CITY COUNCIL MEETING AGENDA

City of Lake Stevens Vision Statement

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

December 10, 2024 - 6:00 PM
In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
or Join Zoom Meeting: https://lakestevenswa.zoom.us/j/89963596124
or call in at (253) 215-8782 Meeting ID 89963596124

1.	**Call to Order**		
2.	**Pledge of Allegiance**		Mayor
3.	**Roll Call**		
4.	**Approval of Agenda**		Council President
5.	**Guest Business**		
	A.	Introduce Brandon Tallman, Records Management Specialist	Kelly Chelin
	B.	Introduce Robert Charrette, Parks Maintenance Worker	Sarah Garceau
6.	**Citizen Comments**		
7.	**Council Business**		Council President
8.	**Mayor's Business**		
9.	**Consent Agenda**		
	A.	2024 Vouchers	Barb Stevens
	B.	City Council Meeting Minutes of November 19, 2024	Kelly Chelin
	C.	City Council Meeting Minutes of November 26, 2024	Kelly Chelin
	D.	Snohomish Regional Drug Task Force Interlocal Agreement	Jeffrey Beazizo
	E.	2024 Budget Amendment No. 3 - Ordinance 1193	Barb Stevens
10.	**Action Items**		
	A.	Ordinance 1194 Amending LSMC 3.08 Related to Utility Taxes	Barb Stevens, Aaron Halverson
	B.	Interim Ordinance 1192 Adoption - Compliance with SB 5290 Review Timelines	David Levitan

11. Discussion Items

A. Draft Land Use and Building Permit Fees Overview — Russ Wright, Christi Schmidt, Carol Manus

12. Executive Session - Confidential Session of the Council

A. Discussion of Property Acquisition and Potential Litigation or Litigation per RCW 42.30

13. 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.

BLANKET VOUCHER APPROVAL

2024

Payroll Direct Deposits		
Payroll Checks		
Electronic Funds Transfers	**ACH**	**$317,859.84**
Claims	**62259-62341**	**$403,933.67**
Void Checks		
Total Vouchers Approved:		**$721,793.51**

This 10th day of December 2024

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

Finance Director/Auditing Officer, Barb Stevens

Mayor, Brett Gailey

December 10, 2024

City expenditures by type for this voucher packet		
Personnel Costs	$0	0%
Payroll Federal Taxes	$209,556	29%
Retirement Benefits - Employer	$90,980	13%
Other Employer Paid Benefits	$503	0%
Employee Paid Benefits	$21,680	3%
Supplies	$30,867	4%
Professional Services	$185,897	26%
Capital *	$182,310	25%
Total	**$721,794**	**100%**

Large Purchases *

* Kubota Mini Excavator & Parts $148,967

* 91st Ave SE Sidewalk Improvements PE#4 $17,686

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 11/22/2024 - 12/05/2024

Total for Period
$721,793.51

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-43541	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor Name Tape - C Wells	62263	$20.66
911 Supply Inc	INV-2-43542	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor Name Tape - C Lyons	62263	$20.66
911 Supply Inc	INV-2-43543	001 008 521 20 31 06	LE - Uniform Clothing	CSO Uniform - M Cooper	62263	$584.31
911 Supply Inc	INV-2-43544	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor Name Tape - M Hingtgen	62263	$20.66
911 Supply Inc	INV-2-43545	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor Name Tape - D Carter	62263	$20.66
911 Supply Inc	INV-2-43546	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor Name Tape - K Parnell	62263	$20.66
					62263 Total	**$687.61**
AACRA Backflow Testing and Repair	15184	005 000 518 20 40 02	Rental Property Services	Backflow Service Call for Repair/Retest - Southlake Center	62264	$528.59
					62264 Total	**$528.59**
Ace Hardware	80288	101 016 544 90 31 02	ST-Operating Cost	Spray Paint/Mowing Head	62265	$130.00
Ace Hardware	80292	410 016 531 10 31 02	SW - Operating Costs	Tarps/Bungee Cords	62265	$103.79
Ace Hardware	80314	101 016 544 90 31 02	ST-Operating Cost	Contractor Bags/Tarp	62265	$79.77
Ace Hardware	80334	410 016 531 10 31 02	SW - Operating Costs	DW Max Battery	62265	$167.51
					62265 Total	**$481.07**
Alaska Rubber Group Inc	N070309	101 016 544 90 31 02	ST-Operating Cost	PW95 Backhoe Hose Parts	62266	$41.93
Alaska Rubber Group Inc	N070309	410 016 531 10 31 02	SW - Operating Costs	PW95 Backhoe Hose Parts	62266	$41.93
Alaska Rubber Group Inc	N070353	101 016 544 90 31 02	ST-Operating Cost	PW95 Backhoe Reducers	62266	$1.67
Alaska Rubber Group Inc	N070353	410 016 531 10 31 02	SW - Operating Costs	PW95 Backhoe Reducers	62266	$1.68
					62266 Total	**$87.21**
Alexander Printing Co Inc	86427	101 016 544 90 31 02	ST-Operating Cost	Business Cards - B Connolly	62267	$96.99
Alexander Printing Co Inc	86670	001 007 559 30 31 00	PB-Office Supplies	Business Cards - C Glaser/G Huhta	62267	$110.50
Alexander Printing Co Inc	86834	001 008 521 20 31 00	LE-Office Supplies	Door Hangers - Warning Notices	62267	$271.43
					62267 Total	**$478.92**
All Battery Sales and Service	300-10153354	101 016 544 90 31 02	ST-Operating Cost	Inverters	62268	$155.70
All Battery Sales and Service	300-10153354	410 016 531 10 31 02	SW - Operating Costs	Inverters	62268	$155.70
					62268 Total	**$311.40**
Alliance for Innovation Inc	2024-100701	001 001 513 10 49 01	Executive - Prof. Development	TLG Conf Registration - B Gailey	62269	$790.00
Alliance for Innovation Inc	2024-100701	001 002 513 11 49 00	AD-Staff Development	TLG Conf Registration - G Brazel	62269	$790.00
Alliance for Innovation Inc	2024-100701	001 005 518 10 49 01	HR-Staff Development	TLG Conf Registration - A Warrington	62269	$790.00
Alliance for Innovation Inc	2024-100701	101 016 542 30 49 01	ST-Staff Development	TLG Conf Registration - L Erickson	62269	$395.00
Alliance for Innovation Inc	2024-100701	410 016 531 10 49 01	SW - Staff Development	TLG Conf Registration - L Erickson	62269	$395.00
Alliance for Innovation Inc	2024-100701	410 016 531 10 49 01	SW - Staff Development	TLG Conf Registration - S Farrant	62269	$790.00
					62269 Total	**$3,950.00**
Amazon Capital Services	116Y-PYR6-KCTW	001 008 521 20 31 06	LE - Uniform Clothing	PD Uniform Pants/Jacket - C Kolomyza	62270	$276.25
Amazon Capital Services	11PY-TYGR-4943	001 010 576 80 31 07	PK-Recreation Supplies	Sand Bags for Popup Tent	62270	$14.14
Amazon Capital Services	14XT-GKPT-J4JX	001 013 518 20 31 00	GG-Operating Costs	Lanyards	62270	$37.15
Amazon Capital Services	14XT-GKPT-J4JX	001 013 518 20 31 00	GG-Operating Costs	Wireless Chargers/Business Card Holder - Gen Facilities	62270	$28.95
Amazon Capital Services	14XT-GKPT-J4JX	005 000 518 20 30 00	Rental Property Operating Cost	Wireless Chargers/Business Card Holder - Gen Facilities	62270	$10.22
Amazon Capital Services	14XT-GKPT-J4JX	101 016 544 90 31 02	ST-Operating Cost	Wireless Chargers/Business Card Holder - Gen Facilities	62270	$1.28
Amazon Capital Services	14XT-GKPT-J4JX	410 016 531 10 31 02	SW - Operating Costs	Wireless Chargers/Business Card Holder - Gen Facilities	62270	$2.13
Amazon Capital Services	1FTF-7RTX-34H4	001 010 576 80 31 00	PK-Operating Costs	Laptop Bag - J Meis	62270	$25.57
Amazon Capital Services	1J96-QMMG-4YNY	001 010 576 80 31 05	PK-R&M Supplies	Lawn Mower Rotary Seal Guard Refund	62270	($12.32)
Amazon Capital Services	1K7V-JCXT-03LYX	410 016 531 10 31 01	SW - Office Supplies	EXPO Wet Erase Marker Set	62270	$10.90
Amazon Capital Services	1KFJ-NGM4-3KG4	101 016 544 90 31 02	ST-Operating Cost	Wireless Keyboard/Mouse Combo	62270	$32.78
Amazon Capital Services	1KVD-PVNL-Q14V	001 010 576 80 31 05	PK-R&M Supplies	Lawn Mower Rotary Seal Guard	62270	$12.32

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1NND-76RC-H64H	001 008 521 20 31 01	LE-Fixed Minor Equipment	Laser Academy Targets/Training Kit/Shooting Performance System	62270	$860.17
Amazon Capital Services	1TXH-6KCC-G7P6	001 008 521 20 31 06	LE - Uniform Clothing	PD Uniform Taser Holder	62270	$67.82
					62270 Total	**$1,367.36**
American Red Cross	22739607	001 003 514 20 49 02	CC-Staff Development	Adult/Pediatric First Aid/CPR/AED-BL Training	62271	$38.00
American Red Cross	22739607	001 004 514 23 49 01	FI-Staff Development	Adult/Pediatric First Aid/CPR/AED-BL Training	62271	$76.00
American Red Cross	22739607	001 005 518 10 49 01	HR-Staff Development	Adult/Pediatric First Aid/CPR/AED-BL Training	62271	$38.00
American Red Cross	22739607	001 007 558 50 49 01	PL-Staff Development	Adult/Pediatric First Aid/CPR/AED-BL Training	62271	$38.00
American Red Cross	22739607	001 010 576 80 49 01	PK-Staff Development	Adult/Pediatric First Aid/CPR/AED-BL Training	62271	$76.00
American Red Cross	22739607	101 016 542 30 49 01	ST-Staff Development	Adult/Pediatric First Aid/CPR/AED-BL Training	62271	$19.00
American Red Cross	22739607	410 016 531 10 49 01	SW - Staff Development	Adult/Pediatric First Aid/CPR/AED-BL Training	62271	$19.00
					62271 Total	**$304.00**
BCRA Inc	32989	004 010 594 76 60 01	PR - Eagle Ridge Park	Eagle Ridge Park Phase 2	62272	$8,781.25
					62272 Total	**$8,781.25**
Builders Exchange of Washington Inc	1078350	301 016 595 30 60 05	TZ1 - Main Street	Main Street Improvements Builders Exchange Publication	62273	$39.75
					62273 Total	**$39.75**
CDW Government Inc	AB55F2N	101 016 544 90 31 02	ST-Operating Cost	Wireless Keyboard and Mouse Combo	62274	$153.26
					62274 Total	**$153.26**
Chicago Title Company of Washington	500142089/1	301 016 595 30 60 05	TZ1 - Main Street	Recording Fees 1702 Main St	62275	$1,025.31
					62275 Total	**$1,025.31**
City of Everett	I240006752	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 10-2024	62276	$2,400.00
					62276 Total	**$2,400.00**
City of Marysville	24-0010	001 008 523 60 41 00	LE-Jail	Prisoner Housing/Medical/Video Court 10-2024	62277	$15,865.28
					62277 Total	**$15,865.28**
Cory de Jong and Sons Inc	F328503	001 013 518 20 31 00	GG-Operating Costs	Super Fine Bark for CH	62278	$198.93
					62278 Total	**$198.93**
David Evans and Associates Inc	575398	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Svcs LUA2024-0183 Batcheldor Review	62279	$3,762.52
					62279 Total	**$3,762.52**
Dept of Licensing	112324 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 11/17/24 - 11/23/24	62280	$144.00
					62280 Total	**$144.00**
Dept of Retirement (Deferred Comp)	11252024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	$8,459.85
					EFT Total	**$8,459.85**
Dept of Retirement PERS LEOFF	11252024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	$90,648.36
Dept of Retirement PERS LEOFF	11252024	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	$331.39
					EFT Total	**$90,979.75**
Dicks Towing Inc	18294233	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2024-19895	62281	$196.08
Dicks Towing Inc	18294414	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2024-20042	62281	$196.08
Dicks Towing Inc	18294990	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2024-20507	62281	$197.16
					62281 Total	**$589.32**
Dreher	121224 D DREHER	001 008 521 20 43 00	LE-Travel & Per Diem	HIDTA from Kingpin to Educator Meal PerDiem - D Dreher	62282	$27.00
					62282 Total	**$27.00**
EFTPS	11252024	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	$209,556.39
					EFT Total	**$209,556.39**
Electronic Business Machines	AR290729	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	62283	$31.35
Electronic Business Machines	AR290729	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	62283	$31.34
Electronic Business Machines	AR290729	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	62283	$31.35
					62283 Total	**$94.04**
Elite Securities Inc	34940	302 010 594 76 61 04	PM - Eagle Ridge	Lock Core Door - Eagle Ridge	62284	$389.46
					62284 Total	**$389.46**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Erickson	101424 LORI	001 013 518 10 30 00	LEAN Training - Supplies	Food/Containers for Lean Classes Reimbursement - L Erickson	62285	$127.01
Erickson	111424 LORI	101 016 543 30 43 00	ST-Travel & Meetings	WA Dgital Gov Summit Conf Parking Reimbursement - L Erickson	62285	$11.02
Erickson	111424 LORI	410 016 531 10 43 00	SW - Travel & Meetings	WA Dgital Gov Summit Conf Parking Reimbursement - L Erickson	62285	$11.03
					62285 Total	**$149.06**
Farrant	100824 FARRANT1	410 016 531 10 43 00	SW - Travel & Meetings	WALPA Conf Hotel - S Waltz	62286	$341.54
Farrant	100824 FARRANT2	410 016 531 10 43 00	SW - Travel & Meetings	WALPA Conf Hotel - S Farrant	62286	$341.79
Farrant	100824 FARRANT3	410 016 531 10 43 00	SW - Travel & Meetings	WALPA Conf Meal PerDiem - S Farrant	62286	$164.00
					62286 Total	**$847.33**
Fastenal Company	WAARN175838	101 016 544 90 31 02	ST-Operating Cost	Ear Plugs/Safety Glasses/Gloves/QwikStiks	62287	$109.43
Fastenal Company	WAARN175838	410 016 531 10 31 02	SW - Operating Costs	Ear Plugs/Safety Glasses/Gloves/QwikStiks	62287	$109.43
					62287 Total	**$218.86**
Feldman and Lee PS	2024 LKS-SSP-11	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program 11-2024	62288	$600.00
Feldman and Lee PS	2024 LKS-SSP-11	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services Program 11-2024	62288	$460.00
Feldman and Lee PS	2024 LKS-SSP-11	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program 11-2024	62288	$900.00
					62288 Total	**$1,960.00**
Ferguson Enterprises 3007	3157098	410 016 531 10 31 02	SW - Operating Costs	Copper Coupling/Pipe Cutter/Deburring Tool	62289	$138.81
Ferguson Enterprises 3007	WE448985	410 016 531 10 31 02	SW - Operating Costs	Cordless Press Tool Kit/Adapter/Tee/Union	62289	$5,699.54
Ferguson Enterprises 3007	WE451809	410 016 531 10 31 02	SW - Operating Costs	Twin Pump Booster System	62289	$9,508.79
					62289 Total	**$15,347.14**
Galls LLC	29705508	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Shirt Refund - Records	62290	($43.41)
Galls LLC	29705528	001 008 521 20 31 06	LE - Uniform Clothing	Jacket Refund - C Kolomyza	62290	($250.84)
Galls LLC	29747702	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - J Tannen	62290	$707.12
Galls LLC	29747703	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - B Fiske	62290	$641.06
					62290 Total	**$1,053.93**
Grainger	9168146562	001 010 576 80 31 06	PK-Lake Safety	Floatation Device Cabinet NCBL	62291	$2,889.84
					62291 Total	**$2,889.84**
Granite Construction Supply	104738	001 010 576 80 31 06	PK-Lake Safety	Concrete Rings for Buoys	62292	$796.78
Granite Construction Supply	104947	101 016 542 64 31 00	ST-Traffic Control - Supply	Misc Street Signs	62292	$148.37
Granite Construction Supply	104948	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	62292	$281.34
Granite Construction Supply	104949	101 016 542 64 31 00	ST-Traffic Control - Supply	No Parking Signs	62292	$274.75
Granite Construction Supply	104950	101 016 544 90 31 02	ST-Operating Cost	Pruning Reciprocating Blades	62292	$623.01
Granite Construction Supply	104952	101 016 542 64 31 00	ST-Traffic Control - Supply	Square Post Street Sign Brackets	62292	$219.25
Granite Construction Supply	104964	101 016 544 90 31 02	ST-Operating Cost	Surveyors Vest/NEBO Slim-Rechargeable	62292	$115.97
					62292 Total	**$2,459.47**
Guardian Alliance Technologies Inc	26366	001 008 521 20 41 00	LE-Professional Services	Guardian Platform Software License Monthly Fee	62293	$65.00
					62293 Total	**$65.00**
Hathaway	37417	001 007 558 50 31 00	PL-Office Supplies	Nameplates - M Matz/G Huhta	62294	$40.82
Hathaway	37427	001 013 518 20 31 00	GG-Operating Costs	Nameplates - M Anderson/S VanOstrand - Gen Facilities	62294	$38.71
Hathaway	37427	005 000 518 20 30 00	Rental Property Operating Cost	Nameplates - M Anderson/S VanOstrand - Gen Facilities	62294	$13.66
Hathaway	37427	101 016 544 90 31 02	ST-Operating Cost	Nameplates - M Anderson/S VanOstrand - Gen Facilities	62294	$1.71
Hathaway	37427	410 016 531 10 31 02	SW - Operating Costs	Nameplates - M Anderson/S VanOstrand - Gen Facilities	62294	$2.85
					62294 Total	**$97.75**
Honey Bucket	554539071	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	62295	$167.75
Honey Bucket	554539072	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Davies Beach	62295	$264.50
Honey Bucket	554546767	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	62295	$142.00
					62295 Total	**$574.25**
Horizon Distributors Inc	2M155838	101 016 544 90 31 02	ST-Operating Cost	Spred-Rite Spreader	62296	$294.53
					62296 Total	**$294.53**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
HSA Bank	11252024	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	62259	$415.00
					62259 Total	**$415.00**
Ink It Your Way LLC	11754	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Jacket/Polo Logo	62297	$62.67
					62297 Total	**$62.67**
Kitsap Tractor & Equipment	E0217702	530 016 594 48 60 00	Purchase Of Capital Equipment	Kubota Mini Excavator & Parts PO #1953	62298	$148,967.00
Kitsap Tractor & Equipment	P1487002	410 016 531 10 31 02	SW - Operating Costs	Kubota Coupler	62298	$372.12
					62298 Total	**$149,339.12**
KPG Psomas Inc	215574	001 007 558 50 41 00	PL-Professional Servic	91st Ave NE Streetscape Conceptual Design	62299	$3,806.17
					62299 Total	**$3,806.17**
Kustom Signals Inc	616175	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Pro-Laser IV Repair Service	62300	$255.32
					62300 Total	**$255.32**
Lake Industries LLC	305361	410 016 531 10 31 02	SW - Operating Costs	Fill Material Hauled In	62301	$384.00
					62301 Total	**$384.00**
Lake Stevens Chamber of Commerce	12-2024 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 12-2024	62302	$1,500.00
					62302 Total	**$1,500.00**
Lake Stevens Police Guild	11252024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	62260	$1,447.00
					62260 Total	**$1,447.00**
Lake Stevens Sewer District	1195 11-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	62303	$99.00
Lake Stevens Sewer District	12326 11-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	62303	$105.00
Lake Stevens Sewer District	13135 11-2024	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	62303	$237.72
Lake Stevens Sewer District	13135 11-2024	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	62303	$475.45
Lake Stevens Sewer District	13135 11-2024	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	62303	$237.73
Lake Stevens Sewer District	2538 11-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	62303	$1,258.95
Lake Stevens Sewer District	3628 11-2024	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	62303	$180.18
Lake Stevens Sewer District	5189 11-2024	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	62303	$361.35
Lake Stevens Sewer District	6294 11-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	62303	$99.00
Lake Stevens Sewer District	6296 11-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	62303	$99.00
Lake Stevens Sewer District	6390 11-2024	005 000 518 20 40 01	Rental Property Utilities	Sewer - 1819 S Lake Stevens Acct 6390-03	62303	$99.00
Lake Stevens Sewer District	6666 11-2024	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	62303	$99.00
Lake Stevens Sewer District	6671 11-2024	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	62303	$99.00
Lake Stevens Sewer District	6810 11-2024	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	62303	$198.00
Lake Stevens Sewer District	7002 11-2024	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	62303	$99.00
Lake Stevens Sewer District	8710 11-2024	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	62303	$99.00
Lake Stevens Sewer District	9902 11-2024	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	62303	$99.00
					62303 Total	**$3,945.38**
Language Line Services Inc	11458159	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	62304	$124.66
					62304 Total	**$124.66**
Lemay Mobile Shredding Inc	4867192S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	62305	$42.27
					62305 Total	**$42.27**
Les Schwab Group Holdings LLC	40200744082	101 016 544 90 31 02	ST-Operating Cost	Passenger Tires Disposal	62306	$39.25
					62306 Total	**$39.25**
MissionSquare - 108991	6938070	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	62261	$502.96
					62261 Total	**$502.96**
MissionSquare - 307428	6355230	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	62262	$2,493.91
					62262 Total	**$2,493.91**
Myron Corp	136098381	001 008 521 30 31 00	LE-Community Outreach Supplies	Keychains	62307	$561.19
					62307 Total	**$561.19**
Nationwide Retirement Solution	11252024	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	$7,988.22
					EFT Total	**$7,988.22**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Northwest Crane Inspection Inc	2875A	101 016 542 30 41 02	ST-Professional Service	Crane Annual Inspection/Load Test	62308	$300.00
Northwest Crane Inspection Inc	2875A	410 016 531 10 41 01	SW - Professional Services	Crane Annual Inspection/Load Test	62308	$300.00
					62308 Total	**$600.00**
O Reilly Auto Parts	2960-100455	001 010 576 80 48 01	PK - R&M Vehicles	Battery Core/Exchange PW22	62309	$125.32
O Reilly Auto Parts	2960-499087	101 016 544 90 31 02	ST-Operating Cost	Marker Light/Fuel Water Sep PW71	62309	$47.87
O Reilly Auto Parts	2960-499087	410 016 531 10 31 02	SW - Operating Costs	Marker Light/Fuel Water Sep PW91	62309	$47.87
O Reilly Auto Parts	2960-499153	101 016 544 90 31 02	ST-Operating Cost	Oil Filters	62309	$11.57
O Reilly Auto Parts	2960-499153	410 016 531 10 31 02	SW - Operating Costs	Oil Filters	62309	$11.56
O Reilly Auto Parts	2960-499705	001 013 518 20 31 00	GG-Operating Costs	Power Rtd Belt	62309	$22.79
					62309 Total	**$266.98**
Occupational Health Centers of Washington PS	84650453	410 016 531 10 41 01	SW - Professional Services	Employee Hearing Test	62310	$81.00
					62310 Total	**$81.00**
Perteet Inc	20240030.0000-3	001 007 558 50 41 00	PL-Professional Servic	Chapel Hill Wetland Delineation	62311	$1,135.00
					62311 Total	**$1,135.00**
Puget Sound Energy	200003723810 11-2024	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	62312	$169.40
Puget Sound Energy	200024316495 11-2024	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	62312	$143.13
Puget Sound Energy	200024316495 11-2024	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	62312	$143.13
Puget Sound Energy	200024316495 11-2024	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	62312	$143.13
Puget Sound Energy	220022339471 11-2024	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	62312	$295.19
Puget Sound Energy	220024770236 11-2024	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	62312	$144.83
Puget Sound Energy	220028663866 11-2024	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	62312	$157.53
Puget Sound Energy	220028663874 11-2024	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 1819 S Lake Stevens Rd	62312	$95.82
					62312 Total	**$1,292.16**
Reece Construction Company	PE #4 OVERLAY	120 000 382 20 00 00	Retainage	2024 Overlay Project PE#4 Retainage	62313	($2,423.60)
Reece Construction Company	PE #4 OVERLAY	120 016 542 30 41 00	TBP - Pavement Preservation	2024 Overlay Project PE#4	62313	$48,472.06
					62313 Total	**$46,048.46**
Rexel USA Inc	5S68185	001 013 518 20 31 00	GG-Operating Costs	Metal Halide Lamps - Library	62314	$43.10
Rexel USA Inc	5S78246	001 013 518 20 31 00	GG-Operating Costs	Automatic Transfer Switch - Gen Facilites	62314	$604.59
Rexel USA Inc	5S78246	005 000 518 20 30 00	Rental Property Operating Cost	Automatic Transfer Switch - Gen Facilites	62314	$213.38
Rexel USA Inc	5S78246	101 016 544 90 31 02	ST-Operating Cost	Automatic Transfer Switch - Gen Facilites	62314	$26.67
Rexel USA Inc	5S78246	410 016 531 10 31 02	SW - Operating Costs	Automatic Transfer Switch - Gen Facilites	62314	$44.45
Rexel USA Inc	5S82013	001 013 518 20 31 00	GG-Operating Costs	Hex Key Set - Gen Facilites	62314	$41.10
Rexel USA Inc	5S82013	005 000 518 20 30 00	Rental Property Operating Cost	Hex Key Set - Gen Facilites	62314	$14.50
Rexel USA Inc	5S82013	101 016 544 90 31 02	ST-Operating Cost	Hex Key Set - Gen Facilites	62314	$1.81
Rexel USA Inc	5S82013	410 016 531 10 31 02	SW - Operating Costs	Hex Key Set - Gen Facilites	62314	$3.02
Rexel USA Inc	5S90378	005 000 518 20 30 00	Rental Property Operating Cost	Compact Fluorescent Lamps - 10515 20th St SE	62314	$215.13
					62314 Total	**$1,207.75**
Right On Heating and Sheet Metal Inc	32062	001 008 521 50 48 00	LE-Facility Repair & Maint	Anuual HVAC Maint - PD	62315	$201.27
Right On Heating and Sheet Metal Inc	32062	001 012 569 00 48 00	CS- Senior Services R&M	Anuual HVAC Maint - Senior Center	62315	$201.27
Right On Heating and Sheet Metal Inc	32062	001 012 572 20 48 00	CS- Library-Repair & Maint	Anuual HVAC Maint - Library	62315	$201.27
Right On Heating and Sheet Metal Inc	32062	001 012 575 50 48 00	CS- The Mill - R & M	Anuual HVAC Maint - The Mill	62315	$201.27
Right On Heating and Sheet Metal Inc	32062	001 013 518 20 48 00	GG-Repair & Maintenance	Anuual HVAC Maint - CH (A) & (B)	62315	$402.54
Right On Heating and Sheet Metal Inc	32062	101 016 542 30 48 00	ST-Repair & Maintenance	Anuual HVAC Maint - PW Shop	62315	$100.63
Right On Heating and Sheet Metal Inc	32062	410 016 531 10 48 00	SW - Repairs & Maintenance	Anuual HVAC Maint - PW Shop	62315	$100.63
					62315 Total	**$1,408.88**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Romanaggi	102224 BEN	101 016 543 30 43 00	ST-Travel & Meetings	IACC Training Meal PerDiem - B Romanaggi	62316	$41.00
Romanaggi	102224 BEN	410 016 531 10 43 00	SW - Travel & Meetings	IACC Training Meal PerDiem - B Romanaggi	62316	$41.00
Romanaggi	110524 BEN	101 016 543 30 43 00	ST-Travel & Meetings	APWA Training Hotel Reimbursement - B Romanaggi	62316	$154.35
Romanaggi	110524 BEN	101 016 543 30 43 00	ST-Travel & Meetings	APWA Training Meal PerDiem - B Romanaggi	62316	$39.00
Romanaggi	110524 BEN	101 016 543 30 43 00	ST-Travel & Meetings	AWPA Training Mileage PerDiem - B Romanaggi	62316	$46.43
Romanaggi	110524 BEN	410 016 531 10 43 00	SW - Travel & Meetings	APWA Training Hotel Reimbursement - B Romanaggi	62316	$154.35
Romanaggi	110524 BEN	410 016 531 10 43 00	SW - Travel & Meetings	APWA Training Meal PerDiem - B Romanaggi	62316	$39.00
Romanaggi	110524 BEN	410 016 531 10 43 00	SW - Travel & Meetings	AWPA Training Mileage PerDiem - B Romanaggi	62316	$46.43
					62316 Total	**$561.56**
SavATree LLC	700269	101 016 542 30 41 04	ST - Prof Service - Trees	Tree Removal Services 621 E Lake Stevens Rd	62317	$3,706.34
					62317 Total	**$3,706.34**
Snohomish County 911	7736	001 008 528 00 41 00	LE-SNO911	Dispatch Services	62318	$35,373.30
					62318 Total	**$35,373.30**
Snohomish County Human Services Dept	I000657213	001 013 566 00 41 00	GG - Liquor Tax to SnoCo	Q3 2024 Liquor Excise Taxes	62319	$3,037.43
					62319 Total	**$3,037.43**
Snohomish County PUD	100814912	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	62320	$133.55
Snohomish County PUD	100814912	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	62320	$372.99
Snohomish County PUD	100814912	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	62320	$130.72
Snohomish County PUD	100814912	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	62320	$42.97
Snohomish County PUD	100817020	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	62320	$10.19
Snohomish County PUD	100817020	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	62320	$1,541.37
Snohomish County PUD	100817020	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	62320	$223.55
Snohomish County PUD	106332084	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	62320	$33.81
Snohomish County PUD	112905172	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	62320	$76.81
Snohomish County PUD	112905790	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	62320	$132.23
Snohomish County PUD	112905791	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	62320	$406.97
Snohomish County PUD	119501981	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	62320	$69.59
Snohomish County PUD	119507948	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	62320	$26.69
Snohomish County PUD	122811191	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	62320	$59.82
Snohomish County PUD	122811192	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	62320	$39.59
Snohomish County PUD	126121196	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	62320	$88.34
Snohomish County PUD	129401881	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	62320	$75.51
Snohomish County PUD	129406370	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	62320	$108.05
Snohomish County PUD	132714725	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	62320	$301.85
Snohomish County PUD	132714725	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	62320	$301.86
Snohomish County PUD	132714725	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	62320	$301.86
Snohomish County PUD	139223323	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	62320	$29.15
					62320 Total	**$4,507.47**
Snohomish County PUD	142559552	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	62321	$602.59
Snohomish County PUD	145913957	001 010 576 80 47 00	PK-Utilities	222205049 Oak Park Electric	62321	$43.16
Snohomish County PUD	149206203	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	62321	$66.82
Snohomish County PUD	152518559	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric/Water	62321	$173.01
Snohomish County PUD	152525242	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	62321	$9.30
Snohomish County PUD	155792090	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	62321	$72.81
Snohomish County PUD	155794658	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	62321	$75.77
Snohomish County PUD	155794658	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	62321	$75.75
Snohomish County PUD	155794658	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	62321	$75.75

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	155796927	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	62321	$68.73
Snohomish County PUD	158980692	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	62321	$61.85
Snohomish County PUD	162131001	005 000 518 20 40 01	Rental Property Utilities	224209403 10519 20th St SE Ste 3A & 3B	62321	$37.06
Snohomish County PUD	162131651	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	62321	$68.24
Snohomish County PUD	162133453	005 000 518 20 40 01	Rental Property Utilities	222450314 Commercial Bldg 1819 S Lake Stevens	62321	$461.25
Snohomish County PUD	165322698	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	62321	$61.85
Snohomish County PUD	165325107	005 000 518 20 40 01	Rental Property Utilities	224091256 10515 20th St SE	62321	$268.89
Snohomish County PUD	165325107	005 000 518 20 40 01	Rental Property Utilities	224091256 10519 20th St SE	62321	$239.84
					62321 Total	**$2,462.67**
Snohomish County Sheriffs Office	2024-8444	001 008 523 60 41 00	LE-Jail	Jail Services 10-2024	62322	$14,076.43
					62322 Total	**$14,076.43**
Snohomish Regional Fire and Rescue	24-1029-833	001 012 575 50 48 00	CS- The Mill - R & M	Annual Fire Safety Inspection - The Mill	62323	$75.00
Snohomish Regional Fire and Rescue	24-1029-834	001 013 518 20 48 00	GG-Repair & Maintenance	Annual Fire Safety Inspection - CH	62323	$75.00
Snohomish Regional Fire and Rescue	24-1029-835	001 013 518 20 48 00	GG-Repair & Maintenance	Annual Fire Safety Inspection - CH Admin Bldg	62323	$50.00
Snohomish Regional Fire and Rescue	24-1029-839	001 012 569 00 48 00	CS- Senior Services R&M	Annual Fire Safety Inspection - Senior Center	62323	$50.00
Snohomish Regional Fire and Rescue	24-1029-840	001 010 576 80 48 00	PK-Repair & Maintenance	Annual Fire Safety Inspection - PW Shop	62323	$166.66
Snohomish Regional Fire and Rescue	24-1029-840	101 016 542 30 48 00	ST-Repair & Maintenance	Annual Fire Safety Inspection - PW Shop	62323	$166.67
Snohomish Regional Fire and Rescue	24-1029-840	410 016 531 10 48 00	SW - Repairs & Maintenance	Annual Fire Safety Inspection - PW Shop	62323	$166.67
					62323 Total	**$750.00**
Snohomish Tree Company LLC	3250	101 016 542 30 41 04	ST - Prof Service - Trees	Tree Removal Services 527 99th Ave SE	62324	$2,022.05
					62324 Total	**$2,022.05**
Sound Publishing Inc	EDH1004893	001 013 518 30 41 01	GG-Advertising	Salary Commission PH	62325	$37.96
Sound Publishing Inc	EDH1005327	001 013 518 30 41 01	GG-Advertising	Ordinance 1191	62325	$27.64
Sound Publishing Inc	EDH1005405	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0195 Closser Dock Replacement	62325	$74.08
					62325 Total	**$139.68**
Sound Safety Products Co Inc	95755/6	410 016 531 10 31 00	SW - Clothing	Winter Jacket - D Mathis	62326	$177.06
					62326 Total	**$177.06**
Sound Security Inc	1153942	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	62327	$17.85
Sound Security Inc	1153942	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	62327	$316.42
Sound Security Inc	1153942	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	62327	$130.93
Sound Security Inc	1153942	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	62327	$672.26
Sound Security Inc	1153942	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	62327	$658.10
Sound Security Inc	1153942	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	62327	$316.43
Sound Security Inc	1153942	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	62327	$316.42
					62327 Total	**$2,428.41**
Sprague Pest Solutions	5624738	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	62328	$105.20
Sprague Pest Solutions	5624739	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	62328	$93.18
Sprague Pest Solutions	5624739	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	62328	$93.18
Sprague Pest Solutions	5624740	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	62328	$138.26
Sprague Pest Solutions	5624778	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	62328	$105.20
Sprague Pest Solutions	5624779	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	62328	$105.20
					62328 Total	**$640.22**
Transpo Group USA Inc	33744	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	62329	$5,421.17
					62329 Total	**$5,421.17**
TransUnion Risk and Alternative Data Solutions Inc	4016011-202411-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	TILO - Information Gathering Services	62330	$81.98
					62330 Total	**$81.98**
Trevor Justin Government Relations	25	001 013 511 70 40 00	Lobbying Services	Lobbying Services 11-2024	62331	$5,000.00
					62331 Total	**$5,000.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Trueheart Family Counseling	1965	001 005 517 90 41 00	HR-Wellness Program	Mental Health Counseling Services	62332	$2,000.00
Trueheart Family Counseling	1965	001 008 521 20 41 02	LE-Prof Srv - Wellness Grant	Mental Health Counseling Services	62332	$4,000.00
					62332 Total	**$6,000.00**
ULINE	184843094	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies - Gen Facilities	62333	$1,133.74
ULINE	184843094	005 000 518 20 30 00	Rental Property Operating Cost	Janitorial Supplies - Gen Facilities	62333	$400.14
ULINE	184843094	101 016 544 90 31 02	ST-Operating Cost	Janitorial Supplies - Gen Facilities	62333	$50.02
ULINE	184843094	410 016 531 10 31 02	SW - Operating Costs	Janitorial Supplies - Gen Facilities	62333	$83.36
					62333 Total	**$1,667.26**
UPS	0000074Y42474	001 008 521 20 42 00	LE-Communication	Evidence Shipping	62334	$30.58
UPS	0000074Y42484	001 008 521 20 42 00	LE-Communication	Evidence Shipping	62334	$1.22
					62334 Total	**$31.80**
Verizon Wireless	9977674295	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	62335	$304.09
Verizon Wireless	9977674295	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	62335	$42.28
Verizon Wireless	9977674295	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	62335	$47.28
Verizon Wireless	9977674295	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	62335	$189.86
Verizon Wireless	9977674295	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	62335	$47.28
Verizon Wireless	9977674295	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	62335	$226.40
Verizon Wireless	9977674295	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	62335	$268.97
Verizon Wireless	9977674295	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	62335	$383.25
Verizon Wireless	9977674295	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	62335	$209.59
Verizon Wireless	9977674295	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	62335	$536.78
Verizon Wireless	9977674295	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	62335	$959.02
Verizon Wireless	9977674295	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	62335	$959.02
Verizon Wireless	9979448327	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	62335	$3,294.65
					62335 Total	**$7,468.47**
Washington Alarm Inc	635276	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10515 20th St SE 12-2024	62336	$49.19
Washington Alarm Inc	635277	005 000 518 20 40 02	Rental Property Services	Elevator Monitoring 10515 20th St SE 12-2024	62336	$27.33
Washington Alarm Inc	635278	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10519 20th St SE 12-2024	62336	$49.19
					62336 Total	**$125.71**
Washington State Dept of Natural Resources	9180050	001 010 576 80 41 00	PK-Professional Services	Forest Land Assessments	62337	$182.04
Washington State Dept of Natural Resources	9180050	001 013 518 20 41 00	GG-Professional Service	Forest Land Assessments	62337	$6.14
Washington State Dept of Natural Resources	9180050	101 016 542 30 41 02	ST-Professional Service	Forest Land Assessments	62337	$17.44
Washington State Dept of Natural Resources	9180050	410 016 531 10 41 01	SW - Professional Services	Forest Land Assessments	62337	$15.86
					62337 Total	**$221.48**
Washington State Support Registry	11252024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	$875.63
					EFT Total	**$875.63**
Webb	PE #4 91ST AVE	301 016 595 61 64 06	TZ3- TBP03 - 91st Av SE Sidwlk	91st Ave SE Sidewalk Improvements PE#4	62338	$8,489.40
Webb	PE #4 91ST AVE	301 016 595 61 64 07	TZ2- TBP02 - 91st Av SE Sidwlk	91st Ave SE Sidewalk Improvements PE#4	62338	$9,196.86
					62338 Total	**$17,686.26**
West Coast Code Consultants Inc	2024-613-OCT	001 007 558 50 41 04	Permit Related Professional Sr	Building Inspection Services 10-2024	62339	$4,492.69
					62339 Total	**$4,492.69**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
WR Lake Stevens LLC	10-2024 PW	001 002 513 11 41 00	AD-Professional Services	Car Washes for Admin Vehicles	62340	$20.00
WR Lake Stevens LLC	10-2024 PW	001 005 518 10 41 00	HR-Professional Services	Car Washes for HR Vehicles	62340	$20.00
WR Lake Stevens LLC	10-2024 PW	001 007 559 30 48 00	PB-Repair & Maintenance	Car Washes for Building Vehicles	62340	$80.00
WR Lake Stevens LLC	10-2024 PW	001 010 576 80 41 00	PK-Professional Services	Car Washes for Parks Vehicles	62340	$60.00
WR Lake Stevens LLC	10-2024 PW	101 016 542 30 41 02	ST-Professional Service	Car Washes for PW Vehicles	62340	$80.00
WR Lake Stevens LLC	10-2024 PW	410 016 531 10 41 01	SW - Professional Services	Car Washes for PW Vehicles	62340	$80.00
WR Lake Stevens LLC	11-2024 PD	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Washes for PD Vehicles 11-2024	62340	$700.00
					62340 Total	**$1,040.00**
Ziply Fiber	11-2024 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	62341	$98.17
Ziply Fiber	11-2024 ZIPLY	005 000 518 20 40 01	Rental Property Utilities	Telephone Services 10515 20th St	62341	$59.44
Ziply Fiber	11-2024 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	62341	$74.05
					62341 Total	**$231.66**

CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
Tuesday, November 19, 2024, at 6:00 p.m.
By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER:	6:00 p.m. by Mayor Brett Gailey
ELECTED OFFICIALS PRESENT:	Councilmembers Kim Daughtry, Gary Petershagen, Kymm Shipman, Steve Ewing, Anji Jorstad, and Ryan Donoghue
ELECTED OFFICIALS ABSENT:	Councilmember Marcus Tageant

Call to Order
Mayor Gailey called the meeting to order at 6:00 p.m.

Guest Business
Webelos Cub Scout Den-Pack 41

City Department Report
Facility Condition Assessment
A consultant from Atkins Realis presented to Council.

Public Works Department Report
Public Works Halverson reported to Council.

Human Resources Department
Human Resources Director Warrington reported to Council.

3rd Quarter Report and 2025 Work Program for Community Development
Planning Manager Schmidt reported to Council.

Discussion Items
Interim Ordinance to Comply with SB 5290
Senior Planner Levitan presented an interim ordinance to amend Chapter 14.16A LSMC (Administration and Procedures) to meet the project permit application review time frames and other updated components of the Growth Management Act established by SB 5290 (2023) that go into effect on January 1, 2025. This Ordinance will come back to Council for action on December 10, 2024.

Adjournment
The meeting adjourned at 7:04 p.m.

Brett Gailey, Mayor	Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES
November 26, 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. Mayor Brett Gailey
ELECTED OFFICIALS PRESENT:	Council President Gary Petershagen, Kim Daughtry, Ryan Donoghue, Marcus Tageant, Kymm Shipman, Steve Ewing and Anji Jorstad.

5:30 p.m. Council Group Picture for Community Transit

6:00 p.m. Call to Order
Mayor Brett Gailey called the meeting to order at 6:00 p.m.

Pledge of Allegiance
Mayor Brett Gailey led the Pledge of Allegiance.

Roll Call
All Councilmembers were present.

Approval of Agenda
Council President Petershagen asked that a storm report from Public Works Director Halverson be added to the agenda.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Donoghue, to approve the agenda as amended. The motion passed 7-0-0-0.

Guest Business
Community Transit Microtransit Pilot Program
CEO Ric Ilgenfritz and staff spoke to Council about the new pilot program in Lake Stevens.

Introduce Returning Officer Wayne Aukerman and Community Services Officer Margaret Cooper

Introduce Parks Maintenance Worker Nathan Grueber

Citizen Comments
Andrea Wright, Lake Stevens Sewer District Commissioner. Andrea spoke to the Council about the sewer utility tax discussion on the agenda.

Nathan Packard, Lake Stevens. Nathan also spoke to the concerns with a sewer utility tax.

Council Business

City Department Report
Storm Report
Director Halverson and Parks Director Garceau reported to Council.

2024 WCIA Risk Review and Audit
Risk Manager Roth reported to Council.

Consent Agenda
MOTION. Councilmember Tageant made a motion, seconded by Councilmember Ewing, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda items were as follows:

- 2024 Vouchers
- City Council Meeting Minutes of November 12, 2024
- WSDOT Mutual Aid Agreement - Public Works Emergency Response Assistance
- Main Street Improvements Project Construction Contract
- Interlocal Agreement with the Everett Animal Shelter Fee Increase

Discussion Items
2024 Budget Amendment No. 3
Director Stevens reviewed the detail of Ordinance 1193, amending the beginning and ending balances, revenues and expenditures in the funds set forth in the ordinance. This Ordinance will come back for action on December 10, 2024.

Community Services Officer Position
Police Commander Thomas discussed the need to update the current Community Service Officer position to include park ranger duties. This item will need come back for a budget amendment at a future meeting.

Sewer Utility Tax Discussion
Finance Director Stevens explained that each year, as part of the budget process, the City assesses revenue streams including utility taxes. The addition of sewer and stormwater utility taxes has been reviewed annually. Once again, during the 2025 budget process, the recommendation to add a tax on sewer utility providers was discussed. Council engaged in a discussion. This item will be brought back to the Council with further information on December 10, 2024.

MOTION. At 8:00 p.m., Councilmember Donoghue made a motion, seconded by Councilmember Ewing, to extend the meeting for approximately 25 minutes. The motion passed 7-0-0-0.

Executive Session – Confidential Session per RCW 42.30
The meeting recessed to Executive Session to discuss Property Acquisition for approximately 15 minutes, until 8:22 p.m. There may be action.

Reconvene to Regular Session
The meeting reconvened to regular session at 8:22 p.m. There was no action.

Adjournment
MOTION. Councilmember Tageant made a motion, seconded by Councilmember Ewing, to adjourn the meeting. The motion passed 7-0-0-0.

The meeting adjourned at 8:22 p.m.

Brett Gailey, Mayor	Kelly M. Chelin, City Clerk

CITY COUNCIL STAFF REPORT

Agenda Date: 12/10/2024

Subject: Snohomish Regional Drug Task Force Interlocal Agreement

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact: $10,277.00 (4.79% of total cost)

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Accept and sign the Snohomish Regional Drug Task Force ILA

SUMMARY/BACKGROUND:
Lake Stevens Police Department participates in the Snohomish Regional Drug Task Force. The Task Force is a multi-agency effort to combat drug dealers and suppliers.

The purpose of the Task Force is to formally structure and jointly coordinate selected law enforcement activities, resources and functions in order to disrupt drug trafficking systems and to remove traffickers through cooperative programs of investigation, prosecution and asset forfeiture.

The goals of the Task Force are to:

- Reduce the number of drug traffickers and gang members in the communities of Snohomish County through professional investigation, apprehension and conviction.
- Efficiently attack, disrupt and prosecute individual and organized mid to upper level drug traffickers and street gang members who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations previously impregnable.
- Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions and the sharing of resources and information.

- To address these issues with the foremost consideration of safety for both law enforcement and the community.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2025-2026 Task Force ILA AATF w.exhibits
2. Interlocal Signature Page

INTERLOCAL AGREEMENT ESTABLISHING
SNOHOMISH REGIONAL DRUG TASK FORCE

This Interlocal Agreement Establishing the Snohomish Regional Drug Task Force ("Agreement"), is entered into by and among Snohomish County, a political subdivision of the State of Washington, and the following municipal corporations and department of the State of Washington (hereinafter collectively referred to as the "Participating Jurisdictions"):

City of Arlington
City of Bothell
City of Brier
City of Darrington
City of Edmonds
City of Everett
City of Gold Bar
City of Granite Falls
City of Index
City of Lake Stevens
City of Lynnwood
City of Marysville
City of Mill Creek
City of Monroe
City of Mountlake Terrace
City of Mukilteo
City of Snohomish
City of Stanwood
City of Sultan
Washington State Patrol
Washington Dept. of Corrections

WITNESSES THAT:

WHEREAS, since 1988, Snohomish County, and multiple cities and towns located in Snohomish County, have collaborated in a countywide multi-jurisdictional task force to address illegal drug trafficking in the region ("Snohomish Regional Drug Task Force" or "Task Force"). The Task Force has operated on a continuous basis since 1988 under a series of interlocal agreements;

WHEREAS, the Participating Jurisdictions desire to continue operation of the Task Force, with Snohomish County administering task force project grants and other funding on their behalf; and

NOW, THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties hereto agree as follows:

1 DEFINITIONS

1.1 Participating Jurisdiction- Participating Jurisdiction means any municipal corporation, political subdivision of the state, or department of division of the state of Washington, who is a party to this agreement.

1.2 Contributing Jurisdiction- Contributing Jurisdiction means a Participating Jurisdiction that also assigns at least one full-time employee to the Task Force.

2 TASK FORCE TERM AND PURPOSE

2.1 The term of this Agreement ("Term") shall begin on January 1, 2025 ("Effective Date"), and continue through December 31, 2025, unless earlier terminated or modified as provided in this Agreement.

2.2 The purpose of the Task Force is to formally structure and jointly coordinate selected law enforcement activities, resources, and functions to disrupt illegal drug trafficking systems and to remove traffickers through a cooperative program of investigation, prosecution, and asset forfeiture. The parties do not intend for this Agreement to create a separate legal entity subject to suit.

2.3 The Task Force goals are to:

a. Reduce the number of drug traffickers in the communities of Snohomish County through professional investigation, apprehension, and conviction;

b. Efficiently attack, disrupt, and prosecute individual and organized mid to upper level drug traffickers who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations previously impregnable;

c. Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions and the sharing of resources and information; and

d. Address these issues with the foremost consideration of safety for both law enforcement and the community.

2.4 The Task Force will follow a management system for the shared coordination and direction of personnel as well as financial, equipment, and technical resources, as stated in this Agreement.

2.5 The Task Force will implement operations, including:

a. Development of intelligence,

b. Target identification,

c. Investigation,

d. Arrest of Suspects,

e. Successful prosecution of offenders, and

f. Asset forfeiture/disposition.

2.6 The Task Force shall evaluate and report on Task Force performance as required in any applicable grant or funding agreement.

3 ORGANIZATION

3.1 The Task Force shall be organized according to the chart contained in Exhibit A, incorporated herein by this reference.

3.2 Personnel assigned to the Task Force shall be directed in their Task Force duties by the Snohomish County Sheriff's Office ("SCSO"), through the Task Force Commander. The Task Force Commander is an employee of Snohomish County. Selection of the Task Force Commander will be conducted in accordance with Exhibit B, incorporated herein by this reference. Appointment and removal of the Task Force Commander remains at the sole discretion of the Snohomish County Sheriff. Should the Sheriff elect to remove the Task Force Commander without cause, the Executive Board shall be consulted before action is taken.

3.3 Exhibit C, incorporated herein by this reference, sets forth the personnel currently assigned to the Task Force by each Participating Jurisdiction. Nothing in this Agreement shall restrict the ability of the Snohomish County Prosecuting

Attorney, Snohomish County Sheriff, Everett Police Chief, or chief law enforcement officer of any Participating Jurisdiction to reassign personnel now or later assigned to the Task Force.

3.4 Contributing Jurisdiction Employees: Any employee assigned to the Task Force by a Contributing Jurisdiction shall remain, and be considered, an employee of the assigning Contributing Jurisdiction. Each Contributing Jurisdiction shall pay all costs associated with its employees when assigned to the Task Force. All rights, duties, and obligations of the employer and the employee shall remain with the Contributing Jurisdiction. Each Contributing Jurisdiction shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations, applicable to its employees. When a Participating or Contributing Jurisdiction is considering the assignment of new or replacement personnel to the Task Force, the Task Force Commander may be allowed to give input regarding the selection of the assigned personnel.

3.5 Employees assigned to the Task Force are subject to and responsible for following the published policies and procedures of the Task Force. In the event of conflicting policies between the Task Force and the employing agency, the employing agency policy takes precedence.

3.6 The Commander, at his or her discretion, may select an individual from assigned Contributing Jurisdiction personnel to fill any of the following positions:

Detection Canine Handler, Financial Investigations, and Technology Investigation.

4 GOVERNANCE

4.1 The activities of the Task Force shall be governed by an Executive Board. The Task Force Executive Board shall be comprised of one representative from each Participating Jurisdiction that contributes at least one (1) full-time employee to the Task Force. Executive Board member votes shall be allocated according to the number of full-time personnel their jurisdiction contributes to the Task Force. As an example, if the Snohomish County Sheriff provides six employees and the City of Lynnwood provides three, the Snohomish County Sheriff has six votes and the City of Lynnwood has three. Additional Executive Board members, with one vote each include: the Snohomish County Prosecuting Attorney, the Everett City Attorney, the Northwest HIDTA Director, and one chief of police from the remaining Participating Jurisdictions, selected by a majority vote of the chiefs of police of the remaining Participating Jurisdictions. If a Participating Jurisdiction that has no personnel assigned to the Task Force as of the effective date of this Agreement, assigns full-time personnel to the Task Force, a representative from that agency will be added as an Executive Board member after the full-time personnel has been assigned to the Task Force for three months.

4.2 The Snohomish County Sheriff shall serve as Chair of the Executive Board. The Task Force Executive Board may adopt bylaws which include provision for appointment of alternates to attend Executive Board meetings in the absence of members. At such meetings, the alternate shall have the same rights as the appointing member. Any action taken by the Task Force Executive Board under this Agreement shall be based on simple majority of votes.

5 TASK FORCE BUDGET

5.1 The 2025 Task Force budget is attached as Exhibit D, incorporated herein by reference. Each Participating Jurisdiction shall contribute funding to the Task Force as specified in Exhibit D.

5.2 The SCSO will annually review and revise the Task Force budget to provide a sufficient level of funding and total resource obligation for the following calendar year. The Task Force budget will be allocated to each Participating Jurisdiction on a proportional basis. Each Participating Jurisdiction's proportional share will be based on the Participating Jurisdiction's average population, as determined by the Washington State Office of Financial Management. If the Task Force budget increases any Participating Jurisdictions funding obligation by more than three percent (3%) from the prior year, the budget must be approved by the Executive Board before submission to the Participating Jurisdictions. Any special assessments must be approved by the Executive Board.

5.3 Following the closure of each annual budget and not later than June 30 of each year, the Task Force Commander must submit a report to each Participating Jurisdiction reflecting a budget summary of all revenues from the previous year including the total amount of spending required to operate the Task Force, a summary of state and federal forfeitures and total receipts from the previous year.

5.4 No later than July 1 of each year, the Sheriff shall provide notice to each Participating Jurisdiction of the subsequent year's proposed Task Force budget, and each Participating Jurisdiction's proportional share.

5.5 Snohomish County shall maintain designated financial accounts for the purpose of supporting Task Force operations. Except as modified by Section 7, all revenues collected or generated by or for the Task Force shall be forwarded to the Snohomish County Treasurer and placed in the designated accounts. All real or personal property of the Task Force will be held in Snohomish County's name for the benefit of the Task Force.

5.6 Each Participating Jurisdiction agrees to provide funding that is no less than the amount indicated in Exhibit D, and to pay its funding share to Snohomish County as administrator of Task Force funds no later than March 1, of the year in which the funding is due.

Each Participating Jurisdiction agrees that the funding it contributes shall be provided in addition to that currently appropriated to drug enforcement activities and that no Task Force activity will supplant or replace any existing drug enforcement activities.

6 GENERAL ADMINISTRATION

6.1 Each Participating Jurisdiction agrees to provide Snohomish County with any documentation necessary to apply for, receive, or comply with any applicable grant requirements.

6.2 By executing this Agreement, each Participating Jurisdiction agrees to make any certified or other assurances required by any applicable grant agreement that are within its particular control, and agrees to make all its records related to the Task Force available for inspection if required as a condition of receipt of grant funding.

6.3 Snohomish County is granted the authority to execute on behalf of the Participating Jurisdictions all agreements and contracts signed as approved by the Task Force Executive Board, by and through its Chair, including but not limited to all contracts for professional services. Agreements and contracts executed in this manner shall have the same legal effect as if they were executed by each Participating Jurisdiction. All Task Force contracts and agreements executed on behalf of Participating Jurisdictions under this Agreement must first be approved on motion of the Task Force Executive Board. By executing this Agreement, each Participating Jurisdiction agrees that, for the purpose of administering the assets and resources available to the Task Force, no such agreement or contract may impose or waive liability with respect to a Participating Jurisdiction in a manner that is inconsistent with the hold harmless provision in Section 12 of this Agreement.

6.4 Any dispute arising under this Agreement will be forwarded to the Task Force Executive Board for resolution. The determination made by the Executive Board shall be final and conclusive as between the parties. This provision shall not apply to issues of indemnity and liability governed by the hold harmless provision in Section 12 of this Agreement.

7 ASSET FORFEITURE

7.1 The Participating Jurisdictions shall refer all potential asset forfeitures initiated or investigated by personnel assigned to the Task Force during the pendency of this Agreement to the Task Force for disposition at the discretion of the Task Force Executive Board or prosecuting authority (Prosecuting Attorney or United States Attorney). Any such referred asset forfeiture that is pursued in state court will be prosecuted in the name of Snohomish County, on behalf of the Task Force and its Participating Jurisdictions.

7.2 The Task Force Commander, under the direction of the Task Force Executive Board, shall manage the acquisition and disposition of assets seized or forfeited as a result of this Agreement in compliance with state and federal law and Task Force procedures.

7.3 Federal Forfeiture.

a. For purposes of receipt and processing of federal equitable sharing distributions, Snohomish County shall be designated as the fiduciary agency for the Task Force.

b. Participating Jurisdictions must comply with federal Equitable Sharing Program guidelines and reporting requirements, including the requirements contained in the Guide to Equitable Sharing For State, Local, and Tribal Law Enforcement, published by the Department of Justice and the Department of Treasury.

c. Snohomish County will submit request(s) to the federal government, on behalf of the Task Force, in order to obtain equitable sharing related to federal forfeitures.

d. Participating Jurisdictions agree and understand that all proceeds from federal forfeitures of seized assets, which may be awarded to the County on behalf of the Task Force, will be retained by the County for Task Force operations and expenses.

e. Except as allowed by Section 7.3(g), Participating Jurisdictions will not submit individual equitable sharing requests, nor will Participating Jurisdictions receive shared federal funds from Snohomish County.

f. The Task Force may only use proceeds from federal seizures and forfeitures for law enforcement purposes, as defined by the United States Department of Justice.

g. If the Task Force initiates or participates in an investigation that results in a federal forfeiture of $300,000 or more in net proceeds, each Participating Jurisdiction that participated in the investigation may file an individual request for equitable sharing under its own agency code. The parties intend that each Participating Jurisdiction's individual equitable share will be the Participating Jurisdiction's Task Force participation percent at the time of the investigation, provided however, the SCSO is entitled to claim an additional twenty five percent (25%) to account for Task Force operative/administrative expenses. The parties acknowledge however, that final determination of a Participating Jurisdiction's receipt, and percentage allocation, of federal forfeiture proceeds is within the discretionary authority of the Department of Treasury or Department of Justice, as applicable.

h. The Task Force Commander will notify an eligible Participating Agency of a federal forfeiture meeting the threshold outlined in Section 7.3(g) within 15 days of the forfeiture. A Participating Jurisdiction seeking an individual equitable share of the federal forfeiture must file its request no later than 45 days following the forfeiture unless an exemption applies.

7.4 State Forfeiture.

a. The net monetary proceeds of each state asset forfeiture made by the Task Force shall be retained by the County for Task Force operations and expenses. If proceeds from state asset forfeitures exceed the amount necessary for Task Force operations and expenses, the excess state forfeiture proceeds shall be distributed to Contributing Jurisdictions in accordance with each Contributing Jurisdiction's participation percent, listed in Exhibit C.

b. The Task Force may retain funds in an amount up to $250,000 from the net proceeds of vehicle seizures for the acquisition of Task Force vehicles and related fleet costs.

c. Any Participating Jurisdiction receiving a distribution of assets forfeited under RCW 69.50.505 shall use such assets in accordance with RCW 69.50.505(10).

8 ACQUISITION AND USE OF EQUIPMENT

8.1 For purposes of this Agreement, the term "Equipment" shall refer to all personal property used by the Task Force in performing its purpose and function, including but not limited to materials, tools, machinery, equipment, vehicles, supplies, and facilities.

8.2 If any Equipment is acquired with grant funds, the Participating Jurisdictions agree that the Task Force will use that equipment only for specified law enforcement purposes for the term of the grant.

8.3 Personnel assigned to the Task Force may use Equipment that is provided or acquired for Task Force purposes, as directed by the Task Force Commander.

8.4 Upon termination of the Task Force, any Equipment provided to the Task Force by a Participating Jurisdiction will be returned to that jurisdiction.

8.5 Upon termination of the Task Force, any Equipment acquired by the Task Force will be disposed of in accordance with applicable federal, state, or local requirements or this Agreement.

9 MODIFICATION

Participating Jurisdictions here to reserve the right to amend this Agreement in the future from time to time as may be mutually agreed upon. No such amendment shall be effective unless written and signed by all then-contributing Participating Jurisdictions with the same formality as this Agreement.

10 NONDISCRIMINATION

There shall be no discrimination against any employee or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

11 TERMINATION OF AGREEMENT

11.1 Notwithstanding any provisions of this Agreement, any party may withdraw from the Agreement by providing written notice of such withdrawal to all other parties, specifying the effective date thereof at least thirty (30) days prior to such date. A withdrawing party may take with it any Equipment it has provided to the Task Force and shall be entitled to distributions under Section 7 of this Agreement with respect to asset forfeitures which that Participating Jurisdiction participated before the effective date of withdrawal.

11.2 If there is a reduction in funds by the source of those funds, and if such funds are the basis of this agreement, Snohomish County may unilaterally terminate all or part of the agreement or may reduce its scope of work and budget.

12 HOLD HARMLESS

Each party hereto agrees to save, indemnify, defend and hold the other parties harmless from any allegations, complaints, or claims of wrongful and/or negligent acts or omissions, by said party and/or its officers, agents, or employees to the fullest extent allowed by law. In the case of allegations, complaints, or claims against more than one party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each party, and each party shall have the right to seek contribution from each of the other parties in proportion to the percentage of fault attributable to each of the other parties. Moreover, the parties agree to cooperate and jointly defend any such matter to the extent allowed by law. A jurisdiction that has withdrawn assumes no responsibility for the actions of the remaining members arising after the date of withdrawal but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.

13 GOVERNING LAW AND VENUE

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington without reference to choice of law principles, and venue of any suit between the parties arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.

14 INTEGRATION

With the exception of necessary operational agreements between law enforcement agencies of the Participating Jurisdictions and agreements executed pursuant to Section 6.3, this Agreement constitutes the whole and entire agreement among those parties as to the Task Force and no other understandings, oral, or otherwise, regarding the Task Force shall be deemed to exist or bind the parties.

15 EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS

This Agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this Agreement, the Agreement, once filed or posted as specified in Section 17, shall be effective as between the parties that have executed the Agreement to the same extent as if no other parties had been named.

16 SEVERABILITY

If any part of this Agreement is unenforceable for any reason the remainder of the Agreement shall remain in full force and effect.

17 POSTING/RECORDING

This Agreement will be filed with the Snohomish County Auditor or posted on the County or Participating Jurisdiction's interlocal agreements webpage, in compliance with RCW 39.34.040.

18 NOTICES

Any notice required or permitted to be given under this Agreement shall be in writing and shall specifically refer to this Agreement and be sent by (i) United States registered mail, return receipt requested, (ii) any nationally recognized overnight carrier or express mail service (such as FedEx or UPS) that provides receipts to indicate delivery, (iii) by personal service, or by electronic e-mail (with proof of receipt). All such communications shall be addressed to the appropriate Administrator of this Agreement as follows:

To the County:

Snohomish County Sheriff
Drug Task Force Commander
3000 Rockefeller Ave. M/S 706
Everett WA, 98201

If sent by electronic email to:

Email: SSH-TFCommander@snoco.org

Notices given to a Participating Jurisdiction will be addressed to the Chief of Police of the participating jurisdiction or as designated by the Participating Jurisdiction.

Any party hereto may, by reasonable notice to the other parties, designate such other address, or electronic email address, for the giving of notices as deemed necessary. All notices shall be deemed given on the day each notice is personally delivered, transmitted by electronic email, or delivered by overnight courier service, or on the third business day following the day such notice is mailed if mailed within accordance of this section.

In witness whereof, the parties have executed this Agreement.

SNOHOMISH COUNTY:

Snohomish County, a political subdivision
of the state of Washington

By:______________________________
Name: _______________________
Title: ________________________

Recommended for approval:

By:______________________________
Susanna Johnson
Snohomish County Sheriff

Approved as to Form:

Downs, Lyndsey Digitally signed by Downs, Lyndsey
Date: 2024.12.04 09:43:54 -08'00'
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Deputy Prosecuting Attorney

SNOHOMISH REGIONAL DRUG TASK FORCE INTER-LOCAL AGREEMENT
EXHIBIT A

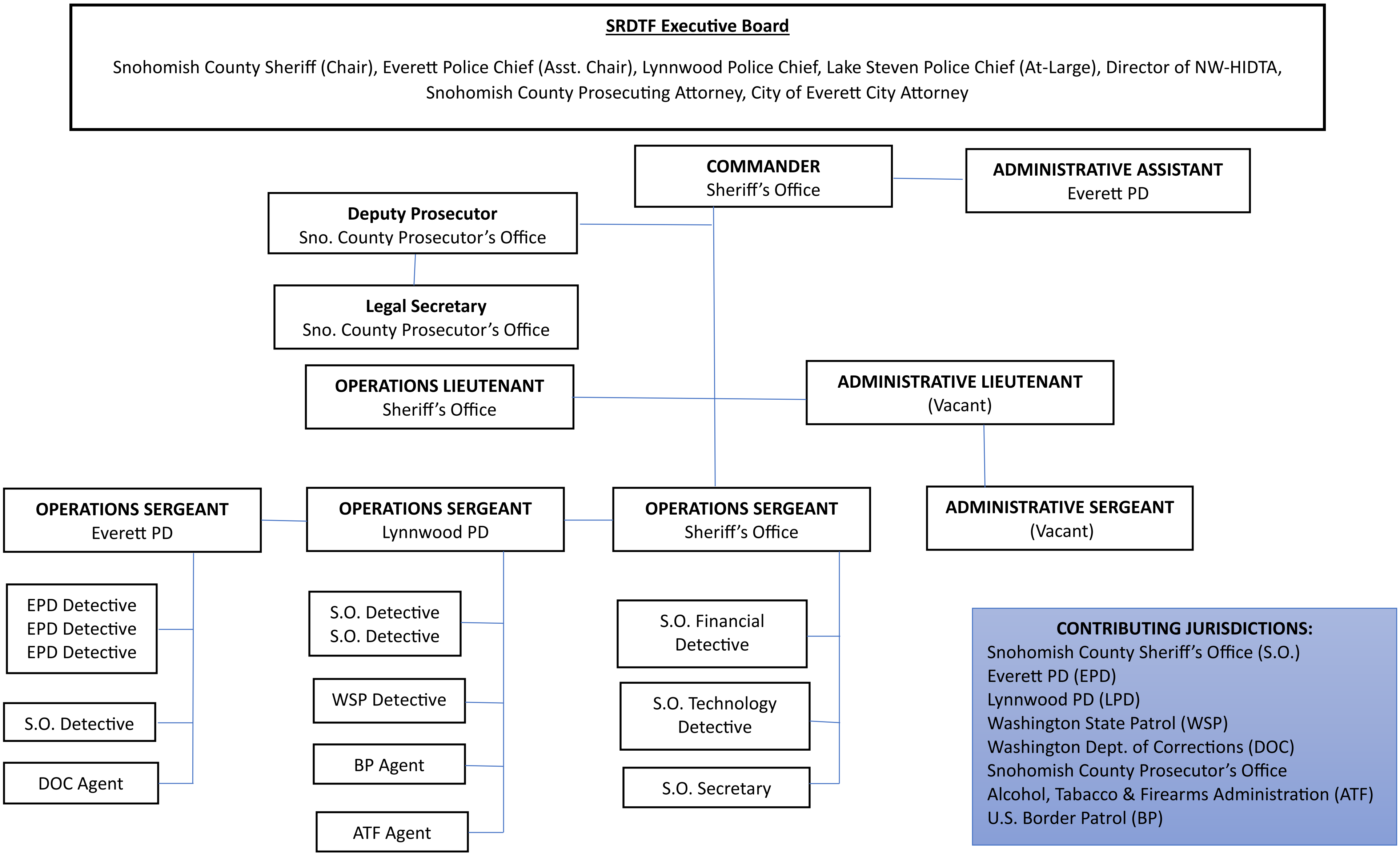


EXHIBIT B

Snohomish Regional Drug Task Force

Commander Selection

The Drug Task Force Commander is a management exempt ("at will") employee of the Sheriff's Office.

With the objective of selecting the best possible candidate for the position of Drug Task Force Commander, and ensuring the best fit into the organization, the Executive Board will recommend to the Sheriff three candidates to be considered for the position of Drug Task Force Commander. Candidates for the Drug Task Force Commander position must demonstrate a strong leadership skill set, the ability to build consensus, and direct the efforts of a multi-agency team to achieve established goals. He or she must meet the performance objectives set by the Executive Board and the Sheriff. The Sheriff will select the Drug Task Force Commander from the Executive Board's three recommended candidates.

The Drug Task Force Commander's initial commitment of service is four years, with the option of a year by year extension after that period. The Sheriff shall consult with the Executive Board before authorizing any extension of the Drug Task Force Commander's service commitment.

EXHIBIT C

Snohomish Regional Drug Task Force

Personnel Assigned by Jurisdiction

January 1, 2025 – December 31, 2025

EVERETT POLICE DEPARTMENT	**FUNDING**
1 Sergeant	Everett PD
1 Detective	Everett PD
1 Detective	Everett PD
1 Detective	Everett PD
1 Detective	Everett PD- Vacant
1 Detective	Everett PD - Vacant
1 Detective	Everett PD - Vacant
1 Support Personnel	Everett PD

SNOHOMISH COUNTY SHERIFF'S OFFICE	**FUNDING**
1 Task Force Commander	Snohomish County Sheriff
1 Lieutenant	Snohomish County Sheriff
1 Sergeant	Snohomish County Sheriff
1 Sergeant	Snohomish County Sheriff – Vacant
1 Detective	Snohomish County Sheriff
1 Detective	Snohomish County Sheriff
1 Detective	Snohomish County Sheriff
1 Detective	Snohomish County Sheriff - Vacant
1 Detective	Snohomish County Sheriff – Vacant
1 K9 Detective	Snohomish County Sheriff
1 Support Staff	Snohomish County Sheriff

LYNNWOOD POLICE DEPARTMENT	**FUNDING**
1 Sergeant	Lynnwood PD
1 Detective	Lynnwood PD – Vacant

SNOHOMISH COUNTY PROSECUTOR'S OFFICE	FUNDING
.5 Support Staff	Snohomish County Prosecutor
1 Deputy Prosecutor	Snohomish County Prosecutor

STATE OF WASHINGTON	FUNDING
1 Detective	Washington State Patrol
1 Agent	Department of Corrections

Agency	Participants	E-Board Vote	Pcnt.	Notes
Everett PD	5	5	39%	
Snoh Co Sheriff's Off	7	7	54%	
Lynnwood PD	1	1	7%	
WSP	1	1		Fr. 10% WaSt Tx
DOC	1	1		Fr. 10% WaSt Tx
SC Pros Atty	1.5	1		
Evt City Atty	1	1		
NWHIDTA Dir	0	1		
At Large PD	0	1		
TOTALS	17.5	19	100%	

EXHIBIT D

Snohomish Regional Drug & Gang Task Force

April 1, 2024, Population of Cities, Towns and Counties (wa.gov)

JURISDICTION	POPULATION April 1, 2024	PERCENTAGE	2025 ALLOCATION AMOUNT
Arlington	22,980	2.65%	$ 5,686.00
Bothell	20,380	2.35%	$ 5,042.00
Brier	6,600	0.76%	$ 1,631.00
Darrington	1,515	0.17%	$ 365.00
Edmonds	43,420	5.01%	$ 10,749.00
Everett	114,800	13.24%	$ 28,407.00
Gold Bar	2,310	0.27%	$ 579.00
Granite Falls	4,775	0.55%	$ 1,180.00
Index	160	0.02%	$ 43.00
Lake Stevens	41,540	4.79%	$ 10,277.00
Lynnwood	41,500	4.79%	$ 10,277.00
Marysville	74,390	8.58%	$ 18,409.00
Mill Creek	21,630	2.49%	$ 5,342.00
Monroe	20,830	2.40%	$ 5,149.00
Mountlake Terrace	24,260	2.80%	$ 6,007.00
Mukilteo	21,590	2.49%	$ 5,342.00
Snohomish	10,350	1.19%	$ 2,553.00
Stanwood	8,865	1.02%	$ 2,188.00
Sultan	7,160	0.83%	$ 1,781.00
Snohomish County	378,045	43.60%	$ 93,545.00
TOTALS:	867,100	100%	$ 214,552.00

Commander Salary	$	231,702
Sergeant Salary	$	-
Task Force Analyst Salary	$	26,850
Credit for (Commerce Grant Year End Balance 2024) Commander Baines	$	(44,000)
ILA Contributions Allocations	$	214,552

Increase to Commanders Salary
2024 COLA increase of 4.51% retro back to Jan 1, 2024
2025 COLA increase of 3.63% effective Jan 1, 2025

ATTEST:

APPROVED AT THE DIRECTION OF THE PARTICIPATING JURISDICTION:

________________________________ Dated __________________________

Title ___________________________ Jurisdiction of ___________________

ATTEST:

________________________________ Dated __________________________

Jurisdiction Clerk

APPROVED AS TO FORM:

________________________________ Dated ___________________________

Jurisdiction Attorney

CITY COUNCIL STAFF REPORT

Agenda Date: 12/10/2024

Subject: 2024 Budget Amendment No. 3 - Ordinance 1193

Contact Person/Department: Barb Stevens, Finance

Budget Impact: Yes

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:
ADOPT: Ordinance No. 1193 Amending Budget Ordinance No. 1173, 1182, and 1187

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.

No changes have been made since being presented to the City Council on November 26th, 2024.

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
Totals	**$67,313,571**	**$70,252,932**	**$96,584,259**	**$40,982,244**

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

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in 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)
	Total	**$0**	**$693,131**	**$648,558**	**$44,573**

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 - Ratification December 2023
  - Re-title 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
2. 2024 Budget Amendment 3 - Detail
3. 2024 Budget Amendment 3 - Organizational Chart

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:

Fund	***Description***	***Current Budget***	***Amended Budget***	***Amount of Inc/(Dec)***	***ExpRev***
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 10th day of December, 2024.

____
Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

____
Kelly Chelin, City Clerk

APPROVED AS TO FORM:

____
Greg Rubstello, City Attorney

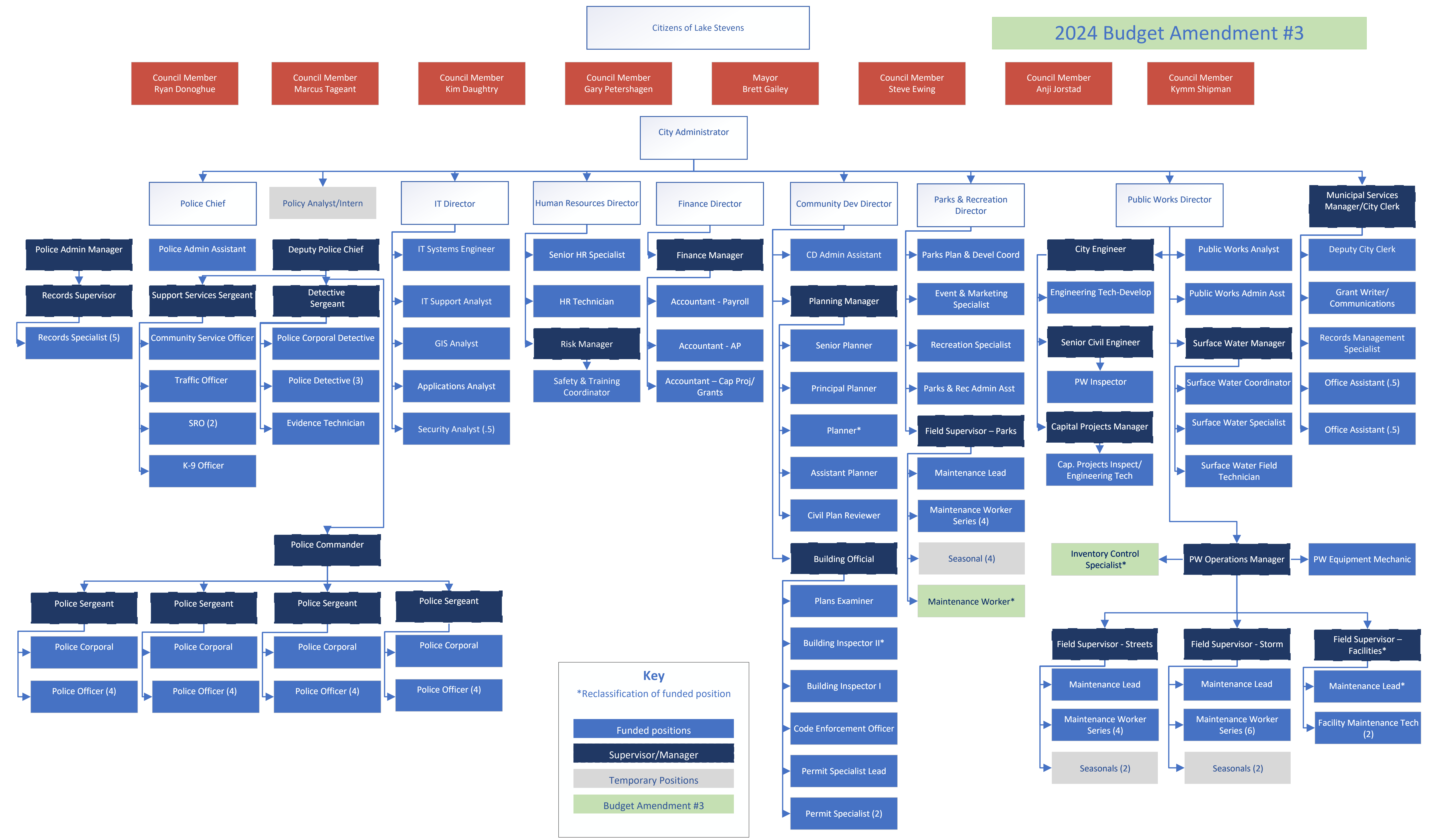
Presented: November 26, 2024
Final Reading: December 10, 2024

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

2024 Budget Amendment #3



CITY COUNCIL STAFF REPORT

Agenda Date: 12/10/2024

Subject: Ordinance 1194 Amending LSMC 3.08 Related to Utility Taxes

Contact Person/Department: Barb Stevens, Aaron Halverson, Finance

Budget Impact: Utility Tax Revenues

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:
Adopt Ordinance No. 1194 Amending the LSMC Related to Utility Taxes

SUMMARY/BACKGROUND:
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 sewerage, stormwater, solid waste, water and cable TV. These are taxes imposed upon the business providers, including utilities, within the city and not the customer, though law allows providers to pass the cost on to their customers as a fee.

Although there is no legal limit on the rate that can be imposed on the business, the city currently assesses a tax of 6% on the gross income of the providers of electricity, gas, telephone, water, and garbage and a 5% franchise fee on cable TV.

Each year, as part of the budget process, we assess the ever-increasing needs of the city and the resources available, 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.

Information about the potential tax was shared with the Sewer District 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. Additionally, the District recommended enacting the final intended rate at that start, noting the effect multiple rate increases have on customers.

The tax is imposed on anyone in the business of collecting, conveying and/or treating sewerage. There is a local business that provides septage services that will not have the utility tax imposed on their business based on the use of the proposed term "sewerage" versus "wastewater," which would also include the septage service.

This change in term is an option to be evaluated by the Council. The challenge is the septage business pays the District for sewer services, so payment for those services are included in the "gross income" calculation of the District. If the District choses to pass the fee along to its customers, the business would also be charged a fee in addition to the tax. This is not double taxation, but the business would be charged twice.

Council options:

- Change the term "sewerage" to "wastewater" to include septage service. If that occurs, decide the following:
    - Charge both the business and the utility district a utility tax. The business will pay tax to the City on its gross income. If the utility district chooses to pass on a fee to the business for the income received for services, it may. It is not double-taxation.
    - Charge both the business and the utility district a utility tax. Add the clause to section 3.08.030 G that "a business paying tax under this subsection may deduct from their reported gross income the amount the business is billed and pays to another sewer utility or business as reimbursement for the utility tax the other sewer utility or business pays to the City under this subsection." This may cause other utility providers to question the allowable deduction.

The Council asked staff to bring back a recommendation for the imposition of the sewer utility tax that includes a 90-day implementation period and a documented commitment to use the funds for street and sewer maintenance, construction, reconstruction and expansion projects. The table below estimates the revenues generated by the imposition of the tax based on the estimated gross income provided by the District at each of the rates listed.

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 of Ordinance - Recommendation

- The ordinance imposes a 6% tax on the gross income upon those engaged in or carrying on the business of collecting, conveying and/or treating sewerage within the city.
- Date of enactment is recommended to be March 1, 2025 or 90-days after adoption, whichever is later, to allow time for communication and implementation.
- All revenues received by the City from the sewer utility tax shall be expended for street and sewer maintenance, construction, reconstruction and expansion projects.
- The amendment includes a change in the definition of "gross income" to include all revenue received from customers in payment of the utility tax.

APPLICABLE CITY POLICIES:
Lake Stevens Municipal Code 3.08

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 SIX PERCENT (6.0%) UTILITY TAX ON THE BUSINESS OF THE COLLECTION, CONVEYANCE AND/OR TREATMENT OF SEWERAGE; 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:

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 sewerage within the city, a fee or tax equal to six percent (6%) of the total gross income from such activities. All revenues received by the City from the sewer utility tax shall be expended for street and sewer maintenance, construction, reconstruction and expansion projects.

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 20th, July 20th, October 20th, and January 20th), 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 This ordinance shall take effect March 1, 2025, or 90 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 March 1, 2025 or 90 days after its enactment, whichever date is last to occur.*

Pavement Preservation

Type	Description	Annual Cost										
		Actual Costs					Future Costs					
Type	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Average
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. **60 sewer lid adjustments**/year @ $1,700 each						$ 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
	Total	**$ 42,557**	**$ 33,000**	**$ 87,750**	**$ -**	**$ 88,500**	**$ 277,000**	**$ 277,000**	**$ 277,000**	**$ 277,000**	**$ 277,000**	**$ 277,559**
					2020-2025 Average	**$ 50,361**				**Proposed Average**	**$ 277,000**	

Capital Construction

Type	Description	Annual Cost										
							Future Costs					
Type	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
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
	Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126,000**	**$ 1,212,020**	**$ 2,718,502**	**$ 2,656,260**	**$ 4,418,750**	**$ -**	**$ 11,131,532**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
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.

CITY COUNCIL STAFF REPORT

Agenda Date: 12/10/2024

Subject: Interim Ordinance 1192 Adoption - Compliance with SB 5290 Review Timelines

Contact Person/Department: David Levitan, Community Development

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Adopt Interim Ordinance 1192 (Attachment 1), amending Chapter 14.16A LSMC to meet the project permit application review time frames and other updated components of the Growth Management Act (GMA) established by SB 5290 (2023) that go into effect on January 1, 2025. Staff is proposing additional amendments to this chapter and related code sections as part of the larger Process Code Update that will come before Council as a permanent ordinance later in 2025, which would replace these interim regulations, which are effective for a period of up to one year. As required by state law, a public hearing on the interim ordinance must be held within 60 days of the effective date of the ordinance.

SUMMARY/BACKGROUND:
In April 2023, the Washington State Legislature passed several bills that made changes to the Growth Management Act (GMA). These included Senate Bill (SB) 5290, which updated local project review timelines in an effort to provide a more consistent and reliable local permit review process. Staff previously discussed this with City Council during an introduction to potential amendments to the city's Process Code (Chapters 14.16A and 14.16B LSMC) at the Council's November 14, 2023 meeting and during an introduction to this interim ordinance at their November 19, 2024 meeting.

SB 5290 includes several components (see FAQ in Attachment 2), several of which become effective on January 1, 2025 and require local jurisdictions to update their development codes to maintain compliance. These include:

- Clarifying the determination of completeness procedural requirements for project permit applications, which must be based solely on those included on the permit application.
- Revising the current 120-day review period for issuing permit decisions to reflect a new tiered approach:
    1. 65 days for permit applications that don't require public notice (Type I permits, such as shoreline exemptions and short-term rentals)
    2. 100 days for permit applications that require public notice but no public hearing (Type II applications such as shoreline substantial development permits and major land disturbances)
    3. 170 days for permit applications that require public notice and a public hearing (Type III-V applications such as shoreline variances and conditional uses)
- Allowing for the collection of no more than 80% of permit fees at the time of application submittal, and requiring a refund of up to 20% of the permit fee if the timelines are not met, unless a local jurisdiction provides at least three of the measures identified in RCW 36.70B.160(1).
    1. The city currently meets more than three of the optional measures in RCW 36.70B.160(1), including the use of on-call consultants; requiring public hearings only when they are required by state law; and making pre-application conferences optional but not required. As such, the city is exempt from the 80% permit fee limit and the refund requirements, as noted in the language in Ordinance 1192.

