

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.

April 24, 2025 - 8:30 AM

**Location: Snohomish Carnegie Foundation
105 Cedar Ave, Snohomish, WA 98290**

Note: The public is invited to attend and observe; public input will not be taken. This retreat is in-person only. There will be no remote attendance or zoom option for this meeting.

1. 8:30 a.m. Breakfast/Coffee

2. Discussion Items

- | | | |
|----|------------------------------|-----------------------------------|
| A. | City's 5-Year Strategic Plan | Lori Erickson |
| B. | City's Values | Lori Erickson,
Anya Warrington |
| C. | 2024 Yearend Budget | Barb Stevens |
| D. | Future City Parks | Sarah Garceau,
David Green |
| E. | Update on Everett Waterline | Russ Wright |

3. Executive Session - Confidential Session of the Council

- A. Litigation and Potential Litigation per RCW 42.30.110. No action to follow. Expected length is 15 minutes.

4. 12:00 - Lunch

5. Discussion Items

- | | | |
|----|--------------------------------------|-----------------|
| A. | Museum / Municipal Campus Update | Russ Wright |
| B. | Real Estate Update | Russ Wright |
| C. | Traffic Cameras/Court Update | Aaron Halverson |
| D. | Council Budget Subcommittee | |
| E. | 116th/117th Pilot Project Discussion | Aaron Halverson |

6. 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 COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: City's 5-Year Strategic Plan

Contact Person/Department: Lori Erickson, Administration

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

n/a

SUMMARY/BACKGROUND:

The City of Lake Stevens has adopted a 5-year strategic plan to help prioritize employee efforts, allocate resources effectively, and align work and behaviors with the City's Vision and Mission statements. This plan includes the Vision Statement that the City Council adopted in 2024 and the Mission Statement that was developed by City Leadership also in 2024. With those two statements setting the direction for the strategy, City Leadership and staff collaborated to create the rest of the 5-year strategic plan. The plan includes five (5) Strategic Priorities, which categorize the types of work we will focus on, including:

- Community Vitality
- Accessible and Optimal Infrastructure
- Financial Stewardship and Economic Success
- Organizational Innovation and Excellence
- Environmental Stewardship

The Strategic Priorities are further defined by Goals, which outline what we want to accomplish for each priority. The Goals include:

Community Vitality:

- Sustain and promote public safety
- Draw people to the community
- Promote a positive business environment/community through efficient City processes
- Engage community groups and individuals to expand and improve services

Accessible and Optimal Infrastructure:

- Design thoughtful, forward-thinking, and creative infrastructure while balancing cost and efficiency
- Proactively maintain existing infrastructure while balancing the needs of new projects
- Provide infrastructure to optimize the greatest public impact
- Continue to maintain and build out safe and accessible sidewalks, shared roadways, and connected trails

Financial Stewardship and Economic Development:

- Promote diverse jobs and industries leading to a balanced economy
- Promote open communication and encourage financial collaboration with our community
- Balance financial decisions with long term goals

Organizational Innovation and Excellence:

- Promote exceptional service as the top priority
- Build governmental excellence through internal and external relationships
- Invest in employee professional development
- Promote problem-solving and thoughtful improvement of processes

Environmental Stewardship:

- Protect and improve natural habitats
- Make conscious decisions to promote climate sustainability
- Enhance access to public spaces
- Improve Lake Stevens watershed clarity and quality

The 5-Year Strategic Plan also includes several initiatives and projects to help the City achieve the goals, and corresponding Key Performance Indicators (KPIs) to help

measure performance towards the goals.

This presentation will cover a brief background, an introduction to the Strategic Priorities, Goals, and Initiatives/Projects, and a high-level implementation plan.

APPLICABLE CITY POLICIES:

n/a

ATTACHMENTS:

1. Strategic Plan Visual
2. Strategic Plan Presentation 2025

City's Vision Statement

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



City's Mission Statement

Provide a safe and desirable community with open communication and dedicated public service.

GOALS

COMMUNITY VITALITY

- Sustain and promote public safety
- Draw people to the community
- Promote a positive business environment/ community through efficient City processes
- Engage community groups and individuals to expand and improve services

ACCESSIBLE AND OPTIMAL INFRASTRUCTURE

- Design thoughtful, forward-thinking, and creative infrastructure while balancing cost and efficiency
- Proactively maintain existing infrastructure while balancing the needs of new projects
- Provide infrastructure to optimize the greatest public impact
- Continue to maintain and build out safe and accessible sidewalks, shared roadways, and connected trails

FINANCIAL STEWARDSHIP AND ECONOMIC SUCCESS

- Promote diverse jobs and industries leading to a balanced economy
- Promote open communication and encourage financial collaboration with our community
- Balance financial decisions with long term goals

ORGANIZATION INNOVATION AND EXCELLENCE

- Promote exceptional service as the top priority
- Build governmental excellence through internal and external relationships
- Invest in employee professional development
- Promote problem-solving and thoughtful improvement of processes

ENVIRONMENTAL STEWARDSHIP

- Protect and improve natural habitats
- Make conscious decisions to promote climate sustainability
- Enhance access to public spaces
- Improve Lake Stevens watershed clarity and quality



One Community Around The Lake

2025-2030 City-Wide Strategic Plan

PRESENTED BY: LORI ERICKSON

APRIL 24, 2025

Topics:

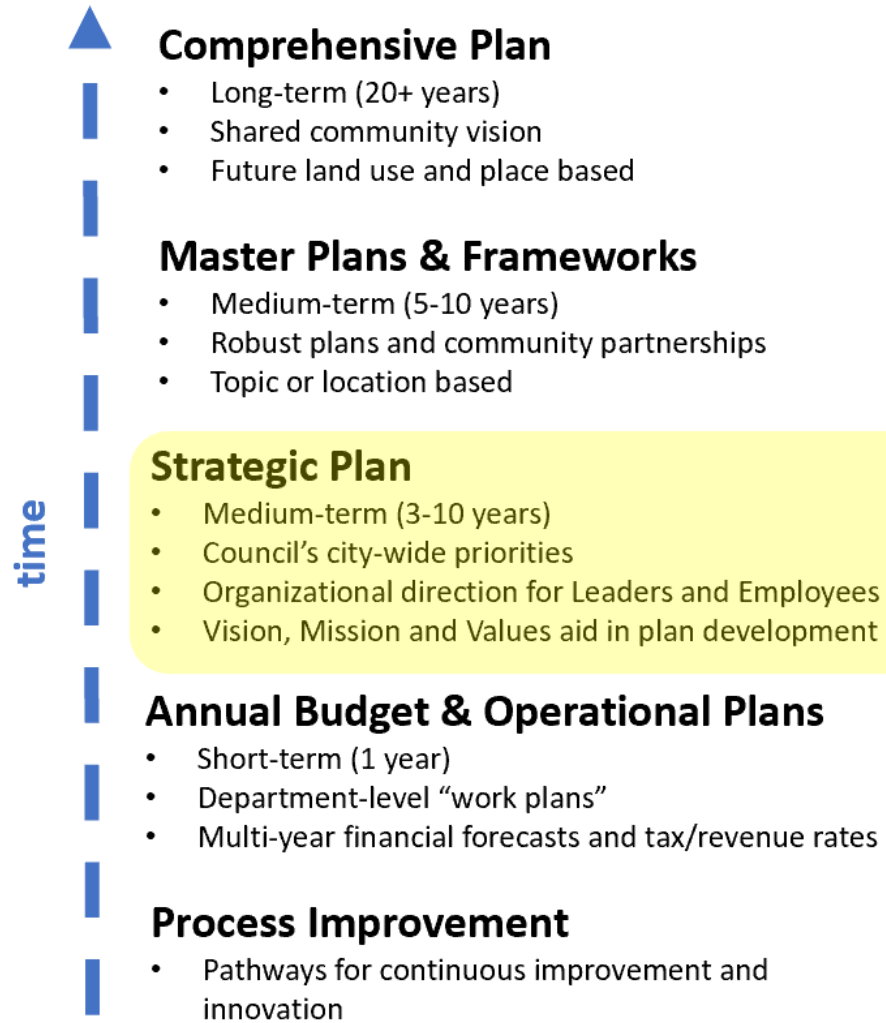
- Brief Background
- How Does the Strategic Plan Fit into Other Plans?
- 5-Year Plan Overview
- Implementation Plan/Next Steps
- Questions



Background – Why this body of work?

- Rapidly growing city and workforce with several project requests (both internally and externally)
- Want to ensure we are focusing on the right things with our limited resources
 - Reduce employee burden
- Increase efficiency and alignment
- Worked with community members and staff to develop the Vision Statement
- Worked with City Leadership to develop the Mission Statement
- Collaborated with City Leadership and Employees to create the 5-year Strategic Plan
 - Template based on the “Balanced Score Card” – a commonly used methodology with government agencies and other organizations to provide a holistic approach to strategy development

How does the Strategic Plan fit into other plans?





5-Year Strategic Plan Overview

- Vision/Mission Statements
- Strategic Priorities
- Goals
- Initiatives/Projects



Vision and Mission Statements

City's Vision Statement: *We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.*

City's Mission Statement: *Provide a safe and desirable community with open communication and dedicated public service.*

Strategic Priorities – Categories of Work



Goals – What do we want to accomplish?

GOALS

COMMUNITY VITALITY

- Sustain and promote public safety
- Draw people to the community
- Promote a positive business environment/ community through efficient City processes
- Engage community groups and individuals to expand and improve services

ACCESSIBLE AND OPTIMAL INFRASTRUCTURE

- Design thoughtful, forward-thinking, and creative infrastructure while balancing cost and efficiency
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- Promote diverse jobs and industries leading to a balanced economy
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- Promote exceptional service as the top priority
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ENVIRONMENTAL STEWARDSHIP

- Protect and improve natural habitats
- Make conscious decisions to promote climate sustainability
- Enhance access to public spaces
- Improve Lake Stevens watershed clarity and quality

Initiatives & Projects – How will we achieve the goals?

Strategic Priority	Goals	Initiatives / Projects
Community Vitality	• Sustain and promote public safety • Draw people to the community • Promote a positive business environment/community through efficient City processes • Engage community groups and individuals to expand and improve services	• Emergency Management (CERT etc.) • Traffic Calming and Cameras • Security Cameras (for facilities) • Enhance and Publicize Volunteer Opportunities • Simplify and Reduce Regulations • Maximize Use of the City Booth • PROS Plan

Initiatives & Projects – How will we achieve the goals?

Strategic Priority	Goals	Initiatives / Projects
Accessible and Optimal Infrastructure	• Design thoughtful, forward-thinking, and creative infrastructure while balancing cost and efficiency • Proactively maintain existing infrastructure while balancing the needs of new projects • Provide infrastructure to optimize the greatest public impact • Continue to maintain and build out safe and accessible sidewalks, shared roadways, and connected trails	• 6 Year CIP • CPTED • EDDS and Code Updates • TBP • ADA Transition Plan • Plan for Maintaining and Replacing Infrastructure

Initiatives & Projects – How will we achieve the goals?

Strategic Priority	Goals	Initiatives / Projects
Financial Stewardship and Economic Success	• Promote diverse jobs and industries leading to a balanced economy • Promote open communication and encourage financial collaboration with our community • Balance financial decisions with long term goals	• Zoning Analysis for Industrial Area • ClearGov Communication • Assume Sewer District • Sell City Properties • Fleet and Facilities Management Plan

Initiatives & Projects – How will we achieve the goals?

Strategic Priority	Goals	Initiatives / Projects
Organization Innovation and Excellence	• Promote exceptional service as the top priority • Build governmental excellence through internal and external relationships • Invest in employee professional development • Promote problem-solving and thoughtful improvement of processes	• Artificial Intelligence (AI) • Permit Workshop for Community • Professional Network Resources • Who is in our network • Tie to succession planning • Records Management • Improve Utilization Rate of Technology • Professional Development with Succession Planning • Wellness 360 (Holistic Health and Wellbeing)

Initiatives & Projects – How will we achieve the goals?

Strategic Priority	Goals	Initiatives / Projects
Environmental Stewardship	• Protect and improve natural habitats • Make conscious decisions to promote climate sustainability • Enhance access to public spaces • Improve Lake Stevens watershed clarity and quality	• Regulatory Protection • Environmental Education Initiatives • NPDES and Subbasin Planning • Lake Monitoring and Shoreline Erosion Monitoring • Property Acquisition and Gaps in Amenities • Repair What We Have • Internal Recycling and Sustainability Program

Implementation Plan

- Started: Check in on active projects/initiatives at regular POP meetings
- In-process: Hanging posters of the strategic plan in conference rooms and Department Head Offices
- In-process: Drafting a communication plan for all staff
- In-process: Department Level Strategic Planning / Alignment of Dept. plans to City-wide Plan
- June 2025: Start of “Quarterly Target Reviews”

Questions?



CITY COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: City's Values

Contact Person/Department: Lori Erickson, Anya Warrington, Administration

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

n/a

SUMMARY/BACKGROUND:

Over the past year and a half, the executive team has been working on updating the City's vision, mission, and values, and creating a city-wide strategic plan. This has been a long and thoughtful process aimed at establishing a unified foundation for achieving our goals for our community and our organization.

Our new values were created by reflecting on our previous values, core competencies, and collecting employee feedback. These values will help us identify the right talent, assess employee performance, and encourage decision-making that aligns with our shared mission. The new vision, mission and values are:

Vision

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

Mission

Provide a safe and desirable community with open communication and dedicated public service.

Values

For all employees:

1. Act with Integrity

We commit to building trust through ethical behavior in our actions, ensuring our decisions are guided by:

- Using good judgment.
- Upholding honesty and acting within the best interest of the City.
- Consistently following policy and best practices.

2. Deliver Excellent Service

We strive to deliver outstanding service by:

- Solving problems with creativity and innovation.
- Holding ourselves and each other accountable for results.
- Maintaining respect and professionalism in all interactions.

3. Collaborate with Purpose

We build strong partnerships by:

- Communicating effectively and respectfully.
- Fostering constructive relationships with all.
- Acting with positive intent towards shared goals.

For managers and supervisors only:

4. Embrace a Strategic Mindset

We cultivate critical thinking, ensuring our strategies are aligned with the city's vision by:

- Aligning actions with the City's long-term goals.
- Encouraging innovative thinking to navigate change effectively.
- Fostering a culture of continuous improvement and resilience.

5. Practice Engaged Leadership

We lead by example, putting the needs of others first and empowering our teams to reach their full potential by:

- Prioritizing the growth and well-being of the organization.
- Leading with empathy and humility.
- Motivating and supporting others to develop their skills and capabilities.

Moving forward, our values will be reflected in many aspects of our daily work, including:

- **Hiring:** The values will be integrated into our recruitment and selection processes, helping us hire individuals who are not only skilled but also align with our core principles.
- **Performance Evaluations:** Our core competencies on evaluations will be replaced by the new values and employees will be rated on how well the values are demonstrated in employees' day-to-day work, interactions, and decision-making.
- **Employee Behavior and Decision-Making:** The values will serve as a guide for all employees in how we approach our tasks, responsibilities, and collaboration.

We believe these values will create a more cohesive work environment and everyone's engagement with them is critical to our success as an organization. Thank you for your commitment to upholding these values and the work you do every day for the City of Lake Stevens.

This short presentation will cover the newly adopted values, how they will be used, and the connections they have to the City-Wide Strategic Plan.

APPLICABLE CITY POLICIES:

Employee Handbook

ATTACHMENTS:

1. City of Lake Stevens Values One Page

City's Vision Statement:

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City's Mission Statement:

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All Employees

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Deliver Excellent Service

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Collaborate with Purpose

We build strong partnerships by:

- Communicating effectively and respectfully
- Fostering constructive relationships with all
- Acting with positive intent towards shared goals

All Managers and Supervisors

Embrace a Strategic Mindset

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- Aligning actions with the City's long-term goals
- Encouraging innovative thinking to navigate change effectively
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Practice Engaged Leadership

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Yearend Financial Report

City of Lake Stevens, WA

www.lakestevenswa.gov

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To: City Council

FROM: Barbara Stevens, Finance Director

SUBJECT: December 2024 Financial Report

DATE: April 15, 2025

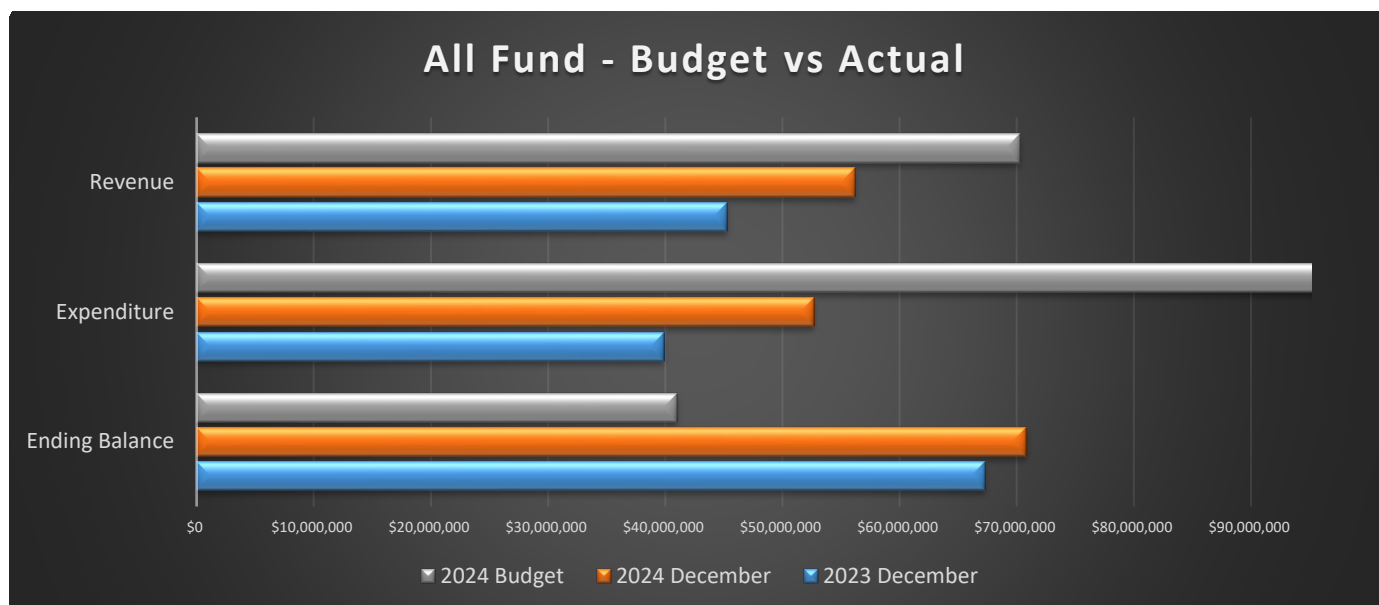
All Funds

Overview:

Overall, the City ended the year with a fund balance of \$70,810,504. Revenues were \$56,140,897 (80%) and expenses were \$52,642,962 (55%).

Revenue and Expense comparisons over yearend 2023 are skewed due to the receipt of bond funds for and the purchase of the new City Campus property. Removing those extraordinary transactions, revenues increased 2% and expenditures increased 14% over the prior year. Overall, the citywide fund balance ended 5% higher than 2023.

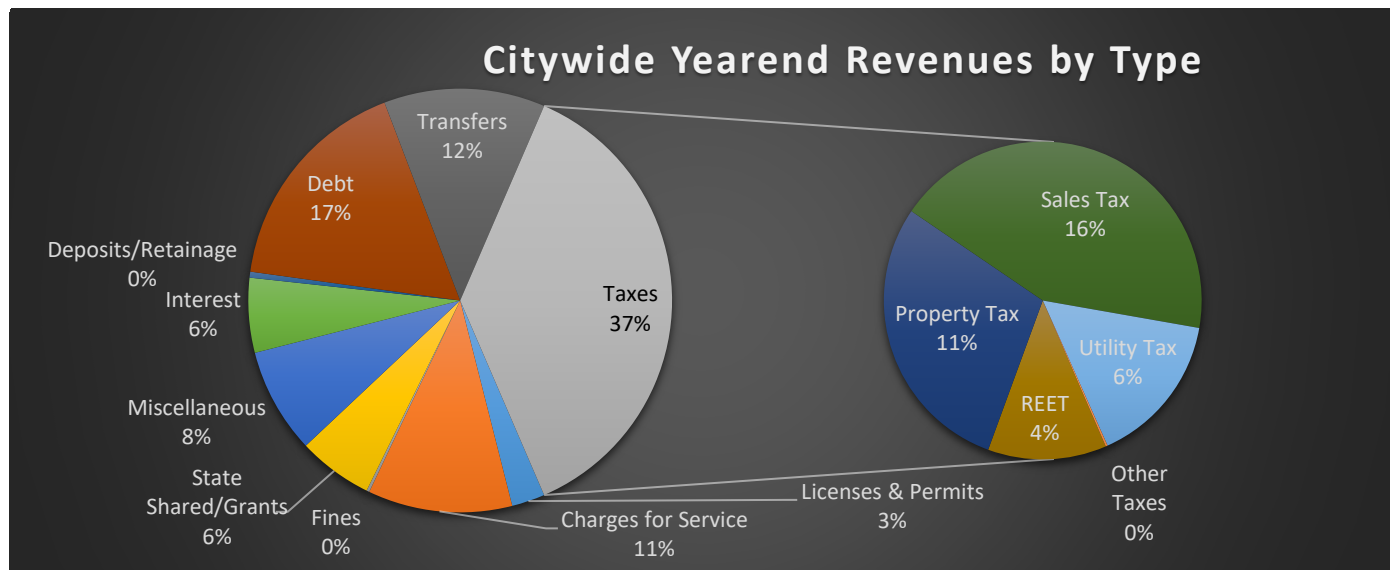
	2024 Budget	2024 December	2023 December	%BVA	% Comp 2023 - 2024
Beginning Balance	\$67,313,568	\$67,313,568	\$62,109,618	100%	8%
Revenue	\$70,252,932	\$56,140,897	\$45,251,247	80%	24%
Expenditure	\$96,569,259	\$52,643,962	\$39,813,119	55%	32%
Ending Balance	\$40,997,241	\$70,810,504	\$67,285,057	173%	5%





Revenues:

Citywide Yearend Revenues by Type



Taxes currently make up 37% of all revenues citywide and are at 104% of budget.

- Sales taxes are the largest source of sales tax and ended the year at 98% of budget or \$9,549,363.
 - Local Retail Sales are 64% of this amount
 - Construction Sales are 11%
 - Criminal Justice is 10%
 - Transportation Benefit taxes make up 17% of this amount or \$1,617,320
- Property taxes ended at 99% of budget or \$6,385,396
- Utility taxes ended at 103% of budget or \$3,432,130
- Real estate excise taxes (REET) ended at 167% of budget or \$2,664,219 an 8% increase over prior year

Charges for Services include various fees citywide that make up 11% of total revenues. 78% of these revenues are generated by storm water fees. Also included in this total are traffic and park impact fees which make up 13% of the total and ended below expectations.

Debt includes bond revenues received for the Municipal Services Campus.

Investment interest made up 6% of revenues citywide or \$3,396,603 an increase of 19%. The city invests excess funds in the Local Government Investment Pool (LGIP) which tends to correlate with the Federal Funds Rate. The rate range remained steady between at 5.25 – 5.50% through July 2024, then began to decrease ending the year between 4.25 – 4.50%.



Citywide Yearend Revenue Comparison 2023-2024

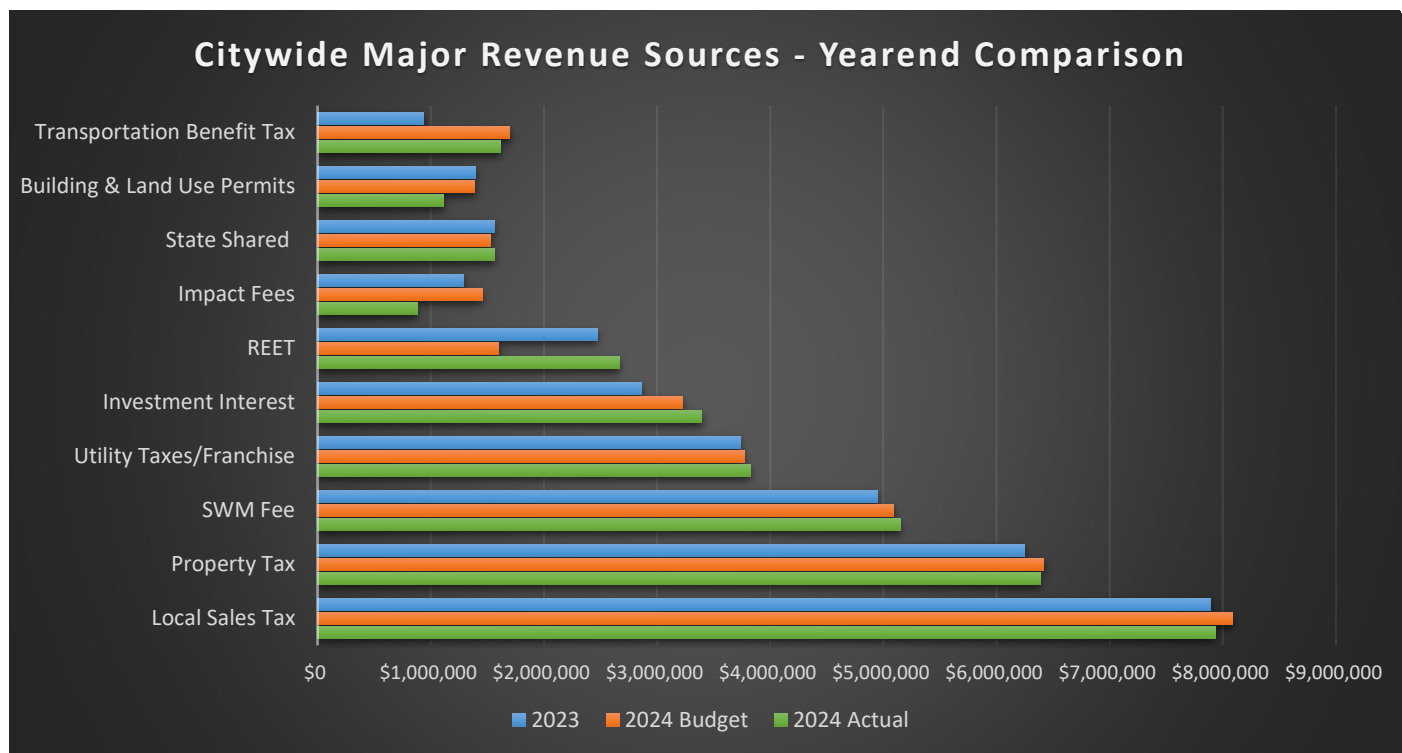
Citywide revenues increased by 24% over last year. The most significant contributor to this increase was receipt of bond funds for and the purchase of the new City Campus property.

As mentioned previously, investment has increased over the prior year, by nearly \$533,000.

Additionally, overall sales taxes and utility taxes have increased 16% and 6% respectively. About 94% of the sales tax increase, or \$679,000, is due to receiving a full year of the transportation benefit program tax.

While overall sales taxes increased, construction sales (-9%), building & land use permits (-20%) and impact fees (-31%) are all down over last year, which correlates with a decrease or delay in homes being built.

Real estate excise taxes (REET) increased by 8% over prior year, and significantly outperformed expectations.

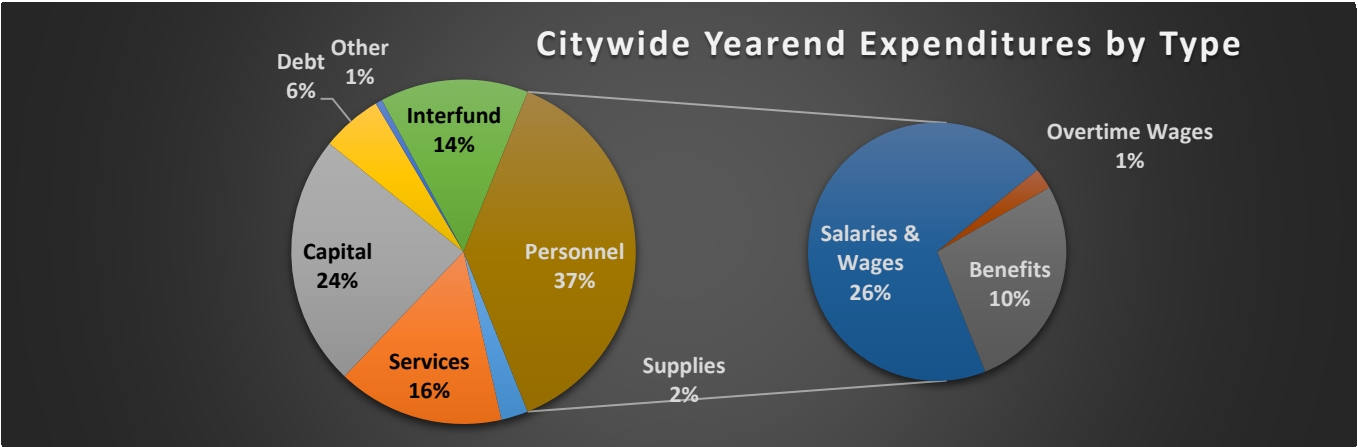




Expenditures:

Citywide expenditures increased by 32% over the prior year. The largest contributor to this was the purchase of the Municipal Services Campus property. The city ended the year 45% under budget due to planned multiyear capital projects. A significant portion of this will be reallocated to the 2025 budget.

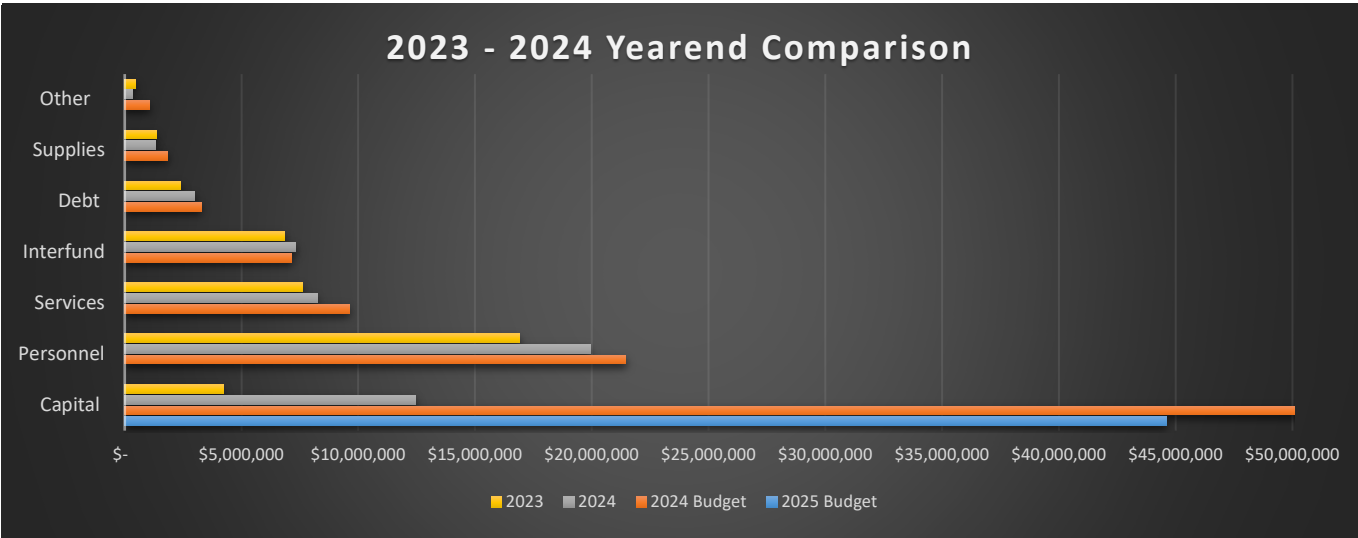
Citywide Yearend Expenditures by Type:



Personnel costs were 22% of the annual budget. They ended the year at 93% of the budget and make up 37% of citywide expenditures at yearend, an increase of 18% over the same period in 2023.

Capital outlays represented 54% of the annual budget. Many of the planned capital projects are still in the early stages. As a result, they only contributed to 24% of the city's total yearend expenditure costs, which is a significant increase of 195% from the previous year.

Services make up only 10% of the annual budget and ended the year at 86% of budget. As such, they currently make up 16% of actual expenditures to date, an 8% increase.

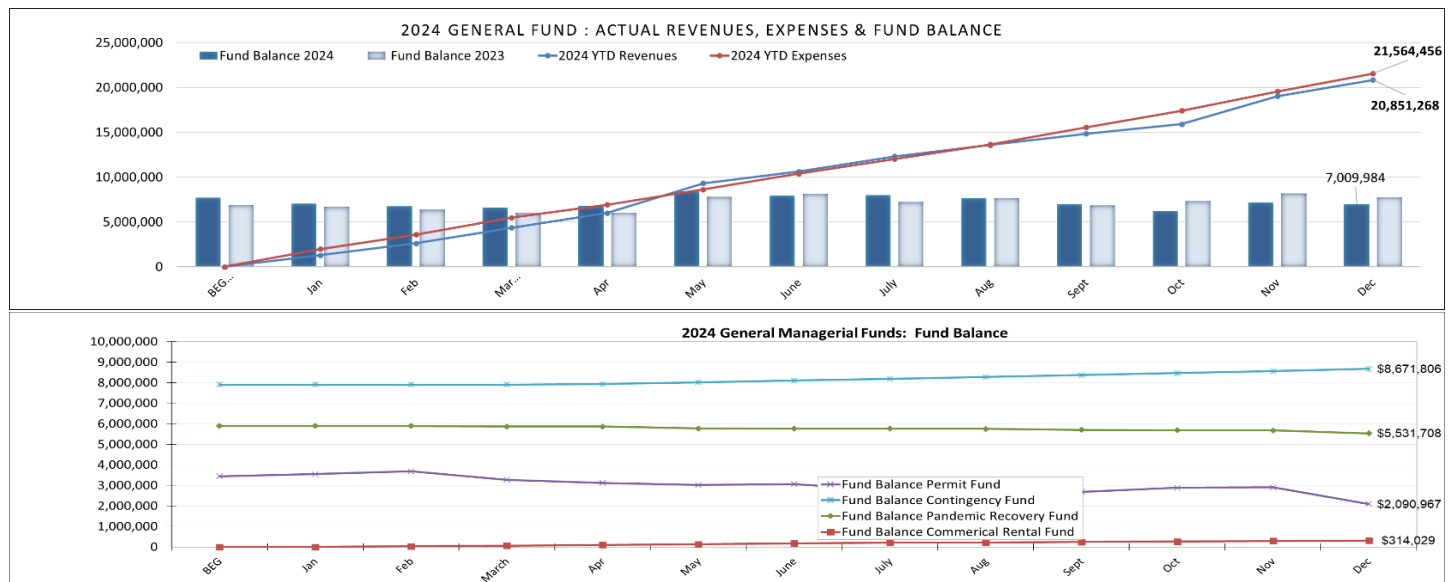




General Fund:

Fund Balance:

The General Fund ended the year with a fund balance of \$7,009,984. Revenues were at \$20,851,268 and expenses were at \$21,564,456.



Revenues: (Also see Monthly General Fund Revenue Graphs)

Revenues ended at 103% collected.

The operating fund collected \$7,162,132 in sales tax, or 100% of budget. Of this amount, \$992,255 is Criminal Justice Sales Tax, \$35,613 is Affordable Housing Sales Tax, and \$300,000 is construction sales tax. An additional \$769,910 in construction sales tax was collected in the reserve fund for future capacity and capital needs.

Utility taxes ended at 101% or \$2,880,929. This tax is imposed on gas, telephone, electric and water providers at 6% of revenues and is based on their estimated receipts.

Licenses & Permit revenues (other than Building & Land Use) ended at 85% of budget or \$509,625. The majority (73%) of this is from Cable Franchise Fees.

Intergovernmental revenues ended at 98% of budget or \$1,186,700. These revenues consist of state shared revenues and grant receipts.

Charges for services ended at 101% of budget or \$321,896. The bulk of these revenues are from School Resource officer services to the school district and extra duty law enforcement services to outside organizations.

Investment interest (under miscellaneous classification) ended at 100% of budget or \$1,196,543.

Yearend Financial Report

City of Lake Stevens, WA

www.lakestevenswa.gov

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REVENUE SOURCES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
Taxes:			
-Property Tax-Regular	\$ 4,644,062	\$ 4,597,485	99.0%
-Sales -.85%	5,821,310	5,834,264	100.2%
-Criminal Justice Sales - 0.1%	1,047,836	992,255	94.7%
-Affordable & Sup. Housing	17,435	35,613	204.3%
- Construction Sales Tax	300,000	300,000	100.0%
-Utility	2,846,120	2,880,929	101.2%
-Gambling tax/leasehold excise	35,442	43,759	123.5%
Licenses & Permits	599,183	509,625	85.1%
Intergovernmental	1,207,706	1,186,700	98.3%
Charges for services	318,351	321,896	101.1%
Fines & Forfeitures	121,000	130,092	107.5%
Miscellaneous	1,680,349	1,656,963	98.6%
Other financial sources/Transfers	1,640,000	2,361,687	144.0%
Total Revenues	\$ 20,278,794	\$ 20,851,268	103%
Beginning Fund Balance	\$ 7,723,171	\$ 7,723,171	
Total Resources	\$ 28,001,965	\$ 28,574,440	

Permit Fund (Managerial Fund):

Zoning and Subdivision fees are at \$157,639 or 71% of budget.

Building Permits ended at \$957,275 or 82% of budget.

