

# CITY COUNCIL MEETING AGENDA



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## *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.*

November 26, 2024 - 6:00 PM

**In person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens**  
**or Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/81758961294>**  
**or call in at (253) 215-8782 Meeting ID 81758961294**

- 1. 5:30 p.m. Council Group Picture for Community Transit**
- 2. 6:00 p.m. Call to Order**
- 3. Pledge of Allegiance** Mayor
- 4. Roll Call**
- 5. Approval of Agenda** Council President
- 6. Guest Business**
  - A. Community Transit Microtransit Pilot Program Jamyang Dorjee
  - B. Introduce Returning Officer Wayne Aukerman and Community Services Officer Margaret Cooper Dean Thomas
  - C. Introduce Parks Maintenance Worker Nathan Grueber Sarah Garceau
- 7. Citizen Comments**
- 8. Council Business** Council President
- 9. Mayor's Business**
- 10. City Department Report**
  - A. 2024 WCIA Risk Review and Audit Maximilian Roth
- 11. Consent Agenda**
  - A. 2024 Vouchers Barb Stevens
  - B. City Council Meeting Minutes of November 12, 2024 Kelly Chelin
  - C. WSDOT Mutual Aid Agreement - Public Works Emergency Response Assistance Maximilian Roth
  - D. Main Street Improvements Project Construction Contract Erik Mangold

- E. Interlocal Agreement with the Everett Animal Shelter Fee Increase Jeffrey Beazizo
- 12. Discussion Items**
  - A. 2024 Budget Amendment No. 3 Barb Stevens
  - B. Community Services Officer Position Dean Thomas
  - C. Sewer Utility Tax Discussion Barb Stevens
- 13. Executive Session - Confidential Session of the Council per RCW 42.30**
  - A. Discussion of Property Acquisition
- 14. Adjourn**

***THE PUBLIC IS INVITED TO ATTEND***

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

# Lake Stevens

## Microtransit Pilot Project

### Update on Zip Shuttle Launch

November 26, 2024



# Purpose

Provide a brief overview of the Zip Shuttle pilot project and an update on preparations for the launch of this new service.

- Background
- Service Overview
- How to Ride Zip
- Bringing Zip Shuttle to Lake Stevens

# Background

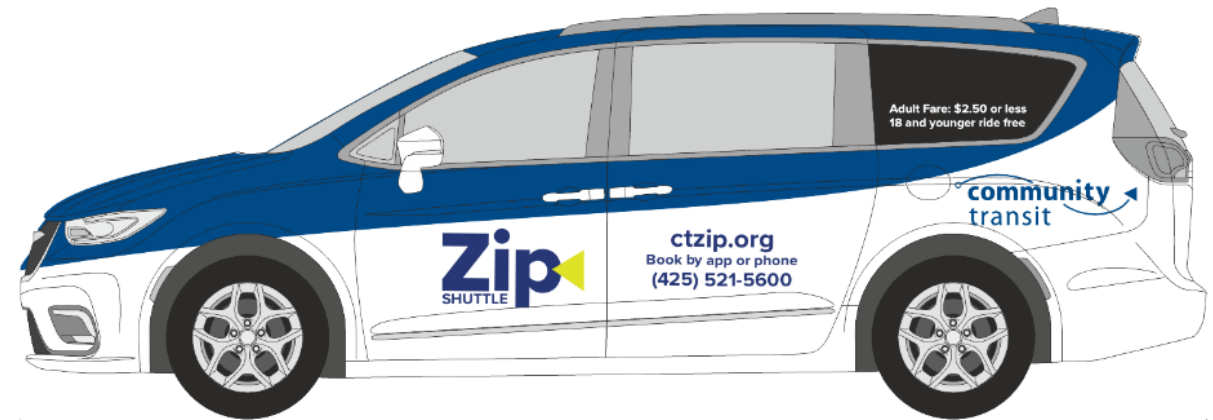
# Community Engagement

- Community Working Group – 5 meetings
- City-wide surveys of residents
  - Needs Assessment
  - Solution Concepts
- Zip Shuttle preferred
  - 63% likely to try microtransit



# Piloting a New Service

- Continuous feedback cycle from customers and staff for 12 – 18 months
- Monitor performance
- Guides improvement to the service
- Determine next steps beyond service pilot



# Service Overview

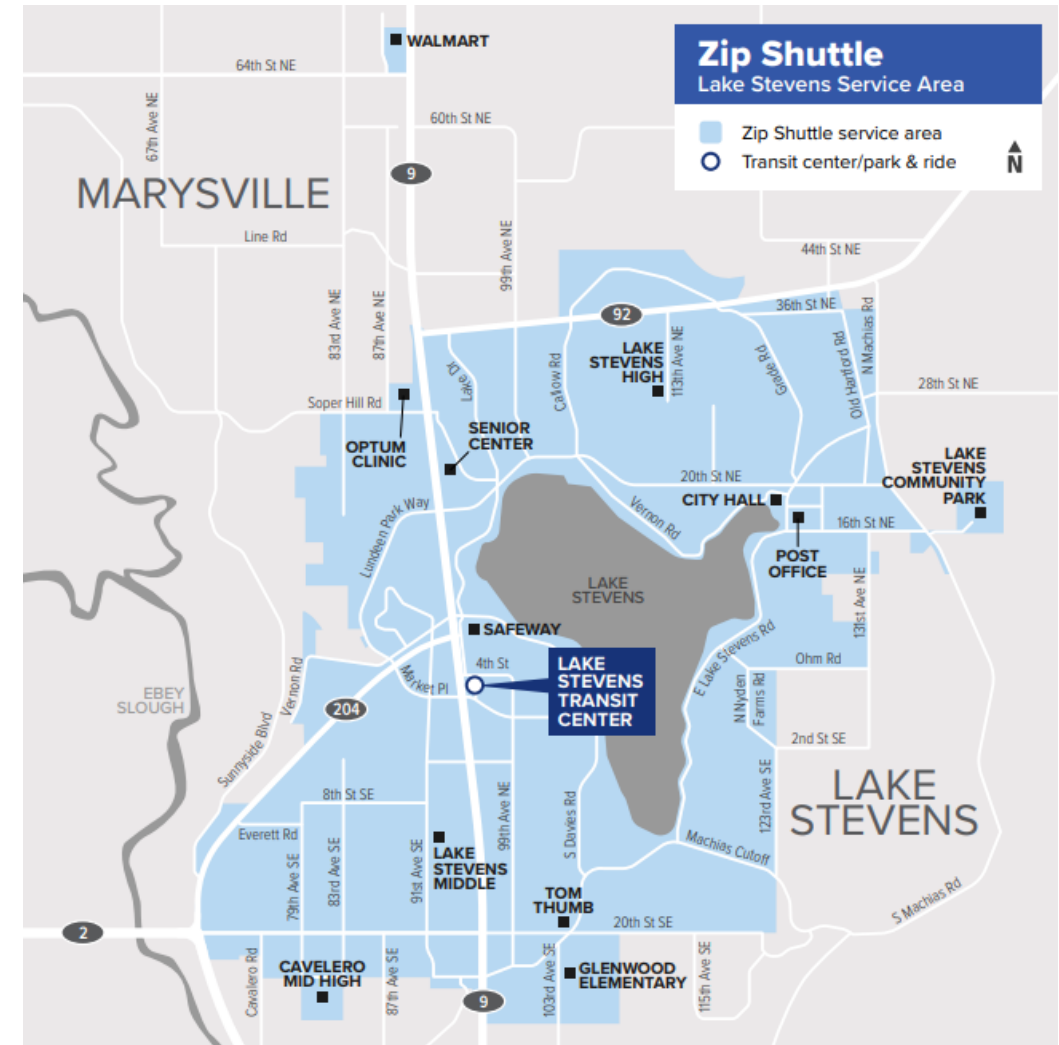
# Zip Shuttle Service Overview

- On-demand microtransit
- Travel where you want within service area, reserve by phone or app
- Pricing \$2.50 for adults, \$1.25 for seniors and reduced fare eligible. Free for youth 18 and younger
- Accepts ORCA, cash (exact change required), bus tickets, debit/credit
- Wheelchair Accessible Vehicles, car seats and bike racks available



# Service Area and Hours

- Operates 5am – 10pm daily
- Connect to local routes and Lake Stevens Transit Center
- Supports access to shopping, medical, recreation, schools
- Serves neighborhoods and destinations hard to reach by bus



# Zip Fleet Overview



## Minivan

- 6 passenger seats
- Rear-mounted bike rack
- Car seats



## Wheelchair Accessible Minivan

- 1 wheelchair securement
- 3 passenger seats

# How to Ride Zip

# How to Ride Zip

On-demand service for \$2.50 or less



1

Download the app or call



2

Request your ride



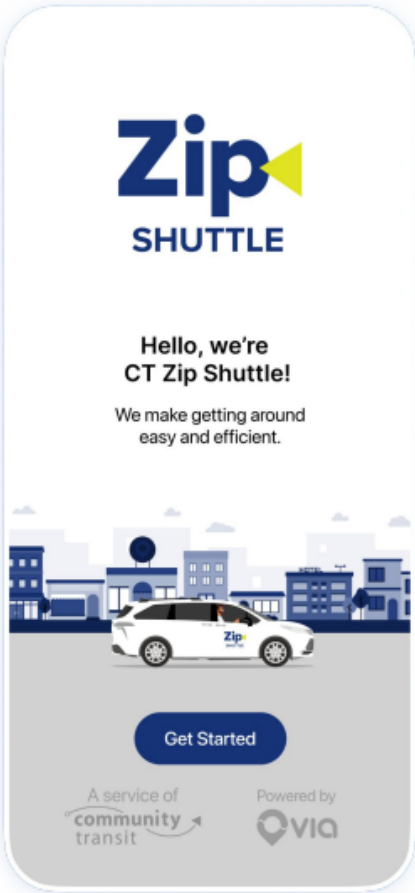
3

Pay with ORCA, cash, or in-app

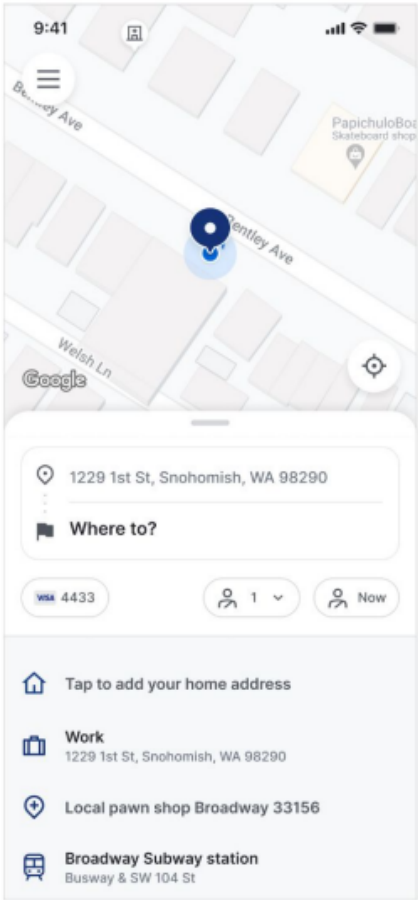


# Using the App

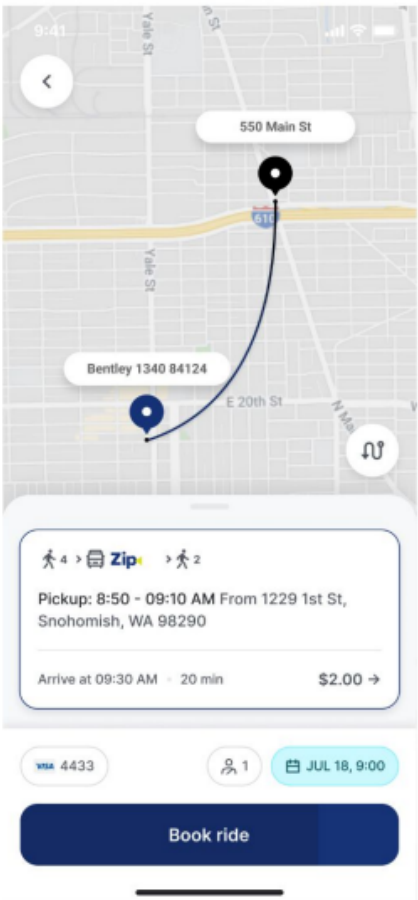
Launch screen



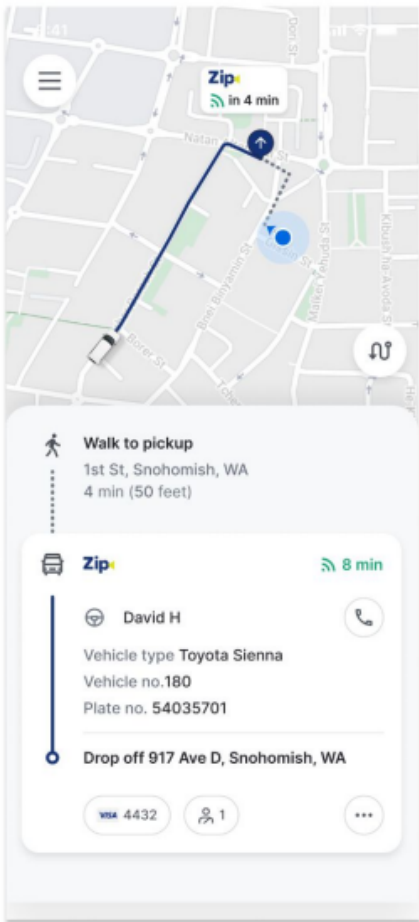
Book a ride



View ride options



Wait for ride



# Booking by Phone

- When ready to travel, call toll-free number
- Provide origin and destination
- Receive trip details
- Confirm trip
- Wait for your driver



# Bringing Zip Shuttle to Lake Stevens

# Promoting Zip Shuttle

CTZip.org

- Early interest list:  
[ctgo.org/ziplakestevens](http://ctgo.org/ziplakestevens)
- Free one-month ORCA card mailed to customers

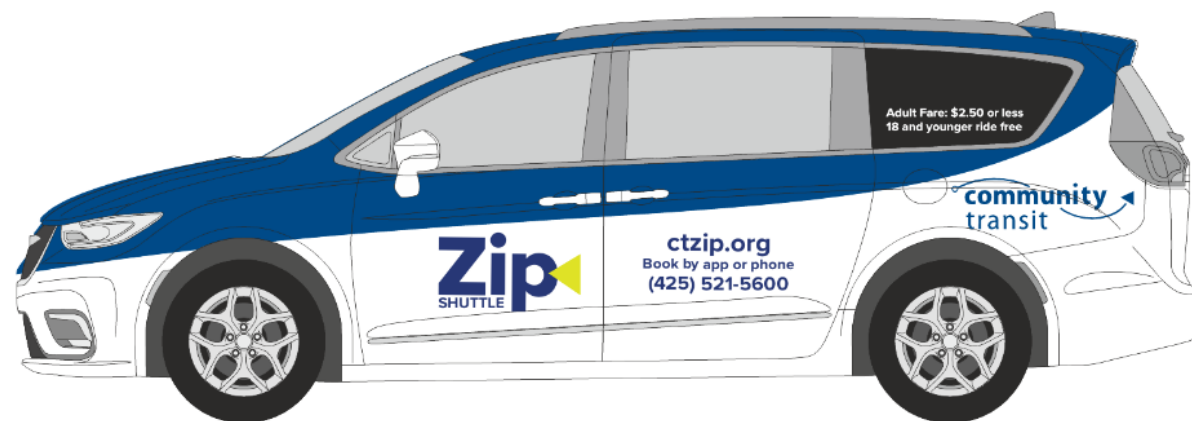
December 14, WinterFest

Flyers, outreach through Community Work Group



# Preparing to Launch

- Recruit, onboard and train drivers
- Apple and Android apps available for download
- Field testing, 12/2 – 12/16
- Targeted launch 12/17



# Questions?

# CITY DEPARTMENT REPORT



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**Agenda Date:** 11/26/2024

**Contact Person/Department:** Maximilian Roth, Human Resources

This report provides a summary update to the Council and Mayor on the City's recent annual review and audit conducted with the Washington Cities Insurance Authority (WCIA).

In October 2024, the City completed its annual review and audit with WCIA. The evaluation, based on a 5-year loss report, revealed that while the City's claim frequency was slightly higher than the comparable group average, paid claim amounts remained low and consistent with those of similar jurisdictions in Washington State.

## **2024 Special Audit: Personnel Management and Compliance**

A special topic audit was conducted on personnel management and compliance practices. This included an evaluation of supervisor and manager training, recruitment and hiring processes, policies and compliance frameworks, and overall employee management practices. The audit, conducted on October 3 by Director Warrington and WCIA Risk Representative Carlene Brown, concluded with no findings or recommendations for improvement. This outcome underscores the City's effective and proactive approach to personnel management.

## **Training Reimbursement Success**

For the third consecutive year, the City successfully maximized WCIA's reimbursement program for risk-reduction training activities, utilizing over \$9,000 in reimbursements to support staff development and enhance risk management practices.

## **Next Steps**

A comprehensive report detailing risk management activities will be included in the HR Department's report at the beginning of 2025.

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BLANKET VOUCHER APPROVAL  
**2024**

|                            |                          |                |
|----------------------------|--------------------------|----------------|
| Payroll Direct Deposits    | 11/10/2024, 11/25/2024   | \$952,007.83   |
| Payroll Checks             | 62010, 62155             | \$4,900.41     |
| Electronic Funds Transfers | ACH                      | \$518,362.75   |
| Claims                     | 62145-62154, 62156-62258 | \$1,539,574.94 |
| Void Checks                |                          |                |
| Total Vouchers Approved:   |                          | \$3,014,845.93 |

**This 26th day of November 2024**

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

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Finance Director/Auditing Officer, Barb Stevens

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Mayor, Brett Gailey

November 26, 2024



| City expenditures by type for this voucher packet |                    |             |
|---------------------------------------------------|--------------------|-------------|
| Personnel Costs                                   | \$956,908          | 32%         |
| Payroll Federal Taxes                             | \$149,220          | 5%          |
| Excise Tax                                        | \$424              | 0%          |
| Retirement Benefits - Employer                    | \$87,628           | 3%          |
| Medical Benefits - Employer                       | \$244,889          | 8%          |
| Other Employer Paid Benefits                      | \$10,459           | 0%          |
| Employee Paid Benefits                            | \$33,690           | 1%          |
| Supplies                                          | \$43,848           | 1%          |
| Professional Services                             | \$286,804          | 10%         |
| Capital *                                         | \$178,898          | 6%          |
| Debt Payments                                     | \$1,022,078        | 34%         |
| <b>Total</b>                                      | <b>\$3,014,846</b> | <b>100%</b> |

**Large Purchases \***

\* 91st Ave SE Sidewalk Improvements PE#3 \$137,390

**City of Lake Stevens Blanket Voucher Report**  
**Checks to be approved for period 11/08/2024 - 11/26/2024**

| Total for Period      |
|-----------------------|
| <b>\$2,057,937.69</b> |

| Vendor Name               | Invoice #      | Account #            | Account Name                   | Description                                                      | Check #            | Amount            |
|---------------------------|----------------|----------------------|--------------------------------|------------------------------------------------------------------|--------------------|-------------------|
| 911 Supply Inc            | INV-2-42926    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Gear - W Aukerman                                        | 62156              | \$650.10          |
| 911 Supply Inc            | INV-2-42927    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Gear - W Aukerman                                        | 62156              | \$71.64           |
| 911 Supply Inc            | INV-2-42974    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Armor Name Tape - W Aukerman                                     | 62156              | \$23.42           |
| 911 Supply Inc            | INV-2-42975    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Name Tape - W Aukerman                                   | 62156              | \$49.65           |
| 911 Supply Inc            | INV-2-43074    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Gear - E Everest                                         | 62156              | \$23.83           |
| 911 Supply Inc            | INV-2-43075    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Gear - J Sutton                                          | 62156              | \$23.83           |
| 911 Supply Inc            | INV-2-43147    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Gear - W Aukerman                                        | 62156              | \$318.62          |
| 911 Supply Inc            | INV-2-43149    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Gear - M Cooper                                          | 62156              | \$280.97          |
| 911 Supply Inc            | INV-2-43150    | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Gear - W Aukerman                                        | 62156              | \$536.67          |
| 911 Supply Inc            | INV-2-43151    | 001 008 521 20 31 06 | LE - Uniform Clothing          | PD Uniform Hats/Batons/Belts                                     | 62156              | \$358.16          |
|                           |                |                      |                                |                                                                  | <b>62156 Total</b> | <b>\$2,336.89</b> |
| Ace Hardware              | 80243          | 001 012 575 50 31 00 | CS- The Mill- Ops              | Scrub Brushes/Fasteners                                          | 62157              | \$79.64           |
| Ace Hardware              | 80245          | 001 013 518 20 31 00 | GG-Operating Costs             | Tank Heater/Pipe Cutter/LP Tank - Gen Facilities                 | 62157              | \$153.42          |
| Ace Hardware              | 80245          | 005 000 518 20 30 00 | Rental Property Operating Cost | Tank Heater/Pipe Cutter/LP Tank - Gen Facilities                 | 62157              | \$54.15           |
| Ace Hardware              | 80245          | 101 016 544 90 31 02 | ST-Operating Cost              | Tank Heater/Pipe Cutter/LP Tank - Gen Facilities                 | 62157              | \$6.77            |
| Ace Hardware              | 80245          | 410 016 531 10 31 02 | SW - Operating Costs           | Tank Heater/Pipe Cutter/LP Tank - Gen Facilities                 | 62157              | \$11.28           |
| Ace Hardware              | 80247          | 101 016 544 90 31 02 | ST-Operating Cost              | LP Tanks/Valve Box/Caps/Conn Wire                                | 62157              | \$300.85          |
| Ace Hardware              | 80255          | 001 010 576 80 31 10 | PK-Boat Launch Expenses        | Davies Boat Launch Plank Removal Supplies                        | 62157              | \$279.50          |
| Ace Hardware              | 80262          | 101 016 544 90 31 02 | ST-Operating Cost              | Torch Kit/Bungee Cords/Tarp Straps                               | 62157              | \$114.25          |
| Ace Hardware              | 80264          | 001 013 518 20 31 00 | GG-Operating Costs             | Driver Bit Set/Battery Storage & Racks - Gen Facilites           | 62157              | \$207.31          |
| Ace Hardware              | 80264          | 005 000 518 20 30 00 | Rental Property Operating Cost | Driver Bit Set/Battery Storage & Racks - Gen Facilites           | 62157              | \$73.17           |
| Ace Hardware              | 80264          | 101 016 544 90 31 02 | ST-Operating Cost              | Driver Bit Set/Battery Storage & Racks - Gen Facilites           | 62157              | \$9.15            |
| Ace Hardware              | 80264          | 410 016 531 10 31 02 | SW - Operating Costs           | Driver Bit Set/Battery Storage & Racks - Gen Facilites           | 62157              | \$15.24           |
| Ace Hardware              | 80269          | 001 013 518 20 31 00 | GG-Operating Costs             | Lithium-Ion Battery Pack/Cutout Tool/LED Lights - Gen Facilities | 62157              | \$293.06          |
| Ace Hardware              | 80269          | 005 000 518 20 30 00 | Rental Property Operating Cost | Lithium-Ion Battery Pack/Cutout Tool/LED Lights - Gen Facilities | 62157              | \$103.43          |
| Ace Hardware              | 80269          | 101 016 544 90 31 02 | ST-Operating Cost              | Lithium-Ion Battery Pack/Cutout Tool/LED Lights - Gen Facilities | 62157              | \$12.93           |
| Ace Hardware              | 80269          | 410 016 531 10 31 02 | SW - Operating Costs           | Lithium-Ion Battery Pack/Cutout Tool/LED Lights - Gen Facilities | 62157              | \$21.55           |
| Ace Hardware              | 80273          | 101 016 544 90 31 02 | ST-Operating Cost              | Engine Oil                                                       | 62157              | \$65.56           |
|                           |                |                      |                                |                                                                  | <b>62157 Total</b> | <b>\$1,801.26</b> |
| AFLAC                     | 712790         | 001 000 284 00 00 00 | Payroll Liability Other        | Employee Paid Insurance Prem                                     | EFT                | \$749.14          |
|                           |                |                      |                                |                                                                  | <b>EFT Total</b>   | <b>\$749.14</b>   |
| Alexander Printing Co Inc | 85971          | 101 016 544 90 31 02 | ST-Operating Cost              | Business Cards - B Romanaggi                                     | 62158              | \$48.49           |
| Alexander Printing Co Inc | 85971          | 410 016 531 10 31 02 | SW - Operating Costs           | Business Cards - B Romanaggi                                     | 62158              | \$48.50           |
| Alexander Printing Co Inc | 86294          | 001 006 518 80 31 00 | IT- Operating Supplies         | Business Cards - T Stevens                                       | 62158              | \$96.99           |
| Alexander Printing Co Inc | 86646          | 001 010 576 80 42 01 | PK-Advertising Services        | Posters for Winterfest                                           | 62158              | \$69.02           |
| Alexander Printing Co Inc | 86757          | 001 008 521 20 31 00 | LE-Office Supplies             | Violation Notice Labels                                          | 62158              | \$477.90          |
|                           |                |                      |                                |                                                                  | <b>62158 Total</b> | <b>\$740.90</b>   |
| Amazon Capital Services   | 13GN-WTJR-M1XC | 001 010 576 80 31 07 | PK-Recreation Supplies         | Power Strips                                                     | 62159              | \$13.65           |
| Amazon Capital Services   | 149G-3NYM-HX16 | 001 006 518 80 31 00 | IT- Operating Supplies         | USB to RS-232 Adapter                                            | 62159              | \$10.92           |
| Amazon Capital Services   | 16PV-RDRQ-33LF | 001 008 521 20 31 06 | LE - Uniform Clothing          | Under Armor/Tactical Pants - Fenton                              | 62159              | \$210.63          |
| Amazon Capital Services   | 16PV-RDRQ-3WPC | 001 008 521 20 31 05 | LE-Equipment - New Officers    | Uniform Shoes Refund - A VanHook                                 | 62159              | (\$65.03)         |
| Amazon Capital Services   | 1743-NCLY-1HYN | 001 005 517 90 41 00 | HR-Wellness Program            | Event Stickers for Turkey Bowl                                   | 62159              | \$13.86           |
| Amazon Capital Services   | 17L1-9HR7-49XX | 001 008 521 50 30 02 | LE-Fleet Minor Equipment       | Wiper Blades/All Purpose Cleaner                                 | 62159              | \$57.95           |
| Amazon Capital Services   | 1967-YGW7-FJH6 | 001 008 521 20 31 00 | LE-Office Supplies             | Binders                                                          | 62159              | \$52.45           |

| Vendor Name             | Invoice #      | Account #            | Account Name                   | Description                                          | Check #            | Amount            |
|-------------------------|----------------|----------------------|--------------------------------|------------------------------------------------------|--------------------|-------------------|
| Amazon Capital Services | 1C6F-6JGC-3TMG | 001 012 575 50 31 00 | CS- The Mill- Ops              | Pressure Washer for The Mill & Comm Properties       | 62159              | \$118.04          |
| Amazon Capital Services | 1C6F-6JGC-3TMG | 005 000 518 20 30 00 | Rental Property Operating Cost | Pressure Washer for The Mill & Comm Properties       | 62159              | \$118.04          |
| Amazon Capital Services | 1D9C-9CRK-3V1H | 001 005 518 10 31 01 | HR-Operating Cost              | Wagon Cart for Training Supplies                     | 62159              | \$54.64           |
| Amazon Capital Services | 1FD4-XVN1-FRKL | 001 008 521 20 31 00 | LE-Office Supplies             | Office Chairs                                        | 62159              | \$541.98          |
| Amazon Capital Services | 1FFT-4D93-F9GP | 001 008 521 20 31 06 | LE - Uniform Clothing          | Boots                                                | 62159              | \$162.50          |
| Amazon Capital Services | 1FRF-TM1M-DQXV | 001 008 521 20 31 00 | LE-Office Supplies             | Mesh Pouches                                         | 62159              | \$40.88           |
| Amazon Capital Services | 1G3N-974V-FGKC | 001 010 576 80 31 10 | PK-Boat Launch Expenses        | Dock Corner Bumper for Davies                        | 62159              | \$41.84           |
| Amazon Capital Services | 1G9C-PK79-FF79 | 001 010 576 80 31 03 | PK- Equipment & Tools          | Trash Pickers                                        | 62159              | \$79.41           |
| Amazon Capital Services | 1GDF-XGH9-6W39 | 001 008 521 20 31 06 | LE - Uniform Clothing          | Under Armor - Fenton                                 | 62159              | \$107.10          |
| Amazon Capital Services | 1GJ6-VC4H-1LVT | 101 016 544 90 31 02 | ST-Operating Cost              | Curved Computer Monitors (2)                         | 62159              | \$499.48          |
| Amazon Capital Services | 1GJ6-VC4H-1LVT | 410 016 531 10 31 02 | SW - Operating Costs           | Curved Computer Monitors (2)                         | 62159              | \$499.48          |
| Amazon Capital Services | 1H9P-6D6C-FQNT | 101 016 544 90 31 02 | ST-Operating Cost              | Batteries                                            | 62159              | \$9.33            |
| Amazon Capital Services | 1H9P-6D6C-FQNT | 410 016 531 10 31 02 | SW - Operating Costs           | Batteries                                            | 62159              | \$9.32            |
| Amazon Capital Services | 1J7N-QH9N-41VT | 001 008 521 20 31 00 | LE-Office Supplies             | Flash Drive Memory Sticks                            | 62159              | \$21.36           |
|                         |                |                      |                                |                                                      | <b>62159 Total</b> | <b>\$2,597.83</b> |
| Amazon Capital Services | 1JJW-N7W6-R9WV | 001 003 514 20 31 00 | CC-Office Supply               | Headset/Mouse - B Tallman                            | 62160              | \$87.42           |
| Amazon Capital Services | 1KM6-TTVN-HTKR | 101 016 544 90 31 02 | ST-Operating Cost              | HDMI Cables                                          | 62160              | \$10.70           |
| Amazon Capital Services | 1KM6-TTVN-HTKR | 410 016 531 10 31 02 | SW - Operating Costs           | HDMI Cables                                          | 62160              | \$10.70           |
| Amazon Capital Services | 1LT9-LHJV-4TXK | 001 008 521 20 31 06 | LE - Uniform Clothing          | Surveillance Headsets/Tourniquet Cases - QM Supplies | 62160              | \$374.70          |
| Amazon Capital Services | 1MF7-VWRV-TYFG | 001 003 514 20 31 00 | CC-Office Supply               | Monitor Mount - B Tallman                            | 62160              | \$31.14           |
| Amazon Capital Services | 1MFH-N9V9-C936 | 001 010 576 80 31 02 | PK-Office Supplies             | Badge Holders for Field Crew                         | 62160              | \$32.76           |
| Amazon Capital Services | 1MMF-6RQ7-97T3 | 001 007 558 50 31 00 | PL-Office Supplies             | Wall Calendar                                        | 62160              | \$20.22           |
| Amazon Capital Services | 1MMF-6RQ7-97T3 | 001 013 518 20 31 00 | GG-Operating Costs             | Pens                                                 | 62160              | \$14.68           |
| Amazon Capital Services | 1NLF-D1W9-7TNX | 001 003 514 20 31 00 | CC-Office Supply               | Monitor Stand for Home Office - B Tallman            | 62160              | \$24.47           |
| Amazon Capital Services | 1NMX-VLC7-1WLF | 001 010 576 80 31 00 | PK-Operating Costs             | Bungees for Advertising Signs                        | 62160              | \$8.65            |
| Amazon Capital Services | 1NMX-VLC7-1WLF | 001 010 576 80 31 02 | PK-Office Supplies             | Index Cards                                          | 62160              | \$3.85            |
| Amazon Capital Services | 1P1T-7QCH-4GGD | 001 008 521 20 31 06 | LE - Uniform Clothing          | Boots - Lanto                                        | 62160              | \$185.81          |
| Amazon Capital Services | 1P3Y-94GF-QFCH | 101 016 544 90 31 02 | ST-Operating Cost              | HDMI Adapter                                         | 62160              | \$39.33           |
| Amazon Capital Services | 1P3Y-94GF-QFCH | 410 016 531 10 31 02 | SW - Operating Costs           | HDMI Adapter                                         | 62160              | \$39.33           |
| Amazon Capital Services | 1P7X-K939-CNM9 | 001 010 576 80 31 00 | PK-Operating Costs             | Easel for Open Houses                                | 62160              | \$38.23           |
| Amazon Capital Services | 1P7X-K939-CNM9 | 001 010 576 80 31 10 | PK-Boat Launch Expenses        | Marine Rope for Davies                               | 62160              | \$18.57           |
| Amazon Capital Services | 1PKK-YYLF-VF73 | 001 003 514 20 31 00 | CC-Office Supply               | Wall Calendars                                       | 62160              | \$26.19           |
| Amazon Capital Services | 1PKK-YYLF-VF73 | 001 004 514 23 31 00 | FI-Office Supplies             | Wall Calendars                                       | 62160              | \$48.86           |
| Amazon Capital Services | 1PKK-YYLF-VF73 | 001 005 518 10 31 00 | HR-Office Supplies             | Wall Calendars                                       | 62160              | \$29.04           |
| Amazon Capital Services | 1PKK-YYLF-VF73 | 001 007 558 50 31 00 | PL-Office Supplies             | Wall Calendars                                       | 62160              | \$136.42          |
| Amazon Capital Services | 1V3N-R6QR-FLP1 | 001 010 576 80 31 07 | PK-Recreation Supplies         | Speaker Bags/Recreation Supplies                     | 62160              | \$371.37          |
| Amazon Capital Services | 1VHX-T4W6-4K16 | 001 008 521 20 31 02 | LE-Minor Equipment             | Walking Pad                                          | 62160              | \$327.89          |
| Amazon Capital Services | 1VHX-T4W6-6X1N | 001 008 521 20 31 02 | LE-Minor Equipment             | Walking Pad Refund                                   | 62160              | (\$295.10)        |
| Amazon Capital Services | 1VKW-VFQ6-37CW | 001 006 518 80 31 00 | IT- Operating Supplies         | Single Monitor Arm                                   | 62160              | \$20.48           |
| Amazon Capital Services | 1X9C-VKN1-FN7D | 001 010 576 80 31 03 | PK- Equipment & Tools          | Sharpener & Extractor Bits                           | 62160              | \$39.31           |
| Amazon Capital Services | 1YY6-37WK-7HMJ | 001 008 521 20 31 02 | LE-Minor Equipment             | Asurion Protection Plan Refund                       | 62160              | (\$44.80)         |
|                         |                |                      |                                |                                                      | <b>62160 Total</b> | <b>\$1,600.22</b> |
| Ambrose                 | 120224 AMBROSE | 001 010 576 80 43 00 | PK-Travel & Meetings           | RMTA Conf Meal PerDiem - T Ambrose                   | 62161              | \$213.00          |
| Ambrose                 | 120224 AMBROSE | 001 010 576 80 43 00 | PK-Travel & Meetings           | RMTA Conf Mileage PerDiem - T Ambrose                | 62161              | \$52.53           |
|                         |                |                      |                                |                                                      | <b>62161 Total</b> | <b>\$265.53</b>   |

