

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.

September 9, 2025 - 6:00 PM

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

or Join Zoom Meeting: [Zoom Link](#)

or call in at (253) 215-8782

Meeting ID: 82030520442 Passcode: 050125

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. New Parks Maintenance Employees: Daniel Suver and Sarah Garceau
Isaiah Green
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
9. **Consent Agenda**
 - A. 2025 Vouchers Barb Stevens
 - B. August 26, 2025 CC Regular Meeting Minutes Caitlin Weaver
 - C. Region 1 SWAT Addendum to Add an Additional Party - Jeffrey Beazizo
Marysville PD
 - D. Frontier Heights Park - Phase II Construction Contract Erik Mangold
10. **Action Items**
 - A. City Acceptance of Donation of Property Resolution Russ Wright
2025-05
 - B. Solicitor License Code Amendment (Ordinance 1203) Jill Needham
11. **Discussion Items**

- A. AWC Business License Model Threshold Changes for Non-Resident Business Endorsements Christi Schmidt
- B. 2026 Budget - 2025 Estimated & Base 2026 Budgets Barb Stevens

12. Adjourn

THE PUBLIC IS INVITED TO ATTEND

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

BLANKET VOUCHER APPROVAL
2025

Payroll Direct Deposits		
Payroll Checks		
Electronic Funds Transfers	ACH	\$271,684.56
Claims	64210-64318	\$607,231.44
Void Checks	60488 & 64168	(\$49,882.85)
Total Vouchers Approved:		\$829,033.15

This 9th day of Sept 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

September 9, 2025



City expenditures by type for this voucher packet		
Personnel Costs	\$0	0%
Payroll Federal Taxes	\$178,666	22%
Retirement Benefits - Employer	\$73,772	9%
Other Employer Paid Benefits	\$519	0%
Employee Paid Benefits	\$22,783	3%
Supplies	\$43,291	5%
Professional Services	\$245,759	30%
Refunds	\$544	0%
Capital *	\$313,581	38%
Void Checks	-\$49,883	-6%
Total	\$829,033	100%

Large Purchases *

- * PW Roof Replacement \$122,745
- * 4 Ton Trailer Mount - Electric Brake - Diesel - Dump \$59,071
- * Sunset Beach Abutment Repair \$45,132
- * Bollards \$48,539

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 08/22/2025 - 09/04/2025

Total for Period
\$878,916.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
4AllPromos	1793244	001 008 521 30 31 00	LE-Community Outreach Supplies	Full Color Digital Stock Shaped Magnets - Police Car	64214	\$278.25
4AllPromos	1793244	001 008 521 30 31 00	LE-Community Outreach Supplies	Officer Smilez Pen - Dark Tone	64214	\$262.32
4AllPromos	1793244	001 008 521 30 31 00	LE-Community Outreach Supplies	Officer Smilez Pen - Light Tone	64214	\$262.32
4AllPromos	1793244	001 008 521 30 31 00	LE-Community Outreach Supplies	Officer Smilez Pen - Light Tone Setup Charge	64214	\$54.65
4AllPromos	1793244	001 008 521 30 31 00	LE-Community Outreach Supplies	Officer Smilez Pen - Medium Tone	64214	\$262.32
4AllPromos	1793244	001 008 521 30 31 00	LE-Community Outreach Supplies	Power Clip - 3 5/8" x 1 1/8"	64214	\$519.18
4AllPromos	1793244	001 008 521 30 31 00	LE-Community Outreach Supplies	Power Clip - 3 5/8" x 1 1/8" Setup Charge	64214	\$54.65
					64214 Total	\$1,693.69
911 Supply Inc	INV-2-55003	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Hats	64215	\$179.09
911 Supply Inc	INV-2-55004	001 008 521 20 31 06	LE - Uniform Clothing	Name Tapes - M Wick	64215	\$92.55
					64215 Total	\$271.64
Ace Hardware	81385/7	001 013 518 20 31 00	GG-Operating Costs	Drain Cleaner - Gen Facilities	64216	\$23.14
Ace Hardware	81385/7	101 016 544 90 31 02	ST-Operating Cost	Drain Cleaner - Gen Facilities	64216	\$1.04
Ace Hardware	81385/7	410 016 531 10 31 02	SW - Operating Costs	Drain Cleaner - Gen Facilities	64216	\$1.82
Ace Hardware	81388/7	001 010 576 80 31 00	PK-Operating Supplies	Cleaner for Lundeen Urinals	64216	\$7.20
Ace Hardware	81390/7	001 010 576 80 31 05	PK-R&M Supplies	Lag Screws Park Benches	64216	\$18.03
Ace Hardware	81392/7	001 013 518 20 31 00	GG-Operating Costs	Mounting Tape - Gen Facilities	64216	\$33.05
Ace Hardware	81392/7	101 016 544 90 31 02	ST-Operating Cost	Mounting Tape - Gen Facilities	64216	\$1.49
Ace Hardware	81392/7	410 016 531 10 31 02	SW - Operating Costs	Mounting Tape - Gen Facilities	64216	\$2.60
Ace Hardware	81393/7	001 013 518 20 31 00	GG-Operating Costs	Joint Compound Lite - Gen Facilities	64216	\$16.52
Ace Hardware	81393/7	101 016 544 90 31 02	ST-Operating Cost	Joint Compound Lite - Gen Facilities	64216	\$0.75
Ace Hardware	81393/7	410 016 531 10 31 02	SW - Operating Costs	Joint Compound Lite - Gen Facilities	64216	\$1.30
Ace Hardware	81398/7	001 013 518 20 31 00	GG-Operating Costs	Bucket & Lid - Gen Facilities	64216	\$12.23
Ace Hardware	81398/7	101 016 544 90 31 02	ST-Operating Cost	Bucket & Lid - Gen Facilities	64216	\$0.56
Ace Hardware	81398/7	410 016 531 10 31 02	SW - Operating Costs	Bucket & Lid - Gen Facilities	64216	\$0.96
Ace Hardware	81401/7	101 016 544 90 31 02	ST-Operating Cost	Flange Floor/Bushing/Spraypaint	64216	\$75.58
Ace Hardware	81402/7	410 016 531 10 31 02	SW - Operating Costs	Foam Sealant/Cable Ties	64216	\$40.21
Ace Hardware	81403/7	005 000 518 20 30 00	RP - Operating Supplies	Key for 10519	64216	\$5.45
Ace Hardware	81422/7	001 007 558 50 31 02	PL-Permit Related Op. Costs	Wooden Stakes	64216	\$34.89
Ace Hardware	81423/7	001 007 558 50 31 02	PL-Permit Related Op. Costs	Wooden Stakes	64216	\$8.66
Ace Hardware	81439/7	001 008 521 20 31 00	LE-Office Supplies	Slaymaker Keys/Keyring	64216	\$20.72
Ace Hardware	81446/7	001 008 521 20 31 00	LE-Office Supplies	Slaymaker Keys Refund	64216	(\$16.36)
					64216 Total	\$289.84
Alaska Rubber Group Inc	N078257	001 010 576 80 48 01	PK - R&M Vehicles	Skid Steer Parts PW14	64217	\$53.29
Alaska Rubber Group Inc	N078257	101 016 542 30 48 00	ST-Repair & Maintenance	Skid Steer Parts PW14	64217	\$53.29
Alaska Rubber Group Inc	N078257	410 016 531 10 48 00	SW - Repairs & Maintenance	Skid Steer Parts PW14	64217	\$53.28
Alaska Rubber Group Inc	N078517	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Maint Parts for Vactor Truck - Stormwater BMP	64217	\$306.13
					64217 Total	\$465.99
Alexander Printing Co Inc	97125	001 001 511 60 31 00	Legislative - Operating Costs	Mounted Legislative Boards	64218	\$302.76
Alexander Printing Co Inc	97235	001 007 559 30 31 01	PB-Operating Supplies	Business Cards - C Fauth	64218	\$81.67
					64218 Total	\$384.43
All Battery Sales and Service	300-10171997	101 016 544 90 31 02	ST-Operating Cost	Alarm Back Up Battery	64219	\$37.14
All Battery Sales and Service	300-10171997	410 016 531 10 31 02	SW - Operating Costs	Alarm Back Up Battery	64219	\$37.13
All Battery Sales and Service	300-10171997	525 010 594 76 60 00	PK - Capital Equipment Exp	Alarm Back Up Battery PW34	64219	\$74.27

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
All Battery Sales and Service	300-10171997	525 010 594 76 60 00	PK - Capital Equipment Exp	Alarm Back Up Battery PW40	64219	\$74.27
					64219 Total	\$222.81
Allied Roofing Installation Services LLC	2641	304 016 594 18 60 00	Facilities Capital - PW Shop	PW Roof Replacement	64220	\$44,995.00
Allied Roofing Installation Services LLC	2641	306 013 594 18 60 01	FC - Other Capital GG	PW Roof Replacement	64220	\$90,000.00
Allied Roofing Installation Services LLC	2641	304 000 382 20 00 00	Retainage	PW Roof Replacement Retainage	64220	(\$12,250.00)
					64220 Total	\$122,745.00
ALS Group USA Corp	3532-312343	410 016 531 10 31 02	SW - Operating Costs	Decant Soil Testing	64221	\$340.00
					64221 Total	\$340.00
Amazon Capital Services	17L6-D14G-3JKW	001 010 576 80 31 08	PK-Special Event Supplies	The Goonies - Movies in the Park Return	64222	(\$12.78)
Amazon Capital Services	191K-GMR4-VVXX	001 010 576 80 31 03	PK- Equipment & Tools	Klein Tool Modbox	64222	\$185.78
Amazon Capital Services	191K-GMR4-VVXX	101 016 544 90 31 02	ST-Operating Cost	Magnetic iPhone Wallet - G Baca	64222	\$3.82
Amazon Capital Services	191K-GMR4-VVXX	410 016 531 10 31 02	SW - Operating Costs	Magnetic iPhone Wallet - G Baca	64222	\$3.82
Amazon Capital Services	191K-GMR4-VVXX	101 016 544 90 31 01	ST-Office Supplies	Office Supplies	64222	\$64.60
Amazon Capital Services	191K-GMR4-VVXX	410 016 531 10 31 01	SW - Office Supplies	Office Supplies	64222	\$64.59
Amazon Capital Services	191K-GMR4-VVXX	001 010 576 80 31 00	PK-Operating Supplies	Office Supplies/Foot Rest/Laminating Pouches	64222	\$123.51
Amazon Capital Services	19W4-CDTR-RHLP	001 006 518 80 31 00	IT- Operating Supplies	Cable Matters 4 Outlet Power Splitter Cord	64222	\$21.81
Amazon Capital Services	19W4-CDTR-RHLP	001 006 518 80 31 00	IT- Operating Supplies	Surge Protector Flat Plug Power Strip	64222	\$43.70
Amazon Capital Services	19W4-CDTR-RHLP	001 006 518 80 31 00	IT- Operating Supplies	USB C to HDMI Adapter	64222	\$14.20
Amazon Capital Services	1CCT-MCNT-6FM6	001 006 518 80 31 00	IT- Operating Supplies	Mikrotik Wireless Wire Cube Pro Kit of Two Cube	64222	(\$337.09)
Amazon Capital Services	1CGM-WRQ1-G7Q3	001 006 518 80 31 00	IT- Operating Supplies	7-in-1 Multi-Port USB Adapter for Laptops	64222	(\$21.85)
Amazon Capital Services	1FNQ-T34R-NP33	001 008 521 20 31 02	LE-Minor Equipment	Sillcock Key	64222	\$7.94
Amazon Capital Services	1FNQ-T34R-NP33	001 008 521 20 31 06	LE - Uniform Clothing	Streamlight NiMH Battery	64222	\$43.71
Amazon Capital Services	1FXN-VXNV-73WC	001 010 576 80 31 00	PK-Operating Supplies	Plotter Ink	64222	\$221.06
Amazon Capital Services	1GM1-VPJ3-RXD3	001 006 518 80 31 00	IT- Operating Supplies	HDMI Cable	64222	\$69.92
Amazon Capital Services	1GQ1-QLKQ-4XWL	001 008 521 20 31 00	LE-Office Supplies	BNC Terminator	64222	\$10.92
Amazon Capital Services	1H1N-WQLR-CRPY	101 016 544 90 31 02	ST-Operating Cost	12V Batteries/Wireless Keyboard & Mouse	64222	\$136.86
Amazon Capital Services	1H1N-WQLR-CRPY	410 016 531 10 31 02	SW - Operating Costs	12V Batteries/Wireless Keyboard & Mouse	64222	\$136.85
Amazon Capital Services	1HKR-QXCL-4N3K	001 010 576 80 31 00	PK-Operating Supplies	Eagle Ridge Garden Replacement Hose & H2O Wand	64222	\$70.80
Amazon Capital Services	1I7Q-6PYR-CW3H	001 010 576 80 31 01	PK-Ops-Clothing	Industrial Safety Vest - D Suver	64222	\$32.74
Amazon Capital Services	1JFG-9V93-FXPV	101 016 544 90 31 02	ST-Operating Cost	USB Hub/Headphone Holder/Charging Stand/American Flag/Pens	64222	\$57.22
Amazon Capital Services	1JFG-9V93-FXPV	410 016 531 10 31 02	SW - Operating Costs	USB Hub/Headphone Holder/Charging Stand/American Flag/Pens	64222	\$57.22
Amazon Capital Services	1LMR-4XMT-MRGQ	001 008 521 20 31 00	LE-Office Supplies	4G LTE Cellular 3G GSM Antenna Mount	64222	\$12.02
Amazon Capital Services	1LMR-4XMT-MRGQ	001 008 521 20 31 00	LE-Office Supplies	Double Sided Tape Heavy Duty	64222	\$7.42
Amazon Capital Services	1LMR-4XMT-MRGQ	001 008 521 20 31 00	LE-Office Supplies	Proxicast Active/Passive GPS Antenna SMA	64222	\$26.18
					64222 Total	\$1,044.97
Amazon Capital Services	1LMR-4XMT-P67M	001 013 518 20 31 00	GG-Operating Costs	Copy Paper	64223	\$89.54
Amazon Capital Services	1M33-3HKJ-1TN9	001 010 576 80 31 00	PK-Operating Supplies	Wall File Holder Return	64223	(\$43.71)
Amazon Capital Services	1MKM-FF17-RDMM	001 010 576 80 31 03	PK- Equipment & Tools	Gexmil Handheld Digital Induction Chainsaw Tachometer	64223	\$25.13
Amazon Capital Services	1MKM-FF17-RDMM	001 010 576 80 31 03	PK- Equipment & Tools	Huswell Carburetor Adjustment Tool	64223	\$6.45
Amazon Capital Services	1MP6-XXRL-CXMH	410 016 531 10 31 02	SW - Operating Costs	Bluetooth Keyboard and Mouse for Mac	64223	\$44.64
Amazon Capital Services	1NYT-QCRH-V319	001 010 576 80 31 00	PK-Operating Supplies	Dewalt Grinding Wheel	64223	\$7.21
Amazon Capital Services	1NYT-QCRH-V319	001 010 576 80 31 00	PK-Operating Supplies	Dewalt Metal Angle Grinder Thin Cutoff Wheel	64223	\$19.06
Amazon Capital Services	1RPM-FLKV-FV7G	001 010 576 80 31 00	PK-Operating Supplies	Office Supplies	64223	\$14.53
Amazon Capital Services	1RPM-FLKV-FV7G	101 016 544 90 31 01	ST-Office Supplies	Office Supplies	64223	\$14.54
Amazon Capital Services	1RPM-FLKV-FV7G	410 016 531 10 31 01	SW - Office Supplies	Office Supplies	64223	\$14.53
Amazon Capital Services	1RRC-4GK4-FTFP	001 003 514 20 31 00	CC- Operating Supplies	Ergonomic Mouse Pad with Wrist Rest Support - Weaver	64223	\$23.60
Amazon Capital Services	1RRC-4GK4-FTFP	001 013 518 20 31 00	GG-Operating Costs	Tower Fan for CH Conf Room A	64223	\$68.83
Amazon Capital Services	1VLP-4NV6-7NYV	001 008 521 30 31 00	LE-Community Outreach Supplies	Ottor Pops	64223	\$53.16
Amazon Capital Services	1VXM-GPR1-DCQJ	001 010 576 80 31 00	PK-Operating Supplies	Communication Board Brackets Return	64223	(\$108.94)

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1W3D-JN6W-DQG3	001 008 521 20 31 01	LE-Fixed Minor Equipment	Heavy Duty Sawhorse Bracket	64223	\$46.64
Amazon Capital Services	1WF9-DDRF-LLH1	001 010 576 80 31 00	PK-Operating Supplies	Toilet Paper	64223	\$964.60
Amazon Capital Services	1WTJ-YLP1-9JM4	001 008 521 20 31 05	LE-Equipment - New Officers	Men's Tactical Boot	64223	\$229.50
Amazon Capital Services	1X6K-J19M-MHKR	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Charge Guard Select	64223	\$161.24
					64223 Total	\$1,630.55
ARC Architects Inc	7	306 013 594 18 60 00	FC - Municipal Campus GG	LS Council Chambers & Infrastructure	64224	\$5,513.89
					64224 Total	\$5,513.89
Atwell LLC	415750	411 016 594 31 60 11	131st Ave NE Sewer Ext	131st Ave NE Survey Staking	64225	\$2,100.00
Atwell LLC	420931	120 016 595 61 60 04	TBP04: 117th NE - 20th to 26th	117th Ave NE Sidewalk Project	64225	\$618.75
					64225 Total	\$2,718.75
Bills Blueprint Inc	678131	001 007 558 50 49 02	PL-Printing and Bindin	Barclays Properties Printing	64226	\$128.30
					64226 Total	\$128.30
Builders Exchange of Washington Inc	1080370	120 016 542 30 41 00	TBP - Pavement Preservation	Frontier Heights Park Phase II Publication	64227	\$76.25
					64227 Total	\$76.25
Cardio Partners Inc	600129235	520 008 594 21 63 00	Vehicles - Capital Equip	AED OnSite Corporate VP (K9-25-11 & PT-24-14)	64228	\$3,344.55
					64228 Total	\$3,344.55
Carstar Collision Specialties	2278	001 010 576 80 48 01	PK - R&M Vehicles	Vehicle Repair Services PW02	64229	\$2,552.91
					64229 Total	\$2,552.91
CDW Government Inc	AF23V9E	001 010 576 80 31 00	PK-Operating Supplies	MS Extended Hardware Warranty for Surface Laptop	64230	\$139.02
CDW Government Inc	AF29B5W	001 008 521 20 31 00	LE-Office Supplies	MS Surface Travel Dock	64230	\$102.85
					64230 Total	\$241.87
Chicago Title Company of Washington	500159659-1	304 016 594 31 60 00	131st Ave NE Sewer Extension	Recording Fees/Owners Policy 2350 131st Ave NE	64231	\$913.45
					64231 Total	\$913.45
City of Everett	I25004107	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 07-2025	64232	\$200.00
					64232 Total	\$200.00
Crafco Inc	94035279681	101 016 594 42 64 01	ST-Capital Equipment	4 Ton Trailer Mount - Electric Brake - Diesel - Dump	64233	\$59,071.19
					64233 Total	\$59,071.19
David Evans and Associates Inc	596514	001 007 558 50 41 04	Permit Related Professional Sr	TIA Review Guidance TO#25-03	64234	\$1,103.50
David Evans and Associates Inc	596638	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0224 Torset Short Plat Review	64234	\$2,188.50
David Evans and Associates Inc	596902	410 016 531 10 41 01	SW - Professional Services	36th St NE Bridge Inspections	64234	\$1,660.07
					64234 Total	\$4,952.07
DCI Engineers	227201	411 016 594 31 60 11	131st Ave NE Sewer Ext	131st Sidewalk/Sewer Project	64235	\$3,343.62
DCI Engineers	228940	411 016 594 31 60 11	131st Ave NE Sewer Ext	131st Sidewalk/Sewer Project	64235	\$791.35
					64235 Total	\$4,134.97
Dept of Licensing	083025 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 08/17/25 - 08/30/25	64236	\$126.00
					64236 Total	\$126.00
Dept of Retirement (Deferred Comp)	8252025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$10,158.62
					EFT Total	\$10,158.62
Dept of Retirement PERS LEOFF	8252025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$73,771.94
Dept of Retirement PERS LEOFF	8252025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$0.00
					EFT Total	\$73,771.94
Dubin	LUA2024-0035	003 000 345 81 00 00	Zoning-Subdivision Fees	Reissue CK #60488 - LUA2024-0035 Refund	64237	\$200.00
Dubin	LUA2024-0035	510 000 341 81 00 00	Technology Fee	Reissue CK #60488 - LUA2024-0035 Refund	64237	\$6.00
					64237 Total	\$206.00
EFTPS	8252025	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$178,666.05
					EFT Total	\$178,666.05
EJ USA Inc	1.1025E+11	410 016 531 10 31 02	SW - Operating Costs	Ductile Iron Vane Grates	64238	\$631.36
					64238 Total	\$631.36

