

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.

June 20, 2023 - 6:00 PM

HYBRID COUNCIL MEETING - TWO WAYS TO PARTICIPATE:

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

OR Join Zoom Meeting: <https://us02web.zoom.us/j/81213494415>

or call in at (253) 215-8782 Meeting ID 81213494415

- 1. Call to Order**
- 2. Discussion Items**
 - A. 2023 Budget Amendment No. 2 Barb Stevens
 - B. Playground Replacement Presentation Sarah Garceau
 - C. Graffiti Management and Abatement Aaron Halverson
- 3. 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 COUNCIL STAFF REPORT



Agenda Date: 6/20/2023

Subject: 2023 Budget Amendment No. 2

Contact Person/Department: Barb Stevens, Finance

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

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

REVIEW: Detail of Ordinance No. 1167 Amending Budget Ordinances 1150 and 1162 and including changes to the Organizational Chart. *Will come back for Action/Consent Approval on June 27th.*

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.

Proposed amendments are based on changes in estimates, or other obligations related to grants, previously approved projects or new requests.

Summary of Ordinance 1167 - Amendment #2 to the 2023 Budget - CITYWIDE

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2023 Original Budget - 1150	\$46,253,157	\$40,165,196	\$42,798,780	\$43,619,573
Budget Amendment #1 - 1162	\$15,856,461	\$3,706,424	\$15,888,040	\$3,674,845
Budget Amendment #2	\$0	\$2,156,469	\$2,554,734	(\$398,265)
Totals	\$62,109,618	\$46,028,089	\$61,241,554	\$46,896,153

Summary of Ordinance 1167 - Amendment #2 to 2023 Budget by FUND

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$0	\$0	\$59,308	(\$59,308)
101	Street	\$0	\$70,769	\$43,769	\$27,000
120	Transportation Benefit Fund	\$0	\$750,000	\$590,769	\$159,231
302	Park Mitigation	\$0	\$15,000	\$60,000	(\$45,000)
304	Cap. Improvements	\$0	\$0	\$237,855	(\$237,855)
306	Facility Capital Project	\$0	\$258,000	\$258,000	\$0
309	Sidewalk Capital Project	\$0	\$1,062,700	\$1,218,387	(\$155,687)
410	Storm and Surface Water	\$0	\$0	(\$1,154)	\$1,154
411	Storm Water Capital	\$0	\$0	\$70,000	(\$70,000)
510	Equipment Fund - Computers	\$0	\$0	\$17,800	(\$17,800)
	Total	\$0	\$2,156,469	\$2,554,734	(\$398,265)

Staffing

The following amendments have been made to the 2023 Organizational Chart throughout the year (as previously brought before the Council):

Reclassification/Reallocation within Public Works and Park & Recreation Departments

- Eliminate: PW Office Assistant position (previously shared with Parks)
- Add: Park & Recreation Administrative Assistant

Add: Senior Civil Engineer position whose main focus and the majority of wages will be allocated to the transportation benefit program.

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. Ordinance 1167 - Amending 2023 Budget
2. Budget Amendment No 2 Details
3. 2023 Budget Amendment 2 Org Chart

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1167**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2023 BUDGET AS SET FORTH IN ORDINANCE NO. **1150** AND AS AMENDED IN ORDINANCE NO. **1162** CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2023; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens adopted the 2023 budget pursuant to Ordinance No. 1150; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2023 budget; and

