ -
410-016-594-31-60-01	SW - Capital Expenditure	\$ 13,047.14	\$ -	\$ 13,369	\$ -	\$ -	\$ -
410-016-597-00-00-05	SW- Transfer to SWM Capital	\$ 1,000,000.00	\$ 1,750,000.00	\$ 1,750,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
410-016-597-00-00-06	SW - Transfer to SWM Debt	\$ 223,916.52	\$ 230,334.00	\$ 230,334	\$ 231,264	\$ 231,264	\$ 231,264
	<i>Position Requests</i>				\$ 174,187	\$ 179,242	
	<i>Item Requests</i>				\$ -	\$ -	
	Expenditures	\$ 3,657,333.47	\$ 5,395,135	\$ 4,736,010	\$ 5,451,975	\$ 5,588,662	\$ 5,696,818
410	Storm & Surface Water	\$ 2,189,062.60	\$ 1,055,095.00	\$ 2,472,724	\$ 1,804,912	\$ 1,693,225	\$ 1,585,069
411	Storm Water Capital	\$ 1,052,486.00	\$ 839,926	\$ 839,926	\$ 2,417,425	\$ 2,417,425	\$ 2,417,425
411-000-343-11-00-00	Charge for Services -Sewer	\$ 615,048.70	\$ -	\$ -	\$ -	\$ -	\$ -
411-000-361-10-00-00	Investment Interest	\$ 465.43	\$ 600.00	\$ 3,605	\$ 3,785	\$ 3,785	\$ 3,785
411-000-369-91-00-00	Misc Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-000-382-20-00-00	Retainage	\$ 2,754.12	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
411-000-391-10-00-00	2019 LTGO Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-000-391-10-00-01	2020 LOCAL Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-000-392-00-00-00	2020 LOCAL Bond Premium	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-000-397-00-00-00	Transfer In	\$ 1,000,000.00	\$ 1,750,000.00	\$ 1,900,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
	Revenues	\$ 1,618,268.25	\$ 1,755,600	\$ 1,903,605	\$ 2,003,785	\$ 2,003,785	\$ 2,003,785
411-016-582-20-00-00	Retainage Release	\$ 2,754.12	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
411-016-592-31-81-00	2019 LTGO Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-016-592-31-81-01	2020 LOCAL Bond Issuance Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-016-594-31-11-00	SWM CP Salaries	\$ 54,676.28	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -
411-016-594-31-20-00	SWM CP Benefits	\$ 15,504.29	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
411-016-594-31-60-00	Decant Facility Project	\$ 772,274.80	\$ -	\$ -	\$ -	\$ -	\$ -
411-016-594-31-60-01	SWC - PW Shop (Feasibility)	\$ 543,398.00	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
411-016-594-31-60-02	SWC - Capital Purchases	\$ 15,614.88	\$ -	\$ 1,491	\$ -	\$ -	\$ -
411-016-594-31-60-03	Capital Drainage - 91st 24th	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-016-594-31-60-04	Callow Road Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-016-594-31-60-05	Catherine Creek/36th St Bridge	\$ 42,903.04	\$ 304,615.00	\$ 304,615	\$ -	\$ -	\$ -
411-016-594-31-60-06	117th Pl/114th Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
411-016-594-31-60-07	Wier Replacement Scope Design	\$ 295,693.43	\$ 204,307.00	\$ 20,000	\$ -	\$ 85,000	\$ 85,000
411-016-594-31-60-08	Capital Equipment	\$ 88,009.54	\$ -	\$ -	\$ -	\$ -	\$ -
411-016-594-31-60-09	10th/79th Storm Line Repl	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
411-016-594-31-60-10	99th/4th SE Culvert	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
	131st Ave NE Sewer Extension				\$ 132,588	\$ 132,588	
	36th St Culvert Replace - Fish Pass				\$ 60,000	\$ 60,000	
	<i>Item Requests</i>				\$ 471,975	\$ 371,013	
	Expenditures	\$ 1,830,828.38	\$ 788,922	\$ 326,106	\$ -	\$ 764,563	\$ 663,601
411	Storm Water Capital	\$ 839,925.87	\$ 1,806,604.00	\$ 2,417,425	\$ 4,421,210	\$ 3,656,647	\$ 3,757,609
412	Storm Water Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
412-000-397-00-00-00	Interfund Transfer In	\$ 223,916.52	\$ 230,334.00	\$ 230,334	\$ 231,264	\$ 231,264	\$ 231,264
	Revenues	\$ 223,916.52	\$ 230,334	\$ 230,334	\$ 231,264	\$ 231,264	\$ 231,264
412-016-591-31-70-00	2019 LTGO Bond - Principal	\$ 120,000.00	\$ 123,000.00	\$ 123,000	\$ 127,000	\$ 127,000	\$ 127,000
412-016-591-31-70-01	LP_2020B - Principal	\$ 74,139.39	\$ 84,426.00	\$ 84,426	\$ 88,647	\$ 88,647	\$ 88,647
412-016-592-31-80-00	2019 LTGO Bond - Interest	\$ 9,679.50	\$ 6,824.00	\$ 6,824	\$ 3,860	\$ 3,860	\$ 3,860
412-016-592-31-80-01	LP_2020B Interest	\$ 20,097.63	\$ 16,084.00	\$ 16,084	\$ 11,757	\$ 11,757	\$ 11,757
	Expenditures	\$ 223,916.52	\$ 230,334	\$ 230,334	\$ 231,264	\$ 231,264	\$ 231,264
412	Storm Water Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
501	Unemployment	\$ 38,842.81	\$ 38,843	\$ 38,843	\$ 20,345	\$ 20,345	\$ 20,345
501-000-348-00-00-00	Contributions From Other Funds	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
501-000-361-10-00-00	Investment Interest	\$ 35.29	\$ 40.00	\$ 132	\$ 139	\$ 139	\$ 139
	Revenues	\$ 35.29	\$ 40	\$ 132	\$ 25,139	\$ 25,139	\$ 25,139
501-000-517-60-49-00	Payment to Claimants	\$ 2,531.10	\$ 15,000.00	\$ 18,630	\$ 15,000	\$ 15,000	\$ 15,000
	Expenditures	\$ 2,531.10	\$ 15,000	\$ 18,630	\$ 15,000	\$ 15,000	\$ 15,000
501	Unemployment	\$ 36,347.00	\$ 23,883.00	\$ 20,345	\$ 30,484	\$ 30,484	\$ 30,484

510	Capital Equip - Computer	\$ 214,680.00	\$ 231,962	\$ 231,962	\$ 545,349	\$ 545,349	\$ 545,349
510-000-341-81-00-00	Technology Fee	\$ 36,259.52	\$ 44,000.00	\$ 39,021	\$ 39,411	\$ 39,411	\$ 39,411
510-000-345-70-00-01	Information Srv - Shared Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510-000-348-00-00-00	Contributions From Other Funds	\$ 330,000.00	\$ 330,000.00	\$ 590,994	\$ 330,000	\$ 330,000	\$ 330,000
510-000-361-10-00-00	Investment Interest	\$ 163.75	\$ 200.00	\$ 542	\$ 569	\$ 1,000	\$ 1,000
510-000-369-10-00-00	Misc Revenues	\$ 337.50	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 366,760.77	\$ 374,200	\$ 630,556	\$ 369,980	\$ 370,411	\$ 370,411
510-000-597-00-00-00	Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510-006-518-80-31-00	Purchase Computer Equipment	\$ 14,018.21	\$ 47,000.00	\$ 47,000	\$ 15,000	\$ 30,000	\$ 30,000
510-006-518-80-49-01	LR - SiteImprove Website Optim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-02	LR - Lansweeper	\$ 806.60	\$ 820.00	\$ 1,068	\$ 1,200	\$ 1,200	\$ 1,200
510-006-518-80-49-03	LR - Adobe Pro	\$ 8,681.14	\$ 10,650.00	\$ 10,835	\$ 11,000	\$ 11,000	\$ 11,000
510-006-518-80-49-04	LR - WaveBroadband Fiber Lease	\$ 7,592.40	\$ 7,600.00	\$ 7,596	\$ -	\$ -	\$ -
510-006-518-80-49-05	LR - Smarsh	\$ 8,760.96	\$ 8,800.00	\$ 4,461	\$ 8,800	\$ 8,800	\$ 8,800
510-006-518-80-49-06	LR - Laserfiche	\$ 17,220.36	\$ 18,200.00	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-07	LR - Civic Plus Website	\$ 18,702.68	\$ 5,500.00	\$ 10,458	\$ 11,000	\$ 21,500	\$ 21,500
510-006-518-80-49-08	LR - TrendMicro Antivirus	\$ 2,427.98	\$ 2,500.00	\$ 2,427	\$ 2,500	\$ 2,500	\$ 2,500
510-006-518-80-49-09	LR - Social Media Archive	\$ 2,388.00	\$ 3,000.00	\$ 6,526	\$ 6,500	\$ 6,500	\$ 6,500
510-006-518-80-49-10	LR - Meraki Cloud Mgmt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-11	LR - MeetMeRoom SnoCo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-12	LR - Datacenter Rack Spc SnoCo	\$ 5,197.50	\$ 5,300.00	\$ 5,197	\$ 5,197	\$ 5,197	\$ 5,197
510-006-518-80-49-13	LR - Firewall Security Subscri	\$ 2,514.73	\$ 3,800.00	\$ -	\$ 3,800	\$ 3,800	\$ 3,800
510-006-518-80-49-14	LR - Barracuda Email Archive	\$ 8,689.57	\$ 58,800.00	\$ 9,445	\$ 10,000	\$ 10,000	\$ 10,000
510-006-518-80-49-15	LR - Quest Backup Solution	\$ 2,695.36	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-16	LR - GoDaddy SSL - 3 yr	\$ 393.07	\$ 600.00	\$ 39	\$ -	\$ -	\$ -
510-006-518-80-49-17	LR - .GOV Domain	\$ 849.99	\$ -	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-18	LR - Microsoft Enterprise Agmt	\$ 54,849.92	\$ 61,000.00	\$ 70,213	\$ 72,000	\$ 72,000	\$ 72,000
510-006-518-80-49-19	LR - NextRequest - PRR	\$ -	\$ 9,700.00	\$ 12,465	\$ 12,465	\$ 20,000	\$ 20,000
510-006-518-80-49-24	LR - Log360 SIEM	\$ 2,294.45	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-25	LR - Bomgar Cloud Remote Admin	\$ 2,618.01	\$ 2,800.00	\$ 2,751	\$ 1,600	\$ 1,600	\$ 1,600
510-006-518-80-49-26	LR - KnowBe4 Cyber Security Tr	\$ 1,751.09	\$ 1,800.00	\$ 1,854	\$ 2,000	\$ 2,000	\$ 2,000
510-006-518-80-49-29	LR - Springbrook	\$ 20,689.70	\$ 21,000.00	\$ 20,024	\$ 21,000	\$ 21,000	\$ 21,000
510-006-518-80-49-30	LR - NEOGOV	\$ 27,959.33	\$ 11,500.00	\$ -	\$ 11,500	\$ 31,000	\$ 31,000
510-006-518-80-49-31	LR - ESRI - ArcGIS	\$ 1,308.00	\$ 11,000.00	\$ 10,496	\$ 11,000	\$ 15,000	\$ 15,000
510-006-518-80-49-32	LR - Permit Trax	\$ 10,900.00	\$ 11,000.00	\$ 11,336	\$ 12,000	\$ 12,000	\$ 12,000
510-006-518-80-49-33	LR - Vue Works	\$ -	\$ 6,500.00	\$ -	\$ 6,500	\$ 10,000	\$ 10,000
510-006-518-80-49-34	LR - NovaTime	\$ 5,886.00	\$ 14,000.00	\$ -	\$ 6,200	\$ 6,200	\$ 6,200
510-006-518-80-49-35	LR - AutoDesk Civil 3D	\$ 4,757.74	\$ 5,000.00	\$ -	\$ 6,600	\$ 6,600	\$ 6,600
510-006-518-80-49-36	LR - Dell Hardware Support	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ 3,200
510-006-518-80-49-37	LR - Fortivoice	\$ 921.05	\$ 1,000.00	\$ 899	\$ 1,200	\$ 1,200	\$ 1,200
510-006-518-80-49-38	LR - DUO 2 Factor	\$ 2,520.00	\$ 3,500.00	\$ 4,500	\$ -	\$ -	\$ -
510-006-518-80-49-39	Miscellaneous Refunds Only	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -
510-006-518-80-49-40	LR - Cl.Security (MDR)	\$ 21,344.40	\$ 22,000.00	\$ 21,344	\$ 22,000	\$ 22,000	\$ 22,000
510-006-518-80-49-41	LR - Genetec VMS	\$ -	\$ 2,000.00	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
510-006-518-80-49-42	LR - Smartsheet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510-006-518-80-49-43	LR - ClearGov	\$ 11,227.00	\$ 11,800.00	\$ 11,231	\$ 11,800	\$ 11,800	\$ 11,800
510-006-518-80-49-44	LR - Bitwarden Password Keeper	\$ -	\$ 6,000.00	\$ -	\$ 6,000	\$ 6,500	\$ 6,500
	LR - Bluebeam	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000
	LR - PowerDMS	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000
510-006-594-18-64-00	Capital - Purch Computer Equip	\$ 79,513.21	\$ 45,000.00	\$ 45,000	\$ 108,500	\$ 108,500	\$ 108,500
	Expenditures	\$ 349,478.45	\$ 426,170	\$ 317,169	\$ 297,362	\$ 469,597	\$ 469,597
510	Capital Equip - Computer	\$ 231,962.32	\$ 179,992.00	\$ 545,349	\$ 617,967	\$ 446,163	\$ 446,163

515	Capital Equip - Vehicle Replac	\$ 41,031.00	\$ 56,071	\$ 56,071	\$ 71,330	\$ 71,330	\$ 71,330
515-000-348-00-00-00	Contributions From Other Funds	\$ 15,000.00	\$ 15,000.00	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
515-000-361-10-00-00	Investment Interest	\$ 40.18	\$ 40.00	\$ 259	\$ 230	\$ 230	\$ 230
515-000-395-10-00-00	Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
515-000-395-20-00-00	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 15,040.18	\$ 15,040	\$ 15,259	\$ 20,230	\$ 20,230	\$ 20,230
515-007-594-59-60-00	Vehicle Purch - Building Dept	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
515	Capital Equip - Vehicle Replac	\$ 56,071.18	\$ 71,111.00	\$ 71,330	\$ 91,560	\$ 91,560	\$ 91,560

520	Capital Equip - Police	\$ 399,413.00	\$ 410,161	\$ 410,161	\$ 407,177	\$ 407,177	\$ 407,177
520-000-348-00-00-00	LE Contribution - Vehicles	\$ 218,000.00	\$ 250,000.00	\$ 250,000	\$ 277,000	\$ 277,000	\$ 277,000
520-000-348-00-00-01	LE Contributions - Boat	\$ 8,000.00	\$ 8,000.00	\$ 8,000	\$ 8,000	\$ 16,000	\$ 16,000
520-000-348-00-00-02	LE Contributions - Taser	\$ 21,300.00	\$ 24,000.00	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
520-000-348-00-00-03	LE - Contributions - Firearms	\$ -	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
520-000-348-00-00-04	LE - Contributions - Body Camera	\$ -	\$ -	\$ 140,042	\$ -	\$ 40,000	\$ 40,000
520-000-361-10-00-00	Investment Interest	\$ 225.56	\$ 250.00	\$ 1,932	\$ 2,000	\$ 2,000	\$ 2,000
520-000-395-10-00-00	Sale of Capital Assets	\$ 61,035.80	\$ -	\$ 2,078	\$ -	\$ -	\$ -
520-000-395-20-00-00	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 308,561.36	\$ 302,250	\$ 446,052	\$ 331,000	\$ 379,000	\$ 379,000
520-008-594-21-63-00	Vehicles - Capital Equip	\$ 220,074.21	\$ 172,931.00	\$ 385,236	\$ 303,000	\$ 303,000	\$ 303,000
520-008-594-21-63-01	Boat - Capital Equip	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
520-008-594-21-63-02	Taser - Capital Equip	\$ 17,738.99	\$ 21,300.00	\$ 21,300	\$ -	\$ 24,000	\$ 24,000
520-008-594-21-63-03	Firearm - Capital Equip	\$ -	\$ 12,500.00	\$ 12,500	\$ -	\$ 14,000	\$ 14,000
520-008-594-21-63-04	Body Worn Cameras - Cap Equip	\$ -	\$ -	\$ 30,000	\$ -	\$ 51,914	\$ 51,914
	Expenditures	\$ 237,813.20	\$ 206,731	\$ 449,036	\$ 303,000	\$ 392,914	\$ 392,914
520	Capital Equip - Police	\$ 470,161.16	\$ 505,680.00	\$ 407,177	\$ 435,177	\$ 393,263	\$ 393,263

530	Capital Equip - PW	\$ 810,013.00	\$ 862,389	\$ 862,389	\$ 364,430	\$ 364,430	\$ 364,430
530-000-348-00-00-00	Contributions From Other Funds	\$ 200,000.00	\$ 200,000.00	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
530-000-361-10-00-00	Investment Interest	\$ 660.61	\$ 800.00	\$ 2,760	\$ 2,898	\$ 30,000	\$ 30,000
530-000-369-10-00-00	Sale of Surplus	\$ 53.68	\$ -	\$ 81	\$ -	\$ -	\$ -
530-000-395-10-00-00	Sale of Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 200,714.29	\$ 200,800	\$ 202,841	\$ 202,898	\$ 230,000	\$ 230,000
530-016-594-48-60-00	Purchase Of Capital Equipment	\$ 97,182.15	\$ 700,800.00	\$ 700,800	\$ -	\$ -	\$ -
530-016-594-48-60-01	Sales Tax on Capital Lease	\$ 4,223.90	\$ -	\$ -	\$ -	\$ -	\$ -
530-016-594-48-70-00	Capital Lease Principal	\$ 46,815.17	\$ -	\$ -	\$ -	\$ -	\$ -
530-016-594-48-80-00	Capital Lease Interest	\$ 117.04	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Requests</i>				\$ 223,169	\$ 227,124	
	Expenditures	\$ 148,338.26	\$ 700,800	\$ 700,800	\$ -	\$ 223,169	\$ 227,124
530	Capital Equip - PW	\$ 862,389.03	\$ 362,389.00	\$ 364,430	\$ 567,328	\$ 371,261	\$ 367,305

540	Aerator Equip Replacment	\$ 25,434.00	\$ 25,456	\$ 25,456	\$ -	\$ -	\$ -
540-000-361-10-00-00	Investment Interest	\$ 21.87	\$ 20.00	\$ 2	\$ -	\$ -	\$ -
	Revenues	\$ 21.87	\$ 20	\$ 2	\$ -	\$ -	\$ -
540-000-597-00-00-00	Transfer Out	\$ -	\$ -	\$ 7	\$ -	\$ -	\$ -
540-016-531-20-48-00	Lake Maintenance Expenditures	\$ -	\$ 25,566.00	\$ 25,450	\$ -	\$ -	\$ -
	Expenditures	\$ -	\$ 25,566	\$ 25,457	\$ -	\$ -	\$ -
540	Aerator Equip Replacment	\$ 25,455.87	\$ (90.00)	\$ -	\$ -	\$ -	\$ -

633	Treasurer's Trust	\$ 2,117.00	\$ -	\$ -	\$ -	\$ -	\$ -
633-000-386-00-00-01	District Court - State Portion	\$ 232,176.58	\$ 300,000.00	\$ 110,799	\$ 300,000	\$ 300,000	\$ 300,000
633-000-386-00-00-02	District Court - Crime Victims	\$ 3,420.63	\$ 4,100.00	\$ 1,798	\$ 4,100	\$ 4,100	\$ 4,100
633-000-389-30-00-01	District Court - State Portion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
633-000-389-30-00-02	Gun Permit Fees - DOL	\$ 11,725.50	\$ 12,000.00	\$ 11,268	\$ 12,000	\$ 12,000	\$ 12,000
633-000-389-30-00-03	St. Bldg Permit Fee Non-Rev	\$ 7,957.00	\$ 9,000.00	\$ 3,801	\$ 9,000	\$ 9,000	\$ 9,000
633-000-389-30-00-04	Leasehold Excise Tax Receipts	\$ 12,275.76	\$ 14,000.00	\$ 18,198	\$ 14,000	\$ 14,000	\$ 14,000
633-000-389-30-00-05	Seizure & Forfeit - State REV	\$ 3,531.46	\$ 7,000.00	\$ 574	\$ 7,000	\$ 7,000	\$ 7,000
633-000-389-30-00-07	Mandatory Ins.-Admin Cost Cnty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
633-000-389-30-00-08	Fire District Fees	\$ 21,852.25	\$ 25,000.00	\$ 26,460	\$ 25,000	\$ 25,000	\$ 25,000
633-000-389-30-00-09	Gun Permit Fees - WSP	\$ 3,683.50	\$ 4,000.00	\$ 3,861	\$ 4,000	\$ 4,000	\$ 4,000
633-000-389-30-00-10	Sales Tax owed to DOR	\$ -	\$ -	\$ 4,111	\$ -	\$ -	\$ -
633-000-389-30-00-12	OPD Grant - Arlington Portion	\$ 13,200.00	\$ -	\$ 10,800	\$ -	\$ -	\$ -
633-000-397-00-00-00	Transfer in	\$ 3,345.56	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 313,168.24	\$ 375,100	\$ 191,670	\$ 375,100	\$ 375,100	\$ 375,100
633-000-586-00-00-01	State Court Remit	\$ 232,447.12	\$ 300,000.00	\$ 110,799	\$ 300,000	\$ 300,000	\$ 300,000
633-000-586-00-00-02	Crime Victims Comp - SnoCo	\$ 3,420.63	\$ 4,100.00	\$ 1,798	\$ 4,100	\$ 4,100	\$ 4,100
633-000-589-30-00-00	Seizure & Forfeit State REMIT	\$ 3,533.06	\$ -	\$ 574	\$ -	\$ -	\$ -

633-000-589-30-00-01	Leasehold Excise Tax Remit	\$ 12,749.25	\$ 15,000.00	\$ 18,198	\$ 15,000	\$ 15,000	\$ 15,000
633-000-589-30-00-02	Fire District Fee Remit	\$ 25,677.25	\$ 30,000.00	\$ 26,460	\$ 30,000	\$ 30,000	\$ 30,000
633-000-589-30-00-03	State Building Permit Remit	\$ 8,620.50	\$ 9,000.00	\$ 3,801	\$ 9,000	\$ 9,000	\$ 9,000
633-000-589-30-00-04	State Court Remittance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
633-000-589-30-00-05	Gun Permit - State DOL	\$ 11,397.00	\$ 12,000.00	\$ 11,268	\$ 12,000	\$ 12,000	\$ 12,000
633-000-589-30-00-06	Crime Victims Comp - SnoCo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
633-000-589-30-00-10	Gun Permit - WSP Remittance	\$ 4,240.25	\$ 5,000.00	\$ 3,861	\$ 5,000	\$ 5,000	\$ 5,000
633-000-589-30-00-11	DOR - Sales Tax Remittance	\$ -	\$ -	\$ 4,111	\$ -	\$ -	\$ -
633-000-589-30-00-12	OPD Grant Exp - Arlington	\$ 13,200.00	\$ -	\$ 10,800	\$ -	\$ -	\$ -
Expenditures		\$ 315,285.06	\$ 375,100	\$ 191,670	\$ 375,100	\$ 375,100	\$ 375,100
633	Treasurer's Trust	\$ 0.18	\$ -	\$ -	\$ -	\$ -	\$ -



Budget Requests

Position/Staffing Requests				General Fund - Departments - Additions					Street Ops	SWM Ops	Permit	Pandemic Recovery
Dept	Position	Requested Amount	Mayor Yes	IT	PI/BL	LE	Park	GG	101	410	003	004
All	Interns - Pay out of Savings	\$88,000	Yes									
All	Compensation Study - 60th Percentile YIP (Estimated)	\$467,965	Yes					\$276,099	\$37,437	\$56,156	\$98,273	
IT	Application Analyst	\$115,000	Yes	\$11,500			\$11,500		\$46,000	\$46,000		
IT	Help Desk	\$100,463	No	\$0					\$0	\$0		
PCD	Senior Planner (PT to FT)	\$71,523	Yes		\$7,152						\$64,371	
PCD	Administrative Assistant	\$94,767	No		\$0						\$0	
PCD	Principal (Lead) Planner	\$5,186	Yes		\$1,815						\$3,371	
PCD	Grant Writer (Council Directive)	\$98,000	Yes									\$98,000
Police	Records Specialist - BWC	\$102,621	No			\$0						
Police	Police Officer (Council Directive)	\$149,287	No			\$0						
Police	Police Officer (Council Directive)	\$149,287	No			\$0						
Park	Park Ranger	\$122,081	Yes				\$122,081					
Park	Seasonal Workers	\$22,000	Yes				\$22,000					
PW	Public Works Analyst	\$139,117	Yes				\$27,823		\$55,647	\$55,647		
PW	Senior Administrative Assistant	\$19,857	No				\$0	\$0	\$0	\$0		
PW	Shop Quartermaster *	\$71,464	Yes				\$21,439	\$7,146	\$21,439	\$21,439		
		\$ 1,816,617	\$ 1,014,335.53	11,500	8,967	0	204,844	283,246	160,523	179,242	166,014	98,000

Item Requests					General Fund - Departments - Additions					Street Ops	SWM Capital	Computer Equip	PW Equip	Pandemic Recovery
Department	PN	Item Description	Requested Amount	Mayor Yes/No	HR	PI/BL	LE	Park	GG	101	411	510	530	004
Finance		Financial Software Transition (Placeholder)	\$100,000	Yes										\$100,000
Sewer		Sewer Assumption (Placeholder)	\$300,000	Yes										\$300,000
Human Resources	2	Community Emergency Response Team Equipment	\$6,320	Yes	\$6,320									
ITD	1	Datacenter Hardware Update	\$100,000	Yes								\$100,000		
ITD	2	Secondary Firewall (High-Availability)	\$3,500	Yes								\$3,500		
ITD	2	ESRI Drone Mapping	\$5,000	Yes								\$5,000		
PCD	3	Consultant - Streetscape - 91st Ave SE	\$50,000	Yes		\$50,000								
Police		Bridge Mental Health	\$50,000	Yes			\$50,000							
Police		Firstwatch Wellness Program	\$15,000	No			\$0							
Police		Police Take Home Car Program	\$785,261	No			\$0							
Police		Vehicle Required for 2 Police Officers - Council Directive	\$81,851	No			\$0							
Public Works		Quartermaster Supplies	\$100,000	Yes				\$30,000	\$10,000	\$30,000	\$30,000			
Public Works		Enterprise Fleet Program	\$95,000	Yes									\$95,000	
Parks		Parks Equipment (Placeholder)	\$75,000	Yes				\$37,500					\$37,500	
Public Works	1	Ventilation for Public Works Shop	\$68,200	Yes				\$20,460	\$6,820	\$20,460	\$20,460			
Public Works	2	De-icer tank	\$40,522	Yes									\$40,522	
Public Works	3	Tank and sprayer for de-icer	\$16,147	Yes									\$16,147	
Public Works	4	Fuel station cover	\$7,590	Yes				\$2,277	\$759	\$2,277	\$2,277			
Public Works	6	Cover for decant	\$137,500	Yes							\$137,500			
Public Works	7	Thermoplastic applicator (TBD)	\$37,956	Yes									\$37,956	
Public Works	9	Cover for material bins	\$206,800	Yes						\$41,360	\$165,440			
Public Works	10	Catch basic camera	\$15,336	Yes							\$15,336			
Public Works	11	Project scan tool	\$14,773	No				\$0	\$0	\$0	\$0			
Public Works	12	Air Compressor	\$3,190	No				\$0	\$0	\$0	\$0			
Public Works	13	Concrete polisher	\$9,020	No						\$0				
Public Works	15	Roll off truck implement	\$60,500	No						\$0				
Public Works	16	Asphalt saw	\$3,520	No						\$0				
Public Works	17	Bobcat	\$61,588	No						\$0	\$0			
Public Works	19	Sanders (4)	\$133,485	No						\$0				
Public Works	20	Scissor lift	\$17,545	No				\$0	\$0	\$0	\$0			
Public Works	21	Equipment cover	\$183,700	No				\$0		\$0	\$0			
Public Works	24	Asphalt roller	\$20,543	No						\$0				
Public Works	25	Mini excavator	\$143,000	No							\$0		\$0	
Public Works	26	Boom lift	\$165,000	No					\$0	\$0				
			\$3,112,845.48	\$1,414,869.96	\$6,320	\$50,000	\$50,000	\$90,237	\$17,579	\$94,097	\$371,013	\$108,500	\$227,124	\$400,000



Capital Projects

Capital Project Requests				GF	PR\$	S- Grants	US-Grants	Street	TSA/TDM	TIZ 1	TIZ3	Park Mit	REET 1	REET 2	Sidewalk	Capital		
Item Description	Total Project Amount	2023	Forecasted 2024	001	004	Var	Var	101	301	301	301	302	303	304	309	411		
Main Street	\$7,249,920	\$931,600	\$6,318,320	15,000	213,508	\$190,000				\$500,000				\$241,600	300,000			
99th/20th U-turn Channelization	\$30,000	\$30,000								\$30,000								
91st Ave NE Commercial Revitalization	\$6,846,800	\$50,000															\$50,000	
91st Ave SE/24th Street SE/S. Lake Stevens Road (various)	\$16,896,052	RF																
South Lake Stevens Multi-Use Path Phase II & III	\$3,050,000	\$3,050,000					\$3,000,000										\$50,000	
16th Street NE Multi-Use Path	\$1,713,024	\$286,520	\$1,426,504				\$286,520											
Mill Spur Downtown Parking Lot	\$160,400	\$160,400															\$160,400	
79th Ave SE/8th St. SE Intersection	\$906,240	\$906,240											\$906,240					
School Zone Improvements	Annual	\$50,000	\$50,000							\$50,000								
Traffic Calming	Annual	\$75,000	\$75,000							\$75,000								
12th St. SE/87th Ave SE Road Realignment (TIZ3)	RF	\$50,000											\$50,000					
79th Ave SE Access Road (R2)	RF	\$54,069															\$54,069	
ADA Ramps - Compliance Upgrades	400000	\$400,000															\$100,000	
Frontier Heights Park Phase II	\$1,905,000	\$385,000	\$1,520,000					\$160,000										
Sunset Park Dock & Shoreline	\$250,000	\$250,000											\$250,000					
Sunset Park Improvements	\$762,000	\$762,000							\$505,000								\$257,000	
North Cove Guest Moorage	\$134,000	\$134,000						\$116,245						\$17,755				
North Cove Row Dock	\$60,000	\$60,000												\$60,000				
Davies Beach Pier Restoration	\$200,000	\$200,000												\$200,000				
Eagle Ridge Park Phase II	\$984,250	\$974,450	\$0			\$459,200	\$428,210							\$87,040				
Cedarwood Recreation Center	\$1,651,000	\$30,000	\$1,521,000										\$30,000					
Hartford Depot (concession building)	\$228,600	\$228,600					\$160,000						\$68,600					
20th Street Ballfields and Dog Park (Powerline Trail)	\$1,401,500	\$1,265,000				\$500,000							\$765,000					
Centennial Woods - Pump Track and Climbing	\$1,340,000	\$20,000	\$150,000										\$20,000					
Bonneville Ballfields	\$952,500	\$75,000											\$75,000					
North Cove Floating Dock Bulkhead Replacement (GF)	RF	\$15,000																
Festival Street Restroom (R2)	RF	\$134,689																
Festival Street (R2)	RF	\$1,025,001																
Cavelero (Sign) (PM)	RF	\$56,000											\$56,000					
Additional PW Shop Building Feasibility/Preliminary Design	\$30,000	\$30,000												\$15,000				
Security Cameras	\$150,000	\$100,000	\$10,000										\$100,000					
131st Ave NE Sewer Extension	\$265,176	\$265,176												\$132,588				
Machias Sewer Connection	\$438,912	\$0	\$34,560															
Museum	\$2,400,000	\$0	\$2,400,000															
Eagle Ridge Storage Building	\$127,000	\$10,000	\$117,000										\$10,000					
Lundeen Park Recreation Building Remodel	\$127,000	\$10,000	\$117,000										\$10,000					
1819 South Lake Stevens Road - Commercial Building	\$50,800	\$4,000	\$46,800	\$4,000														
36th Street Culvert Replacement - Fish Passable	\$762,000	\$60,000	\$702,000															
Weir Replacement	\$952,500	\$85,000	\$867,000															
Catherine Creek/Hartford Crossing Replacement (SWM Cap)	\$3,175,000	\$0	\$250,000															
Bridge 06 Replacement - 36th Street NE (SWM Capital)	\$3,175,000	\$0	\$250,000															
	\$58,774,674	\$12,222,745	\$15,855,184	\$19,000	\$1,172,708	\$1,054,455	\$3,791,520	\$125,000	\$30,000	\$500,000	\$956,240	\$1,562,355	\$115,000	\$1,132,697	\$300,000	\$292,588		

Projects listed in Red are not currently included in the budget as grant funding is not yet secured.



Property Tax

10/2022 Draft

IDP >1%

	2023	2022	% Increase
2022 Levy rate	\$ 0.9157155	\$ 0.9951121	
2022 assessed value	\$ 6,070,151,750.00	\$ 5,298,584,282.00	
2023 Pre Prelim AV (per SnoCo) value /1000	\$ 8,710,646,412.00	\$ 6,070,151,750.00	43.5%
	\$ 8,710,646.41	\$ 6,070,151.75	
2022 HLL levy \$	\$ 5,540,905.76	\$ 5,270,850.08	
HLL increase 101%	\$ 5,596,314.82	\$ 5,323,558.58	
2022 Actual Levy \$	\$ 5,558,531.98	\$ 5,272,685.43	5.4%
2023 levy (101%)	\$ 5,596,314.82	\$ 5,323,558.58	5.1%
2023 New Construction (Estimates) State Assessed	\$ 141,069.08	\$ 208,558.51	
Annexation (Estimates)	\$ 667,235.28	\$ 8,788.67	
2023 Estimated Levy	\$ 6,404,619.18	\$ 5,540,905.76	16.4%
Refunded Amount (Estimates)	\$ 3,304.94	\$ 17,626.22	
2023 Estimated Levy (w/refunds)	\$ 6,407,924.12	\$ 5,558,531.98	15.3%
2023 Estimated levy rate	\$ 0.7356428	\$ 0.9157155	-19.7%
Highest Allowable Levy	\$ 13,937,034.26	\$ 9,712,242.80	43.5%
Statutory Rate Limit	\$ 1.60	\$ 1.60	
General Fund (72%)	\$ 4,613,705.36	\$ 4,002,143.03	15%
Street Fund (28%)	\$ 1,794,218.75	\$ 1,556,388.95	15%
Total	\$ 6,407,924.12	\$ 5,558,531.98	15%

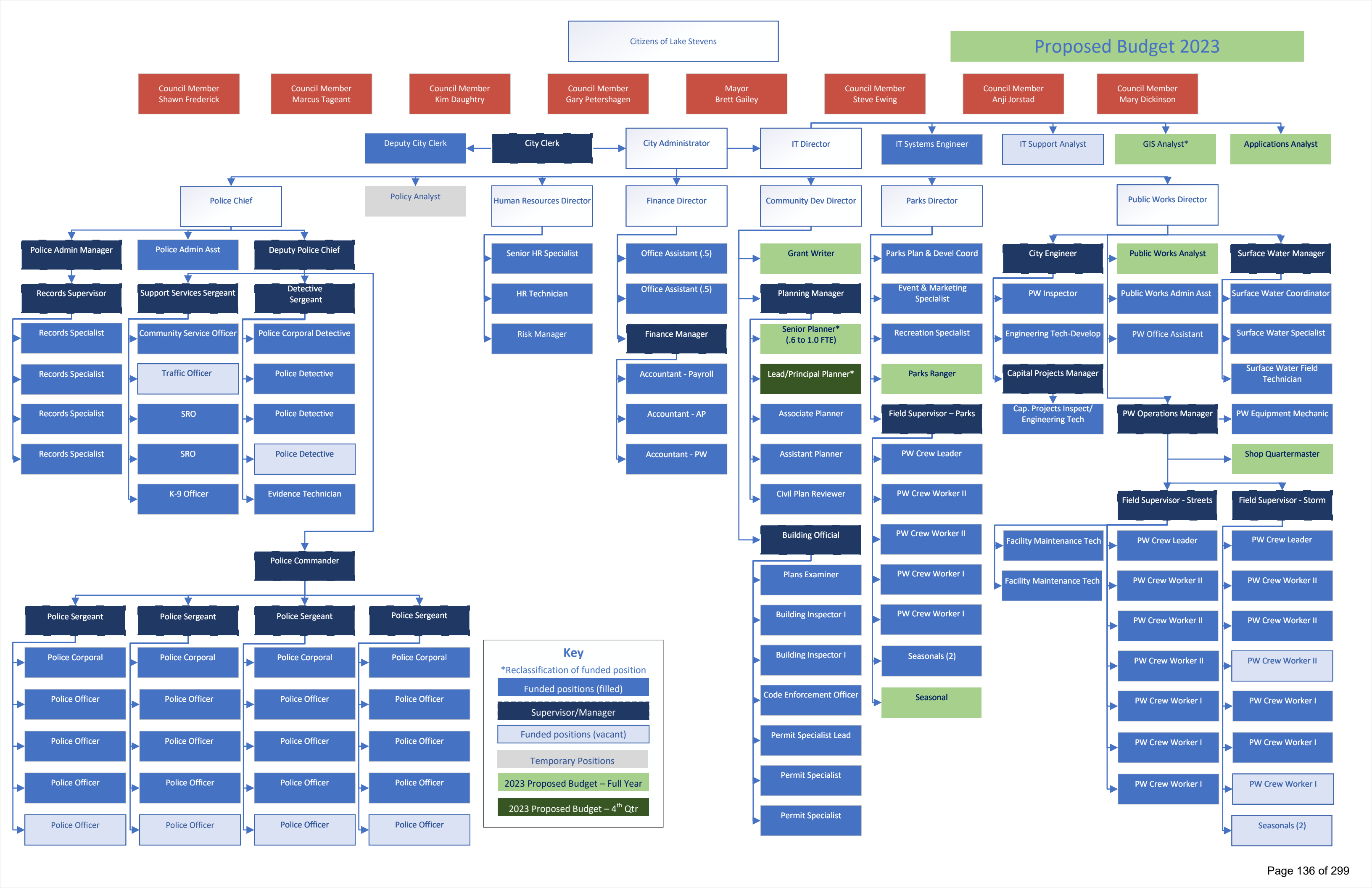
Year	AV	/1000	Levy Rate	City Portion Per \$1000 AV
2022	\$100,000	100	\$0.9157	\$91.57
2022	\$500,000	500	\$0.9157	\$457.86
2022	\$1,000,000	1000	\$0.9157	\$915.72
Year	42% AV Increase	/1000	2023 Levy Rate @ 1%	City Portion Per \$1000 AV
2023	\$142,000	142	\$0.7356	\$104.46
2023	\$710,000	710	\$0.7356	\$522.31
2023	\$1,420,000	1420	\$0.7356	\$1,044.61

City Portion Variance 2022 - 2023				
Years	AV	/1000	Variance Per \$1000 AV @ 1%	
2022 v 2023	\$42,000	42	\$12.89	
2022 v 2023	\$210,000	210	\$64.45	
2022 v 2023	\$420,000	420	\$128.90	

Regular Property Tax Levy							
	A	B		C1	C2	D	
% Levy Increase	2023 Levy (Highest Lawful)	Revenue Increase over 2022 Levy	Levy Rate	New Construction	Annexation	State Assessed & Refunds	2023 Tax Revenue/Levy (A + B + C+D)
1.0%	5,540,906	55,409	\$ 0.7356	\$ 141,069	\$ 667,235	3,305	6,407,924



Organization Chart





Human Resources

Department	All
Priority of Request (1-4)	3
Position Request #	PR_1__

**2023 Departmental Budget Request
New or Additional Position**

Please attach backup documentation

Position Title	Interns (4)
Department - Duties	Assist various departments with duties in professional areas of study related to student's education and dependent on department needs
Desired Experience Level (Pay Scale Step)	\$25.00 per hour
Cost – Year 1 - Salary	\$20,000 per intern (40 hrs/week for up to 20 weeks) x 4 positions = \$80,000
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	None
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	\$2000 per intern for computer, possible desk setup (x4) = \$8,000
Estimated Cost of Additional Needs (List individually)	
Ongoing annual cost - (Average Increase 3%-5% Annually)	None
Permanent position (Yes or No)	No
Full time or part time (FTE)	Temporary
Start date	Spring/Summer 2022
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? Internships are a great way to recruit students into government jobs. They are beneficial to the department to have extra hands for special projects and assistance during peak business times.	
Other essential information: An option if not able to fully fund - could stipulate that we only fill paid internships if department salary budget allows (for example, using vacancy savings, etc)	

Department	Human Resources
Priority of Request (1-4)	2 (high)
Budget Request #	BR___1___

2023 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Equipment for Community Emergency Response Team members (CERT);
Description of Request:	30 supply kits for CERT volunteers (including, helmets, backpacks, safety vests, flashlights, etc.). These kits should last for cert trainings for 2-3 years.
Additional items needed to put request into service (equipment, storage, training, accessories)	None, except volunteer training
Please provide an explanation of the purpose of the project or program	The CERT program is a FEMA supported initiative to train volunteers in disaster preparedness and basic response skills. The Lake Stevens CERT volunteers will be able assist the community in emergency situations and free up professional responders for complex tasks.
Is this project/program expected to span more than one calendar of year?	Yes. After initial project kick-off in 2023 the CERT project is expected to be an ongoing city initiative with recurring volunteer training and exercises.
Cost:	\$5,970 approx.
Additional costs related to putting item into service	Provisions during CERT training; \$350
Will there be any future annual costs (upgrades/renewals)	No. Only restock/replacement cost for items in case of CERT deployment.
Anticipated Fund	General
Anticipated Budget Line	LE-Emergency Supplies (moving to HR – Emergency Management)
Prepared By:	Max Roth, Risk Manager
Department Head Initials: (if other than preparer)	

What's in my Basket?		
Qty	Product	Price
1	CERT Green Fabric w/6 Pockets, Contrast Stripes (L-4XL)	\$20.95
1	Mid Size HQ Green CERT Backpack	\$19.95
1	Class 2 Large Vest with TEEN CERT Logo	\$17.95
1	Large Soft Sided First Aid Kit	\$25.95
1	Shock and Water Resistant LED Flashlight	\$10.50
1	Large CERT Patch (Embroidered)	\$3.45
1	Pigskin Driver Gloves	\$7.25
1	Clear Anti-Fog Goggles	\$2.50
1	Caution Tape	\$4.75
1	Popular Hard Hat - 4 Pt Suspension with Ratchet - Multiple Colors	\$15.90
1	UPDATED CERT All-Weather Field Operating Guide - FOG	\$16.50
1	N95 Niosh Respirator/Mask	\$4.10
1	All-Weather Pocket Response Notebook w/CERT Sticker	\$4.95
1	CERT Lanyard - Green w/White Print	\$3.45
1	Large EMT Multi-Use Scissors/Shears	\$6.50
1	NET FIRST AID KIT (NEW NAME)	\$34.50
Total:		\$199.15



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[General Preparedness Items](#)

[First Aid Products](#)

[Fire and Life Safety Products](#)

[Auto Emergency Kits](#)

[CERT Kits, Supplies And More](#)

[Rite in the Rain Store](#)

[TEEN CERT and Campus CERT](#)

[CERT Kits](#)

[CERT Supplies](#)

Shopping Basket

Item	Qty.	Item Price	Total Price
Remove CERT Green Fabric w/6 Pockets, Contrast Stripes (L-4XL) - SR-REMD0550	1 Update	\$20.95	\$20.95
Choose Size: Extra Large			
Remove Mid Size HQ Green CERT Backpack - MI-2026-CERT	1 Update	\$19.95	\$19.95
Remove Class 2 Large Vest with TEEN CERT Logo - SR-4014-TEEN	1 Update	\$17.95	\$17.95
Remove Large Soft Sided First Aid Kit - FA-1007	1 Update	\$25.95	\$25.95
Remove Shock and Water Resistant LED Flashlight - LH-3275	1 Update	\$10.50	\$10.50
Remove Large CERT Patch (Embroidered) - SR-3210	1 Update	\$3.45	\$3.45
Remove Pigskin Driver Gloves - ET-1020	1 Update	\$7.25	\$7.25
Remove Clear Anti-Fog Goggles - ET-1030	1 Update	\$2.50	\$2.50
Remove Caution Tape - ET-1101	1 Update	\$4.75	\$4.75
Remove Popular Hard Hat - 4 Pt Suspension with Ratchet - Multiple Colors - SR-3110	1 Update	\$15.90	\$15.90
Choose a Color: Green			
Option - Add CERT Sticker (+.95)			
Remove UPDATED CERT All-Weather Field Operating Guide - FOG - SR-5505	1 Update	\$16.50	\$16.50
Remove N95 Niosh Respirator/Mask - SS-1400	1 Update	\$4.10	\$4.10
Exhalation Valve (+\$1.35)			
Remove All-Weather Pocket Response Notebook w/CERT Sticker - SR-5525	1 Update	\$4.95	\$4.95
Remove CERT Lanyard - Green w/White Print - MI-4001	1 Update	\$3.45	\$3.45
Remove Large EMT Multi-Use Scissors/Shears - FA-5704	1 Update	\$6.50	\$6.50
Remove NET FIRST AID KIT (NEW NAME) - FA-RENK0023	1 Update	\$34.50	\$34.50
		Total:	\$199.15

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Map Your Neighborhood (MYN)
Medical Reserve Corps (MRC)
Citizens Corps
Grab and Glow Products
Custom Product Examples
NET Kits and Supplies
Search and Rescue Supplies
Professional Grade Gear (True North, Coaxsher, Kigali)
It's Pink!
Gregory Lofts
BelPres Community
Bellevue Towers/Highrise Residents

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Grab and Glow Perpetual Light Stick
\$9.25



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IT

Department	ITD
Priority of Request (1-4)	1
Position Request #	PR__1__

**2023 Departmental Budget Request
New or Additional Position**

Please attach backup documentation

Position Title	Application Analyst
Department - Duties	Manages, and supports enterprise applications services, and databases, analyze current and future solutions to meet city departments needs and goals.
Desired Experience Level (Pay Scale Step)	1 - 3
Cost – Year 1 - Salary	\$82K
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	33K
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	\$3k (computer, licensing, training)
Estimated Cost of Additional Needs (List individually)	
Ongoing annual cost - (Average Increase 3%-5% Annually)	
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	FTE
Start date	Feb 1 2023
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? The ITD's App/GIS Analyst is finding that most of his time is solely geared towards the ongoing development of our GIS Infrastructure and working with departments to clean up old/bad dataset and building out new models that will be needed for our Enterprise GIS Asset Management Solution. This new position will take over the primary function of managing and developing our current and future application service offerings to the city. This position will take over as the primary administrator and project coordinator for VUEWorks and will design the solution to meet each departments specific needs, as well as our project for the migration of Laserfiche to SharePoint for Enterprise Records Management. The Application Analyst positions will need to work closely with each department to determine their specific needs for data and records management processes.	

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Application Analyst
DEPARTMENT:	Information Technology Department
CLASSIFICATION:	Non-union; Non-exempt
SALARY RANGE:	NRE50
ESTABLISHED:	January 1, 2022

POSITION PURPOSE:

Under the direction of the IT Director or designee, ensures the IT Department is in alignment with the business needs of the city and its customer departments by eliciting, analyzing, and validating existing and future enterprise applications and services, identifying opportunities to streamline business processes and making recommendations to department stakeholders to better leverage existing or future applications to achieve department goals.

This role will work collaboratively with IT staff and department stakeholders to understand their needs and work toward developing web/mobile apps, workflows, forms, reports, BI dashboards, and documentation; developing standard operating procedures for end-users; training end-users on various solutions; and helping drive technology adoption throughout the city.

This position will provide technical expertise for Microsoft 365 applications (SharePoint, Teams, PowerApp, Power Automate, PowerBI, Compliance Center, and Records Management). Must have an excellent understanding of Microsoft Office 365 and Security and Identity Management best practices, techniques, and systems architecture; ability to manage a complex project and develop tools and solutions that integrate with existing and future enterprise solutions; and must be able to manage/administer, design databases, data modeling, and data analyst technics. Exercises independent judgment in analyzing problems, issues, and opportunities; develops and implements recommendations.

ESSENTIAL DUTIES AND RESPONSIBILITIES-- *Essential duties and responsibilities may include, but are not limited to:*

- Supports systems, applications, and databases by responding to user requests for service, enhancement, modification, or information and training.
- Prepares procedures for installation, documentation, use, and maintenance of applications.
- Adds, deletes, and modifies user rights within city application systems
- Administers the city's Office 365 Collaboration Suite (SharePoint, Teams) and regularly reviews, manages, configures, and conducts stale content and sites cleanup

- Monitors, and configures Office 365 Security.
- Supports and helps maintains the city's website, provides training to city employees
- Monitors applications trends and enhancements (e.g., site usage and growth, disk space usage, and growth)
- Supports and maintains software integration between city applications
- Administers the content management systems; creates advanced workflows, creates and implements forms, and other business process automation
- Maintains Microsoft SQL Server and Databases
- Assists with identifying internal user's needs for city applications systems and assists with implementing identified needs
- Provides timely response to user requests for assistance
- Conducts tests and inspections of products, services, or processes to evaluate quality or performance to assist product selection teams; recommends new equipment or software packages
- Makes recommendations to management regarding policies and procedures based on field observations and user interactions
- Creates customized reports from various databases and applications using multiple delivery methods
- Coordinates and acts as a project lead for multiple concurrent projects
- Regular, reliable, and predictable attendance

PERIPHERAL DUTIES

- Provides back-up to other IT Department positions as needed
- Performs other duties as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here and in the Physical Requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk, and hear. The employee frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is frequently required to stand, walk, and reach with hands and arms; and occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is usually performed in an indoor office environment, subject to driving to offsite locations to respond to customers or investigate issues. While performing the duties of this job, the employee may occasionally be exposed to individuals who may possibly be irate or hostile. The noise level in the work environment is usually moderate to loud.

May be required to work beyond regular working hours to respond to customer support requests or 24/7 IT-related emergencies.

QUALIFICATIONS:

Education, Training, and Experience Guidelines

Education:

- A bachelor's degree from an accredited college with a major in computer science, information systems, business information systems, business administration, or a closely related field; and

Experience:

- A minimum of three (3) years of experience in the following areas:
 - Microsoft 365 Enterprise Solutions and Azure Services
 - Configuring software and/or database management
 - Programming languages such as, Java, Visual Basic, C#, HTML, ASP.NET, and SQL
- Proficiency with Microsoft Office 365 tools is required

Or: Any combination of education and experience, which provides the applicant with the desired skills, knowledge, and ability required to perform the job, may be substituted for these qualifications. Examples include:

Knowledge of:

- Business intelligence reporting and development tools such as SQL Server Reporting Services or PowerBI
- SQL Server management studios, and database administration
- Current trends in information technology software, business systems, hardware, networks, and communications
- Lean Management System or Six Sigma principles
- Municipal government policies, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances related to the position

Skilled in:

- Adobe Creative Cloud, Office 365 applications, PowerApps, Flow (Power Automate), and SharePoint Designer
- Powershell and other windows command line tools
- Programming languages such as, Java, Visual Basic, C#, HTML, ASP.NET, and SQL
- Analyzing and developing logical solutions and alternatives to problems
- Providing excellent customer service
- Interpersonal behavior, using tact, patience, and courtesy
- Utilizing social media, websites, applications, personal computer software programs, and other relevant software affecting assigned work
- Proper use of telephone etiquette and techniques and ability to assist in answering diverse inquiries
- Good organizational skills, detail orientated, and efficient with daily work
- Understanding and following oral and written directions
- Maintaining a variety of complex filing systems, records, and reports
- Technical writing

Ability to:

- Develop basic API integrations, working with data modeling and reporting, basic automations, basic programming capabilities with Office 365
- Build desktop or mobile applications
- Demonstrate customer focus and partnership in projects and work order assignments
- Exhibit excellent communication, documentation, and presentation skills
- Communicate clearly and concisely, orally and in writing, technical information in a non-technical manner and work effectively with users with varying computer expertise levels
- Understand and interpret working plans and drawings
- Handle multiple tasks accurately and reliably in a busy, demanding work environment
- Schedule and prioritize workload individually and with other staff members
- Maintain confidentiality of sensitive files and materials accessed, discussed, or observed
- Understand and follow instructions
- Maintain attention to detail and accuracy
- Apply lean or six sigma principles to continuously improve processes and procedures and implement change management
- Apply common sense in solving problems, including those where limited standardization exists
- Work independently with little direction
- Establish and maintain effective working relationships using tact, patience, and courtesy with co-workers, elected officials, other agency staff, vendors, and the general public
- Respond quickly and professionally to inquiries and issues

License, Certification, and Other Requirements:

- Valid Washington driver's license, or ability to obtain within 30 days of hire, and a driving record that meets the city's requirements
- Microsoft 365 Certified: Teamwork Administrator Associate required to obtain within one year
- Microsoft 365 Certified: Developer Associate preferred
- Microsoft Certified: Power Platform Functional Consultant Associate preferred
- Microsoft 365 Certified: Teams Administrator Associate preferred
- Microsoft Certified: Azure Data Fundamentals preferred
- Completion of a position-relevant background check, including fingerprinting
- Obtain Washington State Patrol Access Security Awareness Training required by Criminal Justice Information Services (CJIS) within 30 days of hire; maintain certification

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

____/____/____

Department	ITD
Priority of Request (1-4)	2
Budget Request #	BR__4__

2023 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Attend CES 2023 Conference
Description of Request:	CES® is the most influential tech event in the world. The proving ground for breakthrough technologies and global innovators. This is where the world's biggest brands do business and meet new partners, and the sharpest innovators hit the stage. Owned and produced by the Consumer Technology Association (CTA)®, CES features every aspect of the tech sector.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	To attend and learn about new and emerging technologies in support of our cities goals in smart cities technologies.
Is this project/program expected to span more than one calendar of year?	
Cost:	\$5,000 estimate
Additional costs related to putting item into service	
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	
Anticipated Budget Line	IT-Staff-Development, IT-Travel-Meetings
Prepared By:	Troy Stevens

Department	ITD
Priority of Request (1-4)	1
Position Request #	PR__2__

**2023 Departmental Budget Request
New or Additional Position**

Please attach backup documentation

Position Title	Help Desk I
Department - Duties	Provide level 1 support to city employees, monitors, and completes help tickets and escalates more complex issue, setup and deploy computer equipment and peripherals.
Desired Experience Level (Pay Scale Step)	Level 1
Cost – Year 1 - Salary	\$50K
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$20K
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	\$3,500 office equipment, phone, staff development
Estimated Cost of Additional Needs (List individually)	
Ongoing annual cost - (Average Increase 3%-5% Annually)	
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	FTE
Start date	March 1, 2023
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? This position will aid in supporting our department as the primary point of contact, fielding help desk tickets and escalating more complex issue to other staff. This position will provide the needed bandwidth for the Support Analyst to work on more complex issues, projects and process automations, developing design standards to ensure unified user experience, and meeting Center for Internet Security (CIS Controls Level 2 standards).	
Other essential information:	

2023 Departmental Budget Request

Department	I.T.
Priority of Request (1-4)	1
Budget Request #	BR_____

Please attach current quote along with any other backup documentation

Item/Project Requested:	Drone Mapping & Analytics Software in the Cloud Site Scan for ArcGIS (esri.com)
Description of Request:	Site Scan for ArcGIS is the end-to-end cloud-based drone mapping software designed to revolutionize imagery data collection, processing, and analysis. Maintain a complete picture of your drone inventory and flight history with automatic fleet management. Stay up-to-date with accurate imagery, using repeatable flight plans that ensure high-quality data capture when flying your drones. Securely process imagery in a scalable cloud environment to create high-quality 2D and 3D imagery products that can be quickly shared throughout your organization, on any device. Save time by using the measurement and analysis tools to get the answers you need from your data. Directly publish your drone data to your ArcGIS organization to perform advanced drone analytics such as object detection and application of artificial intelligence (AI).
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	Small training for me and Erik -drone operator
Please provide an explanation of the purpose of the project or program	It allows for 2D & 3D mapping of capital projects for an accurate representation of work on the ground along with up-to-date imagery of our city. We currently get update hi-res imagery through the county on even years. The PW/Planning department has been working on building better processes for capital projects or Land Use projects. We would like to add a drone work order task to certain projects, developments upon final completion a drone will be flown to capture the finalized project and update our Base Map Imagery Layer, so we always have up-to-date data in our GIS Environment.
Is this project/program expected to span more than one calendar of year?	Yes
Cost:	5,000 a year per user, I suggest 2 users to start but 1 would do

Additional costs related to putting item into service	
Will there be any future annual costs (upgrades/renewals)	5,000 a year
Anticipated Fund	General? This is helpful for PW and planning so it could come from both?
Anticipated Budget Line	
Prepared By:	Zachary Kathe
Department Head Initials: (if other than preparer)	

Department	ITD
Priority of Request (1-4)	1
Budget Request #	BR__2__

2022 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Secondary Firewall
Description of Request:	Purchase a secondary firewall to enable high availability and fault tolerance.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	It has been one of my goals to ensure IT systems are highly available and that no single point of failure could cause downtime and productivity loss to the city. The secondary firewall will add to these goals to ensure hardware is fully redundant, and highly available during planning maintenance windows.
Is this project/program expected to span more than one calendar of year?	
Cost:	\$3,500
Additional costs related to putting item into service	
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	510CAP
Anticipated Budget Line	
Prepared By:	Troy Stevens
Department Head Initials: <i>(if other than preparer)</i>	

Department	ITD
Priority of Request (1-4)	1
Budget Request #	BR__1__

2022 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Upgrade Primary Data Center Hardware (Lease option is available)
Description of Request:	The city's primary datacenter will be 8 years old in Feb 23 and reaching the end-of-life support from Dell. Once out of "support" with Dell, they no longer carry parts should a component fail. We would have to attempt to outsource hardware elsewhere to repair power supply, etc.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	The current system is based on an integrated chassis with 3 "blade" server (modular server) (compute) and fixed integrated storage. The new solution will be based on splitting the compute nodes (servers) from the storage systems which will allow for future expansion and more flexibility in hardware options. A blade server , sometimes referred to as a high-density server , is a compact device containing a computer used to manage and distribute data in a collection. Last year the "rack" (server enclosure and cooling) and "switch" (network infrastructure) were upgraded.
Is this project/program expected to span more than one calendar of year?	No
Cost:	\$100k
Additional costs related to putting item into service	

Will there be any future annual costs (upgrades/renewals)	
Anticipated Fund	510CAP
Anticipated Budget Line	
Prepared By:	Troy Stevens
Department Head Initials: (if other than preparer)	



Community Development and Building

MEMORANDUM



Planning and Community Development

Date: September 22, 2022
To: Brett Gailey, Mayor and Gene Brazel, City Administrator
CC: Barb Stevens, Finance Director
From: Russ Wright, Community Development Director
Subject: 2023 Budget

The 2022 budget was a reasonably static budget. PCD came in under budget in terms of staffing due to vacant positions. Staff relied on consultants for permitting support throughout the year for some inspections and civil plan review. The need to use consultants heavily in 2023 will decline as all PCD positions are full. With significant grants available, from the Department of Commerce, the city has been able to use professional services to ensure compliance with new state planning mandates that will continue into 2023. Purchase and installation of remaining beautification signs is underway in coordination with Public Works.

The following list describes priorities, additions and revisions to the Planning & Community Development Budget for 2023.

Planning Division:

Retain current funding for staff development. Dedicate funds for long-range professional services in preparation of the city's 2024 periodic comprehensive plan update and roll over funds to complete the housing action plan, climate action plan and industrial analysis. Retain funding for consultant services for engineering, survey, critical areas review, inspection services, etc. as needed from permitting revenue.

Building Division

Increase the clothing budget to ensure field staff have appropriate protective equipment for all seasons (e.g., boots, vests, jackets, hats, PPE, etc.) and have clothing that provides a positive professional image of city staff directly working with the field (e.g., city branded shirts and outerwear). Purchase new ICC code books and commentaries.

Staff Development:

Continue contributing funds for staff development for seminars and conferences, associated travel costs and testing for certifications and maintenance of professional memberships and certifications.

Positions:

1. Administrative Assistant – A lack of administrative support remains a department deficit and requires staff to take time away from primary duties. Specific tasks would include conducting research, preparing and reviewing reports and correspondence, assisting with budget preparation and

monitoring, departmental purchasing, scheduling meetings and making travel arrangements. The incumbent would also serve as the department records officer and be responsible to assemble records and coordinate all responses to public records requests for the department and assist with other special projects as assigned. This is a position identified in the city's strategic staffing plan.

2. Internal Promotions – Continue to identify opportunities to invest in current staff and provide new challenges for career development. This may include reclassifying current staff to higher level positions, when warranted, such as creating assistant building official or principal (lead) planner roles. There would also be a request to change one senior planner from 0.6 to full-time. This change would be in lieu of requesting an additional assistant planner as identified in the strategic staffing plan.

Equipment:

1. Small equipment fund – continue to set aside funds for replacement of small tools for building inspectors and code enforcement, replacement of safety equipment for all field staff e.g., reflective vests, hard hats, gloves, etc. and boot allowance.
2. Vehicle Replacement – continue to set aside funds for vehicle replacement annually.

Economic Development:

1. Beautification - \$10,000 to include additional wayfinding /public sign designs, landscape concept for public spaces, and hardscape concepts for public spaces.
2. Beautification - \$50,000 in dedicated funds for an engineering concept for 91st Ave SE improvements including civil improvements and streetscape improvements.

Department	PCD
Priority of Request (1-4)	2
Position Request #	PR1

**2023 Departmental Budget Request
New or Additional Position**

Please attach backup documentation

Position Title	Administrative Assistant
Department - Duties	Support the director and department with administrative tasks including invoices, letters, filing, mailings, appointments, etc. Would as the department records manager.
Desired Experience Level (Pay Scale Step)	2-years / NR16
Cost – Year 1 - Salary	\$61,015.16
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$24,705.84
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	Computer and dual monitors
Estimated Cost of Additional Needs (List individually)	\$2,000
Ongoing annual cost - (Average Increase 3%-5% Annually)	\$3,428.84 @ 4%
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	Full-time
Start date	1 st Quarter 2023
Describe how the position will benefit the city. For instance, what goals, programs and / or projects will the new employee undertake? Planning and Community Development is responsible for a wide range of duties from, planning, building, economic development, etc. and remains understaffed in comparison to jurisdictions of a similar size. A dedicated administrative assistant would allow the director and professional staff to concentrate on core functions with relief from basic administrative tasks. As the city annexes additional territory, it will be adding more residents and will continue to need additional staff support to provide a valued level of service. The city would also provide a dedicated staff to coordinate research and fulfillment of public records requests. This position has been identified as a needed position in the city's strategic staffing plan.	
Other essential information: Coordination with department supervisors and director and support tasks. This position could be shared with another department.	

Department	PCD
Priority of Request (1-4)	3
Position Request #	PR 2

**2023 Departmental Budget Request for New
or Additional Position**

Please attach backup documentation

Position Title	Plans Examiner
Department - Duties	PCD - Reviews private development plans, reports, and architectural drawings for conformance to city building ordinances and standards. Supervises building inspectors and code enforcement positions.
Desired Experience Level (Pay Scale Step)	
Cost – Year 1 - Salary	\$29,396.75 (3 rd quarter)
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$11,758.70
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	None
Estimated Cost of Additional Needs (List individually)	None
Ongoing annual cost - (Average Increase 3%-5% Annually)	\$5,763.84 at 4%
Direct Supervisor?	Building Official
Supervisory Duties?	None
Permanent position (Yes or No)	Yes
Full time or part time	Full time
Start date	3 rd Quarter
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? Reclassify the Plans Examiner to Assistant Building Official. Primary duties of the position as an Assistant Building Official would include building plan review and supervision of building inspectors and code enforcement, which would help reduce the span of control of the Building Official. The change would allow for skills development of a current employee and help with employee retention as the city has initiated a focus on succession planning. With the change in job title, staff is recommending adjusting the range to NR34, Step 5.	
Other essential information: This position would be funded primarily from permit revenue.	

Department	PCD
Priority of Request (1-4)	2
Position Request #	PR 3

**2023 Departmental Budget Request for New
or Additional Position**

Please attach backup documentation

Position Title	Principal (Lead) Planner
Department - Duties	Complex planning projects, oversees current planning work assignments and act as a mentor to junior staff
Desired Experience Level (Pay Scale Step)	Advanced
Cost – Year 1 - Salary	\$53,095.82
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$21,238.33
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	None
Estimated Cost of Additional Needs (List individually)	None
Ongoing annual cost - (Average Increase 3%-5% Annually)	\$5,946.73 at 4%
Direct Supervisor?	Planning Manager
Supervisory Duties?	Lead
Permanent position (Yes or No)	Yes
Full time or part time	Full time
Start date	2nd Quarter 2023
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? The proposed position would reclassify an existing Senior Planner position to Principal (Lead) Planner. The change would allow for skills development of a current employee and help with employee retention as the city has initiated a focus on attrition and succession planning. The incumbent would be assigned complex planning projects. The position would also help relax the span of the control of the Planning Manager as the incumbent would oversee the assignment of current planning projects and act as a mentor to junior staff. With the change in job title, staff is recommending adjusting the position salary to Range 53, Step 6.	
Other essential information: This position would be funded primarily from permit revenue.	

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Principal Planner
DEPARTMENT:	Planning & Community Development
REPORTS TO:	Planning Manager
CLASSIFICATION:	Exempt; Non-represented
SALARY RANGE:	NRE53
EFFECTIVE DATE:	January 1, 2023
REVISION DATES:	October 28, 2022

POSITION PURPOSE:

The Principal Planner participates in advanced, highly-complex professional planning activities, serves as the lead planner within the department and is the planner with the greatest technical expertise. The incumbent assists the Planning Manager and Director coordinate the assignment of current planning projects and act as a mentor to junior staff. The incumbent is part of a collaborative work team which is responsive to inquiries from the public, other staff, developers, contractors, and elected officials. Mentoring staff of varying abilities and personalities is critical to success in this position.

The principal planner is primarily responsible for overseeing the assignment of current planning projects and ensuring that staff follow applicable municipal and state requirements associated with project review. These duties include, but are not limited to, schedule development, public engagement and community outreach, meeting coordination and facilitation and document preparation and review of recommendations and decisions prepared by other planners. The incumbent ensures compliance with various city and state ordinances, regulations, and policies related to land development; applies research and analytical skills; prepares and presents staff reports for public hearings and meetings; informs the public, other agencies, developers, and others of various city and state land use and development code requirements and policies. The incumbent is expected to perform and administer the most complex professional planning work, requiring a substantial level of professional training and experience.

Work is performed under limited supervision. The Community Development Director sets the overall objectives and resources available. The incumbent and Planning Manager work together to develop the deadlines, work plans, coordinate work with others, and interpret policies in terms of established objectives. Incumbent keeps Director and Manager informed of progress, potentially controversial matters, or far-reaching implications. Work is reviewed in terms of feasibility, compatibility with other work or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Essential duties and responsibilities may include but are not limited to the following:*

- Performs lead responsibilities in accordance with the city's policies and procedures and applicable laws. Responsibilities include planning, scheduling, coordinating, assisting with work plans; reviewing the work of team members for completeness and accuracy, mentoring team members to improve their skills and effectiveness;

addressing complaints and resolving problems; and assisting in interviews. Delegates responsibility and appropriate authority to assigned staff as appropriate.

- Assists with long-range planning activities such as Comprehensive Plan, subarea and/or master planning, Shoreline Master Program, Statewide Environmental Policy Act (SEPA) reviews, zoning and subdivision ordinances, and specific community development projects.
- Oversees and participates in current planning activities such as compliance review of land use and other development permit applications consistent with local, state and federal legal requirements.
- Oversees the review or preparation of plans for developments; zoning variance and building permit applications; master plan proposals, modifications and related infrastructure plans; drawings and specifications for compliance with the city's Comprehensive Plan; zoning code provisions; appropriate urban design and environmental practices; land use and other relevant laws and regulations.
- Oversees the preparation of the Environmental Impact Statements and environmental checklists pursuant to the SEPA; oversees development of appropriate mitigation measures and provides local SEPA official with recommendation concerning environmental threshold determinations.
- Interprets, applies and communicates technical, statistical and legal codes, policies and ordinances including zoning, land use, and environmental regulations to customers.
- Provides recommendations to the development and implementation of planning standards, policies, strategies and priorities.
- Recommends planning priorities, projects and requirements.
- Performs project management over assigned projects to ensure contract compliance and adherence to applicable policies, ordinances, state or federal regulations.
- Oversees and/or performs the analysis and preparation of reports regarding effects of proposed development, annexations, zone changes, and new construction.
- Ensures staff is following public review process and public meetings, hearings and workshops; supports staff during public meetings and hearings.
- Assists with consultant contracts for assigned projects; monitors and evaluates performance of consultants.
- Maintains regular, predictable and reliable attendance during scheduled hours.

PERIPHERAL DUTIES

- Performs other duties as assigned.
- Performs the duties of other personnel as needed.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

While performing the duties of this job, the employee is frequently required to use hands to manipulate, handle, or feel; speak; and hear; sit for extended periods of time; type on a keyboard; stand; walk; reach with hands and arms; and occasionally climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. For further information, see the Physical Requirements document.

Work is usually performed in an indoor office environment, subject to occasionally driving to offsite locations. The noise level in the work environment is usually moderate.

Evening or variable hours to attend meetings is required.

QUALIFICATIONS:

Education, Training and Experience Guidelines

Education: Bachelor's degree in Urban Planning or Urban Design; Master's Degree in a related field, preferred.

Experience: Five (5) years of progressively responsible experience in planning and research related to land use, urban economics, environmental issues, conservation, or other experience directly related to city planning and development; and one (1) year of lead/supervisory experience.

Or: Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

Knowledge of:

- Principles, practices, methods, current trends, and standards of urban planning, shoreline master plans, land use policies, and zoning regulations.
- Applicable federal, state and local laws, codes, regulations, policies and procedures related to urban planning and other assigned areas.
- Governmental and legal procedures related to planning, zoning and land use.
- Public records act, specifically the creation, storage, maintenance, and response to public records in the state of Washington.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communication principles and practices to include public relations, public speaking and professional business letter writing.
- Project management techniques and principles.
- Research methods and report preparation and presentation.

- Modern office procedures, methods and equipment including computers and computer applications including word processing, spreadsheets, and statistical databases.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods, best management practices and techniques.

Skill and Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Participate as a contributing member of a service-oriented team.
- Demonstrate a positive attitude conducive to efficient and effective work performance and positive morale.
- Organize work for maximum efficiency.
- Capable of managing multiple, high-priority assignments and meeting timelines and deadlines.
- Utilize personal computer software programs and other relevant software affecting assigned work, including compiling data and preparing spreadsheets.
- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups, and the public.
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds.
- Ability to think creatively about process and means for accomplishing high profile projects with limited resources.
- Synthesize large quantities of information and conceptualize, organize and execute clear public-facing material for easy understanding.
- Analyze situations accurately and adopt an effective course of action.
- Maintain confidentiality.
- Communicate effectively with tact, patience and diplomacy, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Effectively delegate tasks and workload assignments.
- Mentor staff of varying abilities and personalities.

License, Certifications, and Other Requirements:

- Valid Washington State driver's license, or ability to obtain within 30 days of hire; and a driving record which meets the city's requirements.
- American Institute of Certified Planners (AICP) certificate, preferred.
- Completion of position-relevant background check.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (printed)

EMPLOYEE ACKNOWLEDGEMENT

____/____/____
DATE

DRAFT

Department	PCD
Priority of Request (1-4)	1
Position Request #	PR 4

**2023 Departmental Budget Request for New
or Additional Position**

Please attach backup documentation

Position Title	Senior Planner
Department - Duties	Increase current 0.60 Senior Planner position to full-time Senior Planner
Desired Experience Level (Pay Scale Step)	Advanced
Cost – Year 1 - Salary	\$105,119.77
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$42,047.91
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	None
Estimated Cost of Additional Needs (List individually)	None
Ongoing annual cost - (Average Increase 3%-5% Annually)	\$5,886.71 at 4%
Direct Supervisor?	Planning Manager
Supervisory Duties?	None
Permanent position (Yes or No)	Yes
Full time or part time	Full time
Start date	1st Quarter 2023
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? The proposed position would reclassify an existing senior planner position from a 0.60 position to a 100% full-time position. As workload in Planning and Community Development remains high, the incumbent would be able to take on additional long-range and current planning tasks that would add depth to the department. The change to full-time w/ benefits would increase the position cost by \$58,867 annually.	
Other essential information: This position would be funded primarily from permit revenue.	

Department	PCD
Priority of Request (1-4)	1
Position Request #	PR 5

**2023 Departmental Budget Request for New
or Additional Position**

Please attach backup documentation

Position Title	Grant Writer
Department - Duties	Seek local, state, federal & private grant funds for capital and planning projects
Desired Experience Level (Pay Scale Step)	Advanced
Cost – Year 1 - Salary	\$60,000
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$24,000
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	Computer and office setup
Estimated Cost of Additional Needs (List individually)	\$2,000
Ongoing annual cost - (Average Increase 3%-5% Annually)	\$2,400 annual increase at 4%
Direct Supervisor?	Community Development Director
Supervisory Duties?	None
Permanent position (Yes or No)	Yes
Full time or part time	Full time
Start date	1st Quarter 2023
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake?	
Seek local, state, federal & private grant funds for capital and planning projects to benefit all departments and economic development as a council priority	
Other essential information: This position would be a two-year contract position funded primarily from Pandemic Recovery.	

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Grant Writer
DEPARTMENT:	Planning and Community Development
REPORTS TO:	Community Development Director
CLASSIFICATION:	Grant Writer
SALARY RANGE:	NR16 – Non-represented
EFFECTIVE DATE:	10/21/2022
REVISION DATES:	10/21/2022

POSITION PURPOSE:

The incumbent works in the Planning and Community Development Department under the general direction of the Community Development Director. The Grant Writer researches various types of grants available and the criteria to qualify for each and matches the opportunities to the needs of the city. The incumbent will compile necessary information for the application process through collaboration with affected city departments and thorough, independent research. The Grant Writer drafts and completes detailed, high-quality grant applications according to application requirements and ensures all grant applications are submitted on time and are complete within application parameters. The incumbent will be responsible to maintain schedules, compliance, reports and tracking for funded grants. They will coordinate the monitoring and evaluation of programs and projects with program staff and the affected department including the Finance Department and Public Works Department.

Work is performed with general supervision. The Director defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

- Organized and strong research capability.
- Strong technical writer, with knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Ability to write concise narratives that tell stories with data
- Knowledge of grant management and compliance concepts, practices and procedures.
- Ability to compile attractive documents, including graphics for distribution to granting agencies.
- Ability to create compelling presentations for presentation to granting agencies
- Assist with special project coordination including advertising proposals, submittal review tracking, contract documentation, meeting schedules, meeting notes and document collection.
- Analyze the feasibility of project budgets.
- Submit progress reports to the funding agency on how we are utilizing the funding dollars.
- Prepare project planning documents that support grant and project delivery

PERIPHERAL DUTIES:

- Performs related duties as assigned.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or

feel; talk; and hear. The incumbent frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is performed in a typical office environment subject to working outside of normal working hours to meet critical time lines or to provide support in department emergency response events. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees and citizens; may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Typical business office machinery and equipment include, but not limited to, personal computer including database program, spreadsheet and word processing software, printer, telephone, scanning equipment, fax machine, copy machine, calculator and projector.

QUALIFICATIONS:

Education, Training and Experience Guidelines

Education: Bachelor's Degree or equivalent coursework in English, technical writing, or a related field.

Experience: Three (3) years of experience in writing/editing, grant or proposal writing, management, or coordination with demonstrated success writing successful proposals to local government, state government, private and corporate foundations and the federal government.

Or: Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

License, Certifications, and Other Requirements:

- Valid State of Washington Driver's License; and a driving record which meets the city's requirements.
- Multilingual is desirable.
- Completion of position-relevant background check.

Knowledge of:

- Municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances.
- Advanced research methods.
- Municipal organization, operations, policies and objectives.
- Detailed record-keeping techniques.
- Effective oral and written communication principles and practices.
- Public capital project development and construction methods.
- Project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.

Skilled in:

- Modern office practices, procedures and equipment including personal computers and related software such as word processing, spreadsheet programs and web-based management systems.
- Proper use of telephone etiquette and techniques and ability to assist in answering diverse inquiries.
- Demonstrating effective interpersonal skills using tact, patience and courtesy.
- Understanding and following oral and written directions.
- Compiling, organizing, and summarizing complex, detailed material independently or from tape or oral instructions, letters, notices, bulletins or other material.
- Maintaining a variety of complex filing systems, records, and reports.
- Communicating effectively orally and in writing.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Maintain confidentiality and communicate with tact and diplomacy.
- Participate as a contributing member of a service-oriented team.
- Establish and maintain effective working relationships with staff, management, vendors, outside agencies, community groups and the public; present a positive image of the city in a variety of circumstances.
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds.
- Analyze situations accurately and adopting an effective course of action.
- Organize work for maximum efficiency.
- Learn the policies, procedures, activities and programs of an assigned area or office quickly and accurately.
- Perform basic accounting tasks accurately and create graphs and charts.
- Organize and prioritize work assignments to meet schedules and timelines.
- Write correspondence and routine reports; proofread and edit as needed.
- Utilize personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues, policies, and procedures to internal and external customers.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (printed)

EMPLOYEE ACKNOWLEDGEMENT

____/____/____
DATE

2023 Departmental Budget Request

Department	PCD
Priority of Request (1-4)	1
Budget Request #	BR__1__

Please attach current quote along with any other backup documentation

Item/Project Requested:	2024 Comprehensive Plan Update
Description of Request:	Hire a consultant to work with the city to develop its major comprehensive plan update.
Additional items needed to put request into service (equipment, storage, training, accessories)	City staff will issue a request for proposals
Please provide an explanation of the purpose of the project or program	The Growth Management Act requires cities to periodically update their comprehensive plans. Lake Stevens must update its comprehensive plan by the end of 2024. The Department of Commerce has allocated funding for jurisdictions to update their comprehensive plans.
Is this project/program expected to span more than one calendar of year?	Yes 2023 and 2024
Cost:	Up to \$100,000 (year 1)
Additional costs related to putting item into service	Staff time
Will there be any future annual costs (upgrades/renewals)	\$25,000 (year 2) and any rollover
Anticipated Fund	Commerce Grant
Anticipated Budget Line	PL-Professional Services
Prepared By:	Russ Wright
Department Head Initials: (if other than preparer)	REW

2023 Departmental Budget Request

Department	PCD
Priority of Request (1-4)	2
Budget Request #	BR__2__

Please attach current quote along with any other backup documentation

Item/Project Requested:	91 st Ave SE Streetscape
Description of Request:	Hire a consultant to develop a master streetscape plan to beautify the 91 st Ave SE as an economic development goal.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	City staff will issue a request for proposals
Please provide an explanation of the purpose of the project or program	Council has a stated interest in beautifying the city and attracting development to the 91 st corridor north of Market Place. The city would take the lead on developing a concept plan for future grant opportunities or as a guide for private development.
Is this project/program expected to span more than one calendar of year?	Yes
Cost:	Up to \$50,000 (year 1)
Additional costs related to putting item into service	Staff time
Will there be any future annual costs <i>(upgrades/renewals)</i>	Construction costs
Anticipated Fund	General Fund / Pandemic Recovery
Anticipated Budget Line	PL - Citywide Beautification
Prepared By:	Russ Wright
Department Head Initials: <i>(if other than preparer)</i>	REW



Police

2023 Departmental Budget Request
New or Additional Position

Department	
Priority of Request (1-4)	
Position Request #	PR_____

Please attach backup documentation

Position Title	Records Specialist
Department - Duties	
Desired Experience Level (Pay Scale Step)	Step 1
Cost – Year 1 - Salary	\$61,106
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$24,442.40
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	Uniform \$1000 Laptop with Monitors - \$3000 Desk Scanner \$1000 Desk Phone \$500 Adobe license \$200 Training \$1000 Travel \$2500 TOTAL: 9200
Estimated Cost of Additional Needs (List individually)	
Ongoing annual cost - (Average Increase 3%-5% Annually)	Salary and Benefits
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	FTE
Start date	First Quarter

Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake?

****MORE detail analysis provided on attached report*****

We are requesting one additional records unit FTE to ensure efficient workflows, employee morale, and a healthy work life balance, all leading to employee wellness and efficient departmental operations.

Looking at number of staff hours available versus time it takes to perform tasks, at current staffing levels (4 records staff), there is already a deficit of 183 hours. Staff is currently handling this deficit by juggling work and being creative.

With the addition of body worn cameras, the time it takes to properly manage video and release the video, and the increase in commissioned staff, in 2022 alone we are seeing a larger deficit in the number of available hours. This takes the deficit from 183 hours to 735 hours in 2022.

Based on current projections, once BWC are utilized by all sworn officers, the deficit grows from 735 hours to 1645 hours in 2023. This amount of time deficit cannot be absorbed by employee creativity alone. (this includes additional work created when patrol is fully staffed.)

Aside from the records supervisor, who has different responsibilities than that of records specialists, staffing in records had not been increased since 2014.

2014 – 4 records staff, 25 commissioned

2022 – 4 records staff, 38 commissioned

The increase in commissioned staff itself creates a larger volume in the number of records being created, collected, maintained, disseminated, retained, and destroyed. With police departments being under such high scrutiny, the importance of proper records management can not be overlooked or ignored. Additionally, population increases, officer/patrol increases (increased caseload for records), and changes in legislation related to law enforcement all increase the amount of work handled by the records unit. We have been operating at the same staffing levels but have reached a precipice where staffing in the records unit needs to keep up with and meet the demands of the department and community

Other essential information:

INTEROFFICE COMMUNICATION

LAKE STEVENS POLICE DEPARTMENT



TO: Jeffrey Beazizo, Chief of Police
Julie Ubert, Administrative Manager

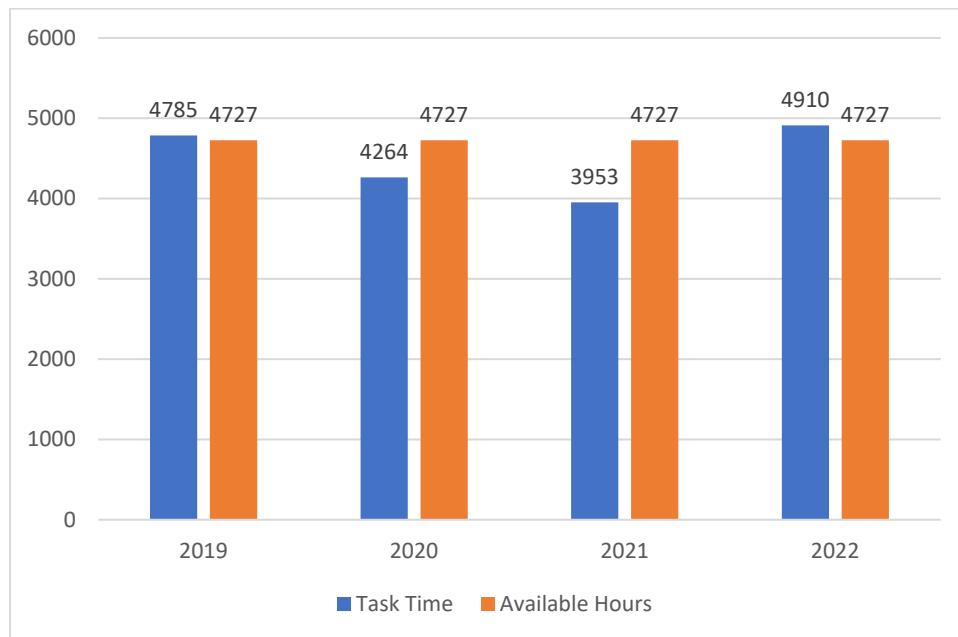
FROM: Megan LeBlanc, Records Supervisor

SUBJECT: Records Unit Staffing Request

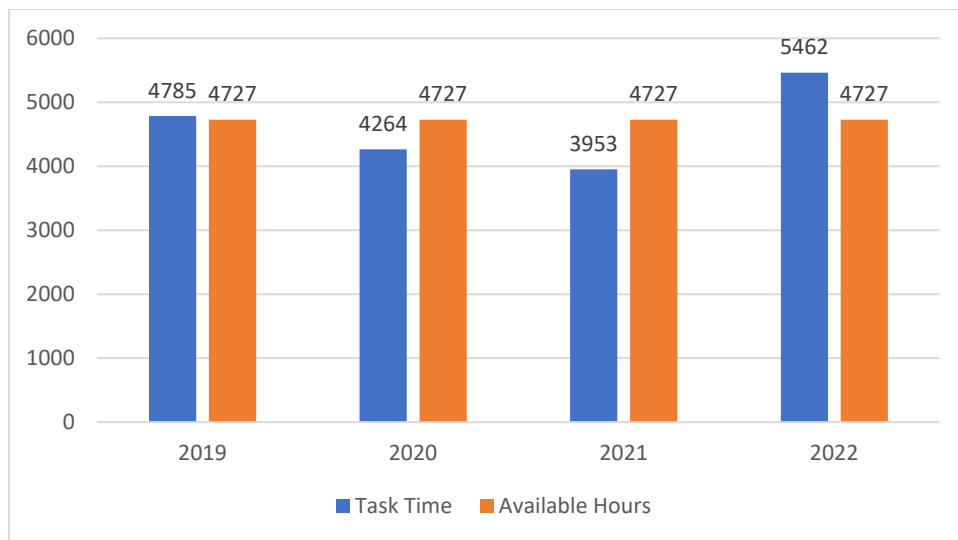
DATE: August 9, 2022

In anticipation of various unit changes and departmental changes that will directly impact the records unit in the coming months, I would like to request one additional FTE to ensure efficient workflows, employee morale, and a healthy work life balance, all leading to employee wellness and efficient departmental operations.

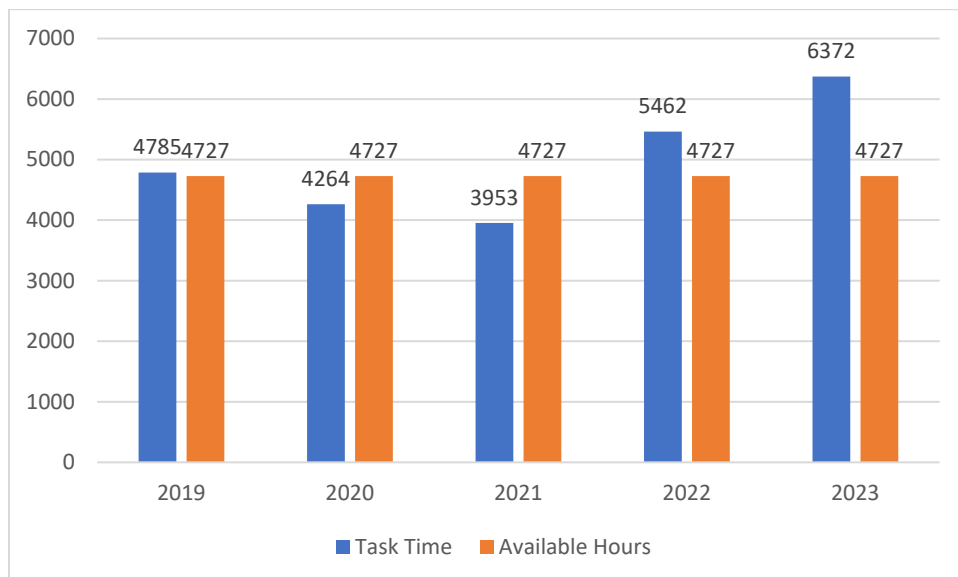
Per the model, with *current* work tasks, a records staff of four employees is projected to use 4910 of 4727 hours annually.



To then add fingerprinting and the body worn camera program to the records unit duties, a staff of four will be using 5357 of 4727 hours for the remainder of 2022 (a deficit of 630 hours using the most conservative estimate of time required for this program). Considerations: we currently receive about 35 requests per month which would already include BWC footage. For this estimate, I am leaving the number of requests the same, estimating videos are 15 minutes each, and requiring 10 minutes per 1 minute of video. Additionally, I am adding in time spent on program maintenance at 1.5 hours per day.



If we then project these numbers out for the entirety of 2023, the numbers change to using 6372 of 4727 hours (deficit of 1,645).



Adding a fifth staff member (FTE) to the records unit: the time for current duties is already close to the number of allotted annual work hours (without fingerprinting or the body worn camera program). With the knowledge that a body worn camera program requires maintenance, training, and extensive work, this will easily put our unit well above the allotted number of working hours. Additionally, population increases, officer/patrol increases (increased caseload for records), and changes in legislation related to law enforcement all increase the amount of work handled by the records unit. We have been operating at the same staffing levels but have reached a precipice where staffing in the records unit needs to keep up with and meet the demands of the department and community. A new FTE has not been added to the records unit since 2014, while commissioned has increased by 13 since that same time.

Department	Police
Priority of Request (1-4)	2
Position Request #	PR_____

**2023 Departmental Budget Request for New
or Additional Position**

Please attach backup documentation

Position Title	Police Officer - (2 positions)
Department - Duties	Police
Desired Experience Level (Pay Scale Step)	Step C
Cost – Year 1 - Salary	\$172,935.44 Total for 2 \$86,467.72 Each
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$69,174.18 Total for 2 \$34,587.09 Each
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	<u>\$138,314.52 Total for 2</u> \$24,163.87 Patrol Uniform x2 (see attached) \$78,526.04 Patrol Vehicle x1 (see attached) \$3324.50 MDT \$530 x2 Phone \$2,000 x2 Training registration fees \$3,000 x2 Travel / Per Diem \$338.12 x2 Academy Uniform (see attached)
Estimated Cost of Additional Needs (List individually)	
Ongoing annual cost - (Average Increase 3%-5% Annually)	Salary & Benefits
Direct Supervisor?	Patrol Sergeant
Supervisory Duties?	No
Permanent position (Yes or No)	Yes
Full time or part time	Full Time
Start date	1/1/2023, 7/1/2023

Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake?

The Lake Stevens community is a growing community and has growth expectations and demands for public safety. To meet the growing needs of the community, and in compliance of the current Lake Stevens Comprehensive Plan, "Lake Stevens will strive to provide excellent public utilities and services, to meet the health and safety needs of the community in proportion to future population growth", I am recommending the following additions to the LSPD Staff:

Two Patrol Officers

The purpose of this request is to:

1. Increase patrol coverage to a minimum of four officers per shift (one supervisor and three officers). We currently have a minimum of three officers per shift (one supervisor and two officers).

Patrol coverage:

The LSPD Patrol Division is divided into four "Squads" to provide for 24/7 police coverage. Each squad has one Sergeant, one Corporal (to provide supervision in absence of Sergeant) and four Officers. Given that at any one time, one of these five employees may be off (vacation, holidays, comp time, sick days, training, resignations, or transfers) we have an effective patrol presence of four commissioned Officers, at any one time, with a minimum staffing of three Officers. This has not changed in at least ten years.

Other essential information:

Department	Police
Priority of Request (1-4)	
Budget Request #	

2023 Departmental Budget Request

Please attach current quote along with any other backup documentation

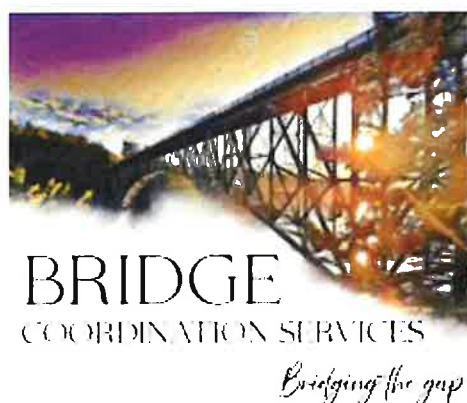
Item/Project Requested:	First Watch Wellness Program
Description of Request:	First Watch Wellness is a comprehensive program that focuses on first responder mental wellness and resiliency.
Additional items needed to put request into service (equipment, storage, training, accessories)	None
Please provide an explanation of the purpose of the project or program	Affiliated with Deer Hollow Recovery, First Watch is specifically designed as a preventive and early intervention resource. First Watch provides a web-based application that allows first responders, and their families, to contact a provider 24/7.
Is this project/program expected to span more than one calendar of year?	Yes
Cost:	\$15,000 per year
Additional costs related to putting item into service	
Will there be any future annual costs (upgrades/renewals)	It is possible that there will be slight increases over time Annual Cost
Anticipated Fund	
Anticipated Budget Line	LSFPS
Prepared By:	DC J. Young

Department	Police
Priority of Request (1-4)	
Budget Request #	

2023 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Bridge DV Coordination Services
Description of Request:	Bridge Coordination Services (BCS) provides independent professional DV coordination services. BCS Victim Coordinators work with each DV victim to provide support, resources, and liaison during prosecution of DV cases. BCS services supplement LSPD investigations and provide critical resources we are currently unable to provide. BCS currently works with several other Snohomish County agencies.
Additional items needed to put request into service (equipment, storage, training, accessories)	Workstation with computer, cell phone for each coordinator, use of printers and office supplies.
Please provide an explanation of the purpose of the project or program	
Is this project/program expected to span more than one calendar of year?	Yes – currently a 3-year contract
Cost:	\$50,336 per year
Additional costs related to putting item into service	Potentially adding phone lines
Will there be any future annual costs (upgrades/renewals)	Yes, cost of annual contract fee
Anticipated Fund	
Anticipated Budget Line	LEFPS
Prepared By:	DC Young
Department Head Initials: (if other than preparer)	



Domestic Violence Coordinator Pilot Project Report 2023-2025

Bridge Coordination Services, LLC. (BCS) has provided an independent professional Domestic Violence Coordinator Pilot Project Report which examines the need for Domestic Violence Coordinator Services within the Snohomish County Sheriff's Office. Included in this report is a recommendation for staffing levels which will be needed throughout the pilot project and a projection based on future case trends for continued contract Services.

On average, it takes a Domestic Violence Coordinator four (4) hours to address a criminal DV case. While the amount of time can vary drastically on a case-by-case basis, BCS uses the average time to estimate hours needed for the department. Most importantly, BCS Victim Coordinators endeavor to treat each Domestic Violence victim with the same time, respect, and professionalism regardless of their level of cooperativeness as a case moves forward.

Domestic Violence Coordinator hours are based on the average time it takes to address the victim, law enforcement agency and prosecutorial needs per criminal case (over the course of that case). Criminal cases require four (4) service hours per case and one (1) service hour for non-criminal cases. This calculation is determined by averaging weekly hours worked by local DV Coordinators. (Arlington, Edmonds, Lynnwood, Mill Creek, Mukilteo)

In coming to the recommendation for a Domestic Violence Coordinator Pilot Project, information was derived from the interpretation of Domestic Violence related case data. This calculation method takes into account relevant statistics based on historical criminal statistics, not population. Therefore, the calculation for future need is based on actual police response data.

The information for this report has been gathered for use in planning, interpretation, and evaluation of Domestic Violence Coordinator hours for the Lake Stevens Police Department. The following formula was used to reach the final recommendation:

TYPE OF CASE	ANNUAL CASES	MULTIPLIER	TOTAL ANNUAL HOURS
CRIMINAL DV	#	4	
NON-CRIMINAL DV	#	1	
	TOTAL ANNUAL HOURS	DIVIDED BY (52) WEEKS	TOTAL WEEKLY HOURS

For purposes of this calculation the data used was from 2019, as this number is a more accurate reflection of Domestic Violence incidents in the region due to COVID-19 lockdowns and Legislative Changes WAHB1310 *

Lake Stevens DV Call Stats		
Year	Verbal Cases	Criminal Cases
2019	13	168
2020	31	207
2021	31	185
2022	19	101

**This data provided by BCS 6-22-2022

TYPE OF CASE	ANNUAL CASES	MULTIPLIER	TOTAL ANNUAL HOURS
DOMESTIC VIOLENCE CRIMINAL CASE	168	4	672
VERBAL DOMESTIC NON-CRIMINAL CASE	31	1	31
Estimated VERBAL DOMESTIC NON-CRIMINAL CASE	150	1	150

*** The Verbal Domestic Non-Criminal cases are significantly lower than that of local law enforcement agencies, an estimate of hours needed will be provided for purposes of estimation***

***Due to the estimated data for Verbal Domestic No-Assault cases, BCS will run periodic audits to determine if there is a significant need for increased hours with a budget amendment. ***

TYPE OF CASE	ANNUAL HOURS	DIVIDED BY WEEKS OF SERVICE	TOTAL WEEKLY HOURS
DOMESTIC VIOLENCE CRIMINAL CASE	672	52	13
VERBAL DOMESTIC NON-CRIMINAL CASE	181	52	3.5

*** If the case average is not a whole number, the hours are rounded up to the next whole number. ***

Based on the above calculations of the domestic violence related calls for service, in the city of Lake Stevens, WA it is recommended that the Lake Stevens Police Department retain the following contract positions with Bridge Coordination Services, LLC:

One (1) Domestic Violence Coordinator working sixteen (16) hours per week

This report suggests that the Lake Stevens Police Department Domestic Violence Coordinator Pilot Project meet the above minimum staffing needs to address Victims of Domestic Violence and department needs.

In order to improve and maintain the accuracy of Victim Coordinator staffing, it is highly recommended that the Lake Stevens Police Department run this model utilizing the most recent data every two (2) years in preparation for future services. This is to determine if staffing levels are sufficient to meet the needs of the Lake Stevens Police Department and the community it serves.

Contract Costs:

Annual Criminal Case Hours	Annual Verbal Case Hours	Total Annual Hours	Cost Per Hour	Total
672	181	832	\$60.50	\$50,336.00 Annually

The above hours reflect direct service hours. Call Out services are provided at an additional rate at time and a half

The following items will be provided by the Lake Stevens Police Department for use by the BCS Victim Coordinators in order to retain chain of evidence and to comply with Public Disclosure request. *** BCS develops and distributes printed material for LSPD as per RCW 10.99.030 and other crime type informational packets. The printing of these materials is provided by LSPD****

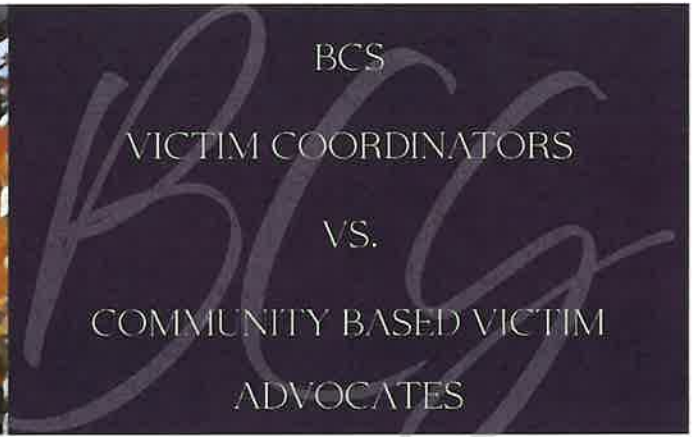
- Office space and Furnishings (to be determined)
- Desktop Computer for each Victim Coordinator with access to law enforcement databases, New World / RMS & CAD operating systems
- Cell Phone for each Coordinator
- Use of printers and print material for LSPD, Community members and Victims of crime.
- Microsoft office suite licensing
- Access to remote desktop operations.

*** Statistical data for comparison derived from the following sources***

Lake Stevens DV Call Stats		
Year	Verbal Cases	Criminal Cases
2019	13	168
2020	31	207
2021	31	185
2022	19	101

Arlington DV Call Stats		
Year	Verbal Cases	Criminal Cases
2019	241	213
2020	275	224
2021	259	236
2022	123	91

Mukilteo DV Call Stats		
Year	Verbal Cases	Criminal Cases
2019	140	107
2020	126	138
2021	107	104
2022	47	51



BCS Victim Coordination Services

Victim Coordinators provide services within system based agencies such as Prosecutors offices, Law Enforcement Agencies and the Department of Corrections.

BCS Victim Coordinators specialize in working within law enforcement agencies and are responsible to the needs of the Law Enforcement Agency and the victims of crime....simultaneously. BCS Victim Coordinators do not have privileged communication with those impacted by crime.

BCS Victim Coordinators are trained to respond to each victim of crime in a trauma informed manner, understanding the dynamics of a law enforcement response to crime. BCS Victim Coordinators adhere to the same mandatory reporting requirements of law enforcement personnel. BCS Victim Coordinators document additional information shared by those involved in criminal cases into case reports to be forwarded to prosecution for review.

Community Based Victim Advocacy Services

Victim Advocates can be employed both within community based systems such as non-profit organizations, as well as system based agencies such as Prosecutors offices, Law Enforcement Agencies and the Department of Corrections.

Community Based Victim Advocates are responsible to the needs of the victims and have privileged communication with victims of crime.

In Community Based programs Victim Advocates provide confidential, comprehensive services to victims, regardless of whether they choose to report the crime and participate in the criminal justice process. Community-Based advocates also provide services before, during and after a criminal case. Services are also available when there is no criminal case at all. Community Based Advocates are able to provide confidential services to victims of crime without the same mandatory reporting requirements of Law Enforcement Personnel.

CREATING COMMUNITY THROUGH LAW ENFORCEMENT VICTIM COORDINATION

As the most visible representation of the criminal justice system, law enforcement agencies are the first point of contact for community members and victims of crime. Law enforcement agencies have the responsibility of enforcing laws within their community, all the while working within the community to prevent crimes and solve various "quality of life" problems.

According to the International Association of Chiefs of Police (IACP) in the developed strategy "Enhancing Law Enforcement Response to Victims: A 21st Century Strategy", it was noted that law enforcement agencies which have implemented victim-centered responses to Domestic Violence have found that by enhancing the victim response, that "even in the early stages of implementation, law enforcement agencies will recognize the benefits of this effort"[1]. A coordinated effort to support victims of violence related crimes is not only beneficial for victims, law enforcement agencies and the prosecution, but for the community as a whole.

[1]"Enhancing Law Enforcement Response to Victims: A 21st Century Strategy" International Association of Chiefs of Police.2004 page.12 / www.theiacp.org

BRIDGE COORDINATION SERVICES –OUR TEAM

BCS is committed to fostering an environment of continuous learning and professional development as a critical part of our culture. Each Victim Coordinator completes the WA State 40 hour "CORE Advocacy" training program, our BCS Field Training program and continuing education annually. BCS Victim coordinators are encouraged to become accredited through the National Advocacy Credentialing Program and attend training focusing on best practices and Trauma Informed Care.



