

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

October 8, 2024 - 6:00 PM

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

Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/82853933502>

or call in at (253) 215-8782 Meeting ID 828 5393 3502

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Introduce Senior Civil Engineer Ben Romanaggi Erik Mangold
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
9. **City Department Report**
 - A. Public Works Department Report Erik Mangold
10. **Consent Agenda**
 - A. 2024 Vouchers Barb Stevens
 - B. City Council Meeting Minutes of September 13, 2024 Kelly Chelin
 - C. City Council Meeting Minutes of September 17, 2024 Kelly Chelin
 - D. City Council Meeting Minutes of September 24, 2024 Caitlin Weaver
 - E. Resolution 2024-10 Establishing a Parks Capital Equipment Fund 525 Barb Stevens
 - F. Department of Commerce Grant Agreement - Local Community Projects Russ Wright
 - G. Contract with R & R Construction, inc. to move the playground equipment at Frontier Heights Park Jill Meis

11. Action Items

- A. Policy Update for the Mill Jill Meis

12. Discussion Items

- A. 2025 Proposed Budget Barb Stevens
B. Fee Updates Russ Wright,
Sarah Garceau
C. Council Meeting Proceedings Gene Brazel

13. Executive Session - Confidential Session of the Council

- A. Collective Bargaining per RCW 42.30. No action to follow.

14. 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.

CITY DEPARTMENT REPORT



Agenda Date: 10/8/2024

Contact Person/Department: Erik Mangold, Public Works

The Public Works Department created the attached department report to address several questions that arose during the Public Works Capital Projects Update at the last City Council meeting on September 24, 2024.

DEPARTMENT REPORT



Public Works Department

DATE: October 8, 2024

TO: Mayor and City Council

SUBJECT: Follow-up Information from the Previous PW Department Report

The Public Works Department presented a Capital Projects Update at the September 24, 2024 City Council Meeting. The presentation provided an update on the Citywide Long-Line Striping and Thermoplastic projects and the Lake Stevens Sewer District project in Downtown Lake Stevens along 20th Street NE.

The Public Works Department wanted to provide additional information following several questions that were asked by the Council.

Market Place at Park and Ride Entrance



Before



After

1. What is the significance of two white lines next to each other?

The double white lines provide a buffer space for the existing bike lane, which increases bicyclists' safety, comfort, and visibility. Adding the buffer also effectively narrowed the vehicle travel lanes to 11 feet wide.

The previous vehicle travel lanes were 12+ feet wide along Market Place and may have contributed to higher driving speeds. By narrowing the lanes to the City's standard width, Public Works aims to reduce excessive vehicle speeds and increase safety for all roadway users.

Speed data was collected prior to the lane reconfiguration and will be collected afterward to identify whether any change resulted from the lane reconfiguration alone.

2. What is the budget for the striping and thermoplastic work? How does this year compare to previous years?

The 2024 streets budget for striping and thermoplastic is \$100,000. This budget funds the material and equipment for the Public Works Streets Crew to complete smaller scoped work orders as resources allow. In addition, this budget helped fund a Public Works Contract for a contractor to complete larger scale citywide longline striping and thermoplastic improvements at roundabouts and signalized intersections this year.

Refer to the Public Works Department Reports from August 27th and September 24th for more detailed project information.

In 2023, \$120,000 was budgeted in the streets fund for striping. The Public Works Streets Crew completed about \$12,500 in improvements. The remaining balance was moved forward into 2024.

In 2022, \$120,000 was budgeted in the streets fund for striping. \$113,000 was spent through a Public Works Contract for a contractor to refresh paint lane lines throughout the City.

Also, other street and sidewalk capital improvement project budgets may fund related striping and thermoplastic improvements along the project corridors.

3. For the project on 20th Street, are we reaching out to the school district, school board, and letting them know the projected finish date in November?

The City's Grants & Communication Specialist provides regular project updates through the "Week's Wrap Up" correspondence. Most recently, this update was published:

"The Lake Stevens Sewer District construction project along 20th Street NE between 125th Street NE to 127th Street NE is going to remain closed until November 1, 2024. For more information, contact the Lake Stevens Sewer District."

Also, as a condition of the right-of-way use permit, the contractor provides regular email updates with closure and traffic control information to Public Works, the Lake Stevens School District, Community Transit, and Snohomish Regional Fire & Rescue.

4. What has the impact been on parents picking up and dropping off their kids at Mt. Pilchuck Elementary School? And the school buses as well, do they have an alternative route, how is that impacting them?

Public Works reached out to the Lake Stevens School District and received the following feedback:

From the Mt. Pilchuck Elementary Principal:

Our families have adapted to driving around the closure. In order to alleviate the traffic congestion, we have had families turn right out of our parking lot which has been great in terms of safety as well since we don't have cars going in and out every which way. We haven't had anyone complain to us about it other than some off-hand comments.

From the Safety, Security & Health Specialist:

We made some adjustments to try and minimize the impact. All parents pulling out of the parent loop are pointed to a right turn (eastbound) only so we don't get backed up. That has helped us keep the buses moving and on time. Pedestrian impacts have been minimal because the sidewalk has been left open and accessible. In short there have been some inconveniences but nothing we haven't been able to work around.

From the Assistant Superintendent:

Our team really appreciates working with the City and how your communications have greatly improved over the years. Hearing from the Superintendents on the construction site that impacts our schools has been highly appreciated. Thanks again!

BLANKET VOUCHER APPROVAL
2024

Payroll Direct Deposits	9/25/2024	\$418,620.34
Payroll Checks	61756	\$2,419.23
Electronic Funds Transfers	ACH	\$254,232.75
Claims	61757-61861	\$496,887.42
Void Checks	57943, 61661	(\$128.00)
Total Vouchers Approved:		\$1,172,031.74

This 8th day of October 2024

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer, Barb Stevens

Mayor, Brett Gailey

October 8, 2024



City expenditures by type for this voucher packet		
Personnel Costs	\$421,040	36%
Payroll Federal Taxes	\$152,732	13%
Retirement Benefits - Employer	\$85,809	7%
Other Employer Paid Benefits	\$503	0%
Employee Paid Benefits	\$19,817	2%
Supplies	\$90,894	8%
Professional Services	\$254,142	22%
Refunds	\$100	0%
Capital *	\$135,950	12%
Debt Payments	\$11,173	1%
Void Checks	-\$128	0%
Total	\$1,172,032	100%

Large Purchases *

* North Cove Rowing Dock \$94,715

* Lundeen Digital Communication Sign Update \$20,842

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 09/20/2024 - 10/03/2024

Total for Period
\$751,120.17

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-41617	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gloves - A VanHook	61763	\$38.55
911 Supply Inc	INV-2-41620	001 008 521 20 31 06	LE - Uniform Clothing	PD Uniform Hats/Batons/Belts	61763	\$555.64
					61763 Total	\$594.19
Ace Hardware	79947	001 010 576 80 31 05	PK-R&M Supplies	Drill Bit Set/Fasteners - Sunset Swim Ladder	61764	\$58.80
Ace Hardware	79990	001 010 576 80 31 05	PK-R&M Supplies	Paint Roller Cover - Oak Hill Sign	61764	\$6.55
Ace Hardware	79993	001 010 576 80 31 02	PK-Office Supplies	Hammer Drill Bit /Fasteners - FH Staining RR Slats	61764	\$100.40
Ace Hardware	79995	101 016 544 90 31 02	ST-Operating Cost	DeWalt Leaf Blower Kit	61764	\$327.89
Ace Hardware	79997	410 016 531 10 31 02	SW - Operating Costs	Spiral Screw Extractor	61764	\$16.38
Ace Hardware	80001	001 010 576 80 31 03	PK- Equipment & Tools	Small Drive Ratchet	61764	\$27.31
Ace Hardware	80025	410 016 531 10 35 00	SW - Small Tools	Bolt Cutter/Spring Snaps/Chains	61764	\$252.44
Ace Hardware	80030	001 010 576 80 31 05	PK-R&M Supplies	Fasteners - Oak Hill Sign	61764	\$18.47
Ace Hardware	80035	001 010 576 80 31 00	PK-Operating Costs	Engine Oil/Gas Mix	61764	\$15.67
Ace Hardware	80042	001 007 558 50 31 01	PL-Operating Costs	Stake	61764	\$43.55
Ace Hardware	80056	101 016 544 90 31 02	ST-Operating Cost	Flexseal Spray/Tape	61764	\$32.77
Ace Hardware	80062	001 010 576 80 31 06	PK-Lake Safety	Fasteners/Straps - Sunset Ladder	61764	\$19.24
Ace Hardware	80063	410 016 531 10 31 02	SW - Operating Costs	Spring Snaps	61764	\$34.93
Ace Hardware	80075	101 016 544 90 31 02	ST-Operating Cost	Spring Snaps/Air Freshener	61764	\$65.50
Ace Hardware	80079	410 016 531 10 31 02	SW - Operating Costs	Conduit EMT	61764	\$37.15
Ace Hardware	80091	101 016 544 90 31 02	ST-Operating Cost	Brass Key	61764	\$3.92
Ace Hardware	80101	101 016 544 90 31 02	ST-Operating Cost	Spring Clips/Tool Holder	61764	\$40.60
Ace Hardware	80108	001 010 576 80 31 00	PK-Operating Costs	Corner Brace/Fasteners - Lundeen Table	61764	\$22.69
Ace Hardware	80117	101 016 544 90 31 02	ST-Operating Cost	Mini Clamp/BarClamp/Wood Glue	61764	\$71.01
					61764 Total	\$1,195.27
ALS Group USA Corp	3532-292407	410 016 531 10 41 01	SW - Professional Services	Decant Soil Testing	61765	\$425.00
					61765 Total	\$425.00
Amazon Capital Services	11GW-36WJ-PNDF	101 016 544 90 31 02	ST-Operating Cost	Page Protectors	61766	\$66.66
Amazon Capital Services	149F-9C4C-3H7C	001 008 521 20 31 00	LE-Office Supplies	Tool Set/Wire Hangers	61766	\$44.24
Amazon Capital Services	16YY-N949-WVXM	101 016 544 90 31 02	ST-Operating Cost	Certificate Frames/Orange Safety Flags	61766	\$138.73
Amazon Capital Services	16YY-N949-WVXM	410 016 531 10 31 02	SW - Operating Costs	Certificate Frames/Headphones/Pump Hose Heater	61766	\$639.51
Amazon Capital Services	1739-W73Q-K4VY	101 016 544 90 31 02	ST-Operating Cost	PW Conf Room Supplies	61766	\$7.62
Amazon Capital Services	1739-W73Q-K4VY	410 016 531 10 31 02	SW - Operating Costs	PW Conf Room Supplies	61766	\$7.63
Amazon Capital Services	17Y4-6QJH-F1PJ	001 008 521 20 31 00	LE-Office Supplies	Domestic Violence Awareness Purple Ribbon Lapel Pins	61766	\$16.26
Amazon Capital Services	1CNT-CQM1-MRN1	001 008 521 20 31 00	LE-Office Supplies	Wireless Ergo Mouse - B Morgan	61766	\$35.19
Amazon Capital Services	1DVM-7TR6-RX9R	001 010 576 80 31 00	PK-Operating Costs	Plastic Tray Liners/Tire Repair Kit	61766	\$32.78
Amazon Capital Services	1DVM-7TR6-RX9R	001 010 576 80 31 02	PK-Office Supplies	Spiral Notebook/Vacuum Storage Bags	61766	\$27.29
Amazon Capital Services	1DVM-7TR6-RX9R	001 010 576 80 31 03	PK- Equipment & Tools	Pruning Shears	61766	\$122.25
Amazon Capital Services	1DVM-7TR6-RX9R	001 010 576 80 31 08	PK-Special Event Supplies	Dry Erase Wall Calendar	61766	\$31.69
Amazon Capital Services	1F6D-MFN6-RGGK	001 003 514 20 31 00	CC-Office Supply	Ergonomic Mouse - C Weaver	61766	\$27.31
Amazon Capital Services	1F6D-MFN6-RGGK	001 013 518 20 31 00	GG-Operating Costs	Copy Paper/Hand Sanitizer/Lazy Susan	61766	\$106.87
Amazon Capital Services	1FDM-N46V-DGCM	001 008 521 20 31 05	LE-Equipment - New Officers	Tactical Boots/Shoes	61766	\$367.21
Amazon Capital Services	1GK4-XCMW-4D4P	101 016 544 90 31 01	ST-Office Supplies	Envelopes/Expanding File Jackets	61766	\$9.40
Amazon Capital Services	1GK4-XCMW-4D4P	101 016 544 90 31 02	ST-Operating Cost	High Pressure Sodium Light Bulbs	61766	\$190.86
Amazon Capital Services	1GK4-XCMW-4D4P	410 016 531 10 31 01	SW - Office Supplies	Envelopes/Expanding File Jackets	61766	\$9.40

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1GWC-JD9H-PVYG	001 010 576 80 31 00	PK-Operating Costs	Chainsaw Oil/Gas & Oil Mix/Paint Supplies	61766	\$163.13
Amazon Capital Services	1GWC-JD9H-PVYG	001 010 576 80 31 02	PK-Office Supplies	To-Do Notepads/EXPO Markers	61766	\$27.30
Amazon Capital Services	1HV1-93FM-C14K	101 016 544 90 31 02	ST-Operating Cost	PW Conf Room Supplies	61766	\$4.07
Amazon Capital Services	1HV1-93FM-C14K	410 016 531 10 31 02	SW - Operating Costs	PW Conf Room Supplies	61766	\$4.07
Amazon Capital Services	1KFD-GKGQ-93JJ	101 016 544 90 31 02	ST-Operating Cost	Keurig Return	61766	(\$77.87)
Amazon Capital Services	1KFD-GKGQ-93JJ	410 016 531 10 31 02	SW - Operating Costs	Keurig Return	61766	(\$77.87)
Amazon Capital Services	1KFD-GKGQ-9GPP	101 016 544 90 31 01	ST-Office Supplies	Countertop Corded Pen	61766	\$26.54
Amazon Capital Services	1KFD-GKGQ-9GPP	410 016 531 10 31 01	SW - Office Supplies	Pen Holder	61766	\$3.82
Amazon Capital Services	1KGC-3GLY-Q7WL	101 016 544 90 31 02	ST-Operating Cost	Elbow Latch Cabinet Door Catch	61766	\$48.04
Amazon Capital Services	1KGC-3GLY-Q7WL	410 016 531 10 31 02	SW - Operating Costs	Earbuds/Aluminum Hard Case	61766	\$74.30
Amazon Capital Services	1KWR-4HCN-9NTM	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Gear	61766	\$2,168.18
Amazon Capital Services	1Q9G-61DD-R4JV	001 007 558 50 31 00	PL-Office Supplies	Translucent Slash File Jackets	61766	\$22.89
Amazon Capital Services	1Q9G-61DD-R4JV	001 013 518 20 31 00	GG-Operating Costs	Sticky Notes	61766	\$9.77
Amazon Capital Services	1QLV-QL66-19D7	001 008 521 20 31 00	LE-Office Supplies	Cell Phone Cases - Heinemann/Valvick	61766	\$62.54
Amazon Capital Services	1R71-17GH-4XLG	001 010 576 80 31 00	PK-Operating Costs	Gas/Oil Mix	61766	\$79.78
Amazon Capital Services	1RCX-RHF6-CLVF	001 003 514 20 31 00	CC-Office Supply	Wall Calendar - K Chelin	61766	\$13.11
Amazon Capital Services	1RCX-RHF6-CLVF	001 007 559 30 31 00	PB-Office Supplies	Cell Phone Card Holder Pocket - C Manus	61766	\$8.51
Amazon Capital Services	1RJ1-YT9Q-3JG7	001 006 518 80 31 00	IT- Operating Supplies	Spare Wireless Mouse	61766	\$32.78
Amazon Capital Services	1RYN-WK1H-6QCK	001 008 521 20 31 06	LE - Uniform Clothing	Tactical Flashlights/Earphone Connection Adapter	61766	\$595.98
Amazon Capital Services	1Y6M-6WHX-6TXH	001 005 518 10 31 00	HR-Office Supplies	Magnetic Sticky Notes	61766	\$19.12
Amazon Capital Services	1Y6M-6WHX-6TXH	001 007 558 50 31 00	PL-Office Supplies	USB-C to HDMI Cable	61766	\$10.92
Amazon Capital Services	1Y6M-6WHX-6TXH	001 013 518 20 31 00	GG-Operating Costs	Calculator Paper	61766	\$16.93
					61766 Total	\$5,116.94
Ambrose	100124 REISSUE	001 010 576 80 43 00	PK-Travel & Meetings	Reissue CK #61661 - PMT Class Meal PerDiem	61767	\$33.00
					61767 Total	\$33.00
Anderson	100124 RAYMOND	001 010 576 80 43 00	PK-Travel & Meetings	Pesticide Training Meal PerDiem	61768	\$19.00
					61768 Total	\$19.00
Asbesto Test Inc	M2240840	411 016 594 31 60 02	SWC - Capital Purchases	Asbestos Sampling & Survey 2202 Hartford Dr	61769	\$730.00
					61769 Total	\$730.00
AtkinsRealis USA Inc	1269097	101 016 542 30 41 02	ST-Professional Service	Facility Condition Assessments	61770	\$13,584.00
AtkinsRealis USA Inc	1269097	410 016 531 10 41 01	SW - Professional Services	Facility Condition Assessments	61770	\$13,584.00
					61770 Total	\$27,168.00
Beazizo	101824 BEAZIZO	001 008 521 20 43 00	LE-Travel & Per Diem	IACP Conf Meal PerDiem	61771	\$552.00
					61771 Total	\$552.00
Bickford Motors Inc	954835	001 013 518 20 48 00	GG-Repair & Maintenance	AWD Control Module Repair 2020 Ford Escape	61772	\$941.13
Bickford Motors Inc	1274151	410 016 531 10 31 02	SW - Operating Costs	Front Wheel Hub	61772	\$615.26
					61772 Total	\$1,556.39
Brazel	100624 BRAZEL	001 002 513 11 43 00	AD-Travel & Meetings	WEFTEC Conf Meal PerDiem	61773	\$320.00
					61773 Total	\$320.00
Bronze Memorials Inc	7044	001 013 518 20 31 00	GG-Operating Costs	Solid Cast Plaque	61774	\$2,553.53
					61774 Total	\$2,553.53
Bryant	102024 BRYANT	001 008 521 20 43 00	LE-Travel & Per Diem	UTAC Drone Training Meal PerDiem	61775	\$340.00
					61775 Total	\$340.00
CDW Government Inc	AA6UX9V	510 006 518 80 31 00	Purchase Computer Equipment	Apple iPads (3)	61776	\$1,570.77
					61776 Total	\$1,570.77

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
City of Everett	I240005228	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Laboratory Analysis	61777	\$1,306.80
City of Everett	I240005710	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 08-2024	61777	\$530.00
					61777 Total	\$1,836.80
Datec Inc	64257	001 008 521 20 31 05	LE-Equipment - New Officers	Panasonic Toughbooks (2)	61778	\$6,439.96
					61778 Total	\$6,439.96
Department of Ecology	24-RS-WAR045523-1	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Stormwater Action Monitoring Effective Studies/Source ID	61779	\$9,595.00
Department of Ecology	24-RS-WAR045523-1	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Stormwater Action Monitoring Puget Sound Status/Trends	61779	\$5,250.00
Department of Ecology	25-WAG994197-1	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Water Quality Program Aquatic Pest Control Permits	61779	\$500.00
					61779 Total	\$15,345.00
Dept of Labor and Industries	337358	001 012 575 50 48 00	CS- The Mill - R & M	L&I Violation Penalties - Mill Elevator	61780	\$500.00
Dept of Labor and Industries	352425	001 012 575 50 48 00	CS- The Mill - R & M	L&I Annual Cert for The Mill Wheelchair Lift	61780	\$93.20
					61780 Total	\$593.20
Dept of Licensing	092824 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 09/15/24 - 09/28/24	61781	\$189.00
					61781 Total	\$189.00
Dept of Retirement (Deferred Comp)	09252024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$8,139.30
Dept of Retirement PERS LEOFF	09252024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$85,474.05
Dept of Retirement PERS LEOFF	09252024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$335.09
					EFT Total	\$93,948.44
Dreher	101824 DREHER J	001 008 521 20 43 00	LE-Travel & Per Diem	IACP Conf Meal PerDiem	61782	\$552.00
					61782 Total	\$552.00
Dugger	031023 DUGGER	001 013 582 10 00 00	Refund of Deposit	Reissue CK #57943 - LS22-Dugger2_3-10-23 Mill Deposit Refund	61783	\$100.00
					61783 Total	\$100.00
EAN Services LLC	37010955	001 008 521 20 43 00	LE-Travel & Per Diem	IALEFI Conf Car Rental - M Hingtgen	61784	\$273.02
EAN Services LLC	37081172	001 008 521 20 43 00	LE-Travel & Per Diem	Alert Level 1 Training Car Rental - M Hingtgen	61784	\$347.20
					61784 Total	\$620.22
EFTPS	09252024	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$152,731.55
					EFT Total	\$152,731.55
EJ USA Inc	1.1024E+11	410 016 531 10 31 02	SW - Operating Costs	Catch Basin Frame A Grate	61785	\$3,468.95
					61785 Total	\$3,468.95
Electronic Business Machines	AR283966	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	61786	\$17.87
Electronic Business Machines	AR283966	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	61786	\$17.87
Electronic Business Machines	AR283966	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	61786	\$17.87
Electronic Business Machines	AR285867	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	61786	\$11.53
Electronic Business Machines	AR285867	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	61786	\$11.52
Electronic Business Machines	AR285867	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	61786	\$11.53
					61786 Total	\$88.19
Elite Securities Inc	40991	005 000 518 20 40 02	Rental Property Services	Key Cylinder Changes 10519 20th St SE Ste 3	61787	\$429.55
					61787 Total	\$429.55
Enterprise FM Trust	604558-090524	530 016 594 48 70 00	Capital Lease Principal	City Vehicle Lease/Mgmt/Tax Fees	61761	\$11,172.91
					61761 Total	\$11,172.91
Erickson	090624 ERIKSON	001 013 518 10 30 00	LEAN Training - Supplies	Lean Class Textbooks and Materials Reimbursement	61788	\$859.90
Erickson	091024 ERIKSON	001 013 518 10 30 00	LEAN Training - Supplies	Lean Class Binder Pouches Reimbursement	61788	\$7.76
Erickson	091724 ERIKSON	001 013 518 10 30 00	LEAN Training - Supplies	Lean Class Coffee Reimbursement	61788	\$26.16
Erickson	091724 ERIKSON	001 013 518 10 30 00	LEAN Training - Supplies	Lean Class Donuts Reimbursement	61788	\$27.59
Erickson	092324 ERIKSON	001 013 518 10 30 00	LEAN Training - Supplies	Lean Class Keurig/Coffee Pods Reimbursement	61788	\$133.28
					61788 Total	\$1,054.69

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Evergreen Safety Council	INV13076	101 016 542 30 49 01	ST-Staff Development	Flagger Certifications (5)	61789	\$62.50
Evergreen Safety Council	INV13076	410 016 531 10 49 01	SW - Staff Development	Flagger Certifications (5)	61789	\$62.50
					61789 Total	\$125.00
Facet NW Inc	0057601	001 010 594 76 64 00	PK-Capital Outlay	North Cove Boat Launch	61790	\$8,086.00
					61790 Total	\$8,086.00
Fastenal Company	MN019878422	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 09-2024	61791	\$5.46
Fastenal Company	MN019878422	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 09-2024	61791	\$5.47
Fastenal Company	WAARN174921	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Ear Plugs/Gloves/QwikStiks	61791	\$100.60
Fastenal Company	WAARN174921	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Ear Plugs/Gloves/QwikStiks	61791	\$100.60
Fastenal Company	WAARN175013	101 016 544 90 31 02	ST-Operating Cost	Gloves/Wipes/QwikStiks	61791	\$115.01
Fastenal Company	WAARN175013	410 016 531 10 31 02	SW - Operating Costs	Gloves/Wipes/QwikStiks	61791	\$115.01
					61791 Total	\$442.15
Feldman & Lee PS	2024 LKS-SSP-9	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program 09-2024	61792	\$600.00
Feldman & Lee PS	2024 LKS-SSP-9	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services Program 09-2024	61792	\$460.00
Feldman & Lee PS	2024 LKS-SSP-9	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program 09-2024	61792	\$900.00
					61792 Total	\$1,960.00
Fireshield Inc	12185	005 000 518 20 40 02	Rental Property Services	Elevator Service Call 10515 20th St SE	61793	\$404.41
					61793 Total	\$404.41
Gailey	092124 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	ICMA Conf Flight Reimbursement	61794	\$396.21
Gailey	092124 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	ICMA Conf Hotel Reimbursement	61794	\$889.20
Gailey	092124 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	ICMA Conf Meal PerDiem	61794	\$315.00
					61794 Total	\$1,600.41
GCP WW Holdco LLC	INV2010015178	001 010 576 80 31 01	PK-Ops-Clothing	Jackets/Boots/Rain Shell/Vest/Coverall - C Talley	61795	\$1,147.24
					61795 Total	\$1,147.24
Goldman	2024-1254	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	61796	\$275.00
					61796 Total	\$275.00
Grainger	9255684160	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Multi-Gas Detector	61797	\$3,892.58
					61797 Total	\$3,892.58
Granite Construction Supply	102566	101 016 544 90 31 02	ST-Operating Cost	Signs	61798	\$494.55
Granite Construction Supply	102814	411 016 594 31 60 05	Catherine Creek/36th St Bridge	Temp Traffic Signal Rentals	61798	\$5,000.00
Granite Construction Supply	102938	101 016 542 64 31 00	ST-Traffic Control - Supply	Signs - Dead End	61798	\$857.22
Granite Construction Supply	103798	101 016 542 64 31 00	ST-Traffic Control - Supply	Stop Signs	61798	\$821.50
Granite Construction Supply	103799	101 016 544 90 31 02	ST-Operating Cost	Double Split Arrow Signs	61798	\$1,099.00
Granite Construction Supply	104080	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	61798	\$41.76
Granite Construction Supply	104081	101 016 544 90 31 02	ST-Operating Cost	Signs	61798	\$164.85
Granite Construction Supply	104110	101 016 544 90 31 02	ST-Operating Cost	Elgee Power Vac with Hose/Auto Baffle Assembly	61798	\$5,857.67
Granite Construction Supply	104117	101 016 544 90 31 02	ST-Operating Cost	Pedestrian Keep Right Signs	61798	\$72.53
Granite Construction Supply	104198	101 016 542 64 31 00	ST-Traffic Control - Supply	Signs	61798	\$2,747.50
Granite Construction Supply	104199	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	61798	\$91.22
					61798 Total	\$17,247.80
Gustafson	JD23489	001 013 518 20 41 00	GG-Professional Service	Eagle Ridge Property Assessment	61799	\$650.00
					61799 Total	\$650.00
Halverson	090724 AARON	101 016 543 30 43 00	ST-Travel & Meetings	APWA PWX Conf Flight Reimbursement - A Halverson	61800	\$288.10
Halverson	090724 AARON	410 016 531 10 43 00	SW - Travel & Meetings	APWA PWX Conf Flight Reimbursement - A Halverson	61800	\$288.10
Halverson	100524 AARON	101 016 543 30 43 00	ST-Travel & Meetings	WEFTEC Conf Flight Reimbursement - A Halverson	61800	\$308.60
Halverson	100524 AARON	410 016 531 10 43 00	SW - Travel & Meetings	WEFTEC Conf Flight Reimbursement - A Halverson	61800	\$308.60

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Halverson	100624 HALVERSON	101 016 543 30 43 00	ST-Travel & Meetings	WEFTEC Conf Meal PerDiem	61800	\$160.00
Halverson	100624 HALVERSON	410 016 531 10 43 00	SW - Travel & Meetings	WEFTEC Conf Meal PerDiem	61800	\$160.00
					61800 Total	\$1,513.40
Heist	092024 HEIST	001 004 514 23 43 00	FI-Travel & Meetings	WFOA Conf Meal PerDiem	61801	\$17.00
					61801 Total	\$17.00
Honey Bucket	0554369612	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	61802	\$167.75
Honey Bucket	0554369613	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	61802	\$264.50
Honey Bucket	0554371978	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Lundeen Park	61802	\$290.95
Honey Bucket	0554404131	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Heights	61802	\$234.00
Honey Bucket	0554404132	001 010 576 80 41 04	PK-Special Events Prof Service	Honey Bucket Rental - Viking Events	61802	\$475.00
Honey Bucket	0554415804	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	61802	\$180.50
Honey Bucket	0554428447	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 12708 20th St NE	61802	\$167.75
Honey Bucket	0554428448	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	61802	\$264.50
					61802 Total	\$2,044.95
Houghtaling	091824 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Reimbursement for Coffee/Donuts for Fall Clean Up Event	61803	\$66.98
Houghtaling	091824 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Reimbursement for Coffee/Donuts for Fall Clean Up Event	61803	\$66.98
					61803 Total	\$133.96
HSA Bank	09252024	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	61757	\$340.00
					61757 Total	\$340.00
ICONIX Waterworks US Inc	U2416041246	410 016 531 10 31 02	SW - Operating Costs	Orange Fence/Metal T-Posts/Cable Ties	61804	\$773.81
					61804 Total	\$773.81
Ink It Your Way LLC	11302	001 010 576 80 31 01	PK-Ops-Clothing	Parks Uniform Inventory	61805	\$2,063.56
					61805 Total	\$2,063.56
JMH Marine LLC	11320	001 010 594 76 64 00	PK-Capital Outlay	North Cove Rowing Dock	61806	\$94,714.50
					61806 Total	\$94,714.50
Kaiser Permanente	66114475	001 008 521 20 41 00	LE-Professional Services	Employee Health Screenings	61807	\$2,423.42
Kaiser Permanente	66114475	001 010 576 80 41 00	PK-Professional Services	Commercial Drivers Med Exam	61807	\$40.00
					61807 Total	\$2,463.42
KPG Psomas Inc	213415	001 007 558 50 41 00	PL-Professional Servic	91st Ave NE Streetscape Conceptual Design	61808	\$2,283.07
					61808 Total	\$2,283.07
Lake Industries LLC	304709	410 016 531 10 31 02	SW - Operating Costs	Fill Material Hauled In	61809	\$480.00
Lake Industries LLC	304730	410 016 531 10 31 02	SW - Operating Costs	Fill Material Hauled In	61809	\$96.00
Lake Industries LLC	304750	410 016 531 10 31 02	SW - Operating Costs	Fill Material Hauled In	61809	\$480.00
					61809 Total	\$1,056.00
Lake Stevens Chamber of Commerce	10-2024 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 10-2024	61810	\$1,500.00
					61810 Total	\$1,500.00
Lake Stevens Police Guild	09252024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	61758	\$1,291.00
					61758 Total	\$1,291.00
Lake Stevens Sewer District	1195 09-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	61762	\$99.00
Lake Stevens Sewer District	12326 09-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	61762	\$105.00
Lake Stevens Sewer District	13135 09-2024	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	61762	\$12.25
Lake Stevens Sewer District	13135 09-2024	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	61762	\$24.50
Lake Stevens Sewer District	13135 09-2024	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	61762	\$12.25
Lake Stevens Sewer District	2538 09-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	61762	\$148.00
Lake Stevens Sewer District	3628 09-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	61762	\$49.00
Lake Stevens Sewer District	5189 09-2024	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	61762	\$262.68
Lake Stevens Sewer District	6294 09-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	61762	\$99.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lake Stevens Sewer District	6296 09-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	61762	\$49.00
Lake Stevens Sewer District	6390 09-2024	005 000 518 20 40 01	Rental Property Utilities	Sewer - Leased Comm Building Acct 6390-03	61762	\$49.00
Lake Stevens Sewer District	6666 09-2024	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	61762	\$49.00
Lake Stevens Sewer District	6671 09-2024	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	61762	\$49.00
Lake Stevens Sewer District	6810 09-2024	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	61762	\$148.00
Lake Stevens Sewer District	7002 09-2024	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	61762	\$99.00
Lake Stevens Sewer District	8710 09-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	61762	\$49.00
Lake Stevens Sewer District	9902 09-2024	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	61762	\$99.00
					61762 Total	\$1,402.68
Land Development Consultants Inc	35995	004 010 594 76 60 02	PR - Frontier Heights Park P2	Frontier Heights Park Playfields	61811	\$6,578.00
					61811 Total	\$6,578.00
Lemay Mobile Shredding Inc	4859488S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	61812	\$28.18
					61812 Total	\$28.18
Lewandowski	092524 JACLYN	001 010 576 80 31 08	PK-Special Event Supplies	Winterfest Ornaments Reimbursement	61813	\$518.76
					61813 Total	\$518.76
Lifeline Training Ltd	24-116949	001 008 521 40 49 01	LE-Registration Fees	Women in Command Registration - J Ubert	61814	\$359.00
					61814 Total	\$359.00
Manus	091024 MANUS	001 007 559 30 43 00	PB-Travel & Mtgs	WACE Conf Meal PerDiem	61815	\$56.00
Manus	091124 MANUS	001 007 559 30 43 00	PB-Travel & Mtgs	WACE Conf Hotel C Fauth - Reimbursement	61815	\$502.20
Manus	091124 MANUS	001 007 559 30 43 00	PB-Travel & Mtgs	WACE Conf Hotel C Manus - Reimbursement	61815	\$502.20
					61815 Total	\$1,060.40
MissionSquare - 108991	6822061	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	61759	\$502.96
					61759 Total	\$502.96
MissionSquare - 307428	6098043	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	61760	\$2,493.91
					61760 Total	\$2,493.91
Nationwide Retirement Solution	09252024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$6,916.54
					EFT Total	\$6,916.54
New Restoration and Recovery Services LLC	INV23534	410 000 382 20 00 00	SW-Retainage	2024 CCVT Project Progress Pymt #5 Retainage	61816	(\$3,407.32)
New Restoration and Recovery Services LLC	INV23534	410 016 531 10 41 10	SW - Prof Service - CCTV	2024 CCVT Project Progress Pymt #5	61816	\$68,146.00
					61816 Total	\$64,738.68
Office of the State Treasurer	09-2024 STATE	633 000 586 00 00 01	State Court Remit	State Court Remittance 09-2024	61817	\$14,877.95
Office of the State Treasurer	09-2024 STATE	633 000 589 30 00 03	State Building Permit Remit	Bulding Code Remittance 09-2024	61817	\$170.50
					61817 Total	\$15,048.45
Ogden Murphy Wallace PLLC	896294	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 08-2024	61818	\$15,405.50
Ogden Murphy Wallace PLLC	896294	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 08-2024 PRR	61818	\$3,867.50
Ogden Murphy Wallace PLLC	896294	001 011 515 41 41 04	Ext Attorney - Sewer	Legal Services 08-2024 Sewer	61818	\$3,282.50
Ogden Murphy Wallace PLLC	896294	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 08-2024 Sewer	61818	\$10,522.50
					61818 Total	\$33,078.00
Olbrechts	09-2024 HEARING	001 007 558 50 41 04	Permit Related Professional Sr	Hearing Examiner Services 09-2024 LUA2023-0176	61819	\$641.50
					61819 Total	\$641.50
Pacific Power Batteries	11442648	001 010 576 80 31 00	PK-Operating Costs	Splice/Red Cable - Mini Excavator	61820	\$17.83
Pacific Power Batteries	11442648	101 016 544 90 31 02	ST-Operating Cost	Splice/Red Cable - Mini Excavator	61820	\$17.83
Pacific Power Batteries	11442648	410 016 531 10 31 02	SW - Operating Costs	Splice/Red Cable - Mini Excavator	61820	\$17.83
					61820 Total	\$53.49
Pape Machinery Inc	15593325	410 016 531 10 31 02	SW - Operating Costs	Filters PW65	61821	\$117.90
					61821 Total	\$117.90

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Performance Marine Inc	43421	001 008 521 21 48 00	LE-Boating Repair & Maint	Service PD Marine Unit	61822	\$5,263.85
					61822 Total	\$5,263.85
Petrocard Inc	0534017-IN	001 006 518 80 32 00	IT-Fuel	Fuel PW57	61823	\$28.52
Petrocard Inc	0534017-IN	001 007 558 50 31 02	PL-Permit Related Op. Costs	Fuel PW51	61823	\$12.43
Petrocard Inc	0534017-IN	001 007 558 50 32 00	PL-Fuel & Tolls	Fuel	61823	\$64.96
Petrocard Inc	0534017-IN	001 007 559 30 32 00	PB-Fuel	Fuel	61823	\$107.89
Petrocard Inc	0534017-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	61823	\$989.08
Petrocard Inc	0534017-IN	101 016 542 30 32 00	ST-Fuel	Fuel	61823	\$1,581.58
Petrocard Inc	0534017-IN	410 016 531 10 32 00	SW - Fuel	Fuel	61823	\$1,581.58
					61823 Total	\$4,366.04
PODS Enterprises LLC	PODS008056941	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	61824	\$179.25
PODS Enterprises LLC	PODS008064161	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	61824	\$179.25
					61824 Total	\$358.50
Precision Turf Equipment LLC	12088-59139	001 010 576 80 31 05	PK-R&M Supplies	Mower Belt PW90	61825	\$170.60
Precision Turf Equipment LLC	12088-59142	001 010 576 80 31 05	PK-R&M Supplies	Mower Belt PW90	61825	\$49.75
Precision Turf Equipment LLC	12088-59143	001 010 576 80 31 05	PK-R&M Supplies	Mower Belt PW90 Return Refund	61825	(\$170.60)
Precision Turf Equipment LLC	12088-59166	001 010 576 80 31 05	PK-R&M Supplies	Belt/Tap Head - 60" Exmark Mower/RedMax Line Trimmer	61825	\$102.89
					61825 Total	\$152.64
Public Risk Management Association	0092024	001 005 518 10 49 00	HR-Miscellaneous	PRIMA Membership Renewal	61826	\$425.00
					61826 Total	\$425.00
Puget Sound Clean Air Agency	24-051 Q4 2024	001 013 553 70 41 00	GG - Air Pollution	Q4 2024 Clean Air Assessment	61827	\$8,006.50
					61827 Total	\$8,006.50
Puget Sound Energy	200003723810 09-2024	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	61828	\$59.15
Puget Sound Energy	200025431695 09-2024	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	61828	\$13.75
Puget Sound Energy	200025431695 09-2024	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	61828	\$13.74
Puget Sound Energy	200025431695 09-2024	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	61828	\$13.74
Puget Sound Energy	220022339471 09-2024	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	61828	\$74.70
Puget Sound Energy	220024770236 09-2024	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	61828	\$52.90
Puget Sound Energy	220028663866 09-2024	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	61828	\$66.33
Puget Sound Energy	220028663874 09-2024	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 1819 S Lake Stevens Rd	61828	\$53.18
					61828 Total	\$347.49
Puget Sound Regional Council	2024043	001 013 518 90 49 00	GG-PSRC	PSRG Membership Dues	61829	\$14,169.00
					61829 Total	\$14,169.00
Randall Reilly LLC	EQW126764	101 016 544 90 31 02	ST-Operating Cost	PW Fleet Asset Valuation Tracking SaaS	61830	\$4,348.51
Randall Reilly LLC	EQW126764	410 016 531 10 31 02	SW - Operating Costs	PW Fleet Asset Valuation Tracking SaaS	61830	\$4,348.50
					61830 Total	\$8,697.01
Rexel USA Inc	5M59151	001 010 576 80 31 00	PK-Operating Costs	Crimping Tool	61831	\$150.52
Rexel USA Inc	5M59151	101 016 544 90 31 02	ST-Operating Cost	Crimping Tool	61831	\$150.52
Rexel USA Inc	5M59151	410 016 531 10 31 02	SW - Operating Costs	Crimping Tool	61831	\$150.53
Rexel USA Inc	5M78286	001 013 518 20 31 00	GG-Operating Costs	Electronic Ballast/LED Lights/Electrical Drywall Box Cutter	61831	\$1,222.67
					61831 Total	\$1,674.24
RP Electronics Inc	7919	005 000 518 20 40 01	Rental Property Utilities	Fire Alarm Monitoring 1819 S Lake Stevens Rd	61832	\$213.14
					61832 Total	\$213.14
SCCFOA	093024 SCCFOA	101 016 544 90 31 02	ST-Operating Cost	LG TV for PW	61833	\$78.47
SCCFOA	093024 SCCFOA	410 016 531 10 31 02	SW - Operating Costs	LG TV for PW	61833	\$902.24
					61833 Total	\$980.71

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Seattle Marine & Fishing Supply	2031373	001 010 576 80 31 05	PK-R&M Supplies	Dock Bumpers NCBL	61834	\$593.86
					61834 Total	\$593.86
Security Solutions Northwest Inc	367198	001 006 518 80 48 00	IT-Repair & Maintenance	Video Health Standard Monthly	61835	\$262.05
					61835 Total	\$262.05
Signs Plus Inc	39404	001 010 594 76 64 00	PK-Capital Outlay	Lundeen Digital Communication Sign Update	61836	\$20,841.65
					61836 Total	\$20,841.65
Snohomish Conservation District	7982	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Stormwater Education Youth Lessons Q1 2024	61837	\$425.00
					61837 Total	\$425.00
Snohomish County PUD	109597000	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	61838	\$123.22
Snohomish County PUD	109597000	101 016 542 64 47 00	ST-Traffic Control - Utility	202013249 Traffic Signal 7441 20th St SE	61838	\$74.74
Snohomish County PUD	112868415	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	61838	\$99.47
Snohomish County PUD	116173677	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	61838	\$61.85
Snohomish County PUD	119467624	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	61838	\$158.86
Snohomish County PUD	119469287	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	61838	\$142.21
Snohomish County PUD	119472178	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	61838	\$37.32
Snohomish County PUD	122776782	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	61838	\$33.81
Snohomish County PUD	122782533	001 010 576 80 47 00	PK-Utilities	202340527 Old Decant 12701 36th St NE	61838	\$10.88
Snohomish County PUD	122782533	101 016 543 50 47 00	ST-Utilities	202340527 Old Decant 12701 36th St NE	61838	\$10.88
Snohomish County PUD	122782533	410 016 531 10 47 00	SW - Utilities	202340527 Old Decant 12701 36th St NE	61838	\$10.89
Snohomish County PUD	126091482	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	61838	\$123.29
Snohomish County PUD	126092080	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	61838	\$38.81
Snohomish County PUD	129368059	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	61838	\$14,238.82
Snohomish County PUD	129368060	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	61838	\$1,687.90
Snohomish County PUD	129368061	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	61838	\$1,408.43
Snohomish County PUD	129371517	005 000 518 20 40 01	Rental Property Utilities	224091256 10515 20th St SE	61838	\$282.14
Snohomish County PUD	129371517	005 000 518 20 40 01	Rental Property Utilities	224091256 10519 20th St SE	61838	\$249.63
Snohomish County PUD	129377257	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	61838	\$70.18
Snohomish County PUD	132677790	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric/Water	61838	\$83.19
Snohomish County PUD	135978103	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	61838	\$192.92
Snohomish County PUD	135981049	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	61838	\$68.77
Snohomish County PUD	139184145	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	61838	\$186.33
Snohomish County PUD	139187307	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	61838	\$86.09
					61838 Total	\$19,480.63
Snohomish County PUD	142515667	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	61839	\$75.20
Snohomish County PUD	142521101	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	61839	\$65.05
Snohomish County PUD	142523507	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	61839	\$488.63
Snohomish County PUD	145876817	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	61839	\$68.66
Snohomish County PUD	145877314	001 010 576 80 47 00	PK-Utilities	222205049 Oak Park Electric	61839	\$44.41
Snohomish County PUD	145878520	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	61839	\$10.19
Snohomish County PUD	145878520	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	61839	\$1,477.39
Snohomish County PUD	145878520	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	61839	\$212.26
Snohomish County PUD	149163308	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	61839	\$31.80
Snohomish County PUD	149167728	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	61839	\$71.20
Snohomish County PUD	149171026	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	61839	\$9.30
Snohomish County PUD	152485832	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	61839	\$298.66
Snohomish County PUD	152485832	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	61839	\$298.67
Snohomish County PUD	152485832	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	61839	\$298.67

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	158929320	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	61839	\$32.65
Snohomish County PUD	162093924	005 000 518 20 40 01	Rental Property Utilities	222450314 Commercial Bldg 1819 S Lake Stevens	61839	\$521.11
Snohomish County PUD	162093925	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	61839	\$623.11
Snohomish County PUD	162093926	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	61839	\$98.00
Snohomish County PUD	162093927	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	61839	\$853.07
Snohomish County PUD	165280057	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	61839	\$83.62
Snohomish County PUD	165282574	005 000 518 20 40 01	Rental Property Utilities	224209403 10519 20th St SE Ste 3A & 3B	61839	\$112.64
Snohomish County PUD	168417200	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	61839	\$58.88
Snohomish County PUD	168422109	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	61839	\$61.85
Snohomish County PUD	168422819	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	61839	\$91.00
Snohomish County PUD	168422819	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	61839	\$90.98
Snohomish County PUD	168422819	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	61839	\$90.98
Snohomish County PUD	168423380	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	61839	\$61.85
					61839 Total	\$6,229.83
Snohomish County SWM	I000652712	410 016 531 20 41 00	SW - SnoCo Lake Management	Q2 2024 Lake Monitoring	61840	\$2,581.47
					61840 Total	\$2,581.47
Snohomish County Treasurer	09-2024 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 09-2024	61841	\$225.34
					61841 Total	\$225.34
Snohomish Regional Fire & Rescue	24-1029-279	005 000 518 20 40 02	Rental Property Services	Annual Fire Safety Inspection 10515 20th St SE	61842	\$25.00
					61842 Total	\$25.00
Sound Publishing Inc	EDH1002053	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0014 20th St NE Grade Road ROW	61843	\$148.16
Sound Publishing Inc	EDH1002054	001 013 518 30 41 01	GG-Advertising	CC Retreat Notice	61843	\$46.56
Sound Publishing Inc	EDH1002201	001 007 558 50 41 03	PL-Advertising	PH 2024 Comp Plan PE	61843	\$137.84
Sound Publishing Inc	EDH1002233	001 013 518 30 41 01	GG-Advertising	CC Special Meeting Notice	61843	\$32.80
Sound Publishing Inc	EDH1002647	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0135 Keppler Dock Replacement	61843	\$93.00
					61843 Total	\$458.36
Sound Security Inc	1147558	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	61844	\$17.85
Sound Security Inc	1147558	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	61844	\$316.42
Sound Security Inc	1147558	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	61844	\$130.93
Sound Security Inc	1147558	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	61844	\$672.26
Sound Security Inc	1147558	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	61844	\$658.10
Sound Security Inc	1147558	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	61844	\$316.43
Sound Security Inc	1147558	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	61844	\$316.42
					61844 Total	\$2,428.41
Sprague Pest Solutions	5559258	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	61845	\$105.20
Sprague Pest Solutions	5559260	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	61845	\$138.26
Sprague Pest Solutions	5559314	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	61845	\$95.64
Sprague Pest Solutions	5559315	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	61845	\$191.28
Sprague Pest Solutions	5559316	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	61845	\$95.64
Sprague Pest Solutions	5559317	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	61845	\$191.28
					61845 Total	\$817.30
Springbrook Nursery & Trucking Inc	368706	101 016 544 90 31 02	ST-Operating Cost	Dump Fees - Brush/Stumps	61846	\$192.00
Springbrook Nursery & Trucking Inc	369575	101 016 544 90 31 02	ST-Operating Cost	Dump Fees - Brush/Stumps	61846	\$48.00
					61846 Total	\$240.00
Stevens	092524 STEVENSB	001 004 514 23 43 00	FI-Travel & Meetings	ICMA Lyft Fees Reimbursement	61847	\$25.63
					61847 Total	\$25.63

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Suburban Propane	7895-112183	101 016 544 90 31 02	ST-Operating Cost	Propane	61848	\$2,530.62
					61848 Total	\$2,530.62
Summit Law Group PLLC	157010	001 011 515 41 41 03	Ext Consult - Labor Relations	Bargaining Labor Matters 08-2024	61849	\$7,066.00
Summit Law Group PLLC	157462	001 005 518 10 41 00	HR-Professional Services	Summit Law Newsletter	61849	\$218.60
					61849 Total	\$7,284.60
Tageant	091124 TAGEANT	001 001 511 60 43 00	Legislative - Travel & Mtgs	APWA Conf Flight Reimbursement - M Tageant	61850	\$846.20
Tageant	091124 TAGEANT	001 001 511 60 43 00	Legislative - Travel & Mtgs	APWA Conf Hotel Reimbursement - M Tageant	61850	\$647.27
Tageant	091124 TAGEANT	001 001 511 60 43 00	Legislative - Travel & Mtgs	APWA Conf Meal PerDiem - M Tageant	61850	\$242.00
Tageant	091124 TAGEANT	001 001 511 60 43 00	Legislative - Travel & Mtgs	APWA Conf Uber Fees Reimbursement - M Tageant	61850	\$73.18
Tageant	091124 TAGEANT	001 001 511 60 49 01	Legislative - Prof. Developmen	APWA Conf Registration - M Tageant	61850	\$1,218.00
					61850 Total	\$3,026.65
Thomas	101824 THOMAS	001 008 521 20 43 00	LE-Travel & Per Diem	IACP Conf Meal PerDiem	61851	\$552.00
					61851 Total	\$552.00
Thyssenkrupp Elevator Corporation	3008074005	005 000 518 20 40 01	Rental Property Utilities	Elevator Service - 10515 20th St SE	61852	\$367.98
					61852 Total	\$367.98
Ubert	101824 UBERT J	001 008 521 20 43 00	LE-Travel & Per Diem	IACP Conf Meal PerDiem	61853	\$552.00
					61853 Total	\$552.00
ULINE	182783109	001 010 576 80 31 00	PK-Operating Costs	Toilet Paper Dispenser/Freshener	61854	\$448.99
					61854 Total	\$448.99
UPS	000074Y42394	001 008 521 20 42 00	LE-Communication	Evidence Shipping	61855	\$134.40
					61855 Total	\$134.40
US Mower	283622	001 010 576 80 31 00	PK-Operating Costs	Flail Mower Blade Kit PW30 Mini Excavator	61856	\$112.63
US Mower	283622	101 016 544 90 31 02	ST-Operating Cost	Flail Mower Blade Kit PW30 Mini Excavator	61856	\$112.63
US Mower	283622	410 016 531 10 31 02	SW - Operating Costs	Flail Mower Blade Kit PW30 Mini Excavator	61856	\$112.63
					61856 Total	\$337.89
Washington Alarm Inc	627806	005 000 518 20 40 02	Rental Property Services	Fire System Service Call 10519 20th St SE	61857	\$1,592.30
Washington Alarm Inc	629699	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10515 20th St SE 10-2024	61857	\$49.19
Washington Alarm Inc	629700	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10519 20th St SE 10-2024	61857	\$49.19
					61857 Total	\$1,690.68
Washington State Support Registry	09252024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$636.22
					EFT Total	\$636.22
WEX Bank	99861316	001 008 521 20 32 00	LE-Fuel	PD Fuel	61858	\$8,749.58
					61858 Total	\$8,749.58
WR Lake Stevens LLC	08-2024 CITY	001 002 513 11 41 00	AD-Professional Services	Car Washes for Admin Vehicles	61859	\$20.00
WR Lake Stevens LLC	08-2024 CITY	001 005 518 10 41 00	HR-Professional Services	Car Washes for HR Vehicles	61859	\$20.00
WR Lake Stevens LLC	08-2024 CITY	001 007 559 30 48 00	PB-Repair & Maintenance	Car Washes for Building Vehicles	61859	\$80.00
WR Lake Stevens LLC	08-2024 CITY	001 010 576 80 41 00	PK-Professional Services	Car Washes for Parks Vehicles	61859	\$60.00
WR Lake Stevens LLC	08-2024 CITY	101 016 542 30 41 02	ST-Professional Service	Car Washes for PW Vehicles	61859	\$80.00
WR Lake Stevens LLC	08-2024 CITY	410 016 531 10 41 01	SW - Professional Services	Car Washes for PW Vehicles	61859	\$80.00
					61859 Total	\$340.00
Wright	091324 WRIGHT R	001 007 558 50 43 00	PL-Travel & Mtgs	Reimbursement for Parking Fees to Attend Council Retreat	61860	\$5.89
					61860 Total	\$5.89
Zachor Stock & Krepps Inc PS	24-LKS-0009	001 011 515 41 41 02	Ext Consult - Prosecutor Sys	Prosecution Services	61861	\$14,865.76
					61861 Total	\$14,865.76

**CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL/RETREAT MEETING MINUTES**

Friday, September 13, 2024, at 9:00 a.m.

IN PERSON ONLY at The Port of Everett, Blue Heron Room 1205 Craftsman Way,
Everett, Washington 98201

CALL TO ORDER: 9:00 a.m. by Mayor Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Ryan Donoghue, Kymm Shipman, Marcus Tageant, Gary Petershagen, Steve Ewing and Anji Jorstad.

8:30 a.m. Coffee/Light Breakfast

9:00 a.m. Retreat Begins

Executive Session - Confidential Session per RCW 42.30.110

The meeting recessed to Executive Session at 9:03 a.m. to discuss potential litigation for approximately 15 minutes with action to follow. (Session will begin at 9:05 a.m. in order to give time for staff to leave the room). City Attorney Rubstello was attending by phone. The session will conclude by 9:20 a.m.

The session ended at 9:17 a.m.

Action Items

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Petershagen, to authorize the City Administrator to sign the Settlement Agreement with Release between the City, Teamsters Local 763, and Michael Bredstrand. The motion passed 7-0-0-0.

Discussion Items

Traffic Safety Camera Program Overview

City Engineer Klinkers, along with Heidi Traverso with Novoaglobal Inc., presented an overview to the Council.

New City Hall/Court

Director Wright provided an update to Council.

Note: The Council took a break from 10:25 a.m. to 10:36 a.m.

Strategic Staffing Update

Directors presented their department staffing requests.

12:00 p.m. Lunch

Council took a lunch break for approximately 20 minutes.

Discussion Items

Strategic Staffing Update (Continued discussion)

Note: Council took a break from 1:03 p.m. to 1:16 p.m.

2025 Budget

Finance Director Stevens reviewed the 2025 proposed budget with the Council.

Note: Council took a break from 2:36 p.m. to 2:43 p.m.

City Engineer Klinkers reviewed and presented the 2025 Capital Projects.

5-Year Park Plan

Parks Director Garceau reviewed the 5-Year Park Plan with the Council.

Adjournment

The meeting adjourned at 3:34 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

**CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES**

September 17, 2024, at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER: 6:00 p.m. Council President Petershagen

ELECTED OFFICIALS PRESENT: Councilmembers Gary Petershagen, Kim Daughtry, Ryan Donoghue, Steve Ewing, Marcus Tageant and Kymm Shipman

Call to Order

Council President Petershagen called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Council President Petershagen led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Jorstad.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Donoghue, to excuse Councilmember Jorstad. The motion passed 6-0-0-1.

Approval of Agenda

Councilmember Daughtry asked to add an update under City Department Reports from Director Halverson on the 91st Sidewalk Project.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Ewing, to approve the agenda as amended. The motion passed 6-0-0-1.

Guest Business

Introduction of New Police Officers Sutton and Everest

Council Business

City Department Report

Grant Review

Grants and Communication Specialist Olivia Baumgardner presented a grant overview to the Council.

91st Avenue SE Sidewalk Project Update

Director Halverson provided an update on the sidewalk project.

Consent Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Donoghue, to approve the consent agenda. The motion passed 6-0-0-1.

The consent agenda items were as follows:

- CJTC Officer Wellness Grant 2024/2025
- Interlocal Agreement with Snohomish County for Emergency Management Services

Action Items

StoneShare - SharePoint Records Management Implementation

IT Director Stevens explained that staff is looking for authorization from the Council for \$111,425 for the StoneShare Professional Service Agreement. A budget amendment will follow.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Ewing, to authorize a budget request for \$111,425 for the StoneShare Professional Service Agreement. The motion passed 6-0-0-1.

Executive Session – Confidential Session of the Council

The meeting recessed to Executive Session at 6:53 p.m. to discuss Collective Bargaining and Potential Litigation/Litigation for approximately 15 minutes. (The session officially started at 6:55 p.m. in order to give time for staff to leave the room). There will be no action to follow.

The session ended at 7:10 p.m.

Adjournment

MOTION. Councilmember Donoughe made a motion, seconded by Councilmember Ewing, to adjourn the meeting. The motion passed 6-0-0-1.

The meeting adjourned at 7:12 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

**CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES**

September 24, 2024, at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER: 6:00 p.m. Council President Gary Petershagen

ELECTED OFFICIALS PRESENT: Council President Gary Petershagen, Kim Daughtry, Ryan Donoghue, Steve Ewing, Anji Jorstad and Kymm Shipman.

ELECTED OFFICIALS ABSENT: Councilmember Marcus Tageant

Call to Order

Council President Petershagen called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Council President Petershagen led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Tageant.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Donoghue, to excuse Councilmember Tageant. The motion passed 6-0-0-1.

Approval of Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to approve the agenda with the addition of action item for the Axon Taser Contract and removal of discussion item for Council Meeting Procedures. The motion passed 6-0-0-1.

Guest Business

Introduction of new Police Officer Amanda VanHook

Oath of Office for Police Officer Austin Hogan

Introduce new Park Maintenance Lead Chauncey Talley and Parks Maintenance Worker Joel Langland

Council Business

City Department Report

Public Works Director Halverson presented on a citywide long-line striping and thermoplastic. He also provided an update on the downtown sewer project and how the Public Works Department is offering support.

Consent Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Shipman, to approve the consent agenda. The motion passed 6-0-0-1.

The consent agenda items were as follows:

- 2024 Vouchers
- City Council Meeting Minutes of August 27, 2024
- City Council Meeting Minutes of September 3, 2024
- Internet Crimes Against Children Task Force Program Interagency Agreement

Public Hearing

LUA2024-0014-20th Street NE Right-of-Way Vacation(Ordinance No. 1183)

Senior Planner Place presented to Council on LUA2024-0014 20th Street NE Right-of-Way Vacation. Discussion occurred. Councilmember Petershagen opened the public hearing. Applicant Mark Villwock with Land Pro Group made public comment. Councilmember Petershagen closed the public hearing.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Jorstad, to approve Ordinance No. 1183. The motion passed 6-0-0-1.

Action Items

Department of Commerce Salmonid Recovery Grant, Contract #1 for Salmonid Basins Study

Surface Water Coordinator Anderson gave a presentation on a Department of Commerce Salmonid Recovery Grant. Discussion occurred and further questions were answered by Surface Water Manager Farrant.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Ewing, to authorize the Mayor to sign the Department of Commerce Salmonid Recovery Grant. The motion passed 6-0-0-1.

Axon Taser Contract

Chief Beazizo presented a contract renewal with Axon Taser to Council. The current taser contract is up for renewal in 2025. The City's axon representative reached out to staff stating it is a 6–9-month ordering process for new tasers. Axon is offering \$20,000 in discounts to encourage early ordering. Discussion occurred.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Shipman, to authorize the Mayor to sign the contract renewal with Axon Taser. The motion passed 6-0-0-1.

Adjournment

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Ewing, to adjourn the meeting. The motion passed 6-0-0-1.

The meeting adjourned at 6:50pm.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 10/8/2024

Subject: Resolution 2024-10 Establishing a Parks Capital Equipment Fund 525

Contact Person/Department: Barb Stevens, Finance

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Resolution 2024-10, establishing an internal service fund to be designated as the Capital Equipment - Parks Fund 525.

SUMMARY/BACKGROUND:

For reporting purposes, local governments may use internal service funds to account for activity that provides goods or services to other funds or departments. Creation of this fund is pursuant to the recommendations outlined by the BARS manual for entities reporting on a cash basis.

The establishment of Fund 525 as the Capital Equipment - Parks Fund would allow for the accumulation of funds for the purchase and replacement of Park Department equipment. Funds accumulated for park equipment were previously commingled with those of the Public Works Department. This will separate out the equipment funds for the Parks Department.

The funding resources will come from annual budgeted contributions based on a replacement schedule of vehicles and funding for new equipment. The 2025 budget includes a transfer of \$84,000 from the Public Works Equipment Fund - 530, as well as a \$50,000 contribution from the General Fund. Additional contributions will be requested in future years' budgets.

APPLICABLE CITY POLICIES:

The Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington, under RCW 43.09.200, using Budgetary, Accounting, and Reporting System (BARS) manuals and financial reporting packages.

ATTACHMENTS:

1. 2024-10 New Fund 525 - Capital Equipment Parks

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

RESOLUTION NO. 2024-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON, ESTABLISHING A FUND TO BE DESIGNATED AS THE CAPITAL
EQUIPMENT - PARKS FUND**

WHEREAS, the Washington State Auditor’s Office prescribes the accounting and reporting of local governments in the State of Washington, under RCW 43.09.200, using Budgetary, Accounting, and Reporting System (BARS) manuals and financial reporting packages; and

WHEREAS, for reporting purposes, local governments may use internal service funds to account for any activity that provides goods or services to other funds or departments; and

WHEREAS, the City desires to establish a capital equipment – parks fund for the accumulation of resources for purchase and replacement of park & recreational equipment.

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

Section 1. The City of Lake Stevens hereby establishes Fund 525 as the Capital Equipment – Parks Fund.

Section 2. The Capital Equipment – Parks Fund will be used for the accumulation of resources and reporting of activity, for the purchase and replacement of park & recreational equipment.

PASSED by the City Council and **APPROVED** by the Mayor of the City of Lake Stevens this 8th day of October, 2024.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

CITY COUNCIL STAFF REPORT



Agenda Date: 10/8/2024

Subject: Department of Commerce Grant Agreement - Local Community Projects

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Grant Revenue of \$99,910

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to execute the Local Community Projects grant contract with the Department of Commerce grant for \$99,910

SUMMARY/BACKGROUND:

The city has been awarded a grant of \$99,910 under the Local Community Projects program from the WA state Department of Commerce and is finalizing the contract. These funds will be used for capital expenditures including but not limited to the development of preliminary design options and architectural drawings for a new functional and flexible City Council Chambers and suitability for secondary services, and an infrastructure analysis of the entire site to ensure an efficient and sustainable civic campus, focusing on power, telecommunications, parking, stormwater and landscaping. There is no match requirement associated with this grant.

The public benefit of this project will be the completion of preliminary plans for the future development of the new civic campus which will house most city departments, enable the public to complete most city business in one location, and allow for compatible uses such as a court, public meetings, or regional public services.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 10/8/2024

Subject: Contract with R & R Construction, inc. to move the playground equipment at Frontier Heights Park

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: \$54,496.98

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve contract to move the playground equipment at Frontier Heights Park in the amount of \$54,496.98.

SUMMARY/BACKGROUND:

The Parks and Recreation Department was notified by Seattle City Light that the climbing structure at Frontier Heights Park had a potential for conflict with the high voltage transmission lines that traverse the park. Increased vertical clearance will be achieved by switching the climbing structure with the balance beams within the playground. This solution will maintain all the play components at the site.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Frontier Heights Park playground install proposal with tax

PROPOSAL

R & R CONSTRUCTION, INC.

P.O. BOX 10

CARBONADO, WA 98323

OFC: 360-829-2300

FAX: 360-829-2700

PAGES: 1

DATE: 10/3/2024

TERMS: Net 30

DELIVERY: NA

TO:

City of Lake Stevens Parks & Rec

Jill Meis

425-622-9431

JOB NAME:

Frontier Heights Park

8801 Frontier Circle

Lake Stevens, WA 98258

QTY	DESCRIPTION	TOTAL
1	Remove the jungle dome and balance logs and re-install	\$ 49,860.00
	Price includes moving the wood chips out of the way, hauling away concrete footings, moving the woodchips back into place and prevailing wages.	
1	Sales Tax 9.3%	\$ 4,636.98

A 6' OPENING IS NEEDED FOR GETTING OUR MACHINE INTO THE SITE OR EXTRA CHARGES WILL APPLY

90 DAYS NOTICE REQUIRED FOR INSTALLATION START DATE

PRICES BASED ON WA STATE PREVAILING WAGE

ALL PLAYGROUND EQUIPMENT MUST BE ONSITE ON THE FIRST DAY OF INSTALLATION

THE FOLLOWING EXCEPTIONS ARE NOT INCLUDED IN ABOVE PRICES UNLESS SPECIFIED

*** SITE MUST BE LEVEL AND FREE OF SAFETY SURFACING AND OTHER DEBRIS PRIOR TO INSTALLATION ***

*** PRICES DO NOT INCLUDE CUTTING/DIGGING THROUGH ASPHALT, CONCRETE, CRUSHED OR DRAIN ROCK ***

*** PRICES DO NOT INCLUDE UNLOADING OR STORAGE OF EQUIPMENT ***

***PRICES DO NOT INCLUDE DISPOSAL OF PACKAGING MATERIAL ***

*** PRICES DO NOT INCLUDE HAULING AWAY EXCAVATED SOIL ***

*** PRICES DO NOT INCLUDE ADDITIONAL WORDING ON INSURANCE CERTIFICATE ***

*** PRICES DO NOT INCLUDE PAYMENT OR PERFORMANCE BONDS ***

PRICES DO NOT INCLUDE COMMUNITY WORK SOURCE AGREEMENT REQUIREMENTS

*** PRICES DO NOT INCLUDE SALES TAX ***

THIS PROPOSAL SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND IS VOID THEREAFTER AT THE OPTION OF THE UNDERSIGNED.

AUTHORIZED SIGNATURE: Sent via email - Wendy Rogers

ACCEPTANCE OF PROPOSAL:

SIGNATURE

TITLE

DATE

P.O. IF APPLICABLE

CITY COUNCIL STAFF REPORT



Agenda Date: 10/8/2024

Subject: Policy Update for the Mill

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

The Parks and Recreation Department is proposing to update the policy for The Mill. Separately, fee revisions are proposed in the later discussion topic of Park Fees.

Overview of changes:

- Hourly rentals or individual rooms will be booked four months to 21 days in advance. Currently, all reservations are allowed two years in advance; when an individual room is booked it blocks a full facility rental. Full facility rentals will continue to be booked two years in advance, which will promote full facility rentals.
- Rentals that are not all day will be required to book a minimum of a 4-hour rental. Currently, rooms can be booked for two hours; this limited time is challenging for renters to set up, have their meeting or event, and clean up during this time. Additionally, two-hour rentals do not cover the cost of staff time, including pre-booking needs, check-in, event support and facility cleaning.
- All fees will be paid in full at the time of the booking. Currently, customers pay an initial rental fee at the time of booking, with the remaining amount due 90 days prior to their event. This change will reduce staff time for pre-booking needs, as they are currently tracking balances owed and reminding customers that payments are due. This will also prevent customers from having their reservation canceled due to non-payment.

- A "cancellation fee" is now clearly included in the policy. Before now, there was a cancellation fee; however, it was described as the customer forfeiting the initial rental fee.

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Mill Rental Policy - Revised



The Mill Facility Rental Policy



Rental Policy Statement: Rental facilities within the Lake Stevens' Parks system are provided for public use. The terms and conditions listed in the application process, the Facility Use Policy, and the rental fees have been set to protect and maintain the facility. This rental policy applies to the building only, rental of the Outdoor Plaza falls under the City of Lake Stevens Shelter Rental Policy. Outside of the building is a public park, which may be utilized on a first-come, first-served basis for general use or reserved as part of a permit for special event use.

General Rental Guidelines:

- **Rental Reservations:** Offered on a first-come, first-served basis on the following timelines:
 - Full Day rentals, Entire Mill: Up to two years in advance.
 - Hourly Reservations, Entire Mill or individual room(s) (Stack/Hartford/Sawyer's): Up to 4 months in advance. A minimum of 4-hour rentals are required.
- **Reservation Timeline:** Rentals must be reserved at least 21 days before the date needed.
 - Changes to original reservations may be made on a space available basis up to 21 days before the event. Changes will incur fees based on the schedule in Table 3.
 - The City will consider "last-minute" reservations by submitting a request via. The Director or their designee will determine the ability to accommodate the request based on facility and staff availability.
- **Facility Hours:** Building/rental hours are from 9:00 am to 10:00 pm.
 - "Early morning" reservations requests will be considered based on facility and staff availability.
- **Third-Party Vendors:** Renters may use third-party vendors for their events.
 - Renters must submit a Third-Party Vendor Information Form at least 30 days before the event, or at the time of reservation if within 30 days.
 - Food vendors must comply with all state and county food handling requirements.
 - Alcohol vendors must comply with the Alcohol at Special Events policy.
- **Alcohol Service:**
 - Rentals serving alcohol need to reserve enough time to secure the required licensing.
 - Applicable licenses must be displayed at the event for alcohol service to occur.
 - Per the Alcohol at Special Events Policy, all alcohol service must occur inside the facility. Guests are not allowed to take alcohol outside of the building.
- **Insurance Requirements:** The user shall procure and maintain, for the duration of the use or rental period, insurance as outlined in the Mill Insurance Policy.
 - A copy of the valid Certificate of Insurance must be submitted to the City at least 30 days before the event or at the time of reservation, if within 30 days.
 - Events that require insurance include but are not limited to:
 - Events serving alcohol.
 - Events deemed to be high risk.
 - Events open to the public.

- Events with more than 150 people.
- Other events as determined by the City and communicated to the user.
- **Event Permits:**
 - Personal events with an invitation-only or members' guest list do not need an Event Permit from the City of Lake Stevens to hold their event.
 - Events open to the public, or with an unspecified guest list, are required to obtain an Event Permit from the City of Lake Stevens.
 - Permit information can be found on the City website at: <https://www.lakestevenswa.gov/559/Event-Applications>
- **Cancellation Policy:**
 - Reservations may be canceled up to 90 days before an event; all cancellations will incur applicable rental cancellation fees.
 - To cancel, the Renter must notify the Parks Department by emailing, calling or cancelling via the online reservation system.
 - It is the user's responsibility to confirm that the City received the cancellation notice. Once received, the City will initiate cancellation proceedings and refund monies due to the same manner of payment.
 - Reservations will be automatically canceled if the applicant fails to submit any required permits or certificates of insurance 30 days before the rental term. Cancellation fees will apply to rentals canceled for failure to submit paperwork.
- **Applicable Rental Policies:** Rentals of The Mill are subject to the Facility Use Policy, the Alcohol at Events Policy, the Mill Insurance Policy, the Special Events Closure Policy, and the Parks Inclement Weather Policy. It is a renter's obligation to familiarize themselves with these documents.

Rental Costs:

- **Rates:** Monies charged for renting one or more rooms of the Mill.
 - Payment of rental fees and deposits are due in full at the time of reservation.
 - Payment may be made via credit card through CivicRec or by check delivered to the Parks Department at 2306 131st Ave NE, Lake Stevens, WA.
 - Agencies wishing to request reduced fees must follow the instructions for the In-Kind Donation program. Private events do not qualify for In-Kind Donations.

Rental Space	Max Occupancy	Monday - Thursday	Friday or Sunday	Saturday
The Entire Mill	461		\$1,300	\$1,800
Hartford Hall	213	\$75/hr. \$600 all day	\$900	\$1,300
The Stack	48	\$55/hr.	\$67/hr.	\$67/hr.
Sawyers Room	200		\$77/hr.	\$77/hr.
Outdoor Plaza	n/a	\$60 half day \$100 all day	\$60 half day \$100 all day	\$60 half day \$100 all day

Table 1: Rental Rates

- **Deposits:** Deposits are collected as collateral for the performance of users' obligations under the rental deposit. They are fully refundable when the facility is returned to pre-rental condition and all rules and rental times are followed.
 - The security deposit is collected for all rentals.
 - The alcohol security deposit is collected for all events serving alcohol.
 - The high-risk activity deposit applies to all events identified as hosting high-risk activities.

Rental Space	Security Deposit	Alcohol Deposit
The Entire Mill	\$250	\$250
Hartford Hall	\$250	\$250
The Stack	\$150	\$150
Sawyers Room	\$150	\$150

Table 2: Rental Deposits

- **Fees:** Monies charged by the City as part of the rental process.

Rental Space	Reservation Fee
The Entire Mill / Hartford Hall	\$200
The Stack / Sawyers Room	\$50

Table 3: Rental Fees

The City of Lake Stevens reserves the right to change the rules and regulations as stated herein without prior notice.

CITY COUNCIL STAFF REPORT



Agenda Date: 10/8/2024

Subject: 2025 Proposed Budget

Contact Person/Department: Barb Stevens, Finance

Budget Impact: 2025 Budget Proposal

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review the 2025 Proposed Operating and Capital Budgets

SUMMARY/BACKGROUND:

As part of the budget process, estimated revenues, initial expenditures, and proposed budget details were provided to the Council in the September 13th retreat packet. The retreat presentation then focused on the preliminary budget recommendations and financial forecasts. A brief overview of capital projects was also provided.

This October 8th session is scheduled to be our final budget discussion prior to starting Public Hearings on October 22nd. If needed, we can add a session next week. Notice of the public hearing schedule set for October 22nd and November 12th has been sent to the Herald for publishing.

The October 8th session will include a review of the previously presented recommendations and discussion items from the Council retreat as well as the proposed capital budget.

The proposed 2025 Capital Project budget is based on the 6-Year Capital Improvement Plan (CIP) and includes street, park, stormwater, walkway, and facility projects. These projects are mostly funded through capital project funds and grants, but may include some operating expenditures (general and street funds).

The CIP is created based on a scoring matrix that prioritizes projects based on safety

and other factors. Once that scoring is complete and the projects are prioritized, consideration is taken for available resources and potential funding sources. Some projects may be on the CIP list, but not be included in the budget due to limited resources. Those will remain on the list while new sources of funding are solicited. Lake Stevens voters approved the Transportation Benefit funding for the attached list of projects that are also included in the CIP budget plan and have been highlighted in yellow.

The CIP listing is broken out by project type including Streets, Parks, Facility & Utility, and Storm. Each project includes a total project cost allocated across the 6-year plan, yet for ease of viewing, only the years 2025 and 2026 are visible. That capital list does not include all projects currently underway that may be rolled forward from the 2024 budget. As such, a column has been added to determine the actual 'additional funding needed for 2025'. This column considers prior year unused budget allocations, anticipated grant revenues, and potential debt funding. Funding resources were reviewed and discussed to determine the final list of projects being proposed for appropriation in the 2025 budget.

A summary of the 2025 proposed budget by fund and department is included for review. Additional attachments include the proposed organizational chart and salary range table for the non-represented employees with a 3.24% cost of living adjustment, as well as the updated benefit increases citywide. The represented employees' salary ranges are negotiated and included in the union agreements.

5

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2025 Proposed Budget Discussion Items
2. Presentation



2025 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	Required Deadline Per RCW
August 1, 2024	Executive Staff Budget Roundtable – Pre-Request	
August 12, 2024	Budget Instructions to Department Heads	9/9/2024
August 5 – August 23, 2024	DH Budget Prep & Discussions with HR, Finance, City Administrator & Mayor	9/22/2024
August 21, 2024	Department Budgets Filed with Finance Director	9/23/2024
August 26 - 27, 2024	Budget Requests Presented to City Administrator & Mayor	10/1/2024
September 3, 2024	Executive Staff Budget Roundtable – Finalized Requests	
September 13, 2024	Council Retreat – Estimated Revenues, Preliminary Budget & Strategic Staffing (Capital Overview)	10/7/2024
October 1, 2024	Council Budget Session – Preliminary Proposed Budget	11/2/2024
October 8, 2024	Council Budget Session – Proposed Capital and Operating Budget	11/2/2024
October 8, 2024	1 st Notice of Public Hearing	11/11/2024
October 15, 2024	2 nd Notice of Public Hearing	11/18/2024
October 15, 2024	Council Budget Session (if needed)	
October 18, 2024	Proposed Budget & Budget Message Filed	11/2/2024
October 18, 2024	Proposed Budget Made Available to the Public	11/21/2024
October 22, 2024	Public Hearing #1 - Property Taxes/Revenue Sources (Property Tax Levy – Filed by November 30)	11/15/2024
October 22, 2024	Public Hearing #2 - Preliminary Budget Hearing	11/25/2024
November 12, 2024	Final Public Hearing and Budget Adoption	12/2/2024
November 26, 2024	Final Public Hearing (continuation) (If needed)	12/7/2024

2025 Budget - All Funds

Fund	Description	2024 Budget	Estimated Actual 2024	2025 Base Budget	Department Requested Budget	Mayor's Budget
001	General Beginning Cash	\$ 7,723,171	\$ 7,723,171	\$ 6,948,112	\$ 6,948,112	\$ 6,948,112
	Revenues	\$ 20,237,128	\$ 20,364,206	\$ 20,442,459	\$ 20,442,459	\$ 20,402,687
001	Legislative & Executive	\$ 461,736	\$ 431,480	\$ 484,316	\$ 484,316	\$ 484,316
001	Administration	\$ 310,480	\$ 312,759	\$ 320,208	\$ 320,208	\$ 320,208
001	City Clerk	\$ 503,611	\$ 479,608	\$ 477,904	\$ 477,904	\$ 478,180
001	Finance	\$ 817,738	\$ 793,780	\$ 830,355	\$ 955,215	\$ 954,549
001	Human Resources	\$ 802,998	\$ 740,155	\$ 786,684	\$ 881,773	\$ 799,560
001	Information Technology	\$ 636,730	\$ 599,204	\$ 725,142	\$ 832,760	\$ 742,993
001	Planning & Community Develop	\$ 2,911,096	\$ 2,757,973	\$ 2,884,693	\$ 3,003,183	\$ 2,972,913
001	Law Enforcement	\$ 10,705,085	\$ 9,779,467	\$ 11,181,261	\$ 11,793,275	\$ 11,488,562
001	Parks	\$ 3,007,532	\$ 2,433,051	\$ 2,728,615	\$ 3,293,091	\$ 3,161,277
001	Legal	\$ 926,387	\$ 816,209	\$ 958,747	\$ 958,747	\$ 971,440
001	Community	\$ 193,595	\$ 163,041	\$ 120,920	\$ 160,920	\$ 160,920
001	General Government	\$ 2,004,547	\$ 1,832,537	\$ 2,065,930	\$ 2,415,384	\$ 2,378,169
	Expenditures	\$ 23,281,535	\$ 21,139,265	\$ 23,564,775	\$ 25,576,776	\$ 24,913,087
001	General Cash	\$ 4,678,764	\$ 6,948,112	\$ 3,825,796	\$ 1,813,795	\$ 2,437,712
002	Contingency Beginning Cash	\$ 7,901,897	\$ 7,901,897	\$ 8,625,583	\$ 8,625,583	\$ 8,625,583
	Revenues	\$ 900,000	\$ 723,686	\$ 600,000	\$ 600,000	\$ 600,000
	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
002	Contingency Reserve	\$ 8,801,897	\$ 8,625,583	\$ 9,225,583	\$ 9,225,583	\$ 9,225,583
003	Permitting - Beginning Cash	\$ 3,444,184	\$ 3,444,184	\$ 2,635,425	\$ 2,635,425	\$ 2,635,425
	Revenues	\$ 1,390,000	\$ 1,031,263	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
	Expenses	\$ 1,690,200	\$ 1,840,022	\$ 1,830,000	\$ 2,086,307	\$ 1,999,882
003	Permitting - Managerial	\$ 3,143,984	\$ 2,635,425	\$ 2,005,425	\$ 1,749,118	\$ 1,835,543
004	Pandemic Recovery - Managerial	\$ 5,889,684	\$ 5,889,684	\$ 3,941,658	\$ 3,941,658	\$ 3,941,658
	Revenues	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Expenses	\$ 5,815,237	\$ 1,998,026	\$ 3,991,658	\$ 3,991,658	\$ 3,991,658
004	Pandemic Recovery - Managerial	\$ 124,447	\$ 3,941,658	\$ 0	\$ 0	\$ 0
005	Rentals - Beginning Cash	\$ -	\$ -	\$ 341,655	\$ 341,655	\$ 341,655
	Revenues	\$ 409,100	\$ 375,821	\$ 422,900	\$ 422,900	\$ 422,900
	Expenses	\$ 343,100	\$ 34,166	\$ 277,000	\$ 573,967	\$ 561,967
005	Rentals - Managerial	\$ 66,000	\$ 341,655	\$ 487,555	\$ 190,588	\$ 202,588
101	Street - Beginning Cash	\$ 2,554,047	\$ 2,554,047	\$ 2,040,186	\$ 2,040,186	\$ 2,040,186
	Revenues	\$ 3,438,448	\$ 3,320,375	\$ 3,542,474	\$ 3,542,474	\$ 3,727,007
	Expenditures	\$ 4,262,198	\$ 3,834,235	\$ 4,387,574	\$ 4,760,920	\$ 4,283,597
101	Street - Ending Cash	\$ 1,730,297	\$ 2,040,186	\$ 1,195,086	\$ 821,740	\$ 1,483,596

2025 Budget - All Funds

Fund	Description	2024 Budget	Estimated Actual 2024	2025 Base Budget	Department Requested Budget	Mayor's Budget
			\$ (513,860)			
111	Drug Seizure & Forfeiture	\$ 75,192	\$ 75,192	\$ 69,336	\$ 69,336	\$ 69,336
	Revenues	\$ 3,000	\$ 3,485	\$ 3,028	\$ 3,028	\$ 3,028
	Expenditures	\$ 36,000	\$ 9,341	\$ 36,000	\$ 36,000	\$ 36,000
111	Drug Seizure & Forfeiture	\$ 42,192	\$ 69,336	\$ 36,364	\$ 36,364	\$ 36,364
112	Municipal Arts	\$ -	\$ -	\$ 386	\$ 386	\$ 386
	Revenues	\$ 52,150	\$ 25,386	\$ 27,367	\$ 27,367	\$ 27,367
	Expenditures	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -
112	Municipal Arts	\$ 27,150	\$ 386	\$ 27,753	\$ 27,753	\$ 27,753
120	Transportation Benefit	\$ 906,894	\$ 906,894	\$ 1,590,682	\$ 1,590,682	\$ 1,590,682
	Revenues	\$ 1,760,000	\$ 2,060,388	\$ 1,552,179	\$ 1,552,179	\$ 1,552,179
	Expenditures	\$ 1,749,100	\$ 1,376,600	\$ 650,000	\$ 650,000	\$ 1,350,000
120	Transportation Benefit	\$ 917,794	\$ 1,590,682	\$ 2,492,861	\$ 2,492,861	\$ 1,792,861
210	LTGO 2008A Bond	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 213,890	\$ 213,890	\$ 211,865	\$ 211,865	\$ 211,865
	Expenditures	\$ 213,890	\$ 213,890	\$ 211,865	\$ 211,865	\$ 211,865
210	LTGO 2008A Bond	\$ -	\$ -	\$ -	\$ -	\$ -
214	2019A LTGO Bond - PD	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 463,600	\$ 463,600	\$ 460,097	\$ 460,097	\$ 460,097
	Expenses	\$ 463,600	\$ 463,600	\$ 460,097	\$ 460,097	\$ 460,097
214	2019A LTGO Bond - PD	\$ -	\$ -	\$ -	\$ -	\$ -
215	2021A LTGO Bond - 17005	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 609,150	\$ 609,150	\$ 608,350	\$ 608,350	\$ 608,350
	Expenses	\$ 609,150	\$ 609,150	\$ 608,350	\$ 608,350	\$ 608,350
215	2021A LTGO Bond - 17005	\$ -	\$ -	\$ -	\$ -	\$ -
216	2024A LTGO Bond - Civic Campus	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ 578,548	\$ 428,573	\$ 597,200	\$ 597,200	\$ 597,200
	Expenses	\$ 418,549	\$ 418,549	\$ 587,200	\$ 587,200	\$ 587,200
216	2024A LTGO Bond - Civic Campus	\$ 159,999	\$ 10,024	\$ 10,000	\$ 10,000	\$ 10,000
301	Cap Proj-Dev Contrib-Traffic	\$ 5,808,069	\$ 5,808,069	\$ 3,138,633	\$ 3,138,633	\$ 3,138,633
	Revenues	\$ 1,005,000	\$ 810,198	\$ 800,110	\$ 800,110	\$ 800,110
	Expenditures	\$ 3,879,634	\$ 3,479,634	\$ 100,000	\$ 100,000	\$ 635,000
301	Cap Proj-Dev Contrib-Traffic	\$ 2,933,435	\$ 3,138,633	\$ 3,838,743	\$ 3,838,743	\$ 3,303,743

2025 Budget - All Funds

Fund	Description	2024 Budget	Estimated Actual 2024	2025 Base Budget	Department Requested Budget	Mayor's Budget
302	Park Mitigation Fund	\$ 2,276,884	\$ 2,276,884	\$ 2,333,021	\$ 2,333,021	\$ 2,333,021
	Revenues	\$ 4,789,941	\$ 620,000	\$ 1,952,352	\$ 1,952,352	\$ 1,952,352
	Expenditures	\$ 6,071,029	\$ 563,864	\$ 300,000	\$ 300,000	\$ 3,593,350
302	Park Mitigation Fund	\$ 995,796	\$ 2,333,021	\$ 3,985,373	\$ 3,985,373	\$ 692,023
303	Real Estate Excise Tax I	\$ 7,659,059	\$ 7,659,059	\$ 8,114,460	\$ 8,114,460	\$ 8,114,460
	Revenues	\$ 1,150,000	\$ 1,691,633	\$ 1,500,975	\$ 1,500,975	\$ 1,500,975
	Expenditures	\$ 1,251,233	\$ 1,236,233	\$ 1,159,162	\$ 1,159,162	\$ 1,159,162
303	Real Estate Excise Tax I	\$ 7,557,826	\$ 8,114,460	\$ 8,456,273	\$ 8,456,273	\$ 8,456,273
304	Real Estate Excise Tax II	\$ 6,479,596	\$ 6,479,596	\$ 6,394,346	\$ 6,394,346	\$ 6,394,346
	Revenues	\$ 4,439,409	\$ 1,642,614	\$ 4,763,387	\$ 4,763,387	\$ 4,763,387
	Expenditures	\$ 7,546,162	\$ 1,727,863	\$ 708,350	\$ 708,350	\$ 7,565,350
304	Real Estate Excise Tax II	\$ 3,372,843	\$ 6,394,346	\$ 10,449,383	\$ 10,449,383	\$ 3,592,383
306	Facility Capital Project Fund	\$ 12,159	\$ 12,159	\$ 3,196,004	\$ 3,196,004	\$ 3,196,004
	Revenues	\$ 14,601,283	\$ 10,745,927	\$ 3,904,000	\$ 3,904,000	\$ 3,904,000
	Expenditures	\$ 14,613,443	\$ 7,562,082	\$ 6,476,300	\$ 6,476,300	\$ 6,914,800
306	Facility Capital Project Fund	\$ (1)	\$ 3,196,004	\$ 623,704	\$ 623,704	\$ 185,204
307	Infrastructure Capital Project	\$ 6,980,680	\$ 6,980,680	\$ (0)	\$ (0)	\$ (0)
	Revenues	\$ 3,561,745	\$ 3,561,745	\$ -	\$ -	\$ -
	Expenditures	\$ 10,344,555	\$ 10,542,425	\$ -	\$ -	\$ -
307	Infrastructure Capital Project	\$ 197,870	\$ (0)	\$ (0)	\$ (0)	\$ (0)
309	Sidewalk Capital Project	\$ 586,848	\$ 586,848	\$ 281,899	\$ 281,899	\$ 281,899
	Revenues	\$ 30,000	\$ 25,051	\$ 15,000	\$ 15,000	\$ 15,000
	Expenditures	\$ 430,000	\$ 330,000	\$ -	\$ -	\$ 100,000
309	Sidewalk Capital Project	\$ 186,848	\$ 281,899	\$ 296,899	\$ 296,899	\$ 196,899
401	Sewer	\$ 78,695	\$ 78,695	\$ 58,404	\$ 58,404	\$ 58,404
	Revenues	\$ 810,285	\$ 819,183	\$ 798,285	\$ 798,285	\$ 798,285
	Expenditures	\$ 836,239	\$ 839,474	\$ 798,285	\$ 798,285	\$ 798,285
401	Sewer	\$ 52,741	\$ 58,404	\$ 58,404	\$ 58,404	\$ 58,404
410	Storm & Surface Water	\$ 2,075,289	\$ 2,075,289	\$ 1,915,847	\$ 1,915,847	\$ 1,915,847
	Revenues	\$ 5,267,063	\$ 5,415,079	\$ 5,619,722	\$ 6,323,583	\$ 6,323,583
	Expenditures	\$ 6,249,165	\$ 5,574,520	\$ 5,907,249	\$ 7,184,731	\$ 7,124,433
410	Storm & Surface Water	\$ 1,093,187	\$ 1,915,847	\$ 1,628,320	\$ 1,054,699	\$ 1,114,997

2025 Budget - All Funds

Fund	Description	2024 Budget	Estimated Actual 2024	2025 Base Budget	Department Requested Budget	Mayor's Budget
411	Storm Water Capital	\$ 4,388,017	\$ 4,388,017	\$ 4,133,203	\$ 4,133,203	\$ 4,133,203
	Revenues	\$ 1,923,975	\$ 1,905,761	\$ 1,882,594	\$ 1,882,594	\$ 2,793,594
	Expenditures	\$ 2,443,375	\$ 2,160,575	\$ 12,800	\$ 30,300	\$ 2,628,800
411	Storm Water Capital	\$ 3,868,617	\$ 4,133,203	\$ 6,002,997	\$ 5,985,497	\$ 4,297,997
412	Storm Water Debt Service	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
	Revenues	\$ 167,082	\$ 167,082	\$ 100,177	\$ 100,177	\$ 100,177
	Expenditures	\$ 167,082	\$ 167,082	\$ 100,177	\$ 100,177	\$ 100,177
412	Storm Water Debt Service	\$ 1	\$ 0.58	\$ 1	\$ 1	\$ 1
501	Unemployment	\$ 39,409	\$ 39,409	\$ 10,949	\$ 10,949	\$ 10,949
	Revenues	\$ 1,000	\$ 1,540	\$ 31,000	\$ 31,000	\$ 31,000
	Expenditures	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
501	Unemployment	\$ 10,409	\$ 10,949	\$ 11,949	\$ 11,949	\$ 11,949
510	Capital Equip - Computer	\$ 321,449	\$ 321,449	\$ 101,151	\$ 101,151	\$ 101,151
	Revenues	\$ 498,279	\$ 482,818	\$ 482,563	\$ 832,563	\$ 832,563
	Expenditures	\$ 711,101	\$ 703,116	\$ 454,247	\$ 853,738	\$ 818,992
510	Capital Equip - Computer	\$ 108,627	\$ 101,151	\$ 129,467	\$ 79,976	\$ 114,722
515	Capital Equip - Vehicle Replac	\$ 95,778	\$ 95,778	\$ 120,060	\$ 120,060	\$ 120,060
	Revenues	\$ 24,500	\$ 24,282	\$ 4,068	\$ 4,068	\$ 4,068
	Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
515	Capital Equip - Vehicle Replac	\$ 120,278	\$ 120,060	\$ 124,128	\$ 124,128	\$ 124,128
520	Capital Equip - Police	\$ 766,137	\$ 766,137	\$ 864,425	\$ 864,425	\$ 864,425
	Revenues	\$ 370,000	\$ 380,298	\$ 368,534	\$ 379,534	\$ 379,534
	Expenditures	\$ 643,717	\$ 282,010	\$ 209,500	\$ 220,106	\$ 220,106
520	Capital Equip - Police	\$ 492,420	\$ 864,425	\$ 1,023,459	\$ 1,023,853	\$ 1,023,853
525	Capital Equip - Parks	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenues	\$ -	\$ -	\$ 127,000	\$ 139,000	\$ 139,000
	Expenditures	\$ -	\$ -	\$ 19,900	\$ 252,565	\$ 69,240
525	Capital Equip - Parks	\$ -	\$ -	\$ 107,100	\$ (113,565)	\$ 69,760
530	Capital Equip - PW	\$ 720,632	\$ 720,632	\$ 576,685	\$ 576,685	\$ 576,685
	Revenues	\$ 354,325	\$ 390,555	\$ 189,759	\$ 190,259	\$ 190,259
	Expenditures	\$ 842,045	\$ 534,501	\$ 199,000	\$ 421,000	\$ 332,000
530	Capital Equip - PW	\$ 232,912	\$ 576,685	\$ 567,444	\$ 345,944	\$ 434,944

2025 Budget - All Funds

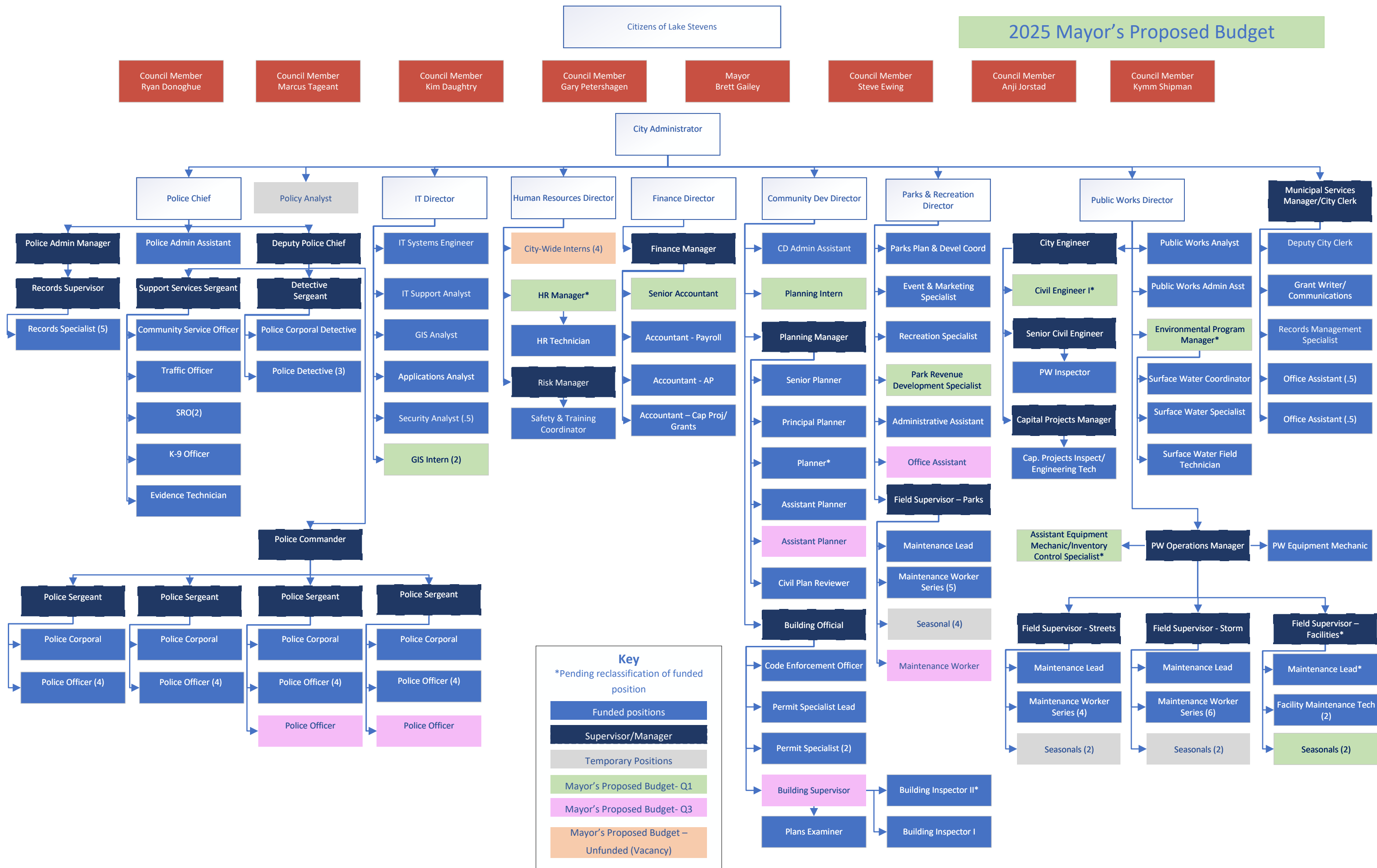
Fund	Description	2024 Budget	Estimated Actual 2024	2025 Base Budget	Department Requested Budget	Mayor's Budget
633	Treasurer's Trust	\$ 3,121	\$ 3,121	\$ 1,061	\$ 1,061	\$ 1,061
	Revenues	\$ 438,987	\$ 245,775	\$ 395,900	\$ 395,900	\$ 395,900
	Expenditures	\$ 435,925	\$ 247,835	\$ 396,961	\$ 396,961	\$ 396,961
633	Treasurer's Trust	\$ 6,183	\$ 1,061	\$ 0	\$ 0	\$ 0

2025 Proposed Budget - Included Positions

Position Requests		\$955,093			
D	Position Title	Adjusted Amount	Type	Quarter	Mayor
HR	Human Resources Manager	\$10,570	Reclass	Q1	Yes
PW	Assistant Equipment Mechanic/Inventory Control	\$4,772	Reclass	Q1	Yes
PW	Civil Engineer I	\$8,000	Reclass	Q1	Yes
PW	Environmental Programs Manager	\$7,128	Reclass	Q1	Yes
PW	Seasonals (2) - Facilities	\$49,096	Seasonal	Q1	Yes
CD	Planning Intern	\$20,000	Intern	Q1	Yes
IT	GIS Intern - Streets	\$28,350	Intern	Q1	Yes
IT	GIS Intern - Public Works	\$20,350	Intern	Q1	Yes
FP	Senior Accountant	\$166,444	New	Q1	Yes
PK	Parks Revenue Development Specialist	\$126,712	New	Q1	Yes
CD	Assistant Planner	\$64,214	New	Q3	Yes
PD	Police Officer #1	\$130,000	New	Q3	Yes
PD	Police Officer #2	\$100,836	New	Q3	Yes
PK	Parks Maintenance Worker	\$77,714	New	Q3	Yes
PK	Office Assistant	\$46,298	New	Q3	Yes
CD	Building Supervisor	\$94,609	New	Q3	Yes
GG	Interns - City-wide	\$0	Intern	Q1	Yes

2025 Proposed Budget – Included Items

Item Requests				Proposed Amount
Dpt	Title	Mayor / Gene Discussion	Mayor Approval	\$ 1,706,800
CD	Critical Aquifer Mapping and Regulations	Apply for a Grant	Yes	\$ 30,000
CD	Industrial Center Zoning and Design Standards	Needed for Economic Development	Yes	\$ 50,000
FI	RF - Springbrook Software - Accounts Receivable Module	Billing & Receipting - Replace QuickBooks	Yes	\$ 9,600
FI	Springbrook Software - Consultant Analysis	Review Current Software Setups & Add Training	Yes	\$ 20,000
IT	Enhanced Managed Detection and Response Services	Current IT Security program is outdated and needs upgrade	Yes	\$ 75,000
IT	ESRI Enterprise Agreement	Upgrade to Enterprise version. What does SD use? Discuss w/Troy	Yes	\$ 46,125
IT	Hardware Refresh - Laptops, MDTs, & Rugged	Annual Replacement Schedule	Yes	\$ 90,295
IT	ITSM Replacement	Upgrade Service Request System	Yes	\$ 8,000
IT	The Mill Clickshare Hardware	Upgrade to current system for AV rentals	Yes	\$ 4,309
IT	Wireless Network Replacement	Upgrade current end of life system. More stability	Yes	\$ 45,000
PD	Axon Taser Training Simulator	Inhouse Training	Yes	\$ 11,000
PD	PIT Training Vehicle	PD is required to have program. Using surplus vehicles.	Yes	\$ -
PK	F150 - Replacement Vehicle	Replacement beyond schedule	Yes	\$ 8,688
PK	Music in the Parks - Arts & Parks Foundation	Community Event Contribution	Yes	\$ 5,000
PK	Parks Comp Plan - Major Update	Required in 2025. Look for Grant.	Yes	\$ 100,000
PK	Skid Steer (Parks/PW Share)	Shared equipment/cost between PW/Parks	Yes	\$ 40,652
PW	Bobcat Skid Steer (S76)	Shared equipment/cost between PW/Parks	Yes	\$ 50,000
PW	Boss Sanders and Plows for New 5500 vehicles	Equip more vehicles for street safety.	Yes	\$ 30,000
PW	CCTV and Enhancement Maintenance Plan	Ongoing SWM Program - \$668K Grant to offset cost	Yes	\$ 775,131
PW	Invasive Weed Management	Apply for a Grant	Yes	\$ 50,000
PW	Lake Stevens Comprehensive Plan for Salmonid Basins	Ongoing SWM Program with Partial grant offset	Yes	\$ 30,000
PW	Private Stormwater Facility Maintenance Program	Implementation. Will act as a revolving fund w/reimb from owners	Yes	\$ 150,000
PW	Replacement 5500 Flatbed Truck (Lease)	Replacement beyond schedule	Yes	\$ 23,000
PW	Traffic Camera Program	Development of Program - Traffic & Pedestrian Safety	Yes	\$ 25,000
PW	Walk Behind Airless Striper	Look into combining with Robot Painter	Yes	\$ 16,000
PW	Walk Behind Concrete Saw	Needed for sidewalk maintenance & repair	Yes	\$ 14,000



Proposed 2025 Salary Table - Non-Represented Non-Exempt							
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
NR13.5	\$ 29,155.65	\$ 30,321.87	\$ 31,534.74	\$ 32,796.14	\$ 34,107.98	\$ 35,472.30	\$ 36,891.19
NR8	\$ 51,536.75	\$ 53,598.22	\$ 55,742.15	\$ 57,971.83	\$ 60,290.70	\$ 62,702.33	\$ 65,210.43
NR9	\$ 52,825.17	\$ 54,938.17	\$ 57,135.70	\$ 59,421.13	\$ 61,797.97	\$ 64,269.90	\$ 66,840.69
NR10	\$ 54,145.07	\$ 56,310.87	\$ 58,563.31	\$ 60,905.84	\$ 63,342.07	\$ 65,875.75	\$ 68,510.78
NR11	\$ 55,500.40	\$ 57,720.42	\$ 60,029.24	\$ 62,430.41	\$ 64,927.62	\$ 67,524.72	\$ 70,225.71
NR12	\$ 56,886.28	\$ 59,161.73	\$ 61,528.20	\$ 63,989.34	\$ 66,548.91	\$ 69,210.86	\$ 71,979.30
NR13	\$ 58,311.29	\$ 60,643.74	\$ 63,069.48	\$ 65,592.27	\$ 68,215.95	\$ 70,944.59	\$ 73,782.38
NR14	\$ 59,768.07	\$ 62,158.80	\$ 64,645.15	\$ 67,230.96	\$ 69,920.19	\$ 72,717.00	\$ 75,625.68
NR15	\$ 61,262.73	\$ 63,713.24	\$ 66,261.76	\$ 68,912.24	\$ 71,668.72	\$ 74,535.47	\$ 77,516.90
NR16	\$ 62,792.85	\$ 65,304.55	\$ 67,916.74	\$ 70,633.40	\$ 73,458.74	\$ 76,397.09	\$ 79,452.98
NR17	\$ 64,364.48	\$ 66,939.06	\$ 69,616.62	\$ 72,401.29	\$ 75,297.33	\$ 78,309.23	\$ 81,441.60
NR18	\$ 65,971.59	\$ 68,610.45	\$ 71,354.87	\$ 74,209.07	\$ 77,177.43	\$ 80,264.52	\$ 83,475.11
NR19	\$ 67,621.46	\$ 70,326.31	\$ 73,139.37	\$ 76,064.94	\$ 79,107.54	\$ 82,271.84	\$ 85,562.72
NR20	\$ 69,311.65	\$ 72,084.12	\$ 74,967.48	\$ 77,966.19	\$ 81,084.83	\$ 84,328.22	\$ 87,701.36
NR21	\$ 71,044.63	\$ 73,886.41	\$ 76,841.87	\$ 79,915.54	\$ 83,112.17	\$ 86,436.65	\$ 89,894.11
NR22	\$ 72,821.61	\$ 75,734.47	\$ 78,763.85	\$ 81,914.40	\$ 85,190.98	\$ 88,598.61	\$ 92,142.56
NR23	\$ 74,641.34	\$ 77,626.99	\$ 80,732.07	\$ 83,961.35	\$ 87,319.81	\$ 90,812.60	\$ 94,445.10
NR24	\$ 76,506.32	\$ 79,566.56	\$ 82,749.22	\$ 86,059.19	\$ 89,501.56	\$ 93,081.63	\$ 96,804.89
NR25	\$ 78,418.93	\$ 81,555.69	\$ 84,817.91	\$ 88,210.63	\$ 91,739.06	\$ 95,408.62	\$ 99,224.96
NR26	\$ 80,379.22	\$ 83,594.38	\$ 86,938.16	\$ 90,415.69	\$ 94,032.32	\$ 97,793.61	\$ 101,705.36
NR27	\$ 82,388.41	\$ 85,683.95	\$ 89,111.30	\$ 92,675.76	\$ 96,382.78	\$ 100,238.10	\$ 104,247.62
NR28	\$ 84,447.68	\$ 87,825.58	\$ 91,338.61	\$ 94,992.15	\$ 98,791.84	\$ 102,743.52	\$ 106,853.26
NR29	\$ 86,559.51	\$ 90,021.89	\$ 93,622.77	\$ 97,367.68	\$ 101,262.38	\$ 105,312.88	\$ 109,525.40
NR30	\$ 88,723.89	\$ 92,272.84	\$ 95,963.76	\$ 99,802.31	\$ 103,794.41	\$ 107,946.19	\$ 112,264.03
NR31	\$ 90,940.84	\$ 94,578.47	\$ 98,361.61	\$ 102,296.08	\$ 106,387.92	\$ 110,643.43	\$ 115,069.17
NR32	\$ 93,215.22	\$ 96,943.82	\$ 100,821.57	\$ 104,854.43	\$ 109,048.61	\$ 113,410.56	\$ 117,946.98
NR33	\$ 95,544.58	\$ 99,366.36	\$ 103,341.01	\$ 107,474.65	\$ 111,773.63	\$ 116,244.58	\$ 120,894.37
NR34	\$ 97,935.05	\$ 101,852.46	\$ 105,926.56	\$ 110,163.63	\$ 114,570.17	\$ 119,152.97	\$ 123,919.09
NR35	\$ 100,382.97	\$ 104,398.30	\$ 108,574.22	\$ 112,917.19	\$ 117,433.89	\$ 122,131.25	\$ 127,016.49
NR36	\$ 102,893.23	\$ 107,008.96	\$ 111,289.32	\$ 115,740.90	\$ 120,370.52	\$ 125,185.35	\$ 130,192.76
NR37	\$ 105,464.57	\$ 109,683.16	\$ 114,070.48	\$ 118,633.30	\$ 123,378.64	\$ 128,313.79	\$ 133,446.34
NRE40	\$ 83,236.15	\$ 86,565.59	\$ 90,028.22	\$ 93,629.35	\$ 97,374.51	\$ 101,269.50	\$ 105,320.29
NRE41	\$ 85,317.05	\$ 88,729.73	\$ 92,278.92	\$ 95,970.08	\$ 99,808.87	\$ 103,801.24	\$ 107,953.29
NRE42	\$ 87,449.98	\$ 90,947.98	\$ 94,585.90	\$ 98,369.33	\$ 102,304.10	\$ 106,396.26	\$ 110,652.12
NRE43	\$ 89,636.23	\$ 93,221.68	\$ 96,950.54	\$ 100,828.57	\$ 104,861.69	\$ 109,056.17	\$ 113,418.43
NRE44	\$ 91,877.14	\$ 95,552.22	\$ 99,374.30	\$ 103,349.28	\$ 107,483.24	\$ 111,782.58	\$ 116,253.89
NRE45	\$ 94,174.07	\$ 97,941.02	\$ 101,858.66	\$ 105,933.02	\$ 110,170.33	\$ 114,577.14	\$ 119,160.23
NRE46	\$ 96,528.42	\$ 100,389.55	\$ 104,405.13	\$ 108,581.34	\$ 112,924.58	\$ 117,441.57	\$ 122,139.23
NRE46.5	\$ 48,264.21	\$ 50,194.77	\$ 52,202.56	\$ 54,290.67	\$ 56,462.29	\$ 58,720.78	\$ 61,069.62
NRE47	\$ 98,941.62	\$ 102,899.29	\$ 107,015.26	\$ 111,295.87	\$ 115,747.69	\$ 120,377.61	\$ 125,192.72
NRE48	\$ 101,415.16	\$ 105,471.77	\$ 109,690.64	\$ 114,078.27	\$ 118,641.39	\$ 123,387.05	\$ 128,322.53
NRE49	\$ 103,950.54	\$ 108,108.56	\$ 112,432.90	\$ 116,930.22	\$ 121,607.43	\$ 126,471.73	\$ 131,530.59
NRE50	\$ 106,617.02	\$ 110,881.71	\$ 115,316.98	\$ 119,929.65	\$ 124,726.84	\$ 129,715.92	\$ 134,904.56
NRE51	\$ 109,280.95	\$ 113,652.18	\$ 118,198.28	\$ 122,926.20	\$ 127,843.25	\$ 132,956.98	\$ 138,275.26
NRE52	\$ 112,012.92	\$ 116,493.43	\$ 121,153.16	\$ 125,999.29	\$ 131,039.26	\$ 136,280.84	\$ 141,732.07
NRE53	\$ 114,812.90	\$ 119,405.42	\$ 124,181.64	\$ 129,148.90	\$ 134,314.86	\$ 139,687.45	\$ 145,274.96
NRE54	\$ 117,682.24	\$ 122,389.53	\$ 127,285.11	\$ 132,376.52	\$ 137,671.58	\$ 143,178.44	\$ 148,905.57
NRE55	\$ 120,624.85	\$ 125,449.85	\$ 130,467.84	\$ 135,686.55	\$ 141,114.02	\$ 146,758.58	\$ 152,628.91

Proposed 2025 Salary Table - Non-Represented Non-Exempt							
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
NRE56	\$ 123,642.05	\$ 128,587.74	\$ 133,731.25	\$ 139,080.50	\$ 144,643.72	\$ 150,429.47	\$ 156,446.64
NRE57	\$ 126,731.21	\$ 131,800.46	\$ 137,072.48	\$ 142,555.37	\$ 148,257.59	\$ 154,187.89	\$ 160,355.40
NRE58	\$ 129,901.49	\$ 135,097.55	\$ 140,501.45	\$ 146,121.51	\$ 151,966.37	\$ 158,045.02	\$ 164,366.83
NRE59	\$ 133,148.96	\$ 138,474.91	\$ 144,013.91	\$ 149,774.46	\$ 155,765.44	\$ 161,996.06	\$ 168,475.90
NRE60	\$ 136,478.87	\$ 141,938.03	\$ 147,615.55	\$ 153,520.17	\$ 159,660.98	\$ 166,047.41	\$ 172,689.31
NRE61	\$ 139,889.88	\$ 145,485.48	\$ 151,304.89	\$ 157,357.08	\$ 163,651.37	\$ 170,197.43	\$ 177,005.32
NRE62	\$ 143,387.25	\$ 149,122.74	\$ 155,087.66	\$ 161,291.16	\$ 167,742.81	\$ 174,452.52	\$ 181,430.62
NRE63	\$ 146,970.99	\$ 152,849.83	\$ 158,963.82	\$ 165,322.37	\$ 171,935.27	\$ 178,812.68	\$ 185,965.19
NRE64	\$ 150,646.30	\$ 156,672.15	\$ 162,939.04	\$ 169,456.61	\$ 176,234.87	\$ 183,284.27	\$ 190,615.63
NRE65	\$ 154,414.54	\$ 160,591.12	\$ 167,014.77	\$ 173,695.36	\$ 180,643.17	\$ 187,868.89	\$ 195,383.65
NRE66	\$ 158,275.63	\$ 164,606.66	\$ 171,190.93	\$ 178,038.56	\$ 185,160.11	\$ 192,566.51	\$ 200,269.17
NRE67	\$ 162,229.67	\$ 168,718.85	\$ 175,467.61	\$ 182,486.31	\$ 189,785.76	\$ 197,377.19	\$ 205,272.28
NRE68	\$ 166,285.73	\$ 172,937.15	\$ 179,854.65	\$ 187,048.83	\$ 194,530.78	\$ 202,312.01	\$ 210,404.50
NRE69	\$ 170,443.84	\$ 177,261.59	\$ 184,352.06	\$ 191,726.14	\$ 199,395.18	\$ 207,370.99	\$ 215,665.83
NRE70	\$ 174,705.34	\$ 181,693.55	\$ 188,961.29	\$ 196,519.75	\$ 204,380.54	\$ 212,555.76	\$ 221,057.99
NRE71	\$ 179,074.11	\$ 186,237.08	\$ 193,686.57	\$ 201,434.02	\$ 209,491.38	\$ 217,871.04	\$ 226,585.88
NRE72	\$ 183,551.50	\$ 190,893.56	\$ 198,529.30	\$ 206,470.47	\$ 214,729.29	\$ 223,318.46	\$ 232,251.20
NRE73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NRE74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NRE75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NRE80	\$ 249,244.38						
51	\$ 12,072.64						
52	\$ 127,435.90						

Medical & Dental Benefit Plan Increases

Plan	Yearly Change
Regence 250	7.30%
Regence High Ded	7.30%
Kaiser 200	8.20%
Kaiser High Ded	8.20%
Delta Dental	0.00%
Willamette Dental	6.90%
Teamster Dental	0.00%
Teamster Vision	0.00%
Vision Service Plan	0.00%

City of Lake Stevens
2025 - 2030 Capital Improvement Plan DRAFT

Project No.		Project Name	Total Project Cost	2025 Request	2025 Additional Needed	2026	Grants		
							Amount	Source	Notes
STREETS	RD-101	Main St. Improvements (16th St NE to 20th St NE)	\$ 4,040,000	\$ 3,820,000	\$ (60,000)		\$ 3,304,000	FHWA	Obligate by June 2024
	RD-113	20th St NE and Main Street Roundabout	\$ 2,700,000	\$ 500,000	\$ 500,000	\$ 2,000,000	\$ 2,500,000	Federal Earmark	Obligate by Sept. 2026
	TBD-02/03	91st Ave SE Sidewalk (4th to Market) & (8th to 4th St SE)	\$ 1,690,000	\$ -	\$ (164,500)		\$ 442,564	TIB	TIB # C-P-146(002)-1
	TBD-04	117th Ave NE Sidewalk (20th to 26th St NE)	\$ 1,808,000	\$ 300,000	\$ 300,000	\$ 1,200,000			
	TBD-05	91st Ave SE Sidewalk (20th to 12th St SE)	\$ 2,600,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 800,000	WSDOT SRTS	Applied / unsecured
	TBD-06	N Lakeshore Dr Sidewalk (Main St to 123rd Ave NE)	\$ 340,000	\$ -	\$ -				
	TBD-07	Soper Hill Sidewalk (Lake Drive to SR9)	\$ 3,700,000	\$ 400,000	\$ 400,000	\$ 300,000			
	FC-112	131st Avenue Infrastructure Improvements	\$ 2,800,000	\$ 2,500,000	\$ 752,588		\$ 700,000	LSSD Share	Negotiations in process
		20th St SE Widening, Trestle to 83rd Ave	\$ 14,200,000	\$ 200,000	\$ 200,000	\$ 1,500,000	\$ 2,432,000	TIB	Applied / unsecured
	RD-102I	91st Ave NE Commercial Revitalization Phase I	\$ 3,850,000	\$ -	\$ -				
	RD-102II	91st Ave NE Commercial Revitalization Phase II	\$ 1,100,000	\$ -	\$ -				
	CP-140S	South Lake Stevens Multi-Use Path Phase II	\$ 3,650,000	\$ -	\$ -		\$ 3,000,000	Capital Transportation	Available 2029
	TBD-18	South Lake Stevens Multi-Use Path Phase III	\$ 3,500,000	\$ -	\$ -				
	TBD-01	16th Street NE Multi-Use Path	\$ 4,900,000	\$ -	\$ -		\$ 2,500,000	Capital Transportation	Available 2029
	RD-100	79th Ave SE Access Road	\$ 3,180,000	\$ -	\$ -	\$ 400,000			
		Annual Citywide Road Striping and Thermoplastic	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			
	RD-202	Annual ADA & Sidewalk Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			
	RD-203	Annual Pavement Preservation Program	\$ 6,460,000	\$ 900,000	\$ 900,000	\$ 900,000			
	RD-205	Traffic Safety & Calming Program	\$ 650,000	\$ 100,000	\$ 50,000	\$ 100,000			
			\$ 61,368,000	\$ 9,220,000	\$ 3,378,088	\$ 6,900,000	\$ 15,678,564		
PARKS	PR-100	Frontier Heights Phase II	\$ 2,400,000	\$ 2,350,000	\$ 131,216		\$ 1,204,352	RCO	Secured thru 2025
	PR-102	Eagle Ridge Park Phase II	\$ 3,459,000	\$ 339,000	\$ -		\$ 2,000,000	RCO	Applied / unsecured
	FC-105	Eagle Ridge Storage Building	\$ 25,000	\$ 22,850	\$ 15,000				
	PR-206	Eagle Ridge Property Acquisition	\$ 935,000	\$ -	\$ -				
	PR-201	N Cove Marina Feasibility & Marine Unit Relocation	\$ 4,125,000	\$ 160,000	\$ -	\$ 850,000	\$ 40,000	Fire District	
	PR-141	North Cove Non-Motorized Dock	\$ 170,000	\$ -	\$ -				
	PR-103	North Cove Light Bollard Replacement	\$ 150,000	\$ 150,000	\$ 150,000				
	PR-207	North Cove Parking Lot	\$ 1,300,000	\$ -	\$ -	\$ 300,000			
	PR-104	Cedarwood Property	\$ 1,650,000	\$ 499,500	\$ -	\$ 1,150,000	\$ 1,123,000	State	Secured
	PR-113	Davies Beach Pier Resurfacing	\$ 100,000	\$ 100,000	\$ 100,000				
	PR-105	Davies Beach Parking Lot	\$ 500,000	\$ -	\$ -	\$ 150,000			
	PR-202	Davies Beach Boat Launch Repair	\$ 85,000	\$ -	\$ -				
	PR-106	West Lake Park Recreation Amenities	\$ 100,000	\$ 100,000	\$ 100,000				
	PR-107	Lake Stevens Bayview Connector Phase 0	\$ 1,050,000	\$ -	\$ (811,301)				
	PR-108	Lake Stevens Bayview Connector Phase 1A	\$ 800,000	\$ 800,000	\$ 800,000				
	PR-203	Lake Stevens Bayview Connector Phase 1	\$ 2,700,000	\$ 500,000	\$ 500,000				
	PR-204	Lake Stevens Bayview Connector Phase 2	\$ 2,800,000	\$ -	\$ -				
	PR-205	Lake Stevens Bayview Connector Phase 3	\$ 5,100,000	\$ -	\$ -				
	PR-109	Lake Stevens Bayview Connector Phase 4	\$ 1,700,000	\$ -	\$ -				
	FC-106	Lundeen Park Restroom Building	\$ 960,000	\$ -	\$ -				
	PR-117	Annual Mini Park Restorations	\$ 500,000	\$ -	\$ -	\$ 100,000			
	PR-110	Centennial Woods Trail Improvements	\$ 200,000	\$ -	\$ -				
	PR-111	Pump Track and Climbing Walls	\$ 1,100,000	\$ -	\$ -				
	PR-112	South Lake Stevens Acquisition of Park Property	\$ 5,000,000	\$ -	\$ -				
			\$ 36,909,000	\$ 5,021,350	\$ 984,915	\$ 2,550,000	\$ 4,367,352		

City of Lake Stevens
2025 - 2030 Capital Improvement Plan DRAFT

	Project No.	Project Name	Total Project Cost	2025 Request	2025 Additional Needed	2026	Grants		
							Amount	Source	Notes
FACILITIES	FC-111	PW/Parks Building Feasibility Study	\$ 30,000	\$ 30,000	\$ -				
		Evergreen Office Building (siding, HVAC, fire alarm)	\$ 257,000	\$ 257,000	\$ 257,000				
	FC-107	1819 Building (HVAC, fire panel)	\$ 185,000	\$ 165,000	\$ 85,000				
		PW Shop Improvements (electrical panels, roof, cracked walls)	\$ 90,000	\$ 90,000	\$ 90,000				
		PD Station (fire alarm)	\$ 120,000	\$ 120,000	\$ 120,000				
		PD Evidence Building (fire alarm, security system panels)	\$ 120,000	\$ 120,000	\$ 120,000				
		Municipal Service Campus (incl old CH/Parking lot)	\$ 11,303,000	\$ 4,100,000	\$ (597,000)				
	FC-101	Museum	\$ 3,200,000	\$ 2,987,000	\$ -		\$ 764,000	Capital Heritage Grant	Secured through 2025
		Visitor Information Center (electrical panel)	\$ 44,500	\$ 8,500	\$ 8,500				
	FC-104	Library (fire alarm, HVAC)	\$ 141,000	\$ -	\$ -				
		Senior Center (roof, HVAC)	\$ 78,000	\$ -	\$ -	\$ 78,000			
	FC-114	Machias Sewer Infrastructure Improvements	\$ 3,300,000	\$ 135,000	\$ -	\$ 300,000			
	FC-115	20th St SE Water Main Extension	\$ 100,000	\$ -	\$ -	\$ 100,000			
	FC-204	Police Training Center Lighting	\$ 50,000	\$ 50,000	\$ 50,000			Energy Conservation	
	FC-202	Police Office Space Expansion	\$ 2,000,000	\$ -	\$ -				
			\$ 18,968,500	\$ 8,012,500	\$ 83,500	\$ 478,000	\$ 764,000		
STORM	SW-108	36th St Culvert Replacement	\$ 1,765,000	\$ 265,000	\$ 265,000		\$ 225,000	Fish Barrier Removal	Applied / unsecured
	SW-105	20th St NE Culvert Replacement/Channel Realignment	\$ 6,000,000	\$ -	\$ -	\$ 400,000			
	SW-106	Hartford Crossing - New and Channel realignment	\$ 10,600,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	EPA	eral Direct Award / unsec
	SW-101	Weir Replacement	\$ 810,000	\$ -	\$ (80,000)				
	SW-107	18th Street NE Culvert Replacement/Realignment	\$ 5,000,000	\$ -	\$ -	\$ 400,000			
	SW-111	Catherine Creek/Hartford Crossing Replacement	\$ 3,400,000	\$ 280,000	\$ 280,000	\$ 300,000			
	SW-103	99th Ave SE/4th St SE Culvert Feasibility	\$ 2,040,000	\$ -	\$ -				
		Original Outlet Channel Restoration	\$ 7,500,000	\$ -	\$ -				
	SW-104	Bridge 06 Replacement - 36th Street NE	\$ 6,661,000	\$ 1,131,000	\$ 911,000	\$ 5,500,000	\$ 911,000	PW Board Loan	Award / unsecured
		Downtown Regional Stormwater Facility	\$ 500,000	\$ 425,000	\$ 500,000				
			\$ 44,276,000	\$ 2,601,000	\$ 2,376,000	\$ 7,100,000	\$ 1,636,000		
			\$ 161,521,500	\$ 24,854,850	\$ 6,822,503	\$ 17,028,000	\$ 22,445,916		

TBD Priority Project List

Sidewalk/Walkway/Trail	Start	End	Cost Estimate
16 th Street NE	Main Street	Machias Cutoff	1,060,544
91 st Ave SE	Fourth St. SE	Market Street	606,528
91 st Ave SE	Eighth St. SE	Fourth St. SE	808,704
117 th Ave NE	20 th St. NE	26 th St. NE	1,224,288
91 st Ave SE	20 th St. SE	12 th St. SE	1,179,360
North Lakeshore Drive	Main Street	123 rd Ave NE	131,976
Soper Hill	Lake Drive	RAB at SR9	1,714,284
113 th Ave NE	32 nd St. NE	36 th St. NE	68,796
20 th St. NE	Main Street	131 st Ave SE	29,484
Grade Road	Hartford Drive	Library	383,292
Hartford Drive	20 th St. NE	21 st St. NE	303,264
123 rd Ave NE	22 nd St. NE	North Lakeshore Drive	421,200
83 rd Ave NE	20 th St. SE	17 th St. SE	477,360
99 th Ave NE	First St. NE	Chapel Hill Road	101,088
North Lakeshore Drive	123 rd Ave NE	North Lakeshore Swim Beach	692,172
99 th Ave NE	Sunnycrest Elem.	30 th St. NE	741,312
99 th Ave SE	20 th St. SE	Eighth St. SE	1,718,496
South Lake Stevens Road	East Lakeshore Drive	123 rd St. SE	2,729,376
20 th St. SE	S. Lake Stevens Road	113 th Drive SE	1,151,280
Fourth St. NE	97 th Drive NE	98 th Drive NE	263,952
Sidewalk and walkway replacement/maintenance, connection of missing links and ADA improvement upgrades, construction of new walkways and trail links			Varies

Roadways	Start	End	Cost Estimate
Pavement Preservation (annual allocation)			500,000
79 th Ave SE Access Rd.	20 th St. NE	83 rd Ave SE	3,163,500
Main Street	16 th St. NE	20 th St. NE	7,198,720
91 st St. NE	Market Place	SR204	6,748,800
Traffic and Pedestrian Safety Programs: Striping, pavement marker/delineators, and traffic control devices, sight improvements, traffic configuration			Varies

The city of Lake Stevens is asking voters to consider a Transportation Benefit District (TBD) to fund these projects on the Nov. 8, 2022, General Election ballot.



One Community Around The Lake

2025 Proposed Budget Recap & Capital Budget Review

BARB STEVENS, FINANCE DIRECTOR
OCTOBER 8, 2024

2025 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	Required Deadline Per RCW
October 8, 2024	Council Budget Session – Finalize Proposed Budget	11/2/2024
October 8, 2024	Council Budget Session – 2025 Capital & Transportation Benefit Projects	
October 22, 2024	Public Hearing - Property Taxes (<i>SnoCo Assessor by Mid-November</i>)	
October 22, 2024	Public Hearing #1 - Preliminary Budget Hearing	11/25/2024
November 12, 2024	Final Public Hearing and Budget Adoption	12/2/2024
November 26, 2024	Final Public Hearing (continuation) (If needed)	12/7/2024



2025 Budget Priorities

- Enhance Pedestrian & Traffic Safety
 - Community Vitality
 - Accessible & Optimal Infrastructure
 - Operational Innovation & Excellence

- Proactively Maintain Infrastructure
 - Increase Levels of Service
 - Encourage Innovative Process Improvement
 - Community Vitality
 - Accessible & Optimal Infrastructure
 - Operational Innovation & Excellence
 - Financial Stewardship and Economic Success
 - Environmental Stewardship

2025 Proposed Budget Recap - COLA & Benefits

Non-Represented

- 3.24% COLA
- Estimated Total Cost \$292,100
 - General Fund \$211,600
 - Street Fund \$34,600
 - Stormwater Fund \$45,900

We estimate a continued 20% (\$58,000) of the increases will be reimbursed by the Permit Fund for permit related work performed by staff allocated to Other funds.

Represented Classes: 2025 COLA

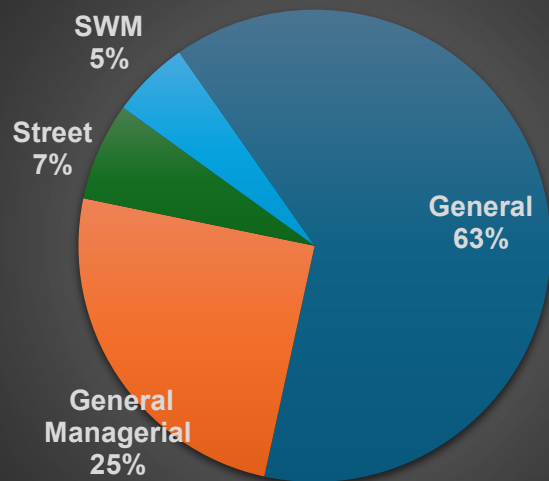
- Teamsters 3.24% (2024 Contract) \$93,000
- Guild Commissioned 3% (2024 Contract) \$135,500
- Guild Non-Commissioned (*In Negotiations*)

Citywide Benefits

- Medical & Dental Increases
 - Regence - 7.30%
 - Kaiser - 8.20%
 - Willamette Dental – 6.90%
 - Delta Dental – 0%
 - Teamsters Dental – 0%
 - Teamsters Vision – 0%
 - Vision Service Plan (VSP) – 0%

2025 Proposed Budget Recap

Positions



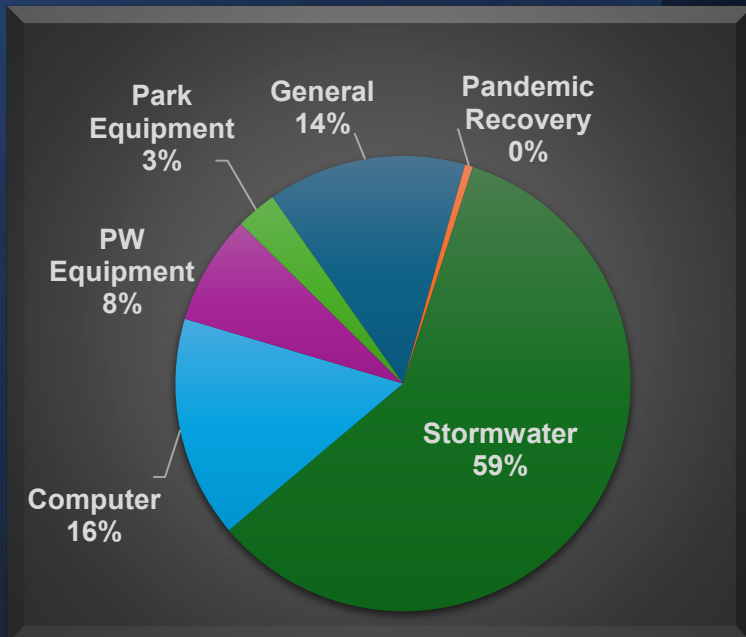
Position Requests		\$1,015,092				General	General Managerial	Street	SWM
Dept	Position Title	Adjusted Amount	Type	Quarter	Mayor	\$640,953	\$251,848	\$68,164	\$54,128
HR	Human Resources Manager	\$10,570	Reclass	Q1	Yes	\$8,139		\$951	\$1,480
PW	Assistant Equipment Mechanic/Inventory	\$4,772	Reclass	Q1	Yes	\$1,432		\$1,670	\$1,670
PW	Civil Engineer I	\$8,000	Reclass	Q1	Yes	\$1,600		\$3,200	\$3,200
PW	Environmental Programs Manager	\$7,128	Reclass	Q1	Yes				\$7,128
PW	Seasonals (2) - Facilities	\$49,096	Seasonal	Q1	Yes	\$31,421		\$8,837	\$8,837
CD	Planning Intern	\$20,000	Intern	Q1	Yes	\$1,000	\$19,000		
IT	GIS Intern - Streets	\$28,350	Intern	Q1	Yes			\$28,350	
IT	GIS Intern - Public Works	\$20,350	Intern	Q1	Yes			\$10,175	\$10,175
FP	Senior Accountant	\$166,444	New	Q1	Yes	\$104,860	\$24,967	\$14,980	\$21,638
PK	Parks Revenue Development Specialist	\$126,712	New	Q1	Yes	\$126,712			
CD	Assistant Planner	\$124,213	New	Q1	Yes	\$6,211	\$118,002	\$0	
PD	Police Officer #1	\$130,000	New	Q3	Yes	\$130,000			
PD	Police Officer #2	\$100,836	New	Q3	Yes	\$100,836			
PK	Parks Maintenance Worker	\$77,714	New	Q3	Yes	\$77,714			
PK	Office Assistant	\$46,298	New	Q3	Yes	\$46,298			
CD	Building Supervisor	\$94,609	New	Q3	Yes	\$4,730	\$89,879		
GG	Interns - City-wide	\$0	Intern	Q1	Yes				

Position Requests		\$1,015,092			
Dept	Position Title	Adjusted Amount	Type	Quarter	Mayor
HR	Human Resources Specialist (Civil	\$40,107	New	HOLD	Maybe
IT	GIS Technician	\$58,025	New	HOLD	Maybe
PD	Support Service Sergeant	\$155,926	New	HOLD	Maybe
PD	Community Service Officer	\$52,500	New	HOLD	Maybe
PW	Surface Water Specialist	\$64,256	New	HOLD	Maybe

Revisit remaining requested positions mid-year based on revenues and results of Public Safety Tax

2025 Proposed Budget Recap

Programs & Purchases



Item Requests			Proposed Amount	General Fund	SWM - 410 \$\$	Comp Equip - PW Equip - 53	Pandemic Rec PK 525 \$\$	
Dpt	Title	Mayor Approval	\$ 1,706,800	\$ 241,000	\$ 1,005,131	\$ 268,729	\$ 133,000	\$ 9,600 \$ 49,340
CD	Critical Aquifer Mapping and Regulations	Yes	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
CD	Industrial Center Zoning and Design Standards	Yes	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
FI	RF - Springbrook Software - Accounts Receivable Module	Yes	\$ 9,600	\$ -	\$ -	\$ -	\$ -	\$ 9,600
FI	Springbrook Software - Consultant Analysis	Yes	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
IT	Enhanced Managed Detection and Response Services	Yes	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ -	\$ -
IT	ESRI Enterprise Agreement	Yes	\$ 46,125	\$ -	\$ -	\$ 46,125	\$ -	\$ -
IT	Hardware Refresh - Laptops, MDTs, & Rugged	Yes	\$ 90,295	\$ -	\$ -	\$ 90,295	\$ -	\$ -
IT	ITSM Replacement	Yes	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -
IT	The Mill Clickshare Hardware	Yes	\$ 4,309	\$ -	\$ -	\$ 4,309	\$ -	\$ -
IT	Wireless Network Replacement	Yes	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ -	\$ -
PD	Axon Taser Training Simulator	Yes	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	\$ -
PD	PIT Training Vehicle	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PK	F150 - Replacement Vehicle	Yes	\$ 8,688	\$ -	\$ -	\$ -	\$ -	\$ 8,688
PK	Music in the Parks - Arts & Parks Foundation	Yes	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
PK	Parks Comp Plan - Major Update	Yes	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
PK	Skid Steer (Parks/PW Share)	Yes	\$ 40,652	\$ -	\$ -	\$ -	\$ -	\$ 40,652
PW	Bobcat Skid Steer (S76)	Yes	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -
PW	Boss Sanders and Plows for New 5500 vehicles	Yes	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -
PW	CCTV and Enhancement Maintenance Plan	Yes	\$ 775,131	\$ -	\$ 775,131	\$ -	\$ -	\$ -
PW	Invasive Weed Management	Yes	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -
PW	Lake Stevens Comprehensive Plan for Salmonid Basins	Yes	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -
PW	Private Stormwater Facility Maintenance Program	Yes	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -
PW	Replacement 5500 Flatbed Truck (Lease)	Yes	\$ 23,000	\$ -	\$ -	\$ -	\$ 23,000	\$ -
PW	Traffic Camera Program	Yes	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
PW	Walk Behind Airless Striper	Yes	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	\$ -
PW	Walk Behind Concrete Saw	Yes	\$ 14,000	\$ -	\$ -	\$ -	\$ 14,000	\$ -

2025 Proposed Budget Recap - Revenues

Investment Interest

- Apportioned/Allocated among participating funds

Optional “Sweep”

- Receipted into the General or Current Expense fund
 - Unless otherwise restricted by law – Differing Legal Interpretations
 - MRSC – RCW must specify that interest is restricted
 - SAO – Interest earned on revenues are restricted for the same purpose

2025 Estimated Investment Earnings Citywide \$2,626,000

- \$1,157,000 General Fund
- **\$78,000** known unrestricted earnings available to “sweep” to the GF (from Internal Service Funds)
- Further research needed

Local Government Investment Pool (LGIP)

- Rates forecasted to decrease throughout 2025
- Current Rate 5.2%
- Estimated Yearend 2.8%

Budgeted 5% decrease citywide. Will need to reevaluate budget once investment strategy is reviewed and policy updated.

2025 Proposed Budget Recap - Transportation

Roadway Preservation – Overlays

- Current Budget \$900,000
 - TBP - \$500,000
 - Reallocated \$200,000 from Streets to REET 2
 - Added 2% Sewer Utility Tax Assumption
 - Estimated \$400,000
 - 1% - *Estimated \$200,000*
- PW estimates an annual historical cost of \$50,000 to correct deficiencies associated with Sewer infrastructure. The investment has been limited based on budget availability.
- Propose increasing funding for repairs and pavement overlays by at least \$226,000 to address the broader issues of settling manholes and trenches.

Transportation Benefit Program

- Current Funding 0.20% Sales Tax
- Optional Additional Funding (RCW 36.73.065(4)(a)(v))
 - 0.10% sales tax \$750,000
 - Councilmanic – majority vote
 - 10-year period
 - Used for the same purposes set forth in current resolution. Program can be expanded or altered by public hearing.
- 12 Cities have used the Councilmanic 0.10% option
 - 2 increased to 0.30%
 - 5 have tab fees as well as 0.10% tax

2025 -2030 Capital Improvement Plan

66 Total Projects - \$163,571,500

2025 – 36 Projects

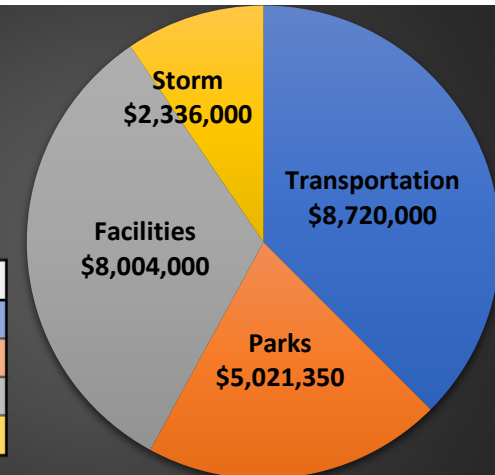
- Multiyear Projects \$97,298,000
- 2025 Budget - \$24,081,000
 - 18 of these projects (\$17.8M) were either budgeted in 2024 or have funds “set-aside”
 - Remaining have been in planning stages

Prioritization Rationale

- Scoring Matrix
 - Safety
 - Available Resources
 - Potential Funding Sources
 - Grants
 - Debt Service

2025 Projects by Type

Project Type	#
Transportation	11
Parks	10
Facilities	10
Storm	5



Transportation Benefit Program

Sidewalk/Walkway/Trail	Start	End	Cost Estimate	2025	Timeline
16th Street NE	Main Street	Machias Cutoff	1,060,544		2029 Grant
91st Ave SE	4th St. SE	Market Street	606,528		Completed 2024
91st Ave SE	8th Street SE	4th Street SE	808,704		Completed 2024
117th Ave NE	20th Street NE	26th Street NE	1,224,288	300,000	2025-2026
91st Ave SE	20th Street SE	12th Street SE	1,179,360	300,000	2025-2027
North Lakeshore Drive	Main Street	123rd Ave NE	131,976		
Soper Hill	Lake Drive	RAB at SR9	1,714,284	400,000	2025-2027
113 th Ave NE	32nd Street NE	36th Street NE	68,796		
20th Street NE	Main Street	131st Ave SE	29,484		
Grade Road	Hartford Drive	Library	383,292		
Hartford Drive	20th St NE	21st Street NE	303,264		
123rd Ave NE	22nd Street NE	North Lakeshore Drive	421,200		
83rd Ave NE	20th Street SE	17th Street SE	477,360		
99th Ave NE	1st Street NE	Chapel Hill Road	101,088		
North Lakeshore Drive	123rd Ave NE	North Lakeshore Swim Beach	692,172		
99 th Ave NE	Sunnycrest Elem.	30th Street NE	741,312		
99th Ave SE	20th St. SE	8th St. SE	1,718,496		
South Lake Stevens Road	East Lakeshore Drive	123rd Street SE	2,729,376		
20th Street SE	S. Lake Stevens Road	113th Drive SE	1,151,280		
4th Street NE	97th Drive NE	98th Drive NE	263,952		

* Sidewalk/Walkway/Trail Improvements – Sidewalk and walkway replacement/maintenance, connection of missing links and ADA improvement upgrades, construction of new walkways and trail links

Transportation Benefit Program

Roadway	Start	End	Cost Estimate	Timeline
Pavement Preservation (Annual Allocation)			500,000	Annual
79th Ave SE Access Road	20th St. NE	83rd Ave SE	3,163,500	
Main Street	16th Street NE	20th Street NE	7,198,720	2024-2026
91st Street NE	Market Place	SR 204	6,748,800	
Traffic and Pedestrian Safety Programs - Striping, pavement marker/delineators, and traffic control devices, sight improvements, traffic configuration, walkway and trail safety.				

REVENUE SOURCES	2024 BUDGET	ESTIMATED ACTUAL 2024	2025 BUDGET
Beginning Fund Balance	\$ 906,894	\$ 906,894	\$ 1,590,503
Total Revenues	\$ 1,703,000	\$ 2,080,388	\$ 1,612,179
Total Resources	\$ 2,609,894	\$ 2,987,282	\$ 3,202,682
EXPENDITURES	2024 BUDGET	ESTIMATED ACTUAL 2024	2025 BUDGET
TBP - Pavement Preservation	\$ 600,000	\$ 600,000	\$ 500,000
Retainage Release	\$ -	\$ 20,000	\$ 60,000
TBP01: 91st - 8th to Market Sidewalk	\$ -	\$ 179	\$ -
TBP02: 91st - 4th to Market Sidewalk	\$ 375,000	\$ 375,000	\$ -
TBP03: 91st - 8th to 4th Sidewalk	\$ 77,500	\$ 77,500	\$ -
TBP04: 117th NE - 20th to 26th Sidewalk	\$ 175,000	\$ 175,000	\$ 300,000
TBP05: 91st - 20th to 12th	\$ -	\$ -	\$ -
TBP06: N. Lakeshore	\$ -	\$ -	\$ -
TBP07: Soper Hill	\$ -	\$ -	\$ 400,000
Interfund Transfers	\$ 521,600	\$ 149,100	\$ 150,000
Total Expenditures	\$ 1,749,100	\$ 1,396,779	\$ 1,410,000
Ending Fund Balance	\$ 860,794	\$ 1,590,503	\$ 1,792,682

2024 Includes a TIB Grant

TBP05: Continuation of 91st Ave Sidewalk has funds "set aside" to match an unsecured grant. Once grant is received, an amendment will be done to add the revenue and corresponding expense.

Type	Project No.	Project Name	Total Project Cost	2025 Request	2025 Additional Needed	Forecasted 2026	Description
STREETS	RD-101	Main St. Improvements (16th St NE to 20th St NE)	\$ 4,040,000	\$ 3,820,000	\$ (60,000)		Multi-use path, street frontage improvements along Main Street between 16th St to 20th St.
	RD-113	20th St NE and Main Street Roundabout	\$ 2,700,000	\$ 500,000	\$ 500,000	\$ 2,000,000	Construct roundabout and frontage improvements per the downtown subarea plan.
	TBD-04	117th Ave NE Sidewalk (20th to 26th St NE)	\$ 1,808,000	\$ 300,000	\$ 300,000	\$ 1,200,000	TBD sidewalk along one side of 117th Ave NE between 20th St and 26th St. Includes ROW and typical frontage improvements including stormwater.
	TBD-05	91st Ave SE Sidewalk (20th to 12th St SE)	\$ 2,600,000	\$ 300,000	\$ 300,000	\$ 300,000	TBD sidewalk along the east side of 91st Ave SE between 20th St SE and 12th St. Includes ROW and typical frontage improvements including stormwater.
	TBD-07	Soper Hill Sidewalk (Lake Drive to SR9)	\$ 3,700,000	\$ 400,000	\$ 400,000	\$ 300,000	TBD sidewalk along one side of Soper Hill Rd between Lake Dr and SR9. Includes ROW and typical frontage improvements including stormwater.
	FC-112	131st Avenue Infrastructure Improvements	\$ 2,800,000	\$ 2,500,000	\$ 752,588		Construct new sewer, storm and road improvements along 131st Ave NE from 20th Street NE to Hartford Drive.
		20th St SE Widening, Trestle to 83rd Ave	\$ 14,200,000	\$ 200,000	\$ 200,000	\$ 1,500,000	
		Annual Citywide Road Striping and Thermoplastic	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
	RD-202	Annual ADA & Sidewalk Improvements	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Curb ramp and sidewalk repair, maintenance, reconstruction in support of the ADA Transition Plan.
	RD-203	Annual Pavement Preservation Program	\$ 6,460,000	\$ 900,000	\$ 900,000	\$ 900,000	Annual pavement preservation activities including grind and overlay, crack sealing.
	RD-205	Traffic Safety & Calming Program	\$ 650,000	\$ 100,000	\$ 50,000	\$ 100,000	Create Traffic Calming Program with stakeholder engagement, update code, notify public, implement.
			\$ 39,158,000	\$ 9,220,000	\$ 3,542,588	\$ 6,500,000	
PARKS	PR-100	Frontier Heights Phase II	\$ 2,400,000	\$ 2,350,000	\$ 131,216		Phase 2 - multi use synthetic athletic field, 4 pickleball courts, parking, sensory garden, labyrinth.
	PR-102	Eagle Ridge Park Phase II	\$ 3,459,000	\$ 339,000	\$ -		Phase 2 of master plan - playground, walking trail, amphitheater, parking.
	FC-105	Eagle Ridge Storage Building	\$ 25,000	\$ 22,850	\$ 15,000		Restore/remodel the storage facility at Eagle Ridge Park for use by the Parks Department.
	PR-201	N Cove Marina Feasibility & Marine Unit Relocation	\$ 4,125,000	\$ 160,000	\$ -	\$ 850,000	Construct a marina to replace motorized, non-motorized and first responder's dock.
	PR-103	North Cove Light Bollard Replacement	\$ 150,000	\$ 150,000	\$ 150,000		In ground installation of bollards replaced along roads/parking. In ground lights to replace the bollards along pathways throughout the park.
	PR-104	Cedarwood Property	\$ 1,650,000	\$ 499,500	\$ -	\$ 1,150,000	Site feasibility study for Cedarwood property.
	PR-113	Davies Beach Pier Resurfacing	\$ 100,000	\$ 100,000	\$ 100,000		Resurface public dock at Davies Beach. The wood is degraded, and new light transparent decking is needed.
	PR-106	West Lake Park Recreation Amenities	\$ 100,000	\$ 100,000	\$ 100,000		Plan amenities for West Lake Park consistent with the powerline easements. (May inc revamping sports field, adding a playground or pump track.)
	PR-107	Lake Stevens Bayview Connector Phase 0	\$ 1,050,000	\$ -	\$ (811,301)		
	PR-108	Lake Stevens Bayview Connector Phase 1A	\$ 800,000	\$ 800,000	\$ 800,000		12th St to 8th St trail, realign 12th Street and connect to Phase 0 project
	PR-203	Lake Stevens Bayview Connector Phase 1	\$ 2,700,000	\$ 500,000	\$ 500,000		8th St SE to SR 204, coordination with City of Marysville for Bayview Connector.
			\$ 16,559,000	\$ 5,021,350	\$ 984,915	\$ 2,000,000	

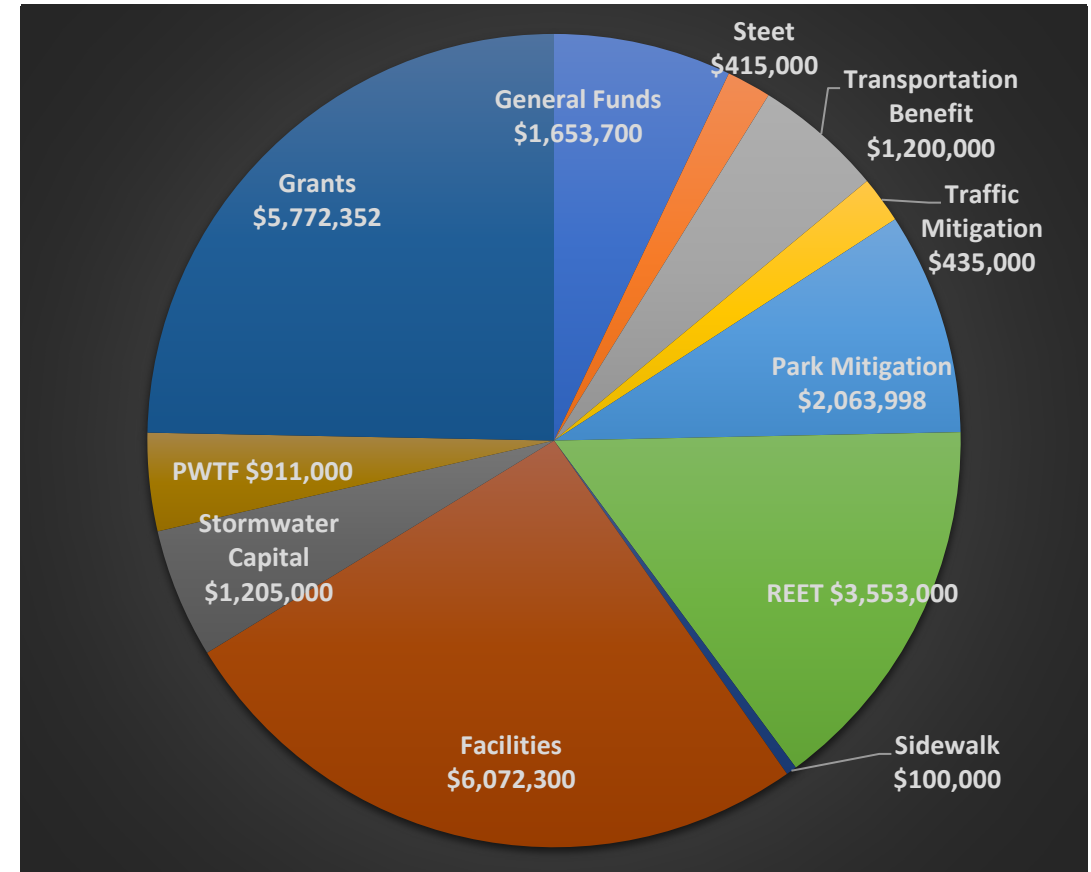
Type	Project No.	Project Name	Total Project Cost	2025 Request	2025 Additional Needed	Forecasted 2026	Description
FACILITIES & UTILITIES	FC-111	PW/Parks Building Feasibility Study	\$ 30,000	\$ 30,000	\$ -		Prepare feasibility report and preliminary design for additional public works and parks shop building at current location.
		Evergreen Office Building - Facility Upgrade	\$ 257,000	\$ 257,000	\$ 257,000		HVAC, Siding, Fire Alarm Panel
	FC-107	1819 S. Lake Stevens Building - Facility Upgrade	\$ 185,000	\$ 165,000	\$ 85,000		HVAC & Fire Panel
		PW Shop Improvements - Facility Upgrade	\$ 90,000	\$ 90,000	\$ 90,000		Electrical Panels, Roof Repair, Survey Crack in Wall
		PD Station - Facility Upgrade	\$ 120,000	\$ 120,000	\$ 120,000		Fire Alarm Panel
		PD Evidence Building - Facility Upgrade	\$ 120,000	\$ 120,000	\$ 120,000		Fire Alarm & Security Alarm Panels
		Municipal Service Campus	\$ 11,303,000	\$ 4,100,000	\$ (597,000)		
	FC-101	Museum	\$ 3,200,000	\$ 2,987,000	\$ -		Complete final design of museum and construction
	FC-114	Machias Sewer Infrastructure Improvements	\$ 3,300,000	\$ 135,000	\$ -	\$ 300,000	Lift station design, sewer and road improvements along Machias Road.
	FC-204	Police Training Center Lighting	\$ 50,000	\$ 50,000	\$ 50,000		Change to LED lighting - Find Grant
			\$ 18,655,000	\$ 8,054,000	\$ 125,000	\$ 300,000	
STORM	SW-108	36th St Culvert Replacement	\$ 1,765,000	\$ 265,000	\$ 265,000		Replace the fish barrier culvert at 36th Street NE that conveys a tributary to Catherine Creek.
	SW-106	Hartford Crossing - New and Channel realignment	\$ 10,600,000	\$ 500,000	\$ 500,000	\$ 500,000	Lower Stevens Creek Phase 1B: Construct new bridge on Hartford Drive and stream restoration through the wetland north of Hartford.
	SW-111	Catherine Creek/Hartford Crossing Replacement	\$ 3,400,000	\$ 280,000	\$ 280,000	\$ 300,000	Lower Stevens Creek Phase 1A: Replace fish passage barrier culvert on Catherine Creek at Hartford Dr. for restored channel realignment.
	SW-104	Bridge 06 Replacement - 36th Street NE	\$ 6,661,000	\$ 1,131,000	\$ 911,000	\$ 5,500,000	Replacement of Bridge 06 to ensure safe access to the Hartford Industrial area by commercial traffic.
		Downtown Regional Stormwater Facility	\$ 500,000	\$ 425,000	\$ 500,000		
			\$ 22,926,000	\$ 2,601,000	\$ 2,456,000	\$ 6,300,000	
		Capital Totals 2025	\$ 97,298,000	\$ 24,896,350	\$ 7,108,503	\$ 15,100,000	

2025 Capital Project Budget Summary

Funding Sources

General Funds	\$1,653,700
Steet	\$415,000
Transportation Benefit	\$1,200,000
Traffic Mitigation	\$435,000
Park Mitigation	\$2,063,998
REET	\$3,553,000
Sidewalk	\$100,000
Facilities	\$6,072,300
Stormwater Capital	\$1,205,000
PWTF Loan	\$911,000
Grants	\$5,772,352

- General Fund includes Pandemic Recovery and Rental Funds
- Facilities includes bonded debt for the Civic Campus and Museum



Real Estate Excise Tax I

REET I							
Beginning Balance	2024	2025	2026	2030	2040	2050	2054
	\$ 7,658,871	\$ 8,113,639	\$ 8,455,877	\$ 6,870,528	\$ 4,032,980	\$ 1,479,315	\$ 2,120,154
Revenue	2024	2025	2026	2030	2040	2050	2054
Estimated	\$ 1,374,000	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
Investment Interest	\$ 317,000	\$ 301,000	\$ 211,397	\$ 68,705	\$ 40,330	\$ 14,793	\$ 21,202
Debt	2024	2025	2026	2030	2040	2050	2054
2008 Bond - Series A (2028) (SD 2022)	\$ 213,540	\$ 211,365	\$ 208,985				
2019 A1 - PD Bond (2048)PD	\$ 240,850	\$ 240,850	\$ 240,850	\$ 460,100	\$ 459,600		
2019 A2 - PD Bond (2029) Commercial Bldg	\$ 222,050	\$ 218,247	\$ 219,152				
2024A - Civic Campus (2053)	\$ 418,148	\$ 586,700	\$ 588,950	\$ 588,700	\$ 588,700	\$ 585,000	
2024A - Civic Campus REDUCED by RENTS		\$ (100,000)	\$ (100,000)	\$ (104,060)	\$ (114,947)	\$ (126,973)	
Bond Fees	\$ 1,450	\$ 1,600	\$ 1,600	\$ 800	\$ 800	\$ 400	
Capital	2024	2025	2026	2030	2040	2050	2054
Security Cameras	\$ 140,195						
Ending Balance	2024	2025	2026	2030	2040	2050	2054
	\$ 8,113,639	\$ 8,455,877	\$ 8,107,737	\$ 6,593,694	\$ 3,739,157	\$ 1,635,682	\$ 2,741,356

Restricted Use

- Financing capital projects that are specified in the capital facilities plan element of a comprehensive plan (RCW 82.46.010(6))
- Planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks; recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and/or judicial facilities; river and/or waterway flood control projects; and technology infrastructure that is integral to the capital project.
- Majority of expenses are Debt Service related

Real Estate Excise Tax II

Restricted Use

- Financing capital projects that are specified in a capital facilities plan element of a comprehensive plan (RCW 82.46.035(5))
- Planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and **planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.**
- Can utilize funds for REET I allowable uses with additional analysis and reporting.
- Debt Service Payments
- Capital Projects

REET II							
Beginning Balance	2024	2025	2026	2030	2040	2050	2054
	\$ 6,484,509	\$ 6,830,816	\$ 4,008,903	\$ 3,447,604	\$ 2,852,340	\$ 8,762,961	\$ 11,555,013
Revenue	2024	2025	2026	2030	2040	2050	2054
Estimated	\$ 1,360,000	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
Investment Interest	\$ 270,000	\$ 256,137	\$ 100,223	\$ 34,476	\$ 28,523	\$ 87,630	\$ 115,550
Retainage		\$ 100,000					
Main Street: (FHWA)		\$ 3,157,250					
Main: 20th to Main (Fed Earmark Obl 2026)			\$ 2,500,000				
CERB - Machias Lift Station		\$ 50,000					
Transfer In - CERB match	\$ 12,158						
Debt	2024	2025	2026	2030	2040	2050	2054
2021A Infrastructure Bond (2040)	\$ 608,800	\$ 607,850	\$ 606,600	\$ 608,900	\$ 607,700		
Bond Fees	\$ 350	\$ 450	\$ 450	\$ 450	\$ 450		
Capital	2024	2025	2026	2030	2040	2050	2054
Salaries/Benefits	\$ 20,000	\$ 20,000					
Pavement Overlays		\$ 200,000	\$ 200,000	\$ 200,000			
Sunset Park Improvements	\$ 16,751						
Bayview Connector	\$ 288,000	\$ 512,000					
Frontier Heights Park		\$ 590,000					
Main: 16th - 20th (\$500k from TIZ1)	\$ 115,000	\$ 3,485,000					
Main: 20th to Main		\$ 500,000	\$ 2,500,000				
131st Sewer Extension	\$ 125,000	\$ 1,520,000					
Machias Sewer Infrastructure (lift station)	\$ 50,000	\$ 50,000					
79th/8th Intersection (RD106)	\$ 50,000						
Transfer Out - DT / Retainage	\$ 21,950	\$ 100,000					
Ending Balance	2024	2025	2026	2030	2040	2050	2054
	\$ 6,830,816	\$ 4,008,903	\$ 3,902,076	\$ 3,272,730	\$ 2,872,713	\$ 9,450,590	\$ 12,270,563

Development Impact Fees

Restricted Uses

- Fees imposed to ensure new development pays a proportionate share of cost of new facilities.
- One-time charges assessed against development projects
- Charged during permit process
- Must be deposited in interest baring account
- Cannot be used for M&O

Traffic Impact Fees (RCW)

- Street System Capacity Improvements – Roads, streets, bicycle and pedestrian facilities
- Use restricted by TIP and Traffic Impact Zones
 - TIZ 1 – Northeast
 - TIZ 2 – Northwest
 - TIZ 3 – Southern

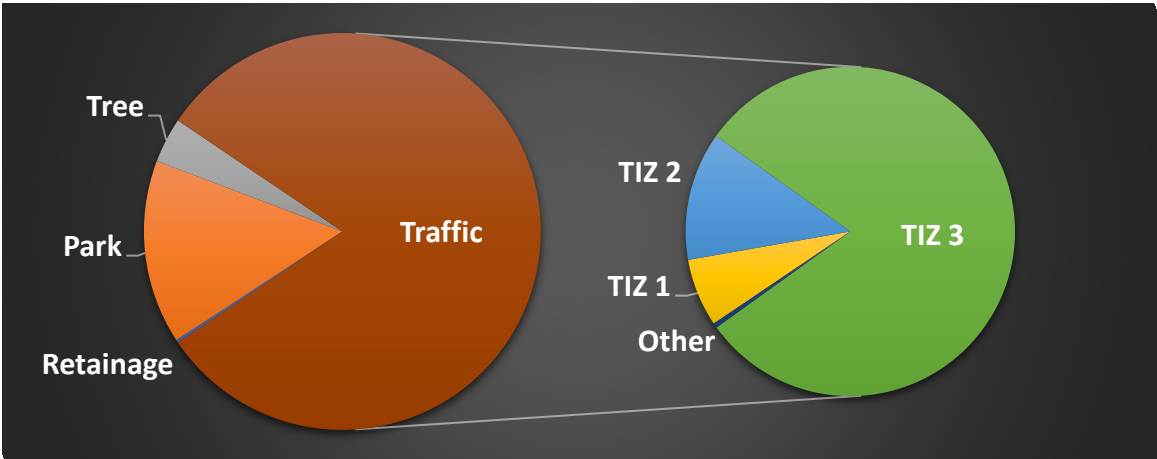
Park Impact Fees (RCW)

- Use restricted to publicly owned parks, open space, and recreation facilities.

Tree Mitigation In-Lieu (LSMC 14.76.120(e))

- Fee paid to mitigate the loss of trees in lieu of replanting
- Use committed to plantings on city property

Mitigation Funds Available at Yearend	Budgeted Remaining	Estimated Remaining	Budgeted Remaining
	2024	2024	2025
Ending Retainage	\$8,222	\$8,222	\$8,222
Ending Fund Balance-WSDOT ANNEX	\$8,483	\$8,704	\$8,638
Ending Fund Balance-TIZ 1	\$76,147	\$601,785	\$200,892
Ending Fund Balance-TIZ 2	\$336,157	\$326,963	\$378,926
Ending Fund Balance-TIZ 3	\$2,129,712	\$2,045,440	\$2,411,025
Ending Local ILO	(\$4,970)	\$50,158	\$5,136
Ending Fund Balance - Park Unrestricted	\$875,943	\$2,186,930	\$555,932
Ending Fund Balance - Tree	\$69,893	\$146,130	\$136,130
Total Ending Fund Balance	\$3,499,587	\$5,374,333	\$3,704,902



2025 Budget Calendar (Next Steps)

City of Lake Stevens Schedule	Budget Process Step	Required Deadline Per RCW
October 8, 2024	New & Updated Fee Discussion	
October 15, 2024	Council Budget Session – Finalize Proposed Budget (if needed)	
October 22, 2024	Public Hearing - Property Taxes <i>(SnoCo Assessor by Mid-November)</i>	
October 22, 2024	Public Hearing #1 - Preliminary Budget Hearing	11/25/2024
November 12, 2024	Final Public Hearing and Budget Adoption	12/2/2024
November 26, 2024	Final Public Hearing (continuation) (If needed)	12/7/2024

Various new and updated fees will be presented for discussion by the Planning, Parks, and Public Works Departments. Authorized fee updates effecting budgeted revenues will be included as part of a future amendment.

- *Stormwater rate recommendations will be brought back for discussion soon. Rate changes must be approved and submitted to Snohomish County by December 1st to be included in the 2025 calculations.*

CITY COUNCIL STAFF REPORT



Agenda Date: 10/8/2024

Subject: Fee Updates

Contact Person/Department: Russ Wright, Sarah Garceau, Community Development

Budget Impact: Proposed increased revenue to offset the cost of service delivery and to fund capital expenditures

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Provide feedback on proposed fee updates affecting different programs and services

SUMMARY/BACKGROUND:

As the City Council reviews its 2025 budget, it is appropriate to consider revenue adjustments to ensure our various programs can meet expected levels of service. Staff will focus on proposed fee adjustments for park rental / service fees, permit fees and, impact fees. Many of the proposed adjustments affect fees not substantially updated for many years or that have not been updated to keep pace with inflation or increased cost of capital projects.

Park Rental and Service Fees

The Parks and Recreation Department is proposing fee updates to cover the costs of providing services. This includes the Observation Deck's all-day rental, hourly rates for Boat Launch Parking, annual fees for renting garden beds at Eagle Ridge Park, Boat Ramp and Mill Spur Closure fees, and rental fees for The Mill. Additionally, the Parks and Public Works Departments are proposing recovery costs for when items are vandalized or stolen, and recouping costs if items loaned out for special events are not returned. Proposed fee updates are included as Attachments 1 and 2.

Permit Fees

The city has not conducted a comprehensive analysis of permit fees for some time - the current fees have remained largely static for over 15 years. Incremental fee adjustments have occurred for new permit types as adopted. With the recent updates to Chapter 36.70 B RCW (Local Project Review Act), which requires cities to meet condensed project review timelines and reporting requirements, necessitates the need to review fees and make certain we are fully recovering costs and can support the increased level of service. Alongside shortened review times, cities are faced with ever more stringent state regulations for different housing types and more complicated permit reviews for critical areas, stormwater and shoreline management as examples, coupled with significant changes to the building and fire codes since the adoption of the 1994 Uniform Building Code. Fees currently no longer reflect the true cost of services provided by current staff. When comparing fees with peer and neighboring cities, our permit fees are on average considerably lower. The Department of Commerce recommends cities adopt reasonable permit fees to cover the true costs of services, including direct hourly costs and indirect costs, such as operations and administrative costs. Staff will bring back a complete recommendation of a restructured fee package for development fees when we complete our audit.

Impact Fees

RCW 36.70A.070 (3) and WAC 365-196-415 require GMA cities to include a CFP element in their comprehensive plans with an inventory of existing facilities, forecast of future needs, and financing plan. The city of Lake Stevens has not conducted a comprehensive analysis of its impact fees since 2012. A minor adjustment occurred in 2018 to account for inflation. Current impact fees do not reflect the true cost of capital projects when adjusted for inflation and today's construction costs.

- Our current park impact fees are comparable to peer cities and the city of Snohomish. When compared to the true cost of identified park projects in the city's Capital Facilities Plan, our impact fees are extremely low and would need to be increased by at least 40%, which would be comparable to the current park impact fees assessed in Monroe and Lynwood.
- Our current transportation impact fees are lower than our peer and neighboring cities. As staff finalizes its capital facilities plan for street improvements, it will be able to assess the true cost of identified street projects in the city's Capital Facilities Plan and provide a recommendation. Lynwood's model is the most comparable, using the same pm peak hour methodology and defined traffic zones like Lake Stevens does.
- With the adoption of its new Comprehensive Plan, the city must consider a multimodal impact fee for non-motorized transportation to support dedicated bike lanes, trails and sidewalks, which would act as a match to the city's Transportation Benefit Program.

- Though not imposed by the city, the Lake Stevens School District and Snohomish School District impact fees will be shown for reference during the fee presentation.

Staff will follow best practices to refine its methodology and recommend adjusted impact fees for parks, streets and multi-modal transportation as consistent with project capital needs and adopted levels of service.

Other fees and Next Steps

The Surface Water Division will introduce proposed fee adjustments for 2025 and the following years at the next workshop. Surface water fees would need to be adjusted in November to become effective for next year.

The overall purpose of the proposed fee adjustments is to bring service fees back to a base level and reflect true costs. Staff hope to bring a complete revenue package to the Council for its consideration in November. Fees that increase future revenues, if adopted, would be integrated into a budget amendment in early 2025. Going forward, staff will include annual increases tied to inflation as part of the annual budget with major audits occurring every five years.

APPLICABLE CITY POLICIES:

Fees Resolution

ATTACHMENTS:

1. Attachment 1 - Park Fees
2. Attachment 2 - The Mill Fees

Proposed Fee Changes. All Park Fees.

Location/Category	Item/Type	Details	Current 2023	Proposed 2024
Lundeen Park	North Shelter (half)	All-Day Rate	\$100.00	
Lundeen Park	North Shelter (half)	Half-Day Rate	\$60.00	
Lundeen Park	South Shelter (half)	All-Day Rate	\$100.00	
Lundeen Park	South Shelter (half)	Half-Day Rate	\$60.00	
Lundeen Park	Full Shelter (North and South)	All-Day Rate	\$200.00	
North Cove Park	Shelter	All-Day Rate	\$100.00	
North Cove Park	Shelter	Half-Day Rate	\$60.00	
North Cove Park	Observation Deck	All-Day Rate	\$75.00	\$100.00
North Cove Park	Observation Deck	Half-Day Rate	\$60.00	
North Cove Park	Outdoor Plaza	All-Day Rate	\$100.00	
North Cove Park	Outdoor Plaza	Half-Day Rate	\$60.00	
Shelters/Facilities	Cancellation Fee	More than 14 day notice	\$25.00	
Shelters/Facilities	Cancellation Fee	14 day or less notice	No refund	
Shelters/Facilities	Modification Fee	Modifications cannot be m	\$10.00	
Facilities	Boat Launch & Parking	Daily	\$10.00	
Facilities	Boat Launch & Parking	2 Hours @ Davies Only	\$2.00	\$5.00
Facilities	Boat Launch & Parking	Annual Pass	\$75.00	
Misc.	Technology Fee	CivicRec Transactions	3%	
Facilities	Athletic Fields	Youth Sports 2 hours	\$20.00	
Facilities	Athletic Fields	Adult Sports 2 hours	\$30.00	
Eagle Ridge	Garden Bed	One Year	\$40.00	\$50.00
Eagle Ridge	ADA Bed (half size)	One Year	\$20.00	\$25.00
Concessions	Background Check	Per Person	\$70.00	
Concessions	Concession Agreement Review/Administration		\$200.00	
Concessions	Damage/Litter Deposit	Per Agreement	\$200.00	Negotiated
Concessions	Lease Rate		5% revenue	Negotiated

Proposed Fee Changes. All Park Fees.

Location/Category	Item/Type	Details	Current 2023	Proposed 2024
Event Permits	Level 1		\$100.00	
Event Permits	Level 2		\$225.00	
Event Permits	Level 3		\$300.00	
Event Permits	Level 4		\$1,050.00	
Event Permits	Level 4 Deposit	(of estimated city services	80%	
Event Permits	Event Expedited Review Fee		\$100.00	
Event Permits	Event Permit modification Fee		-	
Event Permits	Boat Launch Closure	Per Day	\$100.00	\$200.00
Event Permits	Mill Spur Closure	Per Day	-	\$200.00
Event Permits	Recycle Containers	Unit Deposit	\$10.00	
Event Permits	Recycle Containers	Unit Replacement Fee (Dar	\$35.00	
Equipment/Assets	Theft, Vandalism/Damage or Lost (When Borrowed)			Actual Cost + 20% + Staff Time
Park Permits	Park Permit		\$35.00	
Park Permits	Park Permit	w/Shelter Rented	\$0.00	
Staff Time	Parks Average Staff Costs - Set By Finance Yearly		Was PW Schedule	Refer to current billable rate schedule

CURRENT FEE SCHEDULE

Normal Rates		FULL DAY RENTALS		
	100%	Sat	Fri & Sun	Mon - Thurs
	Entire Mill	\$ 1,800	\$ 1,300	NA
	Hartford Hall	\$ 1,300	\$ 900	\$ 600
	The Stack			
	Sawyers Room			City Use

Non Profit Discount	Round nearest \$	30%	30%	50%
		Sat	Fri & Sun	Mon - Thurs
	Entire Mill	\$ 1,260	\$ 910	
	Hartford Hall	\$ 910	\$ 630	\$ 300
	The Stack			
	Sawyers Room			

Refundable Deposits		Deposit	Add Alcohol	Deposit & Alcohol
	Entire Mill	\$ 250	\$ 250	\$ 500
	Hartford Hall	\$ 250	\$ 250	\$ 500
	The Stack	\$ 150	\$ 150	\$ 300
	Sawyers Room	\$ 150	\$ 150	\$ 300
	Outdoor Plaza	See Shelters and other Fees		

HOURLY RENTALS		
Sat	Fri & Sun	Mon - Thurs
NA	NA	NA
		\$ 75
\$ 67	\$ 67	\$ 55
\$ 77	\$ 77	City Use

30%	30%	50%
Sat	Fri & Sun	Mon - Thurs
		\$ 38
\$ 47	\$ 47	\$ 28
No Discount	\$ 54	

MODIFIED - PROPOSED

Normal Rates	FULL DAY RENTALS			HOURLY RENTALS		
	Sat	Fri & Sun	Mon - Thurs	Sat	Fri & Sun	Mon - Thurs
	Entire Mill	\$ 2,000	\$ 1,800			
	Hartford Hall	\$ 1,500	\$ 1,200	\$ 800		\$ 85
	Hartford w Stack	\$ 1,800	\$ 1,500	\$ 1,000		
	The Stack			\$ 70	\$ 70	\$ 60
	Sawyers Room		City Use	\$ 120	\$ 100	City Use
Non Profit Discount	Round nearest \$	20%	20%	20%	20%	20%
	Sat	Fri & Sun	Mon - Thurs	Sat	Fri & Sun	Mon - Thurs
	Entire Mill	\$ 1,600	\$ 1,440			
	Hartford Hall	\$ 1,200	\$ 960	\$ 640		\$ 68
	Hartford w Stack	\$ 1,440	\$ 1,200	\$ 800		
	The Stack			\$ 56	\$ 56	\$ 48
	Sawyers Room			\$ 96	\$ 80	
Refundable Deposits	Deposit	Add Alcohol	Deposit & Alcohol			
	Entire Mill	\$ 500	\$ 500	\$ 1,000		
	Individual Rooms or Hourly	\$ 250	\$ 250	\$ 500		
	Outdoor Plaza	See Shelters and other Fees				

Cancellation Fee \$ 250

Modification Fee \$ 35 Change in hours/days. (Not for adding hours before/after.)

Change in Payment: All fees paid at the time of rental