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Elite Lock & Safe	41384	001 013 518 20 31 00	GG-Operating Costs	Lever/Core/Cylinder Change (CH)	64239	\$326.01
					64239 Total	\$326.01
Erickson	081825 ERICKSON	306 000 594 75 60 00	Culture Facility Cap - Museum	Museum Project Excise Tax Exemption Review Fee	64240	\$10.00
					64240 Total	\$10.00
Fastenal Company	WAARN179714	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Gloves/WypALL/Knocker Loose	64241	\$204.50
Fastenal Company	WAARN179714	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Gloves/WypALL/Knocker Loose	64241	\$204.49
					64241 Total	\$408.99
Gailey	081625 GAILEY	001 001 513 10 49 01	Executive - Prof. Development	APWA PWX Conf Flight Reimbursement	64242	\$526.61
					64242 Total	\$526.61
Garceau	091425 GARCEAU	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Meal PerDiem - Garceau	64243	\$341.00
					64243 Total	\$341.00
Gordon Truck Centers Inc	SR302035634:01	410 016 531 10 41 01	SW - Professional Services	Maint for Vactor Truck - Stormwater BMP	64244	\$9,411.53
					64244 Total	\$9,411.53
Grainger	9607375277	410 016 531 10 31 02	SW - Operating Costs	Clear Bottles	64245	\$33.50
Grainger	9607375285	410 016 531 10 31 02	SW - Operating Costs	Straight Wall Center	64245	\$12.58
Grainger	9615303444	001 010 576 80 31 05	PK-R&M Supplies	Reducing Bushings	64245	\$6.56
					64245 Total	\$52.64
Granite Construction Supply	3012949	410 016 531 10 31 02	SW - Operating Costs	Asphalt	64246	\$256.42
Granite Construction Supply	3023614	410 016 531 10 31 02	SW - Operating Costs	Asphalt	64246	\$334.93
Granite Construction Supply	3025062	410 016 531 10 31 02	SW - Operating Costs	Asphalt	64246	\$501.14
					64246 Total	\$1,092.49
Graphic Tickets & Systems	9303	001 008 521 20 31 00	LE-Office Supplies	Thermal Paper	64247	\$294.95
					64247 Total	\$294.95
Hathaway	38573	101 016 544 90 31 02	ST-Operating Cost	Nameplate - Bailey	64248	\$7.12
Hathaway	38573	410 016 531 10 31 02	SW - Operating Costs	Nameplate - Bailey	64248	\$7.11
Hathaway	38592	001 007 558 50 31 01	PL-Operating Supplies	Nameplates - Brokenshire	64248	\$40.33
					64248 Total	\$54.56
Heinemann	091425 HEINEMAN	001 008 521 40 49 01	LE- Staff Development	SWAT Training Meal PerDiem - Heinemann	64249	\$369.00
					64249 Total	\$369.00
Herrera Environmental Consultants Inc	59873	410 016 531 10 41 04	SW - Salmonoid Basin Comp Plan	Plan for Salmonid Basins	64250	\$2,986.75
					64250 Total	\$2,986.75
HID Global Corp	13402024110	001 008 521 20 31 09	LE - Supply- Opioid Settlement	CMT Advantage Annual Maint	64251	\$4,390.58
					64251 Total	\$4,390.58
Honey Bucket	555048063	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	64252	\$290.95
Honey Bucket	555050511	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - DOC Trailer	64252	\$55.18
Honey Bucket	555050511	101 016 542 30 45 00	ST-Rentals-Leases	Honey Bucket Rental - DOC Trailer	64252	\$55.19
Honey Bucket	555050511	410 016 531 10 45 01	SW - Rentals-Leases	Honey Bucket Rental - DOC Trailer	64252	\$55.18
Honey Bucket	555058835	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	64252	\$167.75
Honey Bucket	555058836	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	64252	\$290.95
Honey Bucket	555067665	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	64252	\$156.20
					64252 Total	\$1,071.40
Horizon Distributors Inc	2M164438	001 010 576 80 31 05	PK-R&M Supplies	Lundeen Deduct Meter Supplies	64253	\$115.60
Horizon Distributors Inc	2M164523	001 010 576 80 31 05	PK-R&M Supplies	Lundeen Deduct Meter Supplies	64253	\$50.86
					64253 Total	\$166.46
HSA Bank	8252025	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	64210	\$385.00
					64210 Total	\$385.00
IEH Analytical Laboratories	177448	410 016 531 10 41 01	SW - Professional Services	Lab Sample Analysis	64254	\$490.00
					64254 Total	\$490.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Industrial Bolt and Supply Inc	884469-1	101 016 544 90 31 02	ST-Operating Cost	Fuse Covers/Holders/Shrink Wrap/Screw Nuts	64255	\$97.36
Industrial Bolt and Supply Inc	884469-1	410 016 531 10 31 02	SW - Operating Costs	Fuse Covers/Holders/Shrink Wrap/Screw Nuts	64255	\$97.37
					64255 Total	\$194.73
Jones	082025 JONES	410 016 531 10 49 01	SW - Staff Development	APWA PWX Conf Hotel Reimbursement - Jones	64256	\$1,263.16
Jones	082025 JONES	410 016 531 10 49 01	SW - Staff Development	APWA PWX Conf Uber Reimbursement - Jones	64256	\$59.90
					64256 Total	\$1,323.06
Kimley Horn and Associates Inc	32892880	411 016 594 31 60 14	Downtown Regional SWM Facility	LS Detention	64257	\$7,285.21
					64257 Total	\$7,285.21
Lake Stevens Chamber of Commerce	09-2025 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 09-2025	64258	\$1,500.00
					64258 Total	\$1,500.00
Lake Stevens Police Guild	8252025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	64211	\$1,409.25
					64211 Total	\$1,409.25
Lakeside Industries Inc	331815	101 016 542 70 31 00	ST-Roadside - Supply	Pot Hole Mix	64259	\$1,207.77
					64259 Total	\$1,207.77
Lazo	082125 LAZO	001 010 576 80 49 01	PK-Staff Development	PNW ISA Tree Risk Assesment Registration - Lazo	64260	\$862.07
					64260 Total	\$862.07
Les Schwab Group Holdings LLC	40200787895	001 010 576 80 48 01	PK - R&M Vehicles	Tire for PW54 Trailer	64261	\$699.10
					64261 Total	\$699.10
McLoughlin & Eardley Group Inc	284956	520 008 594 21 63 00	Vehicles - Capital Equip	Corehmic	64262	\$53.12
McLoughlin & Eardley Group Inc	284958	520 008 594 21 63 00	Vehicles - Capital Equip	Magnetic Mic	64262	\$148.60
McLoughlin & Eardley Group Inc	284964	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment	64262	\$2,517.20
McLoughlin & Eardley Group Inc	284984	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment PT-23-00	64262	\$725.44
McLoughlin & Eardley Group Inc	285101	520 008 594 21 63 00	Vehicles - Capital Equip	Corehmic	64262	\$159.36
					64262 Total	\$3,603.72
Meis	071725 MEIS	001 010 576 80 31 00	PK-Operating Supplies	PROS Open House Cookies Reimbursement - Meis	64263	\$17.97
Meis	091425 MEIS	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Baggage Fees - Meis	64263	\$70.00
Meis	091425 MEIS	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Fuel Reimbursement - Meis	64263	\$37.25
Meis	091425 MEIS	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Meal PerDiem - Meis	64263	\$341.00
					64263 Total	\$466.22
Metal Designs NY Inc	5823	001 010 576 80 31 00	PK-Operating Supplies	War Memorial Emblem Replacements	64264	\$4,500.00
					64264 Total	\$4,500.00
Metron and Associates Inc	23248	001 010 576 80 41 00	PK-Professional Services	Cavalero Property Survey	64265	\$2,737.50
					64265 Total	\$2,737.50
MissionSquare - 108991	6841207	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	64212	\$519.26
					64212 Total	\$519.26
MissionSquare - 307428	6664161	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	64213	\$1,741.86
					64213 Total	\$1,741.86
Monroe Correctional Complex	MCC2507.0110	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 07-2025	64266	\$330.94
Monroe Correctional Complex	MCC2507.0110	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 07-2025	64266	\$207.20
					64266 Total	\$538.14
Nationwide Retirement Solution	8252025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$8,033.49
					EFT Total	\$8,033.49
Nighthawk LTD Inc	12812	001 010 576 80 41 00	PK-Professional Services	Hauling - Catherine Creek Logs	64267	\$515.00
					64267 Total	\$515.00
Northend Excavating Inc	2020-274	302 010 594 76 61 10	PM - Sunset Dock&Shoreline	Sunset Beach Abutment Repair	64268	\$49,676.85
Northend Excavating Inc	2020-274	302 000 382 20 00 00	PW Retainage	Sunset Beach Abutment Repair Retainage	64268	(\$4,545.00)
					64268 Total	\$45,131.85
Ogden Murphy Wallace PLLC	914238	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 07-2025	64269	\$20,502.37
Ogden Murphy Wallace PLLC	914238	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 07-2025 PRR	64269	\$1,213.20

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ogden Murphy Wallace PLLC	914238	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 07-2025 Sewer	64269	\$5,202.00
					64269 Total	\$26,917.57
Owen Equipment Company	120141	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	High Pressure Guage - Vactor Truck (Stormwater BMP)	64270	\$2,495.24
					64270 Total	\$2,495.24
Pape Machinery Inc	241094800	410 016 531 10 45 01	SW - Rentals-Leases	Sweeper Rental	64271	\$3,527.08
					64271 Total	\$3,527.08
Perteet Inc	20240245.0000-6	004 010 594 76 60 03	PR - LS Bayview Connector	LS Bayview Trail	64272	\$8,725.75
					64272 Total	\$8,725.75
Petershagen	081725 GARY	001 001 511 60 49 01	Legislative - Prof. Developmen	APWA PWX Conf Flight Reimbursement - Petershagen	64273	\$547.60
Petershagen	081725 GARY	001 001 511 60 49 01	Legislative - Prof. Developmen	APWA PWX Conf Hotel Reimbursement - Petershagen	64273	\$855.57
Petershagen	081725 GARY	001 001 511 60 49 01	Legislative - Prof. Developmen	APWA PWX Conf Uber Reimbursement - Petershagen	64273	\$163.49
					64273 Total	\$1,566.66
Pitney Bowes Bank Inc	08-2025 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	64274	\$273.61
Pitney Bowes Bank Inc	08-2025 POSTAGE	001 010 576 80 42 00	PK-Communication	Postage	64274	\$6.77
Pitney Bowes Bank Inc	08-2025 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	64274	\$207.71
Pitney Bowes Bank Inc	08-2025 POSTAGE	120 016 542 30 41 00	TBP - Pavement Preservation	Postage for Letters Mailed re Project	64274	\$115.66
					64274 Total	\$603.75
PNW Axe Throwing LLC	267 FINAL	001 010 576 80 41 04	PK-Special Events Prof Service	Axe Throwing Rental Final Balance	64275	\$1,648.50
					64275 Total	\$1,648.50
Pye-Barker Fire & Safety LLC	6866964	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	64276	\$19.51
Pye-Barker Fire & Safety LLC	6866964	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	64276	\$700.60
Pye-Barker Fire & Safety LLC	6866964	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	64276	\$734.78
Pye-Barker Fire & Safety LLC	6866964	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	64276	\$343.61
Pye-Barker Fire & Safety LLC	6866964	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	64276	\$343.61
Pye-Barker Fire & Safety LLC	6866964	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	64276	\$343.61
Pye-Barker Fire & Safety LLC	6866964	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	64276	\$142.09
Pye-Barker Fire & Safety LLC	6866965	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 1825 S Lake 09-2025	64276	\$1,372.88
					64276 Total	\$4,000.69
Quadient Finance USA Inc	08-2025 POSTAGE	001 008 521 20 42 00	LE-Communication	PD Postage	64277	\$41.18
					64277 Total	\$41.18
Rexel USA Inc	6162449	302 010 594 76 61 12	PM - North Cove Light Bollards	Bollards	64278	\$48,539.09
					64278 Total	\$48,539.09
Right On Heating and Sheet Metal Inc	32687	001 012 569 00 48 00	CS- Senior Services R&M	AC Service Call - Senior Center	64279	\$628.48
					64279 Total	\$628.48
Riverside Sand & Gravel	151005	410 016 531 10 41 01	SW - Professional Services	Maint for Vactor Truck - Stormwater BMP	64280	\$199.62
					64280 Total	\$199.62
Sadowsky	LUA2025-0128	003 000 345 81 00 00	Zoning-Subdivision Fees	LUA2025-0128 Refund	64281	\$240.00
Sadowsky	LUA2025-0128	510 000 341 81 00 00	Technology Fee	LUA2025-0128 Refund	64281	\$7.20
Sadowsky	LUA2025-0128	633 000 389 30 00 08	Fire DistrictFees	LUA2025-0128 Refund	64281	\$91.00
					64281 Total	\$338.20
Sariahs Stitches	5	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Patches	64282	\$17.50
					64282 Total	\$17.50
Service Electric Co Inc	910889	101 016 542 64 48 00	ST-Traffic Control - R&M	Lundeen Street Light Assessment Due to Wire Theft	64283	\$1,803.45
					64283 Total	\$1,803.45
Sherwin-Williams Co	6273-2	001 013 518 20 31 00	GG-Operating Costs	Paint Supplies - Gen Facilities	64284	\$41.19
Sherwin-Williams Co	6273-2	101 016 544 90 31 02	ST-Operating Cost	Paint Supplies - Gen Facilities	64284	\$1.85
Sherwin-Williams Co	6273-2	410 016 531 10 31 02	SW - Operating Costs	Paint Supplies - Gen Facilities	64284	\$3.24
Sherwin-Williams Co	9691-8	001 013 518 20 31 00	GG-Operating Costs	Paint - Gen Facilities	64284	\$32.97
Sherwin-Williams Co	9691-8	101 016 544 90 31 02	ST-Operating Cost	Paint - Gen Facilities	64284	\$1.48

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sherwin-Williams Co	9691-8	410 016 531 10 31 02	SW - Operating Costs	Paint - Gen Facilities	64284	\$2.60
					64284 Total	\$83.33
SmartSign	MAT-300066	001 004 514 23 31 00	FI- Operating Supplies	Asset Tags #'s 3700-4699	64285	\$665.86
					64285 Total	\$665.86
Smith	092225 D SMITH	001 008 521 40 49 01	LE- Staff Development	LEIRA Conf Meal PerDiem - D Smith	64286	\$322.00
					64286 Total	\$322.00
Snohomish County 911	8593	001 008 528 00 41 00	LE-SNO911	Dispatch Services	64287	\$34,539.92
					64287 Total	\$34,539.92
Snohomish County Public Works	I000689368	101 016 542 63 47 00	ST-Lighting - Utilities	Traffic Signal Maint 07-2025	64288	\$2,495.28
					64288 Total	\$2,495.28
Snohomish County PUD	109776186	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	64289	\$52.87
Snohomish County PUD	113048092	001 010 576 80 47 00	PK-Utilities	224226142 12406 Mill Spur Aquafest	64289	\$90.06
Snohomish County PUD	122958729	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	64289	\$141.92
Snohomish County PUD	126271139	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	64289	\$301.73
Snohomish County PUD	126271139	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	64289	\$301.74
Snohomish County PUD	126271139	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	64289	\$301.74
Snohomish County PUD	132858951	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	64289	\$690.22
Snohomish County PUD	136177306	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	64289	\$655.96
Snohomish County PUD	136177307	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	64289	\$127.69
Snohomish County PUD	139378821	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	64289	\$84.12
Snohomish County PUD	142725776	005 000 518 20 40 01	Rental Property Utilities	222450314 Commercial Bldg 1819 S Lake Stevens	64289	\$530.78
Snohomish County PUD	146089420	001 010 576 80 47 00	PK-Utilities	222205049 Oak Park Electric	64289	\$60.53
Snohomish County PUD	152711080	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	64289	\$83.10
Snohomish County PUD	155977032	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	64289	\$58.60
Snohomish County PUD	159168547	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	64289	\$479.74
Snohomish County PUD	162328224	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	64289	\$29.58
Snohomish County PUD	165520399	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	64289	\$54.99
Snohomish County PUD	165521527	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	64289	\$140.10
Snohomish County PUD	168637201	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	64289	\$68.23
Snohomish County PUD	168637806	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	64289	\$87.77
Snohomish County PUD	168637806	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	64289	\$87.75
Snohomish County PUD	168637806	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	64289	\$87.75
					64289 Total	\$4,516.97
Snohomish County Sheriffs Office	I2025-8791	001 008 523 60 41 00	LE-Jail	Jail Services 07-2025	64290	\$57,328.44
Snohomish County Sheriffs Office	I2025-8806	001 008 523 60 41 00	LE-Jail	Jail Services Medical 07-2025	64290	\$14,211.00
					64290 Total	\$71,539.44
Sommerseth	1513	520 008 594 21 63 00	Vehicles - Capital Equip	Exterior Detail PT-24-14	64291	\$192.33
Sommerseth	1523	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Maintenance CS-25-13	64291	\$71.44
					64291 Total	\$263.77
Sound Publishing Inc	EDH1015678	004 010 594 76 60 02	PR - Frontier Heights Park P2	Frontier Heights Park	64292	\$106.88
Sound Publishing Inc	EDH1017148	004 010 594 76 60 02	PR - Frontier Heights Park P2	RFB Frontier Heights Park Phase II	64292	\$289.20
Sound Publishing Inc	EDH1017847	001 007 558 50 41 00	PL-Professional Servc	LUA2025-0069 Cavaleto MHS Lighting Variance	64292	\$84.28
Sound Publishing Inc	EDH1018204	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0186 Gamble Rezone	64292	\$79.24
Sound Publishing Inc	EDH1018333	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0085/0087/0088/0186 Ripperger Subdivision	64292	\$89.44
Sound Publishing Inc	EDH1018732	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0119/0120/0121 Drive Thru Coffee	64292	\$94.72
					64292 Total	\$743.76
Sound Safety Products Co Inc	K91567/1	101 016 542 90 31 01	ST-Clothing	Uniform Supplies - G Baca	64293	\$324.14
Sound Safety Products Co Inc	K91567/1	410 016 531 10 31 00	SW - Clothing	Uniform Supplies - G Baca	64293	\$324.14
					64293 Total	\$648.28

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sprague Pest Solutions	5874789	001 010 576 80 41 00	PK-Professional Services	Pest Control - PW Shop	64294	\$68.33
Sprague Pest Solutions	5874789	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	64294	\$68.33
Sprague Pest Solutions	5874789	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	64294	\$68.33
Sprague Pest Solutions	5907456	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	64294	\$105.20
					64294 Total	\$310.19
Stop Stick LTD	0039518-IN	520 008 594 21 63 00	Vehicles - Capital Equip	9' Stop Stick Kit w/Tray	64295	\$605.52
					64295 Total	\$605.52
Suarez	092225 SUAREZ	001 008 521 40 49 01	LE- Staff Development	LEIRA Conf Meal PerDiem - Suarez	64296	\$322.00
					64296 Total	\$322.00
SWC Enterprises LLC	13659	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Maint for Sweeper - Stormwater BMP	64297	\$5,349.77
					64297 Total	\$5,349.77
Thyssenkrupp Elevator Corporation	3008828984	005 000 518 20 40 01	Rental Property Utilities	Elevator Service - 10515 20th St SE	64298	\$390.06
					64298 Total	\$390.06
Transpo Group USA Inc	34993	001 007 558 50 41 00	PL-Professional Serv	LS Streets & Parking Code	64299	\$4,253.75
Transpo Group USA Inc	35578	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	64299	\$501.31
Transpo Group USA Inc	35678	101 016 544 20 41 00	ST-Prof Srv - Engineering	LS ADA Transition Plan	64299	\$2,416.25
Transpo Group USA Inc	35684	101 016 544 20 41 00	ST-Prof Srv - Engineering	On-Call Engineering Services - EDDS Update	64299	\$5,243.75
					64299 Total	\$12,415.06
Trevor Justin Government Relations LLC	34	001 013 511 70 40 00	Lobbying Services	Lobbying Services 08-2025	64300	\$5,000.00
					64300 Total	\$5,000.00
ULINE	196196824	001 010 576 80 31 00	PK-Operating Supplies	Dog Waste System Refund	64301	(\$472.18)
ULINE	196551006	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies for CH	64301	\$660.93
ULINE	196551440	101 016 544 90 31 02	ST-Operating Cost	Janitorial Supplies for Decant	64301	\$232.16
ULINE	196551440	410 016 531 10 31 02	SW - Operating Costs	Janitorial Supplies for Decant	64301	\$232.16
ULINE	196551731	001 012 575 50 31 00	CS- The Mill- Ops	Janitorial Supplies for The Mill	64301	\$1,005.36
ULINE	196556458	101 016 544 90 31 02	ST-Operating Cost	Adjustable Height Desk	64301	\$738.22
ULINE	196556458	410 016 531 10 31 02	SW - Operating Costs	Adjustable Height Desk	64301	\$738.23
					64301 Total	\$3,134.88
United Rentals North America Inc	251210419-001	001 010 576 80 45 00	PK-Equipment Rental	Scissor Lift Rental for Shop Drywall Repair	64302	\$654.23
United Rentals North America Inc	251210419-001	101 016 542 30 45 00	ST-Rentals-Leases	Scissor Lift Rental for Shop Drywall Repair	64302	\$654.24
United Rentals North America Inc	251210419-001	410 016 531 10 45 01	SW - Rentals-Leases	Scissor Lift Rental for Shop Drywall Repair	64302	\$654.23
					64302 Total	\$1,962.70
UPS	0000074Y42335	001 008 521 20 42 00	LE-Communication	Evidence Shipping	64303	\$25.00
UPS	0000074Y42345	001 008 521 20 42 00	LE-Communication	Evidence Shipping	64303	\$63.39
UPS	0000074Y42355	001 008 521 20 42 00	LE-Communication	Evidence Shipping	64303	\$29.12
					64303 Total	\$117.51
Verizon Wireless	6121765915	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	64304	\$907.63
					64304 Total	\$907.63
Versaterm Public Safety US Inc	INV41-01836	001 008 521 20 41 01	LE-Professional Serv-Fixed	BlueTeam NextGen Annual License Support	64305	\$1,052.00
					64305 Total	\$1,052.00
Volunteers of America	190-JULY2025-4195	001 012 565 10 49 00	CS- Human Services	Housing Assistance 07-2025	64306	\$5,047.87
					64306 Total	\$5,047.87
Walters	091425 WALTERS	001 008 521 40 49 01	LE- Staff Development	SWAT Training Meal PerDiem - Walters	64307	\$369.00
					64307 Total	\$369.00
Washington Alarm Inc	662164	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10515 20th St SE 09-2025	64308	\$49.19
Washington Alarm Inc	662165	005 000 518 20 40 02	Rental Property Services	Elevator Monitoring 10515 20th St SE 09-2025	64308	\$27.33
Washington Alarm Inc	662166	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10519 20th St SE 09-2025	64308	\$49.19
Washington Alarm Inc	662675	001 012 572 20 41 00	CS- Library-Professional Svc	Fire Alarm Installation Library 2211 Grade Rd	64308	\$3,227.76
					64308 Total	\$3,353.47

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Washington City/County Management Assoc	ST1056	001 008 521 40 49 01	LE- Staff Development	Northwest Womens Leardership Academy - Ubert	64309	\$1,250.00
					64309 Total	\$1,250.00
Washington Recreation & Park Assoc	11362	001 010 576 80 49 01	PK-Staff Development	WRPA Fall Training Registration - J Langland	64310	\$255.00
Washington Recreation & Park Assoc	11362	001 010 576 80 49 01	PK-Staff Development	WRPA Fall Training Registration - T Gorcester	64310	\$255.00
					64310 Total	\$510.00
Washington State Department of Ecology	26-WAG994197-1	410 016 531 10 41 08	SW - DOE Annual Permit/Monitor	FY 2026 Aquatic Pest Control	64311	\$530.00
					64311 Total	\$530.00
Washington State Support Registry	8252025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$1,054.46
					EFT Total	\$1,054.46
West Coast Code Consultants Inc	2025-613-JUL	001 007 558 50 41 04	Permit Related Professional Sr	Building Inspection Services 07-2025	64312	\$5,009.60
					64312 Total	\$5,009.60
WEX Bank	106913971	001 008 521 20 32 00	LE-Fuel	Fuel	64313	\$8,982.10
WEX Bank	106913971	001 008 521 21 32 00	LE-Boating-Fuel	Fuel	64313	\$315.52
WEX Bank	106913971	101 016 542 30 32 00	ST-Fuel	Fuel	64313	\$66.72
WEX Bank	106913971	410 016 531 10 32 00	SW - Fuel	Fuel	64313	\$217.15
					64313 Total	\$9,581.49
Whispr Innovations Inc	5942	001 010 576 80 41 00	PK-Professional Services	South Lake Stevens Trail Landscaping 07-2025	64314	\$2,576.20
					64314 Total	\$2,576.20
WM Corporate Services Inc	1080801-4968-6	001 012 573 90 31 00	CS- Event Contributions	Aquafest Trash	64315	\$1,860.27
					64315 Total	\$1,860.27
Zachor Stock & Krepps Inc PS	25-LKS-2008	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services Rendered - August 2025	64316	\$16,572.32
					64316 Total	\$16,572.32
ZiPLY Fiber	08-2025 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	64317	\$90.18
ZiPLY Fiber	08-2025 ZIPLY	001 002 513 11 42 00	AD-Communications	ZiPLY Internet/Telecom Services	64317	\$5.58
ZiPLY Fiber	08-2025 ZIPLY	001 003 514 20 42 00	CC-Communications	ZiPLY Internet/Telecom Services	64317	\$11.16
ZiPLY Fiber	08-2025 ZIPLY	001 004 514 23 42 00	FI-Communications	ZiPLY Internet/Telecom Services	64317	\$11.17
ZiPLY Fiber	08-2025 ZIPLY	001 005 518 10 42 00	HR-Communications	ZiPLY Internet/Telecom Services	64317	\$5.58
ZiPLY Fiber	08-2025 ZIPLY	001 006 518 80 42 00	IT-Communications	ZiPLY Internet/Telecom Services	64317	\$16.74
ZiPLY Fiber	08-2025 ZIPLY	001 007 558 50 42 00	PL-Communication	ZiPLY Internet/Telecom Services	64317	\$36.29
ZiPLY Fiber	08-2025 ZIPLY	001 007 559 30 42 00	PB-Communication	ZiPLY Internet/Telecom Services	64317	\$5.58
ZiPLY Fiber	08-2025 ZIPLY	001 008 521 20 42 00	LE-Communication	ZiPLY Internet/Telecom Services	64317	\$189.82
ZiPLY Fiber	08-2025 ZIPLY	001 012 575 30 42 00	CS- Museum - Communications	ZiPLY Internet/Telecom Services	64317	\$5.58
ZiPLY Fiber	08-2025 ZIPLY	001 012 575 50 42 00	CS- The Mill- Communication	ZiPLY Internet/Telecom Services	64317	\$5.59
ZiPLY Fiber	08-2025 ZIPLY	001 013 518 20 42 00	GG-Communication	ZiPLY Internet/Telecom Services	64317	\$22.32
ZiPLY Fiber	08-2025 ZIPLY	101 016 543 30 42 00	ST-Communications	ZiPLY Internet/Telecom Services	64317	\$32.12
ZiPLY Fiber	08-2025 ZIPLY	410 016 531 10 42 00	SW - Communications	ZiPLY Internet/Telecom Services	64317	\$32.12
ZiPLY Fiber	08-2025 ZIPLY	005 000 518 20 40 01	Rental Property Utilities	ZiPLY Internet/Telecom Services 10515 20th St	64317	\$71.99
ZiPLY Fiber	08-2025 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	ZiPLY Internet/Telecom Services Museum	64317	\$106.85
					64317 Total	\$648.67
ZiPLY Fiber	08-2025 ZIPLYPD	001 008 521 20 42 00	LE-Communication	Ethernet Internet Access 1825 S Lake Stevens Rd	64318	\$970.67
					64318 Total	\$970.67

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

August 26, 2025, at 6:00 p.m.