| Vendor Name                         | Invoice #       | Account #            | Account Name                 | Description                                                     | Check #            | Amount              |
|-------------------------------------|-----------------|----------------------|------------------------------|-----------------------------------------------------------------|--------------------|---------------------|
| Assoc of Washington Cities EFT      | 62818           | 001 000 283 00 00 00 | Payroll Liability Medical    | Medical Insurance Premium                                       | EFT                | \$241,586.71        |
| Assoc of Washington Cities EFT      | 62818           | 001 003 514 20 20 00 | CC-Benefits                  | Medical Insurance Premium - Tallman                             | EFT                | \$2,313.74          |
| Assoc of Washington Cities EFT      | 62818           | 001 008 521 20 20 00 | LE-Benefits                  | Medical Insurance Premium - Aukerman                            | EFT                | (\$541.82)          |
| Assoc of Washington Cities EFT      | 62818           | 001 010 576 80 20 00 | PK-Benefits                  | Medical Insurance Premium - Grueber                             | EFT                | \$889.68            |
| Assoc of Washington Cities EFT      | 62818           | 001 013 518 30 20 00 | GG-Benefits                  | Medical Insurance Premium - rounding adj                        | EFT                | \$0.01              |
|                                     |                 |                      |                              |                                                                 | <b>EFT Total</b>   | <b>\$244,248.32</b> |
| Axon Enterprise Inc                 | INUS291127      | 001 008 521 20 31 06 | LE - Uniform Clothing        | Axon Body Mount                                                 | 62162              | \$342.11            |
|                                     |                 |                      |                              |                                                                 | <b>62162 Total</b> | <b>\$342.11</b>     |
| Baumgardner                         | 111224 OLIVIA1  | 001 003 514 20 43 00 | CC-Travel & Meetings         | FEMA Public Info Basic Training Mileage PerDiem - O Baumgardner | 62163              | \$78.79             |
| Baumgardner                         | 111224 OLIVIA2  | 001 003 514 20 43 00 | CC-Travel & Meetings         | FEMA Public Info Basic Training Meal PerDiem - O Baumgardner    | 62163              | \$75.00             |
|                                     |                 |                      |                              |                                                                 | <b>62163 Total</b> | <b>\$153.79</b>     |
| Bridge Coordination Services        | 2024-LS10       | 001 008 521 20 41 01 | LE-Professional Serv-Fixed   | LS Victim Service Hours                                         | 62164              | \$3,312.38          |
|                                     |                 |                      |                              |                                                                 | <b>62164 Total</b> | <b>\$3,312.38</b>   |
| Builders Exchange of Washington Inc | 1078165         | 301 016 595 30 60 05 | TZ1 - Main Street            | Main Street Improvements Builders Exchange Publication          | 62165              | \$180.50            |
|                                     |                 |                      |                              |                                                                 | <b>62165 Total</b> | <b>\$180.50</b>     |
| Business Card                       | BARNES 11-2024  | 001 008 521 20 31 01 | LE-Fixed Minor Equipment     | First Aid/CPR/AED Instructor Kit                                | 62166              | \$307.52            |
| Business Card                       | BARNES 11-2024  | 001 008 521 20 31 01 | LE-Fixed Minor Equipment     | PD Property Destruction Fees                                    | 62166              | \$119.17            |
| Business Card                       | BARNES 11-2024  | 001 008 521 20 31 05 | LE-Equipment - New Officers  | Portable Radio Case                                             | 62166              | \$284.95            |
| Business Card                       | BARNES 11-2024  | 001 008 521 20 31 06 | LE - Uniform Clothing        | Uniform Boots                                                   | 62166              | \$224.95            |
| Business Card                       | BARNES 11-2024  | 001 008 521 20 41 01 | LE-Professional Serv-Fixed   | Transcription Services Case #2022-16170                         | 62166              | \$527.50            |
| Business Card                       | BARNES 11-2024  | 001 008 521 20 43 00 | LE-Travel & Per Diem         | DRE Conf Hotel - C Kolomyza                                     | 62166              | \$503.07            |
| Business Card                       | BARNES 11-2024  | 001 008 521 20 43 00 | LE-Travel & Per Diem         | PD Property Destruction Meal                                    | 62166              | \$33.54             |
| Business Card                       | BARNES 11-2024  | 001 008 521 40 49 01 | LE-Registration Fees         | Basic Field Training Registration - K Bernhard                  | 62166              | \$375.00            |
| Business Card                       | BARNES 11-2024  | 001 008 521 40 49 01 | LE-Registration Fees         | Basic Field Training Registration Refund - K Bernhard           | 62166              | (\$375.00)          |
| Business Card                       | BARNES 11-2024  | 001 008 521 40 49 01 | LE-Registration Fees         | WACA Membership                                                 | 62166              | \$35.00             |
| Business Card                       | BARNES 11-2024  | 111 008 521 20 31 01 | Drug Seize - Canine Supplies | TADD (Narcotics)                                                | 62166              | \$87.00             |
| Business Card                       | BEAZIZO 11-2024 | 001 008 521 20 43 00 | LE-Travel & Per Diem         | IACP Con Hotel - D Thomas                                       | 62166              | \$2,506.59          |
| Business Card                       | BEAZIZO 11-2024 | 001 008 521 20 43 00 | LE-Travel & Per Diem         | IACP Con Hotel - J Beazizo                                      | 62166              | \$2,506.59          |
| Business Card                       | BEAZIZO 11-2024 | 001 008 521 20 43 00 | LE-Travel & Per Diem         | IACP Con Hotel - J Dreher                                       | 62166              | \$2,506.59          |
| Business Card                       | BEAZIZO 11-2024 | 001 008 521 20 43 00 | LE-Travel & Per Diem         | IACP Con Hotel - J Ubert                                        | 62166              | \$2,506.59          |
| Business Card                       | BEAZIZO 11-2024 | 001 008 521 20 49 00 | LE-Dues & Memberships        | FBI-LEEDA Membership - J Beazizo                                | 62166              | \$50.00             |
| Business Card                       | BRAZEL 11-2024  | 001 001 513 10 43 00 | Executive - Travel & Mtgs    | WEFTEC Conf Uber - Brazel/Gailey/Halverson                      | 62166              | \$38.69             |
| Business Card                       | BRAZEL 11-2024  | 001 002 513 11 43 00 | AD-Travel & Meetings         | Monthly MAG Meeting Meal - Brazel                               | 62166              | \$23.27             |
| Business Card                       | BRAZEL 11-2024  | 001 002 513 11 43 00 | AD-Travel & Meetings         | WEFTEC Conf Airport Parking - Brazel                            | 62166              | \$135.00            |
| Business Card                       | BRAZEL 11-2024  | 001 002 513 11 43 00 | AD-Travel & Meetings         | WEFTEC Conf Flight Change Refund                                | 62166              | (\$23.86)           |
| Business Card                       | BRAZEL 11-2024  | 001 002 513 11 43 00 | AD-Travel & Meetings         | WEFTEC Conf Hotel - Brazel                                      | 62166              | \$524.90            |
| Business Card                       | BRAZEL 11-2024  | 001 002 513 11 43 00 | AD-Travel & Meetings         | WEFTEC Conf Uber - Brazel/Gailey/Halverson                      | 62166              | \$38.69             |
| Business Card                       | BRAZEL 11-2024  | 101 016 543 30 43 00 | ST-Travel & Meetings         | WEFTEC Conf Uber - Brazel/Gailey/Halverson                      | 62166              | \$19.35             |
| Business Card                       | BRAZEL 11-2024  | 410 016 531 10 43 00 | SW - Travel & Meetings       | WEFTEC Conf Uber - Brazel/Gailey/Halverson                      | 62166              | \$19.34             |
| Business Card                       | CHELIN 11-2024  | 001 003 514 20 43 00 | CC-Travel & Meetings         | IACC Conf Hotel - O Baumgardner                                 | 62166              | \$674.36            |
| Business Card                       | CLIFTON 11-2024 | 410 016 531 10 43 00 | SW - Travel & Meetings       | AWPA Emergency Mgmt Training Hotel - C Jones                    | 62166              | \$308.14            |
| Business Card                       | DREHER 11-2024  | 001 008 521 20 41 01 | LE-Professional Serv-Fixed   | Spypoint Insiders Club Annual Refund                            | 62166              | (\$96.44)           |
| Business Card                       | DREHER 11-2024  | 001 008 521 20 41 01 | LE-Professional Serv-Fixed   | Spypoint Standard Plan Annual Refund                            | 62166              | (\$162.04)          |
| Business Card                       | DREHER 11-2024  | 001 008 521 20 42 00 | LE-Communication             | Postage                                                         | 62166              | \$6.45              |
| Business Card                       | DREHER 11-2024  | 001 008 521 20 43 00 | LE-Travel & Per Diem         | CJIS Users Summit Hotel - A Fox                                 | 62166              | \$993.93            |
| Business Card                       | DREHER 11-2024  | 001 008 521 20 43 00 | LE-Travel & Per Diem         | K9 Certification Hotel - D Dreher                               | 62166              | \$214.32            |
| Business Card                       | DREHER 11-2024  | 001 008 521 20 43 00 | LE-Travel & Per Diem         | Mediation Parking Fee                                           | 62166              | \$6.00              |
| Business Card                       | DREHER 11-2024  | 001 008 521 20 43 00 | LE-Travel & Per Diem         | UTAC Drone Training Hotel - A Bryant                            | 62166              | \$973.24            |
| Business Card                       | FOX 11-2024     | 001 008 521 20 43 00 | LE-Travel & Per Diem         | CJIS Users Summit Ferry Fees - A Fox                            | 62166              | \$18.65             |

| Vendor Name   | Invoice #         | Account #            | Account Name               | Description                                               | Check # | Amount     |
|---------------|-------------------|----------------------|----------------------------|-----------------------------------------------------------|---------|------------|
| Business Card | GAILEY 11-2024    | 001 001 513 10 43 00 | Executive - Travel & Mtgs  | AWC Mayors Exchange Hotel - Gailey                        | 62166   | \$149.04   |
| Business Card | GAILEY 11-2024    | 001 001 513 10 43 00 | Executive - Travel & Mtgs  | Housing Solutions Breakfast Parking Fees - Gailey/Jorstad | 62166   | \$25.00    |
| Business Card | GAILEY 11-2024    | 001 001 513 10 43 00 | Executive - Travel & Mtgs  | WEFTEC Conf Lyft - Gailey                                 | 62166   | \$112.87   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 00 | PK-Operating Costs         | Asset Tags                                                | 62166   | \$222.50   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 00 | PK-Operating Costs         | Banner for Winterfest                                     | 62166   | \$97.21    |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 01 | PK-Ops-Clothing            | New Employee Uniform Pants                                | 62166   | \$190.18   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 03 | PK- Equipment & Tools      | Measuring Landscape Meter                                 | 62166   | \$927.96   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 03 | PK- Equipment & Tools      | Tool MODBOX                                               | 62166   | \$371.53   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 04 | PK-Vandalism Supplies      | Hinge Replacement for Lundeen RR                          | 62166   | \$135.15   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 05 | PK-R&M Supplies            | Padlock for Eagle Ridge Garden Gate                       | 62166   | \$224.21   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 07 | PK-Recreation Supplies     | Lundeen Recreation Storage                                | 62166   | \$100.38   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 07 | PK-Recreation Supplies     | Portable Speaker Setup                                    | 62166   | \$235.80   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 08 | PK-Special Event Supplies  | Candy for Harvest & Winter Fest                           | 62166   | \$201.47   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 08 | PK-Special Event Supplies  | Snowman Snow Machine for Winterfest                       | 62166   | \$548.50   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 31 08 | PK-Special Event Supplies  | Supplies for Harvest Fest                                 | 62166   | \$2.03     |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | NRPA Conf Hotel - S Garceau                               | 62166   | \$1,371.36 |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | RMTA Conf Airport Parking Fees - T Ambrose                | 62166   | \$86.46    |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | RMTA Conf Flight from Denver - T Ambrose                  | 62166   | \$153.10   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | RMTA Conf Flight to Denver - T Ambrose                    | 62166   | \$241.98   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | RMTA Conf Shuttle Fees - T Ambrose                        | 62166   | \$106.00   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | SFMA Conf Flight - D Green                                | 62166   | \$186.20   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | Supervisor School Flight Baggage Fees - D Green           | 62166   | \$35.00    |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | Supervisor Training Flight Baggage Fee - D Green          | 62166   | \$35.00    |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 43 00 | PK-Travel & Meetings       | WFEA Conf Hotel - T Woldridge                             | 62166   | \$412.86   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 49 00 | PK-Dues & Memberships      | WFEA Membership - T Woldridge                             | 62166   | \$125.00   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 49 01 | PK-Staff Development       | RMTA Conf Registration - T Ambrose                        | 62166   | \$325.00   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 49 01 | PK-Staff Development       | SFMA Annual Conf Registration - D Green                   | 62166   | \$500.00   |
| Business Card | GARCEAU 11-2024   | 001 010 576 80 49 01 | PK-Staff Development       | SFMA Membership - D Green                                 | 62166   | \$150.00   |
| Business Card | GOOD 11-2024      | 001 005 518 10 41 00 | HR-Professional Services   | FMCSA Drug Testing                                        | 62166   | \$12.50    |
| Business Card | GOOD 11-2024      | 001 005 518 10 43 00 | HR-Travel & Meetings       | NHRMA Conf Hotel Refund                                   | 62166   | (\$8.00)   |
| Business Card | HALVERSON 11-2024 | 001 010 576 80 31 00 | PK-Operating Costs         | PW Rodeo Catering                                         | 62166   | \$309.51   |
| Business Card | HALVERSON 11-2024 | 101 016 543 30 43 00 | ST-Travel & Meetings       | WEFTEC Conf Hotel - Halverson                             | 62166   | \$262.45   |
| Business Card | HALVERSON 11-2024 | 101 016 544 90 31 02 | ST-Operating Cost          | PW Rodeo Catering                                         | 62166   | \$309.50   |
| Business Card | HALVERSON 11-2024 | 410 016 531 10 31 02 | SW - Operating Costs       | PW Rodeo Catering                                         | 62166   | \$309.50   |
| Business Card | HALVERSON 11-2024 | 410 016 531 10 43 00 | SW - Travel & Meetings     | WEFTEC Conf Hotel - Halverson                             | 62166   | \$262.45   |
| Business Card | HEIST 11-2024     | 001 004 514 23 49 01 | FI-Staff Development       | WFOA Cash Basis Training Registration - Rowe              | 62166   | \$175.00   |
| Business Card | HEIST 11-2024     | 001 004 514 23 49 01 | FI-Staff Development       | WFOA Excel Training Registration - Heist/Crim             | 62166   | \$100.00   |
| Business Card | HINGTGEN 11-2024  | 001 008 521 40 49 01 | LE-Registration Fees       | Shot Show Registration - M Hingtgen/G Heinemann           | 62166   | \$230.00   |
| Business Card | MACDONALD 11-2024 | 001 010 576 80 48 01 | PK - R&M Vehicles          | Replace Windshield PW66                                   | 62166   | \$184.40   |
| Business Card | MACDONALD 11-2024 | 101 016 542 30 41 02 | ST-Professional Service    | Replace Windshield PW66                                   | 62166   | \$184.40   |
| Business Card | MACDONALD 11-2024 | 410 016 531 10 31 02 | SW - Operating Costs       | Ace Repair Kit For PW76 Deicer Unit                       | 62166   | \$226.49   |
| Business Card | MACDONALD 11-2024 | 410 016 531 10 31 02 | SW - Operating Costs       | Cable PW76 Deicer Unit                                    | 62166   | \$74.65    |
| Business Card | MACDONALD 11-2024 | 410 016 531 10 31 02 | SW - Operating Costs       | Honda Horizontal OHV Engine PW76 Deicer Unit              | 62166   | \$737.75   |
| Business Card | MACDONALD 11-2024 | 410 016 531 10 41 01 | SW - Professional Services | Replace Windshield PW66                                   | 62166   | \$184.40   |
| Business Card | STEVENS B 11-2024 | 001 004 514 23 43 00 | FI-Travel & Meetings       | Springbrook Conf Hotel - B Stevens                        | 62166   | \$536.28   |
| Business Card | STEVENS T 11-2024 | 001 006 518 80 31 00 | IT- Operating Supplies     | RMA Return Shipping Postage                               | 62166   | \$35.92    |
| Business Card | STEVENS T 11-2024 | 001 006 518 80 43 00 | IT-Travel & Meetings       | ACCIS Fall Conf Hotel - N Poolos                          | 62166   | \$662.67   |
| Business Card | STEVENS T 11-2024 | 001 006 518 80 43 00 | IT-Travel & Meetings       | ACCIS Fall Conf Hotel - T Stevens                         | 62166   | \$662.67   |
| Business Card | STEVENS T 11-2024 | 410 016 531 10 31 01 | SW - Office Supplies       | Verbatim 25-Pack M-Disc BD-R DL                           | 62166   | \$150.00   |

| Vendor Name                   | Invoice #          | Account #            | Account Name                   | Description                                                  | Check #            | Amount             |
|-------------------------------|--------------------|----------------------|--------------------------------|--------------------------------------------------------------|--------------------|--------------------|
| Business Card                 | THOMAS 11-2024     | 001 008 521 20 49 00 | LE-Dues & Memberships          | FBI-LEEDA Membership - D Thomas                              | 62166              | \$50.00            |
| Business Card                 | UBERT 11-2024      | 001 008 521 20 41 01 | LE-Professional Serv-Fixed     | FUBO TV Monthly Subscription                                 | 62166              | \$100.53           |
| Business Card                 | UBERT 11-2024      | 001 008 521 20 43 00 | LE-Travel & Per Diem           | IACP Conf Airport Parking Fees                               | 62166              | \$222.00           |
| Business Card                 | UBERT 11-2024      | 001 008 521 20 43 00 | LE-Travel & Per Diem           | IACP Conf Uber Fees - Beazizo/Thomas/Ubert/JDreher           | 62166              | \$121.74           |
| Business Card                 | UBERT 11-2024      | 001 008 521 20 43 01 | LE-Business Meetings           | LEIRA PDR Instructor Meal                                    | 62166              | \$32.62            |
| Business Card                 | UBERT 11-2024      | 001 008 521 30 31 00 | LE-Community Outreach Supplies | Candy for Harvest Fest                                       | 62166              | \$139.93           |
| Business Card                 | WARRINGTON 11-2024 | 001 005 518 10 31 03 | HR-Emp Recognition Supplies    | Yeti's for End of Year Awards                                | 62166              | \$200.02           |
| Business Card                 | WARRINGTON 11-2024 | 001 005 518 10 43 00 | HR-Travel & Meetings           | PERC Mediation Meal                                          | 62166              | \$66.99            |
| Business Card                 | WARRINGTON 11-2024 | 001 005 518 10 43 00 | HR-Travel & Meetings           | PERC Mediation Parking Fees                                  | 62166              | \$6.00             |
| Business Card                 | WEAVER 11-2024     | 001 001 513 10 43 00 | Executive - Travel & Mtgs      | WEFTEC Conf Hotel - Gailey                                   | 62166              | \$262.45           |
| Business Card                 | WEAVER 11-2024     | 001 002 513 11 43 00 | AD-Travel & Meetings           | WEFTEC Conf Hotel - Brazel                                   | 62166              | \$262.45           |
| Business Card                 | WEAVER 11-2024     | 001 002 513 11 49 00 | AD-Staff Development           | State of the Station Monthly Meeting                         | 62166              | \$49.87            |
| Business Card                 | WEAVER 11-2024     | 101 016 543 30 43 00 | ST-Travel & Meetings           | WEFTEC Conf Hotel - Halverson                                | 62166              | \$131.22           |
| Business Card                 | WEAVER 11-2024     | 410 016 531 10 43 00 | SW - Travel & Meetings         | WEFTEC Conf Hotel - Halverson                                | 62166              | \$131.23           |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 31 02 | PL-Permit Related Op. Costs    | Sign Board for Land Use Notices                              | 62166              | \$100.14           |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 41 04 | Permit Related Professional Sr | Postcard Mailers LUA2024-0134/0093 Miller Shoreline Variance | 62166              | \$16.44            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 41 04 | Permit Related Professional Sr | Postcard Mailers LUA2024-0147 McDaniel Dock Replacement      | 62166              | \$15.35            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 41 04 | Permit Related Professional Sr | Postcard Mailers LUA2024-0180 Fagerlie                       | 62166              | \$47.76            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 41 04 | Permit Related Professional Sr | Postcard Mailers LUA2024-0184/0186 Gamble                    | 62166              | \$15.35            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 41 04 | Permit Related Professional Sr | Postcard Mailers LUA2024-0194 Reifle Stillwater              | 62166              | \$41.64            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 41 04 | Permit Related Professional Sr | Postcard Mailers LUA2024-0198 Stillwater                     | 62166              | \$41.64            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 41 04 | Permit Related Professional Sr | Postcard Mailers Templeman DRS                               | 62166              | \$16.16            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 43 00 | PL-Travel & Mtgs               | Gov AI Conf Flight - R Wright                                | 62166              | \$287.20           |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 43 00 | PL-Travel & Mtgs               | IACC Conf Fuel - R Wright                                    | 62166              | \$35.71            |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 43 00 | PL-Travel & Mtgs               | IACC Conf Hotel - R Wright                                   | 62166              | \$295.40           |
| Business Card                 | WRIGHT 11-2024     | 001 007 558 50 49 00 | PL-Miscellaneous               | AICP/APA Membership - C Schmidt                              | 62166              | \$746.00           |
| Business Card                 | YOUNG 11-2024      | 001 008 521 20 31 01 | LE-Fixed Minor Equipment       | Uniform Gear - P Bassett                                     | 62166              | \$504.73           |
| Business Card                 | YOUNG 11-2024      | 001 008 521 20 31 06 | LE - Uniform Clothing          | Mace Spray Pouches                                           | 62166              | \$163.90           |
| Business Card                 | YOUNG 11-2024      | 001 008 521 20 43 00 | LE-Travel & Per Diem           | IACP Conf Uber Fees - Beazizo/Thomas/Ubert/JDreher           | 62166              | \$106.36           |
| Business Card                 | YOUNG 11-2024      | 111 008 521 20 31 01 | Drug Seize - Canine Supplies   | Dog Food                                                     | 62166              | \$95.61            |
|                               |                    |                      |                                |                                                              | <b>62166 Total</b> | <b>\$33,091.82</b> |
| Canon Financial Services Inc  | 36216321           | 001 013 518 20 48 00 | GG-Repair & Maintenance        | XTZ01787 Copier Lease CH Admin Month to Month Le             | 62167              | \$286.05           |
|                               |                    |                      |                                |                                                              | <b>62167 Total</b> | <b>\$286.05</b>    |
| Cellebrite Inc                | INVUS277061        | 001 008 521 20 41 04 | LE - PS - Opioid Settlement    | Cellebrite Premium aaS Annual Subscription PO #1972          | 62168              | \$13,225.30        |
|                               |                    |                      |                                |                                                              | <b>62168 Total</b> | <b>\$13,225.30</b> |
| City of Marysville            | 24-0009            | 001 008 523 60 41 00 | LE-Jail                        | Prisoner Housing/Medical/Video Court 09-2024                 | 62169              | \$21,348.16        |
| City of Marysville            | LKS24-10           | 001 013 512 52 40 00 | GG-Municipal Court Fees        | Marysville Court Citations 10-2024                           | 62169              | \$11,465.61        |
|                               |                    |                      |                                |                                                              | <b>62169 Total</b> | <b>\$32,813.77</b> |
| CivicPlus LLC                 | 321810             | 510 006 518 80 49 07 | LR - Civic Plus Suite          | Sandbox Site - CivicEngage                                   | 62170              | \$406.17           |
|                               |                    |                      |                                |                                                              | <b>62170 Total</b> | <b>\$406.17</b>    |
| Comcast                       | 10-2024 COMCAST    | 001 010 576 80 42 00 | PK-Communication               | Internet Services - 20 S Davies Rd                           | 62171              | \$401.71           |
| Comcast                       | 10-2024 COMCAST    | 001 010 576 80 42 00 | PK-Communication               | Internet Services - Frontier Park                            | 62171              | \$401.71           |
| Comcast                       | 10-2024 COMCAST    | 001 010 576 80 42 00 | PK-Communication               | Internet Services - Parks/Rec Office                         | 62171              | \$138.24           |
| Comcast                       | 10-2024 COMCAST    | 101 016 542 64 47 00 | ST-Traffic Control -Utility    | Traffic Signal Control                                       | 62171              | \$329.98           |
|                               |                    |                      |                                |                                                              | <b>62171 Total</b> | <b>\$1,271.64</b>  |
| CompuNet Inc                  | 271811             | 510 006 518 80 49 40 | LR - CI.Security (MDR)         | Arctic Wolf Platform 2025 PO #1963                           | 62172              | \$51,070.65        |
|                               |                    |                      |                                |                                                              | <b>62172 Total</b> | <b>\$51,070.65</b> |
| Daily Journal of Commerce Inc | 3403833            | 004 013 594 18 60 01 | RR - Capital Purchases         | Notice for Solicitation PD Training Center HVAC Replacement  | 62173              | \$163.20           |
|                               |                    |                      |                                |                                                              | <b>62173 Total</b> | <b>\$163.20</b>    |

| Vendor Name                        | Invoice #          | Account #            | Account Name                   | Description                                           | Check #            | Amount              |
|------------------------------------|--------------------|----------------------|--------------------------------|-------------------------------------------------------|--------------------|---------------------|
| DataQuest LLC                      | 24250              | 001 003 514 20 41 00 | CC-Professional Services       | Background Checks                                     | 62174              | \$107.50            |
| DataQuest LLC                      | 24250              | 001 007 558 50 41 00 | PL-Professional Servic         | Background Checks                                     | 62174              | \$148.00            |
|                                    |                    |                      |                                |                                                       | <b>62174 Total</b> | <b>\$255.50</b>     |
| DCI Engineers                      | 225849             | 304 016 594 31 60 00 | 131st Ave NE Sewer Extension   | 131st Sidewalk/Sewer Project                          | 62175              | \$4,748.08          |
|                                    |                    |                      |                                |                                                       | <b>62175 Total</b> | <b>\$4,748.08</b>   |
| Dell Marketing LP                  | 10778198563        | 001 006 518 80 31 00 | IT- Operating Supplies         | Dell EcoLoop Essential Backpack                       | 62176              | \$26.63             |
| Dell Marketing LP                  | 10778198563        | 001 010 576 80 31 02 | PK-Office Supplies             | Dell Dock                                             | 62176              | \$319.69            |
| Dell Marketing LP                  | 10778198563        | 101 016 544 90 31 02 | ST-Operating Cost              | Dell Latitude                                         | 62176              | \$2,536.59          |
| Dell Marketing LP                  | 10779828023        | 001 010 576 80 31 02 | PK-Office Supplies             | Dell Mobile Precision Workstation - J Meis            | 62176              | \$2,798.98          |
|                                    |                    |                      |                                |                                                       | <b>62176 Total</b> | <b>\$5,681.89</b>   |
| Dept of Labor and Industries       | 356091             | 001 008 521 50 48 00 | LE-Facility Repair & Maint     | L&I Annual Elevator Certificate 1825 S Lake Stevens   | 62177              | \$174.30            |
| Dept of Labor and Industries       | 356091             | 005 000 518 20 40 02 | Rental Property Services       | L&I Annual Elevator Certificate 1819 S Lake Stevens   | 62177              | \$174.30            |
|                                    |                    |                      |                                |                                                       | <b>62177 Total</b> | <b>\$348.60</b>     |
| Dept of Licensing                  | 111624 DOL         | 633 000 589 30 00 05 | Gun Permit - State DOL         | Weapons Permits 10/20/24 - 11/16/24                   | 62178              | \$90.00             |
|                                    |                    |                      |                                |                                                       | <b>62178 Total</b> | <b>\$90.00</b>      |
| Dept of Retirement (Deferred Comp) | 11102024           | 001 000 282 00 00 00 | Payroll Liability Retirement   | Employee Portion-State Deferred                       | EFT                | \$8,279.75          |
| Dept of Retirement PERS LEOFF      | 11102024           | 001 000 282 00 00 00 | Payroll Liability Retirement   | PERS LEOFF Contributions                              | EFT                | \$87,298.67         |
| Dept of Retirement PERS LEOFF      | 11102024           | 001 000 282 00 00 00 | Payroll Liability Retirement   | PERS LEOFF Contributions - State                      | EFT                | \$329.17            |
| Dept of Revenue EFT                | 10-2024 EXCISE     | 001 008 521 30 31 00 | LE-Community Outreach Supplies | Police Car Blinking Body Lights Sales Tax             | EFT                | \$69.29             |
| Dept of Revenue EFT                | 10-2024 EXCISE     | 001 010 594 76 64 00 | PK-Capital Outlay              | North Cove Rowing Dock Sales Tax                      | EFT                | \$8,808.45          |
| Dept of Revenue EFT                | 10-2024 EXCISE     | 001 013 518 20 31 00 | GG-Operating Costs             | Solid Cast Plaque Sales Tax                           | EFT                | \$237.48            |
| Dept of Revenue EFT                | 10-2024 EXCISE     | 001 013 518 90 49 06 | GG-Excise Tax                  | Excise Taxes 10-2024                                  | EFT                | \$424.06            |
| Dept of Revenue EFT                | 10-2024 EXCISE     | 101 016 544 90 31 02 | ST-Operating Cost              | Professional Rechargeable Flare Sets Sales Tax        | EFT                | \$33.72             |
| Dept of Revenue EFT                | 10-2024 EXCISE     | 410 016 531 10 31 02 | SW - Operating Costs           | Professional Rechargeable Flare Sets Sales Tax        | EFT                | \$33.71             |
|                                    |                    |                      |                                |                                                       | <b>EFT Total</b>   | <b>\$105,514.30</b> |
| Dept of Transportation             | RE-313-ATB41014019 | 307 000 595 30 60 00 | Project Construction Account   | SR9/Lake Stevens Rd Roundabout                        | 62179              | \$4,619.53          |
|                                    |                    |                      |                                |                                                       | <b>62179 Total</b> | <b>\$4,619.53</b>   |
| Dicks Towing Inc                   | 18293789           | 001 008 521 20 41 00 | LE-Professional Services       | Evidence Towing 2024-19624                            | 62180              | \$197.16            |
|                                    |                    |                      |                                |                                                       | <b>62180 Total</b> | <b>\$197.16</b>     |
| EAN Services LLC                   | 37315737           | 001 008 521 20 43 00 | LE-Travel & Per Diem           | UTAC Drone Training Rental Car - A Bryant             | 62181              | \$265.47            |
|                                    |                    |                      |                                |                                                       | <b>62181 Total</b> | <b>\$265.47</b>     |
| EFTPS                              | 11102024           | 001 000 281 00 00 00 | Payroll Liability Taxes        | Federal Payroll Taxes                                 | EFT                | \$149,219.72        |
|                                    |                    |                      |                                |                                                       | <b>EFT Total</b>   | <b>\$149,219.72</b> |
| Electronic Business Machines       | AR291117           | 001 008 521 50 48 00 | LE-Facility Repair & Maint     | Printer Copy Fees PD - 2WU09725                       | 62182              | \$61.68             |
| Electronic Business Machines       | AR291593           | 001 008 521 50 48 00 | LE-Facility Repair & Maint     | Printer Copy Fees PD - 2XW05905                       | 62182              | \$138.11            |
|                                    |                    |                      |                                |                                                       | <b>62182 Total</b> | <b>\$199.79</b>     |
| Enterprise FM Trust                | 604558-110624      | 530 016 594 48 70 00 | Capital Lease Principal        | City Vehicle Lease/Mgmt/Tax Fees                      | 62183              | \$11,172.92         |
| Enterprise FM Trust                | 633992-110624      | 001 008 521 20 48 00 | LE-Repair & Maintenance Equip  | PD Vehicle Monthly Maint 11-2024                      | 62183              | \$2,937.90          |
| Enterprise FM Trust                | 633992-110624      | 520 008 591 21 70 00 | LE - Lease Agreements          | PD Vehicle Leases 11-2024                             | 62183              | \$3,816.86          |
| Enterprise FM Trust                | 633992-110624      | 520 008 594 21 63 00 | Vehicles - Capital Equip       | PD Vehicle Lease Taxes/Fees 11-2024                   | 62183              | \$366.44            |
|                                    |                    |                      |                                |                                                       | <b>62183 Total</b> | <b>\$18,294.12</b>  |
| Erickson                           | 120324 ERICKSON    | 101 016 543 30 43 00 | ST-Travel & Meetings           | GovAI Conf Meal PerDiem - L Erickson                  | 62184              | \$146.50            |
| Erickson                           | 120324 ERICKSON    | 410 016 531 10 43 00 | SW - Travel & Meetings         | GovAI Conf Meal PerDiem - L Erickson                  | 62184              | \$146.50            |
|                                    |                    |                      |                                |                                                       | <b>62184 Total</b> | <b>\$293.00</b>     |
| Facet NW Inc                       | 58586              | 101 016 544 20 41 00 | ST-Prof Srv - Engineering      | EDDS Update TO #2024-03                               | 62185              | \$3,052.00          |
|                                    |                    |                      |                                |                                                       | <b>62185 Total</b> | <b>\$3,052.00</b>   |
| Farrant                            | 110424 FARRANT1    | 410 016 531 10 43 00 | SW - Travel & Meetings         | APWA Emergency Mgmt Training Meal PerDiem - S Farrant | 62186              | \$93.00             |
| Farrant                            | 110424 FARRANT2    | 410 016 531 10 43 00 | SW - Travel & Meetings         | APWA Emergency Mgmt Training Hotel - S Farrant        | 62186              | \$308.14            |
|                                    |                    |                      |                                |                                                       | <b>62186 Total</b> | <b>\$401.14</b>     |

| Vendor Name                 | Invoice #      | Account #            | Account Name                   | Description                                                   | Check #            | Amount            |
|-----------------------------|----------------|----------------------|--------------------------------|---------------------------------------------------------------|--------------------|-------------------|
| Fastenal Company            | MN019893692    | 101 016 542 30 41 02 | ST-Professional Service        | FAST Program Fees 11-2024                                     | 62187              | \$5.47            |
| Fastenal Company            | MN019893692    | 410 016 531 10 41 01 | SW - Professional Services     | FAST Program Fees 11-2024                                     | 62187              | \$5.46            |
| Fastenal Company            | WAARN175715    | 101 016 544 90 31 02 | ST-Operating Cost              | Safety Glasses/Ear Plugs/Gloves/Vest/QwikStiks                | 62187              | \$82.79           |
| Fastenal Company            | WAARN175715    | 410 016 531 10 31 02 | SW - Operating Costs           | Safety Glasses/Ear Plugs/Gloves/Vest/QwikStiks                | 62187              | \$82.79           |
|                             |                |                      |                                |                                                               | <b>62187 Total</b> | <b>\$176.51</b>   |
| Gailey                      | 111324 GAILEY1 | 001 001 513 10 43 00 | Executive - Travel & Mtgs      | NCL Conf Meal PerDiem - B Gailey                              | 62188              | \$228.00          |
| Gailey                      | 111324 GAILEY2 | 001 001 513 10 43 00 | Executive - Travel & Mtgs      | NCL Conf Flight Reimbursement - B Gailey                      | 62188              | \$761.20          |
|                             |                |                      |                                |                                                               | <b>62188 Total</b> | <b>\$989.20</b>   |
| Galls LLC                   | 29638987       | 001 008 521 20 31 01 | LE-Fixed Minor Equipment       | Uniform Jacket - C Kolomyza                                   | 62189              | \$250.84          |
| Galls LLC                   | 29638988       | 001 008 521 20 31 06 | LE - Uniform Clothing          | Uniform Shirt - A Fox                                         | 62189              | \$65.03           |
| Galls LLC                   | 29651969       | 001 008 521 20 31 06 | LE - Uniform Clothing          | Corporal Chevrons                                             | 62189              | \$31.48           |
|                             |                |                      |                                |                                                               | <b>62189 Total</b> | <b>\$347.35</b>   |
| GCP WW Holdco LLC           | INV2010016102  | 001 010 576 80 31 01 | PK-Ops-Clothing                | Uniform Clothing - R Charrette                                | 62190              | \$588.47          |
|                             |                |                      |                                |                                                               | <b>62190 Total</b> | <b>\$588.47</b>   |
| Goldman                     | 2024-1263      | 001 008 521 20 41 00 | LE-Professional Services       | Pre-Employment Polygraph Exam                                 | 62191              | \$275.00          |
|                             |                |                      |                                |                                                               | <b>62191 Total</b> | <b>\$275.00</b>   |
| Granite Construction Supply | 104898         | 101 016 544 90 31 02 | ST-Operating Cost              | Survey Vests                                                  | 62192              | \$149.46          |
|                             |                |                      |                                |                                                               | <b>62192 Total</b> | <b>\$149.46</b>   |
| Home Depot                  | 16529          | 001 013 518 20 31 00 | GG-Operating Costs             | Kitchen Faucet/Ceiling Fan                                    | 62193              | \$292.92          |
| Home Depot                  | 22308          | 001 013 518 20 31 00 | GG-Operating Costs             | Extension Ladder/Tree Pruner/Mirror - Gen Facilities          | 62193              | \$414.70          |
| Home Depot                  | 22308          | 005 000 518 20 30 00 | Rental Property Operating Cost | Extension Ladder/Tree Pruner/Mirror - Gen Facilities          | 62193              | \$146.37          |
| Home Depot                  | 22308          | 101 016 544 90 31 02 | ST-Operating Cost              | Extension Ladder/Tree Pruner/Mirror - Gen Facilities          | 62193              | \$18.30           |
| Home Depot                  | 22308          | 410 016 531 10 31 02 | SW - Operating Costs           | Extension Ladder/Tree Pruner/Mirror - Gen Facilities          | 62193              | \$30.49           |
| Home Depot                  | 102193         | 001 010 576 80 31 03 | PK- Equipment & Tools          | Lawn Leveling Rakes                                           | 62193              | \$185.79          |
| Home Depot                  | 1181918        | 001 010 576 80 31 03 | PK- Equipment & Tools          | Bucket Head Wet/Dry Vac                                       | 62193              | \$32.76           |
| Home Depot                  | 1522110        | 001 010 576 80 31 03 | PK- Equipment & Tools          | Tree Pruner/Shovels/Steel Tine Leaf Rakes                     | 62193              | \$431.84          |
| Home Depot                  | 1623574        | 001 010 576 80 31 03 | PK- Equipment & Tools          | Circular Saw/20V Lithium Battery/Grinder                      | 62193              | \$994.63          |
| Home Depot                  | 1660159        | 001 010 576 80 31 00 | PK-Operating Costs             | Electric Shoe/Boot Dryer                                      | 62193              | \$134.96          |
| Home Depot                  | 2017781        | 001 013 518 20 31 00 | GG-Operating Costs             | Toilet Brush/USB Cable                                        | 62193              | \$153.76          |
| Home Depot                  | 2023448        | 001 012 575 50 31 00 | CS- The Mill- Ops              | Toilet Seal/Command Cord Bundles - The Mill                   | 62193              | \$78.64           |
| Home Depot                  | 4015899        | 001 013 518 20 31 00 | GG-Operating Costs             | Honeywell Purifier/Filters/CPV Cleaner/Primer - Gen Facilites | 62193              | \$461.06          |
| Home Depot                  | 4015899        | 005 000 518 20 30 00 | Rental Property Operating Cost | Honeywell Purifier/Filters/CPV Cleaner/Primer - Gen Facilites | 62193              | \$162.73          |
| Home Depot                  | 4015899        | 101 016 544 90 31 02 | ST-Operating Cost              | Honeywell Purifier/Filters/CPV Cleaner/Primer - Gen Facilites | 62193              | \$20.34           |
| Home Depot                  | 4015899        | 410 016 531 10 31 02 | SW - Operating Costs           | Honeywell Purifier/Filters/CPV Cleaner/Primer - Gen Facilites | 62193              | \$33.90           |
| Home Depot                  | 4018970        | 001 013 518 20 31 00 | GG-Operating Costs             | Hand Truck - Gen Facilities                                   | 62193              | \$81.02           |
| Home Depot                  | 4018970        | 005 000 518 20 30 00 | Rental Property Operating Cost | Hand Truck - Gen Facilities                                   | 62193              | \$28.59           |
| Home Depot                  | 4018970        | 101 016 544 90 31 02 | ST-Operating Cost              | Hand Truck - Gen Facilities                                   | 62193              | \$3.57            |
| Home Depot                  | 4018970        | 410 016 531 10 31 02 | SW - Operating Costs           | Hand Truck - Gen Facilities                                   | 62193              | \$5.96            |
| Home Depot                  | 7900739        | 001 010 576 80 31 00 | PK-Operating Costs             | Drain Pipe/Catch Basin/Grate/Tile Tape - Rain Garden          | 62193              | \$184.18          |
| Home Depot                  | 9016706        | 001 013 518 20 31 00 | GG-Operating Costs             | Oscillating Blade Set/Door Lock Kit - Gen Facilities          | 62193              | \$66.30           |
| Home Depot                  | 9016706        | 005 000 518 20 30 00 | Rental Property Operating Cost | Oscillating Blade Set/Door Lock Kit - Gen Facilities          | 62193              | \$23.40           |
| Home Depot                  | 9016706        | 101 016 544 90 31 02 | ST-Operating Cost              | Oscillating Blade Set/Door Lock Kit - Gen Facilities          | 62193              | \$2.93            |
| Home Depot                  | 9016706        | 410 016 531 10 31 02 | SW - Operating Costs           | Oscillating Blade Set/Door Lock Kit - Gen Facilities          | 62193              | \$4.88            |
|                             |                |                      |                                |                                                               | <b>62193 Total</b> | <b>\$3,994.02</b> |

| Vendor Name                           | Invoice #      | Account #            | Account Name                  | Description                                          | Check #            | Amount             |
|---------------------------------------|----------------|----------------------|-------------------------------|------------------------------------------------------|--------------------|--------------------|
| Honey Bucket                          | 554461664      | 001 010 576 80 45 00 | PK-Equipment Rental           | Honey Bucket Rental - Frontier Heights               | 62194              | \$234.00           |
| Honey Bucket                          | 554502491      | 001 010 576 80 45 00 | PK-Equipment Rental           | Honey Bucket Rental - Swim Beach                     | 62194              | \$219.05           |
| Honey Bucket                          | 554517051      | 001 010 576 80 45 00 | PK-Equipment Rental           | Honey Bucket Rental - Frontier Heights               | 62194              | \$234.00           |
| Honey Bucket                          | 554527820      | 001 010 576 80 45 00 | PK-Equipment Rental           | Honey Bucket Rental - West Lake Park                 | 62194              | \$180.50           |
| Honey Bucket                          | 554528849      | 001 010 576 80 45 00 | PK-Equipment Rental           | Honey Bucket Rental - Lundeen Park                   | 62194              | (\$166.25)         |
|                                       |                |                      |                               |                                                      | <b>62194 Total</b> | <b>\$701.30</b>    |
| HRA VEBA Trust YA20192                | 11102024       | 001 000 283 00 00 00 | Payroll Liability Medical     | Employee VEBA Contributions                          | 62145              | \$4,003.56         |
|                                       |                |                      |                               |                                                      | <b>62145 Total</b> | <b>\$4,003.56</b>  |
| HSA Bank                              | 11102024       | 001 000 284 00 00 00 | Payroll Liability Other       | Health Savings Account Employee Contributions        | 62146              | \$1,165.00         |
|                                       |                |                      |                               |                                                      | <b>62146 Total</b> | <b>\$1,165.00</b>  |
| Ink It Your Way LLC                   | 11626          | 001 005 518 10 31 03 | HR-Emp Recognition Supplies   | Q4 Service Awards                                    | 62195              | \$202.73           |
|                                       |                |                      |                               |                                                      | <b>62195 Total</b> | <b>\$202.73</b>    |
| Iron Mountain Incorporated            | JWLG850        | 101 016 542 30 41 02 | ST-Professional Service       | Document Scanning Services                           | 62196              | \$99.50            |
| Iron Mountain Incorporated            | JWLG850        | 410 016 531 10 41 01 | SW - Professional Services    | Document Scanning Services                           | 62196              | \$99.50            |
|                                       |                |                      |                               |                                                      | <b>62196 Total</b> | <b>\$199.00</b>    |
| Jolly Family Corporation              | 471--110372    | 001 010 576 80 31 05 | PK-R&M Supplies               | Custom Building Entrance Sign                        | 62197              | \$925.85           |
| Jolly Family Corporation              | 471--110372    | 101 016 542 30 48 00 | ST-Repair & Maintenance       | Custom Building Entrance Sign                        | 62197              | \$462.92           |
| Jolly Family Corporation              | 471--110372    | 410 016 531 10 48 00 | SW - Repairs & Maintenance    | Custom Building Entrance Sign                        | 62197              | \$462.93           |
|                                       |                |                      |                               |                                                      | <b>62197 Total</b> | <b>\$1,851.70</b>  |
| Kaiser Permanente                     | 66312460       | 001 008 521 20 41 00 | LE-Professional Services      | Employee Health Screening                            | 62198              | \$40.00            |
|                                       |                |                      |                               |                                                      | <b>62198 Total</b> | <b>\$40.00</b>     |
| Kar                                   | 102224 KAR1    | 001 006 518 80 43 00 | IT-Travel & Meetings          | ACCIS Conf Meal PerDiem - S Kar                      | 62199              | \$62.00            |
| Kar                                   | 102224 KAR2    | 001 006 518 80 43 00 | IT-Travel & Meetings          | ACCIS Conf Hotel Reimbursement - S Kar               | 62199              | \$662.67           |
|                                       |                |                      |                               |                                                      | <b>62199 Total</b> | <b>\$724.67</b>    |
| Kilroy                                | 111224 KILROY  | 001 008 521 20 31 06 | LE - Uniform Clothing         | Boots Reimbursement - J Kilroy                       | 62200              | \$261.60           |
|                                       |                |                      |                               |                                                      | <b>62200 Total</b> | <b>\$261.60</b>    |
| Krazan & Associates of Washington Inc | I624519-26402  | 302 010 594 76 61 03 | PM -LS Bayview Connector - PT | Bayview Trail - Phase 0                              | 62201              | \$1,695.00         |
|                                       |                |                      |                               |                                                      | <b>62201 Total</b> | <b>\$1,695.00</b>  |
| Lake Stevens Police Guild             | 11102024       | 001 000 284 00 00 00 | Payroll Liability Other       | Employee Paid Union Dues                             | 62147              | \$1,369.50         |
|                                       |                |                      |                               |                                                      | <b>62147 Total</b> | <b>\$1,369.50</b>  |
| Land Development Consultants Inc      | 36244          | 004 010 594 76 60 02 | PR - Frontier Heights Park P2 | Frontier Heights Park Playfields                     | 62202              | \$3,622.50         |
|                                       |                |                      |                               |                                                      | <b>62202 Total</b> | <b>\$3,622.50</b>  |
| LEPS-PSS PLLC                         | 4446           | 001 008 521 20 41 00 | LE-Professional Services      | Post-COE Psychological Evaluation                    | 62203              | \$450.00           |
| LEPS-PSS PLLC                         | 5005           | 001 008 521 20 41 00 | LE-Professional Services      | Post-COE Psychological Evaluations (2)               | 62203              | \$900.00           |
| LEPS-PSS PLLC                         | 5293           | 001 008 521 20 41 00 | LE-Professional Services      | Post-COE Psychological Evaluation                    | 62203              | \$450.00           |
|                                       |                |                      |                               |                                                      | <b>62203 Total</b> | <b>\$1,800.00</b>  |
| Lewis                                 | 120224 LEWIS   | 001 008 521 20 43 00 | LE-Travel & Per Diem          | CIT40 Training Meal PerDiem - M Lewis                | 62204              | \$100.00           |
|                                       |                |                      |                               |                                                      | <b>62204 Total</b> | <b>\$100.00</b>    |
| Lexipol LLC                           | INVLEX11243616 | 001 008 521 20 41 01 | LE-Professional Serv-Fixed    | Annual Law Enforcement Policy Updates                | 62205              | \$7,448.25         |
|                                       |                |                      |                               |                                                      | <b>62205 Total</b> | <b>\$7,448.25</b>  |
| Lowes Companies                       | 995936         | 001 010 576 80 31 05 | PK-R&M Supplies               | Snap Couplings/Corrugated Solid Pipe - NC Drainage   | 62206              | \$258.74           |
|                                       |                |                      |                               |                                                      | <b>62206 Total</b> | <b>\$258.74</b>    |
| McLoughlin & Eardley Group Inc        | 279558         | 520 008 594 21 63 00 | Vehicles - Capital Equip      | PD Vehicle Equipment                                 | 62207              | \$4,836.51         |
| McLoughlin & Eardley Group Inc        | 279581         | 520 008 594 21 63 00 | Vehicles - Capital Equip      | PD Vehicle Equipment                                 | 62207              | \$5,250.03         |
| McLoughlin & Eardley Group Inc        | 279687         | 520 008 594 21 63 00 | Vehicles - Capital Equip      | PD Vehicle Equipment - Amplifier Control Modules (2) | 62207              | \$1,798.83         |
| McLoughlin & Eardley Group Inc        | 279717         | 520 008 594 21 63 00 | Vehicles - Capital Equip      | PD Durango Upper Rear Housing for Eight Lamos        | 62207              | \$1,818.10         |
|                                       |                |                      |                               |                                                      | <b>62207 Total</b> | <b>\$13,703.47</b> |
| MissionSquare - 108991                | 6298885        | 001 000 282 00 00 00 | Payroll Liability Retirement  | ICMA Deferred Comp - Employer Contribution           | 62148              | \$502.96           |
|                                       |                |                      |                               |                                                      | <b>62148 Total</b> | <b>\$502.96</b>    |

| Vendor Name                                     | Invoice #      | Account #            | Account Name                 | Description                                         | Check #            | Amount             |
|-------------------------------------------------|----------------|----------------------|------------------------------|-----------------------------------------------------|--------------------|--------------------|
| MissionSquare - 307428                          | 6503062        | 001 000 282 00 00 00 | Payroll Liability Retirement | ICMA Deferred Comp - Employee Contribution          | 62149              | \$2,493.91         |
|                                                 |                |                      |                              |                                                     | <b>62149 Total</b> | <b>\$2,493.91</b>  |
| National Animal Care & Control Assoc            | 15708          | 001 008 521 20 49 00 | LE-Dues & Memberships        | NACA Membership - M Cooper                          | 62208              | \$25.00            |
|                                                 |                |                      |                              |                                                     | <b>62208 Total</b> | <b>\$25.00</b>     |
| National Association of Field Training Officers | 4113           | 001 008 521 40 49 01 | LE-Registration Fees         | Beyond the Basics of Field Training - K Bernhard    | 62209              | \$250.00           |
|                                                 |                |                      |                              |                                                     | <b>62209 Total</b> | <b>\$250.00</b>    |
| Nationwide Retirement Solution                  | 11102024       | 001 000 282 00 00 00 | Payroll Liability Retirement | Employee Portion-Nationwide                         | EFT                | \$7,158.94         |
| New York Life                                   | Y6W_20241103   | 001 000 284 00 00 00 | Payroll Liability Other      | Whole Life Insurance Premiums                       | EFT                | \$147.00           |
| New York Life EFT                               | Oct-24         | 001 001 513 10 20 00 | Executive - Benefits         | Life/Disability Insurance Premiums                  | EFT                | \$79.38            |
| New York Life EFT                               | Oct-24         | 001 002 513 11 20 00 | AD-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$86.87            |
| New York Life EFT                               | Oct-24         | 001 003 514 20 20 00 | CC-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$186.29           |
| New York Life EFT                               | Oct-24         | 001 004 514 23 20 00 | FI-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$270.29           |
| New York Life EFT                               | Oct-24         | 001 005 518 10 20 00 | HR-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$293.22           |
| New York Life EFT                               | Oct-24         | 001 006 518 80 20 00 | IT-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$224.60           |
| New York Life EFT                               | Oct-24         | 001 007 558 50 20 00 | PL-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$617.52           |
| New York Life EFT                               | Oct-24         | 001 007 559 30 20 00 | PB-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$371.08           |
| New York Life EFT                               | Oct-24         | 001 008 521 20 20 00 | LE-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$2,155.28         |
| New York Life EFT                               | Oct-24         | 001 010 576 80 20 00 | PK-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$770.14           |
| New York Life EFT                               | Oct-24         | 001 013 518 30 20 00 | GG-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$240.92           |
| New York Life EFT                               | Oct-24         | 101 016 542 30 20 00 | ST-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$738.56           |
| New York Life EFT                               | Oct-24         | 410 016 531 10 20 00 | SW-Benefits                  | Life/Disability Insurance Premiums                  | EFT                | \$1,113.15         |
|                                                 |                |                      |                              |                                                     | <b>EFT Total</b>   | <b>\$14,453.24</b> |
| NPR Commercial Construction Inc                 | 6544           | 410 016 531 10 41 01 | SW - Professional Services   | Hinge Install on Automatic Gate - Decant Facility   | 62210              | \$1,157.49         |
| NPR Commercial Construction Inc                 | 6552           | 001 010 576 80 41 00 | PK-Professional Services     | Chain Link Fence Install - Lundeen Basketball Court | 62210              | \$2,728.13         |
|                                                 |                |                      |                              |                                                     | <b>62210 Total</b> | <b>\$3,885.62</b>  |
| O Reilly Media Inc                              | INV02178598    | 001 006 518 80 49 01 | IT-Staff Development         | O'Reilly Learning AI Academy                        | 62211              | \$535.57           |
|                                                 |                |                      |                              |                                                     | <b>62211 Total</b> | <b>\$535.57</b>    |
| Office of the State Treasurer                   | 10-2024 STATE  | 633 000 586 00 00 01 | State Court Remit            | State Court Remittance 10-2024                      | 62212              | \$15,909.17        |
| Office of the State Treasurer                   | 10-2024 STATE  | 633 000 589 30 00 03 | State Building Permit Remit  | Building Code Remittance 10-2024                    | 62212              | \$228.00           |
|                                                 |                |                      |                              |                                                     | <b>62212 Total</b> | <b>\$16,137.17</b> |
| Olympic Collection Inc                          | C24-00519      | 001 000 284 00 00 00 | Payroll Liability Other      | Satisfaction of Garnishment - J.Tannen              | 62153              | \$1,321.77         |
|                                                 |                |                      |                              |                                                     | <b>62153 Total</b> | <b>\$1,321.77</b>  |
| Pace Engineers Inc                              | 93209          | 304 016 594 31 60 00 | 131st Ave NE Sewer Extension | 131st Ave NE Sewer Main Ext                         | 62213              | \$396.50           |
|                                                 |                |                      |                              |                                                     | <b>62213 Total</b> | <b>\$396.50</b>    |
| Parnell                                         | 102924 PARNELL | 001 008 521 20 31 06 | LE - Uniform Clothing        | Boots Reimbursement - K Parnell                     | 62214              | \$145.61           |
|                                                 |                |                      |                              |                                                     | <b>62214 Total</b> | <b>\$145.61</b>    |
| Performance Marine Inc                          | 43843          | 001 008 521 21 48 00 | LE-Boating Repair & Maint    | Service PD Boat Yamaha 225                          | 62215              | \$3,033.46         |
|                                                 |                |                      |                              |                                                     | <b>62215 Total</b> | <b>\$3,033.46</b>  |
| PODS Enterprises LLC                            | PODS008416313  | 001 013 518 20 41 00 | GG-Professional Service      | POD Rental for Museum Storage                       | 62216              | \$179.25           |
| PODS Enterprises LLC                            | PODS008420988  | 001 013 518 20 41 00 | GG-Professional Service      | POD Rental for Museum Storage                       | 62216              | \$179.25           |
|                                                 |                |                      |                              |                                                     | <b>62216 Total</b> | <b>\$358.50</b>    |
| Poolos                                          | 102224 POOLOS  | 001 006 518 80 43 00 | IT-Travel & Meetings         | ACCIS Conf Meal PerDiem - N Poolos                  | 62217              | \$62.00            |
|                                                 |                |                      |                              |                                                     | <b>62217 Total</b> | <b>\$62.00</b>     |
| ProCom LLC                                      | 113139         | 001 008 521 20 41 00 | LE-Professional Services     | Pre-Employment Drug Screening                       | 62218              | \$72.00            |
| ProCom LLC                                      | 113139         | 101 016 542 30 41 02 | ST-Professional Service      | Pre-Employment Drug Screening                       | 62218              | \$72.00            |
| ProCom LLC                                      | 113139         | 410 016 531 10 41 01 | SW - Professional Services   | Pre-Employment Drug Screening                       | 62218              | \$72.00            |
|                                                 |                |                      |                              |                                                     | <b>62218 Total</b> | <b>\$216.00</b>    |

| Vendor Name                      | Invoice #    | Account #            | Account Name                   | Description                                           | Check #            | Amount             |
|----------------------------------|--------------|----------------------|--------------------------------|-------------------------------------------------------|--------------------|--------------------|
| Proforce Marketing Inc           | 561051       | 001 008 521 20 31 02 | LE-Minor Equipment             | Ameriglo 2xl Sights PO #1971                          | 62219              | \$855.81           |
| Proforce Marketing Inc           | 561051       | 001 008 521 20 31 02 | LE-Minor Equipment             | C&H Mounting Plate PO #1971                           | 62219              | \$1,110.83         |
| Proforce Marketing Inc           | 561051       | 001 008 521 20 31 02 | LE-Minor Equipment             | Holosun 509T PO #1971                                 | 62219              | \$7,407.38         |
| Proforce Marketing Inc           | 561168       | 001 008 521 20 31 02 | LE-Minor Equipment             | Streamlight TLR-1 HL PO #1971                         | 62219              | \$2,807.70         |
|                                  |              |                      |                                |                                                       | <b>62219 Total</b> | <b>\$12,181.72</b> |
| Rose                             | 110824 ROSE  | 001 005 517 90 31 00 | HR - Wellness Program Supplies | Turkey Bowl Gifts/Luncheon Supplies Reimbursement     | 62220              | \$692.67           |
|                                  |              |                      |                                |                                                       | <b>62220 Total</b> | <b>\$692.67</b>    |
| Roth                             | 110524 ROTH1 | 001 005 518 10 43 00 | HR-Travel & Meetings           | NWPWI Emergency Mgmt for PW Hotel - M Roth            | 62221              | \$235.40           |
| Roth                             | 110524 ROTH2 | 001 005 518 10 43 00 | HR-Travel & Meetings           | NWPWI Emergency Mgmt for PW Meal PerDiem - M Roth     | 62221              | \$62.00            |
|                                  |              |                      |                                |                                                       | <b>62221 Total</b> | <b>\$297.40</b>    |
| S&S Worldwide Inc                | IN101490258  | 001 010 576 80 31 07 | PK-Recreation Supplies         | Spot Marker/Recreational Easy Pack/Hoops & Hoop Clips | 62222              | \$368.97           |
|                                  |              |                      |                                |                                                       | <b>62222 Total</b> | <b>\$368.97</b>    |
| Security Solutions Northwest Inc | 368790       | 001 006 518 80 48 00 | IT-Repair & Maintenance        | Video Health Standard Monthly                         | 62223              | \$262.05           |
|                                  |              |                      |                                |                                                       | <b>62223 Total</b> | <b>\$262.05</b>    |
| Smarsh Inc                       | INV-229826   | 510 006 518 80 49 05 | LR - Smarsh                    | Verizon MG Cloud MT                                   | 62224              | \$921.92           |
|                                  |              |                      |                                |                                                       | <b>62224 Total</b> | <b>\$921.92</b>    |
| Snohomish County 911             | 7650         | 001 008 528 00 41 00 | LE-SNO911                      | Dispatch Services                                     | 62225              | \$35,373.30        |
|                                  |              |                      |                                |                                                       | <b>62225 Total</b> | <b>\$35,373.30</b> |
| Snohomish County Public Works    | I000656486   | 101 016 542 64 47 00 | ST-Traffic Control -Utility    | Traffic Signal Maint 09-2024                          | 62226              | \$682.52           |
|                                  |              |                      |                                |                                                       | <b>62226 Total</b> | <b>\$682.52</b>    |
| Snohomish County PUD             | 109619586    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 201595113 Street Lights                               | 62227              | \$186.33           |
| Snohomish County PUD             | 116203173    | 001 012 575 30 47 00 | CS- Museum - Utilities         | 200558690 Museum Electric/Water                       | 62227              | \$86.91            |
| Snohomish County PUD             | 119502505    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 201973682 Street Lights                               | 62227              | \$142.21           |
| Snohomish County PUD             | 122806367    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 202624367 Street Lights                               | 62227              | \$14,238.82        |
| Snohomish County PUD             | 126112276    | 001 010 576 80 47 00 | PK-Utilities                   | 202340527 Old Decant 12701 36th St NE                 | 62227              | \$13.21            |
| Snohomish County PUD             | 126112276    | 101 016 543 50 47 00 | ST-Utilities                   | 202340527 Old Decant 12701 36th St NE                 | 62227              | \$13.21            |
| Snohomish County PUD             | 126112276    | 410 016 531 10 47 00 | SW - Utilities                 | 202340527 Old Decant 12701 36th St NE                 | 62227              | \$13.22            |
| Snohomish County PUD             | 132708114    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 202648101 Street Lights Soper Hill Annex              | 62227              | \$1,687.90         |
| Snohomish County PUD             | 132708115    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 202670725 Street Lights                               | 62227              | \$1,408.43         |
| Snohomish County PUD             | 132708888    | 001 010 576 80 47 00 | PK-Utilities                   | 200206019 North Cove Park Electric                    | 62227              | \$36.15            |
| Snohomish County PUD             | 132708888    | 001 010 576 80 47 00 | PK-Utilities                   | 200206019 Parks Electric                              | 62227              | \$52.36            |
| Snohomish County PUD             | 132708888    | 001 010 576 80 47 00 | PK-Utilities                   | 200206019 Parks Water                                 | 62227              | \$67.48            |
| Snohomish County PUD             | 132708888    | 001 012 575 50 47 00 | CS- The Mill- Utilities        | 200206019 The Mill Electric                           | 62227              | \$717.11           |
| Snohomish County PUD             | 132708888    | 001 012 575 50 47 00 | CS- The Mill- Utilities        | 200206019 The Mill Water                              | 62227              | \$61.85            |
| Snohomish County PUD             | 132708888    | 001 013 518 20 47 00 | GG-Utilities                   | 200206019 City Hall Admin Electric                    | 62227              | \$196.32           |
| Snohomish County PUD             | 132708888    | 001 013 518 20 47 00 | GG-Utilities                   | 200206019 City Hall Electric                          | 62227              | \$251.56           |
| Snohomish County PUD             | 132708888    | 001 013 518 20 47 00 | GG-Utilities                   | 200206019 City Hall Water                             | 62227              | \$810.38           |
| Snohomish County PUD             | 132708888    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 200206019 Street Lights                               | 62227              | \$46.48            |
| Snohomish County PUD             | 139212085    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 202013249 Traffic Signal 1933 79th Ave SE             | 62227              | \$150.40           |
| Snohomish County PUD             | 139212085    | 101 016 542 64 47 00 | ST-Traffic Control -Utility    | 202013249 Traffic Signal 7441 20th St SE              | 62227              | \$89.33            |
| Snohomish County PUD             | 139216061    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 204719074 Catherine Creek Bridge Lights               | 62227              | \$31.80            |
| Snohomish County PUD             | 152514309    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 202988481 Street Lights                               | 62227              | \$136.01           |
| Snohomish County PUD             | 155782104    | 101 016 542 63 47 00 | ST-Lighting - Utilities        | 203731153 Traffic Signals                             | 62227              | \$219.92           |
| Snohomish County PUD             | 165314805    | 001 010 576 80 47 00 | PK-Utilities                   | 222947715 Decant Electric/Water 12703 31st PL NE      | 62227              | \$61.43            |
| Snohomish County PUD             | 165314805    | 101 016 543 50 47 00 | ST-Utilities                   | 222947715 Decant Electric/Water 12703 31st PL NE      | 62227              | \$61.43            |
| Snohomish County PUD             | 165314805    | 401 070 535 10 47 01 | Sewer Dist Utilities           | 222947715 Decant Electric/Water 12703 31st PL NE      | 62227              | \$184.30           |
| Snohomish County PUD             | 165314805    | 410 016 531 10 47 00 | SW - Utilities                 | 222947715 Decant Electric/Water 12703 31st PL NE      | 62227              | \$61.44            |
| Snohomish County PUD             | 168453489    | 001 010 576 80 47 00 | PK-Utilities                   | 223477167 Mill Spur Electric                          | 62227              | \$97.30            |
|                                  |              |                      |                                |                                                       | <b>62227 Total</b> | <b>\$21,123.29</b> |