"My goal has always been to create a service that bridges the communication gap between victims, law enforcement and prosecution and to provide a venue for each victim's voice to be heard. As the landscape of law enforcement is changing I see the need for support services such as Domestic Violence/Victim Coordinator programs to be integrated into law enforcement agencies. These services not only support the function of law enforcement but provides assistance, information sharing, and compassion to those most vulnerable in our communities." –

Tiffany



"The criminal Justice system is a hard road to walk alone for victims of crime. There are so many instances, where I have been contacted by victims from jurisdictions without Victim Coordinator services and they are just...lost. They have no idea what is happening after the police leave. They don't know if the suspect will stay in jail, or be released...or ... if a protection order is issued, or what the next steps are. It's difficult, and heartbreaking, and these victim's are left to navigate this difficult process alone." –

Dee



"In my role as a Domestic Violence Coordinator for Bridge Coordination Services, I strive to do all I can to lessen the burden for victims while working with the police and prosecutors to help those victim's have their voices be heard. Working as a Domestic Violence Coordinator in a growing community has shown me the selflessness and compassion of our Law Enforcement when they come to the aid of victims of violence." –

Brittany



"As a Domestic Violence Coordinator for Bridge Coordination Services I am provided the opportunity to work closely with victims, law enforcement, court systems, and services to coordinate the best possible outcome for all parties involved. This unique relationship allows for each entity to have a comprehensive understanding of the multiple facets of a victim's situation and to work closely to coordinate a solution that is appropriate for each of them." –

Amanda



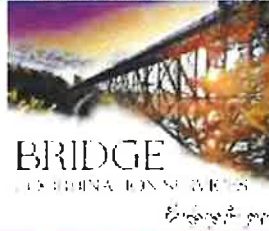
"Domestic violence can be an extremely difficult situation to talk about or even escape from. BCS provides the opportunity to help victims in their time of need. As a BCS Domestic Violence Coordinator I am privileged to be able to work closely with victims, first responders and prosecutors. This presents a position to remind victims / survivors of their own strengths and help them navigate through next steps by standing alongside them during some of their most challenging times to help illuminate what might seem like a dark and lonely path." –

Victoria

Bridge Coordination Services, LLC

P.O. BOX 2632
Stanwood, WA 98292
Cell (253) 226-0266

BridgeCoordinationServices@gmail.com



Victim Coordinator Scope of Responsibilities

Responsibilities include the essential functions as listed below:

VICTIM SERVICES

- Educate victims of crime of the role of a Victim Coordinator, including mandatory reporting requirements in accordance with agency policy.
- Support, educate and assist victims of domestic violence through the criminal proceedings in municipal, district, and superior courts; provide contact information about prosecution services.
- Assess domestic violence victim's immediate needs (i.e. safe housing, income, etc.); helps victim develop an immediate safety plan; provide information and referral to community resources, specifically domestic violence services.
- Respond to telephone and walk-in requests for service; refer domestic violence victims to social service or community agencies as appropriate.
- Provide domestic violence victims with information regarding filing for and obtaining civil protection orders.
- Provide information to victims regarding criminal justice procedures; appear with domestic violence victims at arraignments and other criminal court hearings as deemed necessary, and upon request of the victim.
- Educate crime victims regarding the benefits of pursuing prosecution through the judicial process.

LAW ENFORCEMENT

- Provide information to law enforcement officers about victim accounts of additional undisclosed criminal action.
- At the request of the law enforcement agency assist in obtaining additional statements, supplemental paperwork, medical release forms, and document findings in accordance with departmental policy following the arrest of a suspect in cases of domestic violence. (**upon disclosure of criminal acts)
- Develop reference materials for use by police officers, front office staff the prosecuting attorney and crime victims.
- Prepare statistical reports.
- Maintain case related coordinator records; prepare requested reports and other documents as requested.
- Assist in training department personnel about victim services and specifically domestic violence.
- Provide annual community training/ citizens academy presentation in reference to Domestic Violence and Victim Coordination services.

PROSECUTION

- Provide the prosecuting attorney with status of victim contact and the concerns of the victims regarding bail setting, release conditions and no-contact orders.
- Provide case related Victim /Witness follow-up (such as contact information)
- Communicate with prosecutors about domestic violence victims seeking the termination of criminal no-contact orders.
- Provide information to the prosecuting attorney on victim's recommendations/ requests for defendant services and resources as well as sentencing input.
- Provide a warm hand off of victims from the law enforcement agency to the victim advocates at the prosecutor's office upon case acceptance (to include post booking).



Bridge Coordination Services, LLC.

2022-2023 TIMELINE

Preparation: December 2022

- ▶ Provide LSPD with requested documentation
- ▶ BCS employees fingerprinted for LSPD
- ▶ Meet with Chief, Assistant Chief and Command to establish work schedule based on Department needs.
- ▶ Establish Modified work Schedule for First Quarter. (Due to Required Department trainings and access)
- ▶ Workspace evaluation
- ▶ Schedule Supervisors/ BCS /Prosecutor meeting for 2nd week of January.

Preparation: December 2022

- ▶ LSPD Office Policy overview
- ▶ Establish Point of Contact/Chain of Command for Department Victim Coordinator
- ▶ Schedule IT/ Department meeting to update DV information on City Web-site
- ▶ Review /Update Department Domestic Violence publications for the public.
- ▶ Designate Statistical Data reporting schedule
- ▶ Squad Briefing's and introduction to Department Staff.

First Quarter 2023

- ▶ Records Unit /Supervisors/ BCS /Prosecutor meeting
- ▶ Progress meeting with Chief (or designee)
- ▶ Case work
- ▶ Workplace and Department access, identification cards, Set-up city email (if applicable), schedule the online Security Awareness Training and Security Awareness Test on CJIS online or schedule ACCESS 1 TRAINING, etc. (According to City department policy), Schedule access to Mobile & LERMS through SNO911
- ▶ Establish Department Procedure for report dissemination to Domestic Violence Coordinator

Second Quarter 2023

- ▶ Schedule Victim Coordinator Ride-a-long's (with Detective or Patrol based on call volume)
- ▶ Preparation/ Completion of First Quarter Statistical Data Report
- ▶ Prepare Annual Report section addressing Domestic Violence Coordinator position and Data Collection
- ▶ Provide Chief& Administration with options for up-coming briefing trainings
- ▶ Case Work

Third Quarter 2023

- ▶ Preparation/ Completion of Second Quarter Statistical Data Report
- ▶ Prepare Community Academy/ Council presentation on Domestic Violence by BCS Victim Coordinator with up-to-date Statistical Data.
- ▶ Prepare and present to Chief, DVC related information for city council in preparation of Domestic Violence Awareness month (October)
- ▶ National Night Out preparation
- ▶ Case Work

Forth Quarter 2023

- ▶ Preparation/ Completion of Third Quarter Statistical Data Report
- ▶ Develop and distribute Domestic Violence Awareness month publications and local non-profit support program . (such as donation drive, purple night lights program, or youth supporting youth program)
- ▶ Case Work

First Quarter 2024

- ▶ Supervisors/ BCS /Prosecutor meeting
- ▶ Progress meeting with Chief (or designee)
- ▶ Case work
- ▶ Establish Department Procedure for report dissemination to Domestic Violence Coordinator

Second Quarter 2024

- ▶ Schedule Victim Coordinator Ride-a-long's (with Detective or Patrol based on call volume)
- ▶ Preparation/ Completion of First Quarter Statistical Data Report
- ▶ Prepare Annual Report section addressing Domestic Violence Coordinator position and Data Collection
- ▶ Provide Chief & Administration with options for up-coming briefing trainings
- ▶ Case Work

Third Quarter 2024

- ▶ Preparation/ Completion of Second Quarter Statistical Data Report
- ▶ Prepare Community Academy/ Council presentation on Domestic Violence by BCS Victim Coordinator with up-to-date Statistical Data.
- ▶ Prepare and present to Chief, DVC related information for city council in preparation of Domestic Violence Awareness month (October)
- ▶ National Night Out preparation
- ▶ Case Work

Forth Quarter 2024

- ▶ Preparation/ Completion of Third Quarter Statistical Data Report
- ▶ Develop and distribute Domestic Violence Awareness month publications and local non-profit support program . (such as donation drive, purple night lights program, or youth supporting youth program)
- ▶ Case Work

First Quarter 2025

- ▶ Supervisors/ BCS /Prosecutor meeting
- ▶ Progress meeting with Chief (or designee)
- ▶ Case work
- ▶ Prepare Contract for 2026-2029

Second Quarter 2025

- ▶ Preparation/ Completion of First Quarter Statistical Data Report
- ▶ Prepare Annual Report section addressing Domestic Violence Coordinator position and Data Collection
- ▶ Provide Chief& Administration with options for up-coming briefing trainings
- ▶ Case Work

Third Quarter 2025

- ▶ Preparation/ Completion of Second Quarter Statistical Data Report
- ▶ Prepare Community Academy/ Council presentation on Domestic Violence by BCS Victim Coordinator with up-to-date Statistical Data.
- ▶ Prepare and present to Chief, DVC related information for city council in preparation of Domestic Violence Awareness month (October)
- ▶ National Night Out preparation
- ▶ Case Work

Forth Quarter 2025

- ▶ Preparation/ Completion of Third Quarter Statistical Data Report
- ▶ Develop and distribute Domestic Violence Awareness month publications and local non-profit support program . (such as donation drive, purple night lights program, or youth supporting youth program)
- ▶ Case Work

PROFESSIONAL SERVICES AGREEMENT
FOR DOMESTIC VIOLENCE COORDINATION SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT (Agreement) is made and entered into in duplicate this 1st day of January 2022, by and between the City of Mill Creek, a Washington municipal corporation, hereinafter referred to as "CITY", and Bridge Coordination Services, LLC, hereinafter referred to as "SERVICE PROVIDER." The CITY and SERVICE PROVIDER are each a Party and collectively the Parties to this Agreement.

RECITALS

WHEREAS, the CITY desires to have Domestic Violence/Victim Coordination Services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement; and

WHEREAS, the CITY desires to contract with the SERVICE PROVIDER, and SERVICE PROVIDER desires to perform the services needed by the CITY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the Parties agree as follows:

1. Scope of Services.

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement, the Scope of Services attached as **Exhibit A**, and as detailed herein (collectively the Services). Services will begin January 1, 2022, and will be completed December 31, 2023. Hours of operation will be flexed to meet the needs of the City and the Services, not to exceed 676 Annual Service hours / (676 total Service Hours) for the full term of the Agreement. The Services required are designated as Domestic Violence/Victim Coordinator.

2. Term.

2.1 The Services shall begin on January 1, 2022, and shall be completed no later than December 31, 2023 unless sooner terminated according to the provisions herein.

3. Compensation and Payment.

3.1 Payments for the Services shall be made following the performance of such Services, unless otherwise permitted by law and approved in writing by the CITY.

3.2 No payment shall be made for any service rendered by the SERVICE PROVIDER except for the Services identified and set forth in this Agreement.

3.3 The CITY shall pay the SERVICE PROVIDER for Services performed under this Agreement as follows: SERVICE PROVIDER shall submit monthly invoices detailing work performed and expenses for which reimbursement is sought. CITY shall review and must approve all invoices before payment is issued. Payment shall occur in the ordinary manner used by CITY to process payments, and CITY will complete payment within thirty (30) days of receipt and approval of an invoice. The SERVICE PROVIDER shall be paid an hourly rate of \$60.50 per hour for Services provided as described in this Agreement subject to approval of the City Manager. The total compensation for the SERVICE PROVIDER for 2022 shall not exceed \$40,898.00 from January 1, 2022 to December 31, 2022. The total compensation for the SERVICE PROVIDER for 2023 shall not exceed \$40,898.00 from January 1, 2023 to December 31, 2023.

4. Reports And Inspections.

4.1 The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports, data, and information as the CITY may request pertaining to matters covered by this Agreement.

4.2 The SERVICE PROVIDER shall at any time during normal business hours and as often as the CITY or State Auditor may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the CITY or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The CITY shall receive a copy of all audit reports made by the agency or firm as to the SERVICE PROVIDER'S activities. The CITY may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the SERVICE PROVIDER'S activities which relate, directly or indirectly, to this Agreement.

5. Independent Contractor Relationship.

5.1 The Parties intend that an independent SERVICE PROVIDER/CITY contractor relationship will be created by this Agreement. Because the CITY is interested primarily in the results to be achieved, subject to paragraphs herein the implementation of the Services will lie solely with the discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE

PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors and representatives during the performance of this Agreement.

5.2 In the performance of the Services, the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

6. Service Provider Employees/Agents

With cause, the CITY may request the SERVICE PROVIDER to remove any employee, agent, subcontractor, representative or servant from employment on this Project. The SERVICE PROVIDER may however employ that (those) individual(s) on other non-CITY related projects.

7. Hold Harmless/Indemnification.

7.1 SERVICE PROVIDER shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the SERVICE PROVIDER in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

7.2 No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

7.3 The CITY shall defend, indemnify and hold the SERVICE PROVIDER, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CITY, except for injuries and damages caused by the sole negligence of the SERVICE PROVIDER.

7.4 No liability shall attach to the SERVICE PROVIDER by reason of entering into this Agreement except as expressly provided herein.

8. Insurance

SERVICE PROVIDER shall provide written verification of coverage as outlined below prior to commencing Services, which shall be attached to this agreement as **Exhibit A**.

1. The SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, or in connection with the performance of the work hereunder by the SERVICE PROVIDER, its agents, insurance against claims for injuries to persons or damage to property which may arise from representatives, or employees.
2. SERVICE PROVIDER's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the SERVICE PROVIDER to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
3. Minimum Scope of Insurance – SERVICE PROVIDER shall obtain insurance of the types described below:

8.3.1 Automobile Liability, to include personal auto insurance covering all owned, non-owned, hired and leased vehicles by the SERVICE PROVIDER.

8.3.2 Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. **The City shall be named as an insured under the SERVICE PROVIDER's Commercial General Liability insurance policy.**

8.3.3 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

8.3.4 Professional Liability insurance to the extent appropriate and generally available to the SERVICE PROVIDER's profession.

4. Minimum Amounts of Insurance – SERVICE PROVIDER shall maintain the following insurance limits:

8.4.1 Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

8.4.2 Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

5. Other Insurance Provision – The SERVICE PROVIDER's Automobile Liability and Commercial General Liability insurance policies are to contain, or **be endorsed to contain that they shall be primary insurance as respect the City.** Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the SERVICE PROVIDER's insurance and shall not contribute with it.

6. Acceptability of Insurers - Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

7. Verification of Coverage – SERVICE PROVIDER shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Notice of Cancellation - The SERVICE PROVIDER shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

9. Failure to Maintain Insurance - Failure on the part of the SERVICE PROVIDER to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the SERVICE PROVIDER to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the SERVICE PROVIDER from the City.

89. Treatment of Assets.

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of all work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this Agreement.

109. Compliance with Laws.

910.1 The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state and local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of the Services.

910.2 The SERVICE PROVIDER specifically agrees to pay any applicable business and occupation (B & O) taxes which may be due on account of this Agreement.

101. Nondiscrimination.

101.1 The CITY is an equal opportunity employer.

101.2 Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved in accordance with applicable law. The SERVICE PROVIDER shall ensure that applicants are employed, and that employees are treated during employment, without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action

shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The SERVICE PROVIDER shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

101.3 Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any Services performed pursuant to, or benefits provided for, in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

101.4 If any assignment and/or subcontracting has been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in this Section 10.

112. Assignment/Subcontracting Service Provider.

112.1 The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

112.2 Any work or Services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

112.3 Any technical/professional service subcontract not listed in this Agreement, must have express advance written approval by the CITY.

112.b Assignment/Subcontracting City of Mill Creek.

112.1b The CITY shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the SERVICE PROVIDER, and it is further agreed that said consent must be sought in writing by the CITY not less than thirty (30) days prior to the date of any proposed assignment. The SERVICE PROVIDER reserves the right to reject without cause any such assignment.

112.2b The CITY shall retain services of the SERVICE PROVIDER under this Agreement or any portion of this Agreement upon subcontracting Police / Law Enforcement services with any other law enforcement agency. It is further agreed that the CITY shall negotiate the retention of services by the SERVICE PROVIDER for the CITY, to include the ability to perform services as outlined in this Agreement. The SERVICE PROVIDER reserves the right to reject without cause any such assignment.

112.3b Any technical/professional service subcontract not listed in this Agreement, must have express advance written approval by the SERVICE PROVIDER.

123. Changes.

Either party may request changes to the Scope of Services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either Party unless such change or addition be in writing and signed by both Parties. Such amendments shall be attached to and made part of this Agreement.

134.. Maintenance and Inspection of Records.

134.1 The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

134.2 The SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this Agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

145. Other Provisions.

If changes in state law necessitate that Services hereunder be expanded, the Parties shall negotiate an appropriate amendment. If after thirty (30) days of negotiation, agreement cannot be reached, this Agreement may be terminated by the City no sooner than thirty (30) days thereafter.

156. Termination.

156.1 Termination for Convenience. The CITY may terminate this Agreement, in whole or in part, at any time, by at least sixty (60) 30) days written notice to the SERVICE PROVIDER.

156.2 Termination for Cause. If the SERVICE PROVIDER fails to perform in the manner called for in this Agreement, or if the SERVICE PROVIDER fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within thirty (30) days written notice thereof, the CITY may terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the SERVICE PROVIDER setting forth the manner in which the SERVICE PROVIDER is in default and shall be effective upon receipt.

The SERVICE PROVIDER will only be paid for Services performed in accordance with the terms and manner of performance set forth in this Agreement.

167. Notice.

Notice required or provided for in this Agreement shall be made or sent by certified mail, personal delivery, or overnight delivery service to the addresses designated for the Parties on the last page of this Agreement, and shall be effective upon delivery or receipt.

178. Attorneys Fees and Costs.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

189. Jurisdiction and Venue.

19.18.1 This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each Party that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

189.2 Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in the superior court for Snohomish County, Washington.

1920. Severability.

1920.1 If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

1920.2 If it should appear to the Parties that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

201. Entire Agreement.

The Parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both Parties. Failure to comply with any of the provisions stated herein shall constitute material breach of the Agreement and cause for termination. Both Parties recognize time is of the essence in the performance of the

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT, is made and entered into in duplicate this 1st day of January, 2021, by and between the CITY OF ARLINGTON, a Washington municipal corporation, hereinafter referred to as the "CITY" and BRIDGE COORDINATION SERVICES LLC, hereinafter referred to as the "PERSONAL SERVICE PROVIDER".

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as PERSONAL SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Exhibit "A" attached hereto and incorporated herein (the "Project").

2. TERM

The Project shall begin on January 1, 2021, and shall be completed no later than December 31, 2022 unless sooner terminated according to the provisions herein. Hours of services shall be flexed to meet the needs of the project, not to exceed 1,040 hours annually or 2,080 hours over the term of the contract.

3. CONTACT WITH CITY EMPLOYEES

During the term of this Agreement, the PERSONAL SERVICE PROVIDER shall interact only with the following authorized CITY employees or agents, and with no other CITY employees absent written authorization to do so:

ARLINGTON POLICE DEPARTMENT STAFF .

4. COMPENSATION AND METHOD OF PAYMENT

- 4.1 Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the CITY.
- 4.2 No payment shall be made for any service rendered by the PERSONAL SERVICE PROVIDER except for services identified and set forth in this Agreement.

4.3 The CITY shall pay the PERSONAL SERVICE PROVIDER for work performed under this Agreement as follows:

4.3.1 PERSONAL SERVICE PROVIDER shall submit monthly invoices detailing work performed and expenses for which reimbursement is sought.

4.3.2 CITY shall approve all invoices before payment is issued. Payment shall occur within thirty (30) days of receipt and approval of an invoice.

4.4 CITY shall pay PERSONAL SERVICE PROVIDER for such services: (check one)

Hourly: \$48.08 per hour, plus actual expenses, but not to exceed a total of \$50,000 in 2021 and \$60,000 in 2022 without an amendment to the contract.

4.5 CITY reserves the right to withhold payment under this Agreement which is determined, in the reasonable judgment of the City Administrator or his/her designee to be noncompliant with this Agreement, the Scope of Services attached hereto, City standards, or city, state or federal law.

5. REPRESENTATIONS

CITY has relied upon the qualifications of PERSONAL SERVICE PROVIDER in entering into this Agreement. By execution of this Agreement, PERSONAL SERVICE PROVIDER represents it possesses the ability, skill, and resources necessary to perform the work and is familiar with all applicable current laws, rules and regulations which reasonably relate to this Agreement.

6. STANDARD OF CARE

PERSONAL SERVICE PROVIDER shall exercise the degree of skill and diligence normally employed by personal service providers engaged in the same profession and performing the same or similar services at the time such services are performed. PERSONAL SERVICE PROVIDER will be responsible for the technical accuracy of its services and documents resulting therefrom, and CITY shall not be responsible for discovering deficiencies therein. PERSONAL SERVICE PROVIDER agrees to correct any deficiencies discovered without additional compensation, except to the extent such deficiencies are directly attributable to deficiencies or omissions in City-furnished information.

7. REPORTS AND INSPECTIONS

7.1 The PERSONAL SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports,

data, and information as the CITY may request pertaining to matters covered by this Agreement.

- 7.2 The PERSONAL SERVICE PROVIDER shall at any time during normal business hours and as often as the CITY or State Auditor may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the CITY or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The CITY shall receive a copy of all audit reports made by the agency or firm as to the PERSONAL SERVICE PROVIDER's activities. The CITY may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the PERSONAL SERVICE PROVIDER's activities which relate, directly or indirectly, to this Agreement.

8. **INDEPENDENT CONTRACTOR RELATIONSHIP**

The parties intend that an independent contractor relationship will be created by this Agreement. The CITY is interested primarily in the results to be achieved; subject to paragraphs herein, the implementation of services will lie solely with the discretion of the PERSONAL SERVICE PROVIDER. PERSONAL SERVICE PROVIDER shall not be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the PERSONAL SERVICE PROVIDER is not entitled to any of the benefits the CITY provides for its employees. The PERSONAL SERVICE PROVIDER will be solely and entirely responsible for his/her acts during the performance of this Agreement.

9. **HOLD HARMLESS/INDEMNIFICATION**

- 9.1 PERSONAL SERVICE PROVIDER shall, at its sole expense, defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, actions, suits, liability, loss, or costs including attorney fees, caused by the wrongful or negligent acts, errors or omissions of the PERSONAL SERVICE PROVIDER or the PERSONAL SERVICE PROVIDER's agents, employees or subcontractors in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY or the CITY's agents or employees.
- 9.2 PERSONAL SERVICE PROVIDER's duty to indemnify and hold the CITY harmless against liability for damages arising out of or caused by the concurrent negligence of CITY or CITY's employees or agents and PERSONAL SERVICE PROVIDER or PERSONAL SERVICE PROVIDER's employees or agents shall apply only to the extent of the negligence or wrongdoing of PERSONAL SERVICE PROVIDER and PERSONAL SERVICE PROVIDER's employees or agents.

9.3 Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the PERSONAL SERVICE PROVIDER and the CITY, its officers, officials, employees, and volunteers, the PERSONAL SERVICE PROVIDER's liability, including the duty and cost to defend, hereunder shall be only to the extent of the PERSONAL SERVICE PROVIDER's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the PERSONAL SERVICE PROVIDER's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. PERSONAL SERVICE PROVIDER certifies, by signing this Agreement, that this indemnification provision was mutually negotiated. The provisions of this section shall survive the expiration or termination of this Agreement.

9.4 No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

10. INSURANCE

The PERSONAL SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the PERSONAL SERVICE PROVIDER, its agents, representatives, or employees.

10.1 Insurance Term. The PERSONAL SERVICE PROVIDER shall procure and maintain insurance, as required in this Section, without interruption from commencement of the PERSONAL SERVICE PROVIDER's work through the term of this Agreement and for thirty (30) days after the completion date, unless otherwise indicated herein.

10.2 No Limitation. The PERSONAL SERVICE PROVIDER's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the PERSONAL SERVICE PROVIDER to the coverage provided by such insurance, or otherwise limit the CITY's recourse to any remedy available at law or in equity.

10.3 Minimum Scope of Insurance. PERSONAL SERVICE PROVIDER shall obtain insurance of the types described below:

10.3.1 Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability

coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

10.3.2 Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the PERSONAL SERVICE PROVIDER's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

10.3.3 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

10.4 Minimum Amounts of Insurance. PERSONAL SERVICE PROVIDER shall maintain the following insurance limits:

10.4.1 Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

10.4.2 Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

10.5 Other Insurance Provisions. The PERSONAL SERVICE PROVIDER's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the CITY. Any Insurance, self-insurance, or self-insured pool coverage maintained by the CITY shall be excess of the PERSONAL SERVICE PROVIDER's insurance and shall not contribute with it.

10.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

10.7 Verification of Coverage. PERSONAL SERVICE PROVIDER shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the PERSONAL SERVICE PROVIDER before commencement of the work.

10.8 Subcontractors' Insurance. The PERSONAL SERVICE PROVIDER shall cause each and every subcontractor to provide insurance coverage that complies with all applicable requirements of the PERSONAL SERVICE PROVIDER-provided insurance as set forth herein, except the PERSONAL SERVICE PROVIDER

shall have sole responsibility for determining the limits of coverage required to be obtained by subcontractors. The PERSONAL SERVICE PROVIDER shall ensure that the CITY is an additional insured on each and every subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

10.9 Notice of Cancellation. PERSONAL SERVICE PROVIDER shall provide the CITY with written notice of any policy cancellation within two business days of their receipt of such notice.

10.10 Failure to Maintain Insurance. Failure on the part of the PERSONAL SERVICE PROVIDER to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may, after giving five business days' notice to the PERSONAL SERVICE PROVIDER to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the CITY on demand, or at the sole discretion of the CITY, offset against funds due the PERSONAL SERVICE PROVIDER from the CITY.

