

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.

June 10, 2025 - 6:00 PM

City Council Regular Meeting

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

or Join via Zoom: [ZOOM LINK](#) Passcode: 842506

or call in at (253) 215-8782 Meeting ID: 82759922920 , Passcode: 842506

- 1. Call to Order**
- 2. Pledge of Allegiance** Mayor
- 3. Roll Call**
- 4. Approval of Agenda** Council President
- 5. Guest Business**
 - A. New Employee Introductions: Josh Ludden-Assistant Planner and Amber Brokenshire-Senior Planner
 - B. JustServe Presentation
- 6. Citizen Comments**
- 7. Council Business** Council President
- 8. Mayor's Business**
- 9. City Department Report**
 - A. Council Vacancy Process Gene Brazel, Caitlin Weaver
- 10. Consent Agenda**
 - A. 2025 Vouchers Barb Stevens
 - B. Grant Agreement for Lake Stevens Outlet Restoration Shannon Farrant
- 11. Action Items**
 - A. Fee Resolution 2025-04 Sarah Garceau, Aaron

Halverson, Russ
Wright

- 12. Executive Session - Confidential Session of the Council per RCW 42.30.110**
 - A. Potential Litigation-No Action to Follow.
- 13. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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

CITY DEPARTMENT REPORT



Agenda Date: 6/10/2025

Contact Person/Department: Gene Brazel, Caitlin Weaver, Administration

The rules for appointing a council member to fill a mid-term vacancy are outlined in the council procedures under section 21 on pages 15-17.



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COUNCIL PROCEDURES

ADOPTED

March 27, 2018

Revised September 11, 2018

Revised January 22, 2019

Revised March 10, 2020

Revised April 25, 2023

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SECTION 1. AUTHORITY

- 1.1 Pursuant to RCW 35A.12.120, and other applicable law, the Lake Stevens City Council hereby establishes the following rules for the conduct of Council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended, or new rules adopted in the manner provided by these rules.

SECTION 2. COUNCIL MEETINGS

2.1 TYPES OF MEETINGS:

1. Regular - the Council meeting held as set by Ordinance.
2. Workshop – the Council meeting held as set by Ordinance.
3. Special - any Council meeting other than the Regular Council meeting. Notice shall be given at least 24 hours in advance. A Special Council meeting may be scheduled by the Mayor, Council President, City Administrator or at the request of not less than 4 Councilmembers.
4. Emergency - a Special Council meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Administrator, the Mayor or Council President with the consent of not less than 4 Councilmembers. The minutes will indicate the reason for the emergency.

- 2.2 The time and day of Council's regular meetings shall be set by ordinance and will be held at the location set by ordinance unless otherwise publicly announced.

Regular Council meetings times shall be set by ordinance and will normally adjourn no later than 8:00 p.m., unless pending business must be concluded. Extensions beyond 8:00 p.m. shall require passage of a motion by Council.

- 2.3 Council's Workshop Sessions will be scheduled as special meetings and may be held, when needed, as follows: From the hour of 6:00 p.m. and will adjourn no later than the hour of 8:00 p.m., on the first and third Tuesdays, of each month. To continue past this time of adjournment, passage of a motion by a majority of the Council will be required. Alternatively, Workshop Sessions may be scheduled immediately preceding a Regular Council meeting, with the start time to be determined based on the agenda, but in no event earlier than 5:00 p.m., and ending no later than 6:45 p.m. Council workshops may also be scheduled on other dates and times by special meeting notice.

Special Workshop sessions may be called by the Mayor, City Administrator, Council President or by three (3) or more Councilmembers.

Workshop Sessions will be informal meetings for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects,

or receiving other similar information. The Council President, Council Vice-President and City Staff will determine on-going dedicated schedules for regular workshop sessions.

No final decisions will be made at a Workshop Session. Decisions on workshop matters will be scheduled for a Regular or Special Council meeting.

- 2.4 Information will be available to the public at each meeting stating a summary of the Rules of Procedure.
- 2.5 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Administrator or Presiding Officer.
- 2.6 Citizen comment/public hearing sign-ups will be available at each regular Council meeting.
- 2.7 All regular, workshop and special meetings will be recorded and uploaded to the City's YouTube channel.

The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Council.

City Council meeting minutes will not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

2.8 ORDER OF REGULAR COUNCIL MEETING AGENDA:

1. Call Meeting To Order:

The Presiding Officer calls the meeting to order.

2. Pledge of Allegiance:

The Mayor, Council President or designee leads the flag salute.

3. Roll Call:

The Council President will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance. The Council shall approve excused absences by vote. The official meeting minutes will always reflect the vote count on each action item.

4. Approval of Agenda:

The Council President, with the concurrence of the Councilmembers, may take agenda items out of order or add or remove agenda items.

5. Guest Business:

Persons or organizations invited or requesting to speak to the Council on specific identified topics will be scheduled under Guest Business. Guest

speakers will not be restricted to a limited amount of time for speaking unless requested by Council at the time of the meeting.

5-6. Citizen Comments:

Members of the audience may comment on items relating to any matter not on the meeting agenda under Citizen Comments. Unless this rule is waived by motion of the Council, each speaker will be limited to three minutes to make their comments.

Council may, at its discretion, allow citizen comment on individual agenda items at times during any regularly scheduled City Council meeting after the item is introduced for Council but prior to Council discussion. The Presiding Officer will limit the amount of time permitted for each speaker to three minutes, until all persons have had an opportunity to speak. These agenda items include, but are not limited to, ordinances, resolutions and Council Business issues. Public testimony will be taken during Council's consideration of quasi-judicial matters.

7. Council Business:

Councilmembers may report on any Board/Commission meetings or significant activities or any other matter pertaining to City business since the last meeting. Subcommittee chairpersons will report on the activities of their respective subcommittees.

8. Mayor's Business:

Under Mayor's Business the Mayor usually addresses significant activities since the last meeting and items not previously discussed, such as future meetings of interest to the Council.

9. City Department Report:

City staff updates the Council on current issues or items of Council interest.

10. Consent Agenda:

Consent Agenda items are considered to be routine, non-controversial, or are items which have previously been studied and reviewed so as to not require additional discussion or debate. Such items may be approved by a single motion. Items on the Consent Agenda may include but are not limited to, minutes, resolutions and ordinances discussed at a previous City Council or Committee meeting, and previously authorized agreements. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action.

11. Public Hearing:

Citizens may comment on public hearing items. The Presiding Officer may limit the amount of time permitted each speaker until all persons have had an opportunity to speak. Further testimony from those who have spoken

may be allowed at the discretion of the Presiding Officer. The public hearing will be continued to another date to take additional testimony when the existing available time is not sufficient or as determined by the Council.

At the Public Hearing, staff's presentation is to give background and frame the issues for the Council and audience.

During public comment or public testimony, Council shall refrain from interactive exchanges with the audience. Council requests for clarification from audience should occur prior to the closure of the public portion of the hearing. Staff may be asked clarifying questions by Council during Council deliberations.

12. Action Items:

a. Proclamations:

A Proclamation is defined as an official announcement made by either the City Council or the Mayor.

b. Introduction and First Reading of Ordinances:

Discussion and debate by the City Council will be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, or approve placing the ordinance on the Consent Agenda or as a separate agenda topic for second or third reading at an upcoming Regular Council meeting for enactment as an enforceable City law. The number of ordinance readings shall be considered item by item.

c. Resolutions:

A resolution is adoption of a City policy, practice or decision.

d. Other:

Any contract, agreement, or other form of business that requires formal action that is necessary to conduct City business.

e. Such other and additional items as required by law or by Council direction.

13. Citizen Comments:

Members of the audience may comment on items relating to any matter not on the meeting agenda under Citizen Comments. Unless this rule is waived by motion of the Council, each speaker will be limited to three minutes to make their comments.

Council may, at its discretion, allow citizen comment on individual agenda items at times during any regularly scheduled City Council meeting after the item is introduced for Council but prior to Council discussion. The Presiding

Officer will limit the amount of time permitted for each speaker to three minutes, until all persons have had an opportunity to speak. These agenda items include, but are not limited to, ordinances, resolutions and Council Business issues. Public testimony will be taken during Council's consideration of quasi-judicial matters.

~~13-14.~~ Executive Session:

Executive session subjects are limited to considering such matters as are authorized under the Open Meetings Act or such other laws that authorize executive sessions. Executive session is a Council meeting that is closed except to the Council and authorized staff members and/or consultants. The public is restricted from attendance. Executive Sessions may be held during Regularly scheduled meetings or Special Council meetings and will be announced by the Mayor.

Before convening an Executive Session, the Mayor shall announce the purpose of the executive session and the anticipated time when the session will be concluded and if any action shall be taken. Should the session require more time, a public announcement shall be made that the Executive Session is being extended.

15. Study Session:

Discussion items are generally items of significance that may require future action by Council.

16. Adjournment:

With no further business to come before the Council, the Presiding Officer adjourns the meeting by requesting a motion for adjournment.

17. Transportation Benefit District:

Agenda Items regarding the Transportation Benefit District will be clearly set out and identified as such under the section of the Agenda where they best fit.

SECTION 3. AGENDA PREPARATION

3.1 The City Clerk will prepare an agenda for each Council meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor and the City Administrator.

3.2 An item may be placed on a Council meeting agenda by any of the following methods:

1. By a Councilmember if the item does not require staff preparation;
2. By any two (2) Councilmembers;

3. By the City Administrator;
4. By a Council Committee;
5. By the Mayor.

- 3.3 An item may be placed on a regular Council meeting agenda after the agenda is closed if approved by the Mayor or City Administrator.
- 3.4 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unreasonably waiting, and so the Council will have sufficient time to hear public comment or testimony and to deliberate matters among themselves.
- 3.5 Legally required and advertised public hearings will generally have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.
- 3.6 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
- 3.7 Agendas will be finalized by the Friday prior to the Council meeting. Agenda packets will be available electronically to Council by 5:00 p.m. on the Friday prior to the Council meeting, and available electronically to the public on the City's web page by 5:00 p.m. on the Friday prior to the Council meeting, unless posted otherwise. If late information becomes available after the packet is posted on the City's web page on the Friday prior to the meeting, or if information arrives from other sources, then a recess or delay may be considered by the Council.
- 3.8 All agenda item packet reports will be in the format provided by the City Clerk's Office.
- 3.9 The Council may use "Staff Recommendation Statement" language from staff reports or agenda item descriptions for making a motion.
- 3.10 Council agenda and packet material will be available to the public during regular meetings.

SECTION 4. COUNCIL DISCUSSION

- 4.1 All Council discussion shall be guided by **ROBERTS RULES OF ORDER, NEWLY REVISED.**

SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

- 5.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium or raise their hand virtually, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or

personally abusive while addressing the Council, may be requested to leave the meeting.

- 5.2 The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Presiding Officer may command assistance of any peace officer of the City to enforce all lawful orders of the Presiding Officer to restore order at any meeting.
- 5.3 Citizens with complaints, concerns or questions, may be referred to separately bring the matter to the Mayor or relevant City staff, or ask that the matter be placed on a future City Council meeting, with the appropriate background information.

SECTION 6. MOTIONS AND VOTING

- 6.1 When making motions, Councilmembers will be encouraged to be clear and concise and to not include arguments for the motion within the motion.
- 6.2 After a motion has been made and seconded, the Council may deliberate and discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion and a second on the floor.
- 6.3 When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of the discussion and normally, a minute entry will be made.
- 6.4 A motion may be withdrawn by the maker of the motion, at any time, up until the question is called to vote without the consent of the Council.
- 6.5 A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- 6.6 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special City Council meeting.
- 6.7 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- 6.8 A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- 6.9 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

- 6.10 Discussion of the motion only occurs after the motion has been moved and seconded.
- 6.11 If a motion does not receive a second, it dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 6.12 The Presiding Officer should acknowledge the motion and second prior to voting.
- 6.13 The City Clerk will repeat the motion and/or take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law.
- 6.14 Unless otherwise required by law, the passage or defeat of a motion shall be decided by a majority of those present and voting. Abstentions shall not be included in the vote tally, even if those voting in favor of the motion are less than a majority of the full City Council.

A motion that receives a tie vote is deemed to have failed, except pursuant to RCW 35A.12.100 Duties and authority of the mayor--Veto--Tie-breaking vote, the Mayor "shall have a vote only in the case of a tie in the votes of the councilmen with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money."

At the conclusion of any vote, the Presiding Officer will inform Council of the results of the vote.

- 6.15 When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration and such motion must also be seconded by a member who voted in the majority. No motion for reconsideration of a vote shall be made after the meeting has adjourned but may be made at a subsequent meeting of the Council
- 6.16 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be guided by Robert's Rules of Order, Newly Revised.

In the event of a conflict, these Council Rules shall prevail.

SECTION 7. ORDINANCES

- 7.1 All ordinances shall be prepared or reviewed by the City Attorney. No Council initiated ordinance shall be prepared for presentation to the Council, unless two Councilmembers support the ordinance and staff has been consulted.

- 7.2 The City Clerk shall assign a permanent ordinance number at the time the ordinance is initiated.
- 7.3 The Presiding Officer shall read the title of the ordinance or the Ordinance number prior to voting unless the ordinance is on the Consent Agenda.
- 7.4 Prior to placement of an ordinance on the agenda, the City Attorney shall approve the ordinance as to form. After the City Attorney's signature, and passage of the Ordinance the City Clerk or designee shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk or designee shall sign the ordinance.
- 7.5 Ordinances, or ordinance summaries, shall be published in the official newspaper, as a legal publication, immediately following enactment.
- 7.6 Ordinances become effective five (5) days after the date of publication of the ordinance unless otherwise specified.

SECTION 8. MAYOR, COUNCIL PRESIDENT, AND COUNCIL VICE-PRESIDENT

- 8.1 The Presiding Officer at all regular and special meetings of the Council shall be the Mayor and all workshop sessions shall be the Council President.

At regular and special meetings in the absence of the Mayor, the Council President will act as Presiding Officer or in his/her absence the Council Vice-President. If the Mayor, Council President, and Vice-President are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Mayor, Council President or Council Vice-President.

At workshop sessions in the absence of the Council President, the Council Vice-President will act as the Presiding Officer or in his/her absence the Mayor. If the Council President, Vice-President, and Mayor are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Council President, Council Vice-President, or Mayor.

- 8.2 The Presiding Officer shall:
1. Preserve order and decorum in the Council chambers;
 2. Observe and enforce all rules adopted by the Council;
 3. Decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember in which case the Presiding Officer will defer to the City Attorney; and
 4. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
 5. From time to time, the Mayor and/or Council President may appoint Councilmembers to serve on ad hoc committees.

SECTION 9. COUNCIL RELATIONS WITH CITY STAFF

- 9.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- 9.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.
- 9.3 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the Mayor or City Administrator, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 9.4 A Councilmember shall not attempt to influence City staff in the selection, evaluation or discipline of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 9.5 A Councilmember shall not attempt to change the operating rules and practices of any City department.
- 9.6 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk, as soon as practicable after it arrives.
- 9.7 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.
- 9.8 No Councilmember shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.
- 9.9 Individual requests for information can be made directly to the Department Director. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator and may be referred to the Council.

SECTION 10. COUNCIL MEETING STAFFING

- 10.1 The City Administrator shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Administrator has an excused absence, the designated Acting City Administrator shall attend the meeting.
- 10.2 The City Attorney shall attend all meetings of the Council unless excused by the Mayor, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.
- 10.3 The City Clerk, or designee, shall attend Regular and Special meetings of the Council, keep the official journal (minutes), and perform such other duties, unless excused by the Mayor, as may be needed for the orderly conduct of the meeting.

SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

- 11.1 Councilmembers will inform the Mayor, the Council President, the City Administrator or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence if approved by the Council.

SECTION 12. PUBLIC HEARINGS

- 12.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings be made.
- 12.2 Legislative (ordinance or miscellaneous) hearings do not require a decision be made even though information is presented.
- 12.3 Councilmembers shall comply with all applicable laws related to the conflict-of-interest requirements in the Appearance of Fairness Doctrine.

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 13.1 All public meetings of the City Council and its boards/commissions shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 14. COUNCIL REPRESENTATION

- 14.1 If a Councilmember appears on behalf of the City before another governmental agency, such as the County Council or State Legislature, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember needs to state existing City policy and the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. If a Councilmember wishes to clarify the Council's position on a policy issue, they should do so by requesting a Council resolution be prepared and voted on by the Council.

Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another governmental agency or community organization.

SECTION 15. CONFIDENTIALITY

- 15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions or which are otherwise subject to the attorney-client privilege, to ensure that the City's position is not compromised. Any Councilmember having any contact or discussion needs to make full disclosure to the Mayor, City Administrator and/or the City Council in a timely manner.

SECTION 16. PUBLIC RECORDS

- 16.1 Public records created or received by the Mayor or any Councilmember should be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the City Clerk.

SECTION 17. MAYOR/COUNCIL PRESIDENT/VICE-PRESIDENT SELECTION PROCESS

- 17.1 Mayor. The Mayor is elected per RCW Title 35A and other applicable election laws.

- 17.2 Council President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Council President.

Process:

1. The Mayor calls for nominations for Council President.
 2. When there are no further nominations, the Mayor announces that nominations are closed.
 3. The nominees are then voted on in the order the nominations were made. The vote will be taken by roll call.
 4. The process continues until a nominee receives a majority of the votes. This method requires that a Councilmember wishing to vote for a candidate appearing later in the list of nominees withhold their vote from early nominees in order to reserve their vote for their favored nominee.
 5. The first nominee receiving a majority vote is declared the new Council President. If there is a tie vote, the Mayor may choose whether or not to break the tie. If the Council fails to select an appointee from the nominees presented, the Council may:
 - a. Make a motion to revote on the nominees.
 - b. Make a motion to reopen the nominations and add to the initial slate. Once nominated, no candidate is removed from consideration unless they withdraw.
 - c. Make a motion to postpone the vote on nominees.
 - d. Solicit additional information from the nominees.
 - e. Make any other allowable motion under Robert's Rules of Order.
- 17.3 Council Vice-President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Vice-President. The above procedure is then repeated for electing the Council Vice-President.

SECTION 18. CITY BOARDS/COMMISSIONS

- 18.1 Lake Stevens' boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.
- 18.2 These boards/commissions are generally established by ordinance.
- 18.3 Councilmembers will be assigned as board/commission liaisons in January of each year or as needed. Staff shall provide liaisons with agenda and support material for

such meetings. The liaison's role will be as an observer and not an active participant on the board or commission. The liaison may provide updates on City activities, and the liaison may report to Council on actions and activities by their assigned board or commission.

18.4 Appointments and reappointments of board/commission members, when vacancies and term expirations occur, shall be as follows:

1. Vacancies to the City's boards and commissions will be advertised in the City newspaper, on the City's web page, at City Hall and such other locations as are deemed appropriate. Councilmembers will be provided with copies of applications of all qualified applicants received for boards/commissions vacancies.
2. All qualified applicants for a board or commission will be interviewed by a panel consisting of the Mayor, the Department Head and/or staff liaison, the Council liaison or designee to that board or commission, up to two additional councilmembers selected to participate in the interview process for boards and commissions at the beginning of each year, and the Chairperson or designee of the board or commission the applicant applied for.
3. Following the interviews, the interview panel makes a recommendation and the Mayor nominates a candidate for appointment to the vacant position.
4. The nominated candidate will be notified and requested to complete a criminal background check. All criminal background checks will be conducted by The Human Resources Department.
5. Following successful completion of the criminal background check the Mayor reviews nominee recommendation with Council at a regular Council meeting or at a workshop session. The recommendation should include the number of applicants interviewed, qualifications, and reason for the selection.
6. Mayor appoints board/commission member with Council approval at the regular Council meeting or next regular meeting if recommendation is made at a workshop session.
7. The newly appointed board/commission member will be invited to a subsequent Council meeting to be sworn in. In the case where multiple appointments are made in one Council meeting, all appointees will be sworn in as a group.
8. If the City Council does not confirm or reject the Mayor's nomination for appointment within thirty (30) days of submittal, the Mayor may proceed with the appointment.

SECTION 19. COUNCIL SUBCOMMITTEES

19.1 Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the City.

Subcommittees generally involve three or fewer councilmembers and therefore are not subject to the Open Public Meetings act.

Subcommittees will be established on an as-needed basis by motion or other action of the City Council

At its first meeting each year, each subcommittee should select from its members a chairperson who will oversee the meeting and report on the activities of the subcommittee to the Council at regular City Council meetings during Council Business.

- 19.2 Each subcommittee will have staff support as needed and assigned by the City Administrator. Staff will work with the subcommittee chairs to set agendas, provide support materials (including any sensitive communications by staff), and prepare reports as needed. The City Clerk or designee will attend subcommittee meetings and may prepare minutes. Subcommittee meetings will not be electronically recorded.
- 19.3 Even though the Open Meetings Act does not generally apply, subcommittee meetings are open to the public for observation only; no citizen comments or participation will be allowed. Notice of the meeting, including the topic and any other details that are available, will be advertised on the City's website calendar.
- 19.4 The Mayor or City Administrator may send issues directly to subcommittees for their review in lieu of being referred to committee by the entire Council.
- 19.5 Subcommittee appointments shall be made by the Council President or in his/her absence by the Council Vice-President. The Council President will take into account the interests, availability to serve and requests of individual Councilmembers in making subcommittee assignments.
- 19.6 Membership of each subcommittee will consist of a maximum of three (3) Councilmembers unless otherwise approved by Council.
- 19.7 The Mayor and/ or City Administrator shall be an "ex officio" member of each subcommittee.

SECTION 20. AD HOC CITIZEN ADVISORY BOARDS

20.1 PURPOSE

To effectively use valuable resources provided by the citizenry at large to deal with issues on which more citizen input is judged to be needed. Each Board shall be given a clearly defined goal and adequate information to help them understand their role in the governmental structure. Unless determined otherwise by action of the City Council the authority of such Boards will be limited to providing informal input and recommendations to the City Council.

20.2 APPOINTMENT PROCEDURES

The boards will consist of no more than five citizen members (selected by the Mayor and confirmed by the City Council), the Mayor or designee, a staff person, and Councilmember if desired.

20.3 STAFF SUPPORT

Each Ad Hoc Advisory Committee will have staff support as needed and assigned by the City Administrator. Staff will work with the committee to provide support materials and prepare reports.

SECTION 21. FILLING CITY COUNCIL VACANCIES

21.1 PURPOSE

To provide guidance to the City Council when a Lake Stevens Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, wherein the person elected will serve the remainder of the unexpired term.

21.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

RCW 35A.12.050 - Vacancies - Filling of Vacancies in Council/Mayor Form of Government

21.3 APPOINTMENT PROCESS

1. A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.
2. The City Council shall direct staff to begin the Councilmember appointment process and establish a notice, application, interview and appointment schedule, so that the position is filled at the earliest opportunity.
3. The City Clerk's Office shall prepare and submit to the City's Official Newspaper, with courtesy copies to all other local media outlets, a Notice of City Council Vacancy, which announces the vacancy consistent with the requirements necessary to hold public office. The City's web page and other social media may also be used to announce the Council vacancy.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at Lake Stevens City Hall, on the City web site,

and such other locations that the City Council deems appropriate. Copies of the advertisement will be provided to current members of City of Lake Stevens' boards and commissions.

5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
6. The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special session City Council meeting.
7. The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.
8. Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.
9. Prior to the date and time of the interview the City Clerk or designee will make inquiry of each applicant to determine eligibility to hold office and to fill the Council vacancy in the City.

21.4 INTERVIEW MEETING

Depending on the number of applicants to be interviewed, each interview of an applicant/candidate shall be approximately 15 minutes in length as follows:

1. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions.
2. An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions.
3. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
4. The Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

21.5 VOTING

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.

1. The Mayor shall ask for nominations from the Councilmembers.

2. In the case of one vacancy to be filled, balloting will continue until a nominee receives a majority of four (4) votes.
3. At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.
4. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.
5. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember. The new Councilmember shall be sworn into office by any person authorized under state law to administer oaths, at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
6. In the case of a tie vote, the Mayor may cast a vote.
7. If the City Council does not fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Snohomish County.

SECTION 22. MISCELLANEOUS

- 22.1 When Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote; when possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

SECTION 23. SUSPENSION AND AMENDMENT OF RULES

- 23.1 Any provision of these rules not governed by state law or ordinance, may be temporarily suspended or waived by a two-thirds (2/3) majority vote of the Council.
- 23.2 These rules may be amended, or new rules adopted, by a majority vote of the Council.
- 23.3 While not required, these Rules should be reviewed approximately every 2 years for the purpose of keeping up to date with legal requirements and for purposes of confirming that actual practices conform with these rules.

BLANKET VOUCHER APPROVAL
2025

Payroll Direct Deposits		
Payroll Checks		
Electronic Funds Transfers	ACH	
Claims	63581-63672	\$1,304,266.46
Void Checks		
Total Vouchers Approved:		\$1,304,266.46

This 10th day of June 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

June 10, 2025



City expenditures by type for this voucher packet		
Personnel Costs	\$0	0%
Payroll Federal Taxes	\$0	0%
Other Employer Paid Benefits	\$150	0%
Supplies	\$45,530	3%
Professional Services	\$213,797	16%
Refunds	\$6,231	0%
Capital *	\$248,383	19%
Debt Payments	\$790,175	61%
Void Checks	\$0	0%
Total	\$1,304,266	100%

Large Purchases *

*LS Council Chambers & Infrastructure \$107,478

*117th Ave NE Sidewalk Project \$32,594

*Main St RAB \$13,022

*LS Museum Design \$57,000

*ROW Purchase for 131st Project \$25,460

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 05/24/2025 - 06/05/2025

Total for Period
\$1,304,266.46

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-53123	001 008 521 21 26 00	LE-Boating Clothing	Name Tapes	63581	\$150.46
					63581 Total	\$150.46
Ace Hardware	80769/7	001 010 576 80 31 00	PK-Operating Supplies	Chemical Splash Goggles/Markers - Pesticide Spraying NC Park	63582	\$67.59
Ace Hardware	80969/7	101 016 544 90 31 02	ST-Operating Cost	Spraypaint	63582	\$8.73
Ace Hardware	80992/7	001 006 518 80 31 00	IT- Operating Supplies	Bar Kit/Pigtail w/Screw Set/Ham Drill Kit - IT Camera Supplies	63582	\$251.86
Ace Hardware	81001/7	001 013 518 20 31 00	GG-Operating Costs	Lithium Batteries - Gen Facilities	63582	\$13.36
Ace Hardware	81001/7	005 000 518 20 30 00	RP - Operating Supplies	Lithium Batteries - Gen Facilities	63582	\$4.71
Ace Hardware	81001/7	101 016 544 90 31 02	ST-Operating Cost	Lithium Batteries - Gen Facilities	63582	\$0.98
Ace Hardware	81001/7	410 016 531 10 31 02	SW - Operating Costs	Lithium Batteries - Gen Facilities	63582	\$0.60
Ace Hardware	81003/7	001 013 518 20 31 00	GG-Operating Costs	RD Hammer Bits - Gen Facilities	63582	\$38.62
Ace Hardware	81003/7	005 000 518 20 30 00	RP - Operating Supplies	RD Hammer Bits - Gen Facilities	63582	\$13.62
Ace Hardware	81003/7	101 016 544 90 31 02	ST-Operating Cost	RD Hammer Bits - Gen Facilities	63582	\$2.85
Ace Hardware	81003/7	410 016 531 10 31 02	SW - Operating Costs	RD Hammer Bits - Gen Facilities	63582	\$1.70
Ace Hardware	81019/7	001 013 518 20 31 00	GG-Operating Costs	Ant Bait - Gen Facilities	63582	\$26.73
Ace Hardware	81019/7	005 000 518 20 30 00	RP - Operating Supplies	Ant Bait - Gen Facilities	63582	\$9.43
Ace Hardware	81019/7	101 016 544 90 31 02	ST-Operating Cost	Ant Bait - Gen Facilities	63582	\$1.96
Ace Hardware	81019/7	410 016 531 10 31 02	SW - Operating Costs	Ant Bait - Gen Facilities	63582	\$1.18
Ace Hardware	81031/7	001 013 518 20 31 00	GG-Operating Costs	Battery Charge/Studs - Gen Facilities	63582	\$10.72
Ace Hardware	81031/7	005 000 518 20 30 00	RP - Operating Supplies	Battery Charge/Studs - Gen Facilities	63582	\$3.78
Ace Hardware	81031/7	101 016 544 90 31 02	ST-Operating Cost	Battery Charge/Studs - Gen Facilities	63582	\$0.80
Ace Hardware	81031/7	410 016 531 10 31 02	SW - Operating Costs	Battery Charge/Studs - Gen Facilities	63582	\$0.47
Ace Hardware	81040/7	001 012 575 50 31 00	CS- The Mill- Ops	Paper Towels/Toilet Paper	63582	\$155.38
Ace Hardware	81041/7	001 012 575 50 31 00	CS- The Mill- Ops	Toilet Paper	63582	\$24.05
Ace Hardware	81052/7	410 016 531 10 32 00	SW - Fuel	TruFuel 50:1 Mix	63582	\$163.90
Ace Hardware	81064/7	101 016 544 90 31 02	ST-Operating Cost	Sand Discs	63582	\$12.02
Ace Hardware	81064/7	410 016 531 10 31 02	SW - Operating Costs	Sand Discs	63582	\$12.02
Ace Hardware	81075/7	001 013 518 20 31 00	GG-Operating Costs	Strap Wrench - Gen Facilities	63582	\$13.89
Ace Hardware	81075/7	005 000 518 20 30 00	RP - Operating Supplies	Strap Wrench - Gen Facilities	63582	\$4.90
Ace Hardware	81075/7	101 016 544 90 31 02	ST-Operating Cost	Strap Wrench - Gen Facilities	63582	\$1.02
Ace Hardware	81075/7	410 016 531 10 31 02	SW - Operating Costs	Strap Wrench - Gen Facilities	63582	\$0.62
Ace Hardware	81077/7	001 010 576 80 31 05	PK-R&M Supplies	Pressure Washer Replacement Coupling	63582	\$13.11
Ace Hardware	81078/7	001 013 518 20 31 00	GG-Operating Costs	Paper Towels/Carpet Cleaner/Soap - CH	63582	\$47.62
Ace Hardware	81085/7	001 010 576 80 31 00	PK-Operating Supplies	Fasteners Signs NCBL/Flower Baskets Mill/Grub Davies	63582	\$55.25
Ace Hardware	81089/7	101 016 544 90 31 02	ST-Operating Cost	Bucket/Hand Trowel/Sealant	63582	\$90.63
Ace Hardware	81093/7	001 013 518 20 31 00	GG-Operating Costs	Cable Lightning/Staples/Car Charger - Gen Facilities	63582	\$31.53
Ace Hardware	81093/7	005 000 518 20 30 00	RP - Operating Supplies	Cable Lightning/Staples/Car Charger - Gen Facilities	63582	\$11.12
Ace Hardware	81093/7	101 016 544 90 31 02	ST-Operating Cost	Cable Lightning/Staples/Car Charger - Gen Facilities	63582	\$2.32
Ace Hardware	81093/7	410 016 531 10 31 02	SW - Operating Costs	Cable Lightning/Staples/Car Charger - Gen Facilities	63582	\$1.40
Ace Hardware	81098/7	101 016 544 90 31 02	ST-Operating Cost	Hitch Pins	63582	\$17.47
Ace Hardware	81101/7	001 010 576 80 31 00	PK-Operating Supplies	Batteries ERCG	63582	\$18.57
					63582 Total	\$1,136.51
Alaska Rubber Group Inc	N075560	410 016 531 10 31 02	SW - Operating Costs	Hose Assy PW65	63583	\$84.28
					63583 Total	\$84.28

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
All Battery Sales and Service	300-10164886	101 016 544 90 31 02	ST-Operating Cost	Beacon Single Stack LEDs	63584	\$754.01
All Battery Sales and Service	300-10164886	410 016 531 10 31 02	SW - Operating Costs	Beacon Single Stack LEDs	63584	\$754.00
					63584 Total	\$1,508.01
Amazon Capital Services	11YL-LRY3-11T1	001 008 521 50 30 02	LE-Fleet Minor Equipment	Adjustable Steel Trailer Dolly	63585	\$207.66
Amazon Capital Services	13PY-QNXQ-C3DV	101 016 544 90 31 02	ST-Operating Cost	Flash Drives/Dry Erase Markers	63585	\$26.77
Amazon Capital Services	13PY-QNXQ-C3DV	410 016 531 10 31 02	SW - Operating Costs	Flash Drives/Dry Erase Markers/Batteries	63585	\$41.77
Amazon Capital Services	13PY-QNXQ-C3DV	001 013 518 20 31 00	GG-Operating Costs	ID Card Badge Holders	63585	\$30.60
Amazon Capital Services	14CX-D1VP-3HNR	001 010 576 80 31 03	PK- Equipment & Tools	Ratchet Straps for Trucks	63585	\$33.87
Amazon Capital Services	14NY-CF3R-DCFK	001 006 518 80 31 00	IT- Operating Supplies	Surge Protector Power Strips	63585	\$43.70
Amazon Capital Services	16PQ-HDJD-DWJ4	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63585	\$98.34
Amazon Capital Services	16WX-MHDN-6RHK	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63585	\$260.64
Amazon Capital Services	17L4-JHFH-9V4T	001 010 576 80 31 06	PK-Lake Safety	Buoy Supplies	63585	\$28.35
Amazon Capital Services	17L4-JHFH-9V4T	001 010 576 80 31 00	PK-Operating Supplies	Carbiners	63585	\$22.83
Amazon Capital Services	17L4-JHFH-9V4T	001 010 576 80 31 03	PK- Equipment & Tools	Chaps	63585	\$135.51
Amazon Capital Services	17L4-JHFH-9V4T	001 010 576 80 31 00	PK-Operating Supplies	Office Supplies for Parks	63585	\$37.58
Amazon Capital Services	17L4-JHFH-9V4T	101 016 544 90 31 02	ST-Operating Cost	Office Supplies for PW	63585	\$37.58
Amazon Capital Services	17L4-JHFH-9V4T	410 016 531 10 31 02	SW - Operating Costs	Office Supplies for PW	63585	\$37.58
Amazon Capital Services	17N1-FQHM-XXTF	001 013 518 20 31 00	GG-Operating Costs	Acrylic Sign Holder - CH Supplies	63585	\$8.73
Amazon Capital Services	17N1-FQHM-XXTF	001 013 518 20 31 00	GG-Operating Costs	Copy Paper - CH Supplies	63585	\$66.31
Amazon Capital Services	17N1-FQHM-XXTF	001 007 558 50 31 01	PL-Operating Supplies	Office Cubicle Shelf - N Faz	63585	\$34.93
Amazon Capital Services	17N1-FQHM-XXTF	001 013 518 20 31 00	GG-Operating Costs	Pens - CH Supplies	63585	\$91.55
Amazon Capital Services	17N1-FQHM-XXTF	001 013 518 20 31 00	GG-Operating Costs	Post It Notes - CH Supplies	63585	\$18.90
Amazon Capital Services	196J-JN6P-FJVT	001 010 576 80 31 06	PK-Lake Safety	Buoy Rope	63585	\$59.92
Amazon Capital Services	196J-JN6P-FJVT	001 010 576 80 31 00	PK-Operating Supplies	Marine Box for Boat/Cable for Trucks/Transfer Cables	63585	\$290.18
Amazon Capital Services	19LC-93VJ-D1PV	001 006 518 80 31 00	IT- Operating Supplies	iPhone Chargers FirstNet Migration	63585	\$58.12
Amazon Capital Services	19LC-93VJ-D1RP	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63585	\$58.06
Amazon Capital Services	1CL6-MWH1-7KG1	001 010 576 80 31 06	PK-Lake Safety	Stamping Blanks Number Buoys	63585	\$73.85
Amazon Capital Services	1D7R-D9YN-D497	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63585	\$828.87
Amazon Capital Services	1DLY-M96F-KQG6	101 016 544 90 31 02	ST-Operating Cost	Pest Spray	63585	\$15.83
Amazon Capital Services	1DLY-M96F-KQG6	410 016 531 10 31 02	SW - Operating Costs	Pest Spray	63585	\$15.83
					63585 Total	\$2,663.86
Amazon Capital Services	1DLY-M96F-LG16	101 016 544 90 31 02	ST-Operating Cost	Ballpoint Pens	63586	\$9.92
Amazon Capital Services	1DLY-M96F-LG16	410 016 531 10 31 02	SW - Operating Costs	Ballpoint Pens	63586	\$9.92
Amazon Capital Services	1DR1-N16J-H6RP	001 010 576 80 31 06	PK-Lake Safety	Buoy Supplies Refund	63586	(\$10.92)
Amazon Capital Services	1J9P-HN97-7R3C	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Architectural Mailboxes	63586	\$139.28
Amazon Capital Services	1JM4-1TVM-DLX7	001 006 518 80 31 00	IT- Operating Supplies	Extension Cord	63586	\$25.51
Amazon Capital Services	1KH3-LQLY-CQ3H	101 016 544 90 31 02	ST-Operating Cost	Flag Pole/Scrubbing Brushes/Popsicles	63586	\$253.38
Amazon Capital Services	1KH3-LQLY-CQ3H	410 016 531 10 31 02	SW - Operating Costs	Flag Pole/Scrubbing Brushes/Popsicles	63586	\$253.37
Amazon Capital Services	1M37-R1NX-CYG9	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63586	\$58.06
Amazon Capital Services	1MT6-6GT1-94G7	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63586	\$1,046.38
Amazon Capital Services	1PPH-19YN-DM7C	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Architectural Mailboxes	63586	\$34.82
Amazon Capital Services	1TNK-D1M6-6LXV	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63586	\$65.56
Amazon Capital Services	1TYN-RMHC-943V	410 016 531 10 31 02	SW - Operating Costs	Glass White Board	63586	\$74.31
Amazon Capital Services	1V4X-KDXN-D9KH	001 006 518 80 31 00	IT- Operating Supplies	iPhone Protective Cases FirstNet Migration	63586	\$145.15
Amazon Capital Services	1WJX-CVCP-3MGG	410 016 531 10 31 00	SW - Clothing	Chest Waders	63586	\$327.89
Amazon Capital Services	1WXV-FK3Q-NHJV	001 010 576 80 31 00	PK-Operating Supplies	Door Handle Cover Plates	63586	\$10.92
Amazon Capital Services	1WXV-FK3Q-NHJV	001 010 576 80 31 03	PK- Equipment & Tools	Pressure Washer Wands	63586	\$137.83
Amazon Capital Services	1Y7K-7KFD-33KC	410 016 531 10 31 02	SW - Operating Costs	Visor Fuel Card Holder/Card Holder for Phone Case	63586	\$39.21
					63586 Total	\$2,620.59

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
ARC Architects Inc	0000000004	306 013 594 18 60 00	FC - Municipal Campus GG	LS Council Chambers & Infrastructure	63587	\$107,477.80
					63587 Total	\$107,477.80
Atwell LLC	0000400046	120 016 595 61 60 04	TBP04: 117th NE - 20th to 26th	117th Ave NE Sidewalk Project	63588	\$32,593.61
					63588 Total	\$32,593.61
Badgleys Landscape LLC	91899	005 000 518 20 40 02	Rental Property Services	Landscape Maint 10515 & 10519 20th St 03-2025	63589	\$1,142.59
Badgleys Landscape LLC	91899	005 000 382 10 00 00	Rental Property Deposits	Landscape Maint 10515 & 10519 20th St 03-2025 Retainage	63589	(\$104.54)
Badgleys Landscape LLC	91899	001 012 572 20 41 00	CS- Library-Professional Svc	Landscape Maint 2211 Grade Rd 03-2025	63589	\$699.06
Badgleys Landscape LLC	91899	001 000 382 20 00 00	Retainage	Landscape Maint 2211 Grade Rd 03-2025 Retainage	63589	(\$63.96)
Badgleys Landscape LLC	91986	005 000 518 20 40 02	Rental Property Services	Landscape Maint 10515 & 10519 20th St 05-2025	63589	\$1,142.59
Badgleys Landscape LLC	91986	005 000 382 10 00 00	Rental Property Deposits	Landscape Maint 10515 & 10519 20th St 05-2025 Re	63589	(\$104.54)
Badgleys Landscape LLC	91986	005 000 518 20 40 02	Rental Property Services	Landscape Maint 1819 & 1825 S Lake 05-2025	63589	\$808.11
Badgleys Landscape LLC	91986	005 000 382 10 00 00	Rental Property Deposits	Landscape Maint 1819 & 1825 S Lake 05-2025 Retainage	63589	(\$73.93)
Badgleys Landscape LLC	91986	001 012 572 20 41 00	CS- Library-Professional Svc	Landscape Maint 2211 Grade Rd 05-2025	63589	\$699.06
Badgleys Landscape LLC	91986	001 000 382 20 00 00	Retainage	Landscape Maint 2211 Grade Rd 05-2025 Retainage	63589	(\$63.96)
					63589 Total	\$4,080.48
Bitco Software LLC	1122	510 006 518 80 49 32	LR - Permit Trax	Annual Maint Fee PermitTrax Suite	63590	\$11,367.20
					63590 Total	\$11,367.20
Canon Financial Services Inc	40515842	001 010 576 80 48 00	PK-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	63591	\$11.42
Canon Financial Services Inc	40515842	101 016 542 30 48 00	ST-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	63591	\$11.41
Canon Financial Services Inc	40515842	410 016 531 10 48 00	SW - Repairs & Maintenance	QNN08471 Copier Lease PW Upstairs	63591	\$11.41
					63591 Total	\$34.24
CDW Government Inc	AE1FH2L	001 006 518 80 31 00	IT- Operating Supplies	Logitech MK650 Combo	63592	\$70.76
CDW Government Inc	AE1FH2L	001 007 558 50 31 01	PL-Operating Supplies	Logitech MK650 Combo	63592	\$70.76
CDW Government Inc	AE2X72S	510 006 594 18 64 00	Capital - Purch Computer Equip	Microsoft Surface Docks (2)	63592	\$437.66
CDW Government Inc	AE2X72S	510 006 594 18 64 00	Capital - Purch Computer Equip	Microsoft Surface Laptop	63592	\$3,971.95
					63592 Total	\$4,551.13
Central Welding Supply Co Inc	0002378731	001 010 576 80 31 00	PK-Operating Supplies	Methane	63593	\$79.19
Central Welding Supply Co Inc	0002378731	101 016 544 90 31 02	ST-Operating Cost	Methane	63593	\$79.19
Central Welding Supply Co Inc	0002378731	410 016 531 10 31 02	SW - Operating Costs	Methane	63593	\$79.18
					63593 Total	\$237.56
Chicago Title Company of Washington	500159767-1	306 000 594 75 60 00	Culture Facility Cap - Museum	Owners Policy - Museum	63594	\$384.65
					63594 Total	\$384.65
City of Everett	I25002550	410 016 531 10 41 01	SW - Professional Services	Laboratory Analysis	63595	\$34.20
					63595 Total	\$34.20
Connolly	060225 CONNOLLY	101 016 542 30 49 01	ST-Staff Development	NWPWI Meal PerDiem - Connolly	63596	\$144.00
Connolly	060225 CONNOLLY	101 016 542 30 49 01	ST-Staff Development	NWPWI Mileage PerDiem - Connolly	63596	\$135.52
					63596 Total	\$279.52
Department of Commerce	PWTF-181171	401 070 592 35 83 02	PWTF 2006 - Interest	PWTF Loan PW-06-962-020 Interest	63597	\$4,095.39
Department of Commerce	PWTF-181171	401 070 591 35 71 02	PWTF 2006 - Principal	PWTF Loan PW-06-962-020 Principal	63597	\$409,539.47
Department of Commerce	PWTF-330588	401 070 592 35 83 03	PWTF 2008 - Interest	PWTF Loan PC08-951-023 Interest	63597	\$21,121.41
Department of Commerce	PWTF-330588	401 070 591 35 71 03	PWTF 2008 - Principal	PWTF Loan PC08-951-023 Principal	63597	\$301,734.45
Department of Commerce	PWTF-98987	401 070 592 35 83 01	PWTF 2005 - Interest	PWTF Loan PW-05-691-PRE-137 Interest	63597	\$1,052.63
Department of Commerce	PWTF-98987	401 070 591 35 71 01	PWTF 2005 - Principal	PWTF Loan PW-05-691-PRE-137 Principal	63597	\$52,631.58
					63597 Total	\$790,174.93
Dept of Licensing	052425 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 05/18/25 - 05/24/25	63598	\$129.00
Dept of Licensing	053125 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 05/25/25 - 05/31/25	63598	\$180.00
					63598 Total	\$309.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Dobbs Heavy Duty Holdings LLC	026P71554	101 016 544 90 31 02	ST-Operating Cost	Switch-Clutch & Microphone Cobra High Gea	63599	\$162.28
Dobbs Heavy Duty Holdings LLC	026P71554	410 016 531 10 31 02	SW - Operating Costs	Switch-Clutch & Microphone Cobra High Gea	63599	\$162.28
					63599 Total	\$324.56
Electronic Business Machines	AR305547	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - 2YJ14491	63600	\$52.67
Electronic Business Machines	AR305547	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - 2YJ14491	63600	\$52.68
Electronic Business Machines	AR305547	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - 2YJ14491	63600	\$52.67
					63600 Total	\$158.02
Elite Securities Inc	41482	101 016 544 90 31 02	ST-Operating Cost	Entry Lever/Peak Cores/Cylinder Change	63601	\$455.10
					63601 Total	\$455.10
Ewing	062425 EWING	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC Conf Meal PerDiem - Ewing	63602	\$150.00
					63602 Total	\$150.00
Fastenal Company	MN019939274	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 05-2025	63603	\$5.46
Fastenal Company	MN019939274	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 05-2025	63603	\$5.47
Fastenal Company	MN019947079	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 06-2025	63603	\$5.46
Fastenal Company	MN019947079	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 06-2025	63603	\$5.47
Fastenal Company	WAARN178278	101 016 544 90 31 02	ST-Operating Cost	Glasses/Gloves/Earplugs/Cleaner	63603	\$31.50
Fastenal Company	WAARN178278	410 016 531 10 31 02	SW - Operating Costs	Glasses/Gloves/Earplugs/Cleaner	63603	\$31.50
Fastenal Company	WAARN178470	101 016 544 90 31 02	ST-Operating Cost	Glasses/Gloves/Earplugs/Cleaner/Car Freshener/KnockerLoose	63603	\$33.92
Fastenal Company	WAARN178470	410 016 531 10 31 02	SW - Operating Costs	Glasses/Gloves/Earplugs/Cleaner/Car Freshener/KnockerLoose	63603	\$33.93
					63603 Total	\$152.71
Feldman & Lee PS	05-2025 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 05-2025	63604	\$15,000.00
Feldman & Lee PS	2025 LKS-SSP-5	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Service OPD Program 05-2025	63604	\$900.00
Feldman & Lee PS	2025 LKS-SSP-5	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service OPD Program 05-2025	63604	\$600.00
Feldman & Lee PS	2025 LKS-SSP-5	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service Program 05-2025	63604	\$460.00
					63604 Total	\$16,960.00
Gailey	051125 GAILEY	001 001 513 10 49 01	Executive - Prof. Development	DC Fly In Flight Reimbursement - Gailey	63605	\$886.60
Gailey	062425 GAILEY	001 001 513 10 49 01	Executive - Prof. Development	AWC Conf Meal PerDiem - Gailey	63605	\$150.00
					63605 Total	\$1,036.60
GCP WW Holdco LLC	INV2010018554	410 016 531 10 31 00	SW - Clothing	Boots - Pesce	63606	\$168.14
GCP WW Holdco LLC	INV2010018560	410 016 531 10 31 00	SW - Clothing	Boots - C Jones	63606	\$138.46
					63606 Total	\$306.60
Genoveva	LUA2025-0067	001 000 342 40 00 00	Protective Inspections - Fire	LUA2025-0067 City Portion Correction	63607	(\$4.65)
Genoveva	LUA2025-0067	510 000 341 81 00 00	Technology Fee	LUA2025-0067 Refund Overpayment	63607	\$1.66
Genoveva	LUA2025-0067	633 000 389 30 00 08	Fire DistrictFees	LUA2025-0067 Refund Overpayment	63607	\$60.00
					63607 Total	\$57.01
Gordon Truck Centers Inc	PC302185112:01	410 016 531 10 31 02	SW - Operating Costs	Filters/Transynd 668 PW65	63608	\$498.68
					63608 Total	\$498.68
Grainger	9493897871	410 016 531 10 31 02	SW - Operating Costs	Graduated Cylinder	63609	\$84.05
					63609 Total	\$84.05
Granite Construction Supply	106488	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Striping Paint/Flag Bracket for Signs/Flags	63610	\$575.11
Granite Construction Supply	106489	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Marker Pads Quick Joint/White & Yellow Buttons	63610	\$714.35
Granite Construction Supply	106499	001 013 518 20 31 00	GG-Operating Costs	Signs - Parking for CH Customers	63610	\$54.95
Granite Construction Supply	106501	101 016 544 90 31 02	ST-Operating Cost	Traffic Cones	63610	\$1,754.00
Granite Construction Supply	106754	410 016 531 10 31 02	SW - Operating Costs	Signs - Right Lane Closed Ahead/Transition Left	63610	\$395.64
Granite Construction Supply	106755	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Sign - One Way	63610	\$39.56
Granite Construction Supply	106756	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Butly Pads	63610	\$45.83
Granite Construction Supply	106824	410 016 531 10 31 02	SW - Operating Costs	Signs Brush Cutter Ahead/Stands for Signs	63610	\$347.28
					63610 Total	\$3,926.72