| Vendor Name                          | Invoice #         | Account #            | Account Name                  | Description                                                 | Check #            | Amount             |
|--------------------------------------|-------------------|----------------------|-------------------------------|-------------------------------------------------------------|--------------------|--------------------|
| Snohomish County SWM                 | I000656433        | 410 016 531 20 41 00 | SW - SnoCo Lake Management    | Q3 2024 Lake Monitoring                                     | 62228              | \$1,588.40         |
|                                      |                   |                      |                               |                                                             | <b>62228 Total</b> | <b>\$1,588.40</b>  |
| Snohomish County Treasurer           | 10-2024 TREASURER | 633 000 586 00 00 02 | Crime Victims Comp - SnoCo    | Crime Victims Compensation 10-2024                          | 62229              | \$198.71           |
|                                      |                   |                      |                               |                                                             | <b>62229 Total</b> | <b>\$198.71</b>    |
| Sound Publishing Inc                 | EDH1003758        | 004 013 594 18 60 01 | RR - Capital Purchases        | Notice for Solicitation PD Training Center HVAC Replacement | 62230              | \$62.16            |
|                                      |                   |                      |                               |                                                             | <b>62230 Total</b> | <b>\$62.16</b>     |
| Sound Security Inc                   | 1150756           | 001 008 521 20 41 01 | LE-Professional Serv-Fixed    | Security Monitoring Svcs 1825 S Lake 11-2024                | 62231              | \$1,256.07         |
| Sound Security Inc                   | 1150757           | 001 008 521 20 41 01 | LE-Professional Serv-Fixed    | Security Monitoring Svcs 10518 18th St 11-2024              | 62231              | \$101.66           |
| Sound Security Inc                   | 1152372           | 001 013 518 20 31 00 | GG-Operating Costs            | Prox Cards for PW                                           | 62231              | \$120.23           |
|                                      |                   |                      |                               |                                                             | <b>62231 Total</b> | <b>\$1,477.96</b>  |
| Sprague Pest Solutions               | 5592204           | 101 016 542 30 41 02 | ST-Professional Service       | Pest Control - PW Shop                                      | 62232              | \$93.18            |
| Sprague Pest Solutions               | 5592204           | 410 016 531 10 41 01 | SW - Professional Services    | Pest Control - PW Shop                                      | 62232              | \$93.18            |
|                                      |                   |                      |                               |                                                             | <b>62232 Total</b> | <b>\$186.36</b>    |
| Springbrook Nursery and Trucking Inc | 372359            | 001 010 576 80 31 05 | PK-R&M Supplies               | NC Rain Garden Rock                                         | 62233              | \$67.43            |
| Springbrook Nursery and Trucking Inc | 372445            | 001 010 576 80 31 05 | PK-R&M Supplies               | NC Rain Garden Rock                                         | 62233              | \$67.43            |
|                                      |                   |                      |                               |                                                             | <b>62233 Total</b> | <b>\$134.86</b>    |
| State Auditors Office                | L164286           | 001 004 514 23 41 00 | FI-Professional Service       | Accountability/Financial Audit 2023                         | 62234              | \$12,658.10        |
|                                      |                   |                      |                               |                                                             | <b>62234 Total</b> | <b>\$12,658.10</b> |
| Stevens                              | 120324 STEVENSB   | 001 004 514 23 43 00 | FI-Travel & Meetings          | GovAI Conf Meal PerDiem - B Stevens                         | 62235              | \$293.00           |
|                                      |                   |                      |                               |                                                             | <b>62235 Total</b> | <b>\$293.00</b>    |
| Stevens                              | 102224 STEVENST   | 001 006 518 80 43 00 | IT-Travel & Meetings          | ACCIS Conf Meal PerDiem - T Stevens                         | 62236              | \$62.00            |
|                                      |                   |                      |                               |                                                             | <b>62236 Total</b> | <b>\$62.00</b>     |
| StoneShare Corp                      | 2019-161          | 001 006 518 80 41 00 | IT-Professional Services      | StoneShare Records Mgmt - Clerks Dept                       | 62237              | \$14,935.00        |
|                                      |                   |                      |                               |                                                             | <b>62237 Total</b> | <b>\$14,935.00</b> |
| Summit Law Group PLLC                | 158636            | 001 011 515 41 41 03 | Ext Consult - Labor Relations | Bargaining and PERC Case                                    | 62238              | \$4,873.47         |
|                                      |                   |                      |                               |                                                             | <b>62238 Total</b> | <b>\$4,873.47</b>  |
| TargetSolutions Learning LLC         | INV106211         | 001 008 521 20 41 01 | LE-Professional Serv-Fixed    | Annual Vector Scheduling Program Fees                       | 62239              | \$135.81           |
|                                      |                   |                      |                               |                                                             | <b>62239 Total</b> | <b>\$135.81</b>    |
| Teamsters Local No 763               | Oct-24            | 001 000 284 00 00 00 | Payroll Liability Other       | Union Dues                                                  | 62150              | \$1,858.00         |
|                                      |                   |                      |                               |                                                             | <b>62150 Total</b> | <b>\$1,858.00</b>  |
| Teamsters Local No 763               | OCT2024(2)        | 001 000 284 00 00 00 | Payroll Liability Other       | Union Dues                                                  | 62154              | \$69.00            |
|                                      |                   |                      |                               |                                                             | <b>62154 Total</b> | <b>\$69.00</b>     |
| Teamsters Welfare Trust Dental EFT   | Dec-24            | 001 000 283 00 00 00 | Payroll Liability Medical     | Teamsters Dental Premium                                    | EFT                | \$3,302.40         |
|                                      |                   |                      |                               |                                                             | <b>EFT Total</b>   | <b>\$3,302.40</b>  |
| Technological Services Inc           | 1558              | 001 008 521 20 48 00 | LE-Repair & Maintenance Equip | Tire Replacement PT-21-95                                   | 62240              | \$236.45           |
| Technological Services Inc           | 1638              | 001 008 521 20 48 00 | LE-Repair & Maintenance Equip | Tire Replacement PT-20-89                                   | 62240              | \$517.42           |
|                                      |                   |                      |                               |                                                             | <b>62240 Total</b> | <b>\$753.87</b>    |
| Thomas                               | 111424 THOMAS     | 001 008 521 20 43 00 | LE-Travel & Per Diem          | IACP Conf Flight Baggage Fee Reimbursement - D Thomas       | 62241              | \$35.00            |
|                                      |                   |                      |                               |                                                             | <b>62241 Total</b> | <b>\$35.00</b>     |
| Thyssenkrupp Elevator Corporation    | 3008191769        | 005 000 518 20 40 01 | Rental Property Utilities     | Elevator Service - 1819 S Lake Stevens Rd                   | 62242              | \$1,024.87         |
|                                      |                   |                      |                               |                                                             | <b>62242 Total</b> | <b>\$1,024.87</b>  |
| Tri Tech Forensics Inc               | 060925 BASSETT    | 001 008 521 40 49 01 | LE-Registration Fees          | Practical Shooting Incident Reconstruction - P Bassett      | 62243              | \$749.00           |
|                                      |                   |                      |                               |                                                             | <b>62243 Total</b> | <b>\$749.00</b>    |
| UPS                                  | 0000074Y42434     | 001 008 521 20 42 00 | LE-Communication              | Evidence Shipping                                           | 62244              | \$1.91             |
| UPS                                  | 0000074Y42454     | 001 008 521 20 42 00 | LE-Communication              | Evidence Shipping                                           | 62244              | \$15.25            |
| UPS                                  | 0000074Y42464     | 001 008 521 20 42 00 | LE-Communication              | Evidence Shipping                                           | 62244              | \$24.94            |
|                                      |                   |                      |                               |                                                             | <b>62244 Total</b> | <b>\$42.10</b>     |

| Vendor Name                                | Invoice #         | Account #            | Account Name                 | Description                                            | Check #            | Amount                |
|--------------------------------------------|-------------------|----------------------|------------------------------|--------------------------------------------------------|--------------------|-----------------------|
| US Bank St Paul                            | 2708081           | 210 000 591 75 71 00 | 2008 Bond Princp Pymt - GG   | LAKSGOREF08A Principal                                 | 62152              | \$175,000.00          |
| US Bank St Paul                            | 2708081           | 210 000 592 18 83 00 | 2008 Bond Interest Payment   | LAKSGOREF08A Interest                                  | 62152              | \$19,270.00           |
| US Bank St Paul                            | 2708820           | 215 000 591 95 70 00 | 2021A LTGO Principal Pmt     | LAKSLTGO21A Principal                                  | 62152              | \$365,000.00          |
| US Bank St Paul                            | 2708820           | 215 000 592 95 80 00 | 2021A LTGO Interest Pmt      | LAKSLTGO21A Interest                                   | 62152              | \$121,900.00          |
| US Bank St Paul                            | 2709307           | 216 000 591 18 70 00 | 2024A LTGO Principal Payment | LAKSLTGO24 Principal                                   | 62152              | \$105,000.00          |
| US Bank St Paul                            | 2709307           | 216 000 592 18 80 00 | 2024A LTGO Interest Payment  | LAKSLTGO24 Interest                                    | 62152              | \$218,475.00          |
| US Bank St Paul                            | 2729321           | 412 016 592 31 80 01 | LP_2020B Interest            | LAK0677-4-1 Vactor Truck Interest                      | 62152              | \$2,443.32            |
|                                            |                   |                      |                              |                                                        | <b>62152 Total</b> | <b>\$1,007,088.32</b> |
| Verizon Wireless                           | 9975233277        | 001 001 511 60 42 00 | Legislative - Communication  | Wireless Phone Service                                 | 62245              | \$459.90              |
| Verizon Wireless                           | 9975233277        | 001 001 513 10 42 00 | Executive - Communication    | Wireless Phone Service                                 | 62245              | \$42.28               |
| Verizon Wireless                           | 9975233277        | 001 002 513 11 42 00 | AD-Communications            | Wireless Phone Service                                 | 62245              | \$47.28               |
| Verizon Wireless                           | 9975233277        | 001 003 514 20 42 00 | CC-Communications            | Wireless Phone Service                                 | 62245              | \$89.56               |
| Verizon Wireless                           | 9975233277        | 001 004 514 23 42 00 | FI-Communications            | Wireless Phone Service                                 | 62245              | \$47.28               |
| Verizon Wireless                           | 9975233277        | 001 005 518 10 42 00 | HR-Communications            | Wireless Phone Service                                 | 62245              | \$226.40              |
| Verizon Wireless                           | 9975233277        | 001 006 518 80 42 00 | IT-Communications            | Wireless Phone Service                                 | 62245              | \$269.87              |
| Verizon Wireless                           | 9975233277        | 001 007 558 50 42 00 | PL-Communication             | Wireless Phone Service                                 | 62245              | \$425.53              |
| Verizon Wireless                           | 9975233277        | 001 007 559 30 42 00 | PB-Communication             | Wireless Phone Service                                 | 62245              | \$209.59              |
| Verizon Wireless                           | 9975233277        | 001 010 576 80 42 00 | PK-Communication             | Wireless Phone Service                                 | 62245              | \$674.52              |
| Verizon Wireless                           | 9975233277        | 101 016 543 30 42 00 | ST-Communications            | Wireless Phone Service                                 | 62245              | \$971.96              |
| Verizon Wireless                           | 9975233277        | 410 016 531 10 42 00 | SW - Communications          | Wireless Phone Service                                 | 62245              | \$971.95              |
|                                            |                   |                      |                              |                                                        | <b>62245 Total</b> | <b>\$4,436.12</b>     |
| Waltz                                      | 111424 WALTZ      | 410 016 531 10 42 00 | SW - Communications          | Postage to Send Lake Level Sensor to Onset for Service | 62246              | \$19.10               |
|                                            |                   |                      |                              |                                                        | <b>62246 Total</b> | <b>\$19.10</b>        |
| WAPRO                                      | 10310             | 001 004 514 23 49 00 | FI-Miscellaneous             | WAPRO Membership - A Crim                              | 62247              | \$25.00               |
| WAPRO                                      | 10463             | 001 008 521 20 49 00 | LE-Dues & Memberships        | WAPRO Membership - A Fox                               | 62247              | \$25.00               |
| WAPRO                                      | 10464             | 001 008 521 20 49 00 | LE-Dues & Memberships        | WAPRO Membership - J Ubert                             | 62247              | \$25.00               |
| WAPRO                                      | 11063             | 001 003 514 20 49 00 | CC-Miscellaneous             | WAPRO Membership - C Weaver                            | 62247              | \$25.00               |
| WAPRO                                      | 11209             | 001 008 521 20 49 00 | LE-Dues & Memberships        | WAPRO Membership - K Putnam                            | 62247              | \$25.00               |
|                                            |                   |                      |                              |                                                        | <b>62247 Total</b> | <b>\$125.00</b>       |
| Washington Alarm Inc                       | 633219            | 005 000 518 20 40 02 | Rental Property Services     | Fire Alarm Monitoring 10515 20th St SE 11-2024         | 62248              | \$30.96               |
|                                            |                   |                      |                              |                                                        | <b>62248 Total</b> | <b>\$30.96</b>        |
| Washington State Dept of Enterprise Svcs   | 731138868         | 001 008 521 20 31 00 | LE-Office Supplies           | Business Cards for PD                                  | 62249              | \$183.03              |
|                                            |                   |                      |                              |                                                        | <b>62249 Total</b> | <b>\$183.03</b>       |
| Washington State Parks and Recreation Comm | 111424 WSPRC      | 001 008 521 40 49 01 | LE-Registration Fees         | Boater Education Card - M Cooper                       | 62250              | \$10.00               |
|                                            |                   |                      |                              |                                                        | <b>62250 Total</b> | <b>\$10.00</b>        |
| Washington State Support Registry          | 11082024          | 001 000 284 00 00 00 | Payroll Liability Other      | Employee Paid Child Support                            | EFT                | \$875.63              |
|                                            |                   |                      |                              |                                                        | <b>EFT Total</b>   | <b>\$875.63</b>       |
| Wave                                       | 103946401-0011147 | 001 002 513 11 42 00 | AD-Communications            | Telephone Service                                      | 62251              | \$73.13               |
| Wave                                       | 103946401-0011147 | 001 003 514 20 42 00 | CC-Communications            | Telephone Service                                      | 62251              | \$146.26              |
| Wave                                       | 103946401-0011147 | 001 004 514 23 42 00 | FI-Communications            | Telephone Service                                      | 62251              | \$146.25              |
| Wave                                       | 103946401-0011147 | 001 005 518 10 42 00 | HR-Communications            | Telephone Service                                      | 62251              | \$73.13               |
| Wave                                       | 103946401-0011147 | 001 006 518 80 42 00 | IT-Communications            | Telephone Service                                      | 62251              | \$219.39              |
| Wave                                       | 103946401-0011147 | 001 007 558 50 42 00 | PL-Communication             | Telephone Service                                      | 62251              | \$475.58              |
| Wave                                       | 103946401-0011147 | 001 007 559 30 42 00 | PB-Communication             | Telephone Service                                      | 62251              | \$73.13               |
| Wave                                       | 103946401-0011147 | 001 008 521 20 42 00 | LE-Communication             | Telephone Service                                      | 62251              | \$2,487.35            |

| Vendor Name                                   | Invoice #         | Account #            | Account Name                   | Description                                              | Check #            | Amount              |
|-----------------------------------------------|-------------------|----------------------|--------------------------------|----------------------------------------------------------|--------------------|---------------------|
| Wave                                          | 103946401-0011147 | 001 012 575 30 42 00 | CS- Museum - Communications    | Telephone Service                                        | 62251              | \$73.13             |
| Wave                                          | 103946401-0011147 | 001 012 575 50 42 00 | CS- The Mill- Communication    | Telephone Service                                        | 62251              | \$73.13             |
| Wave                                          | 103946401-0011147 | 001 013 518 20 42 00 | GG-Communication               | Telephone Service                                        | 62251              | \$292.51            |
| Wave                                          | 103946401-0011147 | 101 016 543 30 42 00 | ST-Communications              | Telephone Service                                        | 62251              | \$420.86            |
| Wave                                          | 103946401-0011147 | 410 016 531 10 42 00 | SW - Communications            | Telephone Service                                        | 62251              | \$420.86            |
| Wave                                          | 103946401-0011147 | 510 006 518 80 49 04 | LR - WaveBroadband Fiber Lease | Fiber Leases                                             | 62251              | \$1,268.82          |
|                                               |                   |                      |                                |                                                          | <b>62251 Total</b> | <b>\$6,243.53</b>   |
| Webb                                          | PE #3 91ST AVE    | 301 016 595 61 64 06 | TZ3- TBP03 - 91st Av SE Sidwk  | 91st Ave SE Sidewalk Improvements PE#3                   | 62252              | \$61,761.34         |
| Webb                                          | PE #3 91ST AVE    | 301 016 595 61 64 07 | TZ2- TBP02 - 91st Av SE Sidwk  | 91st Ave SE Sidewalk Improvements PE#3                   | 62252              | \$75,628.56         |
|                                               |                   |                      |                                |                                                          | <b>62252 Total</b> | <b>\$137,389.90</b> |
| Wells                                         | 080624 M WELLS    | 001 004 514 23 43 00 | FI-Travel & Meetings           | Springbrook Conf Flight Reimbursement - M Wells          | 62253              | \$311.21            |
| Wells                                         | 102824 M WELLS1   | 001 004 514 23 43 00 | FI-Travel & Meetings           | Springbrook Conf Mileage PerDiem - M Wells               | 62253              | \$63.78             |
| Wells                                         | 102824 M WELLS2   | 001 004 514 23 43 00 | FI-Travel & Meetings           | Springbrook Conf Airport Parking Reimbursement - M Wells | 62253              | \$111.00            |
| Wells                                         | 102824 M WELLS3   | 001 004 514 23 43 00 | FI-Travel & Meetings           | Springbrook Conf Taxi Reimbursement - M Wells            | 62253              | \$67.42             |
| Wells                                         | 102824 M WELLS4   | 001 004 514 23 43 00 | FI-Travel & Meetings           | Springbrook Conf Hotel Reimbursement - M Wells           | 62253              | \$485.26            |
| Wells                                         | 102824 M WELLS5   | 001 004 514 23 43 00 | FI-Travel & Meetings           | Springbrook Conf Meal PerDiem - M Wells                  | 62253              | \$141.00            |
|                                               |                   |                      |                                |                                                          | <b>62253 Total</b> | <b>\$1,179.67</b>   |
| Western Conference of Teamsters Pension Trust | 11102024          | 001 000 282 00 00 00 | Payroll Liability Retirement   | Employee Contribution-Teamster Pension                   | 62151              | \$4,285.65          |
| Western Conference of Teamsters Pension Trust | 11102024          | 001 000 282 00 00 00 | Payroll Liability Retirement   | Employee Contribution-Teamster Pension Probation         | 62151              | \$59.92             |
|                                               |                   |                      |                                |                                                          | <b>62151 Total</b> | <b>\$4,345.57</b>   |
| Wheeling Park Commission                      | 030925 MEIS       | 001 010 576 80 49 01 | PK-Staff Development           | Revenue Development School 03/09/25-03/14/25 J Meis      | 62254              | \$2,566.81          |
|                                               |                   |                      |                                |                                                          | <b>62254 Total</b> | <b>\$2,566.81</b>   |
| Willards Pest Control Co                      | 446896            | 001 008 521 50 48 00 | LE-Facility Repair & Maint     | All Nuisance Ants - PD                                   | 62255              | \$160.39            |
| Willards Pest Control Co                      | 446897            | 001 008 521 50 48 00 | LE-Facility Repair & Maint     | Monthly Rodent Service - PD                              | 62255              | \$85.53             |
|                                               |                   |                      |                                |                                                          | <b>62255 Total</b> | <b>\$245.92</b>     |
| WM Corporate Services Inc                     | 1042280-4968-0    | 411 016 594 31 60 02 | SWC - Capital Purchases        | Dumpster Rental for Demo for 2202 Hartford               | 62256              | \$3,142.71          |
|                                               |                   |                      |                                |                                                          | <b>62256 Total</b> | <b>\$3,142.71</b>   |
| Wright                                        | 120324 WRIGHT     | 001 007 558 50 43 00 | PL-Travel & Mtgs               | GovAI Conf Meal PerDiem - R Wright                       | 62257              | \$293.00            |
|                                               |                   |                      |                                |                                                          | <b>62257 Total</b> | <b>\$293.00</b>     |
| Zero9 Solutions                               | 64248-B2B         | 001 008 521 20 31 06 | LE - Uniform Clothing          | Tourniquet Case/Narcan Case                              | 62258              | \$96.40             |
|                                               |                   |                      |                                |                                                          | <b>62258 Total</b> | <b>\$96.40</b>      |

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

November 12, 2024, at 6:00 p.m.

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

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

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

ELECTED OFFICIALS ABSENT: Councilmember Steve Ewing

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**Call to Order**

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

**Pledge of Allegiance**

Council President Petershagen led the Pledge of Allegiance.

**Roll Call**

All Councilmembers were present except Councilmember Ewing. *(Note: Motion to excuse comes later in the meeting)*

**Approval of Agenda**

Council President Petershagen stated that both of the Guest Business items, to introduce new employees, will need to move to a future meeting.

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

**Citizen Comments**

Dr. Templeton, Lake Stevens School District Superintendent. Dr. Templeton stated that the school bond was failing, and the district is sending out surveys for further feedback.

**Council Business**

**City Department Report**

Public Works Department Report – Director Halverson reported.

*(Note: Motion out of sequence – inadvertently missed earlier in the meeting)*

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

**Consent Agenda**

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

The consent agenda items were as follows:

- 2024 Vouchers
- City Council Meeting Minutes of October 22, 2024
- Second Amendment to Interlocal Agreement for Jail Services
- Bridge Coordination Services (Domestic Violence Coordinator)
- Target Zero Fiscal Year 2025 Agreements
- Appoint Murika Matz to the Planning Commission with a term expiring December 31, 2027
- Resolution 2024-11 - Fee Updates

**Public Hearing**

**Public Hearing No. 2: 2025 - Budget Ordinance 1191**

Council President Petershagen opened the public hearing.

Finance Director Stevens presented the second and final reading of 2025 Budget - Ordinance 1191.

There were no public comments.

Council President Petershagen closed the public hearing.

**MOTION.** Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to approve the second and final reading for the 2025 budget and approve Ordinance 1191. The motion passed 6-0-0-1.

**Action Items**

**Interlocal Cooperation Agreement for Snohomish Conservation Futures Funds**

Stormwater Manager Farrant presented the Interlocal Cooperation Agreement between Snohomish County and the City of Lake Stevens. City staff have coordinated with Snohomish County to prepare an interlocal cooperation agreement to access grant awarded funds that will provide up to \$513,875 for reimbursement of the cost to purchase 6.82 acres of property and associated fees.

**MOTION.** Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to approve the Interlocal Cooperation Agreement between Snohomish County and the City of Lake Stevens to receive a grant award through Snohomish County Conservation Futures for property acquisition in the amount up to \$513,875.

**Adjournment**

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

The meeting adjourned at 6:36 p.m.

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Brett Gailey, Mayor

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Kelly M. Chelin, City Clerk

# CITY COUNCIL STAFF REPORT



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**Agenda Date:** 11/26/2024

**Subject:** WSDOT Mutual Aid Agreement - Public Works Emergency Response Assistance

**Contact Person/Department:** Maximilian Roth, Human Resources

**Budget Impact:** No impact unless mutual aid agreement is activated.

**Legal Review:** No

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

Sign two WSDOT managed Mutual Aid Agreements for Public Works Emergency Response

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## **SUMMARY/BACKGROUND:**

These Mutual Aid Agreements (MAA) empower the City of Lake Stevens Public Works Department and other participating agencies to collaborate effectively during emergencies, ensuring the protection of life and property. The agreements facilitate timely access to additional resources, including personnel, equipment, and materials, to maintain critical infrastructure. Agencies requiring support can request assistance from participating agencies, which will assess and provide available resources as needed. The MAAs are administered by the WSDOT Office of Emergency Management and are categorized into two types: Emergency Proclamation Mutual Aid under RCW 38.53 and Local Agency Mutual Aid under RCW 39.34.

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## **APPLICABLE CITY POLICIES:**

NA

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**ATTACHMENTS:**

1. GCB 3207 (39.34) Exhibit A - Cost Recovery Submittal
2. GCB 3207 MAA Local Agency- No Proclamation RCW 39.34
3. GCB 3187 ( 38.52) Exhibit A - Cost Recovery Submittal
4. GCB 3187 MAA Emergency Proclamation RCW 38.52

## EXHIBT A - Mutual Aid Cost Recovery Submittal

**GCB 3207**  
**(Local Agency Emergency Event – NO PROCLAMATION)**  
**PUBLIC WORKS EMERGENCY RESPONSE ASSISTANCE**  
**MUTUAL AID AGREEMENT**

This Agreement is between those Government Agencies (local, county, tribal or state), herein after "Agency" or "Agencies," that have executed the Agreement, as indicated by the signatures at the end of this document.

1. This Agreement is authorized by Washington State Chapter 39.34 RCW (Interlocal Agreement Act), which provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking, which each public agency entering into the contract is authorized by law to perform.
2. The purpose of this pre-disaster agreement between the Agencies is to provide for immediate assistance to protect life and property by facilitating the cooperation between Agencies to assist in a disaster in the absence of a "Proclamation of Emergency" as that term is defined in Chapter 38.52 RCW.
3. A separate agreement, GCB 3187 (Emergency Proclamation) PUBLIC WORKS EMERGENCY RESPONSE ASSISTANCE MUTUAL AID AGREEMENT, has been prepared to address those events where a Proclamation of Emergency has been declared invoking the broader statutory emergency powers provided to agencies in Chapter 38.52 RCW.
4. The parties to this Agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, and related systems during routine and emergency conditions.
5. Each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, and related systems and other support.

NOW, THEREFORE pursuant to Chapter 39.34 RCW and in consideration of the terms, conditions, and performances contained herein, the recitals as stated above, and the attached Exhibits which are incorporated and made a part hereof,

It is Mutually Agreed as Follows:

1. Request

If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

The Requestor may make the Emergency Response Assistance (Work) request by contacting the Designated Primary Contact of a participating agency, from the signatory Agencies list maintained by the WSDOT Office of Emergency Management (OEM), by phone or email.

## 2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.
- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, Agencies funded with road funds are limited to providing services for road activities; sewer funds are limited to providing services for sewer activities and so on.

## 3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

## 4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

## 5. Release of Personnel and Equipment

All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

## 6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
- B. Compensation for equipment at Responder's established rental rate.
- C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- D. The Responding Agency shall submit a Mutual Aid Cost Recovery Submittal (Exhibit A) and itemized voucher of costs to the Designated Primary Contact of the Requesting Agency within sixty (60) days after completion of Work). Unless otherwise agreed, the Responding Agency shall receive reimbursement within ninety (90) days after the voucher submittal date.

(Note: after execution of the Agreement the participating agency Designated Representative will be provided the electronic fillable pdf of Exhibit A)

## 7. Indemnification

The Responding Agency shall have no responsibilities or incur any liabilities because it does not provide resources and/or services to any other party to this Agreement.

- A. To the extent permitted by law, the Requesting Agency shall protect, defend, hold harmless and indemnify all other Responding signatory Agencies, and their officers and employees from any and all claims, suits, costs, damages of any nature, or causes of action, including the cost of defense and attorney's fees, by reason of the acts or omissions, whether negligent, willful, or reckless, of its own officers, employees, agency or any other person arising out of or in connection with any acts or activities authorized by this Agreement, and will pay all judgments, if any, rendered. This obligation shall not include such claims, costs, damages or other expenses which may be caused by the sole negligence of the Responding Agencies or their authorized agents or employees.

## 8. Worker Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Washington Revised Code of Washington (RCW).

## 9. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Washington may enter into this Agreement and that all parties who execute this Agreement will be considered to be equal parties to the Agreement.

The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

- B. Authorization and approval of this Agreement shall be in a manner consistent with the Agency's current procedures. This Agreement shall be effective upon approval by two or more Agencies and shall remain in effect as long as two or more Agencies are parties to this Agreement. Upon execution of this Agreement, the Agency shall send an original or a certified copy of the Agreement to the Washington State Department of Transportation, Office of Emergency Management (OEM). The OEM shall maintain a list of all signatory Agencies.

- 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
- 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

#### 10. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate agreement shall terminate any responsibility under this Agreement.

#### 11. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Emergency Response Assistance to be executed by duly authorized representatives as of the date of their signatures.

#### WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

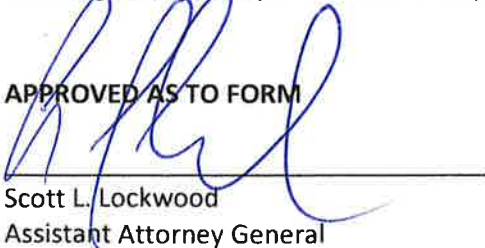


Pasco Bakotich III, P.E.  
State Maintenance Engineer  
Washington State Department of Transportation

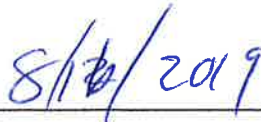


Date

#### APPROVED AS TO FORM



Scott L. Lockwood  
Assistant Attorney General



Date

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Emergency Response Assistance to be executed by duly authorized representatives as of the date of their signatures.

Lake Stevens Public Works

\_\_\_\_\_  
Agency

City of Lake Stevens

\_\_\_\_\_  
Jurisdiction

Mayor Brett Gailey

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Designated Primary Contact:**

**Office**

**Contact Name:**

**Phone Number:**

Lake Stevens Public Works

Curtis Clifton

(360) 722-9267

Email: cclifton@lakestevenswa.gov

Emergency 24 Hour Phone Number: (425) 737-7795

## EXHIBT A - Mutual Aid Cost Recovery Submittal

**Responder Work Order No.**

|                                              |       |       |  |
|----------------------------------------------|-------|-------|--|
| <b>Responding Designated Primary Contact</b> | Phone | email |  |
| Mailing Address                              |       |       |  |

|                                              |       |       |  |
|----------------------------------------------|-------|-------|--|
| <b>Requesting Designated Primary Contact</b> | Phone | email |  |
| Mailing Address                              |       |       |  |

|                             |           |
|-----------------------------|-----------|
| Project Title               |           |
| State Route, Street or Road | County(s) |

| Start Date | End Date |
|------------|----------|
|------------|----------|

| Invoice No.           |  | Amount |
|-----------------------|--|--------|
|                       |  |        |
|                       |  |        |
|                       |  |        |
| <b>Total Amount</b> → |  |        |

*Provide a brief description of Work and attach back up documents (include detailed description of work and actual cost ).*

|  |
|--|
|  |
|--|

|                   |     |                         |  |
|-------------------|-----|-------------------------|--|
| Requesting Agency |     | FED ID or Vendor Number |  |
| Billing Address   |     |                         |  |
| Phone             | Fax | Email                   |  |

Page 47 of 107

# GCB 3187

## (Emergency Proclamation) PUBLIC WORKS EMERGENCY RESPONSE ASSISTANCE MUTUAL AID AGREEMENT

This Agreement is between those Government Agencies (local, county, tribal or state), herein after "Agency" or "Agencies," that have executed the Agreement, as indicated by the signatures at the end of this document.

1. The purpose of this pre-disaster agreement between the Agencies is to provide for immediate assistance to protect life and property.
2. This Agreement is authorized under Washington State Chapter 38.52 RCW (Emergency Management),; which is activated only in the event of a proclamation of an emergency by the local, county, tribal and/or state government approving authority.
3. The parties to this Agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions.
4. Each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support.

NOW, THEREFORE, pursuant to Chapter 38.52 RCW and in consideration of the terms, conditions, and performances contained herein, the recitals as stated above, and the attached Exhibits which are incorporated and made a part hereof,:

It is Mutually agreed as follows:

### 1. Request

If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

The Requestor may make the Emergency Response Assistance (Work) request by contacting the Designated Primary Contact of a participating Agency, from the list of Office of Emergency Management (OEM) signatory Agencies, by phone or email.

### 2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.

- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, Agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

### 3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

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Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

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All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

### 6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
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- D. The Responding Agency shall submit a Mutual Aid Cost Recovery Submittal (Exhibit A) and itemized voucher of costs to the Designated Primary Contact of the Requesting Agency within sixty (60) days after completion of Work (RCW 38.52.080). Unless otherwise agreed, the Responding Agency shall receive reimbursement within ninety (90) days after the voucher submittal date.

(Note: after execution of the Agreement the participating Agency Designated Representative will be provided the electronic fillable pdf of Exhibit A)

## 7. Indemnification

The Responding Agency shall have no responsibilities or incur any liabilities because it does not provide resources and/or services to any other party to this Agreement.

- A. All privileges, immunities, rights, duties and benefits of officers and employees of the Responding Agency shall apply while those officers and employees are performing functions and duties on behalf of the Requesting Agency, unless otherwise provided by law. Employees of the Responding Agency remain employees of the Responding Agency while performing functions and duties on behalf of the Requesting Agency (RCW 38.52.080).
- B. To the extent permitted by law, the Requesting Agency shall protect, defend, hold harmless and indemnify all other Responding signatory Agencies, and their officers and employees from any and all claims, suits, costs, damages of any nature, or causes of action, including the cost of defense and attorney's fees, by reason of the acts or omissions, whether negligent, willful, or reckless, of its own officers, employees, agency or any other person arising out of or in connection with any acts or activities authorized by this Agreement, and will pay all judgments, if any, rendered. This obligation shall not include such claims, costs, damages or other expenses, which may be caused by the sole negligence of the Responding Agencies or their authorized agents or employees.

## 8. Worker Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Washington Revised Code of Washington (RCW).

## 9. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Washington may enter into this Agreement and that all parties who execute this Agreement will be considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

B. Authorization and approval of this Agreement shall be in a manner consistent with the Agency's current procedures. This Agreement shall be effective upon approval by two or more Agencies and shall remain in effect as long as two or more Agencies are parties to this Agreement. Upon execution of this Agreement, the Agency shall send an original or a certified copy of the Agreement to the Washington State Department of Transportation, Office of Emergency Management (OEM). The OEM shall maintain a list of all signatory Agencies.

- 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
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This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate agreement shall terminate any responsibility under this Agreement.

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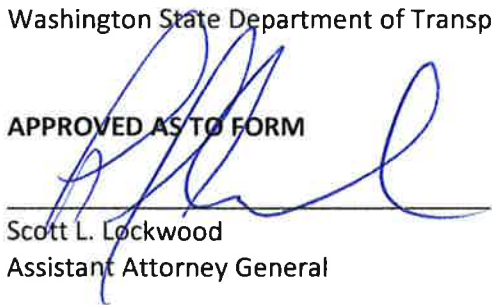
#### WASHINGTON STATE DEPARTMENT OF TRANSPORTATION



Pasco Bakotich III, P.E.  
State Maintenance Engineer  
Washington State Department of Transportation

8/19/19  
Date

#### APPROVED AS TO FORM



Scott L. Lockwood  
Assistant Attorney General

8/16/2019  
Date

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Emergency Response Assistance to be executed by duly authorized representatives as of the date of their signatures.

Lake Stevens Public Works

\_\_\_\_\_  
Agency

City of Lake Stevens

\_\_\_\_\_  
Jurisdiction

Mayor Brett Gailey

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Designated Primary Contact:**

**Office**

**Contact Name:**

**Phone Number:**

Lake Stevens Public Works

Curtis Clifton

(360) 722-9267

Email: cclifton@lakestevenswa.gov

Emergency 24 Hour Phone Number: (425) 737 - 7795

# CITY COUNCIL STAFF REPORT



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**Agenda Date:** 11/26/2024

**Subject:** Main Street Improvements Project Construction Contract

**Contact Person/Department:** Erik Mangold, Public Works

**Budget Impact:** \$3,076,521.71

**Legal Review:** No

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

Authorize the Mayor to sign the construction contract with SCI Infrastructure, Inc for the construction of the Main Street Improvements Project.

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## **SUMMARY/BACKGROUND:**

The Public Works Department solicited bids on September 13, 2024. A bid opening was held the morning of October 15, 2024. A total of 12 bids were received, with the low bid coming from SCI Infrastructure of \$3,076,521.71. Public Works has verified the bidder's responsibility and obtained WSDOT authorization to award and now seeks a motion from the Council to authorize the Mayor to sign the construction contract for this project. This contract has 95 working days and is anticipated to be completed near the end of June 2025.

The low bid of \$3,076,521.71 for the construction contract is within the approved budget. Any remaining funds will be used for potential change orders for this project or other projects as approved in the Capital Improvement Plan and the City's Procurement Policy. This project is funded through Traffic Impact Zone Fees (TIZ1), the Transportation Benefit Program (TBP) and a FHWA (Federal Highway Association) grant of \$2,683,200 towards construction. Grants will extend local TBP funds. The approved FHWA contribution is a federal maximum of 86.5%.

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## **APPLICABLE CITY POLICIES:**

Procurement Policy, Capital Improvement Plan, Transportation Benefit Program,  
WSDOT Local Agency Agreement

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**ATTACHMENTS:**

1. 18012\_Public Works Contract\_241122
2. 18013\_Bid Tabulation\_Verified\_241015

## CITY OF LAKE STEVENS

18012 – Main Street Improvements

Fed Aid # 26609(005)

WSDOT # LS-9

### PUBLIC WORKS CONTRACT AGREEMENT

#### CONTRACT NO. 18012

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2024 ("Agreement"), is by and between the City of Lake Stevens, a municipal corporation in the state of Washington, ("City"), and \_\_\_\_\_ with a principal office at \_\_\_\_\_ ("Contractor").

#### 1. **Contractor's Responsibilities.**

- 1.1. **Performance of Work.** The Contractor shall do all work and furnish all tools, materials, personnel and equipment for the City project known as **Main Street Improvements**, Project No. **18012**, in Lake Stevens, Washington ("Project") in accordance with and as described in this Agreement; the 2024 edition of the Standard Specifications for Road, Bridge and Municipal Construction as issued by the Washington State Department of Transportation ("WSDOT Standard Specifications") and the American Public Works Association (APWA) Washington State Chapter; applicable standards and details contained in the current edition of the Lake Stevens Engineering Design and Development Standards (referenced but not included herein), the Special Provisions which modify and supplement the WSDOT Standard Specifications and are provided in Exhibit A and incorporated herein; Bid Form attached as Exhibit B and incorporated herein; addenda and change orders, if any, which are by this reference incorporated in this Agreement (all the foregoing, collectively, "Contract Documents").
- 1.2. **Definition of Work.** The term "Work," as used in this Agreement, means the equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the Project and services necessary or incidental to fulfill the Contractor's obligations in conformance with this Agreement and the other Contract Documents.
- 1.3. **Workmanship.** Contractor shall perform the Work in accordance with the Contract Documents in an expeditious and workmanlike manner. All materials used in the Work shall be furnished in sufficient quantities to facilitate the proper and expeditious execution of the Work and shall be new unless otherwise specified in the Contract Documents.
- 1.4. **Construction Personnel.** The Contractor shall provide competent supervision for performance of the Work. Before commencing the Work, Contractor shall notify the City in writing of the name and qualifications of its proposed project manager so the City may review the individual's qualifications. The City may refuse to approve the proposed project manager for reasonable cause. Any disapproved project manager shall not perform in that capacity thereafter at the worksite.
- 1.5. **Materials Furnished by Owner or Others.** In the event the Work includes installation of materials or equipment furnished by the City or other contractors or subcontractors not employed by the Contractor, it shall be the responsibility of the Contractor to examine the items so provided and thereupon handle, store, and install the items, unless otherwise provided in the Contract Documents, with such skill and care as to provide a satisfactory and proper installation. Loss or damage due to acts or omissions of the Contractor shall be the responsibility of the Contractor and may be deducted from any amounts due or to become due to the

## CITY OF LAKE STEVENS

### 18012 – Main Street Improvements

Fed Aid # 26609(005)

WSDOT # LS-9

Contractor. Any defects discovered in such materials or equipment shall be reported at once to the City. Following receipt of written notice from the Contractor of defects, the City shall promptly inform the Contractor what action, if any, the Contractor shall take with regard to the defects.

2. **Independent Contractor.** Contractor is an independent contractor under this Agreement, and the parties intend that an independent contractor-client relationship is the only relationship created by this Agreement. No employee, agent, representative or subcontractor of Contractor shall be or shall be deemed to be the employee, agent representative or subcontractor of City. Contractor has no authority, and will not represent itself to have authority, to legally bind City or otherwise act for, or on City's behalf. None of the compensation or other benefits provided by City to its employees shall be available to Contractor's employees, agents, representatives or subcontractors. Contractor shall be solely responsible for all compensation, taxes, withholding, and other benefits due to its employees, agents, representatives and subcontractors. Contractor shall be solely responsible for its acts and omissions and for the acts and omissions of Contractor's agents, employees, representatives and subcontractors during performance of this Agreement. On or before the Effective Date, Contractor shall file, maintain and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish Contractor's status as an independent contractor.
3. **Performance.** Even though Contractor is an independent contractor with the authority to control and direct the performance and details of the Work, the Work must meet the approval of City and shall be subject to City's general right of inspection and supervision to secure the satisfactory completion of this Agreement.
4. **Contract Price.** The Contract Price is **three million seventy-six thousand five hundred twenty-one Dollars and seventy-one Cents (\$3,076,521.71)**, including all applicable Washington State sales taxes, or as further described on the attachments. The Project Cost shall not exceed this amount without prior written authorization from the City.
5. **Payment.** The City shall pay the Contractor monthly payments on a date to be agreed upon by both parties. If there will be more than a single payment, the City shall retain monies earned during the progress of the Work in accordance with RCW 60.28.
6. **Final Payment.** No later than thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Agreement, the City shall pay to the Contractor all sums due as provided by this Agreement except retainage (Exhibit E) required to be withheld by law or agreed to in special contract provisions. Should the Contractor fail to perform or otherwise be in default under the terms of this Agreement, the City shall have the right to withhold from any payment due or to become due, or otherwise be reimbursed for, an amount sufficient to protect the City from any loss that may result. Payment of the amount withheld shall be made when the grounds for withholding have been removed. Prior to final payment to the Contractor, the Contractor shall furnish evidence satisfactory to the City that there are no claims, obligations, or liens outstanding in connection with the Work. Acceptance of final payment shall constitute a waiver of all claims by the Contractor for compensation for its Work.
7. **Prevailing Wages.** The Contractor shall pay prevailing wages for Snohomish County effective as of the contract award date as required by State law, and shall comply with RCW 39.12 and RCW 49.28. Current prevailing wage rates are available on the State Department of L & I's website at <http://www.lni.wa.gov>, and a hard copy is available for viewing at City Hall.

## CITY OF LAKE STEVENS

### 18012 – Main Street Improvements      Fed Aid # 26609(005)      WSDOT # LS-9

Prior to any project payment being processed by the City, a Statement of Intent to Pay Prevailing Wages is required for the Contractor and any Subcontractors. At the conclusion of the Project, the Contractor and its Subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the City. Final release of retainage for the Agreement shall be withheld until certification has been received by the City from the State that the prevailing wage requirements of the law have been satisfied.

8. **Bond.** Contractor shall provide a performance and payment bond to the City in accordance with RCW 39.08.010 as attached as Exhibit C. If this Agreement is for less than \$35,000, Contractor authorizes the City, in lieu of the bond, to retain 50% of the Contract Price in accordance with RCW 39.08.010.
9. **Completion Time.** The Contractor shall physically complete the Work within **95** Working Days after Notice to Proceed. Time is of the essence, and the Contractor agrees that the Work will be completed within this timeframe, and expressly agrees to the provisions of this Agreement and Section 1-08.9 of the WSDOT Standard Specifications as amended by the Special Provisions in the Contract Documents as to liquidated damages in the event of failure to complete the Work on time.
10. **Indemnification and Compliance with Law.**
  - 10.1 The indemnification and defense obligations specified in this Section 10 ("Indemnity Obligations") have been mutually negotiated and shall survive the expiration, abandonment, or termination of this Agreement. The Indemnity Obligations shall include claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by City of or for any Work performed by Contractor shall not be grounds for avoidance of any Indemnity Obligations.
  - 10.2 The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
  - 10.3 In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. The provisions of this Section 10 shall survive the expiration or termination of this Agreement.
  - 10.4 Contractor's Indemnity Obligations include the obligation to (a) satisfy any judgment or other final decision of a court or other tribunal, (b) pay any reasonable settlement negotiated by City with respect to the Claims, and (c) pay all Claims against City by an employee or former employee of Contractor or its subcontractors.
  - 10.5 Contractor further agrees to waive, and that this indemnification constitutes the Contractor's waiver of, immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. THIS WAIVER HAS BEEN MUTUALLY NEGOTIATED BY THE PARTIES IN COMPLIANCE WITH RCW 4.24.115.

## CITY OF LAKE STEVENS

### 18012 – Main Street Improvements      Fed Aid # 26609(005)      WSDOT # LS-9

- 10.6 Contractor further agrees to defend all Claims against City which, if proven, could result in liability to City for loss or damage caused by all such errors, acts, or omissions of Contractor. Contractor's obligation to defend shall include prompt payment of all reasonable attorney fees, costs and expenses incurred in the defense of such claims, including those incurred by City.
- 10.7 Contractor shall comply, and shall ensure its subcontractors comply, with the terms of this Agreement and with all applicable City, state or federal laws, rules or regulations.
11. **Nondiscrimination.** During the performance of the Work of this Agreement, the Contractor, including all subcontractors, shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, and/or the presence of any sensory, mental, or physical handicap. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the specifications and provisions of Work under this Agreement. This provision shall include strict compliance with all requirements of applicable federal, state, and/or local laws or regulations issued pursuant thereto and/or identified in the provisions of this Agreement, relating to the establishment of nondiscriminatory requirements in hiring and employment practices and assuring the service to the public and/or City staff without discrimination with respect to the above-listed statuses. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth provisions of this nondiscrimination clause.
- The Contractor understands that violation of this provision shall be cause for punitive actions by the City up to and including termination for cause of this Agreement. The Contractor may be further barred from performing any services or work for the City in the future unless and until the Contractor demonstrates to the satisfaction of the City that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.
12. **Subcontractors.**
- 12.1 All Work shall be performed by Contractor, its employees, or by subcontractors whose selection has been authorized by City; provided that City's authorization shall not relieve Contractor or its subcontractors from any duties or obligations under this Agreement, or at law, to perform the Work in a satisfactory and competent manner. Contractor shall ensure that all contractual duties, requirements and obligations that Contractor owes to City shall also be owed to City by Contractor's subcontractors retained to perform the Work.
- 12.2 At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:
- 12.2.1 Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
- 12.2.2 Have a current Washington Unified Business Identifier (UBI) number;
- 12.2.3 If applicable, have:

## CITY OF LAKE STEVENS

### 18012 – Main Street Improvements

Fed Aid # 26609(005)

WSDOT # LS-9

- a. Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
  - b. A Washington Employment Security Department number, as required in Title 50 RCW;
  - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
  - d. An electrical contractor license, if required by Chapter 19.28 RCW;
  - e. An elevator contractor license, if required by Chapter 70.87 RCW.
  - f. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
13. **Non-Assignment.** Any assignment of this Agreement by Contractor without the prior written consent of City shall be void.
14. **Warranty.** The Contractor warrants that all materials and equipment shall be new unless otherwise specified, of good quality, in conformance with the Contract Documents, and free from defective workmanship and materials. The Contractor further warrants that the Work shall be free from defects in workmanship and material, and shall transfer to the City all written warranties related to the Work performed and equipment installed. Contractor guarantees payment of all obligations incurred in this project until final acceptance of the Work and for one year thereafter.
15. **Contractor's Risk of Loss.** It is understood that the whole of the Work under this Agreement is to be done at the Contractor's risk, and that the Contractor has familiarized itself with the conditions of excavation, backfill, arterials, climatic conditions, and other contingencies likely to affect the Work, and has made its bid accordingly, and that the Contractor shall assume the responsibility and risk of all loss or damage to materials or Work which may arise from any cause whatsoever prior to final acceptance by the City.
16. **Debarment and Uniform Guidance.** If this Project involves the expenditure, in whole or in part, of federally awarded funds, the Contractor shall certify that it, and its subcontractors, are not on the Federal Debarment List provided in the System for Award Management and/or the Washington State Debarment List when this Agreement is executed. If the Contractor, including any of its subcontractors, become listed on the Federal Debarment List provided in the System for Award Management and/or the Washington State Debarment List during duration of the Agreement, the City shall be notified immediately.

Additionally, if this Project involves the expenditure, in whole or in part, of federally awarded funds, the provisions A through K in Appendix II to Part 200 of the Uniform Guidance (2 CFR Chapter 11, current edition) are thereby incorporated, as applicable, into this Agreement as if fully set forth herein.
17. **Insurance.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The certificates of insurance shall be attached to this Agreement as Exhibit C.

## CITY OF LAKE STEVENS

### 18012 – Main Street Improvements

Fed Aid # 26609(005)

WSDOT # LS-9

The Contractor shall not begin Work under the Agreement until all required insurances have been obtained and until such insurances have been received by the City. The insurance shall provide coverage for the Contractor, its subcontractors, and the City. No policy shall be cancelled or modified without thirty (30) days prior written notice to the City. The Contractor may meet the policy limits required by this Section 15 by primary policy or a combination of primary and umbrella policies.

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

#### 15.1 Minimum Scope of Insurance

Contractor shall obtain insurance of the types described below and all additional insurance of the coverage types identified in the Special Provisions of the Contract Documents (Exhibit A):

15.1.1 Automobile Liability insurance shall cover owned, non-owned, hired, and leased vehicles; and shall be written on a coverage form at least as broad as ISO form CA 00 01. If the work involves the transport of pollutants, the automobile liability policy shall include MCS 90 and CA 99 48 endorsements. If necessary, the policy shall be endorsed to provide contractual liability coverage.

15.1.2 Commercial General Liability insurance shall be written on coverage forms at least as broad as ISO occurrence form CG 00 01, including but not limited to liability arising from premises, operations, stop gap liability, independent contractors, products and completed operations, personal and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage.

The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85 or an equivalent endorsement. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City. For Commercial General Liability insurance coverage, the required additional insured endorsements shall be at least as broad as ISO forms CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

15.1.3 Contractor shall maintain the following insurance limits as well as all additional and/or higher levels of insurance limits identified in the Special Provisions of the Contract Documents (Exhibit A):

- Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- Commercial General Liability insurance shall be written with limits no less than:
  - \$2,000,000 each occurrence

## CITY OF LAKE STEVENS

### 18012 – Main Street Improvements

Fed Aid # 26609(005)

WSDOT # LS-9

- \$3,000,000 general aggregate
- \$2,000,000 products and completed operations aggregate
- \$2,000,000 personal and advertising injury each offence
- \$2,000,000 stop gap / employer's liability each accident

15.1.4 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

- 15.2 Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
- 15.3 Contractor's Insurance for Other Losses. The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or contractors as well as to any temporary structures, scaffolding and protective fences.
- 15.4 Waiver of Subrogation. The Contractor and the City waive all rights against each other, any of their Subcontractors. Sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.
- 15.5 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 15.6 Verification of Coverage Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work.
- 15.7 Subcontractors. The Contractor shall cause each subcontractor of every tier to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by subcontractors.

The Contractor shall ensure that all subcontractors of every tier add all entities listed in 1-07.18(2) as additional insureds, and provide proof of such on the policies as required by that section as detailed in 1-07.18(2) using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

Upon request by the Contracting Agency, the Contractor shall forward to the Contracting Agency evidence of insurance and copies of the additional insured

## CITY OF LAKE STEVENS

### 18012 – Main Street Improvements

Fed Aid # 26609(005)

WSDOT # LS-9

endorsements of each subcontractor of every tier as required in 1-07.18(4) Verification of Coverage.

- 15.8 Notice of Cancellation. The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 15.9 Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.
18. **Job Safety.** All Work done shall be done in such a manner as shall create a minimum of interruptions or inconvenience to the public and/or City staff. All Work shall be carried on with due regard for the safety of the public, and the Contractor shall maintain strict compliance with the appropriate provisions relating to control of traffic and pedestrians through work areas as set forth in the Manual on Uniform Traffic and Control Devices (current edition) as adopted by the Washington State Department of Highways. Property and streets adjacent to the project shall be kept free and clear at all times from accumulations of mud, dirt, gravel, rock and other matter. Should the City determine the Contractor is not fulfilling his obligation in this regard, the City reserves the right to take such action as may be necessary, and to charge the Contractor with any costs that may be incurred in such remedial action.
19. **Termination.** This Agreement may be terminated with or without cause at any time by the City by delivering written notice thereof to the Contractor. Upon receipt of such notice, Contractor shall immediately cease Work and return the job site and any and all materials, plans or contract documents to the City. Contractor may terminate this Agreement in the event of a material breach by the City by delivering written notice thereof to the City Mayor. Termination is further addressed in Section 1-08.10 of the WSDOT Standard Specifications as amended by the Special Provisions in the Contract Documents and is incorporated herein by reference.
20. **Disputes and Remedies.**
  - 18.1 Choice of Law; Venue. This Agreement shall be interpreted in accordance with the laws of the State of Washington. The Superior Court of Snohomish County, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.
  - 18.2 Dispute Resolution. All claims, counterclaims, disputes, and other matters in question between City and Contractor arising out of or relating to this Agreement shall be referred to the City Mayor or a designee for determination, together with all pertinent facts, data, contentions, and so forth. The City Mayor shall consult with Contractor's representative and make a determination within thirty (30) calendar days of such referral. Should the claims, counterclaims, or disputes not be resolved by the City Mayor's decision, the parties shall refer the matter to professional mediation to be located in Snohomish County, Washington, and which shall be conducted within thirty (30) calendar days of the City Mayor's decision. The cost of mediation shall be shared equally. No civil action on any claim, counterclaim, or dispute may be commenced until thirty (30) days following such

## CITY OF LAKE STEVENS

**18012 – Main Street Improvements      Fed Aid # 26609(005)      WSDOT # LS-9**

mediation. In the event of litigation between Contractor and City to enforce the rights under this Agreement, reasonable attorney fees and expenses shall be allowed to the prevailing party.

18.3 Remedies. City's rights and remedies in this Agreement are in addition to all other rights and remedies provided by law. City may exercise such rights and remedies in any order and at any time as it determines necessary or appropriate.

21. **Waiver**. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

22. **Time of Essence**. Time is of the essence for every time period stated in the Contract Documents.

23. **Effective Date**. This Agreement shall be effective on the last date entered by the parties below.

24. **Authority to Execute Agreement**. The person executing this Agreement on behalf of the Contractor represents and warrants said person has been fully authorized by the Contractor to execute this Agreement on behalf of the Contractor and to legally bind the Contractor to all terms, requirements, and provisions of this Agreement. The person(s) executing this Agreement on behalf of the City represents and warrants that said person(s) has been fully authorized by the City to execute this Agreement on behalf of the City and to legally bind the City to all terms, requirements, and provisions of this Agreement.

The written terms and provisions of this Agreement, together with all referenced documents and Exhibits, supersede all prior verbal statements of any officer or other representative of City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the referenced documents and Exhibits.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.

**CITY OF LAKE STEVENS**

**18012 – Main Street Improvements  
CONTRACTOR**

**Fed Aid # 26609(005)**

**WSDOT # LS-9**

**CITY OF LAKE STEVENS**

By:\_\_\_\_\_

By:\_\_\_\_\_

Print Name:\_\_\_\_\_

City Mayor, City of Lake Stevens

Title:\_\_\_\_\_

Attested/Authenticated:

Date:\_\_\_\_\_

By:\_\_\_\_\_

City of Lake Stevens

City Clerk, City of Lake Stevens

Business License No.:\_\_\_\_\_

Date:\_\_\_\_\_

**Approved as to Form:**

By:\_\_\_\_\_

City Attorney, City of Lake Stevens

**CITY OF LAKE STEVENS**

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)**

**WSDOT # LS-9**

**EXHIBIT A**

**PROJECT DOCUMENTS AND SPECIAL PROVISIONS**

1. Project Plans
2. Project Special Provisions
3. Bid Addenda (if any)

**CITY OF LAKE STEVENS**

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)**

**WSDOT # LS-9**

**EXHIBIT B**

**COPY OF CONTRACTOR'S BID FORM**

(SEE ATTACHED)

**CITY OF LAKE STEVENS**

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)  
EXHIBIT C**

**WSDOT # LS-9**

**PERFORMANCE BOND AND PAYMENT BOND**

(SEE ATTACHED)

**CITY OF LAKE STEVENS**

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)  
EXHIBIT D**

**WSDOT # LS-9**

**INSURANCE CERTIFICATES**

(SEE ATTACHED)

**CITY OF LAKE STEVENS**

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)**

**WSDOT # LS-9**

**EXHIBIT E**

**CITY OF LAKE STEVENS**

**CONTRACTOR'S DECLARATION OF OPTION FOR  
MANAGEMENT OF STATUTORY RETAINED PERCENTAGE**

The City of Lake Stevens ("City") shall withhold the retained percentage for this Agreement from time-to-time as such retained percentage accrues and in accordance with RCW 60.28.011, 021, and 051.

Contractor shall identify which of the options identified below the Contractor selects to be applied at the time the Agreement by signing and dating the Contractor signature line for OPTION A, OPTION B, or OPTION C below.

**OPTION A** I hereby elect to have the retained percentage for this Contract held in a fund by the City.

CONTRACTOR:

\_\_\_\_\_

Date: \_\_\_\_\_

**OPTION B** I hereby elect to post a retainage bond, in the form and amount and from a bonding company acceptable to the City pursuant to the requirements of RCW 60.28.011(6).

CONTRACTOR:

\_\_\_\_\_

Date: \_\_\_\_\_

**OPTION C** I hereby elect to have the City deposit the retained percentage for this Contract, from time-to-time, as such retained percentage accrues and in accordance with RCW 60.28.011, 021, and 051.

I hereby designate \_\_\_\_\_ as the depository for said funds which shall be deposited in an interest earning account subject to joint control by City and the Contractor. All interest earned on said deposits shall belong to the Contractor. (If the Contractor fails to designate the depository, then the City designates.)

## CITY OF LAKE STEVENS

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)**

**WSDOT # LS-9**

I hereby further agree to be fully responsible for payment of all costs or fees incurred as a result of establishing said depository account and depositing the retained percentage as authorized by statute. The City shall not be liable in any way for any costs or fees in connection therewith.

CONTRACTOR:

\_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE:** This form is for selection of retainage option only. OPTION C must have a signed Escrow Agreement on file prior to processing retainage payment to the bank.

**CITY OF LAKE STEVENS**

**CITY OF LAKE STEVENS  
RETAINED PERCENTAGE ESCROW AGREEMENT**

Project Name: **18012 – Main Street Improvements**

Escrow Bank or Trust Company:

\_\_\_\_\_

Contact Person / Phone Number:

\_\_\_\_\_

Address:

\_\_\_\_\_

Escrow / Account No: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

---

The undersigned, \_\_\_\_\_, herein referred to as the Contractor, has directed the City of Lake Stevens to deliver to you its checks which shall be payable to you and the Contractor jointly. Such checks are to be held and disposed of by you in accordance with the following instructions and upon the terms and conditions hereinafter set forth.

**INTRODUCTION**

1. The monies will then be used by you to purchase, as directed by the Contractor, bonds or other securities chosen by the Contractor and approved by the City. Following is a list of such bonds or other securities approved by the City. Other bonds or securities, except stocks, may be selected by the Contractor subject to express written approval of the City. Purchase of such bonds or other securities shall be in a form which shall allow you alone to reconvert such bonds or other securities into money if you are required to do so by the City as provided in paragraph 4 of this Escrow Agreement.
2. When and as interest on the securities held by you pursuant to this agreement accrues and is paid, you shall collect such interest and forward it to the Contractor at its address designated below unless otherwise directed by the Contractor.

## CITY OF LAKE STEVENS

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)**

**WSDOT # LS-9**

3. You are not authorized to deliver to the Contractor all or any part of the securities held by you pursuant to this agreement (or any monies derived from the sale of such securities, or the negotiation of the City 's checks) except in accordance with written instructions from the City. Compliance with such instructions shall relieve you of any further liability related thereto. The estimated completion date on the contract underlying this Escrow Agreement is \_\_\_\_\_.
4. In the event the City orders you to do so in writing, you shall, within thirty- five (35) days of receipt of such order, reconvert into money the securities held by you pursuant to this agreement and return such money together with any other monies held by you hereunder, to the City.
5. The Contractor agrees to pay you as compensation for your services hereunder as follows:  
  
Payment of all fees shall be the sole responsibility of the Contractor and shall not be deducted from any property placed with you pursuant to this agreement until and unless the City directs the release to the Contractor of the securities and monies held hereunder whereupon you shall be granted a first lien upon such property released and shall be entitled to reimburse you from such property for the entire amount of your fees as provided for herein above. In the event that you are made a party to any litigation with respect to the property held by you hereunder, or in the event that the conditions of this escrow are not promptly fulfilled or that you are required to render any service not provided for in these instructions, or that there is any assignment of the interests of this escrow or any modifications hereof you shall be entitled to reasonable compensation for such extraordinary services from the Contractor and reimbursement from the Contractor for all costs and expenses, including attorneys' fees occasioned by such default, delay, controversy, or litigation.
6. This agreement shall not be binding until executed by the Contractor and the City and accepted by you.
7. This instrument contains the entire agreement between you, the Contractor, and the City with respect to this escrow and you are not a party to nor bound by any instrument or agreement other than this. You shall not be required to take notice of any default or any other matter nor be bound by nor be required to give notice or demand, nor be required to take any action whatever except as herein expressly provided; nor shall you be liable for any loss or damage not caused by your own negligence or willful misconduct.
8. The foregoing provisions shall be binding upon the assigns, successors, personal representatives, and heirs of the parties hereto.
9. The Contractor's Federal Income Tax Identification number is \_\_\_\_\_.

**CITY OF LAKE STEVENS**

**18012 – Main Street Improvements**

**Fed Aid # 26609(005)**

**WSDOT # LS-9**

The undersigned have read and hereby approve the instructions as given above governing the administration of this escrow and do hereby execute this agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CONTRACTOR

CITY OF LAKE STEVENS

\_\_\_\_\_

\_\_\_\_\_

City Mayor, City of Lake Stevens

BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

CITY CLERK

The above escrow instructions received and accepted this \_\_\_\_ day of \_\_\_\_\_ 2024.

ESCROW BANK OR TRUST COMPANY:

\_\_\_\_\_

\_\_\_\_\_

BY: (Authorized Officer)

Securities Authorized by City of Lake Stevens - Select One:

1. Bills, certificates, notes or bonds of the United States
2. Other obligations of the United States or its agencies
3. Obligations of any corporation wholly-owned by the government of the United States
4. Indebtedness of the Federal National Mortgage Association
5. Time deposits in commercial banks

PLEASE RETURN THIS SIGNED AGREEMENT TO:

CITY OF LAKE STEVENS  
1812 MAIN STREET  
LAKE STEVENS, WA 98258

City of Lake Stevens

10/15/2024 @ 10 AM

\*Apparent Low Bidder

#6

#3

#11

#12

#10

#4

#5

#7

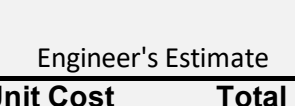
#8

#9

#2

Main Street Improvements



|     |        |     |                                                |  |      | SCI Infrastructure, LLC |            | Faber Construction |               | Excavation West Inc. |               | Earthwork Solutions, LLC |               | Taylors Excavators, Inc. |               | Granite Construction |               | Interwest Construction Inc. |               | SRV Construction, Inc. |               | Reece Construction Company |               | Strider Construction |               | Colacurcio Brothers |               | Marshbank Construction, Inc. |               |
|-----|--------|-----|------------------------------------------------|-----------------------------------------------------------------------------------|------|-------------------------|------------|--------------------|---------------|----------------------|---------------|--------------------------|---------------|--------------------------|---------------|----------------------|---------------|-----------------------------|---------------|------------------------|---------------|----------------------------|---------------|----------------------|---------------|---------------------|---------------|------------------------------|---------------|
|     |        |     |                                                | Engineer's Estimate                                                               |      | Unit Cost               |            | Unit Cost          |               | Unit Cost            |               | Unit Cost                |               | Unit Cost                |               | Unit Cost            |               | Unit Cost                   |               | Unit Cost              |               | Unit Cost                  |               | Unit Cost            |               | Unit Cost           |               | Unit Cost                    |               |
|     |        |     |                                                | Schedule A                                                                        |      | Schedule A              |            | Schedule A         |               | Schedule A           |               | Schedule A               |               | Schedule A               |               | Schedule A           |               | Schedule A                  |               | Schedule A             |               | Schedule A                 |               | Schedule A           |               | Schedule A          |               | Schedule A                   |               |
| No. | Spec.  | Ref | Item Description                               | Quantity                                                                          | Unit | Unit Cost               | Total      | Unit Cost          | Total         | Unit Cost            | Total         | Unit Cost                | Total         | Unit Cost                | Total         | Unit Cost            | Total         | Unit Cost                   | Total         | Unit Cost              | Total         | Unit Cost                  | Total         | Unit Cost            | Total         | Unit Cost           | Total         | Unit Cost                    | Total         |
| 1   | 1-04   |     | Minor Change                                   | 1                                                                                 | FA   | \$ 25,000.00            | \$ 25,000  | \$ 25,000.00       | \$ 25,000.00  | \$ 25,000.00         | \$ 25,000.00  | \$ 25,000.00             | \$ 25,000.00  | \$ 25,000.00             | \$ 25,000.00  | \$ 25,000.00         | \$ 25,000.00  | \$ 25,000.00                | \$ 25,000.00  | \$ 25,000.00           | \$ 25,000.00  | \$ 25,000.00               | \$ 25,000.00  | \$ 25,000.00         | \$ 25,000.00  | \$ 25,000.00        | \$ 25,000.00  | \$ 25,000.00                 |               |
| 2   | 1-05   |     | Roadway Surveying                              | 1                                                                                 | LS   | \$ 5,000.00             | \$ 5,000   | \$ 20,000.00       | \$ 20,000.00  | \$ 35,748.00         | \$ 35,748.00  | \$ 24,738.00             | \$ 24,738.00  | \$ 44,800.00             | \$ 44,800.00  | \$ 35,000.00         | \$ 35,000.00  | \$ 25,000.00                | \$ 25,000.00  | \$ 17,500.00           | \$ 17,500.00  | \$ 27,000.00               | \$ 27,000.00  | \$ 17,700.00         | \$ 17,700.00  | \$ 25,000.00        | \$ 25,000.00  | \$ 26,000.00                 | \$ 26,000.00  |
| 3   | 1-05   |     | ADA Features Surveying                         | 1                                                                                 | LS   | \$ 5,000.00             | \$ 5,000   | \$ 4,300.00        | \$ 4,300.00   | \$ 6,355.00          | \$ 6,355.00   | \$ 5,645.00              | \$ 5,645.00   | \$ 9,520.00              | \$ 9,520.00   | \$ 15,000.00         | \$ 15,000.00  | \$ 6,000.00                 | \$ 6,000.00   | \$ 4,000.00            | \$ 4,000.00   | \$ 6,250.00                | \$ 6,250.00   | \$ 3,800.00          | \$ 3,800.00   | \$ 6,000.00         | \$ 6,000.00   | \$ 6,000.00                  | \$ 6,000.00   |
| 4   | 1-05   |     | Record Drawings (Minimum Bid \$5,000)          | 1                                                                                 | LS   | \$ 5,000.00             | \$ 5,000   | \$ 5,000.00        | \$ 5,000.00   | \$ 6,785.00          | \$ 6,785.00   | \$ 5,000.00              | \$ 5,000.00   | \$ 5,600.00              | \$ 5,600.00   | \$ 5,000.00          | \$ 5,000.00   | \$ 5,000.00                 | \$ 5,000.00   | \$ 6,500.00            | \$ 6,500.00   | \$ 5,000.00                | \$ 5,000.00   | \$ 5,000.00          | \$ 5,000.00   | \$ 5,000.00         | \$ 5,000.00   | \$ 5,000.00                  | \$ 5,000.00   |
| 5   | 1-07   |     | SPCC Plan                                      | 1                                                                                 | LS   | \$ 1,500.00             | \$ 1,500   | \$ 800.00          | \$ 800.00     | \$ 1,083.00          | \$ 1,083.00   | \$ 610.00                | \$ 610.00     | \$ 560.00                | \$ 560.00     | \$ 1,000.00          | \$ 1,000.00   | \$ 1,500.00                 | \$ 1,500.00   | \$ 1,000.00            | \$ 1,000.00   | \$ 500.00                  | \$ 500.00     | \$ 750.00            | \$ 750.00     | \$ 1,000.00         | \$ 1,000.00   | \$ 1,000.00                  | \$ 1,000.00   |
| 6   | 1-08   |     | Type B Progress Schedule (Minimum Bid \$5,000) | 1                                                                                 | LS   | \$ 5,000.00             | \$ 5,000   | \$ 5,000.00        | \$ 5,000.00   | \$ 6,498.00          | \$ 6,498.00   | \$ 5,000.00              | \$ 5,000.00   | \$ 5,600.00              | \$ 5,600.00   | \$ 5,000.00          | \$ 5,000.00   | \$ 5,000.00                 | \$ 5,000.00   | \$ 5,000.00            | \$ 5,000.00   | \$ 5,000.00                | \$ 5,000.00   | \$ 5,000.00          | \$ 5,000.00   | \$ 5,000.00         | \$ 5,000.00   | \$ 5,000.00                  | \$ 5,000.00   |
| 7   | 1-09   |     | Mobilization                                   | 1                                                                                 | LS   | \$ 200,000.00           | \$ 200,000 | \$ 276,000.00      | \$ 276,000.00 | \$ 189,542.00        | \$ 189,542.00 | \$ 188,900.00            | \$ 188,900.00 | \$ 350,500.00            | \$ 350,500.00 | \$ 390,000.00        | \$ 390,000.00 | \$ 300,000.00               | \$ 300,000.00 | \$ 115,000.00          | \$ 115,000.00 | \$ 278,000.00              | \$ 278,000.00 | \$ 308,000.00        | \$ 308,000.00 | \$ 275,000.00       | \$ 275,000.00 | \$ 300,000.00                | \$ 300,000.00 |
| 8   | 1-10   |     | Project Temporary Traffic Control              | 1                                                                                 | LS   | \$ 200,000.00           | \$ 200,000 | \$ 196,000.00      | \$ 196,000.00 | \$ 522,496.00        | \$ 522,496.00 | \$ 305,000.00            | \$ 305,000.00 | \$ 198,800.00            | \$ 198,800.00 | \$ 330,000.00        | \$ 330,000.00 | \$ 300,000.00               | \$ 300,000.00 | \$ 290,000.00          | \$ 290,000.00 | \$ 126,000.00              | \$ 126,000.00 | \$ 227,911.99        | \$ 227,911.99 | \$ 250,000.00       | \$ 250,000.00 | \$ 380,000.00                | \$ 380,000.00 |
| 9   | 1-10   |     | Work Zone Safety Contingency                   | 1                                                                                 | FA   | \$ 10,100.00            | \$ 10,100  | \$ 10,100.00       | \$ 10,100.00  | \$ 10,100.00         | \$ 10,100.00  | \$ 10,100.00             | \$ 10,100.00  | \$ 10,100.00             | \$ 10,100.00  | \$ 10,100.00         | \$ 10,100.00  | \$ 10,100.00                | \$ 10,100.00  | \$ 10,100.00           | \$ 10,100.00  | \$ 10,100.00               | \$ 10,100.00  | \$ 10,100.00         | \$ 10,100.00  | \$ 10,100.00        | \$ 10,100.00  | \$ 10,100.00                 | \$ 10,100.00  |
| 10  | 2-01   |     | Clearing and Grubbing                          | 1                                                                                 | LS   | \$ 10,000.00            | \$ 10,000  | \$ 16,000.00       | \$ 16,000.00  | \$ 6,544.00          | \$ 6,544.00   | \$ 11,230.00             | \$ 11,230.00  | \$ 39,200.00             | \$ 39,200.00  | \$ 40,000.00         | \$ 40,000.00  | \$ 9,000.00                 | \$ 9,000.00   | \$ 24,000.00           | \$ 24,000.00  | \$ 4,500.00                | \$ 4,500.00   | \$ 19,000.00         | \$ 19,000.00  | \$ 12,000.00        | \$ 12,000.00  | \$ 7,000.00                  | \$ 7,000.00   |
| 11  | 2-02   |     | Removal of Structures and Obstructions         | 1                                                                                 | LS   | \$ 82,000.00            | \$ 82,000  | \$ 69,000.00       | \$ 69,000.00  | \$ 141,087.00        | \$ 141,087.00 | \$ 56,810.00             | \$ 56,810.00  | \$ 113,680.00            | \$ 113,680.00 | \$ 150,000.00        | \$ 150,000.00 | \$ 85,000.00                | \$ 85,000.00  | \$ 64,500.00           | \$ 64,500.00  | \$ 63,000.00               | \$ 63,000.00  | \$ 156,700.00        | \$ 156,700.00 | \$ 175,000.00       | \$ 175,000.00 | \$ 100,000.00                | \$ 100,000.00 |
| 12  | 2-03   |     | Roadway Excavation Incl. Haul                  | 100                                                                               | CY   | \$ 75.00                | \$ 7,500   | \$ 65.00           | \$ 6,500.00   | \$ 38.00             | \$ 3,800.00   | \$ 50.10                 | \$ 5,010.00   | \$ 103.60                | \$ 10,360.00  | \$ 100.00            | \$ 10,000.00  | \$ 125.00                   | \$ 12,500.00  | \$ 35.00               | \$ 3,500.00   | \$ 85.00                   | \$ 8,500.00   | \$ 64.00             | \$ 6,400.00   | \$ 75.00            | \$ 7,500.00   | \$ 70.00                     | \$ 7,000.00   |
| 13  | 4-04   |     | Crushed Surfacing Base Course                  | 802                                                                               | TON  | \$ 40.00                | \$ 32,080  | \$ 90.00           | \$ 72,180.00  | \$ 35.00             | \$ 28,070.00  | \$ 46.60                 | \$ 37,373.20  | \$ 78.00                 | \$ 62,558.00  | \$ 55.00             | \$ 44,110.00  | \$ 75.00                    | \$ 60,150.00  | \$ 32.00               | \$ 25,684.00  | \$ 40.00                   | \$ 32,080.00  | \$ 55.00             | \$ 44,110.00  | \$ 70.00            | \$ 56,140.00  | \$ 50.00                     | \$ 40,100.00  |
| 14  | 5-04   |     | HMA CL 1/2IN. PG 58-22                         | 722                                                                               | TON  | \$ 200.00               | \$ 144,400 | \$ 164.00          | \$ 118,408.00 | \$ 206.00            | \$ 148,732.00 | \$ 170.00                | \$ 122,740.00 | \$ 174.00                | \$ 125,628.00 | \$ 187.00            | \$ 135,014.00 | \$ 185.00                   | \$ 133,570.00 | \$ 200.00              | \$ 144,400.00 | \$ 197.00                  | \$ 142,234.00 | \$ 161.00            | \$ 116,242.00 | \$ 170.00           | \$ 122,740.00 | \$ 170.00                    | \$ 122,740.00 |
| 15  | 5-04   |     | Plant Bituminous Pavement                      | 3746                                                                              | SY   | \$ 8.00                 | \$ 29,968  | \$ 8.00            | \$ 29,968.00  | \$ 3.00              | \$ 11,236.00  | \$ 6.00                  | \$ 22,476.00  | \$ 8.40                  | \$ 31,468.40  | \$ 12.00             | \$ 44,952.00  | \$ 5.00                     | \$ 18,730.00  | \$ 5.50                | \$ 20,835.00  | \$ 5.60                    | \$ 20,977.60  | \$ 8.00              | \$ 29,968.00  | \$ 6.50             | \$ 24,349.00  | \$ 12.00                     | \$ 44,952.00  |
| 16  | 7-04SP |     | Ductile Iron Storm Sewer Pipe 8 In. Diam.      | 199                                                                               | LF   | \$ 100.00               | \$ 19,900  | \$ 130.00          | \$ 25,870.00  | \$ 104.00            | \$ 20,696.00  | \$ 115.00                | \$ 22,885.00  | \$ 104.25                | \$ 20,745.75  | \$ 130.00            | \$ 25,870.00  | \$ 125.00                   | \$ 24,875.00  | \$ 145.00              | \$ 28,855.00  | \$ 78.00                   | \$ 15,522.00  | \$ 89.00             | \$ 17,711.00  | \$ 130.00           | \$ 25,870.00  | \$ 135.00                    | \$ 26,865.00  |
| 17  | 7-04SP |     | Ductile Iron Storm Sewer Pipe 12 In. Diam.     | 373                                                                               | LF   | \$ 150.00               | \$ 55,950  | \$ 170.00          | \$ 63,410.00  | \$ 131.00            | \$ 48,863.00  | \$ 152.00                | \$ 56,696.00  | \$ 146.25                | \$ 54,551.25  | \$ 165.00            | \$ 61,545.00  | \$ 180.00                   | \$ 67,140.00  | \$ 175.00              | \$ 65,275.00  | \$ 115.00                  | \$ 42,885.00  | \$ 145.00            | \$ 54,085.00  | \$ 170.00           | \$ 63,410.00  | \$ 170.00                    | \$ 63,410.00  |
| 18  | 7-04SP |     | Storm Sewer Pipe 8 In. Diam. SD                | 83                                                                                | LF   | \$ 50.00                | \$ 3,150   | \$ 57.00           | \$ 3,591.00   | \$ 63.00             | \$ 3,969.00   | \$ 49.15                 | \$ 3,096.45   | \$ 68.50                 | \$ 4,315.50   | \$ 80.00             | \$ 5,040.00   | \$ 75.00                    | \$ 4,725.00   | \$ 75.00               | \$ 4,725.00   | \$ 48.00                   | \$ 3,024.00   | \$ 82.00             | \$ 5,186.00   | \$ 70.00            | \$ 4,410.00   | \$ 95.00                     | \$ 5,985.00   |
| 19  | 7-04SP |     | Storm Sewer Pipe 12 In. Diam. SD               | 332                                                                               | LF   | \$ 75.00                | \$ 24,900  | \$ 79.00           | \$ 26,228.00  | \$ 69.00             | \$ 22,908.00  | \$ 61.10                 | \$ 20,285.20  | \$ 73.00                 | \$ 24,236.00  | \$ 100.00            | \$ 33,200.00  | \$ 90.00                    | \$ 29,880.00  | \$ 70.00               | \$ 23,240.00  | \$ 44.00                   | \$ 14,088.00  | \$ 69.00             | \$ 22,908.00  | \$ 70.00            | \$ 23,240.00  | \$ 70.00                     | \$ 23,240.00  |
| 20  | 7-04   |     | Solid Wall PVC Storm Sewer Pipe 8 In. Diam.    | 24                                                                                | LF   | \$ 80.00                | \$ 1,920   | \$ 210.00          | \$ 5,040.00   | \$ 73.00             | \$ 1,752.00   | \$ 68.50                 | \$ 1,644.00   | \$ 75.00                 | \$ 1,800.00   | \$ 250.00            | \$ 6,000.00   | \$ 95.00                    | \$ 2,280.00   | \$ 75.00               | \$ 1,800.00   | \$ 58.00                   | \$ 1,392.00   | \$ 100.00            | \$ 2,400.00   | \$ 70.00            | \$ 1,680.00   | \$ 110.00                    | \$ 2,640.00   |
| 21  | 7-04   |     | Solid Wall PVC Storm Sewer Pipe 12 In. Diam.   | 95                                                                                | LF   | \$ 90.00                | \$ 8,550   | \$ 175.00          | \$ 16,625.00  | \$ 84.00             | \$ 7,980.00   | \$ 88.25                 | \$ 8,383.75   | \$ 86.75                 | \$ 8,241.25   | \$ 275.00            | \$ 26,125.00  | \$ 110.00                   | \$ 10,450.00  | \$ 100.00              | \$ 9,500.00   | \$ 96.00                   | \$ 9,120.00   | \$ 155.00            | \$ 14,725.00  | \$ 85.00            | \$ 8,075.00   | \$ 110.00                    | \$ 10,450.00  |
| 22  | 7-05   |     | Catch Basin Type 1                             | 24                                                                                | EA   | \$ 2,500.00             | \$ 60,000  | \$ 1,335.00        | \$ 32,040.00  | \$ 1,845.00          | \$ 44,280.00  | \$ 1,668.00              | \$ 40,032.00  | \$ 2,848.00              | \$ 68,352.00  | \$ 2,500.00          | \$ 60,000.00  | \$ 3,750.00                 | \$ 90,000.00  | \$ 2,500.00            | \$ 60,000.00  | \$ 2,835.00                | \$ 68,040.00  | \$ 2,250.00          | \$ 54,000.00  | \$ 2,000.00         | \$ 48,000.00  | \$ 4,000.00                  | \$ 96,000.00  |
| 23  | 7-05   |     | Catch Basin Type 2 48 In. Diam.                | 1                                                                                 | EA   | \$ 5,000.00             | \$ 5,000   | \$ 4,500.00        | \$ 4,500.00   | \$ 3,917.00          | \$ 3,917.00   | \$ 4,990.00              | \$ 4,990.00   | \$ 7,580.00              | \$ 7,580.00   | \$ 8,500.00          | \$ 8,500.00   | \$ 6,500.00                 | \$ 6,500.00   | \$ 3,900.00            | \$ 3,900.00   | \$ 5,450.00                | \$ 5,450.00   | \$ 4,600.00          | \$ 4,600.00   | \$ 5,000.00         | \$ 5,000.00   | \$ 9,000.00                  | \$ 9,000.00   |
| 24  | 7-05   |     | Adjust Valve Box                               | 13                                                                                | EA   | \$ 850.00               | \$ 11,050  | \$ 420.00          | \$ 5,460.00   | \$ 843.00            | \$ 10,959.00  | \$ 508.50                | \$ 6,610.50   | \$ 560.00                | \$ 7,280.00   | \$ 1,000.00          | \$ 13,000.00  | \$ 800.00                   | \$ 10,400.00  | \$ 325.00              | \$ 4,225.00   | \$ 885.00                  | \$ 11,505.00  | \$ 630.00            | \$ 8,190.00   | \$ 300.00           | \$ 3,900.00   | \$ 1,400.00                  | \$ 18,200.00  |
| 25  | 7-05   |     | Adjust Manhole                                 | 3                                                                                 | EA   | \$ 1,500.00             | \$ 4,500   | \$ 850.00          | \$ 2,550.00   | \$ 1,563.00          | \$ 4,689.00   | \$ 513.00                | \$ 1,539.00   | \$ 892.00                | \$ 2,676.00   | \$ 1,500.00          | \$ 4,500.00   | \$ 1,000.00                 | \$ 3,000.00   | \$ 500.00              | \$ 1,500.00   | \$ 1,280.00                | \$ 3,840.00   | \$ 1,260.00          | \$ 3,790.00   |                     |               |                              |               |

# CITY COUNCIL STAFF REPORT



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**Agenda Date:** 11/26/2024

**Subject:** Interlocal Agreement with the Everett Animal Shelter Fee Increase

**Contact Person/Department:** Jeffrey Beazizo, Police Department

**Budget Impact:** Increase 'per-animal fee' from \$215 in 2024 to \$235 for 2025 for dogs and cats.

Increase DOA disposal animals brought in by officers from \$45 in 2024 to \$60 in 2025.

**Legal Review:** No

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

Accept the Everett Animal Shelter ILA

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## **SUMMARY/BACKGROUND:**

The Lake Stevens Police Department and the Everett Animal Shelter partner with an Interlocal Agreement Regarding Animal Shelter Services. This Agreement is pursuant to RCW 39.34.010 and 39.34.080, which authorize the parties to contract for the performance of government services such as Animal Shelter services. This Agreement will automatically renew for additional one-year terms, subject to the right of either party to terminate this Agreement on sixty (60) days' notice.

A summary of changes from 2024 include:

Increase 'per-animal fee' from \$215 in 2024 to \$235 for 2025 for dogs and cats.

Increase DOA disposal animals brought in by officers from \$45 in 2024 to \$60 in 2025.

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## **APPLICABLE CITY POLICIES:**

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**ATTACHMENTS:**

1. EAS 2025 Fee Notification - Lake Stevens



September 30, 2024

City of Lake Stevens, Attn Caitlin Weaver, Deputy Clerk  
1812 Main Street  
Lake Stevens, WA 98258

Dear City Partners:

In accordance with our contract for Animal Sheltering services, the City of Everett may adjust administrative fees on an annual basis to be effective on January 1<sup>st</sup> of each calendar year. The cost of operating the Everett Animal Shelter has increased. In order to fairly allocate costs of the shelter operations to all jurisdictions, the new intake fee will be \$235 per animal, effective January 1, 2025. Our 2025 Fee Schedule is enclosed.

If you have any questions regarding this matter, please call me at 425-257-6013.

Sincerely,

A blue ink handwritten signature, appearing to read 'Glynis', with a long horizontal flourish extending to the right.

Glynis Frederiksen  
Director, Everett Animal Services

Cc: Kimberly Moore, Assistant Parks Director

Enclosure



333 Smith Island Rd.  
Everett, WA 98201



425.257.6013  
425.257.6018 fax



[gfrederiksen@everettwa.gov](mailto:gfrederiksen@everettwa.gov)  
[everettwa.gov/animals](http://everettwa.gov/animals)

**EXHIBIT B**  
**2025 FEE SCHEDULE**

Fees are payable to Everett by Participating Jurisdiction as follows:

| <b>Fees Charged Pursuant to the Interlocal Agreement:</b> |                                       |                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fee</b>                                                | <b>Amount</b>                         | <b>Description</b>                                                                                                                                                                                                                                  |
| Administrative Fee for Animals other than Small Animals   | \$235                                 | Fee for each Animal (for example: stray or impounded dog, cat, pot-bellied pig, goat, sheep, large exotic bird, e.g. ratite, large reptile) other than a Small Animal, delivered to and accepted by the Everett Animal Shelter                      |
| Administrative Fee for Small Animals                      | \$50                                  | Fee for each Small Animal (for example: stray or impounded domestic rabbit, small domestic mammal, bird/fowl, reptile, amphibian, fish) delivered to and accepted by the Everett Animal Shelter                                                     |
| Administrative Fee for Owner-Surrendered Animals          | \$50                                  | Fee for each Animal (including each Small Animal) delivered to the Everett Animal Shelter by its owner                                                                                                                                              |
| Boarding (per day)                                        | \$25                                  | Payable for each night an Animal is held by Everett at the Participating Jurisdiction's request, per I.F.3                                                                                                                                          |
| Additional Fee for Failure to Provide Veterinary Care     | \$200                                 | Per section I.E., payable if Participating Jurisdiction delivers an Animal in need of urgent veterinary care to the Everett Animal Shelter without prior authorization from Everett.                                                                |
| Urgent and Necessary Veterinary Costs                     | Varies, up to \$250                   | Payable to Everett for direct costs incurred for urgent and necessary veterinary care at intake, per I.E., up to a total \$250 per Animal if payable by Participating Jurisdiction, or, actual cost of invoiced care if paid by the Animal's owner. |
| DOA Disposal Fee                                          | \$60<br><br>\$2/lb for livestock/deer | For non-private cremation and disposal of deceased animals. No sheep.                                                                                                                                                                               |
| Animal Remains Storage                                    | \$50/month or portion of month        | For holding Animal remains in walk-in cooler or chest freezer, at the written request of Participating Jurisdiction                                                                                                                                 |

| <b>Fees For Optional Services:</b> |                                                                         |                                                                                                                                                                                                                                       |
|------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Forensic Veterinary Services       | \$120/hour for veterinarian's time                                      | When requested by Participating Jurisdiction and agreed upon by Everett if resources allow, may include exam/necropsy, report, and consultation.                                                                                      |
| Lab work                           | \$60 per item, or actual cost, if higher                                | When requested by Participating Jurisdiction and agreed upon by Everett as part of forensic veterinary services. Incurred vendor fees higher than \$60 are payable to Everett at cost.                                                |
| Radiographs                        | \$90 for first view, \$60 each add'l view, \$50 for sedation if needed. | When requested by Participating Jurisdiction as part of forensic veterinary services.                                                                                                                                                 |
| Animal Shelter Staff Overtime      | Actual cost                                                             | When assistance is requested by Participating Jurisdiction and agreed upon by Everett as resources allow, for work outside regularly scheduled work hours. This is not common and generally reserved for large-scale animal impounds. |
| Private Cremation                  | \$250                                                                   | When requested by Participating Jurisdiction                                                                                                                                                                                          |
| Microchip                          | \$25                                                                    | Fee for microchip implantation, at the request of Participating Jurisdiction. May be payable by owner if reclaimed.                                                                                                                   |

# CITY COUNCIL STAFF REPORT



**Agenda Date:** 11/26/2024

**Subject:** 2024 Budget Amendment No. 3

**Contact Person/Department:** Barb Stevens, Finance

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

**Legal Review:** Yes

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

**REVIEW:** Detail of Ordinance No. 1193 Amending Budget Ordinance No. 1173, 1182, and 1187. *Will come back for Action/Consent Approval on December 10th.*

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## **SUMMARY/BACKGROUND:**

Throughout the year, the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision. The budget amendment follows to adjust the specific line items that will be affected by purchase or contract award.

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

## **Summary of Ordinance 1193 – Amendment #3 to the 2024 Budget - CITYWIDE**

| Budget Action               | Budgeted Beginning Balance | Budgeted Resources  | Budgeted Expenditures | Budgeted Ending Balance |
|-----------------------------|----------------------------|---------------------|-----------------------|-------------------------|
| 2024 Original Budget - 1173 | \$55,500,213               | \$45,059,504        | \$55,341,075          | \$45,218,642            |
| Budget Amendment #1 - 1182  | \$11,813,358               | \$23,220,722        | \$39,972,526          | (\$4,938,446)           |
| Budget Amendment #2 - 1187  | \$0                        | \$1,279,575         | \$622,100             | \$657,475               |
| Budget Amendment #3 - 1193  | \$ -                       | \$693,131           | \$648,558             | \$44,573                |
| <b>Totals</b>               | <b>\$67,313,571</b>        | <b>\$70,252,932</b> | <b>\$96,584,259</b>   | <b>\$40,982,244</b>     |

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**Summary of Ordinance 1193 - Amendment #3 to the 2024 Budget by FUND**

| <b>Fund #</b> | <b>Fund Name</b>               | <b>Change in Beginning Balance</b> | <b>Change in Resources</b> | <b>Change in Expenditures</b> | <b>Change in Ending Balance</b> |
|---------------|--------------------------------|------------------------------------|----------------------------|-------------------------------|---------------------------------|
| 001           | General                        | \$0                                | \$117,796                  | \$283,741                     | (\$165,945)                     |
| 101           | Street                         | \$0                                | \$0                        | \$10,000                      | (\$10,000)                      |
| 120           | Transportation Benefit Fund    | \$0                                | \$153,850                  | \$0                           | \$153,850                       |
| 216           | 2024A LTGO Bond - City Campus  | \$0                                | \$0                        | \$56                          | (\$56)                          |
| 301           | Cap. Proj.-Dev. Contrib.       | \$0                                | \$271,650                  | \$0                           | \$271,650                       |
| 305           | Downtown Redevelopment         | \$0                                | (\$11,568)                 | \$9,761                       | (\$21,329)                      |
| 306           | Facility Capital Project       | \$0                                | \$10,111                   | \$0                           | \$10,111                        |
| 307           | Infrastructure Capital Project | \$0                                | \$124,292                  | \$250,000                     | (\$125,708)                     |
| 401           | Sewer                          | \$0                                | \$10,000                   | \$10,000                      | \$0                             |
| 410           | Storm and Surface Water        | \$0                                | \$0                        | \$10,000                      | (\$10,000)                      |
| 411           | Storm Water Capital            | \$0                                | \$17,000                   | \$75,000                      | (\$58,000)                      |
|               | <b>Total</b>                   | <b>\$0</b>                         | <b>\$693,131</b>           | <b>\$648,558</b>              | <b>\$44,573</b>                 |

**Staffing**

As previously authorized by the City Council, the following amendments have been made to the 2024 Organizational Chart throughout the year:

- Park & Recreation - City Council Meeting of July 16th, 2024
  - Eliminate: Park Ranger
  - Add: Park Maintenance Worker
- Public Works -
  - Reclassification from the vacant "Quartermaster" position to "Inventory Control Specialist". This position has since been reclassified in the 2025 budget process to "Assistant Equipment Mechanic/ Inventory Control Specialist" to better align with the needs of the department.

**APPLICABLE CITY POLICIES:**

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

**ATTACHMENTS:**

1. Ordinance 1193 - 2024 Budget Amendment No. 3 - Draft
2. 2024 Budget Amendment 3 - Detail
3. 2024 Budget Amendment 3 - Org Chart
4. 2024 Budget Amendment 3 - Presentation

**CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON  
ORDINANCE NO. 1193**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2024 BUDGET AS SET FORTH IN ORDINANCE NO. 1173 AND AS AMENDED IN ORDINANCE NOS. 1182 AND 1187 CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2024; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens adopted the 2024 budget pursuant to Ordinance No. 1173 and amended the budget in Ordinances 1182 and 1187; and

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

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

SECTION 1. The 2024 budget, as adopted in Ordinance No. 1173 and as amended in Ordinance 1183 and 1187, is hereby amended as follows:

| <i>Fund</i>                          | <i>Description</i>  | <i>Current Budget</i> | <i>Amended Budget</i> | <i>Amount of Inc/(Dec)</i> | <i>ExpRev</i> |
|--------------------------------------|---------------------|-----------------------|-----------------------|----------------------------|---------------|
| 001 - General                        | Revenues            | \$22,986,228          | \$23,104,024          | \$117,796                  | Rev.          |
| 001 - General                        | Expenditures        | \$31,130,072          | \$31,413,813          | \$283,741                  | Exp.          |
| 001 - General                        | Ending Fund Balance | \$16,815,092          | \$16,649,147          | (\$165,945)                | EndBal.       |
| 101 - Street                         | Expenditures        | \$4,262,198           | \$4,272,198           | \$10,000                   | Exp.          |
| 101 - Street                         | Ending Fund Balance | \$1,730,297           | \$1,720,297           | (\$10,000)                 | EndBal.       |
| 120 - Transportation Benefit         | Revenues            | \$1,760,000           | \$1,913,850           | \$153,850                  | Rev.          |
| 120 - Transportation Benefit         | Ending Fund Balance | \$917,794             | \$1,071,644           | \$153,850                  | EndBal.       |
| 216 - 2024A LTGO Bond - CC           | Expenditures        | \$418,549             | \$418,605             | \$56                       | Exp.          |
| 216 - 2024A LTGO Bond - CC           | Ending Fund Balance | \$159,999             | \$159,943             | (\$56)                     | EndBal.       |
| 301 - Cap. Proj - Dev. Contrib.      | Revenues            | \$1,005,000           | \$1,276,650           | \$271,650                  | Rev.          |
| 301 - Cap. Proj - Dev. Contrib.      | Ending Fund Balance | \$2,933,435           | \$3,205,085           | \$271,650                  | EndBal.       |
| 305 - Downtown Redevelopment         | Revenues            | \$25,000              | \$13,432              | (\$11,568)                 | Rev.          |
| 305 - Downtown Redevelopment         | Expenditures        | \$530,350             | \$540,111             | \$9,761                    | Exp.          |
| 305 - Downtown Redevelopment         | Ending Fund Balance | \$21,329              | \$0                   | (\$21,329)                 | EndBal.       |
| 306 - Facility Capital Project       | Revenues            | \$14,601,283          | \$14,611,394          | \$10,111                   | Rev.          |
| 306 - Facility Capital Project       | Ending Fund Balance | \$0                   | \$10,111              | \$10,111                   | EndBal.       |
| 307 - Infrastructure Capital Project | Revenues            | \$3,561,745           | \$3,686,037           | \$124,292                  | Rev.          |
| 307 - Infrastructure Capital Project | Expenditures        | \$10,344,555          | \$10,594,555          | \$250,000                  | Exp.          |
| 307 - Infrastructure Capital Project | Ending Fund Balance | \$197,870             | \$72,162              | (\$125,708)                | EndBal.       |
| 401 - Sewer                          | Revenues            | \$810,285             | \$820,285             | \$10,000                   | Rev.          |
| 401 - Sewer                          | Expenditures        | \$836,239             | \$846,239             | \$10,000                   | Exp.          |
| 410 - Storm & Surface Water          | Expenditures        | \$6,249,165           | \$6,259,165           | \$10,000                   | Exp.          |
| 410 - Storm & Surface Water          | Ending Fund Balance | \$1,093,187           | \$1,083,187           | (\$10,000)                 | EndBal.       |
| 411 - Storm Water Capital            | Revenues            | \$1,923,975           | \$1,940,975           | \$17,000                   | Rev.          |
| 411 - Storm Water Capital            | Expenditures        | \$2,443,375           | \$2,518,375           | \$75,000                   | Exp.          |
| 411 - Storm Water Capital            | Ending Fund Balance | \$3,868,617           | \$3,810,617           | (\$58,000)                 | EndBal.       |

SECTION 2. Except as set forth above, all other provisions of Ordinance 1173 and as amended in Ordinance 1183 and 1187 shall remain in full force, unchanged.

SECTION 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 10<sup>th</sup> day of December, 2024.

\_\_\_\_\_  
Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
Kelly Chelin, City Clerk

APPROVED AS TO FORM:

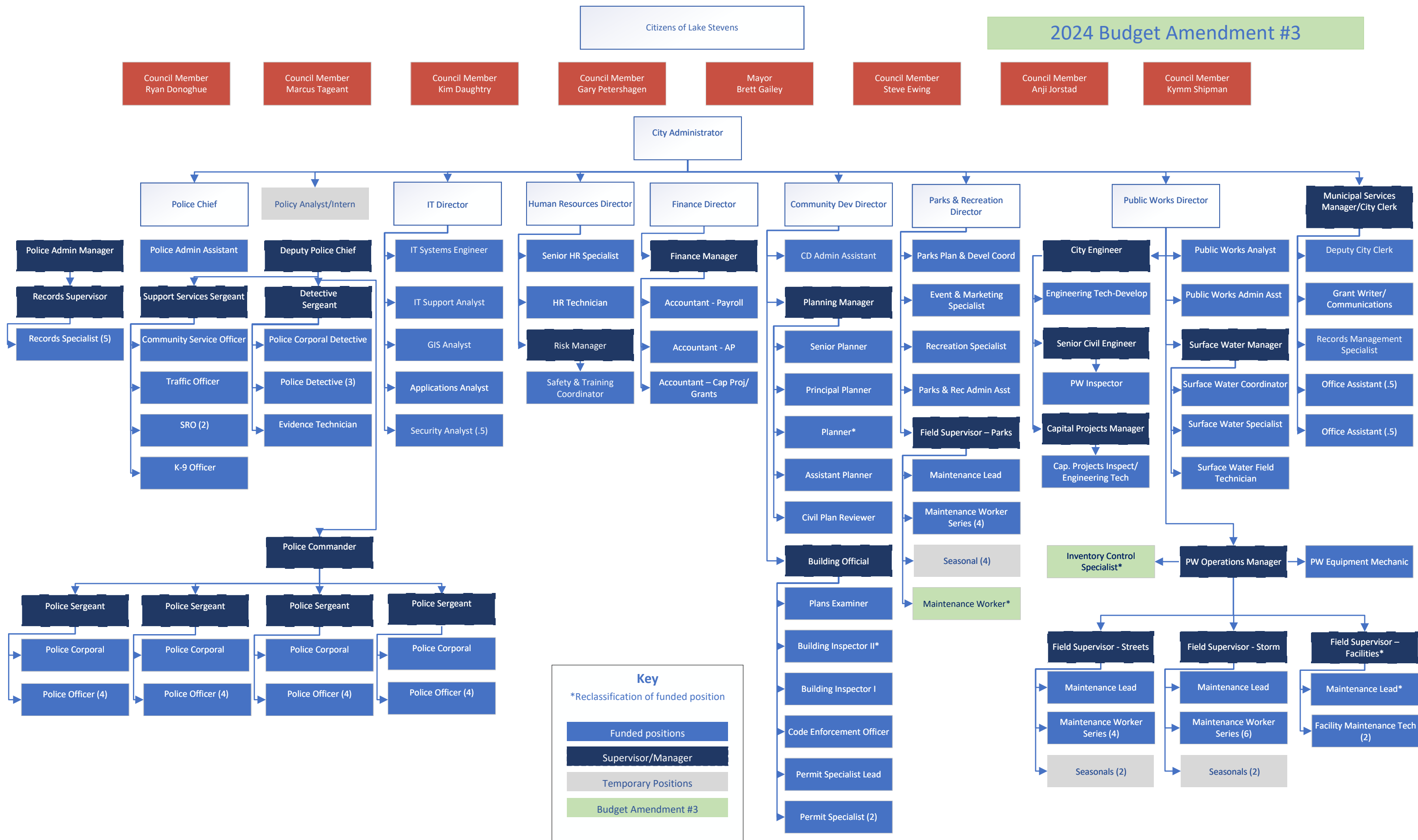
\_\_\_\_\_  
Greg Rubstello, City Attorney

Presented: November 26, 2024  
Final Reading: December 10, 2024

Published:  
Effective:

## 2024 Budget Amendment #3 - Detail

| Project    | Fund | Fund # | Revenue/Expenditure Account    | Type | Budgeted     | Total Amended | New Budget   | Notes                                                      | N           |
|------------|------|--------|--------------------------------|------|--------------|---------------|--------------|------------------------------------------------------------|-------------|
| HVAC       | PR   | 001    | EECBG Grant Revenues           | Rev  | \$0          | \$76,130      | \$76,130     | HVAC Grant - Expense Budget to be Adjusted                 | CA 8/27/24  |
| Opioid     | GF   | 001    | LE - Supply- Opioid Settlement | Exp  | \$25,000     | \$50,000      | \$75,000     | Revenue Included in Previous Amendment                     | Adj         |
| Parks      | GF   | 001    | PK - Capital Outlay            | Exp  | \$206,237    | \$54,500      | \$260,737    | Relocate Frontier Heights Play Structure Due to Powerlines | CA 10/08/24 |
| Parks      | GF   | 001    | PK - Capital Outlay            | Exp  | \$196,237    | \$15,000      | \$211,237    | North Cove Floating Docks (update cost \$174,000)          | CA 6/25/24  |
| SWM        | SWC  | 411    | Capital Drainage               | Exp  | \$50,000     | \$75,000      | \$125,000    | Downtown Region Stormwater Facility - Continue in 2025     | Adj         |
| Operations | Debt | 216    | 2024A LTGO Bond Fees           | Exp  | \$400        | \$56          | \$456        | Increased Bond Fees                                        | Adj         |
| Grant      | GF   | 001    | LE - CJTC Grant                | Rev  | \$140,220    | \$41,666      | \$181,886    | PD Accreditation Award - Received in June                  | Adj         |
| Grant      | GF   | 001    | LE - Minor Equipment           | Exp  | \$64,686     | \$41,666      | \$106,352    | Wellness, Employ Rec, Firearm Safety/Security              | Adj         |
| Operations | SE   | 401    | Sewer District Reimbursement   | Rev  | \$794,785    | \$10,000      | \$804,785    | Reimburse Decant Facility Utility & M&O                    | Adj         |
| Operations | SE   | 401    | Sewer Dist Utilities           | Exp  | \$0          | \$10,000      | \$10,000     | Decant Facility Shared Costs - Placeholder                 | Adj         |
| 91st       | TBP  | 120    | TIB Grant                      | Rev  | \$0          | \$153,850     | \$153,850    | 91st Sidewalk Grant - Awarded in May                       | CA 5/28/24  |
| 91st       | TM   | 301    | TIB Grant                      | Rev  | \$0          | \$271,650     | \$271,650    | 91st Sidewalk Grant - Awarded in May                       | CA 5/28/24  |
| 91st       | SWC  | 411    | TIB Grant                      | Rev  | \$0          | \$17,000      | \$17,000     | 91st Sidewalk Grant - Awarded in May                       | CA 5/28/24  |
| Museum     | DT   | 305    | Transfer Out                   | Exp  | \$530,350    | \$9,761       | \$540,111    | Closeout Fund - Transfer Remaining Cash to Project Fund    | Adj         |
| Museum     | DT   | 305    | Investment Interest            | Rev  | \$25,000     | (\$11,568)    | \$13,432     | Closeout Fund - Reduce Budget to Actual Expense            | Adj         |
| Museum     | FC   | 306    | Transfer In                    | Rev  | \$530,000    | \$10,111      | \$540,111    | Transfer In of Remaining Cash From Closed Fund             | Adj         |
| 24th/91st  | ICP  | 307    | TIB - Grant 17005              | Rev  | \$561,745    | \$34,292      | \$596,037    | Reconcile Grant Funding                                    | Adj         |
| 24th/91st  | ICP  | 307    | Investment Interest            | Rev  | \$200,000    | \$90,000      | \$290,000    | Reconcile Investment Interest                              | Adj         |
| 24th/91st  | ICP  | 307    | 24th/91st - Costco             | Exp  | \$13,444,555 | \$250,000     | \$13,694,555 | Reconcile Expense to Cash Available                        | Adj         |
| Records    | GF   | 001    | IT - Professional Services     | Exp  | \$46,355     | \$122,575     | \$168,930    | StoneShare Records Migration - Citywide                    | CA 9/17/24  |
| Records    | ST   | 101    | ST - Professional Services     | Exp  | \$47,140     | \$10,000      | \$57,140     | StoneShare Records Migration - PW                          | CA 9/17/24  |
| Records    | SWM  | 410    | SW - Professional Services     | Exp  | \$63,580     | \$10,000      | \$73,580     | StoneShare Records Migration - PW                          | CA 9/17/24  |





**One Community Around The Lake**

# 2024 Budget Amendment #3

BARB STEVENS – FINANCE

NOVEMBER 26, 2024

# Pandemic Recovery Funds – Allocations & Adjustments

All remaining dollars are allocated in-full in the budget in a placeholder Capital Purchase account

## Police Station HVAC Project

- \$134,000
- \$76,130 Grant (included in amendment)
- Authorized by Council 8/27/24
- Park Acquisition – Eagle Ridge
  - Opportunity to purchase and temporarily lease-back
  - Placeholder – Price to be determined

| Previously Reveiwed by Council                    | Updated          |
|---------------------------------------------------|------------------|
| Staffing                                          | \$1,544,633.00   |
| Grant Writer                                      | \$0.00           |
| Technology (VueWorks, OS365, etc)                 | \$255,630.00     |
| Supplies/Training                                 | \$535.79         |
| Power DMS                                         | \$13,425.96      |
| Power DMS/Mill Tech                               | \$20,000.00      |
| Compensation Study/ GovernmentJobs.com            | \$18,504.04      |
| Skate Park & Park Features                        | \$25,951.79      |
| Slope Mower                                       | \$158,047.82     |
| Davies Beach Pier Restoration                     | \$50,000.00      |
| Urban 3 - Economic Analysis                       | \$38,012.00      |
| Septage Treatment Facility Feasibility            | \$54,388.76      |
| Senior Center                                     | \$30,000.00      |
| Food Bank                                         | \$950,000.00     |
| Volunteers of America                             | \$50,000.00      |
| Infrastructure/Market Analysis - Hartford         | \$109,999.36     |
| Economic Dev Retail Recruitment                   | \$90,000.00      |
| Eagle Ridge Park                                  | \$459,000.00     |
| Park Acquisition - For Eagle Ridge                |                  |
| Frontier Heights Park - Phase II                  | \$225,000.00     |
| LS Bayview Connector - Powerline Trail            | \$500,000.00     |
| 17005 - 91st/24th SE Infrastructure Project       | \$1,500,000.00   |
| 131st Sewer Infrastructure (CERB grant Match)     | \$12,500.00      |
| Police HVAC                                       | \$134,000.00     |
| Museum                                            | \$680,700.00     |
| City Hall Placeholder/Old CH/Parking lot          | \$810,300.00     |
| Sewer Assumption                                  | \$300,000.00     |
| Financial Software                                | \$100,000.00     |
| Based on approved Construction Contract \$        | \$27,500.00      |
| If remaining funds used on qualifying projects    |                  |
| <i>Machias Sewer &amp; Storm (Future Request)</i> |                  |
| HVAC Grant Revenue                                | \$76,130.00      |
| <b>Available for Priority Reallocation</b>        | <b>\$468,434</b> |

## Budget Amendment Changes –All Funds

| Budget Action               | Budgeted<br>Beginning<br>Balance | Budgeted<br>Resources | Budgeted<br>Expenditures | Budgeted<br>Ending Balance |
|-----------------------------|----------------------------------|-----------------------|--------------------------|----------------------------|
| 2024 Original Budget - 1173 | \$55,500,213                     | \$45,059,504          | \$55,341,075             | \$45,218,642               |
| Budget Amendment #1 - 1182  | \$11,813,358                     | \$23,220,722          | \$39,972,526             | (\$4,938,446)              |
| Budget Amendment #2 - 1187  | \$0                              | \$1,279,575           | \$622,100                | \$657,475                  |
| Budget Amendment #3 - 1193  | \$ -                             | \$693,131             | \$648,558                | \$44,573                   |
| <b>Totals</b>               | <b>\$67,313,571</b>              | <b>\$70,252,932</b>   | <b>\$96,584,259</b>      | <b>\$40,982,244</b>        |

| Fund # | Fund Name                      | Change in<br>Beginning<br>Balance | Change in<br>Resources | Change in<br>Expenditures | Change in<br>Ending Balance |
|--------|--------------------------------|-----------------------------------|------------------------|---------------------------|-----------------------------|
| 001    | General                        | \$0                               | \$117,796              | \$283,741                 | (\$165,945)                 |
| 101    | Street                         | \$0                               | \$0                    | \$10,000                  | (\$10,000)                  |
| 120    | Transportation Benefit Fund    | \$0                               | \$153,850              | \$0                       | \$153,850                   |
| 216    | 2024A LTGO Bond - City Campus  | \$0                               | \$0                    | \$56                      | (\$56)                      |
| 301    | Cap. Proj.-Dev. Contrib.       | \$0                               | \$271,650              | \$0                       | \$271,650                   |
| 305    | Downtown Redevelopment         | \$0                               | (\$11,568)             | \$9,761                   | (\$21,329)                  |
| 306    | Facility Capital Project       | \$0                               | \$10,111               | \$0                       | \$10,111                    |
| 307    | Infrastructure Capital Project | \$0                               | \$124,292              | \$250,000                 | (\$125,708)                 |
| 401    | Sewer                          | \$0                               | \$10,000               | \$10,000                  | \$0                         |
| 410    | Storm and Surface Water        | \$0                               | \$0                    | \$10,000                  | (\$10,000)                  |
| 411    | Storm Water Capital            | \$0                               | \$17,000               | \$75,000                  | (\$58,000)                  |
|        | <b>Total</b>                   | <b>\$0</b>                        | <b>\$693,131</b>       | <b>\$648,558</b>          | <b>\$44,573</b>             |

Only the funds  
listed are  
included in the  
2<sup>nd</sup> budget  
amendment.

# Various Amendment Details

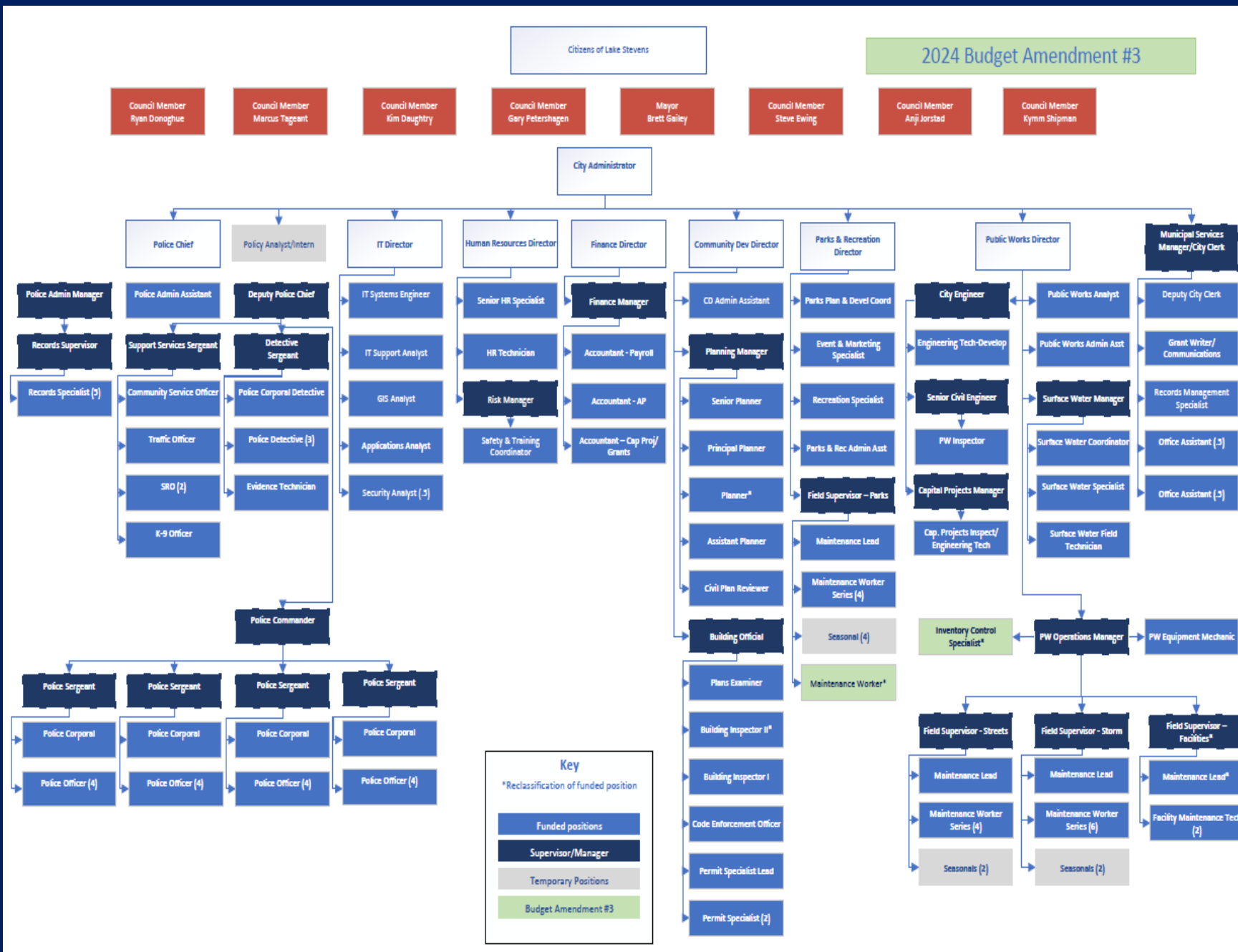
| Project    | Fund | Fund # | Revenue/Expenditure Account    | Type | Budgeted  | Total Amended | New Budget | Notes                                                      | N           |
|------------|------|--------|--------------------------------|------|-----------|---------------|------------|------------------------------------------------------------|-------------|
| HVAC       | PR   | 001    | EECBG Grant Revenues           | Rev  | \$0       | \$76,130      | \$76,130   | HVAC Grant - Expense Budget to be Adjusted                 | CA 8/27/24  |
| Opioid     | GF   | 001    | LE - Supply- Opioid Settlement | Exp  | \$25,000  | \$50,000      | \$75,000   | Revenue Included in Previous Amendment                     | Adj         |
| Parks      | GF   | 001    | PK - Capital Outlay            | Exp  | \$206,237 | \$54,500      | \$260,737  | Relocate Frontier Heights Play Structure Due to Powerlines | CA 10/08/24 |
| Parks      | GF   | 001    | PK - Capital Outlay            | Exp  | \$196,237 | \$15,000      | \$211,237  | North Cove Floating Docks (update cost \$174,000)          | CA 6/25/24  |
| SWM        | SWC  | 411    | Capital Drainage               | Exp  | \$50,000  | \$75,000      | \$125,000  | Downtown Region Stormwater Facility - Continue in 2025     | Adj         |
| Operations | Debt | 216    | 2024A LTGO Bond Fees           | Exp  | \$400     | \$56          | \$456      | Increased Bond Fees                                        | Adj         |

- Project Column - groups amendments by project or function (*also color-coded*)
- Fund and Fund# Columns shows which fund(s) is being amended (*some projects have amendments in multiple funds*)
- **Total Amended Column shows the change being proposed in this amendment**
- Column “N” shows Adjustments (Adj), Roll-forwards (RF), and Council Authorized (CA)
  - Adjustments are generally made to operating lines due to changes in cost estimates
  - Roll-forwards are the re-appropriation of remaining budgets for continuing projects
  - CA dates are when adjustments were discussed and/or authorized by City Council.

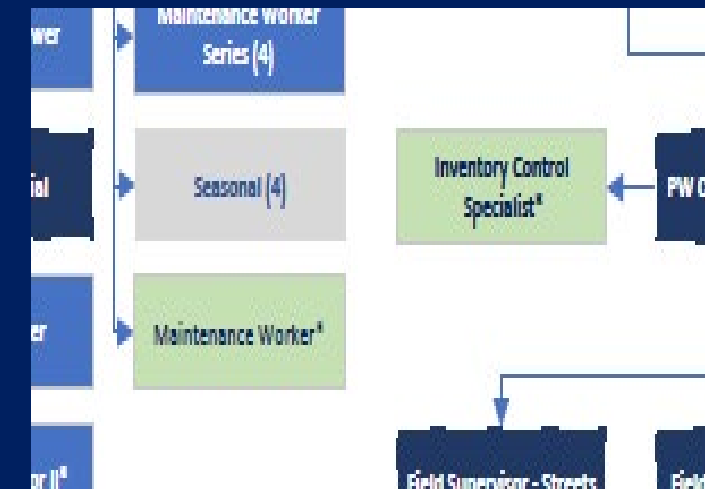
# Grouped Amendment Details

| Project    | Fund | Fund # | Revenue/Expenditure Account  | Type | Budgeted     | Total Amended | New Budget   | Notes                                                   | N          |
|------------|------|--------|------------------------------|------|--------------|---------------|--------------|---------------------------------------------------------|------------|
| Grant      | GF   | 001    | LE - CJTC Grant              | Rev  | \$140,220    | \$41,666      | \$181,886    | PD Accreditation Award - Received in June               | Adj        |
| Grant      | GF   | 001    | LE - Minor Equipment         | Exp  | \$64,686     | \$41,666      | \$106,352    | Wellness, Employ Rec, Firearm Safety/Security           | Adj        |
| Operations | SE   | 401    | Sewer District Reimbursement | Rev  | \$794,785    | \$10,000      | \$804,785    | Reimburse Decant Facility Utility & M&O                 | Adj        |
| Operations | SE   | 401    | Sewer Dist Utilities         | Exp  | \$0          | \$10,000      | \$10,000     | Decant Facility Shared Costs - Placeholder              | Adj        |
| 91st       | TBP  | 120    | TIB Grant                    | Rev  | \$0          | \$153,850     | \$153,850    | 91st Sidewalk Grant - Awarded in May                    | CA 5/28/24 |
| 91st       | TM   | 301    | TIB Grant                    | Rev  | \$0          | \$271,650     | \$271,650    | 91st Sidewalk Grant - Awarded in May                    | CA 5/28/24 |
| 91st       | SWC  | 411    | TIB Grant                    | Rev  | \$0          | \$17,000      | \$17,000     | 91st Sidewalk Grant - Awarded in May                    | CA 5/28/24 |
| Museum     | DT   | 305    | Transfer Out                 | Exp  | \$530,350    | \$9,761       | \$540,111    | Closeout Fund - Transfer Remaining Cash to Project Fund | Adj        |
| Museum     | DT   | 305    | Investment Interest          | Rev  | \$25,000     | (\$11,568)    | \$13,432     | Closeout Fund - Reduce Budget to Actual Expense         | Adj        |
| Museum     | FC   | 306    | Transfer In                  | Rev  | \$530,000    | \$10,111      | \$540,111    | Transfer In of Remaining Cash From Closed Fund          | Adj        |
| 24th/91st  | ICP  | 307    | TIB - Grant 17005            | Rev  | \$561,745    | \$34,292      | \$596,037    | Reconcile Grant Funding                                 | Adj        |
| 24th/91st  | ICP  | 307    | Investment Interest          | Rev  | \$200,000    | \$90,000      | \$290,000    | Reconcile Investment Interest                           | Adj        |
| 24th/91st  | ICP  | 307    | 24th/91st - Costco           | Exp  | \$13,444,555 | \$250,000     | \$13,694,555 | Reconcile Expense to Cash Available                     | Adj        |
| Records    | GF   | 001    | IT - Professional Services   | Exp  | \$46,355     | \$122,575     | \$168,930    | StoneShare Records Migration - Citywide                 | CA 9/17/24 |
| Records    | ST   | 101    | ST - Professional Services   | Exp  | \$47,140     | \$10,000      | \$57,140     | StoneShare Records Migration - PW                       | CA 9/17/24 |
| Records    | SWM  | 410    | SW - Professional Services   | Exp  | \$63,580     | \$10,000      | \$73,580     | StoneShare Records Migration - PW                       | CA 9/17/24 |

| Project                         | Description                                                                                                                                                                                                                  |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grant</b>                    | Law Enforcement received an Accreditation grant in June. This amendment increases the revenue and corresponding expenditures lines.                                                                                          |
| <b>Operations</b>               | The City and Sewer District have a cost sharing agreement for use of the Decant Facility. The District's portion of utility and operational costs are paid from the Sewer fund and billed to the District for reimbursement. |
| <b>91<sup>st</sup> Sidewalk</b> | The City was awarded a TIB grant in May. This allocates the grant revenues to the appropriate funds.                                                                                                                         |
| <b>Museum</b>                   | Funds for the Museum were transferred to the new project fund in BA2, yet interest earned was allocated later. This transfers the remaining funds to the new account.                                                        |
| <b>24<sup>th</sup>/91st</b>     | Reconciliation of revenues received from TIB grant and interest. Adjusts the expense budget to account for the accumulation of revenues.                                                                                     |
| <b>Records</b>                  | This accounts for the citywide StoneShare records migration project. These project funds will be rolled forward into 2025 to complete the project.                                                                           |



- Eliminated Park Ranger
- Added Park Maintenance Worker
- Reclassified PW Quartermaster to Inventory Control Specialist



# Next Steps

- Discussion
- Bring back budget amendment for action or consent agenda on December 10<sup>th</sup>.

# Community Service Officer

Update the current Community Service Officer to include park ranger duties.

**The request is to add second Community Service Officer allocated to Police Department to cover the duties of keeping our parks safe and have additional presence in the park.**

**This will be done through a Budget Amendment.**

- **Timeline:**
- **2023 – Park Ranger position placed under Parks and Recreation**
- **2024 – Parks and Recreation developed MOU and Job Description**
- **7/2024 – PW Teamsters voted and Council approved MOU**
- **8/2024 – PD/HR/Parks and Recreation/Summit Law discussion**
- **HR – needed to work with both Guild and Teamster regarding CBAs**
- **PD/Parks and Recreation updated CSO Job Description to include Park Ranger Duties**
- **Job Description is awaiting HR finalization.**

# Provides the following benefits:

- Allows oversight of a high liability position that has enforcement powers to be placed under Police Department
- Police Department can train the CSO on enforcement, less-lethal equipment they carry, and provide instruction on de-escalation, juvenile enforcement, and officer safety.
- CSO can use Police Department and other law enforcement databases under PD authority.
- Police Department Command Staff can properly review any use of force incidents.
- CSO will partner with Parks and Recreation to learn about problems in the park.
- CSO will provide visibility in the parks during the busy season May-September.
  - Enforce parking issues
  - Malicious Mischief – Vandalism
  - Trespass Authority
  - Marine Inspections
  - Boat Launch Fee Enforcement
- Parks and Recreation employees can focus on maintenance of the parks.

