

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.

July 2, 2024 - 6:00 PM

Ways to participate:

In person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
or Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/86003540720>
or call in at (253) 215-8782 Meeting ID 86003540720

- 1. Call to Order**
- 2. Discussion Items**
 - A. Community Development Quarter 2 Report Russ Wright
 - B. Facilities Division Update Aaron Halverson
 - C. Weir Replacement and Lower Stevens Creek Project Update Shannon Farrant
 - D. 2024 Budget Amendment No. 2 Barb Stevens
- 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: 7/2/2024

Subject: Community Development Quarter 2 Report

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA - all items are budgeted

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No Action - Planning and Community Development (PCD) provides the City Council with a quarterly report with key accomplishments.

SUMMARY/BACKGROUND:

Long Range Update

Each year, staff develops a Long-Range Planning Work Program, reviewed by the Planning Commission and approved by the City Council. The work program includes comprehensive plan amendments, development code amendments, annexations and other special projects. The work program with status updates is attached for review (Attachment 1). Items with changed action dates are shown in underline mode.

Comprehensive Plan Amendments:

Staff spent much of the year working on the 2024 Comprehensive Plan Periodic Update, with a specific emphasis on incorporating new growth targets, climate change and equity provisions. To date, the Planning Commission has reviewed and provided comments on updated plan chapters and revised goals and policies for all nine elements. Staff held four work sessions on the 2024 Comprehensive Plan periodic update with the Planning Commission between April and June and briefed the City Council on June 25, with another briefing scheduled for July 9. Staff will incorporate feedback from the City Council and Planning Commission in advance of issuing the public and agency draft of the full Comprehensive Plan.

Development Code:

- The Solicitor License Code Amendment was adopted via Ordinance No. 1185 on June 25, 2024.
- Phase two of the Code Amendments is anticipated to commence after the adoption of the Comprehensive Plan and will primarily focus on implementation tasks including the streets chapters, impact fees, review process and housing implementation.

Annexations:

- No annexations have been received or are being proposed in 2024.

Special Projects:

- The Community Transit (CT) Pilot Program subcommittee participation process was completed in March 2024. CT's goal is to have the Zip Car Pilot program up and running for residents by late 2024 or early 2025. CT is also considering a Community Van as an additional transit pilot option available to city residents. On June 4, 2024, the community transit representative presented the finding to council and will start the marketing campaign this summer and fall at local events.

Permitting

The permit numbers for the second quarter of 2024 are included as **Attachment 2** – total 544. These include 58 land use permits and 112 building permits. Some notable building permits include Happy Lemon, Gesa Credit Union, and the Sewer District Business Center. North Sound Physical Therapy, AJ Family Dentistry and Lake Stevens Chiropractic received final occupancies.

Code Enforcement

In Quarter 2, there were 11 new cases opened and 54 cases closed. The code enforcement officer has continued to remove non-compliant signs in the right-of-way and coordinate with businesses in the industrial area to ensure odor requirements are followed. The code enforcement officer continues to work with the PD to monitor and provide outreach to property owners when any graffiti is found on private property. He and the Building Official attended the Summer online Washington Association of Code Enforcement meeting and learned more about thriving in Code Enforcement, goal of compliance over penalties and/or abatement.

Administration

PCD hired our first Administrative Assistant who has been helping manage various contracts, including the Museum and Council Chamber RFPs. She has assisted with

getting the flag design completed and ordered. She has been assisting with forms updates and helping to clean up the website and electronic drive, preparing us to migrate to Share Point.

PCD held its bi-annual retreat on June 27, 2024. The major agenda topics included:

- Where are we headed as a city and department?
- Process improvements include steps to achieve compliance with SB 5290, which will reduce plan review timelines, workflow processes, and knowing your code.
- We celebrated completed process improvements and department milestones.

Director

- The Director supported the City Administration and Councilmembers at the DC Fly-in on legislative priorities.
- The city has solicited architectural services for the new museum. After a review by the City Administrator, Council President, Building Official and myself we have selected an architect to design the museum and have started contract negotiations.
- The city has solicited architectural services for Phase 1 of the City Campus project. The review will be completed by the City Administrator, a Council Representative, Building Official, Public Works Representative and me.
- The staff solicited a contract for real estate services to sell surplus city properties. The council will review and approve the contract proposal at its July 9 meeting.
- The Director and City attorney provided interlocal agreement comments to the city of Everett regarding development options and the extension of utilities through and/or around the water transmission line right-of-way to facilitate the development of the property.
- The Director brought the conceptual designs for 91st Ave Streetscape improvements to Council for review and is working with the consultant on small changes to address City Council feedback.
- Finally, the Director worked on completing a flag design for the city with input from staff, the Mayor and City Council.

Building Official

- The Building Official facilitated a LEAN improvement process with Snohomish Regional Fire & Rescue, Police, Public Works Engineering, Planning and Code Enforcement related to fire lane / no parking signage and enforcement. The testing phase is complete, and the process has moved to the maintenance phase.

- Working together with the cities of Sultan and Monroe, the Building Official is working on a consistent Snohomish Fire and Rescue ILA draft for management review and approval.

Process Improvements

Staff continues to update internal and external development checklists to improve land use and building permit applications as well as streamline the review process.

- Training was provided at Technical Staff Review (TSR) in June to meet the updated comment review standards. Both internal and outside agencies attended.
- Permit Specialist training regarding complete and accurate customer responses to comply with SB 5290.
- New accessory dwelling unit (ADU) and short-term rental renewal forms and handouts have been developed to assist residents in their application processes. The city has seen an uptick in interest in developing ADUs following the adoption of an updated code earlier this year to comply with changes to state law.
- Three staff members in the Building Division passed the ICC Accessibility Inspector/ Plans Examiner exam.
- The Assistant Planner passed the American Institute of Certified Planners (AICP) exam in June and now all planners are AICP certified.
- Purchase of our first fully electronic code books for Inspectors, Plans Examiners and Building Official.
- Firework Stand Permit have been updated and made available through the Citizen Portal for online applications. Five Firework Stand Permits have been processed.
- Participated in the AWPA certification.
- Permit and plan review software has been reviewed for upcoming budget proposals.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Att.1 2024 Long Range Work Program_2nd Quarter Status_6-27-2024
2. Att.2 PERMIT_SUMMARY_20839149



Lake Stevens 2024 Long Range Work Program – Project Status					
Amendments	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
<i>General Zoning Code</i>					
1. Code Clean Up (Various Sections)	PC/CC				Complete – Ordinance 1179
2. Process Code Update 14.16A and 14.16B – Phase 1	CC				Complete – Ordinance 1179
3. Solicitors License Update – Chapter 4.04		<u>CC</u>			Complete – Ordinance No.1185
4. Building Code Update (14.80)	CC				Complete – Ordinance 1160
5. Mixed-use Code Update (14.36 and others) On-hold until comp plan is further along.			<u>PC/CC</u>	<u>PC/CC</u>	Carryover – Review the city's mixed-use regulations, both within subareas and designated mixed-use zoning districts.
<i>Comprehensive Plan Zoning Code Implementation</i>					
6. Streets and Sidewalk Code (14.56 and others) On-hold until comp plan is further along.			PC/CC	PC/CC	Update streets code to reflect transportation analysis, including multi-modal uses following the Comprehensive Plan. Concurrently, the city will update its EDDS.
7. LS Industrial Center Code Implementation (Various Sections) On-hold until comp plan is further along.			<u>PC/CC</u>	<u>PC/CC</u>	Code updates to implement Lake Stevens Industrial Center Analysis.



One Community Around the Lake

Amendments	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
8. Design Review (Various Sections) Move to Q1 2025			<u>PC/CC</u>	<u>PC/CC</u>	Update design review code language to include only “clear and objective standards”, as required by HB 1293. Must be completed by June 2025.
9. Process Code Update Phase II (14.16A and 14.16B) Complete in 2025			<u>PC/CC</u>	<u>PC/CC</u>	Code updates to the city’s review process to improve and streamline permit review in accordance with new state law timelines as well as HB 1293 and SB 5290.
10. Housing Action Plan Implementation (Various Sections) On-hold until comp plan is further along			PC/CC	PC/CC	Update infill code and address HB 1220 requirements for permanent supportive housing (PSH) and emergency housing. Update temporary encampment regulations.
11. Park Impact Fees (14.120)	TBD following Comp Plan adoption. Will coordinate with Park Department				Carryover. Update Parks Impact Fees, including methodology and exemptions
<i>Comprehensive Plan</i>					
1. 2024 Periodic Update (All Elements)	PC / CC	PC / CC	PC / CC		Carryover. Complete public engagement, land use alternatives analysis, goal/ policy development, and revised elements and maps. Adoption due by December 2024.



2. Transportation Analysis	PC / CC	PC / CC	PC / CC		Carryover. Complete multi-modal transportation analysis and update of the Comprehensive Plan Transportation Element as part of 2024 Periodic Update.
3. Utilities Element / Sewer Plan Update	TBD. Timeline likely 12-18 months, carrying forward into 2025.				Implementation task for merger with sewer district
Annexations					
1. Explore Annexation of remaining portions of UGA	TBD - 2025			There are three remaining areas of UGA (Hwy 92, 12th St NE, and south of 20th St SE) which the city may consider for annexation.	
2. Petition Placeholder	TBD			Process citizen-initiated annexations as requested	
Miscellaneous					
1. Snohomish County Tomorrow / TAC / Alliance for Affordable Housing	Continue participation in SCT, TAC and AHA – report out to PC and Council on actions				
2. Economic Development Marketing Materials	Ongoing				

General Schedule – subject to change based on staff and funding availability.