These revenues are used to offset permit related costs and staff review time citywide.

Expenditures: (Also see Monthly General Fund Expenditure Graphs)

Overall, General Fund expenditures ended at 92% spent or \$21,564,456.

EXPENDITURES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
Legislative & Executive	\$ 461,736	\$ 441,246	95.6%
Administration	310,480	306,273	98.6%
City Clerk	503,611	426,008	84.6%
Finance	817,738	743,680	90.9%
Human Resources	802,998	709,670	88.4%
Information Technology	759,305	639,716	84.3%
Planning & Community Development	2,911,096	2,653,415	91.1%
Law Enforcement	10,796,751	10,050,648	93.1%
Parks	3,062,032	2,541,652	83.0%
Legal	926,387	912,304	98.5%
Community	193,595	107,015	55.3%
General Government	2,004,547	2,032,829	101.4%
Total Expenditures	\$ 23,550,276	\$ 21,564,456	91.6%
Ending Fund Balance	\$ 4,451,689	\$ 7,009,984	157.5%



Street Fund:

(Also, see Street Fund Operating Revenues and Expenditure BvA)

The Street Maintenance Division maintains the City's public roadway system in a safe and passable condition. Maintenance activities include pothole repair; traffic signal maintenance and operation; installation and replacement of traffic control signs and pavement markings; vegetation control and maintenance; sidewalk repair; street sweeping; snow and ice removal; and street lighting.

Revenues:

Total Street Fund revenues were \$3,516,775 or 102% of budget. The main revenue sources are Motor Vehicle Fuel Tax, which is a per gallon tax allocated on a per capita basis, and a 28% allocated contribution of Property Tax from the General Fund equaling approximately \$1.78 million annually. Additionally, the City imposed a utility tax on garbage providers in the amount of 6% that is used for road maintenance.

REVENUE SOURCES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
Taxes:			
-Property Tax-Regular	\$ 1,806,024	\$ 1,787,911	99.0%
-Utility Tax - Garbage	\$ 477,686	551,201	115.4%
Licenses & Permits	45,000	42,900	95.3%
Intergovernmental	784,438	783,203	99.8%
Charges for services	-	1,253	0.0%
Miscellaneous	111,200	127,687	114.8%
Other financial sources/Transfers	214,100	222,620	104.0%
Total Revenues	\$ 3,438,448	\$ 3,516,775	102.3%
Beginning Fund Balance	\$ 2,554,047	\$ 2,554,047	100.0%
Total Resources	\$ 5,992,495	\$ 6,070,821	101.3%

Expenditures:

Total Street Fund expenditures were \$3,904,150 or 91% of budget.

EXPENDITURES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
Salaries	\$ 1,565,690	\$ 1,502,451	96.0%
Benefits	658,075	562,752	85.5%
Supplies	291,814	315,731	108.2%
Professional Services	1,373,310	1,314,606	95.7%
Capital Outlays	194,809	45,728	23.5%
Debt Service	\$ 3,000	-	0.0%
Other financial uses – Retainage Release	\$ 40,000	17,382	43.5%
Interfund Transfers	145,500	145,500	100.0%
Total Expenditures	\$ 4,272,198	\$ 3,904,150	91.4%
Ending Fund Balance	\$ 1,720,297	\$ 2,166,671	125.9%



Storm and Surface Water Fund:

(Also, see Storm & Surface Water Fund Operating & Capital Fund Revenues and Expenditure BvA)

The Storm and Surface Water Fund maintains the City's storm system conveyance, detention, and retention systems, which includes: drainage pipes and ditches, catch basins, storm detention vaults and ponds, and water filtering systems.

Revenues:

The Storm and Surface Water Fund revenues ended at 95%, or \$6,987,060. The main revenue source is from storm drainage charges, which we contract payment processing through Snohomish County and receive quarterly.

REVENUE SOURCES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
Taxes:			
Intergovernmental	\$ 605,975	\$ 38,861	6.4%
Charges for services	5,087,681	5,163,104	101.5%
Miscellaneous	289,382	319,377	110.4%
Other Financial Sources/Transfers	1,392,082	1,465,717	105.3%
Total Revenues	\$ 7,375,120	\$ 6,987,060	94.7%
Beginning Fund Balance	\$ 6,463,306	\$ 6,463,306	100.0%
Total Resources	\$ 13,838,426	\$ 13,450,366	97.2%

Expenditures:

The funds' Expenditures are 71% of budget at \$6,390,671. In addition to operating expenditures, the Surface Water Capital Fund and Surface Water Debt Service Fund are included in the totals.

EXPENDITURES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
Salaries	\$ 2,112,630	\$ 1,940,048	91.8%
Benefits	911,436	782,417	85.8%
Supplies	295,316	250,150	84.7%
Professional Services	1,353,001	998,086	73.8%
Capital Outlays	2,503,975	663,696	26.5%
Debt Service	169,082	167,081	98.8%
Interfund Transfers	1,587,582	1,587,581	100.0%
Other	\$ 11,600	\$ 1,613	13.9%
Total Expenditures	\$ 8,944,622	\$ 6,390,671	71.4%
Ending Fund Balance	\$ 4,893,804	\$ 7,059,695	144.3%



Transportation Benefit Fund:

The Transportation Benefit District was created on January 1, 2019, for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements. Shortly after, the City followed RCW 36.74 and assumed the rights, powers, functions, and obligations of the district, eliminating the need for a separate entity and creating a Transportation Benefit Fund to account for all program transactions.

Voters approved a 0.2% sales tax or two cents on a \$10 purchase that became effective April 1, 2023. This funding method means visitors who shop, dine, or recreate in Lake Stevens also help pay for city sidewalks, roads, and trails they use. The tax is projected to raise approximately \$1.5 million per year for projects and matching funds for larger grants.

Revenues:

The Transportation Benefit Fund revenues ended at 89%, or \$1,709,931. The main revenue source is from transportation benefit tax, which the city began to receive in June. Anticipated funding also includes grants.

REVENUE SOURCES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
Transportation Benefit Tax	\$1,700,000	\$ 1,617,321	95.1%
TIB Grant	\$ 153,850	\$ -	0.0%
Investment Interest	\$ 60,000	\$ 66,489	100.0%
Retainage	\$ -	\$ 26,121	100.0%
Total Revenues	\$1,913,850	\$ 1,709,931	89.3%
Beginning Fund Balance	\$ 906,894	\$ 906,894	100.0%
Total Resources	\$2,820,744	\$ 2,616,825	92.80%

Expenditures:

The fund's expenditures were 66% of budget and include design, engineering, and construction related to the following sidewalk/trail project:

EXPENDITURES	2024 BUDGET	THROUGH DECEMBER 2024	% OF BUDGET
TBP - Pavement Preservation	\$ 600,000	\$ 598,663	99.8%
TBP01: 91st - 8th to Market Sidewalk	\$ -	\$ 179	100.0%
TBP02: 91st - 4th to Market Sidewalk	\$ 246,880	\$ 246,880	100.0%
TBP03: 91st - 8th to 4th Sidewalk	\$ 205,620	\$ 205,620	100.0%
TBP04: 117th NE - 20th to 26th Sidewalk	\$ 175,000	\$ -	0.0%
Interfund Transfers	\$ 521,600	\$ 94,298	18.1%
Total Expenditures	\$1,749,100	\$ 1,145,640	65.5%
Ending Fund Balance	\$1,071,644	\$ 1,471,185	137.3%



Citywide Fund Summary

Funds are classified based on their function as follows:

- **Current Expense Funds** – General Fund
 - There may only be one General Fund for reporting purposes, but managerial funds are allowed for the purpose of tracking transactions assigned to a specific use. Most revenues in the current expense fund are unrestricted.
- **Special Revenue Funds** – Street Fund and Transportation Benefit Program
 - Uses are restricted for a specific purpose
- **Debt Service Funds** – Used to pay outstanding debt service for bonds and loans
- **Capital Project Funds** – Mitigation/Impact Fees, Real Estate Excise Tax, Project Specific
 - These funds are used to track and report revenues and expenditures related to capital projects. Revenues are generally restricted to use on capital projects listed in the Comprehensive/Capital Improvement Plan (CIP). Additional restrictions apply to certain revenue sources.
- **Enterprise (Utility) Funds** – Sewer and Storm & Surface Water Funds
 - The Sewer fund is used to receipt and pay debt service on loans held by the City on behalf of the Sewer District. The City invoices the District prior to paying the debt invoices.
 - The Storm & Surface Water Funds are self-sustaining, meaning fees are charged to cover their expenses, and those revenues must not be comingled with other funds or pay for any expenses not related to the function of the fund. Allocations of expenses such as administrative and overhead are allowed but must be justified and reasonable.
- **Internal Service Fund** – Unemployment, IT, and Equipment
 - These funds receive allocated contributions from the General, Street, and Stormwater funds to build a reserve for future purchases and replacements.
 - The City uses a “pay-as-you-go” method for Unemployment rather than taking part in an insurance-type program. As such funds are allocated based on policy and paid from this fund when claims are made.
- **Fiduciary/Trust** – Treasurer’s Trust Fund
 - Funds are held in trust until passed thru to the final recipient. Money does not belong to the City. Revenue sources include court fees, state share of taxes, and fire fees.

**CITY OF LAKE STEVENS
FINANCIAL REPORT - Summary
As of December, 2024**

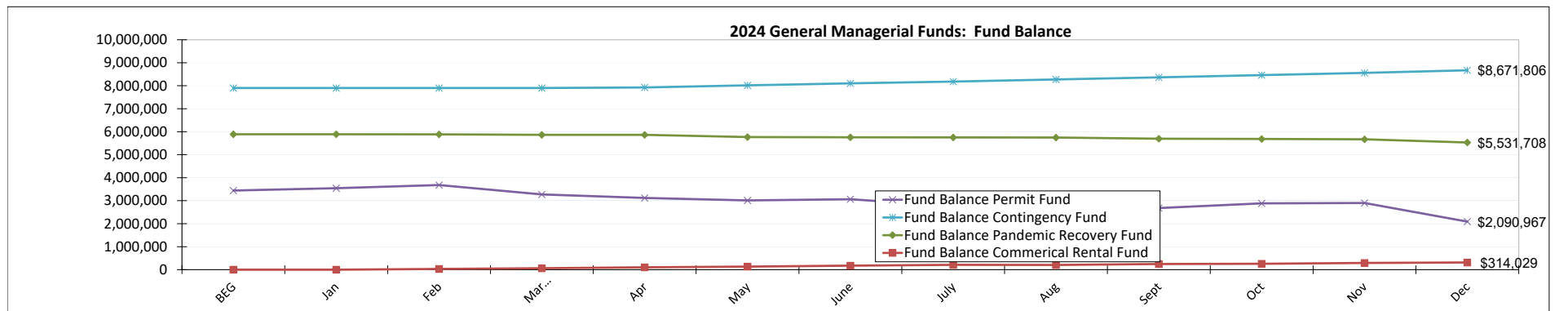
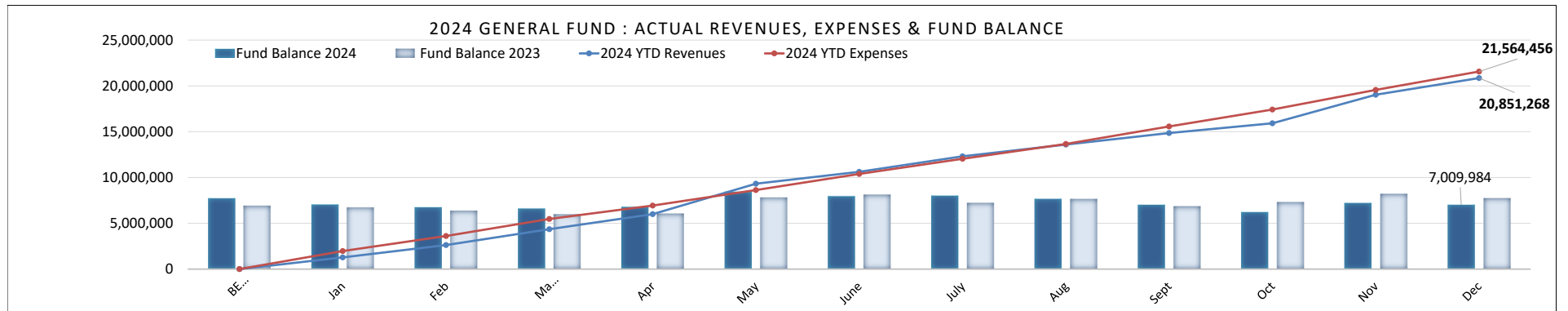
Fund	Revenues				Expenditures			Fund Balance
	2024 Budgeted Revenue	2024 Revenue Collected	2024 % of Budget Collected		2024 Budgeted Expenditures	2024 Expended	2024 % of Budget Expended	
General Funds:								
General Funds	\$20,278,794	\$20,851,268	103%		\$23,550,276	\$21,564,456	92%	\$7,009,984
Council Contingency	\$900,000	\$769,910	86%		\$0	\$0	0%	\$8,671,806
Permit Fund	\$1,390,000	\$1,114,113	80%		\$1,690,200	\$2,467,330	146%	\$2,090,967
Pandemic Recovery Fund	\$126,130	\$6,106	5%		\$5,815,237	\$364,082	6%	\$5,531,708
Commercial Rental Fund	\$409,100	\$415,505	102%		\$343,100	\$101,476	30%	\$314,029
SPECIAL REVENUE FUNDS:								
Street	\$3,438,448	\$3,516,775	102%		\$4,272,198	\$3,904,150	91%	\$2,166,671
Drug Seizure & Forfeiture	\$3,000	\$5,082	169%		\$36,000	\$9,238	26%	\$71,037
Municipal Arts	\$52,150	\$31,812	61%		\$25,000	\$0	0%	\$31,812
Transportation Benefit	\$1,913,850	\$1,709,931	89%		\$1,749,100	\$1,145,640	65%	\$1,471,185
DEBT SERVICE FUNDS:								
LTGO 2008A Bond	\$213,890	\$213,890	100%		\$213,890	\$213,890	100%	\$0
2015 LTGO Bond	\$0	\$0	0%		\$0	\$0	0%	\$0
2019A LTGO Bond -PD	\$463,600	\$463,600	100%		\$463,600	\$463,600	100%	\$0
2021A LTGO Bond - 17005	\$609,150	\$609,606	100%		\$609,150	\$609,150	100%	\$456
2024A LTGO Bond - MS Campus	\$578,548	\$426,193	74%		\$418,605	\$418,603	100%	\$7,590
CAPITAL PROJECT FUNDS:								
Cap Project-Developer Contributions	\$1,276,650	\$747,737	59%		\$3,879,634	\$1,166,775	30%	\$5,389,031
Park Mitigation Fund	\$4,789,941	\$688,259	14%		\$6,071,029	\$710,243	12%	\$2,254,901
Real Estate Excise Tax I	\$1,150,000	\$1,709,374	149%		\$1,251,233	\$1,172,408	94%	\$8,196,025
Real Estate Excise Tax II	\$4,439,409	\$1,654,690	37%		\$7,546,162	\$1,625,892	22%	\$6,508,394
Downtown Redevelopment	\$13,432	\$13,432	100%		\$540,111	\$540,111	100%	\$0
Facility Capital Project Fund	\$14,611,394	\$10,794,041	74%		\$14,613,443	\$7,385,762	51%	\$3,420,438
Infrastructure Capital Project	\$3,686,037	\$954,682	26%		\$10,594,555	\$96,172	1%	\$7,839,190
Sidewalk Capital Project	\$30,000	\$27,173	91%		\$430,000	\$98,019	23%	\$516,001
20th Street SE Corridor CP	\$0	\$0	0%		\$0	\$0	0%	\$0
ENTERPRISE FUNDS:								
Sewer	\$820,285	\$818,673	100%		\$846,239	\$801,335	95%	\$96,032
Storm & Surface Water	\$5,267,063	\$5,414,041	103%		\$6,259,165	\$5,566,678	89%	\$1,922,652
Storm Water Capital	\$1,940,975	\$1,405,937	72%		\$2,518,375	\$656,912	26%	\$5,137,042
Storm Water Debt Service	\$167,082	\$167,081	100%		\$167,082	\$167,081	100%	\$1
INTERNAL SERVICE FUNDS:								
Unemployment	\$1,000	\$1,405	141%		\$30,000	\$14,230	47%	\$26,585
Capital Equipment - Computer	\$498,279	\$485,834	98%		\$711,101	\$567,589	80%	\$239,693
Capital Equipment - Vehicle Replacement	\$24,500	\$25,249	103%		\$0	\$0	0%	\$121,027
Capital Equipment - Police	\$370,000	\$419,014	113%		\$643,717	\$159,572	25%	\$1,025,578
Capital Equipment - PW	\$354,325	\$410,249	116%		\$842,045	\$408,716	49%	\$722,165
FIDUCIARY FUNDS:								
Treasurer's Trust	\$435,900	\$270,235	62%		\$439,012	\$244,851	56%	\$28,504
Total All Funds	\$70,252,932	\$56,140,897	80%		\$96,569,259	\$52,643,962	55%	\$70,810,504

Monthly Financial Report - General Fund

As of December, 2024



Month	2024 YTD Revenues	2024 YTD Expenses	Fund Balance 2024
BEG Fund Ba	0	0	7,723,171
Jan	1,279,717	1,970,979	7,031,910
Feb	2,618,715	3,606,023	6,735,863
March	4,351,817	5,477,762	6,597,226
Apr	5,996,701	6,937,736	6,782,137
May	9,326,140	8,623,755	8,425,556
June	10,616,750	10,388,772	7,951,149
July	12,310,994	12,035,226	7,998,939
Aug	13,589,788	13,658,304	7,654,655
Sept	14,849,674	15,567,346	7,005,499
Oct	15,914,280	17,419,642	6,217,809
Nov	19,032,626	19,557,927	7,197,870
Dec	20,851,268	21,564,456	7,009,984



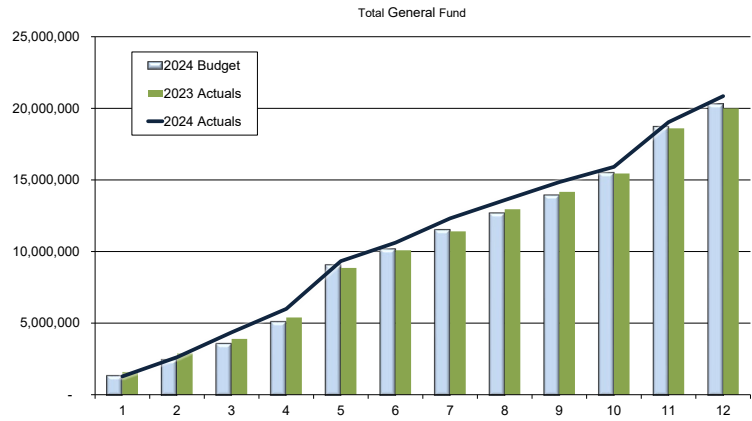
Monthly General Fund Revenue Graphs
As of December, 2024

% thru year

100.0%

Total General Fund Revenues

	2024 Budget	2024 Actuals	2023 Actuals
January	1,397,000	1,279,717	1,585,819
February	2,505,718	2,618,715	2,886,709
March	3,631,261	4,351,817	3,898,138
April	5,151,723	5,996,701	5,392,029
May	9,098,781	9,326,140	8,850,722
June	10,204,053	10,616,750	10,086,056
July	11,541,154	12,310,994	11,409,345
August	12,704,352	13,589,788	12,951,639
September	13,944,249	14,849,674	14,165,881
October	15,497,378	15,914,280	15,450,391
November	18,704,145	19,032,626	18,601,556
December	20,278,794	20,851,268	19,993,681
Percent collected to date		102.82%	

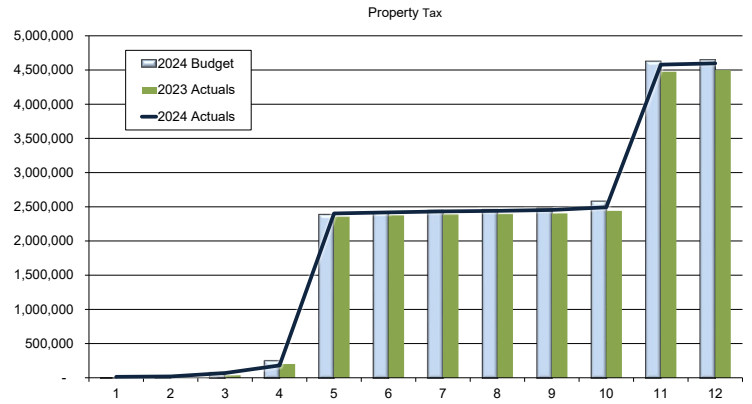


Total General Fund revenues.

Property Tax

22.90% of total GF Revenues

	2024 Budget	2024 Actuals	2023 Actuals
January	16,095	13,784	15,836
February	31,426	19,997	22,483
March	91,911	69,241	37,621
April	261,909	180,882	201,757
May	2,391,507	2,402,921	2,355,976
June	2,425,281	2,418,021	2,376,112
July	2,452,905	2,431,925	2,390,323
August	2,464,702	2,440,444	2,396,713
September	2,484,607	2,453,230	2,404,036
October	2,585,727	2,493,463	2,440,359
November	4,624,941	4,578,725	4,474,818
December	4,644,062	4,597,485	4,498,105
Percent collected to date		99.00%	

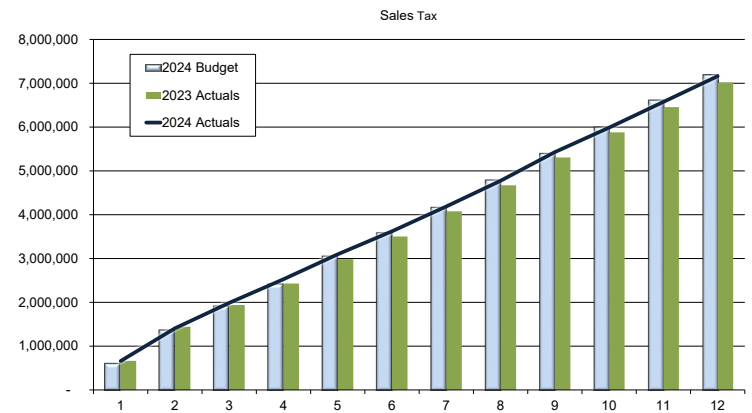


Property Taxes are paid twice a year (in May and November). Most property taxes are accounted for in the General Fund, however 28% of property taxes are also receipted in Fund 101 - Street.

Sales Tax

35.44% of total GF Revenues

	2024 Budget	2024 Actuals	2023 Actuals
January	621,811	659,795	664,914
February	1,381,987	1,406,834	1,443,455
March	1,928,051	1,987,366	1,938,151
April	2,429,303	2,526,968	2,428,780
May	3,060,752	3,095,463	2,985,190
June	3,591,666	3,620,759	3,502,461
July	4,171,255	4,187,043	4,077,390
August	4,793,583	4,774,823	4,669,873
September	5,399,471	5,428,882	5,306,964
October	5,996,091	5,988,523	5,879,559
November	6,611,421	6,575,254	6,455,716
December	7,186,581	7,162,132	7,016,952
Percent collected to date		99.66%	

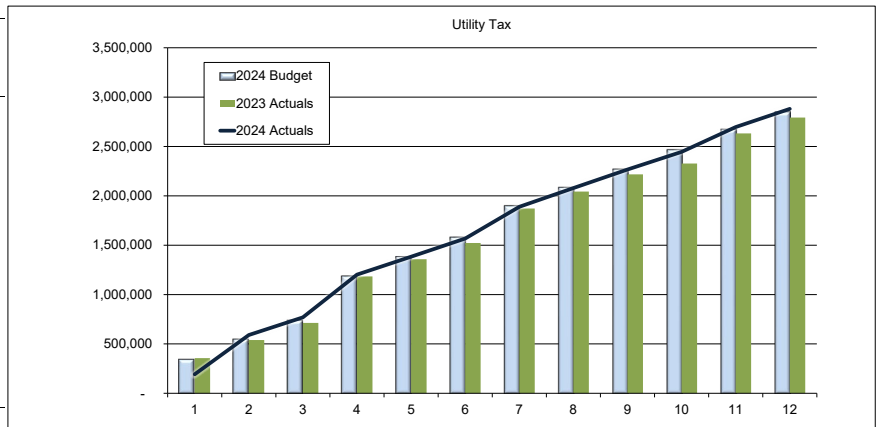


The total sales tax rate is 9.3% of the value of the sale. The City receives 1.05% of the 9.3% due to TBD tax which is receipted into the TBP Fund. The State receives the majority of sales tax at 6.5%. Taxes are collected by the state and sent to the city two months after the actual collection. This account also has Criminal justice sales tax, which is 1/10 of 1% or .1% of sales in the city, and it's use is restricted to Law Enforcement (10 cents per \$100 in sales), and Affordable Housing.

Monthly General Fund Revenue Graphs
As of December, 2024

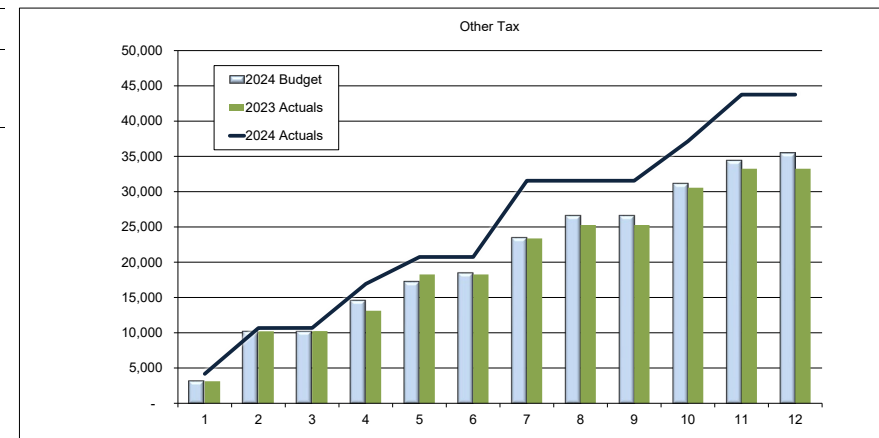
% thru year 100.0%

Utility			
14.03% of total GF Revenues			
	2024 Budget	2024 Actuals	2023 Actuals
January	350,972	192,575	356,094
February	555,213	590,052	539,246
March	745,516	769,331	712,677
April	1,192,255	1,201,731	1,183,771
May	1,388,362	1,383,537	1,358,191
June	1,584,116	1,567,382	1,522,415
July	1,900,235	1,889,322	1,871,356
August	2,085,438	2,079,006	2,043,376
September	2,269,620	2,266,823	2,217,834
October	2,464,506	2,445,784	2,327,077
November	2,671,190	2,697,170	2,632,820
December	2,846,120	2,880,929	2,792,802
Percent collected to date		101.22%	



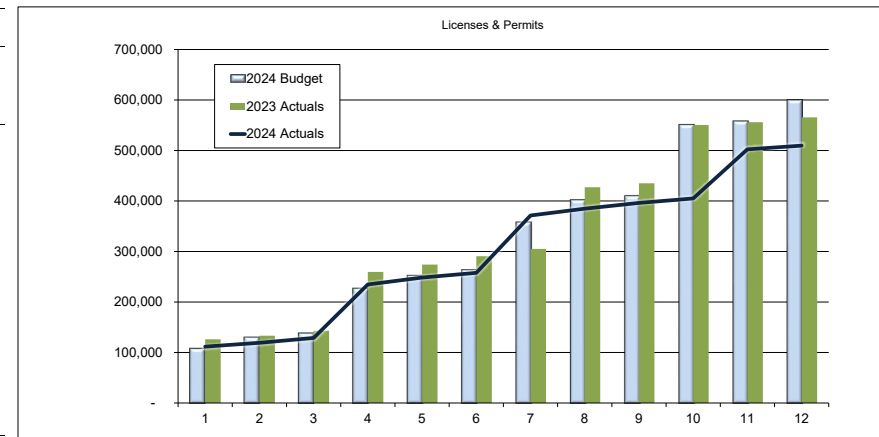
The utility tax rate is 6% on the gross revenue of telephone, gas, electric, water, and garbage. The City does not have a utility tax on cable, instead imposing a franchise fee. The garbage tax is utilized in the Street Fund for transportation needs. In 2024, City did not impose a utility tax on sewer or storm water providers.

Other Taxes			
0.17% of total GF Revenues			
	2024 Budget	2024 Actuals	2023 Actuals
January	3,233	4,172	3,124
February	10,260	10,667	10,229
March	10,261	10,678	10,235
April	14,646	16,932	13,123
May	17,273	20,744	18,264
June	18,474	20,744	18,269
July	23,463	31,550	23,377
August	26,587	31,550	25,276
September	26,588	31,550	25,280
October	31,123	37,137	30,554
November	34,374	43,759	33,251
December	35,442	43,759	33,258
Percent collected to date		123.47%	



This account includes gambling taxes which include pull tabs and amusement games. The tax is 5% of gross sales.

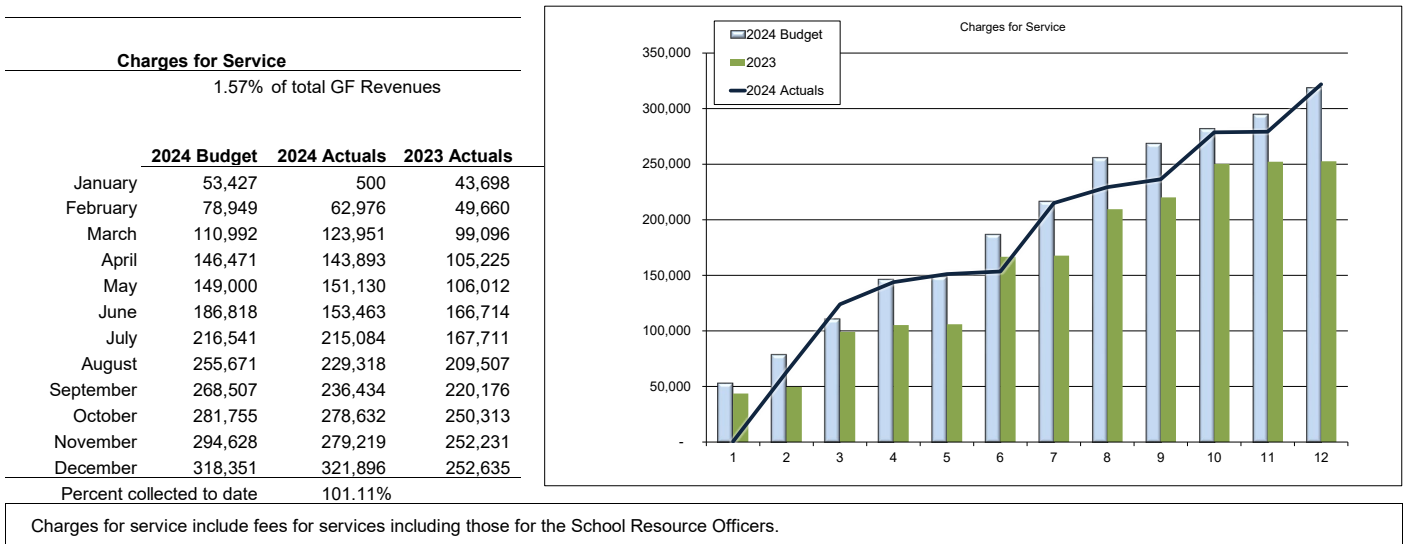
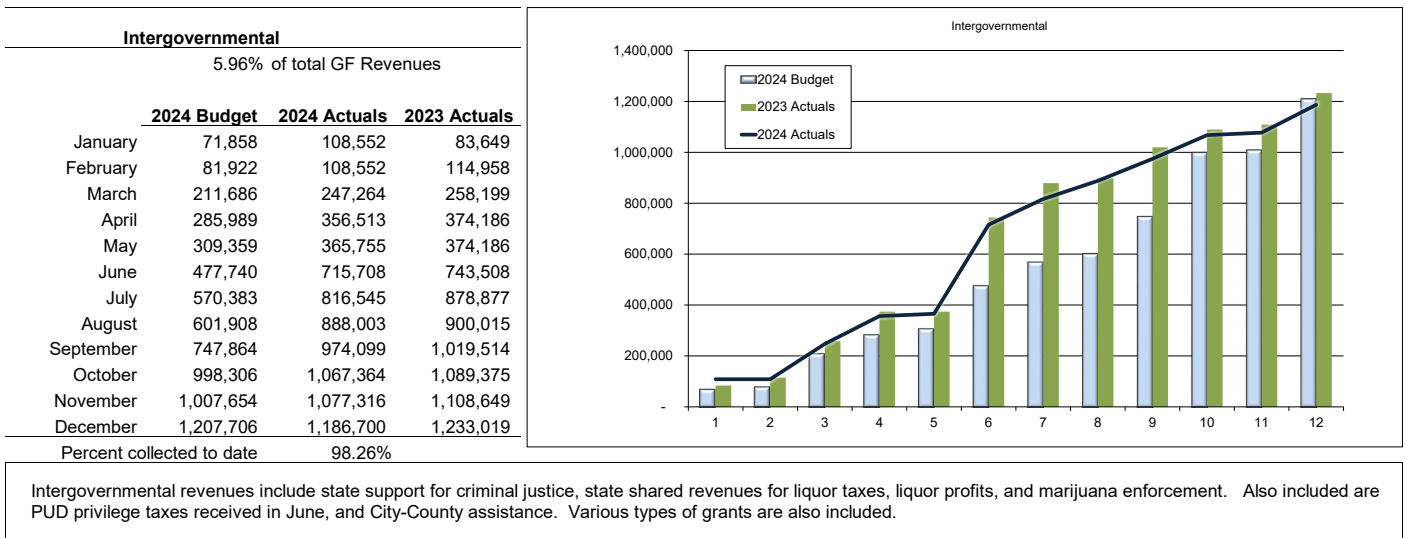
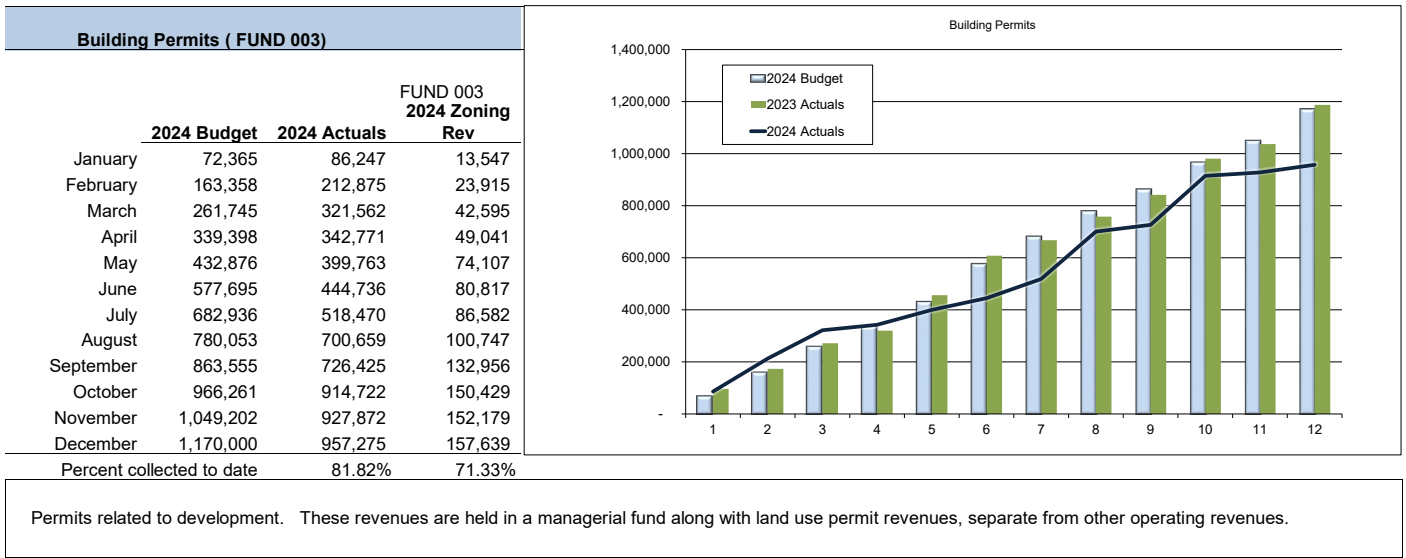
Licenses / Other Permits			
2.95% of total GF Revenues			
	2024 Budget	2024 Actuals	2023 Actuals
January	109,113	111,655	126,141
February	131,275	119,220	133,290
March	139,352	128,767	143,004
April	227,619	234,634	259,501
May	253,061	248,366	274,134
June	264,208	257,751	290,546
July	358,171	371,309	305,139
August	402,168	384,815	427,237
September	409,955	396,082	435,037
October	550,464	404,996	550,517
November	557,368	502,185	555,934
December	599,183	509,625	565,530
Percent collected to date		85.05%	



This account has Business Licenses, Cable Franchise fees, and permits other than building and land use.

Monthly General Fund Revenue Graphs
As of December, 2024

% thru year 100.0%



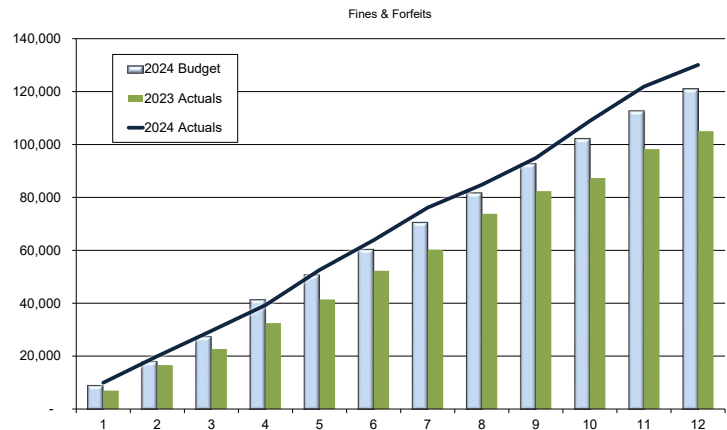
Monthly General Fund Revenue Graphs
As of December, 2024

% thru year 100.0%

Fines & Forfeits

0.60% of total GF Revenues

	2024 Budget	2024 Actuals	2023 Actuals
January	9,270	9,951	6,991
February	18,283	19,993	16,611
March	27,708	29,573	22,699
April	41,591	39,291	32,476
May	50,970	52,552	41,407
June	60,596	63,847	52,267
July	70,732	76,139	60,194
August	81,837	84,791	73,800
September	92,839	94,904	82,360
October	102,277	108,939	87,317
November	112,677	121,897	98,273
December	121,000	130,092	105,042
Percent collected to date		108%	

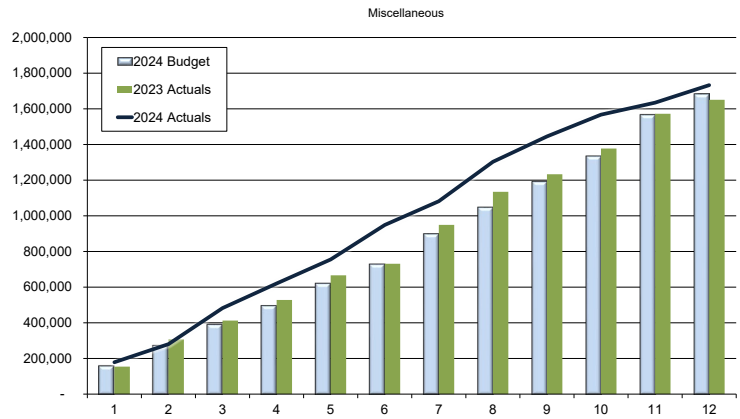


Fines and Forfeits collected by the district court on behalf of the city for violations.

Miscellaneous

8.29% of total GF Revenues

	2024 Budget	2024 Actuals	2023 Actuals
January	162,748	178,734	154,223
February	276,701	280,423	307,098
March	393,749	482,206	412,704
April	499,231	620,289	528,245
May	623,421	755,407	666,226
June	730,832	948,811	731,243
July	900,454	1,081,906	949,109
August	1,048,231	1,302,990	1,134,397
September	1,192,036	1,445,297	1,232,867
October	1,333,425	1,567,069	1,377,510
November	1,563,985	1,634,729	1,572,056
December	1,680,349	1,732,732	1,650,832
Percent collected to date		103%	



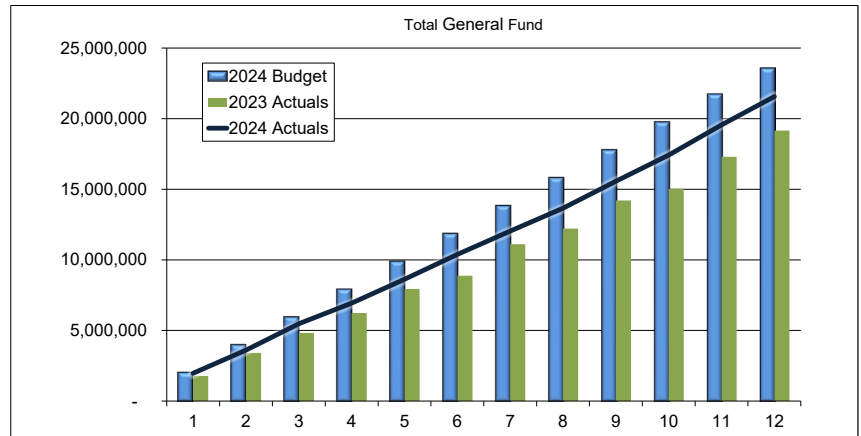
Miscellaneous revenues includes interest earnings, lease revenues, insurance recoveries, other smaller revenues that do not fit into one of the above categories. Investment interest was the largest portion of this revenue type in the prior year and is anticipated to remain such through 2024.

Monthly General Fund Expenditure Graphs
As of December, 2024

% thru year 100.0%

Total General Fund Expenditures

	2024 Budget	2024 Actuals	2023 Actuals
January	2,096,226	1,970,979	1,777,477
February	4,058,749	3,606,023	3,414,122
March	6,021,272	5,477,762	4,820,727
April	7,983,795	6,937,736	6,238,760
May	9,946,318	8,623,755	7,943,813
June	11,908,841	10,388,772	8,877,488
July	13,871,364	12,035,226	11,101,574
August	15,833,887	13,658,304	12,214,716
September	17,796,410	15,567,346	14,208,153
October	19,758,933	17,419,642	15,041,190
November	21,721,456	19,557,927	17,301,812
December	23,550,276	21,564,456	19,161,124
% spent		91.57%	

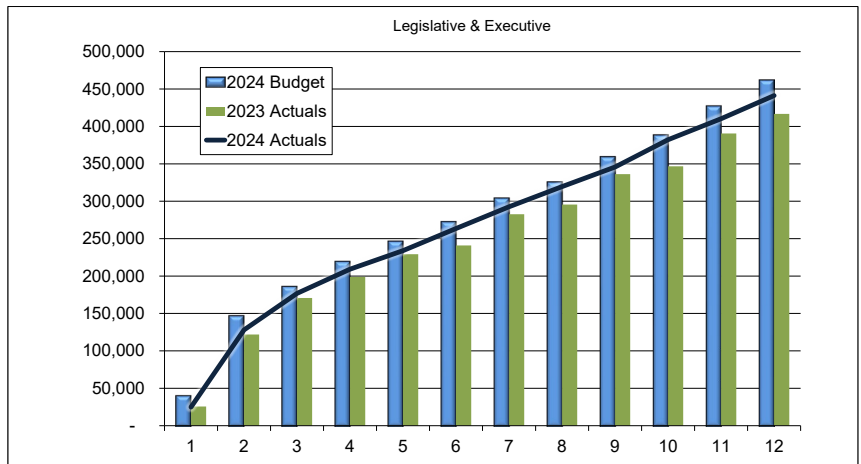


Total General Fund Expenditures.

Legislative & Executive

1.96% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	41,683	24,894	25,684
February	148,228	128,086	121,932
March	187,161	176,882	170,644
April	220,460	209,197	198,888
May	247,318	234,012	229,268
June	273,430	263,481	240,845
July	304,817	292,596	282,664
August	326,295	319,620	295,534
September	359,817	345,773	336,268
October	388,800	382,218	346,651
November	427,278	410,319	390,546
December	461,736	441,246	416,692
% spent		95.56%	

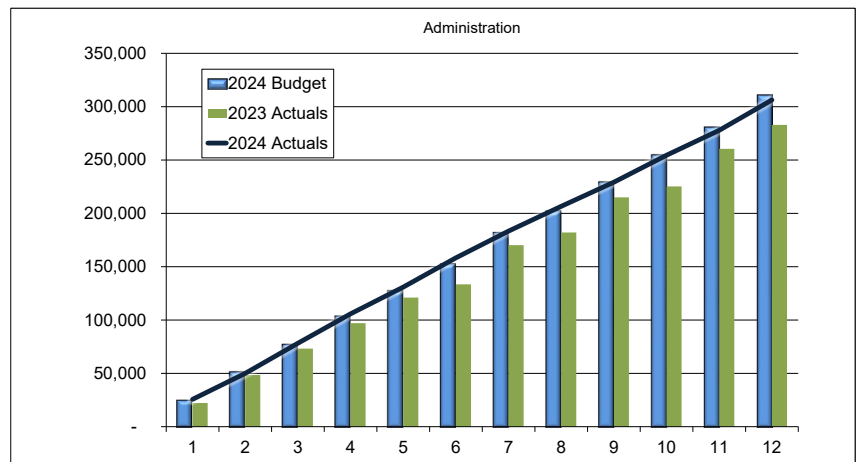


Includes activities related to the City Council and Mayor. Major items include salaries and benefits, travel & meetings, and voter registration fees.

Administration

1.32% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	25,602	25,639	22,211
February	52,086	49,936	48,443
March	77,851	78,234	73,193
April	104,227	105,819	97,012
May	128,057	130,832	120,989
June	153,100	158,329	133,394
July	182,110	183,382	170,123
August	202,435	206,587	182,009
September	229,303	229,240	214,961
October	254,662	254,558	225,279
November	280,535	277,827	260,422
December	310,480	306,273	282,863
% spent		98.65%	



Includes the salary, benefits and operating costs of the City Administrator. The City Administrator Salary is allocated between the General, Street, and Stormwater funds.

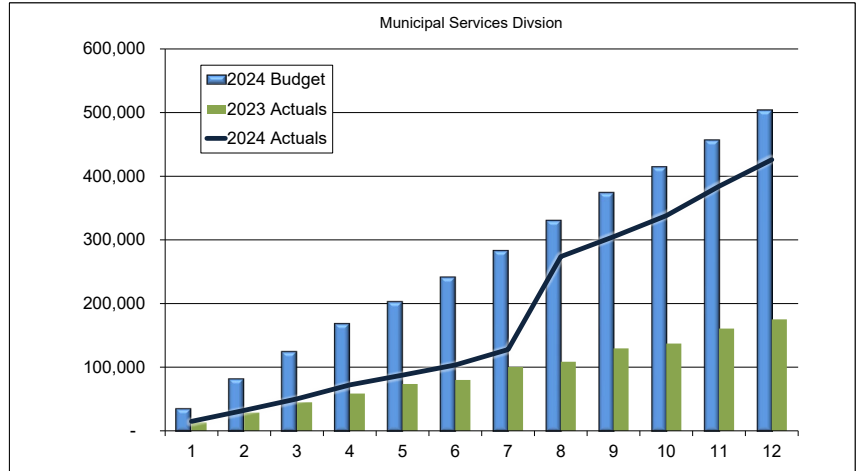
Monthly General Fund Expenditure Graphs
As of December, 2024

% thru year 100.0%

Municipal Services Division

2.14% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	35,974	14,883	13,289
February	82,881	32,129	28,804
March	125,520	50,170	44,876
April	169,539	72,070	58,570
May	203,898	87,563	73,659
June	242,538	103,419	79,978
July	283,572	127,760	100,436
August	330,776	273,708	108,494
September	374,400	304,934	129,542
October	414,822	337,960	137,167
November	456,790	384,193	160,623
December	503,611	426,008	175,061
% spent		84.59%	

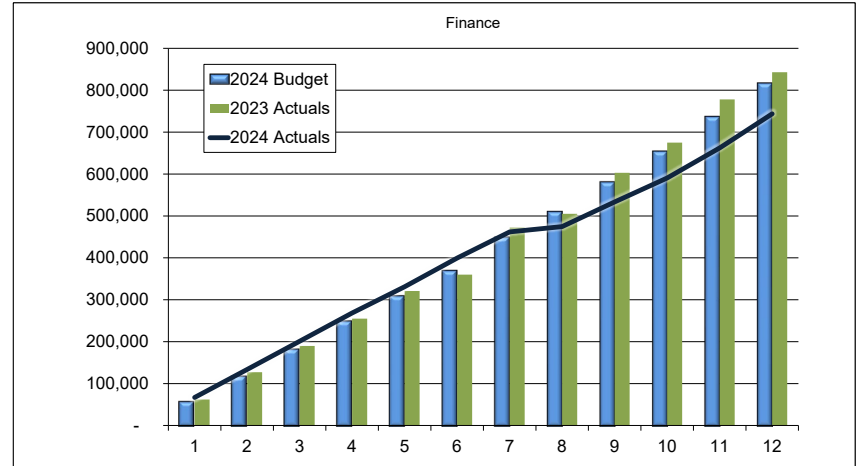


Municipal Services/City Clerk activities including records management, public disclosure, legal compliance services, agendas, minutes and legal notifications . Costs are mainly salaries and benefits.

Finance

3.47% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	59,840	66,841	61,867
February	120,620	133,828	127,193
March	184,804	201,117	189,716
April	251,853	268,335	254,900
May	311,877	331,124	320,808
June	371,945	399,480	360,000
July	451,587	461,830	472,376
August	512,282	474,570	505,220
September	582,642	533,373	603,050
October	655,746	590,515	674,952
November	738,145	662,288	778,066
December	817,738	743,680	843,078
% spent		90.94%	

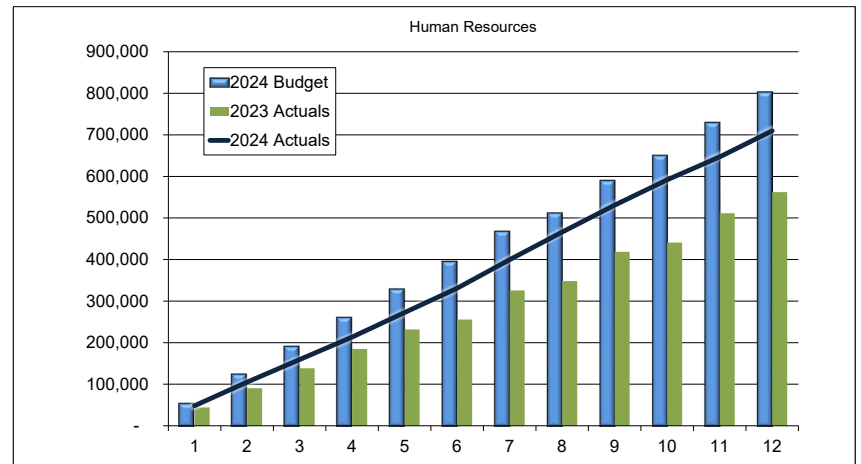


Finance provides for accounting, payroll processing, purchasing/payments, budgeting, and treasury services. Planned expenditures include professional services costs related to the State Audit.

Human Resources

3.41% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	55,928	48,339	44,002
February	126,708	105,203	90,415
March	193,616	159,514	138,269
April	263,510	213,418	184,832
May	331,413	272,482	231,659
June	397,463	331,140	255,639
July	469,500	399,703	325,738
August	513,316	465,972	348,065
September	591,242	530,744	418,697
October	651,359	591,784	440,694
November	730,189	647,124	511,612
December	802,998	709,670	562,205
% spent		88.38%	



Human Resources provides personnel, recruitment, risk management, training and related functions.

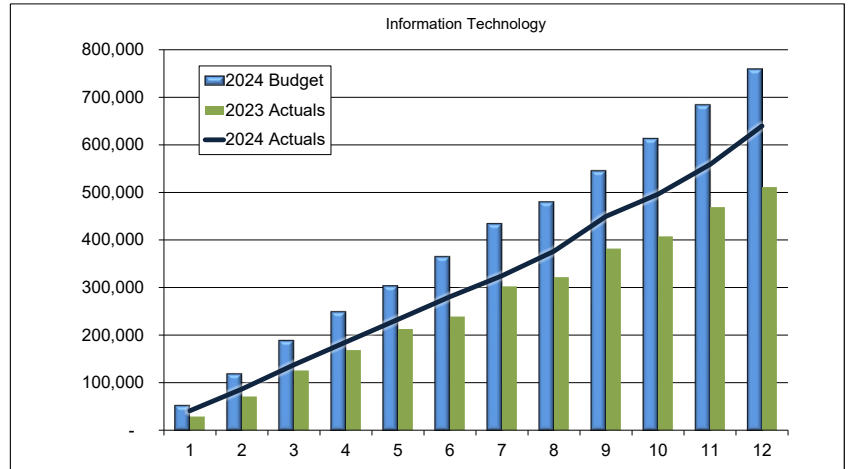
Monthly General Fund Expenditure Graphs
As of December, 2024

% thru year 100.0%

Information Technology

3.22% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	52,640	40,915	28,667
February	119,398	86,588	70,923
March	189,331	137,385	125,663
April	249,541	185,401	168,514
May	304,038	232,836	212,832
June	365,491	280,588	238,905
July	434,626	324,719	302,530
August	480,614	376,372	321,779
September	545,707	449,855	382,025
October	613,415	496,225	407,705
November	684,268	558,837	469,213
December	759,305	639,716	511,244
% spent		84.25%	

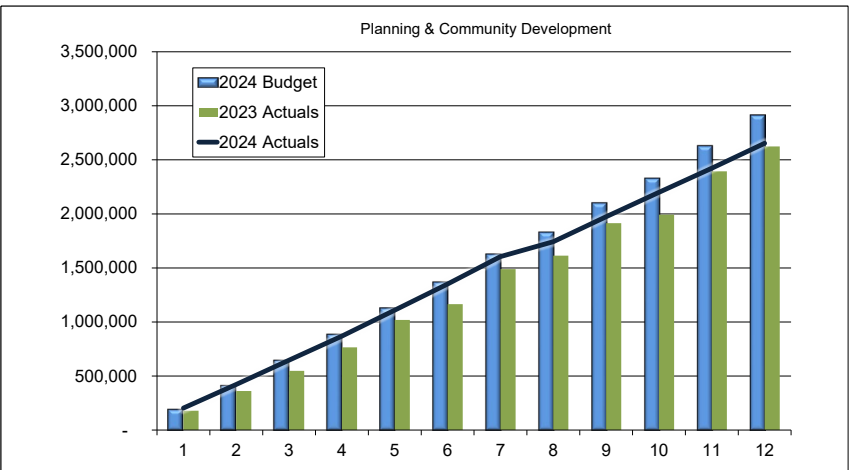


Information Technology provides technical hardware and software support of the City's computer systems and communication systems. Provides technology training, responding to technical support requests, administrating the city website and intranet.

Planning & Community Development

12.36% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	195,496	203,546	179,047
February	415,095	422,294	361,465
March	648,930	646,383	547,908
April	888,745	869,291	765,131
May	1,131,545	1,109,659	1,018,367
June	1,370,132	1,351,283	1,164,996
July	1,628,591	1,604,770	1,488,949
August	1,831,510	1,742,770	1,613,877
September	2,100,323	1,973,630	1,914,556
October	2,327,715	2,199,664	1,993,346
November	2,627,088	2,422,877	2,394,194
December	2,911,096	2,653,415	2,624,282
% spent		91.15%	

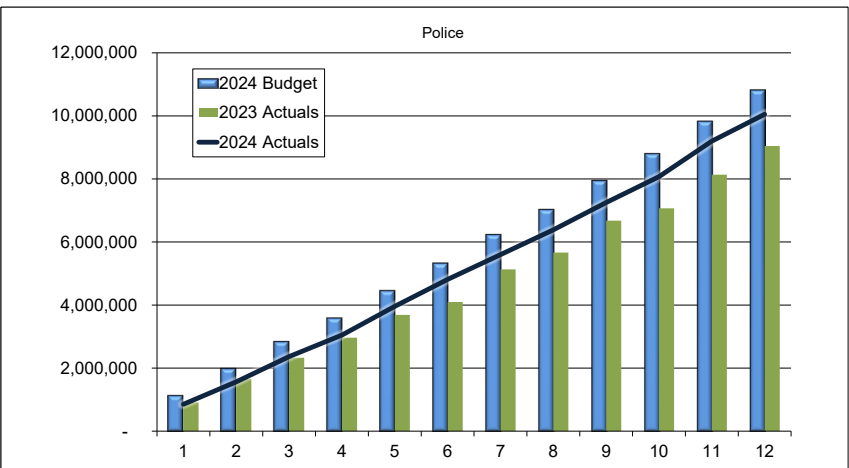


Largely accounts for the planning department which includes the permit center, long-range and short-range planning, and plan review. Also includes building official and building inspections in addition to economic development and code enforcement related activities. This department remained significantly under budget due to open staffing positions.

Police

45.85% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	1,145,336	853,381	916,276
February	2,004,889	1,566,528	1,662,376
March	2,858,820	2,366,863	2,327,473
April	3,605,672	3,046,727	2,962,951
May	4,471,261	3,959,508	3,688,741
June	5,330,148	4,812,000	4,095,562
July	6,230,613	5,599,773	5,131,515
August	7,024,576	6,385,345	5,664,306
September	7,940,386	7,250,863	6,677,776
October	8,790,281	8,071,840	7,069,025
November	9,813,037	9,198,082	8,134,885
December	10,796,751	10,050,648	9,044,136
% spent		93.09%	



Police Department Services. This includes funding budgeted in the amount of \$337,000 supplied by the General Fund to the Police Capital Fund for equipment purchases.

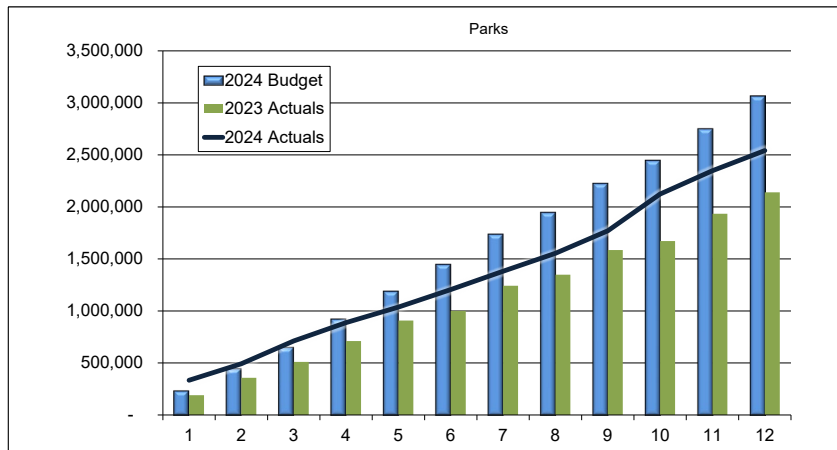
Monthly General Fund Expenditure Graphs
As of December, 2024

% thru year 100.0%

Parks

13.00% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	236,528	333,706	189,949
February	450,886	491,921	357,742
March	653,240	711,623	510,585
April	924,603	887,848	711,096
May	1,190,747	1,036,966	907,199
June	1,448,616	1,205,657	1,001,259
July	1,737,092	1,381,379	1,242,041
August	1,946,142	1,554,672	1,348,591
September	2,223,968	1,770,596	1,584,963
October	2,445,188	2,123,850	1,671,517
November	2,746,705	2,348,414	1,934,079
December	3,062,032	2,541,652	2,139,871
% spent		83.01%	

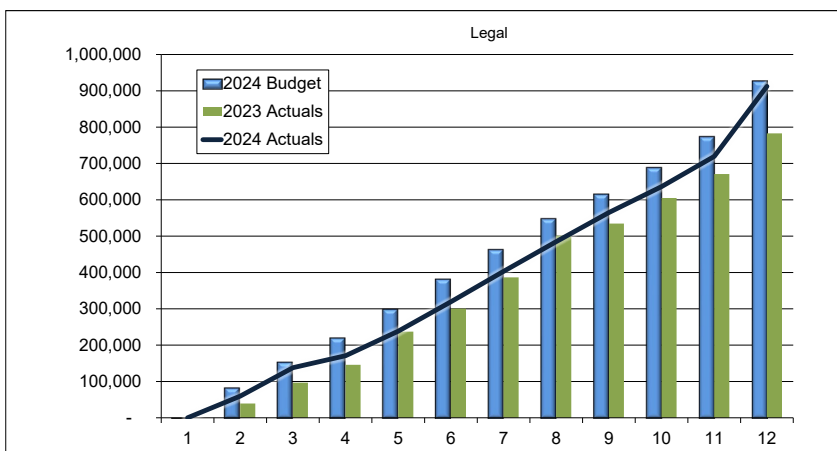


Parks within the General Fund includes personnel, park maintenance, and capital outlay.

Legal

3.93% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	1,172	-	-
February	84,337	59,486	39,192
March	154,918	137,929	96,724
April	221,632	170,855	145,755
May	300,738	238,304	237,202
June	383,176	319,300	300,460
July	464,099	403,091	386,472
August	548,942	484,959	501,711
September	616,198	564,982	534,711
October	689,106	636,477	605,058
November	773,603	719,549	671,019
December	926,387	912,304	782,998
% spent		98.48%	



Includes our contracted City Attorney services, Prosecuting Attorney contract, and General Indigent Defense (public defender).

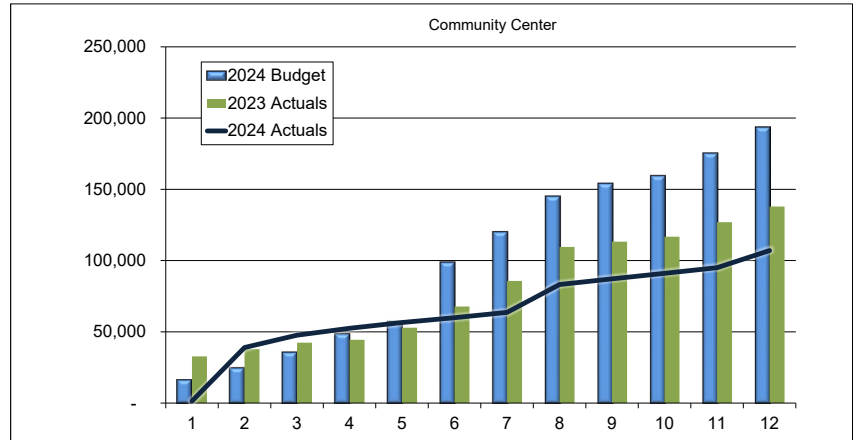
Monthly General Fund Expenditure Graphs
As of December, 2024

% thru year 100.0%

Community

0.82% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	16,786	1,420	32,795
February	25,042	38,991	37,896
March	36,070	47,619	42,358
April	48,912	52,450	44,406
May	57,529	56,551	52,871
June	99,078	59,922	67,760
July	120,291	63,656	85,692
August	145,178	83,179	109,526
September	154,200	87,156	113,257
October	159,503	91,075	116,740
November	175,377	94,982	126,944
December	193,595	107,015	137,938
% spent		55.28%	

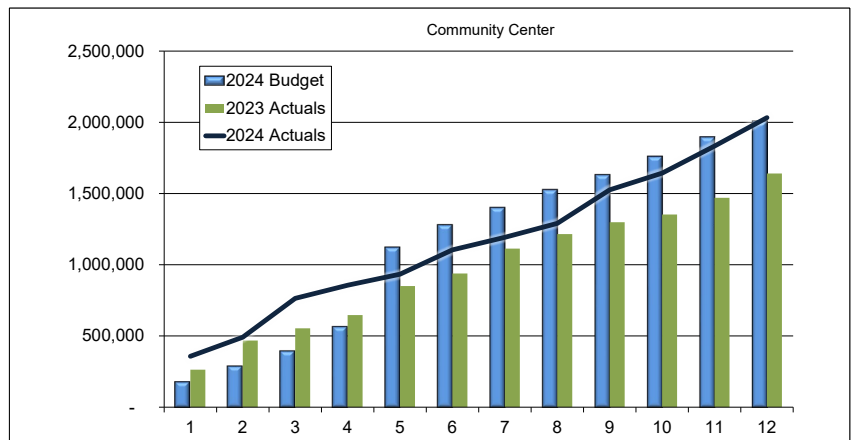


Includes the Visitor Information Center (VIC), Library, Museum, and "The Mill" operating costs. Contributions to the Senior Center and reimbursement contributions to the Volunteers of America are accounted for here.

General Government

8.51% of total GF Exp

	2024 Budget	2024 Actuals	2023 Actuals
January	181,593	357,413	263,688
February	291,974	491,033	467,741
March	397,454	764,042	553,319
April	568,017	856,326	646,703
May	1,122,124	933,916	850,220
June	1,279,033	1,104,173	938,690
July	1,399,337	1,192,567	1,113,039
August	1,524,717	1,290,549	1,215,604
September	1,629,619	1,526,200	1,298,349
October	1,758,110	1,643,478	1,353,056
November	1,893,872	1,833,435	1,470,209
December	2,004,547	2,032,829	1,640,757
% spent		101.41%	



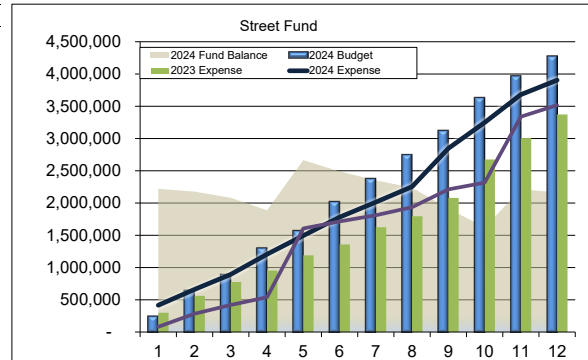
General Government includes annual insurance payments made in January or February, quarterly transfers to reserve and capital funds, monthly payments to the municipal court, facility division expenses, and other general city payments.

Monthly Other Fund Expenditure Graphs
As of December, 2024

% thru year 100.0%

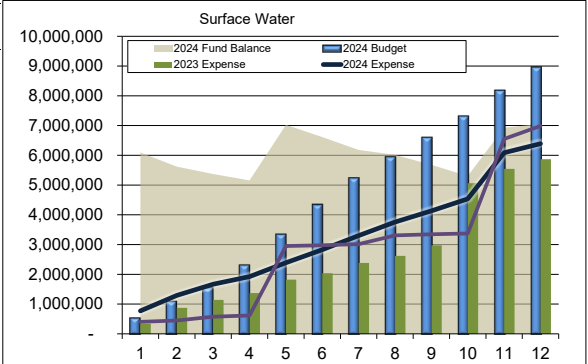
Street (Fund 101) Expenditures

	2024 Budget	2024 Expense	2023 Expense
January	255,793	415,097	298,083
February	655,303	661,519	560,935
March	899,764	892,601	775,495
April	1,308,475	1,206,246	952,725
May	1,575,378	1,494,654	1,189,013
June	2,024,099	1,779,859	1,357,674
July	2,378,836	2,012,935	1,624,048
August	2,749,491	2,252,512	1,793,947
September	3,123,451	2,846,465	2,078,526
October	3,629,679	3,247,478	2,675,472
November	3,967,003	3,680,249	3,005,896
December	4,272,198	3,904,150	3,373,539
BTD Status		91.39%	



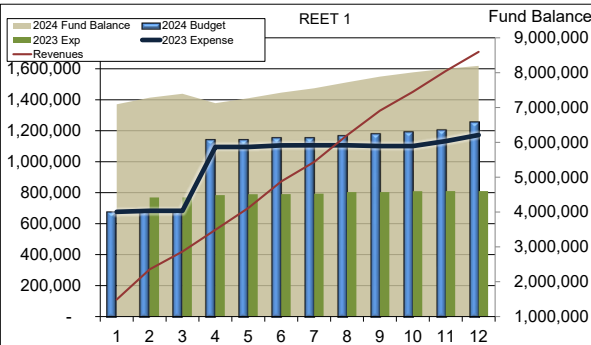
Storm & Surface Water (Fund 410 and 411 and 412)
Expenditures

	2024 Budget	2024 Expense	2023 Expense
January	560,492	771,049	338,955
February	1,117,767	1,289,629	873,018
March	1,572,227	1,668,189	1,141,665
April	2,334,552	1,924,955	1,371,561
May	3,364,158	2,389,636	1,822,277
June	4,356,596	2,827,241	2,035,274
July	5,238,367	3,299,606	2,384,310
August	5,942,666	3,756,346	2,618,134
September	6,595,316	4,132,354	2,975,195
October	7,305,827	4,535,377	5,064,818
November	8,167,267	6,088,508	5,543,009
December	8,944,622	6,390,671	5,867,647
BTD Status		71.45%	



Real Estate Excise Tax I (Fund 303)

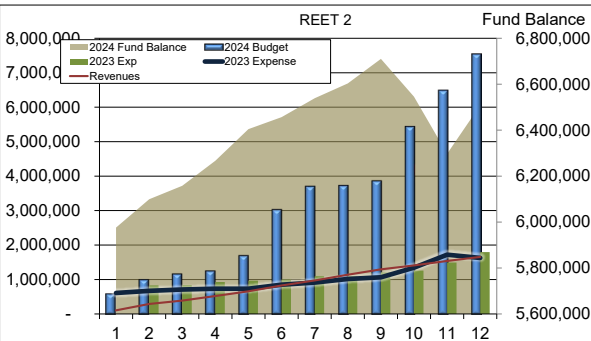
	2024 Budget	2023 Expense	2023 Expense
January	675,666	676,440	-
February	688,178	682,977	768,772
March	688,178	682,977	768,772
April	1,138,622	1,094,927	784,596
May	1,138,622	1,094,927	790,430
June	1,151,134	1,105,227	790,840
July	1,151,134	1,106,469	793,440
August	1,163,647	1,106,469	803,944
September	1,176,159	1,101,303	803,944
October	1,188,671	1,101,303	809,924
November	1,201,184	1,132,610	810,091
December	1,251,233	1,172,408	810,091
BTD Status		93.70%	



Real Estate Excise Tax I (Fund 303) revenues are mostly used to pay debt. In previous years, transfers were made from the REET fund as debt invoices were received throughout the year. In 2024, an annual transfer was made to the debt service funds in January.

Real Estate Excise Tax II (Fund 304)

	2024 Budget	2023 Expense	2023 Expense
January	603,693	608,800	-
February	1,010,309	669,453	829,589
March	1,178,781	708,215	835,471
April	1,264,872	732,999	928,233
May	1,705,899	732,999	965,354
June	3,039,112	848,566	997,320
July	3,713,789	912,504	1,095,159
August	3,739,250	1,015,454	1,099,109
September	3,871,950	1,062,851	1,207,765
October	5,445,168	1,343,192	1,258,063
November	6,493,434	1,719,675	1,491,736
December	7,546,162	1,625,892	1,794,447
BTD Status		21.55%	



Real Estate Excise Tax II (Fund 304) revenues are mostly used to pay for capital, but also to pay certain debt. In previous years, transfers were made from the REET fund as debt invoices were received throughout the year. In 2024, an annual transfer was made to the debt service funds in January.

Yearend Financial Report

City of Lake Stevens, WA

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To: City Council

FROM: Barbara Stevens, Finance Director

SUBJECT: March 2025 Financial Report

DATE: April 18, 2025

All Funds

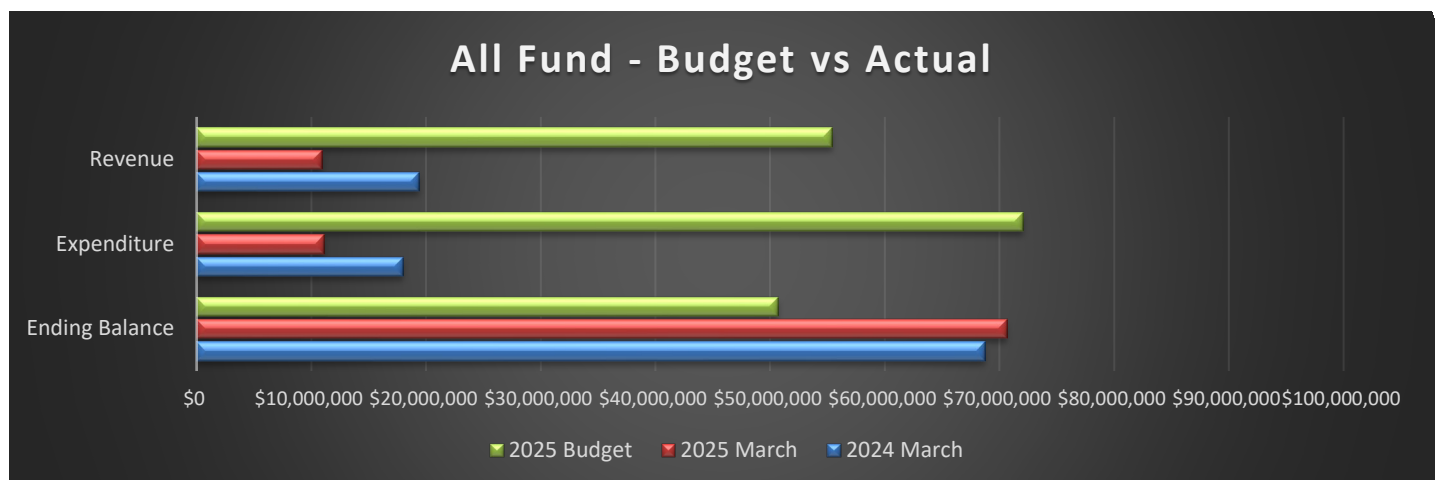
Overview:

Overall, the City ended the first quarter of 2025 with a fund balance of \$70,624,932. Revenues were \$10,884,173 (20%) and expenses were \$11,069,745 (15%).

Revenue and Expense comparisons over the 1st quarter 2024 are skewed due to the receipt of bond funds for and the purchase of the new City Campus property. Removing those extraordinary transactions, revenues increased 17% and expenditures increased 4% over the prior year. Overall, the citywide fund balance is 3% higher than the same period in 2024.

Additional data will be provided prior to the Council Retreat detailing revenues and expenditures for the first quarter of 2025 and as a comparison to 2024.

	2025 Budget	2025 March	2024 March	%BVA	% Comp 2024 - 2025
Beginning Balance	\$67,313,568	\$67,313,568	\$62,109,618	100%	8%
Revenue	\$55,317,617	\$10,884,173	\$19,392,145	20%	-44%
Expenditure	\$71,975,172	\$11,069,745	\$17,984,124	15%	-38%
Ending Balance	\$50,656,013	\$70,624,932	\$68,721,590	139%	3%

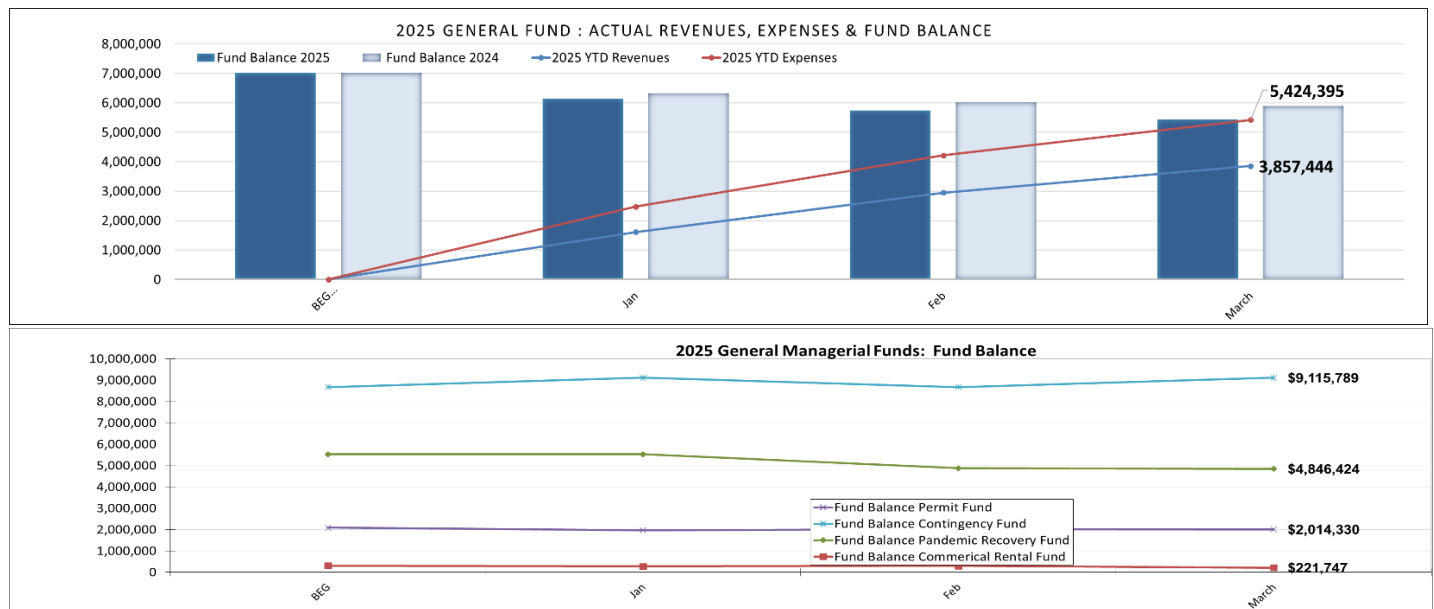




General Fund:

Fund Balance:

The General Fund ended the 1st quarter with a fund balance of \$5,443,032. Revenues were at \$3,857,444 and expenses were \$5,424,395.



Revenues: (Also see Monthly General Fund Revenue Graphs)

Revenues ended at 19% collected.

The operating fund collected \$1,618,454 in sales tax, or 21% of budget. Of this amount, \$255,192 is Criminal Justice Sales Tax, \$3,847 is Affordable Housing Sales Tax, and \$443,983 is construction sales tax. An additional \$769,910 in construction sales tax was collected in the reserve fund for future capacity and capital needs.

Utility taxes are at 29% or \$841,862. This tax is imposed on gas, telephone, electric and water providers at 6% of revenues and is based on their estimated receipts.

Licenses & Permit revenues (other than Building & Land Use) are currently at 22% of budget or \$116,025. The majority (74%) of this is from Cable Franchise Fees.

Intergovernmental revenues ended at 20% of budget or \$213,778. These revenues consist of state shared revenues and grant receipts.

Charges for services ended at 30% of budget or \$86,642. The bulk of these revenues are from School Resource officer services to the school district and extra duty law enforcement services to outside organizations.

Investment interest (under miscellaneous classification) is at 20% of budget or \$230,656.

Yearend Financial Report

City of Lake Stevens, WA

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REVENUE SOURCES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
Taxes:			
-Property Tax-Regular	\$ 4,752,900	\$ 67,658	1.4%
-Sales -.85%	6,212,586	1,106,260	17.8%
-Criminal Justice Sales - 0.1%	1,056,140	255,192	24.2%
-Affordable & Sup. Housing	32,296	3,847	11.9%
- Construction Sales Tax	300,000	253,156	84.4%
-Utility	2,929,432	841,862	28.7%
-Gambling tax/leasehold excise	38,179	39,290	102.9%
Licenses & Permits	517,842	116,025	22.4%
Intergovernmental	1,083,388	213,778	19.7%
Charges for services	289,026	86,642	30.0%
Fines & Forfeitures	132,000	38,205	28.9%
Miscellaneous	1,487,198	316,747	21.3%
Other financial sources/Transfers	1,956,850	518,783	26.5%
Total Revenues	\$ 20,787,837	\$ 3,857,444	19%
Beginning Fund Balance	\$ 7,009,984	\$ 7,009,984	
Total Resources	\$ 27,797,821	\$ 10,867,427	

Permit Fund (Managerial Fund):

Zoning and Subdivision fees collected are \$71,817 or 33% of budget.

Building Permits are already at or 40% of budget, or \$404,777.

These revenues are used to offset permit related costs and staff review time citywide.

Expenditures: (Also see Monthly General Fund Expenditure Graphs)

Overall, General Fund expenditures ended 1st quarter at 21% spent or \$5,424,395.

EXPENDITURES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
Legislative & Executive	\$ 486,842	\$ 139,939	28.7%
Administration	321,398	70,081	21.8%
City Clerk	480,599	102,011	21.2%
Finance	957,636	146,607	15.3%
Human Resources	802,674	145,072	18.1%
Information Technology	874,409	157,261	18.0%
Planning & Community Development	3,227,785	533,080	16.5%
Law Enforcement	11,563,729	2,521,244	21.8%
Parks	3,175,084	634,831	20.0%
Legal	903,134	160,113	17.7%
Community	165,920	24,015	14.5%
General Government	2,379,743	790,143	33.2%
Total Expenditures	\$ 25,338,953	\$ 5,424,395	21.4%
Ending Fund Balance	\$ 2,458,868	\$ 5,443,032	221.4%

Yearend Financial Report

City of Lake Stevens, WA

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Street Fund:

(Also, see Street Fund Operating Revenues and Expenditure BvA)

The Street Maintenance Division maintains the City's public roadway system in a safe and passable condition. Maintenance activities include pothole repair; traffic signal maintenance and operation; installation and replacement of traffic control signs and pavement markings; vegetation control and maintenance; sidewalk repair; street sweeping; snow and ice removal; and street lighting.

Revenues:

Total Street Fund revenues were \$411,580 or 11% of budget. The main revenue sources are Motor Vehicle Fuel Tax, which is a per gallon tax allocated on a per capita basis, and a 28% allocated contribution of Property Tax from the General Fund equaling approximately \$1.78 million annually. Additionally, the City imposes a utility tax on garbage and sewer utility providers in the amount of 6% and 3% respectively, that are used for road maintenance.

REVENUE SOURCES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
Taxes:			
-Property Tax-Regular	\$ 1,848,350	\$ 26,311	1.4%
-Utility Tax - Garbage	\$ 489,586	145,655	29.8%
-Utility Tax - Sewer	\$ 400,000	-	0.0%
Licenses & Permits	45,000	14,200	31.6%
Intergovernmental	807,953	161,701	20.0%
Charges for services	-	-	0.0%
Miscellaneous	121,118	31,222	25.8%
Other financial sources/Transfers	215,000	32,490	15.1%
Total Revenues	\$ 3,927,007	\$ 411,580	10.5%
Beginning Fund Balance	\$ 2,166,671	\$ 2,166,671	100.0%
Total Resources	\$ 6,093,678	\$ 2,578,251	42.3%

Expenditures:

Total Street Fund expenditures were \$715,642 or 17% of budget.

EXPENDITURES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
Salaries	\$ 1,914,065	\$ 298,953	15.6%
Benefits	818,556	113,936	13.9%
Supplies	273,542	34,247	12.5%
Professional Services	957,584	208,763	21.8%
Capital Outlays	130,000	-	0.0%
Debt Service	\$ 3,000	-	0.0%
Other financial uses	\$ -	6,750	0.0%
Interfund Transfers	211,975	52,994	25.0%
Total Expenditures	\$ 4,308,722	\$ 715,642	16.6%
Ending Fund Balance	\$ 1,784,956	\$ 1,862,609	104.4%



Storm and Surface Water Fund:

(Also, see Storm & Surface Water Fund Operating & Capital Fund Revenues and Expenditure BvA)

The Storm and Surface Water Fund maintains the City's storm system conveyance, detention, and retention systems, which includes: drainage pipes and ditches, catch basins, storm detention vaults and ponds, and water filtering systems.

Revenues:

The Storm and Surface Water Fund revenues are 10%, or \$959,023. The main revenue source is from storm drainage charges, which we contract payment processing through Snohomish County and receive quarterly.

REVENUE SOURCES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
Taxes:			
Intergovernmental	\$ 773,861	\$ 517,581	66.9%
Charges for services	5,403,921	230,172	4.3%
Miscellaneous	1,179,395	73,265	6.2%
Other Financial Sources/Transfers	1,860,177	138,005	7.4%
Total Revenues	\$ 9,217,354	\$ 959,023	10.4%
Beginning Fund Balance	\$ 7,059,695	\$ 7,059,695	100.0%
Total Resources	\$ 16,277,049	\$ 8,018,717	49.3%

Expenditures:

The funds' Expenditures are 9% of budget at \$925,007. In addition to operating expenditures, the Surface Water Capital Fund and Surface Water Debt Service Fund are included in the totals.

EXPENDITURES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
Salaries	\$ 2,131,508	\$ 407,094	19.1%
Benefits	871,342	149,942	17.2%
Supplies	201,412	32,626	16.2%
Professional Services	1,756,448	181,506	10.3%
Capital Outlays	2,766,000	2,040	0.1%
Debt Service	102,177	-	0.0%
Interfund Transfers	2,006,667	151,800	7.6%
Other	\$ 22,000	\$ -	0.0%
Total Expenditures	\$ 9,857,554	\$ 925,007	9.4%
Ending Fund Balance	\$ 6,419,495	\$ 7,093,711	110.5%



Transportation Benefit Fund:

The Transportation Benefit District was created on January 1, 2019, for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements. Shortly after, the City followed RCW 36.74 and assumed the rights, powers, functions, and obligations of the district, eliminating the need for a separate entity and creating a Transportation Benefit Fund to account for all program transactions.

Voters approved a 0.2% sales tax or two cents on a \$10 purchase that became effective April 1, 2023. This funding method means visitors who shop, dine, or recreate in Lake Stevens also help pay for city sidewalks, roads, and trails they use. The tax is projected to raise approximately \$1.5 million per year for projects and matching funds for larger grants.

Revenues:

The Transportation Benefit Fund revenues is at 37%, or \$596,123. The main revenue source is from transportation benefit tax, which the city began to receive in June. Anticipated funding also includes grants.

REVENUE SOURCES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
Transportation Benefit Tax	\$1,500,000	\$ 423,426	28.2%
TIB Grant	\$ -	\$ 153,850	0.0%
Investment Interest	\$ 52,179	\$ 18,846	100.0%
Retainage	\$ 60,000	\$ -	100.0%
Total Revenues	\$1,612,179	\$ 596,123	37.0%
Beginning Fund Balance	\$1,471,185	\$ 1,471,185	100.0%
Total Resources	\$3,083,364	\$ 2,067,308	67.00%

Expenditures:

The fund's expenditures are currently just 1% of budget that includes design, engineering, and construction related to the following sidewalk/trail project:

EXPENDITURES	2025 BUDGET	THROUGH MARCH 2025	% OF BUDGET
TBP - Pavement Preservation	\$ 500,000	\$ -	0.0%
Retainage Release	\$ 60,000	\$ -	0.0%
TBP04: 117th NE - 20th to 26th Sidewalk	\$ 300,000	\$ 17,937	6.0%
TBP07: Soper Hill	\$ 400,000	\$ -	0.0%
Interfund Transfers	\$ 150,000	\$ -	0.0%
Total Expenditures	\$1,410,000	\$ 17,937	1.3%
Ending Fund Balance	\$1,673,364	\$ 2,049,371	122.5%



Citywide Fund Summary

Funds are classified based on their function as follows:

- **Current Expense Funds – General Fund**
 - There may only be one General Fund for reporting purposes, but managerial funds are allowed for the purpose of tracking transactions assigned to a specific use. Most revenues in the current expense fund are unrestricted.
- **Special Revenue Funds – Street Fund and Transportation Benefit Program**
 - Uses are restricted for a specific purpose
- **Debt Service Funds – Used to pay outstanding debt service for bonds and loans**
- **Capital Project Funds – Mitigation/Impact Fees, Real Estate Excise Tax, Project Specific**
 - These funds are used to track and report revenues and expenditures related to capital projects. Revenues are generally restricted to use on capital projects listed in the Comprehensive/Capital Improvement Plan (CIP). Additional restrictions apply to certain revenue sources.
- **Enterprise (Utility) Funds – Sewer and Storm & Surface Water Funds**
 - The Sewer fund is used to receipt and pay debt service on loans held by the City on behalf of the Sewer District. The City invoices the District prior to paying the debt invoices.
 - The Storm & Surface Water Funds are self-sustaining, meaning fees are charged to cover their expenses, and those revenues must not be comingled with other funds or pay for any expenses not related to the function of the fund. Allocations of expenses such as administrative and overhead are allowed but must be justified and reasonable.
- **Internal Service Fund – Unemployment, IT, and Equipment**
 - These funds receive allocated contributions from the General, Street, and Stormwater funds to build a reserve for future purchases and replacements.
 - The City uses a “pay-as-you-go” method for Unemployment rather than taking part in an insurance-type program. As such funds are allocated based on policy and paid from this fund when claims are made.
- **Fiduciary/Trust – Treasurer’s Trust Fund**
 - Funds are held in trust until passed thru to the final recipient. Money does not belong to the City. Revenue sources include court fees, state share of taxes, and fire fees.

**CITY OF LAKE STEVENS
FINANCIAL REPORT - Summary
As of March 2025**

Fund	Revenues				Expenditures			Fund Balance
	2025 Budgeted Revenue	2025 Revenue Collected	2025 % of Budget Collected		2025 Budgeted Expenditures	2025 Expended	2025 % of Budget Expended	
General Funds:								
General Funds	\$20,787,837	\$3,857,444	19%		\$25,338,953	\$5,424,395	21%	\$5,443,032
Council Contingency	\$600,000	\$443,983	74%		\$0	\$0	0%	\$9,115,789
Permit Fund	\$1,200,000	\$476,594	40%		\$2,056,883	\$553,231	27%	\$2,014,330
Pandemic Recovery Fund	\$50,000	\$0	0%		\$3,991,658	\$685,284	17%	\$4,846,424
Commercial Rental Fund	\$422,900	\$109,565	26%		\$598,934	\$201,846	34%	\$221,747
SPECIAL REVENUE FUNDS:								
Street	\$3,927,007	\$411,580	10%		\$4,308,722	\$715,642	17%	\$1,862,609
Drug Seizure & Forfeiture	\$3,028	\$1,137	38%		\$36,000	\$2,433	7%	\$69,740
Municipal Arts	\$52,367	\$333	1%		\$0	\$0	0%	\$32,145
Transportation Benefit	\$1,612,179	\$596,123	37%		\$1,410,000	\$17,937	1%	\$2,049,371
DEBT SERVICE FUNDS:								
LTGO 2008A Bond	\$211,865	\$211,365	100%		\$211,865	\$0	0%	\$211,365
2019A LTGO Bond -PD	\$460,097	\$459,097	100%		\$460,097	\$132,049	29%	\$327,049
2021A LTGO Bond - 17005	\$608,350	\$607,850	100%		\$608,350	\$0	0%	\$608,306
2024A LTGO Bond - MS Campus	\$597,200	\$586,781	98%		\$587,200	\$0	0%	\$594,371
CAPITAL PROJECT FUNDS:								
Cap Project-Developer Contributions	\$800,110	\$363,727	45%		\$560,000	\$2,756	0%	\$5,750,002
Park Mitigation Fund	\$1,952,352	\$455,630	23%		\$3,593,350	\$1,913	0%	\$2,708,618
Real Estate Excise Tax I	\$1,500,975	\$436,474	29%		\$1,159,162	\$1,190,827	103%	\$7,441,673
Real Estate Excise Tax II	\$4,763,387	\$325,542	7%		\$7,585,300	\$620,858	8%	\$6,213,077
Facility Capital Project Fund	\$3,904,000	\$37,690	1%		\$6,914,800	\$137,104	2%	\$3,321,024
Infrastructure Capital Project	\$0	\$83,008	0%		\$0	\$13,980	0%	\$7,908,218
Sidewalk Capital Project	\$15,000	\$5,474	36%		\$100,000	\$0	0%	\$521,475
ENTERPRISE FUNDS:								
Sewer	\$798,285	\$5,091	1%		\$798,285	\$1,868	0%	\$99,255
Storm & Surface Water	\$6,323,583	\$302,738	5%		\$7,128,577	\$922,967	13%	\$1,302,422
Storm Water Capital	\$2,793,594	\$556,108	20%		\$2,628,800	\$2,040	0%	\$5,691,111
Storm Water Debt Service	\$100,177	\$100,177	100%		\$100,177	\$0	0%	\$100,178
INTERNAL SERVICE FUNDS:								
Unemployment	\$31,000	\$7,782	25%		\$30,000	\$0	0%	\$34,367
Capital Equipment - Computer	\$832,563	\$214,486	26%		\$818,992	\$227,002	28%	\$227,176
Capital Equipment - Vehicle Replacement	\$4,068	\$1,284	32%		\$0	\$0	0%	\$122,311
Capital Equipment - Police	\$379,534	\$97,442	26%		\$220,106	\$110,452	50%	\$1,012,568
Capital Equipment - PW	\$190,259	\$48,158	25%		\$332,000	\$28,574	9%	\$741,748
FIDUCIARY FUNDS:								
Treasurer's Trust	\$395,900	\$81,514	21%		\$396,961	\$76,587	19%	\$33,432
Total All Funds	\$55,317,617	\$10,884,173	20%		\$71,975,172	\$11,069,745	15%	\$70,624,932

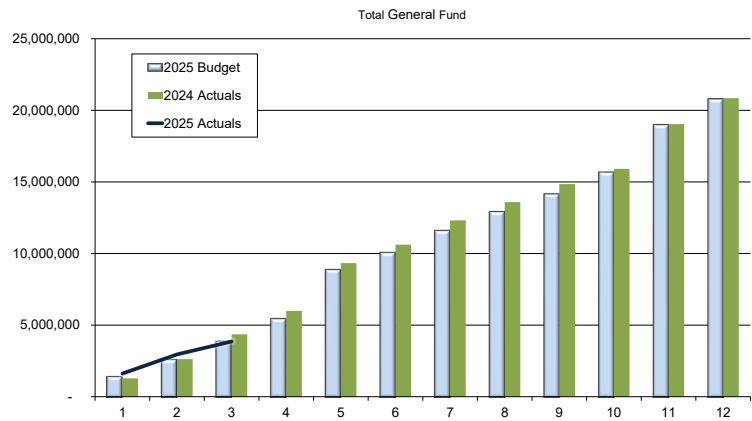
Monthly General Fund Revenue Graphs
As of March 2025

% thru year

25.0%

Total General Fund Revenues

	2025 Budget	2025 Actuals	2024 Actuals
January	1,478,742	1,616,169	1,279,717
February	2,658,685	2,949,903	2,618,715
March	3,937,062	3,857,444	4,351,817
April	5,498,389		5,996,701
May	8,924,812		9,326,140
June	10,107,248		10,616,750
July	11,631,292		12,310,994
August	12,953,754		13,589,788
September	14,178,814		14,849,674
October	15,693,775		15,914,280
November	18,991,840		19,032,626
December	20,787,837		20,851,268
Percent collected to date		18.56%	

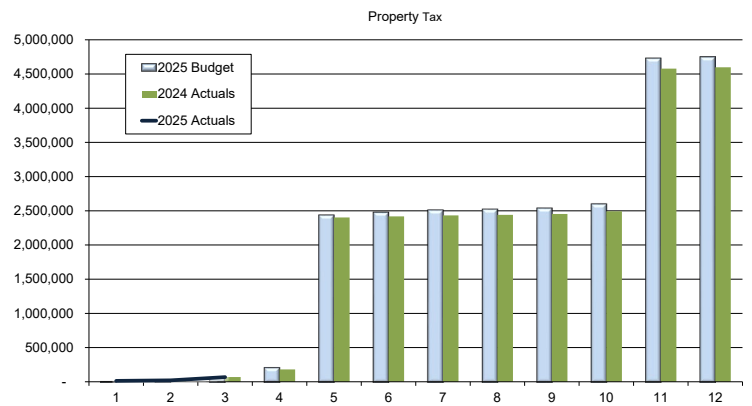


Total General Fund revenues.

Property Tax

22.86% of total GF Revenues

	2025 Budget	2025 Actuals	2024 Actuals
January	17,266	13,012	13,784
February	24,761	21,072	19,997
March	67,263	67,658	69,241
April	219,616		180,882
May	2,445,649		2,402,921
June	2,485,705		2,418,021
July	2,518,558		2,431,925
August	2,530,521		2,440,444
September	2,546,912		2,453,230
October	2,606,246		2,493,463
November	4,733,798		4,578,725
December	4,752,900		4,597,485
Percent collected to date		1.42%	

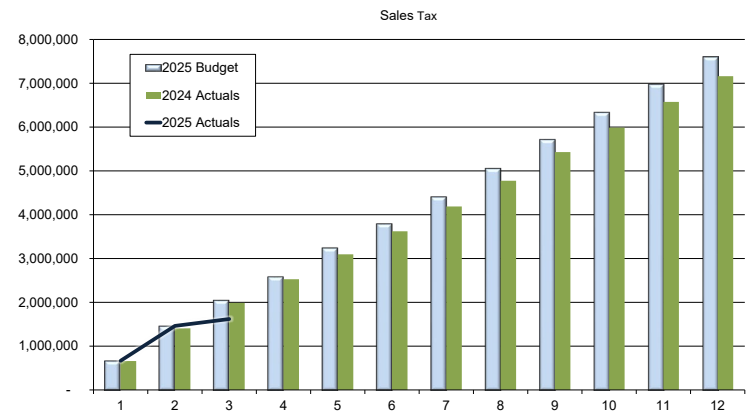


Property Taxes are paid twice a year (in May and November). Most property taxes are accounted for in the General Fund, however 28% of property taxes are also receipted in Fund 101 - Street.

Sales Tax

36.56% of total GF Revenues

	2025 Budget	2025 Actuals	2024 Actuals
January	683,209	666,257	659,795
February	1,478,005	1,461,725	1,406,834
March	2,069,651	1,618,454	1,987,366
April	2,605,427		2,526,968
May	3,261,365		3,095,463
June	3,803,503		3,620,759
July	4,417,099		4,187,043
August	5,063,501		4,774,823
September	5,718,702		5,428,882
October	6,338,129		5,988,523
November	6,978,061		6,575,254
December	7,601,022		7,162,132
Percent collected to date		21.29%	



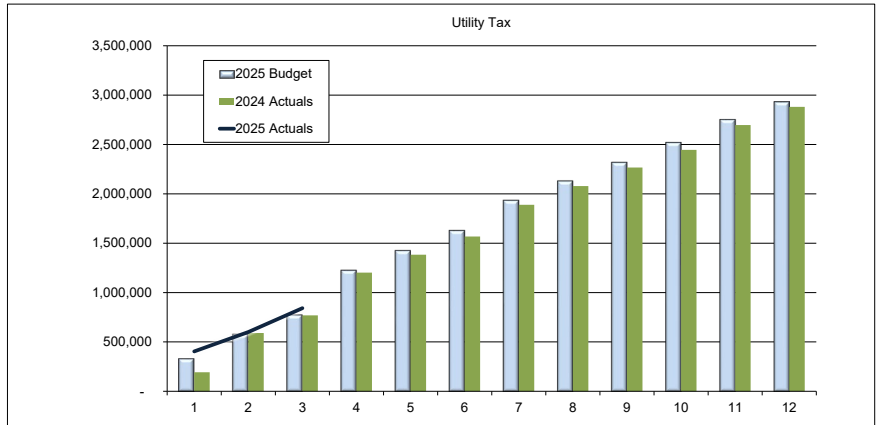
The total sales tax rate is 9.3% of the value of the sale. The City receives 1.05% of the 9.3% due to TBD tax which is receipted into the TBP Fund. The State receives the majority of sales tax at 6.5%. Taxes are collected by the state and sent to the city two months after the actual collection. This account also has Criminal justice sales tax, which is 1/10 of 1% or .1% of sales in the city, and it's use is restricted to Law Enforcement (10 cents per \$100 in sales), and Affordable Housing.

Monthly General Fund Revenue Graphs
As of March 2025

% thru year

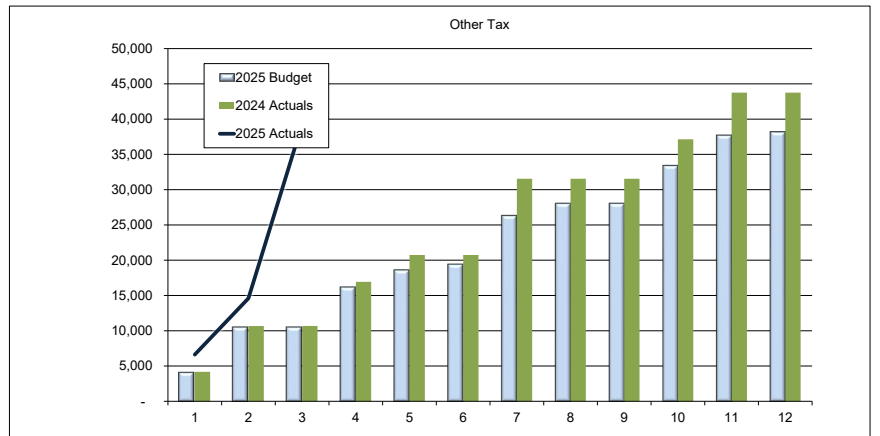
25.0%

Utility			
14.09% of total GF Revenues			
	2025 Budget	2025 Actuals	2024 Actuals
January	333,246	403,790	192,575
February	581,562	600,052	590,052
March	776,464	841,862	769,331
April	1,227,558		1,201,731
May	1,426,266		1,383,537
June	1,629,316		1,567,382
July	1,934,781		1,889,322
August	2,129,329		2,079,006
September	2,318,673		2,266,823
October	2,518,802		2,445,784
November	2,749,990		2,697,170
December	2,929,432		2,880,929
Percent collected to date		28.74%	



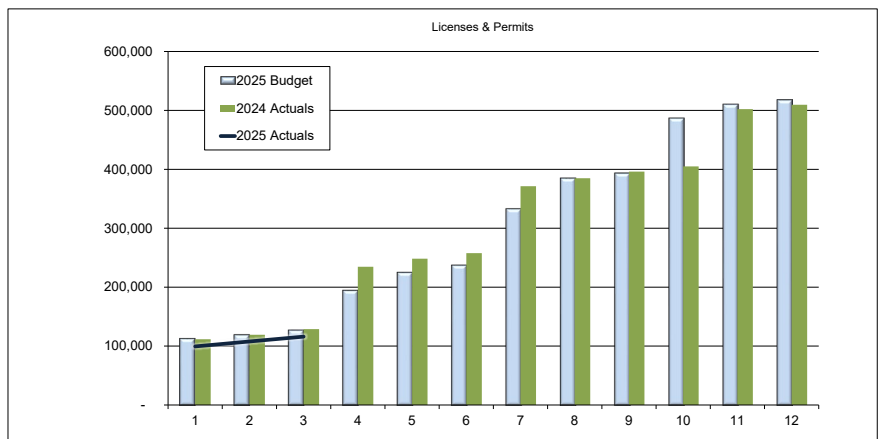
The utility tax rate is 6% on the gross revenue of telephone, gas, electric, water, and garbage. The City does not have a utility tax on cable, instead imposing a franchise fee. The garbage and sewer utility taxes are utilized in the Street Fund for transportation needs.

Other Taxes			
0.18% of total GF Revenues			
	2025 Budget	2025 Actuals	2024 Actuals
January	4,164	6,620	4,172
February	10,565	14,593	10,667
March	10,569	39,290	10,678
April	16,229		16,932
May	18,644		20,744
June	19,454		20,744
July	26,358		31,550
August	28,073		31,550
September	28,074		31,550
October	33,432		37,137
November	37,716		43,759
December	38,179		43,759
Percent collected to date		102.91%	



This account includes gambling taxes which include pull tabs and amusement games. The increase in 2025 is due to the retrieval of back taxes owed.

Licenses / Other Permits			
2.49% of total GF Revenues			
	2025 Budget	2025 Actuals	2024 Actuals
January	113,736	99,426	111,655
February	120,146	107,767	119,220
March	127,972	116,025	128,767
April	195,415		234,634
May	225,769		248,366
June	237,956		257,751
July	333,536		371,309
August	385,394		384,815
September	393,816		396,082
October	486,937		404,996
November	510,351		502,185
December	517,842		509,625
Percent collected to date		22.41%	



This account has Business Licenses, Cable Franchise fees, and permits other than building and land use.

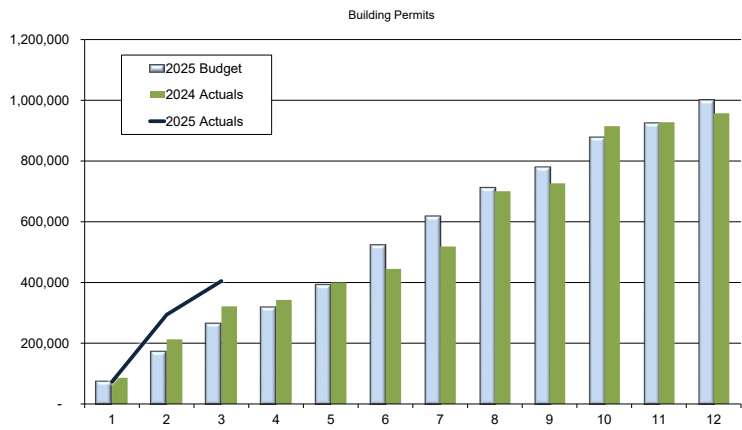
Monthly General Fund Revenue Graphs
As of March 2025

% thru year

25.0%

Building Permits (FUND 003)

	2025 Budget	2025 Actuals	FUND 003 2024 Zoning Rev
January	77,388	73,206	13,097
February	175,353	293,865	22,788
March	267,656	404,777	71,817
April	320,907		
May	394,329		
June	524,665		
July	619,250		
August	712,638		
September	779,922		
October	877,965		
November	924,207		
December	1,000,000		
Percent collected to date		40.48%	32.50%

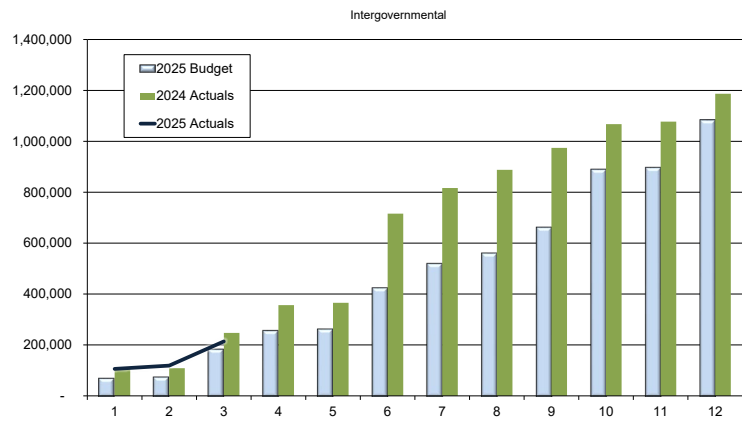


Permits related to development. These revenues are held in a managerial fund along with land use permit revenues, separate from other operating revenues.

Intergovernmental

5.21% of total GF Revenues

	2025 Budget	2025 Actuals	2024 Actuals
January	73,302	105,958	108,552
February	78,474	118,958	108,552
March	187,354	213,778	247,264
April	260,245		356,513
May	266,458		365,755
June	427,640		715,708
July	522,428		816,545
August	563,428		888,003
September	664,319		974,099
October	890,534		1,067,364
November	897,589		1,077,316
December	1,083,388		1,186,700
Percent collected to date		19.73%	

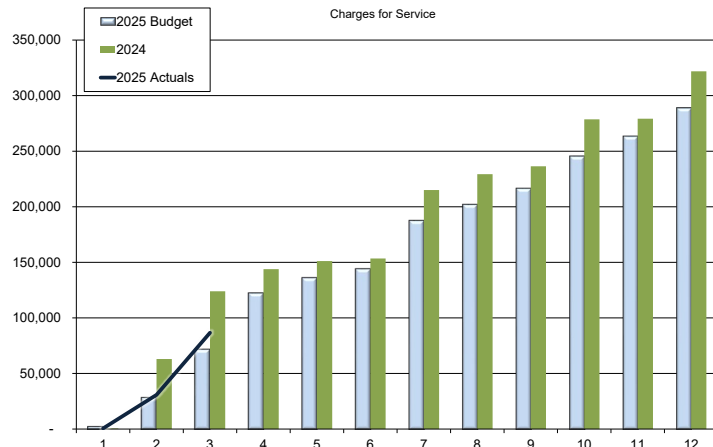


Intergovernmental revenues include state support for criminal justice, state shared revenues for liquor taxes, liquor profits, and marijuana enforcement. Also included are PUD privilege taxes received in June, and City-County assistance. Various types of grants are also included.

Charges for Service

1.39% of total GF Revenues

	2025 Budget	2025 Actuals	2024 Actuals
January	2,890	573	500
February	28,903	30,728	62,976
March	72,257	86,642	123,951
April	122,853		143,893
May	136,502		151,130
June	144,513		153,463
July	187,867		215,084
August	202,318		229,318
September	216,770		236,434
October	245,672		278,632
November	263,622		279,219
December	289,026		321,896
Percent collected to date		29.98%	



Charges for service include fees for services including those for the School Resource Officers.

Monthly General Fund Revenue Graphs
As of March 2025

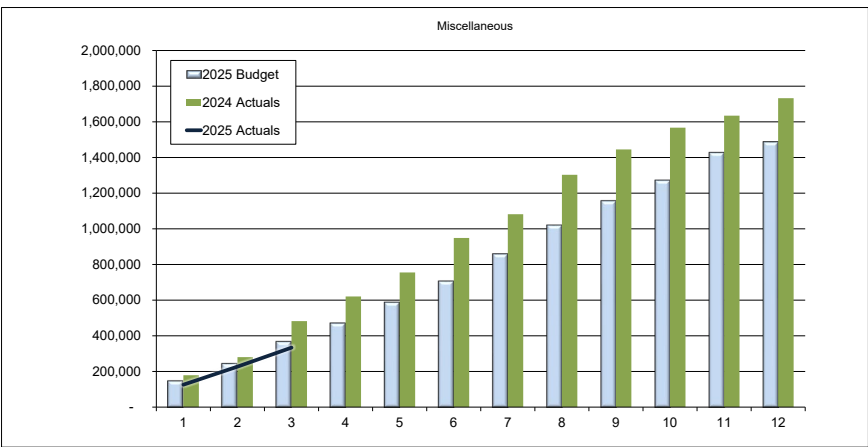
% thru year 25.0%

Fines & Forfeits			
0.63% of total GF Revenues			
	2025 Budget	2025 Actuals	2024 Actuals
January	11,038	14,420	9,951
February	21,097	27,670	19,993
March	31,302	38,205	29,573
April	46,523		39,291
May	57,058		52,552
June	67,732		63,847
July	79,749		76,139
August	92,479		84,791
September	102,826		94,904
October	112,908		108,939
November	123,423		121,897
December	132,000		130,092
Percent collected to date		29%	



Fines and Forfeits collected by the district court on behalf of the city for violations.

Miscellaneous			
7.15% of total GF Revenues			
	2025 Budget	2025 Actuals	2024 Actuals
January	150,146	125,751	178,734
February	247,625	227,121	280,423
March	370,571	333,628	482,206
April	474,866		620,289
May	591,435		755,407
June	710,131		948,811
July	860,797		1,081,906
August	1,021,361		1,302,990
September	1,157,771		1,445,297
October	1,272,878		1,567,069
November	1,428,145		1,634,729
December	1,487,198		1,732,732
Percent collected to date		22%	



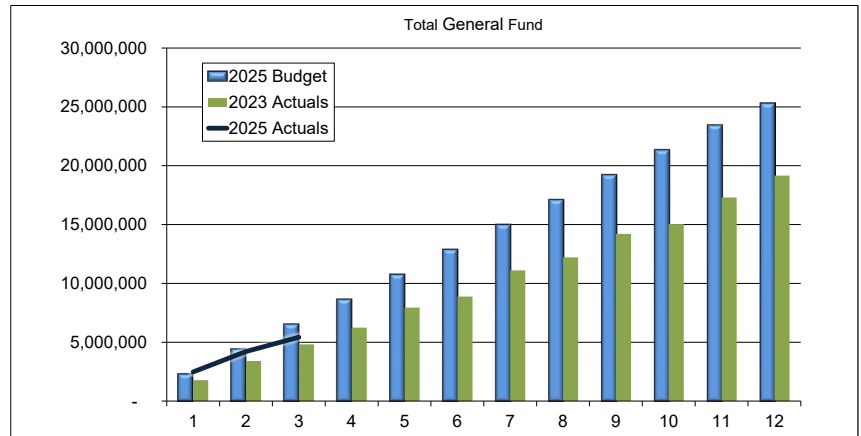
Miscellaneous revenues includes interest earnings, lease revenues, insurance recoveries, other smaller revenues that do not fit into one of the above categories. Investment interest was the largest portion of this revenue type in the prior year and is anticipated to remain such through 2025.

Monthly General Fund Expenditure Graphs
As of March 2025

% thru year 25.0%

Total General Fund Expenditures

	2025 Budget	2025 Actuals	2024 Actuals
January	2,365,947	2,474,958	1,777,477
February	4,477,526	4,216,708	3,414,122
March	6,589,106	5,424,395	4,820,727
April	8,700,685		6,238,760
May	10,812,264		7,943,813
June	12,923,844		8,877,488
July	15,035,423		11,101,574
August	17,147,003		12,214,716
September	19,258,582		14,208,153
October	21,370,162		15,041,190
November	23,481,741		17,301,812
December	25,338,953		19,161,124
% spent		21.41%	

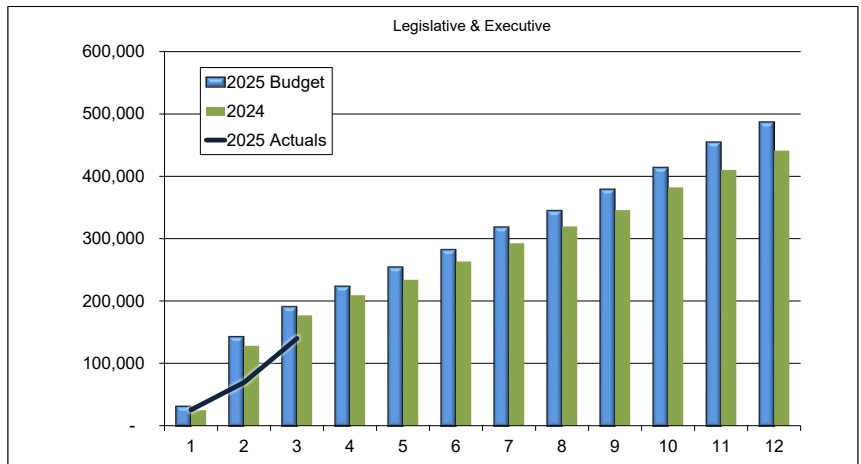


Total General Fund Expenditures.

Legislative & Executive

1.92% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	32,662	25,349	25,684
February	143,933	69,392	121,932
March	191,790	139,939	170,644
April	224,394		198,888
May	255,073		229,268
June	282,747		240,845
July	318,972		282,664
August	345,236		295,534
September	379,478		336,268
October	414,223		346,651
November	454,793		390,546
December	486,842		416,692
% spent		28.74%	

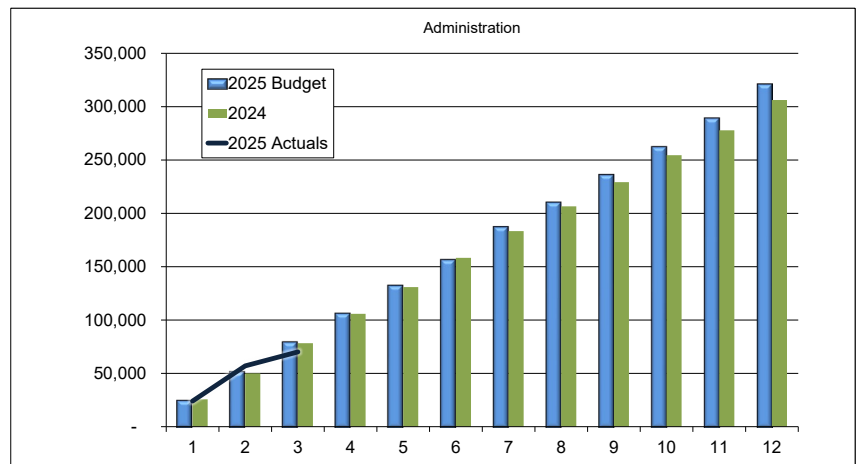


Includes activities related to the City Council and Mayor. Major items include salaries and benefits, travel & meetings, and voter registration fees.

Administration

1.27% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	25,730	24,020	22,211
February	52,768	57,024	48,443
March	80,435	70,081	73,193
April	107,226		97,012
May	133,302		120,989
June	157,256		133,394
July	188,067		170,123
August	210,999		182,009
September	236,827		214,961
October	262,780		225,279
November	289,564		260,422
December	321,398		282,863
% spent		21.81%	



Includes the salary, benefits and operating costs of the City Administrator. The City Administrator Salary is allocated between the General, Street, and Stormwater funds.

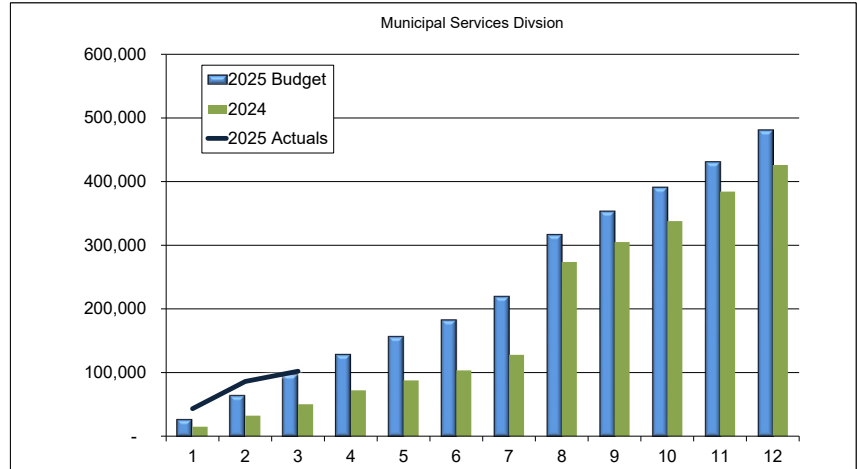
Monthly General Fund Expenditure Graphs
As of March 2025

% thru year 25.0%

Municipal Services Division

1.90% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	26,709	43,167	13,289
February	64,525	85,943	28,804
March	97,768	102,011	44,876
April	128,878		58,570
May	156,897		73,659
June	182,953		79,978
July	219,706		100,436
August	316,789		108,494
September	353,385		129,542
October	390,736		137,167
November	430,786		160,623
December	480,599		175,061
% spent		21.23%	

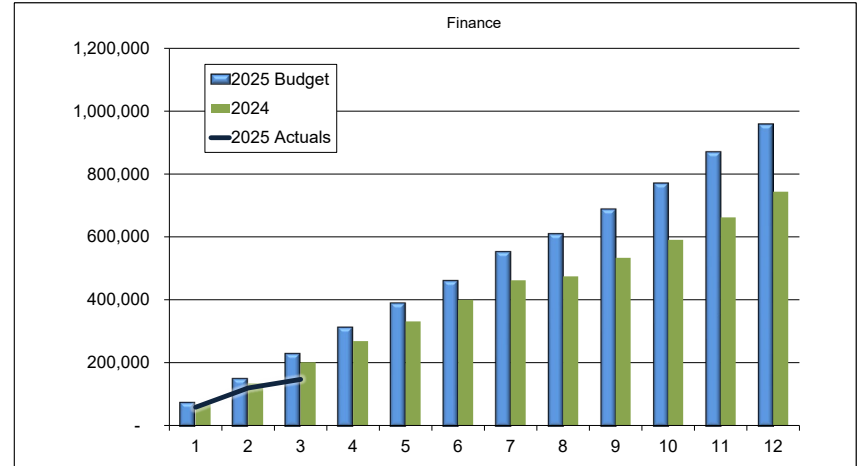


Municipal Services/City Clerk activities including records management, public disclosure, legal compliance services, agendas, minutes and legal notifications . Costs are mainly salaries and benefits.

Finance

3.78% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	76,659	58,033	61,867
February	152,376	119,065	127,193
March	231,303	146,607	189,716
April	314,749		254,900
May	391,147		320,808
June	461,874		360,000
July	553,498		472,376
August	610,456		505,220
September	688,496		603,050
October	770,737		674,952
November	869,685		778,066
December	957,636		843,078
% spent		15.31%	

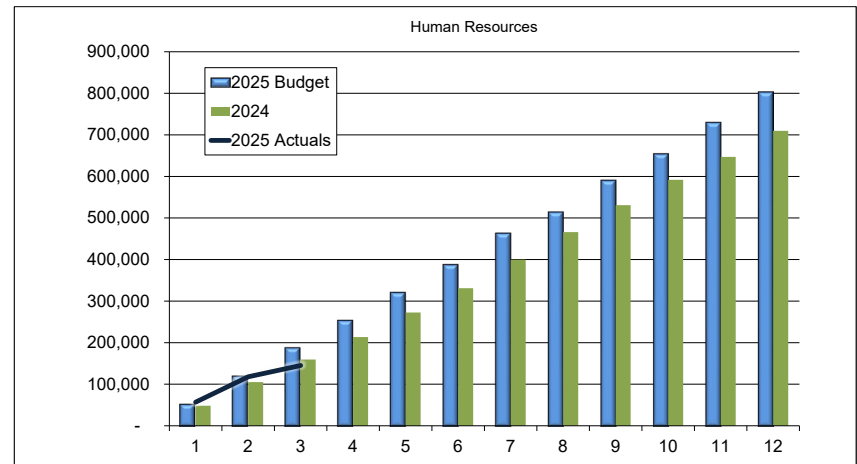


Finance provides for accounting, payroll processing, purchasing/payments, budgeting, and treasury services. Planned expenditures include professional services costs related to the State Audit.

Human Resources

3.17% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	53,917	56,846	44,002
February	121,314	117,809	90,415
March	189,631	145,072	138,269
April	255,532		184,832
May	322,318		231,659
June	389,090		255,639
July	464,423		325,738
August	515,154		348,065
September	590,921		418,697
October	654,410		440,694
November	729,653		511,612
December	802,674		562,205
% spent		18.07%	



Human Resources provides personnel, recruitment, risk management, training and related functions.

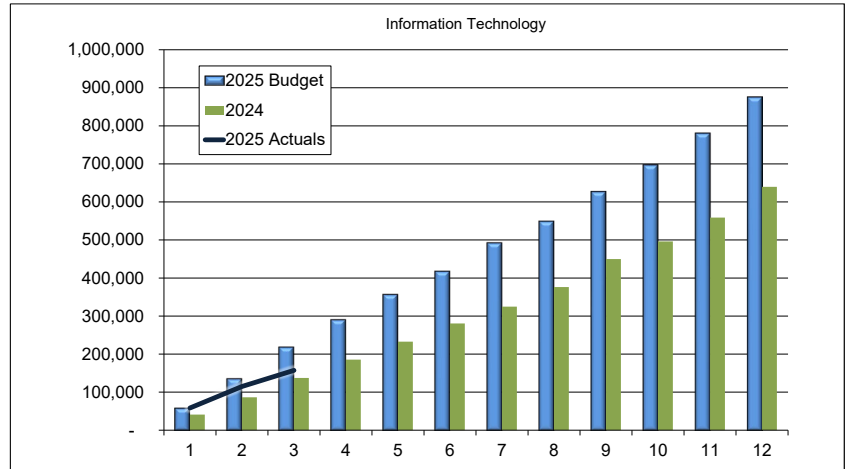
Monthly General Fund Expenditure Graphs
As of March 2025

% thru year 25.0%

Information Technology

3.45% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	59,729	58,393	28,667
February	136,898	114,883	70,923
March	220,440	157,261	125,663
April	292,201		168,514
May	358,140		212,832
June	418,805		238,905
July	493,198		302,530
August	549,705		321,779
September	627,267		382,025
October	697,090		407,705
November	780,001		469,213
December	874,409		511,244
% spent		17.98%	

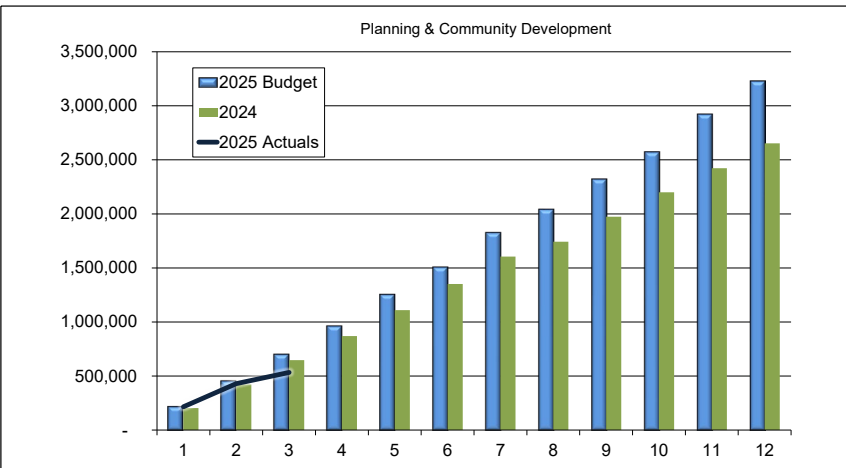


Information Technology provides technical hardware and software support of the City's computer systems and communication systems. Provides technology training, responding to technical support requests, administrating the city website and intranet.

Planning & Community Development

12.74% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	223,053	215,341	179,047
February	459,596	429,949	361,465
March	705,064	533,080	547,908
April	966,998		765,131
May	1,259,020		1,018,367
June	1,511,760		1,164,996
July	1,826,991		1,488,949
August	2,042,466		1,613,877
September	2,321,275		1,914,556
October	2,572,907		1,993,346
November	2,921,675		2,394,194
December	3,227,785		2,624,282
% spent		16.52%	

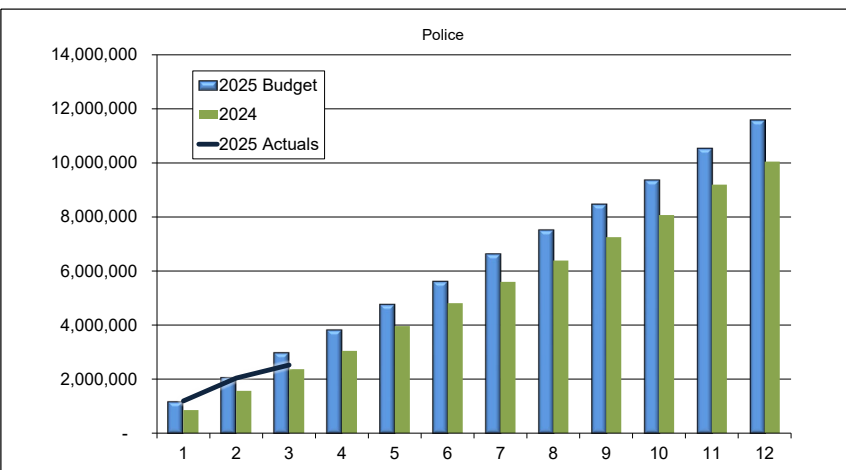


Largely accounts for the planning department which includes the permit center, long-range and short-range planning, and plan review. Also includes building official and building inspections in addition to economic development and code enforcement related activities. This department remained significantly under budget due to open staffing positions.

Police

45.64% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	1,173,842	1,192,278	916,276
February	2,066,198	2,039,297	1,662,376
March	2,982,689	2,521,244	2,327,473
April	3,822,863		2,962,951
May	4,764,859		3,688,741
June	5,612,681		4,095,562
July	6,624,465		5,131,515
August	7,507,206		5,664,306
September	8,458,019		6,677,776
October	9,348,363		7,069,025
November	10,518,723		8,134,885
December	11,563,729		9,044,136
% spent		21.80%	



Police Department Services. This includes funding budgeted in the amount of \$337,000 supplied by the General Fund to the Police Capital Fund for equipment purchases.

Monthly General Fund Expenditure Graphs
As of March 2025

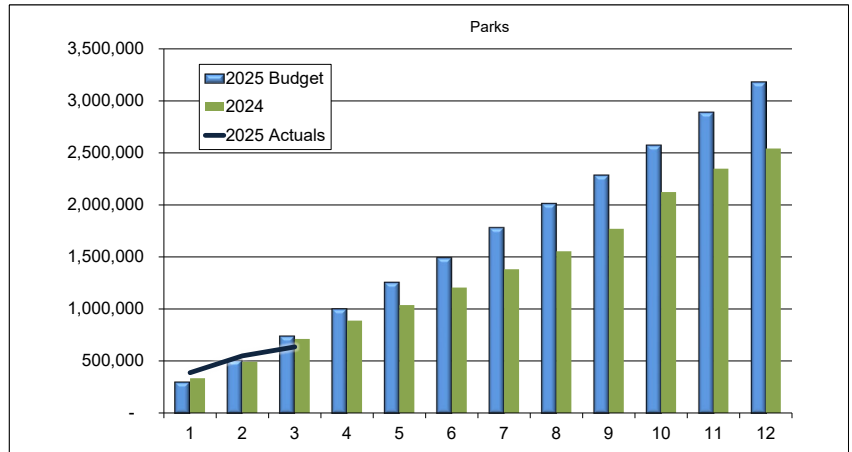
% thru year 25.0%

Parks

12.53% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	302,884	387,080	189,949
February	512,513	549,153	357,742
March	744,422	634,831	510,585
April	1,006,696		711,096
May	1,260,913		907,199
June	1,496,970		1,001,259
July	1,781,395		1,242,041
August	2,012,950		1,348,591
September	2,284,580		1,584,963
October	2,570,896		1,671,517
November	2,886,365		1,934,079
December	3,175,084		2,139,871

% spent 19.99%



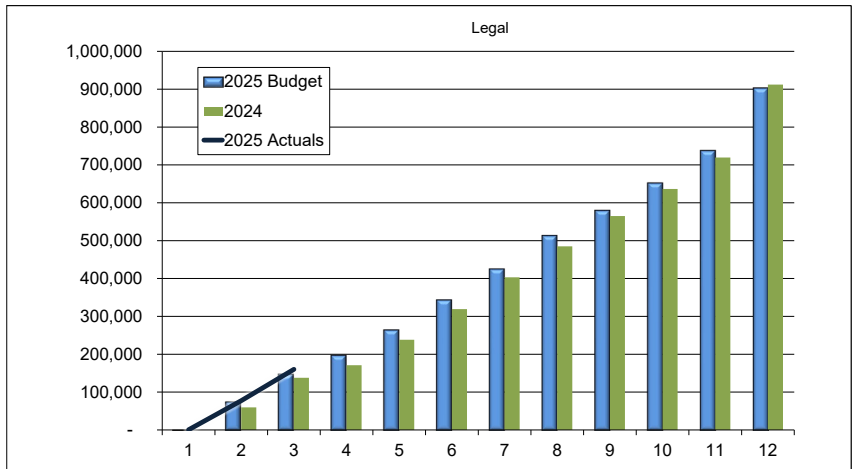
Parks within the General Fund includes personnel, park maintenance, and capital outlay.

Legal

3.56% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	1,112	450	-
February	75,302	77,326	39,192
March	148,702	160,113	96,724
April	198,409		145,755
May	265,406		237,202
June	344,260		300,460
July	425,815		386,472
August	514,198		501,711
September	580,407		534,711
October	652,703		605,058
November	738,276		671,019
December	903,134		782,998

% spent 17.73%



Includes our contracted City Attorney services, Prosecuting Attorney contract, and General Indigent Defense (public defender).

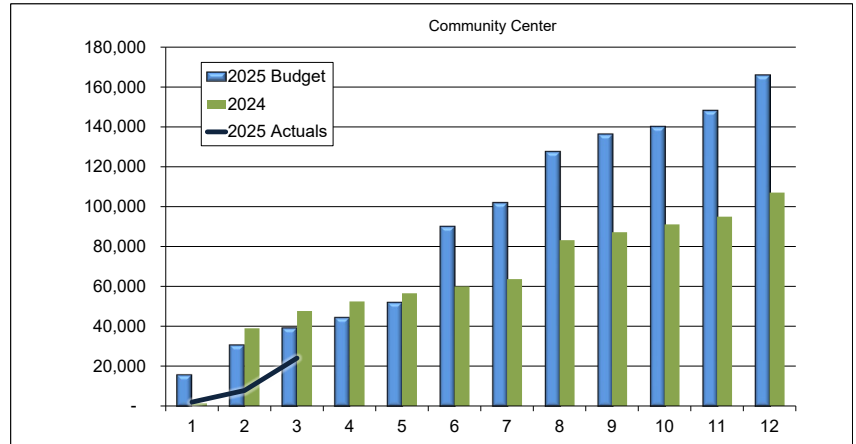
Monthly General Fund Expenditure Graphs
As of March 2025

% thru year 25.0%

Community

0.65% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	15,999	1,952	32,795
February	31,003	7,778	37,896
March	39,550	24,015	42,358
April	44,773		44,406
May	52,373		52,871
June	90,210		67,760
July	102,157		85,692
August	127,683		109,526
September	136,387		113,257
October	140,188		116,740
November	148,223		126,944
December	165,920		137,938
% spent		14.47%	

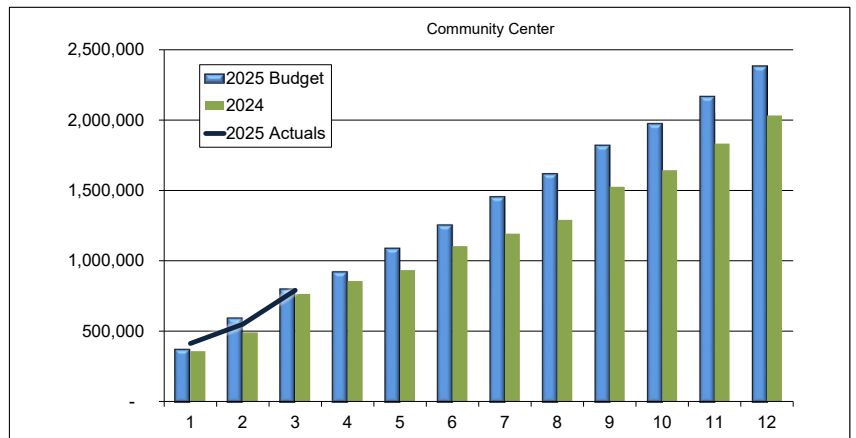


Includes the Visitor Information Center (VIC), Library, Museum, and "The Mill" operating costs. Contributions to the Senior Center and reimbursement contributions to the Volunteers of America are accounted for here.

General Government

9.39% of total GF Exp

	2025 Budget	2025 Actuals	2024 Actuals
January	378,102	412,050	263,688
February	599,691	549,089	467,741
March	805,171	790,143	553,319
April	926,099		646,703
May	1,092,590		850,220
June	1,257,324		938,690
July	1,456,750		1,113,039
August	1,619,155		1,215,604
September	1,820,497		1,298,349
October	1,972,758		1,353,056
November	2,165,598		1,470,209
December	2,379,743		1,640,757
% spent		33.20%	



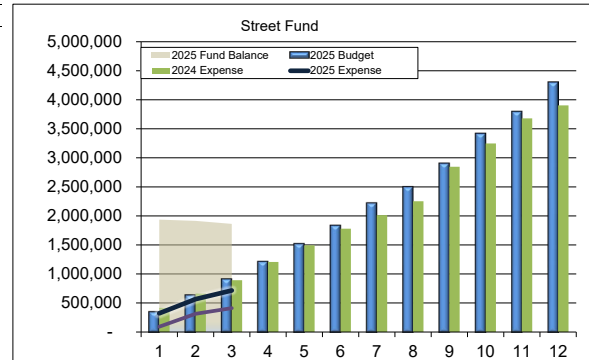
General Government includes annual insurance payments made in January or February, quarterly transfers to reserve and capital funds, monthly payments to the municipal court, facility division expenses, and other general city payments.

Monthly Other Fund Expenditure Graphs
As of March 2025

% thru year 25.0%

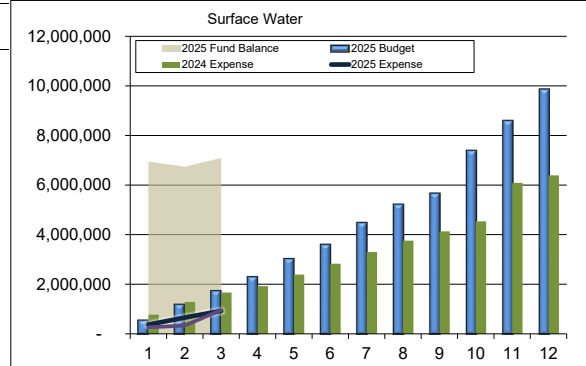
Street (Fund 101) Expenditures

	2025 Budget	2025 Expense	2024 Expense
January	362,251	322,305	415,097
February	650,432	566,758	661,519
March	927,234	715,642	892,601
April	1,227,507		1,206,246
May	1,535,150		1,494,654
June	1,851,173		1,779,859
July	2,231,826		2,012,935
August	2,509,039		2,252,512
September	2,914,224		2,846,465
October	3,427,120		3,247,478
November	3,804,118		3,680,249
December	4,308,722		3,904,150
BTD Status		16.61%	



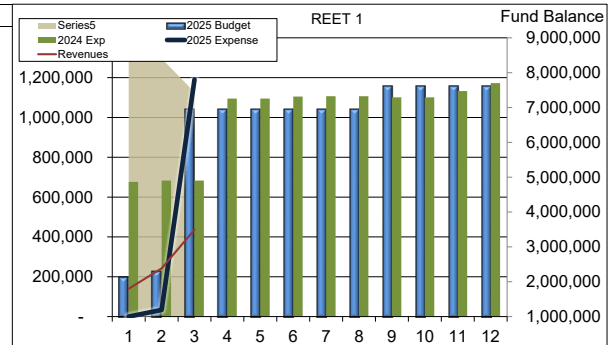
Storm & Surface Water (Fund 410 and 411 and 412) Expenditures

	2025 Budget	2025 Expense	2024 Expense
January	589,313	370,589	771,049
February	1,224,027	656,068	1,289,629
March	1,770,807	925,007	1,668,189
April	2,333,882		1,924,955
May	3,064,171		2,389,636
June	3,634,922		2,827,241
July	4,513,712		3,299,606
August	5,233,251		3,756,346
September	5,676,302		4,132,354
October	7,395,775		4,535,377
November	8,597,564		6,088,508
December	9,857,554		6,390,671
BTD Status		9.38%	-



Real Estate Excise Tax I (Fund 303)

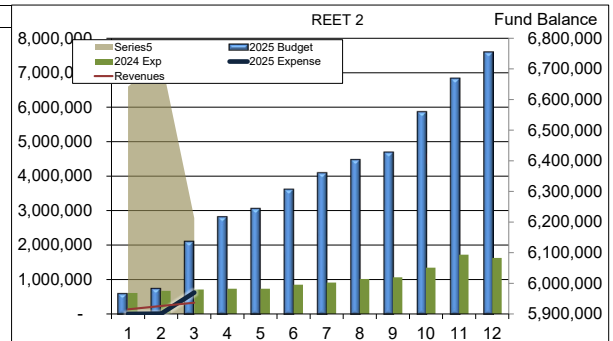
	2025 Budget	2025 Expense	2024 Expense
January	202,535	-	676,440
February	231,832	33,665	682,977
March	1,043,246	1,190,827	682,977
April	1,043,246		1,094,927
May	1,043,246		1,094,927
June	1,043,246		1,105,227
July	1,043,246		1,106,469
August	1,043,246		1,106,469
September	1,159,162		1,101,303
October	1,159,162		1,101,303
November	1,159,162		1,132,610
December	1,159,162		1,172,408
BTD Status		102.73%	



Real Estate Excise Tax I (Fund 303) revenues are mostly used to pay debt. In 2024, annual debt transfers were made in January and April. In 2025, they were all made in March.

Real Estate Excise Tax II (Fund 304)

	2025 Budget	2025 Expense	2024 Expense
January	608,565	-	608,800
February	758,530	7,676	669,453
March	2,116,360	620,858	708,215
April	2,828,278		732,999
May	3,064,555		732,999
June	3,620,019		848,566
July	4,095,344		912,504
August	4,479,721		1,015,454
September	4,693,746		1,062,851
October	5,859,643		1,343,192
November	6,831,012		1,719,675
December	7,585,300		1,625,892
BTD Status		8.19%	



Real Estate Excise Tax II (Fund 304) revenues are mostly used to pay for capital, but also to pay certain debt. In previous years, transfers were made from the REET fund as debt invoices were received throughout the year. In 2024, an annual transfer was made to the debt service funds in January, in 2025, it was made in March.

CITY COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: Future City Parks

Contact Person/Department: Sarah Garceau, David Green, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

The city of Lake Stevens has the opportunity to acquire two county parks and expand our park system.

Cavalero Park is currently within the city limits. The level of service would be immediately enhanced by providing routine rounds for picking up trash, cleaning the facilities, removing graffiti, and addressing other vandalism promptly. There is also potential to develop the unused land and offer additional recreational opportunities.

Lake Stevens Community Park is located just outside the city limits. The level of service would be improved by conducting regular rounds for trash collection, facility cleaning, graffiti removal, and timely maintenance of vandalism. Furthermore, there is significant potential to increase the utilization of athletic fields by converting the soccer and ball fields to synthetic turf and installing additional lighting. The demand for athletic fields is high among our city residents, and such improvements would enhance their usability.

This presentation will provide an overview of acquiring the two parks, potential improvements, expected revenues and expenses, as well as other funding options to increase the quality of life for our residents through Parks and Recreation.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: Update on Everett Waterline

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Not Applicable

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No Action

SUMMARY/BACKGROUND:

The cities of Lake Stevens and Everett have been working collaboratively for several years to develop an Interlocal Agreement related to the uses and activities affecting the Everett Waterline Corridor. The city attorney has reviewed and commented on the draft agreement. A few new items were added to a recent version of the draft agreement and are under review. From the Lake Stevens perspective, there are two major issues to resolve that remain contrary to the city code :

1. Requested special considerations for areas outside the corridor, including special notice and engineering requirements; and a
2. Proposed alternate code enforcement process.

Lake Stevens staff provided Everett comments on April 16, 2025, with the expectation of a timely response, followed by a meeting with other stakeholders as needed. Key issues for consideration in the final draft include:

- Removing vague or subjective terms from the agreement;
 - Ensuring the document includes parity and reflects the interests of each agency, especially when related to the application of standards, permit notice and code enforcement process;
 - Ensuring the document can pass legal scrutiny, provides due process and does not encumber properties unduly outside the recognized waterline corridor; and
-

- Guaranteeing the permit notice is practical, meets state requirements and has a nexus to the waterline operation.

Upon approval of a final ILA, Lake Stevens staff will work on a framework with the city of Everett and Snohomish PUD to develop a new PUD waterline on the south side of 20th Street SE to provide domestic water services to residents and businesses along 20th Street SE.

APPLICABLE CITY POLICIES:

Chapter 39.34 RCW

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: Museum / Municipal Campus Update

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Capital projects approved in budget

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No Action Requested

SUMMARY/BACKGROUND:

Museum

The city has engaged MJ Neal to design a destination building in downtown Lake Stevens, adjacent to North Cove Park on Mill Spur. This building will house the new Lake Stevens Historical Museum and provide space for two tenant suites. The city has secured a grant of approximately \$764,000 and requested the remaining funds to be included in the currently proposed state biennial budget. Coordination with the Historical Society has ensured alignment of the internal layouts, and external elevations have also been shared. Currently, we are considering various names for the building, with *Mill Spur Commons*, *North Cove Commons*, and *The Commons on Lake Stevens* being the leading options. The design package is included as Attachment 1.

The next steps to completing the museum and retail project include:

- Completing the Leadership in Energy and Environmental Design (LEED) certification review,
 - Entering the permitting phase within the next 30 to 45 days,
 - Finalizing internal finishes,
 - Partnering with NAI to market the tenant suites and manage leases, and
 - Beginning construction in late summer.
-

Civic Campus

From late 2024 to early 2025, staff completed several tasks related to the Municipal Services Campus project, including:

- Conducting an employee satisfaction survey,
- Polling the City Council on preferences for the council chambers,
- Soliciting feedback on key elements from department heads,
- Hiring ARC Architects to complete the museum design, and
- Updating employee growth projections and space needs assessments.

The project is currently on track, with major milestones being met. The project schedule is attached as Attachment 2. Consultants have completed initial site assessments, which include an arborist report, landscape assessment, site concepts, a preliminary stormwater memo and a site survey. ARC has presented various layout options for city departments, optimized based on size and public access needs. They have also provided exterior "refresh" concepts. Following a review of the pros and cons of the initial designs, we have requested hybrid alternatives that combine the best aspects of each proposal.

The next steps include:

- Finalizing department layouts and exterior options,
- Revising the site plan for public outdoor spaces, and
- Finalizing program elements to allow consultants to provide an initial cost estimate.

Additionally, the consultants will propose options to integrate other public services, such as passport services or future court space, and outline the associated costs for these alternative uses.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Att.1 Museum Design Package_4-15-2025
2. Att.2 Lake Stevens_Project Schedule_20250218

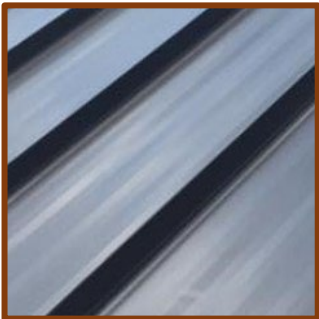
Museum Design Board

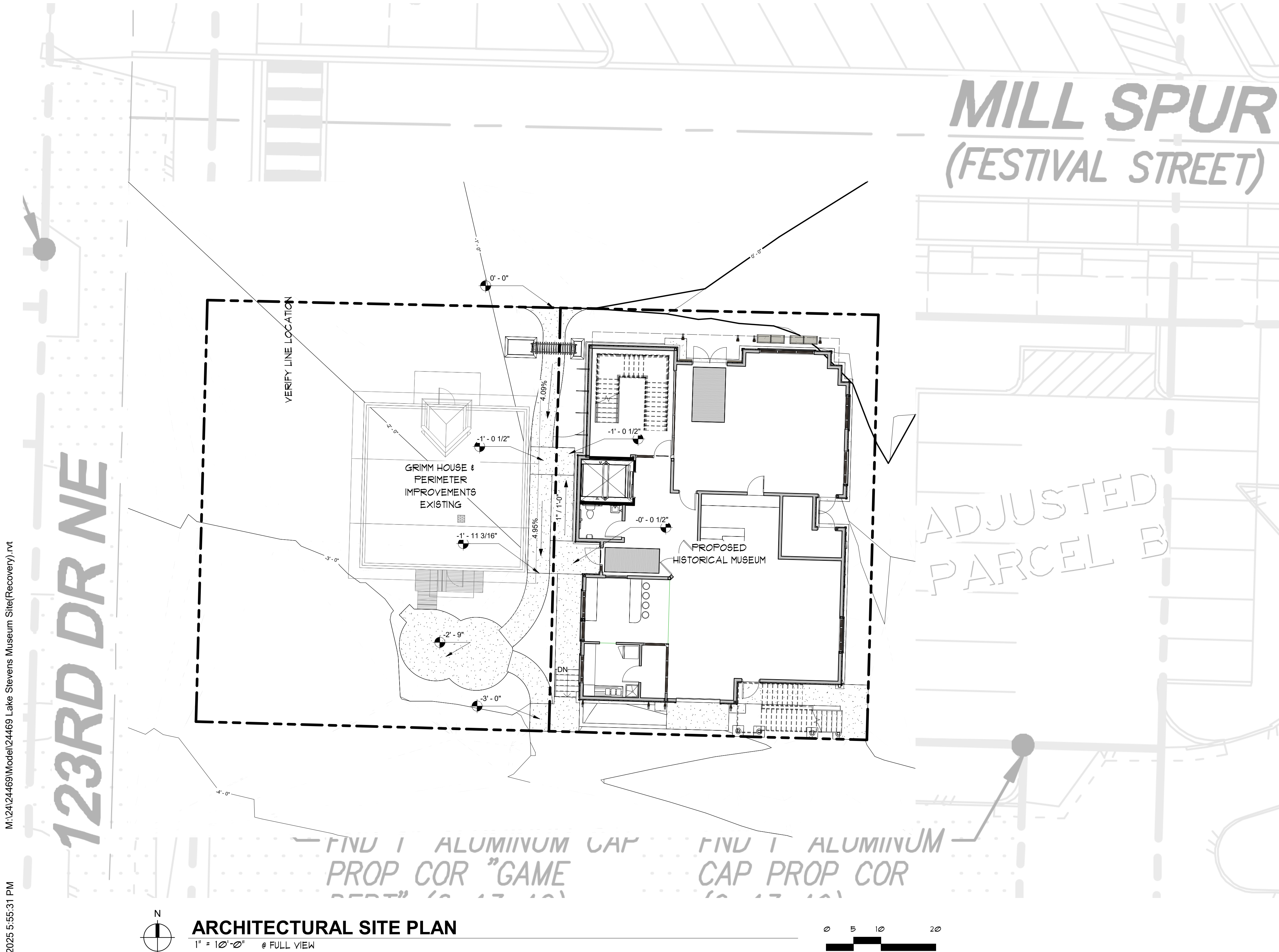


- Desired Characteristics**
- Complements Downtown Vision
 - Contemporary Northwest Style w/ Craftsman Elements
 - Distinctive Rooflines
 - Large Mullioned Windows
 - Includes Commercial Element to Activate Spaces



Siding: Horizontal, Board & Batten, Wood Grain Panels
Accents: Cultured Stone, Patinaed Bronze and Metal Roof





SITE DESIGN CRITERIA

PROJECT ADDRESS:	1808 MAIN STREET LAKE STEVENS, WA 98258
OWNER:	CITY OF LAKE STEVENS 1812 MAIN ST LAKE STEVENS, WA 98258
ASSESSOR'S PARCEL NO.:	00553800002500
JURISDICTION:	CITY OF LAKE STEVENS
ZONING:	PUBLIC/SEMI-PUBLIC
OVERLAY ZONE:	DOWNTOWN LAKE STEVENS
PROPOSED USE:	COMMERCIAL
MAXIMUM BUILDING HEIGHT:	55'
MAXIMUM LOT COVERAGE:	NO LIMIT
SETBACKS:	
FRONT:	20 FT
SIDES:	10 FT
REAR:	10 FT
LANDSCAPE BUFFER:	5 FT
SITE AREA:	0.56 ACRES (24,394 SF)
IMPERVIOUS SURFACE AREA:	XXX SF. TOTAL
BUILDINGS:	XXX SF.
COVERED AREAS:	XXX SF.
PARKING/PAVED AREA:	XXX SF.
LANDSCAPE AREA:	XXX SF.

KEYNOTE SYMBOL

ARCHITECTURAL SITE PLAN KEYNOTES

GENERAL SITE NOTES

- A. CONTRACTOR SHALL PROVIDE AND COORDINATE PLACEMENT, SIZE AND LOCATION OF ALL UNDERGROUND SLEEVE.
- B. ALL DIMENSIONS TO CURBS ARE TO FACE OF CURB, UNLESS NOTED OTHERWISE.
- C. ALL DIMENSIONS TO BUILDING ARE PERPENDICULAR TO PROPERTY LINES UNLESS NOTED OTHERWISE.
- D. VERIFY ALL LOCATIONS OF PROPERTY LINES, UTILITY LINES AND EXISTING STRUCTURES.
- E. SEE GEOTECH REPORT FOR SUITABILITY OF EXCAVATED MATERIAL FOR FILL.
- F. REPAIR ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES TO EXISTING SURFACES AND STRUCTURES. PROVIDE APPROPRIATE TRANSITIONS BETWEEN NEW CONSTRUCTION AND EXISTING CONDITIONS. EXTEND CONCRETE OR ASPHALT REPLACEMENT TO A UNIFORM TRANSITION OR THE NEAREST EXISTING JOINT.

SITE PLAN LEGEND

---	PROPERTY LINE
- - - - -	SETBACK OR EASEMENT
▭ ▭ ▭	LANDSCAPED AREA
-X-X-	FENCE
⌢	POST-MOUNTED SIGN
⌢⌢	POST-MOUNTED SIGN, (1) EACH SIDE

SEE CODE SITE PLAN LEGEND FOR ELEMENTS NOT REFERENCED HERE

REVISIONS	BY

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WENATCHEE, WA 98807

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4585 REGISTERED ARCHITECT

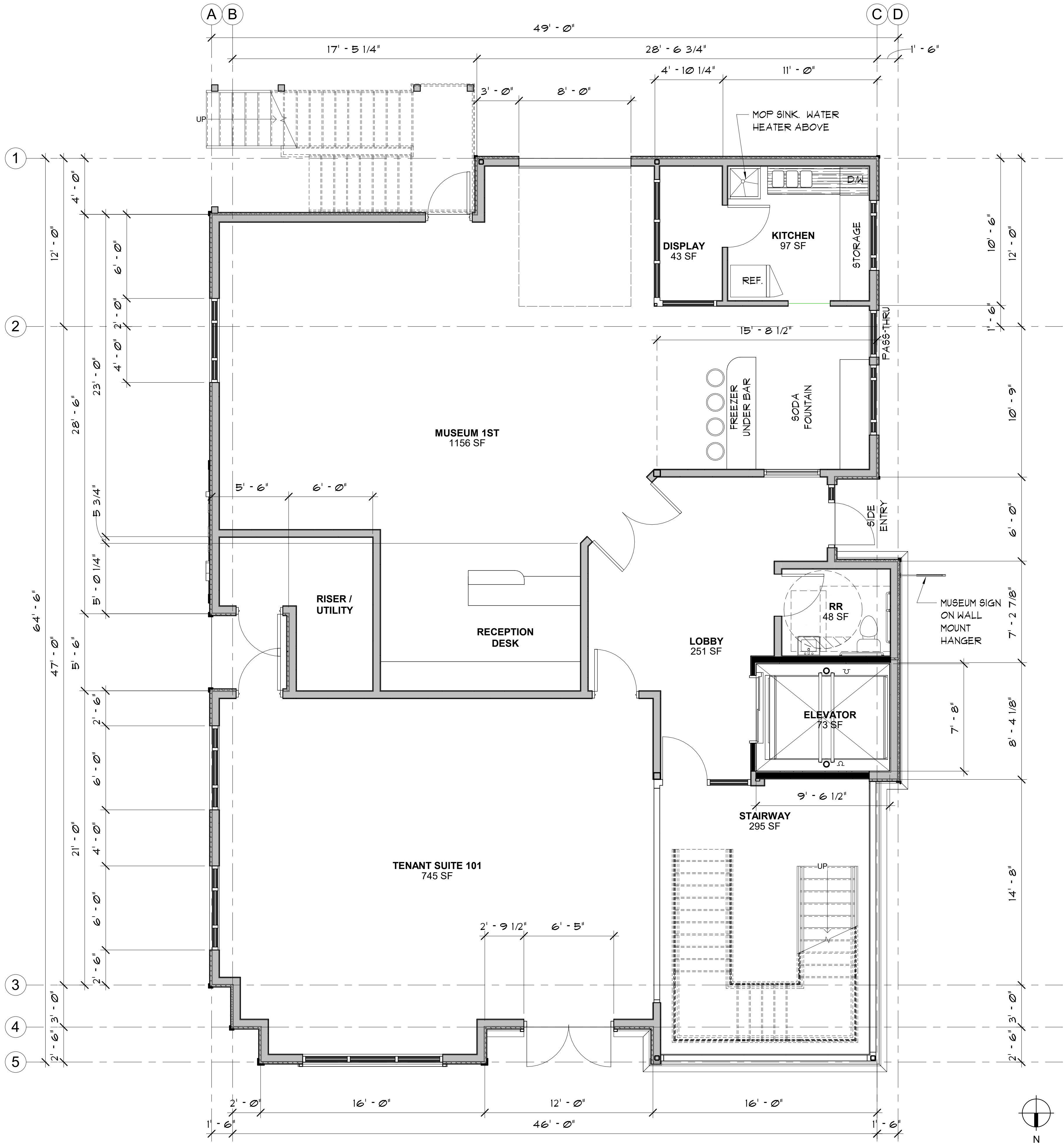
MARK J. NEAL
STATE OF WASHINGTON

PRELIMINARY

NEW BUILDING FOR:
LAKE STEVENS MUSEUM
MAIN STREET LAKE STEVENS, WA

Date:	2025-03-21
Scale Factor:	1
Drawn:	KMLC
File:	24469
Sheet	

A1.1



KEYNOTE SYMBOL

MAIN FLOOR PLAN KEYNOTES

REVISIONS	BY



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4585 REGISTERED ARCHITECT
MARK J. NEAL
STATE OF WASHINGTON

PRELIMINARY

GROSS BUILDING AREAS		
NAME	AREA	COMMENTS
FLOOR 1	2,925 SF	
FLOOR 2	3,017 SF	
FLOOR 3	2,179 SF	DECKS NOT INCLUDED
TOTAL GROSS AREA	8,121 SF	

USABLE AREAS		
NAME	AREA	COMMENTS
MAIN FLR		
FLOOR 1 ELEVATOR	83 SF	
FLOOR 1 MUSEUM	1,343 SF	
FLOOR 1 STAIR	577 SF	
FLOOR 1 TENANT	756 SF	ANTICIPATED CAFE. TENANT TBD
LOBBY	Redundant Area	
	2,759 SF	
SECOND FLR		
FLOOR 2 ELEVATOR	84 SF	
FLOOR 2 MUSEUM	2,483 SF	
FLOOR 2 STAIR	312 SF	
	2,880 SF	
THIRD FLR		
FLOOR 3 ELEVATOR	Redundant Area	
FLOOR 3 NORTH DECK	326 SF	NOT INCLUDED IN GROSS AREA
FLOOR 3 SOUTH DECK	523 SF	NOT INCLUDED IN GROSS AREA
FLOOR 3 STAIR	312 SF	
FLOOR 3 TENANT	1,812 SF	ANTICIPATED RESTAURANT. TENANT TBD
	2,974 SF	
TOTAL USABLE AREA	8,613 SF	
(SQUARE FOOTAGES SHOWN IN PLAN ARE NET)		

MAIN FLOOR PLAN

1/4" = 1' - 0" FULL SIZE



OPTION 4B

NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS

Date: 2025-01-29

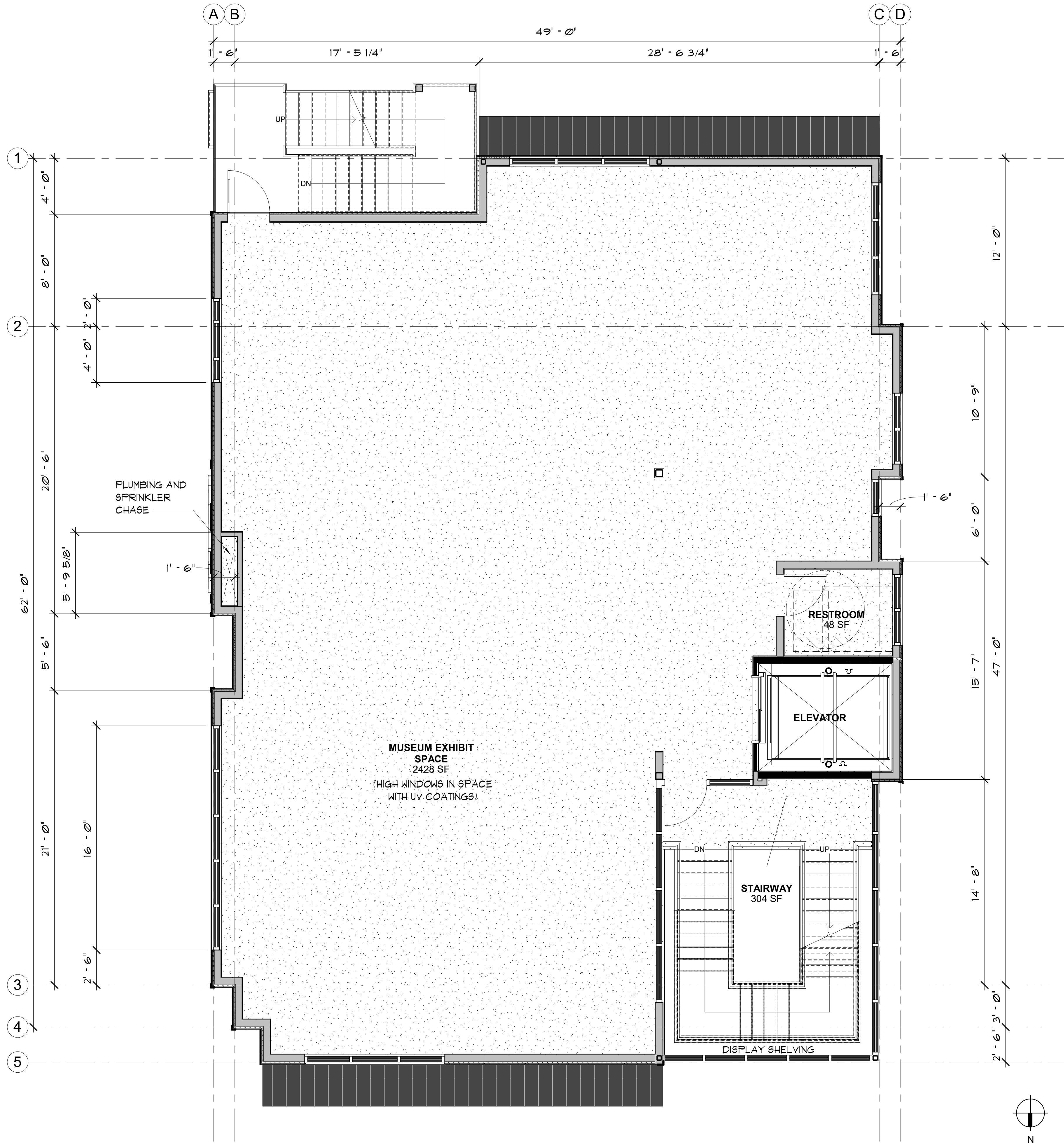
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SECOND FLOOR PLAN
1/4" = 1'-0" @ FULL SIZE



OPTION 4B

KEYNOTE SYMBOL

SECOND FLOOR PLAN KEYNOTES

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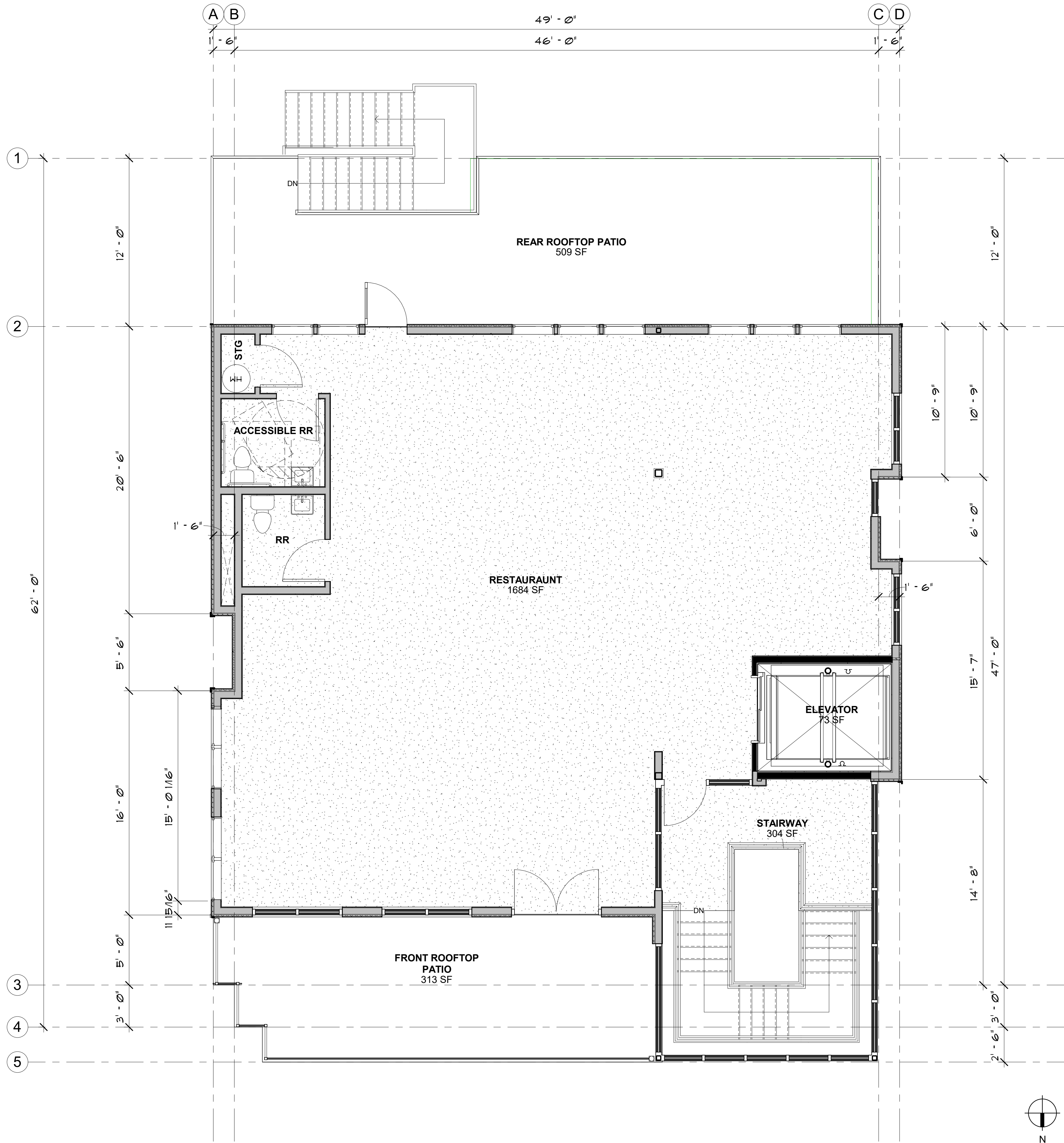


PRELIMINARY

**NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS**

Date: 2025-01-29
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Drawn: JRB
File: 24469

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THIRD FLOOR PLAN
1/4" = 1'-0" @ FULL SIZE



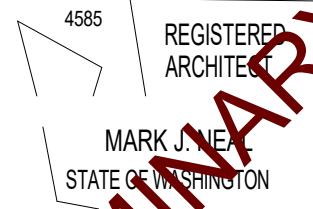
OPTION 4B

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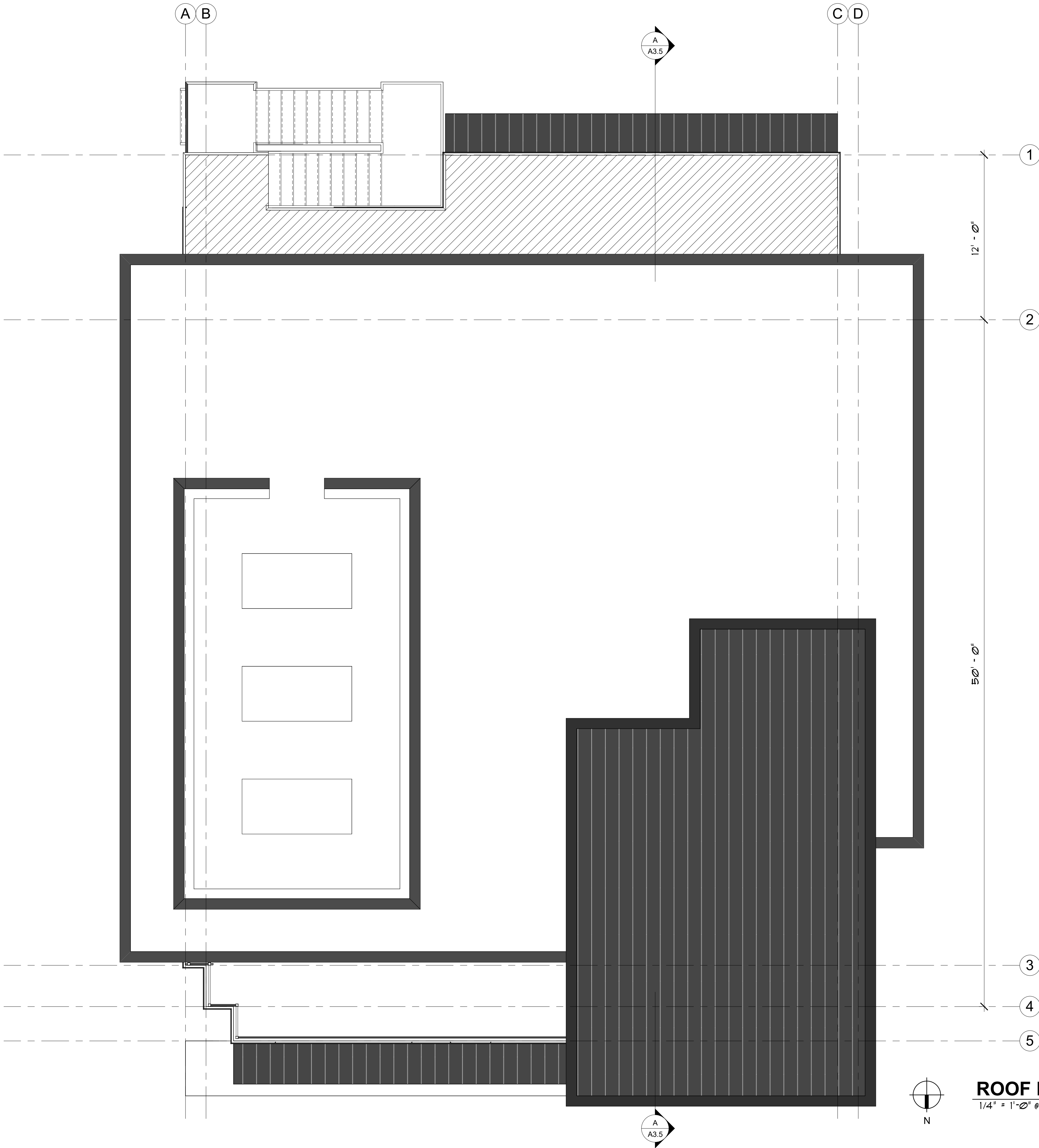


PRELIMINARY

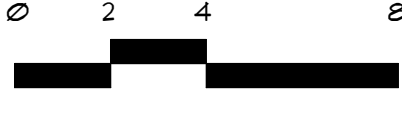
**NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS**

Date:	2025-01-29
Scale Factor:	1
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File:	24469
Sheet	

A2.3



ROOF PLAN
1/4" = 1'-0" @ FULL SIZE



OPTION 4B

KEYNOTE SYMBOL
ROOF PLAN KEYNOTES

REVISIONS	BY



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PRELIMINARY

NEW BUILDING FOR:
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HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS

Date:	2025-01-29
Scale Factor:	1
Drawn:	JRB
File:	24469
Sheet	

A2.4

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NORTH ELEVATION
1/4" = 1'-0"

REVISIONS	BY



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4585 REGISTERED ARCHITECT
MARK J. NEAL
STATE OF WASHINGTON

PRELIMINARY

NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS

Date: 2025-01-29
Scale Factor: 1
Drawn: LC
File: 24469

Sheet

A3.1

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WEST ELEVATION
1/4" = 1'-0"

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REGISTERED
ARCHITECT

MARK J. NEAL
STATE OF WASHINGTON

PRELIMINARY

NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS

Date:	2025-01-29
Scale Factor:	1
Drawn:	LC
File:	24469

Sheet
A3.2



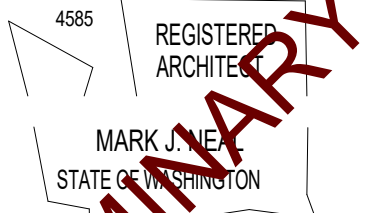
SOUTH ELEVATION
1/4" = 1'-0"

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PRELIMINARY

**NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS**

Date:	2025-01-29
Scale Factor:	1
Drawn:	LC
File:	24469

Sheet

A3.3

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EAST ELEVATION
1/4" = 1'-0"

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PRELIMINARY

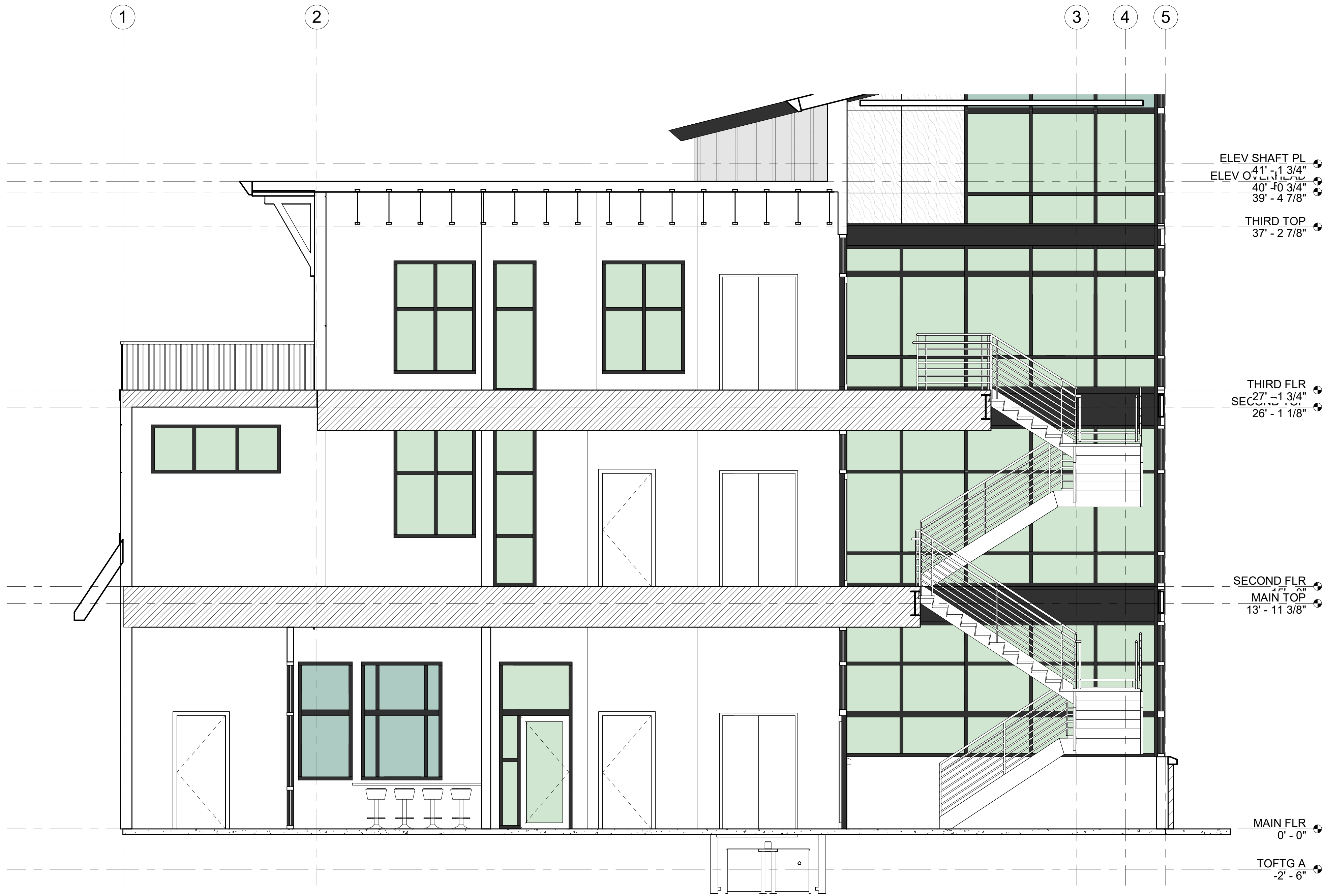
NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS

Date:	2025-01-29
Scale Factor:	1
Drawn:	LC
File:	24469

Sheet
A3.4

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Section A-A
1/4" = 1'-0"

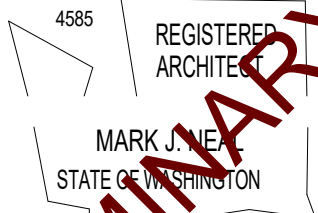


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NEW BUILDING FOR:
CITY OF LAKE STEVENS
HISTORICAL MUSEUM
MAIN STREET LAKE STEVENS

Date: 2025-01-29

Scale Factor: 1

Drawn: JRB

File: 24469

Sheet

A3.5

Museum Color Samples



Board and Batten Sections - Sawgrass (N350-2)



Accent Vertical Siding - Muted Sage (N350-5)



Base Vertical Siding - Conifer Green (PPU10-19)



Trim - Sawgrass (N350-2) - Wood Ash (N360-5A)



Woodgrain Panels - Chestnut

Next Steps



Planning and Community Development

Next 30 Days

1. Complete Site Plan
2. Complete Structural Analysis
3. Submit Permit Documents

Next 60 Days

4. Review / Approve Permits
5. Complete Internal Features
6. Advertise for Construction

Next 90 Days

7. Execute Contract
8. Start Construction

Lake Stevens City Hall, Chambers & Infrastructure

ID	Task Name	Duration	Start	Finish
1	PREDESIGN	30 days	Thu 11/7/24	Tue 12/24/24
2	Selection	0 days	Thu 11/7/24	Thu 11/7/24
3	Contracting	1.5 mons	Thu 11/7/24	Tue 12/24/24
4	PHASE 1 & 3 - Task 1 (Chambers & City Hall)	65 days	Tue 1/21/25	Tue 4/22/25
5	Project Kick-Off Mtgs	1 wk	Tue 1/21/25	Mon 1/27/25
6	Immersion - review existing documents, site visits, structural analysis	2 wks	Tue 1/21/25	Mon 2/3/25
7	Programming Confirmation	3 wks	Tue 2/4/25	Tue 2/25/25
8	City Hall & Chambers SD Design Options - ARC (0-50%)	7 wks	Tue 2/4/25	Tue 3/25/25
9	Owner Review Meeting	0 days	Tue 3/25/25	Tue 3/25/25
10	City Hall & Chambers SD Design Options - Consultant Narratives and Mark Ups (50-100%)	4 wks	Wed 3/26/25	Tue 4/22/25
11	PHASE 2 - Task 1	65 days	Tue 1/21/25	Tue 4/22/25
12	Site Survey	5 wks	Tue 1/21/25	Tue 2/25/25
13	Site Analysis - landscape existing conditions, tree report, grading and parking lot anaylsis, drainage analysis	9 wks	Tue 1/21/25	Tue 3/25/25
14	Site SD Design Options	4 wks	Wed 3/26/25	Tue 4/22/25
15	Owner Review Meeting	0 days	Tue 4/22/25	Tue 4/22/25
16	Owner Review	1 wk	Wed 4/23/25	Tue 4/29/25
17	Cost Estimate 1 (Chambers, Site, City Hall)	20 days	Mon 4/28/25	Fri 5/23/25
18	Draft Estimate	11 days	Mon 4/28/25	Mon 5/12/25
19	Design Team Review	3 days	Tue 5/13/25	Thu 5/15/25
20	Final Estimate	3 days	Fri 5/16/25	Tue 5/20/25
21	Owner Review Cost Estimate 1	3 days	Wed 5/21/25	Fri 5/23/25
22	PHASE 1 - Task 2 (Chambers)	100 days	Wed 4/23/25	Mon 9/15/25
23	Design Documents	8 wks	Wed 4/23/25	Thu 6/19/25
24	Consultant DD Documents	0 days	Tue 6/17/25	Tue 6/17/25
25	Owner Review Meeting	0 days	Thu 6/19/25	Thu 6/19/25
26	Owner Review DD	1 wk	Fri 6/20/25	Thu 6/26/25
27	Pre-Submittal Meeting	0 days	Thu 6/26/25	Thu 6/26/25
28	Construction Documents (0-75%)	6 wks	Fri 6/20/25	Fri 8/1/25
29	Consultant 75% CD Check Set (Cost Set)	0 days	Fri 8/1/25	Fri 8/1/25
30	Construction Documents (75-100%)	6 wks	Mon 8/4/25	Mon 9/15/25
31	PHASE 2 - Task 2 (Site)	100 days	Wed 4/23/25	Mon 9/15/25
32	Site Design Development	8 wks	Wed 4/23/25	Thu 6/19/25
33	Consultant Site DD Documents	0 days	Tue 6/17/25	Tue 6/17/25
34	Owner Review Meeting	0 days	Thu 6/19/25	Thu 6/19/25
35	Owner Review - Site DD	1 wk	Fri 6/20/25	Thu 6/26/25
36	Site Construction Documents (0-75%)	6 wks	Fri 6/20/25	Fri 8/1/25
37	Consultant Site 75% CD Check Set (Cost Set)	0 days	Fri 8/1/25	Fri 8/1/25
38	Site Construction Documents (75-100%)	6 wks	Mon 8/4/25	Mon 9/15/25
39	Cost Estimate 2 (Chambers & Site)	21 days	Mon 8/4/25	Tue 9/2/25
40	Draft Estimate	11 days	Mon 8/4/25	Mon 8/18/25
41	Design Team Review	4 days	Tue 8/19/25	Fri 8/22/25
42	Final Estimate	3 days	Mon 8/25/25	Wed 8/27/25
43	Owner Review Cost Estimate 2	3 days	Thu 8/28/25	Tue 9/2/25
44	PHASE 3 - Task 2 (City Hall)	120 days	Wed 4/23/25	Mon 10/13/25
45	Design Documents	8 wks	Wed 4/23/25	Thu 6/19/25
46	Consultant DD Documents	0 days	Tue 6/17/25	Tue 6/17/25
47	Owner Review Meeting	0 days	Thu 6/19/25	Thu 6/19/25
48	Owner Review - City Hall DD	1 wk	Fri 6/20/25	Thu 6/26/25
49	Construction Documents (0-75%)	10 wks	Fri 6/20/25	Fri 8/29/25
50	Consultant 75% CD Check Set (Cost Set)	0 days	Fri 8/29/25	Fri 8/29/25
51	Construction Documents (75-100%)	6 wks	Tue 9/2/25	Mon 10/13/25
52	Cost Estimate 3 (City Hall)	23 days	Tue 9/2/25	Thu 10/2/25
53	Draft Estimate	11 days	Tue 9/2/25	Tue 9/16/25
54	Design Team Review	4 days	Wed 9/17/25	Mon 9/22/25
55	Final Estimate	3 days	Tue 9/23/25	Thu 9/25/25
56	Owner Review Cost Estimate 3	5 days	Fri 9/26/25	Thu 10/2/25
57	Permitting (Future Phase)	0 wks	Mon 10/13/25	Mon 10/13/25

Attachment 2

Legend: Blue = Architects; Orange = Cost Estimator
Green = Owner; Grey = AHJ

CITY COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: Real Estate Update

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Revenue from property sales

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No Action Required

SUMMARY/BACKGROUND:

The city engaged NAI Puget Sound Properties to assist in marketing and selling several surplus city properties. While no sales have occurred to date, there have been several inquiries and offers on the city's properties. Market materials and recent property activity summaries are included as Exhibits 1– 4. Based on current market conditions, the city's real estate broker has recommended several listing updates to generate more interest.

APPLICABLE CITY POLICIES:

NA

ATTACHMENTS:

1. Att.1_14 and 26 99th AVE SE Marketing update
2. Att.2_2008 71st Dr SE Marketing update 4.6.25
3. Att.3_7304 20th St SE 4.9.25
4. Att.4_9105-9106 Marketing update 4.6.25

For Sale

92,373 SF |
\$1,532,591 / AC
Land Space



14 And 26 99th Ave SE

Lake Stevens, Washington 98258

Property Highlights

- Sale Price: \$3,250,000
- Situated on a corner lot in the rapidly growing Lake Stevens area, with easy access to major arteries such as WA-9 and WA-204
- Parcels: 00493400500403 (2.09 acres); 00493400500302 (0.71 acres)
- Zoning: Commercial District
- Essential utilities like water, electricity, and sewage are easily accessible
- Positioned near main roads and popular retail destinations, with excellent visibility and access

Offering Summary

Sale Price:	\$3,250,000
Available SF:	
Lot Size:	92,373 SF

Demographics

	0.3 Miles	0.5 Miles	1 Mile
Total Households	479	1,610	4,143
Total Population	1,247	4,274	11,532
Average HH Income	\$120,917	\$123,086	\$125,679

For More Information

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Richard Zhou

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rzhou@nai-psp.com | WA #22007790

BROCHURE

14 and 26 99th Ave SE, Lake Stevens, WA 98258

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14 and 26 99th Ave NE
Lake Stevens WA

Current Marketing

- Priced at \$3,250,000 for the 2.81 acre site
- Current advertising outlets include CBA (Commercial Broker's Association, CoStar, Crexi, Buildout and the various outlets they each syndicate to
- Over the past 30 days, we have had 11 inquiries through the various advertising outlets. In addition, we have had four conversations with brokers requesting additional information on the site.
- The site is located adjacent to both residential as well as commercial developments.
- Based on the three offers we have received as well as the numerous conversations over the past number of months with brokers and developers directly, there is a need for childcare providers/private schools in the area. Other inquiries were for multifamily development on the property.
- Utilities are available to the site.

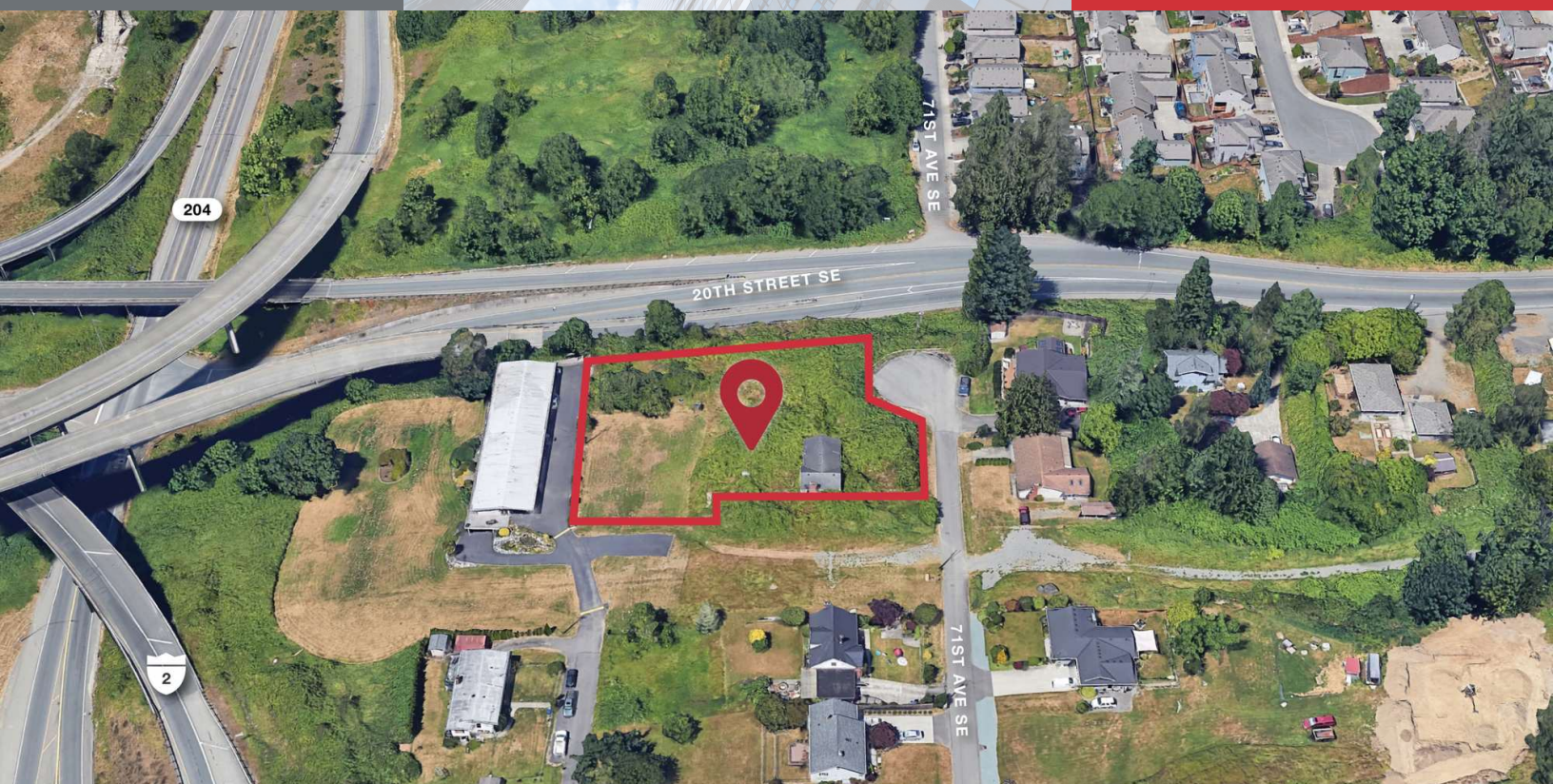
Issues

- The parcels are affected by a small area of wetlands onsite.

Suggestion

- Consider accepting a child care development as that is what the market is telling us is needed in the area.
- Recommend a price reduction to \$3,150,000.

For Sale

0.68 Acres |
\$639,706 / AC
Land Space


2008 71st Drive SE

Lake Stevens, Washington 98296

Property Highlights

- 32,003 SF (0.68 acres)
- Listing Price: \$435,000
- Zoning: MFR
- Essential utilities like water, electricity, and sewage are easily accessible.
- Ideal for multifamily investors or developers looking to capitalize on the growing demand in this vibrant community.
- Positioned near main roads and popular retail destinations, with excellent visibility and access. Close proximity to WA-204 and US-2.

Offering Summary

Sale Price:	\$435,000
Available SF:	
Lot Size:	0.68 Acres

Demographics

	0.3 Miles	0.5 Miles	1 Mile
Total Households	213	594	2,276
Total Population	749	1,999	7,224
Average HH Income	\$229,096	\$220,383	\$201,106

For More Information

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BROCHURE

2008 71st Drive SE, Lake Stevens, WA 98296

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2008 71st Dr SE
Lake Stevens WA

Current Marketing

- Priced at \$435,000
- Current advertising outlets include CBA (Commercial Broker's Association, CoStar, Crexi, Buildout and the various outlets they each syndicate to
- Over the past 30 days, we have had 8 inquiries through the various advertising outlets.
- Primary discussions are developers looking renovate the existing building, which is highly problematic.
- The property to the west (Multifamily) was recently under contract. Prior to it falling out of contract, the potential buyer had expressed interest in purchasing the city owned site.

Issues

- Property was under contract for a number of months at full list price.
- Buyer found the current septic unusable and requested a price reduction to \$200, 000 due to this fact.
- Sewer to the site is not anticipated to be available for at least a few more years.
- It is believed that the existing building is encroaching on an easement and therefore the building must be removed.
-

Suggestion

- The multifamily property to the west will soon be listed for sale again, per our conversation with the owner of the adjacent multifamily building. Once it is again listed for sale, we will keep in close contact with the listing broker in an effort to piggyback the sale of the site with the purchase of the city owned site.
- Due to the issues noted above, we would recommend a price reduction to \$375,000.



7304 20th Street SE

Lake Stevens, Washington 98258

Property Highlights

- Sale Price: \$350,000
- Situated on 20th St SE with easy access to major arteries such as WA-9, WA-204, and US-2.
- Parcel: 29052600207800 (0.22 acres or 9,459 SF of vacant land)
- Zoning: Mixed-use
- Essential utilities like water, electricity, and sewage are easily accessible.
- Ideal for investors or developers looking to capitalize on the growing demand in this vibrant community.
- Positioned near main roads and popular retail destinations, with excellent visibility and access.

Offering Summary

Sale Price: \$350,000

Available SF:

Lot Size: 0.22 Acres

Demographics	0.3 Miles	0.5 Miles	1 Mile
Total Households	379	765	1,795
Total Population	1,263	2,553	5,725
Average HH Income	\$139,242	\$139,427	\$133,548

For More Information

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BROCHURE

7304 20th Street SE, Lake Stevens, WA 98258

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7304 20th St SE
Lake Stevens WA

Current Marketing

- Priced at \$350,000 for the .22 acre site
- Current advertising outlets include CBA (Commercial Broker's Association, CoStar, Crexi, Buildout and the various outlets they each syndicate to.
- Over the past 30 days, we have had 5 online inquiries through the various advertising outlets.
- We have had no calls or conversations regarding this site despite our marketing efforts.

Issues

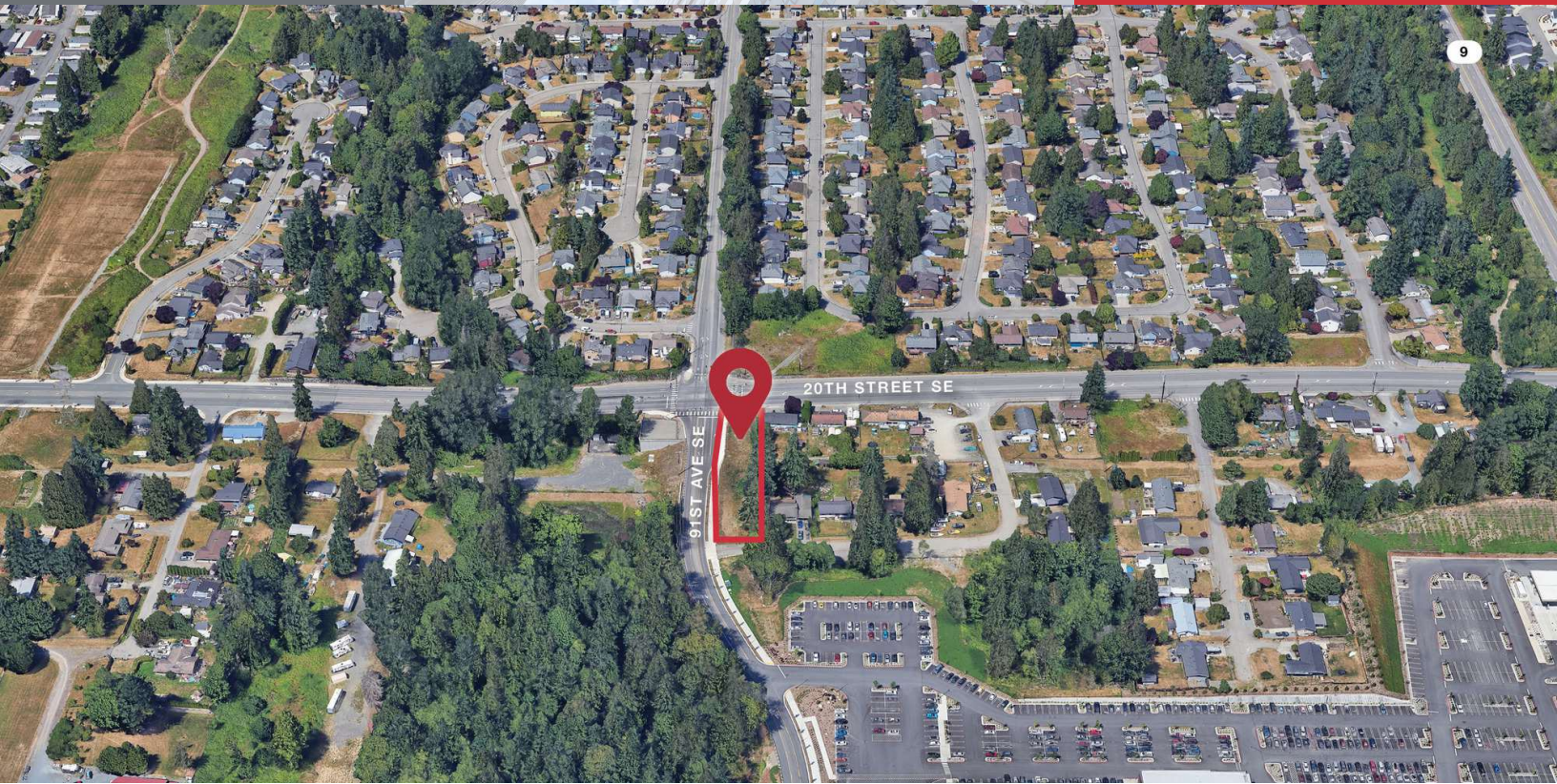
- Property is zoned commercial yet surrounded by residential.
- The small size of the parcel makes a commercial development difficult at this time.

Suggestion

- Recommend a price reduction to \$279,000 in an effort to find a buyer willing to land bank the site in anticipation of neighboring property commercial development.

For Sale

24,324 SF |
\$1,540,109 / AC
Land Space



9105 & 9106 20th Street SE

Lake Stevens, Washington 98258

Property Highlights

- Sale Price: \$860,000 (combined); parcels to be sold together
- Situated on 20th St SE with easy access to major arteries such as WA-9, WA-204, and US-2
- Parcels: 00473400000400 (0.25 acres); 00473400000500 (0.31 acres)
- Zoning: Commercial District
- Essential utilities like water, electricity, and sewage are easily accessible
- Positioned near main roads and popular retail destinations such as Costco, with excellent visibility and access

Offering Summary

Sale Price:	\$860,000
Available SF:	
Lot Size:	24,324 SF

Demographics	0.3 Miles	0.5 Miles	1 Mile
Total Households	349	1,021	3,809
Total Population	1,058	3,029	11,334
Average HH Income	\$130,093	\$125,945	\$131,436

For More Information

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BROCHURE

9105 & 9106 20th Street SE, Lake Stevens, WA 98258

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9105-9106 20th St SE
Lake Stevens WA

Current Marketing

- Priced at \$860,000
- Current advertising outlets include CBA (Commercial Broker's Association, CoStar, Crexi, Buildout and the various outlets they each syndicate to
- Over the past 30 days, we have had 10 inquiries through the various advertising outlets.
- Primary discussions are developers looking to develop small retail buildings, coffee drive through's and one inquiry to develop a small dental office.

Issues

- The easement between the two sites is unbuildable
- The width of the two parcels combined have a minimum width of 50' and maximum width of 70'. Given the setbacks and required parking for a development, the sites are currently extremely difficult to build on. We have attempted to reach out to the homeowners to the east of the vacant land parcels to determine the interest level on selling in conjunction with the City property, yet have been unable to connect with them.

Suggestion

- At this point, it may be beneficial to pull the parcels from the market until such time as the adjacent parcels are available for sale as well. Either that or reduce the price to a level that a developer would be willing to speculate on timing for a larger development.

CITY COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: Traffic Cameras/Court Update

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact: \$25,000 is budgeted for 2025. A budget amendment will be necessary for this program in 2025.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

The first step for the council to initiate a traffic safety camera program is to adopt a traffic safety camera ordinance. A draft ordinance is attached to this retreat topic and was presented to the council on March 25, 2025. Key considerations for the council include:

1. Program Implementation – Does the council support implementing a traffic safety camera program to reduce vehicle speeds on public roadways? If yes, proceed to next decision points.
2. Enforcement Scope – Should the program be limited to school zones (enforced only when school zone lights are flashing), or should it be expanded to include school walk zones (24/7 enforcement at the posted speed limit, with a 20 mph limit when school zone lights are flashing)?
3. Fines - Should the fine be the base monetary penalty (\$145), with escalation for repeat offenses? Should the monetary penalty increase to \$290 for any offense in excess of 11 miles per hour?

Resolving these issues will enable the city staff to study potential locations for infrastructure/safety, evaluate project alternatives to improve safety and prepare timelines for project delivery based on funding projections.

SUMMARY/BACKGROUND:

In 2024, the Washington State Legislature expanded and clarified the authority of municipalities to use traffic safety cameras to enforce traffic violations. Under the revised law, cameras may now be deployed to detect stoplight violations, railroad crossing violations, and speeding in designated areas, including:

- School Zones
- School Walk Zones
- Park Zones
- Hospital Speed Zones
- Roadway Work Zones
- Other high-risk locations identified by the legislative authority, where excessive speeding contributes to elevated crash rates (defined as one or more crashes per 10,000 population)

Traffic safety cameras serve as a force multiplier for law enforcement, especially in sensitive areas like school and park zones. They have been shown to reduce both the number of speeding vehicles and overall traffic speeds. According to the Washington Traffic Safety Commission, vehicle speed plays a critical role in pedestrian survival: while 90% of pedestrians survive being struck at 25 mph, the fatality rate increases sharply at higher speeds, with most pedestrians not surviving impacts at 40 mph.

State law requires that all revenue generated through this program be reinvested into roadway safety improvements, program administration, and related operational needs.

Attached for your review is the draft ordinance necessary to formally initiate the program. If adopted, staff will begin a formal study to evaluate camera placement options and prioritize safety-related capital projects. Also included are the draft project charter and relevant sections of the Capital Facilities Plan, with eligible projects highlighted for your consideration.

During the Council's previous discussion on this topic, several questions were raised. Responses and relevant attachments are provided below for your review:

1. What is a School Walk Zone?

Response: As defined in the draft ordinance, a "*School walk zone*" refers to any roadway identified under RCW 28A.160.160 or within a one-mile radius of a school that students commonly use to travel by foot, bicycle, or other forms of active transportation.

2. What are the estimated revenue projections from the program?

Response: Please refer to the attached revenue projection summary, which is based on data from five potential enforcement locations adjacent to parks. This data was provided at the previous council retreat.

3. What types of projects would be funded through program revenues?

Response: Eligible projects are identified in the attached Capital Facilities Plan, with those aligned to this program specifically highlighted for the Council's reference.

4. Where are the top five high-risk/high-speed areas in Lake Stevens?

Response: See the attached map excerpted from the Local Road Safety Plan (2022), which identifies priority corridors based on crash history and speed data.

5. What would be the impact to officers if the program moves forward?

Response: Reviewing a single infraction typically takes 30 seconds to 2 minutes. At three enforcement locations, the program may generate up to 350 violations per day. This equates to approximately 3 to 12 staff hours of review daily. Departments typically manage this workload through a combination of strategies, including:

- Assigning off-hours reviews with overtime compensation
- Setting daily review goals (e.g., 30 reviews per officer)
- Utilizing light-duty officers for administrative review tasks

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 20250321_LkStevens_TrafficOrdinance (1)
2. 20250416_CFP_TrafficCameras
3. _20250113TrafficCameras_Charter - signed
4. 20250416_AnticipatedRevenues
5. 20240913_LocalRoadSafetyPlanMap

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

ORDINANCE _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, ADDING A NEW CHAPTER 7.06 OF THE LAKE STEVENS MUNICIPAL CODE, RELATED TO AUTOMATED TRAFFIC SAFETY CAMERAS; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, and has the authority to regulate the use of City streets pursuant to RCW 35A.11.020; and

WHEREAS, the City has an interest in maintaining the safety and welfare of its citizens and ensuring City streets are monitored in a safe manner for their intended use; and

WHEREAS, tragic accidents involving school children are often the result of speeding in school zones; and

WHEREAS, the Washington State Legislature has adopted Chapter 46.63 RCW which authorizes local jurisdictions to use automated traffic safety cameras at arterial intersections and school zones, subject to the limitations set forth therein; and

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

Section 1. NEW CHAPTER. Chapter 7.06 LSMC, Automated traffic safety cameras - Detection of violations - Restrictions, is added as follows:

**CHAPTER 7.06
AUTOMATED TRAFFIC SAFETY CAMERAS**

Sections:

7.06.010	Definitions
7.06.020	Automated Traffic Safety Cameras – Detection of Violations - Restrictions
7.06.030	Notice of Infraction
7.06.040	Prima Facia Presumption
7.06.050	Infractions Processed
7.06.060	Fine
7.06.070	Non-Exclusive Enforcement

7.06.010 Definitions

The definitions in this section apply throughout this section and each section of this chapter.

(1) "Automated traffic safety camera" means a device that uses a vehicle sensor installed to work in conjunction with an intersection traffic control system, a railroad grade crossing

control system, or a speed measuring device, and a camera synchronized to automatically record one or more sequenced photographs, microphotographs, or electronic images of the front or rear of a motor vehicle at the time the vehicle fails to stop when facing a steady red traffic control signal or an activated railroad grade crossing control signal, or exceeds a speed limit as detected by a speed measuring device. "Automated traffic safety camera" also includes a device used to detect stopping at intersection or crosswalk violations; stopping when traffic obstructed violations; public transportation only lane violations; stopping or traveling in restricted lane violations; and public transportation bus stop zone violations detected by a public transportation vehicle-mounted system.

(2) "Hospital speed zone" means the marked area within hospital property and extending 300 feet from the border of the hospital property (a) consistent with hospital use; and (b) where signs are posted to indicate the location is within a hospital speed zone, where "hospital" has the same meaning as in RCW [70.41.020](#).

(3) "Public park speed zone" means the marked area within public park property and extending 300 feet from the border of the public park property (a) consistent with active park use; and (b) where signs are posted to indicate the location is within a public park speed zone.

(4) "Public transportation vehicle" means any motor vehicle, streetcar, train, trolley vehicle, ferry boat, or any other device, vessel, or vehicle that is owned or operated by a transit authority or an entity providing service on behalf of a transit authority that is used for the purpose of carrying passengers and that operates on established routes. "Transit authority" has the same meaning as provided in RCW [9.91.025](#).

(5) "Roadway work zone" means an area of any city roadway, including state highways that are also classified as city streets under chapter [47.24](#) RCW, or county road as defined in RCW [46.04.150](#), with construction, maintenance, or utility work with a duration of 30 calendar days or more. A roadway work zone is identified by the placement of temporary traffic control devices that may include signs, channelizing devices, barriers, pavement markings, and/or work vehicles with warning lights. A roadway work zone extends from the first warning sign or high intensity rotating, flashing, oscillating, or strobe lights on a vehicle to the end road work sign or the last temporary traffic control device or vehicle.

(6) "School speed zone" has the same meaning as described in RCW [46.61.440](#) (1) and (2).

(7) "School walk zone" means a roadway identified under RCW [28A.160.160](#) or roadways within a one-mile radius of a school that students use to travel to school by foot, bicycle, or other means of active transportation.

7.06.010 Automated traffic safety cameras - Detection of Violations - Restrictions

- A. City law enforcement officers and persons commissioned by the Lake Stevens Police Chief are authorized to use automated traffic cameras and related automated systems to detect and record the image of:
 - (1) School speed zone violations,

- (2) Speed zone violations on any roadway identified in a school walk zone,
 - (3) Public park speed zone violations,
 - (4) Roadway work zones when workers are present,
 - (5) Violations of traffic ordinances on state highways that are also classified as a city street under chapter 47.24 RCW,
 - (6) Speed violations in locations the city council has deemed high crash risk due to excessive vehicle speeds under RCW 46.63.250(3) restricting camera usage to one camera per 10,000 population; and (7) Stoplight violations, subject to 46.63.220.
- B. The City Council is required to prepare an analysis of the locations within Lake Stevens where automated traffic safety cameras are proposed to be located before adding traffic safety cameras to a new location or relocating any existing camera to a new location within the jurisdiction. The analysis must include equity considerations including the impact of the camera placement on livability, accessibility, economics, education, and environmental health when identifying where to locate an automated traffic safety camera. The analysis must also show a demonstrated need for traffic cameras based on one or more of the following in the vicinity of the proposed camera location: Travel by vulnerable road users, evidence of vehicles speeding, rates of collision, reports showing near collisions, and anticipated or actual ineffectiveness or infeasibility of other mitigation measures.
- C. Automated traffic safety cameras may only take pictures of the vehicle and vehicle license plate and only while an infraction is occurring. Pictures taken by automated traffic safety cameras may not reveal the face of the driver or of the passengers in the vehicle. The installation of automated traffic safety cameras in a manner that minimizes the impact of camera flash on drivers must be considered by the City.
- D. The City shall clearly mark all locations where automated traffic safety cameras are in use by placing signs at least 30 days prior to activation of the camera in locations that clearly indicate to the driver that: (a) The driver is entering an area where automated traffic safety cameras are authorized; or (b) they are entering a zone where traffic laws are enforced by an automated traffic safety camera. The signs must be visible to a driver approaching an automated traffic safety camera. Signs must follow the specifications and guidelines under the manual of uniform traffic control devices for streets and highways as adopted by the department of transportation under chapter 47.36 RCW.
- E. The City shall post an annual report on the city's website of the number of traffic crashes that occurred at each location where an automated traffic safety camera is located, as well as the number of notices of infraction issued for each camera. Beginning January 1, 2026, the annual report must include the percentage of revenues received from fines issued from automated traffic safety camera infractions that were used to pay for the costs of the automated traffic safety camera program and must describe the uses of revenues that exceeded the costs of operation and administration of the automated traffic safety camera program by the city.

- F. The compensation paid to the manufacturer or vendor of the equipment used must be based only upon the value of the equipment and services provided or rendered in support of the system and may not be based upon a portion of the fine or civil penalty imposed or the revenue generated by the equipment. If the contract between the City and manufacturer or vendor of the equipment does not provide for performance or quality control measures regarding camera images, the City must perform a performance audit of the manufacturer or vendor of the equipment every three years to review and ensure that images produced from automated traffic safety cameras are sufficient for evidentiary purposes as described in section 7.06.020 of this chapter.
- G. Revenue generated by an automated traffic safety camera program may only be used for:
 - 1. Traffic safety activities related to construction and preservation projects and maintenance and operations purposes including, but not limited to, projects designed to implement the complete streets approach as defined in RCW 47.04.010, changes in physical infrastructure to reduce speeds through road design, and changes to improve safety for active transportation users, including improvements to access and safety for road users with mobility sight, or other disabilities.
 - 2. The cost to administer, install, operate, and maintain the automated traffic safety cameras, including the cost of processing infractions.
 - 3. If used for the purposes described in G.1. of this subsection the use of revenue must include the use of revenue in census tracts of the city that have household incomes in the lowest quartile determined by the most currently available census data and areas that experience rates of injury crashes that are above average or the city. Funding contributed from the traffic safety program revenue must be, at a minimum proportionate to the share of the population of the city who are residents of these low income communities and communities experiencing high injury crash rates. This share must be directed to investments that provide direct and meaningful traffic safety benefits to these communities. Revenue use to administer, install, operate, and maintain automate traffic safety cameras, including the cost of processing infractions, are excluded from determination of the proportionate share of revenues under this subsection.
 - 4. Beginning four years after an automated traffic safety camera authorized under this section is initially placed and in use, 25 percent of the noninterest money received for infractions issued by such cameras in excess of the cost to administer, install, operate, and maintain the cameras, including the cost of processing infractions, must be deposited into the Cooper Jones active transportation safety account created in RCW 46.68.480.
- H. The restrictions on the use of automated traffic safety cameras for enforcement of the traffic violations set forth in this section and any other

automated traffic safety camera policies adopted by the city shall be posted on the city's website.

7.06.020 Notice of Infraction.

- A. Whenever any vehicle is photographed by an automated traffic safety camera, a notice of infraction shall be mailed to the registered owner of the vehicle within 14 days of the violation, or to the renter of a vehicle within 14 days of establishing the renter's name and address. A person receiving a notice of infraction based on evidence detected by an automated traffic safety camera may respond to the notice by mail.
- B. If the registered owner of the vehicle is a rental car business, the law enforcement agency shall, before a notice of infraction is issued, provide a written notice to the rental car business that a notice of infraction may be issued to the rental car business if the rental car business does not, within 18 days of receiving the written notice, provide to the agency by return mail: (1) a statement under oath stating the name and known mailing address of the individual driving or renting the vehicle when the infraction occurred; or (2) a statement under oath that the business is unable to determine who was driving or renting the vehicle when the infraction occurred; or (3) in lieu of identifying the vehicle operator, the rental car business may pay the applicable penalty. Timely mailing of this statement to the agency shall relieve the rental car business of any liability under this chapter for the infraction.
- C. The law enforcement officer issuing a notice of infraction shall include with it a certificate or facsimile thereof, based upon the inspection of photographs, microphotographs or electronic images produced by an automated traffic safety camera, citing the infraction and stating the facts supporting the notice of infraction. This certificate or facsimile shall be prima facie evidence of the facts contained in it and shall be admissible in a proceeding charging a violation under this chapter. The photographs, microphotographs or electronic images evidencing the violation must be available for inspection and admission into evidence in a proceeding to adjudicate the liability for the infraction.
- D. The registered owner of a vehicle is responsible for an infraction detected through the use of an automated traffic safety camera unless the registered owner overcomes the presumption set forth in LSMC 7.06.030, or, in the case of a rental car business, satisfies the conditions under LSMC 7.06.030(B)(3). If appropriate, a renter identified under LSMC 7.06.030(B)(3) is responsible for an infraction.
- E. All photographs, microphotographs or electronic images prepared under this chapter are for the exclusive use of law enforcement in the discharge of duties under this chapter and, as provided in 46.63.220(11) RCW, they are not open to the public and may not be used in a court in a pending action or proceeding unless the action or proceeding relates to a violation under this chapter. No photograph, microphotograph or electronic image may be used for any purpose other than enforcement of violations under this chapter nor retained longer than necessary to enforce this chapter.

7.06.030 Prima facie presumption.

- A. In a traffic infraction case involving an infraction detected through the use of an automated traffic safety camera under this chapter, proof that the particular vehicle described in the notice of traffic infraction was involved in the stoplight violation or school speed zone violation, together with proof that the person named in the notice of infraction was at the time of the violation the registered owner of the vehicle, shall constitute in evidence a prima facie presumption that the registered owner of the vehicle was the person in control of the vehicle at the point where, and for the time during which, the violation occurred.
- B. This presumption may be overcome only if the registered owner, under oath, states in a written statement to the court or in testimony before the court that the vehicle involved was, at the time, stolen or in the care, custody or control of some person other than the registered owner.

7.06.50 Fine.

- A. The fine for an infraction detected under the authority of this chapter shall be a base monetary penalty of \$145.00;
- B. Provided that the fine for an infraction detected under the authority of this chapter for school speed zone cameras shall be as follows:
 - 1. A base monetary penalty of \$145.00 for the first offense; and
 - 2. A base monetary penalty of \$290 for repeat offenses; and
 - 3. A base monetary penalty of \$290 for any offense in excess of 11 miles per hour over the posted school zone speed limit.
- C. The base monetary fine for all infractions shall automatically be adjusted for inflation every five years, beginning January 1, 2029, based on the changes in the consumer price index as calculated by the State Office of Financial Management for that time period.
- D. Except as provided in this subsection, registered owners of vehicles who receive notices of infraction for automated traffic safety camera-enforced infractions and are recipients of public assistance under Title 74 RCW or participants in the Washington women, infants, and children program, and who request reduced penalties for infractions detected through the use of automated traffic safety camera violations, must be granted reduced penalty amounts of 50 percent of what would otherwise be assessed for a first automated traffic safety camera violation and for subsequent automated traffic safety camera violations issued within 21 days of issuance of the first automated traffic safety camera violation. Eligibility for Medicaid under 74.09.510 RCW is not a qualifying criterion under this subsection. Registered owners of vehicles who receive notices of infraction must be provided with information on their eligibility and the opportunity to apply for a reduction in penalty amounts through the mail, through electronic mail or other accepted means.

10.06.060 . Nonexclusive enforcement.

Nothing in this chapter prohibits a law enforcement officer from issuing a notice of traffic infraction to a person in control of a vehicle at the time a violation occurs under 46.63.030 RCW.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

Section 5. COUNCIL AUTHORIZATION. The City Council shall authorize the placement and plan of operation for all automated traffic camera and related safety equipment including, but not limited to, traffic speed violations; the duration of its operation and the means for determining the effectiveness toward the goal of improved traffic safety within the City.

APPROVED BY A MAJORITY of the Lake Stevens City Council this ____ day
of _____, 2025.

Brett Gailey, Mayor

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Date of Publication: _____

Effective Date: *This ordinance shall take effect _____, 2025 or 5 days after its enactment, whichever date is last to occur.*

TABLE 9.1 – 20 YEAR CAPITAL FACILITIES PLAN 2024 - 2044				
Street and Road Projects				Project Elements
Project No.	Project Name	Project Description	TIZ / Location	2024 Project Cost
TIZ 1 Projects - East Lake Stevens				
RD-101	Main St. Improvements	Multiuse path and street improvements on Main Street between 16th St NE & 20th St NE	TIZ 1 - East Lake Stevens	\$ 3,820,000
RD-104	Grade Road - Boulevard	Upgrade road to minor arterial road standard including multiuse path or sidewalk with bike lane, travel lanes, center lane with landscape islands.	TIZ 1 - East Lake Stevens	\$ 38,955,000
RD-105	Downtown Roadway Improvements along 125th Ave NE	Upgrade 125th Ave N between 18th Street NE and 20th Street NE to include two travel lanes, parking, planters, bike lanes and sidewalks.	TIZ 1 - East Lake Stevens	\$ 5,530,000
RD-107	Madrona Drive	Convert half road to reduced standard local access road section including two travel lanes and a sidewalk on one side of the road.	TIZ 1 - East Lake Stevens	\$ 1,410,000
RD-108	Alder Road	Convert half road to reduced standard local access road section including two travel lanes and a sidewalk on one side of the road.	TIZ 1 - East Lake Stevens	\$ 2,100,000
RD-109	101st Ave NE	Convert half road between 30th St NE and Lundeen Pkwy to reduced standard local access road section including two travel lanes and a sidewalk on one side of the road.	TIZ 1 - East Lake Stevens	\$ 6,295,000
RD-113	20th St NE and Main Street Roundabout	Construct roundabout and frontage improvements per the downtown subarea plan, including improvements at Grade Road and Hartford Drive	TIZ 1 - East Lake Stevens	\$ 2,500,000
RD-206	SR 92 and Grade Road Access Improvements	Improve the intersection of SR 92 / Grade Rd (roundabout) to reduce side street delay	TIZ 1 - East Lake Stevens	\$ 4,500,000
RD-208	131st Ave NE/28th St NE Alignment	Realign the intersection of 131st Ave (Old Hartford Dr) / 28th St to improve sight distance and safety for turning movements. Install pedestrian curb ramp improvements.	TIZ 1 - East Lake Stevens	\$ 2,695,000
RD-209	131st Ave NE/Old Hartford Rd - Collector	Upgrade road between 36th St NE and 20th St NE to a collector standard, including travel lanes, landscaping, and a sidewalk on both sides. Maintain the multiuse path along the east road.	TIZ 1 - East Lake Stevens	\$ 23,730,000
RD-212	20th St NE - Neighborhood Connector	Upgrade road between Main St and Machias Rd to include two travel lanes, parking on one side, landscaping on both sides, a multiuse path on one side, and a sidewalk on one side.	TIZ 1 - East Lake Stevens	\$ 12,810,000
RD-213	Machias Rd and 28th St NE Intersection	Improve the intersection of Machias Rd and 28th St NE (potential roundabout or signal) to reduce delay and improve access to the Industrial Center.	TIZ 1 - East Lake Stevens	\$ 4,500,000
TIZ 1 Subtotal				\$ 105,025,000

TABLE 9.1 – 20 YEAR CAPITAL FACILITIES PLAN 2024 - 2044				
Street and Road Projects				Project Elements
Project No.	Project Name	Project Description	TIZ / Location	2024 Project Cost
TIZ 2 Projects - West Lake Stevens				
RD-102-I	91st Ave NE Commercial Revitalization Phase I	Upgrade 91st Ave with custom road profile to support multimodal travel between Market Place and SR 204	TIZ 2 - West Lake Stevens	\$ 3,850,000
RD-102-II	91st Ave NE Commercial Revitalization Phase II	Upgrade 91st Ave NE with custom road profile to support multimodal travel between SR 204 and Frontier Circle.	TIZ 2 - West Lake Stevens	\$ 1,100,000
RD-102-III	91st Ave NE Commercial Revitalization Phase II	Custom road profile along Frontier Circle East to 113th Ave NE to support multimodal transit, parking and vehicles	TIZ - West Lake Stevens	\$ 3,850,000
RD-103	99th Ave NE Bvd.	Upgrade 99th Ave NE between Market Place & 4th St SE to a minor arterial road standard including multiuse path or sidewalk with bike lanes, travel lanes, center lane with landscape islands.	TIZ 2 - West Lake Stevens	\$ 7,790,000
RD-210	Vernon Road Commercial Corridor Improvements	Widen/restripe roadway to provide one travel lane in each direction with a center TWLTL and sidewalks/landscaping.	TIZ 2 - West Lake Stevens	\$ 8,990,000
TBD-07	Soper Hill Multiuse Path & Infrastructure Improvements	TBD multiuse path along one side of Soper Hill Rd between Lake Dr and roundabout. Includes ROW, frontage, stormwater and sewer improvements.	TIZ 2 - West Lake Stevens	\$ 3,700,000
TIZ 2 Subtotal				\$ 29,280,000
TIZ 3 Projects				
RD-100	79th Ave SE Access Road	Construct new roadway including bike lane, two travel lanes, landscape strips and sidewalks for through road to Cavalero Mid-High School.	TIZ 3 - South Lake Stevens	\$ 3,180,000
RD-111	12th St. SE/87th Ave SE Road Realignment	Re-align intersection at 87th Street SE/12th Street SE to provide adequate sight distances for vehicles and construct additional roadway surface.	TIZ 3 - South Lake Stevens	\$ 520,000
RD-207	US-2 Trestle Replacement	WSDOT project to replace the US-2 westbound trestle, including improvements to the US-2 / SR 204 / 20th St SE interchange to address peak hour congestion. No city contribution identified	TIZ 3 - South Lake Stevens	
RD-211	20th St SE Corridor Improvements	Widen roadway west of 83rd Avenue SE to provide an additional eastbound travel lane. Install a sidewalk along the south side of the roadway and bike lanes/wide shoulders in both directions.	TIZ 3 - South Lake Stevens	\$ 14,200,000
RD-110	99th/20th U-turn Channelization	Restripe 20th Street SE to allow for U-turns at the intersection of 20th Street SE/99th Ave SE.	TIZ 3 - South Lake Stevens	\$ 35,000
RD-216	79th Ave SE & 8th St SE Intersection	Improve 79th Ave SE and 8th Street SE intersection. Implement safety improvements at adjacent intersections along corridor.	TIZ 3 - South Lake Stevens	\$ 655,000
TIZ 3 Subtotal				\$ 18,590,000
Total				\$ 152,895,000

TABLE 9.1 – 20 YEAR CAPITAL FACILITIES PROGRAM, 2024 - 2044							
Sidewalks and Active Transportation				Project Elements			
Project No.	Project Name	Project Description	TIZ / Location	Safety	Active Trans.	Complete Streets	2024 Project Cost
TIZ 1 Projects - East Lake Stevens							
CP-102	123rd Ave NE Sidewalk	Construct sidewalk and curb ramp improvements along 123rd Ave between 22nd St NE and North Lakeshore Dr.	TIZ 1 - East Lake Stevens	X	X	X	\$ 1,015,000
CP-103	Hartford Drive - Neighborhood Connector	Install multiuse path adjacent to northbound travel lane between Grade Rd and 131st Ave NE.	TIZ 1 - East Lake Stevens	X	X	X	\$ 3,320,000
CP-108	Lake View Dr Sidewalk	Construct sidewalk / curb ramp improvements along Lake View Dr between 112th Dr NE & Callow Rd.	TIZ 1 - East Lake Stevens	X	X	X	\$ 4,390,000
CP-121	32nd St NE Sidewalk	Construct sidewalk /curb ramp improvements along 32nd Street NE between Grade Rd and 118th Dr NE.	TIZ 1 - East Lake Stevens	X	X	X	\$ 665,000
CP-135S	99th Ave NE Sidewalk	Construct sidewalk / curb ramp improvements along 99th Ave NE between Sunnycrest Elementary School and 30th St NE.	TIZ 1 - East Lake Stevens	X	X	X	\$ 1,890,000
CP-137S	30th St NE Sidewalk	Construct sidewalk / curb ramp improvements along 30th St NE between 99th Ave NE and Callow Road, including two RRFB crosswalk improvements.	TIZ 1 - East Lake Stevens	X	X	X	\$ 1,830,000
CP-138S	Cedar Rd Sidewalk	Construct sidewalk / curb ramp improvements along Cedar Rd between 20th St NE and 30th St NE, including two RRFB crosswalk improvements.	TIZ 1 - East Lake Stevens	X	X	X	\$ 5,020,000
CP-142S	Lakeshore Dr Sidewalk	Construct multiuse path and curb ramp improvements along N Lakeshore Dr between 123rd Ave NE and N Lakeshore Swim Beach, including two RRFB crosswalk improvements.	TIZ 1 - East Lake Stevens	X	X	X	\$ 1,815,000
CP-143S	N Lakeshore Dr Sidewalk	Construct multiuse path / curb ramps along N Lakeshore Dr between Mitchell Rd and 114th Dr NE.	TIZ 1 - East Lake Stevens	X	X	X	\$ 2,340,000
CP-149S	East Lake Stevens multiuse Path	Construct a multiuse path along E Lake Stevens Rd between Main St and Sunset Beach.	TIZ 1 - East Lake Stevens	X	X	X	\$ 5,575,000
CP-151S	Vernon Rd/ North Lakeshore Dr Non-Motorized Improvements	Add sharrow markings along Vernon Rd/ North Lakeshore Dr; extend/connect existing sections of sidepath between Lakeview Drive and 123rd Ave NE and add traffic calming measures.	TIZ 1 - East Lake Stevens	X	X	X	\$ 1,490,000
CP-156S	4th St NE/Purple Pennant Rd Sidewalk	Construct sidewalk / curb ramp improvements along 4th Street NE and Purple Pennant Road between Lake Stevens Road and 5th Place NE.	TIZ 1 - East Lake Stevens	X	X	X	\$ 940,000
CP-158	116th Ave NE Sidewalk Sidewalk	Sidewalk / curb ramp improvements along one side of 116th Ave NE between 20th St and 26th St	TIZ 1 - East Lake Stevens	X	X	X	\$ 1,335,000
TBD-01	16th Street NE Multiuse Path	Construct multiuse path to connect downtown Lake Stevens to the Centennial Trail.	TIZ 1 - East Lake Stevens	X	X	X	\$ 3,150,000
TBD-04	117th Ave NE Sidewalk	TBD sidewalk along one side of 117th Ave NE between 20th St NE and 26th St NE, including frontage and stormwater improvements.	TIZ 1 - East Lake Stevens	X	X	X	\$ 1,500,000
TBD-06	N Lakeshore Dr Sidewalk	TBD sidewalk along one side of N Lakeshore Dr between Main St and 123rd Ave NE.	TIZ 1 - East Lake Stevens	X	X	X	\$ 225,000
TIZ 1 Subtotal							\$ 36,500,000

TABLE 9.1 – 20 YEAR CAPITAL FACILITIES PROGRAM, 2024 - 2044							
Sidewalks and Active Transportation				Project Elements			
Project No.	Project Name	Project Description	TIZ / Location	Safety	Active Trans.	Complete Streets	2024 Project Cost
TIZ 2 Projects - West Lake Stevens							
CP-111	Lake Dr Sidewalk	Construct sidewalk / curb ramps along Lake Drive between Lundeen Pkwy and 28th Street NE.	TIZ 2 - West Lake Stevens	X	X	X	\$ 2,180,000
CP-116	4th St NE Sidewalk	Construct sidewalk /curb ramps along 4th St between 97th Dr NE and 98th Dr NE.	TIZ 2 - West Lake Stevens	X	X	X	\$ 665,000
CP-117	99th Ave NE Pedestrian/ Bicycle Improvements	Install sidewalks, curb ramps, and bicycle lanes/wide shoulders between 4th Street NE and Market Place.	TIZ 2 - West Lake Stevens	X	X	X	\$ 1,055,000
CP-125	Vernon Rd Sidewalk	Construct sidewalk and curb ramp improvements along Vernon Rd between 12th Pl NE and 15th St NE.	TIZ 2 - West Lake Stevens	X	X	X	\$ 895,000
CP-146S	Frontier Circle Sidewalk	Construct sidewalk and curb ramp improvements along Frontier Circle between Frontier Circle E and 11th St NE.	TIZ 2 - West Lake Stevens	X	X	X	\$ 1,475,000
CP-150S	Lundeen Pkwy Non-Motorized Improvements	Install a multiuse trail along Lundeen Pkwy between Lake Drive and 101st Ave NE.	TIZ 2 - West Lake Stevens	X	X	X	\$ 460,000
CP-152S	Davies Rd Non-Motorized Improvements	Implement sharrow makings along Davies Road between Vernon and Lake Stevens Rd and extend/connect existing sections of the 4-foot sidepath along the roadway.	TIZ 2 - West Lake Stevens	X	X	X	\$ 1,670,000
CP-153S	Vernon Rd Non-Motorized Improvements	Implement sharrow makings along the Vernon Road between 15th St NE and Lundeen Pkwy and extend/connect existing sections of the existing sidepath along the roadway.	TIZ 2 - West Lake Stevens	X	X	X	\$ 470,000
CP-157S	Marysville Connector	Construct multiuse path along 10th St NE west of Lundeen Parkway, connecting with an off-street trail along the existing utility corridor west of 83rd Ave NE extending to the city of Marysville.	TIZ 2 - West Lake Stevens		X		\$ 1,085,000
TIZ 2 Subtotal							\$ 9,955,000
TIZ 3 Projects - South Lake Stevens							
CP-136S	8th St SE Sidewalk	Construct sidewalk and curb ramp improvements along 8th St SE between 79th Ave SE and 91st Ave SE, including two RRFB crosswalk improvements.	TIZ 3 - South Lake Stevens	X	X	X	\$ 3,705,000
CP-120-I	99th Ave SE Pedestrian/ Bicycle Improvements - Phase 1	Install sidewalks, curb ramps, and bicycle lanes/wide shoulders between 4th Street SE and 11th Place SE.	TIZ 3 - South Lake Stevens	X	X	X	\$ 3,655,000
CP-120-II	100th Ave SE Pedestrian/ Bicycle Improvements - Phase 2	Install sidewalks, curb ramps, and bicycle lanes/wide shoulders between 11th Pl SE and South Lake Stevens Road.	TIZ 3 - South Lake Stevens	X	X	X	\$ 4,280,000
CP-123	79th Ave SE Sidewalk	Construct sidewalk and curb ramp improvements along 79th Ave SE between 8th St SE and 16th St SE, including six RRFB crosswalk improvements.	TIZ 3 - South Lake Stevens	X	X	X	\$ 4,205,000

TABLE 9.1 – 20 YEAR CAPITAL FACILITIES PROGRAM, 2024 - 2044							
Sidewalks and Active Transportation				Project Elements			
Project No.	Project Name	Project Description	TIZ / Location	Safety	Active Trans.	Complete Streets	2024 Project Cost
CP-126S	20th St SE Sidewalk	Construct sidewalk and curb ramps along 20th St SE between South Lake Stevens Rd and 122nd Ave SE, including RRFB crosswalk improvements.	TIZ 3 - South Lake Stevens	X	X	X	\$ 4,820,000
CP-129S	83rd Ave SE Sidewalk	Construct sidewalk improvements along 83rd Ave SE between 20th St SE and 17th St SE.	TIZ 3 - South Lake Stevens	X	X	X	\$ 1,225,000
CP-140S	S Lake Stevens Rd Multiuse Path Phase II	Install a multiuse path along along South Lake Stevens Road between SR 9 and 100th Dr SE.	TIZ 3 - South Lake Stevens	X	X	X	\$ 3,650,000
CP-148S	118th Ave SE Sidewalk	Construct sidewalk / curb ramp improvements along 118th Ave SE between 2nd Street SE and 9th Place SE.	TIZ 1 - East Lake Stevens	X	X	X	\$ 6,265,000
CP-155-I	123rd Ave SE Sidewalk	Construct sidewalk and curb ramp improvements along 123rd Avenue SE between 2nd Street SE to Machias Cutoff.	TIZ 3 - South Lake Stevens	X	X	X	\$ 3,685,000
CP-155-II	Machias Multiuse Path	Install a multiuse path along Machias Cutoff between 123rd Ave SE to the Centennial Trail.	TIZ 3 - South Lake Stevens	X	X	X	\$ 655,000
TBD-05	91st Ave SE Sidewalk & Bicycle Improvements	Install sidewalks, curb ramps, and bicycle lanes/wide shoulders, stormwater between 12th Street SE and 20th Street SE.	TIZ 3 - South Lake Stevens	X	X	X	\$ 2,600,000
TBD-18	South Lake Stevens Multiuse Path Phase III	Install a multiuse path along Machias Cutoff between Lake Stevens Road to 123rd Avenue SE.	TIZ 3 - South Lake Stevens	X	X	X	\$ 3,500,000
TIZ 3 Subtotal							\$ 42,245,000
Sidewalk and Active Transportation Total							\$ 88,700,000.00

Traffic Safety Cameras

Project Charter

Objective

Improve traffic and non-motorized safety in school zones and near parks.

Description

Traffic safety camera technology can be used as a force multiplier to detect speed infractions in school zones and near parks. Revenue generated from this program will be used to fund operations and projects to improve roadway safety and administer the program.

Project Requirements

- An RFP will be used to procure contracted services, including installation and administration of traffic safety camera systems.
- Camera locations will be based on safety data and impacts on the location's livability, equity, accessibility, economics, education and environmental health, as determined by the Police and Public Works Departments (RCW 46.63.220).
- LSMC must be updated to include Automated Traffic Safety Camera provisions regarding detecting violations, notices of infractions, fines and prima facie presumption. Lake Forest Park has an example: [Chapter 10.06 AUTOMATED TRAFFIC SAFETY CAMERAS](#)
- Administrative and enforcement costs will be funded by the revenue generated from the traffic safety cameras.
- Public Works will generate a communication plan, including potential projects to improve traffic safety.
- Develop a Neighborhood Traffic-Calming process that includes reviewing traffic safety data and safety projects for development and construction.
- A communications plan will be implemented to ensure that employees, residents and visitors are aware of the program before it is implemented.
- The program will require additional staff resources to be determined as the project is planned and executed.
- Time and resources will be required to hire staff to administer the program.
- The vendor must be vetted as a cloud provider for security and auditing. It must also have SOC 2 Type 2 and ISO 270001 certifications.
- Vendor must support SAML/SCIM SSO authentication
- IT must complete a vendor security assessment prior to contract award.
- Cybersecurity insurance must meet the city's/state's requirements.
 - Must meet CJIS compliance requirements

Regulatory Requirements Summary

- In accordance with state law, cameras may only be installed in the following locations (RCW 46.63.210):
 - School Speed Zones
 - School Walk Zones
 - Public Park Speed Zones Hospital Speed Zones
 - Roadway Work Zones
 - RCW 46.63.250 allows for additional cameras in locations deemed by the local legislative authority to experience higher crash risks due to excessive vehicles speeds at 1/10,000 population.

- Warning signs must be posted for 30 days prior to enforcement.
- Cameras may not capture images of the faces of the vehicle's driver or passengers.
- Cameras may only capture images while the violation is occurring.
- Law enforcement officers, trained and authorized civilian law enforcement employees, or local public works employees can review traffic camera infractions.
- Vendors that supply the traffic cameras may only be paid for the equipment and services received and not a share of the fines.
- Eligible expenses for the infraction revenues are limited to traffic camera program costs, pay for specific traffic safety activities including construction and preservation projects that includes complete streets or traffic calming/speed reduction or safety enhancement for users of active transportation.
- Four years after installing a traffic safety camera, jurisdictions must deposit 25% of their noninterest (excludes cost to operate, process infractions, and maintain cameras) camera revenue into the Cooper Jones active transportation safety account.
- Revenue used for traffic safety improvements must be used in census tracts with household incomes in the lowest quartile and in areas that have injury crash rates above the jurisdiction's average.
- Annual reports must be posted on the city website that include number of traffic crashes that have occurred at each camera's location and the number of infraction notices generated from each camera.
- Images or any personally identifying data from traffic safety cameras are for the exclusive use of the jurisdiction employees authorized to issue traffic safety infractions. They may not be released to the public or used in court proceedings that are unrelated to camera violations.

Budget

The adopted budget for this project is \$25K in 2025. A budget amendment will be necessary if this project advances beyond project planning.

Out-of-Scope Items/Exclusions/Unnecessary Items

- A Lake Stevens Municipal Court is not required to implement this program.
- Review of traffic infractions is the responsibility of the Police Department.
- Cameras will not be used for stoplight violations in this phase of the project.

Unresolved Issues, additional unresolved issues do not require change control.

- Infraction amounts are limited by state law but there is flexibility below the state limits. State law max is \$145/infraction but it can be doubled in school zones.
- Enforcement at speed violations have flexibility. Enforcement could occur at 6 mph over the speed limit in school zones and 10 mph over the speed limit elsewhere or any combination as determined by the City Council.
- Use of school walk zones vs school zones will be determined by the City Council. School walk zones allow for 24 hour enforcement to create safe zones around schools at all hours.
- Is this a pilot program or is the city interested in pursuing this as a long-term traffic safety program?
- Can funds be used to procure technology to investigate traffic safety?
- Are traffic cameras located in park zones limited to park hours?

Regulations/Reference Documents

- RCW 46.63.200 – Automated Traffic Safety Cameras – City of county may authorize uses...
- RCW 46.63.250 – Automated Traffic Safety Cameras – Speed Violations
- HB 2384
- [MRSC – Traffic Cameras](#)
- [Other city's implementation programs](#)
- [State Auditor's Office – SAO Helpdesk](#)

- [City Attorney](#)
- [Caseload Reports from Marysville Courts](#)

Assumptions

- According to consultants, reviewing each infraction will take 30 seconds/infraction.
- According to Lake Forest Park PD and Everett PD, review time takes 2 minutes/infraction.
- Average of 7-9% of infractions may be contested.
- Marysville Municipal Court can handle the number of violations generated in the city
- The community and city council will support the traffic safety cameras
- The traffic safety cameras will generate positive revenue that will enable the city to fund traffic safety projects.
- We will see a reduction in serious injury and fatal collisions.
- No more than three locations (two cameras each) will be deployed in this initial phase.

Schedule- Two schedule options are estimated based on using existing court services or establishing a new court.

Option 1 – Anticipated completion by 3/30/26 – The City has a contract with Marysville Municipal Court to process traffic infractions for a fee. This approach will continue this arrangement. This does not preclude the city from creating a Municipal Court in the future.

Marysville Municipal Court Option				Three-Point Schedule Estimate		
Phase	Task	Deliverable	Responsibility	Start Date	Duration	End Date
Initiation	Project Initiation - Scoping and Charter	Project Charter	Public Works	11/1/2024	73	1/13/2025
Planning	Council Approval	Staff report, recommendation, vendor presentation, council action. Decision regarding court made at this time.	Admin/Public Works	1/13/2025	65	3/19/2025
	Prepare Project Plan	A project plan including a schedule, deliverables, responsibilities, communication plan, budget, WCIA review, permits, procurement plan and construction plan	Public Works	1/13/2025	60	3/14/2025
	Budget Amendment	Pass a budget amendment to fund design and implementation costs.	Finance	2/12/2025	22	3/6/2025
	Court Services Review	Agreement with Marysville Municipal Court for additional workload	Administration	3/19/2025	90	6/17/2025
	Draft and Adopt a Traffic Safety Camera Ordinance	Ordinance with restrictions, notice requirements, prima facie presumption, infraction processing, and fines.	Public Works/ Police Department	3/14/2025	65	5/18/2025
	Prepare RFP for Traffic Safety Camera Installation	RFP advertised for traffic safety camera program procurement.	Public Works/ Police Department	5/18/2025	23	6/9/2025
	Award Contract for Traffic Safety Cameras	Contract with a vendor for installation, maintenance and administration of traffic safety cameras.	Public Works	6/9/2025	63	8/11/2025
Design/Construction/Training	Perform Traffic Counts	Traffic counts and speed data for school zones and near parks, as identified by the City Engineer and Police Department.	Public Works/ Police Department	8/11/2025	58	10/8/2025
	Traffic Camera Location Selection	Locations for the first phase of cameras selected based on traffic safety data and state requirements.	Public Works/Police Department/Consultant	10/8/2025	38	11/15/2025
	Design Traffic Safety Camera Systems and Procure Equipment	Vendor designs and procures equipment for traffic safety cameras	Public Works/ Police Department	11/15/2025	43	12/27/2025
	Develop Policy for Traffic Infraction Review	Policy in PowerDMS or equivalent for traffic safety camera review by law enforcement.	Police Department	12/27/2025	38	2/3/2026
	Train Officers to Review Infractions	Training for law enforcement on software and policy	Police Department	2/3/2026	21	2/24/2026
	30 Day Delay for Traffic Cameras Posting	Posted signs 30 days prior to activating cameras at camera locations warning roadway users of pending camera enforcement.	N/A	12/27/2025	30	1/26/2026
	Install Traffic Safety Cameras	Traffic cameras installed and functioning.	Public Works	12/27/2025	63	2/28/2026
	First Day of Enforcement	Begin reviewing infractions and issuing warnings	N/A	2/28/2026	0	2/28/2026
	Review Infractions - Warning Period (Optional)	Issued warnings	Police Department	2/28/2026	30	3/30/2026
Implementation	Review Infractions - Issue Violations	Issued infractions	Police Department	3/30/2026		
	Court Begins to Review of Violations	Court proceedings to review infractions	Marysville Municipal Court	3/30/2026		

Option 2 - Anticipated completion by 10/23/26 – Creation of a Lake Stevens Municipal Court to process infractions.

Lake Stevens Municipal Court Option				Three-Point Schedule Estimate		
Phase	Task	Deliverable	Responsibility	Start Date	Duration	End Date
Initiation	Project Initiation - Scoping and Charter	Project Charter	Public Works	11/1/2024	73	1/13/2025
Planning	Council Approval	Staff report, recommendation, vendor presentation, council action. Decision regarding court made at this time.	Admin/Public Works	1/13/2025	65	3/19/2025
	Prepare Project Plan	A project plan including a schedule, deliverables, responsibilities, communication plan, procurement plan and construction plan	Public Works	11/1/2024	60	12/31/2024
	Budget Amendment	Pass a budget amendment to fund design and implementation costs.	Finance	3/19/2025	22	4/10/2025
	Court Services Contract Termination	Terminate the contract with Marysville for Municipal Court Services (180 Days Required by Contract)	Administration	3/19/2025	180	9/15/2025
	Draft and Adopt a Traffic Safety Camera Ordinance	Ordinance with restrictions, notice requirements, prima facie presumption, infraction processing, and fines.	Public Works/ Police Department/Legal	12/31/2024	65	3/6/2025
	Adopt Court Ordinance	Ordinance establishing a misdemeanor court in Lake Stevens.	Administrator/Legal	3/19/2025	90	6/17/2025
	Prepare JDs for Court Employees and Judge and Advertise					
	Positions/Contracts	Completed JDs for employees including advertisements	HR/Administration	6/17/2025	97	9/22/2025
	RFP for design of courtroom/chambers	RFP advertised for courtroom/chambers at the S. Lake Stevens Road Campus	Administration/PCD	3/6/2025	60	5/5/2025
	Prepare RFP for Traffic Safety Camera Installation	RFP advertised for traffic safety camera program procurement.	Public Works/ Police Department	3/6/2025	23	3/28/2025
	Award Contract for Traffic Safety Cameras	Contract with a vendor for installation, maintenance and administration of traffic safety cameras.	Public Works	3/28/2025	63	5/30/2025
Design/Construction/Training	Perform Traffic Counts	Traffic counts and speed data for school zones and near parks, as identified by the City Engineer and Police	Public Works/ Police Department	5/30/2025	58	7/27/2025
	Traffic Camera Location Selection	Locations for the first phase of cameras selected based on traffic safety data and state requirements.	Public Works/Police Department/Consultant	7/27/2025	38	9/2/2025
	Design and Construct Courtroom/Chambers	Completed Courtroom/Chambers	Public Works/PCD/IT	5/5/2025	310	3/11/2026
	Hire Judge and Staff	Hire and onboard staff for court, Court Administrator hired first then assistant staff later.	HR/Administration	2/19/2026	97	5/26/2026
	Register New Court	Registered Court	Administration/Legal	5/26/2026	98	9/1/2026
	Prepare Court Policies	Adopted court policies defining SOPs, safety/security, and personnel.	HR/Administration	9/1/2026	85	11/25/2026
	Court Setup	Procure technology and software to operate the court, review and update policies and procedures.	Court/HR/IT	5/26/2026	70	8/4/2026
	Develop Financial Policies for Court (Cash handling, procurement, internal audits)	Adopted financial policies regarding cash handling, procurement and internal audits.	Finance/Court	5/26/2026	90	8/24/2026
	Design Traffic Safety Camera Systems and Procure Equipment	Vendor designs and procures equipment for traffic safety cameras	Public Works/ Police Department	5/30/2025	43	7/11/2025
	Develop Policy for Traffic Infraction Review	Policy in Powers or equivalent for traffic safety camera review by law enforcement.	Police Department	7/11/2025	38	8/18/2025
	Train Officers to Review Infractions	Training for law enforcement on software and policy	Police Department	8/24/2026	21	9/14/2026
	30 Day Delay for Traffic Cameras Posting	Posted signs 30 days prior to activating cameras at camera locations warning roadway users of future camera enforcement.	N/A	8/24/2026	30	9/23/2026
	Install Traffic Safety Cameras	Traffic cameras installed and functioning.	Public Works	7/11/2025	63	9/12/2025
	First Day of Enforcement	Begin reviewing infractions and issuing warnings	N/A	9/23/2026	0	9/23/2026
Implementation	Review Infractions - Warning Period	Issued warnings	Police Department	9/23/2026	30	10/23/2026
	Review Infractions - Issue Violations	Issued infractions	Police Department	10/23/2026		
	Court Begins to Review of Violations		Marysville Municipal Court			
		Court proceedings to review infractions	Court	10/23/2026		

Stakeholders

The Project Team will develop an outreach plan to ensure stakeholders are informed of project progress and decision-makers are consulted. The following is the preliminary list of stakeholders:

- Mayor
- Council
- Finance Department
- IT Director/Department
- Police Chief
- City Administrator
- Public Works Director
- Community Development Director
- Public
- Legal Counsel
- HR Director
- PCD Director
- Court Administrator (Future)

Roles and Responsibilities – Project Phases

A multidisciplinary team is required to complete this project. Several staff members have lead roles and success of the project depends on their effort. The purpose of the matrix below is to ensure staff understand their roles.

Phase	Task	City Administrator	Police Chief	PW Director	Finance Director	IT Director	HR Director	PCD Director	City Engineer	Court Administrator	Council/ Mayor	Risk Manager	Guild	Legal Counsel
Planning	Project Initiation - Scoping and Charter	A	C	C	C	C	C		C					
	Council Approval	R	C	R	C	C	C		C		A			C
	Prepare Project Plan	A	C	R	C	C	C		C		C			
	Budget Amendment	C	C	C	R				C		A			
	Court Services Review	R	C	C	C		C							
	Draft and Adopt a Traffic Safety Camera Ordinance	C	C	R	C				C		A		C	C
	Prepare RFP for Traffic Safety Camera Installation	A	C	R					C					
Design/Construction/ Training	Award Contract for Traffic Safety Cameras	A	C	R					C					C
	Perform Traffic Counts	C	C	A					R		I			
	Traffic Camera Location Selection	C	A	A					R		I			
	Design Traffic Safety Camera Systems and Procure Equipment	I	C	A		C			R					
	Develop Policy for Traffic Infraction Review	I	R/A		I		C					I	C	C
	Train Officers to Review Infractions	I	R/A				C					I	C	
	30 Day Delay for Traffic Cameras Posting	I	C	A	I				R				I	
	Install Traffic Safety Cameras	I	C	A	I				R		I		I	
Implement	First Day of Enforcement	I	R/A	I	I				I		I		I	
	Review Infractions - Warning Period (Optional)	I	R/A		I	C					I			
	Review Infractions - Issue Violations	I	R/A		I						I			
	Court Begins to Review of Violations	I	R/A		I						I			

R = Responsible: Do the work

A = Accountable: Make the Decision

C = Consulted: Provides Input

I = Informed: Kept Informed

Lake Stevens Municipal Court Option														
Phase	Task	City Administrator	Police Chief	PW Director	Finance Director	IT Director	HR Director	PCD Director	City Engineer	Court Administrator	Council/Mayor	Risk Manager	Guild	Legal Counsel
Planning	Project Initiation - Scoping and Charter	A	C	C	C	C	C		C					
	Council Approval	R	C	R	C	C	C		C		A			C
	Prepare Project Plan	A	C	R	C	C	C		C		C			
	Budget Amendment	C	C	C	R				C		A			
	Court Services Contract Termination													
	Draft and Adopt a Traffic Safety Camera Ordinance	C	C	R	C				C		A		C	C
	Adopt Court Ordinance	R	C								A			C
	Prepare JDs for Court Employees and Judge and Advertise Positions/Contracts	A					R							C
	RFP for design of courtroom/chambers	A		C				R	C		C			
Design/Construction/Training	Prepare RFP for Traffic Safety Camera Installation	A	C	R					C					
	Award Contract for Traffic Safety Cameras	A	C	R					C					C
	Perform Traffic Counts	C	C	A					R		I			
	Traffic Camera Location Selection	C	A	A					R		I			
	Design and Construct Courtroom/Chambers	A	C	C	C	C	I	R	R		C			
	Hire Judge and Staff	A					R			I	C			
	Register New Court	A	I							R	C			C
	Prepare Court Policies	A	I				I			R	I	I		C
	Court Setup	A		C		C				R	I			
	Develop Financial Policies for Court (Cash handling, procurement, internal audits)	A			R					C				
	Design Traffic Safety Camera Systems and Procure Equipment	I	C	A		C			R					
	Develop Policy for Traffic Infraction Review	I	R/A		I		C					I	C	C
	Train Officers to Review Infractions	I	R/A				C					I	C	
	30 Day Delay for Traffic Cameras Posting	I	C	A	I				R				I	
	Install Traffic Safety Cameras	I	C	A	I				R		I		I	
Implement	First Day of Enforcement	I	R/A	I	I				I		I		I	
	Review Infractions - Warning Period	I	R/A		I	C					I			
	Review Infractions - Issue Violations	I	R/A		I						I			
	Court Begins to Review of Violations	I	R/A		I						I			

R = Responsible: Do the work
A = Accountable: Make the Decision
C = Consulted: Provides Input
I = Informed: Kept Informed

Change Control

Strict change control will be implemented. All scope changes will be reviewed by the project team. Changes include all changes to scope, schedule, cost or quality by any stakeholder or party.

Scope Change Control Approval Authority		
Name	Title	Authority for Change Approval
Gene Brazel	City Administrator (Project Team)	Approval – with project team consensus
Jeffrey Beazizo	Police Chief (Project Team)	Approval – with project team consensus
Aaron Halverson	Public Works Director (Project Team)	Approval – with project team consensus
Kim Klinkers	City Engineer (Project Team)	Approval – with project team consensus.
Troy Stevens	IT Director	Consulted
Barb Stevens	Finance Director	Approval – project budget changes
Brett Gailey	Mayor	Consulted – Veto Authority
Council	N/A	Informed – Budget Authority
Anya Warrington	HR Director	Consulted

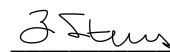
Approved by:


Gene Brazel (Jan 13, 2025 08:09 PST)
Gene Brazel, City Administrator

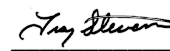

Jeff Beazizo, Police Chief

Aaron Halverson
Aaron Halverson, Public Works Director

Kim Klinkers
Kim Klinkers (Jan 9, 2025 16:52 PST)
Kim Klinkers, City Engineer


Barb Stevens, Finance Director


Anya Warrington, HR Director


Troy Stevens, IT Director

20250109_TrafficCameras_Charter

Final Audit Report

2025-01-13

Created:	2025-01-10
By:	Aaron Halverson (ahalverson@lakestevenswa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAp_SKfGGIrgSlyjvHVxYa0n-_P0_Pfzy

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City Net Revenue Estimate per Year (Five Locations)

\$145 fine	2025	2026	2027	2028	2029	2030
	1	2	3	4	5	6
Revenue	\$ 4,267,158	\$ 7,774,822	\$ 11,282,486	\$ 14,790,151	\$ 17,859,357	\$ 20,490,106
Expenditures w/o LS Court	\$ 759,493	\$ 759,493	\$ 759,493	\$ 759,493	\$ 759,493	\$ 759,493
WA State				\$ 438,458	\$ 876,916	\$ 876,916
Net Revenue	\$ 3,507,664	\$ 7,015,329	\$ 10,522,993	\$ 13,592,200	\$ 16,222,948	\$ 18,853,697
\$124 fine	2025	2026	2027	2028	2029	2030
	1	2	3	4	5	6
Revenue	\$ 3,649,155	\$ 6,538,818	\$ 9,428,480	\$ 12,318,143	\$ 14,846,597	\$ 17,013,844
Expenditures w/o LS Court	\$ 759,493	\$ 759,493	\$ 759,493	\$ 759,493	\$ 759,493	\$ 759,493
WA State				\$ 361,208	\$ 722,416	\$ 722,416
Net Revenue	\$ 2,889,662	\$ 5,779,325	\$ 8,668,987	\$ 11,197,442	\$ 13,364,688	\$ 15,531,935
\$145 fine	2025	2026	2027	2028	2029	2030
	1	2	3	4	5	6
Revenue	\$ 4,267,158	\$ 7,325,355	\$ 10,629,552	\$ 13,933,749	\$ 16,799,488	\$ 19,226,770
Program Expenditures	\$ 507,960	\$ 507,960	\$ 507,960	\$ 507,960	\$ 507,960	\$ 507,960
LS Court Expenditures	\$ 701,000	\$ 455,000	\$ 455,000	\$ 455,000	\$ 455,000	\$ 455,000
WA State				\$ 438,458	\$ 876,916	\$ 876,916
Net Revenue	\$ 3,058,197	\$ 6,362,394	\$ 9,666,592	\$ 12,532,331	\$ 14,959,612	\$ 17,386,893
\$124 fine	2025	2026	2027	2028	2029	2030
	1	2	3	4	5	6
Revenue	\$ 3,649,155	\$ 6,089,351	\$ 8,775,546	\$ 11,461,741	\$ 13,786,728	\$ 15,750,508
Program Expenditures	\$ 507,960	\$ 507,960	\$ 507,960	\$ 507,960	\$ 507,960	\$ 507,960
LS Court Expenditures	\$ 701,000	\$ 455,000	\$ 455,000	\$ 455,000	\$ 455,000	\$ 455,000
WA State				\$ 361,208	\$ 722,416	\$ 722,416
Net Revenue	\$ 2,440,195	\$ 5,126,390	\$ 7,812,585	\$ 10,137,573	\$ 12,101,352	\$ 14,065,132



Local Road Safety Plan

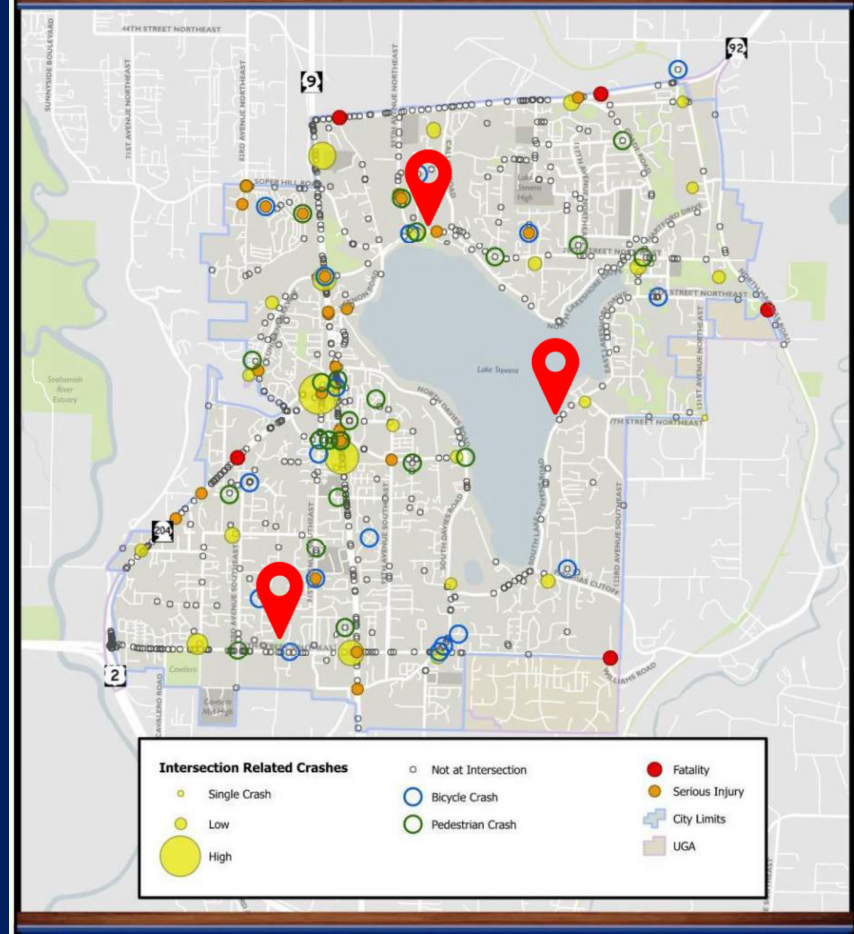
Lake Stevens, Washington

2022

Prepared for City of Lake Stevens
Prepared by Transpo Group

transpogroup 
WHAT TRANSPORTATION CAN BE.

Collision History (2018 - 2022)



CITY COUNCIL STAFF REPORT



Agenda Date: 4/24/2025

Subject: 116th/117th Pilot Project Discussion

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss project overview and metrics with the Public Works Director and Legal Counsel.

SUMMARY/BACKGROUND:

116th and 117th Avenues NE primarily serve local traffic and function as key access routes to Lake Stevens High School. To address safety concerns and the lack of pedestrian infrastructure, the City is launching a four-week pilot project to improve safety and enhance walkability.

Below are key facts about the pilot project and existing safety conditions along these corridors.

- **117th Ave NE is a designated Transportation Benefit Program sidewalk project.**
- **Pedestrian infrastructure is limited**, with only short sidewalk segments present on either roadway.
- **Vehicle speeds significantly exceed posted limits**, with most drivers traveling at 31 MPH and some reaching 50–60 MPH.

- **Pedestrian safety is at risk:** According to the Institute of Transportation Engineers, the likelihood of fatality in a pedestrian-vehicle collision increases sharply with speed—10% at 20 MPH, 40% at 30 MPH, and 80% at 40 MPH.
- **Daily vehicle volumes total approximately 3,200 trips.**
- **Pedestrian and bicycle activity is frequent,** with many families and youth using the corridor for non-motorized travel.
- **A licensed traffic engineer has developed a four-week pilot project** to provide interim pedestrian improvements and reduce vehicle speeds and volumes.
- **One-way roads, narrow lanes and pedestrian amenities are proven methods to slow traffic speeds and reduce volumes.**
- **City Council was briefed on the pilot** on 12/17/2024, 1/28/2025, and 3/4/2025.
- **Two open houses have been held, and community feedback has been collected** via surveys and public outreach. While some opposition exists, there is also significant community support.
- **Pilot projects offer a cost-effective, low-risk approach** to test safety improvements and measure performance prior to capital investment.
- **The pilot will be evaluated based on metrics** including vehicle speeds, traffic volumes, pedestrian activity, queue lengths, and community sentiment. Results will be presented to City Council with recommendations.
- **Constructing a sidewalk on 117th Ave NE alone** would not address known safety and access issues on 116th Ave NE and may worsen conditions there.
- **A decision regarding final roadway design or amenities has not been made** and will be determined by the metrics provided and other relevant information. Council will be briefed on any final outcomes.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 116th and 117th One-Way Couplet Metrics

116th/117th One-Way Couplet Metrics				
The one way couplet has the following key goals and associated metrics:	Bad	Good	Better	Great
1. Reduce 85th Percental Speeds	Speeds Increase	Speeds reduced by 1-3 MPH	Speeds reduced by 4-5 MPH	Speeds reduced by >5 MPH
2. Reduce Vehicle Volumes	Vehicle volumes increase	Reduced vehicle trips by 5%	Reduced vehicle trips by 10%	Reduced vehicle trips by >10%
3. Encourage Non-Motorized Use of the Right-of-Way	Non-motorized use declines	Increased non-motorized use by 10%	Increased not motorized use by 11%-20%	Increased non-motorized use by >20%
4. Reduce Vehicle Queue Lengths at Key Intersections (20th St & 117th traveling east, 20th Street and 116th traveling south).	Lengths increased by 20%	No change	Lengths are 10% shorter	Lengths are >10% shorter
5. Improve Community Sentiment	Negative sentiment increases from initial to final survey	Sentiment improves by up to 10%	Sentiment improves by 11–20%	Sentiment improves by more than 20%
Successful Outcome: All metrics improved during the pilot project. Consider for permanent implementation				
Moderately Successful: All metrics except for one improve. Consider alternatives for permanent solution.				
Unsuccessful: Two or more metrics don't improve. Consider the sidewalk alternative as the preferred outcome.				

How are we going to measure?	
Prior to the Pilot Project	During/After the Pilot Project
Black cat devices will be deployed for 7 days to establish baseline speed data.	Black cat devices will be in place for all four weeks to track changes.
Black cat devices will be deployed for 7 days to establish baseline volume data.	Black cat devices will remain in place for all four weeks to track changes.
Counts will occur during queue monitoring on 116th & 117th Ave NE and continue 30 minutes afterward to capture neighborhood activity.	Same method as before: counts during queue monitoring + 30 minutes after on 116th & 117th Ave NE.
Monitored at 20th & 117th/116th from 7:30–8:30 AM and 2:30–3:30 PM, Monday–Thursday, for 4 days. Longest queue and duration recorded at each location.	Monitored at 20th & 117th/116th and 117th & 26th (AM only) during same timeframes, Monday–Thursday, throughout all 4 weeks.
Survey promoted through two open houses, social media, and the project website before launch.	Survey promoted after the pilot through one open house, social media, and the website.