10.11 City Full Availability of Professional Limits. If the PERSONAL SERVICE PROVIDER maintains higher insurance limits than the minimums shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the PERSONAL SERVICE PROVIDER, irrespective of whether such limits maintained by the PERSONAL SERVICE PROVIDER are greater than those required by this Agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the PERSONAL SERVICE PROVIDER.

11. OWNERSHIP OF ASSETS

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the PERSONAL SERVICE PROVIDER pursuant to this Agreement.

12. COMPLIANCE WITH LAWS

12.1 The PERSONAL SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

12.2 The PERSONAL SERVICE PROVIDER specifically agrees to pay any applicable business and occupation (B & O) taxes which may be due on account of this Agreement.

12.3 The PERSONAL SERVICE PROVIDER shall, prior to performing services under this agreement, obtain a city business license as required by AMC 5.28.050.

13. **NONDISCRIMINATION**

13.1 The CITY is an equal opportunity employer.

13.2 Nondiscrimination in Employment. In the performance of this Agreement, the PERSONAL SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The PERSONAL SERVICE PROVIDER shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The PERSONAL SERVICE PROVIDER shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

13.3 Nondiscrimination in Services. The PERSONAL SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

13.4 If any assignment and/or subcontracting has been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The PERSONAL SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

14. **ASSIGNMENT/SUBCONTRACTING**

14.1 The PERSONAL SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of

the CITY, and it is further agreed that said consent must be sought in writing by the PERSONAL SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

- 14.2 Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.
- 14.3 Any technical/PERSONAL SERVICE PROVIDER service subcontract not listed in this Agreement, must have express advance approval by the CITY.

15. CHANGES OR AMENDMENTS

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

16. OWNERSHIP, MAINTENANCE AND INSPECTION OF RECORDS

- 16.1 All drawings, plans, specifications, and other related documents prepared by PERSONAL SERVICE PROVIDER under this Agreement are and shall be the property of CITY and may be subject to disclosure pursuant to RCW Chapter 42.56 or other applicable public records laws. The written, graphic, mapped, photographic, or visual documents prepared by PERSONAL SERVICE PROVIDER under this Agreement shall, unless otherwise provided, be deemed the property of the CITY. CITY shall be permitted to retain these documents, including reproducible camera-ready originals of reports, reproduction quality mylars of maps, and copies in the form of computer files, for the CITY's use. CITY shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or part, and reports, data, drawings, images or other material prepared under this Agreement, provided that PERSONAL SERVICE PROVIDER shall have no liability for the use of PERSONAL SERVICE PROVIDER's work product outside of the scope of its intended purpose, and the CITY agrees to indemnify and hold the PERSONAL SERVICE PROVIDER harmless from such use.
- 16.2 The PERSONAL SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized

representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

- 16.3 The PERSONAL SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this Agreement, for six (6) years after its expiration. The PERSONAL SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period. PERSONAL SERVICE PROVIDER agrees to cooperate with the CITY to produce in a timely manner any records in the possession of PERSONAL SERVICE PROVIDER relating to the performance of this Agreement which are or may be the subject of a valid request under the Public Records Act, RCW Chapter 42.56.

17. OTHER PROVISIONS

If changes in state law necessitate that services hereunder be expanded, the parties shall negotiate an appropriate amendment. If, after thirty (30) days of negotiation, an agreement cannot be reached, this Agreement may be terminated by the City no sooner than sixty (60) days thereafter.

18. TERMINATION

- 18.1 Termination for Convenience. The CITY may terminate this Agreement, in whole or in part, at any time, by at least five (5) days written notice to the PERSONAL SERVICE PROVIDER.
- 18.2 Termination for Cause. If the PERSONAL SERVICE PROVIDER fails to perform in the manner called for in this Agreement, or if the PERSONAL SERVICE PROVIDER fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within five (5) days written notice thereof, the CITY may terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the PERSONAL SERVICE PROVIDER setting forth the manner in which the PERSONAL SERVICE PROVIDER is in default. The PERSONAL SERVICE PROVIDER will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

19. NOTICE

Notices, other than applications for payment, shall be given in writing to the persons named below:

TO THE CITY:

Wendy Van Der Meersche
City Clerk
238 N. Olympic Ave.
Arlington, WA 98223

TO THE PERSONAL SERVICE PROVIDER:

Bridge Coordination Services, LLC
ATTN: Tiffany Krusey Kelley
P.O. Box 2632
Stanwood, WA 98292

20. ATTORNEYS FEES AND COSTS

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

21. WAIVER

No officer, employee, agent or other individual acting on behalf of either party has the power, right or authority to waive any of the conditions or provisions of this Agreement. No waiver in one instance shall be held to be a waiver of any other subsequent breach or nonperformance. Failure of either party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other party of any provision hereof shall in no way be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

22. JURISDICTION AND VENUE

This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Snohomish County, Washington.

23. SEVERABILITY

- 23.1 If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

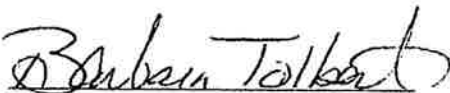
- 23.2 If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

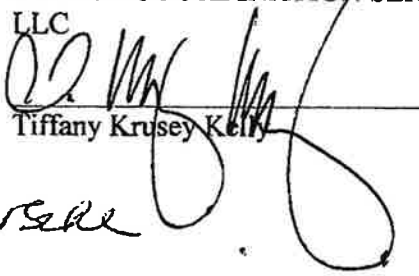
24. ENTIRE AGREEMENT

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY OF ARLINGTON:


Barbara Tolbert, Mayor

PERSONAL SERVICE PROVIDER:
BRIDGE COORDINATION SERVICES,
LLC

Tiffany Krusey Kelly

Attest: 
Wendy Van Der Meersche
City Clerk

**PROFESSIONAL SERVICES
CONTRACT BETWEEN THE CITY OF
MUKILTEO AND
Bridge Coordination Services, LLC- Domestic
Violence Coordinator**

THIS AGREEMENT is made by and between the City of Mukilteo, a Washington municipal corporation (the "City"), and Bridge Coordination Services, LLC, (the "Consultant").

RECITALS

WHEREAS, the City desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A- Scope of Work**, and are incorporated by this reference as if fully set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. **Payment.**

A. The City shall pay the Consultant an amount based on time and materials \$48.08/hour for the services described in Section 1 herein for 2022 with an increase to \$52.90/hour in 2023. The hourly rate will increase to \$57.70/hour in 2024. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit A** or bill at rates in excess of the hourly rates noted above, unless the parties agree to a modification of this Contract.

B. The Consultant shall submit monthly invoices to the City after such

services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within forty-five (45) days of receipt. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. **Duration of Work.** The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by December 31, 2024; provided however, that additional time shall be granted by the City for excusable days or extra work.

4. **Termination.** The City reserves the right to terminate this Agreement at any time upon sixty (60) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after thirty (30) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. **Non-Discrimination.** The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier, or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age, or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. **Independent Status of Consultant.** The parties to this Agreement, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

7. **Indemnification.**

A. The Consultant shall defend, indemnify and hold the City, its officers,

officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including attorney's fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

- A. Insurance Term. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.
- B. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.
- C. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:
 - a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
 - b. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO CG 20 26.

the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

- J. **Public Entity Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

9. **Ownership and Use of Work Product.** Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant.

10. **City's Right of Inspection.** Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. **Records.** The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

12. **Work Performed at the Consultant's Risk.** The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-consultants in the performance of the work hereunder and shall utilize all

protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Management Services Director and the City shall determine the term or provision's true intent or meaning. The Management Services Director shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the Management Services Director in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Snohomish County Superior Court, Snohomish County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
Bridge Coordination
Services, LLC

ATTN:
Tiffany Krusey Kelly
PO BOX 2632
Stanwood, WA 98292

City of Mukilteo

ATTN:
Police Department
10500 47 PI W
Mukilteo, WA
98275 (425) 263-
8100

16. **Entire Agreement.** This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations, or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement this 25th day of

August, 2021

CONSULTANT

By: 

Its: BRIDGE COORDINATION SERVICES, LLC
OWNER / DIRECTOR

CITY OF MUKILTEO

By: Jennifer Gregerson

Mayor Jennifer Gregerson

ATTEST:

Carol Moore

City Clerk

INTEROFFICE COMMUNICATION

LAKE STEVENS POLICE DEPARTMENT



TO: B. Stevens, Finance Director
FROM: J. Ubert, Administrative Manager
J. Beazizo, Chief of Police
SUBJECT: 520 Vehicle Replacement Budget Amendment
DATE: September 22, 2022

History:

- 9/23/21 – Council approved the ordering and purchase of 3 replacement vehicles for Y22
- 2022 Budget Cycle – Council approved the purchase of 1 vehicle associated with hiring of two new police officers.
- 2022 Budget Cycle – Council approved a 2023-2025 police replacement plan which covered contributions to and expenditures from the replacement cycle in place at the time.

For many reasons production of all vehicles has been severely delayed. While we ordered the 2022 vehicles in Sept of 2021, they have not been received yet. Late August 2022, we received notification that all orders for Y22 vehicles were cancelled and needed to be reordered as Y23 vehicles. This naturally came with an increase in purchase price. There is not currently enough money approved to by council to cover the remaining expenses. Though a delivery date is uncertain, we need to plan on receiving them this year and rolling forward if not.

Based on the new 2023 pricing above, here is a breakdown of what is remaining to be spent:

Vehicle	Previous Base Price	Tax	New Base Price	Tax	Equipment/ Graphics	Install	Previous Amount Remaining	NEW Amount Remaining
2022-520	\$ 47,898.00	\$ 4,023.43	\$ 60,958.50	\$ 5,120.51	\$ 1,600.00	\$ 2,000.00	\$ 55,521.43	\$ 69,679.01
2022-520	\$ 47,898.00	\$ 4,023.43	\$ 60,958.50	\$ 5,120.51	\$ 1,600.00	\$ 2,000.00	\$ 55,521.43	\$ 69,679.01
2022-520	\$ 45,431.00	\$ 3,816.20	\$ 59,301.00	\$ 4,981.28		\$ 2,000.00	\$ 51,247.20	\$ 66,282.28
LECE	\$ 47,898.00	\$ 4,023.43	\$ 47,898.00	\$ 4,023.43	\$ 5,600.00	\$ 2,000.00	\$ 59,521.43	\$ 59,521.43
2023 - Vehicle	\$ 56,578.00	\$ 4,752.55			\$ 11,368.19	\$ 2,000.00		\$ 74,698.74
2023 - Vehicle	\$56,578.00	\$ 4,752.55			\$ 11,368.19	\$ 2,000.00		\$ 74,698.74

We are requesting a budget amendment to the appropriate funds to cover the increase cost of the vehicles already approved and ordered.



Parks

2023 Departmental Budget Request
New or Additional Position

Department	Parks
Priority of Request (1-4)	
Position Request #	PR_____

Please attach backup documentation

Position Title	Park Ranger
Department - Duties	Work directly with the public and park visitors to inform of rules and gain compliance for the enjoyment of parks by all. The Ranger will attend a ranger academy, have a limited commission, and be able to issue warnings and infractions. They can present educational and interpretive programs, perform light cleaning and landscaping duties, assist with special events and perform inspections to increase park safety and usability.
Desired Experience Level (Pay Scale Step)	
Cost – Year 1 - Salary	
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	Work Station, Vehicle, Cell Phone, Laptop, Uniform, Ranger Academy, Boater's License, First Aid & CPR Certification, Traffic Flagging Certification.
Estimated Cost of Additional Needs (List individually)	Work Station \$1000 Vehicle (Maverick) \$27,000 Cell Phone \$500 Laptop \$2000 Uniform \$1000 Ranger Academy \$5363 Boater's License \$10 First Aid & CPR Cert. \$100 Traffic Flagging Cert. \$105
Ongoing annual cost - (Average Increase 3%-5% Annually)	
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	Full Time
Start date	Jan 1, 2023

Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake?

A Park Ranger will build positive public relations with the public and help ensure that parks are enjoyed by all visitors. They will educate on rules, gain compliance to ensure recreational use of parks, reduce vandalism, and reduce the need of our Police Officers in non-emergency situations. They can also host interpretive and educational programs to engage the public, and assist with volunteer events. The job will include weekend and evening work times.

Other essential information:

The Park Ranger Law Enforcement Academy (PRLEA) at Skagit Valley College is scheduled for January 3 through April 29, 2023 (750 hour program). The City can look to hire someone who already has a PRLEA, but if not will be a large time requirement for training.

Park Ranger

Position Purpose:

This position performs a variety of skilled and semi-skilled tasks within the city parks, facilities, and city owned property. This position has a high amount of public interaction. Performs Park enforcement of rules and regulations, frequently initiating contact to inform and come to resolution with rule violators. This position is part of a collaborative work team, including other City Staff, Police, Fire, Legal, Parks, and Public Works departments. This position will be responsive to calls and inquiries from members of the public, co-workers, and elected officials. This position may be responsible for developing educational programs in an effort to assist citizens.

Work is performed under limited supervision. This position and its supervisor will work in conjunction to develop projects, deadlines, and work to be completed. They will be responsible for the planning and carrying out the assignment, resolving most conflicts that arise, coordinating work with others, and interpreting policies on own initiative in terms of established objectives. The position will keep the supervisor informed of progress, potentially controversial matters, or far-reaching implications. This position is subjected to working a variety of shifts including evenings, weekends, and holidays.

Essential Duties and Responsibilities:

- Provides information to the public regarding parks and recreational usage, including laws, rules and policies..
- Participate in the enforcement of park rules by issuing warnings, infractions, or determining if police assistance is needed.
- Assist other city departments as requested.
- Develop, coordinate, and present educational, interpretive, and informational programs. Examples include specialty classes, outdoor programs, classroom programs, volunteer events, neighborhood and city council meetings.
- Performs light landscaping duties, including pruning vegetation, mowing, trimming and leaf blowing.
- Operate a variety of vehicles and equipment including but not limited to: trucks, watercraft, fork-lift, and riding lawnmowers. As well as operating handheld equipment similar to weed-eaters, backpack blowers, and edgers.
- Perform special event functions such as traffic control, security, set-up and takedown for department special events.
- Cleans and sanitizes restrooms, replenishes supplies as needed, dispose of garbage and litter, clean picnic shelters, pick up litter from grounds.
- Inspects park grounds, play equipment, ball fields and facilities. Corrects or reports unsafe conditions.
- Maintains records and prepares reports using city issued smart phone and computer.
- Install and maintain signs, picnic tables, benches, garbage receptacles, play structures, and other facilities and amenities.
- Renders First Aid, CPR, or other emergency assistance as necessary.

- Other duties as assigned.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to reach with hands and arms and to stand and walk; the employee is occasionally required to climb or balance; and to stoop, kneel, crouch or crawl. While in the office environment, the employee frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is usually performed in both an office and field environment subject to driving to offsite locations to perform inspections or to investigate issues. The field environment may include, but not be limited to, all types of weather conditions and perhaps potential hazards from unconfined animals, dilapidated structures and litter. Walking over rough, uneven terrain and some climbing may be required. While performing the duties of this job, the employee may occasionally be exposed individuals who may possibly be irate or hostile. The noise level in the work environment may vary.

This position may work evenings, weekends, and holidays.

Qualifications

Minimum Qualifications:

- Successful completion of an accredited Park Ranger Law Enforcement Academy; or approved equivalent; or ability to gain within 6-months of employment.
- Four Years full-time parks experience; or A.A. and two years full-time Parks or related experience; or B.A. or higher and one season of Parks or related experience.
- Possession of a valid Washington State Driver's License and Washington State Boaters Education Card within 30 days of hire.
- First Aid and CPR certification within 3-months of hire.
- Ability to lift up to 40lbs
- Ability to communicate written and verbally in English

Preferred Knowledge and Abilities:

- Knowledge of laws, regulations, and procedures related to federal, state, and local park code enforcement.
- Knowledge of de-escalation and defensive tactics.
- Knowledge of computers and software programs such as: word processing, databases, and e-mail.
- Ability to recognize conditions that may jeopardize personal safety.

- Able to utilize hand tools, perform minor routine repairs, and operate vehicles and equipment.
- Ability to operate a wide range of vehicles and equipment, ex. pickup truck, forklift, riding lawn mower, etc.
- Knowledge of Lifeguarding or Open Water Rescue.
- Understand and follow oral and written directions.
- Work independently with little direct supervision.

License and Certification Requirements:

- Valid Washington State Drivers License
- Washington State Boater Education Card
- Parks Law Enforcement Academy Certificate or equivalent
- Traffic Flagging Certification

2023 Departmental Budget Request
New or Additional Position

Department	Parks
Priority of Request (1-4)	
Position Request #	PR_____

Please attach backup documentation

Position Title	Seasonal Worker
Department - Duties	All aspects of routine park maintenance and operational needs. This includes landscaping (mowing, trimming, pruning, planting, blowing) and facility cleaning (restrooms, shelters and litter pickup).
Desired Experience Level (Pay Scale Step)	
Cost – Year 1 - Salary	
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	Cell Phone, Uniform
Estimated Cost of Additional Needs (List individually)	Cell Phone \$500 Uniform \$250
Ongoing annual cost - (Average Increase 3%-5% Annually)	
Permanent position (Yes or No)	No
Full time or part time (FTE)	Seasonal Full Time
Start date	May 2022
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? Parks currently has two seasonal workers, a third is requested. This will help ensure that Parks are properly maintained during peak season, focusing on landscaping needs and cleaning facilities.	
Other essential information:	

Staff Development	Employee	Topic	Travel & Per Diem	Training/Conference Cost
	Sarah	NRPA Conference	\$ 1,650.00	\$ 600.00
	Sarah	WRPA Conference	\$ 822.00	\$ 350.00
	Sarah	Director's School Year 2	\$ 2,600.00	\$ 1,000.00
	Jill	WRPA Conference	\$ 822.00	\$ 350.00
	Sarah	CPRP		\$ 500.00
	Field	Supervisor Management School	\$ 2,600.00	\$ 800.00
	Field	Maintenance Management School	\$ 2,600.00	\$ 800.00
	Field	CPSI		\$ 515.00
	Field	Arborist		\$ 280.00
	Field	NW Resource Management School	\$ 1,000.00	\$ 435.00
	All x 11 Staff	Misc Trainings	\$ 7,260.00	\$ 6,600.00
	Park Ranger	Ranger Academy		\$ 5,363.00
			\$ 19,354.00	\$ 17,593.00

Uniform

Boots	\$	325.00	
Clothes	\$	480.00	
x			7 # of Field Staff
	\$	5,635.00	Total
	\$	1,000.00	New Employee Upfit
	\$	440.00	All Employees, General Shirts
	\$	750.00	Summer Help
	\$	7,825.00	Total Uniform



Public Works

Department	PW
Priority of Request (1-4)	1
Position Request #	PR__1__

**2023 Departmental Budget Request
New or Additional Position**

Please attach backup documentation

Position Title	Public Works Analyst
Department - Duties	Public Works
Desired Experience Level (Pay Scale Step)	
Cost – Year 1 - Salary	\$97,583
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	\$39,033
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	\$2,500
Estimated Cost of Additional Needs (List individually)	
Ongoing annual cost - (Average Increase 3%-5% Annually)	Annual salary increases will be commensurate with other employees.
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	FT
Start date	2023
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? Under limited supervision, prepares extensive administrative analysis, studies and research projects regarding city and departmental practices, procedures and operations; performs complex organizational and budget studies; assists in designing, coordinating and implementing projects and programs as assigned; prepares reports, both analytical and statistical; makes recommendations, including methods for implementation on a broad range of assigned subject matter areas; assists various operating departments on specialized administrative problems including staffing requirements and equipment usage levels; and performs related work as required. Initial projects including APWA accreditation, VueWorks redeployment and sewer assumption support. Employee will also provide support for grant application/administration, contracts and public works bidding processes.	

Other essential information: There are several unsupported functions within public works that deserve more attention/resources. PW has grown significantly over the past several years resulting in the need to review/improve internal processes, safety needs, equipment/facility replacement schedules and specialized administrative functions. This position would focus on analyzing these issues, developing/proposing solutions and implementation. This position will be essential to the continued success and growth in Public Works.

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Public Works Analyst
DEPARTMENT:	Public Works
REPORTS TO:	Public Works Director
CLASSIFICATION:	Non-Represented/FLSA Exempt
SALARY RANGE:	NRE51
EFFECTIVE DATE:	January 1, 2023

POSITION PURPOSE:

Under the direction of the Public Works Director, performs a variety of complex administrative analysis including researching, developing, and administering Public Works policies, projects, budgets, or grants and capital project control, as assigned. Assists in designing, coordinating and implementing projects and programs, prepares reports, both analytical and statistical, makes recommendations, assists various operating departments on specialized administrative problems including staffing requirements and equipment usage levels, and performs related work as required. Initial projects including APWA accreditation, VueWorks (geospatial asset management software) redeployment and sewer unification support.

Performs work under limited supervision. Supervisor sets the overall objectives and resources available. Incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far-reaching implications.

ESSENTIAL DUTIES AND RESPONSIBILITIES -- *Essential duties and responsibilities may include, but are not limited to, the following:*

- Develops, implements, coordinates, and manages various programs, budgets, grants, special projects, and activities as assigned, and performs a variety of confidential administrative work.
- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and

organizational issues; coordinates and manages assigned special projects.

- Facilitates effective communications and information exchanges regarding programs and services; cultivates and manages relationships with key stakeholders; conducts oral and written briefings on issues and developments affecting assigned areas.
- May act as department point of contact for asset management software and other applicable Public Works technology programs.
- Researches and proposes updates to Public Works fee schedules.
- Serves as liaison with other departments within the City regarding Public Works services and activities.
- Serves as the lead on grant management activities within the department and leading the department's project controls system.
- Works closely with the Finance Department to facilitate payments, reimbursements, auditing, and reporting, and to ensure appropriate project and/or grant accounting and other project/grant/financial management activities.
- Conducts technical research and management analysis as assigned; prepares detailed reports on assigned projects and makes recommendations on issues concerning the functions and operations of assigned programs and various confidential issues to include producing reports, summaries, budgets, correspondence, and public information.
- Researches, writes, and monitors various documents to include intergovernmental agreements and contracts.
- Reviews and facilitates updates to Public Works related City ordinances.
- Develops and recommends short- and long-range plans and improvements, goals and budgets to carry out the programs assigned.
- Assists the Director with the development, organization and administration of the department budget. Prepares financial reports and special analyses, including research, data analysis, supporting documentation, notes, statistical tables, schedules and other supplemental information as required.
- Develops writes, and maintains all related policies, procedures, forms, and performance measures for assigned programs and projects. Responds to inquiries on department policy and procedural matters as appropriate.
- Serves as the accreditation manager for the Public Works department; ensures the department maintains compliance with APWA standards.
- Assists in developing and performing analysis related to service charges, central cost allocations, equipment rental rates, financial impacts from contracts, agreements, and

city policies; performs cost versus benefit analyses and other special studies, projects, and research for department as requested.

- Provides training to staff as directed and needed. Identifies and suggests improvements to department services and works with other management staff to streamline processes.
- Researches current and new developments affecting assigned programs, evaluates potential impact, and coordinates compliance as necessary.
- Attends Council and committee meetings related to Public Works activities. Oversees and represents the Public Works department on special projects as assigned.
- Maintains regular, predictable and reliable attendance.

PERIPHERAL DUTIES

- Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Please see the attached questionnaire and below for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form and below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel; talk; and hear. The incumbent frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is performed in a typical office environment subject to working outside of normal working hours to meet critical timelines or to provide support in department emergency response events. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees, elected officials and citizens; may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Typical business office machinery and equipment include, but not limited to, personal computer including database program, spreadsheet and word processing software, printer, telephone, scanning equipment, and copy machine.

Evening or variable hours may be required.

QUALIFICATIONS:

Education, Training and Experience Guidelines

Education: Bachelor's degree in Public Administration, Accounting, Finance, Business Administration, or a related field; and

Experience: Three (3) years of related experience. Knowledge of Public Works functions, grant management experience and general government experience is preferred;

Or: Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications. Examples of these skills include:

Knowledge of:

- Budgeting principles and processes.
- General municipal operations and structure; principles, practices, procedures and theories related to the field.
- Research methods, report writing, group and meeting facilitation techniques, and the organization and presentation of oral report.
- Federal, state and local law, and policies and regulations pertaining to assigned programs.
- Project monitoring techniques.
- Lean Management System or Six Sigma principles.
- Correct English usage, spelling, grammar, and punctuation, including principles of business letter writing and report preparation.

Skilled in:

- Making and implementing sound decisions and exercising judgment in solving complex problems.
- Developing and implementing programs, policies, and/or procedures to achieve specific goals and objectives.
- Strong analytical and collaborative skills.
- Working effectively on several projects concurrently.
- Establishing and maintaining effective working relationships with City officials, City employees, and the general public.

Ability to:

- Clearly communicate complex information to a wide range of audiences.
- Research, plan, develop, monitor and close grants and project budgets.
- Read, analyze, and interpret various items such as technical documents, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulation.
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems.
- Apply lean or six sigma principles to continuously improve processes, procedures and implement change management.
- Establish and maintain trust, confidence, and effective working relationships with subordinates, other city officials, and the general public; effectively interact with tact, patience, and courtesy.
- Demonstrate positive and effective interaction and communication with individuals of diverse social and economic backgrounds.
- Interpret and apply federal, state and local policies, laws and regulations.

- Operate personal computer, including word processing, spreadsheets, and database software applications.
- Maintain confidentiality of business records and other information.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Valid Washington State driver's license, or ability to obtain within 30 days of hire; and a driving record which meets the city's requirements.
- Successful completion of position-relevant background check.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (Printed)

EMPLOYEE ACKNOWLEDGEMENT

____/____/____
DATE

Department	PW
Priority of Request (1-4)	2
Position Request #	PR_3__

**2023 Departmental Budget Request
New or Additional Position**

Please attach backup documentation

Position Title	Shop Quartermaster
Department - Duties	Public Works
Desired Experience Level (Pay Scale Step)	Crew Worker I Pay Scale
Cost – Year 1 - Salary	49,402.92
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	19,761.17
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	Boots, clothing, safety gear Additional costs for program set-up year 1. Placeholder \$100,000
Estimated Cost of Additional Needs (List individually)	\$2,300 – equipment, boots, clothing + program set up costs \$100,000
Ongoing annual cost - (Average Increase 3%-5% Annually)	Salary increases commensurate with other employees.
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	FTE
Start date	6/1/23
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? A quartermaster runs the Public Works Shop/Facility. This employee will ensure tools, consumables and general inventory is available for PW operations, significantly reducing the number of trips by crew workers to the hardware store for supplies. They will keep an inventory and ensure that vehicles are outfitted with the necessary equipment to reduce vehicle trips and improve efficiency in the field. They will also manage tool assets using AssetTiger.	
Other essential information:	

**CITY OF LAKE STEVENS
POSITION DESCRIPTION**

POSITION TITLE:	Public Works Quartermaster
DEPARTMENT:	Public Works
REPORTS TO:	Public Works Operations Manager
CLASSIFICATION:	Union Represented/ Non-Exempt
SALARY RANGE:	TBD
EFFECTIVE DATE:	January 1, 2023

POSITION PURPOSE:

Under the direction of the Public Works Operations Manager, the incumbent will order, purchase, receive, store, track and issue a variety of equipment, materials, specialized parts, fuel and supplies.

The incumbent will maintain the Public Works assets by ensuring tools, consumables, project materials and general/specialized inventory is available for the Public Works and Parks Departments' operations. They will keep an inventory and ensure that vehicles are outfitted with the necessary equipment to reduce vehicle trips and improve efficiency in the field. They will also manage tool assets using asset management software, including responsibility for tracking assets and performing regular inventories of materials and goods. The incumbent must also maintain the list of fleet vehicles including tracking/reporting maintenance requirements, vehicle/asset condition documentation and maintain a schedule of vehicle/equipment maintenance.

Work is performed under limited supervision. The incumbent is expected to maintain professional relationships with employees, vendors, elected officials, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

- Maintains an inventory of equipment, materials, parts, traffic signs, fuel and supplies as required; monitors stock levels and orders stock items as necessary to ensure adequate supply.
- Orders, requisitions and/or purchases non-stock items as necessary; contacts vendors and researches the availability and price of non-stock items. Orders light, medium or heavy vehicle and equipment parts according to part numbers and/or descriptions; purchases items from an open account vendor or other means according to city procurement policy. Secures necessary approvals and follows city procurement steps including completion of appropriate documents and computer system entries.
- Receives, unpacks and stores incoming shipments of small equipment, materials, parts and supplies; checks incoming orders for correctness, completeness, damage and proper pricing; enters item information into the city's asset management system.

- Stores incoming shipments of equipment, materials, parts and supplies in an orderly and accessible manner in a warehouse, tool room, supply room or other area.
- Maintains a record of parts and supplies on hand and in the field using manual or computerized inventory systems, for audit purposes.
- Maintains a business relationship with vendors and suppliers to ensure that the city receives quality items at the best available price. Obtains quotes from multiple vendors as needed to ensure competitive pricing and to protect the city's best interest; monitors vendor performance to ensure the city receives correct discounts on items ordered and that the vendor complies with city purchasing procedures and applicable state and city purchasing contracts.
- Prepares invoices for payment; issues small equipment, materials, parts and supplies to authorized personnel and allocates items issued to the appropriate accounts using the asset management system.
- Maintains required asset management inventory, performs regular inventories, and reports outcomes of inventories to the Operations Manager.
- Supports the Equipment Mechanic to inventory of fleet vehicles including tracking/reporting maintenance requirements, vehicle/asset condition documentation and maintain a schedule of vehicle/equipment maintenance.
- Organizes and executes surplus of no longer needed equipment and materials.
- Maintains an orderly and safe Public Works shop and yard.
- Collaborates with the Finance Department and Risk Manager to ensure appropriate inventory supplies and schedules required for the city's insurance risk pool.
- Supports the Equipment Mechanic to maintain the access to the refueling system, ensures tank is refilled with petroleum products for continuity of operations.

PERIPHERAL DUTIES

- Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here and in the attached questionnaire are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is frequently performed in a typical office/shop environment subject to working outside of normal working hours to meet critical timelines. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees. The noise level in the indoor work environment is usually moderate.

Employee is occasionally subject to driving to offsite locations for field work in a variety of

weather conditions; while in the field, the employee must stand or walk on variable surfaces including hard, even surfaces and uneven ground, as well as sloped embankments; work may occur in the right of way or construction sites and employee may be exposed to physical hazards such as moving traffic and heavy construction equipment; the employee is occasionally exposed to fumes or airborne particles; the noise level may be moderate to loud.

QUALIFICATIONS

Education: High School Diploma or GED.

Experience: Two (2) years of experience as a storekeeper, mechanic or service attendant, auto/truck parts specialist, inventory control and/or purchasing work specialist in the automotive or equipment field.

Or: Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

KNOWLEDGE OF:

- General mathematics.
- Vehicle and equipment parts.
- General theory of vehicle and equipment functions.
- Methods, procedures and techniques used in the receipt, storage, processing and issuing of a wide variety of small equipment, materials, parts, fuel and supplies.
- Inventory control and record keeping procedures and practices.
- Sources of supply for a wide variety of auto, truck and equipment parts supplies materials.
- Occupational hazards and safety rules and regulations.
Road maintenance materials and supplies, construction supplies and highway traffic signs and markings.

ABILITY TO:

- Operate a computer to include competently using Microsoft Office products including excel, word, email and calendars.
- Rapidly learn city's existing inventory and financial systems.
- Operate standard office equipment.
- Receive, store and issue a wide variety of materials, parts and supplies.
- Monitor stock levels and maintain an adequate inventory of stock items.
- Read, understand and use a wide variety of parts catalogs.
- Learn and apply city purchasing procedures.
- Maintain accurate records and prepare reports as required.
- Communicate effectively orally and in writing.
- Work independently without direct supervision.
- Establish and maintain effective work relationships with superiors, co-workers, vendors, and the general public.

- Operate material handling equipment skillfully and safely (such as a hand truck, forklift, pallet-jack, and etc.).
- Follow oral and written instructions.
- Operate motor vehicles and forklifts skillfully and safely.
- Learn computerized and other recordkeeping practices and procedures.
- Read, understand and comply with safety rules and regulations including Safety Data Sheets (SDS).

LICENSES OR CERTIFICATE REQUIREMENTS:

- Valid Washington State driver's license, or ability to obtain within 30 days of hire; and a driving record which meets the city's requirements.
- Certification to operate a forklift must be obtained within one (1) month of employment.
- Completion of position-relevant background check.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (Printed)

EMPLOYEE SIGNATURE

_____/_____/_____
DATE

Department	PW
Priority of Request (1-4)	1
Position Request #	PR_2__

**2023 Departmental Budget Request
New or Additional Position**

Please attach backup documentation

Position Title	Senior Administrative Assistant
Department - Duties	Public Works
Desired Experience Level (Pay Scale Step)	NR 22
Cost – Year 1 - Salary	74,665.33
Cost – Year 1 – Benefits (Benefits average 40% of Salary)	14,933.07
Additional Setup Needs – (office space, equipment, clothing, vehicle, staff development, cell phone, computer)	None
Estimated Cost of Additional Needs (List individually)	None
Ongoing annual cost - (Average Increase 3%-5% Annually)	
Permanent position (Yes or No)	Yes
Full time or part time (FTE)	FTE
Start date	1/1/23
Describe how the position will benefit the City. For instance, what goals, programs and / or projects will the new employee undertake? Administrative Assistant will be promoted to Senior Administrative Assistant (SAA). SAA will supervise the Office Assistant, support drafting the annual department budget, manage special projects (small capital projects, procurement, contract administration) and day-to-day department financial tasks. Will provide these services to Public Works and Parks Departments.	
Other essential information:	

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__18__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Ventilation for Public Works shop
Description of Request:	Ventilation for the shop.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Required for APWA Certification
Is this project/program expected to span more than one calendar of year?	
Cost:	\$62,000
Additional costs related to putting item into service	+10% inflation = \$68,200
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Streets/Facilities
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	



**PO Box 758
Lake Stevens, WA 98258**

Estimate

Date	Estimate #
3/9/2022	6245

Name / Address
City of Lake Stevens Public Works Dept. PO Box 257 Lake Stevens, WA 98258

Project/Site Address
Maintenance Shop

Customer Contact Information	Terms
Nic Nedrow	Due at completion
Project Description	Cost
To provide and install ventilation system as discussed and submitted:	56,552.50
Hose reels (X2): Car-Mon Series TSR-S 6", 600 CFM Includes concrete cutting, electrical, lift costs.	
Welding exhaust fan: American CoolAir - Model CBC426ME8363 Wall exhaust, 16K CFM, using existing opening With louver/damper and actuator Includes electrical for fan and louver, lift costs, concrete cutting (7'x5')	
Excludes permit costs, engineering, structural support, and removal and disposal of concrete blocks	
Right On Heating is fully licensed, insured and bonded. All work is guaranteed.	0.00
Equipment is covered under the manufacturer's warranty and must be maintained as directed by the manufacturer including scheduled maintenance and filter changes for the equipment warranty to remain valid. Scheduled service/maintenance plans and extended warranties are available.	
Please feel free to contact us if you have any questions and thank you for the opportunity to bid this project.	

Estimate valid for 30 days. Cash, check, Visa & MasterCard accepted.
Contractor License No. RIGHTHM988CM www.rightonheating.com
Phone: 425-335-4207
Fax: 425-335-4226
E-Mail: rightonheating@frontier.com

Subtotal	\$56,552.50
Sales Tax (9.0%)	\$5,089.73
Total	\$61,642.23

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__8__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Double wall De-icer tank
Description of Request:	5,000 gal double wall de-icer tank
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Tank to store De-icer liquid in
Is this project/program expected to span more than one calendar of year?	No
Cost:	\$36,838
Additional costs related to putting item into service	+10% inflation = \$40,522
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Justin
Department Head Initials: <i>(if other than preparer)</i>	

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Home / Plastic Tanks / 5000 Gallon Double Wall Tank | 5630000N45



SNYDER

5000 Gallon Double Wall Tank | 5630000N45

★★★★★ (No reviews yet) [Write a Review](#)

SKU: 5630000N45

\$36,837.87

COLOR: REQUIRED

Choose Options

▼

QUANTITY:

▼

1

▲

ADD TO CART

ADD TO WISH LIST

▼

Hello, would you like to see our products?

7901/picture_1_73965.1582933541.jpg?c=1?imbypass=on

2022 Departmental Budget Request

Department	Public Works
Priority of Request (1-4)	3
Budget Request #	BR ____14__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Critical Spot Sprayer (Liquid De-icer)
Description of Request:	Storage tank and spray system for liquid De-icer.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	This is to apply liquid deicer to the roadways to help prevent the bonding of snow and ice to the asphalt roadways.
Is this project/program expected to span more than one calendar of year?	
Cost:	\$14,679
Additional costs related to putting item into service	+10% inflation = \$16,147
Will there be any future annual costs <i>(upgrades/renewals)</i>	No
Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Curtis Clifton
Department Head Initials: <i>(if other than preparer)</i>	

QUOTE
QT060-1018892-2

DATE

9/16/2022

PAGE

2 OF 3

001663
New Customer - Ship
4115 Minnesota St
Alexandria MN 56308-3328
USA

302145
City of Lake Stevens
USA

Expiration Date: 10/16/2022
Customer Ref.: CSS systems
Customer P/O: City of Lake Stevens
Customer Contact:
Payment Terms: Due - CreditCard
Sales Rep: Kleven, Bjorn J
F.O.B.: Alexandria, MN

Ship From: Varitech Industries Inc
Site 160
4115 Minnesota Street
Alexandria MN 56308-3328
USA

NOTES

Sourcewell pricing applied. Varitech #052919

PRODUCT / DESCRIPTION		QTY	U/M	PRICE	EXTENSION
1	1115513 Rev. B 305 Gallon Galvanized 3 Lane Critical Spot Sprayer - Electric Gas Closed Loop, Stainless Steel Spray Bar, With Hose Reel, Varitech Controller, GPS Speed Sensor. CSS305G-EGC-3HSVG	1	EA	13,381.54	13,381.54
2	1115549 Rev. B 400 Gallon Galvanized 3 Lane Critical Spot Sprayer - Electric Gas Closed Loop, Stainless Steel Spray Bar, With Hose Reel, Varitech Controller, GPS Speed Sensor. CSS400G-EGC-3HSVG	1	EA	13,879.37	13,879.37
3	1115585 Rev. B 535 Gallon Galvanized 3 Lane Critical Spot Sprayer - Electric Gas Closed Loop, Stainless Steel Spray Bar, With Hose Reel, Varitech Controller, GPS Speed Sensor. CSS535G-EGC-3HSVG	1	EA	14,679.87	14,679.87
Tank Tamer option added into price.					
***** Prices Are Not Guaranteed And Are Subject To Change Lead Times & Delivery Dates Are Based Upon Current Information And Are Subject to Change Unless Otherwise Noted, Prices Do Not Include Freight *****					
Accepted By: _____		MERCHANDISE TOTAL: \$41,940.78			
Date: _____		MISC CHARGE: \$0.00			
		TAX: \$0.00			
		QUOTE TOTAL: \$41,940.78			

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	3
Budget Request #	BR__5__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Refueling Station Cover
Description of Request:	Carport Cover for Refueling Station 16x25x16
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	NPDES requires that the refueling island area is covered to reduce runoff of hydrocarbons associated with spills associated with refueling.
Is this project/program expected to span more than one calendar of year?	No
Cost:	\$6841.00
Additional costs related to putting item into service	+10% inflation = \$7,590
Will there be any future annual costs <i>(upgrades/renewals)</i>	Future costs include replacement of the cover in the next 20 years. The facility will also need to be cleaned annually.
Anticipated Fund	Stormwater Utility
Anticipated Budget Line	
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	

Review your order



16W x 25L x \$6,841.00
16H
Design ID: 1344990
1 Unit

Subtotal	\$6,841.00
----------	------------

Grand Total	\$6,841.00
-------------	------------

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	1
Budget Request #	BR___7___

Please attach current quote along with any other backup documentation

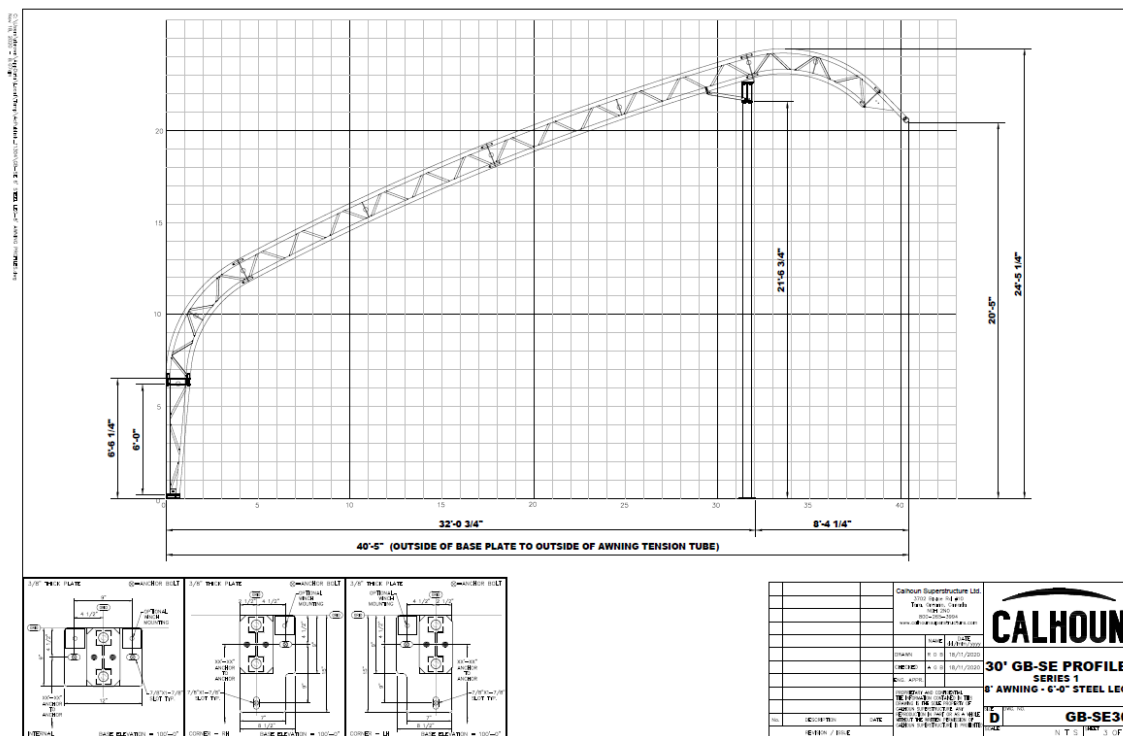
Item/Project Requested:	Cover for Decant Storage Bins
Description of Request:	Construct a structure to cover decant drying bins in decant yard. Currently, the city disposes of wet material gathered from sweepings and catch basin maintenance after decanting it. When decanted, material is still heavy with liquids resulting in significantly heavier material at the time of disposal. If the decant drying bins are covered the material (leaves/sand/debris) can be dried in the bins year-round, reducing costs of disposal by an estimated \$18K/year, see the table on page 2. The return on investment is 7 years. The cover will last for a minimum of 15 years. Cover dimensions are 38'x80' with a cost of \$42/sq. ft. for a total cost of \$127,680.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Material stored in the bins will remain dry, saving the city between 15K and 20K each year in dump fees. This alternative is preferred to tarps due to safety concerns associated with deploying tarps, their propensity to blow around in the weather and the constant use of the materials bins required labor to remove tarps. There is also a significant environmental benefit as material stored (sweeper and vactor waste) will not seep contaminates into the city's drainage system and nearby streams.
Is this project/program expected to span more than one calendar of year?	No
Cost:	\$127,680
Additional costs related to putting item into service	PW staff to source product and assemble
Will there be any future annual costs <i>(upgrades/renewals)</i>	The facility will need to pressure washed/cleaned on an annual basis.

Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Aaron Halverson, Public Works Director
Department Head Initials: (if other than preparer)	AH

	Yards	Ton	Unit Price (Ton)	Disposal Costs	Trips	Travel Costs (\$125/Hour @ 2 Hour Turnaround)	Total (Dump Fees and Trips)
2023 Disposal Costs (75% Wet, 25% Dry) Actual	375						
Dry	93.75	93.75	53.95	5,058	8	1,953	7,011
Wet	281.25	562.5	53.95	30,347	47	11,719	42,066
Total	375	656.25	53.95	35,405	55	13,672	49,077
	Yards	Ton	Unit Price (Ton)	Disposal Costs	Trips	Travel Costs (\$125/Hour @ 2 Hour Turnaround)	Total (Dump Fees and Trips)
2023 Disposal Costs (90% Dry, 10% Set) Proposed	375						
Dry	337.5	337.5	53.95	18,208	28	7,031	25,239
Wet	37.5	75	53.95	4,046	6	1,563	5,609
Total	375	412.5	0	22,254	34	8,594	30,848
						Annual Cost Savings - Dry Material @90% Dry	\$ 18,228



Existing decant bays – material removed recently.





Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__19__

Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Walk-behind Thermoplastic Applicator
Description of Request:	2022 HDE PT200-H INFRARED THERMOPLASTIC HEATER
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	For applying thermoplastic crosswalks and stop bars. Several of the city's crosswalks have been worn off by traffic and the need to be restriped. This piece of equipment will allow us to do this work efficiently and quickly.
Is this project/program expected to span more than one calendar of year?	
Cost:	\$34,505.00
Additional costs related to putting item into service	+10% inflation = \$37,956
Will there be any future annual costs <i>(upgrades/renewals)</i>	no
Anticipated Fund	Streets
Anticipated Budget Line	Capital Equipment
Prepared By:	Justin Evans

Department Head Initials:
(if other than preparer)

Products & Services

SKU	Quantity	Item & Description	Unit Price	Total
HDE PT 150	1	PT 150 Preformed Thermoplastic Heater 3' x 3' Preformed Thermo Heater	\$9,600.00	\$9,600.00

SKU	Quantity	Item & Description	Unit Price	Total
CYLSV30V-OPD	2	PROPANE CYLINDER 30 LB HORIZONTAL VAPOUR 30 pound vapour withdrawal tank	\$80.00	\$160.00
CYLSV40V-OPD	1	PROPANE CYLINDER 40 LB VAPOUR (VERT.)	\$145.00	\$145.00
HDE PT200	2	PT 200 Preformed Thermoplastic Heater 4' x 3' THERMOPLASTIC HEATER WITH HINGE TO GO TO 8' X 18"	\$12,300.00	\$24,600.00

Subtotals

One-time subtotal				\$34,505.00
		Total		\$34,505.00

Purchase terms

Department	PW
Priority of Request (1-4)	4
Budget Request #	BR__9__

2022 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Public Works Equipment Storage
Description of Request:	Procure and construct a covered storage area at the Public Works Shop to store vehicles and equipment out of the elements. The City has several million dollars invested in equipment including backhoes, a remote mower, sanders, a chipper, a boom truck, mowers, two vactor trucks, two sweepers and a roll off truck. During the winter the existing shop is used to store the two sweepers and vactor trucks, the remainder of the equipment is stored outside and open to the elements. The cost is \$42/square foot with dimensions at 100'x40'. This cover will reduce maintenance costs due to corrosion/water intrusion and improve reliability during snow/ice response.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Have a cover storage area for our equipment; backhoe, remote mower, sanders, chippers.
Is this project/program expected to span more than one calendar of year?	No
Cost:	\$168,000
Additional costs related to putting item into service	PW staff to source product and assemble
Will there be any future annual costs <i>(upgrades/renewals)</i>	No
Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment

30'x40' Example



2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR___4___

Please attach current quote along with any other backup documentation

Item/Project Requested:	Verisight pro plus camera
Description of Request:	This is a camera we will use in storm water for pipe and basin inspections.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	This will help in verifying pipe integrity without digging the pipe up. It will also help locate issues without the need to dig.
Is this project/program expected to span more than one calendar of year?	Yes
Cost:	\$11,441.60 This does not include the line finder.
Additional costs related to putting item into service	Line finder approximately \$2500.00 +10% inflation = \$15,336
Will there be any future annual costs <i>(upgrades/renewals)</i>	No
Anticipated Fund	Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Jones
Department Head Initials: <i>(if other than preparer)</i>	

#



True North Equipment
3150 SE Century Blvd, Suite 100
Hillsboro
OR
97123

Quote

Valid Till: Dec 15, 2022
Quote Number : 1837512000009036016

BILL TO:

1820 Main St.
Lake Stevens
WA

98258

SHIP TO:

2306 131st. Ave.NE
Lake Stevens
WA

98258

Account Name: Lake Stevens, City Of
Contact Name: SETH WALTZ

Quote Stage: Confirmed

Product Details	Qty	List Price	Total
Verisight Pro Plus System 200ft E-V-SYS-SPP-009	1	\$ 10,687.50	\$ 10,687.50
Freight (Ground)	1	\$ 238.00	\$ 238.00
Market Adjustment (Discount) Customer Discount	1	\$ -467.00	\$ -467.00
		Sub Total	\$ 10,458.50
		Tax	\$ 983.10
			}
		Grand Total	\$ 11,441.60

Terms and Conditions

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	3
Budget Request #	BR__1__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Heavy duty scan tool for the large equipment.
Description of Request:	Scan tool
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	To be able to diagnose codes on the heavy equipment for repair.
Is this project/program expected to span more than one calendar of year?	
Cost:	\$13,430.21
Additional costs related to putting item into service	10% Inflation = \$14,773
Will there be any future annual costs <i>(upgrades/renewals)</i>	No once we have the software, the updates are free.
Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	

Snap-on Tools Quote

SNAP ON TOOLS
Sold By: WALTER MILLER
Address: 7108 85TH AVENUE SE
 SNOHOMISH, WA 98290-

Phone: 425-343-8084



Sold To: CITY OF LAKE STEVENS
Address: 2306 131ST ST NE
 LAKE STEVENS, WA 98258-

Phone: 425-622-9452

Quote Date - 4/15/2022 12:48:14

Account Type: RA
Invoice #: 04152247034Q

Tax Exempt #:

PO #: SHOP/CHRIS

Part #	Qty	Description	Line Type	Price	Discount	Total	Tax
EEHD189090	1	PRO-LINK EDGE STARTER KIT	Sale	4,310.00	0.00	4,310.00	392.21
EEHD842003	1	CUMMINS V4 EDGE	Sale	1,305.00	0.00	1,305.00	118.75
EEHD849010	1	INTERNAT SW SUITE PROLINK EDGE	Sale	1,575.00	0.00	1,575.00	143.32
EEHD849024	1	CAT SW SUITE PROLINK EDGE	Sale	1,575.00	0.00	1,575.00	143.32
EEHD849025	1	HINO SW SUITE PROLINK EDGE	Sale	975.00	0.00	975.00	88.73
EEHD849005	1	ALLISON SW SUITE PROLINK EDGE	Sale	995.00	0.00	995.00	90.55
EEHD849021	1	ABS BRAKE SW SUITE PROLINK EDGE	Sale	1,575.00	0.00	1,575.00	143.33

- Wear safety goggles
- Use the right tool
- Use the tool properly
- Maintain the tool regularly

SubTotal 12,310.00
LAKE STEVENS, WA 9.10 % Tax 1,120.21*
Freight 0.00
Grand Total 13,430.21

AccountType	Previous Balance	Purchases	Total	Payment	New Balance
RA	628.41	13,430.21	14,058.62	0.00	14,058.62

Your Next RA Payment Will Include: 0.00
 Your Agreed Upon Weekly Payment Is: 384.03
 Your Next RA Payment Will Be: 384.03

For value received, the Purchaser, as continuing security for the repayment of all obligations now or hereafter owing to the Franchisee, including, without limitation, the prompt payment, as and when due, of the purchase price of the PMSI Collateral (as hereinafter defined), and the performance of all of the obligations, covenants and warranties of the Purchaser to the Franchisee hereunder, hereby grants to the Franchisee a continuing specific and fixed purchase money security interest in all products supplied, sold or provided to the Purchaser by the Franchisee, including the tools listed above, and including all accretions, substitutions, replacements, additions and accessions thereto and all Proceeds thereof (the "PMSI Collateral"). I agree that the Franchisee named above or its assigns shall retain a Purchase Money Security Interest in the PMSI Collateral until I have made all the promised payments, at which time Franchisee's security interest shall be released. If I fail to make any of the payments specified, I agree to return the PMSI Collateral to the Franchisee or its assigns on demand. Until all payments are made, I agree to retain the PMSI Collateral in my possession in good condition and to notify the Franchisee of any changes in employment or home address. In the event that I fail to make the promised payments and the Franchisee must resort to civil litigation to obtain return of or payment for the PMSI Collateral, I shall be held responsible for the costs of such litigation including reasonable attorneys' fees.