# Staff Report at Council Meeting

- Authorize a budget amendment to add additional CSO position to Police Department

REASON for delay was to move position over to Police Department from Parks and Recreation

# CITY COUNCIL STAFF REPORT



**Agenda Date:** 11/26/2024

**Subject:** Sewer Utility Tax Discussion

**Contact Person/Department:** Barb Stevens, Finance

**Budget Impact:** Utility Tax Revenues

**Legal Review:** Yes

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## **RECOMMENDATION(S)/ACTION REQUESTED:**

Discuss and review Ordinance No. 1194 Amending the LSMC Related to Utility Taxes

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## **SUMMARY/BACKGROUND:**

RCW 35.21.865 - .870 authorizes the City to establish a utility tax of up to 6% of the gross revenues of those engaged in the telephone business and those engaged in the distribution of natural gas and electricity. Additionally, RCW 35A.82.020 authorizes the City to require business licenses and to impose excise taxes for the purpose of regulation and revenue, including but not limited to the utility businesses of sewer, stormwater, solid waste, water and cable TV. These are taxes imposed upon the utility providers within the city and not the customer, though law allows providers to pass the cost on to their customers, and they usually do.

Prior to 2018, the City imposed a 6% utility tax on those in the business of providing telephone services, and 5% on those providing electricity and natural gas. Additionally, the City had a 5% franchise agreement fee for cable and black fiber, similar to a utility tax. No other utility taxes or franchise agreements were imposed by the City.

During the 2018 budget process, staff brought forward an ordinance to establish a standard 6% tax rate on utility providers of Telephone, Electricity, Natural Gas, Water, Stormwater, Garbage, and Sewer. After additional discussions, the consensus of the Council was to reduce the proposed sewer utility tax rate to 2% and remove any stormwater utility tax due to the recently completed rate study and subsequent increase in stormwater fees. During the final presentation of the amending ordinance,

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Councilmember McDaniel requested that the sewer utility taxes be put on hold until it was known if the Sewer District was going to increase their rates. The motion to adopt ordinance 1037, with the removal of the section imposing the sewer utility tax, was approved.

Each year, as part of the budget process, we assess untapped revenue streams including utility taxes. The addition of sewer and stormwater utility taxes has been reviewed annually, noting that Lake Stevens is one of the few cities in Snohomish County without them. Once again, during the 2025 budget process, the recommendation to add a tax on sewer utility providers was discussed.

Director Halverson addressed the need for pavement preservation and repairs and explained the nexus between damage to the roads and the Sewer District's infrastructure. The city's cost of maintaining street surfaces due to sewer manhole covers, extending sewer to unserved areas of the city and other sewer related costs and expenses have continued to increase, and additional revenue is needed by the City to perform these and other essential services. There was consensus of the council members to bring back more information regarding rates, requirements, and uses.

The 2025 street fund budget includes a revenue amount based on an estimated 2% sewer utility tax rate. That rate is not fixed and only meant as a "placeholder," as a new tax on utility providers has not been enacted by the Council.

Information about the potential tax was shared at the recent Sewer Utility Committee meeting. The District asked about the intended rate and asked for consideration of the time it will take to communicate with customers and implement the tax in their system. Upon follow up, District staff requested a 90-day implementation period, as was provided following the 2018 rate change.

It was noted that although there is no legal limit on the rate that can be imposed on sewer utility providers, all other city utility taxes were set at 6% and council had discussed rates between 2% and 6% with most discussion in the mid-range. The possibility of starting with a low rate the first year, and increasing it annually to a certain set percentage was discussed. The District recommended enacting the final intended rate at that start, noting the effect ongoing annual rate increases have on customers.

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| Utility Tax Rates | Based on LSSD 2022 Revenues | Based on LSSD 2023 Revenues | Based on LSSD 2024 Estimated Revenues |
|-------------------|-----------------------------|-----------------------------|---------------------------------------|
| 6%                | \$ 1,112,508.75             | \$ 1,253,375.42             | \$ 1,368,031.62                       |
| 5%                | \$ 927,090.63               | \$ 1,044,479.52             | \$ 1,140,026.35                       |
| 4%                | \$ 741,672.50               | \$ 835,583.61               | \$ 912,021.08                         |
| 3%                | \$ 556,254.38               | \$ 626,687.71               | \$ 684,015.81                         |
| 2%                | \$ 370,836.25               | \$ 417,791.81               | \$ 456,010.54                         |

### Summary Discussion

- The amendment includes a change in the definition of "gross income" to include all revenue received from customers in payment of the utility tax.
- Consensus on the tax rate will be sought.
- Date of enactment is recommended to be 90-days after adoption, or a date certain after that, to allow time for communication and implementation.
- Joint communication could be done through a mailer inserted in the sewer utility bills. The cost is estimated between \$300 - \$700 for a full-page mailer.
- The District intends to pass the tax on to their customers as allowable.
- The sewer utility taxes will be allocated to the Street Fund to be used for roadway preservation and sewer related infrastructure. This allocation could be changed by future council action, as these tax receipts are not a restricted revenue source.
- PWTF loans could be used for suggested capital construction and repaid with utility tax receipts.

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### APPLICABLE CITY POLICIES:

Lake Stevens Municipal Code 3.08

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### ATTACHMENTS:

1. Ordinance 1194 - Amending LSMC 3.08 - Utility Tax
2. Sewer Pavement Restoration Costs Examples & Estimates
3. Utility Taxes Imposed by Snohomish County Cities

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1194

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, RELATING TO TAXATION OF SEWER UTILITY PROVIDERS; AMENDING THE DEFINITION OF “GROSS INCOME” TO INCLUDE ALL REVENUE RECEIVED FROM CUSTOMERS IN PAYMENT OF THE UTILITY TAX; ESTABLISHING A      PERCENT (.0%) UTILITY TAX ON THE BUSINESS OF THE COLLECTION, CONVEYANCE AND/OR TREATMENT OF WASTEWATER (SEWAGE WASTE); PROVIDING FOR SEVERABILITY; FIXING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, RCW 35A.82.020 authorizes the City to require business licenses and to impose excise taxes for the purpose of regulation and revenue, including but not limited to the utility businesses of sewer, solid waste, water and cable tv; and

WHEREAS, the tax imposed by this chapter is on the business subject to the tax and not the customers of the business and any funds or monies received by the business from customers for payment of the utility tax should be included within the definition of “gross income” set forth in Ch. 3.08 LSMC; and

WHEREAS, the city’s cost of maintaining street surfaces due to sewer manhole covers, extending sewer to unserved areas of the city and other sewer related costs and expenses have continued to increase, and additional revenue is needed by the City to perform these and other essential services; and

WHEREAS, the current utility tax rates in the LSMC for the utilities covered may be increased and additional utilities not currently covered may be included within the scope of the utility tax to provide the City with additional revenue needed to provide essential services,

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

**Section 1.** Chapter 3.08 of the Lake Stevens Municipal Code is hereby amended (deletions shown by ~~strikeout~~ and additions by underline) to read as follows:

**CHAPTER 3.08  
UTILITY TAXES**

**Sections:**

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| <b>3.08.010</b> | <b>Purpose.</b>                                             |
| <b>3.08.020</b> | <b>Definitions.</b>                                         |
| <b>3.08.030</b> | <b>Businesses subject to tax.</b>                           |
| <b>3.08.040</b> | <b>Exceptions and deductions from gross income</b>          |
| <b>3.08.050</b> | <b>Returns and payments.</b>                                |
| <b>3.08.070</b> | <b>Books and records -- Inspection and confidentiality.</b> |
| <b>3.08.080</b> | <b>Investigation of returns.</b>                            |
| <b>3.08.090</b> | <b>Over or under payment.</b>                               |

- 3.08.100 Failure to apply for license or make return.
- 3.08.110 Appeal to City Administrator.
- 3.08.120 Rules and regulations.
- 3.08.130 Unlawful acts.
- 3.08.140 Penalty for violation.
- 3.08.150 Rate change.

**3.08.010 Purpose.** The provisions of this chapter shall be deemed to be an exercise of the power of the City of Lake Stevens to license for revenue, as authorized by RCW 35.21.865, RCW 35A.82.020, and other applicable state law.

**3.08.020 Definitions.** Where used in this chapter, the following words and terms shall have the meanings as defined in this section, unless, from the context, a more limited or different meaning is clearly defined or apparent:

- A. "Director" means the City Finance Director.
- B. "Gross income" means the value proceeding or accruing from the sale of tangible property or service, and receipts, including all sums earned or charged, whether received or not, by reason of the investment of capital in the business engaged in, including rentals, royalties, fees or other emoluments, however designated, excluding receipts or proceeds from the sale of notes, bonds, mortgages, or other evidences of indebtedness, or stocks and the like, total gross monthly service and other charges billed to business and residence customers within the corporate limits of the city for the service or commodity of the business subject to the tax, exclusive of moneys collected by such business for reimbursement of such tax and without any deduction on account of the cost of the property sold, the cost of materials used, labor costs, interest or discount paid, taxes, (excluding taxes imposed by this Chapter) or any expense whatsoever, and without any deduction on account of losses.
- C. "Household" means a single service address such as house or apartment number, regardless of the number of persons living at the service address.
- D. "Person" or "persons" means natural persons of either gender, firms, co-partnerships, corporations, municipal corporations/special purpose districts, and other associations of natural persons whether acting by themselves or by servants, agents or employees.
- E. "Taxpayer" means any person liable for the license fee or taxes imposed by this chapter.
- F. "Tax year" or "taxable year" means the twelve month period commencing January 1st and ending December 31st of the same year.

**3.08.030 Businesses subject to tax.** There is hereby levied upon all persons engaged in business activities taxable under this chapter a tax in the amounts to be determined by the application of the respective rates against gross income of such taxpayer. Taxpayers engaged in or carrying on the business shall be charged with collection of the tax as a condition of doing business, in the amount described below:

- A. Upon every person engaged in or carrying on a telephone business (including cellular and pager), as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income, including revenues for intrastate toll, derived from the operation of such business within the City. To the extent permitted by applicable federal and state law, any telecommunications services provided by a cable operator (as defined in 47 U.S.C. Section 522(5)) or other persons over cable television facilities owned or controlled by a cable operator shall be taxable hereunder.
- B. Upon every person engaged in or carrying on a telegraph business, as defined in RCW 82.16.010, a tax equal to six percent (6%) of the total gross income from such business in the City.

- C. Upon every person engaged in a gas distribution business, as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- D. Upon every person engaged in a light or power business, as defined in RCW 82.16.010, as said statute presently exists or is hereafter amended, a tax equal to six percent (6.0%) of the total gross income derived from such business within the City.
- E. Upon every person engaged in water distribution business, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- F. Upon every person engaged in the service of garbage, refuse, and solid waste collection, a tax equal to six percent (6.0%) of the total gross income derived from the operation of such business within the City.
- G. Upon every person, including any sewer utility, engaged in or carrying on the business of collecting, conveying and/or treating wastewater (sewerage waste) within the city, a fee or tax equal to [REDACTED] percent (.0%) of the total gross income from such activities.

**3.08.040 Exceptions and deductions from gross income.** There shall be excluded from the total gross income upon which the utility tax is computed the following:

- A. Revenues derived from transactions in interstate or foreign commerce, or from business done for the United States and the state, or their officers or agents or any amounts paid by the taxpayer to the United States and the state, the City or to any political subdivision of the state, as excise taxes levied or imposed upon the sale or distribution of property or services, or as a utility tax.
- B. That portion of gross income derived from charges to another telecommunications company, as defined in RCW 80.40.010, for connecting fees, switching charges, or carrier access charges relating to intrastate toll telephone services, or for access to, or charges for, interstate service.
- C. Charges incurred by a taxpayer engaging in a telephone business and paid to a telecommunications company, as defined in RCW 80.40.010, for telephone service that the taxpayer purchases for the purpose of resale.
- D. Adjustments made to a billing or to a customer account or a telecommunications company accrual account in order to reverse a billing or a charge that has been made as a result of third party fraud or other crime and was not properly a debt of a customer.
- E. Cash discounts and credit losses actually sustained by a taxpayer on an accrual basis.
- F. Revenues from transactions or activities which the City is prohibited from taxing under the laws and/or Constitutions of the United States or the State of Washington.

**3.08.050 Returns and payment.**

- A. *Quarterly Returns.* On or before the 20th day following the end of each calendar quarter (i.e., April 20<sup>th</sup>, July 20<sup>th</sup>, October 20<sup>th</sup>, and January 20<sup>th</sup>), each taxpayer not submitting monthly returns and payment shall remit payment for the preceding quarter's utility tax, accompanied by a quarterly statement showing the manner in which the quarterly payment is calculated. The quarterly statement shall be upon a form provided by the Finance Director and shall contain such information as may be necessary to enable the director to arrive at the lawful amount of the tax. The taxpayer shall, in a legible manner provide all information required by the director on such returns, shall sign the same, and by affidavit shall swear or affirm that the information therein given is full and true and that the taxpayer knows the same to be so.
- B. *Monthly Returns.* Taxpayers may submit monthly returns and payment in the same form and manner as taxpayer's making quarterly returns.
- C. Returns shall be accompanied by a remittance by bank draft, certified check, cashier's check or money order, payable to the City of Lake Stevens, or in cash, in the amount of the fee or tax owed, including delinquencies and installments.

- D. Payment made by draft or check shall not be deemed a payment of the fee or tax unless and until the same has been honored in the usual course of business, nor shall acceptance of any such check or draft operate as an acquittance or discharge of the fee or tax unless and until the check or draft is honored.
- E. If the taxpayer is a partnership, returns must be made by one of the partners; if a corporation, by one of the officers thereof, if a foreign corporation, co-partnership or nonresident individual, by the resident agent or local manager of said corporation, co-partnership or individual.

**3.08.070 Books and records - Inspection and confidentiality.**

- A. It is the duty of each taxpayer to keep and enter in a proper book or set of books or records an account which shall accurately reflect the amount of its gross income, which account shall be open to inspection by the director, or his or her designee at a reasonable time upon request, and from which said officer the director or his or her designee may verify returns made by the taxpayer.
- B. To the extent permitted by Chapter 42.56 RCW and other applicable statutes, the applications, statements or returns made to the director pursuant to this chapter shall not be made public, nor shall they be subject to the inspection of any person except the Mayor, City Administrator, the City Attorney, the Director, or his or her authorized agent and members of the City Council.

**3.08.080 Investigation of returns.** If any taxpayer fails to apply for a license or make his or her return, or if the Finance Director is dissatisfied as to the correctness of the statements made in the application or return of any taxpayer, the Finance Director or his or her designee, may, to the extent and in the manner permissible under applicable law : (1) enter the premises of such taxpayer at any reasonable time for the purpose of inspecting and auditing the taxpayer's books or records to ascertain the amount of the fee or tax or to determine the correctness of such statements, as the case may be; (2) examine any person under oath administered by the Finance Director, or his or her designee, touching the matters inquired into; or (3) fix a time and place for an investigation of the correctness of the return, and issue a subpoena to the taxpayer, or any other person, to attend such investigation and testify, under oath administered by the director, or his or her agent, in regard to the matters inquired into and may, by subpoena, require him or her, or any person, to bring with him or her such books, records and papers as may be necessary. In the event that any such audit reveals an underpayment of ten percent (10%) or more, the taxpayer shall, in addition to the penalties provided by this chapter, be responsible for all of the costs associated with the audit, including, but not limited to, staff time and overhead, accounting fees, professional service fees, and attorneys' fees.

**3.08.090 Over or under payment.**

- A. Overpayment. If, upon written request of the taxpayer, the Finance Director, upon investigation or upon checking returns, finds that the fee or tax paid by a taxpayer is more than the amount required of the taxpayer, he or she shall return the amount overpaid. Any refund request not submitted within two (2) years of the alleged overpayment shall be forever barred.
- B. Underpayment. If the Finance Director finds that the fee or tax paid by a taxpayer is less than required, he or she shall send a statement to the taxpayer showing the balance due, together with a penalty of ten percent (10%) of the amount due, and the taxpayer, shall within twenty (20) days, pay the amount shown thereon. If payment is not received by the director by the due date specified in the notice, the Finance Director shall add a penalty of an additional twenty-five percent (25%) of the amount of the additional tax found due. In the event that the balance due, including all penalties, is not paid in full within thirty (30) days from the date specified, the penalty shall be increased by fifteen percent (15%) of the amount due and the total amount due shall accrue interest at the rate of twelve percent (12%) per annum. If the Finance Director finds that all, or any part of, the deficiency resulted from an intent to evade the tax payable hereunder, a penalty of fifty percent (50%) of the additional tax found to be due shall be added and the amounts due, including penalties, shall accrue interest at

the rate of twelve percent (12%) per annum from the date the tax became due and the date payment is actually made.

**3.08.100 Failure to make return.** If any taxpayer fails to make a return or pay the fees or taxes therefore, or any part thereof, the Finance Director shall ascertain the amount of the fee or tax or installment thereof due and shall notify the taxpayer thereof, who shall be liable therefore in any suit or action by the City for the collection thereof. In the event that any taxes imposed by this chapter remain unpaid, the Finance Director may refer such claims to a collection agency or to the City Attorney for collection. If referred to the City Attorney for collection, the City Attorney shall, with the assistance of the Finance Director, collect the same by any appropriate means or by suit or action in the name of the City. In the event that the City prevails on any claim that a taxpayer is noncompliant with the terms of this chapter, the City shall be entitled to an award of its reasonable attorneys' fees and other professional expenses associated with prosecuting the action.

**3.08.110 Appeal to City Administrator.**

- A. Any taxpayer aggrieved by the amount of the fee, tax, or penalty found by the Finance Director to be required under the provisions of this chapter, may appeal to the City Administrator from such finding by filing a written notice of appeal with the Finance Director within fourteen (14) days from the time such taxpayer was given notice of such amount, and paying an appeal fee in accordance with the City's adopted fee schedule. The City Administrator shall, as soon as practicable, fix a time and place for the hearing of such appeal, which time shall be not more than thirty (30) days after the filing of the notice of appeal, and shall cause a notice of the time and place thereof to be delivered or mailed to the appellant. At such hearing the taxpayer shall be entitled to be heard and to introduce evidence on his or her own behalf. The City Administrator shall thereupon ascertain the correct amount of the fee, tax, or penalty by resolution and the director shall immediately notify the appellant thereof, which amount, together with costs of the appeal including outside legal, accounting, and other expenses, if the appellant is unsuccessful therein, must be paid within ten (10) days after such notice is given.
- B. The City Administrator may direct that the appeal hearing provided by subsection (A) of this section be conducted by a hearing officer appointed by the City for that purpose. In such case, the hearing officer shall conduct an evidentiary hearing as provided in subsection (A) of this section and forward findings, conclusions, and a recommendation to the City Administrator for final action. Unless otherwise agreed to by the parties, the hearing officer shall convene the hearing within thirty (30) days of the matter being referred by the City Administrator and shall enter his or her written findings, conclusions, and recommendation within fifteen (15) days following conclusion of the hearing. Upon receipt of the hearing officer's findings, conclusions, and recommendation, the City Administrator shall either adopt the same as their own decision, conduct their own hearing and adopt new findings and conclusions, or remand the matter to the hearing officer for further review.
- C. Any judicial appeal of the City Council's final determination of such an appeal shall be filed and served within twenty-one (21) days of the date of the City Administrator's final decision on the matter, and the taxpayer shall be responsible for payment of the costs associated with producing the City's administrative record therein.

**3.08.120 Rules and regulations.** The director shall have the power to adopt, publish and enforce rules and regulations not inconsistent with this chapter or with applicable law for the purpose of carrying out the provisions of this chapter, and it is unlawful for any person or taxpayer to violate or fail to comply with any such rule or regulation.

**3.08.130 Unlawful acts.** It is unlawful: (1) for any person liable for taxes or fees hereunder to fail or refuse to file returns, or to pay any fee or tax or installment thereof when due; (2) for any person to make any false or fraudulent return or any false statement or representation in, or in connection with any return;

(3) to aid or abet another in any attempt to evade payment of the fee or tax, or any part thereof; (4) for any person to fail to appeal and/or testify in response to a subpoena issued pursuant hereto; (5) to testify falsely upon any investigation of the correctness of a return, or upon the hearing of any appeal; or (6) in any manner to hinder or delay the City or any of its officers in carrying out the provisions of this chapter.

**3.08.140 Penalty for violation.** Any person violating any of the provisions or failing to comply with any of the requirements of this chapter shall, in addition to being liable for the monetary penalties set forth herein, be guilty of a gross misdemeanor and upon conviction of such violation or failure be punished by a fine of not more than Five Thousand Dollars (\$5,000.00) or by imprisonment not to exceed ninety (90) days or by both such fine and imprisonment.

**3.08.150 Rate change.** No change in the rate of tax upon persons engaging in providing services taxable under this chapter shall apply to business activities occurring before the effective date of the change, and, except for a change in the tax rate authorized by RCW 35.21.870, no change in the rate of the tax may take effect sooner than sixty (60) days following the enactment of the ordinance establishing the change. The director, or his or her designee, shall send to each taxpayer a copy of any ordinance changing the rate or tax upon taxable services promptly upon its enactment.

**Section 2. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 3. Effective Date.** This ordinance shall take effect \_\_\_\_\_ 2025 or 60 days after the date of enactment, whichever date is last to occur. Publication of this ordinance may be by an approved summary thereof consisting of the ordinance title.

\_\_\_\_\_  
Brett Gailey, Mayor

**ATTEST/AUTHENTICATED:**

\_\_\_\_\_  
Kelly Chelin, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Greg A. Rubstello, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: *This ordinance shall take effect \_\_\_\_\_ . 2025 or 60 days after its enactment, whichever date is last to occur.*

| Pavement Preservation                         |                                                                                                                                                                                              | Annual Cost      |                  |                  |             |                  |                         |                   |                   |                   |                   |                   |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|-------------|------------------|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                               |                                                                                                                                                                                              | Actual Costs     |                  |                  |             |                  | Future Costs            |                   |                   |                   |                   | Average           |
| Type                                          | Description                                                                                                                                                                                  | 2020             | 2021             | 2022             | 2023        | 2024             | 2025                    | 2026              | 2027              | 2028              | 2029              |                   |
| Sewer Manhole Lid Adjustments (Actual)        | Adjusting manhole lids to grade that are incidental to the city's overlay program                                                                                                            | \$ 1,800         | \$ 33,000        | \$ 12,750        |             | \$ 43,500        | \$ 22,000               | \$ 22,000         | \$ 22,000         | \$ 22,000         | \$ 22,000         | \$ 22,339         |
| Annual Overlay (Actual)                       | Pavement restoration due to settling adjacent to sewer mains or manholes. Includes 50% markup for design and construction management.                                                        | \$ 40,757        |                  | \$ 75,000        |             | \$ 45,000        | \$ 53,000               | \$ 53,000         | \$ 53,000         | \$ 53,000         | \$ 53,000         | \$ 53,220         |
| Sewer Manhold Lid Adjustments (Future)        | Locations throughout the city impacted by settling sewer main trenches, improper compaction around sewer manholes or low sewer manholes. <b>60 sewer lid adjustments/year @ \$1,700 each</b> |                  |                  |                  |             |                  | \$ 102,000              | \$ 102,000        | \$ 102,000        | \$ 102,000        | \$ 102,000        | \$ 102,000        |
| Settling Trench Pavement Restoration (Future) | Pavement restoration of up to five locations where settling sewer trenches have resulted in inconsistent roadway surfaces or degraded pavement conditions.                                   |                  |                  |                  |             |                  | \$ 100,000              | \$ 100,000        | \$ 100,000        | \$ 100,000        | \$ 100,000        | \$ 100,000        |
| <b>Total</b>                                  |                                                                                                                                                                                              | <b>\$ 42,557</b> | <b>\$ 33,000</b> | <b>\$ 87,750</b> | <b>\$ -</b> | <b>\$ 88,500</b> | <b>\$ 277,000</b>       | <b>\$ 277,000</b> | <b>\$ 277,000</b> | <b>\$ 277,000</b> | <b>\$ 277,000</b> | <b>\$ 277,559</b> |
| <b>2020-2025 Average</b>                      |                                                                                                                                                                                              |                  |                  |                  |             | <b>\$ 50,361</b> | <b>Proposed Average</b> |                   |                   |                   |                   | <b>\$ 277,000</b> |

| Capital Construction    |                                                                                                                                     | Annual Cost |             |             |             |                   |                     |                     |                     |                     |             |                      |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------------|---------------------|---------------------|---------------------|---------------------|-------------|----------------------|
|                         |                                                                                                                                     |             |             |             |             |                   | Future Costs        |                     |                     |                     |             | Total                |
| Type                    | Description                                                                                                                         | 2020        | 2021        | 2022        | 2023        | 2024              | 2025                | 2026                | 2027                | 2028                | 2029        |                      |
| 131st Ave SE Sewer      | Construct a sewer main on 131st AVE NE from the existing terminus to Hartford Road.                                                 |             |             |             |             | \$ 126,000        | \$ 786,500          |                     |                     |                     |             | \$ 912,500           |
| Soper Hill Sewer        | Construct a sewer main from Lake Drive to the Soper Hill roundabout near SR 9.                                                      |             |             |             |             |                   | \$ 425,520          | \$ 2,364,000        |                     |                     |             | \$ 2,789,520         |
| Machias Lift Station    | Construct a lift station and sewer mains on North Machias Road                                                                      |             |             |             |             |                   |                     | \$ 354,502          | \$ 1,772,510        |                     |             | \$ 2,127,012         |
| Old Hartford Road Sewer | Design and construct lift stations and sewer mains to provide sanitary sewer service to industrial businesses on Old Hartford Road. |             |             |             |             |                   |                     |                     | \$ 883,750          | \$ 4,418,750        |             | \$ 5,302,500         |
| <b>Total</b>            |                                                                                                                                     | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 126,000</b> | <b>\$ 1,212,020</b> | <b>\$ 2,718,502</b> | <b>\$ 2,656,260</b> | <b>\$ 4,418,750</b> | <b>\$ -</b> | <b>\$ 11,131,532</b> |

|                           |           |           |           |      |            |              |              |              |              |            |
|---------------------------|-----------|-----------|-----------|------|------------|--------------|--------------|--------------|--------------|------------|
| Total Annual Funding Need | \$ 42,557 | \$ 33,000 | \$ 87,750 | \$ - | \$ 214,500 | \$ 1,489,020 | \$ 2,995,502 | \$ 2,933,260 | \$ 4,695,750 | \$ 277,000 |
|---------------------------|-----------|-----------|-----------|------|------------|--------------|--------------|--------------|--------------|------------|

## Utility Taxes Imposed by City – Filtered to Snohomish County

Source: AWC 2024 Utility Tax Survey

| Organization              | Utility tax rate - Natural gas | Utility tax rate - Electricity | Utility tax rate - Telephone | Utility tax rate - Cable TV | Utility tax rate - Garbage | Utility tax rate - Water | Utility tax rate - Sewer | Utility tax rate - Stormwater | Franchise fee amt - Cable TV | Franchise fee amt - Garbage | Franchise fee amt - Water | Franchise fee amt - Sewer | County    |
|---------------------------|--------------------------------|--------------------------------|------------------------------|-----------------------------|----------------------------|--------------------------|--------------------------|-------------------------------|------------------------------|-----------------------------|---------------------------|---------------------------|-----------|
| City of Gold Bar          | 6.00%                          | 6.00%                          | 6.00%                        | 6.00%                       | 6.00%                      | 6.00%                    |                          |                               |                              |                             |                           |                           | Snohomish |
| City of Arlington         | 6.00%                          | 6.00%                          | 6.00%                        | 8.00%                       | 8.00%                      | 5.00%                    | 5.00%                    | 5.00%                         | 5.00%                        |                             |                           |                           | Snohomish |
| City of Mukilteo          | 6.00%                          | 6.00%                          | 6.00%                        | 6.00%                       | 6.00%                      |                          |                          | 6.00%                         | 5.00%                        | 7.00%                       | 4.00%                     | 4.00%                     | Snohomish |
| City of Snohomish         | 6.00%                          | 6.00%                          | 6.00%                        |                             | 5.33%                      | 5.33%                    | 5.33%                    |                               |                              |                             |                           |                           | Snohomish |
| City of Monroe            | 6.00%                          | 6.00%                          | 6.00%                        |                             |                            | 10.00%                   | 10.00%                   |                               | 6.00%                        | 6.00%                       |                           |                           | Snohomish |
| City of Granite Falls     | 6.00%                          | 6.00%                          | 6.00%                        |                             |                            | 20.00%                   | 20.00%                   |                               | 5.00%                        | 7.00%                       |                           |                           | Snohomish |
| City of Everett           | 6.00%                          | 6.00%                          | 6.00%                        | 6.00%                       | 6.00%                      |                          |                          |                               |                              |                             |                           |                           | Snohomish |
| City of Brier             | 6.00%                          | 6.00%                          | 6.00%                        | 5.00%                       |                            | 1.00%                    |                          |                               |                              | 3.00%                       | 1.00%                     |                           | Snohomish |
| City of Stanwood          | 6.00%                          | 6.00%                          | 6.00%                        | 3.00%                       | 6.00%                      | 10.70%                   | 6.00%                    | 6.00%                         |                              |                             |                           |                           | Snohomish |
| Town of Darrington        | 6.00%                          | 5.00%                          | 6.00%                        | 6.00%                       | 8.00%                      | 8.00%                    |                          |                               |                              |                             |                           |                           | Snohomish |
| Town of Woodway           | 6.00%                          | 6.00%                          | 6.00%                        | 6.00%                       | 6.00%                      | 6.00%                    | 6.00%                    | 6.00%                         | 6.00%                        |                             | 10.00%                    | 10.00%                    | Snohomish |
| City of Lake Stevens      | 6.00%                          | 6.00%                          | 6.00%                        |                             | 6.00%                      | 6.00%                    |                          |                               | 5.00%                        |                             |                           |                           | Snohomish |
| City of Lynnwood          | 6.00%                          | 6.00%                          | 6.00%                        | 6.00%                       | 6.00%                      | 6.00%                    | 6.00%                    | 6.00%                         |                              |                             |                           |                           | Snohomish |
| City of Marysville        | 5.00%                          | 5.00%                          | 6.00%                        |                             |                            |                          |                          |                               |                              |                             |                           |                           | Snohomish |
| City of Bothell           | 6.00%                          | 6.00%                          | 6.00%                        | 8.00%                       | 5.00%                      | 11.15%                   | 6.00%                    | 6.00%                         |                              |                             |                           |                           | Snohomish |
| City of Edmonds           | 6.00%                          | 6.00%                          | 6.00%                        | 6.00%                       | 6.00%                      | 10.00%                   | 10.00%                   | 10.00%                        |                              |                             |                           |                           | Snohomish |
| City of Mountlake Terrace | 6.00%                          | 6.00%                          | 6.00%                        | 5.00%                       | 10.00%                     | 13.80%                   | 10.00%                   | 10.00%                        |                              |                             |                           |                           | Snohomish |
| City of Sultan            | 6.00%                          | 6.00%                          | 6.00%                        | 6.00%                       | 6.00%                      | 6.00%                    | 6.00%                    |                               |                              |                             |                           |                           | Snohomish |
| City of Index             | Unkown                         | Unkown                         | Unkown                       | Unkown                      | Unkown                     | Unkown                   | Unkown                   | Unkown                        | Unkown                       | Unkown                      | Unkown                    | Unkown                    | Snohomish |
| City of Mill Creek        | Unkown                         | Unkown                         | Unkown                       | Unkown                      | Unkown                     | Unkown                   | Unkown                   | Unkown                        | Unkown                       | Unkown                      | Unkown                    | Unkown                    | Snohomish |

### Notes:

Some cities were not included in the results of the AWC survey. This occurs if a city fails to fill out the survey or does so late. In these cases, information was gathered from entity websites where readily available. No information was readily available for the Cities of Index and Mill Creek.

The Town of Woodway imposes a 6% utility tax on Sewer and a 10% franchise fee on the sewer utility as well.

The City of Mukilteo does not impose a utility tax on Sewer but does charge a 4% franchise fee on the sewer utility.