Given the January 1, 2025 effective date of these requirements, staff is proposing the adoption of an interim ordinance (as authorized under RCW 36.70A.390) to provide local code language that is consistent with SB 5290. Interim ordinances allow cities to update their development code without a public hearing so long as they hold a public hearing within 60 days of the effective date of the interim ordinance. Staff has tentatively identified February 11, 2025 as the date for the required public hearing. Interim ordinances are effective for up to one year if a work plan is developed, which is included as Exhibit A to Ordinance 1192 (Attachment 1).

City staff will continue to revise the work plan for the larger Process Code Update and will hold several work sessions with the Planning Commission and City Council in advance of the required public hearings for the permanent ordinance.

APPLICABLE CITY POLICIES:
Compliance with SB 5290 is required by state law and consistent with the housing and land use elements of the 2024 Comprehensive Plan.

ATTACHMENTS:

1. Attachment 1 - Interim Ordinance 1192

CITY OF LAKE STEVENS
Lake Stevens, Washington

ORDINANCE NO. 1192

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON ADOPTING INTERIM ZONING CODE REGULATIONS IN CHAPTER 14.16A LSMC TO COMPLY WITH UPCOMING CHANGES TO CHAPTER 36.70B RCW, LOCAL PROJECT REVIEW; ADOPTING FINDINGS AND CONCLUSIONS; PROVIDING FOR THE DURATION OF THIS ORDINANCE; IDENTIFYING A POTENTIAL DATE FOR THE PUBLIC HEARING; ESTABLISHING A WORK PROGRAM; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the City of Lake Stevens is authorized to impose moratoria and interim land use controls (including zoning code amendments) pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

WHEREAS, the Washington State Legislature adopted Second Substitute Bill (SB) 5290 concerning consolidating local permit review processes on April 17, 2023; and

WHEREAS, Section 7 of SB 5290 will become effective on January 1, 2025 and will amend RCW 36.70B.080, including the maximum time periods for local governments to issue a final decision for each type of complete project permit application identified in Chapter 36.70B RCW; and

WHEREAS, SB 5290 amended RCW 36.70B.080 to limit the collection of project permit application fees at the time of permit submittal to 80% of the total permit fee, and to require the refund of up to 20% of the permit fee is the time period timelines are not met, unless a local jurisdiction adopts at least three of the options in RCW 36.70B.160(1); and

WHEREAS, the City has adopted more than three of the measures listed in RCW 36.70B.160(1), including the use of on-call consultants to assist with permit review as needed; requiring public hearings only when they are required by state law; and making pre-application conferences optional but not required. As such, the city can require the payment of the entire project permit fee at the time of submittal and is not subject to the permit fee refund provisions in RCW 36.70b.080; and

WHEREAS, the City must amend its zoning code regulations to comply with Section 7 of 5290 by January 1, 2025; and

WHEREAS, as part of its adopted 2024 long-range planning work program and draft 2025 work program, the City is proposing to revise and consolidate multiple sections of Chapters 14.16A (Administration and Procedures) and 14.16B (Types of Land Use Review) LSMC in an effort to simplify and streamline its development code regulations; and

WHEREAS, the City is proposing that interim regulations be adopted to comply with SB 5290 while it works on larger amendments to Chapters 14.16A and 14.16B LSMC; and

WHEREAS, RCW 36.70A.390 and 35A.63.220 require the City to hold a public hearing on the interim zoning regulations within 60 days of their adoption; and

WHEREAS, RCW 36.70A.390 and 35A.63.220 allow for interim zoning ordinances to be effective for up to one year if a work plan is developed for related studies providing for such a longer period; and

WHEREAS, the City has developed a work plan for amendments to Chapters 14.16A and 14.16B, including permanent code language to comply with SB 5290, which is included in Exhibit A; and

WHEREAS, the Lake Stevens City Council will consider a recommendation from the Lake Stevens Planning Commission on permanent amendments to Chapters 14.16A and 14.16B, following public hearings before both bodies.

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

Section 1. The City Council hereby adopts the recitals expressed above as findings in support of this ordinance.

Section 2. LSMC Section 14.16A.230, entitled "Time Frames for Review", is hereby amended for the term of this ordinance as follows, with additions shown by underline, deletions shown by ~~strikethrough~~, and all other sections and subsections remaining unchanged:

14.16A.230 Time Frames for Review.

(a) Purpose. RCW 36.70B.070 and 36.70B.080 ~~require~~ establish determination of completeness procedural requirements and maximum review time frames ~~be established~~ to ensure that project permit applications are reviewed and processed in a timely and predictable manner. This subsection establishes the time frames and procedures for a determination of completeness and final decision for Type I, II, III, IV or V reviews identified in Tables I4.16A-I and 14.16A-II. No time frames or completeness requirements are established by these statutes for Type ~~I or~~ VI legislative reviews.

(b) Computing Time. ~~Unless otherwise specified, a~~All time frames are indicated as calendar days, not working days. For the purposes of computing time, the day the determination or decision is rendered shall not be included. The last day of the time period shall be included~~; provided, that if it is a Saturday, Sunday, a day designated by RCW 1.16.050 or by the City's ordinances as a legal holiday, then it also is excluded and the time period concludes at the end of the next business day~~. Applications submitted electronically during non-working hours (weekdays from 5 pm – 8 am, weekends, and holidays) shall be considered to have been submitted the following business day.

(c) ~~Complete~~ Determination of Completeness Process~~Application Review Time Frame~~. The following procedures shall be applied to new applications requiring Type I, II, III, IV, or V reviews. Applications requiring Type ~~I or~~ VI review are excluded from this requirement.

(1) An application is considered complete for the purposes of this section when:

(i) ~~it~~the application meets the submittal requirements ~~established~~listed ~~by the Planning Director~~on the applicable project permit application, including supplemental handouts and checklists; and

(ii) the application fee for the applicable project permit application(s) as listed in the city's current fees resolution has been paid.

(2) ~~and is sufficient for continued processing, even though additional information may be required or project modifications may be undertaken subsequently.~~ The determination of completeness signifies

that the application ~~is~~provides sufficient ~~for continued processing~~information to process. It shall not preclude the Planning Director (or their designee) from requesting additional information or studies ~~either at the time of the Notice of Completeness or subsequently,~~ if new information is required to complete review of the application or substantial changes in the permit application are proposed.

(3~~1~~) Within 28 days after receiving an application, the Planning Director or their designee shall mail, email, fax, or otherwise provide to the applicant a written determination that the application is complete, or that the application is incomplete, and what is necessary to make the application complete. The applicant has 90 days to submit the necessary information to the City.

(i) Type I applications shall not require the issuance of a written determination of completeness and shall be considered complete upon meeting the requirements in subsection (c)(1).

(i) If a Type I application fails to provide information as required in subsection (c)(1), ~~However,~~ a notice of incompleteness shall be issued within 28 days ~~for Type I applications~~.

(4~~2~~) If the Planning Director or their designee does not provide a written determination within the 28 days, the application shall be ~~deemed~~ considered complete at the end of the twenty-eighth day.

(5~~3~~) If additional information is needed to make the application complete, the Planning Director shall notify the applicant whether the application is complete or what additional information is necessary within 14 days after an applicant has submitted the information identified by the Planning Director as being needed.

~~(4) An application is complete for purposes of this section when it meets the submittal requirements established by the Planning Director and is sufficient for continued processing, even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the Planning Director from requesting additional information or studies either at the time of the Notice of Completeness or subsequently, if new information is required to complete review of the application or substantial changes in the permit application are proposed.~~

(6~~5~~) To the extent known by the City, other agencies with jurisdiction over the project permit application shall be identified in the City's determination of completeness required by subsections (c)(1-5) of this section.

(7) For Type II, III, IV, and V applications, the notice of application shall be provided within 14 days after the determination of completeness, pursuant to RCW 36.70B.110 and Chapter 14.16B LSMC.

(d) Application Review and Decision Time Frames.

(1) Final d~~D~~ecisions on ~~Type II, III, IV, or V applications~~project permit applications shall not exceed ~~120 days~~the following time frames from the date of the determination of completeness, unless the ~~Planning Director makes written findings that a specified amount of additional time is needed for processing of a specific complete project application. Applications for developments that are complex or that have extensive or difficult issues may take additional time. The~~ applicant and the City ~~may~~ mutually agree in writing to extend the time period or the application is covered by subsections (d)(2-5):~~.~~

(i) Type I Reviews: 65 days

(ii) Type II Reviews: 100 days

(iii) Type III, IV and V Reviews: 170 days

(2) Preliminary Plats. Pursuant to RCW 58.17.140, preliminary plats of any proposed subdivision and dedication shall be approved, disapproved, or returned to the applicant for modification or correction within 90 days from the date of filing thereof unless the applicant consents to an extension of such time period or the 90-day limitation is extended to include up to 21 days as specified under RCW 58.17.095(3). The 90-day period shall not include the time spent preparing and circulating an environmental impact statement by the local governmental agency. Preliminary plat applications that are reviewed concurrently with a Type II-V application shall be subject to the timelines established in subsection (d)(1).

(3) Final Plats and Short Plats. Pursuant to RCW 58.17.140, final plats and short plats shall be approved, disapproved, or returned to the applicant within 30 days from the date of filing thereof, unless the applicant consents to an extension of such time period.

(4) Consolidated reviews of multiple project permit applications shall be subject to LSMC 14.16A.220(g), and the time period for a final decision shall be the longest of the permit time periods identified in subsections (d)(1) and (d)(2).

(5~~4~~) Appeals. The time period for consideration and decision on appeals shall not exceed 90 days for an open record appeal hearing and 60 days for a closed record appeal. The parties may agree in writing to extend these time periods. Any extension of time mutually agreed upon by the applicant and the City shall be in writing.

(6~~5~~) Exemptions. The time limits established in this title do not apply if a project permit application:

(i) Requires an amendment to the Comprehensive Plan or a development regulation;

(ii) Requires approval of the siting of an essential public facility as provided in RCW 36.70A.200;

(iii) Is reviewed as a Type ~~I or~~ VI permit;

(iv) Is substantially revised by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete;~~.~~

(v) Is listed in RCW 36.70B.140.

(e) Calculating Decision Time Frame. In determining the number of days that have elapsed after the City has notified the applicant that the application is complete for purposes of calculating the time for issuance of the notice of final decision, the following periods shall be excluded:

(1) Any period during which the applicant has been requested by the City to correct plans, perform required studies, or provide additional required information. If the City determines that the information submitted by the applicant is insufficient, it shall notify the applicant of the deficiencies. The period shall be calculated from the date the City notifies the applicant of the need for additional information until ~~the earlier of~~ the date ~~the local government determines whether the additional information satisfies the request for information or 14 days after the date the information has been provided~~ responsive information is resubmitted by the applicant to the City;

~~(2) Any period during which an environmental impact statement is being prepared following a determination of significance (DS) pursuant to Chapter 43.21C RCW, or if the City and the applicant in writing shall agree to a time period for completion of an environmental impact statement;~~

(2) Any period after an applicant informs the city in writing that they would like to temporarily suspend review of the application until the time that the applicant notifies the city in writing that they would like to resume the application.

(3) Any period ~~for~~ an administrative appeal~~s of project permits, if an open record appeal hearing or a closed record appeal, or both, are allowed; or~~is filed until the appeal is resolved and any additional time period provided by the administrative appeal has expired.

(4) Any extension of time mutually agreed upon by the applicant and the City.

~~(f) Possible Extension of Time for Final Decision. If the City is unable to issue a final decision within the time limits provided herein, the applicant shall be provided written notice of this fact. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of the notice of final decision. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)~~

(f) The time for issuing a decision on a project permit application shall start over if an applicant proposes a change in use that adds or removes residential components from the original application that would make the application fail to meet the determination of procedural requirements for the new use.

Section 3. The Lake Stevens City Council will hold a public hearing on this matter no later than 60 days from the effective date of this ordinance. Following the public hearing, the City Council may take action to amend this ordinance, including the making of additional findings.

Section 4. The interim zoning code amendments adopted by this ordinance shall remain in effect for a period of one year from the effective date and shall automatically expire unless the same are extended as provided in RCW 36.70A.390 and RCW 35A.63.220 prior to that date, or unless the same are repealed or superseded by permanent amendments prior to that date.

Section 5. Pursuant to RCW 36.70A.106, a copy of this interim ordinance shall be transmitted to the Washington State Department of Commerce.

Section 6. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 7. 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 full force five days after the date of publication, subject to the expiration referenced in Section 4. .

PASSED by the City Council of the City of Lake Stevens this 10th day of December 2024.

____
Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

____
Kelly Chelin, City Clerk

APPROVED AS TO FORM:

____
Greg Rubstello, City Attorney

First and Final Reading: December 10, 2024
Published:
Effective Date:

Exhibit A – Work Plan

Lake Stevens Process Code Work Plan: Amendments to LSMC 14.16A and 14.16B and Related Sections

Item	Bill/LSMC	Section #	Item
1	HB 1293	1	Clear and objective standards for design review
2	HB 1293	2	Expedited review for affordable housing
3	SB 5290	1	Exclude permits for interior alterations from site plan review
4	SB 5290	6	Clarifications to the determination of completeness process ***(Interim Ordinance 1192)***
5	SB 5290	7	Update permit review timelines, partial refund of fees, and annual reporting requirements ***(Interim Ordinance 1192)***
6	SB 5290	8	Consideration of additional provisions to expedite permit processing
7	LSMC	14.16A	Revise permit expiration and extension policies.
			Determine appeal path for associated land use determinations
			Update security mechanisms in accordance with currently accepted types
			Revise consolidated permit process
			Review for consistency with state law including timelines
8	LSMC	14.16B	Remove redundancies between the two chapters
			Review for consistency with state law

CITY COUNCIL STAFF REPORT

Agenda Date: 12/10/2024

Subject: Draft Land Use and Building Permit Fees Overview

Contact Person/Department: Russ Wright, Christi Schmidt, Carol Manus, Community Development

Budget Impact: Cost Recovery for SB 5290

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Discussion and feedback on proposed fee methodology and future updates

SUMMARY/BACKGROUND:
In response to SB 5290, Planning and Community Development (PCD) has added two new staffing positions with the adopted 2025 budget to provide adequate staff to review permits in compliance with the latest review time frames, effective January 1, 2025. The Assistant Planner position will be filled in the first quarter of 2025, and the Building Supervisor position is scheduled to be filled in the third quarter of 2025. In addition to adding staff, PCD has analyzed land use and building permit fees to ensure the city recovers its costs for permit review, operations and can maintain adequate staffing levels to comply with the review timeframes and reporting requirements. The new legislation:

- Provides local governments with new permit processing time frames and requires local governments to provide permitting fee refunds if the time frames are missed, except under certain circumstances; and
- Replaces existing local government permit processing reporting with new requirements for an annual report using the information to be submitted to the Department of Commerce.

As the first step in assessing the permit fees, staff prepared an analysis of central

Puget Sound jurisdictions with populations between 30,000 and 50,000 to determine if our fee levels are on par with other communities for 2024. This information was presented to the Council in October. While reviewing peer cities, we have found:

- Our current development fees for land use and building permits are, on average, lower than the other jurisdictions, with land use fees having the widest discrepancy. Most of the land use fees have remained the same since 2016, while building fees have remained largely unchanged since 1997.
- The 2024 permit fee comparisons are a snapshot in time, as all jurisdictions are re-assessing their fees to provide for cost recovery and adequate staffing levels as required by the Department of Commerce. Several jurisdictions are updating fees, and we are monitoring their approaches to see how we compare.

The Planning & Community Development Director or designee may authorize refunds of not more than 80 percent of the plan review or permit fee paid when no review or work has been done. Refunds shall be requested in writing and authorized to the original payee. Fees erroneously assessed can be refunded in full. Staff will prepare a Safe Harbor Compliance Memorandum stating how the city is complying with six of the ten optional measures (three are required) to streamline the project review set forth in RCW 36.70B.160.

Concurrency is one of the goals of the Growth Management Act (GMA) and refers to the timely provision of public facilities and services relative to their demand. To maintain concurrency means that adequate public facilities are in place to serve new development as it occurs or within a specified time. Local jurisdictions may adopt a concurrency mechanism for other public facilities deemed necessary for development (WAC 365-196-840(2)). These other facilities may include parks and recreational facilities, sanitary sewer systems, stormwater facilities, and schools. The City of Lake Stevens has adopted concurrency mechanisms for parks and recreational facilities, stormwater facilities, transportation and schools.

GMA pays special attention to concurrency in transportation.

The GMA requires that transportation improvements or strategies to accommodate development impacts be made concurrently with land development. “Concurrent with the development” is defined by the GMA to mean that any needed "improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years" (RCW 36.70A.070(6)(b)). Local governments have flexibility regarding how to apply concurrency within their plans, regulations, and permit systems. Here is what we know about our transportation and park impact fees.

- Our transportation impact fees are lower than the comparable jurisdictions reviewed and must be re-evaluated to ensure development contributes to major infrastructure improvements based on the capital facilities plan. Our transportation impact fees are in the middle when looking at our neighboring Snohomish County cities, with Everett and Marysville being higher (**Attachment 1**). The city must consider a new impact fee for active transportation (e.g., sidewalks and multi-use paths), commonly called a multi-modal impact fee. The multi-modal impact fee will be formulated in 2025 and returned to the council later. If this fee is implemented, the existing traffic impact fee will be adjusted to ensure fees are only applied once for projects. Assessment of impact fees must be tied to the projects identified in the adopted comprehensive plan, established levels of service and the 20-year capital improvement plan.

- Our current park impact fees are in the "middle of the road" compared to comparable-sized jurisdictions. Looking at our neighboring Snohomish County cities, Lake Stevens' park impact fees (along with Snohomish's) are at the higher end of the spectrum. Impact fees should reflect the council's desire to see flourishing parks and meet adopted levels of service to meet the needs of a growing city and contribute proportionate shares to park development. Park impact fee options will be provided to the council at the meeting.

As part of the fee assessment process, staff utilized the Department of Commerce bulletin Navigating Permit Fees: Guidance on Cost Recovery as guidance for establishing a fee structure. The following methodology and assumptions were used in preparing the draft fees as separated out below.

- Building and Fire Fees—The draft Building and Fire Fees (**Attachment 2)** are based on the methodology and assumptions described below.
  - Updates to table 1A, which hasn't been updated since the 1997 Uniform Building Code, six code cycles ago. We propose to begin using this table for commercial mechanical and plumbing fees based on the value of the scope of work of the permits, not on the number of fixtures/equipment to be included.
  - Simplify Mechanical and Plumbing fees by removing the need to count each fixture and/or piece of equipment. This change will remove the need for the permit applicant to count fixtures and/or equipment, submit them through the online permitting system staff to double-check the count and re-adjust fixture counts while doing plan checks or processing over-the-counter permits or when applicants choose to update/adjust their project by adding additional fixtures or equipment in the field after permits are issued. This will be easier for customers and reduce staff time and permit timelines (complying with SB 5290). New builds and additions to homes would be based on a percentage of the building permit fee. When installing or replacing fixtures/equipment, up to four would be a flat fee with a "per fixture" fee, after that, allowing for a full bathroom remodel or replacement of a furnace, adding air conditioner or mini split heat pump or water heater and bathroom fixtures in one permit fee.

- Simplify fees for miscellaneous building permits (fee table B2), using the existing valuation-based table 1A to assess fees so there is a consistent fee approach.
- Clarify items using current construction terms, adding an option for overtime inspections and/or plan review.
- Meeting SB 5290 requirements for rounds of review and holding meetings/assessing additional fees after two rounds of plan review and inspection corrections without additional fees. Also, providing a fee to reinstate expired permits without starting the process over.
- Several comparable cities haven't updated their fees since 2008 or 2022, so we looked at the City of Lynnwood (which updated building fees in January 2024) and aligned building fees more closely with their fee style using our hourly rate, based on staff wages and CPI-U. The City of Lynnwood has since adjusted fees for 2025, meeting SB5290, with the building fees largely remaining unchanged from 2024 levels.
- We propose adopting Snohomish Regional Fire and Rescue (SRFR) fees by reference annually in our fee schedule and link them on our webpage instead of including the pages in our fee schedule, similar to the City of Monroe.

2. Land Use fees – The draft Land Use fees in **Attachment 3**are based on using the following methodology and assumptions as applicable for each permit type or fee.

- Hourly average staff review time for each fee is based on data collection or estimates.
- Hourly average staff wages/benefits = $120 for reviewers.
- Hourly average director wages/benefits = $210.
- Average costs for public noticing = $445.
- Average hearing examiner public hearing cost = $2,000.
- Five-year updated consumer price index (CPI-U) = 4.42% for 2023.
- All fees include a multiplier of 40% for indirect costs, as applicable.
- Miscellaneous fees were updated using a slightly lower-than-average comparable city fee. In cases where no comparable fee was available, the 2023 CPI-U of 4.42% was applied to increase the fee or the multiplier of 40% for indirect costs.

For most fees, staff recommends increasing fees to accurately reflect average staff review hours and indirect costs to ensure that fees and charges are consistent with the services provided. This ensures that fees cover the cost of permitting services so that the public does not subsidize these service costs. Please note the analysis will result in some recommended fee increases, some reductions, and others remaining status quo based on actual or estimated costs to process. If approved, we will monitor the new fees in year one and adjust later in 2025 or 2026. Otherwise, we propose an automatic annual update based on CPI-U with a thorough review every five years (2029).

Business license and home occupation fees will be updated in 2025 to coincide with the Department of Revenue software update timeframes.

Staff is seeking feedback on the following items noted above:

1. Staff will present and discuss park impact fee options.
2. Staff will present and discuss traffic impact fee options.
3. Input on the methodology used for building fees.
4. Input on the methodology used for land use fees.
5. Apply an annual CIP-U (updated annually for a 5-year average) at the end of each year.
6. A check and adjustment in five years (2029) as well as an end-of-year internal audit at the end of 2025.

Based on input provided by the City Council, staff will bring a revised fee resolution back to the Council on December 17, 2024, for consideration of adoption.

Attachments
Attachment 1 – Impact Fee Comparison
Attachment 2 – Draft Building and Fire Fees
Attachment 3 – Draft Land Use and Miscellaneous Fees

APPLICABLE CITY POLICIES:

ATTACHMENTS:
1. Att 1 - Impact Fee Comparison
2. Att 2 - Draft Building and Fire Fees
3. Att 3 - Draft Land Use and Misc Fee Table A_12-6-24
4. Fee Update Presentation

Attachment 1

Park Impact Fees Comparison					
	Comparable Cities (30,000 to 50,000) Average*	**COLS**	**Marysville**	**Snohomish**	**Everett**
SFH	$3,847	$4,155	$1,251	$4,150	
MFU	$2,785	$3,005	$884	$3,600	
1BR					$1,100
2BR					$2,221
3+ BR					$3,331
* Issaquah high $10,805 / Bremerton low $743					

Transportation Impact Fees Comparison					
	Comparable Cities (30,000 to 50,000) Average* and **	**COLS**	**Marysville**	**Snohomish**	**Everett**
Commercial			$2,200	$1,603	$5,592
Residential	$5,658		$6,300	$1,603	
SFH/Townhome					$5,592
Duplex					$11,184
Triplex					$16,776
4-plex					$22,368
MFH<3 BR	$3,670				$3,243/unit
MFH 3+ BR					$5,592/unit
(per PM peak hour trip)		$2,771 to $3,500			
* Issaquah high $10,805 / Burien low $957					
* Lynwood only other jurisdiction using pm peak distribution and traffic zones varies $5,107 to $7,944					

Attachment 2

Building Permit Fees – Table 1A					
Building Fees					
Total Value	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Rationale**
Fees for permits include permit process, file management, payment processing, coordination and inspections which are comprehensive, with two (2) corrections each; all additional inspections, and submittals shall be charged at the hourly rate after two.					
$1-$1,000	$23.50 first	$60.60	$56	$63	City of Lynnwood (COL) is $63 plus $5 City of Edmonds (COE) is $136 plus $3.60. This change would increase our base fee to allow for 1 inspection and 5-minute (m) permit process such as adding a fixture to an existing system.
$1,001-$2,000	$23.50 first $500 plus $3.05 each $100 or fraction	$60.60 + $3.46	$56 + $3.18	$63 first $500 plus $5 each $100 or fraction	COL is $63 plus $5 COE is $136 plus $3.60. This change would increase our base fee to allow for 1 inspection and 15-m permit process
$2,001-$25,000	$69.25 first $2,001 plus $14.00 each $1,000 or fraction	$101.44 + $15.69	$97.53 + $16.81	$110 first $2,001 plus $20 each $1,000 or fraction	COL is $110 plus $20 COE is $190 plus $16.80. This change would increase our base fee to 2 inspection and 30-m permit process
$25,001-$50,000	$391.25 first $25,001 plus $10.10 each $1,000 or fraction	$484.52 + $11.51	$478.13 + $12.06	$575 first $25,001 plus $14 each $1,000 or fraction	COL is $575 plus $14 COE is $580 plus $12. This change would increase our base fee to 4 inspections and 60-m permit process
$50,001-$100,000	$643.75 first $50,001 plus $7.00 each $1,000 or fraction	$826.49 + $8.30	$779.71 + $8.30	$993 first $50,001 plus $10 each $1,000 or fraction	COL is $993 plus $10 COE is $880 plus $8.40. This change would increase our base fee to 6 inspections and 60-m permit process
$100,001-$500,000	$993.75 first $100,001 plus $6.50 each $1,000 or fraction	$1,587.55 + $6.72	$1,194.71 +$6.66	$1,500 first $100,001 plus $8 each $1,000 or fraction	COL is $1,500 plus $8 COE is $1,300 plus $7.20. This change would increase our base fee to 14 inspections and 1.5-hours permit process
$500,001 to $1,000,000 (recommend and up)	$3,233.75 first $500,001 plus $4.75 each $1,000 or fraction	$4,228.10 + $5.32	$4,074.79 +$5.67	$4,743 first $500,001 plus $6 each $1,000 or fraction	COL is $4,743 plus $6 COE is $4,180 and a second level $7,180 plus $4.80. This change would increase our base fee to 25 inspections and 4-h permit process. Recommend adding and up in this section and removing the scale item below.
$1,000,001 and up (recommend removing)	$5,608.75 first $1,000,000 plus $3.65 each $1,000	$7,883.07 + $4.18	$6,937.12 + $4.40	$4,743 first $500,001 plus $6 each $1,000 or fraction	Recommend remove section and see line above

Building Permit Fees – Table B2					
Miscellaneous Building Permit Fees					
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Rationale**
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.					
Basic Plan Set-up fee	$200 permit fee	Unable to compare	Unable to compare	$240 permit fee	Fee schedules were not detailed providing this information. $240 is 2 hours of staff time working with the applicant to provide specific LS direction at this optional fast-tracked process. This is to set up the house the first time and to be used in the future as a lot specific plan moving forward at a less plan review rate and faster review timelines of 2 weeks.
Demolition	$100 permit $120/hr (1hr min.) plan check	(4) $151	Unable to compare	$120 permit + $120/hr (1hr min.) plan check	Fee schedules were not detailed providing this information. $120 is 1 hour of staff time working with the applicant to provide specific. This is to set up any structure to be demolished. It will charge plan review at a minimum of 1 hour and hourly thereafter.
Fence/Retaining Wall	$100 permit fee $100/hr (1hr min) plan check	Unable to compare	Unable to compare	Table 1A based on value permit fee + 65% of permit fee or $120/hr (1hr min) plan check	Fee schedules were not detailed providing this information. Using table 1A by value is the most accurate way to charge a fee. Working with the applicant to provide specific direction. It will charge plan review at a minimum of 1 hour and hourly thereafter.
Manufactured Home (add residential/commercia l and Modular)	$225 permit	Unable to compare	Unable to compare	Table 1A based on value (placement, skirting and egress) permit fee + 65% of permit fee or $120/hr (1hr min) plan check	Fee schedules were not detailed providing this information. Using table 1A by value is the most accurate way to charge a fee. Working with the applicant to provide specific direction. It will charge plan review at a minimum of 1 hour and hourly thereafter.
Certificate of Occupancy (change to no construction, update or reissue and add Temporary Certificate of Occupancy)	$100 permit	(3) $183	Unable to compare	$240/hr (2hr min) whichever is greatest permit + $240/hr (2hr min) whichever is greatest plan check (if required)	Fee schedules were not detailed providing this information. $240 is 2 hour of staff time working with the applicant to provide specific LS direction at this optional fast-tracked process. It will charge plan review at a minimum of 2 hour and hourly thereafter.
Adult Family Home (add WABO Review/Inspection ONLY)	$200 permit	Unable to compare	Unable to compare	$240/hr (2hr min) whichever is greatest permit + $240/hr (2hr min) whichever is greatest plan	Fee schedules were not detailed providing this information. $240 is 2 hour of staff time working with the applicant to provide specific direction. It will charge plan review at a minimum of 2 hour and hourly thereafter.

				check (if required)	
Revisions	$100 plan check	$116 per hr	$117.50	$240/hr (2hr min) plan check	Fee schedules were not detailed providing this information. $240 is 2 hour of staff time working with the applicant for plan review deposit. Revisions take multiple staff to review projects and an hour over processing. This is a deposit and should be charged hourly after the deposit has been exceeded by staff time. Revisions are additional staff time after the permit has been approved/issued.
Inspection-miscellaneous/other not specifically listed		$115 per hr	$95.00	$120/hr (1hr min) permit	$120 is 1 hour of staff time working with the applicant to provide specific inspection not listed on the permit.
Inspection-overtime (overtime determined by the building official based on staff availability)		Unable to compare	Unable to compare	$180/hr (2hr min) whichever greatest permit	
Re-inspection (add for uncorrected violations after 2nd inspection, or cancellation after 7am notice)	$100 permit	$99 per hr	$107.50	$120/hr permit	This fee would be assessed after the same correction is provided two times to the contractor without change to correction. $120 is hourly rate.
Investigation-stop work and/or cease and desist (add to fee schedule)	2 times permit	2 times permit	Unable to compare	2 times permit	For work without permits this fee is consistence with other comparable cities.
Reinstatement of expired permits shall be determined by building official, shall not be across code cycles and within 1 year of expiration date without changes to plans		Unable to compare	Unable to compare	$240/hr (2hr min) whichever greatest permit + $120/hr (1hr min) whichever greatest plan check	This is a new process and fee proposal. It would allow us to review expired permits to the current code and re-issue permits that were previously expired.
Deck, Dock	Valued at: $15 sq.ft. - uncovered $30 sq. ft - dock ($17 sq.ft. - covered = See Table 1A for	Unable to compare	Unable to compare	Proposed update (uncovered /covered deck value, Dock and (add) R-3 Unfinished basement Valued at: BVD and updated annually per CPI-U $15 $40/sq.ft. - uncovered $30 $45/Sq. ft - dock ($17 $50/sq.ft. - covered Unfinished basement (R-3) = $25/sq.ft	These values of construction are not listed in the building valuation data table. The update in these values are in line with construction cost and haven't been updated previously.

Building Permit Fees – Table B3					
Mechanical and Plumbing Fees					
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Rationale**
Fees for inspections are comprehensive, with two (2) corrections each; all additional inspections shall be charged at the hourly rate.					
Mechanical All types	$35 plus each piece $10-$150 each piece of equipment depending on type and quantity. There are 34 different equipment options to count and choose from.	(2) % of bld permit 8/10% (3) RNEW base $272-$373 (2) by fixture/ Comm (3) table 1A (1) diff table, (3) permit/fix fee $25-$40 +$6.25-$100	71.67% of building permit fee	**Residential** new-10% of building permit fee. Add/alter-$200 w/4 pieces of equipment over 4-$15 each additional. **Commercial**-table 1A based on value of the equipment and installation.	COL is 10% of BLD fee IRC, add/alt $208.00 with (w) 4 equipment over 4-$18 each additional. COE is a flat fee of $340 per initial build and by equipment for replacement. Commercial COL is based on valuation table COE is $57 and equipment ranges $40-$171. To simply fees we recommend using table 1A based on value of each (plumb/mech) and charging for those permits and reviews instead of counting fixtures. The fees will average very close to the same fees without all the extra data entry and updating permits fixture counts. Residential alterations would be for a system update.
Plumbing All types	$35 plus $10-$50 per fixture depending on type and quantity of fixture. There are 33 different fixture options to count and choose from.	(2) % of bld permit 8/10% (3) RNEW base $272-$373 (1) by fixture/ Comm (3) table 1A (1) diff table, (3) permit/fix fee	71.67% of building permit fee	**Residential** new-10% of building permit fee. Add/alter-$200 w/4 pieces of equipment over 4-$15 each additional. **Commercial**-table 1A based on value of the fixtures and installation.	COL is 10% of BLD fee IRC, add/alt $208.00 w-4 fixtures and $18 each over 4. Commercial COL is based on valuation table COE is $57 plus fixtures range from $40-$879. To simply fees we recommend using table 1A based on value of each (plumb/mech) and charging for those permits and reviews instead of counting fixtures. The fees will average very close to the same fees without all the extra data entry and updating permits fixture counts. Residential alterations would be for a system update.

Building Permit Fees – Table C					
Plan Review Fees					
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Rationale**
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate. Valuation of plumbing and mechanical work for determining the plumbing and mechanical permit fees shall be based on the plumbing and mechanical work for each permit and listed for combination permits separately.					
Residential, (adding Duplex and IRC Townhomes)	New construction & additions 65% of permit fee using table 1A Repairs & Alterations $100/hr (1hr min)	(4) 65% (1) 85% (1) fixed fee	71.67% of building permit fee	65% of table IA or $120/hr (1hr min) whichever is greatest	To simply fees we recommend using table 1A and 65% for plan check based on value of each type of permit for ease and consistency with a minimum plan check of 1 hour.
Basic House plan check	See table 2B	Unable to compare	Unable to compare	See table 2B	See table 2B
Commercial, (add Multi-Family and Mixed Use)	New construction & additions 85% of permit fee using Table 1A Tenant Improvement (TI) & Alterations 85% of permit fee using Table 1A OR $100/hr (1hr min) as determined by building official	(5) 65% (2) 85%	71.67% of building permit fee	65% of table IA or $120/hr (1hr min) whichever is greatest	To simply fees we recommend using table 1A and 65% for plan check based on value of each type of permit for ease and consistency with a minimum plan check of 1 hour.
Plumbing & Mechanical- Commercial, Multi-Family and Mixed Use	Plumbing & mechanical 25% of permit fee or City's hourly rate of $100 per hour (1hr min)	Plumbing (4) 65%, (1) 40% Mechanical (3) 65% (1) 40%	Unable to compare	40% of Plumbing & Mechanical permit fee or $120/hr (1/hr min) whichever is greatest	To simply fees we recommend using table 1A and 40% for plan check based on value of each type of permit for ease and consistency with a minimum plan check of 1 hour.
Other: All overtime plan review as determined by the building official based on staff availability	na	Unable to compare	Unable to compare	$180/hr (2/hr min) whichever is greatest	This is a newly proposed fee. $180 is 1.5 times our hourly rate of $120. This would allow for review outside the standard hours if staff is available and customer would like to pay for over time.

Fire Department Commercial Plan Review – Table D (change SRFR 2025 fees by reference Table A)					
Plan Review Fees					
Total Value	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Rationale**
(add Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.)					
New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U (add Adopt Snohomish Regional Fire & Rescue (SRFR) by reference per signed Inter-Local Agreement (ILA) annually by reference. Section 2, table A Building Permit Fees					
Group R-3 or IRC Dwellings (regardless of valuation)	$30			$31	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$0-$1000	$30			$31	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$1,001-$5,000	$115			$31	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$5,001-$10,000	$175			$61	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$10,001-$20,000	$200			$10,001-$28,000 $91	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$20,001-$45,000	$260			$28,001-$55,000 $180	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$45,001-$100,000	$315			$55,001-$275,000 $299	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$100,001-$250,000	$430			$275,001-$550,000 $419	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$250,001-$500,000	$545			$550,001-$1,000,000 $568	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$500,001-$1,000,000	$690			$1,000,001-$2,000,000 $788	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$1,000,001-$1,500,000	$775			$2,000,001-$5,000,000 $896	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
$1,500,001-$2,000,000	$835			$5,000,001-$10,000,000 $1,076	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
>$2 million	$865 + $55 per $500,000 over $2 million			Over $10,000,000 $1,254 fee plus $66 per $500,000	SRFR adopts their own fees, city adopts and implement with new fee schedule per ILA.
E (change SRFR 2025 fees by reference) See SRFR ~~section II~~ ~~4~~ Tables A, B, C, D and E, F, G, H, I, J, K, L, M, N and O for Sprinkler and Alarm fees, Operational, Investigation, Miscellaneous, Administrative and Technology. ~~Inspections outside of normal business hours: $127 $100/hour, 2 hour minimum. Re-inspection fees assessed at $127 100 per hour (1 hour minimum).~~ ~~Penalty for commencing work prior to permit issuance: Double permit fee. Inspections for which no fee is specifically indicated: $127 100/hour (1/2 hour minimum).~~ ~~Additional plan review required by changes, additions or revisions to plans: $115 100/hour. For use of outside consultants for plan checking and inspections, or both: Actual Costs~~					
F (remove) ~~Miscellaneous Building Permit Fees. Tables 82 and 83 specify those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:~~					
G (remove) ~~Please note that Fire Permit application fees will apply to some land use permits and all building and event permits, in addition to land use, building and event permit fees.)~~					

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
Type I Land Use Permits – Administrative without Public Notice						
Administrative Deviation	$200 for first two hours + 100 for each additional hour of staff time	N/A	$985	$570	3 hours average staff time + 1 hour director time = $570	
Administrative Modifications	$450	$ 3,425.33	$985	$990	6.5 hours average staff time + 1 hour director = $990	
Adult Family Home (also requires Home Occupation Business License and Building Permit)	Currently processed under a building permit and with the business license. No land use application fee is being charged.	N/A	N/A	$480	4 hours average staff time = $480	LSMC 14.44.015(I) requires home occupations to apply for a Type I permit with a business license ($40) and building permit and submit additional information as a site plan review.
Boundary Line Adjustments	$1,000	$ 1,704.50	$1,157	$1,050	7 hour staff average + 1 hour director time = $1,050	
Change of Use	Included in business license fee	N/A	$1,521	$690	4 hours average staff + 1 hour director time = $690	This is one of the highest Type I permit staff review hours and lost revenue permits as it is

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.

Permit Type	Current Fee	Comp. Peer	Comp. Neighbor	Proposed Fee	Estimated Time Using MSRC Guidance	Rationale
						currently tied to the business license fee of $40. Monitor.
Code Interpretation	$200	N/A	N/A	$840	4 hours of director time = $840	
Construction Plan Approval	Residential developments 1-9 units: $1,500 + $100 per lot for first two and Residential developments 10 or more units: $1,500 + $150 per lot for first two reviews + each additional review will be charged either: a) 100 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director reviews + each additional review will be charged either: a) 100 per hour staff	N/A – Did not provide	N/A – Did not provide	$5,600	Consultant average fee/civil engineering review of $4,000 + 40% indirect cost = $5,600	Consolidate into one fee for both residential / commercial uses. Same processing time for both. Staff is recommending eliminating the cost per lot fee.

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
	time; or b) Consultant fees (see below) As determined by the appropriate Department Director					
Design Review	$450	$ 821.60	N/A	$1,050	8 hours average staff time ($840) + 1 hour director time = $1,050	
Events (to be done by Parks in 2025). Fire permit fee also apply to event permits.		N/A	N/A	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.
Event Level 1	$100 (+ Fire Permit fee)	N/A	N/A	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.
Event Level 2	$225 (+ Fire Permit fee)	N/A	N/A	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.
Event Level 3	$325 (+ Fire Permit fee)	N/A	N/A	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.	Status quo until mid-year adjustment in 2025.
Event Level 4	$1050 (+ Fire Permit fee)	N/A	N/A	Status quo until mid-year adjustment in 2025.	N/A	Status quo until mid-year adjustment in 2025.

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
Event Level 4 Deposit	80% of City estimated cost for City Services	N/A	N/A	Status quo until mid-year adjustment in 2025.	N/A	Status quo until mid-year adjustment in 2025.
Event Expediated Review Fee	$100	N/A	N/A	Status quo until mid-year adjustment in 2025.	N/A	Status quo until mid-year adjustment in 2025.
Boat Launch Closure	$100/day	N/A	N/A	$200/day	N/A	2024 adopted fee is shown.
Recycle Containers	$10/unit deposit 35/unit replacement fee for unreturned or damaged units	N/A	N/A	Status quo until mid-year adjustment in 2025.	N/A	Status quo until mid-year adjustment in 2025.
EDDS Deviations (EDDS Form Process A) / Frontage Improvement Waiver (EDDS Form Process B)	$200 for first two hours + 100 per hour for each additional hour of staff time	N/A	N/A	$470	3 hours average staff time + 0.5 hour director time= $470	Currently charging a flat fee of $200. EDDS update to be completed in 2025.
Floodplain Development Permits (when no Shoreline Exemption is required (may also require SEPA and critical area review fees)	$200	$457.00	$1,431	$470	3 hours average staff hours + 0.5 hour director = $470	
Home Occupations	$40. <u>Reviewed as part of business license, endorsement through DOR</u>	$65	N/A	Status quo until mid-year adjustment in 2025.	Status quo until mid-year	Fee to be updated mid-year 2025 and updated on DOR website. Added this

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
						text as currently under the adopted fee resolution this is listed as a Type I permit but not listed in LSMC Table 14.16A-I. This will resolve any confusion of what type of permit is required.
Legal Lot Status Determination	200 for first two hours + 100 for each additional hour of staff time	N/A	$408	$570	3 hours average staff time + 1 hour director = $570	
Master Sign Program	$600	N/A	N/A	$600	5 hours average staff time = $600	Staff is recommending leaving status quo.
Minor Land Disturbance	$500	$1,000	N/A	$930	6 hours average staff time + 1 hour director time = $930	
Mobile Food Vendors	Initial license and application $75 and renewals $40	Initial 158; renewal 100	N/A	$240 License + Fire Permit / $120 Renewal + Fire Permit	2 hours average staff time = $240	
Multi-Family Tax Exemption	$500	N/A	N/A	$810	5 hours average staff + 1 hour director = $810	
Pasture/Waste Management Plan (LSMC	$100 + 100/hour	N/A	N/A	$240	2 hours average staff time = $240 (requires	

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
5.18.040) Plan Review Fee Subsequent Plan Modification Review					coordination with Snohomish Conservation District)	
Reasonable Use Exceptions	$200 + critical areas review fee	$314	$822	$470 + Critical areas review fee	3 hours average staff time + 0.5 hour director time = $470	
Shoreline Exemptions / Shoreline Exemption with Floodplain Development Permit	$200 / $300	$412	$594	$570 / $690	3 hours average staff time + 1 hour director time = $570 4 hours average staff time + 1 hour director time = $690	Combined the two fees on one line.
Short Term Rentals / Short Term Rental Renewal	$500 / $100	N/A	N/A	$510 / $120	2.5 hours average staff time = $300 + 1 hour director time = $510 1 hour average staff time = $120	The renewal fee is not currently listed as a review type and was added with the adoption of the STR Ordinance 1139 and amended fee schedule.
Signs	$200 + $50 per sign	N/A	N/A	$240	2 hours average staff time = $240	
Temporary Residence ~~(1.700)~~	$125	N/A	N/A	$240	2 hours average staff time = $240	Current LSMC 14.16A-I lists Temporary uses as a Type I permit but does not list out all

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
						the temp use fees. There are 4 and for clarity all four are being added to the fee resolution. Strike out reference number.
Temporary Mobile/Modular Public Structures ~~(15.500)~~ in any zone	$100	N/A	N/A	$240	2 hours average staff time = $240	Current LSMC 14.16A-I lists Temporary uses as a Type I permit but does not list out all the temp use fees. There are 4 and for clarity all four are being added to the fee resolution. Strike out reference number.
Temporary Structures ~~(23.000)~~	$200	N/A	N/A	$240	2 hours average staff time = $240	Current LSMC 14.16A-I lists Temporary uses as a Type I permit but does not list out all the temp use fees. There are 4 and for clarity all four are being added to the fee resolution. Strike

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
						out reference number.
Underground Utility Deviations	$200 for first two hours + 100 per hour for each additional hour of staff time	N/A	N/A	$470	3 hours average staff time + 0.5 hour director time= $470	
Zoning Verification Letter	$200	$192	$191	$360	3 hours average staff time = $360	Staff recommendation is to increase the fee for cost recovery of staff time.
Type II Land Use Permits – Administrative with Public Notice						
Administrative Conditional Use	$1,000	$4,295	$1521	$1,255	5 hours average staff time ($600) + notice ($445) + 1 hour director time (210) = $1,255	
Administrative Variance	$1,000	$816.50	$658	$1,255	5 hours average staff time ($600) + notice ($445) + 1 hour director time ($210) = $1,255	
Binding Site Plan	$6,000	$13,228.50	$3133	$10,300	60 hour average staff time ($7,200) + public notice x 2 ($890) + 1 hour director time ($210) + HE fee ($2,000) = $10,300	A binding site plan review is the same as the subdivision review time and process. Staff recommends matching subdivision review fee. Monitor.

Permit Type	Current Fee	Comp. Peer	Comp. Neighbor	Proposed Fee	Estimated Time Using MSRC Guidance	Rationale
Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Binding Site Plan Revision	$1,000	N/A	N/A	$1,400	No data. Retained existing fee and added the 40% indirect cost = $1,400	
Final Short Subdivision	$765	$1,963.20	$1,228	$1,045	4 hours average staff time ($480) + $445 public notice + 1 hour director = $1,045	
Final Short Subdivision Pre-check and Survey Review	$100/ hour, 2 hour minimum plus $1,000 survey deposit	N/A		Direct survey consultant review cost + 40% indirect cost	Direct survey consultant review cost + 40% indirect cost	
Final Subdivision	$1,565 + $100 per lot or unit + Survey Consultant Fee	$6,770.40	$1,228	$3,055	20 hours of staff time ($2,400) + $445 public notice + 1 hour director time = $3,055	Changed plat to subdivision throughout fees to match RCW.
Major Land Disturbance / Major Land Disturbance with Class IV Forest Practices Permits	$1,000 / $1,250	$1,000	N/A	$1,375 / $1,615	6 hours staff time + public notice $445 + 1 hour director = $1,375 Class IV Forest Practices Permit + 2 hours average staff time = $1,615	
Planned Action Certification / SEPA Review (early or when not combined with another permit or	$750	$314 / $2,048.67	$974 / $990	$975	3.5 hours average staff time + notice ($445) + 0.5 hour director time = $975	$800 is peer city average

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
required for a Type I permit)						
Shoreline Substantial Developments Related to Single Family Residence / Commercial / Subdivision / Other	$500 + Hearing Examiner if an appeal is filed ~~requested~~ by public / $1,500 / $2,000 / $2,500	$2,342.50	$3,004	$1,135 + Hearing Examiner Fee if an appeal is filed by public.	4 hours average staff time ($480) + $445 public notice ($210) + 1 hour director time = $1,135	Fee resolution has 4 different types. Currently each fee listed separately. Revised language to match LSMC 14.16A.210(b)(1). Appeals of a Type I decision are made to the HE, except shoreline permit appeals are made to the Shoreline Hearings Board. Removed Multi-Family from fee as it is not a permitted use in WR zone. Combined into one fee to simplify.
Short Subdivision Preliminary	$4,320	$3,39.71	$3913	$3,060	20 hours staff time ($2400) + 1 hour director ($210) + public notice ($445) =$3,055	Rounded to the whole number.
Short Subdivision Alterations	$1,225	N/A	N/A	$1,620	8 hours staff time ($960) + $445 public	Rounded to the whole number.

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
					notice + 1 hour director = $1,615	
Short Subdivision Vacations	$1,225	N/A	N/A	$1,620	8 hours staff time ($960) + $445 public notice + 1 hour director = $1,615	Rounded to the whole number.
Site Plan Reviews	$200 for first two hours + 100 per hour for each hour of additional staff time	$644.80	N/A	$1,280	5 hours staff average + notice ($445) + 0.5 hour director time = $1,275	Rounded to the whole number. Monitor.
Temporary Encampments (as modified by Section 14.44.038)	$1,250	N/A	N/A	$2,310	Use comparable review process for site plan review. 12-hour average staff time + $445 for public notice + 1 hour director time = $2,305	Rounded to the whole number. Listed as a Type I permit in the fee resolution. But listed as a Type II in 14.16A.-I. Moved to Type II permit.
Type III – Quasi-Judicial, Hearing Examiner						
Conditional Uses	$3,500 + Hearing Examiner Cost	$3,831.60	$2,401	$4,300	10-hour average staff time+ public notice x 2 + 1 hour director time + $2000 HE fee = $4,300	
Preliminary Subdivisions	$10,030	$13,010.17	$4,464	$10,300	60-hour average staff time ($7,200) + public notice x 2 ($890) + 1 hour director time	Match binding site plan fee with subdivision fee - same review process.

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
					($210) + HE fee ($2,000) = $10,300	
Shoreline Variances / Variances both require Hearing Examiner Review	$1,500 + Hearing Examiner / $1,100 + Hearing Examiner	$ 2,472.33 / $ 7,413.50	$2,401 / $2,050	$3,820 + hourly fee after 2nd review	6 hours average staff time ($720) + public notice x2 ($890) + 1 hour director time ($210) + HE fees $2000 = $3,820	Combined shoreline variances and variances into one fee. Monitor.
Type IV – Quasi-Judicial, City Council with Hearing Examiner Recommendation						
Essential Public Facilities (in addition to conditional use permit fees)	Public Participation Costs (e.g., mailings, noticing, room rental) + consultant fees + attorney fees	N/A	N/A	$4,300 + consultant / attorney fees	10 hour average staff time $1200 + hearing examiner fee $2000, public notice x 2 (NOA/PH) $445 x 2 , + 1 hour director time = $4,300 + attorney fees direct cost	Used conditional use fee plus direct costs for consultant/attorney fees as applicable.
~~Planned Neighborhood Developments~~	~~$3,500 + Hearing Examiner cost~~	N/A	N/A	Remove this fee.	No longer in the code. Removed during 2024 periodic update from Comp Plan and will be removed during the process code update in 2025.	No longer in the code. Removed during 2024 periodic update from Comp Plan and will be removed during the process code update in 2025.
Rezone – Site Specific Zoning Map	$500 + Hearing Examiner cost	$4,663.00	$2921	$4,300	10 average hours staff time + HE fee, public notice x 2 + 1 hour	Added the text site specific from code to so applicants know a

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
Amendments (minor) LSMC 14.16C.090(b)(1)					director = $4,300 (does not include CC time). Major increased staff time 10 hours for public meeting/council.	site specific rezone is also known as a minor rezone
Secure Community Transition Facilities	Public Participation Costs (e.g., mailings, noticing, room rental) + consultant fees + attorney fees	N/A	N/A	$4,300 + consultant / attorney fees	10 hour average staff time $1200 + hearing examiner fee $2000, public notice x 2 (NOA/PH) $445 x 2 , + 1 hour director time = $4,300 + attorney fees direct cost	
Type V – Quasi-Judicial, City Council						
~~Plat Alternations~~	Moved to type III					Moved to Type III Permits with Subdivisions
~~Plat Vacations~~	Moved to type III					Moved to Type III Permits with Subdivisions
Right-of-Way Vacations	$1,000	N/A	N/A	$1,700	5 hours average staff review time ($840) + public notice x 2 ($890) + 1 hour director = $1,700 (does not include CC time)	Monitor.
Type VI- Legislative, City Council with Planning Commission Recommendation						

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
~~Comprehensive Plan Amendments, Map and Text~~						Fee resolution includes area wide rezones broken down by minor and major. Code permit type breakdown is different than fee resolution. Staff is recommending to revised fee matrix to match the code. See below.
Comprehensive Plan Amendment Minor Amendment (annual cycle)	$2,400	$2,264.83	$3618	$3,600	No data. Used existing fee and plus a 40% indirect cost increase	
Comprehensive Plan Amendment Major Amendment (5-year cycle)	$3,500	$2,264.83	$3618	$4,900	No data. Used existing fee and plus a 40% indirect cost increase	
Development Agreements	$1,400	$ 2,834.80	N/A	$3,380 + attorney fees with 40% indirect cost	12 hours average staff time ($1,440) + 5 hours average director time ($1,050) city council time + public notice x 2 ($890) =$3,380 + attorney fees (does not include CC time)	Monitor.

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
Land Use Code Amendments (LSMC 14.16C.075)	$3,000	$ 2,264.83	$3628	$3,380	12 hours average staff time ($1,440) + 5 hours average director time ($1,050) + public notice x 2 ($890) = $3,380 (does not include PC/CC time)	Added code citation to fee schedule for applicant clarification. Staff recommendation is to leave it as it. No conclusive averages. Monitor for next 5 year update.
Rezones – Area -Wide Zoning Map Amendments (Major) LSMC 14.16C.090(b)(2)	$1,000 ~~+ Hearing Examiner Fee~~	$4,663.00	$2921	$3,380	12 hours average staff time ($1,440) + 5 hours average director time ($1,050) + public notice x 2 ($890) = $3,380 (does not include PC/CC time)	Fee resolution list has minor Type IV and major VI. Add code citation for applicant clarification. Major rezone has PC open record hearing then CC.
Miscellaneous Land Use Fees						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time**	**Rationale**
Attorney Fees	Applicant pays actual cost charged City plus $35 Administrative fee			Actual cost + 40% administrative costs/fee		Applicant pays actual cost charged to the City plus 40% administrative fee (indirect costs)

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.

Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
APPEALS PER TITLE 14						
To City Council	$350			$775	Used existing fee and added 40% = $775	
To Hearing Examiner	$350			$775	Used existing fee and added 40% = $775	
To Shoreline Hearings Board	$100/hr			Staff/Director hourly rate	No comparable.	Status quo until mid-year adjustment in 2025 or adjust in 2025.
CODE ENFORCEMENT						
Contested Hearing Filing Fee	$350			$350		Status quo until mid-year adjustment in 2025.
Mitigation Hearing Filing Fee	$350			$350		Status quo until mid-year adjustment in 2025.
~~Hearing Examiner Hearing~~	Hearing Examiner Cost			Hearing Examiner Cost	Use direct cost	Use direct cost as each case varies greatly
CONCESSIONS						
Background Check	$70			$70		Leave as it. Mid-year 2025 adjustment.
Concession Agreement Review/Administration (lease rate)	$200			Negotiated		Adopted with the 2024 budget
Damage & Litter Deposit (refundable at end of contract)	$200			Negotiated		Adopted with the 2024 budget

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
Lease Rate	5% of revenue			Negotiated		Adopted with the 2024 budget
CONSULTANT FEES (when applicable)	Actual Cost + $35 administrative fee			Actual Cost + $50 administrative fee	Used existing fee and added the 40% administrative cost (indirect cost)	
CRITICAL AREA REVIEW	Actual Cost + $35 administrative fee			Actual Cost + $50 administrative fee	Used existing fee and added the 40% administrative cost (indirect cost)	
IMPACT FEES						
Park Mitigation Fees						
Single-family residences (e.g., single-family residence, duplex and manufactured home)	$4,154.92/dwelling unit			Forthcoming	Use 20 year CIP costs to update current methodology	Use 20 year CIP costs to update current methodology
Multifamily residences with three or more units	$3,004.75/dwelling unit			Forthcoming	Use 20 year CIP costs to update current methodology	Use 20 year CIP costs to update current methodology
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	$1,912.53/dwelling unit			Forthcoming	Use 20 year CIP costs to update current methodology	Use 20 year CIP costs to update current methodology
School Mitigation Fees						As adopted the school district CIP.
Lake Stevens Schools[1]						
Detached Single Family Residence	$11,434/dwelling			$13,730/unit		
Townhouse/Multiplex	$2,526/dwelling			$2,627/unit		

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
Multifamily, 0-1 bedrooms	0			0		
Multifamily, 2+ bedrooms	$2,526/unit			$751/unit		
Snohomish Schools[1]						
Detached Single Family Residence	$6495/dwelling unit			$5,361/dwelling unit		
Duplex/Townhouse	$4,514/dwelling unit			$5,462/dwelling unit		
Multi-Family (1 bedroom)	0			0		
Multi-Family (2+ bedrooms)	$4,514			$1,357/dwelling unit		
Traffic Mitigation Fees				Forthcoming	Use 20 year CIP costs to update current methodology	LSMC 14.112 was last updated in 2012 (Methodology). Applied new CIP 2024 Comp Plan costs to formula.
Traffic Impact Zone 1	$2,771/PM peak hour trip			Forthcoming	Use 20 year CIP costs to update current methodology	
Traffic Impact Zone 2	$3,500/PM peak hour trip			Forthcoming	Use 20 year CIP costs to update current methodology	
Traffic Impact Zone 3	$200/PM peak hour trip			Forthcoming	Use 20 year CIP costs to update current methodology	

Permit Type	Current Fee	Comp. Peer	Comp. Neighbor	Proposed Fee	Estimated Time Using MSRC Guidance	Rationale
Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
PRE-APPLICATION CONFERENCE FEE	$400 + Consultant fees ($400 credited toward application fee over $1000 upon submittal of said application if received within 12 months from date of pre-application conference)	N/A	$991.20	$840 + Consultant fees ($840 credited toward application fee over $1000 upon submittal of said application if received within 12 months from date of pre-application conference)	Staff hour average for all reviewers (9) is 7 hours including permit coordinator = $840	
RECONSIDERATION OF DECISION by:						
Planning Director	$200			$1,050	No staff average. Used 5 hour director time = $1,050	
City Council	$200			$1,050	No staff average. Used 5 hour director time = $1,050	
Hearing Examiner	$100 + Hearing Examiner fees			$445 + Hearing Examiner fees	Noticing cost $445 + the average hearing examiner cost $2,000	Staff is recommending a direct cost as reconsiderations are time consuming and vary greatly in costs.
RECORDING FEES	At cost (paid directly to Snohomish County)			At cost (paid directly to Snohomish County)	Direct cost	

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews, public notice (as applicable based on the permit Type) a land use decision, and required inspections. After two reviews each subsequent review is subject to fees comprising but not limited to staff/director hourly rates as well any direct costs, such attorney costs, etc.						
Permit Type	**Current Fee**	**Comp. Peer**	**Comp. Neighbor**	**Proposed Fee**	**Estimated Time Using MSRC Guidance**	**Rationale**
SEPA REVIEW						
Planned Action Project Certification Review including SEPA checklist / Review of SEPA Checklist	$750			$810	5 hours average staff time + 1 hour director = $810	Combine into one fee.
Review of requested studies (including traffic, drainage, etc.)	$100/hour			$240 (2 hour minimum) per study	2 hours average staff time = $240	All "studies, traffic studies, drainage studies" combined since they are all the same fee
Environmental Impact Study (EIS)	$100/hour			$1,200	10 hours average staff time = $1,200	
Addendum	$300			$450	2 hours average staff time + 1 hour director = $450	
SEPA Appeals (to Hearing Examiner)	$200 + Hearing Examiner fees			$2000 Hearing Examiner fee + hourly fee	Direct cost	Direct cost as each case varies greatly

CITY OF LAKE STEVENS

One Community Around The Lake

Permit & Impact Fee Updates

RUSS WRIGHT, COMMUNITY DEV. DIRECTOR

CAROL MANUS, BUILDING OFFICIAL

CHRISTI SCHMIDT, PLANNING MANAGER

DECEMBER 10, 2024

In October 2024, staff presented a fee comparison overview with comparable and peer cities to City Council

In response to SB 5290, Council approved two new staffing positions with the 2025 budget:

- ❖ Assistant Planner – 1st quarter
- ❖ Building Supervisor – 3rd quarter

Analysis of land use and building permit fees to ensure cost recovery for:

- ❖ Permit review
- ❖ Operations
- ❖ Adequate staffing levels to meet review timeframes and reporting requirements

Background Permit Fees

Why are we reviewing fees?

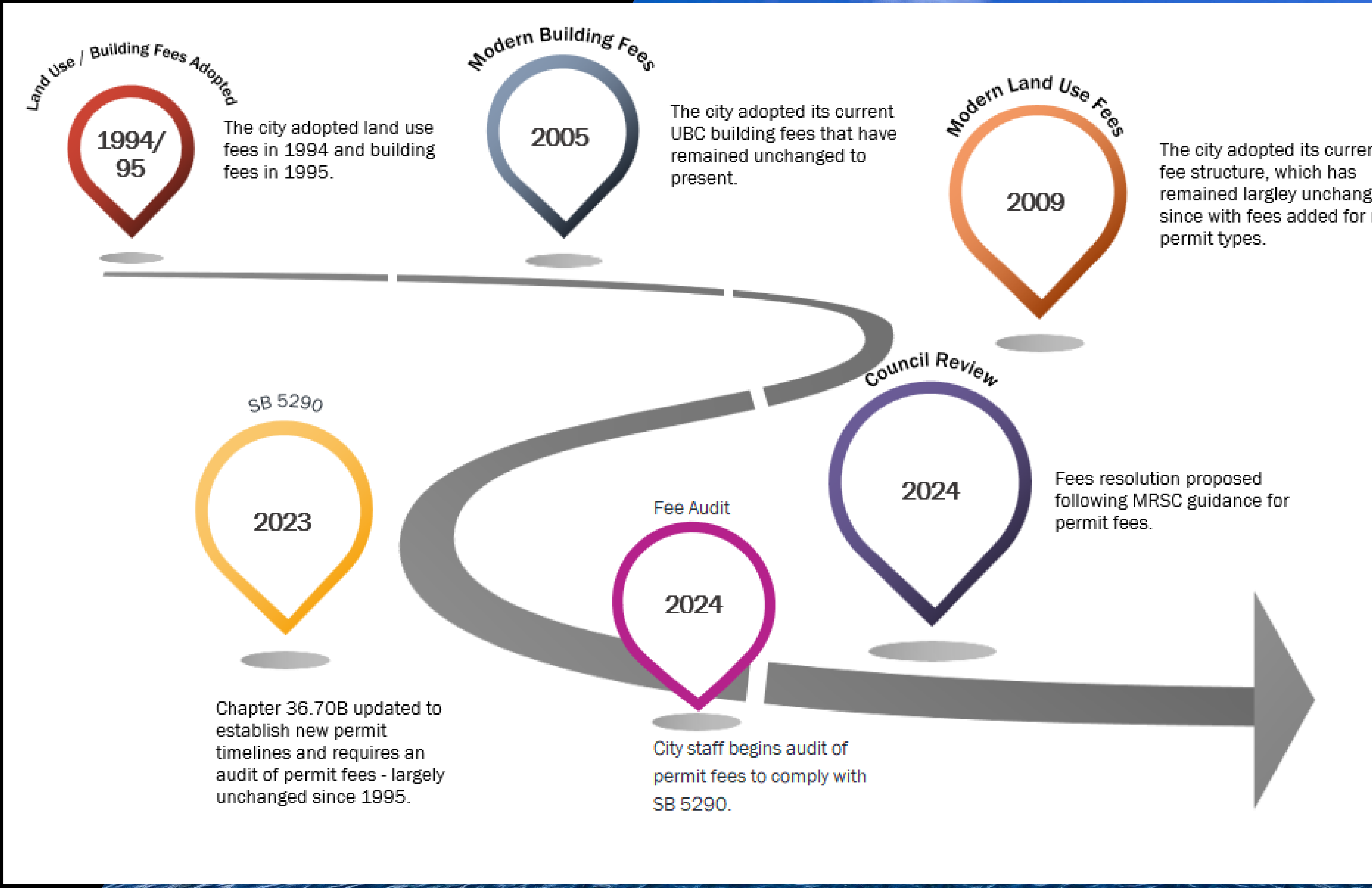
1. **As revised, Chapter 36.70B.160 RCW (Local Project Review Act) requires cities meet new permit review timelines & reporting requirements**
   - As part of the implementation, cities must audit their fees to ensure permit fees are reasonable
   - There should be available revenue in place for staff or consultants to meet the new statutory requirements
   - After Jan. 1, 2025, refunds of application review fees may be required if timelines are not met

2. **What does a reasonable fee mean?**

   According to the Department of Commerce, *a reasonable fees is the true costs of a permit , which includes **direct hourly rates** a reviewer earns analyzing the application and making recommendations and **indirect costs** of other resources, such as department operations, software costs, printing, administrative staff, fleet vehicles and inspections, and the full wages and benefit package earned by the reviewers(s).*

Lake Stevens Permit Fee History

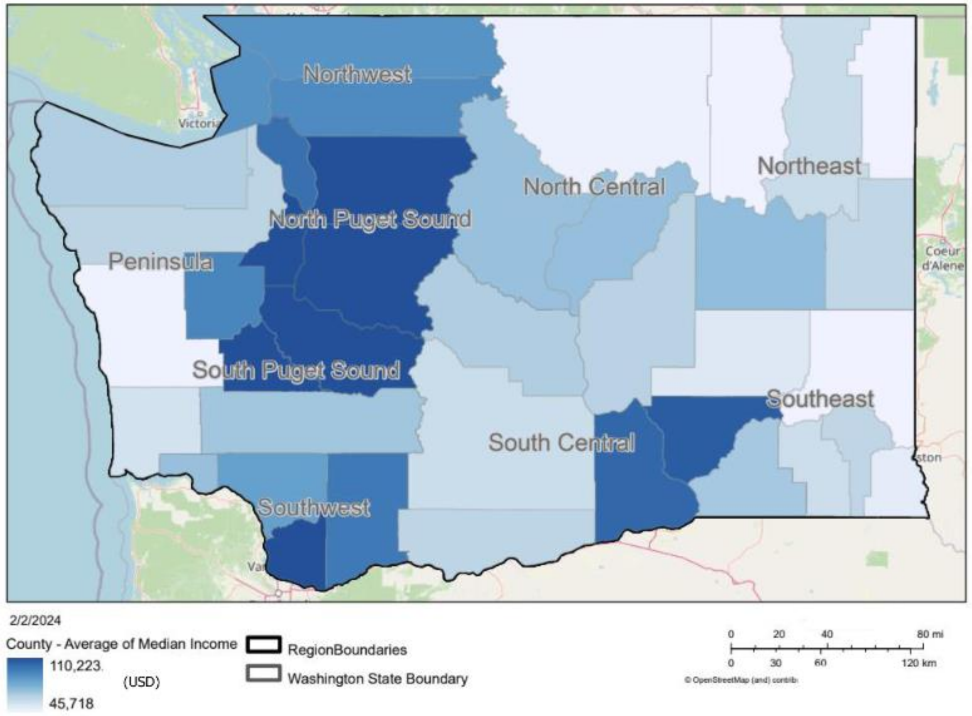
- Permit fees largely unchanged for the last 15 to 19 years



Overall Assumptions & Methodology

Median Income by County*

Figure 2 - Median Income by County Map



The city evaluated current fees in peer & neighboring cities

Why is this important?

- ✓ Neighboring and peer cities usually reflect comparable conditions
- ✓ Represent related local markets and economies
- ✓ Have similar department structures

Fees for land use permits align with median income. Regions with higher median income, such as the Puget Sound have more expensive permit fees

**Navigating Permit Fees: Guidance on Cost Recovery Pursuant to 2SSB 5290 (2023) Section 9* – WA Department of Commerce

Overall Assumptions & Methodology

Following Dept. of Commerce guidance, **staff recommends a hybrid approach to establish reasonable fees for processing permits** & **ensure cost recovery**

Land Use Fees

- ✓ Average hourly permit review accounting for wages and benefits identified
- ✓ Indirect costs for operations & maintenance, software, vehicles, etc. estimated
- ✓ Permit fees based on identified or observed time to complete projects established

Building Permit Fees

- ✓ Value-based fees for building permits updated to reflect current project costs

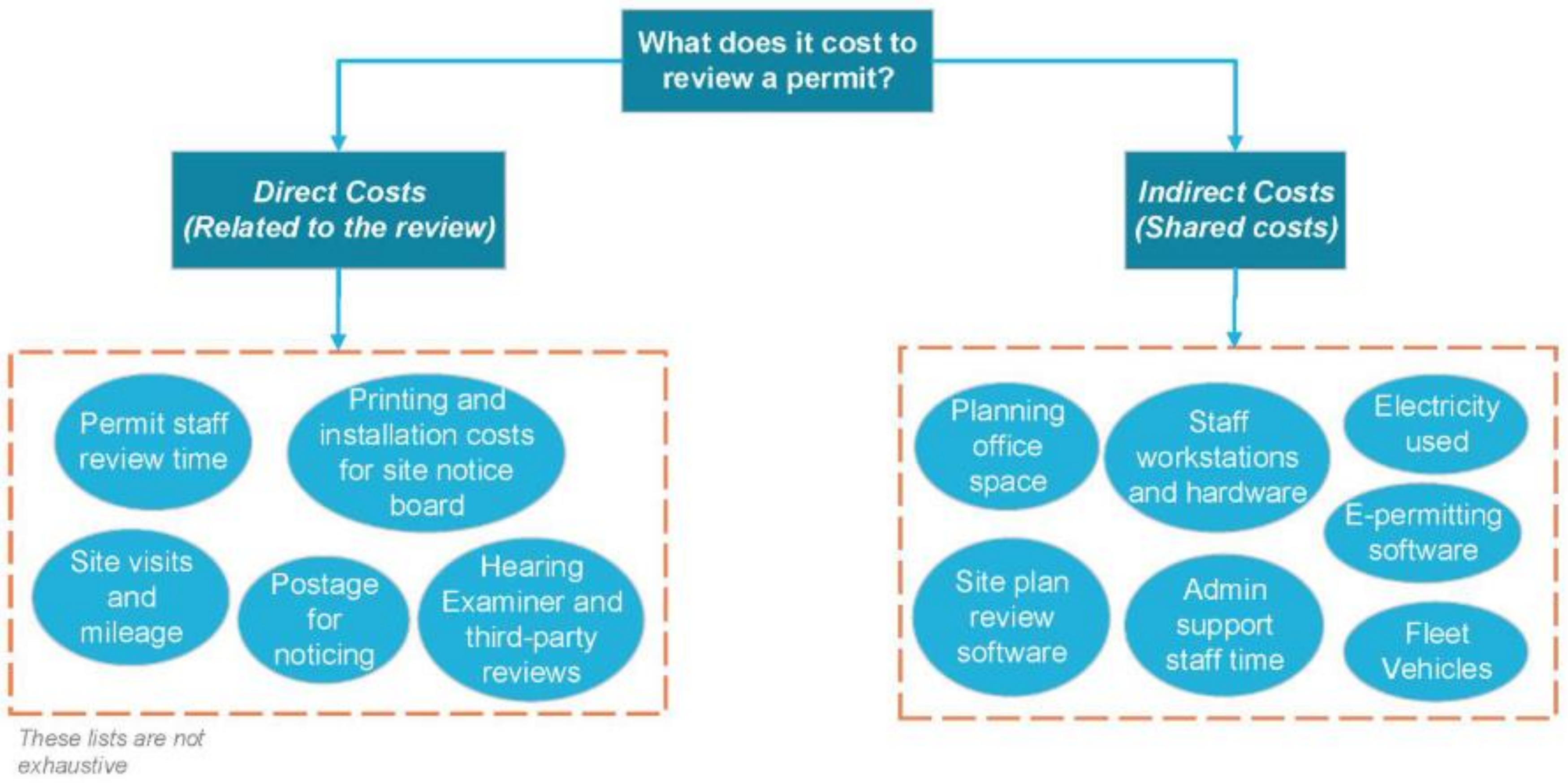
Moving forward

- ✓ Retain pass through fees for consultants
- ✓ We propose to use an inflator based on the Consumer Price Index for Urban Consumers (CPI-U) annually

According to the Dept. of Commerce, when fees are updated regularly, especially time-based fees, they reflect current wages & market conditions and are the most accurate.

WA Dept of Commerce Table of Permit Costs

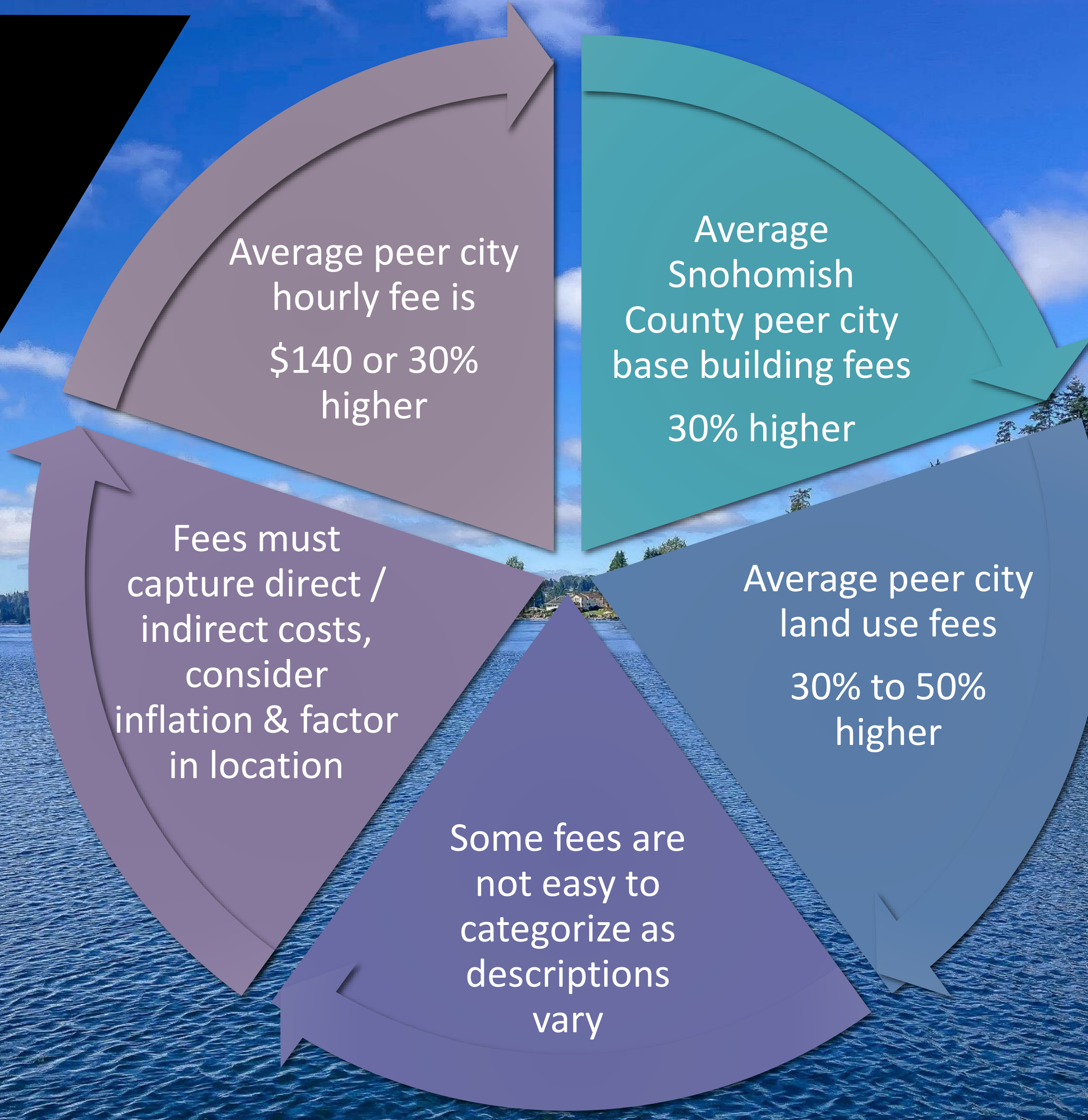
Exhibit 3 - Process Inventorying and Quantifying Review Costs



*Navigating Permit Fees: Guidance on Cost Recovery Pursuant to 2SSB 5290 (2023) Section 9 – WA Department of Commerce

How do we compare with peer cities and neighbors?

- ❖ Hourly permit fees – on average are lower than peer & neighboring cities
- ❖ Land use permit fees – still follow basic fees structure established in 2009 and on average are lower than peer & neighboring cities
- ❖ Building fees – still use the UBC table from 2005 & are lower than peer cities in Snohomish County
- ❖ We will need to monitor and re-evaluate fees in 2025 and in 2029



Analysis Results

- On an average, Lake Stevens permit fees are lower than other jurisdictions as are some of the proposed adjusted fees
- The city is not recovering full permitting costs based on hourly review costs & current market values
- 2024 permit fee comparisons reflect a snapshot in time – we propose adjusting fees resulting in some increases & some decreases
- As cities update their fees responding to SB 5290, we will need to monitor and re-evaluate fees in 2025 and in 2029

Building & Fire Permit Fees

Methodology & Assumptions

- The city of Lynnwood's adjusted fees for 2025 provides a good example of SB 5290 implementation using a value-based fee
- Goal – simplify and modernize fees
- Mechanical & plumbing fees based on overall cost, not just fixtures/equipment
  - ✓ Easier to make changes after permit is issued
  - ✓ New builds / additions % building permit fee
  - ✓ Residential add/alterations up to four included in flat fee with a "per fixture/equipment" fees, new 10% of building permit fee.
- Adopt SRFR by reference & update annually

Methodology & Assumptions (Cont'd)

- Simplified Table B2 miscellaneous fees – consistent approach
- Clarified current construction terms
- Added option for overtime inspections and/or plan review
- SB 5290 meeting after two reviews
- New fee to reinstate expired permits

Discussion and Questions?

Land Use & Miscellaneous Fees

Methodology & Assumptions

- ❖ Cost recovery rationale for fee based on :
  - ✓ Hourly average staff review time for each permit type considers comparable cities, direct costs and indirect cost with a 40% multiplier
  - ✓ Apply additional hourly costs after two reviews
- ❖ Ensures fees cover cost of permitting services & public does not subsidize these service costs
  - ✓ Pass-through consultant costs incurred during reviews
- ❖ Moving forward we will monitor actual times & recommend annual adjustments - increases will use CPI-U

Methodology & Assumptions (Cont'd)

- Business and home occupation licenses will be evaluated in 2025 with the Department of Revenue software update
- Mix of increases, status quo, reductions and monitoring
- Monitor new fees for one year and adjust later in 2025 or 2026
- Consider increase to technology fee

Discussion and Questions?

Impact Fees

Parks

Schools

Traffic

How to Set Impact Fees

Identify LOS → Estimate Need → Identify Total Project Costs

↓

Estimate Credits / City Share → Estimate Proportionate Development Share → Calculate Net Cost of Impact Fee

Best Practices

1. Carefully define "capital facility"
2. Clearly articulate the effect of including a project in the CFP
3. Include optional projects
4. Estimate all the costs of new facilities
5. Consider inflation
6. Sync your budget, CFP and fee update processes

* Adapted from Capital Facilities Planning: If There's No Math, You're Not Doing It Right (MRSC Publication February 10, 2022)

Legal Requirements – RCW 36.70A.070 (3) / WAC 365-196-415 require GMA cities include a CFP element in their comprehensive plans with an inventory of existing facilities, forecast of future needs, and financing plan.

Park Impact Fees

How do we compare with peer cities and our neighbors?

PARKS

Our current PARK Impact fees are comparable to peer cities & Snohomish.

- If you consider Lynnwood ($6,669) & Monroe ($7,757) as the best comparable cities expanding parks our fees are low
- When you look at our capital program list totaling nearly $40 million dollars in projects, our fees are extremely low

Park Impact Fees Comparison

	Comparable Cities Average (30,000 to 50,000)	**COLS**	**Marysville**	**Monroe**	**Snohomish**	**Everett**
SFH	$3,847	$4,155	$1,251	**$7,757**	$4,150	
MFU	$2,785	$3,005	$884	$5,995	$3,600	
1BR						$
2BR						$
3+ BR						$
Lynnwood is best comparable for size from Peer cities with impact fees of **$6,669**						
* Issaquah high $10805 / Bremerton low $743						

Park Impact Fee Options to Consider

1. **Update park impact fee based on adopted policy and revised capital projects - $7,977 per SFR / $5,780 per MFU**
   - ✓ Pros – most accurate based on current project list, population and adopted level of service
   - ✓ Cons – the updated impact fee would result in a 48% increase
   - ✓ Variables – the current city contribution rate could be modified (proposed rate is 40%)
2. **Status Quo – retain current fee until the Parks and Recreation Plan update is completed in 2025 – Value unknown**
   - ✓ Pros – would reflect future adopted level of service and implementing projects
   - ✓ Cons – loss of revenue based on current project needs
   - ✓ Variables – unlikely capital projects will change significantly
3. **Increase current fee based on 5-year average Consumer Price Index CPI-U – $4,339 per SFR / $2,908 per MFU**
   - ✓ Pros – easiest method
   - ✓ Cons – does not reflect actual costs, results in loss of revenue & is most risky w/out updated analysis
   - ✓ Variables – intended to be a short-term fee increase

Traffic Impact Fees

How do we compare with peer cities and our neighbors?

TRANSPORTATION

Our current TRANSPORTATION Fees are lower than peer and neighboring cities.

- Lynwood's model is most comparable, using the same pm peak hour methodology with traffic zones.
- Some other cities use land use categories to define impact fees creating more complicated formulas.
- When you look at our capital program list of nearly $242 million dollars in projects, our fees are extremely low.

Transportation Impact Fees Comparison

	Comparable Cities Average (30,000 to 50,000)	**COLS**	**Marysville**	**Monroe**	**Snohomish**	**Everett**
Commercial			$2,200	varies	$1,603	
Residential			$6,300	$4,231	$1,603	
SFH/ Townhome						
Duplex	$5,658					$
Triplex						$
4-plex						$
MFH<3 BR						$3,2
MFH 3+ BR	$3,670					$5,5
(per PM peak hour trip)		$2,771 to $3,500				
* Issaquah high $11,132 / Burien low $957						
** Lynwood only other jurisdiction using pm peak distribution and traffic zones varies $5,107 to $7,944						

Traffic Impact Fee Options to Consider

1. Update traffic impact fee based on current capital projects and updated methodology in first quarter of 2025 – **Fee will vary by Traffic Impact Zone**
   - ✓ Pros – most accurate based on current project list and adopted level of service
   - ✓ Cons – the updated impact fee will likely result in an increase
   - ✓ Variables – the current city contribution rate needs to be standardized & pass-by methodology revised
2. Status Quo – retain current fee until the city completes an analysis of non-motorized transportation impact fee structure and revises its concurrency chapter in 2025 – **Value unknown**
   - ✓ Pros – establish a separate fee for street projects and active transportation based on adopted LOS
   - ✓ Cons – loss of revenue based on current project needs
   - ✓ Variables – unlikely the fee would change significantly
3. Increase current fee based on 5-year average Consumer Price Index CPI-U – **$2,894 (TIZ 1) & $3,655 (TIZ 2 & 3)**
   - ✓ Pros – easiest method
   - ✓ Cons – does not reflect actual costs, results in loss of revenue and is most risky w/out updated analysis
   - ✓ Variables – intended to be a short-term fee increase

School Impact Fees

Adopting LSSD & SSD CIP Fees

School Mitigation Fees						As adopted the school district CIP.
Lake Stevens Schools[1]						
Detached Single Family Residence	$11,434/dwelling			$13,730/unit		
Townhouse/Multiplex	$2,526/dwelling			$2,627/unit		
Multifamily, 0-1 bedrooms	0			0		
Multifamily, 2+ bedrooms	$2,526/unit			$751/unit		
Snohomish Schools[1]						
Detached Single Family Residence	$6495/dwelling unit			$5,361/dwelling unit		
Duplex/Townhouse	$4,514/dwelling unit			$5,462/dwelling unit		
Multi-Family (1 bedroom)	0			0		
Multi-Family (2+ bedrooms)	$4,514			$1,357/dwelling unit		

Recommendations

- Staff recommends City Council adjust land use & building permit fees based on the proposed hybrid model for cost recovery
  - ✓ We will monitor & check-in w/ council as needed
  - ✓ Fees would increase annually based on the 5-year CPI-U average w/ a major audit every five years
- Staff recommends City Council adjust the park impact fee based on Option 1 to support the adopted level of service
  - ✓ The park impact fee will be re-evaluated in 2026 after the Parks and Recreation Plan update
- Staff recommends City Council adjust the traffic impact fees based on Option 3 as an interim measure to support the adopted level of service and reflect inflation until a thorough review is completed in early 2025
- Staff will bring back revisions and resolution on December 17, 2024

Other issues:

- Does the council want to increase the technology fee from 3% to 5%
- Business license adjustments will be brought to Council mid-year to coincide with Dept. of Licensing changes
- In 2025, we will review & recommend additional reductions in impact fees to support affordable housing