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Greenshields Industrial Supply Inc	152159	410 016 531 10 31 02	SW - Operating Costs	Shovels/Round Sling	63611	\$222.40
Greenshields Industrial Supply Inc	152233	001 013 518 20 31 00	GG-Operating Costs	Hammer Drill Bit	63611	\$67.30
Greenshields Industrial Supply Inc	152233	005 000 518 20 30 00	RP - Operating Supplies	Hammer Drill Bit	63611	\$23.75
Greenshields Industrial Supply Inc	152233	101 016 544 90 31 02	ST-Operating Cost	Hammer Drill Bit	63611	\$4.95
Greenshields Industrial Supply Inc	152233	410 016 531 10 31 02	SW - Operating Costs	Hammer Drill Bit	63611	\$2.96
					63611 Total	\$321.36
Heidelberg Materials	6041922	410 016 531 10 41 03	SW - Disposal Fees	Street Sweep Dump	63612	\$884.21
					63612 Total	\$884.21
Herrera Environmental Consultants Inc	59108	410 016 531 10 41 04	SW - Salmonoid Basin Comp Plan	Plan for Salmonid Basins	63613	\$17,160.03
					63613 Total	\$17,160.03
Honey Bucket	0554870092	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Heights	63614	\$257.40
Honey Bucket	0554881029	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	63614	\$290.95
Honey Bucket	0554890586	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	63614	\$167.75
Honey Bucket	0554890587	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	63614	\$290.95
					63614 Total	\$1,007.05
Houghtaling	051725 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Breakfast Foods - PW Appreciation Week	63615	\$38.16
Houghtaling	051725 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Breakfast Foods - PW Appreciation Week	63615	\$38.17
Houghtaling	051825 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Fruit/Syrup/Butter/Milk/Cheese - PW Appreciation Week	63615	\$27.74
Houghtaling	051825 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Fruit/Syrup/Butter/Milk/Cheese - PW Appreciation Week	63615	\$27.73
Houghtaling	052025 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Coffee - PW Appreciation Week	63615	\$21.98
Houghtaling	052025 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Coffee - PW Appreciation Week	63615	\$21.98
Houghtaling	052025 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Donuts - PW Appreciation Week	63615	\$25.49
Houghtaling	052025 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Donuts - PW Appreciation Week	63615	\$25.49
Houghtaling	052225 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Pizza - PW Appreciation Week	63615	\$187.16
Houghtaling	052225 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Pizza - PW Appreciation Week	63615	\$187.17
Houghtaling	052225 NATASHA	101 016 544 90 31 02	ST-Operating Cost	Soda/Water - PW Appreciation Week	63615	\$21.29
Houghtaling	052225 NATASHA	410 016 531 10 31 02	SW - Operating Costs	Soda/Water - PW Appreciation Week	63615	\$21.29
					63615 Total	\$643.65
ICONIX Waterworks US Inc	U23516014766	410 016 531 10 31 02	SW - Operating Costs	Jet Set Complete Repair Concrete Patch Bags/Shovels	63616	\$1,728.55
					63616 Total	\$1,728.55
Industrial Bolt and Supply Inc	874645-2	101 016 544 90 31 02	ST-Operating Cost	Batt Term Copper/Door Trim Panels	63617	\$16.47
Industrial Bolt and Supply Inc	874645-2	410 016 531 10 31 02	SW - Operating Costs	Batt Term Copper/Door Trim Panels	63617	\$16.46
Industrial Bolt and Supply Inc	875861-1	101 016 544 90 31 02	ST-Operating Cost	Shrink Wrap/Rockers Panel/Elbow Conn/Drills/Grease Cartridges	63617	\$202.06
Industrial Bolt and Supply Inc	875861-1	410 016 531 10 31 02	SW - Operating Costs	Shrink Wrap/Rockers Panel/Elbow Conn/Drills/Grease Cartridges	63617	\$202.06
					63617 Total	\$437.05
Jolly Family Corporation	471--138670	005 000 518 20 30 00	RP - Operating Supplies	Lexan Panels for 1819 S Lake	63618	\$775.65
					63618 Total	\$775.65
Keller Supply Company	S024126321.001	001 010 576 80 31 05	PK-R&M Supplies	High Flow Diaphragm Repair Supplies for NC Restroom	63619	\$127.94
					63619 Total	\$127.94
Kimley Horn and Associates Inc	31548748	304 016 595 30 60 06	R2- 20th & Main (Rd Impvmnts)	Main St RAB	63620	\$13,022.49
					63620 Total	\$13,022.49
Lake Stevens Chamber of Commerce	04-2025 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 04-2025	63621	\$1,500.00
Lake Stevens Chamber of Commerce	05-2025 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 05-2025	63621	\$1,500.00
Lake Stevens Chamber of Commerce	06-2025 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 06-2025	63621	\$1,500.00
					63621 Total	\$4,500.00
Lake Stevens Sewer District	LUA2025-0013	003 000 345 81 00 00	Zoning-Subdivision Fees	LUA2025-0013 Refund Application Cancelled	63622	\$5,600.00
Lake Stevens Sewer District	LUA2025-0013	510 000 341 81 00 00	Technology Fee	LUA2025-0013 Refund Application Cancelled	63622	\$168.00
Lake Stevens Sewer District	LUA2025-0013	633 000 389 30 00 08	Fire DistrictFees	LUA2025-0013 Refund Application Cancelled	63622	\$406.00
					63622 Total	\$6,174.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Lakeside Industries Inc	316557	101 016 542 70 31 00	ST-Roadside - Supply	Pot Hole Mix	63623	\$1,146.56
					63623 Total	\$1,146.56
Lemay Mobile Shredding Inc	4890164S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	63624	\$28.18
					63624 Total	\$28.18
Lewandowski	052125 JACLYN	001 010 576 80 31 00	PK-Operating Supplies	Ice Cream for Heat & Smoke Training Reimbursement	63625	\$19.51
Lewandowski	052125 JACLYN	101 016 544 90 31 01	ST-Office Supplies	Ice Cream for Heat & Smoke Training Reimbursement	63625	\$19.51
Lewandowski	052125 JACLYN	410 016 531 10 31 01	SW - Office Supplies	Ice Cream for Heat & Smoke Training Reimbursement	63625	\$19.51
Lewandowski	052125 JACLYN	001 010 576 80 31 00	PK-Operating Supplies	UPS Product Return Mileage Reimbursement	63625	\$12.04
					63625 Total	\$70.57
Lowes Companies	975858	101 016 542 30 48 00	ST-Repair & Maintenance	Concrete Stain/Tray Liner - Graffiti Supplies	63626	\$177.36
					63626 Total	\$177.36
McDaniels Do It Center	1162	410 016 531 10 35 00	SW - Small Tools	Chainsaw Chains	63627	\$88.50
McDaniels Do It Center	1208	410 016 531 10 35 00	SW - Small Tools	Stilh Trimmer	63627	\$1,412.12
					63627 Total	\$1,500.62
McLoughlin & Eardley Group Inc	0283264	520 008 594 21 63 00	Vehicles - Capital Equip	Stud Mount Microns Red & Blue	63628	\$209.42
McLoughlin & Eardley Group Inc	0283474	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Equipment PT-24-05	63628	\$1,811.05
					63628 Total	\$2,020.47
McNabb	060225 MCNABB	101 016 542 30 49 01	ST-Staff Development	NWPWI Training Meal PerDiem - McNabb	63629	\$144.00
					63629 Total	\$144.00
Millerstoulttime	05272596748	101 016 544 90 31 02	ST-Operating Cost	Blow Gun Kit/Typhoon w/Extension & Blow Gun	63630	\$112.85
Millerstoulttime	05272596748	410 016 531 10 31 02	SW - Operating Costs	Blow Gun Kit/Typhoon w/Extension & Blow Gun	63630	\$112.85
Millerstoulttime	06032597046	101 016 544 90 31 02	ST-Operating Cost	Flush Cutter	63630	\$37.71
Millerstoulttime	06032597046	410 016 531 10 31 02	SW - Operating Costs	Flush Cutter	63630	\$37.71
					63630 Total	\$301.12
MJ Neal Associates Architects PLLC	04-2025 MUSEUM	306 000 594 75 60 00	Culture Facility Cap - Museum	LS Museum Design	63631	\$57,000.00
					63631 Total	\$57,000.00
NRPA Annual Conference Registration	052025-172001-170887	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Registration - Meis	63632	\$745.00
					63632 Total	\$745.00
O Reilly Auto Parts	2960-126832	410 016 531 10 31 02	SW - Operating Costs	Fuel & Oil Filters PW76	63633	\$83.79
O Reilly Auto Parts	2960-131148	101 016 544 90 31 02	ST-Operating Cost	Fuel/Oil/Coolant Filters Generator	63633	\$86.71
O Reilly Auto Parts	2960-131148	410 016 531 10 31 02	SW - Operating Costs	Fuel/Oil/Coolant Filters Generator	63633	\$86.72
O Reilly Auto Parts	2960-132529	001 013 518 20 31 00	GG-Operating Costs	Oil Filter/Motor Oil PW97	63633	\$60.93
O Reilly Auto Parts	2960-133319	001 013 518 20 31 00	GG-Operating Costs	Oil Filter PW98 HR Vehicle	63633	\$5.78
O Reilly Auto Parts	2960-134638	410 016 531 10 31 02	SW - Operating Costs	Splitter PW94 Mower	63633	\$8.73
O Reilly Auto Parts	2960-136365	101 016 544 90 31 02	ST-Operating Cost	Minuteweld	63633	\$11.74
O Reilly Auto Parts	2960-136365	410 016 531 10 31 02	SW - Operating Costs	Minuteweld	63633	\$11.74
					63633 Total	\$356.14
Occupational Health Centers of Washington PS	86877065	001 007 559 30 41 00	PB - Services	Employee Hearing Test	63634	\$85.00
Occupational Health Centers of Washington PS	86877065	101 016 542 30 41 02	ST-Professional Service	Employee Hearing Test	63634	\$42.50
Occupational Health Centers of Washington PS	86877065	410 016 531 10 41 01	SW - Professional Services	Employee Hearing Test	63634	\$212.50
					63634 Total	\$340.00
Office of the State Treasurer	05-2025 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Remittance 05-2025	63635	\$164.00
Office of the State Treasurer	05-2025 STATE	633 000 586 00 00 01	State Court Remit	State Court Remittance 05-2025	63635	\$12,309.01
					63635 Total	\$12,473.01

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ogden Murphy Wallace PLLC	909403	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 04-2025	63636	\$25,376.10
Ogden Murphy Wallace PLLC	909403	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 04-2025 PRR	63636	\$1,145.80
Ogden Murphy Wallace PLLC	909403	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 04-2025 PSE Franchise	63636	\$160.00
Ogden Murphy Wallace PLLC	909403	001 011 515 41 41 04	Ext Attorney - Sewer	Legal Services 04-2025 Sewer	63636	\$505.50
Ogden Murphy Wallace PLLC	909403	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 04-2025 Sewer	63636	\$32,775.42
					63636 Total	\$59,962.82
Owen Equipment Company	00118140	410 016 531 10 31 02	SW - Operating Costs	Omnex HI-VIS SH - Sweeper PW65 Credit	63637	(\$187.88)
Owen Equipment Company	00118855	410 016 531 10 48 00	SW - Repairs & Maintenance	Sweeper Repair Services	63637	\$3,839.05
Owen Equipment Company	00118973	410 016 531 10 31 02	SW - Operating Costs	6"x72" Catch/Tube PW77	63637	\$437.51
Owen Equipment Company	00118973	410 016 531 10 31 02	SW - Operating Costs	6"x72" Catch/Tube PW77 Refund	63637	(\$437.51)
Owen Equipment Company	00119079	410 016 531 10 31 02	SW - Operating Costs	Spring Keeper/Die Spring PW77	63637	\$175.03
					63637 Total	\$3,826.20
Pesce	052125 PESCE	410 016 531 10 49 01	SW - Staff Development	WA Muni Conf Hotel Reimbursement - Pesce	63638	\$178.18
Pesce	052125 PESCE	410 016 531 10 49 01	SW - Staff Development	WA Muni Conf Meal PerDiem - Pesce	63638	\$72.00
					63638 Total	\$250.18
Petrocard Inc	0553103-IN	001 007 559 30 32 00	PB-Fuel	Fuel	63639	\$97.50
Petrocard Inc	0553103-IN	001 008 521 20 32 00	LE-Fuel	Fuel	63639	\$113.25
Petrocard Inc	0553103-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	63639	\$585.65
Petrocard Inc	0553103-IN	101 016 542 30 32 00	ST-Fuel	Fuel	63639	\$691.46
Petrocard Inc	0553103-IN	410 016 531 10 32 00	SW - Fuel	Fuel	63639	\$2,294.21
					63639 Total	\$3,782.07
Pitney Bowes Bank Inc	05-2025 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	63640	\$61.39
Pitney Bowes Bank Inc	05-2025 POSTAGE	001 010 576 80 42 00	PK-Communication	Postage	63640	\$10.95
Pitney Bowes Bank Inc	05-2025 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	63640	\$86.16
Pitney Bowes Bank Inc	05-2025 POSTAGE	101 016 543 30 42 00	ST-Communications	Postage	63640	\$20.75
Pitney Bowes Bank Inc	05-2025 POSTAGE	410 016 531 10 42 00	SW - Communications	Postage	63640	\$20.75
					63640 Total	\$200.00
PODS Enterprises LLC	PODS009419887	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	63641	\$179.25
PODS Enterprises LLC	PODS009425402	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	63641	\$179.25
					63641 Total	\$358.50
Quadient Finance USA Inc	05-2025 POSTAGE	001 008 521 20 42 00	LE-Communication	PD Postage	63642	\$300.00
					63642 Total	\$300.00
Rexel USA Inc	6G36278	001 013 518 20 31 00	GG-Operating Costs	Conduit/Cable Ties - Gen Facilities	63643	\$70.98
Rexel USA Inc	6G36278	005 000 518 20 30 00	RP - Operating Supplies	Conduit/Cable Ties - Gen Facilities	63643	\$25.05
Rexel USA Inc	6G36278	101 016 544 90 31 02	ST-Operating Cost	Conduit/Cable Ties - Gen Facilities	63643	\$5.22
Rexel USA Inc	6G36278	410 016 531 10 31 02	SW - Operating Costs	Conduit/Cable Ties - Gen Facilities	63643	\$3.13
Rexel USA Inc	6G36846	001 013 518 20 31 00	GG-Operating Costs	Conduit/Cable Ties - Gen Facilities	63643	\$8.21
Rexel USA Inc	6G36846	005 000 518 20 30 00	RP - Operating Supplies	Conduit/Cable Ties - Gen Facilities	63643	\$2.89
Rexel USA Inc	6G36846	101 016 544 90 31 02	ST-Operating Cost	Conduit/Cable Ties - Gen Facilities	63643	\$0.62
Rexel USA Inc	6G36846	410 016 531 10 31 02	SW - Operating Costs	Conduit/Cable Ties - Gen Facilities	63643	\$0.36
Rexel USA Inc	6G76027	001 013 518 20 31 00	GG-Operating Costs	Copper Rods/Ground Rod Drivers/Filler Plate - Gen Facilities	63643	\$306.42
Rexel USA Inc	6G76027	005 000 518 20 30 00	RP - Operating Supplies	Copper Rods/Ground Rod Drivers/Filler Plate - Gen Facilities	63643	\$108.14
Rexel USA Inc	6G76027	101 016 544 90 31 02	ST-Operating Cost	Copper Rods/Ground Rod Drivers/Filler Plate - Gen Facilities	63643	\$22.55
Rexel USA Inc	6G76027	410 016 531 10 31 02	SW - Operating Costs	Copper Rods/Ground Rod Drivers/Filler Plate - Gen Facilities	63643	\$13.51
Rexel USA Inc	6H18660	001 013 518 20 31 00	GG-Operating Costs	Electrical Tape - Gen Facilities	63643	\$30.18
Rexel USA Inc	6H18660	005 000 518 20 30 00	RP - Operating Supplies	Electrical Tape - Gen Facilities	63643	\$10.65
Rexel USA Inc	6H18660	101 016 544 90 31 02	ST-Operating Cost	Electrical Tape - Gen Facilities	63643	\$2.22
Rexel USA Inc	6H18660	410 016 531 10 31 02	SW - Operating Costs	Electrical Tape - Gen Facilities	63643	\$1.33

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Rexel USA Inc	6H23037	005 000 518 20 30 00	RP - Operating Supplies	5W CFL Retrofit LED Lamps	63643	\$395.61
Rexel USA Inc	6H23037	101 016 544 90 31 02	ST-Operating Cost	LED Lighting	63643	\$185.78
Rexel USA Inc	6H54535	005 000 518 20 30 00	RP - Operating Supplies	4' Linkable LED Strip Fixture	63643	\$193.03
Rexel USA Inc	6H67127	001 008 521 50 30 00	LE-Facilities Supplies	Emergency Elevator LED Lights for PD	63643	\$176.19
					63643 Total	\$1,562.07
Snohomish County Public Works	I000672204	101 016 542 63 47 00	ST-Lighting - Utilities	Traffic Signal Maint 03-2025	63644	\$1,523.50
					63644 Total	\$1,523.50
Snohomish County PUD	100841384	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	63645	\$10.81
Snohomish County PUD	100841384	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	63645	\$1,194.93
Snohomish County PUD	100841384	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	63645	\$241.23
Snohomish County PUD	116309969	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	63645	\$641.71
Snohomish County PUD	119613150	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	63645	\$63.43
Snohomish County PUD	122910250	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	63645	\$152.08
Snohomish County PUD	122915386	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	63645	\$141.87
Snohomish County PUD	122915386	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	63645	\$103.92
Snohomish County PUD	129504044	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	63645	\$83.02
Snohomish County PUD	139333258	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	63645	\$360.85
Snohomish County PUD	139333258	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	63645	\$360.85
Snohomish County PUD	139333258	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	63645	\$360.85
Snohomish County PUD	139335262	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	63645	\$92.75
Snohomish County PUD	142674387	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	63645	\$68.23
Snohomish County PUD	146033110	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	63645	\$81.15
Snohomish County PUD	146037818	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	63645	\$29.58
Snohomish County PUD	149332529	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	63645	\$68.23
Snohomish County PUD	152646080	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	63645	\$213.21
Snohomish County PUD	162258384	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	63645	\$123.76
Snohomish County PUD	165449830	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	63645	\$88.77
Snohomish County PUD	165453270	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	63645	\$53.08
Snohomish County PUD	168573444	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	63645	\$103.80
Snohomish County PUD	168573444	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	63645	\$103.77
Snohomish County PUD	168573444	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	63645	\$103.77
					63645 Total	\$4,845.65
Snohomish County SWM	I000672012	410 016 531 20 41 00	SW - SnoCo Lake Management	Q1 2025 Surface Water Mgmt Services	63646	\$1,581.86
					63646 Total	\$1,581.86
Snohomish County Treasurer	05-2025 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 05-2025	63647	\$163.64
					63647 Total	\$163.64
Sound Publishing Inc	EDH1013759	001 013 518 30 41 01	GG-Advertising	CC Special Meeting 05/20/25	63648	\$39.68
Sound Publishing Inc	EDH1013831	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0046 Chapman Dock Replacement	63648	\$68.80
					63648 Total	\$108.48
Sound Safety Products Co Inc	672349/1	410 016 531 10 31 00	SW - Clothing	PW Uniform Supplies - D Moos	63649	\$919.65
Sound Safety Products Co Inc	678009/1	101 016 542 90 31 01	ST-Clothing	Uniform Pants - Bailey	63649	\$82.41
					63649 Total	\$1,002.06
Sound Security Inc	6400376	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	63650	\$19.51
Sound Security Inc	6400376	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	63650	\$700.60
Sound Security Inc	6400376	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	63650	\$734.78
Sound Security Inc	6400376	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	63650	\$343.61
Sound Security Inc	6400376	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	63650	\$343.61
Sound Security Inc	6400376	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	63650	\$343.61
Sound Security Inc	6400376	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	63650	\$142.09

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Security Inc	6400377	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 1825 S Lake 06-2025	63650	\$1,372.88
Sound Security Inc	6400378	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 10518 18th St 06-2025	63650	\$111.12
Sound Security Inc	6525345	001 013 518 20 31 00	GG-Operating Costs	Standard Thin Prox Cards	63650	\$180.35
					63650 Total	\$4,292.16
Sprague Pest Solutions	5808746	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	63651	\$115.73
Sprague Pest Solutions	5808747	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	63651	\$102.50
Sprague Pest Solutions	5808747	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	63651	\$102.49
Sprague Pest Solutions	5808748	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	63651	\$152.09
Sprague Pest Solutions	5808786	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	63651	\$105.20
Sprague Pest Solutions	5808787	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	63651	\$105.20
					63651 Total	\$683.21
Sunnyside Nursery Inc	H-101991	001 010 576 80 31 00	PK-Operating Supplies	Mill Flower Baskets	63652	\$511.99
					63652 Total	\$511.99
Transpo Group USA Inc	34990	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	63653	\$4,933.50
					63653 Total	\$4,933.50
TransUnion Risk and Alternative Data Solutions Inc	4016011-202505-1	001 008 521 20 41 01	LE-Professional Serv-Fixed	TILO - Information Gathering Services	63654	\$81.98
					63654 Total	\$81.98
Trevor Justin Government Relations	31	001 013 511 70 40 00	Lobbying Services	Lobbying Services 05-2025	63655	\$5,000.00
					63655 Total	\$5,000.00
ULINE	190932550	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies - Gen Facilities	63656	\$359.11
ULINE	190932550	005 000 518 20 30 00	RP - Operating Supplies	Janitorial Supplies - Gen Facilities	63656	\$126.74
ULINE	190932550	101 016 544 90 31 02	ST-Operating Cost	Janitorial Supplies - Gen Facilities	63656	\$15.84
ULINE	190932550	410 016 531 10 31 02	SW - Operating Costs	Oil Spill Supplies/Janitorial Supplies/Storage Cabinet/Shelving	63656	\$7,136.58
ULINE	192117287	001 013 518 20 31 00	GG-Operating Costs	Round Posts - CH	63656	\$434.34
ULINE	192668642	101 016 544 90 31 02	ST-Operating Cost	Hard Hats	63656	\$172.21
ULINE	192668642	410 016 531 10 31 02	SW - Operating Costs	Hard Hats	63656	\$172.22
ULINE	192676307	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Adhesive Butyl Pads	63656	\$193.92
ULINE	192809626	001 013 518 20 31 00	GG-Operating Costs	Waste Cart/Mobile EyeWash/Janitorial Supplies	63656	\$1,955.81
ULINE	192809626	101 016 544 90 31 02	ST-Operating Cost	Waste Cart/Mobile EyeWash/Janitorial Supplies	63656	\$106.30
ULINE	192809626	410 016 531 10 31 02	SW - Operating Costs	Waste Cart/Mobile EyeWash/Janitorial Supplies	63656	\$63.78
ULINE	192848382	120 016 595 61 60 04	TBP04: 117th NE - 20th to26th	Water Wall Barriers	63656	\$1,148.55
					63656 Total	\$11,885.40
United Rentals North America Inc	246994371-001	101 016 542 30 45 00	ST-Rentals-Leases	Boom Rental	63657	\$4,203.45
United Rentals North America Inc	247235948-001	101 016 542 30 45 00	ST-Rentals-Leases	Scissor Lift Rental	63657	\$1,043.83
					63657 Total	\$5,247.28
UpCodes Inc	19438/3	510 006 518 80 49 39	LR - Misc Renewals	Enterprise Pro Subscription 05/24/25 - 05/24/26	63658	\$2,832.00
					63658 Total	\$2,832.00
UPS	0000074Y42215	001 008 521 20 42 00	LE-Communication	Evidence Shipping	63659	\$57.65
UPS	0000074Y42225	001 008 521 20 42 00	LE-Communication	Evidence Shipping	63659	\$43.46
					63659 Total	\$101.11
VanOstrand	052725 VANOSTRAND	101 016 542 30 49 01	ST-Staff Development	NWPWI Training Mileage PerDiem - VanOstrand	63660	\$126.70
					63660 Total	\$126.70
Verizon Wireless	6114244376	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	63661	\$3,194.78
					63661 Total	\$3,194.78
Waltz	052125 WALTZ	410 016 531 10 49 01	SW - Staff Development	WA Muni Conf Hotel Reimbursement - Waltz	63662	\$178.18
Waltz	052125 WALTZ	410 016 531 10 49 01	SW - Staff Development	WA Muni Conf Meal PerDiem - Waltz	63662	\$72.00
Waltz	052125 WALTZ	410 016 531 10 49 01	SW - Staff Development	WA Muni Conf Parking Reimbursement - Waltz	63662	\$18.00
					63662 Total	\$268.18

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Washington Alarm Inc	653620	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10515 20th St SE 06-2025	63663	\$49.19
Washington Alarm Inc	653621	005 000 518 20 40 02	Rental Property Services	Elevator Monitoring 10515 20th St SE 06-2025	63663	\$27.33
Washington Alarm Inc	653622	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10519 20th St SE 06-2025	63663	\$49.19
					63663 Total	\$125.71
Washington State Department of Ecology	25-RS-WAR045523-1	410 016 531 10 41 08	SW - DOE Annual Permit/Monitor	FY 2025 Effective Studies and Source ID	63664	\$15,059.00
Washington State Department of Ecology	25-RS-WAR045523-1	410 016 531 10 41 08	SW - DOE Annual Permit/Monitor	FY 2025 Puget Sound Status and Trends	63664	\$10,175.00
					63664 Total	\$25,234.00
Washington State Patrol	I2506463	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	63665	\$285.00
					63665 Total	\$285.00
West Coast Code Consultants Inc	2025-613-APR	001 007 558 50 41 04	Permit Related Professional Sr	Building Inspection Services 04-2025	63666	\$2,775.50
					63666 Total	\$2,775.50
WEX Bank	104918945	001 008 521 20 32 00	LE-Fuel	Fuel	63667	\$7,652.59
WEX Bank	104918945	001 008 521 21 32 00	LE-Boating-Fuel	Fuel	63667	\$172.26
WEX Bank	104918945	001 010 576 80 32 00	PK-Fuel Costs	Fuel	63667	\$60.73
WEX Bank	104918945	101 016 542 30 32 00	ST-Fuel	Fuel	63667	\$48.57
WEX Bank	104918945	410 016 531 10 32 00	SW - Fuel	Fuel	63667	\$48.57
					63667 Total	\$7,982.72
Woldridge	051425 TONYA	001 010 576 80 49 01	PK-Staff Development	WRPA Conf Meal PerDiem - Woldridge	63668	\$39.00
					63668 Total	\$39.00
WZK Properties LLC	052325 WZK	304 016 594 31 60 00	131st Ave NE Sewer Extension	ROW Purchase for 131st Project	63669	\$25,460.00
					63669 Total	\$25,460.00
Zachor Stock & Krepps Inc PS	25-LKS-0005	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services Rendered - May 2025	63670	\$16,572.32
					63670 Total	\$16,572.32
Ziply Fiber	05-2025 ZIPLY	005 000 518 20 40 01	Rental Property Utilities	Telephone Services 10515 20th St	63671	\$68.41
Ziply Fiber	05-2025 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	63671	\$106.87
Ziply Fiber	05-2025 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	63671	\$83.02
					63671 Total	\$258.30
Zoom Communications Inc	NV308039906	001 013 518 20 41 00	GG-Professional Service	Zoom Cloud Recording 30 GB - Overage Fee	63672	\$25.50
					63672 Total	\$25.50

CITY COUNCIL STAFF REPORT



Agenda Date: 6/10/2025

Subject: Grant Agreement for Lake Stevens Outlet Restoration

Contact Person/Department: Shannon Farrant, Public Works

Budget Impact: \$500,000 grant award with a 20% match requirement for a total agreement amount of \$625,000. This is included in the 2025 adopted budget.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Pass a motion to authorize the Mayor to accept the terms of the agreement to access \$500,000 in grant funds for the Lake Stevens Outlet Restoration Project.

SUMMARY/BACKGROUND:

In the 2023 Consolidated Appropriations Act, \$500,000 was identified for Lake Stevens by Representative Del Bene's office for the Lake Stevens Outlet Restoration project. These funds are distributed through the EPA. The Lake Stevens Outlet Restoration project includes realigning the Lower Stevens Creek (Outlet Channel) along Hartford Drive to its historic flow path, constructing a new crossing on Hartford Drive, and replacing the Catherine Creek/Hartford Drive crossing. The scope of the work associated with these funds will include 60% design for the Lake Stevens Outlet Restoration project, hydrologic modeling, public outreach and environmental permitting for construction.

On October 15, 2024 at a City Council Workshop, staff provided an update to the overall Lake Stevens Outlet Channel project. Up until that time, replacement of the weir structure was prioritized and a design for a new weir was in progress. In the design phase, the project was placed on hold until determination for legal authority to regulate the lake level, under the permitting of a new weir, could be made. With the current weir structure, the City regulates the lake level under the perceived authority of a drainage district once Drainage Improvement District 8 was dissolved and the City inherited the

assets and responsibilities of the District. At the city council workshop, staff proposed to pivot the focus from the weir replacement to the lower reach of the Outlet Channel (the historic stream channel of Lower Stevens Creek). This section of the project was prioritized to alleviate flooding on Hartford Drive, reconnect the Outlet Channel to its floodplain north of Hartford Drive and improve ecosystem habitat, and remove a known fish barrier at the Catherine Creek crossing on Hartford Drive. The figure attached to the staff report summarizes all the projects identified as part of the overall Lake Stevens Outlet Channel restoration project. The figure includes alternative options, such as realigning the entire channel with the historic flow path, that will be evaluated at a later time. The funding agreement for this project will focus on the Hartford Reach (between Fire Station 81 and Catherine Creek). This reach is show in purple on the attached project area figure.

Preliminary designs for the projects identified in this scope of work have been completed. The work proposed under this grant will gather additional site information, update the hydraulic model, initiate NEPA, conduct public outreach, and expand on the preliminary designs to 60% design plans, specifications, and estimates to apply for environmental permits for construction. Once the agreement is accepted by the City Council, staff will solicit request for qualifications (RFQs) from consultants to perform this work.

This agreement does not require a signature of approval to be executed. The agreement was initiated on June 1, 2025 and the City has 21 days (Effectively June 20, 2025) to file a notice of disagreement to reject or amend the agreement.

APPLICABLE CITY POLICIES:

302 Comprehensive Procurement Policy

ATTACHMENTS:

1. EPA Community Grant Agreement
2. Project Area

	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	GRANT NUMBER (FAIN): 03J03601 MODIFICATION NUMBER: 0 PROGRAM CODE: CG	DATE OF AWARD 05/23/2025
		TYPE OF ACTION New	MAILING DATE 05/29/2025
		PAYMENT METHOD: Reimbursement	ACH#
		RECIPIENT TYPE: Municipal	
RECIPIENT: City of Lake Stevens PO Box 257 LAKE STEVENS, WA 98258-0257 EIN: 91-6018875		Send Payment Request to: rtpfc-grants@epa.gov	
PROJECT MANAGER Olin Anderson 1812 Main Street Lake Stevens, WA 98258-0257 Email: oanderson@lakestevenswa.gov Phone: 360-618-9077		EPA PROJECT OFFICER Megan Browning 805 SW Broadway Suite 500 Portland, OR 97205-3339 Email: Browning.Megan@epa.gov Phone: 503-326-2715	EPA GRANT SPECIALIST Lacey Davidson 1200 6th Ave., Suite 155 Seattle, WA 98101-3144 Email: davidson.lacey@epa.gov Phone: 206-553-0758
PROJECT TITLE AND DESCRIPTION Lake Stevens Outlet Restoration This agreement provides funding to the City of Lake Stevens, Washington to implement its Lake Stevens Outlet Restoration project as directed in the 2023 Consolidated Appropriations Act. The activities to be performed include the execution of preliminary design for the future implementation of a storm water restoration project. Workplan activities consist of engineering plans to 60% design and various planning activities (hydrologic modeling and environmental and cultural resource surveys). The anticipated deliverables include 60% design for the Lake Stevens Outlet Restoration project, a hydrological model, and environmental and cultural resource studies of the project area. The expected outcomes include improved water quality and habitat, and a reduction in flooding conditions in the City of Lake Stevens.. The intended beneficiaries include the residents of Lake Stevens, Washington and the greater environment. No subawards are included in this assistance agreement.			
BUDGET PERIOD 06/01/2025 - 06/30/2027	PROJECT PERIOD 06/01/2025 - 06/30/2027	TOTAL BUDGET PERIOD COST \$ 625,000.00	TOTAL PROJECT PERIOD COST \$ 625,000.00
NOTICE OF AWARD Based on your Application dated 04/03/2025 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$ 500,000.00. EPA agrees to cost-share 80.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$ 500,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS U.S. EPA, Region 10, EPA Region 10 Mail Code: 14-D12, 1200 Sixth Avenue, Suite 155 Seattle, WA 98101		ORGANIZATION / ADDRESS U.S. EPA, Region 10, Mission Support R10 - Region 10 1200 Sixth Ave, Suite 155 Seattle, WA 98101-3144	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY			
Digital signature applied by EPA Award Official Andrea Manion - Grants Management Officer			DATE 05/23/2025