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

CALL TO ORDER: 6:00 p.m. Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Council President Ryan Donoghue, Gary Petershagen, Kim Daughtry, Steve Ewing, Anji Jorstad, Kurt Hilt and Kymm Shipman.

Call to Order

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

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

All Councilmembers were present.

Approval of Agenda

Councilmember Daughtry asked that Item 10.D be moved from the consent agenda to a discussion item.

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

Guest Business

New Employee Introduction Max Vick, Community Service Officer.

New Employee Introduction Gus Baca, Inventory Control Specialist.

Citizen Comments

Patricia Johnson, Lake Stevens. Spoke against fireworks.

Council Business

City Department Report

Second Quarter PCD Report, Planning and Development Director Russ Wright.

2025-City Council Fall Retreat, Deputy City Clerk Caitlin Weaver.

Consent Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to approve the consent agenda as amended during the initial approval of the agenda. The motion passed 7-0-0-0.

The consent agenda items were as follows:

- 2025 Vouchers
- Special City Council Meeting Minutes of July 15, 2025
- Agreement with Snohomish Health District of Naloxone
- Purdue Pharma and Generic Manufactures Opioid Settlements Participation

Discussion Items

Intergovernmental Services Agreement Between Snohomish County and the City of Lake Stevens Traffic Control Device and Street Light Maintenance.

The Intergovernmental Services Agreement between the City of Lake Stevens and Snohomish County continues to allow the County to provide traffic signal and street light maintenance within Lake Stevens city limits. Council asked questions about the financial terms included in the agreement. Staff stated they would review the agreement and come back to council with more information at a future meeting.

Public Hearing

Gamble Rezone Closed record Hearing (LUA2024-0186)

The closed record hearing was opened and Senior Planner David Levitan introduced Ordinance No. 1201 related to the Gamble Rezone (LUA2024-0186). Discussion occurred.

Closed Record Hearing Public Comment

Ryan Larsen, Applicant. Spoke in favor of the rezone.

Further discussion occurred, the closed record hearing was then closed.

MOTION. Councilmember Hilt made a motion seconded by Councilmember Jorstad, to approve Ordinance No. 1201: An ordinance of the City of Lake Stevens amending the zoning for an approximately 6.26-acre parcel (APN 29062000300300), located at 12210 Machias Cutoff, Lake Stevens, WA from R6 to R8-12 as part of the Gamble Rezone (City File No. LUA2024-0186). The motion passed 6-1-0-0 with Councilmember Donoghue opposed.

Action Item

Fagerlie West Annexation 10% Petition

Planner Jill Needham presented that the city received an annexation petition signed by the property owner representing more than 10 percent of the assessed value for the two parcels (one property) located at 11726 20th St SE. Staff recommended that council adopt Resolution 2025-08, which would accept the 10 percent petition and allow the applicant to circulate a 60 percent petition for the annexation.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Donoghue, to adopt Resolution 2025-08. The motion passed 7-0-0-0.

Adjournment

MOTION. Councilmember Hilt made a motion, seconded by Councilmember Petershagen, to adjourn the meeting. The motion passed 7-0-0-0.

The meeting adjourned at 7:42 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 9/9/2025

Subject: Region 1 SWAT Addendum to Add an Additional Party - Marysville PD

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

The Snohomish County Sheriff's Office, Everett Police Department and Lake Stevens Police Department recognize that incidents of a serious criminal nature do occur which require a specially trained and equipped law enforcement response to effectively respond to the situation. These incidents create demand on each party's resources. The parties believe these resources are economically served by combining resources to form a cooperative Special Weapons and Tactics Team, Region 1 SWAT.

The City of Marysville is hereby added as a party to the Agreement, effective as of the date of this Addendum. All references in the Agreement to the term "City" shall henceforth be deemed to include the City of Marysville. All terms and conditions of the Agreement applicable to the City shall now also apply to the City of Marysville.

The City of Everett and Snohomish County Sheriff's office is asking all participating agencies to sign the agreement and addendum to acknowledge the City of Marysville's participation.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. SWAT Region 1 Updated Contract - Fully Executed_08282025

Exhibit B

ADDENDUM TO INTERLOCAL AGREEMENT FOR SPECIAL WEAPONS AND TACTICS TEAM (REGION 1 SWAT) COOPERATION

THIS ADDENDUM TO INTERLOCAL AGREEMENT FOR SPECIAL WEAPONS AND TACTICS TEAM ("SWAT") COOPERATION (this "Agreement") is made and entered into as of this ____ day of _____, 20__ (the "Effective Date"), by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington, the CITY OF EVERETT, a municipal corporation of the State of Washington, and the CITY OF LAKE STEVENS, a municipal corporation of the State of Washington, and the CITY OF MARYSVILLE, a municipal corporation of the State of Washington (collectively referred to as "Participating Agencies").

RECITALS

- A. The Participating Agencies are public agencies as defined by chapter 39.34 RCW and chapter 10.93 RCW, and are authorized to enter into interlocal agreements to provide for joint or cooperative actions to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and
- B. Incidents of a serious criminal nature occur which require a specially trained and equipped law enforcement response to effectively respond to the situation. These incidents create demand on each party's resources. The parties believe these resources are economically served by combining resources to form a cooperative Special Weapons and Tactics Team (hereinafter "SWAT").
- C. The regional SWAT team (hereinafter "Region 1 SWAT") shall be specially trained and equipped to respond to and resolve high risk criminal activity occurring within each Participating Agency's jurisdiction.
- D. The parties now desire to achieve increased operational efficiencies and economies of scale by providing a mechanism for the sharing of material, personnel, knowledge, equipment, and training, all as more fully described by, and pursuant to the terms and conditions contained in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Exhibit B

1. ADDITION OF PARTY TO THE AGREEMENT

The CITY OF MARYSVILLE is hereby added as a party to the Agreement, effective as of the date of this Addendum. All references in the Agreement to the term “Participating Agency” shall henceforth be deemed to include CITY OF MARYSVILLE. All terms and conditions of the Agreement applicable to the Participating Agency shall now also apply to CITY OF MARYSVILLE.

2. RATIFICATION

Except as expressly modified by this Addendum, the Agreement shall remain in force and effect in accordance with its terms and is hereby ratified and affirmed.

3. EXECUTION IN COUNTERPARTS

This Addendum may be executed in counterparts, each of which shall be an original and all of which shall together constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

Exhibit B

CITY OF MARYSVILLE

The City of Marysville, Washington
municipal corporation

By

DocuSigned by:
Jon Melring
A8AE51528DE9478...
Name: _____
Title: Mayor

Approved as to Form:

Signed by:
Jon Walker
786AB5A2684C462...

City Attorney

CITY OF EVERETT

The City of Everett, a Washington municipal
corporation

By

Name: _____
Title: _____

Approved as to Form:

City Attorney

THE COUNTY

Snohomish County, a political
subdivision of the State of
Washington

By

Name: _____
Title: _____

Approved as to Form:

Deputy Prosecuting Attorney

CITY OF LAKE STEVENS

The City of Lake Stevens, a Washington
municipal corporation

By

Name: _____
Title: _____

Approved as to Form:

City Attorney

EXECUTED on the day and year first written below

THE COUNTY:

Snohomish County, a political subdivision
of the State of Washington

By

Name: _____
Executive

Recommended for approval:

By

Name: _____
Sheriff

Name: _____
Risk Management

Approved as to Form:

Deputy Prosecuting Attorney

Address for Notice:

Snohomish County Sheriff's Office
3000 Rockefeller Avenue M/S 606
Everett, WA 98201

INTERLOCAL AGREEMENT FOR SPECIAL
WEAPONS AND TACTICS TEAM COOPERATION
IN LAW ENFORCEMENT ACTIVITIES

EXECUTED on the day and year first written below

CITY OF EVERETT:

The City of Everett, a Washington municipal corporation

By

Name: _____

Title: _____

Recommended for approval:

By

Name: _____

Chief of Police

Name: _____

Title: _____

Approved as to Form:

City Attorney

Address for Notice:

Chief of Police
Everett Police Department
3002 Wetmore Avenue
Everett, WA 98201

INTERLOCAL AGREEMENT FOR SPECIAL
WEAPONS AND TACTICS TEAM COOPERATION
IN LAW ENFORCEMENT ACTIVITIES

EXECUTED on the day and year first written below

CITY OF LAKE STEVENS:

The City of Lake Stevens, a Washington municipal corporation

By

Name: _____

Title: _____

Recommended for approval:

By

Name: _____

Chief of Police

Name: _____

Title: _____

Approved as to Form:

City Attorney

Address for Notice:

Chief of Police

Lake Stevens Police Department

1825 S. Lake Stevens Road

Lake Stevens, WA 98258

INTERLOCAL AGREEMENT FOR SPECIAL
WEAPONS AND TACTICS TEAM COOPERATION
IN LAW ENFORCEMENT ACTIVITIES

EXECUTED on the day and year first written below

CITY OF MARYSVILLE:

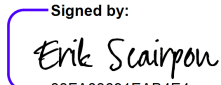
The City of Marysville a Washington municipal corporation

By  DocuSigned by:
A8AE51528DE9478...

Name: Jon Nehring

Title: Mayor

Recommended for approval:

By  Signed by:
33FA83691EAB4E4...

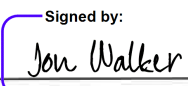
Name: Erik Scairpon

Chief of Police

Name: _____

Title: _____

Approved as to Form:

 Signed by:
786AB5A2684C462...

City Attorney

Address for Notice:

City of Marysville
501 Delta Avenue
Marysville, WA 98275

INTERLOCAL AGREEMENT FOR SPECIAL
WEAPONS AND TACTICS TEAM COOPERATION
IN LAW ENFORCEMENT ACTIVITIES

CITY COUNCIL STAFF REPORT



Agenda Date: 9/9/2025

Subject: Frontier Heights Park - Phase II Construction Contract

Contact Person/Department: Erik Mangold, Public Works

Budget Impact: \$1,378,699.69

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign the public works contract with Sunset Grill Construction, LLC. for the construction of the Frontier Heights Park - Phase II Project

SUMMARY/BACKGROUND:

The Public Works Department solicited bids on July 24, 2025. A bid opening was held the morning of August 14, 2025. A total of 11 bids were received, with the low bid coming from Sunset Grill Construction, LLC in the amount of \$1,378,699.69. The Public Works Department has verified the bidder's responsiveness and responsibility and now seeks a motion from the Council to authorize the Mayor to sign the construction contract for this project. This contract has 40 working days and is anticipated to be completed near the end of December 2025. The project budget is below:

Revenues	
RCO Grant	
	1,204,352
REET II	
	590,000
Pandemic Recovery	
	60,000
Park Mitigation	
	500,000
Total	
	2,354,352

Planned Expenditures

Design	190,223
Construction	1,378,700
Contingency (15%)	206,805
Total	1,775,728

The project includes four paved and fenced pickleball courts, a multi-sport synthetic turf field, stormwater treatment, a sensory garden, five exercise stations, a paved path around the improvements, 49 parking stalls and a decorative labyrinth. This project completes the Frontier Heights Park project except for future adjustment of existing playground equipment.

APPLICABLE CITY POLICIES:

Procurement Policy, Capital Improvement Plan, 2025 Budget

ATTACHMENTS:

1. 22016_Public Works Contract_250905
2. 22016_Bid Tabulation_SGOnly
3. 22016_Bid Tabulation_250815

PUBLIC WORKS CONTRACT

This Contract is made and entered into in duplicate this ____ day of _____, _____ by and between the City of Lake Stevens, a non-charter code city of the State of Washington, hereinafter referred to as "the City", and Sunset Grill Construction, a Washington Limited Liability Company ("Contractor")

WITNESSETH:

Whereas, the City desires to have certain public work performed as hereinafter set forth, requiring specialized skills and other supportive capabilities; and

Whereas, the Contractor represents that it is qualified and possesses sufficient skills and the necessary capabilities to perform the services set forth in this Contract.

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

1. Scope of Work.

The Contractor shall do all work and furnish all tools, materials, and equipment in order to accomplish the following project:

Frontier Heights Park Playfields, Project 22016

in accordance with and as described in

- A. this Contract, and
- B. the Project Manual, which include the attached plans, Specifications, Special Provisions, submittal requirements, attachments, addenda (if any), Bid Form, Performance and Payment Bond, and
- C. the Standard Specifications for Road, Bridge, and Municipal Construction prepared by the Washington State Department of Transportation, as may be specifically modified in the attached Specifications and/or Special Provisions, hereinafter referred to as "the standard specifications",
- D. ☐ City of Lake Stevens Engineering Standards (referenced but not attached)
- E. Other _____
- F. Addenda (If any)

and shall perform any alterations in or additions to the work provided under this Contract and every part thereof.

The Contractor shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Contract, except as may otherwise be provided in the Project Manual.

2. Time for Performance and Liquidated Damages / Termination of Contract.

- A. Time is of the essence in the performance of this Contract and in adhering to the time frames specified herein. The Contractor shall commence work within ten (10) calendar days after notice to proceed from the City, and said work shall be physically completed within **40** working days after said notice to proceed, unless a different time frame is expressly provided in writing by the City.
- B. If said work is not completed within the time for physical completion, the Contractor may be required at the City's sole discretion to pay to the City liquidated damages as set forth in the Project Manual, for each and every day said work remains uncompleted after the expiration of the specified time.
- C. Termination of Contract.
 - 1. Except as otherwise provided under this Contract, either party may terminate this Contract upon ten (10) working days' written notice to the other party in the event that said other party is in default and fails to cure such default within that ten-day period, or such longer period as provided by the non-defaulting party. The notice of termination shall state the reasons therefore and the effective date of the termination.
 - 2. The City may also terminate this Contract in accordance with the provisions of Section 1-08.10 of the Standard Specifications.

3. Compensation and Method of Payment.

- A. The City shall pay the Contractor for work performed under this Contract as detailed in the bid, as incorporated in the Project Manual.
- B. Payments for work provided hereunder shall be made following the performance of such work, unless otherwise permitted by law and approved in writing by the City. No payment shall be made for any work rendered by the Contractor except as identified and set forth in this Contract.
- C. Progress payments shall be based on the timely submittal by the Contractor of the City's standard payment request form.
- D. Payments for any alterations in or additions to the work provided under this Contract shall be in accordance with the Request For Information (RFI) and/or

Construction Change Order (CCO) process as set forth in the Project Manual. Following approval of the RFI and/or CCO, the Contractor shall submit the standard payment request form(s).

- E. The Contractor shall submit payment requests with a completed Application for Payment form, an example of which is included in the Attachments to this Contract. This form includes a lien waiver certification and shall be notarized before submission. Applications for payment not signed or notarized shall be considered incomplete and ineligible for payment consideration. The City shall initiate authorization for payment after receipt of a satisfactorily completed payment request form and shall make payment to the Contractor within approximately thirty (30) days thereafter.

4. Independent Contractor Relationship.

The relationship created by this Contract is that of independent contracting entities. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City, and the employees of the Contractor are not entitled to any of the benefits the City provides for its employees. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, subcontractors, or representatives during the performance of this Contract. The Contractor shall assume full responsibility for payment of all wages and salaries and all federal, state, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, workers compensation insurance, social security, and income tax withholding.

5. Prevailing Wage Requirements.

The Contractor shall comply with applicable prevailing wage requirements of the Washington State Department of Labor & Industries, as set forth in Chapter 39.12 RCW and Chapter 296-127 WAC. The Contractor shall document compliance with said requirements and shall file with the City appropriate affidavits, certificates, and/or statements of compliance with the State prevailing wage requirements. The Washington State Prevailing Wage Rates For Public Works Contracts, Snohomish County, incorporated in this Contract have been established by the Department of Labor & Industries and are included as an Attachment to this Contract. The Contractor shall also ensure that any subcontractors or agents of the Contractor shall comply with the prevailing wage and documentation requirements as set forth herein.

6. Indemnification and Hold Harmless.

- A. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers against and from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.
- B. The Contractor's duty to indemnify the City shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting

from the sole negligence of the City or its elected officials, agents, officers and/or employees.

- C. The Contractor's duty to indemnify the City for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the City and/or its elected officials, agents, officers and/or employees, and (b) the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors, shall apply only to the extent of negligence of Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors
- D. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

- E. Nothing contained in this section or Contract shall be construed to create a liability or a right of indemnification by any third party.
- F. The provisions of this section shall survive the expiration or termination of this Contract.

7. Insurance.

A. **Insurance Term.**

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise, as required in this Section, without interruption from or in connection with the performance commencement of the Contractor's work through the term of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. **No Limitation**

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

C. **Minimum Scope of Insurance.**

Contractors required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on at least as broad as Insurance Services Office (ISO) form CA Automobile 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad of coverage.

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

4. ☐ Required. Builders Risk insurance covering interests of the City, the Contractor, Subcontractors, and Sub-contractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.

5. ☐ Required. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage

will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

D. Minimum Amounts of Insurance.

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.
3. ☐ Required. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
4. ☐ Required. Contractors Pollution Liability shall be written in the amounts set forth above.

E. City Full Availability of Contractor Limits.

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

F. Other Insurance Provisions.

The Contractor's Automobile Liability, Commercial General Liability and Builders Risk insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage

maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

G. Acceptability of Insurers.

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

H. Verification of Coverage.

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Throughout the term of this Contract, upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

☐ Required. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

☐ Required. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Pollution Liability insurance that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

I. Contractor's Insurance for Other Losses.

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

J. Subcontractors.

The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

K. Waiver of Subrogation.

The Contractor and the City waive all rights against each other, any of their subcontractors, lower tier subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance

or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

L. Notice of Cancellation of Insurance.

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

M. Failure to Maintain Insurance

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

8. Compliance with Laws.

- A. The Contractor shall comply with all applicable federal, state, and local laws, including regulations for licensing, certification, and operation of facilities and programs, and accreditation and licensing of individuals, and any other standards or criteria as set forth in the Project Manual.
- B. The Contractor shall pay any applicable business and permit fees and taxes which may be required for the performance of the work.
- C. The Contractor shall comply with all legal and permitting requirements as set forth in the Project Manual.

9. Non-discrimination.

During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the City in the future unless the Contractor demonstrates to the satisfaction of the City that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

- A. The parties will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of the above-stated minorities.

- B. The parties will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of nondiscriminatory requirements in hiring and employment practices and assuring the service of all patrons and customers without discrimination with respect to the above-stated minority status.

10. Assignment and Subcontractors.

- A. The Contractor shall not assign this Contract or any interest herein, nor any money due to or to become due hereunder, without first obtaining the written consent of the City.
- B. The Contractor shall not subcontract any part of the services to be performed hereunder without first obtaining the consent of the City and complying with the provisions of this section.
- C. In the event the Contractor does assign this contract or employ any subcontractor, the Contractor agrees to bind in writing every assignee and subcontractor to the applicable terms and conditions of the contract documents.
- D. The Contractor shall, before commencing any work, notify the Owner in writing of the names of any proposed subcontractors. The Contractor shall not employ any subcontractor or other person or organization (including those who are to furnish the principal items or materials or equipment), whether initially or as a substitute, against whom the Owner may have reasonable objection. Each subcontractor or other person or organization shall be identified in writing to the Owner by the Contractor prior to the date this Contract is signed by the Contractor. Acceptance of any subcontractor or assignee by the Owner shall not constitute a waiver of any right of the Owner to reject defective work or work not in conformance with the contract documents. If the Owner, at any time, has reasonable objection to a subcontractor or assignee, the Contractor shall submit an acceptable substitute.
- E. The Contractor shall be fully responsible for all acts and omissions of its assignees, subcontractors and of persons and organization directly or indirectly employed by it and of persons and organizations for whose acts any of them may be liable to the same extent that it is responsible for the acts and omissions of person directly employed by it.
- F. The divisions and sections of the specifications and the identifications of any drawings shall not control the Contractor in dividing the work among subcontractors or delineating the work to be performed by any specific trade.
- G. Nothing contained in the contract documents shall create or be construed to create any relationship, contractual or otherwise, between the Owner and any subcontractor or assignee. Nothing in the contract documents shall create any obligation on the part of the Owner to pay or to assure payment of any monies due any subcontractor or assignee.

- H. The Contractor hereby assigns to the City any and all claims for overcharges resulting from antitrust violations as to goods and materials purchased in connection with this Contract, except as to overcharges resulting from antitrust violations commencing after the date of the bid or other event establishing the price of this Contract. In addition, the Contractor warrants and represents that each of its suppliers and subcontractors shall assign any and all such claims for overcharges to the City in accordance with the terms of this provision. The Contractor further agrees to give the City immediate notice of the existence of any such claim.
- I. In addition to all other obligations of the contractor, if the contractor does employ any approved subcontractor, the contractor shall supply to every approved subcontractor a copy of the form, provided in the project manual, to establish written proof that each subcontract and lower-tier subcontract is a written document and contains, as a part, the current prevailing wage rates. The contractor, each approved subcontractor and each approved lower-tier subcontractor shall complete and deliver the form directly to the City.

11. Contract Administration and Notices.

This Contract shall be administered for the City by the Project Manager, Aaron Halverson, and shall be administered for the Contractor by the Contractor's Contract Representative, **Donte Zimmerman**. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To City:

City of Lake Stevens
Attn: City Clerk
1812 Main Street (Physical Address)
Post Office Box 257 (Mailing Address)
Lake Stevens, WA 98258
Telephone: 425.622-9400

To Contractor

Sunset Grill, LLC.
Attn: Dante Zimmerman
720 S. Forest Street
Seattle, WA 98134
Telephone: 206-225-8597

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

12. Interpretation and Venue. This Contract shall be interpreted and construed in accordance with the laws of the State of Washington. The venue of any litigation between the parties regarding this Contract shall be Snohomish County, Washington.

13. Severability

- A. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions

shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

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

14. Non-Waiver.

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

15. Survival.

Any provision of this Contract which imposes an obligation after termination or expiration of this Contract shall survive the term or expiration of this Contract and shall be binding on the parties to this Contract.

16. Authority.

The person executing this Agreement on behalf of Contractor represents and warrants that he or she has been fully authorized by Contractor to execute this Agreement on its behalf and to legally bind Contractor to all the terms, performances and provisions of this Agreement. The person executing this Contractor on behalf of the City represents and warrants that he or she has been fully authorized by the City to execute this Contractor on its behalf and to legally bind the City to all the terms, performances and provisions of this Contractor.

