

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.

October 17, 2023 - 6:00 PM

TWO WAYS TO PARTICIPATE:

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

Join Zoom Meeting: <https://us02web.zoom.us/j/88989505112>

or call in at (253) 215-8782 Meeting ID 889 8950 5112

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Introduce Tyler Ambrose, Crew Worker, Parks and Recreation Sarah Garceau
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
9. **Discussion Items**
 - A. 2023 Budget Amendment No. 3 - Ordinance 1174 Barb Stevens
10. **Executive Session - Confidential Session of the Council**
 - A. Property Acquisition per RCW 42.30.110 1 (c). Action to follow.
11. **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: 10/17/2023

Subject: 2023 Budget Amendment No. 3 - Ordinance 1174

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.1174 Amending Budget Ordinances 1150, 1162, and 1167. *Will come back for Action/Consent Approval on October 24th.*

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 awards.

Proposed amendments are based on previously approved projects, or other obligations related to grants or donations. No new requests are included in this amendment.

Summary of Ordinance 1174 - Amendment #3 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 - 1167	\$0	\$2,156,469	\$2,554,734	(\$398,265)
Budget Amendment #3 - 117	\$0	\$122,625	\$162,625	(\$40,000)
Totals	\$62,109,618	\$46,150,714	\$61,404,179	\$46,856,153

Summary of Ordinance 1174 - Amendment #3 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	\$116,559	\$116,559	\$0
101	Street	\$0	\$173	\$173	\$0
304	Cap. Improvements	\$0	\$0	\$40,000	(\$40,000)
410	Storm and Surface Water	\$0	\$172	\$172	\$0
633	Treasurer's Trust	\$0	\$5,721	\$5,721	\$0
	Total	\$0	\$122,625	\$162,625	(\$40,000)

Detail of Ordinance 1174 - Amendment #3 to 2023 Budget

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Total Amended	Notes
Donation	General	001	Donation - Police Department	Rev	\$50	Cowles Donation \$50
Donation	General	001	LE - Donation Exp - Other	Exp	\$50	Cowles Donation \$50
Donation	General	001	Donation - Police Department	Rev	\$500	AWC Mini Grant \$500
Donation	General	001	LE - Facilities Minor Equip	Exp	\$500	AWC Mini Grant \$500
Donation	General	001	PK - Donations/Sponsorships	Rev	\$5,000	Sponsorship Funding for Events (Placeholder)
Donation	General	001	PK - Special Event Prof Service	Exp	\$3,000	Sponsorships for Events (Placeholder)
Donation	General	001	PK - Special Event Supplies	Exp	\$2,000	Sponsorships for Events (Placeholder)
WCIA	General	001	GF - Private Grant (WCIA/AWC)	Rev	\$7,195	WCIA Training & Software Reimbursements
WCIA	Street	101	ST - Private Grant (WCIA/AWC)	Rev	\$173	WCIA Training Reimbursements
WCIA	Stormwater	410	SW - Private Grant (WCIA/AWC)	Rev	\$172	WCIA Training Reimbursements
WCIA	General	001	Legislative - Prof. Development	Exp	\$1,500	Scott Snyder's Respecting Roles & Responsibilities Policy Makers
WCIA	General	001	HR - Staff Development	Exp	\$690	AWC Labor Relations Institute (*2)
WCIA	General	001	PL - Staff Development	Exp	\$850	PAW Annual Conference (*2) & IACC Conference
WCIA	General	001	PB - Staff Development	Exp	\$1,850	WABO (*6) & WACE Fall Conference
WCIA	General	001	PK - Staff Development	Exp	\$1,305	AWC Labor Relations & WRPA Annual Conference (*4)
WCIA	General	001	LE - Professional Service - Fixed	Exp	\$1,000	Lexipol Software
WCIA	Street	101	ST - Staff Development	Exp	\$173	AWC Labor Relations Institute (Split ST/SW)
WCIA	Stormwater	410	SW - Staff Development	Exp	\$172	AWC Labor Relations Institute (Split ST/SW)
Grant	General	001	LE - CJTC Grant	Rev	\$100,000	Wellness Grant (approved 7/11/23)
Grant	General	001	LE-Prof Srv - Wellness Grant	Exp	\$95,000	Wellness Grant (approved 7/11/23)
Grant	General	001	LE - Wellness Grant Supplies	Exp	\$5,000	Wellness Grant (approved 7/11/23)
Grant	General	001	WA OPD - Social Worker Grant	Rev	\$3,814	Supplemental OPD Grant for Public Defender Training
Grant	General	001	Social Worker Program (Grant)	Exp	\$3,814	Supplemental OPD Grant for Public Defender Training
Grant	Trust	633	OPD Grant - Arlington Portion	Rev	\$5,721	Supplemental OPD Grant for Public Defender Training
Grant	Trust	633	OPD Grant Exp - Arlington	Exp	\$5,721	Supplemental OPD Grant for Public Defender Training
Sunset	REET 2	304	R2 - Sunset Dock Improvements	Exp	\$40,000	Sunset Dock (Contract Approved 6/27/23)

All proposed amendments increase both revenues and the expenditures equally, with the exception of the Sunset Dock Improvement adjustment in fund 304. The Sunset project cost was previously discussed and the contract approved at the June 27th City Council meeting.

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 1174 - 2023 Budget Amendment No. 3

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1174**

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 NOS. **1162** AND **1167** 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 amended the budget in Ordinances 1162 and 1167; 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 Ordinances 1162 and 1167, 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	\$20,873,795	\$20,990,354	\$116,559	Rev.
001 - General	Expenditures	\$26,495,772	\$26,612,331	\$116,559	Exp.
101 - Street	Revenues	\$3,310,622	\$3,310,795	\$173	Rev.
101 - Street	Expenditures	\$3,704,305	\$3,704,478	\$173	Exp.
304 - Cap. Imp. - REET II	Expenditures	\$4,225,425	\$4,265,425	\$40,000	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$4,648,240	\$4,608,240	(\$40,000)	EndBal.
410 - Storm & Surface Water	Revenues	\$4,885,644	\$4,885,816	\$172	Rev.
410 - Storm & Surface Water	Expenditures	\$5,732,892	\$5,733,064	\$172	Exp.
633 - Treasurer's Trust	Revenues	\$385,900	\$391,621	\$5,721	Rev.
633 - Treasurer's Trust	Expenditures	\$385,900	\$391,621	\$5,721	Exp.

SECTION 2. Except as set forth above, all other provisions of Ordinance 1150 and as amended in Ordinance 1162 and 1167 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 24th day of October, 2023.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Presented: October 17, 2023

Final Reading: October 24, 2023

Published:

Effective: