

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.

May 6, 2025 - 6:00 PM

SPECIAL COUNCIL MEETING

In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
or Join Zoom Meeting: [ZOOM LINK](#), Meeting ID: 82438215428 Passcode: 473885
or call in at (253) 215-8782 Meeting ID 82438215428

- 1. Call to Order**
- 2. Pledge of Allegiance** Mayor
- 3. Roll Call**
- 4. Approval of Agenda** Council President
- 5. Guest Business**
 - A. New Employee: Vernica Dees, Revenue Development Specialist Sarah Garceau
- 6. Citizen Comments**
- 7. Council Business** Council President
- 8. Mayor's Business**
- 9. Consent Agenda**
 - A. 2025 Vouchers Barb Stevens
 - B. City Council Meeting Minutes of April 8, 2025 Kelly Chelin
 - C. City Council Meeting Minutes of April 15, 2025 Kelly Chelin
 - D. Chapter 7.04 Ordinance and Fees Resolution Update Jeffrey Beazizo
 - E. Microsoft Enterprise Agreement Renewal - Budget Adjustment Troy Stevens
 - F. Parks Surplus Sarah Garceau
 - G. Engineering Design Services for the Catherine Creek Bridge Replacement Project Ben Romanaggi, Kim Klinkers
- 10. Discussion Items**
 - A. Recap from City Council Retreat on April 24, 2025 Gene Brazel

11. Executive Session - Confidential Session of the Council per RCW 42.30.110

A. Collective Bargaining. Action may follow.

12. 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
2025

Payroll Direct Deposits	04/10/2025, 04/25/2025	\$837,642.66
Payroll Checks	63210	\$1,727.83
Electronic Funds Transfers	ACH	\$984,477.49
Claims	63211-63376	\$1,127,479.24
Void Checks	63143, 63198	(\$2,739.77)
Total Vouchers Approved:		\$2,948,587.45

This 6th day of May 2025

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

May 6, 2025



City expenditures by type for this voucher packet		
Personnel Costs	\$839,370	28%
Payroll Federal Taxes	\$309,962	11%
Excise Tax	\$15,226	1%
Quarterly L&I	\$117,984	4%
Family Medical Leave	\$33,608	1%
Retirement Benefits - Employer	\$180,498	6%
Medical Benefits - Employer	\$262,863	9%
Other Employer Paid Benefits	\$12,636	0%
Employee Paid Benefits	\$70,959	2%
Supplies	\$70,497	2%
Professional Services	\$462,903	16%
Refunds	\$6,087	0%
Capital *	\$185,592	6%
Debt Payments	\$383,142	13%
Void Checks	-\$2,740	0%
Total	\$2,948,587	100%

Large Purchases *

* LS Museum Design \$40,732

* 2024 Overlay Project PE#5 \$49,829

* 18013 Main Street Improvements PE#1 \$67,487

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 04/03/2025 - 04/29/2025

Total for Period
\$2,111,956.73

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-46753	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Shirt - Bernhard	63218	\$150.50
911 Supply Inc	INV-2-46754	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor Name Tape/Velcro - Bernhard	63218	\$27.53
911 Supply Inc	INV-2-46761	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Pants - Bassett	63218	\$167.58
911 Supply Inc	INV-2-52150	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Pants - M Cooper	63218	\$206.76
911 Supply Inc	INV-2-52163	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Belt - A Fox	63218	\$43.93
911 Supply Inc	INV-2-52215	001 008 521 20 31 06	LE - Uniform Clothing	Nameplates - Parnell/Lindseth	63218	\$71.09
					63218 Total	\$667.39
911 Supply Inc	INV-2-52267	001 008 521 20 31 06	LE - Uniform Clothing	Name Tapes - Cooper/Bassett	63324	\$65.05
					63324 Total	\$65.05
Ace Hardware	80776/7	101 016 544 90 31 02	ST-Operating Cost	Drill Bits	63219	\$45.85
Ace Hardware	80776/7	101 016 544 90 31 02	ST-Operating Cost	Tap/Tie Set Hex	63219	\$36.06
Ace Hardware	80777/7	101 016 544 90 31 02	ST-Operating Cost	Gorilla Epoxy	63219	\$10.92
Ace Hardware	80780/7	101 016 544 90 31 02	ST-Operating Cost	Paint Cover	63219	\$15.29
Ace Hardware	80780/7	101 016 544 90 31 02	ST-Operating Cost	Tray Liner	63219	\$5.87
Ace Hardware	80838/7	001 013 518 20 31 00	GG-Operating Costs	Permatex Body Shop Spread	63219	\$6.55
Ace Hardware	80838/7	001 013 518 20 31 00	GG-Operating Costs	Snap Knife	63219	\$6.55
Ace Hardware	80838/7	001 013 518 20 31 00	GG-Operating Costs	Sprayer	63219	\$6.54
Ace Hardware	80843/7	410 016 531 10 31 02	SW - Operating Costs	Electronic Cleaner	63219	\$10.92
Ace Hardware	80845/7	001 013 518 20 31 00	GG-Operating Costs	Caulk/Bowl & Brush Set - Gen Facilities	63219	\$33.58
Ace Hardware	80845/7	005 000 518 20 30 00	RP - Operating Supplies	Caulk/Bowl & Brush Set - Gen Facilities	63219	\$11.83
Ace Hardware	80845/7	101 016 544 90 31 02	ST-Operating Cost	Caulk/Bowl & Brush Set - Gen Facilities	63219	\$1.48
Ace Hardware	80845/7	410 016 531 10 31 02	SW - Operating Costs	Caulk/Bowl & Brush Set - Gen Facilities	63219	\$2.46
Ace Hardware	80851/7	101 016 544 90 31 02	ST-Operating Cost	Diagonal Pliers	63219	\$14.20
Ace Hardware	80851/7	101 016 544 90 31 02	ST-Operating Cost	Hose Clamps	63219	\$17.06
Ace Hardware	80853/7	001 008 521 21 31 00	LE-Boating Minor Equipment	Wheel Chock	63219	\$19.65
Ace Hardware	80869/7	001 010 576 80 31 10	PK-Boat Launch Expenses	Fasteners - NC Low Dock	63219	\$85.70
Ace Hardware	80869/7	001 010 576 80 31 10	PK-Boat Launch Expenses	Galvanized Steel Strap - NC Low Dock	63219	\$13.11
Ace Hardware	80877/7	001 010 576 80 31 10	PK-Boat Launch Expenses	Drill Bit Set - NC Main Dock Repair	63219	\$43.70
Ace Hardware	80877/7	001 010 576 80 31 10	PK-Boat Launch Expenses	Fasteners - NC Main Dock Repair	63219	\$56.26
Ace Hardware	80877/7	001 010 576 80 31 10	PK-Boat Launch Expenses	Step Drill Bit Set - NC Main Dock Repair	63219	\$21.85
Ace Hardware	80880/7	001 010 576 80 31 10	PK-Boat Launch Expenses	Fasteners - NC Main Dock Repair	63219	\$10.70
Ace Hardware	80894/7	410 016 531 10 31 02	SW - Operating Costs	320Z Mallet Rubber /Plas	63219	\$34.95
Ace Hardware	80894/7	410 016 531 10 31 02	SW - Operating Costs	Great Stuff - Big Gap	63219	\$34.93
Ace Hardware	80894/7	410 016 531 10 31 02	SW - Operating Costs	Hammer Brick 16OZ Mason	63219	\$43.71
Ace Hardware	80894/7	410 016 531 10 31 02	SW - Operating Costs	Tiedowns	63219	\$32.78
Ace Hardware	80896/7	101 016 544 90 31 02	ST-Operating Cost	Key Bands Asst Colors	63219	\$5.41
Ace Hardware	80896/7	101 016 544 90 31 02	ST-Operating Cost	Key Blank	63219	\$25.09
Ace Hardware	80896/7	101 016 544 90 31 02	ST-Operating Cost	Split Ring	63219	\$1.08
					63219 Total	\$654.08
AFLAC	363476	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	EFT	\$839.38
					EFT Total	\$839.38
Amazon Capital Services	11NJ-VJND-M7HD	001 013 518 20 31 00	GG-Operating Costs	Copy Printer Paper	63220	\$51.36
Amazon Capital Services	11NJ-VJND-M7HD	001 007 559 30 31 01	PB-Operating Supplies	Dry Erase Markers - C Fauth	63220	\$7.86
Amazon Capital Services	11NJ-VJND-M7HD	001 007 558 50 31 01	PL-Operating Supplies	Fluorescent Light Cover for Ceiling - N Held	63220	\$9.83
Amazon Capital Services	13HP-TYJK-C39K	001 006 518 80 31 00	IT- Operating Supplies	USB C to DisplayPort Cable	63220	\$41.42

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	13HP-TYJK-C39K	001 006 518 80 31 00	IT- Operating Supplies	USB C to HDMI Cable	63220	\$50.26
Amazon Capital Services	13HP-TYJK-M4TL	001 013 518 20 31 00	GG-Operating Costs	Wall Calendar	63220	\$25.98
Amazon Capital Services	141H-MQYD-QJLD	001 013 518 10 30 00	LEAN Training - Supplies	Avery Dividers for 3 Ring Binders for Lean Six Sigma Green Belt	63220	\$9.67
Amazon Capital Services	141H-MQYD-QJLD	001 013 518 10 30 00	LEAN Training - Supplies	Pencil Pouch for 3 Ring Binder for Lean Six Sigma Green Belt	63220	\$38.22
Amazon Capital Services	141H-MQYD-QJLD	001 013 518 10 30 00	LEAN Training - Supplies	The Lean Six Sigma Pocket Toolbook for Lean Six Sigma Green Belt	63220	\$138.48
Amazon Capital Services	199K-DKQH-YJN9	001 013 518 10 30 00	LEAN Training - Supplies	Creating a Lean Culture - Lean Six Sigma Green Belt Materials	63220	\$538.70
Amazon Capital Services	19C4-T4T7-VVQQ	001 005 518 10 31 01	HR- Operating Supplies	Microsoft Surface Case Refund	63220	(\$25.95)
Amazon Capital Services	19GT-CYXR-FXQ6	001 010 576 80 31 00	PK-Operating Supplies	Amazon Basics Mesh Office Desk Chair - V Dees	63220	\$73.97
Amazon Capital Services	19GT-CYXR-FXQ6	001 010 576 80 31 00	PK-Operating Supplies	Frame for Mission Statement	63220	\$36.60
Amazon Capital Services	19GT-CYXR-FXVW	001 010 576 80 31 03	PK- Equipment & Tools	Jumper Cables for Park Vehicle	63220	\$134.50
Amazon Capital Services	19PJ-3Q9Y-4WGG	001 013 518 20 31 00	GG-Operating Costs	Multi-Use Copy Paper	63220	\$70.16
Amazon Capital Services	1CCM-Y1MX-GHN6	410 016 531 10 31 02	SW - Operating Costs	iPhone 15 Plus Protective Magnetic Case	63220	\$22.12
Amazon Capital Services	1CHH-HQCD-79GW	001 013 518 20 31 00	GG-Operating Costs	Rainbow Dinner Forks for CH Breakroom	63220	\$18.57
Amazon Capital Services	1CHK-NFKV-KT14	001 007 558 50 31 01	PL-Operating Supplies	Logitech Wireless Mouse - J Ludden	63220	\$109.29
Amazon Capital Services	1CHK-NFKV-KT14	001 007 558 50 31 01	PL-Operating Supplies	Min-Desktop Calculator - J Ludden	63220	\$12.21
Amazon Capital Services	1CVD-4WHP-MCR9	001 010 576 80 31 00	PK-Operating Supplies	Streak-Free Glass Cleaner	63220	\$24.93
Amazon Capital Services	1FXC-7XFJ-316V	001 005 518 10 31 01	HR- Operating Supplies	Envelopes	63220	\$5.63
Amazon Capital Services	1GMH-936D-YR7Y	001 010 576 80 31 00	PK-Operating Supplies	Custom Engraved War Memorial Plaque	63220	\$10.81
Amazon Capital Services	1GMH-936D-YR7Y	001 010 576 80 31 05	PK-R&M Supplies	Exmark Mower Splined Bushing Lazer Pioneer Turf Tracer	63220	\$25.55
					63220 Total	\$1,430.17
Amazon Capital Services	1J9R-QDPW-3MHW	001 008 521 20 31 01	LE-Fixed Minor Equipment	SAFARILAND Drop Flex Adapter with Single Strap Leg Shroud - SWAT	63221	\$65.58
Amazon Capital Services	1J9R-QDPW-3MHW	001 008 521 20 31 01	LE-Fixed Minor Equipment	Safariland QLS 1-2 Quick Locking System Kit - SWAT	63221	\$32.35
Amazon Capital Services	1J9R-QDPW-3MHW	001 008 521 20 31 01	LE-Fixed Minor Equipment	Safariland SL 6004 QLS RCVR Plate BLK - SWAT	63221	\$25.69
Amazon Capital Services	1KLM-VXWV-97MR	001 008 521 20 31 00	LE-Office Supplies	Microsoft Surface Case	63221	\$28.41
Amazon Capital Services	1MJ1-NFKQ-LX14	001 008 521 20 31 00	LE-Office Supplies	1TB Portable External Hard Drive	63221	\$65.02
Amazon Capital Services	1NHJ-4DPC-GWVP	001 010 576 80 31 03	PK- Equipment & Tools	Hanging Bubble Line Level	63221	\$5.45
Amazon Capital Services	1NHJ-4DPC-GWVP	001 010 576 80 31 03	PK- Equipment & Tools	Screwdriver Set	63221	\$78.52
Amazon Capital Services	1NHJ-4DPC-GWVP	001 010 576 80 31 00	PK-Operating Supplies	Valve Box Cover	63221	\$109.59
Amazon Capital Services	1NHJ-4DPC-GWVP	001 010 576 80 31 05	PK-R&M Supplies	Wheelbarrow Tires	63221	\$61.26
Amazon Capital Services	1NT9-G49G-7NFD	001 010 576 80 31 03	PK- Equipment & Tools	Quick Jump Starter	63221	\$111.45
Amazon Capital Services	1PPM-H97D-7XJL	101 016 544 90 31 02	ST-Operating Cost	49" 3-Shelf Case Glass Display Cabinet	63221	\$109.29
Amazon Capital Services	1PPM-H97D-7XJL	410 016 531 10 31 02	SW - Operating Costs	49" 3-Shelf Case Glass Display Cabinet	63221	\$109.29
Amazon Capital Services	1T4P-9PDG-31GK	001 008 521 20 31 00	LE-Office Supplies	4ft Folding Utility Table	63221	\$60.36
Amazon Capital Services	1T4P-9PDG-31GK	001 008 521 20 31 00	LE-Office Supplies	Mini USB Cable	63221	\$31.12
Amazon Capital Services	1T9Y-GNYG-P61N	001 006 518 80 31 00	IT- Operating Supplies	Leviton 8-Wire QuickPort Adaptor Jack	63221	\$41.06
Amazon Capital Services	1T9Y-GNYG-P61N	001 006 518 80 31 00	IT- Operating Supplies	Leviton Extreme Cat 6 QuickPort Connector	63221	\$58.55
Amazon Capital Services	1TGC-LV7C-DPKG	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Gorilla Super Glue	63221	\$10.81
Amazon Capital Services	1TGC-LV7C-DPKG	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Insulated Wire Electrical Connectors	63221	\$10.38
Amazon Capital Services	1VL3-Y616-DRKH	101 016 544 90 31 02	ST-Operating Cost	Logitech Vertical Ergonomic Mouse	63221	\$64.42
Amazon Capital Services	1VQ4-MLWQ-36CP	101 016 544 90 31 02	ST-Operating Cost	3 Pack Screen Protector for iPhone 15	63221	\$13.05
Amazon Capital Services	1VQ4-MLWQ-36CP	410 016 531 10 31 02	SW - Operating Costs	3 Pack Screen Protector for iPhone 15	63221	\$13.05
Amazon Capital Services	1WYQ-41KR-HDLC	101 016 544 90 31 01	ST-Office Supplies	Graph Paper/Legal Pads	63221	\$16.69
Amazon Capital Services	1WYQ-41KR-HDLC	410 016 531 10 31 01	SW - Office Supplies	Graph Paper/Legal Pads	63221	\$16.70
Amazon Capital Services	1WYQ-41KR-HDLC	001 013 518 20 31 00	GG-Operating Costs	Vent Fan Motor/Retractable Badge Reels	63221	\$73.88
Amazon Capital Services	1XNJ-P11H-CV19	001 008 521 20 31 00	LE-Office Supplies	32GB 3-Pack Ultra USB 3.0 Flash Drive	63221	\$18.57
Amazon Capital Services	1XV1-RYDQ-7JG3	101 016 544 90 31 02	ST-Operating Cost	iPhone Charging Cords	63221	\$10.87
Amazon Capital Services	1XV1-RYDQ-7JG3	410 016 531 10 31 02	SW - Operating Costs	iPhone Charging Cords	63221	\$10.87
Amazon Capital Services	1XV1-RYDQ-7JG3	101 016 544 90 31 02	ST-Operating Cost	Under Desk Headset Stand with Charger	63221	\$15.39
					63221 Total	\$1,267.67

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Assoc of Washington Cities EFT	67824	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	EFT	\$259,423.01
Assoc of Washington Cities EFT	67824	410 016 531 10 20 00	SW-Benefits	Medical Insurance Premium - Moos	EFT	\$2,783.44
Assoc of Washington Cities EFT	67824	001 007 558 50 20 00	PL-Benefits	Medical Insurance Premium - Place	EFT	\$7.53
Assoc of Washington Cities EFT	67824	001 005 518 10 20 00	HR-Benefits	Medical Insurance Premium - Roth	EFT	\$928.14
					EFT Total	\$263,142.12
Badgleys Landscape LLC	91737	005 000 518 20 40 02	Rental Property Services	Landscape Maint 1819 S Lake 01-2025	63222	\$777.03
Badgleys Landscape LLC	91798	005 000 518 20 40 02	Rental Property Services	Landscape Maint 1819 S Lake 02-2025	63222	\$777.03
Badgleys Landscape LLC	91877	005 000 518 20 40 02	Rental Property Services	Landscape Maint 1819 S Lake 03-2025	63222	\$777.03
Badgleys Landscape LLC	91940	005 000 518 20 40 02	Rental Property Services	Landscape Maint 10515 & 10519 20th 04-2025	63222	\$1,142.59
Badgleys Landscape LLC	91940	005 000 382 10 00 00	Rental Property Deposits	Landscape Maint 10515 & 10519 20th 04-2025 Retainage	63222	(\$104.54)
Badgleys Landscape LLC	91940	005 000 518 20 40 02	Rental Property Services	Landscape Maint 1819 & 1825 S Lake 04-2025	63222	\$808.11
Badgleys Landscape LLC	91940	005 000 382 10 00 00	Rental Property Deposits	Landscape Maint 1819 & 1825 S Lake 04-2025 Retainage	63222	(\$73.93)
Badgleys Landscape LLC	91940	001 012 572 20 41 00	CS- Library-Professional Svc	Landscape Maint 2211 Grade Rd 04-2025	63222	\$699.06
Badgleys Landscape LLC	91940	001 000 382 20 00 00	Retainage	Landscape Maint 2211 Grade Rd 04-2025 Retainage	63222	(\$63.96)
					63222 Total	\$4,738.42
Badgleys Landscape LLC	91897	005 000 518 20 40 02	Rental Property Services	Landscape Maint 10515 & 10519 20th 01-2025	63325	\$1,142.59
Badgleys Landscape LLC	91897	001 012 572 20 41 00	CS- Library-Professional Svc	Landscape Maint 2211 Grade Rd 01-2025	63325	\$699.06
Badgleys Landscape LLC	91898	005 000 518 20 40 02	Rental Property Services	Landscape Maint 10515 & 10519 20th 02-2025	63325	\$1,142.59
Badgleys Landscape LLC	91898	001 012 572 20 41 00	CS- Library-Professional Svc	Landscape Maint 2211 Grade Rd 02-2025	63325	\$699.06
					63325 Total	\$3,683.30
Bassett	050625 BASSETT	001 008 521 40 49 01	LE- Staff Development	WHIA Conf Meal PerDiem - Bassett	63223	\$164.00
					63223 Total	\$164.00
BeyondTrust Corporation	Q-1015225-2	510 006 518 80 49 25	LR - Bomgar Cloud Remote Admin	Remote Support Concurrent User Cloud	63224	\$3,283.01
					63224 Total	\$3,283.01
Brazel	051025 BRAZEL	001 002 513 11 49 00	AD-Staff Development	DC Fly In Meal Perdiem - Brazel	63326	\$460.00
					63326 Total	\$460.00
Bridge Coordination Services	2025-LS03	001 008 521 20 41 01	LE-Professional Serv-Fixed	DV Coordinator Service Hours 03-2025	63225	\$4,683.13
					63225 Total	\$4,683.13
Business Card	BARNES 04-2025	001 008 521 40 49 01	LE- Staff Development	Crimes Against Children Conf Registration - Parnell	63327	\$895.00
Business Card	BEAZIZO 04-2025	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Phantom Omni Antennas	63327	\$229.25
Business Card	BEAZIZO 04-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction Flight - Hingtgen/Parnell	63327	\$1,563.20
Business Card	BEAZIZO 04-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction Flight - Suspect	63327	\$403.30
Business Card	BEAZIZO 04-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction Flight Travel Insurance	63327	\$107.08
Business Card	BEAZIZO 04-2025	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Supplies for SWAT	63327	\$1,802.27
Business Card	BRAZEL 04-2025	001 001 513 10 49 01	Executive - Prof. Development	NLC Conf Airport Parking - Brazel/Gailey	63327	\$104.50
Business Card	BRAZEL 04-2025	001 002 513 11 49 00	AD-Staff Development	NLC Conf Airport Parking - Brazel/Gailey	63327	\$104.50
Business Card	BRAZEL 04-2025	001 002 513 11 49 00	AD-Staff Development	NLC Conf Hotel - Brazel	63327	\$2,023.35
Business Card	BRAZEL 04-2025	001 001 513 10 49 01	Executive - Prof. Development	NLC Conf Uber (3 Receipts) - Brazel/Gailey	63327	\$86.33
Business Card	BRAZEL 04-2025	001 002 513 11 49 00	AD-Staff Development	NLC Conf Uber (3 Receipts) - Brazel/Gailey	63327	\$86.32
Business Card	BRAZEL 04-2025	001 001 513 10 49 01	Executive - Prof. Development	NLC Conf Vehicle Fuel - Brazel/Gailey	63327	\$40.59
Business Card	BRAZEL 04-2025	001 002 513 11 49 00	AD-Staff Development	NLC Conf Vehicle Fuel - Brazel/Gailey	63327	\$40.58
Business Card	BRAZEL 04-2025	001 002 513 11 49 00	AD-Staff Development	WCMA Conf Hotel - Brazel	63327	\$780.90
Business Card	BRAZEL 04-2025	001 002 513 11 49 00	AD-Staff Development	WCMA Conf Parking Fee - Brazel	63327	\$5.00
Business Card	BRAZEL 04-2025	001 002 513 11 49 00	AD-Staff Development	WCMA Conf Vehicle Fuel	63327	\$12.47
Business Card	BRAZEL 04-2025	001 005 518 10 49 01	HR-Staff Development	WCMA Conf Vehicle Fuel	63327	\$12.47
Business Card	BRAZEL 04-2025	001 007 558 50 49 01	PL-Staff Development	WCMA Conf Vehicle Fuel	63327	\$6.23
Business Card	BRAZEL 04-2025	001 007 559 30 49 01	PB-Staff Development	WCMA Conf Vehicle Fuel	63327	\$6.24
Business Card	BRAZEL 04-2025	101 016 542 30 49 01	ST-Staff Development	WCMA Conf Vehicle Fuel	63327	\$6.23
Business Card	BRAZEL 04-2025	410 016 531 10 49 01	SW - Staff Development	WCMA Conf Vehicle Fuel	63327	\$6.24

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	CHELIN 04-2025	001 003 514 20 49 02	CC-Staff Development	WMCA Conf Hotel - Chelin	63327	\$497.70
Business Card	CHELIN 04-2025	001 003 514 20 49 02	CC-Staff Development	WMCA Membership Renewal - Chelin	63327	\$125.00
Business Card	CLIFTON 04-2025	101 016 544 90 31 02	ST-Operating Cost	Appliance Recycling Fee	63327	\$35.00
Business Card	CLIFTON 04-2025	101 016 542 30 41 02	ST-Professional Service	CC Fees Reimbursed	63327	(\$29.00)
Business Card	CLIFTON 04-2025	410 016 531 10 31 02	SW - Operating Costs	Grates	63327	\$386.23
Business Card	DREHER 04-2025	001 008 521 20 31 08	LE - Business Meeting Supplies	Coffee for Sheriff & Police Chief Meeting	63327	\$21.86
Business Card	DREHER 04-2025	001 008 521 20 31 00	LE-Office Supplies	Logitech Wireless Keyboard/Mouse Bundle	63327	\$87.43
Business Card	DREHER 04-2025	001 008 521 20 42 00	LE-Communication	Postage	63327	\$14.40
Business Card	DREHER 04-2025	001 008 521 40 49 01	LE- Staff Development	Sgt Investigation of Force Training Hotel - Schedler	63327	\$253.68
Business Card	DREHER 04-2025	001 008 521 20 31 08	LE - Business Meeting Supplies	Water/Donuts for Sheriff & Police Chief Meeting	63327	\$36.17
Business Card	FOX 04-2025	001 008 521 40 49 01	LE- Staff Development	Police Records Mgmt Registration	63327	\$179.00
Business Card	FOX 04-2025	001 008 521 20 42 00	LE-Communication	Postage	63327	\$14.95
Business Card	GAILEY 04-2025	001 001 513 10 49 01	Executive - Prof. Development	NLC Conf Lyft Fees (2 Receipts) - Gailey	63327	\$80.04
Business Card	GAILEY 04-2025	001 001 513 10 31 00	Executive - Supplies	US Flag Streamer Holder Military Campaign Battle	63327	\$40.71
Business Card	GARCEAU 04-2024	001 010 576 80 31 00	PK-Operating Supplies	409 Multi Surface Cleaner	63327	\$82.19
Business Card	GARCEAU 04-2024	001 010 576 80 31 05	PK-R&M Supplies	Ace Air Tank - NC Boat Main Dock	63327	\$698.52
Business Card	GARCEAU 04-2024	001 010 576 80 49 01	PK-Staff Development	APWA Project Mgmt Hotel - J Meis	63327	\$279.38
Business Card	GARCEAU 04-2024	001 010 576 80 31 08	PK-Special Event Supplies	Attachable No Parking Signs for Events	63327	\$174.35
Business Card	GARCEAU 04-2024	001 010 576 80 31 00	PK-Operating Supplies	Concrete Retaining Wall Blocks for Art Tower	63327	\$150.56
Business Card	GARCEAU 04-2024	001 010 576 80 49 01	PK-Staff Development	Digital Book - The Complete Guide to Sponsorship for Events	63327	\$39.00
Business Card	GARCEAU 04-2024	001 010 576 80 31 08	PK-Special Event Supplies	Egg Hunt Candy	63327	\$231.24
Business Card	GARCEAU 04-2024	001 010 576 80 31 08	PK-Special Event Supplies	Egg Hunt Supplies	63327	\$409.50
Business Card	GARCEAU 04-2024	001 010 576 80 31 00	PK-Operating Supplies	Hose Clamps Pesticide Treatment	63327	\$13.10
Business Card	GARCEAU 04-2024	001 010 576 80 49 00	PK-Dues & Memberships	Prezi Annul Membership 03/17/25 - 03/16/26	63327	\$228.00
Business Card	GARCEAU 04-2024	001 010 576 80 31 00	PK-Operating Supplies	Shadow Grey Paver Polymeric Sand for Art Tower	63327	\$159.25
Business Card	GARCEAU 04-2024	001 010 576 80 49 01	PK-Staff Development	Uber Fees to be Reimbursed	63327	\$37.05
Business Card	GOOD 04-2025	001 013 518 20 31 00	GG-Operating Costs	Flowers for Emp Memorial Planter at CH	63327	\$38.16
Business Card	GOOD 04-2025	001 005 518 10 49 01	HR-Staff Development	NPERLA Conf Registration - Good	63327	\$927.50
Business Card	HALVERSON 04-2025	101 016 542 30 49 01	ST-Staff Development	Grammarly 12-Month Subscription	63327	\$810.00
Business Card	HALVERSON 04-2025	410 016 531 10 49 01	SW - Staff Development	Grammarly 12-Month Subscription	63327	\$810.00
Business Card	HALVERSON 04-2025	101 016 542 30 49 01	ST-Staff Development	NW Womens Leadership Academy Networking Event	63327	\$15.00
Business Card	HALVERSON 04-2025	410 016 531 10 49 01	SW - Staff Development	NW Womens Leadership Academy Networking Event	63327	\$15.00
Business Card	HALVERSON 04-2025	101 016 542 30 41 02	ST-Professional Service	Raken Performance Annual 03/20/25 - 03/20/26	63327	\$2,008.39
Business Card	HALVERSON 04-2025	410 016 531 10 41 01	SW - Professional Services	Raken Performance Annual 03/20/25 - 03/20/26	63327	\$2,008.39
Business Card	HALVERSON 04-2025	101 016 542 30 49 01	ST-Staff Development	WCMA Conf Hotel - Halverson	63327	\$151.18
Business Card	HALVERSON 04-2025	410 016 531 10 49 01	SW - Staff Development	WCMA Conf Hotel - Halverson	63327	\$151.19
Business Card	HALVERSON 04-2025	101 016 542 30 49 01	ST-Staff Development	WMCA Conf Hotel - Halverson	63327	\$130.15
Business Card	HALVERSON 04-2025	410 016 531 10 49 01	SW - Staff Development	WMCA Conf Hotel - Halverson	63327	\$130.15
Business Card	HINGTGEN 04-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction Airport Parking Fees	63327	\$94.00
Business Card	HINGTGEN 04-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction Hotel - Hingtgen/Parnell	63327	\$289.28
Business Card	HINGTGEN 04-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction Meal for Suspect	63327	\$13.48
Business Card	HINGTGEN 04-2025	001 008 521 20 41 00	LE-Professional Services	Transcription Fees	63327	\$3.10
Business Card	MACDONALD 04-2025	101 016 544 90 31 02	ST-Operating Cost	3 New Trailer Tires PW27	63327	\$1,040.18
Business Card	MACDONALD 04-2025	001 010 576 80 31 05	PK-R&M Supplies	Part Hustler for Park Mower PW59	63327	\$12.25
Business Card	STEVENS T 04-2025	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	GoDaddy Domain Renewal	63327	\$25.32
Business Card	STEVENS T 04-2025	001 013 518 20 41 00	GG-Professional Service	Zoom Annual	63327	\$6,688.62
Business Card	UBERT 04-2025	001 008 521 40 49 01	LE- Staff Development	4D Report: Disc + Teams + Values BAI	63327	\$392.16
Business Card	UBERT 04-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	FuboTV Monthly Subscription	63327	\$107.09
Business Card	UBERT 04-2025	001 008 521 20 31 08	LE - Business Meeting Supplies	Meal for Records Unit Retreat	63327	\$146.69