17. Counterparts and Signatures.

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

18. ☒ **Debarment and Uniform Guidance.** If this contract involves the use, in whole or in part, of federal award(s), the Contractor must certify that it, and its subcontractors, have not been and are not currently on the Federal or the Washington State Debarment List and if the Contractor or its subcontractors become listed on the Federal or State Debarment List, the City will be notified immediately. Additionally, if this contract involves the use, in whole or in part, of federal award(s), provisions (A)-(K) in Appendix II to Part 200 of the Uniform Guidance (2 CFR Ch. 11 (1-1-14 edition) are hereby incorporated, as applicable, as if fully set forth herein. See attached **Exhibit _____**, if applicable.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed the day and year first hereinabove written.

CITY OF LAKE STEVENS

CONTRACTOR BUSINESS NAME

By: _____
Mayor

By: _____

Printed Name & Title

Attest:

Kelly Chelin, City Clerk

Approved as to Form:

Greg Rubstello, City Attorney

Frontier Heights Bid Tabulation 8/18/2025

ITEM NO.	ITEM DESCRIPTION	SPEC REF.	EST. QTY.	UNITS	UNIT PRICE	AMOUNT	Sunset Grill Construction	
PREPARATION							Unit Price	Total
1	Minor Change	1-04.4 (1)	1	FA	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 25,000.00
2	Construction Surveying	SP 1-05.4	1	LS	\$ 12,500.00	\$ 12,500.00	\$ 12,360.00	\$ 12,360.00
3	SPCC Plan	1-07.15	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 3,605.00	\$ 3,605.00
4	Record Drawings (Min Bid \$2,000)	SP 1-05.18	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,060.00	\$ 2,060.00
5	Mobilization	1-09.7	1	LS	\$169,343.00	\$ 169,343.00	\$ 25,750.00	\$ 25,750.00
6	Project Temporary Traffic Control	SP 1-10	1	LS	\$ 8,500.00	\$ 8,500.00	\$ 21,115.00	\$ 21,115.00
7	Clearing and Grubbing	2-01	4.30	AC	\$ 9,250.00	\$ 39,775.00	\$ 6,886.63	\$ 29,612.51
8	Remove 12" Diameter Storm Drain Pipe	SP 2-02	325	LF	\$ 15.00	\$ 4,875.00	\$ 10.82	\$ 3,516.50
9	Remove Storm Drain Pipe Structure	SP 2-02	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 2,253.13	\$ 2,253.13
10	Saw Cutting	SP 2-02	620	LF	\$ 5.00	\$ 3,100.00	\$ 2.70	\$ 1,674.00
11	Removing Asphalt Conc. Pavement	SP 2-02	1,165	SY	\$ 20.00	\$ 23,300.00	\$ 10.82	\$ 12,605.30
12	ESC Lead	SP 8-01	40	Day	\$ 1,120.00	\$ 44,800.00	\$ 515.00	\$ 20,600.00
13	Erosion/Water Pollution Control	SP 8-01	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 10,300.00	\$ 10,300.00
UTILITIES								
14	Structure Excavation Class A Incl. Haul	2-09	2,017	CY	\$ 25.00	\$ 50,425.00	\$ 12.62	\$ 25,454.54
15	Structure Excavation Class B Incl. Haul	2-09	407	CY	\$ 40.00	\$ 16,280.00	\$ 10.82	\$ 4,403.74
16	6" Perforated PVC Underdrain Pipe	SP 7-01	317	LF	\$ 30.00	\$ 9,510.00	\$ 30.90	\$ 9,795.30
17	8" Underdrain Perforated Pipe	SP 7-01	528	LF	\$ 30.00	\$ 15,840.00	\$ 38.88	\$ 20,528.64
18	12" Advanedge ADS Flat Drain Pipe	SP 7-01	2,015	LF	\$ 7.00	\$ 14,105.00	\$ 26.78	\$ 53,961.70
19	R-Tank Detention System	SP 7-03	1	LS	\$368,825.00	\$ 368,825.00	\$ 121,540.00	\$ 121,540.00
20	Schedule A Storm Sewer Pipe 12 in. Diam.	7-04	868	LF	\$ 65.00	\$ 56,420.00	\$ 91.41	\$ 79,343.88
21	Testing Storm Sewer Pipe	7-04	2,560	LF	\$ 3.00	\$ 7,680.00	\$ 1.38	\$ 3,532.80
22	Storm Clean Out	SP 7-04	6	EA	\$ 500.00	\$ 3,000.00	\$ 669.50	\$ 4,017.00
23	French Drain	SP 7-04	374	LF	\$ 18.00	\$ 6,732.00	\$ 38.37	\$ 14,350.38
24	Trench Drain	SP 7-04	10	LF	\$ 20.00	\$ 200.00	\$ 293.55	\$ 2,935.50
25	Catch Basin Type 1	7-05	11	EA	\$ 2,500.00	\$ 27,500.00	\$ 2,008.50	\$ 22,093.50
26	Catch Basin Type 2 - 48" Dia.	7-05	2	EA	\$ 4,500.00	\$ 9,000.00	\$ 3,656.50	\$ 7,313.00
27	Catch Basin Type 2 - 54" Dia. w/ Control Ris	7-05	1	EA	\$ 5,800.00	\$ 5,800.00	\$ 4,609.25	\$ 4,609.25
28	Catch Basin Type 2 - 60" Dia.	7-05	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 5,381.75	\$ 5,381.75
29	Connect to Drainage System	SP 7-05	7	EA	\$ 1,200.00	\$ 8,400.00	\$ 560.06	\$ 3,920.42
30	Stormfilter 60" Manhole	SP 7-06	1	EA	\$ 33,000.00	\$ 33,000.00	\$ 4,017.00	\$ 4,017.00
31	Stormfilter Catch Basin	SP 7-06	1	EA	\$ 16,500.00	\$ 16,500.00	\$ 5,047.00	\$ 5,047.00
32	Contech CDS Pretreatment Manhole	SP 7-06	1	EA	\$ 14,500.00	\$ 14,500.00	\$ 7,519.00	\$ 7,519.00
33	Gravel Backfill for Drains	9-03.12(4)	78	CY	\$ 70.00	\$ 5,460.00	\$ 39.66	\$ 3,093.48
34	Water Meter Rim Adjustment	7-10	2	EA	\$ 250.00	\$ 500.00	\$ 373.38	\$ 746.76
SURFACING								
35	Select Borrow Incl. Haul	SP 2-03.3	255	TN	\$ 20.00	\$ 5,100.00	\$ 35.54	\$ 9,062.70
36	Common Borrow Incl. Haul	SP 2-03.3	380	TN	\$ 35.00	\$ 13,300.00	\$ 23.69	\$ 9,002.20
37	Crushed Surface Base Course	4-04	1,595	TN	\$ 45.00	\$ 71,775.00	\$ 31.67	\$ 50,513.65
38	HMA CL. 1/2" PG 58H-22	SP 5-04	800	TN	\$ 170.00	\$ 136,000.00	\$ 124.24	\$ 99,392.00
39	Cement Conc. Sidewalk	SP 8-14	275	SY	\$ 100.00	\$ 27,500.00	\$ 106.86	\$ 29,386.50
40	5/8" Minus Crushed Rock	SP 8-37	39	TN	\$ 45.00	\$ 1,755.00	\$ 29.87	\$ 1,164.93
41	1/4" Minus Trail Mix	SP 8-37	13	TN	\$ 50.00	\$ 650.00	\$ 37.85	\$ 492.05
PLAYFIELD								
42	Artificial Turf, Pad and Infill	SP 8-32	33,325	SF	\$ 10.00	\$ 333,250.00	\$ 9.91	\$ 330,250.75
43	2" Finishing Stone	SP 8-32	210	CY	\$ 45.00	\$ 9,450.00	\$ 33.73	\$ 7,083.30
44	4" Stone Base	SP 8-32	410	CY	\$ 60.00	\$ 24,600.00	\$ 37.60	\$ 15,416.00
45	Non-Woven Geotextile	SP 8-32	4,000	SY	\$ 4.00	\$ 16,000.00	\$ 4.38	\$ 17,520.00
TRAFFIC								
46	Removable Recycled Plastic Bollard	SP 8-30	7	EA	\$ 500.00	\$ 3,500.00	\$ 585.81	\$ 4,100.67
OTHER ITEMS								
47	Tufted and Inlaid Lines	SP	2,806	LF	\$ 8.00	\$ 22,448.00	\$ 1.43	\$ 4,012.58
48	Painted Sports Court	SP 8-26	1,175	SF	\$ 15.00	\$ 17,625.00	\$ 1.91	\$ 2,244.25
49	Pickleball Nets and Posts	SP 8-27	4	EA	\$ 500.00	\$ 2,000.00	\$ 1,287.50	\$ 5,150.00
50	Pickleball Court Surfacing	SP 8-26	7,200	SF	\$ 5.00	\$ 36,000.00	\$ 2.59	\$ 18,648.00
51	Fitness Stations	SP 8-35	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 19,698.75	\$ 19,698.75
52	Topsoil Class A (3")	8-02	670	CY	\$ 60.00	\$ 40,200.00	\$ 31.67	\$ 21,218.90
53	Concrete Mow Strip	SP 8-36	525	SF	\$ 15.00	\$ 7,875.00	\$ 12.49	\$ 6,557.25
54	Mulch	SP 8-02	68	CY	\$ 65.00	\$ 4,420.00	\$ 23.95	\$ 1,628.60
55	Seeding and Fertilizing	SP 8-01	5,192	SY	\$ 3.75	\$ 19,470.00	\$ 1.91	\$ 9,916.72
56	Modify Irrigation System Complete	SP 8-03	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 20,600.00	\$ 20,600.00
57	4' Chain Link Fence	SP 8-12	415	LF	\$ 35.00	\$ 14,525.00	\$ 10.30	\$ 4,274.50
			SUBTOTAL				\$ 1,261,390.38	
			SALES TAX (9.3%)				\$ 117,309.31	
			BID PACKAGE TOTAL				\$ 1,378,699.68	

Frontier Heights Bid Tabulation

8/18/2025

ITEM NO.	ITEM DESCRIPTION	SPEC REF.	EST. QTY.	UNITS	UNIT PRICE	AMOUNT	Sunset Grill Construction		Bayshore Construction Co.		Diverse Earthworks Inc.		Konner Up Construction		A-1 Landscaping		Terra Dynamics, Inc.		Reece Construction Co		Diversified Holding NW		Faber Construction Corp.		SRV Construction, Inc.		Excavation West Inc.	
PREPARATION							Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Minor Change	1-04.4 (1)	1	FA	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
2	Construction Surveying	SP 1-05.4	1	LS	\$ 12,500.00	\$ 12,500.00	\$ 12,360.00	\$ 12,360.00	\$ 35,000.00	\$ 35,000.00	\$ 10,700.00	\$ 10,700.00	\$ 25,000.00	\$ 25,000.00	\$ 16,500.00	\$ 16,500.00	\$ 39,500.00	\$ 39,500.00	\$ 9,700.00	\$ 9,700.00	\$ 26,669.50	\$ 26,669.50	\$ 17,917.00	\$ 17,917.00	\$ 29,000.00	\$ 29,000.00	\$ 14,530.00	\$ 14,530.00
3	SPCC Plan	1-07.15	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 3,605.00	\$ 3,605.00	\$ 2,500.00	\$ 2,500.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 5,500.00	\$ 5,500.00	\$ 2,500.00	\$ 2,500.00	\$ 650.00	\$ 650.00	\$ 1,000.00	\$ 1,000.00	\$ 1,250.00	\$ 1,250.00	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00
4	Record Drawings (Min Bid \$2,000)	SP 1-05.18	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,060.00	\$ 2,060.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,000.00	\$ 2,000.00	\$ 3,600.00	\$ 3,600.00	\$ 2,000.00	\$ 2,000.00	\$ 2,389.00	\$ 2,389.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5	Mobilization	1-09.7	1	LS	\$ 169,343.00	\$ 169,343.00	\$ 25,750.00	\$ 25,750.00	\$ 200,000.00	\$ 200,000.00	\$ 59,000.00	\$ 59,000.00	\$ 200,000.00	\$ 200,000.00	\$ 288,777.00	\$ 288,777.00	\$ 105,000.00	\$ 105,000.00	\$ 59,000.00	\$ 59,000.00	\$ 72,500.00	\$ 72,500.00	\$ 74,761.00	\$ 74,761.00	\$ 133,000.00	\$ 133,000.00	\$ 188,798.00	\$ 188,798.00
6	Project Temporary Traffic Control	SP 1-10	1	LS	\$ 8,500.00	\$ 8,500.00	\$ 21,115.00	\$ 21,115.00	\$ 10,000.00	\$ 10,000.00	\$ 1,635.00	\$ 1,635.00	\$ 25,000.00	\$ 25,000.00	\$ 22,200.00	\$ 22,200.00	\$ 10,500.00	\$ 10,500.00	\$ 21,500.00	\$ 21,500.00	\$ 6,050.00	\$ 6,050.00	\$ 37,907.00	\$ 37,907.00	\$ 5,000.00	\$ 5,000.00	\$ 2,200.00	\$ 2,200.00
7	Clearing and Grubbing	2-01	4.30	AC	\$ 9,250.00	\$ 39,775.00	\$ 6,886.63	\$ 29,612.51	\$ 1,500.00	\$ 6,450.00	\$ 2,982.54	\$ 12,824.92	\$ 5,000.00	\$ 21,500.00	\$ 26,400.00	\$ 113,520.00	\$ 22,500.00	\$ 96,750.00	\$ 5,500.00	\$ 23,650.00	\$ 79,061.40	\$ 339,964.02	\$ 6,851.00	\$ 29,459.30	\$ 18,500.00	\$ 79,550.00	\$ 11,213.64	\$ 48,218.65
8	Remove 12" Diameter Storm Drain Pipe	SP 2-02	325	LF	\$ 15.00	\$ 4,875.00	\$ 10.82	\$ 3,516.50	\$ 25.00	\$ 8,125.00	\$ 13.76	\$ 4,472.00	\$ 12.00	\$ 3,900.00	\$ 15.00	\$ 4,875.00	\$ 45.00	\$ 14,625.00	\$ 25.50	\$ 8,287.50	\$ 5.50	\$ 1,787.50	\$ 30.00	\$ 9,750.00	\$ 31.50	\$ 10,237.50	\$ 3.87	\$ 1,257.75
9	Remove Storm Drain Pipe Structure	SP 2-02	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 2,253.13	\$ 2,253.13	\$ 2,500.00	\$ 2,500.00	\$ 771.72	\$ 771.72	\$ 500.00	\$ 500.00	\$ 2,450.00	\$ 2,450.00	\$ 5,650.00	\$ 5,650.00	\$ 1,725.00	\$ 1,725.00	\$ 1,045.00	\$ 1,045.00	\$ 1,442.00	\$ 1,442.00	\$ 1,200.00	\$ 1,200.00	\$ 1,016.26	\$ 1,016.26
10	Saw Cutting	SP 2-02	620	LF	\$ 5.00	\$ 3,100.00	\$ 2.70	\$ 1,674.00	\$ 5.00	\$ 3,100.00	\$ 3.57	\$ 2,213.40	\$ 4.00	\$ 2,480.00	\$ 6.00	\$ 3,720.00	\$ 15.25	\$ 9,455.00	\$ 3.80	\$ 2,356.00	\$ 4.95	\$ 3,069.00	\$ 4.00	\$ 2,480.00	\$ 4.00	\$ 2,480.00	\$ 3.54	\$ 2,194.80
11	Removing Asphalt Conc. Pavement	SP 2-02	1,165	SY	\$ 20.00	\$ 23,300.00	\$ 10.82	\$ 12,605.30	\$ 15.00	\$ 17,475.00	\$ 3.79	\$ 4,415.35	\$ 10.00	\$ 11,650.00	\$ 31.00	\$ 36,115.00	\$ 10.50	\$ 12,232.50	\$ 10.00	\$ 11,650.00	\$ 59.40	\$ 69,201.00	\$ 9.00	\$ 10,485.00	\$ 8.00	\$ 9,320.00	\$ 10.77	\$ 12,547.05
12	ESC Lead	SP 8-01	40	Day	\$ 1,120.00	\$ 44,800.00	\$ 515.00	\$ 20,600.00	\$ 100.00	\$ 4,000.00	\$ 77.00	\$ 3,080.00	\$ 200.00	\$ 8,000.00	\$ 350.00	\$ 14,000.00	\$ 150.00	\$ 6,000.00	\$ 166.00	\$ 6,640.00	\$ 165.00	\$ 6,600.00	\$ 118.00	\$ 4,720.00	\$ 150.00	\$ 6,000.00	\$ 80.00	\$ 3,200.00
13	Erosion/Water Pollution Control	SP 8-01	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 10,300.00	\$ 10,300.00	\$ 56,000.00	\$ 56,000.00	\$ 18,601.09	\$ 18,601.09	\$ 10,000.00	\$ 10,000.00	\$ 32,091.00	\$ 32,091.00	\$ 68,000.00	\$ 68,000.00	\$ 27,500.00	\$ 27,500.00	\$ 35,689.50	\$ 35,689.50	\$ 50,606.00	\$ 50,606.00	\$ 48,800.00	\$ 48,800.00	\$ 43,468.00	\$ 43,468.00
UTILITIES																												
14	Structure Excavation Class A Incl. Haul	2-09	2,017	CY	\$ 25.00	\$ 50,425.00	\$ 12.62	\$ 25,454.54	\$ 25.00	\$ 50,425.00	\$ 23.84	\$ 48,085.28	\$ 50.00	\$ 100,850.00	75	\$ 151,275.00	55.5	\$ 111,943.50	\$ 18.00	\$ 36,306.00	\$ 58.35	\$ 117,691.95	\$ 34.00	\$ 68,578.00	\$ 37.00	\$ 74,629.00	\$ 28.38	\$ 57,242.46
15	Structure Excavation Class B Incl. Haul	2-09	407	CY	\$ 40.00	\$ 16,280.00	\$ 10.82	\$ 4,403.74	\$ 25.00	\$ 10,175.00	\$ 23.27	\$ 9,470.89	\$ 50.00	\$ 20,350.00	\$ 70.00	\$ 28,490.00	\$ 48.00	\$ 19,536.00	\$ 29.00	\$ 11,803.00	\$ 69.36	\$ 28,229.52	\$ 34.00	\$ 13,838.00	\$ 47.00	\$ 19,129.00	\$ 28.39	\$ 11,554.73
16	6" Perforated PVC Underdrain Pipe	SP 7-01	317	LF	\$ 30.00	\$ 9,510.00	\$ 30.90	\$ 9,795.30	\$ 30.00	\$ 9,510.00	\$ 14.02	\$ 4,444.34	\$ 20.00	\$ 6,340.00	\$ 77.00	\$ 24,409.00	\$ 30.00	\$ 9,510.00	\$ 34.00	\$ 10,778.00	\$ 22.00	\$ 6,974.00	\$ 45.00	\$ 14,265.00	\$ 59.00	\$ 18,703.00	\$ 11.41	\$ 3,619.97
17	8" Underdrain Perforated Pipe	SP 7-01	528	LF	\$ 30.00	\$ 15,840.00	\$ 38.88	\$ 20,528.64	\$ 45.00	\$ 23,760.00	\$ 18.86	\$ 9,958.08	\$ 25.00	\$ 13,200.00	\$ 110.00	\$ 58,080.00	\$ 37.50	\$ 19,800.00	\$ 29.00	\$ 15,312.00	\$ 55.00	\$ 29,040.00	\$ 57.00	\$ 30,096.00	\$ 49.00	\$ 25,872.00	\$ 17.85	\$ 9,424.80
18	12" Advanedge ADS Flat Drain Pipe	SP 7-01	2,015	LF	\$ 7.00	\$ 14,105.00	\$ 26.78	\$ 53,961.70	\$ 50.00	\$ 100,750.00	\$ 7.35	\$ 14,810.25	\$ 40.00	\$ 80,600.00	\$ 145.00	\$ 292,175.00	\$ 14.00	\$ 28,210.00	\$ 11.00	\$ 22,165.00	\$ 61.60	\$ 124,124.00	\$ 65.00	\$ 130,975.00	\$ 34.00	\$ 68,510.00	\$ 11.48	\$ 23,132.20
19	R-Tank Detention System	SP 7-03	1	LS	\$ 368,825.00	\$ 368,825.00	\$ 121,540.00	\$ 121,540.00	\$ 355,000.00	\$ 355,000.00	\$ 351,854.36	\$ 351,854.36	\$ 330,000.00	\$ 330,000.00	\$ 660,000.00	\$ 660,000.00	\$ 499,500.00	\$ 499,500.00	\$ 338,250.00	\$ 338,250.00	\$ 550,582.54	\$ 550,582.54	\$ 404,806.00	\$ 404,806.00	\$ 562,750.00	\$ 562,750.00	\$ 351,982.00	\$ 351,982.00
20	Schedule A Storm Sewer Pipe 12 in. Diam.	7-04	868	LF	\$ 65.00	\$ 56,420.00	\$ 91.41	\$ 79,343.88	\$ 85.00	\$ 73,780.00	\$ 54.71	\$ 47,488.28	\$ 80.00	\$ 69,440.00	\$ 168.00	\$ 145,824.00	\$ 62.00	\$ 53,816.00	\$ 64.50	\$ 55,986.00	\$ 44.00	\$ 38,192.00	\$ 57.75	\$ 50,127.00	\$ 50.00	\$ 48,608.00	\$ 50.53	\$ 43,860.04
21	Testing Storm Sewer Pipe	7-04	2,560	LF	\$ 3.00	\$ 7,680.00	\$ 1.38	\$ 3,532.80	\$ 1.50	\$ 3,840.00	\$ 1.04	\$ 2,662.40	\$ 1.00	\$ 2,560.00	\$ 4.00	\$ 10,240.00	\$ 3.00	\$ 7,680.00	\$ 3.60	\$ 9,216.00	\$ 1.93	\$ 4,940.80	\$ 1.00	\$ 2,560.00	\$ 3.30	\$ 8,448.00	\$ 2.00	\$ 5,120.00
22	Storm Clean Out	SP 7-04	6	EA	\$ 500.00	\$ 3,000.00	\$ 669.50	\$ 4,017.00	\$ 600.00	\$ 3,600.00	\$ 420.13	\$ 2,520.78	\$ 500.00	\$ 3,000.00	\$ 1,800.00	\$ 10,800.00	\$ 500.00	\$ 3,000.00	\$ 922.00	\$ 5,532.00	\$ 467.50	\$ 2,805.00	\$ 423.00	\$ 2,538.00	\$ 550.00	\$ 3,300.00	\$ 1,043.00	\$ 6,258.00
23	French Drain	SP 7-04	374	LF	\$ 18.00	\$ 6,732.00	\$ 38.37	\$ 14,350.38	\$ 30.00	\$ 11,220.00	\$ 28.33	\$ 10,595.42	\$ 50.00	\$ 18,700.00	\$ 80.00	\$ 29,920.00	\$ 36.00	\$ 13,464.00	\$ 44.75	\$ 16,736.50	\$ 44.00	\$ 16,456.00	\$ 42.00	\$ 15,708.00	\$ 24.00	\$ 8,976.00	\$ 29.15	\$ 10,902.10
24	Trench Drain	SP 7-04	10	LF	\$ 20.00	\$ 200.00	\$ 293.55	\$ 2,935.50	\$ 150.00	\$ 1,500.00	\$ 78.26	\$ 782.60	\$ 100.00	\$ 1,000.00	\$ 450.00	\$ 4,500.00	\$ 130.00	\$ 1,300.00	\$ 364.00	\$ 3,640.00	\$ 188.00	\$ 1,880.00	\$ 310.00	\$ 3,				

CITY COUNCIL STAFF REPORT



Agenda Date: 9/9/2025

Subject: City Acceptance of Donation of Property Resolution 2025-05

Contact Person/Department: Russ Wright, Community Development

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

1. Accept donation of property consisting of 9.95 acres of single-family zoned land located at 2608 103rd Avenue SE, with Snohomish County parcel number 00457100004200, with an estimated buildable area of 2.0 acres and an appraised value of \$1,100,000.
2. **Motion to approve Resolution number 2025-05:** A resolution (**Attachment 1**) of the City of Lake Stevens accepting the donation of an approximate 9.95-acre parcel, located at 2608 103rd Avenue SE, with Snohomish County parcel number 00457100004200.

SUMMARY/BACKGROUND:

The donor, Natural 9 Holdings, has offered to donate the real property to the City for mutual benefits and public uses and improvements and to the public. Chapter 3.60 of the Lake Stevens Municipal Code allows for donations of real property valued over \$5,000 to be accepted by resolution of the City Council. Future use of the property will be determined by City Council.

FINDINGS AND CONCLUSIONS:

Acceptance of this property will benefit the city and the residents of Lake Stevens. There is no cost to the city for the purchase.

APPLICABLE CITY POLICIES:

Chapter 3.60 of the Lake Stevens Municipal Code

ATTACHMENTS:

1. Property Donation Resolution 2025-05

LAKE STEVENS CITY COUNCIL

RESOLUTION NO. 2025-05

A RESOLUTION OF THE LAKE STEVENS CITY COUNCIL ACCEPTING THE
DONATION OF REAL PROPERTY HAVING A VALUE IN EXCESS OF \$5,000.00

WHEREAS, the owner of undeveloped real property in the City of Lake Stevens, consisting of 9.95 acres of single-family zoned land, located at 2608 103rd Avenue SE, with Snohomish County Parcel ID number: 00457100004200 (**Exhibit A – Vicinity Map**), with an estimated buildable area of 2.0 acres and an appraised value of \$1,100,000 has offered to donate the real property to the City and to the public; and

WHEREAS, Chapter 3.60 of the Lake Stevens Municipal Code allows for donations of real property to be accepted by resolution of the City Council; and

WHEREAS, the City Council upon being advised of the circumstances of the property and donation by city staff has determined that acceptance of the donation is in the public interest and the interest of the City;

NOW, THEREFORE,

The Lake Stevens City Council does hereby resolve for the City's acceptance of the above-described real property from its owner Natural 9 Holdings. The mayor or his designee is authorized to accept a Dedication Deed or other deed form approved by the City Attorney and to sign all other documents necessary to complete the donation and recording of the deed of conveyance to the City.

APPROVED BY VOTE OF THE LAKE STEVENS CITY COUNCIL, September 09, 2025.

MAYOR'S SIGNATURE

ATTEST:

City Clerk

Date

Exhibit A – Vicinity Map

2608 103rd Avenue SE, with Snohomish County parcel number 00457100004200



CITY COUNCIL STAFF REPORT



Agenda Date: 9/9/2025

Subject: Solicitor License Code Amendment (Ordinance 1203)

Contact Person/Department: Jill Needham, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Adopt Ordinance 1203

SUMMARY/BACKGROUND:

On June 25, 2024, the City Council adopted Ordinance 1185, which amended the Lake Stevens Municipal Code (LSMC) to update solicitor license requirements and establish background check procedures. Specifically, LSMC 4.04.130 outlines the requirements for obtaining a solicitor license, while LSMC 4.04.230 addresses the process for conducting background checks.

As required by the Washington State Patrol (WSP) for conducting nationwide background checks, the City submitted the adopted ordinance to the WSP on July 10, 2024, for forwarding to the FBI for review.

Earlier this year, staff received notice that Ordinance 1185 did not meet the requirements of Public Law 92-544, which governs the exchange of Criminal History Record Information (CHRI) between the FBI and state or local governments. Specifically, the FBI's review noted that CHRI must be disseminated to the city or town—not to another public entity—when local governments work in conjunction with other public agencies.

To address this issue and ensure compliance with federal law, staff have revised **LSMC 4.04.130(f)(1–3)** and **LSMC 4.04.230(c)** to:

- Clearly state that the **police department** shall make the fitness determination based on the background check results; and
- Clarify that the CHRI results will be disseminated to **the city**, in accordance with FBI and WSP requirements.

Track changes of the proposed revisions are shown in Attachment 2, with a clean copy of the language included in Sections 2 and 3 of Ordinance 1203 (Attachment 1). Staff requests that the City Council adopt the ordinance as attached.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Attachment 1 - Ordinance
2. Attachment 2 - Code Revisions

ORDINANCE NO. 1203

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, CONCERNING SOLICITOR LICENSES; ADOPTING FINDINGS OF FACT, DEFINITIONS, AND REGULATIONS; PROVIDING FOR SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE.

WHEREAS, the City requires licenses for individuals traveling from place to place or house to house for the purpose of selling goods, services, or collecting opinions;

WHEREAS, the City wishes to streamline and simplify code sections relating to solicitor licenses;

WHEREAS, this ordinance provides for public safety by allowing the city staff to conduct nationwide background checks for applicants;

WHEREAS, Washington State Patrol requires specific codified language and an ORI (Originating Agency Number) in order to conduct nationwide fingerprint-based background checks;

WHEREAS, the previous ordinance, Ordinance 1185, was sent July 10, 2024 to Washington State Patrol to be reviewed by the FBI;

WHEREAS, the Washington State Patrol provided commentary based on the FBI's review that has been incorporated herein;

WHEREAS, upon Council approval, the proposed amendments contained herein will be retransmitted to the Washington State Patrol for review as required by the FBI.

THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, ORDAINS AS FOLLOWS:

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

Section 2. Section Amended. Existing language in Lake Stevens Municipal Code 4.04.130 Canvassers, Peddlers, and Solicitors to be struck and is hereby replaced as follows:

(a) Purpose.

- (1) The purpose of this section is to regulate the activities of canvassers, peddlers, and solicitors to promote their dependability and accountability. The licensing fees provided herein are levied to defray the costs of regulation and not to place undue burden on interstate commerce.
- (2) It is expressly the purpose of this chapter to provide for and promote the safety and welfare of the general public and not to create or designate any particular class of persons who will or should be specially protected by its terms.

(b) Immunity

- (1) It is the specific intent of this chapter to place the obligation of complying with its terms on the licensee. No provision of this section is intended to impose any duty upon the city or its employees,
- (2) Nothing contained in this chapter is intended to be nor shall be construed to create any liability on the part of the city or its employees for any injury or damage resulting from the failure of the

licensee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter on the part of the city or its employees.

- (c) License Required. It is unlawful for any person to engage in business as a peddler, solicitor, or canvasser without first obtaining a solicitor license for each person as provided in this chapter. Such license is in addition to the general business license requirements in this chapter.
- (d) Exemptions. No person shall be required to obtain a soliciting license for the exempt activities listed in LSMC 4.04.040.
- (e) Application Requirements. Applicants shall provide the Department of Planning and Community Development with a written application, to be reviewed in conjunction with the Police Department, including the following information:
 - (1) Application including name, date of birth, and permanent home address of the applicant;
 - (2) A brief description of the nature of the business and the goods or services to be sold;
 - (3) Name and address of the employer or parent organization the applicant is representing and documentation verifying that relationship.
 - (4) An estimate of the length of time and a statement of the exact location or parts of the city in which the applicant will pursue the activities in question;
 - (5) Description and license plate numbers of any vehicles to be used;
 - (6) A copy of the applicant's picture identification taken within 60 days immediately prior to the date of filing of the application which picture shall be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner;
 - (7) The fingerprints of the applicant for the purpose of a background check pursuant to RCW 35.21.920. Fingerprints shall be taken or submitted to the Police Department. Background checks will be conducted pursuant to LSMC 4.04.230.
 - (8) License fee as adopted by resolution;
 - (9) All applicable requirements listed under Section [4.04.060](#), Procedure for Obtaining License.
- (f) Procedure for Approval or Denial.
 - (1) The police department shall review the application and either approve or deny based on the results of the criminal background check.
 - (2) The police department's review shall include a background check containing felony and misdemeanor and misdemeanor convictions and traffic offenses which have occurred in the past 10 years. The review will additionally consider but is not limited to the issues of unsatisfactory criminal history, public safety, pedestrian traffic, vehicular traffic, public disturbance, and noise concerns.
 - (3) The determination to approve or deny, based on the criminal background check will be communicated to the city. If the application is denied, the police department will provide written notification to the applicant.
- (g) Expiration of License. All licenses issued pursuant to this chapter shall expire one year from the date of issuance.
- (h) General Requirements.
 - (1) It is unlawful for any canvasser, peddler or solicitor to operate in a congested area where such operation may impede or inconvenience the public use of such street, alley, sidewalk or right-of-

way. For the purpose of this chapter, the judgment of a police officer, exercised in good faith, is conclusive as to whether the area is congested and the public impeded or inconvenienced.

- (2) It is unlawful for any canvasser, peddler or solicitor to occupy any property or structure for the purpose of selling, renting, or delivery of goods, wares or merchandise within the City without prior approval of said structure or property by the City. It is the responsibility of the licensee to assure that approval of each specific structure or property is clearly listed on any license issued under this chapter.
- (3) The solicitor's license badge shall be carried at all times when peddling, soliciting or canvassing within the City and shall be displayed along with photo identification upon request by any prospective customer or law enforcement officer.
- (4) No canvasser, peddler or solicitor shall engage in canvassing, peddling or solicitation activities between the hours of 8:00 p.m. and 9:00 a.m.
- (5) No canvasser, peddler or solicitor shall engage or attempt to engage in activity at any home, residence, apartment complex or business that displays a "No Peddlers" or "No Solicitors" sign or any other similar sign. Any person failing to comply with this chapter shall be in violation of this chapter and shall also be subject to criminal prosecution under RCW 9A.52.080.
- (i) Revocation, Suspension, and Denial. Solicitor licenses issued under this chapter may be revoked, suspended, or denied pursuant to LSMC 4.04.150. All revocations, suspensions, and denials of a solicitor license may be appealed pursuant to LSMC 4.04.160.

Section 3. Section Amended. Lake Stevens Municipal Code 4.04.230 Investigations and Background Checks is hereby adopted for the term of this ordinance, to read as follows:

The following shall apply to background checks for solicitor license applications, as required by LSMC 4.04.130(e)(8):

- (a) In accordance with LSMC 4.04.130(e)(8), an applicant, employee, or volunteer seeking to engage in soliciting, peddling, or canvassing shall submit fingerprints to the Police Department which will submit to the Washington State Patrol and the Federal Bureau of Investigation along with appropriate fees.
- (b) Upon receipt of the fingerprints and the appropriate fees, the Washington State Patrol will compare the subject's fingerprints against its criminal database and submit the fingerprints to the Federal Bureau of Investigation for a comparison with nationwide records. The results of the Washington State Patrol and Federal Bureau of Investigation's check will be returned to the Police Department.
- (c) If an employer or organization is a private entity, the Police Department shall render a fitness determination based upon the results of the criminal background check and communicate its fitness determination to such private employer or organization. If an employer or organization is a public entity, the Police Department shall render a fitness determination based upon the results of the criminal background check and communicate its fitness determination to such public entity.
- (d) In rendering a fitness determination, the Police Department will decide whether the record subject has been convicted of (or is under pending indictment for)
 - (1) Any felony or a misdemeanor which involved force or threat of force, intent to deliver controlled substances, burglary, theft, financial crimes, crimes against children, or was a sex-related offense;
- (e) A record subject may request and receive a copy of his/her criminal history record information from the Police Department. Should the record subject seek to amend or correct his/her record, he/she must contact the Washington State Patrol for a Washington state record or the Federal Bureau of Investigation for records from other jurisdictions maintained in its file.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. Effective Date. This Ordinance shall take effect and be in full force five days after passage and publication of an approved summary consisting of the title.

PASSED by the Council and approved by the Mayor of the City of Lake Stevens, this 9th day of September, 2025.

CITY OF LAKE STEVENS

Mayor Brett Gailey

ATTEST/AUTHENTICATED:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

Greg Rubstello

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:

First and Final Reading: September 9, 2025
Published:
Effective Date:

Attachment 2 – Current Language with Revisions

RETAINED Section: **LSMC 4.04.020 Definitions**

“Solicitor” or “Peddler” means any persons who, without prior invitation from the occupant, go from place to place, or house to house, carrying for sale, exposing for sale, or offering for sale goods, wares, merchandise, or services of any type, for present or future delivery.

MODIFIED Section: **LSMC 4.04.130 Canvassers, Peddlers, and Solicitors**

(a) Purpose.

- (1) The purpose of this section is to regulate the activities of canvassers, peddlers, and solicitors to promote their dependability and accountability. The licensing fees provided herein are levied to defray the costs of regulation and not to place undue burden on interstate commerce.
- (2) It is expressly the purpose of this chapter to provide for and promote the safety and welfare of the general public and not to create or designate any particular class of persons who will or should be specially protected by its terms.

(b) Immunity

- (1) It is the specific intent of this chapter to place the obligation of complying with its terms on the licensee. No provision of this section is intended to impose any duty upon the city or its employees,
- (2) Nothing contained in this chapter is intended to be nor shall be construed to create any liability on the part of the city or its employees for any injury or damage resulting from the failure of the licensee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter on the part of the city or its employees.

(c) License Required. It is unlawful for any person to engage in business as a peddler, solicitor, or canvasser without first obtaining a solicitor license for each person as provided in this chapter. Such license is in addition to the general business license requirements in this chapter.

(d) Exemptions. No person shall be required to obtain a soliciting license for the exempt activities listed in LSMC 4.04.040.

(e) Application Requirements. Applicants shall provide the Department of Planning and Community Development with a written application, to be reviewed in conjunction with the Police Department, including the following information:

- (1) Application including name, date of birth, and permanent home address of the applicant;

- (3) A brief description of the nature of the business and the goods or services to be sold;
 - (4) Name and address of the employer or parent organization the applicant is representing and documentation verifying that relationship.
 - (5) An estimate of the length of time and a statement of the exact location or parts of the city in which the applicant will pursue the activities in question;
 - (6) Description and license plate numbers of any vehicles to be used;
 - (7) A copy of the applicant's picture identification taken within 60 days immediately prior to the date of filing of the application which picture shall be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner;
 - (8) The fingerprints of the applicant for the purpose of a background check pursuant to RCW 35.21.920. Fingerprints shall be taken or submitted to the Police Department. Background checks will be conducted pursuant to LSMC 4.04.230.
 - (9) License fee as adopted by resolution;
 - (10) All applicable requirements listed under Section [4.04.060](#), Procedure for Obtaining License.
- (f) Procedure for Approval or Denial.
- (1) The ~~Police Chief or designee~~ [police department](#) shall review the application and ~~provide a written verification of either approval or denial based on the results of the criminal background check. The review shall include a background check containing felony and misdemeanor convictions and traffic offenses which have occurred in the past 10 years.~~
 - (2) The ~~Police Chief's~~ [police department's review report](#) shall ~~include a background check containing felony and misdemeanor and misdemeanor convictions and traffic offenses which have occurred in the past 10 years. The review will additionally specifically address~~ [consider](#) but is not limited to the issues of unsatisfactory criminal history, public safety, pedestrian traffic, vehicular traffic, public disturbance, and noise concerns.
 - (3) ~~The Police Chief or designee shall grant, deny or condition the license based on the written report to the applicant. The determination to approve or deny, based on the criminal background check will be communicated to the city. If the application is denied, the police department will provide written notification to the applicant.~~
- (g) Expiration of License. All licenses issued pursuant to this chapter shall expire one year from the date of issuance.
- (h) General Requirements.
- (1) It is unlawful for any canvasser, peddler or solicitor to operate in a congested area where such operation may impede or inconvenience the public use of such street, alley, sidewalk or right-of-way. For the purpose of this chapter, the judgment of a

police officer, exercised in good faith, is conclusive as to whether the area is congested and the public impeded or inconvenienced.

- (2) It is unlawful for any canvasser, peddler or solicitor to occupy any property or structure for the purpose of selling, renting, or delivery of goods, wares or merchandise within the City without prior approval of said structure or property by the City. It is the responsibility of the licensee to assure that approval of each specific structure or property is clearly listed on any license issued under this chapter.
- (3) The solicitor's license badge shall be carried at all times when peddling, soliciting or canvassing within the City and shall be displayed along with photo identification upon request by any prospective customer or law enforcement officer.
- (4) No canvasser, peddler or solicitor shall engage in canvassing, peddling or solicitation activities between the hours of 8:00 p.m. and 9:00 a.m.
- (5) No canvasser, peddler or solicitor shall engage or attempt to engage in activity at any home, residence, apartment complex or business that displays a "No Peddlers" or "No Solicitors" sign or any other similar sign. Any person failing to comply with this chapter shall be in violation of this chapter and shall also be subject to criminal prosecution under RCW 9A.52.080.
- (i) Revocation, Suspension, and Denial. Solicitor licenses issued under this chapter may be revoked, suspended, or denied pursuant to LSMC 4.04.150. All revocations, suspensions, and denials of a solicitor license may be appealed pursuant to LSMC 4.04.160.

MODIFIED Section: LSMC 4.04.230 Investigations and Background Checks

The following shall apply to background checks for solicitor license applications, as required by LSMC 4.04.130(e)(8):

- (a) In accordance with LSMC 4.04.130(e)(8), an applicant, employee, or volunteer seeking to engage in soliciting, peddling, or canvassing shall submit fingerprints to the Police Department which will submit to the Washington State Patrol and the Federal Bureau of Investigation along with appropriate fees.
- (b) Upon receipt of the fingerprints and the appropriate fees, the Washington State Patrol will compare the subject's fingerprints against its criminal database and submit the fingerprints to the Federal Bureau of Investigation for a comparison with nationwide records. The results of the Washington State Patrol and Federal Bureau of Investigation's check will be returned to the Police Department.
- (c) If an employer or organization is a private entity, the Police Department shall render a fitness determination based upon the results of the criminal background check and communicate its fitness determination to such private employer or organization. If an employer or organization is a public entity, the Police Department shall:

(1) Render a fitness determination based upon the results of the criminal background check and communicate its fitness determination to such public entity. ~~or;~~

~~(2) Disseminate the results of the criminal background check to the public entity for a fitness determination.~~

(d) In rendering a fitness determination, the Police Department will decide whether the record subject has been convicted of (or is under pending indictment for)

(1) Any felony or a misdemeanor which involved force or threat of force, intent to deliver controlled substances, burglary, theft, financial crimes, crimes against children, or was a sex-related offense;

(e) A record subject may request and receive a copy of his/her criminal history record information from the Police Department. Should the record subject seek to amend or correct his/her record, he/she must contact the Washington State Patrol for a Washington state record or the Federal Bureau of Investigation for records from other jurisdictions maintained in its file.

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CITY COUNCIL STAFF REPORT



Agenda Date: 9/9/2025

Subject: AWC Business License Model Threshold Changes for Non-Resident Business Endorsements

Contact Person/Department: Christi Schmidt, Community Development

Budget Impact: There is not a budget impact.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

1. **City Council preference on how to regulate or not to regulate non-resident business licenses.**
2. **Motion to amend and/or approve Ordinance No. 1202:** An ordinance of the City of Lake Stevens amending the Lake Stevens Municipal Code (LSMC) [Chapter 4.04, Business Licenses and Regulations](#)

SUMMARY/BACKGROUND:

The Lake Stevens Municipal Code (LSMC) [Chapter 4.04, Business Licenses and Regulations](#), provides regulations for business licensing and provides a means of obtaining public information, compiling statistical information on existing and new business in the city and ensures the legal conduct of business and assists in the effective administrative of City ordinances relating to health, fire and building codes, zoning and other codes. The city has updated the city business licenses regulations as outlined below and in discussion with the Department of Revenue the city has an option on how to regulate (track) the non-resident business licenses which is outlined below following the historical legislation.

- In 2017 cities in Washington State were required to partner with Department of Revenue (DOR) for the processing of city business licenses.

- In 2018 the Washington State Legislature adopted 2018 Model Threshold Legislation per [RCW 35.90.080](#) to address out-of-city licensing/delivery concerns.
- Later in 2018 a final recommendation was \$2000 for out-of-city businesses, with option to require no-fee registration only requirement below threshold.
- On September 25, 2018 the City complied with the state legislation and adopted Ordinance 1033 establishing an \$2,000 threshold exemption for non-resident businesses.
- AWC 2026 City Business Model Threshold Update. Cities with a business licenses must adopt the model threshold update by January 1, 2026. See **Attachment 1- 2026 AWC Business License Model Threshold Summary**.
- Because the city is a partner with DOR for issuing business licenses, the city is subject to the DOR deadline of mid-October 2025 to submit the adopted threshold change(s). This will provide DOR with adequate time to make the updates for all the jurisdictions in the state.

Currently businesses under the threshold amount are not required to obtain an endorsement. See the highlighted portion of the LSMC 4.04.040(b.10.(i) in **Attachment 2 - Ordinance 1202**. The business then conducts work in the city without endorsement. The DOR has an option for cities to allow non-resident businesses under the threshold to obtain a city endorsement at \$0 fee per the 2018 adopted legislation by the Association of Washington Cities. This process would be automated. Should the Council select this the DOR will process the request in the order received after January 1, 2026.

Staff is seeking direction from the Council about if they would like to amend **Attachment 2- Ordinance 1202** to include the provision for non-resident businesses under the threshold to obtain a city endorsement and/or retain the existing exemption. If Council desire to amend the ordinance staff would then amend the ordinance and bring it back for review and adoption at the September 16, 2025 meeting.

FINDINGS AND CONCLUSIONS:

Staff is seeking City Council direction on whether to allow exempted non-resident businesses to obtain an endorsement at \$0 fee per the 2018 AWC Legislation. Staff is recommending that the City Council approve the new state-mandated minimum threshold of \$4,000 for non-resident businesses and/or amend and adopt Ordinance 1202 thereby amending the LSMC Chapter 4.04 to be compliant with [\(RCW 35.90.080\(1\)\(c\)\)](#).

APPLICABLE CITY POLICIES:

Chapter 4.04 of the Lake Stevens Municipal Code

ATTACHMENTS:

1. Attachment 1 - 2026 AWC Bus Lic Model Threshold Summary
2. Attachment 2 - Ordinance 1202 DRAFT 8-29-25



2026 City Business License Model Threshold update

Effective January 1, 2026

What are the main changes to the model threshold?

The main change in the update would make a one-time increase to a higher threshold to \$4000 for out-of-city businesses from the current \$2,000 threshold, effective January 1, 2026.

Other changes include:

- Every four years thereafter, the threshold would have an automatic periodic increase based on cumulative inflation.
- The rates of inflation would be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
- The rate of inflation would be calculated as zero in any year in which inflation was negative and capped at 5% per year or 20% over four years if inflation exceeded those amounts.
- To make the threshold easier to administer, the cumulative inflation amount would be rounded to the nearest \$100.

Could my city still require a no fee registration for out-of-city businesses below the threshold?

Cities retain the local option of requiring a no-fee registration for out-of-city businesses below the threshold.

Was the definition of “engaging in business” changed?

No, the definition of engaging in business has not changed since the 2018 model was adopted.

What are the deadlines for all cities with business licenses to adopt the 2026 model threshold?

Cities with a business license **must** adopt the model by **January 1, 2026**.

However, cities that currently partner with the state’s Business Licensing Service (BLS) for business licensing administration must adopt it by mid-October 2025, because they must **provide BLS 75-day notice** of any changes to their business licenses, including this mandatory change.

What if my city has a higher threshold?

Cities can choose to enact a higher threshold. The \$4,000 city threshold for out-of-city businesses is the minimum level that every city must enact.

What if my city wants to have a threshold that applies to in-city businesses in addition to the out-of-city business threshold?

The \$4,000 threshold level for out-of-city businesses is a mandatory minimum threshold that every city business license city must adopt, but the law does not impact the city’s authority to have exemptions or other thresholds.

Cities can continue to require a license for businesses located in the city without regard to the threshold (unless the city chose to exempt these businesses).

Cities can also choose to enact a separate threshold exemption that applies to in-city businesses.

Who should my city notify when the model is adopted?

BLS partner cities: Send a completed Change Request Form to BLS notifying them of the update
All other cities: Email Sheila Gall, AWC (sheilag@awcnet.org) so we can track updates.

How will businesses find out about the changes?

Consider providing information on changes to your business license by adding information to your license renewal letter, sending a letter to your potentially impacted businesses, updating information on your city’s website or presenting to your local chamber.

Background on the 2018 model threshold

In the 2017 session, EHB 2005 (RCW 35.90) passed requiring three actions by cities with business licenses and local B&O taxes. The law required cities to make changes to business licensing, including requiring cities with business licenses to establish a workgroup to create a model business license threshold by July 2018 for adoption by all business license cities by January 1, 2019.

**2018 model ordinance for local business licenses
– minimum threshold**

The 2018 model included a mandatory definition of “engaging in business” and a \$2000 minimum threshold (or occasional sale) exemption to establish when out-of-town or transient businesses are required to be licensed. All business license cities adopted the model by January 1, 2019 (RCW 35.90.080).

Contact

Sheila Gall

General Counsel

sheilag@awcnet.org

wacities.org

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1202

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING SECTION 4.4.040 OF THE LAKE STEVENS MUNICIPAL CODE TO REFLECT THE UPDATED MINIMUM BUSINESS THRESHOLD FOR OUT-OF-CITY BUSINESS LICENSES IN COMPLIANCE WITH STATE LAW; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens maintains its Business License Code at Chapter 4.04 of the Lake Stevens Municipal Code (“LSMC”); and

WHEREAS, pursuant to the Revised Code of Washington (“RCW”) 35.90.080, the cities of Washington State, collaborating through the Association of Washington Cities (“AWC”) and a model ordinance development committee, adopted a model ordinance of general business license requirements, which the cities were required to adopt by January 1, 2019 (the “Model Ordinance”); and

WHEREAS, the Model Ordinance includes mandatory provisions that all cities must impose as general business license requirements, including a uniform minimum licensing threshold under which a business is relieved of the requirement to obtain a general business license (the “Minimum Threshold”); and

WHEREAS, the City incorporated the mandated provisions of the Model Ordinance in Ordinance 1033, effective October 3, 2018; and

WHEREAS, AWC and a workgroup of cities reviewed and updated the Minimum Threshold in 2024, which update must be implemented by Washington cities that have adopted the Model Ordinance by January 1, 2026; and

WHEREAS, the AWC and a working group of cities included a Consumer Price Index (CPI-U) to be implemented every four years thereafter, the threshold would have an automatic periodic increase based on cumulative inflation; and

WHEREAS, cities that currently partner with the state’s Business Licensing Service (BLS) for business licensing administration must adopt it by mid-October 2025, because they must provide BLS 75-day notice of any changes to their business licenses, including this mandatory change; and

WHEREAS, on September 9, 2025, the City Council held the first reading of this Ordinance; and

WHEREAS, on September 16, 2025, the City Council adopted this Ordinance at Second Reading during its regular meeting; and (if needed)

WHEREAS, the City Council deems it in the public interest to adopt this Ordinance and update its code as set forth herein;

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

Section 1. The findings and recitals set forth above are hereby adopted and incorporated herein by this reference.

Section 2. LSMC 4.04.040 entitled “Exemptions” is hereby amended for the term of this ordinance as follows, with additions shown by underline, deletions shown by ~~striketrough~~, and all other sections and subsections remaining unchanged.

4.04.040 Exemptions.

- (a) The following shall be required to submit a completed license application to the Planning and Community Development Department to determine if they are exempt from the licensing requirements, but shall not be required to pay a license fee:
- (1) All honorably discharged veterans exempt from paying license fees as provided in RCW [73.04.050](#), Right to peddle, vend, sell goods without license - License fee on business established under act of Congress prohibited, and RCW [73.04.060](#), Right to peddle, vend, sell goods without license - Issuance of license, as the same exist or may hereinafter be amended.
 - (2) Sales of any fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meat, etc., or other farm products or edibles raised, caught, produced, or manufactured within the State of Washington and sold by the farmer or gardener raising, catching, producing or manufacturing the same.
- (b) The following shall be exempt from the licensing provisions of this chapter:
- (1) Nonprofit and not-for-profit activities and fundraising sales carried on by religious, charitable, educational, benevolent, fraternal or social organizations which have been determined by the Internal Revenue Service (IRS) of the United States to be exempt from the payment of income tax;
 - (2) Nonprofit and not-for-profit activities and fundraising sales carried on by corporations registered as nonprofit by the Secretary of State’s Office;
 - (3) Casual sale of items of personal property where the person conducting such sale is not regularly engaged in the business of selling items of personal property (for example, garage sales, service agency bake sales); such sales shall not exceed four sales per year;
 - (4) Public utility companies, or any instrumentality of the United States, State of Washington, or political subdivisions thereof with respect to the exercise of governmental functions;
 - (5) All special events including vendors in a temporary bazaar or community fair for which a land use permit has been issued to the sponsor thereof as defined in Section [14.16C.065](#), Events, and Section [14.40.010](#), Table of Permissible Uses;
 - (6) Minors engaged in babysitting, delivery of newspapers, lawn mowing, car washing, and similar activities where the minor employs no other person;
 - (7) Any nonresident business where the only event occurring within the City is the mere delivery of goods or merchandise sold at business premises located outside of the City;
 - (8) Any nonresident business where the only event occurring within the City is the mere rental of a postal box located at the United States Post Office facility within the City; provided, however, that any person claiming such an exemption shall provide the Planning and Community Development Department with a copy of a valid and current business license issued by the jurisdiction in which the business has a fixed location to qualify for said exemption;
 - (9) Sales conducted as fundraisers for youth athletic, scouting, or educational organizations. By way of illustration and not limitation, these organizations may include Boy Scouts and Girl Scouts, youth soccer, basketball, football, softball, and other youth athletic organizations.
 - (10) To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:
 - (i) Any person or business whose annual value of products, gross proceeds of sales, or

gross income of the business in the City is equal to or less than ~~\$2,000~~ \$4000 and who does not maintain a place of business within the City **shall be exempt from the general business license requirements in this chapter**. The exemption does not apply to regulatory license requirements or activities that require a specialized permit. (Ord. 1033, Sec. 1, 2018; Ord. 957, Sec. 1 (Exh. A), 2016; Ord. 811, Sec. 8, 2010; Ord. 750, Sec. 2, 2007)

- i. This threshold amount will be adjusted every forty-eight (48) months, on January 1, by an amount equal to the increase in the Consumer Price Index (“CPI”) for “West Urban, All Urban Consumers” (CPI-U) for each 12-month period ending on June 30, as published by the United States Department of Labor Bureau of Labor Statistics or successor agency.
- ii. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight (48) month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five percent (5%), a five percent (5%) increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight (48) month period, a zero percent (0%) increase will be used in computing the annual basis.

Section 3. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 5. Effective Date and Publication. A summary of this ordinance, consisting of its title, shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force and effect five days after its publication in the City’s official newspaper.

PASSED by the City Council of the City of Lake Stevens this **9th/16th** day of September 2025.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading:_____

Date of Publication:_____

Effective Date:_____

CITY COUNCIL STAFF REPORT



Agenda Date: 9/9/2025

Subject: 2026 Budget - 2025 Estimated & Base 2026 Budgets

Contact Person/Department: Barb Stevens, Finance

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review Revenues and Estimates

SUMMARY/BACKGROUND:

The budget process began this summer with an executive staff roundtable. We have continued updates in the Budget Resource Center, utilizing SharePoint and Power Apps. The new system is still a work in progress but has simplified many aspects of the budget request process.

The initial base budget included current staffing levels and current programs, with some basic increases due to cost increases only. Departments are given the opportunity to submit budget requests for additional operations, staffing, equipment, and projects based on the needs of their department and the city.

A review of revenues is a required step in the budget process.

Detailed discussions of revenues and expenses will occur at the Council retreat on September 13th. The capital budget will be brought to Council on September 30th. Due to the Veterans Day holiday, we are recommending the November 11th meeting be held on November 12th in order to provide Council with additional opportunities for discussion without missing legal deadlines.

The remaining city council meetings and workshop study sessions will be used by the Council to discuss recommendations and give feedback based on citizen

communication and city needs.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2026 Base Budget Summary Overview
2. 2026 Council Budget Presentation 9.9.25



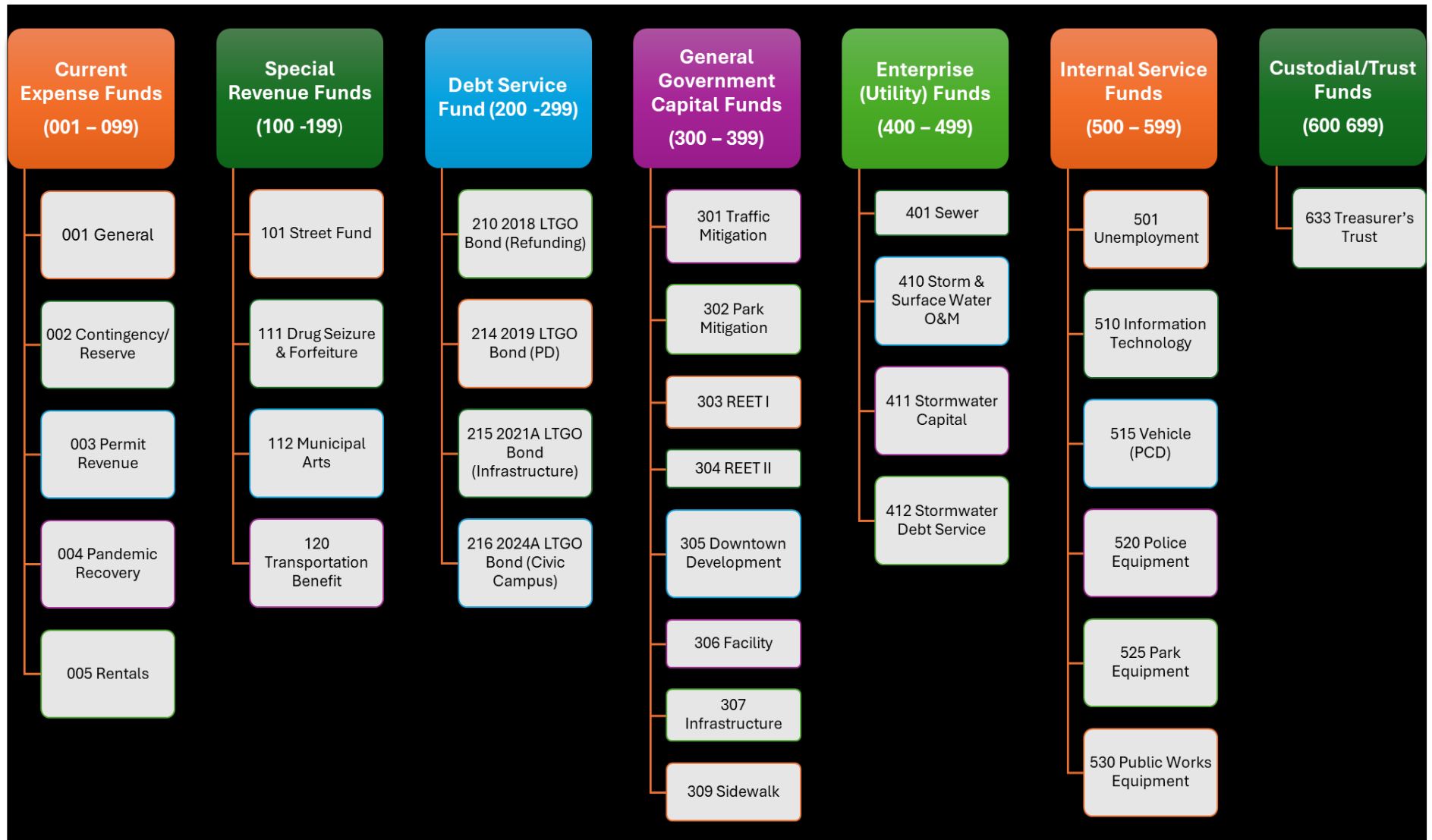
2026 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	2025 City Deadline Per RCW
July 1-31 2025	Mid-year Financial Update & Base Budget Preparations	
August 4, 2025	Executive Staff Budget Roundtable – Pre-Request	
August 4, 2025	Budget Request Module Made Available	
August 8, 2025	Budget Instructions to Department Heads	9/8/2025
August 4 – August 22, 2025	DH Budget Prep & Discussions with HR, Finance, City Administrator & Mayor	9/22/2025
August 22, 2025	Department Budgets Filed with Finance Director	9/22/2025
August 27-28, 2025	Budget Review with City Administrator & Mayor	10/1/2025
September 4, 2025	Executive Staff Budget Roundtable – Finalized Requests	
September 9, 2025	Estimated Revenues	
September 13, 2025	Council Retreat – New Revenues, Preliminary Budget & Strategic Staffing	10/6/2025-10/30/25
September 23, 2025	Council Budget Discussion – Proposed Preliminary Budget Recap	10/30/2025
September 30, 2025 – 5 th Tuesday	Proposed Capital Budget	
October 7, 2025	Council Budget Discussion – Proposed Budget	10/30/2025
October 27, 2025	1 st Notice of Public Hearing	11/3/2025
November 3, 2025	2 nd Notice of Public Hearing	11/10/2025
October 21, 2025	Council Budget Session	
October 30, 2025	Proposed Budget & Budget Message Filed	10/30/2025
October 30, 2025	Proposed Budget Made Available to the Public	11/19/2025
November 11, 2025 – Nov 12, 2025	Public Hearing – Setting of Levies (Property Tax Levy – Filed by November 30)	11/30/2025
November 11, 2025 – Nov 12, 2025	Public Hearing - Proposed Budget Hearing	11/30/2025
November 25, 2025	Final Public Hearing	12/2/2025
December 2, 2025	Final Public Hearing (continuation – if needed)	12/7/2025

Fund Structure

Funds are classified based on their function as follows:

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



2025 Estimates and 2026 Initial Budgets

The initial base budget starts with a forecast of future revenues from all sources based on current trends, new initiatives, and resources provided by the Association of Washington Cities (AWC) and the Municipal Research Service Center (MRSC). Initial expenditure budgets generally start as a baseline equal to, or slightly above, the prior year's budget except for one-time requests that are removed from the total.

Revenues: 2025 vs. 2026 Base Budget

Fund Name	2025 Budgeted Revenues	2025 Estimated Revenues	2026 Base Revenues	2025 Estimated to 2026 Base Budget
General Fund	\$ 21,215,243	\$ 20,850,341	\$ 20,941,579	0.4%
Other General Funds	\$ 2,349,030	\$ 3,025,229	\$ 3,000,450	-0.8%
Special Revenue Funds	\$ 5,734,581	\$ 5,584,432	\$ 6,369,250	14.1%
Debt Service	\$ 1,877,512	\$ 1,875,592	\$ 1,871,287	-0.2%
Capital Projects	\$ 18,680,597	\$ 19,584,468	\$ 4,615,236	-76.4%
Other Proprietary	\$ 798,285	\$ 805,547	\$ 742,436	-7.8%
SWM Funds	\$ 9,973,329	\$ 10,428,263	\$ 7,670,729	-26.4%
Equipment Funds	\$ 1,576,424	\$ 1,613,591	\$ 1,519,253	-5.8%
Trust Fund	\$ 395,900	\$ 333,504	\$ 395,900	18.7%
Totals	\$ 62,600,901	\$ 64,100,967	\$ 47,126,120	-26.5%

- We expect a very small increase in revenues in the General operating fund.
- Managerial funds for permit revenue, rental income, and pandemic recovery funds are included in Other General Funds. There is an anticipated decrease in rental income, with slight increases expected in construction sales tax and permit revenues.
- An increase in the Street special revenue fund is expected, as a full year of utility taxes will be receipted.
- New capital projects are reduced for grants, debt proceeds, and anticipated sale of property.
- Storm Water (SWM) funds are reduced by grant and PWTF loan revenues, many of which will be reallocated to 2026 budget after the first of the year.
- The trust fund is a pass-through fiduciary fund. All revenues receipted are due to other governments.

Expenditures: 2025 vs. 2026 Base Budget

Fund Name	2025 Budgeted Expenditures	2025 Estimated Expenditures	2026 Base Expenditures	2025 Estimated to 2026 Base Budget
General Fund	\$ 26,080,474	\$ 24,036,374	\$ 26,161,441	8.8%
Other General Funds	\$ 8,927,475	\$ 8,445,068	\$ 2,734,455	-67.6%
Special Revenue Funds	\$ 5,986,761	\$ 4,820,180	\$ 4,626,995	-4.0%
Debt Service	\$ 1,867,512	\$ 1,866,762	\$ 1,866,287	0.0%
Capital Projects	\$ 34,699,570	\$ 31,476,509	\$ 4,713,587	-85.0%
Other Proprietary	\$ 839,739	\$ 839,150	\$ 740,436	-11.8%
SWM Funds	\$ 11,421,786	\$ 10,055,024	\$ 6,549,744	-34.9%
Equipment Funds	\$ 1,672,868	\$ 1,700,422	\$ 982,870	-42.2%
Trust Fund	\$ 396,961	\$ 300,536	\$ 396,961	32.1%
Totals	\$ 91,893,146	\$ 83,540,025	\$ 48,772,776	-41.6%

- The increase in the General Fund is related to increased operating costs as well as the staffing assumptions below. Medical/Dental rates equate to a \$300,000 increase over 2025 in the General Fund alone.
- Expenditures in the Other General funds include project budgets in the pandemic recovery fund, most of which will roll forward into 2026.
- The expenditure in the Debt Service funds decrease as loans are paid off. This is also true for the Other Proprietary fund that records debt service transactions on behalf of the Sewer.
- New capital projects are not included in the base budget, this will affect the capital project funds, the transportation benefit special revenue fund, and the SWM capital fund.
- The equipment funds only include ongoing expenses. New requests are not included in the base budget.
- The increased expenditures in the trust fund coincide with the revenues in the fund.

Staffing Assumptions:

The Consumer Price Index for Workers (CPI-W) from June to June is used to determine a starting point for cost-of-living adjustments (COLA). The CPI-W for our 2026 budget year is 2.715%. Historically, the Council has used 90% of CPI-W for the adjustment. As such, our base budget will include 2.44% COLA for non-represented employees. The union represented rates are set by contract. The Teamsters contract is currently in negotiations. Medical insurance rates are also anticipated to increase 10-14%. While dental insurance rates are anticipated to increase 4-8%.

Additional Assumptions

WCIA insurance rates are expected to increase 10% or \$121,000 citywide. A portion of the increase is based on the value of property and vehicles covered by the policy and a portion is based on risk. With the addition of equipment and property, the value of city vehicles and machinery increased by 1.6% over the prior year, while property value increased by 6.8%. Risk increased by 21% due to claims filed and closed in prior years.

2026 Base Budget – All Funds

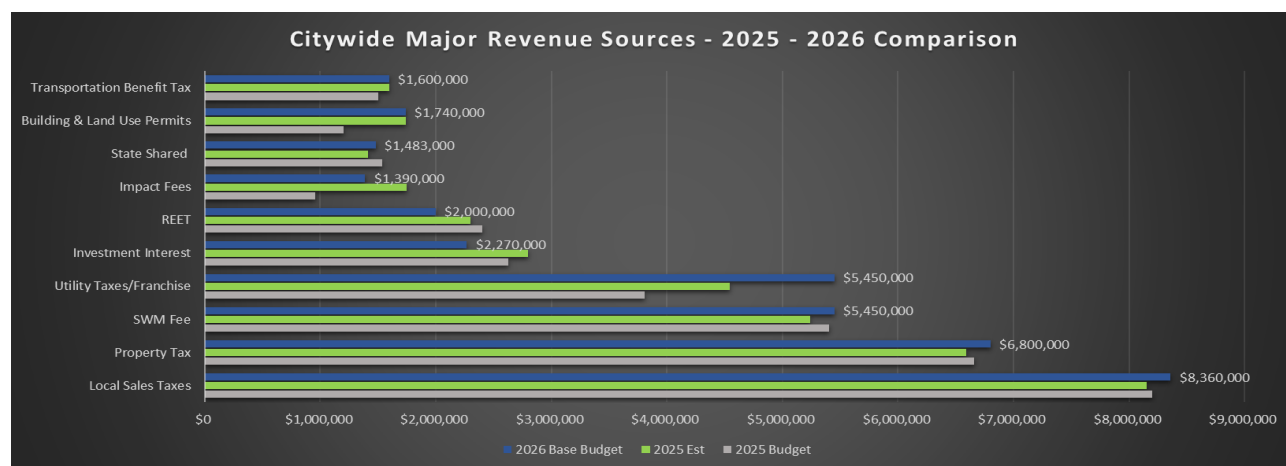
No.	Fund Name	2026 Beginning Cash Balance	2026 Base Revenues	2026 Base Expenditures	2026 Base Ending Cash Balance
001	General Fund	\$ 3,866,197	\$20,941,579	\$26,161,441	\$ (1,353,665)
002	Reserve Fund	\$ 9,537,235	\$ 900,000	\$ -	\$ 10,437,235
003	Permitting - Managerial	\$ 1,609,983	\$ 1,740,000	\$ 2,501,000	\$ 848,983
004	Pandemic Recovery - Managerial	\$ 0	\$ -	\$ -	\$ 0
005	Rentals - Managerial	\$ 41,452	\$ 360,450	\$ 233,455	\$ 168,447
000	General Funds	\$ 15,054,868	\$23,942,029	\$28,895,896	\$ 10,101,001
101	Street	\$ 2,542,742	\$ 4,638,083	\$ 3,925,995	\$ 3,254,830
111	Drug Seizure & Forfeiture Fund	\$ 58,373	\$ 2,814	\$ 51,000	\$ 10,187
112	Municipal Arts Fund	\$ 33,380	\$ 28,490	\$ -	\$ 61,870
120	Transportation Benefit Program	\$ 1,870,463	\$ 1,699,863	\$ 650,000	\$ 2,920,326
210	2008 Bonds	\$ -	\$ 209,335	\$ 209,335	\$ -
214	2019 LTGO Bond PD	\$ -	\$ 460,702	\$ 460,702	\$ -
215	2021A LTGO Bond	\$ -	\$ 606,950	\$ 606,950	\$ -
216	2024A LTGO Bond	\$ -	\$ 594,300	\$ 589,300	\$ 5,000
301	Cap. Proj.-Dev. Contrib.	\$ 4,507,474	\$ 812,187	\$ 123,000	\$ 5,196,661
302	Park Mitigation	\$ 4,515,915	\$ 1,088,049	\$ 150,000	\$ 5,453,964
303	Cap. Imp.-REET	\$ 8,567,988	\$ 1,500,000	\$ 1,233,637	\$ 8,834,351
304	Cap. Improvements REET 2	\$ 3,874,418	\$ 1,300,000	\$ 3,106,950	\$ 2,067,468
306	Facility Cap Project - PD	\$ 437,452	\$ 150,000	\$ 100,000	\$ 487,452
307	Infrastructure Capital Project	\$ -	\$ -	\$ -	\$ -
309	Sidewalk Capital Project	\$ 318,590	\$ 15,000	\$ -	\$ 333,590
401	Sewer	\$ 62,429	\$ 742,436	\$ 740,436	\$ 64,429
410	Storm and Surface Water	\$ 2,418,670	\$ 5,634,885	\$ 6,299,567	\$ 1,753,988
411	SWM Capital	\$ 5,014,261	\$ 1,935,667	\$ 50,000	\$ 6,899,928
412	SWM Debt	\$ 3	\$ 200,177	\$ 200,177	\$ 3
501	Unemployment	\$ 27,659	\$ 41,000	\$ 35,000	\$ 33,659
510	Equipment Fund - Computers	\$ 98,796	\$ 854,371	\$ 631,042	\$ 322,125
515	Equipment Fund--Vehicles	\$ 126,297	\$ 5,007	\$ -	\$ 131,304
520	Equipment Fund-Police	\$ 1,173,432	\$ 377,580	\$ 103,745	\$ 1,447,267
525	Equipment Fund - Parks	\$ 31,180	\$ 51,000	\$ 61,735	\$ 20,445
530	Equipment Fund-PW	\$ 590,853	\$ 190,295	\$ 151,348	\$ 629,800
633	Treasurer's Trust	\$ 61,472	\$395,900	\$396,961	\$60,411
	Total All Funds	\$ 51,386,715	\$47,476,120	\$48,772,776	\$ 50,090,058

2026 Base Budget – All Funds Consolidated by Fund Type

Fund Name	2026 Beginning Cash Balance	2026 Base Revenues	2026 Base Expenditures	2026 Base Ending Cash Balance
General Fund (000)	\$ 3,866,197	\$ 20,941,579	\$ 26,161,441	\$ (1,353,665)
Other General Funds (000)	\$ 11,188,671	\$ 3,000,450	\$ 2,734,455	\$ 11,454,666
Special Revenue (100)	\$ 4,504,958	\$ 6,369,250	\$ 4,626,995	\$ 6,247,213
Debt Service (200)	\$ -	\$ 1,871,287	\$ 1,866,287	\$ 5,000
Capital Projects (300)	\$ 22,221,837	\$ 4,865,236	\$ 4,713,587	\$ 22,373,486
Other Proprietary (400)	\$ 62,429	\$ 742,436	\$ 740,436	\$ 64,429
SWM Funds (400)	\$ 7,432,934	\$ 7,770,729	\$ 6,549,744	\$ 8,653,919
Internal Service (500)	\$ 2,048,217	\$ 1,519,253	\$ 982,870	\$ 2,584,600
Fiduciary (600)	\$ 61,472	\$ 395,900	\$ 396,961	\$ 60,411
Totals	\$51,386,715	\$47,476,120	\$48,772,776	\$50,090,058

Major Revenue Sources

Revenue Source	Fund	Uses	% Total Rev	2025 Budget	2025 Est	2026 Base Budget	2026 Vs 2025 Estimated
Property Tax	General 72%	Unrestricted	10%	\$4,792,672	\$4,750,000	\$4,900,000	103%
Local Sales & Use Tax	General	Unrestricted	13%	\$6,212,586	\$5,980,000	\$6,130,000	103%
Construction Sales Tax	General/Reserve	Unrestricted	3%	\$900,000	\$1,160,000	\$1,200,000	103%
Crim Just./Afford Housing	General	Some Restrictions	2%	\$1,088,436	\$1,010,000	\$1,030,000	102%
Utility Taxes/Franchise	General	Unrestricted	8%	\$3,319,803	\$3,620,000	\$3,680,000	102%
Liquor/DUI/State Shared	General	Some Restrictions	2%	\$732,293	\$690,000	\$746,000	108%
Building Permits	Permit	Restricted	3%	\$1,000,000	\$1,500,000	\$1,500,000	100%
Zoning & Subdivision (Plats)	Permit	Restricted	1%	\$200,000	\$240,000	\$240,000	100%
Property Tax	Street - 28%	Unrestricted	4%	\$1,863,817	\$1,840,000	\$1,900,000	103%
Utility Taxes	Street	Unrestricted	4%	\$489,586	\$925,000	\$1,770,000	191%
State Shared - MVFT	Street	Restricted to Fund Usage	2%	\$807,953	\$725,000	\$737,000	102%
TB - Transportation Benefit ST	Transportation Benefit	Restricted	3%	\$1,500,000	\$1,600,000	\$1,600,000	100%
Real Estate Excise Taxes	REET I&II	Restricted	4%	\$2,400,000	\$2,300,000	\$2,000,000	87%
Traffic Impact Fees	Developer Contribution	Restricted	1%	\$455,000	\$748,160	\$490,000	65%
Park Impact Fees	Park Mitigation	Restricted	2%	\$500,000	\$1,000,000	\$900,000	90%
Surface Water Fees	Storm & Surface Water	Restricted to Fund Usage	11%	\$5,403,921	\$5,242,000	\$5,450,000	104%
Investment Interest	Various	Unrestricted	5%	\$2,626,214	\$2,800,000	\$2,270,000	81%

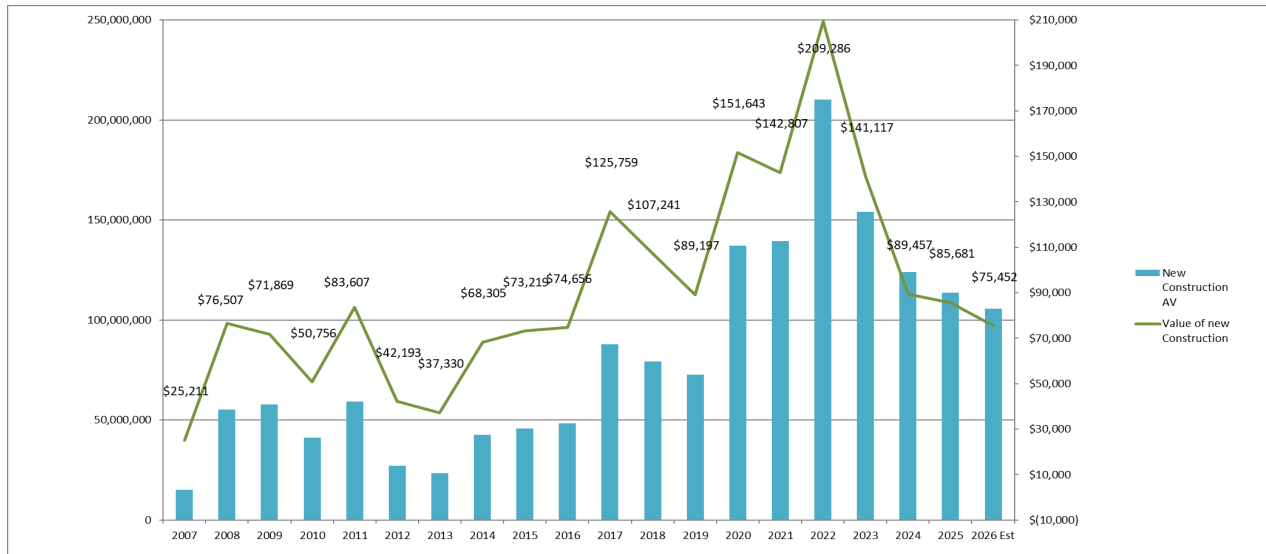


Largest revenue sources remain sales tax and property taxes.

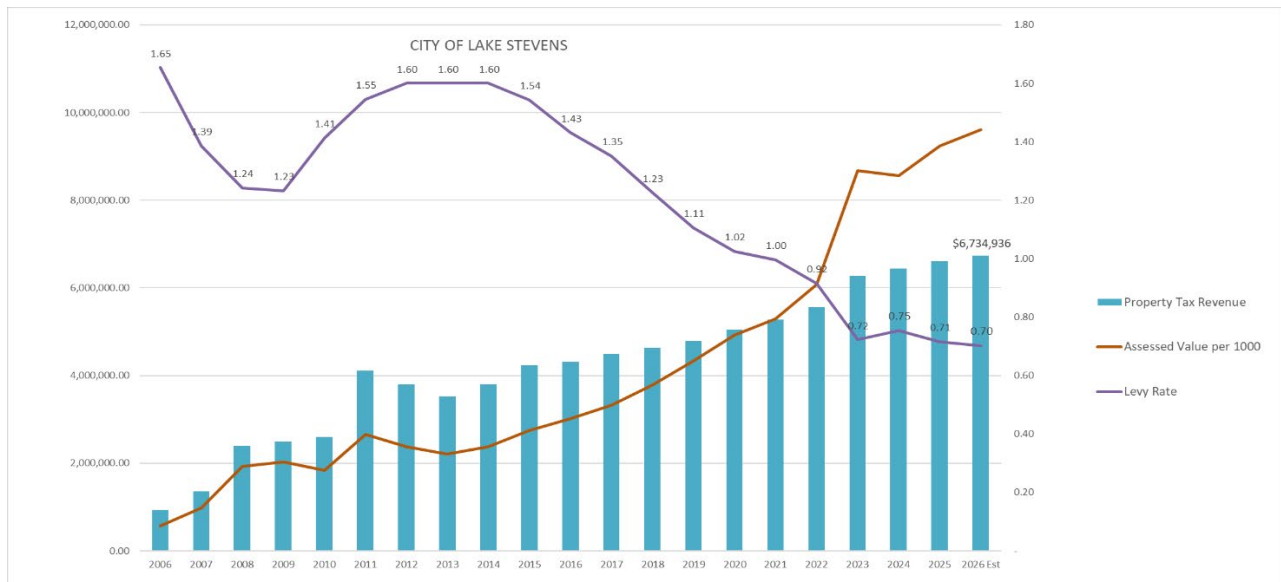
- We decreased Sales Tax expectations for 2026 as current revenues are tracking at only a 2% increase over prior year versus the 4% increase built in for increased retailers. We are cautiously optimistic that it will pick up with summer and anticipated holiday shopping to a 3% increase so that is what is used for 2026.
- Construction sales tax (reserve fund) – up 20%, we expect a slight upward trend in 2026 due to the school construction. Permitting is above expectations. Currently budgeted with no change, yet the permitting team is working on better estimates for 2026.
- Cable Franchise fees are down 11% or -\$28,000 (customers are moving away from Cable to streaming services). Reduced 2026 budget by 11% or -\$37,000.
- Investment Interest is going to decrease eventually. Planning a 10% decrease for 2026 with additional decrease due to reduced cash on hand. For the General Fund that equates to about - \$90,000.

Property Taxes

This graph shows a 10 year look at the assessed value of annual new construction added to the City and the property tax revenues from the additional AV. The property tax on new construction is delayed by one year as compared to construction sales tax yet the trend is consistent with both revenue sources.



This graph illustrates the effect assessed values have on the levy rate and property tax revenue year over year.



- Estimated 2026 citywide AV increase is 4% (based on school AV – City AV not available yet)
- Estimated Levy Rate of \$0.701/\$1000 AV
- Estimated 2026 Revenues with 1% increase approximately \$6,800,000
 - Allocation General Fund 72%, Street Fund 28%
 - Recommend revising allocation to align revenues with expenses



One Community Around The Lake

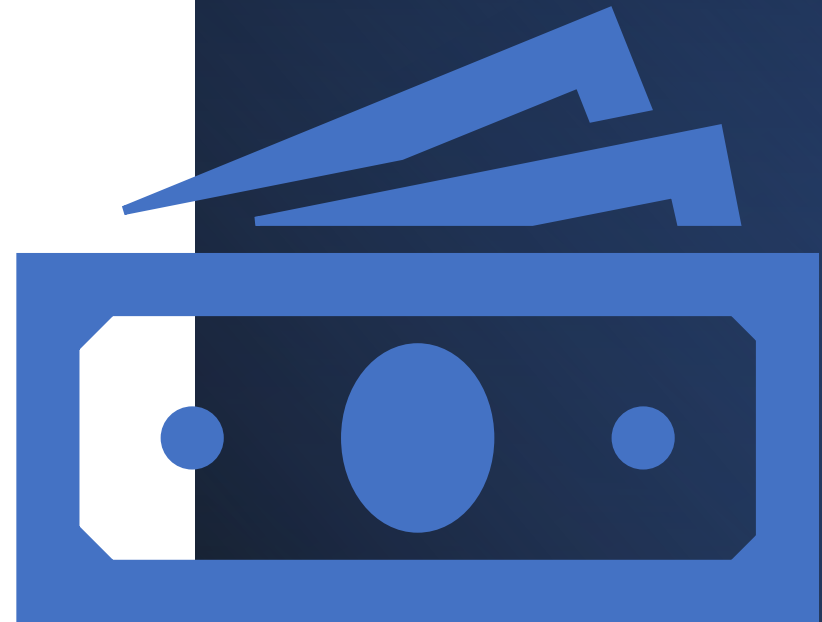
2026 Budget Discussion

BARB STEVENS, FINANCE DIRECTOR

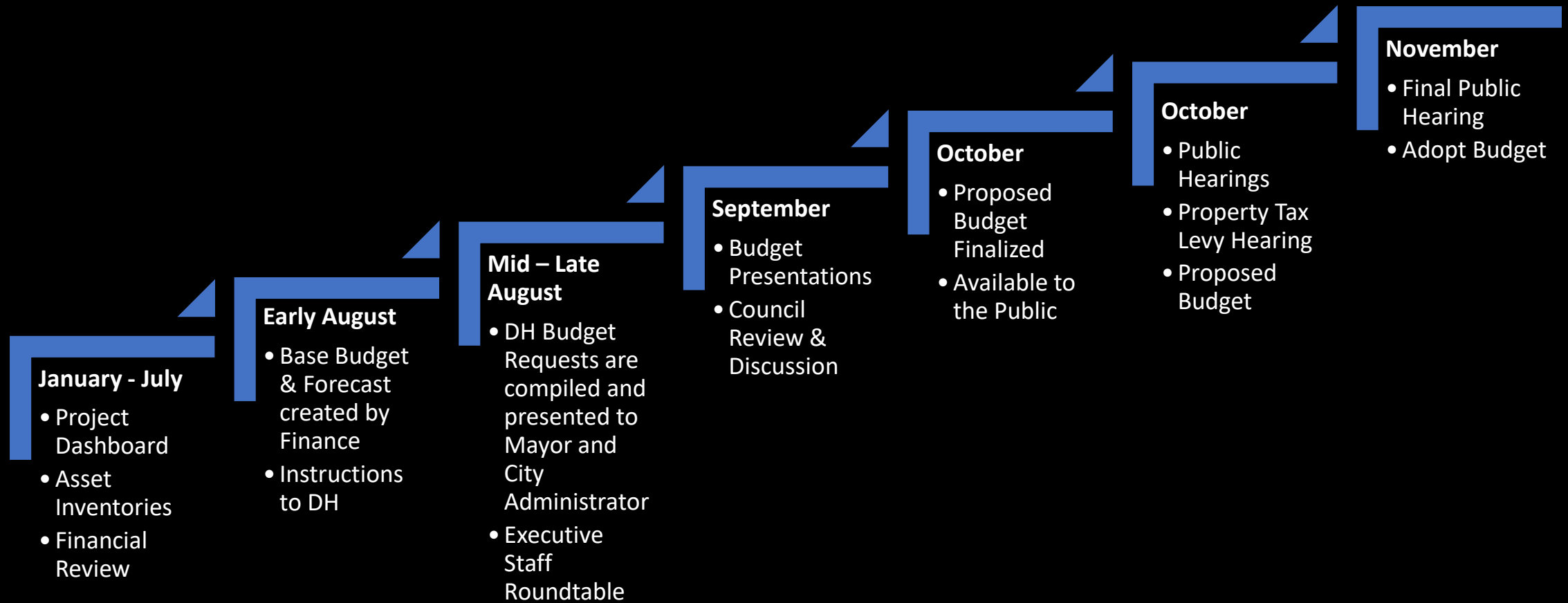
SEPTEMBER 9, 2025

Budget Basics

- What is a Budget
 - A budget is a legal document that forecasts the financial resources of a government and authorizes the spending of those resources for a fiscal period.
 - A budget is like a plan for your money that helps you decide what to spend, what to save, and possibly what to share. It is a way to make sure you don't run out of money too quickly and have enough for the things you need and want.

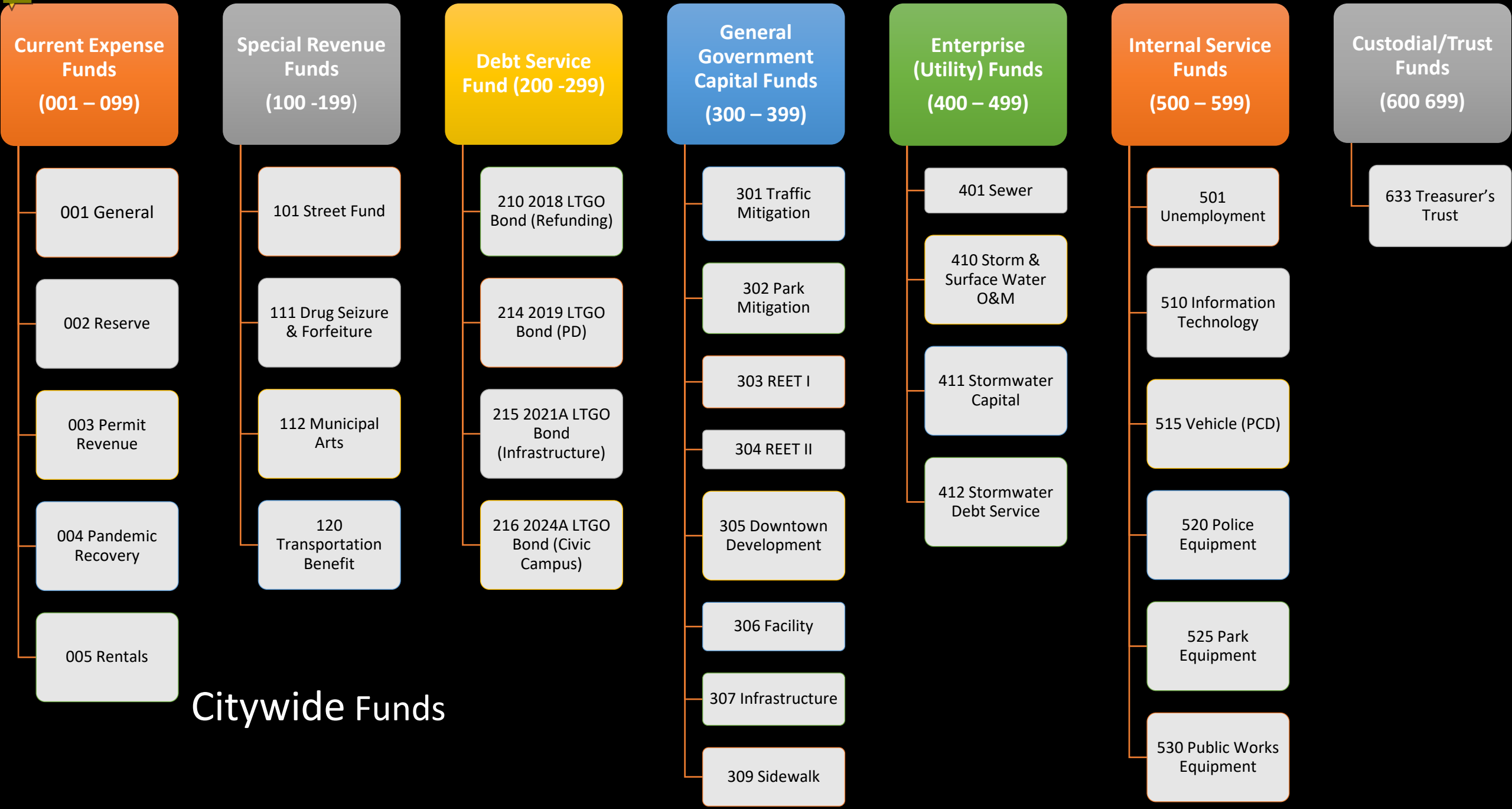


Budget Process Timeline



2026 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	2025 City Deadline Per RCW
September 9, 2025	Budget Presentation - Estimated Revenues – Base Budget Assumptions	10/6/2025
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Budget versus Estimated Revenue - Citywide

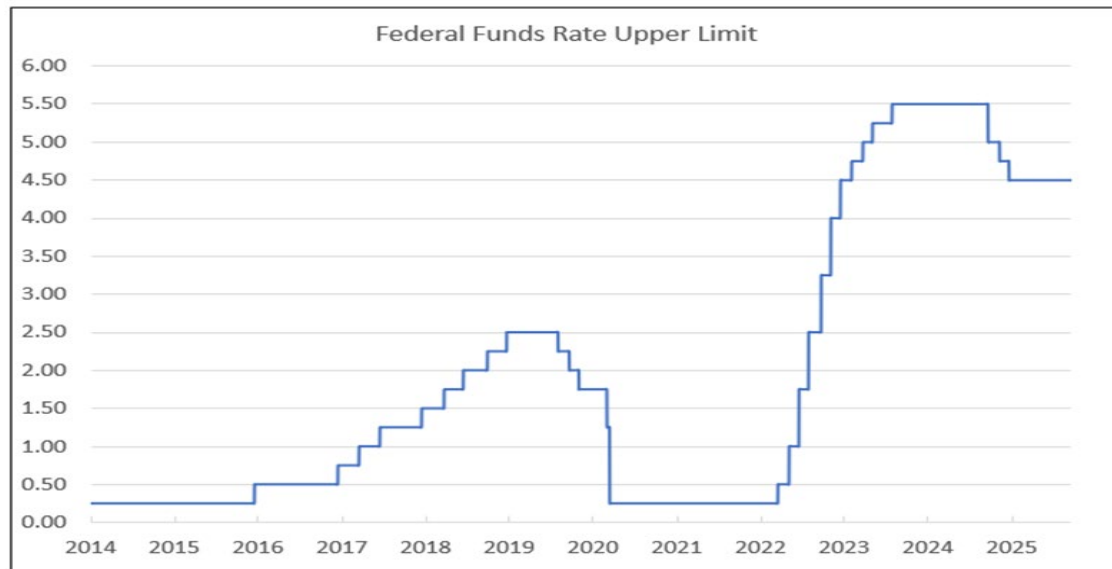
Fund Type	2025 Budgeted Revenues	2025 Estimated Revenues	2025 Budget to Estimated
General Fund	\$ 21,215,243	\$ 20,850,341	-1.7%
General Managerial Funds	\$ 2,349,030	\$ 3,025,229	28.8%
Special Revenue Funds	\$ 5,734,581	\$ 5,561,245	-3.0%
Debt Service	\$ 1,877,512	\$ 1,875,592	-0.1%
Capital Projects	\$ 18,680,597	\$ 19,574,368	4.8%
Other Proprietary	\$ 798,285	\$ 805,547	0.9%
SWM Funds	\$ 9,973,329	\$ 10,428,263	4.6%
Internal Service Funds	\$ 1,576,424	\$ 1,613,591	2.4%
Trust Fund	\$ 395,900	\$ 333,504	-15.8%
Totals	\$ 62,600,901	\$ 64,067,680	2.3%



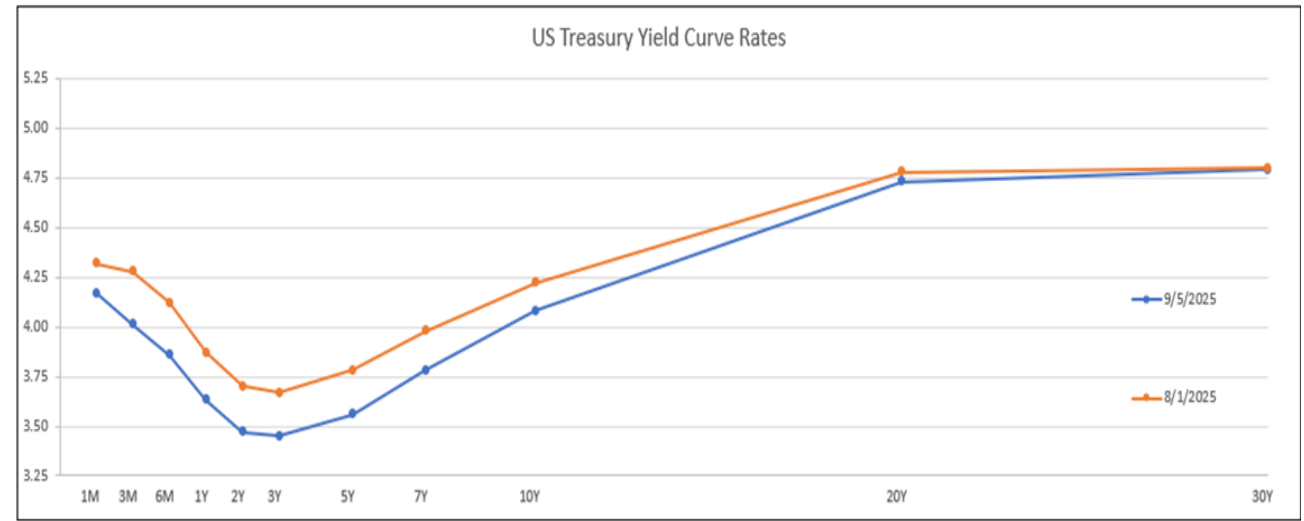
Citywide Revenue Outlook 2025

- General Fund – <1% Decrease (Detailed in separate slide)
- General Managerial Funds
 - Permit Fees and Construction sales taxes are both surpassing the budget. Estimated \$800,000
- Street Fund – Estimated 6% under budget. Mainly due to over budgeting utility taxes.
- Transportation Benefit Program – 7% over budget expectations
- Real Estate Excise Tax – Estimated 8% under budget or \$200,000 and approximately 20% below 2024.
- Mitigation Fees
 - Traffic Mitigation fees are expected to be slightly over budget
 - Park Mitigation fees are expected to be significantly above budget by about \$500,000
- Total Investment Interest in all funds is expected to be slightly over budget mainly due to interest on capital funding. This is a decrease of 16% over prior year.

Investment Interest



Source: Time Value Investments

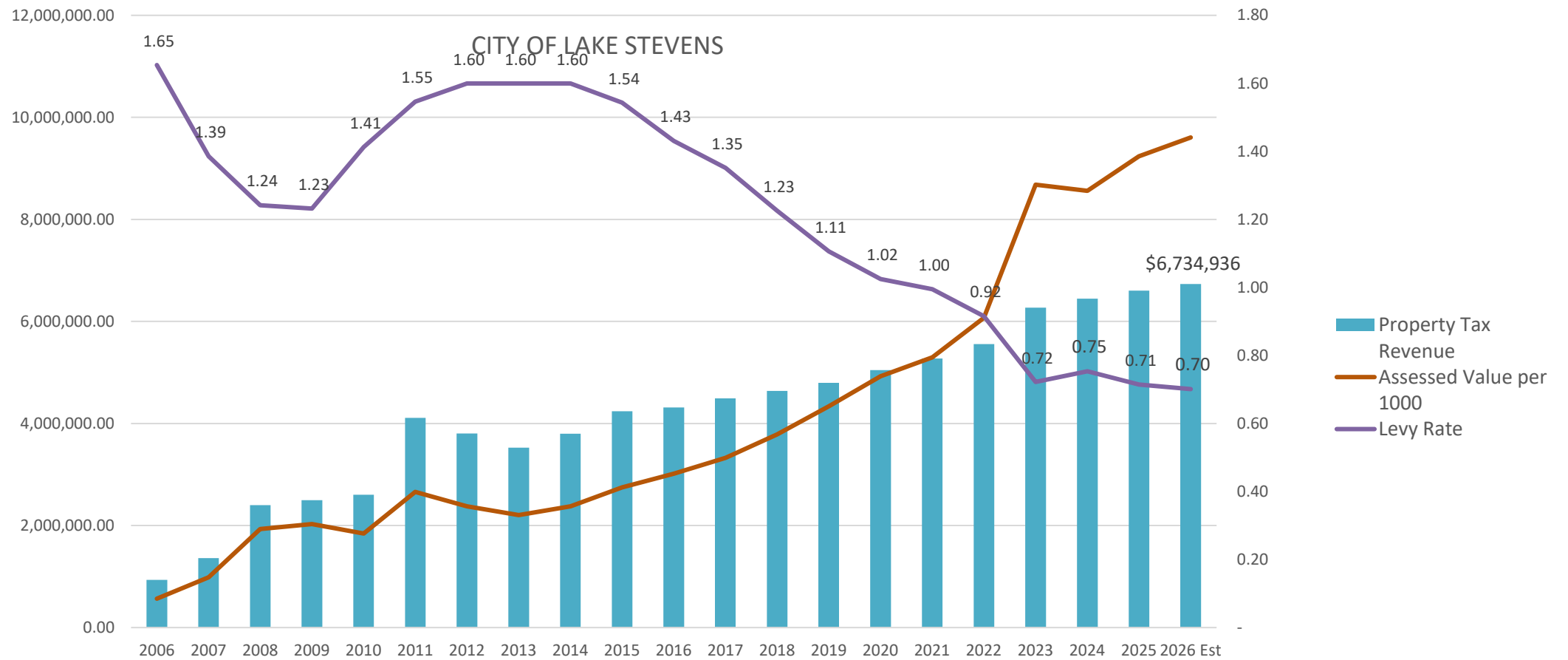


- LGIP tends to follow the Federal Funds Rate – Holding at 4.5% since December 2024 (after a full point drop in 6 months)
- US Treasury Yield Rates - Short to mid term treasury yields (2 – 10 year) are currently 3.5% - 4%.
- Investment diversification and staggered intervals is a preferred method of investing as it smooths out the volatility
- We are currently yielding more interest in LGIP than we would in other investments.
- Fed rates are voted on approximately every 6 weeks – 9/17/25 market is anticipating a .25% cut
- A policy to diversify investments is being drafted and will be brought back to Council for discussion.

2025 Estimated to 2026 Base Budget

Fund Type	2025 Budgeted Revenues	2025 Estimated Revenues	2026 Base Revenues	2025 Estimated to 2026 Base Budget
General Fund	\$ 21,215,243	\$ 20,850,341	\$ 20,941,579	0.4%
General Managerial Funds	\$ 2,349,030	\$ 3,025,229	\$ 3,000,450	-0.8%
Special Revenue Funds	\$ 5,734,581	\$ 5,561,245	\$ 6,389,250	14.9%
Debt Service	\$ 1,877,512	\$ 1,875,592	\$ 1,871,287	-0.2%
Capital Projects	\$ 18,680,597	\$ 19,574,368	\$ 4,865,236	-75.1%
Other Proprietary	\$ 798,285	\$ 805,547	\$ 742,436	-7.8%
SWM Funds	\$ 9,973,329	\$ 10,428,263	\$ 7,770,729	-25.5%
Internal Service Funds	\$ 1,576,424	\$ 1,613,591	\$ 1,519,253	-5.8%
Trust Fund	\$ 395,900	\$ 333,504	\$ 395,900	18.7%
Totals	\$ 62,600,901	\$ 64,067,680	\$ 47,496,120	-25.9%

Property Tax

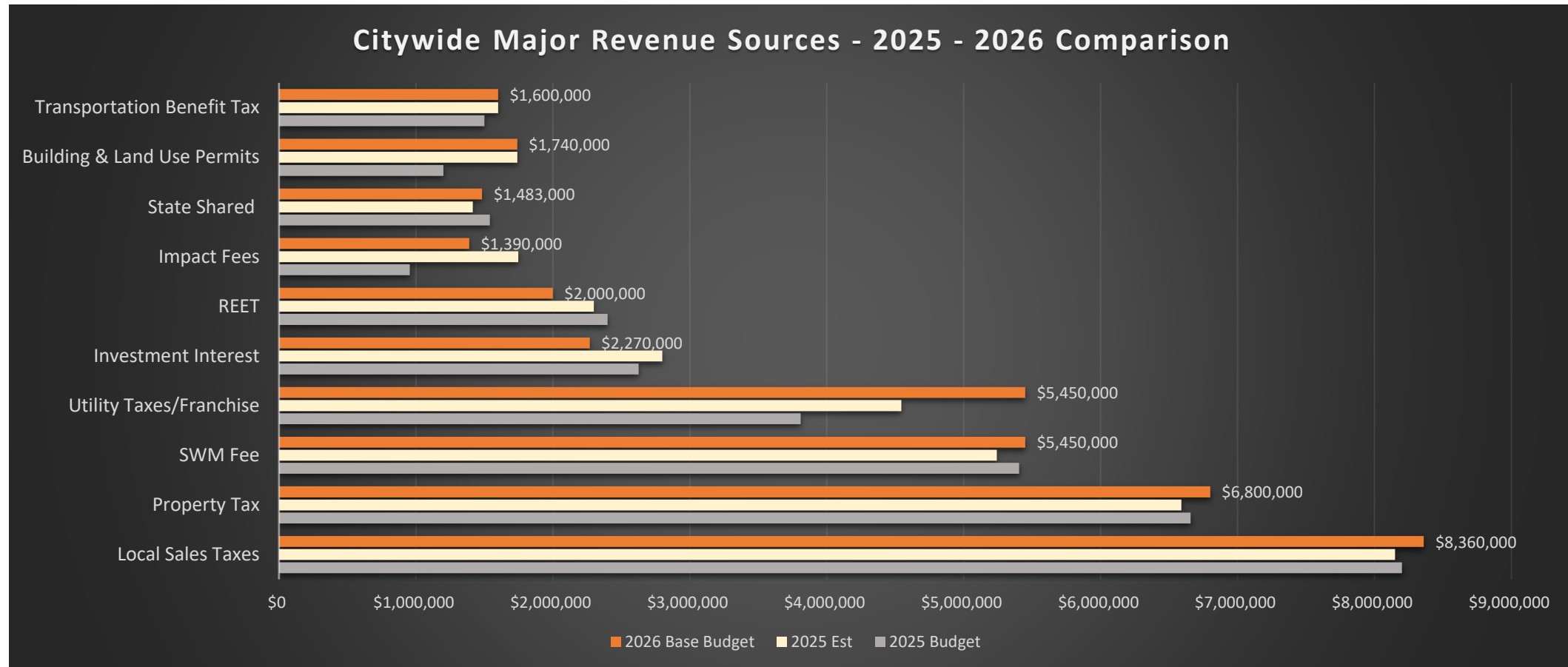


Major Revenue Assumptions

Revenue Source	Fund	Uses	% Total Rev	2025 Budget	2025 Est	2026 Base Budget	2026 Vs 2025 Estimated
Property Tax	General 72%	Unrestricted	10%	\$4,792,672	\$4,750,000	\$4,900,000	103%
Local Sales & Use Tax	General	Unrestricted	13%	\$6,212,586	\$5,980,000	\$6,130,000	103%
Construction Sales Tax	General/Reserve	Unrestricted	3%	\$900,000	\$1,160,000	\$1,200,000	103%
Crim Just./Afford Housing	General	Some Restrictions	2%	\$1,088,436	\$1,010,000	\$1,030,000	102%
Utility Taxes/Franchise	General	Unrestricted	8%	\$3,319,803	\$3,620,000	\$3,680,000	102%
Liquor/DUI/State Shared	General	Some Restrictions	2%	\$732,293	\$690,000	\$746,000	108%
Building Permits	Permit	Restricted	3%	\$1,000,000	\$1,500,000	\$1,500,000	100%
Zoning & Subdivision (Plats)	Permit	Restricted	1%	\$200,000	\$240,000	\$240,000	100%
Property Tax	Street – 28%	Unrestricted	4%	\$1,863,817	\$1,840,000	\$1,900,000	103%
Utility Taxes	Street	Unrestricted	4%	\$489,586	\$925,000	\$1,770,000	191%
State Shared - MVFT	Street	Restricted to Fund Usage	2%	\$807,953	\$725,000	\$737,000	102%
TB - Transportation Benefit ST	Transportation Benefit	Restricted	3%	\$1,500,000	\$1,600,000	\$1,600,000	100%
Real Estate Excise Taxes	REET I&II	Restricted	4%	\$2,400,000	\$2,300,000	\$2,000,000	87%
Traffic Impact Fees	Developer Contribution	Restricted	1%	\$455,000	\$748,160	\$490,000	65%
Park Impact Fees	Park Mitigation	Restricted	2%	\$500,000	\$1,000,000	\$900,000	90%
Surface Water Fees	Storm & Surface Water	Restricted to Fund Usage	11%	\$5,403,921	\$5,242,000	\$5,450,000	104%
Investment Interest	Various	Unrestricted	5%	\$2,626,214	\$2,800,000	\$2,270,000	81%

- Sales Tax – 3% increase
- Permit Fees – base budget projects no change. Department staff are evaluating expected revenues
- Street Fund Utility taxes – significant increase due to increase sewer utility tax
- TBP – should increase by 3%. (Table will be corrected)
- REET – continued decrease expected
- Mitigation Fees are expected to decrease (will be evaluated with Permit detail)
- SWM fees 4%
- Investment interest 5-10% decrease

Major Revenue Assumptions





General Fund Revenues Expectations

2025 Estimated

2026 Budgeted

Estimating little to no increase over prior year

- Sales Tax – Budgeted a 5% increase over prior year but have only seen a 2% increase. This is an estimated shortfall of \$230,000.
 - *2026 budget expects a 3% increase.*
- Cable Franchise Fees – Budgeted a 4% reduction but are currently seeing an 11% decrease or \$26,000.
 - *2026 budget builds in 11% decrease.*
- Marijuana and Liquor Excise Taxes – Budgeted a 5% reduction but are seeing a 15% decrease or \$45,000.
 - *“State Shared” revenues and are mostly based on population growth.*
- Investment Interest – 5% reduction budgeted but we are seeing a 23% decrease based also on decreasing cash balances. We expect an estimated shortfall of \$200,000.
 - *Estimated decrease of 10% in 2026.*
- Utility Taxes (Electric, Gas, Telephone & Water) are expected to exceed budget by about 9% or \$240,000 if the current trend continues.
 - *1-2% increases built into 2026.*

2026 Base Budget Expenditure Assumptions



Citywide Expenditure Outlook

2026 Base Budget

- The initial base budget includes current staffing levels and current programs, with some basic increases due to cost increases only.
- Departments have been given the opportunity to submit budget requests for additional operations, staffing, equipment, and projects based on the needs of their department and the city that will be discussed during the retreat
- Any increases in levels of service or new programs or services are submitted as new request.

Expenditure Comparison - Citywide

Fund Type	2025 Budgeted Expenditures	2025 Estimated Expenditures	2026 Base Expenditures	2025 Budget to Estimated	2025 Estimated to 2026 Base Budget
General Fund	\$ 26,080,474	\$ 24,036,374	\$ 26,161,441	-7.8%	8.8%
General Managerial Funds	\$ 8,927,475	\$ 8,445,068	\$ 2,734,455	-5.4%	-67.6%
Special Revenue Funds	\$ 5,986,761	\$ 4,820,180	\$ 4,626,995	-19.5%	-4.0%
Debt Service	\$ 1,867,512	\$ 1,866,762	\$ 1,866,287	0.0%	0.0%
Capital Projects	\$ 34,699,570	\$ 31,476,509	\$ 4,713,587	-9.3%	-85.0%
Other Proprietary	\$ 839,739	\$ 839,150	\$ 740,436	-0.1%	-11.8%
SWM Funds	\$ 11,421,786	\$ 10,055,024	\$ 6,549,744	-12.0%	-34.9%
Internal Service Funds	\$ 1,672,868	\$ 1,700,422	\$ 982,870	1.6%	-42.2%
Trust Fund	\$ 396,961	\$ 300,536	\$ 396,961	-24.3%	32.1%
Totals	\$ 91,893,146	\$ 83,540,025	\$ 48,772,776	-9.1%	-41.6%



Citywide Expenditure Outlook

2026 Base Budget Assumptions

- Liability Insurance – 10% increase \$121,000.
 - Increases are based value of property and equipment covered
 - Vehicles and Machinery increased by 1.6%
 - Property Values increased by 6.8%
 - Based on Risk
 - Risk valuation increased by 21% due to claims filed and closed in prior years.
- Public Defender Cost – New defense standards will cause our contract costs to increase substantially. Currently estimated at 32% (but may be low.
- Medical/Dental Insurance Rates - 10% increase - \$350,000

Cost of Living Adjustment Non-Represented

Rationale

- Current CPI-W is 2.715%
 - 90% of CPI-W of is 2.44%
- The city has a history of doing 90% of CPI-W
- Competitive & Comparable Cities
- City Council parameters to maintain 60th Percentile
 - *2.44% COLA may fall below 60th Percentile as other comparable cities use full CPI*
- Retention & Recruiting
- Union-represented job classes typically receive regular market analysis increases in addition to COLA

2.44% COLA

- Estimated Total Cost \$240,000
 - General Fund \$178,400
 - Street Fund \$26,100
 - Stormwater Fund \$35,500

We estimate a continued 20% (\$50,000) of the increases will be reimbursed by the Permit Fund for permit related work performed by staff allocated to Other funds.

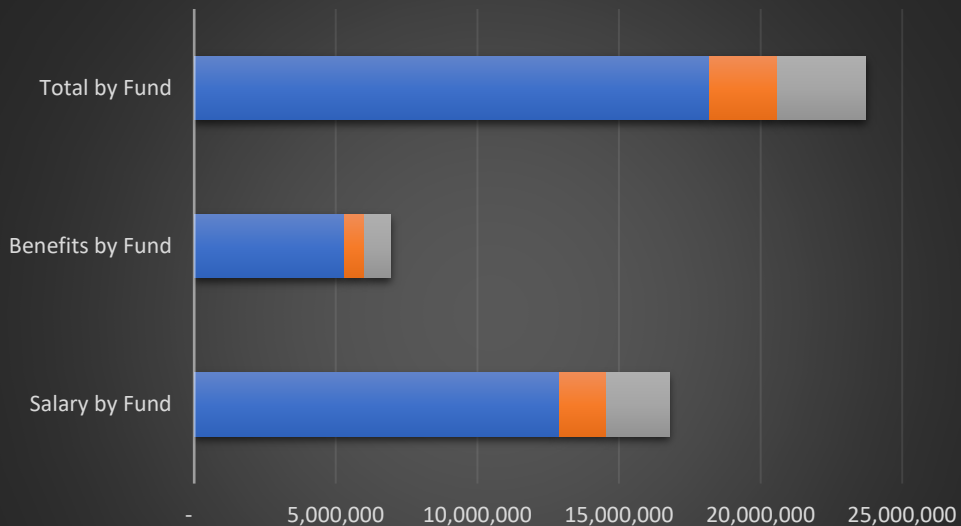
Represented Classes: 2026 COLA

- Guild Commissioned 3% (2024 Contract) \$147,200
- Guild Non-Commissioned 2.44% (2025 Contract) \$21,000
- *Teamsters (In Negotiations – estimate at 2.44%)*

Estimated Staffing Costs – Base Budget w/COLA

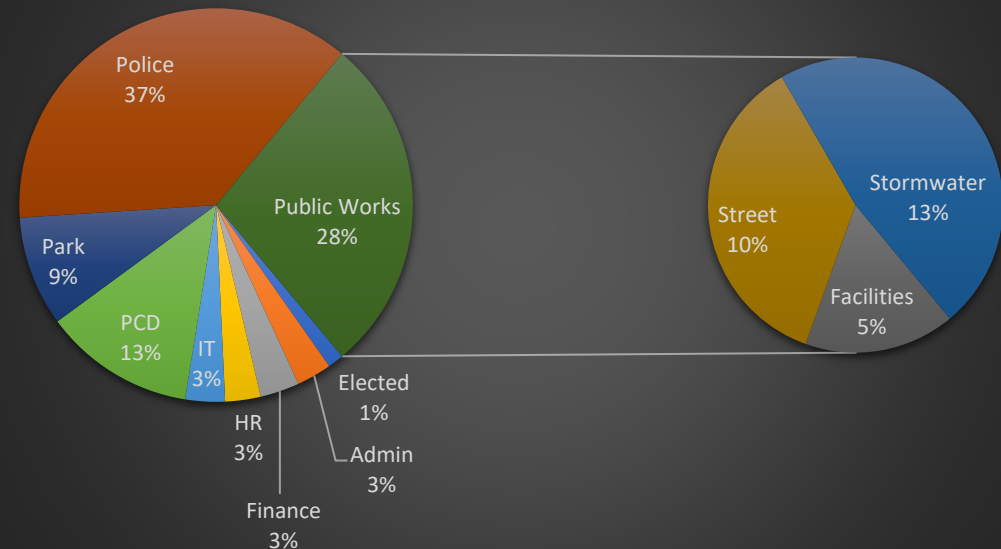
Total Citywide Wages \$23,710,000

Wages by Fund



	Salary by Fund	Benefits by Fund	Total by Fund
General Fund	12,889,669	5,299,475	18,189,144
Street	1,670,347	723,777	2,394,124
Stormwater	2,212,307	914,213	3,126,521

Wages by Department



Ending Fund Balance Comparison - Citywide

Fund Name	2025 Budgeted Ending	2025 Estimated Ending	2026 Base Ending Cash Balance
General Fund	\$ 2,186,999	\$ 3,866,197	\$ (1,353,665)
Other General Funds	\$ 10,030,065	\$ 11,188,671	\$ 11,454,666
Special Revenue Funds	\$ 3,488,525	\$ 4,481,770	\$ 6,244,025
Debt Service	\$ 10,456	\$ 9,286	\$ 5,000
Capital Projects	\$ 18,105,007	\$ 22,221,839	\$ 22,373,486
Other Proprietary	\$ 54,578	\$ 62,429	\$ 64,429
SWM Funds	\$ 5,611,238	\$ 7,432,934	\$ 8,653,919
Equipment Funds	\$ 2,038,604	\$ 2,048,217	\$ 2,584,600
Trust Fund	\$ 27,443	\$ 61,472	\$ 60,411
Totals	\$ 41,552,915	\$ 51,372,815	\$ 50,086,871

2026 Base Budget - Citywide

Fund Type	2026 Beginning Cash Balance	2026 Base Revenues	2026 Base Expenditures	2026 Base Ending Cash Balance	Revenue Over Exp (+)
General Fund (000)	\$ 3,786,197	\$ 20,941,579	\$ 26,161,441	\$ (1,433,665)	(\$5,219,862)
Other General Funds (000)	\$ 11,188,671	\$ 3,000,450	\$ 2,734,455	\$ 11,454,666	\$265,995
Special Revenue (100)	\$ 4,481,770	\$ 6,389,250	\$ 4,626,995	\$ 6,244,025	\$1,762,255
Debt Service (200)	\$ -	\$ 1,871,287	\$ 1,866,287	\$ 5,000	\$5,000
Capital Projects (300)	\$ 22,128,837	\$ 4,865,236	\$ 4,713,587	\$ 22,280,486	\$151,649
Other Proprietary (400)	\$ 62,429	\$ 742,436	\$ 740,436	\$ 64,429	\$2,000
SWM Funds (400)	\$ 7,432,934	\$ 7,770,729	\$ 6,549,744	\$ 8,653,919	\$1,220,985
Internal Service (500)	\$ 2,048,217	\$ 1,519,253	\$ 982,870	\$ 2,584,600	\$536,383
Trust (600)	\$ 61,472	\$ 395,900	\$ 396,961	\$ 60,411	(\$1,061)
Totals	\$51,190,527	\$47,496,120	\$48,772,776	\$49,913,871	(\$1,276,656)

2026 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	2025 City Deadline Per RCW
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