X

X

* The Method of calculating tax can vary by tax jurisdiction. You should not assume that multiplying the subtotal by the tax percentage will result in the calculation of the correct tax.

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__2__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Air Compressor
Description of Request:	Gas power air compressor
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	For the service truck
Is this project/program expected to span more than one calendar of year?	
Cost:	\$2899.99
Additional costs related to putting item into service	+ 10% Inflation = \$3,190.00
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Parks/Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	

NorthStar Portable Gas-Powered Air Compressor — Honda GX390 OHV Engine, 30-Gallon Horizontal Tank, 24.4 CFM @ 90 PSI

Item# 459382 ★★★★★ (109) [Write a Review](#) [Ask a Question](#)



Hover over image to zoom



[More images you'd like to see?](#)

Reg. \$3199.99

Sale \$2899.99 *Order today to get this price*

Save \$300.00 + Free Shipping (Lower 48 states)

PayPal As low as \$144.76/mo. [Learn more](#)

1

+ Add to Cart

Ship It Free (Lower 48 States)

Ships today if ordered before 3pm!

[In Stock](#)

[See Shipping Options](#)

[See Unloading Instructions](#)



Store Pickup in Under 2hrs (In-Store or Curbside)

[Check Other Stores](#)

[See Pickup Details](#)

- Honda GX390 OHV engine with electric start/recoil backup and low oil shutdown
- 3 Amp battery charging circuit (battery not included)
- Full cast iron pump for long service life
- V-style cylinder design for superior cooling
- Pump head made of FC35 Grade cast iron

Department	PW
Priority of Request (1-4)	3
Budget Request #	BR__6__

Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	10" Walk-Behind Concrete polisher
Description of Request:	2022 CPM-10G CRETE-PLANER (EDCO)
Additional items needed to put request into service (equipment, storage, training, accessories)	
Please provide an explanation of the purpose of the project or program	For Grinding/smoothing out trip hazards
Is this project/program expected to span more than one calendar of year?	
Cost:	\$8,200.00
Additional costs related to putting item into service	+10% inflation = \$9,020
Will there be any future annual costs (upgrades/renewals)	no
Anticipated Fund	Streets
Anticipated Budget Line	Capital Equipment
Prepared By:	Justin Evans

Department Head Initials:
(if other than preparer)



10" Walk-Behind Crete-Planer®

\$7,173.98 –

\$8,273.71

MOTOR TYPE Choose an option

HORSEPOWER Choose an option

1 [ADD TO CART](#)

SKU: N/A CATEGORIES: [ATSSA](#), [CRETE-PLANE®](#), [ICRI](#)
TAGS: [CONCRETE GRINDERS](#), [SCARIFIERS](#)

DESCRIPTION ADDITIONAL INFORMATION

DESCRIPTION

10" Walk-Behind Crete-Planer®

HONDA ENGINES CURRENTLY OUT OF STOCK UNTIL FURTHER NOTICE

Models: CPM-10G, CPM-10E

- 10" working width will scarify approximately 500-700 sq. ft. per hour at Depth Per Pass of 1/8"
- 1/4" steel frame
- Heavy-duty, oversized bearings
- Weighs 299 lbs. with cutters
- Tethered emergency stop switch
- Larger 6" wheels in the rear for easy handling
- Gasoline or Electric models available



2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__12__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Roll off truck implement
Description of Request:	Patch king hot box for roll off truck
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	
Is this project/program expected to span more than one calendar of year?	
Cost:	\$55,000.00
Additional costs related to putting item into service	+10% Inflation = \$60,500
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	

OSW Equipment & Repair, LLC
 14919 40TH AVE NE
 MARYSVILLE, WA 98271



Phone: 425-483-9863
 Fax: 425-483-4504

ESTIMATE OF REPAIRS

CUSTOMER: City of Lake Stevens	ATTN:	
	PHONE:	
	FAX:	
CUST. PO#	E-MAIL	

DATE	MAKE/MODEL	YEAR	TYPE	SERIAL NO.	UNIT #	LICENSE	SALESMAN
OPERATIONS					HOURS	LABOR	PARTS
Parts and Service							
	Patch King Model PK-40H PHCo's LO-DENSITY automatic electric 4-cubic yard asphalt patcher Electrical: PHCo Lo-Density heating. Not to exceed 1 watt per square inch of heated surface 240V 1Ø-12.3KW - 51.3 Amp. 240V 3Ø- 13.1KW - 31.3 Amp. 480V 3Ø- 13.0KW - 15.6 Amp PHCo Automatic Nema 4 Control Panel Weatherproof - UL Houses - Non-indicating controlling thermostat, contractors, timeclock and fusing. Weatherproof plug and receptacle (pin & sleeve type) with 25 foot rubber cord Dimensions: Length - 96" (120" w/"Tac-King" or leg model) Width - 72" Height - 55" - Door Open 74½" Capacity: 6 Tons - 4 cubic yards Loading Doors: (2) Length - 96" Width - 24" Hydraulic Operation Discharge Doors: Electrically heated discharge doors (2) opening length 24" height 18" (hydraulic operation) Insulation: Top - 2"-3# density fiberglass (minimum) Bottom - 3"-3# density fiberglass (minimum) Sides - 3"-3# density fiberglass (minimum) Weight: 3,000 pounds						54,037.06
	Time Clock Panel. Programmable 7 day timer for preheating Patch King.						2,476.32
	Hinged Shovel Apron. Asphalt apron measures 20" tall by 20" deep by 72" wide. Patch material may be dumped into apron and hand delivered to repair points or by hinging bottom of apron up material can be directly dumped to ground.						1,834.41

Service Estimate # 20220328LS

5 of 7



Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__20_____

Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Walk-behind concrete/asphalt saw
Description of Request:	2022 DS-20E WALK-BEHIND (DOWNCUT) GASOLINE , 20" DUAL ARBOR SAW (EDCO)
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	For cutting concrete and asphalt
Is this project/program expected to span more than one calendar of year?	
Cost:	\$3,200.00
Additional costs related to putting item into service	+10% inflation = \$3,520
Will there be any future annual costs <i>(upgrades/renewals)</i>	no
Anticipated Fund	Streets
Anticipated Budget Line	Capital Equipment
Prepared By:	Justin Evans

Department Head Initials:
(if other than preparer)



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SHOP

Stayed in America™ 

The EDCO Company Store > Products > Machines > Concrete/Asphalt Saws > 20" Walk-Behind Saws > DS-20
Walk-Behind Saw (Downcut) – Gasoline, 20" Dual Arbor



DS-20 Walk-Behind Saw (Downcut) – Gasoline, 20" Dual Arbor

\$3,193.58

MOTOR TYPE

[Choose an option](#)

2022 Departmental Budget Request

2Department	PW
Priority of Request (1-4)	2
Budget Request #	BR___3___

Please attach current quote along with any other backup documentation

Item/Project Requested:	Bobcat
Description of Request:	Bobcat skid steer loader
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	
Is this project/program expected to span more than one calendar of year?	
Cost:	\$55,989.33
Additional costs related to putting item into service	+ 10% inflation = \$61,588
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	



Bobcat

Product Quotation

Quotation Number: MMB-01323
Date: 2022-09-15 10:16:46

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF LAKE STEVENS 1127326 1812 Main St PO BOX 257 Lake Stevens, WA 98258-7701	Bobcat of Marysville, Marysville, WA 14109 Smokey Point Blvd. Marysville WA 98271 Phone: 360-454-1880 Fax:	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
S66 T4 Bobcat Skid Steer Loader	M0347	1	\$39,313.44	\$39,313.44
P68 Performance Package	M0347-P06-P68	1	\$3,485.52	\$3,485.52
Power Bob-Tach	2-Speed			
7-Pin Attachment Control Kit	Hydraulic Bucket Positioning			
High Flow	Automatic Ride Control			
C68 Comfort Package	M0347-P07-C68	1	\$5,595.84	\$5,595.84
"Enclosed Cab with HVAC	Heated Cloth Air Ride Suspension Seat			
Sound Reduction	Premium LED Lights			
Touch Display with Radio & Bluetooth	Rear View Camera"			
Selectable Joystick Controls	M0347-R01-C04	1	\$583.92	\$583.92
68" Heavy Duty Bucket	7272679	1	\$1,185.60	\$1,185.60
--- Bolt-On Cutting Edge, 68"	6718006	1	\$278.01	\$278.01

Total of Items Quoted	\$50,442.33
Dealer P.D.I.	\$150.00
Freight Charges	\$1,160.00
Dealer Assembly Charges	\$75.00
Other Charges: Material and Logistics	\$4,162.00
Quote Total - US dollars	\$55,989.33

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__16__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Monroe sanders
Description of Request:	(2) 9' sanders (2) 14' sanders
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	
Is this project/program expected to span more than one calendar of year?	
Cost:	\$121,349.98
Additional costs related to putting item into service	+10% inflation = \$133,485
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	
Anticipated Budget Line	
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	

(Includes Two Year Manufacture Warranty)	Total for Category A	9 Foot	\$ 26,852.70	\$ 28,195.34
(Includes Two Year Manufacture Warranty)	Total for Category A	10 Foot	\$ 27,640.20	\$ 29,022.21
(Includes Two Year Manufacture Warranty)	Total for Category A	11 Foot	\$ 28,427.70	\$ 29,849.09
(Includes Two Year Manufacture Warranty)	Total for Category A	12 Foot	\$ 29,215.20	\$ 30,675.96
(Includes Two Year Manufacture Warranty)	Total for Category A	13 Foot	\$ 30,107.70	\$ 31,613.09
(Includes Two Year Manufacture Warranty)	Total for Category A	14 Foot	\$ 30,933.00	\$ 32,479.65
(Includes Two Year Manufacture Warranty)	Total for Category A	15 Foot	\$ 32,319.00	\$ 33,934.95

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR__17__

2022 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Scissor Lift
Description of Request:	2022 GENIE GS-1932 XH
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	For overhead facility work primarily indoors
Is this project/program expected to span more than one calendar of year?	
Cost:	\$15,950
Additional costs related to putting item into service	+10% inflation = \$17,545
Will there be any future annual costs <i>(upgrades/renewals)</i>	no
Anticipated Fund	Streets
Anticipated Budget Line	Capital Equipment
Prepared By:	Justin Evans
Department Head Initials: <i>(if other than preparer)</i>	



NEW 2022 GENIE GS-1932 XH (XTRA HEIGHT)

YEAR - 2022

\$15,950

CONTACT SALES



FINANCE AS LOW AS **\$503/MONTH**

GENIE

****1 Year Factory Warranty (Parts/Labor) & 5 Year Structural Warranty****

19' Platform Height / 25' Work Height

DC Electric Motor (Battery), 2WD, Solid Non-Marking Tires, Deck-Extension, Folding Rails, PCON Guard, 32" Wide, Xtra Weight for Full Outdoor Extension.

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	1
Budget Request #	BR__9__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Public Works Equipment storage
Description of Request:	Covered equipment storage
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Have a cover storage area for our equipment; backhoe, remote mower, sanders, chippers.
Is this project/program expected to span more than one calendar of year?	No
Cost:	\$167,000
Additional costs related to putting item into service	PW staff to source product and assemble
Will there be any future annual costs <i>(upgrades/renewals)</i>	No
Anticipated Fund	Streets/Storm
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Jones
Department Head Initials: <i>(if other than preparer)</i>	

2022 Departmental Budget Request

1Department	PW
Priority of Request (1-4)	1
Budget Request #	BR__15__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Asphalt roller
Description of Request:	Asphalt roller for paving projects
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	
Is this project/program expected to span more than one calendar of year?	
Cost:	\$18,675.00
Additional costs related to putting item into service	+10% inflation = \$20,543
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Streets
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	



Wacker Neuson RD12L Ride-On Roller – Kohler EFI eng

From: ~~\$29,125.00~~ **\$18,675.00**

Ship From

Choose an option

ROPS option

Choose an option

Have Questions? Call us at (866)515-7373

2022 Departmental Budget Request

Department	PW
Priority of Request (1-4)	1
Budget Request #	BR ____13__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Excavator Kubota KX080-4
Description of Request:	This is a mini excavator small enough to get into ponds, but large enough to do daily maintenance. A blade on the front allows for grading and is large enough to dig into a dump truck.
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Mini excavator for digging ponds, ditches, and shoulder pulling. Will have a cutting head to cut brush on steep angles.
Is this project/program expected to span more than one calendar of year?	Yes
Cost:	\$130,000 includes 2-buckets, flail head cutter, thumb, swiveling blade.
Additional costs related to putting item into service	+10% inflation = \$143,000
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Storm
xAnticipated Budget Line	Capital Equipment
Prepared By:	Chris Jones
Department Head Initials: <i>(if other than preparer)</i>	

Sourcewell
Utility Tractors & Mowers - 031121
CE and AG - 040319
Utility Vehicles 122220
Arkansas 4500041715
Delaware 055-21673
Mississippi (CE Only) 8200056371
Mississippi 8200055841

KX080-4S2R3A WEB QUOTE #2460750
Date: 9/9/2022 2:49:01 PM
-- Customer Information --
Jones, Chris
City of Lake Stevens
cjones@lakestevenswa.gov
360-322-8948

Quote Provided By
KITSAP TRACTOR & EQUIPMENT
Adam Clark
13869 45th Ave NE
Marysville, WA 98271
email: adam.clark@kitsapkubota.com
phone: 4255281124

-- Standard Features --

-- Custom Options --



K Series KX080-4S2R3A
*** EQUIPMENT IN STANDARD MACHINE ***

FEATURES
Eco Plus System
Auto Idler
Rubber Or Steel Track Models
Air Conditioned ROPS/OPG
(Top Guard, Level I) Cab
Cloth Suspension Seat
Kubota 2 Hydraulic Pump Load
Sensing System
2 Variable Displacement
Pumps
All Controls Hydraulic Pilot
Controls
Two Operating Pattern
Selection System
Accumulator
Standard Front Dozer Blade w/
Float
Optional Float Angle Blade w/
Bolt-on Cutting Edge
360 Degree Full Rotation
70 Degree Left, 60 Degree
Right Boom Swing
17.6 gpm Adjustable Auxiliary
Hydraulics Port 1
26.4 gpm Adjustable Auxiliary
Hydraulics Port 2
Thumb Bracket and Relief
Valves
Five Second Quick Preheat
System
Key Switch Stop System
Half Pitch Rubber Tracks
Self-Bleed Fuel System
Auto-Downshift Two Speed
Travel System
Swivel Negative Brake
Travel Negative Brake
Third Line

ENGINE
V3307 Kubota DI CRS Turbo Tier 4
Final Diesel Engine 4 Cylinder, 4
Cycle
66.6 Gross HP @ 2000 rpm (SAE
J1995)
62.3 Net HP @ 2200 rpm (SAE
J1349)

OPERATIONAL
DIMENSIONS
Max Digging Depth 15' 1"
Max Digging Radius @ Ground
Level 23' 6.3"
Max Vertical Digging Depth 12'
7.6"
Max Dumping Height 17' 2.7"

DOZER BLADE
DIMENSIONS
Width 66.6"
Height 19.7"
Lift Above Ground 19.7"
Drop Below Ground 19.7"

PERFORMANCE
Digging Force @ Bucket (K7427)
Digging Force @ Dipper Arm
Travel Speed (Low / High)
Climbing Ability
Lift Capacity
• Over Front
• Blade Grounded
• 4.0 Ft. Load Point Height
• 12.0 Ft. Load Radius

**DIMENSIONS AND
OPERATING WEIGHT**

KX080-4S2R3A, Rubber
Tracks, Air Conditioned
ROPS/OPG (Top Guard, Level
I) Cab, Angle Dozer
Blade, Dipper Arm, Counter
weight,
Overall Length 21' 1.9"
Overall Width 7' 2.6"
Overall Height 8' 4"
Operating Weight* 18,280 lbs.
Ground Clearance 15.4"

* Includes operator's weight,
175 lbs.

KX080-4S2R3A Base Price: \$123,488.00

(1) 40" FLAIL BRUSH SHREDDER	\$18,950.00
K4080-40" FLAIL BRUSH SHREDDER	
(1) 48" BOLT ON CUTTING EDGE	\$234.00
K7451A-48" BOLT ON CUTTING EDGE	
(1) 48" QA GRADING BUCKET	\$3,489.00
K7441A-48" QA GRADING BUCKET	
(1) KX080 24" QA TRENCHING BUCKET	\$3,050.00
K7427A-KX080 24" QA TRENCHING BUCKET	
(1) QUICK ATTACH COUPLER / KX080-3	\$2,299.00
K7402A-QUICK ATTACH COUPLER / KX080-3	
(1) HYDRAULIC THUMB KIT	\$6,020.00
K7405A-HYDRAULIC THUMB KIT	
(1) CASE DRAIN KIT FOR KX080-4	\$363.00
K9798-CASE DRAIN KIT FOR KX080-4	
Configured Price:	\$157,893.00
Sourcewell Discount:	(\$37,894.32)
SUBTOTAL:	\$119,998.68
2Yr KX080-4S2R3A Extended Warranty (4000 hrs.)	\$6,800.00
Dealer Assembly:	\$382.50
Freight Cost:	\$2,193.75
PDI:	\$250.00

Total Unit Price: \$129,624.93
Quantity Ordered: 1
Final Sales Price: \$129,624.93

**Purchase Order Must Reflect
the Final Sales Price**

To order, place your Purchase Order directly with the quoting
dealer

All equipment shown on this quote is subject to change without notice. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or

1Department	PW
Priority of Request (1-4)	1
Budget Request #	BR__11__

Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Genie telescopic boom lift
Description of Request:	2022 GENIE S-65 XC
Additional items needed to put request into service (equipment, storage, training, accessories)	
Please provide an explanation of the purpose of the project or program	For outdoor overhead facility /street light/vegetation maintenance
Is this project/program expected to span more than one calendar of year?	
Cost:	\$150,00.00
Additional costs related to putting item into service	+10% inflation = \$165,000
Will there be any future annual costs (upgrades/renewals)	no
Anticipated Fund	Streets/Facilities
Anticipated Budget Line	Capital Equipment
Prepared By:	Justin Evans

Request Removed with Addition of Fleet Lease

2022 Departmental Budget Request

Department	Public Works
Priority of Request (1-4)	2
Budget Request #	BR__22__

Please attach current quote along with any other backup documentation

Item/Project Requested:	Ford Explorer
Description of Request:	
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Risk Manager vehicle
Is this project/program expected to span more than one calendar of year?	
Cost:	\$43,000
Additional costs related to putting item into service	+10% inflation = \$47,300
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	General – City Hall
Anticipated Budget Line	
Prepared By:	Aaron Halverson
Department Head Initials: <i>(if other than preparer)</i>	



VEHICLE DESCRIPTION

EXPLORER

2022 EXPLORER XLT 4WD
119" WHEELBASE
2.3L ECOBOOST I-4 ENGINE
10-SPEED AUTO TRANSMISSION

NG B61702

EXTERIOR
ATLAS BLUE METALLIC
INTERIOR
EBONY UNIQUE CLOTH SEATS

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- DOOR HANDLES - BODY COLOR
- EASY FUEL® CAPLESS FILLER
- HEADLAMPS - AUTO LED
- LED SIGNATURE LIGHTING
- MIRRORS-MAN-FOLD DUAL PWR HEATED WITH APPROACH LAMPS
- POWER LIFTGATE
- PRIVACY GLASS - REAR DOORS
- REAR INT WIPER/WASH/DFRST
- REAR SPOILER, BODY COLOR
- ROOF-RACK SIDE RAILS-BLACK
- TAILLAMPS-LED
- TRAILER SWAY CONTROL
- VARIABLE INTERVAL WIPERS

INTERIOR

- 1TOUCH UP/DOWN DR/PASS WIN
- 3RD ROW - 50/50 FOLD FLAT
- DUAL ILLUM VIS VANITY MIRR
- HEATED CLOTH FRONT SEATS
- IP CLUSTER 6.5" LCD SCREEN
- LEATHER WRAPPED STR WHEEL
- POWER DRIVER SEAT - 10 WAY
- POWER PASS SEAT - 4-WAY
- POWERPOINTS - 12V
- ROTARY GEAR SHIFT DIAL
- TILT/TELESCOPING STEERING
- W/WHEEL MOUNTED CONTROLS
- TRI-ZONE ELECTRONIC TMP CTRL
- USB A(1)/C(1)-1ST/2ND ROWS

FUNCTIONAL

- 4-DR INTELL ACCESS LOCK/ UNLOCK W/PUSH-BUTTON START
- AM/FM/MP3, 6 SPEAKERS
- BRAKES, 4-WHEEL DISC/ABS
- FORD CO-PILOT360™
- FORDPASS™ CONNECT
- HILL START ASSIST
- REAR PARKING SENSORS
- REAR VIEW CAMERA
- REFRESH95
- SIDE-WIND STABILIZATION
- SYNC®3 8" SCR N W/APPLINK®

SAFETY/SECURITY

- ADVANCETRAC™ WITH RSC®
- AIRBAG-DRIVER/PASS KNEE
- AIRBAGS - DUAL STAGE FRONT
- AIRBAGS - FRONT SEAT
- MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- INDIV TIRE PRESS MONIT SYS
- LATCH CHILD SAFETY SYSTEM
- PERIMETER ALARM
- PERSONAL SAFETY SYSTEM™
- SOS POST-CRASH ALERT SYS™

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST

INCLUDED ON THIS VEHICLE

(MSRP)

EQUIPMENT GROUP 200A

OPTIONAL EQUIPMENT/OTHER

- 18" 5-SPOKE PAINTED ALUM WHLS
- P255/55R18 AS BSW TIRES
- 4WD REGIONAL DISCOUNT
- FLR LNERS/CARPET MATS-RWS 1&2
- CARGO AREA MANAGEMENT SYSTEM
- 50 STATE EMISSIONS
- CLASS IV TRAILER TOW PACKAGE
- AUTO START-STOP REMOVAL
- REAR AUXILIARY CNTRL S CREDIT
- FRONT LICENSE PLATE BRACKET

- NO CHARGE
- 200.00
- 165.00
- NO CHARGE
- 545.00
- 50.00
- 50.00
- NO CHARGE

PRICE INFORMATION

BASE PRICE	\$40,570.00
TOTAL OPTIONS/OTHER	810.00
TOTAL VEHICLE & OPTIONS/OTHER	41,380.00
DESTINATION & DELIVERY	1,495.00

TOTAL BEFORE DISCOUNTS 42,875.00

4WD REGIONAL DISCOUNT - 300.00

TOTAL SAVINGS - 300.00

RESIDENCY RESTRICTIONS APPLY TO DISCOUNTS/SAVINGS - BASED ON CUSTOMER ZIP CODE. SEE DEALER FOR DETAILS.

	RAMP ONE		TOTAL MSRP	\$42,575.00
	CA72			
	RAMP TWO	CONVOY		
		ITEM #:		
		74-Z506 O/T 2		
	This label is affixed pursuant to the Federal Automobile Information Disclosure Act, Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.			NH151 N RB 2X 270 004019 08 15 22



Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.

Department	PW
Priority of Request (1-4)	2
Budget Request #	BR___10___

2022 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Ford Mavericks for fleet
Description of Request:	3 each Ford Maverick trucks
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	
Is this project/program expected to span more than one calendar of year?	
Cost:	\$75,000
Additional costs related to putting item into service	+10% inflation = \$82,500
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	Streets/Storm/Parks
Anticipated Budget Line	Capital Equipment
Prepared By:	Chris Macdonald
Department Head Initials: <i>(if other than preparer)</i>	

2022 Ford Maverick Hybrid, Front-Wheel Drive, Crew Cab	FWD	2022	Ford	Bud Clary Ford/Hyundai	\$20,888.00
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Request Removed with Addition of Fleet Lease

Department	Public Works
Priority of Request (1-4)	2
Budget Request #	BR ____23__

2022 Departmental Budget Request

Please attach current quote along with any other backup documentation

Item/Project Requested:	Chevrolet Tahoe
Description of Request:	
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	
Please provide an explanation of the purpose of the project or program	Vehicle for Administration
Is this project/program expected to span more than one calendar of year?	
Cost:	\$62,000
Additional costs related to putting item into service	+10% inflation = \$68,200
Will there be any future annual costs <i>(upgrades/renewals)</i>	
Anticipated Fund	General
Anticipated Budget Line	
Prepared By:	Aaron Halverson
Department Head Initials: <i>(if other than preparer)</i>	



MSRP	\$58,925
Dwayne Lane's Market Adjustment	+\$4,000
Your Price	\$62,925

[Details](#)

This is getting attention.
68 people have recently viewed it.



Get E-Price



START BUYING PROCESS