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	WARRINGTON 04-2025	001 005 517 60 31 00	HR-Safety Program Supplies	QR Corner Stickers for Safety SDS	63327	\$42.30
Business Card	WARRINGTON 04-2025	001 005 518 10 49 01	HR-Staff Development	WCMA Conf Hotel - Warrington	63327	\$660.24
Business Card	WARRINGTON 04-2025	001 005 518 10 49 01	HR-Staff Development	WCMA Conf Networking Event Registration - Warrington	63327	\$30.00
Business Card	WEAVER 04-2025	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC Conf Registration - Ewing	63327	\$585.00
Business Card	WEAVER 04-2025	001 013 518 20 31 00	GG-Operating Costs	Condolence Flowers for A Jorstad	63327	\$76.98
Business Card	WEAVER 04-2025	001 013 518 20 31 00	GG-Operating Costs	Condolence Flowers Refund	63327	(\$16.99)
Business Card	WEAVER 04-2025	001 001 511 60 49 02	Legislative - C.C.Retreat	Meal Catering for City Council Spring Retreat	63327	\$983.70
Business Card	WEAVER 04-2025	001 001 511 60 49 01	Legislative - Prof. Developmen	SCC Monthly Dinner - Daughtry	63327	\$60.54
Business Card	WEAVER 04-2025	001 001 513 10 49 01	Executive - Prof. Development	SCC Monthly Dinner - Gailey	63327	\$60.54
Business Card	WEAVER 04-2025	001 001 513 10 49 01	Executive - Prof. Development	State of the City Registration - Gailey	63327	\$55.00
Business Card	WEAVER 04-2025	001 003 514 20 49 02	CC-Staff Development	WMCA Annual Conf Hotel - Weaver	63327	\$497.70
Business Card	WRIGHT 04-2025	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Creason	63327	\$13.87
Business Card	WRIGHT 04-2025	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2024-0148 NOA SSDP	63327	\$11.45
Business Card	WRIGHT 04-2025	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Montessori	63327	\$10.51
Business Card	WRIGHT 04-2025	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers Southlake Bus Park	63327	\$8.08
Business Card	WRIGHT 04-2025	001 007 558 50 41 03	PL-Advertising	Senior Planner Posting Revised	63327	\$50.00
Business Card	WRIGHT 04-2025	001 007 559 30 49 01	PB-Staff Development	WACE Membership - Fauth	63327	\$55.00
Business Card	WRIGHT 04-2025	001 007 558 50 49 01	PL-Staff Development	WCMA Conf Hotel - R Wright	63327	\$660.24
					63327 Total	\$32,418.80
Canon Financial Services Inc	39803797	001 008 591 21 70 01	Lease Agreements	2XW05905 Copier Lease PD	63226	\$252.95
Canon Financial Services Inc	39803797	001 008 521 20 48 00	LE-Repair & Maintenance Equip	2XW05905 Copier Lease PD Tax	63226	\$23.52
					63226 Total	\$276.47
Canon Financial Services Inc	39803868	001 007 591 58 70 01	PL -Lease Agreements	2YJ04075 Copier Lease CH	63328	\$70.56
Canon Financial Services Inc	39803868	001 007 591 59 70 01	PB - Lease Agreements	2YJ04075 Copier Lease CH	63328	\$70.56
Canon Financial Services Inc	39803868	001 013 591 18 70 01	Lease Agreements	2YJ04075 Copier Lease CH	63328	\$70.56
Canon Financial Services Inc	39803868	001 007 558 50 48 00	PL-Repairs & Maint.	2YJ04075 Copier Lease CH Tax	63328	\$6.56
Canon Financial Services Inc	39803868	001 007 559 30 48 00	PB-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	63328	\$6.56
Canon Financial Services Inc	39803868	001 013 518 20 48 00	GG-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	63328	\$6.57
Canon Financial Services Inc	39891268	001 013 518 20 48 00	GG-Repair & Maintenance	XTZ01787 Copier Lease CH Admin Month to Month Le	63328	\$286.05
					63328 Total	\$517.42
CDW Government Inc	AD16T7E	510 006 518 80 31 00	Purchase Computer Equipment	MS Surface Laptop 6	63227	\$1,758.36
CDW Government Inc	AD16T7E	510 006 518 80 31 00	Purchase Computer Equipment	MS Surface Pro Copilot+ PC	63227	\$1,658.93
CDW Government Inc	AD24E8X	510 006 518 80 49 37	LR - Fortivoice	Fortinet 1yr 24X7 Foticare Phone OS	63227	\$1,329.82
CDW Government Inc	AD3173Y	001 010 576 80 31 00	PK-Operating Supplies	3yr Standard Protection Plan - Laptop - Park Emp	63227	\$134.15
CDW Government Inc	AD33Z6G	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 01-2025	63227	\$253.69
CDW Government Inc	AD3A84X	510 006 594 18 64 00	Capital - Purch Computer Equip	MS Surface Pro Copilot+ PC	63227	\$2,330.89
CDW Government Inc	AD3A84X	510 006 594 18 64 00	Capital - Purch Computer Equip	MS Surface Pro Keyboard	63227	\$311.59
CDW Government Inc	AD3G81T	510 006 594 18 64 00	Capital - Purch Computer Equip	3yr Standard Protection Plan - Tablet	63227	\$105.62
CDW Government Inc	AD3VD8B	001 010 576 80 31 00	PK-Operating Supplies	MS Surface Laptop Studio 2 - Park Emp	63227	\$2,908.64
CDW Government Inc	AD3YK2T	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 07-2024	63227	\$235.22
CDW Government Inc	AD3YK2W	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 08-2024	63227	\$235.51
CDW Government Inc	AD3YK3G	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 09-2024	63227	\$229.18
CDW Government Inc	AD3YK3H	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 12-2024	63227	\$253.98
CDW Government Inc	AD3YS1J	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 10-2024	63227	\$261.51
CDW Government Inc	AD4NY8R	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 06-2024	63227	\$227.22
CDW Government Inc	AD4VH9G	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 02-2025	63227	\$231.20
CDW Government Inc	AD4Z12M	510 006 518 80 49 08	LR - TrendMicro Antivirus	Trend Micro Mobile Security	63227	\$521.03
CDW Government Inc	AD4Z68Z	001 006 518 80 31 00	IT- Operating Supplies	EATON 5S LCD 1000VA TOWER 120V	63227	\$412.19
					63227 Total	\$13,398.73

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Central Welding Supply Co Inc	2341272	001 010 576 80 31 00	PK-Operating Supplies	Argon/Centrashield/Propane	63228	\$37.76
Central Welding Supply Co Inc	2341272	101 016 544 90 31 02	ST-Operating Cost	Argon/Centrashield/Propane	63228	\$37.77
Central Welding Supply Co Inc	2341272	410 016 531 10 31 02	SW - Operating Costs	Argon/Centrashield/Propane	63228	\$37.76
					63228 Total	\$113.29
Champion Bolt & Supply Inc	794219	101 016 544 90 31 02	ST-Operating Cost	Auto Studs for PW27	63229	\$4.34
					63229 Total	\$4.34
City of Arlington	031725 EVOC	001 008 521 40 49 01	LE- Staff Development	Emergency Vehicle Operation Course 03/17 & 03/18	63329	\$498.71
					63329 Total	\$498.71
City of Everett	I25001569	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 02-2025	63230	\$1,560.00
City of Everett	I25001578	001 008 554 30 41 00	LE-Animal Control	Animal Control Services Boarding Fees	63230	\$100.00
City of Everett	I25001997	001 008 521 20 41 01	LE-Professional Serv-Fixed	LS Share of SWAT Munitions for 2025	63230	\$4,125.00
					63230 Total	\$5,785.00
City of Marysville	25-0001	001 008 523 60 41 00	LE-Jail	Housing Services 01-2025	63231	\$5,656.40
City of Marysville	25-0001	001 008 523 60 41 00	LE-Jail	Medical Services 01-2025	63231	\$3,400.00
City of Marysville	25-0001	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 01-2025	63231	\$642.03
City of Marysville	25-0001	001 008 523 60 41 00	LE-Jail	Video Court Services 01-2025	63231	\$812.00
					63231 Total	\$10,510.43
City of Marysville	25-0002	001 008 523 60 41 00	LE-Jail	Housing Services 02-2025	63330	\$7,041.22
City of Marysville	25-0002	001 008 523 60 41 00	LE-Jail	Medical Services 02-2025	63330	\$1,650.00
City of Marysville	25-0002	001 008 523 60 41 00	LE-Jail	SJC Video Court Services 02-2025	63330	\$897.16
City of Marysville	25-0002	001 008 523 60 41 00	LE-Jail	Video Court Services 02-2025	63330	\$1,160.00
City of Marysville	LKS25-003	001 013 512 52 40 00	GG-Municipal Court Fees	Marysville Court Citations 03-2025	63330	\$17,907.45
					63330 Total	\$28,655.83
ClearGov Inc	2025-16607	510 006 518 80 49 43	LR - ClearGov	ClearGov Transparency Renewal 03/31/25 - 03/30/26	63331	\$6,568.93
					63331 Total	\$6,568.93
Consolidated Press LLC	33719	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Survey Postcard Mailers	63232	\$2,143.71
					63232 Total	\$2,143.71
Cory de Jong and Sons Inc	K350472	001 010 576 80 31 00	PK-Operating Supplies	Bark - NC/Lundeen	63233	\$3,258.78
Cory de Jong and Sons Inc	K350483	001 010 576 80 31 00	PK-Operating Supplies	All Purpose Soil - ERCG	63233	\$74.87
					63233 Total	\$3,333.65
Crystal Springs	5249844 040125	001 007 558 50 31 01	PL-Operating Supplies	Bottled Water Service for CH	63234	\$60.23
Crystal Springs	5249844 040125	001 007 559 30 31 01	PB-Operating Supplies	Bottled Water Service for CH	63234	\$60.23
Crystal Springs	5249844 040125	001 013 518 20 31 00	GG-Operating Costs	Bottled Water Service for CH	63234	\$159.02
					63234 Total	\$279.48
DataQuest LLC	25085	001 007 558 50 41 00	PL-Professional Servic	Pre-Employment Background Checks	63332	\$74.00
DataQuest LLC	25085	001 010 576 80 41 00	PK-Professional Services	Pre-Employment Background Checks	63332	\$148.50
DataQuest LLC	25085	101 016 542 30 41 02	ST-Professional Service	Pre-Employment Background Checks	63332	\$111.00
DataQuest LLC	25085	410 016 531 10 41 01	SW - Professional Services	Pre-Employment Background Checks	63332	\$111.00
					63332 Total	\$444.50
David Evans and Associates Inc	585273	001 007 558 50 41 04	Permit Related Professional Sr	24-07 Nyden Farms Preliminary Plat Review	63235	\$601.50
					63235 Total	\$601.50
Dept of Labor and Industries	Q1 2025 L&I	001 000 281 00 00 00	Payroll Liability Taxes	Q1 2025 Workers Comp Insurance	EFT	\$117,984.03
Dept of Labor and Industries	Q1 2025 L&I	001 008 521 20 24 00	LE-Workers Comp	Q1 2025 Workers Comp Insurance	EFT	\$6.17
Dept of Labor and Industries	Q1 2025 L&I	001 010 576 80 24 00	PK-Workers Comp	Q1 2025 Workers Comp Insurance	EFT	\$226.90
Dept of Labor and Industries	Q1 2025 L&I	101 016 542 30 24 00	ST-Workers Comp	Q1 2025 Workers Comp Insurance	EFT	\$153.30
Dept of Labor and Industries	Q1 2025 L&I	001 013 518 30 20 00	GG-Benefits	Q1 2025 Workers Comp Insurance - rounding	EFT	(\$1.82)
					EFT Total	\$118,368.58
Dept of Licensing	032925 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 03/23/25 - 03/29/25	63236	\$72.00
Dept of Licensing	041225 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 03/30/25 - 04/12/25	63236	\$183.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
					63236 Total	\$255.00
Dept of Licensing	041925 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 04/13/25 - 04/19/25	63333	\$108.00
					63333 Total	\$108.00
Dept of Retirement (Deferred Comp)	4252025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$9,946.41
					EFT Total	\$9,946.41
Dept of Retirement (Deferred Comp)	4102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$9,708.29
					EFT Total	\$9,708.29
Dept of Retirement PERS LEOFF	4252025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$89,769.77
Dept of Retirement PERS LEOFF	4252025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$183.46
					EFT Total	\$89,953.23
Dept of Retirement PERS LEOFF	16665610	001 004 514 23 41 00	FI-Professional Service	2025 OASI (Old Age Survivors Insurance)	EFT	\$58.34
					EFT Total	\$58.34
Dept of Retirement PERS LEOFF	4102025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$90,201.96
Dept of Retirement PERS LEOFF	4102025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$342.46
					EFT Total	\$90,544.42
Dept of Revenue EFT	03-2025 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 03-2025	EFT	\$806.22
Dept of Revenue EFT	03-2025 EXCISE	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes 03-2025 Storm Water	EFT	\$293.76
Dept of Revenue EFT	03-2025 EXCISE	633 000 589 30 00 11	DOR - Sales Tax Remittance	Lean Class Sales Tax 03-2025	EFT	\$123.92
					EFT Total	\$1,223.90
Dept of Revenue Leasehold EFT	Q1 2025 LHET	633 000 589 30 00 01	Leasehold Excise Tax Remit	Q1 2025 Leasehold Tax	EFT	\$14,002.20
Dept of Revenue Leasehold EFT	Q1 2025 LHET	001 013 518 90 49 06	GG-Excise Tax	Q1 2025 Leasehold Tax Adjustment	EFT	\$0.03
					EFT Total	\$14,002.23
Dicks Towing Inc	18302629	001 008 521 20 41 00	LE-Professional Services	Evidence Towing	63237	\$179.03
Dicks Towing Inc	18302810	001 008 521 20 41 00	LE-Professional Services	Evidence Towing	63237	\$196.08
Dicks Towing Inc	18303107	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-4982	63237	\$197.16
Dicks Towing Inc	18303253	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-05099	63237	\$196.08
Dicks Towing Inc	18303674	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-05548	63237	\$196.08
					63237 Total	\$964.43
Dicks Towing Inc	18304422	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-06294	63334	\$360.03
Dicks Towing Inc	18304423	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-06294	63334	\$360.03
					63334 Total	\$720.06
EAN Services LLC	38542795	001 008 521 20 41 01	LE-Professional Serv-Fixed	Rental Car for Prisoner Extraction - Hingtgen	63238	\$153.22
					63238 Total	\$153.22
EFTPS	4102025	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$156,432.59
					EFT Total	\$156,432.59
EFTPS	4252025	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$153,529.00
					EFT Total	\$153,529.00
Electronic Business Machines	AR302484	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	63239	\$11.72
Electronic Business Machines	AR302484	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	63239	\$11.71
Electronic Business Machines	AR302484	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	63239	\$11.72
Electronic Business Machines	AR302705	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2WU09725	63239	\$68.67
					63239 Total	\$103.82
Electronic Business Machines	AR301962	001 013 518 20 48 00	GG-Repair & Maintenance	Printer Copy Fees CH Admin XTZ10787	63335	\$334.24
Electronic Business Machines	AR303348	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2XW05905	63335	\$82.31
					63335 Total	\$416.55
Employment Security Department EFT	Q1 2025 PFML	001 000 284 00 00 00	Payroll Liability Other	Q1 2025 PFML	EFT	\$33,608.22
Employment Security Department EFT	Q1 2025 PFML	001 013 518 30 20 00	GG-Benefits	Q1 2025 PFML - rounding	EFT	\$0.18
					EFT Total	\$33,608.40
Employment Security Department EFT	Q1 2025 WA Care	001 000 284 00 00 00	Payroll Liability Other	Q1 2025 WA Cares	EFT	\$13,723.98

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Employment Security Department EFT	Q1 2025 WA Care	001 013 518 30 20 00	GG-Benefits	Q1 2025 WA Cares - rounding	EFT	(\$0.20)
					EFT Total	\$13,723.78
Enterprise FM Trust	604558-040325	530 016 594 48 70 00	Capital Lease Holding Account	City Vehicle Lease/Mgmt/Tax Fees	63336	\$27,749.89
Enterprise FM Trust	633992-040325	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Lease Taxes/Fees 04-2025	63336	\$669.17
Enterprise FM Trust	633992-040325	520 008 591 21 70 00	LE - Lease Agreements	PD Vehicle Leases 04-2025	63336	\$6,970.29
Enterprise FM Trust	633992-040325	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Monthly Maint 04-2025	63336	\$248.92
					63336 Total	\$35,638.27
Enterprise Tolls	EHI176268107	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction - Rental Car Toll	63240	\$8.70
					63240 Total	\$8.70
Enterprise Tolls	EHI175976064	001 008 521 20 41 01	LE-Professional Serv-Fixed	Prisoner Extraction - Rental Car Toll	63337	\$7.95
					63337 Total	\$7.95
Environmental Systems Research Inst	94905955	510 006 518 80 49 31	LR - ESRI - ArcGIS	Enterprise Agreement Fee/Software Maintenance	63241	\$44,703.70
					63241 Total	\$44,703.70
Erickson	040125 ERICKSON	001 013 518 10 30 00	LEAN Training - Supplies	Bowls for Lego Sim Presentation at TLG Conf Reimbursement	63242	\$11.47
Erickson	040125 ERICKSON	001 005 517 90 31 00	HR - Wellness Program Supplies	Snacks for National Walking Day Reimbursement	63242	\$190.47
					63242 Total	\$201.94
Ewing	051125 EWING	001 001 511 60 49 01	Legislative - Prof. Developmen	DC Fly In Meal Perdiem - Ewing	63338	\$276.00
					63338 Total	\$276.00
Farrant	041025 FARRANT	410 016 531 10 49 01	SW - Staff Development	TLG Conf Airport Parking Reimbursement - Farrant	63339	\$72.00
Farrant	041025 FARRANT	410 016 531 10 49 01	SW - Staff Development	TLG Conf Taxi Reimbursement - Farrant	63339	\$24.11
					63339 Total	\$96.11
Fastenal Company	MN019931727	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 04-2025	63243	\$5.46
Fastenal Company	MN019931727	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 04-2025	63243	\$5.47
Fastenal Company	WAARN177650	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Batteries/Gloves/Wipes/Blk Ice Trees	63243	\$80.65
Fastenal Company	WAARN177650	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Batteries/Gloves/Wipes/Blk Ice Trees	63243	\$80.65
Fastenal Company	WAARN177784	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Gloves/Wipes/Blk Ice Trees	63243	\$42.91
Fastenal Company	WAARN177784	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Gloves/Wipes/Blk Ice Trees	63243	\$42.91
Fastenal Company	WAARN177895	101 016 544 90 31 02	ST-Operating Cost	Gloves/WypAll/RecSawBlades	63243	\$21.74
Fastenal Company	WAARN177895	410 016 531 10 31 02	SW - Operating Costs	Gloves/WypAll/RecSawBlades	63243	\$21.73
					63243 Total	\$301.52
Feldman & Lee PS	03-2025 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 03-2025	63244	\$15,000.00
Feldman & Lee PS	2025 LKS-SSP-3	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Service OPD Program 03-2025	63244	\$900.00
Feldman & Lee PS	2025 LKS-SSP-3	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service Program 03-2025	63244	\$460.00
Feldman & Lee PS	2025 LKS-SSP-3	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Services OPD Program 03-2025	63244	\$600.00
					63244 Total	\$16,960.00
First Responder Outfitters Inc	12901-3	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - Heinemann	63245	\$540.49
First Responder Outfitters Inc	13867-3	001 008 521 20 31 06	LE - Uniform Clothing	jumpsuit - Parnell	63245	\$584.21
First Responder Outfitters Inc	13891-3	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - Brecht	63245	\$620.28
First Responder Outfitters Inc	8645-3	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - Carter	63245	\$531.74
First Responder Outfitters Inc	8749-3	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - Schedler	63245	\$575.46
					63245 Total	\$2,852.18
Frederick	040825 FREDERICK	001 005 517 90 41 01	HR-City Training Program	Snacks/Coffee for NWFF Safety Week Reimbursement	63340	\$87.63
					63340 Total	\$87.63
FS COM INC	IN102412310064	303 013 594 18 60 02	Citywide Security Cameras	Network Switches for Video Camera Expansion	63246	\$4,151.21
					63246 Total	\$4,151.21
Gailey	040625 GALEY	001 001 513 10 49 01	Executive - Prof. Development	TLG Conf Flight Reimbursement - Gailey	63247	\$596.60
					63247 Total	\$596.60
Gailey	051125 GALEY	001 001 513 10 49 01	Executive - Prof. Development	DC Fly In Meal Perdiem - Gailey	63341	\$392.00
					63341 Total	\$392.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Galls LLC	30123457	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - Lyons Refund	63248	(\$590.84)
Galls LLC	30657640	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Pullovers - Carter	63248	\$217.07
Galls LLC	30934472	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - Miles	63248	\$649.85
Galls LLC	30982648	001 008 521 20 31 06	LE - Uniform Clothing	Boots - Schedler	63248	\$163.92
Galls LLC	31013975	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit - Fenton	63248	\$705.01
					63248 Total	\$1,145.01
Galls LLC	31032499	001 008 521 20 31 06	LE - Uniform Clothing	Jumpsuit Zipper Repair - Bryant	63342	\$81.97
					63342 Total	\$81.97
Gardner	977	520 008 594 21 63 00	Vehicles - Capital Equip	Outfitting of New Standard Police Vehicle PT-25-09	63249	\$2,172.00
Gardner	979	520 008 594 21 63 00	Vehicles - Capital Equip	Outfitting of New Standard Police Vehicle PT-25-10	63249	\$2,172.00
Gardner	979	520 008 594 21 63 00	Vehicles - Capital Equip	Whelen CEM16 Expansion Module PT-25-10	63249	\$358.38
					63249 Total	\$4,702.38
GCP WW Holdco LLC	INV2010018156	101 016 542 90 31 01	ST-Clothing	Boots - R Ubert	63250	\$197.81
GCP WW Holdco LLC	INV2010018156	101 016 542 90 31 01	ST-Clothing	Steel Toe Work Shoe - R Ubert	63250	\$93.95
GCP WW Holdco LLC	INV2010018207	410 016 531 10 31 00	SW - Clothing	Black Duck Double-Front Bib Overall - D Moos	63250	\$89.01
GCP WW Holdco LLC	INV2010018207	410 016 531 10 31 00	SW - Clothing	HV Waterproof Hooded Rain Jacket - D Moos	63250	\$128.56
GCP WW Holdco LLC	INV2010018207	410 016 531 10 31 00	SW - Clothing	HV Yellow Neptune Hooded Jacket - D Moos	63250	\$123.63
GCP WW Holdco LLC	INV2010018207	410 016 531 10 31 00	SW - Clothing	HV Yellow Rain Bib Pant - D Moos	63250	\$89.01
GCP WW Holdco LLC	INV2010018207	410 016 531 10 31 00	SW - Clothing	Rubber Boot - D Moos	63250	\$143.41
					63250 Total	\$865.38
Grainger	9449589101	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Fuel Eliminator	63251	\$123.92
Grainger	9449589101	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Handheld Sprayer	63251	\$41.01
					63251 Total	\$164.93
Granite Construction Supply	106033	101 016 544 90 31 02	ST-Operating Cost	EZ Street Cold Patch	63343	\$222.55
Granite Construction Supply	106089	410 016 531 10 31 02	SW - Operating Costs	Signs	63343	\$87.92
Granite Construction Supply	106107	101 016 544 90 31 02	ST-Operating Cost	Band It Single Bolt Flared Leg/Post Straps	63343	\$134.08
					63343 Total	\$444.55
Griffen Law Office Inc	1030	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	63252	\$3,150.00
					63252 Total	\$3,150.00
Gunarama Wholesale Inc	1284653	001 008 521 20 31 01	LE-Fixed Minor Equipment	Glock Gen-4 G17 - 17 Round Magazine	63253	\$370.80
					63253 Total	\$370.80
Hingtgen	50625	001 008 521 40 49 01	LE- Staff Development	WHIA Conf Meal PerDiem - Hingtgen	63254	\$164.00
					63254 Total	\$164.00
Hogan	042725 HOGAN	001 008 521 40 49 01	LE- Staff Development	BMLE Training Meal PerDiem - Hogan	63255	\$469.00
					63255 Total	\$469.00
Home Depot	13842	101 016 544 90 31 02	ST-Operating Cost	Ball Valve/MIP Adapters	63256	\$12.11
Home Depot	1284984	001 010 576 80 31 05	PK-R&M Supplies	Galv Top Rail - Fence	63256	\$187.47
Home Depot	2870784	001 010 576 80 31 05	PK-R&M Supplies	Tension Bar - Fence	63256	\$16.96
Home Depot	3301266	001 010 576 80 31 03	PK- Equipment & Tools	DW XR Grinder/DW Stater Kit	63256	\$207.51
Home Depot	4902553	001 010 576 80 31 00	PK-Operating Supplies	Door Pull - Connex	63256	\$21.69
Home Depot	5903273	001 010 576 80 31 00	PK-Operating Supplies	Ice Melt Deicer	63256	\$802.84
Home Depot	9293484	001 010 576 80 31 03	PK- Equipment & Tools	Husky Mech Set/Diable Universal Set/Carbd Drill Bit Kit	63256	\$380.85
Home Depot	9293484	001 010 576 80 31 05	PK-R&M Supplies	Parawedge/Super Glue/Wood/Window Glazing/Screws	63256	\$720.15
					63256 Total	\$2,349.58
Honey Bucket	554775315	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	63257	\$290.95
					63257 Total	\$290.95
HRA VEBA Trust YA20192	4102025	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	63211	\$3,818.48
HRA VEBA Trust YA20192	4102025	001 000 369 91 00 00	Miscellaneous Revenue - Other	Unallocated interest (S.Kar)	63211	(\$40.08)
					63211 Total	\$3,778.40

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
HSA Bank	4102025	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	63212	\$200.00
					63212 Total	\$200.00
HSA Bank	4252025	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	63372	\$200.00
					63372 Total	\$200.00
ICMA Membership Renewals	1082933 (2025)	001 001 513 10 49 01	Executive - Prof. Development	ICMA Membership Renewal - Galey	63258	\$200.00
ICMA Membership Renewals	1128759 (2025)	001 007 558 50 49 01	PL-Staff Development	ICMA Membership Renewal - R Wright	63258	\$200.00
ICMA Membership Renewals	1241049 (2025)	001 004 514 23 49 01	FI-Staff Development	ICMA Membership Renewal - B Stevens	63258	\$200.00
					63258 Total	\$600.00
Industrial Bolt and Supply Inc	872274-1	101 016 544 90 31 02	ST-Operating Cost	Brass Plugs/Nitro Carb Drap/Drill/Washers	63259	\$97.47
Industrial Bolt and Supply Inc	872274-1	410 016 531 10 31 02	SW - Operating Costs	Brass Plugs/Nitro Carb Drap/Drill/Washers	63259	\$97.47
					63259 Total	\$194.94
Ink It Your Way LLC	12258	001 013 518 10 30 00	LEAN Training - Supplies	Sport-Tek Endeavor Polo - Lean Conf	63260	\$135.42
Ink It Your Way LLC	12258	001 013 518 10 30 00	LEAN Training - Supplies	Sport-Tek Ladies Endeavor Henley - Lean Conf	63260	\$40.26
					63260 Total	\$175.68
Jamie S Kim PS Inc	4A0104177	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	63261	\$120.00
					63261 Total	\$120.00
Jorstad	051025 JORSTAD	001 001 511 60 49 01	Legislative - Prof. Developmen	DC Fly In Meal PerDiem - Jorstad	63262	\$409.00
					63262 Total	\$409.00
Kolomyza	050625 KOLOYMZA	001 008 521 40 49 01	LE- Staff Development	WHIA Conf Meal Perdiem - Kolomyza	63263	\$164.00
					63263 Total	\$164.00
Krazan & Associates of Washington Inc	0926836-26402	411 016 594 31 60 11	131st Ave NE Sewer Ext	131st Ave NE Improv Between 20th St & Hartford Rd	63264	\$7,696.00
					63264 Total	\$7,696.00
Lake Stevens Police Guild	4102025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	63213	\$1,409.25
					63213 Total	\$1,409.25
Lake Stevens Police Guild	4252025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	63373	\$1,409.25
					63373 Total	\$1,409.25
Lake Stevens Senior Center	041725 SENIOR	001 012 565 10 49 00	CS- Human Services	2025 Senior Center Funding Per Agreement	63344	\$30,000.00
					63344 Total	\$30,000.00
Lake Stevens Sewer District	1195 04-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	63265	\$102.06
Lake Stevens Sewer District	12326 04-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	63265	\$108.24
Lake Stevens Sewer District	13135 04-2025	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	63265	\$101.66
Lake Stevens Sewer District	13135 04-2025	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	63265	\$203.32
Lake Stevens Sewer District	13135 04-2025	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	63265	\$101.65
Lake Stevens Sewer District	2538 04-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	63265	\$1,264.56
Lake Stevens Sewer District	3628 04-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	63265	\$176.06
Lake Stevens Sewer District	5189 04-2025	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	63265	\$338.84
Lake Stevens Sewer District	6294 04-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	63265	\$102.06
Lake Stevens Sewer District	6296 04-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	63265	\$102.06
Lake Stevens Sewer District	6390 04-2025	005 000 518 20 40 01	Rental Property Utilities	Sewer - 1819 S Lake Stevens Acct 6390-03	63265	\$102.06
Lake Stevens Sewer District	6666 04-2025	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	63265	\$102.06
Lake Stevens Sewer District	6671 04-2025	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	63265	\$102.06
Lake Stevens Sewer District	6810 04-2025	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	63265	\$204.12
Lake Stevens Sewer District	7002 04-2025	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	63265	\$102.06
Lake Stevens Sewer District	8710 04-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	63265	\$102.06
Lake Stevens Sewer District	9902 04-2025	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Acct 9902-01	63265	\$102.06
					63265 Total	\$3,416.99
Lake Stevens Sewer District	245954	304 016 594 31 60 00	131st Ave NE Sewer Extension	131st Ave NE Sewer Extension - Legal & Admin Fees	63345	\$269.10
Lake Stevens Sewer District	245955	304 016 594 31 60 00	131st Ave NE Sewer Extension	131st Ave NE Sewer Extension - Utility Tax	63345	\$1.08
					63345 Total	\$270.18

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lakeside Industries Inc	307781	101 016 544 90 31 02	ST-Operating Cost	Pot Hole Mix	63266	\$1,146.56
					63266 Total	\$1,146.56
Language Line Services Inc	11565422	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	63267	\$58.13
					63267 Total	\$58.13
Leatham Family LLC	525803	001 008 521 20 31 06	LE - Uniform Clothing	LS Police Dept Coin	63268	\$896.26
					63268 Total	\$896.26
Lemay Mobile Shredding Inc	4882546S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	63269	\$28.18
					63269 Total	\$28.18
Lemay Mobile Shredding Inc	4881385S185	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	63346	\$14.09
					63346 Total	\$14.09
Les Schwab Group Holdings LLC	40200771612	101 016 542 30 41 02	ST-Professional Service	New Tire PW47	63270	\$671.45
					63270 Total	\$671.45
LN Curtis & Sons	INV931702	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Tie Bars	63271	\$1,194.65
					63271 Total	\$1,194.65
Manus	040725 MANUS	001 007 559 30 49 01	PB-Staff Development	WACE Membership Renewal - Manus	63272	\$55.00
					63272 Total	\$55.00
McDaniels Do It Center	421	101 016 544 90 31 02	ST-Operating Cost	Cordless Pruner Set	63347	\$163.94
McDaniels Do It Center	421	101 016 544 90 31 02	ST-Operating Cost	GTA Pole Extension	63347	\$98.36
McDaniels Do It Center	421	101 016 544 90 31 02	ST-Operating Cost	P Chain	63347	\$26.22
McDaniels Do It Center	421	101 016 544 90 31 02	ST-Operating Cost	Pico bar	63347	\$39.34
McDaniels Do It Center	785	410 016 531 10 35 00	SW - Small Tools	Spur Pole Pruner	63347	\$841.60
McDaniels Do It Center	937	101 016 544 90 31 02	ST-Operating Cost	Copperheads	63347	\$100.51
					63347 Total	\$1,269.97
McLoughlin & Eardley Group Inc	282485	520 008 594 21 63 00	Vehicles - Capital Equip	8 Output, 4 Input WeCanX Expansion Module	63348	\$147.62
McLoughlin & Eardley Group Inc	282545	520 008 594 21 63 00	Vehicles - Capital Equip	Surface Mount ION Lights Amber	63348	\$231.52
McLoughlin & Eardley Group Inc	282572	520 008 594 21 63 00	Vehicles - Capital Equip	Liberty II WCW EZ Strap Kit	63348	\$2,267.98
					63348 Total	\$2,647.12
Millerstoulttime	3252594332	101 016 544 90 31 02	ST-Operating Cost	Green Seal Rem Tool Set	63273	\$37.84
Millerstoulttime	3252594332	410 016 531 10 31 02	SW - Operating Costs	Green Seal Rem Tool Set	63273	\$37.85
					63273 Total	\$75.69
MissionSquare - 108991	6015418	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	63214	\$519.26
					63214 Total	\$519.26
MissionSquare - 108991	6851066	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	63374	\$519.26
					63374 Total	\$519.26
MissionSquare - 307428	6925765	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	63215	\$2,349.85
					63215 Total	\$2,349.85
MissionSquare - 307428	6086622	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	63375	\$2,349.85
					63375 Total	\$2,349.85
MJ Neal Associates Architects PLLC	03-2025 MUSEUM	306 000 594 75 60 00	Culture Facility Cap - Museum	LS Museum Design	63274	\$40,732.00
					63274 Total	\$40,732.00
Monroe Correctional Complex	MCC2503.0050	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 03-2025	63275	\$278.11
Monroe Correctional Complex	MCC2503.0050	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 03-2025	63275	\$265.49
					63275 Total	\$543.60
MPH Industries Inc	6025434	520 008 594 21 63 00	Vehicles - Capital Equip	Vehicle Parts	63276	\$747.74
					63276 Total	\$747.74
NAGARA	040225 NAGARA	001 008 521 40 49 01	LE- Staff Development	NAGARA Dues	63277	\$350.00
					63277 Total	\$350.00
National Recreation and Park Assoc	381248 (2025)	001 010 576 80 49 00	PK-Dues & Memberships	NRPA Membership	63278	\$180.00
					63278 Total	\$180.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Nationwide	C-2361352(2025)	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Annual Pet Insurance for CIA	63349	\$4,201.98
					63349 Total	\$4,201.98
Nationwide Retirement Solution	4102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$8,291.20
					EFT Total	\$8,291.20
Nationwide Retirement Solution	4252025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$7,991.82
					EFT Total	\$7,991.82
New Restoration and Recovery Services LLC	INV24100	301 016 595 61 64 06	TZ3- TBP03 - 91st Av SE Sidwkl	91st Ave Pipe Jetting	63279	\$1,755.80
					63279 Total	\$1,755.80
New York Life	Y6W_20250403	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	EFT	\$147.00
New York Life EFT	Mar-25	001 001 513 10 20 00	Executive - Benefits	Life/Disability Insurance Premiums	EFT	\$79.38
New York Life EFT	Mar-25	001 002 513 11 20 00	AD-Benefits	Life/Disability Insurance Premiums	EFT	\$85.88
New York Life EFT	Mar-25	001 003 514 20 20 00	CC-Benefits	Life/Disability Insurance Premiums	EFT	\$190.01
New York Life EFT	Mar-25	001 004 514 23 20 00	FI-Benefits	Life/Disability Insurance Premiums	EFT	\$263.06
New York Life EFT	Mar-25	001 005 518 10 20 00	HR-Benefits	Life/Disability Insurance Premiums	EFT	\$253.09
New York Life EFT	Mar-25	001 006 518 80 20 00	IT-Benefits	Life/Disability Insurance Premiums	EFT	\$299.44
New York Life EFT	Mar-25	001 007 558 50 20 00	PL-Benefits	Life/Disability Insurance Premiums	EFT	\$575.72
New York Life EFT	Mar-25	001 007 559 30 20 00	PB-Benefits	Life/Disability Insurance Premiums	EFT	\$371.08
New York Life EFT	Mar-25	001 008 521 20 20 00	LE-Benefits	Life/Disability Insurance Premiums	EFT	\$2,201.29
New York Life EFT	Mar-25	001 010 576 80 20 00	PK-Benefits	Life/Disability Insurance Premiums	EFT	\$598.67
New York Life EFT	Mar-25	001 013 518 30 20 00	GG-Benefits	Life/Disability Insurance Premiums	EFT	\$338.41
New York Life EFT	Mar-25	005 013 518 20 20 00	RP-Benefits	Life/Disability Insurance Premiums	EFT	\$79.07
New York Life EFT	Mar-25	101 016 542 30 20 00	ST-Benefits	Life/Disability Insurance Premiums	EFT	\$856.34
New York Life EFT	Mar-25	410 016 531 10 20 00	SW-Benefits	Life/Disability Insurance Premiums	EFT	\$1,155.20
					EFT Total	\$7,493.64
Northwest Mobile Flagging Academy	3643	001 010 576 80 49 01	PK-Staff Development	Flagger Certification Class 04/02/25	63280	\$360.00
Northwest Mobile Flagging Academy	3643	101 016 542 30 49 01	ST-Staff Development	Flagger Certification Class 04/02/25	63280	\$540.00
Northwest Mobile Flagging Academy	3643	410 016 531 10 49 01	SW - Staff Development	Flagger Certification Class 04/02/25	63280	\$270.00
					63280 Total	\$1,170.00
Office of the State Treasurer	03-2025 STATE	633 000 589 30 00 03	State Building Permit Remit	Bulding Code Remittance 03-2025	63350	\$219.50
Office of the State Treasurer	03-2025 STATE	633 000 586 00 00 01	State Court Remit	State Court Remittance 03-2025	63350	\$14,641.72
					63350 Total	\$14,861.22
Ogden Murphy Wallace PLLC	904887	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 02-2025	63281	\$19,411.20
Ogden Murphy Wallace PLLC	904887	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 03-2025	63281	\$539.20
Ogden Murphy Wallace PLLC	904887	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 03-2025 PRR	63281	\$3,875.50
Ogden Murphy Wallace PLLC	904887	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 03-2025 Sewer	63281	\$27,043.85
					63281 Total	\$50,869.75
Owen Equipment Company	118139	410 016 531 10 31 02	SW - Operating Costs	Omnex HI-VIS SH - Sweeper	63282	\$187.88
Owen Equipment Company	118140	410 016 531 10 31 02	SW - Operating Costs	Omnex HI-VIS SH - Sweeper	63282	\$187.88
					63282 Total	\$375.76
Parnell	050625 PARNELL	001 008 521 40 49 01	LE- Staff Development	WHIA Conf Meal PerDiem - Parnell	63283	\$164.00
					63283 Total	\$164.00
PB Parent Holdco LP	IV00503091	101 016 544 90 31 02	ST-Operating Cost	First Aid Supplies PW Shop	63284	\$94.69
PB Parent Holdco LP	IV00503091	410 016 531 10 31 02	SW - Operating Costs	First Aid Supplies PW Shop	63284	\$94.69
					63284 Total	\$189.38
PB Parent Holdco LP	IV00507147	001 013 518 20 31 00	GG-Operating Costs	First Aid Supplies CH	63351	\$168.33
PB Parent Holdco LP	IV00507163	001 008 521 50 30 00	LE-Facilities Supplies	First Aid Supplies PD	63351	\$171.36
					63351 Total	\$339.69
Petershagen	051025 GARY	001 001 511 60 49 01	Legislative - Prof. Developmen	DC Fly In Meal PerDiem - Petershagen	63285	\$484.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
					63285 Total	\$484.00
Petrocard Inc	0548615-IN	001 007 559 30 32 00	PB-Fuel	Fuel	63286	\$309.42
Petrocard Inc	0548615-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	63286	\$1,880.33
Petrocard Inc	0548615-IN	101 016 542 30 32 00	ST-Fuel	Fuel	63286	\$4,061.95
Petrocard Inc	0548615-IN	410 016 531 10 32 00	SW - Fuel	Fuel	63286	\$4,061.94
Petrocard Inc	0548615-IN	001 007 558 50 31 02	PL-Permit Related Op. Costs	Fuel PW51	63286	\$24.92
Petrocard Inc	0548615-IN	001 006 518 80 32 00	IT-Fuel	Fuel PW57	63286	\$25.86
					63286 Total	\$10,364.42
Pitney Bowes Bank Inc	03-2025 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	63287	\$63.76
Pitney Bowes Bank Inc	03-2025 POSTAGE	001 010 576 80 42 00	PK-Communication	Postage	63287	\$3.65
Pitney Bowes Bank Inc	03-2025 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	63287	\$333.59
					63287 Total	\$401.00
PODS Enterprises LLC	PODS009237436	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	63352	\$179.25
PODS Enterprises LLC	PODS009241669	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	63352	\$179.25
					63352 Total	\$358.50
Precision Turf Equipment LLC	12088-60794	001 010 576 80 31 05	PK-R&M Supplies	Exmark Mower Splined Bushing	63288	\$129.77
					63288 Total	\$129.77
ProCom LLC	139235	101 016 542 30 41 02	ST-Professional Service	CDL D&A Onsite Testing	63353	\$156.80
ProCom LLC	139235	410 016 531 10 41 01	SW - Professional Services	CDL D&A Onsite Testing	63353	\$156.80
					63353 Total	\$313.60
Proforce Marketing Inc	571034	001 008 521 20 31 01	LE-Fixed Minor Equipment	Firearm Supplies PO #1956	63289	\$3,911.79
					63289 Total	\$3,911.79
Public Safety Testing Inc	2025-177	001 008 521 20 41 00	LE-Professional Services	Subscription Fees Q1 2025 - Police Officer	63290	\$544.00
Public Safety Testing Inc	2025-338	001 008 521 20 41 00	LE-Professional Services	PST Candidate Agency Test Site Q1 2025	63290	\$1,378.00
					63290 Total	\$1,922.00
Quadient Finance USA Inc	03-2025 POSTAGE	001 008 521 20 42 00	LE-Communication	PD Postage	63291	\$75.89
					63291 Total	\$75.89
Reece Construction Company	PE #5 OVERLAY	309 016 595 10 60 01	SW-TBP02	2024 Overlay Project PE#5	63292	\$52,451.48
Reece Construction Company	PE #5 OVERLAY	309 000 382 20 00 00	Retainage	2024 Overlay Project PE#5 Retainage	63292	(\$2,622.57)
					63292 Total	\$49,828.91
Right On Heating and Sheet Metal Inc	32362	001 012 569 00 48 00	CS- Senior Services R&M	Annual HVAC Service on City Buildings	63293	\$201.27
Right On Heating and Sheet Metal Inc	32362	001 012 572 20 48 00	CS- Library-Repair & Maint	Annual HVAC Service on City Buildings	63293	\$201.27
Right On Heating and Sheet Metal Inc	32362	001 012 575 50 48 00	CS- The Mill - R & M	Annual HVAC Service on City Buildings	63293	\$201.27
Right On Heating and Sheet Metal Inc	32362	001 013 518 20 48 00	GG-Repair & Maintenance	Annual HVAC Service on City Buildings	63293	\$603.81
Right On Heating and Sheet Metal Inc	32362	101 016 542 30 48 00	ST-Repair & Maintenance	Annual HVAC Service on City Buildings	63293	\$100.63
Right On Heating and Sheet Metal Inc	32362	410 016 531 10 48 00	SW - Repairs & Maintenance	Annual HVAC Service on City Buildings	63293	\$100.63
					63293 Total	\$1,408.88
RP Electronics Inc	8163	005 000 518 20 40 01	Rental Property Utilities	Fire Alarm Monitoring 1819 S Lake Stevens Rd Q2 2025	63294	\$213.14
					63294 Total	\$213.14
SCI Infrastructure LLC	PE #1 MAIN	304 016 595 30 60 05	R2 - Main Street	18013 Main Street Improvements PE#1	63295	\$67,487.00
					63295 Total	\$67,487.00
Sherwin-Williams Co	0070-8	001 008 521 50 30 00	LE-Facilities Supplies	Paint Brush	63296	\$16.90
					63296 Total	\$16.90
Shipman	051125 SHIPMAN	001 001 511 60 49 01	Legislative - Prof. Developmen	DC Fly In Meal PerDiem - Shipman	63297	\$392.00
					63297 Total	\$392.00
Six Robblees Inc	14P46503	410 016 531 10 31 02	SW - Operating Costs	D-Ring W/Weld On Mounting Brackets	63298	\$51.17
					63298 Total	\$51.17
Smarsh Inc	INV-262625	510 006 518 80 49 05	LR - Smarsh	SMS Text Archiving	63299	\$4,451.26
					63299 Total	\$4,451.26

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish Conservation District	8907	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Grant Reimbursement Q1 2025	63376	\$8,800.07
					63376 Total	\$8,800.07
Snohomish County 911	8139	001 008 528 00 41 00	LE-SNO911	Dispatch Services	63300	\$34,539.92
					63300 Total	\$34,539.92
Snohomish County Dept of Emergency Mgmt	I000668790	001 013 525 10 41 00	GG-Emergency	Q2 2025 Emergency Mgmt Services	63354	\$14,954.50
					63354 Total	\$14,954.50
Snohomish County Public Works	I000670807	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Maint 02-2025	63355	\$1,794.15
					63355 Total	\$1,794.15
Snohomish County PUD	109701618	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	63301	\$72.22
Snohomish County PUD	112964453	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	63301	\$66.36
Snohomish County PUD	119580054	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	63301	\$120.78
Snohomish County PUD	119580054	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	63301	\$73.27
Snohomish County PUD	119581370	001 010 576 80 47 00	PK-Utilities	202340527 Old Decant 12701 36th St NE	63301	\$10.49
Snohomish County PUD	119581370	101 016 543 50 47 00	ST-Utilities	202340527 Old Decant 12701 36th St NE	63301	\$10.49
Snohomish County PUD	119581370	410 016 531 10 47 00	SW - Utilities	202340527 Old Decant 12701 36th St NE	63301	\$10.50
Snohomish County PUD	126193913	001 010 576 80 47 00	PK-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	63301	\$73.00
Snohomish County PUD	126193913	101 016 543 50 47 00	ST-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	63301	\$73.00
Snohomish County PUD	126193913	401 070 535 10 47 01	Sewer Dist Utilities	222947715 Decant Electric/Water 12703 31st PL NE	63301	\$219.00
Snohomish County PUD	126193913	410 016 531 10 47 00	SW - Utilities	222947715 Decant Electric/Water 12703 31st PL NE	63301	\$73.00
Snohomish County PUD	129481068	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	63301	\$184.12
Snohomish County PUD	136102228	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	63301	\$116.17
Snohomish County PUD	152611428	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	63301	\$209.31
Snohomish County PUD	152611428	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	63301	\$386.95
Snohomish County PUD	152611428	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	63301	\$39.59
Snohomish County PUD	152611428	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	63301	\$182.80
Snohomish County PUD	152617387	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	63301	\$74.24
Snohomish County PUD	162233200	001 010 576 80 47 00	PK-Utilities	222625881 Frontier Circle Water	63301	\$68.00
Snohomish County PUD	165425891	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	63301	\$246.07
					63301 Total	\$2,309.36
Snohomish County PUD	100836233	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	63356	\$14,296.44
Snohomish County PUD	106413605	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	63356	\$65.65
Snohomish County PUD	112984454	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	63356	\$186.33
Snohomish County PUD	116289118	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	63356	\$247.79
Snohomish County PUD	116289118	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	63356	\$294.61
Snohomish County PUD	116289118	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	63356	\$227.49
Snohomish County PUD	116289118	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	63356	\$32.65
Snohomish County PUD	116289118	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	63356	\$48.80
Snohomish County PUD	116289118	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	63356	\$73.31
Snohomish County PUD	116289118	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	63356	\$45.57
Snohomish County PUD	116289118	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	63356	\$633.37
Snohomish County PUD	116289118	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	63356	\$68.00
Snohomish County PUD	129483048	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	63356	\$1,687.90
Snohomish County PUD	129483049	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	63356	\$1,408.43
Snohomish County PUD	132788191	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	63356	\$142.21
Snohomish County PUD	132790011	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric/Water	63356	\$275.44
Snohomish County PUD	139303372	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	63356	\$31.80
Snohomish County PUD	149305507	005 000 518 20 40 01	Rental Property Utilities	224209403 10519 20th St SE Ste 3A & 3B	63356	\$59.95
Snohomish County PUD	165425890	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	63356	\$135.40

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	165426575	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	63356	\$32.99
					63356 Total	\$19,994.13
Snohomish County Sheriffs Office	2025-8594	001 008 523 60 41 00	LE-Jail	Jail Services 02-2025	63302	\$26,104.66
Snohomish County Sheriffs Office	2025-8611	001 008 523 60 41 00	LE-Jail	Jail Services Medical 02-2025	63302	\$475.23
					63302 Total	\$26,579.89
Snohomish County Treasurer	03-2025 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 03-2025	63357	\$209.63
					63357 Total	\$209.63
Sound Publishing Inc	EDH1010759	410 016 531 10 41 10	SW - Prof Service - CCTV	RFB Stormwater Pipe Cleaning and CCTV Inspections	63303	\$123.84
Sound Publishing Inc	EDH1010982	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0209 Creason Dock Substantial Dev	63303	\$89.44
Sound Publishing Inc	EDH1010987	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0148 McDaniel Dock Ext Shoreline Substantial Dev	63303	\$68.92
Sound Publishing Inc	EDH1011008	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0028 South Lake Bsness Oark BSP	63303	\$79.24
Sound Publishing Inc	EDH1011199	001 013 518 30 41 01	GG-Advertising	Ordinance 1196	63303	\$32.80
Sound Publishing Inc	EDH1011353	001 013 518 30 41 01	GG-Advertising	CC Meeting Cancellation Notice 04/01/25	63303	\$13.76
Sound Publishing Inc	EDH1011520	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0181 West Mill Bridge Phase 1 Final Plat	63303	\$79.24
					63303 Total	\$487.24
Sound Safety Products Co Inc	671738/1	101 016 542 90 31 01	ST-Clothing	Boots - M Anderson	63304	\$162.50
Sound Safety Products Co Inc	671738/1	410 016 531 10 31 00	SW - Clothing	Boots - M Anderson	63304	\$162.50
Sound Safety Products Co Inc	671739/1	101 016 542 90 31 01	ST-Clothing	Boots - S VanOstrand	63304	\$69.78
Sound Safety Products Co Inc	671739/1	410 016 531 10 31 00	SW - Clothing	Boots - S VanOstrand	63304	\$69.78
Sound Safety Products Co Inc	672336/1	410 016 531 10 31 00	SW - Clothing	Boots - D Moos	63304	\$291.21
Sound Safety Products Co Inc	672336/1	410 016 531 10 31 00	SW - Clothing	Surveyor Vest - D Moos	63304	\$68.13
					63304 Total	\$823.90
Sound Security Inc	6234976	001 013 518 20 41 00	GG-Professional Service	Security Monitoring CH	63305	\$700.59
Sound Security Inc	6234976	001 010 576 80 41 00	PK-Professional Services	Security Monitoring Eagle Ridge	63305	\$142.09
Sound Security Inc	6234976	001 010 576 80 41 00	PK-Professional Services	Security Monitoring Lundeen Park	63305	\$19.51
Sound Security Inc	6234976	001 010 576 80 41 00	PK-Professional Services	Security Monitoring PW Shop	63305	\$343.61
Sound Security Inc	6234976	101 016 542 30 41 02	ST-Professional Service	Security Monitoring PW Shop	63305	\$343.61
Sound Security Inc	6234976	410 016 531 10 41 01	SW - Professional Services	Security Monitoring PW Shop	63305	\$343.61
Sound Security Inc	6234976	001 012 575 50 47 00	CS- The Mill- Utilities	Security Monitoring The Mill	63305	\$734.79
					63305 Total	\$2,627.81
Sound Security Inc	6234977	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 1825 S Lake 04-2025	63358	\$1,372.88
Sound Security Inc	6234978	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 10518 18th St 04-2025	63358	\$111.12
					63358 Total	\$1,484.00
Sprague Pest Solutions	5744554	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	63306	\$93.18
Sprague Pest Solutions	5744554	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	63306	\$93.18
Sprague Pest Solutions	5744610	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	63306	\$210.40
Sprague Pest Solutions	5776013	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	63306	\$105.20
Sprague Pest Solutions	5776053	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	63306	\$105.20
					63306 Total	\$607.16
Springbrook Nursery and Trucking Inc	376306	101 016 544 90 31 02	ST-Operating Cost	Dump Fees - Brush/Stumps	63307	\$64.00
					63307 Total	\$64.00
Stericycle Inc	8010474172	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal PD	63308	\$10.36
					63308 Total	\$10.36
Summit Law Group PLLC	161694	001 011 515 41 41 03	Ext Consult - Labor Relations	Legal Services - Labor Advice/PERC Case	63309	\$320.00
					63309 Total	\$320.00
Tageant	051125 TAGEANT	001 001 511 60 49 01	Legislative - Prof. Developmen	DC Fly In Meal Perdiem - Tageant	63359	\$433.00
					63359 Total	\$433.00
Talk to Me Technologies LLC	2503-1509	001 010 576 80 31 00	PK-Operating Supplies	Custom Communication Board	63360	\$7,386.00
					63360 Total	\$7,386.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Teamsters Local No 763	Mar-25	001 000 284 00 00 00	Payroll Liability Other	Union Dues	63216	\$2,098.00
					63216 Total	\$2,098.00
Teamsters Welfare Trust Dental EFT	May-25	001 000 283 00 00 00	Payroll Liability Medical	Teamsters Dental Premium	EFT	\$3,440.00
					EFT Total	\$3,440.00
The Wide Format Co	149135	001 010 576 80 41 00	PK-Professional Services	Plotter Service Call	63361	\$611.35
The Wide Format Co	149135	101 016 542 30 41 02	ST-Professional Service	Plotter Service Call	63361	\$611.35
The Wide Format Co	149135	410 016 531 10 41 01	SW - Professional Services	Plotter Service Call	63361	\$611.35
					63361 Total	\$1,834.05
Transpo Group USA Inc	34635	001 007 558 50 41 00	PL-Professional Serv	LS Streets and Parking Code Updates	63310	\$5,177.50
					63310 Total	\$5,177.50
TransUnion Risk and Alternative Data Solutions Inc	4016011-202503-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	TILO - Information Gathering Services	63311	\$81.98
					63311 Total	\$81.98
Trevor Justin Government Relations	29	001 013 511 70 40 00	Lobbying Services	Lobbying Services 03-2025	63312	\$5,000.00
					63312 Total	\$5,000.00
Trueheart Family Counseling	1989	001 005 517 90 41 00	HR-Wellness Program Services	Mental Health Counseling Services	63313	\$1,000.00
Trueheart Family Counseling	1989	001 008 521 20 41 02	LE-Prof Srv - Wellness Grant	Mental Health Counseling Services	63313	\$2,000.00
					63313 Total	\$3,000.00
UPS	0000074Y42125	001 008 521 20 42 00	LE-Communication	Evidence Shipping	63314	\$19.57
UPS	0000074Y42135	001 008 521 20 42 00	LE-Communication	Evidence Shipping	63314	\$42.88
UPS	0000074Y42145	001 008 521 20 42 00	LE-Communication	Evidence Shipping	63314	\$40.60
UPS	0000074Y42155	001 008 521 20 42 00	LE-Communication	Evidence Shipping	63314	\$19.05
					63314 Total	\$122.10
US Bank St Paul	2862567	210 000 592 18 83 00	2008 Bond Interest Payment	LAKSLTGOREF08A Bond Interest	63362	\$15,682.50
US Bank St Paul	2863265	215 000 592 95 80 00	2021A LTGO Interest Pmt	LAKSLTGO21A Bond Interest	63362	\$116,425.00
US Bank St Paul	2863650	216 000 592 18 80 00	2024A LTGO Interest Payment	LAKSLTGO24 Bond Interest	63362	\$215,850.00
					63362 Total	\$347,957.50
VanOstrand	041425 VANOSTRAND	101 016 542 90 31 01	ST-Clothing	Boots Reimbursement - VanOstrand	63363	\$92.72
VanOstrand	041425 VANOSTRAND	410 016 531 10 31 00	SW - Clothing	Boots Reimbursement - VanOstrand	63363	\$92.72
					63363 Total	\$185.44
Verizon Wireless	6109919692	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	63315	\$295.96
Verizon Wireless	6109919692	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	63315	\$42.28
Verizon Wireless	6109919692	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	63315	\$47.28
Verizon Wireless	6109919692	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	63315	\$185.05
Verizon Wireless	6109919692	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	63315	\$47.28
Verizon Wireless	6109919692	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	63315	\$226.40
Verizon Wireless	6109919692	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	63315	\$275.18
Verizon Wireless	6109919692	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	63315	\$340.97
Verizon Wireless	6109919692	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	63315	\$209.59
Verizon Wireless	6109919692	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	63315	\$708.50
Verizon Wireless	6109919692	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	63315	\$988.59
Verizon Wireless	6109919692	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	63315	\$988.59
					63315 Total	\$4,355.67
Waltz	030225 WALTZ	410 016 531 10 31 02	SW - Operating Costs	Postage Reimbursement for Source Control Program - Waltz	63316	\$20.20
					63316 Total	\$20.20
Warrington	051025 ANYA	001 002 513 11 40 01	AD-Succession Development	DC Fly In Meal PerDiem - Warrington	63317	\$460.00
					63317 Total	\$460.00
Washington Assoc of Sheriffs and Police Chiefs	DUES 2025-00466	001 008 521 20 49 00	LE-Dues & Memberships	WASPC Associate Dues - Young	63364	\$75.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
					63364 Total	\$75.00
Washington Audiology Services	64660	001 007 558 50 41 00	PL-Professional Serv	Occupational Hearing Conservation Program	63365	\$153.42
Washington Audiology Services	64660	001 008 521 20 41 00	LE-Professional Services	Occupational Hearing Conservation Program	63365	\$1,840.99
Washington Audiology Services	64660	001 010 576 80 41 00	PK-Professional Services	Occupational Hearing Conservation Program	63365	\$588.10
Washington Audiology Services	64660	101 016 542 30 41 02	ST-Professional Service	Occupational Hearing Conservation Program	63365	\$588.09
Washington Audiology Services	64660	410 016 531 10 41 01	SW - Professional Services	Occupational Hearing Conservation Program	63365	\$741.50
					63365 Total	\$3,912.10
Washington State Patrol	I2505133	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	63318	\$282.00
					63318 Total	\$282.00
Washington State Support Registry	4102025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$1,090.08
					EFT Total	\$1,090.08
Washington State Support Registry	4252025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$1,090.08
					EFT Total	\$1,090.08
Wave	103946401-0011426	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	63319	\$1,268.82
Wave	103946401-0011426	001 002 513 11 42 00	AD-Communications	Telephone Service	63319	\$73.21
Wave	103946401-0011426	001 003 514 20 42 00	CC-Communications	Telephone Service	63319	\$146.43
Wave	103946401-0011426	001 004 514 23 42 00	FI-Communications	Telephone Service	63319	\$146.43
Wave	103946401-0011426	001 005 518 10 42 00	HR-Communications	Telephone Service	63319	\$73.22
Wave	103946401-0011426	001 006 518 80 42 00	IT-Communications	Telephone Service	63319	\$219.65
Wave	103946401-0011426	001 007 558 50 42 00	PL-Communication	Telephone Service	63319	\$476.15
Wave	103946401-0011426	001 007 559 30 42 00	PB-Communication	Telephone Service	63319	\$73.21
Wave	103946401-0011426	001 008 521 20 42 00	LE-Communication	Telephone Service	63319	\$2,490.34
Wave	103946401-0011426	001 012 575 30 42 00	CS- Museum - Communications	Telephone Service	63319	\$73.21
Wave	103946401-0011426	001 012 575 50 42 00	CS- The Mill- Communication	Telephone Service	63319	\$73.22
Wave	103946401-0011426	001 013 518 20 42 00	GG-Communication	Telephone Service	63319	\$292.87
Wave	103946401-0011426	101 016 543 30 42 00	ST-Communications	Telephone Service	63319	\$421.37
Wave	103946401-0011426	410 016 531 10 42 00	SW - Communications	Telephone Service	63319	\$421.37
					63319 Total	\$6,249.50
Weaver	051025 WEAVER	001 003 514 20 49 02	CC-Staff Development	DC Fly In Meal Perdiem - Weaver	63366	\$460.00
					63366 Total	\$460.00
West Marine Products Inc	3109	001 008 521 21 48 00	LE-Boating Repair & Maint	Inflator-Foot High Capacity 5L	63367	\$35.60
West Marine Products Inc	3109	001 008 521 21 48 00	LE-Boating Repair & Maint	Lock-Coupler Univ HD Warrior	63367	\$42.84
					63367 Total	\$78.44
Western Conference of Teamsters Pension Trust	4102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contribution-Teamster Pension	63217	\$4,461.90
Western Conference of Teamsters Pension Trust	4102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contribution-Teamster Pension Probation	63217	\$21.67
					63217 Total	\$4,483.57
Western Systems Inc	65231	510 006 518 80 49 39	LR - Misc Renewals	Mx Pro Annual Subscription	63320	\$4,598.80
					63320 Total	\$4,598.80
WR Lake Stevens LLC	03-2025 CH	001 002 513 11 41 00	AD-Professional Services	Car Washes for Admin Vehicles	63368	\$20.00
WR Lake Stevens LLC	03-2025 CH	001 007 559 30 48 00	PB-Repair & Maintenance	Car Washes for Building Vehicles	63368	\$80.00
WR Lake Stevens LLC	03-2025 CH	001 005 518 10 41 00	HR-Professional Services	Car Washes for HR Vehicles	63368	\$20.00
WR Lake Stevens LLC	03-2025 CH	001 006 518 80 41 00	IT-Professional Services	Car Washes for IT Vehicles	63368	\$20.00
WR Lake Stevens LLC	03-2025 CH	001 010 576 80 41 00	PK-Professional Services	Car Washes for Parks Vehicles	63368	\$60.00
WR Lake Stevens LLC	03-2025 CH	101 016 542 30 41 02	ST-Professional Service	Car Washes for PW Vehicles	63368	\$80.00
WR Lake Stevens LLC	03-2025 CH	410 016 531 10 41 01	SW - Professional Services	Car Washes for PW Vehicles	63368	\$80.00
					63368 Total	\$360.00
WSU Conference Mgmt	88978934	410 016 531 10 49 01	SW - Staff Development	WA Muni Stormwater Conf Registration - Waltz	63369	\$200.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
WSU Conference Mgmt	88979016	410 016 531 10 49 01	SW - Staff Development	WA Muni Stormwater Conf Registration - Pesce	63369	\$200.00
					63369 Total	\$400.00
Yangs Family Corp	032725 REFUND	001 000 316 81 00 00	Gambling Tx - Punch-Pull Tabs	Punch/Pull Tab Back Taxes Refund	63321	\$6,086.52
					63321 Total	\$6,086.52
Zachor Stock & Krepps Inc PS	25-LKS-0003	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services 03-2025	63322	\$16,572.32
					63322 Total	\$16,572.32
Zachor Stock & Krepps Inc PS	25-LKS-0004	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services Rendered - April 2025	63370	\$16,572.32
					63370 Total	\$16,572.32
Zencity Technologies Inc	SI256000055	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	S5C2 Ed/Outreach Survey Distribution	63323	\$1,639.50
					63323 Total	\$1,639.50
Zoom Communications Inc	INV299775987	001 013 518 20 41 00	GG-Professional Service	Zoom Cloud Recording 30 GB - Overage Fee	63371	\$21.00
					63371 Total	\$21.00

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

April 8, 2025, at 6:00 p.m.

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

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

Call to Order

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

Pledge of Allegiance

Council President Donoghue led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Jorstad and Councilmember Tageant.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Daughtry, to excuse Councilmember Jorstad and Councilmember Tageant. The motion passed 5-0-0-2.

Approval of Agenda

City Clerk Chelin asked that the Executive Session be moved up on the agenda due to several staff members, along with the Mayor, that are at a conference and need to log off early from the meeting. It was also requested that the Community Transit Bus Stop Shelters Facility License Agreement be moved up so that Analyst Erickson is able to log off to attend an event at the conference.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Ewing, to approve the agenda as requested. The motion passed 5-0-0-2.

Citizen Comments

There were no comments from citizens.

Executive Session

The meeting recessed to executive session at 6:03 p.m. to discuss Collective Bargaining for approximately 5 minutes (2 minutes to prep the room). There will be no action and the session will finish at 6:10 p.m.

The meeting returned to regular session at 6:10 p.m.

Action Items

Community Transit Bus Stop Shelters Facility License Agreement

Analyst Erickson explained that Community Transit is proposing a Facility License Agreement with the City for the installation and maintenance of two future bus stop shelters that can be expanded to other locations with a contract amendment. The agreement was developed collaboratively by Community Transit and the City's Public Works Department. Under this agreement, the City will benefit from cost-sharing on shelter installation, while Community Transit will assume responsibility for ongoing maintenance throughout the expected 10-year useful life of the structures.

Council and engaged in a discussion. This agreement will be brought back to the Council with more information.

Council Business

Consent Agenda

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Shipman, to approve the consent agenda. The motion passed 5-0-0-2.

The consent agenda items were as follows:

- 2025 Vouchers
- City Council Meeting Minutes of March 18, 2025
- City Council Meeting Minutes of March 25, 2025
- SNO911 Interlocal Agreement Changes
- Appointment to Library Board

Action Item

Gambling Tax Interest Waiver

Finance Manager Heist explained that at the March 11 Council Meeting, Finance was authorized to waive interest for companies that filed their gambling taxes at the incorrect rate, but interest penalties were still applied to those who hadn't filed. Most companies missed one or two quarters, while Razzals NW hadn't filed at all during the three-year look-back period.

At the March 25 Council Meeting, Council approved waiving taxes for businesses that filed. Razzals NW acquired the Frontier Village location in 2022, where the previous owners had also failed to file taxes. Razzals NW claims they were unaware of the filing requirement but has since paid the back taxes. They are now requesting a waiver of the \$2,881 interest penalty.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Petershagen, to approve waiving the fees in the amount of \$2,881 for Razzals NW. The motion passed 4-1-0-2 with Councilmember Donoughe opposed.

Finance Purchase Cards

Finance Manager Heist explained that the Purchase Card program with US Bank is through the State Bid and there are no additional costs to the City. The Purchase Card program will allow the City to set up and manage cards for individuals and departments easily. This program is essentially a credit card program with more robust oversight and management. Staff will slowly phase out, or limit, other avenues. The program is not only free but also provides a flat rebate of 1.35% for all purchases. There is also a "Speed of Payment" incentive that is offered depending on how quickly staff can make payments for the outstanding statement balance, earning a potential of an additional 0.44%. Staff has also created a Purchasing Card policy that needs Council approval. This policy sets the processes and standards of the program and will help provide directions to staff on appropriate behaviors when using the cards.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Petershagen, to approve the Policy 303 Purchasing Cards and to authorize the Mayor to enter into the agreement and associated documents with US Bank. The motion passed 4-1-0-2 with Councilmember Donoughe opposed.

Interlocal Agreement for 131st Ave NE Sewer Extension Developer Agreement

City Engineer Klinkers explained that the City is planning to construct a gravity sewer main extension along 131st Ave NE in 2025 to serve its Public Works Shop as well as nearby residences and businesses. Over the past year, the City has been working closely with the District to ensure the proposed plans are thoroughly reviewed and to address cost-sharing considerations.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Daughtry, to authorize the Mayor to sign the Interlocal Agreement for 131st Ave NE Sewer Extension between the Lake Stevens Sewer District and the City of Lake Stevens in accordance with the Unified Sewer Services and Annexation Agreement dated May 23, 2005. The motion passed 5-0-0-2.

Discussion Items

Transportation Benefit Program (TBP) Implementation Plan

City Engineer Klinkers explained that the City of Lake Stevens established the Transportation Benefit District (TBD) to fund and deliver vital multimodal transportation improvements across the city. The TBD lacked an approved funding mechanism until 2022 when voters approved a 0.2% sales tax (Proposition 1) to support Transportation Benefit Program (TBP) projects over 10 years. This tax, projected to generate approximately \$1.5 million annually, began collection in April 2023. Funding priorities include new sidewalks and non-motorized improvements, complete street roadway upgrades and citywide pavement preservation. Council and staff engaged in a discussion.

Upcoming Council Agenda Items - City Clerk Chelin

Adjournment

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Petershagen, to adjourn the meeting. The motion passed 5-0-0-2.

The meeting adjourned at 7:59 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

Tuesday, April 15 2025, 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, Steve Ewing, Marcus Tageant, Kymm Shipman, Anji Jorstad and Ryan Donoghue

Call to Order

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

State of the City Presentation

Mayor Gailey shared the State of the City presentation which detailed accomplishments for 2024 and projects and goals for 2025. Mayor Gailey answered questions from citizens and Councilmembers.

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Adjournment

The meeting adjourned at 6:41 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 5/6/2025

Subject: Chapter 7.04 Ordinance and Fees Resolution Update

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

1. Determine the fee set in fee resolution for Parking tickets.
2. Approval of the proposed updates to LSMC Chapter 7.04 and Fees Resolution 2025-003.

SUMMARY/BACKGROUND:

The proposed updates to Chapter 7.04 – Parking; aim to enhance alignment with the Revised Code of Washington (RCW) by incorporating language from recent house bills. These changes also provide a clearer definition of the term "abandoned vehicle," ensuring greater clarity. Also includes parking violations within City parks to include parking, boat launch, and prohibited overnight parking.

Additionally, the Fees Resolution is being revised to adjust the penalties for parking violations, as detailed on page 12 of the updated resolution. The proposed resolution currently increases the fee for parking tickets from \$50.00 to \$100.00 and eliminates the option to reduce the fee by half if paid on the same day. This adjustment is intended to streamline the process by directing all tickets and citations to Marysville Court for processing and end paper ticketing processes. The State ticketing system will be used to write tickets for these violations. Currently, the filing fee for parking tickets at Marysville Court is \$55.00.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Att 1 - Resolution 2025-003 Draft
2. Chapter 7 Municipal Code Suggested Edits from City legal

ATTACHMENT 1
CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2025-003

A RESOLUTION OF THE LAKE STEVENS CITY COUNCIL AMENDING RESOLUTION NO. 2025-003, THE CURRENT CITY FEE RESOLUTION, WITH RESPECT TO FINES FOR THE VIOLATION OF PARKING REGULATIONS IN CHAPTER 7.12 OF THE LAKE STEVENS MUNICIPAL CODE

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution; and,

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, Section 7.12.120 provides that the violation of parking regulations shall result in a traffic infraction, the fine for which shall be set by resolution adopted by the City Council; and

WHEREAS the current fines for parking violations in Fee Resolution No. 2025-003 require amendment to cover the administrative and court costs associated with processing such violations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO AMMEND THE FEES RESOLUTION AS FOLLOWS Through the enactment of Resolution No. 2025-003:

Replace Table A: Schedule of Land Use Fees as attached, Replace Table 1A: Building Permit Fees as attached, Replace Table B2: Schedule of Miscellaneous Building Permit Fees as attached, Replace Table B3: Mechanical and Plumbing Fees and Section 11. Fire Safety Inspections as attached, and Replace Permits and Fire District Related Service Fees, Tables A-L as attached and sets the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted.

Section 1. Fees and Deposits-General.

- A. Fees. Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. Payment Due. Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or

occurs.

- C. Late Payment Penalties. If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. Waivers. Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.
- E. Concurrent Applications. Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney and other consultant fees may be recovered for specific projects.

Table A: Schedule of Land Use 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 and associated indirect costs. After two reviews, each subsequent review is subject to an hourly review rate as well any additional consultant costs.	
Permit Type	Fee
Type I Land Use Permits – Administrative without Public Notice	
Administrative Modifications	\$990
Adult Family Home (also requires Home Occupation Business License and Building Permit)	\$480
Boundary Line Adjustments	\$1,050
Change of Use	\$690
Code Interpretation	\$840
Construction Plan Approval	\$5,600
Design Review	\$1,050
Event Level 1	\$100 (+ Fire Permit fee)
Event Level 2	\$225 (+ Fire Permit fee)
Event Level 3	\$325 (+ Fire Permit fee)
Event Level 4	\$1050 (+ Fire Permit fee)
Event Level 4 Deposit	80% of City estimated cost for City Services
Event Expediated Review Fee	\$100
Boat Launch Closure	\$200/day
Recycle Containers	Status quo until mid-year adjustment in 2025.

EDDS Deviation / Frontage Improvement Waiver	\$470
Floodplain Development Permit (standalone)	\$470
Home Occupations	Status quo until mid-year adjustment in 2025.
Legal Lot Status Determination	\$570
Land Disturbance, Minor	\$930
Mobile Food Vendor	\$240 License + Fire Permit
Mobile Food Vendor Renewal	\$120 Renewal + Fire Permit
Multi-Family Tax Exemption	\$810
Pasture/Waste Management Plan (LSMC 5.18.040)	\$240
Reasonable Use Exception	\$470 + Critical areas review fee
Shoreline Exemption	\$570
Shoreline Exemption with Floodplain Development Permit	\$690
Mooring Buoy	\$200
Short Term Rentals	\$510
Short Term Rental Renewal	\$120
Signs	\$240
Sign, Master Sign Program	\$600
Temporary Residence	\$240
Temporary Mobile/Modular Public Structures in any zone	\$240
Temporary Structures	\$240
Underground Utility Deviations	\$470
Zoning Verification Letter	\$360
Type II Land Use Permits – Administrative with Public Notice	
Administrative Conditional Use	\$1,255
Administrative Variance	\$1,255
Binding Site Plan	\$7,860
Binding Site Plan Revision	\$1,400
Short Subdivision, Preliminary	\$3,060
Short Subdivision Alterations	\$1,620
Short Subdivision, Pre-check and Survey Review	Consultant review cost + hourly staff review
Short Subdivision, Final	\$1,045
Short Subdivision, Vacation	\$1,620
Subdivision, Final	\$3,055
Major Land Disturbance Permit	\$1,375
Major Land Disturbance with Class IV Forest Practices	\$1,615
Shoreline Substantial Development Permit	\$1,135
Site Plan Review	\$1,280

Temporary Encampments	\$2,310
Type III – Quasi-Judicial, Hearing Examiner	
Conditional Uses	\$4,300
Preliminary Subdivisions	\$10,300
Shoreline Variances	\$3,820
Variances	\$3,820
Type IV – Quasi-Judicial, City Council with Hearing Examiner Recommendation	
Essential Public Facilities	\$4,300
Rezone, Minor – Site Specific Zoning Map Amendment	\$4,300
Secure Community Transition Facilities	\$4,300
Type V – Quasi-Judicial, City Council	
Right-of-Way Vacation	\$1,700
Type VI- Legislative, City Council with Planning Commission Recommendation	
Comprehensive Plan Amendment, Minor	\$3,600
Comprehensive Plan Amendment, Major Amendment (5-year cycle)	\$4,900
Development Agreement	\$3,380
Land Use Code Amendments (LSMC 14.16C.075)	\$3,380
Rezone, Major – Areawide Zoning Map	\$3,380

SEPA REVIEW	
SEPA Addendum	\$450
SEPA Appeal (to Hearing Examiner)	\$2,000 Hearing Examiner fee + hourly fee
SEPA, Environmental Impact Study (EIS)	\$1,200
SEPA, Planned Action Certification	\$810
Review of requested studies (including traffic, drainage, etc.)	\$240 (2 hour minimum) per study
SEPA Review (DNS or MDNS)	\$810
SEPA (Stand-alone Type II)	\$975

MISCELLANEOUS FEES	
APPEALS AND RECONSIDERATION	
Appeal, City Council	\$775
Appeal, Hearing Examiner	\$775 + Hearing Examiner Cost
Appeal, Shoreline Hearings Board	\$775
Contested Hearing (Code Enforcement)	\$350 + Hearing Examiner Cost
Reconsideration, Applicable Director	\$1,050
Reconsideration, Hearing Examiner	\$445 + Hearing Examiner fees
CONCESSIONS	

Background Check	\$70
Concession Agreement Review/Administration (lease rate)	Negotiated
Damage & Litter Deposit (refundable at end of contract)	Negotiated
Lease Rate	Negotiated
CONSULTANT FEES INCLUDING ATTORNEY REVIEW	Actual Cost + \$50 administrative fee
CRITICAL AREA REVIEW	Actual Cost + \$50 administrative fee

IMPACT FEES	
Park Mitigation Fees	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	\$4,339
Multifamily residences with two or more units	\$3,524
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	\$3,524
School Mitigation Fees	
Lake Stevens Schools ¹	
Detached Single Family Residence	\$13,730/unit
Townhouse/Multiplex	\$2,627/unit
Multifamily, 0-1 bedrooms	0
Multifamily, 2+ bedrooms	\$751/unit
Snohomish Schools ¹	
Detached Single Family Residence	\$5,361/dwelling unit
Duplex/Townhouse	\$5,462/dwelling unit
Multi-Family (1 bedroom)	0
Multi-Family (2+ bedrooms)	\$1,357/dwelling unit
Traffic Mitigation Fees	
Traffic Impact Zone 1	\$2,894
Traffic Impact Zone 2	\$3,655
Traffic Impact Zone 3	\$3,655
MISCELLANEOUS STAFF REVIEW (...)	\$240 + hourly cost after
Review of requested studies	\$240 + hourly cost after
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	55/tree
Lake Safety Marker – one time fee for the Lake Safety Program for buoy purchase	\$350
PRE-APPLICATION CONFERENCE FEE	\$840 (Fees is credited toward application fee over \$1000 at submittal if received within 12 months from date of pre-application)
RECORDING FEES	Direct Recording Costs + Staff Hourly Rate.

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from the current editions of:
1. The International Building Code (IBC)
 2. The International Residential Code (IRC)
 3. The International Mechanical Code including the International Fuel Code, National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and National Fire Protection

Association 54 (National Fuel Gas Code

4. The Uniform Plumbing Code
5. Washington State Barrier Free Regulations (Title 51 WAC)
6. Current edition of the Washington State Energy Code
7. The International Fire Code
8. Current edition of the Washington State Ventilation & Indoor Air Quality Code

- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Building Fees – Table 1A	
Total Value	Fee
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	\$63
\$1,001-\$2,000	\$63 first \$500 plus \$5 each \$100 or fraction
\$2,001-\$25,000	\$110 first \$2,001 plus \$20 each \$1,000 or fraction
\$25,001-\$50,000	\$575 first \$25,001 plus \$14 each \$1,000 or fraction
\$50,001-\$100,000	\$993 first \$50,001 plus \$10 each \$1,000 or fraction
\$100,001-\$500,000	\$1,500 first \$100,001 plus \$8 each \$1,000 or fraction
\$500,001 to \$1,000,000 (recommend and up)	\$4,743 first \$500,001 plus \$6 each \$1,000 or fraction
\$1,000,001 and up (recommend removing)	\$4,743 first \$500,001 plus \$6 each \$1,000 or fraction

Table B2: Schedule of Miscellaneous Building Permit Fees

Building Permit Fees – Table B2	
Miscellaneous Building Permit Fees	
Permit Type	Fee
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	\$240 permit fee
Demolition	\$120 permit + \$120/hr (1hr min.) and hourly whichever is greatest plan check

Fence/Retaining Wall	Table 1A based on value permit fee + 65% of permit fee or \$120/hr (1hr min) and hourly whichever is greatest plan check
Manufactured Home (add residential/commercial and Modular)	Table 1A based on value (placement, skirting and egress) permit fee + 65% of permit fee or \$120/hr (1hr min) and hourly whichever is greatest plan check
Certificate of Occupancy (change to no construction, update or reissue and add Temporary Certificate of Occupancy)	\$240/hr (2hr min) whichever is greatest permit + \$240 (2hr min) and hourly whichever is greatest plan check (if required)
Adult Family Home (add WABO Review/Inspection ONLY)	\$240/hr (2hr min) whichever is greatest permit + \$240 (2hr min) and hourly whichever is greatest plan check (if required)
Revisions	\$240 (2hr min) and hourly whichever is greatest plan check
Inspection-miscellaneous/other not specifically listed	\$120/hr (1hr min) and hourly whichever is greatest permit
Inspection-overtime (overtime determined by the building official based on staff availability)	\$360 (2hr min at rate of \$180) and hourly whichever is greatest whichever greatest permit
Re-inspection (add for uncorrected violations after 2 nd inspection, or cancellation after 7am notice)	\$120/hr and hourly whichever is greatest permit
Investigation-stop work and/or cease and desist (add to fee schedule)	2 times permit
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	\$240 (2hr min) whichever greatest permit + \$120 (1hr min) and hourly whichever is greatest plan check
Deck, Dock	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

Table B3: Mechanical and Plumbing Fees

Building Permit Fees – Table B3	
Mechanical and Plumbing Fees	
Permit Type	Fee
Fees for inspections are comprehensive, with two (2) corrections each; all additional inspections shall be charged at the hourly rate.	
Mechanical All types	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. Add/alter not requiring plan check-\$200 w/4 pieces of equipment over 4-\$15 each additional.
Plumbing All types	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. Add/alter not requiring plan check-\$200 w/4 pieces of equipment over 4-\$15 each additional.

Building Permit Fees – Table C	
Plan Review Fees	
Permit Type	Fee
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, (Duplex and IRC Townhomes)	65% of table 1A or \$120 (1hr min) whichever is greatest
Basic House plan check	See table 2B
Commercial, (Multi-Family and Mixed Use)	65% of table 1A or \$120 (1hr min) whichever is greatest
Plumbing & Mechanical-Commercial, Multi-Family and Mixed Use	40% of Plumbing & Mechanical permit fee or \$120 (1hr min) whichever is greatest
Other: All overtime plan review as determined by the building official based on staff availability	\$360 (2hr min at \$180 hourly) and hourly whichever is greatest plan check

Fire Department Commercial Plan Review	
Building Permit Table D - Fire Fees (SRFR) 2025 fees are hereby adopted by reference Table A)	
Plan Review Fees	
Total Value	Fee
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 (Adopt Snohomish Regional Fire & Rescue (SRFR) by reference. Section 2, table A Building Permit Fees	
Group R-3 or IRC Dwellings (regardless of valuation)	\$31
\$0-\$1000	\$31
\$1,001-\$5,000	\$31
\$5,001-\$10,000	\$61
\$10,001-\$20,000	\$10,001-\$28,000

	\$91
\$20,001-\$45,000	\$28,001-\$55,000 \$180
\$45,001-\$100,000	\$55,001-\$275,000 \$299
\$100,001-\$250,000	\$275,001-\$550,000 \$419
\$250,001-\$500,000	\$550,001-\$1,000,000 \$568
\$500,001-\$1,000,000	\$1,000,001-\$2,000,000 \$788
\$1,000,001-\$1,500,000	\$2,000,001-\$5,000,000 \$896
\$1,500,001-\$2,000,000	\$5,000,001-\$10,000,000 \$1,076
>\$2 million	Over \$10,000,000 \$1,254 fee plus \$66 per \$500,000

- C. Fire (SRFR) 2025 fees are hereby adopted by reference. See SRFR 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, City Administrative and Technology.
- D. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies 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:

Section 5. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License:	
– Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime	Free
– Each dog or cat neutered or non-neutered, lifetime	20
– Senior Citizen (defined as being 62 years of age or older) owners, lifetime	Free
– Service and guide dogs, lifetime	Free
– Duplicate license for lost or destroyed dog/cat tag	4
– Duplicate license - Senior Citizen owners and Service/Guide Dogs	Free
– Other Code Violations:	

■ First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. ■ Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	
Impound Fees for Cost Recovery: – Dogs and cats (at police kennel) – Animals – Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements. – Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.	25 30 Varies
Pasture/Waste Management Plan (Sec 15.18.040): See Table A Land Use Fees	

Section 6. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.

Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol and Solicitor Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Fine:	
1. Failure to pay fee (50% reduction if paid within 24 hours)	40
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	100
2.	
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit:	\$100 per hour of event with one hour minimum
(For special planned events that require additional police services)	
Letters for search of local criminal justice data bases	10
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 7. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works and Parks and Recreation Departments : Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee) Equipment/Assets: - Theft or Vandalism/Damage - Lost Items (applies when City items are leant out to events)	Refer to current billable rate schedule Actual Replacement Cost + 20% + Staff Time
Business Licenses: - Non-refundable Adult Entertainment (Cabaret) application Fee - Adult Entertainment (Cabaret) Establishment (annual) - Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual) - Business License Registration – Application - Business License Registration – Annual Renewal - Temporary business license Renewal - Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol fingerprint processing fee. License expires one year from date of application.) - Live music and/or dance entertainment (annual) - Games (annual) - Pawnbroker and Second Dealers (annual)	100 500 50/person 40 25 40 5 75 for the 1 st three employees, and \$10 for each additional employee 50 50 500
- Washington State Department of Licensing’s Master License Service - Business license handling fee (fees shall be automatically amended by the State)	Currently New Application \$19 Renewal \$11
Duplication of Public Records: (postage/delivery costs extra) For all records duplication regardless of format, first \$1 cumulative will be waived.	

Permit/Action	Fee or Fine (\$)
- In-house Copying of City documents to pdf when original document is not in electronic format.	15¢/page/side
- Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery.	10¢/page/side \$1 extra for copy to CD
- Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations.	5¢ per each four electronic files or attachments plus 10¢ per gigabyte
- Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge	Actual Cost
- In-House duplication of City documents to CD, such as - Comprehensive Plan, Lake Stevens Municipal Code Title 14, - Urban Design Standards, Engineering Design and Development Standards, etc.	Actual Cost
- Documents or CDs printed by outside vendor	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)
- Maps - Duplication of maps less than 11"x17"	\$.15/page
- Maps - Duplication of maps greater than 11"x17" and - Special requests for plotted maps, aerials, plans, etc. (each)	\$1 per square foot for in-house printing or actual cost if sent out to reproduce
- Police Body Worn Camera Redaction of audio/video	\$0.84 per minute
	\$1/tape/disc Actual cost to reproduce
	40¢

Permit/Action	Fee or Fine (\$)
- Audio recordings of meetings: • Duplicated by Staff • Duplicated by outside vendor - Color photos (cost to reproduce) - Certified copy of a public record	\$5 for 1 st Page and \$1 each after the 1 st Page
Dishonored Check Fine (in payment of City services)	\$35
Technology Fee	A technology fee of three (3) percent will be assessed on city services including, but not limited to issued building and land use permits and park and event rentals.

Section 8. Community Facility Rental Fees. Fees for renting the City's Community Center and other facilities shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
Facilities	
Athletic Fields	Youth Sports: \$20 every 2hrs
	Adult Sports: \$30 every 2 hrs
Eagle Ridge Community Garden Bed Rental (Annually)	\$50 \$25 ADA Bed (half size)
The Mill	See Table G1 – G3

Table G1: Mill Rental Fees

	Saturday	Friday or Sunday	Mon-Thurs
Entire Mill	\$2000	\$1800	
Hartford Hall	\$1500	\$1200	\$85/hr \$800 all day
Hartford Hall w/ The Stack	\$1800	\$1500	\$1000

The Stack	\$70 /hr	\$70/hr	\$60/hr
Sawyers Room	\$120/hr	\$100/hr	

Non-Profit Rental Fee: 20% discount (rounded up to the nearest dollar)

1. ****Non-Profit Community Interest Groups** devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
2. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

Table G2: Mill Deposits

The Mill Deposits (refundable when the facility is returned to pre-rental condition and all rules and rental times are followed.

	Deposit	Add Alcohol	Deposit & Alcohol
Entire Mill or Two Rooms	\$500	\$500	\$1,000
Individual Rooms or Hourly	\$250	\$250	\$500

Table G2: The Mill – Other Fees

Cancellation Fee	\$250
Modification Fee (change in hours and/or days; not for adding hours before/after).	\$35

Section 9. Park Fees. Fees for boat launch parking and the rental of Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Park Fees

	Number of shelters	Rate
Park Shelter/Facility	Rental fee	
Lundeen Park	North or South Shelter (half)	\$100
	Full Shelter (both sides)	\$200
North Cove Park Shelter		\$100

North Cove Park Observation Deck	\$100 \$
Mill Outdoor Plaza Rental	\$100
All Shelters/Facilities – Half Day Rentals	\$60 (Available during peak season, April 1 through September 30.)
Cancellation Fee for Shelters/Facilities	\$25 if cancelled more than 14 days in advanced. No refunds 14 days or less from reservation date.
Reservation Date Modification	\$10 (Modifications cannot be made 14 days or less from reservation date.)
Boat Launch Parking	\$10 for one day \$5 for three-hour parking
Annual Parking Pass	\$75 \$60 for Lake Stevens Residents (One per household)
Technology Fee (CivicRec Transactions)	3%

Section 10. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table IA: Stormwater Management Utility

Type	Impervious Area per Equivalent Service Unit	Annual Rate per
Residential and Multifamily Residential with Five or Fewer Units ¹	NA	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027
All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027
Undeveloped ²	NA	No Charge
State Highways		Set in accordance with RCW 90.03.525
Low Income Senior or Disabled Exemption		Set in accordance with Snohomish County guidelines

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.

3. Surface water utility service charges are evaluated in accordance with LSMC Title 11.
4. A developed parcel will receive a minimum of one ESU.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class		Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot		NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot		NA	\$11.33 per parcel	\$136.00 per parcel

1. The lakefront lot assessment applies to each developed parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
2. Lakefront lots developed with only a dock or other over the water structure are developed parcels.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

PASSED by the City Council of the City of Lake Stevens on the-17thday of December, 2024.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

Chapter 7.04 DEFINITIONS

Sections:

7.04.010 Definitions

7.04.010 Definitions.

(a) Abandoned Vehicle. An "abandoned vehicle" is:

(1) Any vehicle which remains unmoved on a public roadway or publicly owned property more than 72 consecutive hours, or

(2) Any vehicle  which remains unmoved on a public roadway or publicly owned property more than 24 hours having the appearance of an abandoned or inoperable vehicle, by having characteristics that include but are not limited to flat tire(s), broken windshield, extensive body damage, rusted, partially dismantled, wrecked, inoperative, expired tabs or accumulation of natural debris on or around the vehicle.

(b) "Bicycle" means every device propelled solely by human power, or an electric-assisted bicycle as defined in RCW [46.04.169](#), upon which a person or persons may ride, having two tandem wheels either of which is sixteen inches or more in diameter, or three wheels, any one of which is twenty inches or more in diameter. (c) "City street" means every public highway, or part thereof located within the limits of cities and towns, except alleys.

(d) Collector Street. A collector street is a street which carries traffic from minor streets to the major system of arterial streets and highways. 

 (e) Intersection. An intersection is the area embraced within the prolongation or connection of the lateral curb lines, or, if none then the lateral boundary lines of the roadways of two or more highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.

(f) Intersection Control Area. The intersection control area is the intersection area, together with such modification of the adjacent roadway area as results from the arc of curb corners and together with any marked or unmarked crosswalks adjacent to the intersection.

(g) Major Street. A major street is an arterial street or road which has continuity, and which serves as a collector and a distributor of traffic. Its major use is for fast through traffic.

- (h) Minor Child. Any person under 18 years of age.
- (i) Minor Street. A minor street is supplementary to a major street, such as a wide street, loop street or cul-de-sac.
- (j) "Motorized foot scooter" means a device with two or three wheels that has handlebars, a floorboard that can be stood upon while riding, and is powered by an internal combustion engine or electric motor that has a maximum speed of no greater than twenty miles per hour on level ground.
- (k) Park, Parked, or Parking. "Park, parked or parking" means the standing, storing or leaving of a vehicle, whether occupied or not, other than temporarily for the purpose of and while actually engaged in loading or unloading property or passengers.
-  (l) Pedestrian Way. A right-of-way dedicated to public use, 10 feet or more in width, which cuts across a block to facilitate pedestrian access to adjacent street and properties.
- (m) Registered Owner. The "owner" of a vehicle is the current registered owner. The owner is presumed liable for any violations and expenses unless:
- (1) There is a report of sale on the vehicle;
 - (2) The vehicle is reported stolen or taken without permission; or
 - (3) The current actual owner can be identified and located, and ownership verified.
-  (n) Road Closure. "Road closure" means any public street, roadway, bridge or area to be traveled by vehicles that is restricted as to all vehicles or any class of vehicles for any period of time.
-  (o) Sidewalk. "Sidewalk" or "walkway" means that property between the curb lines or the lateral lines of a roadway and the adjacent property set aside, or identified as such, and intended for the use of pedestrians or a means of conveyance propelled by human power.
- (p) Street Road. A right-of-way, dedicated to public use, which provides vehicular and pedestrian access to adjacent properties.
- q) Skate. Any wheeled, recreational object designed to propel the person using that object, which includes but is not limited to: skateboards, roller skates, in-line skates or scooters.
- (r) User. Any person riding a "bicycle" or "skate."

(s) Vehicle. The term “vehicle” as used shall mean all instrumentalities capable of movement by means of circular wheels, skids or runners of any kind, along roadways or paths or other ways of any kind, specifically including, but not limited to, all forms of automotive vehicles, buses, trucks, cars, motorcycles, motorized go-carts, motorized scooters, and vans, all forms of trailers or mobile homes of any size whether capable of supplying their own motive power or not, without regard to whether the primary purpose of which instrumentality is or is not the conveyance of persons or objects, and specifically including all such automobiles, buses, trucks, cars, vans, trailers, and mobile homes even though they may be at any time immobilized in any way and for any period of time of whatever duration.

(t) Wheeled Recreational Device. Any wheeled recreational object designed to propel the person using that object, with an internal combustion or electric motor, whether it be stood or sat upon or ridden in, and that is not required to obtain and display a Washington State vehicle license (Chapter [46.16](#) RCW). For the purposes of this chapter, “wheeled recreational device” does not include motorcycles (RCW [46.04.330](#)), motor driven cycles (RCW [46.04.332](#)), mopeds (RCW [46.04.304](#)), electric assisted bicycles (RCW [46.04.169](#)), electric personal assistive mobility devices (RCW [46.04.1695](#)), bicycles (RCW [46.04.071](#)), or powered wheelchairs (RCW [46.04.415](#)).

(Ord. 997, Sec. 1, 2017; Ord. 698, Sec. 1, 2004; Ord. 688, Sec. 1, 2003; Ord. 623, Sec. 1, 2001; Ord. 65, Sec. 3, 1969)

Chapter 7.12 PARKING

7.12.010 Purpose.

The purpose of this chapter is to promote traffic safety and maintain streets free from hazardous and nuisance conditions by enforcing a uniform parking code. (Ord. 968, Sec. 2, 2016)

7.12.020 Authority.

A Police Officer or Community Service Officer may enforce the provisions of this chapter. (Ord. 968, Sec. 2, 2016). For purpose of this chapter, “officer” means Police Officer or Community Service Officer.

7.12.030 Creating Parking Time Limits on Certain Streets.

The narrowness of and the volume of traffic on the streets in certain sections of the City have the effect of congesting the streets and impeding the movement of traffic. (Ord. 968, Sec. 2, 2016)

7.12.040 Limited and No Parking Zones.

The City Council may, by resolution, or Public Works Director or Parks and Recreation Director within City Parks, may, pending a resolution, establish limited and no parking zones which shall be appropriately marked and maintained and shall be subject to the restrictions and provisions of this title relating to such zones. (Ord. 968, Sec. 2, 2016)



7.12.050 Parking Infractions.

Parking infractions shall be left or affixed in a conspicuous place on the vehicle and shall state:

- (a) The time and date issued;
- (b) The location of the violation;
- (c) A description and/or identifying number of the vehicle;
- (d) A description of the violation; 
- (e) The issuing officer's name and badge or personnel number;

7.12.090 Prohibited Parking.

- (a) The provisions of RCW 46.61.570 regulating the stopping, standing and parking of vehicles as currently enacted and as amended from time to time are incorporated by this reference as if specifically set forth herein.
- (b) It is allowed for residential property owners within the City jurisdiction to park, or allow another to park, across the point of ingress or egress of the driveway entering on to the residential property, provided that the driveway is no longer than 50 feet and that such parking does not obstruct a sidewalk, another driveway, or the roadway.
- (c) It shall be unlawful to park in a public area beyond the posted time limit or at a time the area is posted as being closed to parking, including parking overnight in a designated park.
- (d) It shall be unlawful to park in designated public areas without paying the posted parking fee or displaying a valid City approved parking pass.
- (e) It shall be unlawful to reserve or attempt to reserve any portion of the roadway for purpose of  stopping, standing or parking to the exclusion of others, without specific permission through an approved permit from the City of Lake Stevens.

7.12.100 Reserved Disabled Parking.

(a) The provisions of RCW 46.61.581 and 46.61.582 regulating disabled parking spaces as currently enacted and as amended from time to time are incorporated by this reference as if specifically set forth herein.

(d) Violation of this provision shall result in the issuance of a notice of infraction and/or the vehicle may be towed by the property owner. (Ord. 968, Sec. 2, 2016)

7.12.110 Impounding Vehicles.

The City may tow any vehicle that violates this chapter in a manner that obstructs the travel portion of any roadway, sidewalk, or walkway. Vehicle impounds are authorized and enforced through Chapter [7.40](#), Vehicle Impoundment. (Ord. 968, Sec. 2, 2016)

7.12.120 Penalties - Parking Regulation.

Unless otherwise stated in this chapter, violations of parking regulations shall result in a parking infraction. Fines for violations shall be set by resolution adopted by the City Council. (Ord. 968, Sec. 2, 2016)

7.12.130 Violation and Penalty.

Repealed by Ord. 968. (Ord. 623, Sec. 2, 2001)

Chapter 7.16 ABANDONED VEHICLES

7.16.010 Unlawful to Park Vehicles in Abandoned Condition.

It shall be unlawful to park any motor vehicle for a period of time more than twenty four (24) hours, which is in abandoned condition, upon any public property or public right of way,

7.16.020 Parking on Street or Publicly Owned Property.

It is unlawful to park a vehicle unmoved on public property or right-of-way more than twenty-four (72) hours.

7.16.030 Written Notice of Removal.

An Officer shall post a 24-hour Removal Notice on any vehicle believed to be in violation of this Chapter. The notice shall contain:

A. The location and description of the vehicle;

- B. Time and date notice is posted;
- C. Officers name and/or identifying number;
- D. Description or code number of the violation;
- E. Instructions for compliance and time limit by which to respond or comply; and
- F. Phone numbers for contact.

7.16.040 Impounding Vehicles.

The City may tow a vehicle that is in violation of Section 7.16.010 or 7.16.020 twenty-four (24) hours after posting a 24-hour Removal Notice on the vehicle, unless the vehicle owner or person having control of the vehicle contacts the Police Department and provides a reasonable explanation of why the vehicle cannot be moved and agrees to a timely date by which the vehicle will be removed.

7.16.070 Moving Vehicles.

It is unlawful to periodically move a vehicle from one location on public property or right-of-way to another location on public property or right-of-way to avoid compliance with this Chapter. It is not a violation of this Chapter to move a vehicle between public property or right-of-way to a location other than public property or right-of-way as permitted by law or ordinance.



CITY COUNCIL STAFF REPORT



Agenda Date: 5/6/2025

Subject: Microsoft Enterprise Agreement Renewal - Budget Adjustment

Contact Person/Department: Troy Stevens, Information Technology

Budget Impact: \$57,480 (increase from budgeted amount)

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve the additional cost and renewal of our Microsoft Enterprise Agreement, with a Budget Amendment to follow.

SUMMARY/BACKGROUND:

Under the mayor's direction, the city seeks advances in innovations and operational efficiencies by leveraging existing solutions and Artificial Intelligence. One of our key projects that aligns with this mission is our digital transformation project, which involves content reorganization into a modern enterprise content management solution built on top of Microsoft's Enterprise Services.

We established an AI Working Group to evaluate AI tools and initiatives. One outcome of this committee was the purchase of Microsoft Copilot and Copilot Studios. These tools empower our team to prepare reports quickly, summarize data, and analyze content to facilitate daily work.

Advances in Generative Artificial Intelligence (GenAI) come with additional security and data risk, and it is vital to implement reasonable data governance policies and tools to monitor these risks.

We currently have a mix of licensing levels for our employees based on who we initially felt needed access to these premium tools, mainly records staff and the IT department.

We engaged our Microsoft licensing partners to identify gaps in our current licensing

model to ensure compliance with Microsoft's Advanced Governance tool, Purview. Our Microsoft licensing representative informed us that we must cover all users at appropriate license levels to comply with these premium features.

The link is to the full service description of [Purview](#).

Summary of changes:

- All users with a Microsoft M365 G3 license will be upgraded to a Microsoft M365 G5 license, except our Board and Commission members. All Board and Commission members will be downgraded to Microsoft M365 F3 + Microsoft M365 F5 Security & Compliance Add-on. The M365 F3/F5 licenses are limited to small screens such as smartphones or tablets under 10.1" in screen size, and only have access to web-based versions of Microsoft's products.
- We added additional cloud storage for our content reorganization project.
- We added Microsoft Copilot + Copilot Studios.

We originally budgeted \$97,500.00 for this year's renewal. After consulting with our Microsoft licensing team and adjusting our licenses accordingly, the yearly renewal will be \$148,692.

The budget for our renewal this year has a \$57,480 shortfall. I'm asking the Council to approve the additional funds and authorize the Mayor to sign this renewal agreement, with a future budget amendment.

Conclusion:

The city is rapidly changing, embracing new technologies and leveraging existing solutions. With our partnership with Stoneshare, we plan to expand operational efficiencies by developing new solutions and automating business processes, built on Microsoft's services, maximizing our technology investments.

To do this, we must ensure we are appropriately licensed to maximize the value of our investments as we continue down our path of innovation and technology.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Microsoft EA Quote 2025
2. Microsoft EA Subscription 3-years



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

TROY STEVENS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PKMX250	4/24/2025	RENEWAL	0721842	\$148,691.36

IMPORTANT - PLEASE READ

Special Instructions: Renewal of EA 6145467 Terms 5/1/2025 - 4/30/2026

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Office 365 Extra File Storage Add-on - subscription license - 1 G Mfg. Part#: M9T-00002-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)	575	5580209	\$2.27	\$1,305.25
Microsoft Copilot Studio Legacy - subscription license - 1 user Mfg. Part#: 8S2-00003-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: MARKET	200	6850525	\$0.00	\$0.00
Microsoft M365 G5 GCC Subscription License Per User Mfg. Part#: AAL-45735-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)	154	6668197	\$632.02	\$97,331.08
MS EA M365 COPILOT GCC ADDON Mfg. Part#: EP2-24658-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)	45	8216497	\$378.00	\$17,010.00
Microsoft Audio Conferencing Select Dial Out - subscription license - 1 lic Mfg. Part#: NYH-00001-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)	33	6976615	\$0.00	\$0.00

QUOTE DETAILS (CONT.)

<u>Microsoft M365 F3 Unified GCC Subscription License Per User</u>	33	5759147	\$86.06	\$2,839.98
Mfg. Part#: AAD-63092-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>Microsoft 365 F5 Security & Compliance Add-on - subscription license - 1 li</u>	33	7128747	\$139.86	\$4,615.38
Mfg. Part#: 91C-00004-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>MS EA CIS DC 2 CORE SA</u>	24	4378888	\$189.76	\$4,554.24
Mfg. Part#: 9GS-00135-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>Microsoft Intune Device - subscription license - 1 device</u>	10	5529842	\$20.79	\$207.90
Mfg. Part#: NMH-00001-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>Power Automate Premium GCC Sub Per User</u>	6	6042068	\$166.32	\$997.92
Mfg. Part#: 1O5-00001-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>Microsoft SharePoint Syntex Add-On - subscription license (1 month) - 1 lic</u>	5	6746859	\$47.12	\$235.60
Mfg. Part#: I71-00004-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>Microsoft Windows Remote Desktop Services - software assurance - 1 user CAL</u>	5	2288626	\$26.96	\$134.80
Mfg. Part#: 6VC-01254-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>MS EA PROJECT P3 GCC P USER</u>	4	4381361	\$282.74	\$1,130.96
Mfg. Part#: 7MS-00001-12-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (2018011)				
<u>Microsoft SQL Server Standard Core Edition - software assurance - 2 cores</u>	2	2716749	\$668.81	\$1,337.62
Mfg. Part#: 7NQ-00292-SLG Renewal : Year 1 of 3 Terms 5/1/2025 - 4/30/2026 Electronic distribution - NO MEDIA				

QUOTE DETAILS (CONT.)

Contract: National IPA Technology Solutions (2018011)

Microsoft Azure - subscription license (1 month) - 1 license	1	3767639	\$0.00	\$0.00
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Mfg. Part#: J5U-00004-12-SLG

Renewal : Year 1 of 3

Terms 5/1/2025 - 4/30/2026

Electronic distribution - NO MEDIA

Contract: National IPA Technology Solutions (2018011)

[MS EA COPILOT STUDIO GCC SUB](#)

1	7936904	\$2,520.00	\$2,520.00
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Mfg. Part#: YGD-00001-12-SLG

Renewal : Year 1 of 3

Terms 5/1/2025 - 4/30/2026

Electronic distribution - NO MEDIA

Contract: National IPA Technology Solutions (2018011)

[MS EA VISIO P2 GCC P USER](#)

1	3576069	\$141.37	\$141.37
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Mfg. Part#: P3U-00001-12-SLG

Renewal : Year 1 of 3

Terms 5/1/2025 - 4/30/2026

Electronic distribution - NO MEDIA

Contract: National IPA Technology Solutions (2018011)

[Microsoft Windows Server Datacenter Edition - software assurance - 16 cores](#)

1	4706757	\$1,148.36	\$1,148.36
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Mfg. Part#: 9EA-00273-SLG

Renewal : Year 1 of 3

Terms 5/1/2025 - 4/30/2026

Electronic distribution - NO MEDIA

Contract: National IPA Technology Solutions (2018011)

[MS EA WIN SVR STDCORE SA MVL](#)

24	4354666	\$22.05	\$529.20
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Mfg. Part#: 9EM-00270-SLG

Renewal : Year 1 of 3

Terms 5/1/2025 - 4/30/2026

Electronic distribution - NO MEDIA

Contract: National IPA Technology Solutions (2018011)

SUBTOTAL	\$136,039.66
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SHIPPING	\$0.00
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SALES TAX	\$12,651.70
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GRAND TOTAL	\$148,691.36
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PURCHASER BILLING INFO**DELIVER TO****Billing Address:**

CITY OF LAKE STEVENS

PO BOX 257*

PO BOX 257

LAKE STEVENS, WA 98258-0257

Phone: (425) 334-1012**Payment Terms:** NET 30-VERBAL**Shipping Address:**

CITY OF LAKE STEVENS

TROY STEVENS

1812 MAIN ST

LAKE STEVENS, WA 98258

Shipping Method: ELECTRONIC DISTRIBUTION**Please remit payments to:**

CDW Government

75 Remittance Drive

Suite 1515

Chicago, IL 60675-1515



Sales Contact Info

Rashena Hill | (866) 253-2510 | rashena.hill@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$136,039.66	\$3,849.92/Month	\$136,039.66	\$4,426.73/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager.

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Enterprise Quote
for

VSL Specialist Lawrence Roberts
Channel Price Sheet Month Mar-25

City of Lake Stevens

Unless otherwise noted, All Quotes expire upon current month's end

Annual Payment
Customer to make three annual payments to CDW-G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3			
				Price	Extended	Price	Extended	Price	Extended		
Online Subscriptions											
J5U-00004	AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision	D	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
YGD-00001	Copilot Studio GCC Sub (Messages)	D	1	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00		
8S2-00003	Copilot Studio Legacy USL GCC Sub Per User	D	200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
EP2-24658	M365 Copilot GCC Sub Add-on	D	45	\$ 378.00	\$ 17,010.00	\$ 378.00	\$ 17,010.00	\$ 378.00	\$ 17,010.00		
AAL-45735	M365 G5 GCC Sub Per User	D	154	\$ 632.02	\$ 97,331.08	\$ 632.02	\$ 97,331.08	\$ 632.02	\$ 97,331.08		
M9T-00002	O365 Extra File Storage GCC Sub Add-on Extra Storage 1 GB	D	575	\$ 2.27	\$ 1,305.25	\$ 2.27	\$ 1,305.25	\$ 2.27	\$ 1,305.25		
7MS-00001	Planner & Project P3 GCC Sub Per User	D	4	\$ 282.74	\$ 1,130.96	\$ 282.74	\$ 1,130.96	\$ 282.74	\$ 1,130.96		
1O5-00001	Power Automate Premium GCC Sub Per User	D	6	\$ 166.32	\$ 997.92	\$ 166.32	\$ 997.92	\$ 166.32	\$ 997.92		
I71-00004	SharePoint Syntex GCC Sub Add-on	D	5	\$ 47.12	\$ 235.60	\$ 47.12	\$ 235.60	\$ 47.12	\$ 235.60		
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	D	33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
P3U-00001	Visio P2 GCC Sub Per User	D	1	\$ 141.37	\$ 141.37	\$ 141.37	\$ 141.37	\$ 141.37	\$ 141.37		
AAD-63092	M365 F3 Unified GCC Sub Per User	D	33	\$ 86.06	\$ 2,839.98	\$ 86.06	\$ 2,839.98	\$ 86.06	\$ 2,839.98		
NMH-00001	Intune Device P1 GCC Sub Per Device	D	10	\$ 20.79	\$ 207.90	\$ 20.79	\$ 207.90	\$ 20.79	\$ 207.90		
91C-00004	M365 F5 Security + Compliance GCC Sub Add-on	D	33	\$ 139.86	\$ 4,615.38	\$ 139.86	\$ 4,615.38	\$ 139.86	\$ 4,615.38		
License and Software Assurance											
9GS-00135	CIS Suite Datacenter Core ALng SA 2L	D	24	\$ 189.76	\$ 4,554.24	\$ 189.76	\$ 4,554.24	\$ 189.76	\$ 4,554.24		
7NQ-00292	SQL Server Standard Core ALng SA 2L	D	2	\$ 668.81	\$ 1,337.62	\$ 668.81	\$ 1,337.62	\$ 668.81	\$ 1,337.62		
6VC-01254	Win Remote Desktop Services CAL ALng SA UCAL	D	5	\$ 26.96	\$ 134.80	\$ 26.96	\$ 134.80	\$ 26.96	\$ 134.80		
9EA-00273	Win Server DC Core ALng SA 16L	D	1	\$ 1,148.36	\$ 1,148.36	\$ 1,148.36	\$ 1,148.36	\$ 1,148.36	\$ 1,148.36		
9EM-00270	Win Server Standard Core ALng SA 2L	D	24	\$ 22.05	\$ 529.20	\$ 22.05	\$ 529.20	\$ 22.05	\$ 529.20		
Total					\$ 136,039.66	Total		\$ 136,039.66	Total		\$ 136,039.66
Three Year Total					\$ 408,118.98						

Notes

No Tax Referenced
Renewal of EA #6145467 - End Date : 4/30/2025
Contract - NIPA

Terms and Conditions of sales and services projects are governed by the terms at:
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

CITY COUNCIL STAFF REPORT



Agenda Date: 5/6/2025

Subject: Parks Surplus

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve the Disposition of Surplused Items

SUMMARY/BACKGROUND:

The Parks and Recreation Department ("Department") has identified items that need to be surplused. These items are not being utilized by the Department, and we do not foresee a use for them in the future. Items that are valued at more than \$250 must be approved by the City Council.

The 20-piece Wood & Metal Three-Tiered Riser (often referred to as a stage) has not been used by the Department for several years. The Risers have been made available to other events as an in-kind donation two times in the past three years. It is currently stored in an outdoor covered location, which has caused the wood to age. Additionally, the pieces are very heavy and difficult to move.

The four speakers, two amplifiers and mixing board have not been used by the Department for several years. The CFX-20 mixer features a 20x4x1 configuration with 16 mic/line mono channels and 2 stereo line channels; this takes technical skills that are beyond the skill level of what is required by our Parks staff. The Department has additional speakers and sound equipment that we use at our events and this additional equipment identified for surplus is unnecessary to keep in storage.

All of these items were last utilized by the Lake Stevens Arts and Park Foundation ("Foundation"). The Foundation has a need for these items, as they will once again

manage the Music in the Park series this summer, and are involved with other community events.

The Department recommends that these items are surplus to the Foundation so that they can continue to provide recreational services to the Lake Stevens community.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

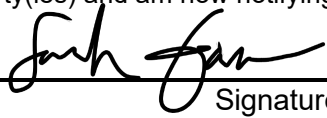
1. Surplus Property Certification Form - Parks

CITY OF LAKE STEVENS SURPLUS PROPERTY CERTIFICATION FORM

If property is determined to be less than \$250 value and a bona fide charitable organization is known to have use for the surplus property, name that charity in the "Charity" column. If property is determined to be surplus to another government entity to be used by that entity, name that entity in the "Government" column.

Description of Property(ies) (including Vehicle VIN or Serial # if applicable)	Est. Value (\$)	How Value Determined	Charity	Government	Other
Panasonic Speaker Model WS-A200 Serial # 790085	92.57	Average cost w 66% depreciation	Lake Stevens Arts & Parks Foundation		
Panasonic Speaker Model WS-A200 Serial # 79002X	92.57	Average cost w 66% depreciation	Lake Stevens Arts & Parks Foundation		
Qty 2: QSC Amplifier Model RMF2400 w/ ATA Safe Case	736.39	Average cost w 66% depreciation	Lake Stevens Arts & Parks Foundation		
Mackie Mixing Board Model CFX20 + ATA Safe Case	459.31	Average cost w 66% depreciation	Lake Stevens Arts & Parks Foundation		
Qty: 20 Wood & Metal Riser Panels for 3 riser setup + Riser skirting.	617.67	Cost new less 15 yrs depreciation - DDB 20 yrs	Lake Stevens Arts & Parks Foundation		
JBL Speaker Model JRX125 Serial # 014488	147.74	Average cost w 66% depreciation	Lake Stevens Arts & Parks Foundation		
JBL Speaker Model JRX125 Serial # 014488	147.74	Average cost w 66% depreciation	Lake Stevens Arts & Parks Foundation		

I, the City of Lake Stevens Department head signed below, hereby certify that the listed property(ies) above is no longer of public use to the City and the sale thereof would be in the best interest of the City. I further certify that in accordance with City Ordinance 609 I have taken reasonable steps to determine the estimated value(s) of said property(ies) and am now notifying the Mayor of the estimated value(s).



Parks and Recreation Director

Signature

Title

March 21, 2025

Date

Certified for Disposition

Mayor (or designee)

Date

\\LK02.lakestevens.gov\Users\scott\My Documents\Forms - miscellaneous\Surplus Property\Surplus property certification form - locked boiler plate.doc

CITY COUNCIL STAFF REPORT



Agenda Date: 5/6/2025

Subject: Engineering Design Services for the Catherine Creek Bridge Replacement Project

Contact Person/Department: Ben Romanaggi, Kim Klinkers, Public Works

Budget Impact: The 2025 budget includes \$1,131,000 for the Bridge 06 Replacement project along 36th Street NE, also known as the Catherine Creek Bridge. Work planned for 2025 includes engineering design and permitting services, including updating the bridge structure alternatives analysis to select the most cost-effective and innovative design and construction methods. This work is included within the attached Professional Services Agreement and scope of work provided by DEA. The design phase is funded by a \$911,000 Public Works Board Loan and the stormwater capital fund.

Construction is targeted for 2026 or 2027 depending on permitting, right-of-way and available funding. Construction costs could range from \$3,500,000 to \$5,500,000 depending on the bridge type, scope of the roadway and environmental improvements and construction methods. More accurate construction cost and schedule information will be available for the City's 2026 budget process.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Motion to authorize the Mayor to sign a Professional Services Agreement in the amount of \$1,121,071 with David Evans and Associates, Inc. for design and permitting of the Catherine Creek Bridge Replacement Project.

SUMMARY/BACKGROUND:

City staff are requesting to begin the design of the Catherine Creek Bridge Replacement at 36th Street NE. Currently the timber abutment of the Catherine Creek

Bridge has deteriorated beyond repair, resulting in a lane reduction to one-way traffic. The bridge has been inspected quarterly to monitor deterioration while funding can be secured.

This project will remove and replace the existing bridge to meet current codes, restore the stream for increased habitat, improve the roadway to collector standards, and add non-motorized improvements for future connections. Additionally, the intersection of Grade Road and 36th Street NE will be realigned with a new geometry to increase traffic safety and support future development along Grade Road.

The City released a Request for Proposals (RFP) from a list of qualified consultants and received five proposals for consideration. The City scored and ranked each proposal and interviewed the two highest-rated consultants. The City selected David Evans and Associates (DEA) as the most qualified consultant to complete the engineering design and permitting for this project.

APPLICABLE CITY POLICIES:

City Comprehensive Procurement Policy

ATTACHMENTS:

1. DEA Professional Services Agreement

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON
AND DAVID EVANS AND ASSOCIATES, INC.
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation ("City"), and David Evans and Associates, Inc. authorized to do business in the State of Washington, ("Consultant").

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement

shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence upon full signing and shall terminate at midnight December 31st, 2026. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for

all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligence, recklessness, intentional misconduct, violations of law, or breaches of contract of the Consultant in performance of this Agreement.

b. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**
The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types and coverages described below:**

- (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- (2) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

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

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within two business days of receipt of such notice) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

j. **City Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

k. **Subcontractors' Insurance.** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they

will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City unless such disclosure is required by law, rule, regulation, court order or government investigation.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process.

The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit A:

Perteet, Herrera Environmental, Geosyntec, Cultural Resource Consultants, and
Commonstreet Consulting

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$1,121,071.48 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records.**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City and Consultant shall be sent to the following addresses or electronically delivered with confirmation of delivery from the recipient :

To the City:

City of Lake Stevens
Attn: City Clerk
Post Office Box 257
Lake Stevens, WA 98258
Telephone: 425-622-9412

To the Consultant:

Ravyn Whitewolf
1221 Fraser Street, Suite E3
Bellingham, WA 98225
Ravyn.whitewolf@deainc.com
360-355-2563

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY.**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 NONWAIVER. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 FAIR MEANING. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 VENUE. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 COUNTERPARTS AND SIGNATURES. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement. Digital, electronic, and PDF signatures will constitute an original in lieu of the “wet” signature.

V.11 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT. The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of May, 2025.

CITY OF LAKE STEVENS

DAVID EVANS AND ASSOCIATES, INC.

By: _____
Brett Gailey, Mayor

By: _____

Approved as to Form:

By: _____
Greg Rubstello, City Attorney



EXHIBIT A - SCOPE OF WORK

Catherine Creek Bridge Replacement

Background:

This Scope of Work (SOW) details engineering services to be performed by David Evans and Associates, Inc. team (Consultant) in support of City of Lake Stevens (City) effort to replace the deteriorating bridge crossing Catherine Creek.

This project will include the construction of a new bridge over Catherine Creek, demolition of the existing bridge, and roadway improvements. The current bridge's timber abutments have deteriorated beyond repair and the bridge has been restricted to one vehicular lane. Additionally, the current bridge confines the stream, and a replacement bridge will return the stream to its natural course and improve stream health.

A preliminary study has been completed, and the replacement bridge is recommended to be a prestressed concrete girder bridge. During 30 percent structural design, the Consultant will work with the city to finalize the type and size of the bridge to be designed as further outlined herein.

The adjacent roadway will be upgraded to the City's collector road standards, and the feasibility for the 36th St/Grade Road intersection realignment to be investigated. The project will also incorporate surveying and right-of-way (ROW) acquisition services for both permanent ROW acquisition and temporary construction easements, as needed. This project is funded with local city funds, Public Work Board loans, and the City is seeking to secure federal funding.

The work to be performed by the selected Consultant may include; preparation of the PS&E including design of the project, preparation of project plans and specifications in compliance with local, state, and federal requirements, an estimate of construction costs, right of way acquisition and certification, environmental permitting, right of way acquisition, surveying, geotechnical design, and cultural resource investigation. The City reserves the right to retain the services of the Consultant, through a supplement to this contract, to provide services for any subsequent phases, including, pre-bid support and Construction phase engineering such as: submittal reviews, RFIs, change orders, on-site inspections, contract close out, and other construction-related tasks.

The Consultant team responsible for completing the SOW as described here is as follows:

- David Evans and Associates, Inc. (DEA) will serve as the prime contractor providing – Project Management, Topographic Survey, Stormwater Design; Public Outreach, Constructability/ Construction Schedule & Estimation; and Structural Engineering.
- Perteet – Civil Design
- Herrera Environmental (Herrera) - Hydraulics Engineering & Permitting Support
- Geosyntec - Geotechnical Engineering
- Cultural Resource Consultants (CRC) - Cultural Resources
- Commonstreet Consulting (Commonstreet) - Right-of-way Acquisition

Initial Scope Summary:

- Project administration and management throughout project duration.
- Evaluation of possible bridge types to be used in the project.
- Civil and structural engineering design for the proposed bridge replacement. Design will also include support, as necessary, for City permitting requirements applicable to the project.
- Civil engineering design for the proposed roadway improvements to collector standards, and possible improvements to the 36th St/ Grade Road intersections
- An Alternatives Analysis level of geotechnical engineering investigation and final report was completed. No additional geotechnical explorations are needed to support the bridge replacement PS&E. This scope includes geotechnical engineering design collaboration, input to plans and specifications, and preparation of a geotechnical engineering addendum in support of the final structure design.
- Hydraulic design of the bridge, restoration of natural stream alignment, following WFDW Water Crossing Design Guidelines and other design standards.
- Preparation of 30, 60, 90, and 100 percent (bid-ready) plans, specifications/special provisions, and estimate (PS&E) packages for review by City staff. Subsequently, preparation of an advertisement-ready PS&E package for advertisement of the invitation for public works contract bids.
- Environmental permitting to follow US Army Corps of Engineers, Department of Ecology, Washington Department of Fish and Wildlife, SEPA, and other regulations. Develop critical areas report, mitigation, and monitoring plans.
- Development and preparation of project Stormwater Site Plans to comply with the applicable Minimum Requirements of the 2024 Stormwater Management Manual for Western Washington, including incorporation of required design and construction elements into the project PS&E packages.
- Perform, on behalf of the City, value assessments and lead negotiations for ROW acquisition to complete the project and temporary construction easements and other property access needs for construction.
- Surveying, including property line surveying, and mapping as necessary to support PS&E package and ROW acquisition/temporary construction easement needs.

Reports and plans, to the extent feasible, shall be developed in accordance with the latest edition and amendments of the following guidelines and documents:

- 2021 City of Lake Stevens Catherine Creek Alternative Study Report and Appendices “Alternatives Study”
- City of Lake Stevens Development Guidelines
- AASHTO 2001, “A Policy of Geometric Design of Highways and Streets”
- Washington State Department of Transportation, “Standard Specifications for Road and Bridge Construction”
- Washington State Department of Transportation, “Design Manual”
- Washington State Department of Transportation, “Bridge Design Manual”
- AASHTO LRFD Bridge Design Specifications
- Washington State Department of Transportation, “Materials Laboratory Outline”
- Washington State Department of Transportation, “Construction Manual”
- Washington State Department of Transportation, “Local Agency Guidelines”
- Department of Ecology “Stormwater Management Manual for Western Washington,” 2024 Edition
- CONSULTANT and Washington State Department of Transportation, “Manual on Uniform Traffic Control Devices for Streets and Highways”
- Standard drawings prepared by City shall be used as a guide in cases where they fit design conditions.
- AASHTO “Guide for the Development of Bicycle Facilities”
- WSDOT Highway Runoff Manual
- WSDOT Hydraulics Manual

WORK ELEMENT 1 PROJECT MANAGEMENT

This work element includes administration of the contract between the DEA and the City, preparation of monthly progress reports and quality control, necessary for the Project. The task includes administrative services needed to coordinate with the sub-consultant/s and to complete the Project on time and within budget. The following are the categorized activities associated with this work element:

- Kickoff meeting with Design Team and City Staff
- Project Schedule
- Meetings and Meeting Minutes – approximately 40 biweekly meetings for up to one half hour in length with the City’s project manager are assumed, with select design team members and City staff as warranted for the duration of the design activities

- Monthly Progress Reports, and Invoicing. Progress reports will contain a summary of project activities performed in the previous month for a period of 12 months.
- Design Team Management:
 - a. Schedule and coordinate with design team.
 - b. Prepare sub-consultant agreements, coordinate, budget and review the project progress and submittals.
 - c. Prepare, monitor, and update project schedule. Monitor project budget.
 - d. Prepare monthly billings, progress reports, and updated monthly project schedule.
 - e. Maintain regular informal contact telephone discussions, and electronic mail.
 - f. Obtain, with assistance from the City, rights of entry necessary for geotechnical and hydraulic studies, etc.
 - g. In the event that the City has a change in the City's project manager, the Team will meet with the new project manager and the Consultant, provide a summary of design for this work element and progress, provide a summary of decisions made, and provide past deliverables to date. This effort is included in this task. If changes to completed design efforts and/or Scope of Services are requested due to the change in City's project manager, this will require a supplement to the Agreement.

Assumptions:

- Assumes a contract length of 12 months, meetings up to one half hour unless indicated otherwise.
- Assumes 2026 construction. Updates to later versions of GSPs and to construction cost estimating are not included in this scope.
- Consultant rates in the contract are for 2025. With the City's authorization, 2026 rate increases, if any, may be allowed per WSDOT guidelines.

Deliverables:

- Progress Reports
- Meeting Minutes
- Monthly Invoicing
- Project Schedule
- Communications Plan

WORK ELEMENT 2 DATA GAP ANALYSIS

This Work Element will be provided by Herrera.

2.1 Project Management

Herrera's project manager will be responsible for ongoing contract administration of Herrera's work, including reviewing accounting invoices and preparing progress reports, as well as

coordination of work efforts with DEA's designated client point of contact (Ravyn Whitewolf). Herrera's project manager will have phone and e-mail contact with DEA on an as-needed basis. Regular check-ins and project milestones will be established as the final project schedule is developed, after the notice to proceed. Herrera will provide Quality Assurance and Quality Control (QA/QC) throughout the active project work and at key project milestones.

Assumptions:

- Herrera's project management and coordination work is expected to include approximately 12 months of active project support.
- Up to four Herrera team members will attend one 2-hour virtual kickoff meeting with DEA and the City to discuss the project. The kickoff meeting is assumed to require up to 8 hours of Herrera staff time for preparation and follow-up. Kickoff meeting will be hosted online via Microsoft (MS) Teams.
- Team check-in meetings with DEA are assumed to occur once every 2 weeks through project delivery.

Deliverables and Schedule:

- Kickoff Meeting Notes: 1 week following kickoff meeting.
- Invoices for work performed accompanied by monthly progress reports.

2.2 Data Gap Analysis Detail

This Work Element will be led by Herrera with support from the City, DEA, and other consultant team members. The intent of this task is to assess changes in the site conditions, stream characteristics and ground changes since the Alternatives Study and will include an abbreviated site investigation completed by two Herrera staff for ½ day.

Although a desktop review of public agency mapped and documented environmental documentation regarding the site was previously reviewed in 2021, a review for any updated public environmental data will be conducted at project initiation to identify any additional field reconnaissance or data collection necessary to support the project design's and permitting.

Herrera's previously conducted hydraulic and geomorphic field work evaluated the existing streambed substrate conditions, streambank conditions, noted the presence of Large Woody Debris (LWD), and other instream and riparian habitat characteristics important for the development of a successful and sustainable restoration design. During the abbreviated site investigation Herrera will verify if these previous observations and the delineated Ordinary High-Water Mark (OHWM) remain consistent. Any notable changes since the 2020 site visit could influence the stream restoration design. Updates will provide crucial insight into hydraulic, environmental, and geomorphic processes and conditions of the site.

Herrera will utilize a GPS/GIS mapping system to document areas where significant differences are observed. However, professional survey and/or additional formal delineation of the OHWM or other site features are not included in this scope and will need to be conducted under additional task work or a supplemental budget. Herrera will leverage this foundational work to complete and align the hydraulic analysis with the current project goals to ensure a resilient hydraulic design.

Assumptions:

- City to provide support to Consultant for rights of entry
- City personnel to assist Herrera field personnel with local knowledge of data gaps.
- Field equipment and travel time expense for two Herrera staff will be included in this task.
- Any identified data gaps that will require professional survey will be completed by the project surveyor under a separate task.
- No additional wetland or stream delineation will be required. Any significant changes observed during the data gap analysis requiring additional field delineation will need to be conducted under additional task work or a supplemental budget.

Deliverables:

- A bulleted list of any data gaps identified during the work will be prepared for electronic (email) delivery. The data gap list is not anticipated to be more than 2 pages with appended photos, GPS points mapping, survey sketch map, etc.)

WORK ELEMENT 3 SURVEYING

This Work Element will be provided by DEA to provide topographic survey and engineering basemaps.

Updated topographic survey of the project site will be required in order to accurately assess existing hydraulic conditions, generate accurate construction quantities, and facilitate development of a proposed conditions hydraulic model. Survey will focus on capturing additional planimetric and roadway features beyond the limits of the original survey or those features that have changed since the 2021 Alternatives Study to capture data which will inform the 30% design effort.

The design is anticipated to require documents in support of Temporary Construction Easements (TCEs) and Right of Way acquisition. As part of this task, DEA will also prepare one round of a maximum of five legal-description/exhibit packets and a right of way map for use by Commonstreet. The right-of-way acquisition process must comply with the Washington State Department of Transportation (WSDOT) requirements in the event Federal funding is obtained and the right of way needs to be certified.

Assumptions:

- Deliverables will be stamped by a Professional Land Surveyor licensed to practice in the State of Washington.
- No unverified third-party data will be included in DEA's stamped deliverables.
- Any service which, in the opinion of DEA personnel, is unsafe to perform, will be postponed or excluded from this SOW.
- The fee estimate assumes that additional data can be gathered within one workday and one workday to verify monuments and right of way. Time of the survey beyond this will require a scope and budget modification.
- Preparation of preliminary TCE exhibits as well as supporting legal description/exhibit packets will be prepared subsequent to completion of negotiation with adjoining owners. Preparation of additional iterations of exhibits or descriptions if modifications are required will necessitate a scope and budget modification or authorization of additional funds.
- Mileage will be invoiced per Federal rates.

Meetings:

None included as part of this task.

Deliverables:

- CAD files (Civil 3D 2019 or later) containing acquired and derived data in the NAD83(2011) horizontal datum (state plane coordinate system, Washington North) and the NAVD88 vertical datum.
- A Maximum of four (4) legal description/exhibit packets suitable for inclusion in recorded instruments prepared by others.

WORK ELEMENT 4 GEOTECHNICAL ENGINEERING:

Geosyntec will begin with a review of the October 6, 2020 Geotechnical Engineering Report, and participate in a kickoff meeting with the DEA team.

Geosyntec will collaborate with the project structural engineer, stream hydraulics and hydrology engineer, and civil engineer, on geotechnical engineering aspects of the final bridge, abutments, wingwalls, approaches, pavement, and related project elements.

Geosyntec will collaborate with DEA to assess suitable methods of stormwater management such as dispersion, infiltration into unsaturated embankment fill, collection and offsite conveyance, etc.

Geosyntec will provide input to geotechnical-related aspect of the final plans, specifications. Input will be provided as redline markups to plans, and track changes input/comments to project specifications.

As the final PS&E elements are being completed, Geosyntec will produce geotechnical engineering addendum to the October 6, 2020 geotechnical engineering report, that is mutually supportive of final-design-specific project elements.

Geosyntec will provide contract administration and will manage its scope and budget. Invoices and brief reports of progress will be provided on a monthly frequency.

Assumptions:

- The replacement structure will be prestressed concrete girder bridge with abutments on spread footings founded below design scour elevation

Meetings:

Geosyntec staff will participate in up to four project meetings: a kickoff meeting, two to three design coordination meetings, and up to one meeting related to the geotechnical engineering addendum report and/or the final PS&E document preparation.

Deliverables:

- Geotechnical engineering addendum report for inclusion in the PS&E documents.

WORK ELEMENT 5 HYDRAULIC ANALYSIS AND RESTORATION DESIGN

This work Element will be performed entirely by Herrera. The following subtasks provide descriptions of the work and services to be provided under each task.

5.1 Hydraulic Analysis and Restoration Design

Any necessary updates to the existing conditions SRH-2D hydraulic model previously developed will be based on the information gathered during the site investigation conducted during the Task 2 Data Gap Analysis. The existing conditions hydraulic model input data will be updated as may be applicable based on professional judgement, such as adjustments to the Manning's n values, any changes in the WDFW's climate change flow estimations, and Herrera's assessment regarding whether recent changes in the watershed, land use, or upstream conditions are likely to significantly change the previously evaluated design flow rates at the Catherine Creek Bridge.

Updated proposed conditions modeling will be developed consistent with an updated replacement bridge structure design geometry that can accommodate the channel's hydraulic and geomorphic processes. Herrera's prior analysis for a new bridge with a wider hydraulic opening and skewed angle to better match the angle of the floodplain at the crossing demonstrated flow entrainment along the bridge abutments would be reduced while also minimizing scour impacts. The proposed conditions model will be updated with proposed bridge geometry and used to generate outputs such as flow velocities and flow depths important for developing the channel

design, assessing and designing for flooding and scour risks to the bridge abutment and stream banks, as well as for maximizing instream channel habitat, floodplain connectivity, and natural channel processes. Scour calculations will be completed with the FHWA toolbox provided as part of the SRH-2D software. Draft scour and hydraulic design calculations will be documented in the 60% design package and finalized in the 90% design package.

Updates to the proposed conditions model will occur during development of the 30%, 60% and 90% design plans. Herrera will incorporate Quality Assurance/Quality Control QA/QC during all phases of the project.

Assumptions:

- The hydraulic analysis will use the same hydrologic inputs and flow rates documented in the Hydraulic Analysis (Herrera 2021) completed for the Alternative analysis in 2021 with any updates made consistent with the Task 2 Data Gap Analysis.
- The proposed bridge design will meet the WDFW Water Crossing Design Guidelines as a matter of permit compliance.
- The geomorphic analysis of Catherine Creek within the project boundaries will focus on potential long-term aggradation and degradation and risks to the proposed structure.
- DEA will provide a working CAD basemap for both existing conditions and proposed conditions to be used for modeling and design. The existing conditions basemap will illustrate the ROW limits and property boundaries, as well as the site's critical areas, including the OHWM, floodplain extents, and wetland boundaries. The proposed conditions basemap will illustrate the proposed locations, extents, and limits of grading associated with the revised roadway and embankment, bridge, and retaining walls.

Deliverables:

- Emailed model results screen shots showing proposed conditions flow depths and velocities corresponding to the design developed for the 30% Design Package listed in Task 5.2.1.
- Draft 60% Hydraulic and Restoration Design Memorandum in pdf and Word format, including draft scour analysis and hydraulic design calculations, to be submitted with the 60% Design Package listed in Task 5.2.2.
- Final 90% Hydraulic and Restoration Design Memorandum in pdf format, including final scour analysis and hydraulic design calculations, to be submitted with the 90% Design Package listed in Task 5.2.3.

5.2 Restoration Design

The Catherine Creek Bridge Project crossing, situated in the Lower Pilchuck watershed of Water Resource Inventory Area (WRIA) 7 (Snohomish) provides spawning habitat for coho salmon (*Oncorhynchus kisutch*). Puget Sound steelhead (*O. mykiss*), federally listed as threatened with protection through provisions of the Endangered Species Act, are also documented in Catherine

Creek. The existing channel also has a natural capacity to meander and migrate across its floodplain. As the stream restoration design lead, Herrera will follow the WDFW Water Crossing Design Guidelines and Stream Habitat Restoration Guidelines as well as the design guidance within Chapters 7 and 10 of the WSDOT Hydraulics Manual in developing a channel restoration design that maximizes restoration of natural floodplain, geomorphic, and hydraulic processes and thereby also supports fish passage as well as promotes the quantity and quality of instream habitat.

Herrera previously noted during its investigation in 2020 that much of the stream channel was devoid of in-channel large woody debris (LWD) which supports the complexity in habitat required by fish. By strategically placing LWD material in the stream, the design will encourage natural habitat formation and improve stream complexity. Improving the hydraulic opening of the crossing and returning the channel to a more natural alignment will also facilitate the transport of streambed sediment to downstream reaches, thus improving spawning habitat for anadromous salmon and reducing the risk of erosion or sedimentation imbalances.

Assumptions:

- DEA will provide a working CAD basemap for both existing conditions and proposed conditions to be used for modeling and design. The existing conditions basemap will illustrate the ROW limits and property boundaries, as well as the site's critical areas, including the OHWM, floodplain extents, and wetland boundaries. The proposed conditions basemap will illustrate the proposed locations, extents, and limits of grading associated with the revised roadway and embankment, bridge, and retaining walls.
- Design plan drawings will be prepared using AutoCAD 2025 software.
- Drawings will be prepared in accordance with the City's drafting and CAD standards. DEA will coordinate drafting standards, proposed line types, legend items, and abbreviations, and a title block for Herrera to use.
- All Channel Restoration Design plans will follow WDFW Water Crossing Design Guidelines, WDFW Stream Habitat Restoration Guidelines, and Chapters 7 and 10 of the WSDOT Hydraulics Manual.
- The proposed bridge design will meet the WDFW Water Crossing Design Guidelines as a matter of permit compliance.
- Proposed structure design will be shown on separate civil sheets
- Herrera will lead design of all planting, seeding, mulching, and sodding work for the restoration of the creek and floodplain areas. Roadside restoration elements will be completed by DEA.

Deliverables:

- Four design submittals: 30%, 60%, 90% Draft Final, Final 100% Bid Ready
- Habitat Restoration Design plans to be prepared by Herrera will include up to 12 sheets as indicated in the table at the end of this Scope of Work.

5.2.1 30% Restoration Design

The 30% design plans will be developed to support permit application documents prepared under Task 6 which require additional elements that are typically developed during 60% design, such as TESC plans, temporary construction fish isolation and flow diversions, etc., as indicated in the Plan Sheet Summary Table.

Assumptions:

- Herrera's robust 30% design will follow the standards listed below in order of precedent with the first item having the highest priority.
 1. City of Lake Stevens Standards
 2. Snohomish County Standards
 3. Washington State Standards
 4. American Association of State Highway and Transportation Officials (AASHTO) standards
- Budget for this sub-task includes the labor necessary to complete preliminary stream channel engineering and a preliminary restoration plan design, assuming the impact assessment described in Task 6 has been completed, and analysis in support of the overall 30% design plans.

Deliverables:

- Drawing plan sets will be on 11"x17" (half-size) electronic .pdf (Adobe) file format.
- Cost estimate in bid tab format, in Microsoft Excel electronic file format.
- Draft construction contract document content in electronic .docx (Microsoft Word) file format, including special provisions in Divisions 2 through 9.
- Draft engineer's opinion of construction cost estimate in bid tab format in electronic .xlsx (Microsoft Excel) file format.

5.2.2 60% Restoration Design

The 60% design submittal will include updates to the design developed for the 30% submittal, as well as an anticipated list of draft technical special provisions ("spec list") to be developed in future final design phases. Herrera will submit a "spec list" identifying the main specification sections and the measurement and payment items identified to be consistent with the bid tabs in the engineer's cost estimate for Herrera's portion of the design work. The drawings listed in the Plan Sheet Summary Table are those anticipated to be included in Herrera's portion of the 60% design submittal.

Assumptions:

- Design plan drawings will be prepared using the same standards and assumptions cited under Sub-Task 5.21.
- Budget for this sub-task includes the labor necessary to complete all stream channel, bank, and large wood engineering and mitigation/planting plan design and analysis in

support of the 60% design plans. Planting plan design will be consistent with the mitigation plan developed under Task 6.

- Drawings specific for the permit application submittals are not included in this sub-task but are included in Task 6.
- The spec list will assume that the specifications will be in APWA format and will be considered supplements to the current Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction.
- The City will provide informal review during design development to assist Herrera in optimizing the design in terms of schedule and budget.

Deliverables:

- Drawing plan sets will be on 11"x17" (half-size) electronic .pdf (Adobe) file format.
- Spec list identifying anticipated special provision specification sections and measurement and payment for bid items to be developed by Herrera in further design deliverables; the list of anticipated special provisions will be provided in either electronic MS Word or MS Excel file format.
- Cost estimate for Herrera's design items in bid tab format, in Microsoft Excel electronic file format.

5.2.3 90% (Draft Final) Restoration Design

A 90% (Draft Final) restoration design package will be developed to incorporate all City comments and feedback from the 60% permit document review. The 90% design package will include revised and expanded design plans and a complete draft of the technical special provisions. The 90% plan set will serve as a draft 100% plan set and will be developed to a standard level of design detail that includes all design elements needed for construction (i.e., no "new" design elements will be added to advance the design to 100% completion after this submittal). The Plan Sheet Summary Table identifies the drawing sheet list anticipated for the 90% (draft final) design submittal.

Assumptions:

- Budget for this task includes the labor necessary to complete all 90% restoration design engineering design and analysis.
- Budget for this task assumes up to 3 meetings with the City and stakeholders to discuss the design and comments from agencies. Each meeting will be attended by up to two Herrera team members and each is assumed to be 5 hours in duration including travel.
- Herrera will prepare technical special provisions for restoration design elements supplementing Divisions 2 through 9 of the WSDOT Standard Specifications.
- Special provisions will be in APWA format and will be considered supplements to the current Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction.

- The City will provide any general contract provisions or Division 1 specifications necessary.
- DEA will compile all general and technical special provisions into one complete set of special provisions.
- The City will provide informal review during preliminary design development to assist Herrera in optimizing the design in terms of schedule and budget.

Deliverables:

- 1 copy of Herrera's drawings on 11"x17" (half-size) electronic .pdf (Adobe) file format.
- 1 copy of Herrera's drawings in 22"x34" (full size) electronic .pdf (Adobe) file format.
- Draft of special provisions in Divisions 2 through 9 in electronic .docx (Microsoft Word) file format.
- Draft opinion of construction cost estimate in bid tab format in electronic .xlsx (Microsoft Excel) file engineer's format.

5.2.4 Final 100% (Bid-Ready) Restoration Design

A Final 100% (bid ready) design will be developed to incorporate all comments and feedback from the 90% (draft final) design submittal. The Final stamped 100% bid-ready plans, special provisions, and engineer's opinion of construction cost estimate will be submitted in electronic file formats ready for insertion into the overall construction contract documents. The Plan Sheet Summary Table identifies the drawing sheet list anticipated for the Final 100% (bid-ready) design submittal.

Assumptions:

- Budget for this sub-task includes the labor necessary to complete all engineering design and analysis for this stage of the stream restoration and mitigation components of the project.
- It is assumed that the 90% review comments will be minor in nature and not reflect any significant changes to design.
- It is assumed there will be no 100 percent comments. 100 percent plans will be bid-ready.
- Special provisions will remain in APWA format and will be considered supplements to the current Washington State Department of Transportation Standard Specifications for Road, Bridge, and Municipal Construction.
- DEA will compile all general and technical special provisions into one complete set for the bid-ready construction contract documents.
- The City will advertise for contractor Bids.
- This sub-task does not include construction bidding support.

Deliverables:

- Signed and stamped design plans in 11"x17" (half size) electronic .pdf (Adobe) file format.

- Signed and stamped design plans in 22"x34" (full size) electronic .pdf (Adobe) file format.
- Technical special provisions for construction stamped and signed by a professional engineer licensed in the State of Washington in electronic .pdf (Adobe) file format.
- All special provisions in electronic .docx (Microsoft Word) file format.
- Final engineer's opinion of construction cost estimate in Microsoft Excel electronic file format.
- Complete copy of electronic drawing files in AutoCAD and Civil 3D file formats.

WORK ELEMENT 6 - ENVIRONMENTAL PERMITTING

Based on Herrera's prior environmental review, the proposed bridge replacement is consistent with the mitigation sequencing requirements to avoid, minimize and or mitigate project-associated environmental impacts. Although the bridge may span directly over the creek channel, it is anticipated that limited construction impacts to the associated floodplain wetlands will occur. The project is anticipated to be self-mitigating, as the bridge design will provide an overall benefit to fish habitat. Any temporary construction impacts would be expected to be restored in-kind and/or enhanced through the removal of invasive plant species, such as blackberry from the project area and the installation of native plants. Replacement of any removed native trees to maintain forest habitat conditions will be recommended.

Projects resulting in potential alterations to waterbodies or wetlands, including in-water and over-the-water work, require permitting reviews by federal (US Army Corps of Engineers), Washington Departments of Ecology and Fish and Wildlife (WDFW) and the City of Lake Stevens for the environmental regulatory compliance. Documentation to support the federal requirements of the Clean Water Act (CWA) Section 404 project review includes compliance with Section 7 of the Endangered Species Act.

Required compliance with Section 106 of the National Historic and Preservation Act will be conducted by others.

6.1 Agency Coordination – Pre-Application Meeting

Herrera will coordinate a pre-application on-line meeting with jurisdictional federal (U.S. Army Corps of Engineers), state (Washington Departments of Ecology (Ecology) and Fish and Wildlife (WDFW), and City of Lake Stevens agency staff and key project stakeholders. The draft Joint Aquatic Resources Permit Application (JARPA) and site plans, based on a robust 30%-60% design, will be prepared for submittal to attending agencies. Proposed restoration/enhancement to compensate for any project-associated impacts to riparian and/or forest wetland vegetation will be discussed with the agencies for concurrence.

6.2 State Environmental Policy Act (SEPA) Checklist

Herrera will prepare a SEPA Checklist for submittal to the City for making a SEPA compliance determination. Representative project components to be included in the SEPA Checklist include air quality, critical and sensitive areas, cultural resources/historical structures, noise, land use, transportation, environmental health, aesthetics, and public services and utilities. Information collected from design plans, site investigations, and other available resources will be utilized in the preparation of the SEPA Checklist. DEA and other consultant team members will provide input for the draft checklist in regards to narrative of project design features and construction methods and equipment for bridge and roadway work.

6.3 Project Description, JARPA Form, and JARPA Site Plans

The Herrera team will prepare a Joint Aquatic Resources Permit Application (JARPA) form and supporting figures in support of the permit applications from the Corps (Clean Water Act [CWA], Section 404 permit) and Ecology (CWA Section 401 Water Quality Certification). The JARPA form will include information pertaining to the applicant, property owners, project location, project description, OHWM, and necessary permits. The Herrera team will prepare JARPA figures according to Corps formatting guidelines including a vicinity map, property ownership information, plan views, and representative cross-sections for each restoration site. The JARPA figures will identify all clearing areas, quantities of excavation and fill and identify all restoration actions and other temporary work proposed within the floodplain, any associated wetlands and proposed to occur waterward of the OHWM and adjacent upland protected buffer areas. The consultant team will respond to one set of consolidated comments on the draft JARPA from the City. Herrera will address the comments and produce a final JARPA.

Once submitted, Herrera will provide project support in the preparation of responses to questions and comments provided by the Corps and Service agencies.

6.4 Hydraulic Project Approval (HPA) through WDFW's on-line application system (APPS)

As the City's authorized agent, Herrera will utilize the information prepared in the JARPA and ESA documents to complete the application for the HPA submittal through WDFW's online platform APPS. WDFW will not process the application until the City's SEPA determination is uploaded. Easements and or authorizing signatures for all property owners where work is to be performed must be submitted as a component of the application.

6.5 USACE Clean Water Act (CWA) Section 401 Application Submittal

On behalf of the City, Herrera will submit the JARPA, JARPA site plans, ESA documentation and critical areas report to the USACE for review according to a CWA Section 404 authorization. Submittal will be electronic through the USACE's email account.

6.6 Section 7 Endangered Species Act Consultation

Herrera will prepare documentation summarizing potential impacts to listed species and critical habitat federally protected according to the provisions of the Endangered Species Act (ESA) and Essential Fish Habitat (EFH) that is protected according to the provisions of the Magnuson-Stevens Fishery Conservation and Management Act. It is anticipated that the project will result in a “may affect, not likely to adversely affect” determination and that informal consultation with the National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service (USFWS), collectively known as the “Services” will meet the ESA compliance requirements for the project. The format of the documentation may be based on a Specific Project Information Form (SPIF), Biological Evaluation report or other programmatic Implementation form, as applicable.

The ESA documentation will draw upon the JARPA and site plans and will include discussion of equipment expected to be used during construction and potential staging areas. Conservation measures (e.g., minimization measures and compensatory mitigation) will be recommended to offset potential impacts on listed species.

6.7 Critical Areas Site Assessment and Mitigation Plan

Herrera will prepare a Critical Areas Assessment and Mitigation Plan according to the permit review requirements of the City. The site assessment will characterize all City regulated critical areas (wetlands, fish and wildlife habitat and associated protective buffers) present within the project area. The Plan report will utilize the information prepared in the JARPA, JARPA site plans and ESA documentation to describe the project, potential environmental impacts and recommendations for conservation measures and best-management practices according to the requirements for mitigation sequencing to avoid, minimize and or compensate for any permanent and temporary project-associated impacts or alternations to critical areas. Performance standards for long-term monitoring of the installed native vegetation and habitat features at the site will be included in the report.

6.8 Ecology CWA Section 401 Water Quality Certification Pre-Project Notifications

Herrera will submit two required pre-project notifications to Ecology for their review of requirements for CWA Section 401 Water Quality Certification. The first notification is required for submittal 30 days prior to the JARPA submittal. The second notification is at the time of the JARPA submittal to the USACE.

The project is required to meet Washington State’s Water Quality standards, which allow for a temporary mixing zone of suspended sediments during project construction. Typically, projects meeting the USACE’s requirements for a CWA Section 404 Nationwide authorization do not require a separate Water Quality Pollution Prevention and Monitoring Plan. However, turbidity and pollution (oil sheen) compliance monitoring points will be established and best management

practices to prevent sediment and pollutants from entering aquatic habitat will be included on the project's TESC and Stormwater Pollution Prevention Plans.

6.9 Post-Permit Application Support and Coordination

After the permit applications have been submitted to the applicable regulatory agencies, Herrera will provide agency coordination and project support until authorizations have been approved. Communication with agency staff will be conducted via phone, email and/or online meetings. Responses to agency staff questions or comments on permit application deliverables will be coordinated with the City prior to submittal.

Assumptions:

- Cultural resources support to complete the cultural resources assessment of the project area and report for NHPA Section 106 consultation will be conducted by others.
- The pre-application meeting will be conducted via teleconference (Microsoft Teams, Zoom, WebEx, or another platform).
- On behalf of the City, Herrera will be the authorized agent for submitting permitting documents to the USACE and WDFW. The City will submit permit documentation to the City's planning department for permit review.
- Information included in the JARPA, figures, and HPA application will be based on robust 30% - 60% design. After 60% design, any changes to the design that result in significant differences in impact areas and JARPA revisions that are beyond the scope of post-submittal agency coordination will be completed according to approval as an amendment to the contract.
- Response to comments from regulatory agencies and tribes will not result in notable change to the 30% design or require revisions to supporting documentation.
- The City will be the lead agent for making the SEPA determination. A determination of non-significance (DNS) is anticipated for the SEPA compliance.
- The project will meet the criteria of a Section 404 nationwide permit for USACE authorization. Should an individual permit be required, additional work to meet the USACE's additional requirements for alternatives analysis documentation and public comment reviews is not included in this SOW.
- The project will be designed and scheduled such that an Incidental Harassment Authorization according to the ESA will not be required.
- The project will not require an individual Water Quality Pollution Prevention and Monitoring Plan for Ecology's regulatory review for Section 401 Water Quality Certification.
- All permitting deliverables will undergo QA/QC review by senior consultant team experts prior to delivery.
- The City will pay all environmental permitting fees.

Deliverables

- All draft deliverables will be prepared in electronic file format (MS Word) to allow for tracked changes by project reviewers. Final deliverables will incorporate one consolidated set of review comments/revisions and will be submitted in pdf file format.
- Draft and final pre-application meeting agenda and meeting minutes
- Draft and final JARPA form and site plan figures
- Draft and final ESA compliance documentation
- HPA application information for upload to APPS
- Draft and final City of Lake Stevens Critical Areas Assessment and Mitigation Plan report
- Draft and Final Section 401 Water Quality Certification Notifications

WORK ELEMENT 7 CULTURAL RESOURCES

This work element will be provided by Cultural Resources Consultants

- Background Research: CRC will conduct a search of site files recorded at DAHP; a review of relevant correspondence between the project proponent, stakeholders and DAHP; and a review of pertinent environmental, archaeological, ethnographic, and historical information appropriate to the project area.
- Tribal Contact: CRC will contact the cultural resources staff of tribes that may have an interest in the project area. This communication is intended to inform the cultural resources assessment and does not constitute government-to-government consultation.
- Field Identification: CRC will provide a field investigation of the project for identification of archaeological and historical resources. Investigation will include pedestrian survey and subsurface excavation in amenable environments where proposed ground disturbance may encounter buried archaeological deposits. Methods will be consistent with DAHP guidelines.
- Documentation of Findings: CRC will document and record archaeological and historic sites within the project, including preparation of Washington State archaeological and/or historic site(s) forms. Documentation will be consistent with DAHP standards.
- Cultural Resources Assessment Report: CRC will prepare a cultural resources assessment report describing background research, field methods, results of investigations, and management recommendations. The report will provide supporting documentation of findings, including maps and photographs, and will conform to DAHP reporting standards.

Deliverables:

- One Draft Cultural Resources Assessment Report (with Site Forms, if completed), provided electronically.

- One Final Cultural Resources Assessment Report (with Site Forms, if completed), provided electronically

Assumptions:

- Up to two rounds of review of the Cultural Resources Assessment report may be required.
- The City will request utility locate services prior to cultural field investigations, in accordance with Washington State Law (RCW 19.122).
- No private utility locates will be required.
- USACE will be the lead agency for Section 106 compliance, therefore no APE will be prepared.
- No more than one unrecorded archaeological site and one unrecorded historic site will be identified within the project.

WORK ELEMENT 8 RIGHT OF WAY ACQUISITION

This Work Element is performed by Commonstreet.

All ROW activities and documentation will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), WSDOT Local Agency Guidelines – Section 25 (Right of Way Procedures), and the CLIENT’s WSDOT approved Right of Way Procedures. Full scope of services and assumptions are listed below.

Assumptions:

- The project does not currently have federal aid in any phase, Preliminary Engineering, Right of Way (ROW), or Construction (CN), and WSDOT ROW Certification is not currently required and is not included in this scope.
- All Right of Way activities will be conducted so that the project is eligible for federal funding in the ROW and CN phases.
- The City requires no more than four (4) partial acquisitions from four (4) parcels.
- There are no full acquisitions.
- No design changes will occur after the initial valuation assignment is authorized.
- Legal descriptions suitable for recording and meeting all WSDOT requirements will be provided to Commonstreet from a licensed survey company.
- No occupants or personal property will be displaced requiring relocation services and no relocation services will be required.
- Commonstreet will utilize WSDOT templates and provide to the City for review and approval.
- The City will use ROW Acquisition LPA forms for document templates and approve with no more than one (1) round of review.

- One (1) partial acquisition must be valued by appraisal and is subject to appraisal review to comply with the URA, WSDOT Local Agency Guidelines – Section 25 (Right of Way Procedures), and the City’s WSDOT approved Right of Way Procedures.
- Three (3) partial acquisition valuations are non-complex and will not exceed \$35,000 including cost to cure damages, making them eligible for Appraisal Waivers.
- The City either has or will notify WSDOT of its intent to utilize the increased Appraisal Waiver Limits of \$35,000 pursuant to the “Final Rule” and WSDOT Local Programs implementation memo (Waiver Evaluations Limits Increase & ROW Procedures) dated June 5, 2024.
- If the impacts to parcel make any of the 4 acquisitions ineligible for an Appraisal Waiver an appraisal and appraisal review will be completed. Providing more than a total of 1 Appraisal and appraisal review will require additional scope and fee.
- None of the partial acquisitions impact parcel improvements or result in a loss of parking.
- Title reports will be provided by the City.
- The City will pay directly to the title company all expenses for title commitments, recording fees, escrow services, and title insurance.

SCOPE OF WORK

Task 8.1 – ROW Project Management and Administration

- Prepare for and attend early design development meetings as requested by the City or the project team;
- Provide pre-acquisition services as requested by the City or project team to support early design development;
- Respond to inquiries and needs identified by your team, the City and/or Project Stakeholders;
- Oversight of preliminary ROW activities to comply with WSDOT requirements;
- Provide written and oral status updates on right of way activities;
- Provide oversight to all aspects of the right of way program;
- Review City’s approved Right of Way Procedures;
- Develop and execute the Right of Way program in compliance with state law, Uniform Act and WSDOT requirements;
- Provide oversight of ROW activities to comply with WSDOT certification requirements;
- Maintain quality control/quality assurance protocols in the execution of the right of way tasks;
- Coordinate title reviews.

Task 8.2 – Title Review and Conveyance Documents Drafts

- Create state and federal compliant project files for each parcel;
- Request the City order new and/or updates to existing title commitments;
- Review title reports for each parcel and identify each exception;
- Once a parcel's title interest has been reviewed, identify methods of clearance per City direction;
- Provide all documentation required to complete valuations supporting City's Determinations of Value (Just Compensation) and integrate findings into offer packages;
- Draft offer package templates that meet URA, WSDOT, and City ROW Procedure requirements;
- QA/QC offer packages and present for spot check by City Program Administrator and/or WSDOT LAC prior to formally presenting offers to property owners.

Task 8.3 – Appraisal and Appraisal Review Coordination

- Coordinate valuation task and any subconsultants;
- Provide all documentation required to complete valuations including the development of a scope of work, draft Temporary Easements, and development of assumptions to complete 4 appraisal waivers;
- Provide all documentation required to complete valuations including the development of a scope of work, draft Temporary Easements, and development of assumptions to complete 1 appraisal and 1 appraisal review;
- Support City Program Administrator's Determinations of Value and coordinate between appraisal team and Program Administrator;
- Coordinate the development of Determinations of Value and Just Compensation approved by the City as required by the URA, WSDOT, and City ROW Procedure requirements;
- Commonstreet will manage Right of Way Team sub-consultants to prepare the valuations in accordance with the URA, WSDOT, and City ROW Procedure requirements ;
- Commonstreet reserves the right to prepare the appraisal waivers in-house with Right of Way staff.

Task 8.4 - Negotiations, Administrative Settlements, QA/QC

- Review of all valuation and compensation data;
- QA/QC of all documents, tasks, and processes before, during, and after acquisition process;
- Prepare, deliver and present offer packages;
- Negotiate settlements, and draft justification memos when necessary;
- Identify encroachments needed to be cleared or cured to comply with federal and state requirements;
- Additionally, includes support preparing condemnation ordinance(s) if amicable settlements not approved by City.

WORK ELEMENT 9 UTILITY COORDINATION

This element will be performed by DEA. Work involves providing utility coordination with the two franchise utilities that are located on the bridge.

9.1 Meetings with City and Franchise Utilities

This task includes coordinating and accompanying the city for meetings with utilities that are on the bridge. Work also includes communication with utilities after each plan submittal (virtual).

Assumptions:

- The city will take the lead in contacting utilities, determining whether utilities are redundant or need to be kept in service during construction.
- Two in-person meetings, one with each utility, up to one hour each, are included in project scope.
- DEA services are for coordination only, no third-party design is included.

Deliverables:

- Incorporation of utility work requirements in plans and specifications. Any relocation work will be reflected as “by others.”

WORK ELEMENT 10 ROADWAY CIVIL DESIGN

This work element is performed by Perteet, Inc. (Perteet) to provide Civil roadway design. This Scope of Services describes the work elements to be accomplished by Perteet for this task

36th Street NE in Lake Stevens crossing over Catherine Creek is a minor collector road, number 2800 on the WSDOT Functional Classification Map. The City of Lake Stevens Table 2-2 Standard Widths Table lists a standard collector pavement width as 36 feet and a reduced width of 32 feet. The city has indicated that the on-street parking in the project vicinity is not needed so the 32-foot street section is preferable. The city has also expressed interest in exploring a deviation to the site distance requirements for sag vertical curve to reduce impacts of fill to walls and driveways. The city would also like to explore a side path section to reduce pollution generating impervious surface. The City would also like to explore improvements to the 36th St NE and Grade Road intersection. Grade Road is a Major Collector and the intersection is currently at skewed at approximately 59 degrees and improvement to closer to 90 degrees would be beneficial. Other than these modifications, the remainder of the design approach follows the 2021 Alternatives Report.

Perteet’s services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Perteet will have no other obligations,

duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the scope of services. The budget may be transferred between discipline subtasks at the discretion of the Consultant, provided that the total contracted amount is not exceeded. The Consultant will have the flexibility to manage budget within a given discipline on a subtask level.

10.1 30% Plans

Perteet will prepare 30% design level construction plans for the civil elements of the project, for City review and comment. The plans will be prepared to a level of competency presently maintained by practicing professionals in the field of transportation engineering in the Puget Sound Region.

The 30% design effort will include the development of the preliminary roadway design; including one horizontal and vertical alignment option, curb, curb and gutter, sidewalk layout or sidepath layout, preliminary driveway profiles, paving sections, layout, channelization, site preparation, erosion control and preliminary 30% opinion of costs.

It is anticipated that the 30% plans provided by Perteet will consist of the following sheets (10 sheets):

- Typical Roadway Sections (2 sheets)
- Preliminary Roadway Plan and Profile (4 sheets)
- Preliminary Driveway Profiles (2 sheets)

The consultant will calculate 30% design level quantities and prepare an opinion of probable construction costs based upon the 30% construction plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified.

In providing opinions of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment or materials, market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of probable construction cost.

Assumptions:

- The 30% design concurrence is based on the 2021 alternatives report except as noted under this work element.
- The bid schedule for the opinion of costs will include up to one (1) bid schedule.

- Wall profiles are part of the Consultants services and Perteet will only provide the roadway profile to DEA for their design.
- The City will determine the speed limit for site distance or the elevation above the existing road to set the new roadway profile and Perteet will design only one additional profile option.
- The City will decide if they would like sidewalks, a sidepath, or a different typical section layout and only one option will be developed.

Deliverables:

- Electronic copy of the 30% plan set in PDF format via email or SharePoint
- Electronic copy of the 30% opinion of cost summary submitted in PDF format via email or SharePoint.

10.2 60% Plans, Specifications and Opinion of Cost

Response to 30% Comments

Perteet will attend one (1) virtual comment review meeting with the Consultant and City staff and provide written responses to the City's comments. Responses will be provided on the comment documents provided by the City.

60% Plans

The Consultant will propose and design ADA compliant solutions for each of the identified curb ramps within the project limits. The curb ramp locations will be identified and agreed upon before any curb ramp design work is performed.

The work for this task includes the design and layout for two (2) identified curb ramps. It is anticipated that the location and total number of curb ramps to be designed are as follows:

- Two (2) each at Grade Street

The Consultant will prepare exhibits (1-in = 10-ft scale) showing proposed improvements for discussion. The purpose of the exhibits is to have a review of the horizontal curb ramps and gain concurrence by the City of the ramp types, locations, and alignment of the curb ramps prior to the final design phase. The Consultant will perform minimal design needed to propose ADA compliant solutions for the curb ramps and approximate the footprint of each non-standard curb ramp.

The preliminary curb ramp designs will address existing utility impacts as well, and how to avoid them, if possible. Dimensions and details will not be provided at this level. The exhibits will be to scale so that the extent of the impacts can be approximated at the time of review.

It is anticipated that the 60% civil, roadway plans will consist of the following 15 sheets:

- Site Prep/Temporary Erosion and Sediment Control Plans (2 sheets)
- Typical Roadway Sections (2 sheets)
- Roadway Plan and Profile (4 sheets)
- Miscellaneous Roadway and ADA Details (1 sheet)
- Intersection Layout Sheet (1 sheet)
- Driveway Profiles (2 sheets)
- Channelization Plans and Details (3 sheets)

60% Opinion of Cost

The Consultant will calculate 60% level quantities and opinion of construction costs based upon the approved 60% construction plans and current unit bid prices. The Consultant will address applicable 30% review comments and make revisions as necessary.

60% Special Provisions

Perteet will prepare Special Provisions for the civil elements of the 60% design submittal. These will include Special Provisions and GSPs with project specific fill-ins for the items of work that are not covered by the current WSDOT/APWA Standard Specifications. No other portions of a specification package will be included in the 60% submittal.

60% Civil PS&E QA/QC and Constructability Review of Deliverables

An internal quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Perteet will also perform a preliminary constructability review of the 60% PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

Assumptions:

- It is assumed that the City will provide the Consultant with any City of Lake Stevens General Special Provisions and Requirements to be used on the project.
- It is assumed that the City will provide the Consultant with their standard, current, boilerplate contract language ("front end docs") to be used for the project.

- 30% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- Perteet's responses will be provided to the Consultant on the original comment document the City provided to the Consultant and the Consultant provided to Perteet.
- Perteet will attend one (1) comment review meeting virtually.
- Note that 60% Plans will not include curb return elevations or curb ramp details. These will be provided at 90% level.
- Walls are part of DEA's scope and Perteet will only provide a profile at the edge of proposed roadway for Consultant's design.
- Utility Coordination will be completed by DEA not Perteet.

Deliverables:

- Electronic copy of the 60% plan set in PDF format via e-mail or SharePoint
- Electronic copy of the 60% opinion of cost summary submitted in PDF format via e-mail or Sharepoint
- Electronic copy of the 60% special provisions and applicable GSPs with fill ins for the civil design elements in Microsoft Word format via e-mail or SharePoint

10.3 90% Plans, Specifications, and Opinion of Cost

The Consultant will prepare 90% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 60% submittal deliverables. The plans, specifications, and opinion of cost will be submitted to the City for review and comment.

Response to 60% Comments

Perteet will attend one (1) virtual comment review meeting with the Consultant and City staff and provide the Consultant with written responses to the City's comments. Responses will be provided on the comment documents provided by the City.

90% Plans

The Plan sheets will be the same as those identified under the 60% design phase.

90% Opinion of Costs

Perteet will calculate 90% level quantities and opinion of construction costs based upon the approved 90% civil construction plans and current unit bid prices. The Consultant will address applicable 60% review comments for civil items and make revisions as necessary.

90% Specifications

Perteet will prepare 90% level specifications for civil items based upon the 90% civil design. Perteet will address applicable 60% review comments and make revisions as necessary. No bid forms or specifications for other work elements will be included at this level.

90% PS&E QA/QC and Constructability Review of Deliverables

An internal Perteet quality assurance/quality control review of civil deliverables will be conducted, as well as confirmation that comments received for this work element have been addressed. A record of civil comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Perteet will also perform a preliminary constructability review of the 90% PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

Assumptions:

- 60% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Perteet will attend one (1) comment review meeting virtually.

Deliverables:

- Written responses to 60% civil comments (PDF)
- Electronic copy of the 90% plan set in PDF format via e-mail or SharePoint
- Electronic copy of the 90% opinion of cost summary submitted in PDF format via e-mail or Sharepoint

10.4 100% Plans (Ad-Ready), Specifications, and Opinion of Cost

Perteet will revise the 90% plans, specifications, and opinion of cost estimate for the civil elements based on the City's comments and prepare a 100% PS&E package.

Perteet will submit the 100% civil PS&E package, to the Consultant to provide in the overall PS&E package for a 100% check print before assembling the contract documents. 100% comments will be delivered electronically and incorporated into the 100% bid documents. It is assumed that the 90% and 100% review comments will be minor in nature and not reflect any significant changes to design. If there are significant changes to the design or Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

Response to 90% Comments

Perteet will attend one (1) virtual comment review meeting with the Consultant and City staff and provide the Consultant with written responses to the City's comments. Responses will be provided on the comment documents provided by the City.

100% Plans (Ad-Ready)

The Plan sheets will be the same as those identified under the 60% design phase.

100% Opinion of Costs

Perteet will update the project civil quantities and prepare a 100% opinion of construction costs for the civil items based upon the approved 100% construction plans and current unit bid prices. The Consultant will address applicable 90% review comments and make revisions as necessary.

100% Specifications

Perteet will prepare the 100% civil special provisions and GSPs with fill ins based upon the 100% design. The Consultant will address applicable 90% review comments and make revisions as necessary.

Assumptions:

- It is assumed there will be no 100 percent comments. 100 percent plans will be ad-ready.

Deliverables:

- Written responses to 90% comments
- Electronic copy of the final plans; half size and full size signed plans, in PDF format via e-mail or SharePoint
- Electronic copy of the opinion of cost summary submitted in PDF format via electronic e-mail or SharePoint
- Electronic copy of the 100% civil special provisions submitted in PDF format via electronic e-mail or SharePoint
- Bidding support or construction engineering services are excluded.

10.4 Project Management

Perteet will coordinate with the Consultant on a regular basis to keep the project manager informed about this work elements progress. Perteet will participate in project meetings with the Consultant and the City. Perteet will attend one (1) project kickoff meeting with the Consultant and City and up to twenty (20) project status meetings virtually.

In the event that the City has a change in the City's project manager, Perteet will meet with the new project manager and the Consultant, provide a summary of design for this work element and progress, provide a summary of decisions made, and provide past deliverables to date. This effort is included in this task. If changes to completed design efforts and/or Scope of Services are requested due to the change in City's project manager, this will require a supplement to the Agreement.

Perteet will review and comment on the Consultant schedule and up to two (2) updates, manage the budget for this work element, manage change and prepare amendments for this work element, and monitor work progress for this work element.

Deliverables :

- Invoices and Progress Reports (up to 12)

WORK ELEMENT 11 COMMUNITY ENGAGEMENT

11.1 Preparation of Outreach Materials

This element will be performed by DEA. The CONSULTANT will assist the City's communication specialist with digital content for community outreach as requested by the city. Assistance with mailers or other outreach materials such as project goals, schedule and opportunities for the community to provide feedback and engage stakeholders will be provided.

Assumptions :

- The City will take the lead in this activity and handle postage and other material costs.
- Attendance at one public meeting will include one member from the design team and project manager.
- Preparation of materials limited to 8 hours. Additional hours may require a contract amendment.

Deliverables:

- Requested materials

11.2 Public Meeting Attendance

This element will be performed by DEA. The CONSULTANT will attend one public meeting to present the project to stakeholders.

Assumptions:

- Attendance at the meeting will include one member from the design team and the project manager.
- Mileage will be charged at Federal rates.

WORK ELEMENT 12 STORMWATER DESIGN

12.1 30% Plans and Opinion of Cost

The CONSULTANT will prepare 30% design level construction plans and opinion of costs to be incorporated into the 30% P&E set. The CONSULTANT will attend one (1) comment review meeting with the CITY staff and provide the CITY with written responses to the CITY's comments. Responses will be provided on the commented documents provided by the CITY. The plans will be prepared to a level of competency presently maintained by practicing professionals in the field of transportation engineering in the Puget Sound Region.

The 30% design effort will include the development of the preliminary drainage layout, and preliminary 30% opinion of costs.

30% Plans

It is anticipated that the 30% drainage plans will consist of the following sheets:

- Drainage Plan (2 sheets)

30% Opinion of Cost

The Consultant will calculate 30% design level quantities and prepare an opinion of construction costs based upon the 30% construction plans and current unit bid prices. A contingency will be included to accommodate additional construction costs not yet specifically identified.

Preliminary Design and P&E QA/QC of Deliverables

An internal CONSULTANT quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Assumptions:

- Proposed stormwater improvements will be shown in plan for type size and location. Profiles will not be developed for 30%.

Deliverables:

- 30% design-level plans (half-size [11"x17"], PDF)
- 30% design-level opinion of cost summary (Excel)

12.2 60% Plans and Opinion of Cost

The CONSULTANT will prepare 60% drainage plans and opinion of costs for the construction contract, and incorporate applicable comments received from the CITY based on the 30% submittal deliverables.

Response to 30% Comments

The CONSULTANT will attend one (1) comment review meeting with the CITY staff and provide the CITY with written responses to the CITY's comments. Responses will be provided on the comment documents provided by the CITY.

60% Plans

It is anticipated that the 60% drainage plans will consist of the following sheets (19 sheets):

- Drainage Plan (2 sheets)
- Drainage Profile (1 sheet)
- Drainage Details (2 sheets)

60% Opinion of Cost

The CONSULTANT will calculate 60% level quantities and opinion of construction costs based upon the 60% construction plans and current unit bid prices. The CONSULTANT will address applicable 30% review comments and make revisions as necessary.

60% P&E QA/QC and Constructability Review of Deliverables

An internal DEA quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The CONSULTANT team will also perform a preliminary constructability review of the 60% Civil P&E under this task. This will be done by a member of the CONSULTANT's construction inspection team.

Assumptions:

- 30% plan review comments from CITY staff will be consolidated by the CITY and conflicting comments will be resolved by CITY staff prior to transmitting to the CONSULTANT.
- The CONSULTANT's responses will be provided on the original comment document the CITY provided to the CONSULTANT.
- The CONSULTANT will attend one (1) comment review meeting held virtually.
- Certain important Special Specifications will be provided at the 60% design-level.

Deliverables:

- Written responses to 30% comments
- 60% design-level plans (half-size [11"x17"], PDF)
- 60% design-level opinion of cost summary (Excel)

12.3 90% Plans, Specifications, and Opinion of Cost

The CONSULTANT will prepare 90% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the CITY based on the 60% submittal deliverables.

Response to 60% Comments

The CONSULTANT will attend one (1) comment review meeting with the CITY staff and provide the CITY with written responses to the CITY's comments. Responses will be provided on the comment documents provided by the CITY.

90% Plans

The Plan sheets will be the same as those identified under the 60% design phase.

90% Opinion of Costs

The CONSULTANT will calculate 90% level quantities and opinion of construction costs based upon the 90% construction plans and current unit bid prices. The CONSULTANT will address applicable 60% review comments and make revisions as necessary.

90% Specifications

The CONSULTANT will prepare 90% level specifications based upon the 90% design using the WSDOT PSE Program (run-list with individual specifications files).

90% PS&E QA/QC Review of Deliverables

An internal CONSULTANT quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Assumptions:

- 60% plan review comments from CITY staff will be consolidated by the CITY and conflicting comments will be resolved by CITY staff prior to transmitting to the CONSULTANT.
- The CONSULTANT will attend one (1) comment review meeting held virtually.

Deliverables:

- Written responses to 60% comments
- 90% design-level plans (half-size [11"x17"], PDF)
- 90% design-level opinion of cost summary (Excel)
- 90% design-level specifications (run-list and individual specifications files, Word)

12.4 100% Plans, Specifications, and Opinion of Cost (Ad-Ready)

The CONSULTANT will revise the 90% plans, specifications, and opinion of cost estimate based on the CITY's comments and prepare a 100% PS&E package.

90% comments will be delivered electronically and incorporated into the 100% (Ad-Ready) PS&E set. It is assumed that the 90% review comments will be minor in nature and not reflect any significant changes to design. If there are significant changes to the design or Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

Response to 90% Comments

The CONSULTANT will attend one (1) comment review meeting and the CITY staff and provide the CITY with written responses to the CITY's comments. Responses will be provided on the commented documents provided by the CITY.

100% Plans (Ad-Ready)

The Plan sheets will be the same as those identified under the 60% design phase.

100% Opinion of Costs

The CONSULTANT will update the project quantities and prepare a 100% opinion of construction costs based upon the 100% construction plans and current unit bid prices. The CONSULTANT will address applicable 90% review comments and make revisions as necessary.

100% Specifications

The CONSULTANT will prepare the 100% Specifications based upon the 100% design. The CONSULTANT will address applicable 90% review comments and make revisions as necessary. The fee effort for this task includes a review of the 2027 Standard Specifications for changes from the 2026 Standard Specifications

100% PS&E QA/QC Review of Deliverables

An internal CONSULTANT quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Assumptions:

- It is assumed that the 90% review comments will be minor in nature and not reflect any significant changes to design.
- The CONSULTANT will attend one (1) comment review meeting held virtually.
- It is assumed there will be no 100 percent comments. 100 percent plans will be ad-ready.

Deliverables:

- Written responses to 90% comments
- 100% design-level plans (half-size [11"x17"], PDF)
- 100% design-level opinion of cost summary (Excel)
- 100% design-level specifications (run-list and individual specifications files, Word)

12.4 Stormwater Report

The CONSULTANT (DEA) shall prepare a Draft and Final Stormwater Report based upon the proposed facilities for the corridor that includes the following elements:

Project overview

- General description of project
- Existing soils type(s)

Existing conditions summary

- Review existing site conditions
- Identify site limitations

Off-site analysis (upstream and downstream)

- Study area definition
- Review of available information
- Field Inspection

Minimum requirements

- Address 9 minimum requirements outlined by the State of Washington Department of Ecology(DOE) Stormwater Management Manual for Western Washington (SWMMWW

Permanent Stormwater Control Plan

- Existing Site Hydrology
- Developed Site Hydrology
- Performance Standards and Goals
- Sizing of BMPs to meet the applicable Minimum Requirements
- Conveyance System Analysis and Design, including downstream analysis ¼ mile past project limits

Construction Stormwater Pollution Prevention Plan

- Evaluation of 13 elements outlined by DOE SWMMWW

Special Reports and Studies

- Reference other studies prepared for project (geotechnical report, critical area study, etc.)

Operations and maintenance

- Standard procedures for maintaining proposed stormwater features.

Exhibits will be used within the Stormwater Report to convey the existing conditions and design approach proposed for the PROJECT. The following specific items, or combination of items, will be added as an exhibit or exhibits to the appropriate sections of the Stormwater Report:

- Existing/proposed conditions
- Threshold discharge areas
- Off-site flow onto/through the project limits
- Downstream analysis for ¼ mile downstream
- Critical areas

Assumptions:

- The 2024 DOE Stormwater Manual for Western WA will be utilized for this project.
- One site visit will be required to locate proposed facilities.
- Low impact stormwater design concepts will be incorporated into the drainage design where practical.
- The drainage design will be incorporated into the Final Design element.
- The CITY will provide one set of consolidated comments for each draft submittal of the Stormwater Report.

Deliverables:

- Draft Stormwater Report (PDF Electronic file). Submitted with 30% design.
- Final Draft Stormwater Report (PDF Electronic file). Submitted with 60% design.
- Comment responses from 30% submittal

WORK ELEMENT 13 STRUCTURAL DESIGN

This work element is performed by DEA to provide structural design services. The structural design shall be per current WSDOT and AASHTO LRFD standards. WSDOT design standards shall control over AASHTO.

Our objective is to design a safe and optimized bridge structure subject to triple bottom-line attributes. The structure will improve conveyance at the crossing and minimize structural elements in the floodplain. We will utilize our knowledge obtained from the 2021 Alternative Study for a streamlined 30% design phase. The proposed bridge design will satisfy WDFW guidelines for

habitat for fish and wildlife and provide an improved hydraulic opening. Leveraging our experience with similar crossings over fish-bearing waterways from 50 to 120-foot spans, we will optimize structures for streamlined permitting efforts, cost, traffic control, and access during construction. We will work in close conjunction with the City team throughout the design process to provide for the desired attributes are incorporated in our design. Then, we will efficiently advance the selected design to facilitate permit applications. The design will be per the most current AASHTO LRFD Bridge Design Specifications (currently at 10th Edition), 2024 WSDOT Bridge Design Manual, and AASHTO Seismic Guide Specifications (3rd Edition). Practical aspects of Accelerated Bridge Construction (ABC) will be given special attention for a quick construction phase that provides a low maintenance bridge over its design life of 100 years.

The concept presented in the Alternative Study Report was driven by the need to meet the minimum 30-foot horizontal clearance requirements for fish passage, improve the vertical free board space between the 100-year water surface elevation and the bottom soffit of the bridge girders, and the desire to raise the roadway profile by 10 feet to improve site distance for 36th St NE. We understand that the City is interested in raising the roadway less than the originally proposed 10 feet. While this would require a deviation from the requirements of the WSDOT Design Manual and the AASHTO Geometric Design of Highways and Streets, it would reduce project costs by reducing the span length of the bridge and lower its required approach walls, while still retaining adequate hydraulic opening. Additionally, it would mitigate or potentially remove some of the ROW easement needs. The city has also expressed interest in re-evaluating bridge-types. This evaluation has been added to the 30 percent design.

This work element includes the following tasks:

13.1 30% P&E and Bridge Type Evaluation

This task encompasses the activities associated with the preparation of the 30% Plans and Engineer's opinion of construction cost Estimate (P&E) documents. Prior to starting design of the bridge, the Consultant will work with city staff to identify up to three bridge types in addition to those within the earlier-referenced Alternatives Study. This includes establishing a matrix of priorities as identified by the city and ranking the alternatives by those priorities to establish a preferred alternative.

Assumptions:

- The budget outlined for this task is approximately 30 percent of the total budget outlined for structural design. The remaining budget (approximately \$250,000), outlined for the 60-100 percent PS&E, shall be considered a Management Reserve to be used by the city at their discretion to complete the design of the bridge and any other desired services.
- No design work shall be performed until the city provides written authorization as to the type of structure and the cost for the remaining bid-ready PS&E.

Deliverables:

- Bridge type alternatives memo.
- 30% design-level plans (half-size [11x17], PDF).
- 30% design-level opinion of cost Summary (Excel).

13.2 60% PS&E

This work element item encompasses the activities associated with the preparation of the 60% Plans and engineer's opinion of construction cost Estimate (P&E) documents. Preliminary specification manual will be prepared in this task as well. Constructability Review and QA/QC activities are an inherent part of this element.

Assumptions:

- The Preliminary specification manual includes the General Special Provisions. The need for certain project-specific Special Provisions will be identified.

Deliverables:

- Written responses to 30% comments.
- 60% design-level plans (half-size [11x17], PDF)
- 60% design-level opinion of cost summary (Excel)
- Preliminary Specification Manual (Word)

13.3 90% PS&E

This task encompasses the activities associated with the preparation of the 90% Plans, Special Provisions and engineer's opinion of construction cost Estimate (PS&E). Constructability Review and QA/QC activities are an inherent part of this element.

Deliverables:

- Two 11x17 (half size) copies of Plans
- Two copies of the 90% Specifications Manual
- Two copies of the quantity Estimates and opinion of construction cost.

13.4 100% Plans, Specifications & Estimate (PS&E) – Ad-Ready

This task encompasses the activities associated with the preparation of the 90% Plans, Special Provisions and engineer's opinion of construction cost Estimate (PS&E). Constructability Review and QA/QC activities are an inherent part of this element.

Assumptions:

- It is assumed that the 90% review comments will be minor in nature and not reflect any significant changes to design.
- The CONSULTANT will attend one (1) comment review meeting held virtually.
- It is assumed there will be no 100 percent comments. 100 percent plans will be ad-ready.

Deliverables:

- Written responses to 90% comments.
- 100% design-level plans (half-size [11x17], PDF)
- 100% Specifications Manual (Word)
- 100% quantity Estimates and opinion of construction cost (Excel).

WORK ELEMENT 14 QAQC, CONSTRUCTABILITY REVIEW, CONSTRUCTION SCHEDULE

This work element is performed by DEA, to provide constructability review, construction schedule, and construction estimation services.

The work element includes the following activities:

14.1 Constructability review

DEA will provide constructability review of the design team's prepared Plans, Estimate, and Specification (PS&E) package at the 90% design level.

14.2 Construction CPM Schedule

DEA will prepare Construction Schedule at the 100% PS&E design level.

14.3 Construction Estimation

DEA will provide construction estimation cost of the design team's prepared PS&E package at 60%, 90% and 100% levels.

Deliverables:

- Constructability Review comments for PS&E packages at 60% and 90% design levels.
- Construction schedule at 60% and 100% levels.
- Construction estimation for PS&E packages at 60%, 90%, & 100% design levels.

WORK ELEMENT 15 OPTIONAL CONSTRUCTION PHASE SUPPORT

In this work element and at the discretion of the City, construction phase services may be added to this contract. The following presents the envisioned tasks associated with this work element that could be added by supplement.

15.1 Prebid Engineering Support

In this work element the design team will provide bid support services that encompass activities like addressing a reasonable number of bidder's inquiries. For the purposes of this scope of work, "reasonable" is defined as twenty (20) Request for Information and Clarifications for bidding purposes and will assist the City on up to two as-needed bid Addendum packages.

15.2 Engineering Support During Construction

In this task, CONSULTANT will provide on-call engineering support services to the City during the construction period of the Project. This task encompasses review of and responses to Contractor RFIs; Submittals during the construction phase and preparation of As-built drawings and inventory load rating of the new bridge.

Deliverables:

- As-built drawings
- Load Rating Analysis and Summary

15.3 Construction Management Services

David Evans and Associates, Inc.'s team possess a highly experienced and qualified CM team. In case the City desires, David Evans and Associates, Inc. staff can augment City's team to provide CM services for this project. For the purpose of this estimate **90 working days** is assumed. The following are the categorized activities associated with this Task:

- **15.3 ; Project Management** - Construction project management which includes management of scope, schedule, budget (monthly invoicing).
- **15.4 Resident Engineering** – The CONSULTANT will Provide ½ -time Resident Engineer (RE) for management of construction activities including oversight of contractors and subcontractors, quality control, weekly meetings, safety compliance, and managing project changes,.
- **15.5 Site Inspection** – The CONSULTANT will provide one full-time senior inspector (except when City Inspector is on team) to track quantities, daily inspection reports, etc.;
- **15.6 Documentation Control** – The CONSULTANT will provide ¾ time office engineer to manage contract documentation consistent with the federal requirements. This includes ROM maintenance, submittal logs, RFIs, serial letters, etc.
- **15.7** The CONSULTANT will provide material sampling and testing consistent with LAG Manual Ch 52 requirements.

The following table presents the anticipated Plan sheets for the Catherine Creek Bridge Replacement:

Plan Sheet Summary Table Sheet Name	PS&E Assumed Number of Sheets	PS&E Submittal Phase		
		30%	60%	90% & 100%
Cover Sheet	1	X	X	X
Index Legend and Abbreviations	2		X	X
Structural Demo Plans	1		X	X
Site Prep and TESC	2		X	X
Roadway Plan & Profile	4	X	X	X
Channelization Plans	3	X (2)	X (3)	X (3)
Roadway Typical Sections and Details	2	X	X	X
Driveway Profiles	2	X	X	X
Miscellaneous Roadway and ADA Details	1		X	X
Intersection Layout Sheet	1		X	X
ROW Plan	1		X	X
Drainage Sheets	2		X	X
Construction Detour Plan	3	X	X	X
Roadside Restoration	2		X	X
Bridge Plan & Elevation	1	X	X	X
General Notes	1		X	X
Bridge Construction Sequencing	2	X	X	X
Temporary Shoring	1	X	X	X
Bridge Foundation Layout	1	X	X	X
Shaft Details – Pier 1 and 2	2		X	X
Pier 1 Layout (Plan & Elevation)	1	X	X	X
Pier 1 Details	1		X	X
Pier 2 Layout (Plan & Elevation)	1	X	X	X
Pier 2 Details	1		X	X
Framing Plan	1		X	X
Bridge Typical Sections	1	X	X	X
Girder Details	4		X	X
Diaphragms Details	1		X	X
Deck Reinforcing	2		X	X
Bearing & Expansion Joint Details	1		X	X
Bridge Drainage Details	1		X	X
Utility Support Details	1		X	X
Bridge Barrier Details	3		X	X
Bridge Railing Details	1		X	X
Bridge Approach Slabs	1		X	X
Retaining Wall Layouts	2	X	X	X
Retaining Wall Details	2		X	X
Bar Bending Sheets	2			X
Guardrail	1		X	X
Perm. Signage and Attachments	1		X	X
Stream and Floodway Grading Plan	1	X	X	X
Site Prep and TESC for Stream/Flood areas	1	X	X	X
Fish Bypass and Fish Exclusion Plan	1	X	X	X

Plan Sheet Summary Table Sheet Name	PS&E Assumed Number of Sheets	PS&E Submittal Phase		
		30%	60%	90% & 100%
Flow Bypass and Fish Exclusion Details	1		X	X
Restoration Planting	1	X	X	X
Stream Plan and Profile	1	X	X	X
Stream Sections	1	X	X	X
Stream Details	1	X	X	X
Restoration Plan 1 (Upstream)	1	X	X	X
Restoration Plan 2 (Downstream)	1	X	X	X
Restoration/ Planting Details	1			X
Restoration / Planting Notes and Plant Schedule	1			X

Catherine Creek Bridge Replacement								5/1/2025
Task Code	Description	DEA	Perteet	Herrera Environmental	Commonstreet Consulting	GeoSyntec	Cultural Resources Consultants	Total
1.0	Project Management	\$ 93,279.03	\$ -		\$ -	\$ -	\$ -	\$ 93,279.03
2.0	Data Gap Analysis (Herrera)		\$ -	\$ 35,628.04	\$ -	\$ -	\$ -	\$ 35,628.04
3.0	Surveying	\$ 10,808.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,808.67
4.0	GeoTechnical (Geosyntec)	\$ -	\$ -	\$ -	\$ -	\$ 19,991.00	\$ -	\$ 19,991.00
5.0	Channel Assessment and Design (Herrera)	\$ -	\$ -	\$ 147,424.34	\$ -	\$ -	\$ -	\$ 147,424.34
6.0	Environmental Permitting (Herrera)	\$ -	\$ -	\$ 45,411.53	\$ -	\$ -	\$ -	\$ 45,411.53
7.0	Cultural Resources (CRC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,492.92	\$ 5,492.92
8.0	Right of Way Acquisition (Commonstreet)		\$ -	\$ -	\$ 58,866.65	\$ -	\$ -	\$ 58,866.65
9.0	Utility Coordination	\$ 6,400.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400.66
10.0	Roadway Civil Design (Perteet)	\$ -	\$ 237,317.11	\$ -	\$ -	\$ -	\$ -	\$ 237,317.11
11.0	Community Engagement	\$ 4,408.74		\$ -	\$ -	\$ -	\$ -	\$ 4,408.74
12.0	Stormwater Design	\$ 67,209.42		\$ -	\$ -	\$ -	\$ -	\$ 67,209.42
13.0	Structural Design	\$ 367,016.03		\$ -	\$ -	\$ -	\$ -	\$ 367,016.03
14.0	QAQC, Constructability Review & Schedule	\$ 21,817.33		\$ -	\$ -	\$ -	\$ -	\$ 21,817.33
15.0	Construction Phase Support	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 570,939.89	\$ 237,317.11	\$ 228,463.91	\$ 58,866.65	\$ 19,991.00	\$ 5,492.92	\$ 1,121,071.48

Item Description	Staff Assigned
County Parks	Sarah, David
Get additional information on installing turf on the SnoCo parks/benefit etc.	
Look into other funding mechanism in addition to bonding. Is there partnerships, volunteers, donations etc. to fund the future parks needs if the city takes over SnoCo parks.	
Show alternatives for sooner payback/cost recovery.	
Given the opportunity, take over Cavelero Park ASAP.	
Show the comparison of revenues from grass fields verses turf fields. In addition, Lighted and non-lighted. Include how many rainout days SnoCo has had in the past. (revenue loss due to rainouts)	
Appears to be consensus to move forward with putting the Sales Tax increase on the ballot.	
City Building Update	Russ
New Museum, ensure we have an outside outlet on the Mill Spur facing deck to plug in a PA for events and such. Might even think about speakers on the building etc.	
Ensure those attending Council meetings remote, have a great experience and can hear the meeting in the new chambers.	
City Properties	Russ
99 th Ave property, look at a price change, but stay the course, not in favor of daycare in this location at this time.	
71st Drive, maintain price.	
7304 20 th Street SE, maintain price.	
9105, 9106 20 th Steet SE, pull off market for 90 days, maintain price.	
Traffic Cameras/Courts	Aaron
Look at how many MPH over is considered a violation.	
Look at restripe of Lundeen to promote slower speeds.	
Council supports a camera program moving forward.	
Council supports cameras in school walk zones first then get into park zones such as Lundeen.	
Gather data of when children are present.	
Check to see if traffic camera revenues can pay for additional officers.	
Budget Subcommittee	Gene
Bring extra detail on big purchase items etc. to Council so they can be better informed and make informed decisions.	
Build in extra budget sessions for the entire Council to focus on budget and ask questions.	
Double check we're using workshops appropriately and if we don't need to bring items to workshops, place them on a regular city council meeting agenda and save that time for more important items.	
Look into changing the table layout for workshops to invite open conversation.	
116th / 117th follow-up	Aaron
Impacts on Cedar, 20 th Street NE, 25th Street NE and 26 th Street NE.	
Safety concerns and timeline for completing Grade Road.	
Discussion of the one-way couplet and pilot program.	
Pilot is valid way to solicit input from impacted users.	
Add metrics to the city project page.	
The project could be modified or adjusted during the pilot.	
Baseline data timing.	
Mail and garbage service during pilot is important.	
Ensure police input on the project.	
How many accidents on 116 th and 117 th have occurred.	
Miscellaneous	
Ensure City Strategic plan is linked and in alignment with individual department strategic plans.	Gene, Lori
Look into graffiti conversation, timeline, send out code enforcement, (Dumpster enclosure/wall).	Russ
Provide Council an update on the WSDOT changes to the SR9 RoundABOUTs.	Aaron