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

SECTION 1. The 2023 budget, as adopted in Ordinance No. 1150 and as amended in Ordinance 1162, 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	Expenditures	\$26,436,464	\$26,495,772	\$59,308	Exp.
001 - General	Ending Fund Balance	\$19,388,661	\$19,329,353	(\$59,308)	EndBal.
101 - Street	Revenues	\$3,239,853	\$3,310,622	\$70,769	Rev.
101 - Street	Expenditures	\$3,660,536	\$3,704,305	\$43,769	Exp.
101 - Street	Ending Fund Balance	\$2,098,315	\$2,125,315	\$27,000	EndBal.
120 - Transportation Benefit	Revenues	\$0	\$750,000	\$750,000	Rev.
120 - Transportation Benefit	Expenditures	\$0	\$590,769	\$590,769	Exp.
120 - Transportation Benefit	Ending Fund Balance	\$0	\$159,231	\$159,231	EndBal.
302 - Park Mitigation	Revenues	\$1,326,245	\$1,341,245	\$15,000	Rev.
302 - Park Mitigation	Expenditures	\$2,001,903	\$2,061,903	\$60,000	Exp.
302 - Park Mitigation	Ending Fund Balance	\$1,234,829	\$1,189,829	(\$45,000)	EndBal.
304 - Cap. Imp. - REET II	Expenditures	\$3,987,570	\$4,225,425	\$237,855	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$4,886,095	\$4,648,240	(\$237,855)	EndBal.
306 - Facility Capital Project	Revenues	\$0	\$258,000	\$258,000	Rev.
306 - Facility Capital Project	Expenditures	\$0	\$258,000	\$258,000	Exp.
309 - Sidewalk Capital Projects	Revenues	\$10,000	\$1,072,700	\$1,062,700	Rev.
309 - Sidewalk Capital Projects	Expenditures	\$350,000	\$1,568,387	\$1,218,387	Exp.
309 - Sidewalk Capital Projects	Ending Fund Balance	\$380,865	\$225,178	(\$155,687)	EndBal.
410 - Storm & Surface Water	Expenditures	\$5,734,046	\$5,732,892	(\$1,154)	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,561,778	\$1,562,932	\$1,154	EndBal.
411 - Storm Water Capital	Expenditures	\$562,034	\$632,034	\$70,000	Exp.
411 - Storm Water Capital	Ending Fund Balance	\$4,009,417	\$3,939,417	(\$70,000)	EndBal.
510 - Equip Fund - Computer	Expenditures	\$658,954	\$676,754	\$17,800	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	\$192,948	\$175,148	(\$17,800)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 1150 and as amended in Ordinance 1162 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 27th day of June, 2023.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Presented: June 20, 2023
Final Reading: June 27, 2023

Published:
Effective:

Project	Fund	Fund #	Revenue/Expenditure Acct	Type	Total Amended	Notes	N	Notes
Operations	General	001	CS - Event Contributions	Exp	\$3,500	Music in the Park Contribution	CA	Apr-23
Operations	SWM	410	SW - Milfoil Treatment	Exp	\$20,000	Not to exceed contract amount	CA	4/25/2023
Operations	IT Renewals	510	LR - Microsoft	Exp	\$17,800	Email and Hardware Tokens - Boards & Comm & Seasonals	Adj	
Operations	General	001	Judgements & Settlements	Exp	\$3,862	Reimb Cedarwood HOA for utilities & maint of city parcel	Adj	
Admin Asst	General	001	Parks Salaries	Exp	\$10,000	Park & Rec Admin Asst Reclassification	CA	6/13/2023
Admin Asst	General	001	Parks Benefits	Exp	\$6,000	Park & Rec Admin Asst Reclassification	CA	6/13/2023
Admin Asst	General	001	Parks Salaries	Exp	\$10,000	Park & Rec Admin Asst Reclassification	CA	6/13/2023
Admin Asst	General	001	Parks Benefits	Exp	\$6,000	Park & Rec Admin Asst Reclassification	CA	6/13/2023
Admin Asst	General	001	General Gov't Salaries	Exp	(\$800)	Reallocate PW Office Assistant to Park Admin Assistant	CA	6/13/2023
Admin Asst	General	001	General Gov't Benefits	Exp	(\$600)	Reallocate PW Office Assistant to Park Admin Assistant	CA	6/13/2023
Admin Asst	Street	101	Street Salaries	Exp	(\$18,000)	Reallocate PW Office Assistant to Park Admin Assistant	CA	6/13/2023
Admin Asst	Street	101	Street Benefits	Exp	(\$12,000)	Reallocate PW Office Assistant to Park Admin Assistant	CA	6/13/2023
Admin Asst	SWM	410	SWM Salaries	Exp	(\$18,000)	Reallocate PW Office Assistant to Park Admin Assistant	CA	6/13/2023
Admin Asst	SWM	410	SWM Benefits	Exp	(\$12,000)	Reallocate PW Office Assistant to Park Admin Assistant	CA	6/13/2023
131st Sewer	Capital	306	Commerce Grant Revenue	Rev	\$208,000	DOC - Sewer & Infrastructure Planning (131st Planning)	CA	
131st Sewer	Capital	306	Engineering - 131st	Exp	\$208,000	Sewer & Infrastructure Planning (131st Planning) - Pace Eng	CA	
131st Sewer	Capital	306	CERB Grant Revenue	Rev	\$50,000	CERB - Lift St Planning (need \$12,500 match)	CA	
131st Sewer	Capital	306	Engineering - 131st	Exp	\$50,000	Lift Station Planning	CA	
131st Sewer	PR	004	PR - Capital Project	Exp	\$12,500	Lift Station Planning match	CA	
Davies	Park Mit	302	PM - Davies Low Profile Dock	Exp	\$15,000	Account for donation/contribution from Row Club	CA	
Davies	Park Mit	302	Donation - Row Club Docks	Rev	\$15,000	Account for donation/contribution from Row Club	CA	
S. Lake Stvs	Sidewalk	309	S. Lake Stevens Path Design	Exp	\$50,000	Grant Award and Expense - roll forward	RF	12/13/2022
S. Lake Stvs	Sidewalk	309	Snohomish County Grant	Rev	\$50,000	Cedar St. & 30t St and S.Lake Stevens Rd & 101st	RF	12/13/2022
ADA	Street	101	Pavement Preservation	Exp	(\$492,700)	No PP this year due to ADA needs. Transfer funds to 309	Adj	
ADA	Street	101	Transfer to ADA Ramp Imp	Exp	\$492,700	Adjust budget from PP to transfer out	Adj	
ADA	Sidewalk	309	Transfer to ADA Ramp Imp	Rev	\$492,700	ADA Compliance	Adj	
ADA	Sidewalk	309	ADA Ramp Improvements	Exp	\$648,387	ADA Compliance	Adj	
Sunset	SWC	411	Storm Water Mitigation	Exp	\$70,000	Design & Construction	Adj	
Sunset	Tree Mit	302	Tree Mitigation	Exp	\$45,000	Design & Construction	Adj	
Sunset	REET 2	304	Sunset Beach - REET 2	Exp	\$237,855	Design & Construction	Adj	

Admin Asst – Reallocate a PW position to Parks Department. Increase in General fund of \$14,600 and a decrease in other funds of \$60,000. Overall citywide cost savings due to long term PW position vacancy.

131st Sewer – To account for last minute grant funding opportunity and related expenditures. The City's local match portion of \$12,500 is being budgeted from the remaining Pandemic Recovery funds.

ADA – Engineering estimates have been received for ADA ramp improvements to be completed in 2023. A request to award the contract will come to Council June 27th. The total 2023 project including engineering and construction is estimated at \$1,048,387. The current approved budget includes \$400,000, leaving \$648,387 needed. The proposed budget includes reallocating \$492,700 unused pavement preservation budget to the project. The overall increase in citywide expenditure budget is \$155,687 to be added from the Sidewalk Capital fund cash balance, currently at \$602,000.

Sunset – Engineering estimates have been received for the Sunset Beach project. A request to award the contract will come to Council June 27th. The total project including engineering and construction is estimated at \$609,855. The current approved budget includes \$257,000 from REET II, leaving \$352,855 needed to complete the project. The proposed budget includes allocating the storm water mitigation costs of \$70,000 to the Storm Water Capital fund, the landscape costs of \$45,000 to the Tree Mitigation line item in the Park Mitigation Fund, and the remaining \$237,855 be added from the REET II fund cash balance, currently at \$6M.

Project	Fund	Fund #	Revenue/Expenditure Acct	Type	Total Amended	Notes	N	Notes
Civil Eng	General	001	GG-Salaries Regular	Exp	\$6,318	Amended for Senior Civil Engineer (NRE55) (10%)	CA	4/25/2023
Civil Eng	General	001	GG-Benefits	Exp	\$2,528	Amended for Senior Civil Engineer (NRE55) (10%)	CA	4/25/2023
Civil Eng	SWM	410	SW-Salaries	Exp	\$6,318	Amended for Senior Civil Engineer (NRE55) (10%)	CA	4/25/2023
Civil Eng	SWM	410	SW-Benefits	Exp	\$2,528	Amended for Senior Civil Engineer (NRE55) (10%)	CA	4/25/2023
Civil Eng	Street	101	ST-Operating Cost	Exp	\$3,000	Amended for Senior Civil Engineer	CA	4/25/2023
Civil Eng	Street	101	ST-Salaries	Exp	\$50,549	Amended for Senior Civil Engineer (NRE55) (80%)	CA	4/25/2023
Civil Eng	Street	101	ST-Benefits	Exp	\$20,220	Amended for Senior Civil Engineer (NRE55) (80%)	CA	4/25/2023
TBD/Civil Eng	TBD	120	Transfer out - Wages	Exp	\$70,769	Reimburse TBD related Engineer wages	CA	4/25/2023
TBD/Civil Eng	Street	101	Transfer In from TBD Fund 120	Rev	\$70,769	Reimburse TBD related Engineer wages	CA	4/25/2023
TBD Revenue	TBD	120	Sales Tax Revenue	Rev	\$750,000	Estimated First Year Sales Tax	Adj	
TBD Transfer	TBD	120	Transfer Out - Sidewalk/Trails	Exp	\$520,000	Placeholder 4 projects	Adj	
TBD Transfer	Sidewalk	309	Transfer In from TBD Fund 120	Rev	\$520,000	Placeholder 4 projects	Adj	
TBD Projects	Sidewalk	309	Project Design - 91st Ave SE	Exp	\$80,000	4th ST SE to Market Street	Adj	
TBD Projects	Sidewalk	309	Project Design - 91st Ave SE	Exp	\$110,000	8th ST SE to 4th ST SE	Adj	
TBD Projects	Sidewalk	309	Project Design - 91st Ave SE	Exp	\$155,000	20th ST SE to 12th SE	Adj	
TBD Projects	Sidewalk	309	Project Design - 117th Ave NE	Exp	\$175,000	20th ST NE to 26th ST NE	Adj	

The budget transactions listed above account for the revenues, interfund transfers, and project expenditures related to the Transportation Benefit Program. These details also include the additional budget for the recently approved Senior Civil Engineer position whose main focus and majority of wages will be allocated to the Transportation Benefit Program.

To summarize, Transportation Benefit Program Adjustments & Amendments for 2023 include estimated revenues in the amount of \$750,000, estimated funding needs for four pre-construction engineering design projects totaling \$520,000, and estimated reimbursement amount of \$70,769 for transportation benefit related wages for the Senior Civic Engineer. Wage reimbursements may include other staff as the projects progress.

Key:

Column: Project - Sorted and color coded by project or similar transaction

Column: Fund & Fund # - Lists the fund the amendment will affect

Column: Revenue/Expenditure Account - Name of the account line item

Column: Type - Specifies Revenue or Expenditure type

Column: Budgeted - Currently Approved Budget Amount

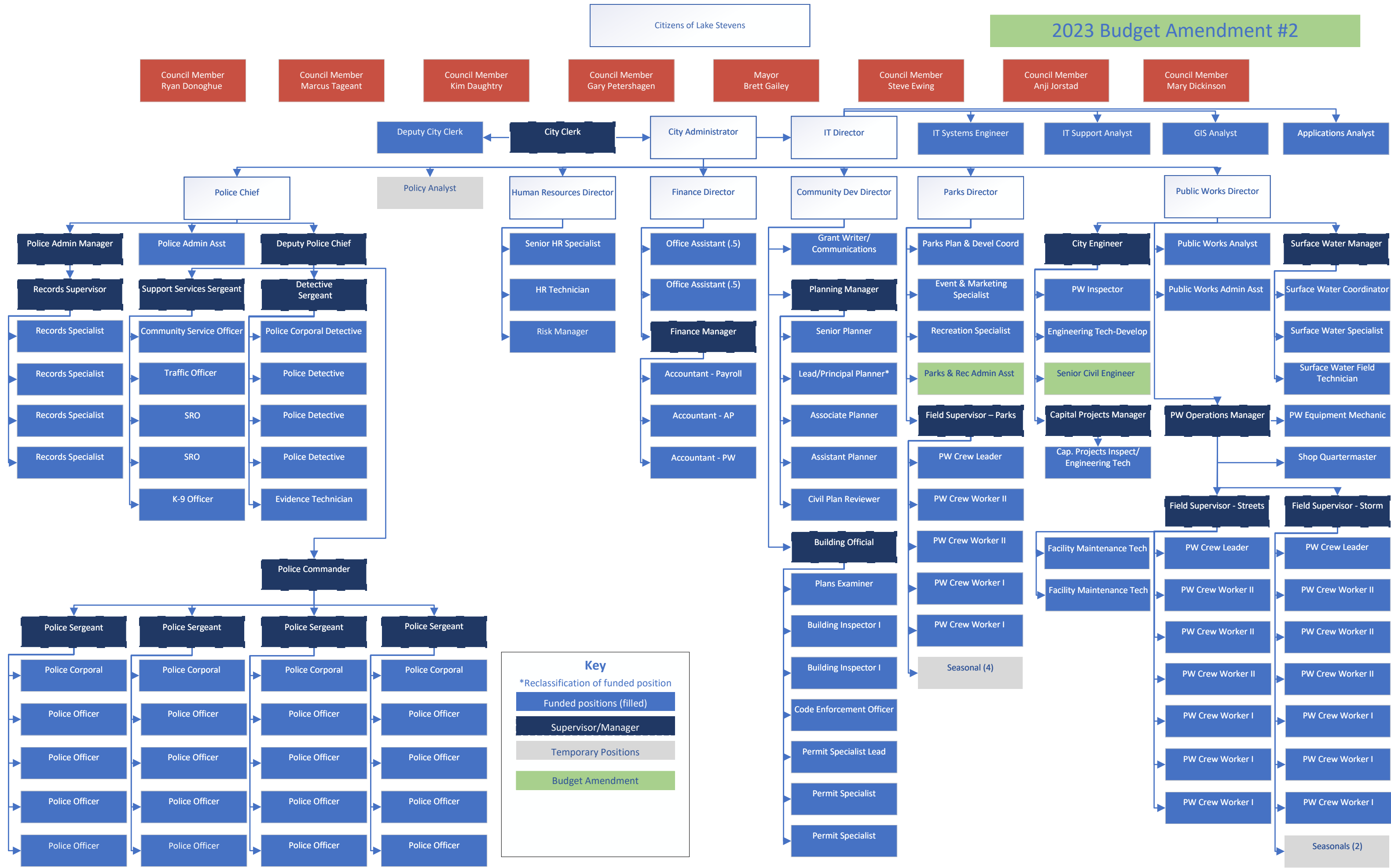
Column: Total Amended - Amount included in this proposed amendment

Column: New Budget - New authorized amount if approved

Column: Notes - Documents reason for the amendment

Column: R: Reason Codes: "RF" - This is a reauthorization of the remaining budget from the prior year.

Reason Code: "Adj" - Adjustments are not generally related to prior budgets, and may or may not affect the overall citywide budget (Netted)



Key

- *Reclassification of funded position
- Funded positions (filled)
- Supervisor/Manager
- Temporary Positions
- Budget Amendment

CITY COUNCIL STAFF REPORT



Agenda Date: 6/20/2023

Subject: Playground Replacement Presentation

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide input regarding future city playgrounds.

SUMMARY/BACKGROUND:

The Parks and Recreation Department began reviewing playgrounds on city property in February 2023. Five playgrounds were closed due to safety concerns; one was reopened after repairs. The department has now analyzed all playground locations in the city and has prepared their recommendation for future playgrounds within the city.

The playground at Oak Hill Park will be replaced and is a top priority. The city is actively working with the developer and will provide the public with an update as soon as possible.

The three playgrounds located at Mandolin Court, Summer Hill Estate, and Greenwood Village 1 were removed and are not recommended for replacement. Reasoning includes accessibility, parking, site conditions (including topography, size, visibility), and other considerations for best practices in choosing playground locations.

An additional six playgrounds are expected to reach the end of their useful lives within the next five years. One of these, Crossings at Catherine Creek, will not be recommended for replacement, while the remaining five located at Timberlake (Jake's Place), Baker Vista, Greenwood Village 2, The Reserve, and The Reserve 3 should be considered for future replacement.

Many of these playgrounds were originally installed on city property as the neighborhoods were developed by contractors and HOAs were formed. Years ago, open space and storm detentions were transferred over to city ownership, while HOAs continued to landscape the areas and use the land for recreation. The city is open to discussing possible agreements with HOAs who desire to install private playgrounds, or other recreational amenities, on city-owned land.

Furthermore, the Parks Department has analyzed the locations of playgrounds throughout the city and has determined the areas where future playgrounds should be installed. A large playground to serve the entire community should be placed in the southeast quadrant, as well as the southwest, side of the lake. Several small to medium playgrounds will be needed to serve neighborhoods, with most locations identified around the south half of the lake. These locations will be presented using maps during the meeting.

The Parks and Recreation Planning Board voted to support the recommendations for playground locations as presented.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 6/20/2023

Subject: Graffiti Management and Abatement

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Graffiti or tagging is a crime that affects city and non-city property. Graffiti on city-owned property is the responsibility of the city to abate within ten days of receiving notice, while graffiti on non-city property is a law enforcement and code enforcement matter.

City-Owned Property Abatement

Public works is notified of the graffiti or tagging on city property through its CitizenVUE portal or alternative means including email or phone calls. Public Works crews are also on the lookout for graffiti. Once it is confirmed that the graffiti is on city property, a work order is generated to abate the condition. Obscene graffiti is abated as soon as possible, while other types of graffiti are a scheduled response, but never more than ten days after receiving notification.

Non-City Property

In accordance with Lake Stevens Municipal Code 9.60.130, graffiti on non-city property requires notification to the property owner by the Police Department. Code Enforcement sends a letter if the Police Department is unable to notify the property owner in person. The property owner then has ten days to abate the condition.

Graffiti.

Allowing graffiti or any other unauthorized defacement of any surface visible to the public to remain for more than ten (10) days after discovery by the property owner and/or occupant or notification by the Lake Stevens Police Department is prohibited.

If the graffiti is not abated within 10 days of the property owner receiving notice, Title 17 Uniform Enforcement Code provisions are applied to gain compliance. If the Code Enforcement Officer is unable to get the property owner to abate the condition through the code enforcement process, then Public Works is notified, and work is scheduled to abate the graffiti in accordance with LSMC 17.80.010.

17.80.010 Abatement.

(a) Upon prior approval by the Code Enforcement Officer, the City may abate a condition which was caused by or continues to be a civil violation or civil infraction when:

- (1) The terms of the VCA pursuant to this title have not been met; or*
- (2) A notice of violation or emergency order has been issued, the period for filing an appeal with the Hearing Examiner has expired, and the required correction has not been completed; or*
- (3) A notice of violation or emergency order has been issued, a timely appeal was filed, the appellant failed to appear at the scheduled hearing or a hearing was held as provided in this title and the required correction has not been completed by the date specified by an order of the Hearing Examiner; or*
- (4) The condition is subject to summary abatement as provided for in this chapter or other provisions of City or State law.*

(b) Summary Abatement. When a code violation causes a condition, the continued existence of which constitutes an immediate and emergent threat to the public health, safety, or welfare or to the environment, the City may summarily, and without prior notice to the person responsible, abate the condition. Notice of such abatement, including the reason for it, shall be given to the person responsible for the violation as soon as reasonably possible after the abatement.

Washington State Department of Transportation (WSDOT) Sound Walls

The sound walls on State Route 9 are owned by WSDOT. When they are vandalized with graffiti, it is the responsibility of WSDOT to abate the condition within 10 days of being notified by the City. If the condition is not abated within 10 days, the code enforcement process is utilized to gain compliance. WSDOT has been notified, and the Code Enforcement Officer is pursuing the matter.

Graffiti Management Plan

The Police, Planning, and Public Works Departments are working on Graffiti Management Plan to streamline the process and clarify roles and responsibilities. The plan will include flow charts documenting how the response is handled on city, private, and other government property along with forms for notification, documentation and correspondence.

APPLICABLE CITY POLICIES:

LSMC 9.60.130 and LSMC Title 17

ATTACHMENTS:

None