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 0	\$ 500,000	\$ 500,000
EPA In-Kind Amount	\$ 0	\$ 0	\$ 0
Unexpended Prior Year Balance	\$ 0	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0	\$ 0
Recipient Contribution	\$ 0	\$ 125,000	\$ 125,000
State Contribution	\$ 0	\$ 0	\$ 0
Local Contribution	\$ 0	\$ 0	\$ 0
Other Contribution	\$ 0	\$ 0	\$ 0
Allowable Project Cost	\$ 0	\$ 625,000	\$ 625,000

Assistance Program	Statutory Authority	Regulatory Authority
66.202 - Congressionally Mandated Projects	2023 Consolidated Appropriations Act (PL 117-328)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2510MCD038	24	E5C	1023CZQ	000B80	4192	-	-	\$ 500,000
									\$ 500,000

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$ 0
2. Fringe Benefits	\$ 0
3. Travel	\$ 0
4. Equipment	\$ 0
5. Supplies	\$ 0
6. Contractual	\$ 625,000
7. Construction	\$ 0
8. Other	\$ 0
9. Total Direct Charges	\$ 625,000
10. Indirect Costs: 0.00 % Base	\$ 0
11. Total (Share: Recipient <u>20.00</u> % Federal <u>80.00</u> %)	\$ 625,000
12. Total Approved Assistance Amount	\$ 500,000
13. Program Income	\$ 0
14. Total EPA Amount Awarded This Action	\$ 500,000
15. Total EPA Amount Awarded To Date	\$ 500,000

Administrative Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: https://www.epa.gov/system/files/documents/2024-10/fy_2025_epa_general_terms_and_conditions_effective_october_1_2024_or_later.pdf

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): rtpfc-grants@epa.gov
- MBE/WBE reports (EPA Form 5700-52A): R10grants@epa.gov
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: R10grants@epa.gov
- Requests for Extensions of the Budget and Project Period, Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables, Amendment Requests, Requests for other Prior Approvals: browning.megan@epa.gov
- Administrative questions and issues: davidson.lacey@epa.gov

B. PRIOR APPROVAL OF PAYMENTS FOR EPA COMMUNITY GRANTS (UPDATED 6/13/23)

Payment Requests are to be completed on Standard Form 270, "Request for Advance or Reimbursement" and submitted to the EPA Grants Office with a copy to the EPA Project Officer. This form and instructions for completing it can be found at <https://www.epa.gov/grants/epa-grantee-forms>. The requests will report cumulative expenditures both (federal and non-federal) incurred under the grant. EPA will approve payments for allowable expenditures at the ratio shown in the latest Agreement.

Under this payment mechanism, the recipient submits for EPA approval the Standard Form 270 along with supporting cost documentation via email to r10communitygrants@epa.gov, the EPA Project Officer and the EPA Grants Management Specialist listed on this award document. Attachments must be submitted in pdf or other acceptable software format (e.g., DocuSign) and the Standard Form 270 must be electronically or digitally signed by your organization's authorized representative or their designee in accordance with EPA's Recipient/Applicant Information Notice (RAIN), [Establishment of Standards for Submission of Administrative and Financial Assistance Agreement Forms/Documents with Electronic or Digital Signatures by Email](#). Documentation to support costs claimed for reimbursement include copies of bills (vouchers, invoices, etc.), along with a description of services rendered, time spent, and charges. The table below provides examples of acceptable documentation. Also, as a reminder, please refer to the Grant-Specific Programmatic Terms and Conditions of this award for additional information regarding procurement documentation submission requirements.

After review and written notification of EPA's approval, the recipient will request funds via the U.S. Treasury's Automated Standard Application for Payment (ASAP) system for **80%** of the total allowable expenditures shown on the Standard Form 270 (i.e., the Federal share) for the period covered by the request. EPA may pay 100% of the allowable expenditures reported for the period of the request for grants for which the cost share requirement has been waived by EPA. Payment for costs approved by EPA and authorized for drawdown by the recipient via the ASAP System will be credited to the recipient's designated financial institution (See Financial Information in the [EPA General Terms and Conditions](#) applicable to this award).

Any questioned or disallowed costs will be detailed in writing by EPA's Grants Management Officer.

SUPPORTING DOCUMENTATION BY BUDGET CATEGORY	
BUDGET CATEGORY	ACCEPTABLE DOCUMENTATION
1. PERSONNEL (for both EPA-funded and non-EPA funded employees whose services will count towards the recipient's cost share) Records must: • meet the requirements in 2 CFR 200.430(i) for producing accurate information regarding actual hours an employee worked performing the EPA agreement. • reflect 100% of actual hours worked daily and the projects, programs or activities worked, not estimated amounts or percentages. They must also reflect non-working hours used during the pay period. • be certified by an appropriate recipient manager indicating that the hours shown as worked in support of the EPA assistance agreement were actually spent on activities approved and eligible under the agreement for which the costs are claimed. • contain names of employees charging time to the agreement, with explicit indication of number of hours charged, the hourly rate, and the total amount thereof charged.	
1a. Working Hours	• Copies of time sheets or equivalent records
1b. Non-Working Hours (e.g., sick leave, annual leave, holiday pay, etc.) being charged to the agreement if not covered by a leave rate or included in fringe benefits.	• A schedule or report showing the non-working hour cost calculations and amounts claimed, including the applicable accruals and distribution methodologies for the periods used in the calculations.
2. FRINGE BENEFITS – if applicable, approved fringe rate or actual costs per employee.	• A schedule or report showing the fringe benefit cost calculations per employee, per pay period being claimed for payment and charged to the assistance agreement. Individual items included in approved fringe benefit rates must be identified.
3. INDIRECT COSTS – either an approved indirect cost rate agreement covering the period for the indirect costs being claimed, or otherwise approved to use the 10% de minimis rate. See the General Terms and Conditions for additional information.	• A schedule or report showing the indirect costs calculations and amounts claimed and charged to the assistance agreement, including the applicable rates and cost basis for the periods used in the calculations.
4. TRAVEL	• listing of trips taken, trip dates, location, purpose, and actual costs incurred. • copy of signed and dated authorization documents for each trip. • written certification by employee's supervisor or other authorized official that the trip took place. • copy of signed and dated travel vouchers showing actual expenditures
5. EQUIPMENT – records must show equipment items, quantity, unit cost, and total amount consistent with the PO and RFP.	• copy of procurement requests • copy of vendor invoices • quotes or bid announcements as required
6. SUPPLIES	• invoices showing supply items, quantity, unit cost, and total amount consistent with the Purchase Order. • copy of procurement requests • copy of vendor invoices • quotes or bid announcements as required
7. CONTRACTUAL The contract agreement must include all applicable clauses stipulated at 2 CFR Part 200.327 and Appendix II . Contracts for Architectural and Engineering services are included	• documents showing quotes or bid announcements as required. • evidence of the selection decision and a cost and price analysis • copy of contractor invoices

in this category. The costs for consultant compensation that are charged to the EPA assistance agreement (including cost shares) must not exceed the consultant cap (Level IV of the Executive Schedule) as described at 2 CFR 1500.10	
8. CONSTRUCTION This category includes contracts for general construction and other contractor costs for activities described in EPA's Small and Disadvantaged Business (DBE) rule at 40 CFR 33.103.	• documents showing quotes or bid announcements as applicable. • evidence of the selection decision and a cost and price analysis • copy of contractor and vendor invoices
9. OTHER If subaward costs are being claimed, a copy of the executed subaward agreement must be provided. The subaward agreement must comply with the requirements of the subaward term and condition of the EPA award and 2 CFR 200.331 and 200.332.	• invoices showing items, quantity, unit cost, and total amount. As applicable ensure there are: • copies of procurement requests • copy of vendor invoices • quotes or bid announcements as required • documentation of participant support cost payments approved in the budget • cost Calculations/Allocations of shared costs like rent, utilities, etc.

Programmatic Conditions

GRANT-SPECIFIC PROGRAMMATIC TERMS AND CONDITIONS FOR EPA COMMUNITY GRANTS

A. Performance Reporting ([2 CFR 200.329](#))

The recipient agrees to submit performance reports to the EPA Project Officer on a semi-annual basis, no later than April 30 and October 30 of each year. The final performance report must be submitted no later than 120 calendar days after the period of performance.

Performance reports must relate financial data and project or program accomplishments to performance goals and objectives and include brief information on each of the following areas, as applicable: 1) a comparison of accomplishments to the outputs/outcomes established in the assistance agreement workplan for the reporting period; 2) explanations on why established outputs/outcomes were not met; and 3) additional information, analysis, and explanation of cost overruns or higher-than-expected unit costs.

The recipient agrees to inform EPA as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement workplan.

B. Project changes ([2 CFR 200.308](#))

Consistent with 2 CFR 200.308, the recipient must request prior written approval from EPA for the following program and budget-related reasons, including: changes which alter the project performance standards; changes in the scope or objectives of the project (even if there is no associated budget revision requiring prior written approval) or substantially altering the design of the project; changes in key personnel (including employees and contractors) that are identified by name or position in the Federal award; the disengagement from a project for more than three months, or a 25% reduction in time and effort devoted to the Federal award over the course of the period of performance, by the approved project director or principal investigator; the inclusion, unless waived by the EPA, of costs that require prior approval in accordance with subpart E to 2 CFR Part 200 as applicable; the transfer funds between construction and non-construction budget categories; significantly delaying or accelerating the project schedule; or substantially altering the facilities plan, design drawings and specifications, or the location, size, capacity, or quality of any major part of the project. Note, depending on the type of change, the Agency Award Official or Grant Management Officer may need to make the final determination.

C. Right of Access ([2 CFR 200.337](#))

EPA will have access to all records which are pertinent to the assistance agreement (including fiscal, procurement, and engineering data and files), and EPA may conduct site visits and inspections related to progress of the assistance agreement workplan activities.

• Procurement Document Submission

(1) With the exception of projects that qualify for the procurement flexibilities in the FY 2024 Consolidated Appropriations Act (P.L. 118-42) discussed below in term and condition D. Procurement, the recipient shall submit a copy of all proposed and/or executed contracts for services (including professional and construction), supplies, and equipment over \$250,000 to the EPA Project Officer for review. The submittal of the proposed and/or executed contracts must include procurement records.

(a) Recipient agrees to submit plans and specifications, requests for proposals, invitations for bids, scopes of work, and/or plans and specifications to the EPA Project Officer for review prior to advertising for bids, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun. Recipient will also submit any addenda to these documents to the EPA Project Officer for review prior to the opening of bids, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun.

(b) Recipient agrees to submit to the EPA Project Officer, within ten calendar days after a bid opening, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun, the bid package of the lowest responsive, responsible bidder for review prior to the award of a contract, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun. The bid package will include a bid tabulation, a copy of the proof of advertising, the bid bond of the low bidder, the Minority Business

Enterprise(MBE) / Women's Business Enterprise (WBE) proposed utilization by the low bidder with a statement from Recipient that the efforts taken by the low bidder meet the statutory/regulatory requirements, and the recommendation to award a contract to the low bidder.

(c) Recipient agrees to submit to the EPA Project Officer for review any proposed and/or executed contract for services, such as architectural/engineering or grant management or construction, prior to signing each contract, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun, as well as any change orders executed after the award of the contract. A description of the process used to procure those services will also be submitted. To be accepted as allowable project costs, such procurements/contracts must comply with all statutory and regulatory requirements, including [40 U.S.C. 1101 et seq. \(the Brooks Act\)](#) or an equivalent State qualifications-based procurement requirement, as applicable; [2 CFR Part 200](#); [2 CFR Part 1500](#); and/or [40 CFR Part 33](#).

(2) Recipients that qualify for the procurement flexibilities discussed below in term and condition D. Procurement, must provide to the EPA upon request solicitation documents (e.g., Request for Proposals or Request for Qualifications), contracts, and/or any other pertinent documents relating to the process used to enter the contract.

(3) All recipients, to include those that qualify for the procurement flexibilities in the FY 2024 Consolidated Appropriations Act (P.L. 118-42) discussed below in term and condition D. Procurement must comply with the requirements in the Davis-Bacon Act, American Iron and Steel (AIS), and Build America, Buy America (BABA) in any procurements and resulting contracts as applicable. These requirements include incorporating the appropriate prevailing wage determinations and AIS/BABA in the solicitation documents.

D. Procurement

The FY 2024 Consolidated Appropriations Act (P.L. 118-42), which was signed into law on March 9, 2024, states:

Provided further, That the funds made available under this heading for Community Project Funding/Congressionally Directed Spending grants in this or prior appropriations Acts are not subject to compliance with Federal procurement requirements for competition and methods of procurement applicable to Federal financial assistance, if a Community Project Funding/Congressionally Directed Spending recipient has procured services or products through contracts entered into prior to the date of enactment of this legislation that complied with state and/or local laws governing competition.

(a) Recipients with projects identified in the FY 2024 or prior (i.e., FY 2022 and FY 2023) Appropriations Acts are not subject to compliance with Federal procurement requirements for competition and methods of procurement applicable to Federal financial assistance if the recipient has:

- procured services or products through contracts entered into prior to March 9, 2024; and
- complied with state and/or local laws governing competition (including laws/policies relating to participation by disadvantaged business enterprises or equivalent, as applicable, and method of procurement).

The recipient must provide a written statement to the EPA Project Officer affirming any contracts entered into prior to March 9, 2024, complied with state and/or local laws governing competition (including laws/policies relating to participation by disadvantaged business enterprises or equivalent as applicable, and method of procurement). The statement must also include the date the contracts were entered into. The contract will be considered covered by the provision upon receipt of written confirmation from EPA.

The recipient must retain documentation (e.g., solicitation documents, procurement certifications from state and/or local officials) demonstrating compliance of such contracts with state and/or local laws governing competition, including such laws relating to participation by disadvantaged business enterprises or equivalent as applicable.

(a)(1) Contract Amendments after March 9, 2024, and FY 2024 Procurement Flexibility

Recipients with projects identified in the FY 2024 or prior (i.e., FY 2022 and FY 2023) Appropriations Acts may not be subject to compliance with Federal procurement requirements for competition and methods of procurement

applicable to Federal financial assistance (with the exception noted below in paragraph (a)(2) for contract modifications over the Simplified Acquisition Threshold in effect at the time of award) for contract amendments that occur after March 9, 2024, if the recipient has:

- (i) procured services or products through contracts entered into prior to March 9, 2024;
- (ii) entered into said contracts in compliance with state and/or local laws governing competition (including laws/policies relating to participation by disadvantaged business enterprises or equivalent, as applicable, and method of procurement); and
- (iii) complied with state and/or local laws relating to contract amendments as applicable.

The recipient must provide a written statement to the EPA Project Officer affirming any contracts entered into prior to March 9, 2024, and contract amendments after that date, complied with state and/or local laws governing competition (including laws/policies relating to participation by disadvantaged business enterprises or equivalent as applicable, and method of procurement). The statement must also include the date the contracts and contract amendments were entered into. The contracts and contract amendments will be considered covered by the provision upon receipt of written confirmation from EPA.

The recipient must retain documentation (e.g., solicitation documents, procurement certifications from state and/or local officials) demonstrating compliance of such contracts and amendments with state and/or local laws governing competition, including such laws relating to participation by disadvantaged business enterprises or equivalent as applicable.

(2) Consistent with 2 CFR 200.324, the recipient further agrees that for all contract modifications/amendments in excess of the Simplified Acquisition Threshold in effect at the time of award, the recipient will perform a cost or price analysis.

(b) All other recipients who do not qualify for the procurement flexibilities discussed in section (a) must procure all services (professional, construction, etc.), supplies, and equipment awarded under this grant in accordance with all applicable federal requirements, including: [40 U.S.C. 1101 et seq.](#) (the Brooks Act) or an equivalent State qualifications-based procurement requirement, as applicable; [2 CFR Part 200](#); [2 CFR Part 1500](#); and/or [40 CFR Part 33](#). This includes all services (professional, construction, etc.), supplies, and equipment for which costs are approved as preaward costs.

(c) Recipient must comply with the procurement processes for architectural and engineering (A/E) services as described in [40 U.S.C. 1101 et seq.](#), or an equivalent State qualifications-based requirement.

Where equivalent State qualifications-based requirements are complied with, the source of the requirement (e.g., existing State legislation or regulation, etc.) must be stated, and a certification from the Governor of the State that the State's A/E procurement requirements are equivalent to [40 U.S.C. 1101 et seq.](#) must accompany the grant application. In lieu of a certification from the Governor, the Attorney General's certification submitted with each grant application may include this certification. The requirements of [40 U.S.C. 1101 et seq.](#) include:

- Public announcement of the solicitation (e.g., public announcement of a Request for Qualifications);
- Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., criteria identified in the solicitation);
 - Evaluation criteria should be based on demonstrated competence and qualifications for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);
- Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
- Selection of at least three firms considered to be the most highly qualified to provide the services required; and
- Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered;

- In the event that the recipient is unable to negotiate a satisfactory contract with the firm, the recipient shall formally terminate negotiations and then undertake negotiations with the next most qualified of the selected firms, continuing the process until an agreement is reached. If the recipient is unable to negotiate a satisfactory contract with any of the selected firms, the agency head shall select additional firms in order of their competence and qualification and continue negotiations in accordance with this section until an agreement is reached.