1st Quarter January through March

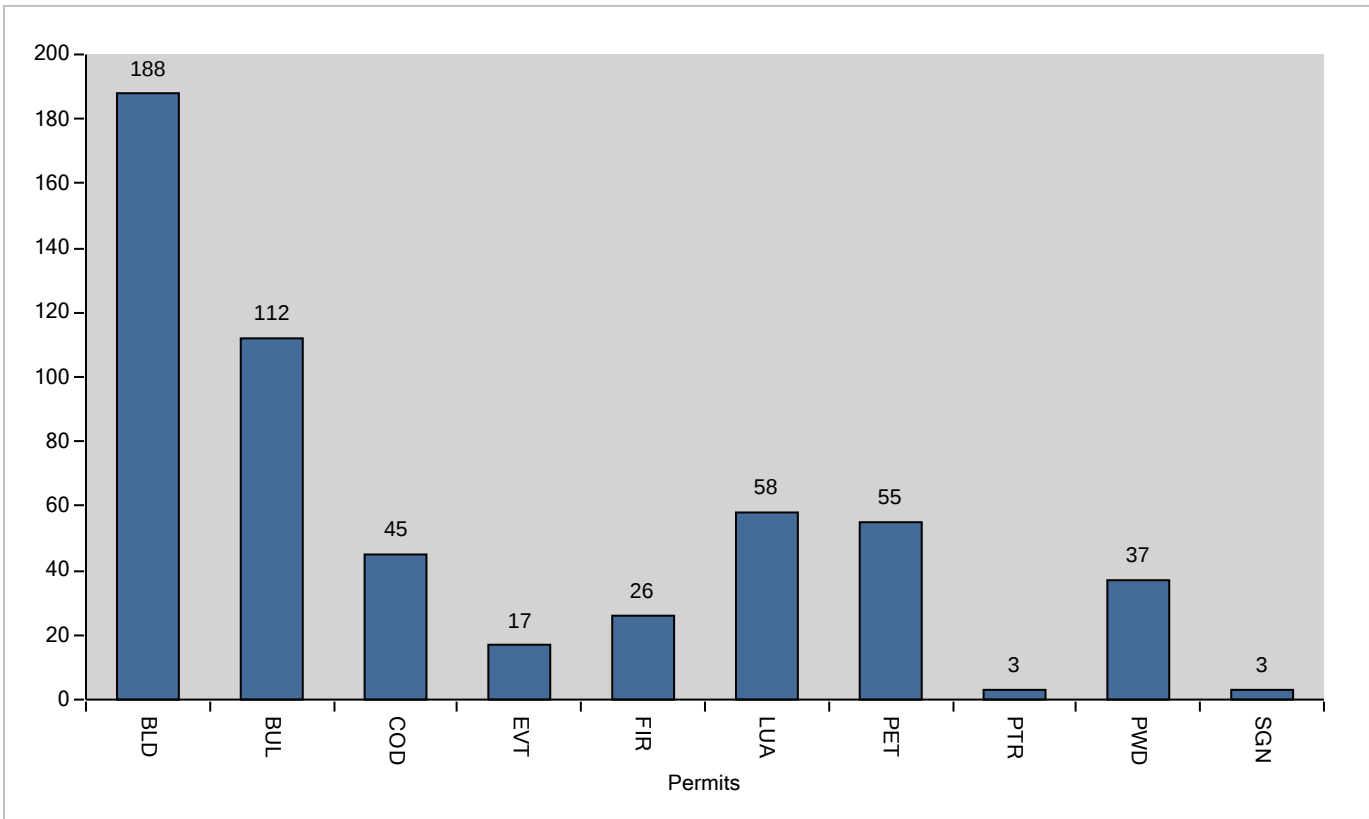
2nd Quarter April through June

3rd Quarter July through September

4th Quarter October through December



Permits from 04/01/2024 to 06/30/2024



Description	04/01/2024 - 06/30/2024
Total Permits:	544
Total Valuation:	\$6,698,181.97
Total Fees:	\$533,964.81
Balance Due:	\$133,963.42
Review Comments:	1229 (774.97 hrs)
Inspection Comments: Total	1987 (537.98 hrs)
Scheduled Inspections:	1815
Active Permits:	16897

CITY COUNCIL STAFF REPORT



Agenda Date: 7/2/2024

Subject: Facilities Division Update

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact: \$14,350 in 2024

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review and consider the impact on facility maintenance service levels.

SUMMARY/BACKGROUND:

At the May 28th City Council Meeting, the Public Works Operations Manager, Curtis Clifton, presented the need for a facilities maintenance division of Public Works. The Council shared four areas of questions that were not answered during the presentation. This presentation is intended to address these questions and provide more insight into the operational needs of the city's facilities based on data and policy.

APPLICABLE CITY POLICIES:

Employee Handbook

ATTACHMENTS:

1. Facilities_Request_Council20240702_Final



One Community Around The Lake

Facilities Maintenance Update

CURTIS CLIFTON, OPERATIONS MANAGER

AARON HALVERSON, PUBLIC WORKS DIRECTOR

JULY 2, 2024

Previous Presentation Summary

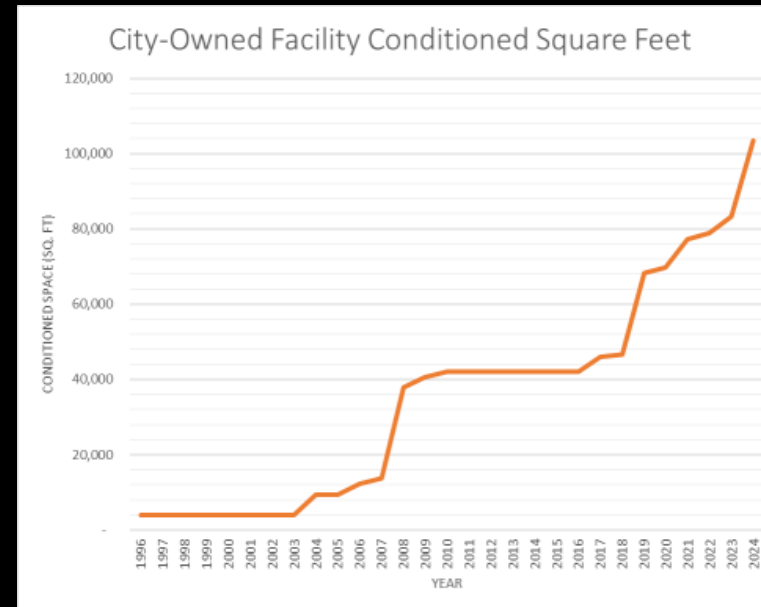
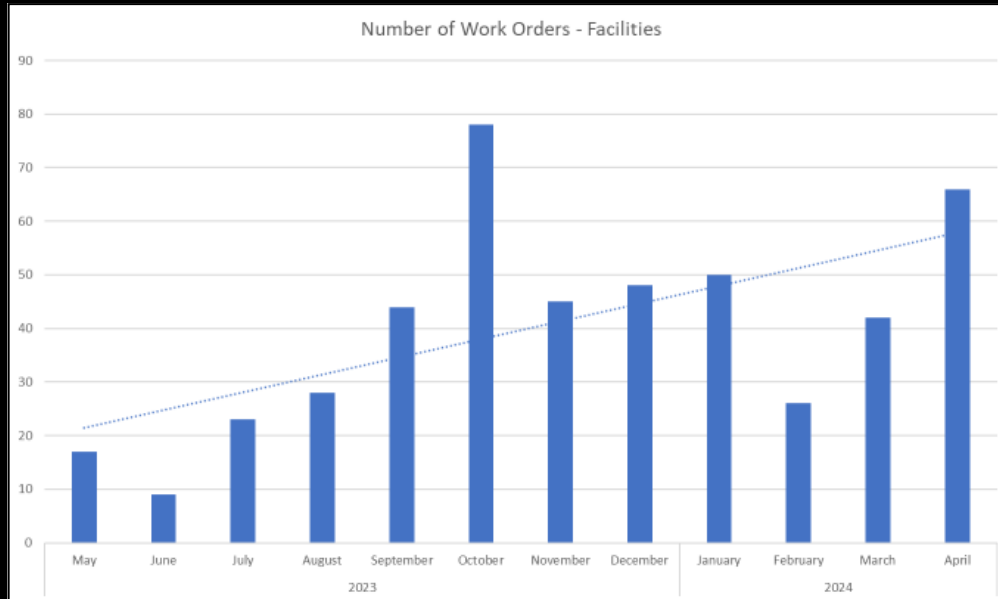
- Respond to Questions from Council
- Current state and growth
- Challenges
- Outstanding Work Orders
- Interim Countermeasures (Improvements Made to Date)
- Solutions Alternatives and Analysis
- Budget Impact
- Questions

Questions from Council at the May 28th Regular Meeting

1. Why does the city need a Facilities Division in Public Works rather than dedicating two employees to solely work on facilities?
2. How many work orders can an employee complete? What are the nature of the work orders?
3. Can we just keep paying out of class to employees to perform this work?
4. How do we know what is needed to bring facilities up to standard without a comprehensive facilities assessment? How do we know what we need to provide service?

1. Why does the city need a Facilities Division in Public Works rather than dedicating two employees to focus their work on facilities?

- There are two divisions in Public Works - Streets and Storm.
 - In the past, facilities' needs were small enough to be managed by street division employees. This is no longer the case. Recently added 20K square feet of additional space.
 - We need dedicated employees who are compensated for the work they perform (currently out-of-class)



2. (Part I) How many work orders can an employee complete? What are the nature of the work orders?

2024 summary based on 80,000 square feet (Existing)

- Inefficiencies reduce the number of work orders/day that are completed.

Current State (No Dedicated Employees, No Out-of-Class)					
		2024 Summary (80,000 SF of Conditioned Space)			
Current Title	Working Days/Year	Average Work Orders Completed per Day	Annual Work Order Capacity	Annual Work Orders Assigned	Work Orders Remaining
Sr. Maintenance Worker (streets)	200	1.50	300	428	(128)
Sr. Maintenance Worker (streets)	200	1.50	300	428	(128)
Total	400	3.00	600	856	(256)

2. (Part II) How many work orders can an employee complete? What are the nature of the work orders?

2024 summary based on 80,000 square feet (proposed, currently out-of-class)

Work Order Generation - Reactive (Current State)									
2024 Budget						2024 Summary (80,000 SF of Conditioned Space)			
Current Title	Promoted To (Proposal)	Cost of Salary Difference (Full Year)	Cost of Salary Difference w/ Benefits (Full Year)	Cost for Five Months in 2024	Working Days/Year	Average Work Orders Completed per Day	Annual Work Order Capacity	Annual Work Orders Assigned	Work Orders Remaining
Sr. Maintenance Worker	Facilities Lead	5,874	8,224	2,448	200	2.07	414	428	(14)
Sr. Maintenance Worker	Facilities Supervisor	28,565	39,991	11,902	200	2.07	414	428	(14)
	Total	34,439	48,215	14,350	400	4.14	827	856	(29)
		2024 Budget Impact		14,350					

2. (Part III) How many work orders can an employee complete? What are the nature of the work orders?

2025 summary based on 100,000 square feet (proposed)

2025 Proposal - Reactive (Current State)							
Existing Positions (2024)	Cost of Salary Difference (Full Year)	Cost of Salary Difference w/ Benefits (Full Year)	Working Days/Year	2024 Summary (100,000 SF of Conditioned Space)			
				Average Work Orders Completed per Day	Annual Work Order Capacity	Annual Work Orders Assigned	Work Orders Remaining
Facilities Lead	6,109	8,553	200	2.07	414	414	(0)
Facilities Supervisor	29,707	41,591	200	2.07	414	414	(0)
Facilities Maintenance Worker (Six Months)	36,584	51,232	100	2.07	207	207	(0)
Total	72,400	101,376	500	6.20	1,034	1,070	(1)
2025 Budget Impact	72,400	101,376					

2. (Part IV) How many work orders can an employee complete? What are the nature of the work orders?

The collage displays five overlapping screenshots of a work order management interface. Each screenshot features a 'Complete Description' dialog box with a close button (X) in the top right corner. The dialog boxes contain the following descriptions:

- Top Left:** PD has a City flag that needs to be flown outside on our existing pole. Can you please add the necessary clips to the current rope?
- Top Right:** Project: Please work with Alex, and Julie U/Jessica D to select a and install a pole to mount a computer, monitor mouse, Keyboard and printer to. Thinking something like this <https://afciindustries.com/product/floor-mounted-medical-computer-stand/> Are looking at a few other options that allow for 20" of vertical movement for accessibility.
- Middle Left:** Library Vegetation Maintenance
- Middle Right:** Inspect all Facility Fire extinguishers
- Bottom Left:** Raw wood has seeped pitch drops that are falling on floor and creating a sticky mess.
- Bottom Right:** Add a double check, hot box and frost-free spigot at the parking lot near the meter. This can be used by Aquafest and other users of the street.

The background of the screenshots shows various interface elements like address fields (e.g., 'Stevens Road, Lake Stevens, WA 98258'), date and time (e.g., '07/08/2024 8:00 AM'), and buttons like 'OK' and 'Tasks'.

3. Can we just keep paying out of class to employees to perform this work?

Public Works Maintenance Worker Series

POSITION PURPOSE:

This position performs a variety maintenance, operation, and repair tasks to streets, surface water facilities, buildings, structures and other facilities. Incumbents respond to emergency and weather events to ensure roadways are passable, city utilities are operational, city facilities are accessible and safe for occupancy, and damage to private property from public infrastructure is prevented.

Work is performed under general supervision. Supervisors define objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Maintenance workers are expected to plan and execute work assignments, handling conditions and challenges in accordance with laws, regulations, city policies and procedures. Work is evaluated conformity to city standard operating procedures and policies.

Public Works Crew Leader (Streets or Storm Water)

Under the general supervision of the Public Works Field Supervisor (Streets or Storm), the incumbent will be assigned to one of following assigned areas: Maintenance of streets or storm water collection. This position works in the field organizing, coordinating and leading the work of maintenance individuals and crews performing varied manual work and equipment operations to maintain storm water facilities, streets, equipment maintenance, fleet, public buildings, and other facilities of the City within their assigned area of responsibility.

Public Works Field Supervisor

Under the direction of the Public Works Operations Manager, the incumbent will supervise a division of public works crew workers to maintain infrastructure and facilities to meet the departmental standard. The incumbent must plan maintenance and project work with consideration of risk, resources, crew capability and budget. The incumbent will be responsible for following standard operating procedures and safety protocols while ensuring training standards are met and compliance with local/state/federal laws is maintained. The incumbent will be assigned to supervise one of the following divisions within the Public Works Department: Streets/Facilities, Storm Water Collection/Fleet, or Parks.

3. Can we just keep paying out of class to employees to perform this work?

Employee Handbook

4.10 TEMPORARY ASSIGNMENT TO HIGHER CLASSIFICATION/OUT-OF-CLASS PAY

Due to business needs or the extended absence of certain employees, it may be necessary to temporarily reassign an employee to a position of a higher classification. In the event an employee is temporarily reassigned to and will be performing the full responsibilities of the higher classification for thirty (30) calendar days or more, the employee shall be paid at the lowest step in the new range that represents an increase of at least five percent (5%). The temporary reassignment must be made in writing and approved by the City Administrator.

Collective Bargaining Agreement

A.7

Out of Classification Pay – When an employee is assigned by the Employer to a position that is at a pay level above their normal job classification, they shall receive the hourly wage minimum equivalent of five percent (5%) more than their current pay. Employees must have worked a minimum of one (1) shift out of classification to receive this pay.



4. How do we know what is needed to bring facilities up to standard without a comprehensive facilities assessment? How do we know what we need to provide service?

- The current state of facilities work is reactive only, and we are still falling behind on service delivery.
- Once the assessment is complete, some of the work will be completed by contract, and we will reassess service delivery metrics to address deficiencies.



Summary (Final Slide)

- The city owns 22 facilities with over 100K square feet of conditioned space.
- Using streets-focused employees to perform facility maintenance is inefficient.
- To deliver desired service levels in a reactive state, the city needs dedicated facilities division leadership-level maintenance staff.
- This is a matter of customer service to the Library, Historical Society, Police Department, City Hall Staff, Park Users, VIC Visitors, Elected Officials and Mill Renters/Users.
- In 2024, the budget impact is relatively minor for the increased level of service.
- In future years, a hybrid approach to facility maintenance will be pursued, combining contractors and staff to achieve the desired service levels.

CITY COUNCIL STAFF REPORT



Agenda Date: 7/2/2024

Subject: Weir Replacement and Lower Stevens Creek Project Update

Contact Person/Department: Shannon Farrant, Administration

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No action. City staff are seeking guidance and support from the Council regarding the proposed weir alternatives.

SUMMARY/BACKGROUND:

Over the past four years, the City has been studying the relationship between the Lake, Outlet Channel, historic Lower Stevens Creek, Catherine Creek, and the surrounding infrastructure to develop a plan to mitigate winter flooding and support summer recreation. The existing weir on the Lake Stevens Outlet Channel manages the lake elevation in the spring and summer when it is operational. In the winter, the flow out of the lake is controlled by the geometry of the Outlet Channel itself. Replacing the existing weir is a priority for the City due to water in the Outlet Channel flowing around the existing weir and potentially compromising North Lakeshore Drive.

Several channel modifications have occurred since 2021 that have improved winter flooding around the lake and downtown. These modifications consisted of debris clearing from the Outlet Channel in the winter of 2021 and sediment dredging in the summer of 2021. A model of the lake elevation and flow through the Outlet Channel was updated to reflect these two channel modifications and used to evaluate three weir alternatives. The three alternatives include:

1. No weir - this was evaluated as a baseline condition to represent the natural channel conditions
 2. Fixed weir - a berm or other channel structures that set a fixed elevation level
 3. Automated weir replacement - this would be an automated replacement to the
-

existing weir structure

4. Stabilize the road at the existing weir - not modeled

Lake Stevens is the largest natural lake in Snohomish County and is directly connected to Catherine Creek and the Pilchuck River via the Lake Stevens Outlet Channel. The existing weir has been identified as a partial fish barrier when in place, and the replacement of the existing weir has the potential to improve fish passage and channel habitat conditions. The City is currently working with a consultant to design a replacement for the existing weir and file for environmental permits.

The City has met with the Agency stakeholders (Department of Ecology, Army Corps of Engineers, Tulalip Tribes, Washington Department of Fish and Wildlife) on several occasions to discuss the design requirements for the new structure. In a recent design workshop with WDFW and the Tulalip Tribes, the four weir alternatives were reviewed based on changes to stream temperatures, stream velocity, fish passage, and lake level. In this 3-hour workshop, the City and agencies discussed the alternatives and the benefits and challenges of each alternative.

In summary, the City has a vested interest in managing lake level for summer recreation, but concerns around stream temperatures in the summer months have raised the question of whether maintaining a summer baseflow in the Outlet Channel is required and even allowed. The no-weir alternative was evaluated as a baseline condition to compare the proposed alternatives with the natural stream condition. The preferred weir alternative supported by the Tulalip Tribes is a fixed weir or channel modifications that set the elevation of the channel higher to support summer recreation but more closely mimics the natural condition.

This presentation will detail the modeled differences between all alternatives and what they mean for stream temperature, flow, and lake level. The biggest unknown to date is the legal authority the City has to manage the lake level. Based on a historical review of the lake, the lake level was likely maintained to some capacity starting in the 1950s. The next step is to consult legal and the Department of Ecology, which regulates the management of lake levels, to determine the city's authority to manage the lake at a certain elevation, which will further support the design of a new weir.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Weir Replacement Presentation



One Community Around The Lake

Weir Replacement and Lower Stevens Creek Project Update

CITY COUNCIL WORKSHOP

JULY 2, 2024

SHANNON FARRANT, SURFACE WATER
MANAGER



Overview

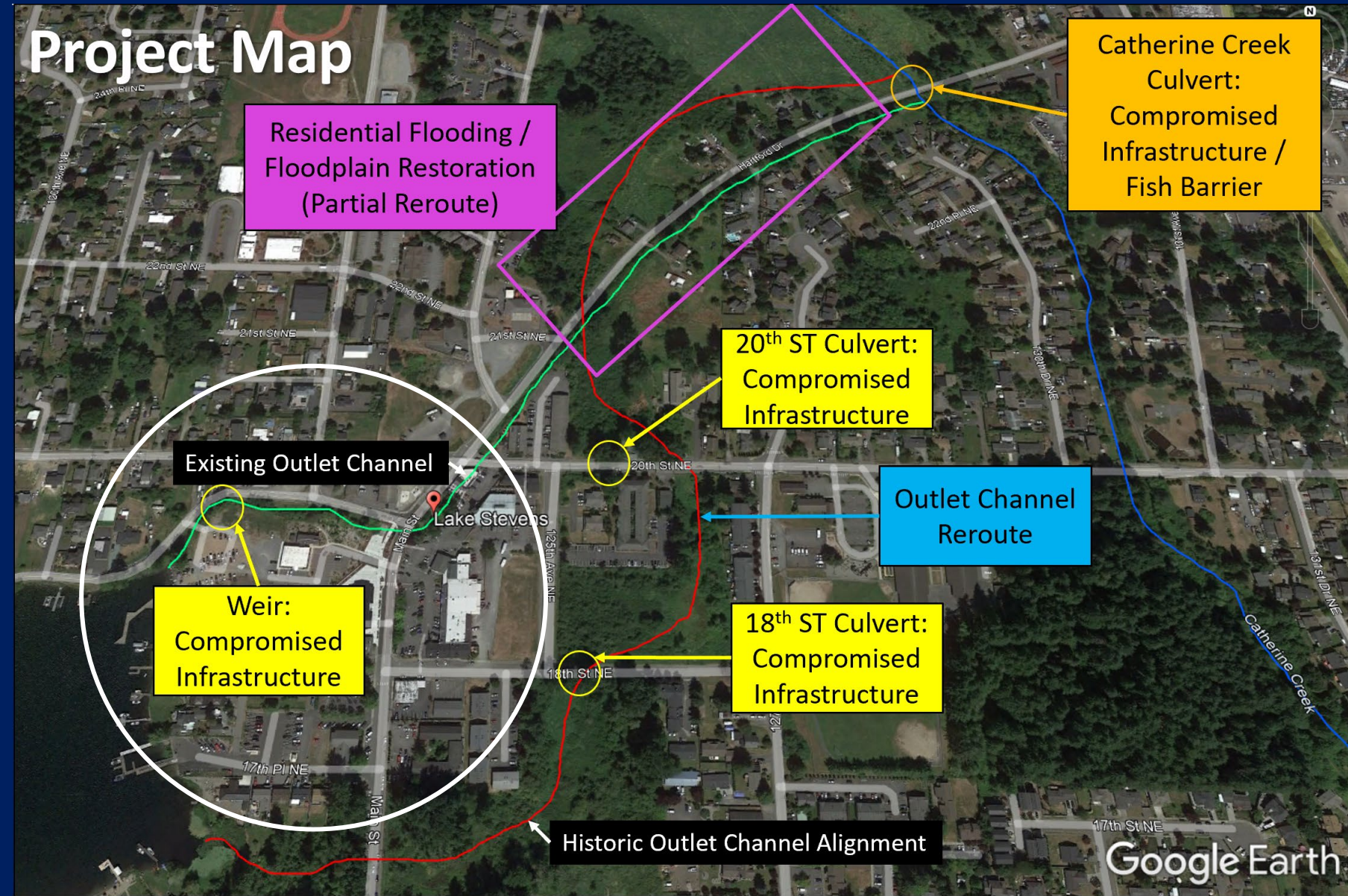
- History of the weir and Outlet Channel/Lower Stevens Creek projects
- The weir project – Where are we now?
- Updated hydrologic and hydraulic model for the Outlet Channel
- Weir options
- Stakeholder discussions
- Weir design criteria and comparison
- Emerging issues Potential new design



History

- Early 1990s – Construction of Outlet Channel to support the Mill
- 1925 – Mill deconstructed
- 1920 – 1950 – Lake Stevens resort community
- 1960 – Lake Stevens incorporated
- 1980s – Water quality concerns
- 1980s – Lake level controlled with logs or other weir-type system (history provided by DID8)
- 1998 – Weir replaced by DID8
- 1999 – Lake Stevens/Catherine Creek Watershed Study
 - Flooding concerns
 - Habitat degradation concerns
- 2000 – 2012 – Water quality restoration
- 2012 – present – Alum treatments
- 2020 – Lake Outlet Study
- 2021 – Outlet Channel debris clearing and channel dredging

Lake Outlet Channel/ Lower Stevens Creek Project Summary



Weir Project – Where are we?

- 2020 – Lake Outlet Study
- Winter 2021 – Debris clearing in Outlet Channel
- Summer 2021 – Outlet Channel Dredging Project
- 2022 - Hydraulic and Hydrologic Model Updates
- 2022/2023 - Weir options analysis
- 2023 – Conceptual Designs for Outlet Channel/Lower Stevens Creek Restoration Project
- 2024 – Weir design and environmental permitting



Outlet Channel Modeling

3.3 Channel Modifications (Cleared and Dredged) Comparison

Combining the results of the debris clearing and dredged channel modifications significantly reduces the peak lake level compared to the observed data during the February 2020 event (nearly 0.46' or 5.5"). Anecdotally, post debris clearing and dredging, the City has seen less flooding in the downtown corridor and lower lake levels in 2022 and 2023. The "cleared and dredged" baseline scenario is used for the remainder of the analysis.

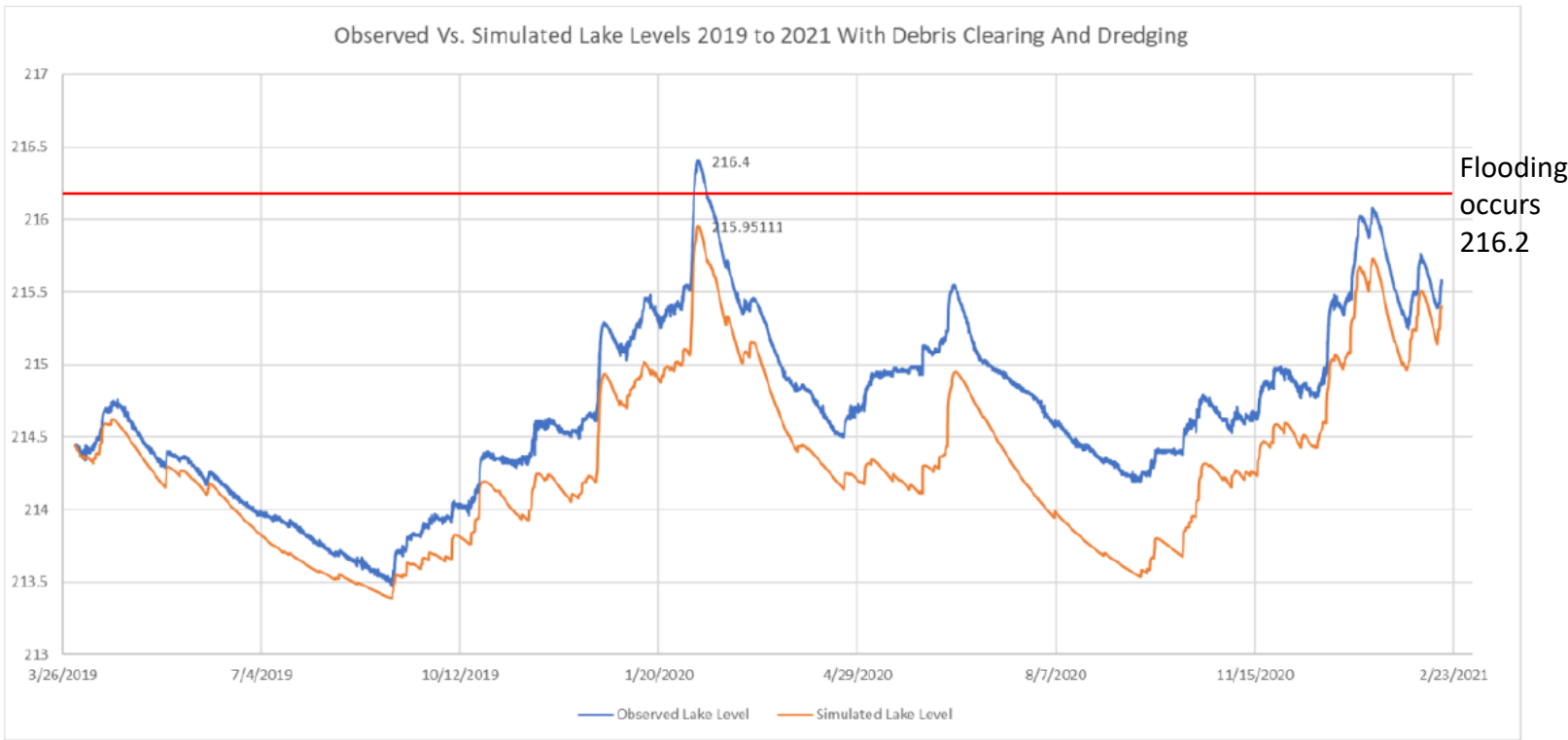


Figure 10 - Cleared and dredged simulation compared to observed data.

Maximum observed lake level: 216.41'

Maximum simulated lake level: 215.95'

2021 Updated Lake Level Management Plan

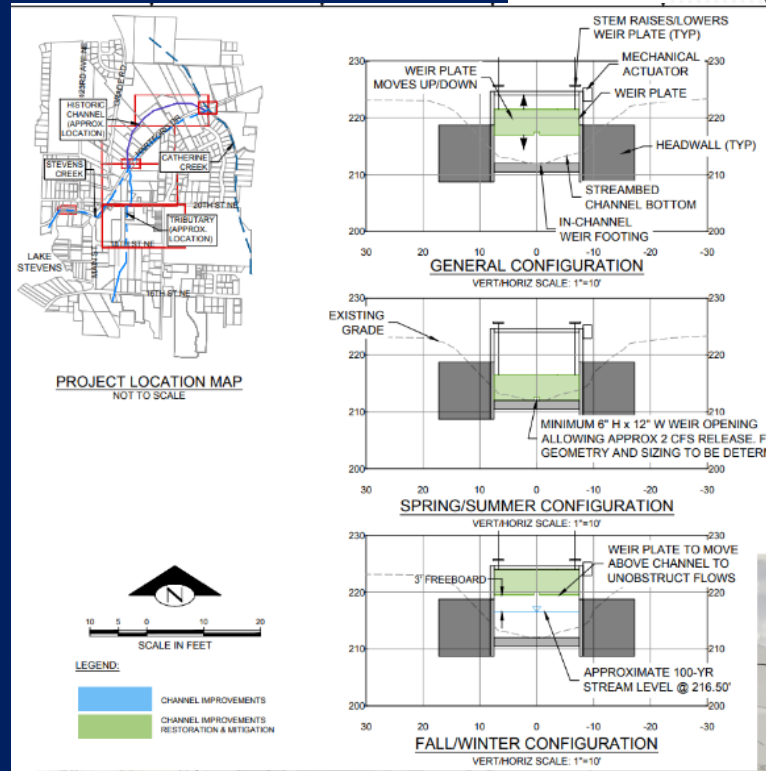
Month	Target Lake Level (NGVD29)	Target Lake Level (NAVD88)	Typical Weir Elev. (NAVD88)
January	209.3	212.41	None
February	209.3	212.41	None
March	209.3	212.41	None
Weir Installed			
April	211.0	214.11	213.9
May	211.7	214.81	214.2
June	211.7	214.81	214.4
July	211.7	214.81	214.4
August	211.7	214.81	214.4
September	211.0	214.11	213.6
Weir Removed			
October	209.3	212.41	None
November	209.3	212.41	None
December	209.3	212.41	None

Outlet Channel Modeling – Take Aways

- The geometry of the channel controls the flows in the winter months
- Debris removal and dredging have increased the channel capacity, and less flooding has been observed
- The weir does not mitigate winter flooding – not operational in the winter months

Weir Options Evaluated to Date

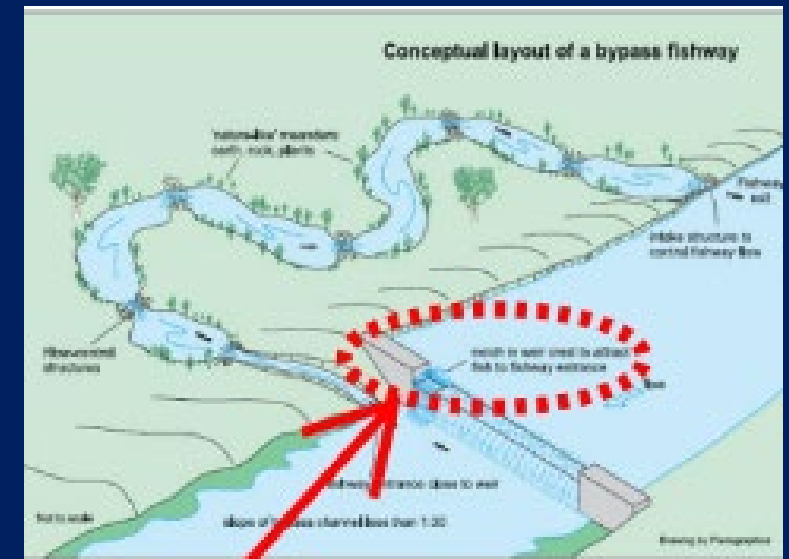
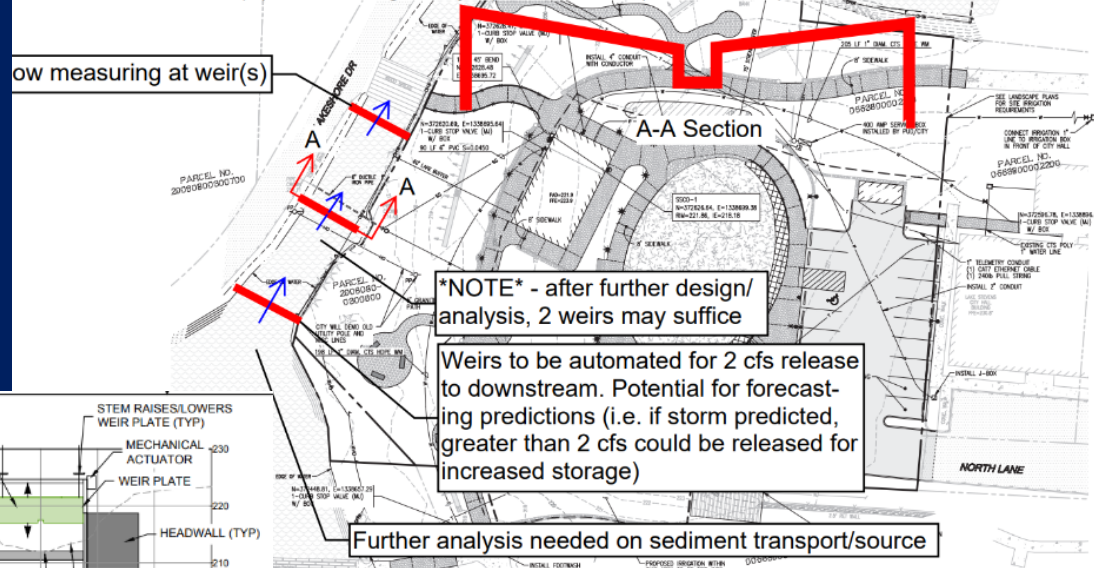
1. Replace existing weir with automated weir downstream
2. Fixed weir - Berm
3. No weir
4. Stabilize the road at existing weir
5. Stepped weirs system
6. Low flow bypass stream



3 Adjustable Weirs (0.8' Max Step Pools)

Concept:

3 weirs will be utilized for lake level control and fish passage. The main channel weirs will be lifted and will not restrict flow Sept-Mar. In Mar, the weirs will be brought to elev 215.0 allowing a min 2 cfs flow release to downstream. As the lake level lowers throughout spring/summer, the weirs will lower in succession to allow 2 cfs discharge to downstream and never more than a 0.8' max step (assumed design max jump limit for 6" trout) between weir pools.



5 meetings in the past 3 years

Stakeholder Weir Replacement Design Workshop – June 13, 2024

Attendees:

- City and Consultants (FACET and Clearwater Solutions)
- Tulalip Tribes
- Washington Department of Fish and Wildlife (WDFW)
- (Not in attendance – Department of Ecology)



Stakeholder Requirements – City of Lake Stevens

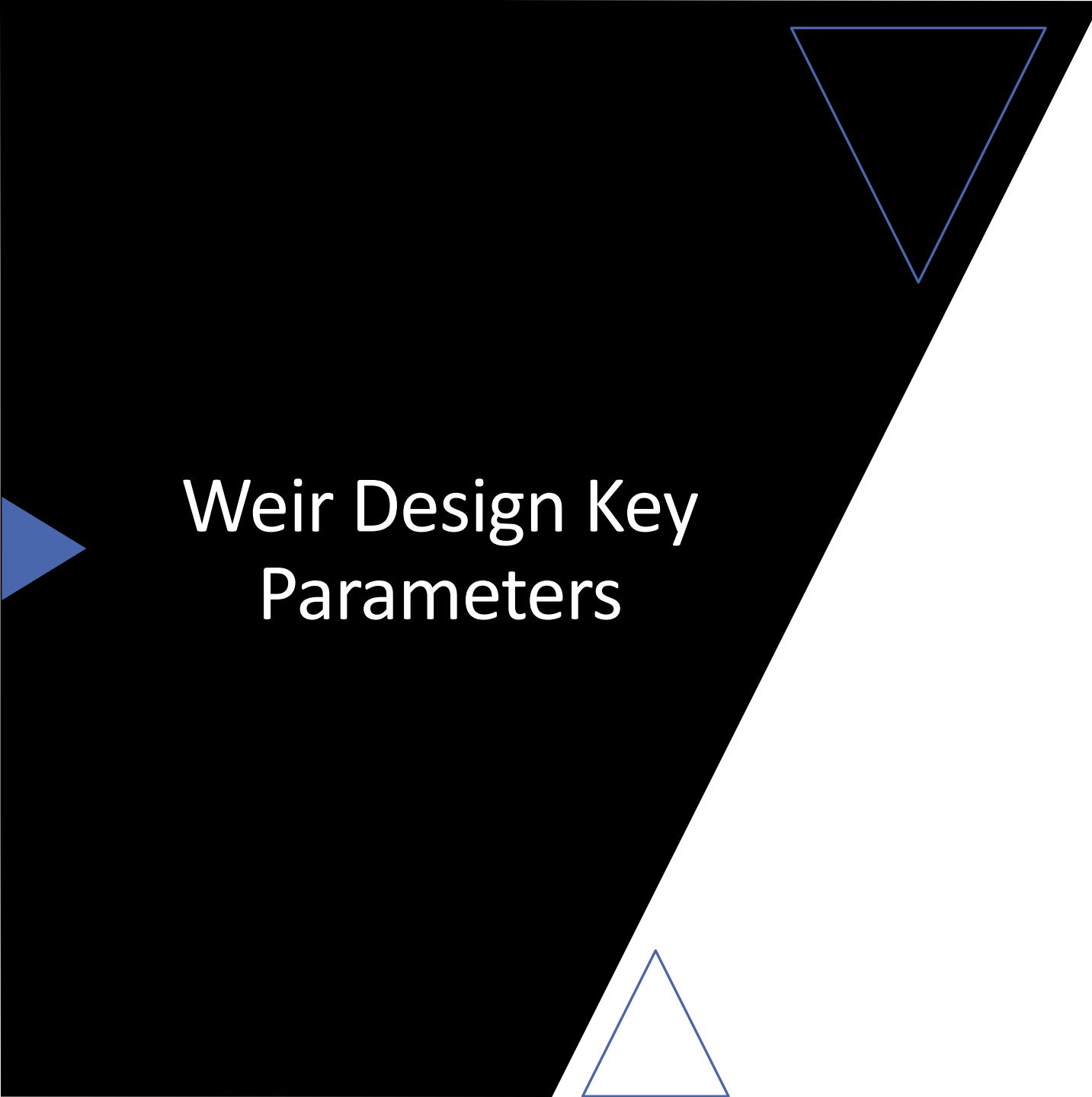
Requirements	Preferred Conditions
• Stabilize North Lakeshore Drive at the weir. • Control lake level based on Lake Level Management Plan. • Get to a solution with efficiency. • Gain clarity on a design that can be permitted. • Have design to permit that is feasible. • Improve quality of stream habitat in Downtown.	• Low temperatures are in the stream all summer. • Perennial flow is observed in the stream. • The city procures property in the floodplains as a matter of policy. • Versatile, easy to operate lake level management system is designed. • Citizens of Lake Stevens satisfied with the design solution. • Progress is made toward a solution. • Make improvements in fish production in the downstream areas.

Stakeholder Requirements – WDFW

Requirements	Preferred Conditions
• Fish passage is uninhibited by the structure. • Natural conditions are met in the stream with the structure. • The design meets required in-stream flow conditions for fish, in terms of quantity and quality.	• Historic conditions are provided in the design. • The channel of the outlet stream is naturalized with vegetation, natural materials, and qualities of embankments.

Stakeholder Requirements – Tulalip Tribes

Requirements	Preferred Conditions
• Uphold the Tribes treaty rights. • Achieve fish passage at all flows that they would naturally seek passage. • Maintain temperatures within the ranges fish can tolerate. • Meet the water quality standards that support fish and other aquatic species in the stream flowing from the lake.	• The solution is compatible with recreation in the lake. • The solution helps with flood reduction beyond the natural constraints. • The historic outlet stream of the lake has its pre-development realignments restored and functional.



Weir Design Key Parameters

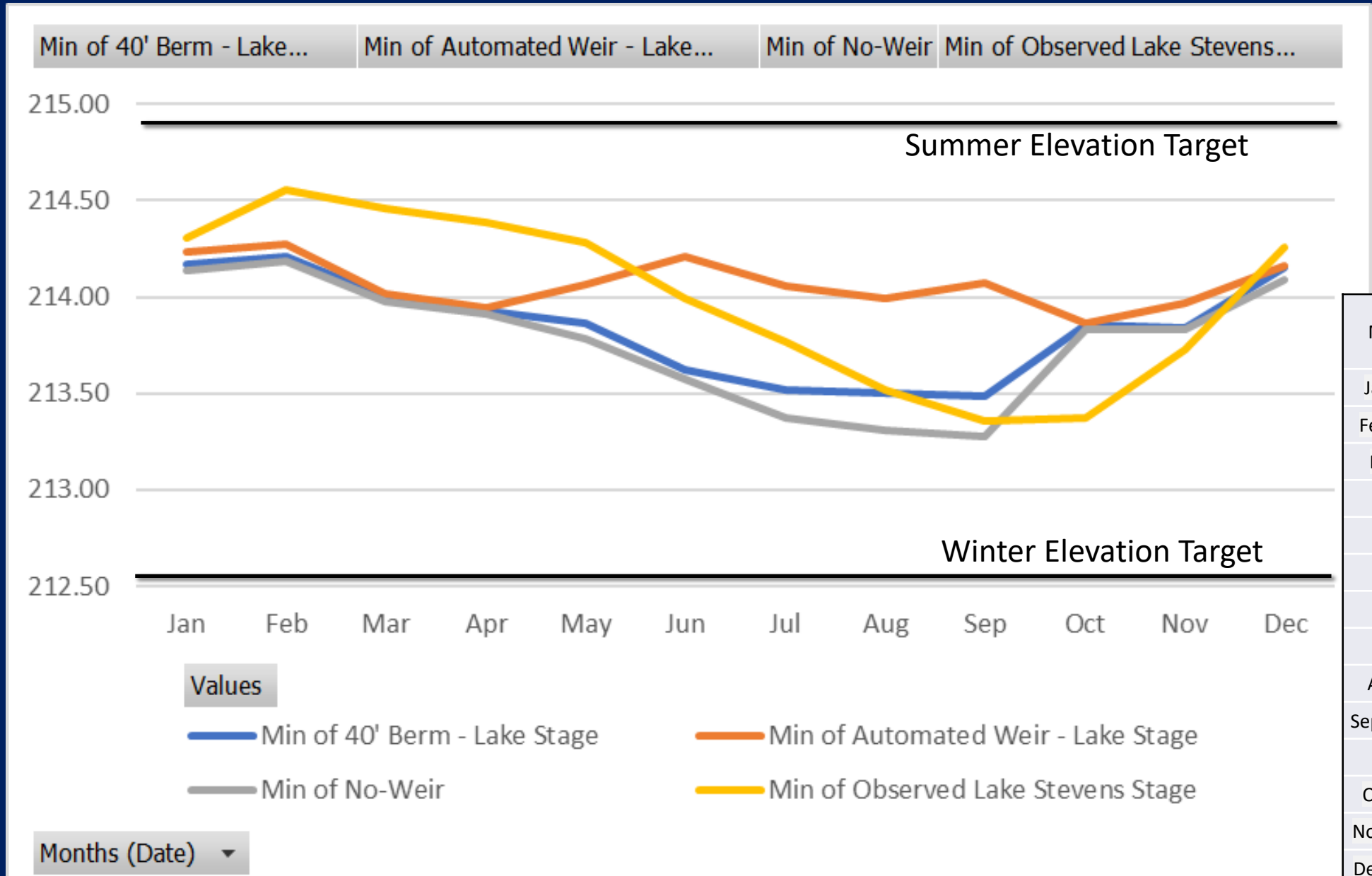
Lake Level

Stream Temperature

Stream Velocity

Data Analytics – Lake Level

(Average over 10-year period 2010 – 2020)

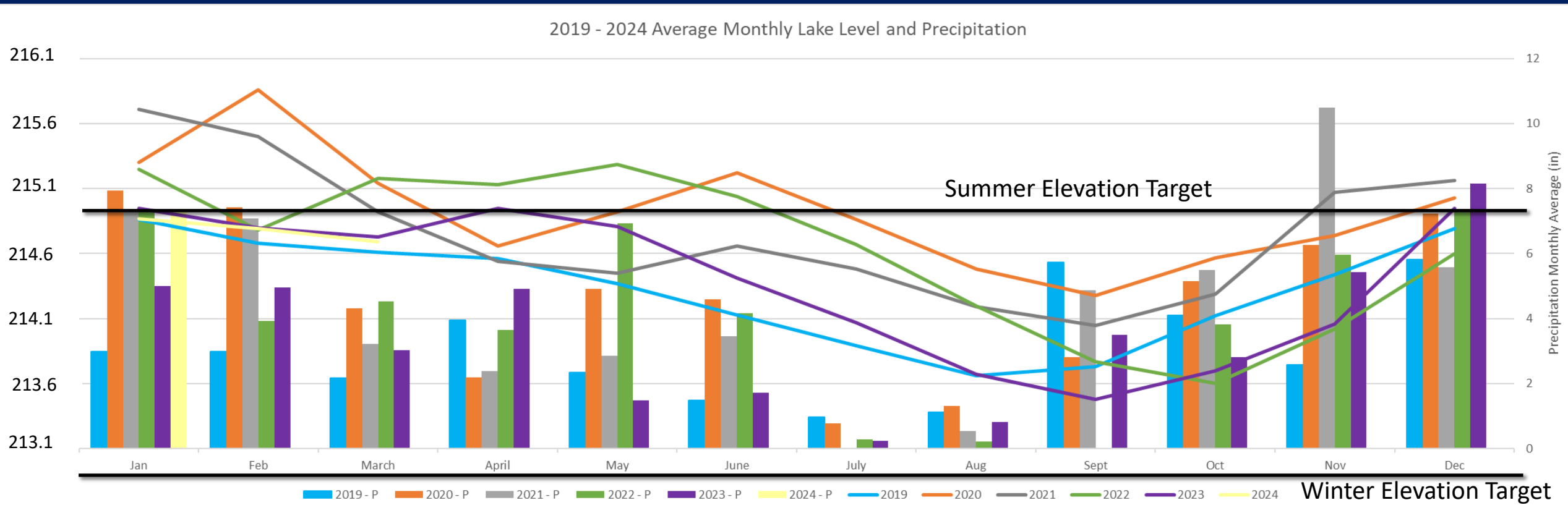


2021 Updated Lake Level Management Plan

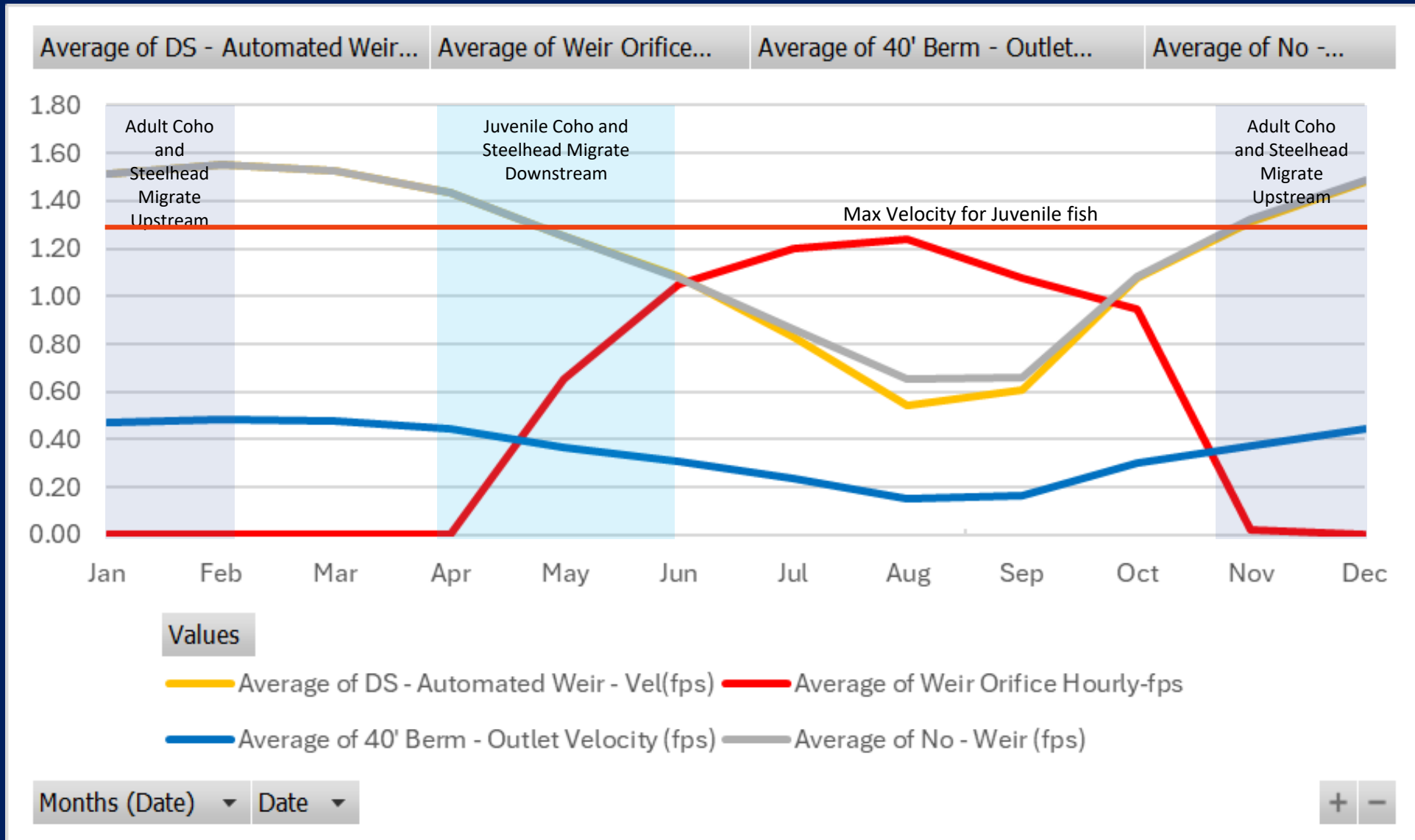
Month	Target Lake Level (NGVD29)	Target Lake Level (NAVD88)	Typical Weir Elev. (NAVD88)
January	209.3	212.41	None
February	209.3	212.41	None
March	209.3	212.41	None
Weir Installed			
April	211.0	214.11	213.9
May	211.7	214.81	214.2
June	211.7	214.81	214.4
July	211.7	214.81	214.4
August	211.7	214.81	214.4
September	211.0	214.11	213.6
Weir Removed			
October	209.3	212.41	None
November	209.3	212.41	None
December	209.3	212.41	None

Data Analytics – Observed Lake Level and Precipitation

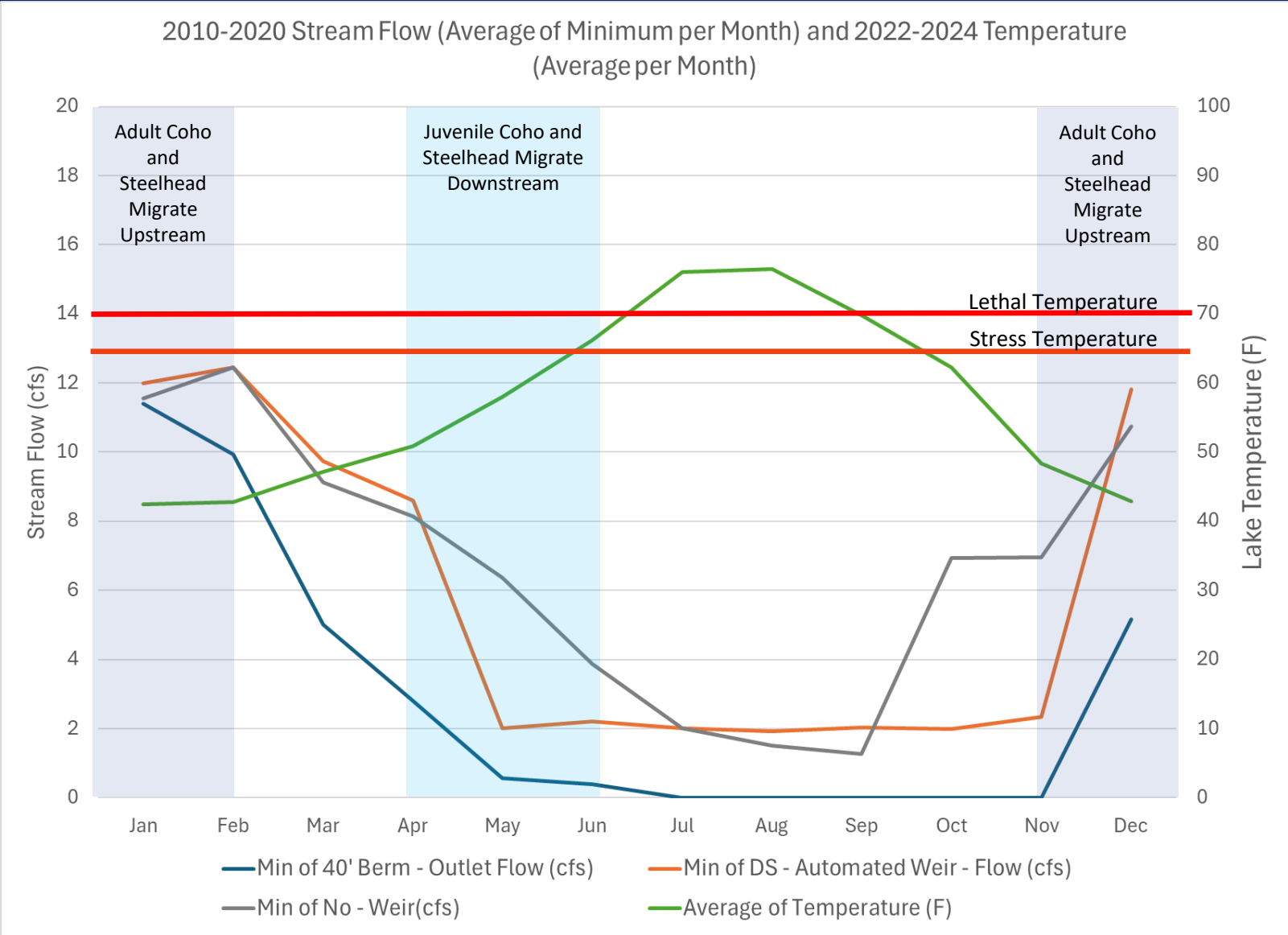
Existing Weir 2019 - 2023



Outlet Stream Velocity - Average



Outlet Stream Flow, Lake Temperature, and Fish Migration



Weir Alternatives Summary

Alternatives	Benefits	Challenges
No Weir - Natural Condition	• Agency supported • Low design and construction costs • Restores channel to the natural state	• Lower lake elevation in spring • No lake level control
Fixed Weir – Berm	• Low operating needs • Designed to mimic more of a natural channel • Agency supported • Low design and construction costs • Fixed lake elevation	• Prevents fish passage at certain times of the year • No flow potential in late summer months • Lower lake elevation in spring/summer • Storage of water – Department of Ecology approval (?) • Fixed weir may be in the form of channel modification and not qualify as a dam • No lake-level control – higher base elevation
Automated Weir	• Maintain City optimal lake elevation year-round • Easily adjust the weir • versatile	• Fish and Wildlife cannot permit the operations of the weir • Storage of water – Department of Ecology approval • Not widely supported by Agency • Highest cost • Temperature paradox
Repair Road – leave current weir in place	• Low cost in design • Simplified environmental permitting	• If HPA is needed, then we may need to replace the weir anyways • Storage of water – Department of Ecology approval • No improvements to the channel • Fish barrier

Next Steps for the Weir

City of Lake Stevens

- Review water rights and lake operations history.
- Talk to Ecology about water storage and stream temps.

Ecology

- Provide clarity on water storage and permitting.
- Provide feedback on how stream temp variations are allowed.

City's Consultants

- Explore roughened channel at a berm as an option.
- Review a no-structure option in depth.

Lower Stevens Creek Historic Alignment Update

Tulalip Tribes Funding
Partnership Meeting –
March 2024

- Funding partnership to determine feasibility of historic channel





Discussion

- Will the Council support a fixed weir alternative?
- Realignment of the outlet channel with tribal support and funding

CITY COUNCIL STAFF REPORT



Agenda Date: 7/2/2024

Subject: 2024 Budget Amendment No. 2

Contact Person/Department: Barb Stevens, Finance

Budget Impact: The budget ordinance will amend the beginning and 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. 1187 Amending Budget Ordinance No. 1173 and 1182. *Will come back for Action/Consent Approval on July 9th.*

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 1187 - Amendment #2 to the 2024 Budget - CITYWIDE

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2024 Original Budget - 1173	\$55,500,213	\$45,059,504	\$55,341,075	\$45,218,642
Budget Amendment #1 - 1182	\$11,813,358	\$23,220,722	\$39,972,526	\$657,475
Budget Amendment #2 - 1187	\$ -	\$1,279,575	\$622,100	\$657,475
Totals	\$67,313,571	\$69,559,801	\$95,935,701	\$40,937,671

Summary of Ordinance 1187 – Amendment #1 to 2024 Budget by FUND

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	\$0	\$443,000	\$501,380	(\$58,380)
101	Street	\$0	\$10,000	\$2,140	\$7,860
111	Drug Seizure & Forfeiture	\$0	\$1,389	\$0	\$1,389
120	Transportation Benefit Fund	\$0	\$57,000	\$100,000	(\$43,000)
216	2024A LTGO Bond - City Campus	\$0	\$5,000	\$0	\$5,000
301	Cap. Proj.-Dev. Contrib.	\$0	\$134,850	\$0	\$134,850
302	Park Mitigation	\$0	\$40,000	\$0	\$40,000
303	REET 1	\$0	\$125,000	\$0	\$125,000
304	REET 2	\$0	\$105,000	\$0	\$105,000
305	Downtown Redevelopment	\$0	\$20,000	\$0	\$20,000
307	Infrastructure Capital Project	\$0	\$197,870	\$0	\$197,870
309	Sidewalk Capital Project	\$0	\$10,000	\$0	\$10,000
410	Storm and Surface Water	\$0	\$0	\$3,580	(\$3,580)
411	Storm Water Capital	\$0	\$110,000	\$0	\$110,000
501	Unemployment	\$0	\$0	\$15,000	(\$15,000)
510	Equipment Fund - Computers	\$0	(\$4,500)	\$0	(\$4,500)
515	Equipment Fund - Vehicles	\$0	\$1,500	\$0	\$1,500
520	Equipment Fund-Police	\$0	\$15,466	\$0	\$15,466
530	Equipment Fund-PW	\$0	\$8,000	\$0	\$8,000
	Total	\$0	\$1,279,575	\$622,100	\$657,475

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 No. 1187 - Budget Amendment #2
2. 2024 Budget Amendment #2 - Detail
3. Presentation - Budget Amendment #2

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1187**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2024 BUDGET AS SET FORTH IN ORDINANCE NO. 1173 AND AS AMENDED IN ORDINANCE NO. 1182 CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2024; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens adopted the 2024 budget pursuant to Ordinance No. 1173 and amended the budget in Ordinances 1182; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2024 budget; and

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

SECTION 1. The 2024 budget, as adopted in Ordinance No. 1173 and as amended in Ordinance 1183, 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	\$22,543,228	\$22,986,228	\$443,000	Rev.
001 - General	Expenditures	\$30,628,692	\$31,130,072	\$501,380	Exp.
001 - General	Ending Fund Balance	\$16,873,472	\$16,815,092	(\$58,380)	EndBal.
101 - Street	Revenues	\$3,428,448	\$3,438,448	\$10,000	Rev.
101 - Street	Expenditures	\$4,260,058	\$4,262,198	\$2,140	Exp.
101 - Street	Ending Fund Balance	\$1,722,437	\$1,730,297	\$7,860	EndBal.
111 - Drug Seizure & Forfeiture	Revenues	\$1,611	\$3,000	\$1,389	Rev.
111 - Drug Seizure & Forfeiture	Ending Fund Balance	\$40,803	\$42,192	\$1,389	EndBal.
120 - Transportation Benefit	Revenues	\$1,703,000	\$1,760,000	\$57,000	Rev.
120 - Transportation Benefit	Expenditures	\$1,649,100	\$1,749,100	\$100,000	Exp.
120 - Transportation Benefit	Ending Fund Balance	\$960,794	\$917,794	(\$43,000)	EndBal.
216 - 2024A LTGO Bond - CC	Revenues	\$573,548	\$578,548	\$5,000	Rev.
216 - 2024A LTGO Bond - CC	Ending Fund Balance	\$154,999	\$159,999	\$5,000	EndBal.
301 - Cap. Proj - Dev. Contrib.	Revenues	\$870,150	\$1,005,000	\$134,850	Rev.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$2,798,585	\$2,933,435	\$134,850	EndBal.
302 - Park Mitigation	Revenues	\$4,749,941	\$4,789,941	\$40,000	Rev.
302 - Park Mitigation	Ending Fund Balance	\$955,796	\$995,796	\$40,000	EndBal.
303 - Cap. Imp. - REET I	Revenues	\$1,025,000	\$1,150,000	\$125,000	Rev.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$7,432,826	\$7,557,826	\$125,000	EndBal.
304 - Cap. Imp. - REET II	Revenues	\$4,334,409	\$4,439,409	\$105,000	Rev.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$3,267,843	\$3,372,843	\$105,000	EndBal.
305 - Downtown Redevelopment	Revenues	\$5,000	\$25,000	\$20,000	Rev.
305 - Downtown Redevelopment	Ending Fund Balance	\$1,329	\$21,329	\$20,000	EndBal.
307 - Infrastructure Capital Project	Revenues	\$3,363,875	\$3,561,745	\$197,870	Rev.
307 - Infrastructure Capital Project	Ending Fund Balance	\$0	\$197,870	\$197,870	EndBal.
309 - Sidewalk Capital Projects	Revenues	\$20,000	\$30,000	\$10,000	Rev.
309 - Sidewalk Capital Projects	Ending Fund Balance	\$176,848	\$186,848	\$10,000	EndBal.

410 - Storm & Surface Water	Expenditures	\$6,245,585	\$6,249,165	\$3,580	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,096,767	\$1,093,187	(\$3,580)	EndBal.
411 - Storm Water Capital	Revenues	\$1,813,975	\$1,923,975	\$110,000	Rev.
411 - Storm Water Capital	Ending Fund Balance	\$3,758,617	\$3,868,617	\$110,000	EndBal.
501 - Unemployment Fund	Expenditures	\$15,000	\$30,000	\$15,000	Exp.
501 - Unemployment Fund	Ending Fund Balance	\$25,409	\$10,409	(\$15,000)	EndBal.
510 - Equip Fund - Computer	Revenues	\$502,779	\$498,279	(\$4,500)	Rev.
510 - Equip Fund - Computer	Ending Fund Balance	\$113,127	\$108,627	(\$4,500)	EndBal.
515 - Equip Fund - Vehicles CD	Revenues	\$23,000	\$24,500	\$1,500	Rev.
515 - Equip Fund - Vehicles CD	Ending Fund Balance	\$118,778	\$120,278	\$1,500	EndBal.
520 - Equip Fund - Police	Revenues	\$354,534	\$370,000	\$15,466	Rev.
520 - Equip Fund - Police	Ending Fund Balance	\$476,954	\$492,420	\$15,466	EndBal.
530 - Equip Fund - PW	Revenues	\$346,325	\$354,325	\$8,000	Rev.
530 - Equip Fund - PW	Ending Fund Balance	\$224,912	\$232,912	\$8,000	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 1173 and as amended in Ordinance 11 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 9th day of July, 2024.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Presented: July 2, 2024
Final Reading: July 9, 2024

Published:
Effective:

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	NewBudget	Notes	N
Park Capital	GF	001	PK - Capital Outlay	Exp	\$75,237	\$21,000	\$96,237	Lundeen Sign Replacement	CA 6/25/24
Pavement	TBD	120	TBP - Pavement Preservation	Exp	\$500,000	\$100,000	\$600,000	Pavement Preservation Contract	CA 6/18/24
Operations	Unemployment	501	Payments to Claimants	Exp	\$15,000	\$15,000	\$30,000	Unemployment Payments - Placeholder	Adj
VOA	GF	001	CS - Human Services	Exp	\$30,400	\$65,000	\$95,400	Volunteers of America	Req to Council
Interest	GF	001	Investment Interest	Rev	\$800,000	\$400,000	\$1,200,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	ST	101	Investment Interest	Rev	\$90,000	\$10,000	\$100,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Drug	111	Investment Interest	Rev	\$1,611	\$1,389	\$3,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	TBP	120	Investment Interest	Rev	\$3,000	\$57,000	\$60,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	2024 Bond	216	Investment Interest	Rev	\$5,000	\$5,000	\$10,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	TM	301	Investment Interest	Rev	\$165,150	\$134,850	\$300,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	PM	302	Investment Interest	Rev	\$80,000	\$40,000	\$120,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	R1	303	Investment Interest	Rev	\$225,000	\$125,000	\$350,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	R2	304	Investment Interest	Rev	\$215,000	\$105,000	\$320,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	DT	305	Investment Interest	Rev	\$5,000	\$20,000	\$25,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Infrastructure	307	Investment Interest	Rev	\$2,130	\$197,870	\$200,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Sidewalk	309	Investment Interest	Rev	\$20,000	\$10,000	\$30,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	SWC	411	Investment Interest	Rev	\$90,000	\$110,000	\$200,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Comp	510	Investment Interest	Rev	\$14,000	(\$4,500)	\$9,500	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Vehicle	515	Investment Interest	Rev	\$3,000	\$1,500	\$4,500	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Police	520	Investment Interest	Rev	\$17,534	\$15,466	\$33,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	PW	530	Investment Interest	Rev	\$22,000	\$8,000	\$30,000	Stable LGIP interest rates - Budgeted Decr	Adj
Training	GF	001	GF - Private Grant (WCIA)	Rev	\$9,182	\$3,000	\$12,182	Received Add'l WCIA funds	Adj
Training	GF	001	HR-City Training Program	Exp	\$19,182	\$3,000	\$22,182	Received Add'l WCIA funds	Adj
Row Dock	GF	001	PK - Donations/Sponsorships	Rev	\$5,000	\$40,000	\$45,000	Contribution from Row Club (Placeholder)	CA 6/25/24
Row Dock	GF	001	PK - Capital Outlay	Exp	\$96,237	\$100,000	\$196,237	North Cove Floating Docks (Placeholder)	CA 6/25/24
Guild	GF	001	LE-Salaries	Exp	\$4,938,910	\$220,965	\$5,159,875	Guild Contract	CA 04/2024
Guild	GF	001	LE-Benefits	Exp	\$1,147,100	\$3,024	\$1,150,124	Guild Contract	CA 04/2024
Guild	GF	001	LE-Social Security	Exp	\$377,830	\$16,900	\$394,730	Guild Contract	CA 04/2024
Guild	GF	001	LE-Retirement	Exp	\$306,870	\$9,306	\$316,176	Guild Contract	CA 04/2024
Guild	GF	001	LE-Workers Comp	Exp	\$242,335	(\$25)	\$242,310	Guild Contract	CA 04/2024
VueWorks	GF	001	GG - Professional Services	Exp	\$121,500	\$62,210	\$183,710	VueWorks facility Assessment	CA 5/28/24
VueWorks	ST	101	ST - Professional Services	Exp	\$45,000	\$2,140	\$47,140	VueWorks facility Assessment	CA 5/28/24
VueWorks	SWM	410	SW - Professional Services	Exp	\$60,000	\$3,580	\$63,580	VueWorks facility Assessment	CA 5/28/24



One Community Around The Lake

2024 Budget Amendment #2

BARB STEVENS – FINANCE

JULY 2, 2024

Budget Action	Budgeted Beginning Balance	Budgeted Resources	Budgeted Expenditures	Budgeted Ending Balance
2024 Original Budget - 1173	\$55,500,213	\$45,059,504	\$55,341,075	\$45,218,642
Budget Amendment #1 - 1182	\$11,813,358	\$23,220,722	\$39,972,526	\$657,475
Budget Amendment #2 - 1187	\$ -	\$1,279,575	\$622,100	\$657,475
Totals	\$67,313,571	\$69,559,801	\$95,935,701	\$40,937,671

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	\$443,000	\$501,380	(\$58,380)
101	Street	\$0	\$10,000	\$2,140	\$7,860
111	Drug Seizure & Forfeiture	\$0	\$1,389	\$0	\$1,389
120	Transportation Benefit Fund	\$0	\$57,000	\$100,000	(\$43,000)
216	2024A LTGO Bond - City Campus	\$0	\$5,000	\$0	\$5,000
301	Cap. Proj.-Dev. Contrib.	\$0	\$134,850	\$0	\$134,850
302	Park Mitigation	\$0	\$40,000	\$0	\$40,000
303	REET 1	\$0	\$125,000	\$0	\$125,000
304	REET 2	\$0	\$105,000	\$0	\$105,000
305	Downtown Redevelopment	\$0	\$20,000	\$0	\$20,000
307	Infrastructure Capital Project	\$0	\$197,870	\$0	\$197,870
309	Sidewalk Capital Project	\$0	\$10,000	\$0	\$10,000
410	Storm and Surface Water	\$0	\$0	\$3,580	(\$3,580)
411	Storm Water Capital	\$0	\$110,000	\$0	\$110,000
501	Unemployment	\$0	\$0	\$15,000	(\$15,000)
510	Equipment Fund - Computers	\$0	(\$4,500)	\$0	(\$4,500)
515	Equipment Fund - Vehicles	\$0	\$1,500	\$0	\$1,500
520	Equipment Fund-Police	\$0	\$15,466	\$0	\$15,466
530	Equipment Fund-PW	\$0	\$8,000	\$0	\$8,000
	Total	\$0	\$1,279,575	\$622,100	\$657,475

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

Various Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	N
Park Capital	GF	001	PK - Capital Outlay	Exp	\$75,237	\$21,000	\$96,237	Lundeen Sign Replacement	CA 6/25/24
Pavement	TBD	120	TBP - Pavement Preservation	Exp	\$500,000	\$100,000	\$600,000	Pavement Preservation Contract	CA 6/18/24
Operations	Unemployment	501	Payments to Claimants	Exp	\$15,000	\$15,000	\$30,000	Unemployment Payments - Placeholder	Adj
VOA	GF	001	CS - Human Services	Exp	\$30,400	\$65,000	\$95,400	Volunteers of America	Req to Council

- Project Column - groups amendments by project or function *(also color-coded)*
- Fund and Fund# Columns shows which fund(s) is being amended *(some projects have amendments in multiple funds)*
- Total Amended Column shows the change being proposed in this amendment
- Column “N” shows Adjustments (Adj) 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 Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	N
Interest	GF	001	Investment Interest	Rev	\$800,000	\$400,000	\$1,200,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	ST	101	Investment Interest	Rev	\$90,000	\$10,000	\$100,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Drug	111	Investment Interest	Rev	\$1,611	\$1,389	\$3,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	TBP	120	Investment Interest	Rev	\$3,000	\$57,000	\$60,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	2024 Bond	216	Investment Interest	Rev	\$5,000	\$5,000	\$10,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	TM	301	Investment Interest	Rev	\$165,150	\$134,850	\$300,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	PM	302	Investment Interest	Rev	\$80,000	\$40,000	\$120,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	R1	303	Investment Interest	Rev	\$225,000	\$125,000	\$350,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	R2	304	Investment Interest	Rev	\$215,000	\$105,000	\$320,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	DT	305	Investment Interest	Rev	\$5,000	\$20,000	\$25,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Infrastructure	307	Investment Interest	Rev	\$2,130	\$197,870	\$200,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Sidewalk	309	Investment Interest	Rev	\$20,000	\$10,000	\$30,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	SWC	411	Investment Interest	Rev	\$90,000	\$110,000	\$200,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Comp	510	Investment Interest	Rev	\$14,000	(\$4,500)	\$9,500	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Vehicle	515	Investment Interest	Rev	\$3,000	\$1,500	\$4,500	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	Police	520	Investment Interest	Rev	\$17,534	\$15,466	\$33,000	Stable LGIP interest rates - Budgeted Decr	Adj
Interest	PW	530	Investment Interest	Rev	\$22,000	\$8,000	\$30,000	Stable LGIP interest rates - Budgeted Decr	Adj

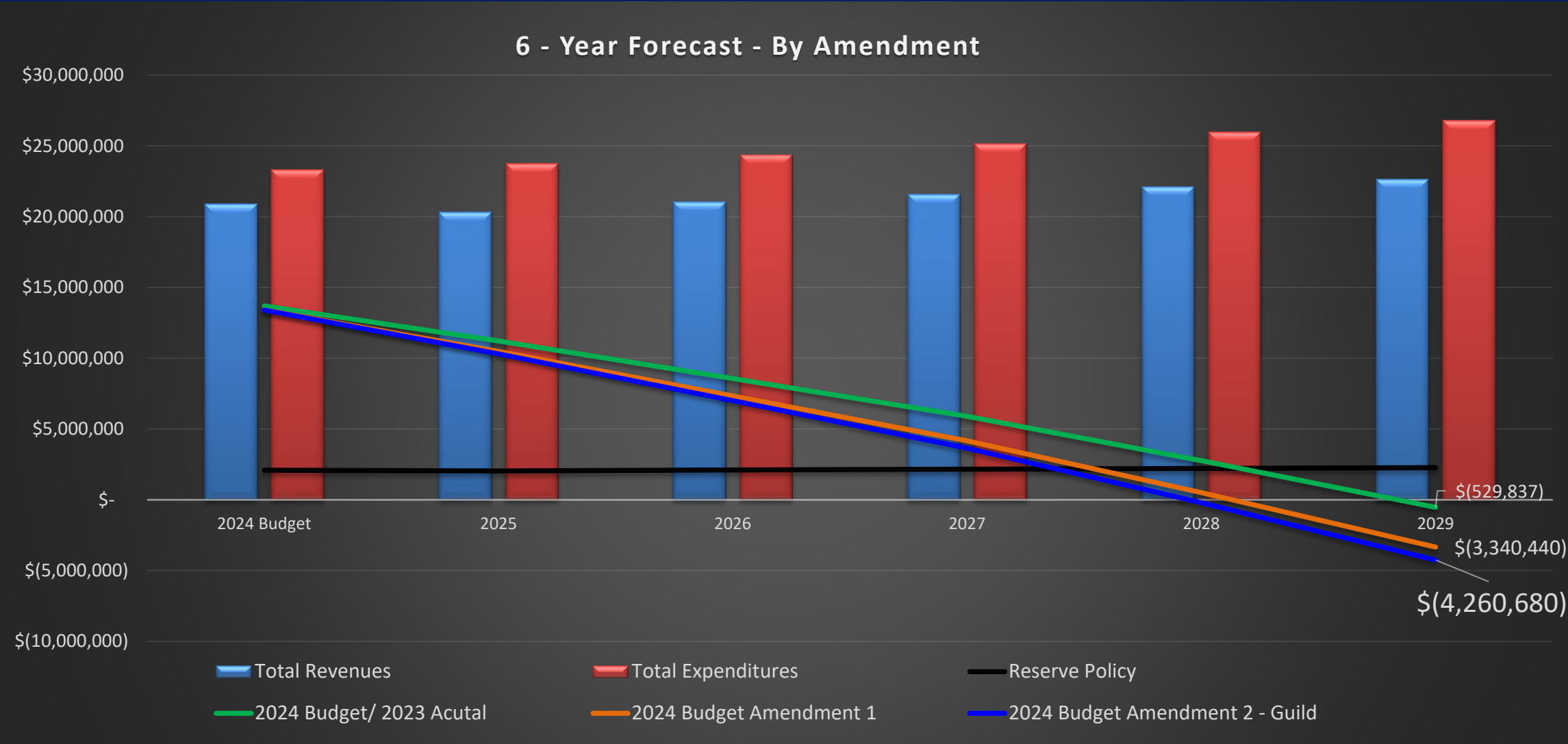
Interest – Overall increase of \$1.2 (\$2,995,000) as interest rates have remained stable yet a 20% decrease was budgeted for 2024. Interest allocations are based on month end balances by fund.

Grouped Amendment Details

Project	Fund	Fund #	Revenue/Expenditure Account	Type	Budgeted	Total Amended	New Budget	Notes	N
Training	GF	001	GF - Private Grant (WCIA)	Rev	\$9,182	\$3,000	\$12,182	Received Add'l WCIA funds	Adj
Training	GF	001	HR-City Training Program	Exp	\$19,182	\$3,000	\$22,182	Received Add'l WCIA funds	Adj
Row Dock	GF	001	PK - Donations/Sponsorships	Rev	\$5,000	\$40,000	\$45,000	Contribution from Row Club (Placeholder)	CA 6/25/24
Row Dock	GF	001	PK - Capital Outlay	Exp	\$96,237	\$100,000	\$196,237	North Cove Floating Docks (Placeholder)	CA 6/25/24
Guild	GF	001	LE-Salaries	Exp	\$4,938,910	\$220,965	\$5,159,875	Guild Contract	CA 04/2024
Guild	GF	001	LE-Benefits	Exp	\$1,147,100	\$3,024	\$1,150,124	Guild Contract	CA 04/2024
Guild	GF	001	LE-Social Security	Exp	\$377,830	\$16,900	\$394,730	Guild Contract	CA 04/2024
Guild	GF	001	LE-Retirement	Exp	\$306,870	\$9,306	\$316,176	Guild Contract	CA 04/2024
Guild	GF	001	LE-Workers Comp	Exp	\$242,335	(\$25)	\$242,310	Guild Contract	CA 04/2024
VueWorks	GF	001	GG - Professional Services	Exp	\$121,500	\$62,210	\$183,710	VueWorks facility Assessment	CA 5/28/24
VueWorks	ST	101	ST - Professional Services	Exp	\$45,000	\$2,140	\$47,140	VueWorks facility Assessment	CA 5/28/24
VueWorks	SWM	410	SW - Professional Services	Exp	\$60,000	\$3,580	\$63,580	VueWorks facility Assessment	CA 5/28/24

Project	Description
Training	The city received additional training reimbursement funds from WCIA. This amendment increases the revenue and corresponding expenditures lines.
Row Dock	Council authorized the Parks Department to move forward with the replacement of the North Cove Row Dock which will require a partial reimbursement by the Lake Stevens Row Club. Neither the total cost nor the total contribution have been determined, as such, the increases will serve as budget placeholders until finalized.
Guild	Council authorized the Guild Agreement in April. The total cost increase was approximately \$469,000 for 2024. The City's adopted budget included a placeholder of \$219,000 that absorbed a portion of the increase. The final budget increase is \$250,170
VueWorks	Council authorized the city to enter into an agreement with VueWorks to complete a citywide Facility Assessment in May. The budget increase is \$67,930 allocated to funds based on space occupancy.

General Fund Financial Forecast by Amendment



Discussion

- Volunteers of America - \$65,000 Request (included)
 - Very little effect on the forecast as it was entered as a one-time expense
- 6-year Forecast
 - Crosses below reserve threshold in 2028
 - Assumes entire budget is spent each year
 - Historically revenues end slightly higher than expected, and expenses are less than budgeted due to postponement of purchases and unfilled staff positions.