In the event that the State has no existing equivalent qualifications-based requirement for procurement, the federal requirements in [40 U.S.C. 1101 et seq.](#) apply.

(d) All recipients, to include those that qualify for the procurement flexibilities discussed in section (a), must comply with the requirements in the Davis-Bacon Act, American Iron and Steel (AIS), and Build America, Buy America (BABA) in any procurements and resulting contracts as applicable. These requirements include incorporating the appropriate prevailing wage determinations and AIS/BABA in the solicitation documents.

E. Cybersecurity Condition

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient will contact the EPA Project Officer no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes, under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: (i) by including this requirement in subaward agreements; and (ii) during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(e), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

F. Signage

The FY 2022 Consolidated Appropriations Act (Pub. Law 117-103), FY 2023 Consolidated Appropriations Act (Pub. Law 117-328), and FY 2024 Consolidated Appropriations Act (Pub. Law 118-42) provide that those federal requirements that would apply to a Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF) project grant recipient shall apply to a grantee receiving a Community Grant. Consequently, these Appropriations Acts extend Signage requirements applicable to SRF projects to Community Grants. The recipient agrees to comply with the SRF Signage Guidelines in order to enhance public awareness of EPA assistance agreements nationwide.

Basic Requirements

Recipients should note that they have the option of selecting different implementation options depending on the location, project type, and available resources. The costs of compliance with the signage requirements are allowable under the grant, provided the costs are reasonable. Recipients must ensure limited English proficient individuals have meaningful access to activities receiving EPA funds, consistent with Executive Order 13166 and EPA Order 1000.32. In this regard, to increase

public awareness of projects serving communities where English is not the predominant language, EPA encourages recipients to translate the language used (excluding the EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable under the grant, provided the costs are reasonable.

Summary of Options

The SRF Signage Guidelines present a number of options which communities can explore to implement EPA's signage policy. The option selected should meet all of the Basic Requirements above while remaining cost-effective and accessible to a broad audience. The following strategies are acceptable options for communities to follow:

Standard signage

- Posters or wall signage in a public building or location
- Newspaper or periodical advertisement for project construction, groundbreaking ceremony, or operation of the new or improved facility
- Online signage placed on community website or social media outlet
- Press release

Each of these options is described in more detail in the sections below.

Implementation Option: Standard Signage

EPA recommends that large projects that involve significant expansion or construction of a new facility elect to publicize through standard signage. This option should be selected for projects where the sign would be near a major road or thoroughfare or where the facility is in a location at which this would effectively publicize the upgrades. Some facilities will not find this an appropriate or cost-effective solution. For example, investing in a large road sign for a facility that is located in a rural area or where access is limited to a smaller service road would likely not be an optimal solution.

Signs can also be located away from the project site if there is another reasonable alternative. For example, a community may elect to place a sign advertising the project near a body of water that receives discharge from a particular facility.

Recipients selecting projects that will implement this requirement through use of a traditional sign should ensure the following are included:

- The name of the facility, project, and community
- Project cost (total grant award amount, i.e., federal share plus recipient contribution)
- The EPA and Recipient logos (EPA logo may only be used on a sign)

If the EPA logo is displayed along with logos of other participating entities, the EPA logo must not be displayed in a manner that implies that EPA itself is conducting the project. Instead, the EPA logo must be accompanied with a statement indicating that the recipient received financial assistance from EPA for the project. As provided in the sign specifications from the EPA Office of Public Affairs (OPA), the EPA logo is the identifier for assistance agreement projects. Recipients are responsible to comply with the sign specifications provided by the OPA, available at <https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients>. To obtain the appropriate EPA logo graphic file, the recipient should send a request directly to OPA and include the EPA Project Officer in the communication; contact information can be found at <https://www.epa.gov/aboutepa/using-epa-seal-and-logo#download>.

Implementation Option: Posters, Brochures, and/or Pamphlets

Smaller projects, projects located in rural areas, and other efforts may find that it is more cost-effective and practical to advertise efforts through creation of a poster or smaller sign. If the project involves nonpoint source or green infrastructure

components, those can be described at the discretion of the recipient.

The poster or brochure and acknowledgement should be visible, as well as a website or other source of information for individuals that may be curious about the Community Grants program. The recipient may also implement this option as a short pamphlet that is placed in one of the locations noted below for community members to read.

Posters, brochures, and/or pamphlets should be placed in a public location that is accessible to a wide audience of community members. This can include, but is not limited to:

- Town or City Hall
- Community Center
- Locally owned or operated park or recreational facility
- Public Library
- County/municipal government facilities
- Court house or other public meeting space

Given the low cost for producing multiple copies of the same poster, brochure, and/or pamphlet, communities can explore options for displaying these posters in several locations simultaneously. This would achieve the overall objective of reaching a broad audience and publicizing the project.

Projects that will implement this requirement through use of posters, brochures, and/or pamphlets should ensure the following are included:

- Name of facility, project, and community
- Project is wholly or partially funded with EPA funding
- Brief description of project
- Brief description of the water quality benefits the project will achieve

Implementation Option: Newsletters, Periodicals, and/or Press Releases

For communities where there is no suitable public space or where advertisement through signage is unlikely to reach community members effectively, projects can be advertised in a community newsletter or similar periodical. States can use guidelines from their standard public notice practices. For new construction, if a groundbreaking ceremony is to be held, an announcement could publicize or accompany publicity for this event.

In some cases, it may be appropriate for the recipient to issue a formal press release announcing construction of a new facility. Distributing a single prepared statement concisely summarizing the project purpose and the joint funding from EPA and community resources can reach a wide audience as the statement goes through multiple news outlets.

If the recipient decides on a public and/or media event to publicize the accomplishment of significant events related to the project as a result of EPA support, the recipient must provide EPA with at least ten working days' notice of the event and the opportunity to attend and participate in the event.

Recipients that will implement this requirement through use of a newsletter, periodical, or press release should ensure the following are included:

- Name of facility, project, and community

- Project is wholly or partially funded with EPA funding
- Brief description of the project
- Brief listing of water quality benefits to be achieved

Implementation Option: Inserts and/or Pamphlets in Water/Sewer Bills

Utilities can consider including a single-page insert within water and sewer bills that are mailed to residents and users in the affected community. This approach would effectively publicize the project to those individuals directly benefitting from the project. The flyer or insert could emphasize the environmental and public health benefits to the community.

Recipients that will implement this requirement through use of inserts and/or pamphlets in water/sewer bills should ensure the following are included:

- Name of facility, project, and community
- Project is wholly or partially funded with EPA funding
- Brief description of the project
- Brief listing of water quality benefits to be achieved

Implementation Option: Online and/or Social Media Publicity

Many communities are increasingly finding that the internet is the most cost-effective approach to publicizing their projects and reaching a broad audience of stakeholders. Online “signage” should follow the minimum information guidelines above and may appear on the town, community, and/or facility website if available. In some cases, communities may be active on social media sites such as Facebook or X, formally known as Twitter. These can be used as an opportunity for publicizing projects and information about how EPA funds are being used in the community.

These online announcements/notices may be appropriate for settings where physical signage would not be visible to a wide audience. They can be a more cost-effective option than traditional signs or publicity in print media outlets. This option may be most useful where the community's website is a well-recognized source of information for its residents.

In the case of some projects, such as nonpoint source, there might be additional opportunities for online publicity through partner agencies or organizations. This could take place either on the organization's website or through other social media outlets.

Projects that will implement this requirement through use of online and/or social media publicity should ensure the following are included:

- Name of facility, project, and community
- Project was wholly or partially funded with EPA funding
- Brief description of the project
- Brief listing of water quality benefits to be achieved

Suggested Language for Alternate Options

For any of the alternate implementation options listed above, recipients have discretion to structure their signage as they see appropriate. The language below is offered as an option for use in posters, pamphlets, brochures, press releases, and/or online materials. Communities may consider using the following:

“Construction of upgrades and improvements to the [Name of Facility, Project Location, or WWTP] were financed by the grant funding administered by the U.S. Environmental Protection Agency (EPA). EPA's Community Grant Program. This project will (description of project) and will provide water quality benefits [details specifying particular benefits] for community residents and businesses in and near (name of town, city, and/or water body or watershed to benefit from project.)

For projects in certain areas, recipients should consider whether it is appropriate to include additional details about the project. Specific benefits, such as reduction of CSO events, lessening of nutrient pollution, reducing contaminant levels or water pumping costs, or improvements to a particular water body, may be of interest to community residents. In these cases, including additional detail would further serve to showcase positive efforts financed by EPA. Additionally, recipients may elect to detail improvements in energy efficiency or water conservation achieved by project upgrades. If the project includes green infrastructure components such as rain gardens and green roofs that have environmental and aesthetic benefits to the community, these can be described briefly as well. Again, this additional information can be included at the discretion of the recipient when it is appropriate, given the project type, location, and the type of signage or publicity effort selected.

G. Public or Media Events

The recipient will notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to the project as a result of EPA support and provide the opportunity for attendance and participation by federal representatives with at least ten working days notice.

H. Federal Cross-cutting Requirements/Other Applicable Federal Laws

Recipient must comply with federal cross-cutting requirements as well as other applicable federal laws as provided in EPA's [Community Grants Program Final Implementation Guidance](#). For additional information on cross-cutting requirements, as well as applicability for recipients and subrecipients, visit <https://www.epa.gov/grants/epa-subaward-cross-cutter-requirements>.

I. American Iron and Steel (AIS)

AIS requirements apply to State Revolving Fund assistance agreements signed on or after January 17, 2014, including all treatment works projects funded by a CWSRF assistance agreement and all public water system projects funded by a DWSRF assistance agreement. Based on the directive Congressional language in the FY 2022, FY 2023, and FY 2024 Consolidated Appropriations Acts' (i.e., “Applicable Federal requirements that would apply to a Clean Water State Revolving Fund or Drinking Water State Revolving Fund project grant recipient shall apply to a grantee receiving a CPF grant under this section”), AIS requirements apply to this award agreement.

(a) *Definitions.* As used in this award term and condition—

(1) “iron and steel products” mean the following products made primarily of iron or steel, where “primarily” means 50% or greater iron/steel, measured by materials costs: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and ferrous construction materials.

(2) “steel” means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

(b) *Domestic preference.*

(1) This award term and condition requires that all iron and steel products used for a project for the construction, alteration, maintenance or repair of a public water system or treatment work are produced in the United States except as provided in paragraph (b)(2) of this section and condition. “Produced in the United States means all manufacturing processes, beginning with initial melting, must occur in the United States.

(2) This requirement shall not apply in any case or category of cases in which the Administrator of the Environmental Protection Agency finds that—

(i) applying the requirement would be inconsistent with the public interest;

(ii) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or

(iii) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.

(3) The Build America, Buy America (BABA) Act requirements do not supersede the AIS requirements, and both provisions still apply and work in conjunction. Compliance with AIS requirements meets the BABA requirements for iron and steel.

(c) Request for a Waiver under (b)(2) of this section

(1) Any recipient request to use foreign iron or steel products in accordance with paragraph

(b)(2) of this section shall include adequate information for federal Government evaluation of the request, including—

(i) A description of the foreign and domestic iron and/or steel, ;

(ii) Unit of measure;

(iii) Quantity;

(iv) Cost;

(v) Time of delivery or availability;

(vi) Location of the project;

(vii) Name and address of the proposed supplier; and

(viii) A detailed justification of the reason for use of foreign iron or steel products cited in accordance with paragraph (b)(2) of this section.

(2) If the Administrator receives a request for a waiver under this section, the waiver request shall be made available to the public for at least 15 days prior to making a finding based on the request.

(3) Unless the Administrator issues a waiver of this term, use of foreign iron and steel products is noncompliant with Section 608 of the Clean Water Act and Section 1452(a)(4) of the Safe Drinking Water Act.

(d) This term and condition shall be applied in a manner consistent with United States obligations under international agreements.

J. Build America, Buy America Act (BABA)

This term and condition supplements the “Build America, Buy America” term and condition included in EPA's [General Terms and Conditions](#).

(a) Definitions.

As used in this award term and condition —

(1) “Build America, Buy America Preference” means the “domestic content procurement preference” set forth in section 70914 of the Build America, Buy America Act, which requires the head of each Federal agency to ensure that none of the funds made available for a Federal award for an infrastructure project may be obligated unless all of the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the

United States.

(2) "Infrastructure" encompasses public infrastructure projects in the United States, which includes, at a minimum, the structures, facilities, and equipment for roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy including electric vehicle (EV) charging.

(3) "Infrastructure Project" means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States regardless of whether infrastructure is the primary purpose of the project.

(b) Domestic Preference.

This term and condition implements the Infrastructure Investment and Jobs Act, Pub. L. No. 117-58, including Build America, Buy America Act, Pub. L. No. 117-58, §§70901-52. None of the funds provided under this award may be used for a project for infrastructure unless:

(1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product; and

(3) all construction materials are manufactured in the United States. All manufacturing processes for the construction material occurred in the United States. Construction materials includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- fiber optic cable (including drop cable);
- optical fiber;
- glass (including optic glass);
- lumber;
- drywall; and
- engineered wood.

(4) The Build America, Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

(c) Waiver Request.

- (1) When necessary, recipients may apply for a waiver from these requirements.
- (2) A request to waive the application of the domestic content procurement preference must be in writing and submitted following the waiver instructions at <https://www.epa.gov/cwsrf/build-america-buy-america-baba>.
- (3) Waiver requests are subject to public comment for at least 15 days prior to making a finding based on the request.
- (4) Waiver requests are subject to review by the Office of Management and Budget's Made in America Office.
- (5) There may be instances where an award qualifies, in whole or in part, for an existing waiver described at <https://www.epa.gov/cwsrf/build-america-buy-america-baba-approved-waivers>.
- (6) The U.S. Environmental Protection Agency may grant a waiver based upon one of the exceptions as established in Section 70914(b) of the Infrastructure Investment and Jobs Act and further described in the Office of Management and Budget Memorandum M-24-02-.
- (7) Any recipient waiver request to use foreign iron, steel, manufactured products, and/or construction materials in an infrastructure project shall include adequate information for the Federal Government evaluation of the request, including—
 - i. The Federal Award Identification Number (FAIN);
 - ii. Location and description of the project;
 - iii. Total cost of infrastructure expenditures, including federal and non-federal funds;
 - iv. List of iron or steel item(s), manufactured products, and construction material(s) proposed to be excepted from Buy America requirements, including name, cost, country(ies) of origin (if known), relevant Product Services Code (PSC) and North American Industry Classification System (NAICS) code for each, unit of measure, quantity, time of delivery or availability, and name and address of the proposed supplier;
 - v. Project schedule including earliest targeted installation dates of items requested to be waived;
 - vi. A detailed justification of the reason for use of foreign iron, steel, manufactured products, and/or construction materials;
 - vii. Recipient's Unique Entity Identifier (UEI);
 - vii. Anticipated impact if no waiver is issued; and
 - viii. A certification that the federal official or assistance recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and nonproprietary communications with the prime contractor.
- (8) Unless a waiver applies, use of foreign iron, steel, manufactured products, and/or construction materials that are consumed in, incorporated into, or affixed to an infrastructure project is noncompliant with this term and condition pursuant to the Infrastructure Investment and Jobs Act, Pub. L. No. 117-58, including Build America, Buy America Act, Pub. L. No. 117-58 §§70901-52.

(d) Waiver Evidence Submission.

- (1) The recipient must maintain documentation of any use of materials which are considered de minimis and are covered by an [existing waiver](#) (e.g. miscellaneous, generally low-cost products that are essential for construction and

are incorporated into the physical structure of the project) with grant project files for a period of three years from the date of submission of the final expenditure report, in accordance with [2 CFR 200.334](#).

(2) If the recipient seeks coverage under an existing general applicability [BABA waiver](#), the recipient agrees to submit available evidence to the EPA Project Officer to support such a determination as identified in the BABA waiver. The recipient shall maintain this evidence with grant project files for a period of three years from the date of submission of the final expenditure report, in accordance with [2 CFR 200.334](#).

K. Environmental Review

This project consists of activities listed in paragraphs 40 C.F.R. 6.204(a)(2)(i)-(x). No separate NEPA documentation needs to be developed for use of a NEPA CATEX determination under 40 C.F.R. 6.204(a)(2). If the scope of the project changes, the recipient understands that additional environmental review may be necessary.

L. Davis-Bacon Labor Standards

1. Program Applicability

a. Program Name: Community Grants Program

b. Statutes requiring compliance with Davis-Bacon:

- Consolidated Appropriations Act, 2022 (P.L. 117-103);
- Consolidated Appropriations Act, 2023 (P.L. 117-328); and
- Consolidated Appropriations Act, 2024 (P.L. 118-42)

c. Activities subject to Davis-Bacon:

- **For Community Grants Projects that are inclusive of CWSRF-eligible activities:** Treatment works constructed in whole or in part with assistance made available by the FY 2022, FY 2023, and/or FY 2024 Consolidated Appropriations Acts discussed in section b.
- **For Community Grants Projects that are inclusive of DWSRF-eligible activities:** Any construction project carried out in whole or part with assistance made available by the FY 2022, FY 2023, and/or FY 2024 Consolidated Appropriations Acts discussed in section b.

d. The recipient must work with the appropriate authorities to determine wage classifications for the specific project(s) or activities subject to Davis Bacon under this grant (or cooperative agreement).

2. Davis-Bacon and Related Acts

Davis-Bacon and Related Acts (DBRA) is a collection of labor standards provisions administered by the Department of Labor, that are applicable to grants involving construction. These labor standards include the:

- Davis-Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of \$2,000 or more;
- Copeland "Anti-Kickback" Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and
- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of \$100,000

3. Recipient Responsibilities When Entering Into and Managing Contracts:

a. Solicitation and Contract Requirements:

i. **Include the Correct Wage Determinations in Bid Solicitations and Contracts:** Recipients are responsible for complying with the procedures provided in [29 CFR 1.6](#) when soliciting bids and awarding contracts.

ii. **Include DBRA Requirements in All Contracts:** Include the following text on all contracts under this grant:

"By accepting this contract, the contractor acknowledges and agrees to the terms provided in the [DBRA Requirements for Contractors and Subcontractors Under EPA Grants](#)."

b. After Award of Contract:

i. **Approve and Submit Requests for Additional Wages Rates:** Work with contractors to request additional wage rates if required for contracts under this grant, as provided in [29 CFR 5.5\(a\)\(1\)\(iii\)](#).

ii. **Provide Oversight of Contractors to Ensure Compliance with DBRA Provisions:** Ensure contractor compliance with the terms of the contract, as required by [29 CFR 5.6](#).

4. Recipient Responsibilities When Establishing and Managing Additional Subawards:**a. Include DBRA Requirements in All Subawards (including Loans):**

Include the following text on all subawards under this grant:

"By accepting this award, the EPA subrecipient acknowledges and agrees to the terms and conditions provided in the [DBRA Requirements for EPA Subrecipients](#)."

b. Provide Oversight to Ensure Compliance with DBRA Provisions: Recipients are responsible for oversight of subrecipients and must ensure subrecipients comply with the requirements in [29 CFR 5.6](#).

5. The contract clauses set forth in this Term & Condition, along with the correct wage determinations, will be considered to be a part of every prime contract covered by Davis-Bacon and Related Acts (see [29 CFR 5.1](#)), and will be effective by operation of law, whether or not they are included or incorporated by reference into such contract, unless the Department of Labor grants a variance, tolerance, or exemption. Where the clauses and applicable wage determinations are effective by operation of law under this paragraph, the prime contractor must be compensated for any resulting increase in wages in accordance with applicable law.

M. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

N. Quality Assurance

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § u+00A0 u+00A0 1500.12](#) Quality Assurance.

u+00A0 If applicable, the recipient shall ensure that subawards involving environmental information issued under this agreement

u+00A0 include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement

u+00A0 a Quality Assurance (QA) planning document in accordance with this term and condition; and/or ensure sub-award recipients

u+00A0 implement all applicable approved QA planning documents.

u+00A0 Quality Assurance Project Plan (QAPP)

u+00A0 a. Prior to beginning environmental information operations, the recipient must:

u+00A0 i. Develop a QAPP,

u+00A0 ii. Prepare QAPP in accordance with the current version of EPA's Quality Assurance Project Plan (QAPP) Standard,

u+00A0 iii. Submit the document for EPA review, and

u+00A0 iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.

u+00A0 For Reference:

u+00A0 • [Quality Management Plan \(QMP\) Standard](#) and EPA's [Quality Assurance Project Plan \(QAPP\) Standard](#); contain quality

u+00A0 specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.

u+00A0 • [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#).

u+00A0 • [EPA's Quality Program](#) website has a list of QA managers, and Non-EPA Organizations Quality Specifications.

u+00A0 • The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA](#)

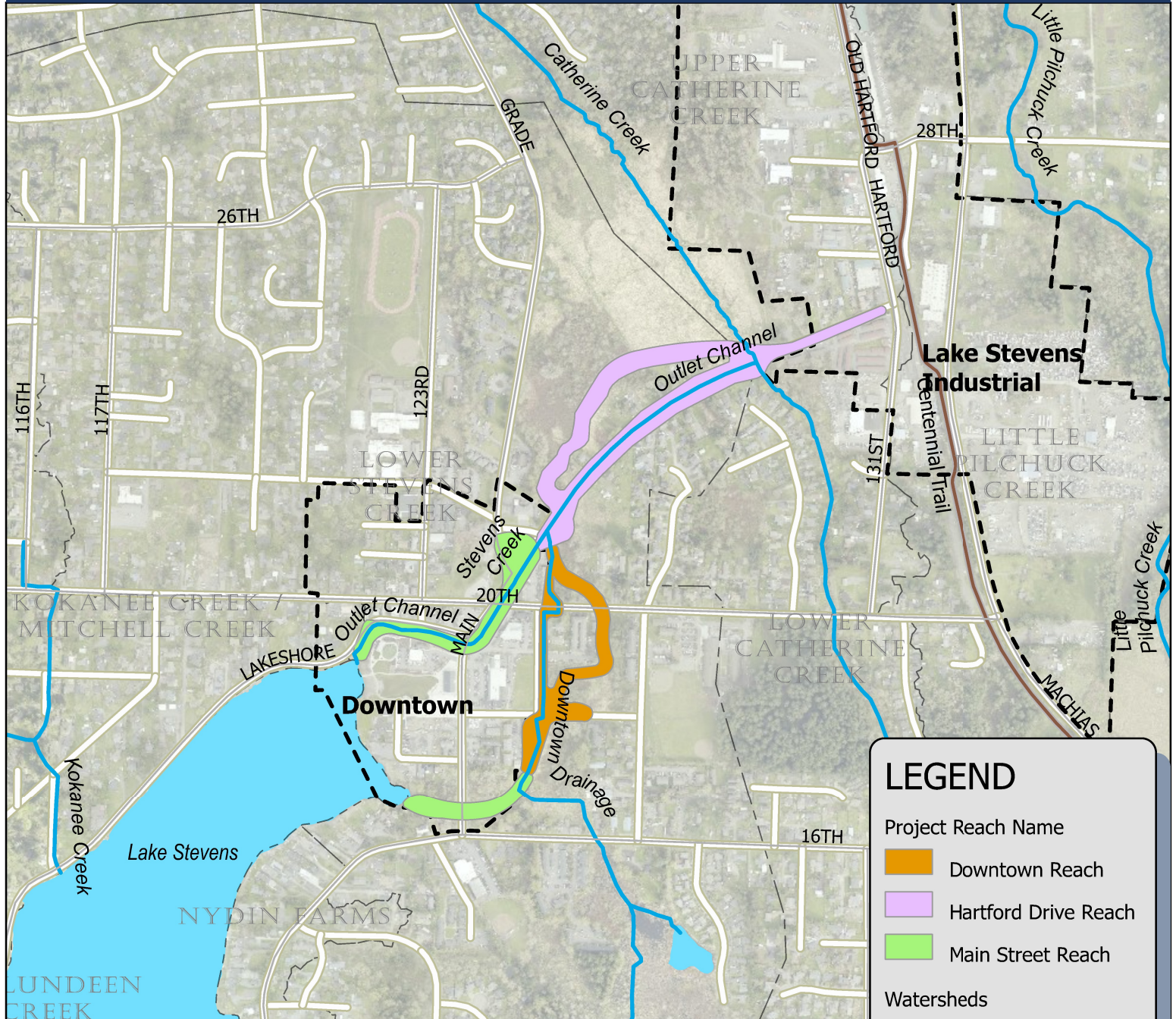
[u+00A0 u+00A0 Financial Assistance](#).

END OF DOCUMENT



LOWER STEVENS CREEK RESTORATION

Existing Watershed Catchments, Streams, Planning Subareas, and Project Reaches



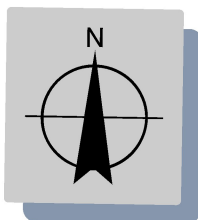
LEGEND

Project Reach Name

- Downtown Reach
- Hartford Drive Reach
- Main Street Reach

Watersheds

- Drainage Catchments
- Existing Streams
- Local Streets
- Centennial Trail
- Planning Subareas



--- CITY OF ---
LAKE STEVENS

0 500 1,000 2,000 Feet

CITY COUNCIL STAFF REPORT



Agenda Date: 6/10/2025

Subject: Fee Resolution 2025-04

Contact Person/Department: Sarah Garceau, Aaron Halverson, Russ Wright, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Fee Resolution 2025-04.

SUMMARY/BACKGROUND:

The proposed updates to the City's fee resolution address several administrative and structural improvements, as well as necessary adjustments to specific fee categories:

- **Formatting Corrections:** This resolution corrects formatting and unintended editing errors introduced in previous versions of the fee schedule.
- **Parks Fee Organization:** Parks-related fees have been reorganized and relocated from other sections for improved clarity and ease of reference. Tables have been reformatted to enhance readability.
- **Right-of-Way (ROW) Permit Fee Updates:** The previous fees have been reinstated without changes. Future updates will incorporate the actual costs associated with administering right-of-way permits to ensure the City's infrastructure is adequately protected. Additional briefings will be provided to City Council to promote transparency and clarity regarding the fee structure.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Resolution 2025-004 Fees
2. Resolution 2025-004 Fees - Markup

ATTACHMENT 1
CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2025-004

A RESOLUTION OF THE LAKE STEVENS CITY COUNCIL AMENDING RESOLUTION NO. 2025-003, THE CURRENT CITY FEE RESOLUTION

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, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived there from;

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:

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 including consultant indirect costs for the two reviews, public notice (as applicable based on the permit Type), a land use decision, and required inspections. After two reviews, each subsequent review is subject to 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
EDDS Deviation / Frontage Improvement Waiver	\$470
Floodplain Development Permit (standalone)	\$470
Home Occupations	\$40 .
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	\$4,300

Amendment	
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

RIGHT-OF-WAY	
Right-of-Way Permit – Individual Residential (outside roadway improvements)	\$50
Right-of-Way Permit – All Others	\$200
Road Cuts (required only for pavement cuts where roadway overlay is not required by the City)	\$2 per square foot

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)	\$741/unit
Snohomish Schools ¹	
Detached Single Family Residence	\$5,361/dwelling unit
Duplex/Townhouse	\$5,462/dwelling unit
Multi-Family (0-1 bedrooms)	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	
Review of requested studies	\$100 (Staff) /\$240 (Director) hourly rate minimum charge of two hours + hourly cost after
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	\$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 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 Section 3 Subsections A and B.

Section 4. 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 – 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.	Free
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 5. 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
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 6. 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 100 - Adult Entertainment (Cabaret) Establishment (annual) 500 - Adult Entertainment (Cabaret) Establishment Manager/Entertainer (annual) 50/person - Business License Registration – Application 40 - Business License Registration – Annual Renewal 25 - Temporary business license Renewal 5 - 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.) 75 for the 1st three employees, and \$10 for each additional employee - Live music and/or dance entertainment (annual) 50 - Games (annual) 50 - Pawnbroker and Second Dealers (annual) 500	
- Washington State Department of Licensing’s Master License Service New Application \$19 Renewal \$11 - Business license handling fee (fees shall be automatically amended by the State)	
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	\$1 per square foot for in-house printing or actual cost if sent out to reproduce
- Special requests for plotted maps, aerials, plans, etc. (each)	\$0.84 per minute
- Police Body Worn Camera Redaction of audio/video	\$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 7. Parks and Recreation Fees. Fees for renting facilities and using recreational services and parks shall be as listed in this section.

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 and Cancellation/Modification Fees

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

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

Table G3: Schedule of All Other 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.)
Other Park Fees		Rental fee
Eagle Ridge Community Garden Bed Rental (Annually)		\$50 \$25 ADA Bed (half size)
Athletic Fields		Adult Sports: \$30 every 2 hrs Youth Sports: \$20 every 2 hrs
Boat Launch Parking		\$10 for one day \$5 for three-hour parking
Boat Launch Annual Parking Pass		\$75 \$60 for Lake Stevens Residents (One per household)
Park Permit Fee		\$35

	(Waived with Shelter/Facility Reservation)
Event Fees	See Land Use Fees Table A
Recycle Containers (ClearStreams)	\$10/unit deposit Actual Cost + 20% (replacement fee for unreturned or damaged units)
Boat Launch Closure	\$200/day
Mill Spur Closure	\$200/day
Technology Fee (CivicRec Transactions)	3%

Section 8. 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 10th day of June, 2025.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

ATTACHMENT 1
CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2025-00~~43~~

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, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived there from;

~~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 including consultant indirect costs for the two 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	\$40 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

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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

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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

RIGHT-OF-WAY	
Right-of-Way Permit – Individual Residential (outside roadway improvements)	\$50
Right-of-Way Permit – All Others	\$200

Road Cuts (required only for pavement cuts where roadway overlay is not required by the City)	\$2 per square foot
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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

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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)	\$741,754 /unit
Snohomish Schools ¹	
Detached Single Family Residence	\$5,361/dwelling unit
Duplex/Townhouse	\$5,462/dwelling unit
Multi-Family (0-1 bedrooms)	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	
Review of requested studies	\$100 (Staff) /\$240 (Director) hourly rate minimum charge of two hours + 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.

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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 [Section 3](#) Subsections A and B.

Section 45. 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 - 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.	Free
Impound Fees for Cost Recovery: - Dogs and cats (at police kennel)	25
- Animals	30
- 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.	Varies
Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees	

Section 56. 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
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 76. 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)	Refer to current billable rate schedule
Equipment/Assets: - Theft or Vandalism/Damage - Lost Items (applies when City items are leant out to events)	
Business Licenses:	
- Non-refundable Adult Entertainment (Cabaret) application Fee	100
- Adult Entertainment (Cabaret) Establishment (annual)	500
- Adult Entertainment (Cabaret) Establishment Manager/Entertainer (annual)	50/person
- Business License Registration – Application	40
- Business License Registration – Annual Renewal	25
- Temporary business license	40
- Renewal	5
- 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.)	75 for the 1 st three employees, and \$10 for each additional employee
- Live music and/or dance entertainment (annual)	50
- Games (annual)	50
- Pawnbroker and Second Dealers (annual)	500
- Washington State Department of Licensing’s Master License Service	Currently New Application \$19 Renewal \$11
- Business license handling fee (fees shall be automatically amended by the State)	
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 78. Parks and Recreation Community Facility Rental Fees. Fees for renting the City's facilities and using recreational services and parks, Community Center and other facilities shall be as listed in this section, Table G.

Table G:- Schedule of Rental Fees

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

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	\$120/hr	\$100/hr	

Room			
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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 and Cancellation/Modification Fees

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

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

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Table ~~H~~G3: Schedule of All Other 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.)
Other Park Fees	Rental fee
<u>Eagle Ridge Community Garden Bed Rental (Annually)</u>	<u>\$50</u> <u>\$25 ADA Bed (half size)</u>
<u>Athletic Fields</u>	<u>Adult Sports: \$30 every 2 hrs</u> <u>Youth Sports: \$20 every 2 hrs</u>
Boat Launch Parking	\$10 for one day \$5 for three-hour parking
<u>Boat Launch</u> Annual Parking Pass	\$75 \$60 for Lake Stevens Residents (One per household)
<u>Park Permit Fee</u>	<u>\$35</u> <u>(Waived with Shelter/Facility Reservation)</u>
<u>Event Fees</u>	<u>See Land Use Fees Table A</u>
<u>Recycle Containers (ClearStreams)</u>	<u>\$10/unit deposit</u> <u>Actual Cost + 20% (replacement fee for unreturned or damaged units)</u>
<u>Boat Launch Closure</u>	<u>\$200/day</u>
<u>Mill Spur Closure</u>	<u>\$200/day</u>
Technology Fee (CivicRec Transactions)	3%

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Section 819. 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 10th day of June, 2025-17th day of

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| ~~December, 2024.~~

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk