

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.

January 13, 2026 - 6:00 PM

City Council Regular Meeting

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: 85263508133 Passcode: 865180

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Oath of Office for Police Officer Graves and Police Commander Hingtgen Jeffrey Beazizo
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
9. **City Department Report**
10. **Consent Agenda**
 - A. 2025 Vouchers Barb Stevens
 - B. 2026 Vouchers Barb Stevens
 - C. City Council Meeting Minutes of December 16, 2025 Kelly Chelin
 - D. City Council Meeting Minutes of December 29, 2025 Caitlin Weaver
 - E. 2026 Legislative Priorities Kelly Chelin
11. **Public Hearing**
 - A. Fagerlie West Annexation (LUA2025-0118) David Levitan
12. **Action Items**

- A. Cedarwood Recreation Consultant Contract Jill Meis
- 13. Discussion Items**
- A. Council Training Greg Rubstello,
City Attorney
- 14. Executive Session - Confidential Session of the Council**
- A. Litigation or Potential Litigation per RCW 42.30.110
- 15. 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	12/24/2025	\$430,669.50
Electronic Funds Transfers	ACH	\$238,335.11
Claims	65023-65125	\$786,926.92
Void Checks	64240	(\$10.00)
Total Vouchers Approved:		\$1,455,921.53

This 13th day of January 2026

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

January 13, 2026



City expenditures by type for this voucher packet		
Personnel Costs	\$430,670	30%
Payroll Federal Taxes	\$144,730	10%
Excise Tax	\$4,753	0%
Retirement Benefits - Employer	\$72,435	5%
Other Employer Paid Benefits	\$519	0%
Employee Paid Benefits	\$19,833	1%
Supplies	\$69,443	5%
Professional Services	\$273,065	19%
Refunds	\$293	0%
Capital *	\$429,398	29%
Debt Payments	\$10,794	1%
Void Checks	-\$10	0%
Total	\$1,455,922	100%

Large Purchases *

LS Council Chambers & Infrastructure \$30,388

LS Main Street Improvements \$10,497

25004 - 2025 Sidewalk ADA Improvements \$13,361

91st St SE Phase 2 \$18,878

Bayview Trail Phase 1 \$70,834

22016 Frontier Heights Park Phase II PE#1 & PE#2 \$254,403

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 12/12/2025 - 12/30/2025

Total for Period
\$1,025,262.03

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ace Hardware	81769/7	001 010 576 80 31 03	PK- Equipment & Tools	Chainsaw Sharpener	65043	\$49.17
Ace Hardware	81784/7	410 016 531 10 31 02	SW - Operating Costs	Pipe Straps/Bits	65043	\$36.63
Ace Hardware	81785/7	001 010 576 80 31 00	PK-Operating Supplies	Winterizer Mix for STIHL	65043	\$38.24
Ace Hardware	81792/7	410 016 531 10 31 02	SW - Operating Costs	Tarp	65043	\$60.10
Ace Hardware	81793/7	001 010 576 80 31 05	PK-R&M Supplies	Wood Posts - Sign Repair	65043	\$36.05
Ace Hardware	81796/7	101 016 544 90 31 02	ST-Operating Cost	Chain Loops/Bedding Fork Handles/50:1 Fuel	65043	\$264.42
Ace Hardware	81798/7	101 016 544 90 31 02	ST-Operating Cost	Bedding Fork - Wind Storm	65043	\$93.98
Ace Hardware	81799/7	001 008 521 20 31 00	LE-Office Supplies	Keys	65043	\$32.72
Ace Hardware	81802/7	001 008 521 20 31 00	LE-Office Supplies	Key Return	65043	(\$32.72)
Ace Hardware	81806/7	001 010 576 80 31 05	PK-R&M Supplies	Fasteners - Davies Reader Board Repair	65043	\$8.74
Ace Hardware	81808/7	410 016 531 10 35 00	SW - Small Tools	Tie Downs/Screwdriver Sets/Wrenches/Pliers/Tape Measure	65043	\$774.75
Ace Hardware	81812/7	410 016 531 10 31 02	SW - Operating Costs	Sun & Shade Seed	65043	\$76.49
Ace Hardware	81814/7	001 010 576 80 31 10	PK-Boat Launch Expenses	Fasteners - Acrylic for Piling Padding on Dock Davies Beach	65043	\$9.02
Ace Hardware	81823/7	001 013 518 20 31 00	GG-Operating Costs	Oval Run Capacitor - Library	65043	\$11.14
Ace Hardware	81826/7	001 010 576 80 31 05	PK-R&M Supplies	Volt Tester - Lundeen Bldg Light Fixture	65043	\$25.07
					65043 Total	\$1,483.80
Alaska Rubber Group Inc	N081875	410 016 531 10 31 02	SW - Operating Costs	Hose Repair PW77	65044	\$34.50
					65044 Total	\$34.50
All Battery Sales and Service	300-10180315	410 016 531 10 31 02	SW - Operating Costs	Wiper Return PW65	65045	(\$8.63)
All Battery Sales and Service	300-10181064	101 016 544 90 31 02	ST-Operating Cost	LED Lights/Wire/Wipers/Pads/Rocker Switches/Lamps	65045	\$501.00
All Battery Sales and Service	300-10181064	410 016 531 10 31 02	SW - Operating Costs	LED Lights/Wire/Wipers/Pads/Rocker Switches/Lamps	65045	\$501.01
					65045 Total	\$993.38
Amazon Capital Services	1139-RKVC-J9ND	001 010 576 80 31 00	PK-Operating Supplies	Gloves H2O	65046	\$13.11
Amazon Capital Services	11FY-DLDY-KRY Y	101 016 544 90 31 02	ST-Operating Cost	Mousepad/Wall Calendar/Snowplow Blade/Award Plaque	65046	\$104.07
Amazon Capital Services	11FY-DLDY-KRY Y	410 016 531 10 31 02	SW - Operating Costs	Mousepad/Wall Calendar/Snowplow Blade/Award Plaque	65046	\$104.08
Amazon Capital Services	11GC-YLQG-6P4M	001 010 576 80 31 00	PK-Operating Supplies	Snow Brush and Ice Scrapers for Car Windshield	65046	\$22.42
Amazon Capital Services	13HV-7XDX-37KC	001 010 576 80 31 00	PK-Operating Supplies	Cleaning Duster	65046	\$34.42
Amazon Capital Services	141L-VTFN-K9PY	001 008 521 20 31 00	LE-Office Supplies	Frames	65046	\$84.73
Amazon Capital Services	14QK-VCC7-RP4Y	001 003 514 20 31 00	CC- Operating Supplies	File Folders	65046	\$14.74
Amazon Capital Services	14QV-79J9-JNLD	001 008 521 20 31 00	LE-Office Supplies	EXPO Dry Erase Whiteboard Cleaning Spray	65046	\$4.09
Amazon Capital Services	14QV-79J9-JNLD	001 008 521 20 31 00	LE-Office Supplies	EXPO Dry Erase Whiteboard Eraser	65046	\$3.20
Amazon Capital Services	14QV-79J9-JNLD	001 008 521 20 31 00	LE-Office Supplies	Liquid Chalk Markers for Blackboards	65046	\$17.46
Amazon Capital Services	14QV-79J9-JNLD	001 008 521 20 31 00	LE-Office Supplies	USB C to HDMI Adapter	65046	\$13.09
Amazon Capital Services	194K-J3DN-PXF1	001 010 576 80 31 07	PK-Recreation Supplies	NC Table Tennis Replacement Balls	65046	\$30.10
Amazon Capital Services	1CCJ-KGHV-LV6K	001 010 576 80 31 07	PK-Recreation Supplies	NC Table Tennis Balls	65046	\$30.58
Amazon Capital Services	1CHR-HCP7-MMHX	101 016 544 90 31 02	ST-Operating Cost	Wall Calendars	65046	\$15.79
Amazon Capital Services	1CHR-HCP7-MMHX	410 016 531 10 31 02	SW - Operating Costs	Wall Calendars	65046	\$15.80
Amazon Capital Services	1DLF-1PW3-RMWV	001 006 518 80 31 00	IT- Operating Supplies	Universal Wide-Band 4G / LTE Omni-Directional Outdoor Pole/Wall Mount Ant	65046	\$142.04
Amazon Capital Services	1DRV-VCD1-MF1C	101 016 544 90 31 02	ST-Operating Cost	Self-Inking Date Stamp	65046	\$10.60
Amazon Capital Services	1G3V-PLGP-1GRJ	001 008 521 20 31 06	LE - Uniform Clothing	Earphone Connection Radio Earpiece Hawk Lapel Microphone	65046	\$499.29
Amazon Capital Services	1G3V-PLGP-1GRJ	001 008 521 20 31 06	LE - Uniform Clothing	Radio Earpiece for Motorola APX	65046	\$2,456.27
Amazon Capital Services	1G3V-PLGP-1GRJ	001 008 521 20 31 06	LE - Uniform Clothing	Walkie Talkie Earpieces	65046	\$69.93
Amazon Capital Services	1HR7-W4PG-GQJW	101 016 544 90 31 02	ST-Operating Cost	Car Air Freshener	65046	\$10.92
Amazon Capital Services	1HR7-W4PG-GQJW	410 016 531 10 31 02	SW - Operating Costs	Car Air Freshener	65046	\$10.92
					65046 Total	\$3,707.65

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1LHT-W9JY-DQC7	001 001 511 20 30 00	Boards & Comm Op Supplies	Phenyx Pro Wireless Microphone System Refund	65047	(\$96.17)
Amazon Capital Services	1NFP-YMT4-FPLF	101 016 544 90 31 02	ST-Operating Cost	Cardstock	65047	\$7.17
Amazon Capital Services	1NFP-YMT4-FPLF	410 016 531 10 31 02	SW - Operating Costs	Cardstock	65047	\$7.17
Amazon Capital Services	1NGR-VPW1-VFWW	001 008 521 20 31 06	LE - Uniform Clothing	Duracell Lithium Batteries	65047	\$24.46
Amazon Capital Services	1NGR-VPW1-VFWW	001 008 521 20 31 06	LE - Uniform Clothing	Handcuff Case	65047	\$43.68
Amazon Capital Services	1P79-F1C9-FRPN	001 010 576 80 31 00	PK-Operating Supplies	Copy Paper	65047	\$211.02
Amazon Capital Services	1PWG-RRFH-F4MV	001 010 576 80 31 00	PK-Operating Supplies	Hi-vis Reflective Work Gloves	65047	\$15.08
Amazon Capital Services	1PWG-RRFH-F4MV	001 010 576 80 31 08	PK-Special Event Supplies	HotHands Hand Warmers	65047	\$28.39
Amazon Capital Services	1PWG-RRFH-F4MV	001 010 576 80 31 00	PK-Operating Supplies	Latex Work Gloves	65047	\$15.21
Amazon Capital Services	1QDW-6LCK-M4PG	001 012 575 50 31 00	CS- The Mill- Ops	Custom Laser-Engraved Plastic Signs	65047	\$85.22
Amazon Capital Services	1QV4-XMYM-91WD	001 008 521 20 31 00	LE-Office Supplies	Logitech Wireless Keyboard with Wrist Rest	65047	\$54.64
Amazon Capital Services	1VNR-KXYR-FPTK	001 006 518 80 31 00	IT- Operating Supplies	12 Volt 9 Amp Hour Rechargeable SLA Batteries	65047	\$327.09
Amazon Capital Services	1WFM-LKR4-LKKY	001 006 518 80 31 00	IT- Operating Supplies	iPhone 15 Protective Magnetic Case	65047	\$65.56
Amazon Capital Services	1WH7-TKV9-LX6T	001 010 576 80 31 00	PK-Operating Supplies	3V Lithium Batteries	65047	\$6.40
Amazon Capital Services	1WH7-TKV9-LX6T	001 010 576 80 31 01	PK-Ops-Clothing	Workwear Men's Alta Shell Pant - T Gorcester	65047	\$107.11
Amazon Capital Services	1WRQ-GCGC-KG1J	001 008 521 20 31 00	LE-Office Supplies	3-Volt CR123 Lithium Batteries	65047	\$68.16
Amazon Capital Services	1WRQ-GCGC-KG1J	001 008 521 20 31 00	LE-Office Supplies	AA Batteries	65047	\$24.57
Amazon Capital Services	1WXK-DDYV-YHXV	001 013 518 20 31 00	GG-Operating Costs	Batteries	65047	\$16.38
Amazon Capital Services	1WXK-DDYV-YHXV	001 013 518 20 31 00	GG-Operating Costs	Copy Paper	65047	\$46.99
Amazon Capital Services	1XVG-73MR-W1H3	001 010 576 80 31 00	PK-Operating Supplies	Self-Feed Drill Bit - Cavalero	65047	\$53.71
Amazon Capital Services	1YMG-76GT-RQYC	001 010 576 80 31 00	PK-Operating Supplies	2 Cycle Engine Oil	65047	\$118.17
					65047 Total	\$1,230.01
Aquatechnex LLC	19447	410 016 531 10 41 02	SW - Aquatic Vegetation Mgmt	Aquatic Plant Mgmt Program	65023	\$4,200.00
					65023 Total	\$4,200.00
ARC Architects Inc	11	306 013 594 18 60 00	FC - Municipal Campus GG	LS Council Chambers & Infrastructure	65024	\$30,388.05
					65024 Total	\$30,388.05
AT&T Mobility LLC	287351657998X12272025	001 008 521 20 42 00	LE-Communication	Wireless Cell Service	65048	\$1,730.81
AT&T Mobility LLC	287351658267X12272025	101 016 543 30 42 00	ST-Communications	Wireless Cell Service	65048	\$593.51
AT&T Mobility LLC	287351658267X12272025	410 016 531 10 42 00	SW - Communications	Wireless Cell Service	65048	\$593.52
AT&T Mobility LLC	287354121770X12272025	001 001 511 60 42 00	Legislative - Communication	Wireless Cell Service	65048	\$277.30
AT&T Mobility LLC	287354121770X12272025	001 001 513 10 42 00	Executive - Communication	Wireless Cell Service	65048	\$39.61
AT&T Mobility LLC	287354121770X12272025	001 002 513 11 42 00	AD-Communications	Wireless Cell Service	65048	\$39.61
AT&T Mobility LLC	287354121770X12272025	001 003 514 20 42 00	CC-Communications	Wireless Cell Service	65048	\$158.44
AT&T Mobility LLC	287354122304X12272025	001 004 514 23 42 00	FI-Communications	Wireless Cell Service	65048	\$190.24
AT&T Mobility LLC	287354123039X12272025	001 005 518 10 42 00	HR-Communications	Wireless Cell Service	65048	\$198.05
AT&T Mobility LLC	287354123762X12272025	001 006 518 80 42 00	IT-Communications	Wireless Cell Service	65048	\$237.66
AT&T Mobility LLC	287354124740X12272025	001 007 558 50 42 00	PL-Communication	Wireless Cell Service	65048	\$183.31
AT&T Mobility LLC	287354124740X12272025	001 007 559 30 42 00	PB-Communication	Wireless Cell Service	65048	\$183.31
AT&T Mobility LLC	287354125324X12272025	001 010 576 80 42 00	PK-Communication	Wireless Cell Service	65048	\$606.06
					65048 Total	\$5,031.43
AT&T Mobility-CC	WFY112025	001 008 521 20 42 00	LE-Communication	Wireless Devices Plans	65049	\$1,552.94
AT&T Mobility-CC	WQ1112025	001 007 559 30 42 00	PB-Communication	Wireless Devices Plans	65049	\$120.07
AT&T Mobility-CC	WQ1112025	001 010 576 80 42 00	PK-Communication	Wireless Devices Plans	65049	\$28.98
AT&T Mobility-CC	WQ1112025	101 016 543 30 42 00	ST-Communications	Wireless Devices Plans	65049	\$132.49
AT&T Mobility-CC	WQ1112025	410 016 531 10 42 00	SW - Communications	Wireless Devices Plans	65049	\$132.49
					65049 Total	\$1,966.97
Bryant	120925 BRYANT	001 008 521 40 49 01	LE- Staff Development	BLEA Assessment Meal PerDiem - Bryant	65025	\$276.00
					65025 Total	\$276.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	BARNES 12-2025	001 008 521 20 31 06	LE - Uniform Clothing	Boots	65026	\$709.85
Business Card	BARNES 12-2025	001 000 369 91 00 00	Miscellaneous Revenue - Other	Credit Card More Rewards Day	65026	(\$3.07)
Business Card	BARNES 12-2025	001 008 521 40 49 01	LE- Staff Development	Foundations for Animal Health & Performance Registration	65026	\$25.50
Business Card	BEAZIZO 10-2025	111 008 521 20 31 01	Drug Seize - Canine Supplies	Cia Bath & Nail Trim	65026	\$60.00
Business Card	BEAZIZO 10-2025	001 008 521 40 49 01	LE- Staff Development	IACP Conf Flight Refund - Beazizo/Thomas	65026	(\$763.16)
Business Card	BEAZIZO 11-2025	001 008 521 40 49 01	LE- Staff Development	ARMA InfoCon Conf Uber - Dreher/Fox	65026	\$51.99
Business Card	BEAZIZO 11-2025	111 008 521 20 31 01	Drug Seize - Canine Supplies	Cia Boarding	65026	\$340.00
Business Card	BEAZIZO 11-2025	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	65026	\$114.87
Business Card	BEAZIZO 11-2025	001 008 521 40 49 01	LE- Staff Development	IACP Conf Registration Refund - Beazizo/Thomas	65026	(\$750.00)
Business Card	BEAZIZO 12-2025	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	65026	\$106.00
Business Card	BEAZIZO 12-2025	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA Memerbship Renewal - Beazizo	65026	\$50.00
Business Card	BEAZIZO 12-2025	001 008 521 40 49 01	LE- Staff Development	NW Leadership Seminar Registration - Beazizo	65026	\$395.00
Business Card	BEAZIZO 12-2025	001 008 521 40 49 01	LE- Staff Development	WASPC Fall Conf Hotel - Beazizo	65026	\$471.03
Business Card	BEAZIZO 12-2025	001 008 521 40 49 01	LE- Staff Development	WASPC Fall Conf Hotel - Thomas	65026	\$471.03
Business Card	BRAZEL 12-2025	001 002 513 11 49 00	AD-Staff Development	AWWA Membership Renewal - Brazel	65026	\$276.00
Business Card	BRAZEL 12-2025	001 002 513 11 49 00	AD-Staff Development	ICMA Membership Renewal - Brazel	65026	\$1,200.00
Business Card	BRAZEL 12-2025	001 002 513 11 49 00	AD-Staff Development	Monthly MAG Meeting Meal - Brazel	65026	\$23.27
Business Card	BRAZEL 12-2025	001 002 513 11 49 00	AD-Staff Development	Water Manager Certification Renewal - Brazel	65026	\$42.00
Business Card	CLIFTON 12-2025	101 016 542 30 49 01	ST-Staff Development	Project Mgmt Membership - Mangold	65026	\$84.24
Business Card	CLIFTON 12-2025	410 016 531 10 49 01	SW - Staff Development	Project Mgmt Membership - Mangold	65026	\$84.24
Business Card	DREHER 12-2025	001 008 521 40 49 01	LE- Staff Development	Advanced SRO Training Hotel - Kilroy	65026	\$435.66
Business Card	DREHER 12-2025	001 008 521 40 49 01	LE- Staff Development	Force Encounters Course Hotel - Hingtgen	65026	\$90.00
Business Card	FOX 12-2025	001 008 521 20 31 08	LE - Business Meeting Supplies	Sgt Assessment Center Meal	65026	\$193.24
Business Card	GAILEY 11-2025	001 001 513 10 49 01	Executive - Prof. Development	Coursera Conf Hotel - Gailey	65026	\$22.66
Business Card	GAILEY 11-2025	001 001 513 10 49 01	Executive - Prof. Development	Coursera Conf Hotel Refund - Gailey	65026	(\$38.97)
Business Card	GAILEY 12-2025	001 001 513 10 49 01	Executive - Prof. Development	GovAI Coalition Conf Hotel - Gailey	65026	\$665.25
Business Card	GAILEY 12-2025	001 001 513 10 49 01	Executive - Prof. Development	GovAI Coalition Conf Lyft - Gailey	65026	\$290.01
Business Card	GAILEY 12-2025	001 001 513 10 49 01	Executive - Prof. Development	Mayor Foreign Policy Summit Airport Parking - Gailey	65026	\$111.00
Business Card	GAILEY 12-2025	001 001 513 10 49 01	Executive - Prof. Development	Mayor Foreign Policy Summit Lyft - Gailey	65026	\$68.92
Business Card	GARCEAU 12-2025	001 010 576 80 49 01	PK-Staff Development	Aquatic Pesticide Class Registration - D Suver	65026	\$50.00
Business Card	GARCEAU 12-2025	001 010 576 80 31 01	PK-Ops-Clothing	Boots - Charrette	65026	\$161.83
Business Card	GARCEAU 12-2025	001 010 576 80 31 01	PK-Ops-Clothing	Boots - Gorcester	65026	\$138.72
Business Card	GARCEAU 12-2025	001 000 369 91 00 00	Miscellaneous Revenue - Other	Credit Card More Rewards Day	65026	(\$6.23)
Business Card	GARCEAU 12-2025	001 010 576 80 31 03	PK- Equipment & Tools	Electric Wheelbarrow	65026	\$699.51
Business Card	GARCEAU 12-2025	001 005 518 10 31 03	HR-Emp Recognition Supplies	End of Year Ornaments (145)	65026	\$234.84
Business Card	GARCEAU 12-2025	001 005 518 10 31 03	HR-Emp Recognition Supplies	End of Year Ornaments Refund	65026	(\$5.11)
Business Card	GARCEAU 12-2025	001 010 576 80 31 05	PK-R&M Supplies	Garden Hose	65026	\$311.32
Business Card	GARCEAU 12-2025	001 010 576 80 49 01	PK-Staff Development	ISA Conf Hotel - F Lazo	65026	\$433.38
Business Card	GARCEAU 12-2025	001 010 576 80 31 05	PK-R&M Supplies	Lumber - Timerlake Pathway	65026	\$319.90
Business Card	GARCEAU 12-2025	001 010 576 80 31 05	PK-R&M Supplies	Mower Repair Part	65026	\$30.10
Business Card	GARCEAU 12-2025	001 010 576 80 49 01	PK-Staff Development	SFMA Annual Conf Addtl Day Registration - Gorcester	65026	\$70.00
Business Card	GARCEAU 12-2025	001 010 576 80 49 01	PK-Staff Development	SFMA Annual Conf Registration - Gorcester	65026	\$625.00
Business Card	GARCEAU 12-2025	001 010 576 80 31 03	PK- Equipment & Tools	Welding Clothing	65026	\$80.09
Business Card	GARCEAU 12-2025	001 010 576 80 31 08	PK-Special Event Supplies	Winterfest Ornaments (155)	65026	\$251.04
Business Card	GARCEAU 12-2025	001 010 576 80 31 08	PK-Special Event Supplies	Winterfest Ornaments Refund	65026	(\$5.46)
Business Card	HALVERSON 12-2025	101 016 542 30 49 01	ST-Staff Development	Grammarly Subscription	65026	\$28.35
Business Card	HALVERSON 12-2025	410 016 531 10 49 01	SW - Staff Development	Grammarly Subscription	65026	\$28.35
Business Card	HALVERSON 12-2025	410 016 531 10 31 02	SW - Operating Costs	ProDSS PH Sensor Module Kit	65026	\$254.96
Business Card	HALVERSON 12-2025	101 016 544 90 31 02	ST-Operating Cost	reMarkable Connect Annual	65026	\$15.85

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	HALVERSON 12-2025	410 016 531 10 31 02	SW - Operating Costs	reMarkable Connect Annual	65026	\$15.85
Business Card	HALVERSON 12-2025	410 016 531 10 31 02	SW - Operating Costs	Replacement ProDSS ODO Sensor Cap	65026	\$165.66
Business Card	HALVERSON 12-2025	410 016 531 10 41 04	SW - Salmonoid Basin Comp Plan	Salmonoid Basin Advertisment	65026	\$225.00
Business Card	HALVERSON 12-2025	410 016 531 10 49 01	SW - Staff Development	WSDA Pre-License Testing - Piland	65026	\$120.00
Business Card	HEIST 12-2025	001 004 514 23 31 00	FI- Operating Supplies	2025 Tax Forms	65026	\$95.85
Business Card	HEIST 12-2025	001 004 514 23 49 01	FI-Staff Development	Schedule 6 Training Registration - Rowe	65026	\$50.00
Business Card	HINGTGEN 12-2025	001 008 521 20 31 01	LE-Fixed Minor Equipment	Gun Cleaning Supplies	65026	\$303.67
Business Card	HINGTGEN 12-2025	001 008 521 20 31 01	LE-Fixed Minor Equipment	Target Backer/CJTC Targets	65026	\$490.87
Business Card	POOLOS 12-2025	001 006 518 80 31 00	IT- Operating Supplies	AC/DC Desktop Adapter	65026	\$158.44
Business Card	POOLOS 12-2025	001 006 518 80 31 00	IT- Operating Supplies	iPads for Council (2)	65026	\$3,351.14
Business Card	STEVENS T 12-2025	001 000 369 91 00 00	Miscellaneous Revenue - Other	Credit Card More Rewards Day	65026	(\$0.27)
Business Card	STEVENS T 12-2025	001 006 518 80 31 00	IT- Operating Supplies	GoodReader PDF Editor & Viewer	65026	\$13.09
Business Card	STEVENS T 12-2025	510 006 518 80 49 13	LR - Firewall Security Subscri	Snort Renewal	65026	\$399.00
Business Card	STEVENS T 12-2025	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	Standard Wildcard SSL Renewal	65026	\$546.49
Business Card	UBERT 12-2025	001 008 521 20 49 00	LE-Dues & Memberships	ARMA Membership Renewal - Fox	65026	\$210.00
Business Card	UBERT 12-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	FuboTV Monthly Subscription	65026	\$107.09
Business Card	UBERT 12-2025	001 008 521 20 31 08	LE - Business Meeting Supplies	Sgt Assessment Center Coffee	65026	\$43.72
Business Card	WARRINGTON 12-2025	001 013 518 10 30 00	LEAN Training - Supplies	Cupcakes/Cookies for Green Belt Graduation	65026	\$36.97
Business Card	WARRINGTON 12-2025	001 005 518 10 31 03	HR-Emp Recognition Supplies	Yeti Mugs for Employee Annual Rewards	65026	\$204.39
Business Card	WEAVER 12-2025	001 002 513 11 49 00	AD-Staff Development	AWC City Action Days - Brazel	65026	\$274.25
Business Card	WEAVER 12-2025	001 001 513 10 49 01	Executive - Prof. Development	AWC City Action Days - Gailey	65026	\$274.25
Business Card	WEAVER 12-2025	001 013 518 20 31 00	GG-Operating Costs	Coffee - Dept Head/Legal AI Meeting	65026	\$43.72
Business Card	WEAVER 12-2025	001 001 511 60 49 01	Legislative - Prof. Developmen	Elected Officials Essentials - Araya	65026	\$104.69
Business Card	WEAVER 12-2025	001 001 511 60 49 01	Legislative - Prof. Developmen	Elected Officials Essentials - Edwards	65026	\$104.69
Business Card	WEAVER 12-2025	001 001 511 60 49 01	Legislative - Prof. Developmen	Elected Officials Essentials - McManus	65026	\$103.84
Business Card	WEAVER 12-2025	001 013 518 20 31 00	GG-Operating Costs	Pastries - Dept Head/Legal AI Meeting	65026	\$14.09
Business Card	WEAVER 12-2025	001 001 511 60 31 00	Legislative - Operating Costs	Water for Council Meetings	65026	\$5.45
Business Card	WRIGHT 12-2025	306 013 594 18 60 00	FC - Municipal Campus GG	Civic Campus Fire Flow Tests	65026	\$900.00
Business Card	WRIGHT 12-2025	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers LUA2025-0050 Mulvaney SEPA	65026	\$25.64
Business Card	WRIGHT 12-2025	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers LUA2025-0099	65026	\$83.21
Business Card	WRIGHT 12-2025	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers LUA2025-0160	65026	\$57.33
Business Card	WRIGHT 12-2025	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0168	65026	\$14.40
Business Card	WRIGHT 12-2025	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers LUA2025-0181	65026	\$10.87
Business Card	WRIGHT 12-2025	001 007 559 30 49 01	PB-Staff Development	WABO Memerbship Renewal - Manus	65026	\$109.00
					65026 Total	\$17,205.39
Canon Financial Services Inc	42301708	001 007 591 58 70 01	PL -Lease Agreements	2YJ04075 Copier Lease CH	65050	\$70.56
Canon Financial Services Inc	42301708	001 007 591 59 70 01	PB - Lease Agreements	2YJ04075 Copier Lease CH	65050	\$70.56
Canon Financial Services Inc	42301708	001 013 591 18 70 01	Lease Agreements	2YJ04075 Copier Lease CH	65050	\$70.56
Canon Financial Services Inc	42301708	001 007 558 50 48 00	PL-Repairs & Maint.	2YJ04075 Copier Lease CH Tax	65050	\$6.56
Canon Financial Services Inc	42301708	001 007 559 30 48 00	PB-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	65050	\$6.56
Canon Financial Services Inc	42301708	001 013 518 20 48 00	GG-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	65050	\$6.57
Canon Financial Services Inc	42301709	001 008 591 21 70 01	Lease Agreements	2XW05905 Copier Lease PD	65050	\$252.95
Canon Financial Services Inc	42301709	001 008 521 20 48 00	LE-Repair & Maintenance Equip	2XW05905 Copier Lease PD Tax	65050	\$23.52
Canon Financial Services Inc	42303315	001 010 576 80 48 00	PK-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	65050	\$11.42
Canon Financial Services Inc	42303315	101 016 542 30 48 00	ST-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	65050	\$11.41
Canon Financial Services Inc	42303315	410 016 531 10 48 00	SW - Repairs & Maintenance	QNN08471 Copier Lease PW Upstairs	65050	\$11.41
Canon Financial Services Inc	42310923	001 013 518 20 48 00	GG-Repair & Maintenance	XTZ01787 Copier Lease CH Admin Month to Month Le	65050	\$286.05
					65050 Total	\$828.13

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
City of Everett	I25006177	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Anaylsis	65051	\$252.00
					65051 Total	\$252.00
Compensation Connections LLC	4026	001 005 518 10 41 00	HR-Professional Services	2025 Salary Survey Refresh	65052	\$9,120.00
					65052 Total	\$9,120.00
Conservation Technix Inc	1260	001 010 576 80 41 00	PK-Professional Services	PROS Plan	65053	\$3,243.66
					65053 Total	\$3,243.66
Cory de Jong and Sons Inc	S358183	001 010 576 80 31 00	PK-Operating Supplies	Hog Fuel - Cavalero	65054	\$60.66
					65054 Total	\$60.66
Crystal Springs	5249844 120125	001 007 558 50 31 01	PL-Operating Supplies	Bottled Water Service for CH	65027	\$50.40
Crystal Springs	5249844 120125	001 007 559 30 31 01	PB-Operating Supplies	Bottled Water Service for CH	65027	\$50.40
Crystal Springs	5249844 120125	001 013 518 20 31 00	GG-Operating Costs	Bottled Water Service for CH	65027	\$105.53
					65027 Total	\$206.33
David Evans and Associates Inc	606639	411 016 594 31 60 05	Catherine Creek/36th St Bridge	Catherine Creek Bridge Replacement	65055	\$7,957.57
					65055 Total	\$7,957.57
Dept of Licensing	010326 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 12/28/25 - 01/03/26	65056	\$240.00
Dept of Licensing	121325 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 12/07/25 - 12/13/25	65056	\$90.00
Dept of Licensing	122025 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 12/14/25 - 12/20/25	65056	\$273.00
Dept of Licensing	122725 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 12/21/25 - 12/27/25	65056	\$150.00
					65056 Total	\$753.00
Dept of Retirement (Deferred Comp)	12252025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$7,892.60
					EFT Total	\$7,892.60
Dept of Retirement PERS LEOFF	12252025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$72,134.85
Dept of Retirement PERS LEOFF	12252025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$300.11
					EFT Total	\$72,434.96
Dept of Revenue EFT	11-2025 EXCISE	001 008 521 20 31 06	LE - Uniform Clothing	Body Cam Cases Tax	EFT	\$13.65
Dept of Revenue EFT	11-2025 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 11-2025	EFT	\$4,753.12
Dept of Revenue EFT	11-2025 EXCISE	001 010 576 80 31 05	PK-R&M Supplies	Lundeen Bathroom Locks Tax	EFT	\$53.91
Dept of Revenue EFT	11-2025 EXCISE	111 008 521 20 31 01	Drug Seize - Canine Supplies	TADD (Narcotics) Tax	EFT	\$56.92
Dept of Revenue EFT	11-2025 EXCISE	001 010 576 80 31 00	PK-Operating Supplies	Tree Risk Assessment Book Tax	EFT	\$2.27
					EFT Total	\$4,879.87
Dreher	122325 D DREHER	001 008 521 30 31 00	LE-Community Outreach Supplies	K9 Stickers/Magnets for Community Outreach Reimb	65057	\$278.69
					65057 Total	\$278.69
EFTPS	12252025	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$144,729.72
					EFT Total	\$144,729.72
Electronic Business Machines	AR321170	001 007 558 50 48 00	PL-Repairs & Maint.	Printer Copy Fees CH - 2YJ04075	65058	\$402.13
Electronic Business Machines	AR321170	001 007 559 30 48 00	PB-Repair & Maintenance	Printer Copy Fees CH - 2YJ04075	65058	\$402.14
Electronic Business Machines	AR321170	001 013 518 20 48 00	GG-Repair & Maintenance	Printer Copy Fees CH - 2YJ04075	65058	\$402.13
Electronic Business Machines	AR321213	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	65058	\$12.82
Electronic Business Machines	AR321213	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	65058	\$12.83
Electronic Business Machines	AR321213	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	65058	\$12.82
Electronic Business Machines	AR321347	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2WU09725	65058	\$20.35
Electronic Business Machines	AR321796	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - 2YJ14491	65058	\$50.73
Electronic Business Machines	AR321796	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - 2YJ14491	65058	\$50.73
Electronic Business Machines	AR321796	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - 2YJ14491	65058	\$50.73
Electronic Business Machines	AR321797	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2WU09725	65058	\$39.03
Electronic Business Machines	AR321798	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2XW05905	65058	\$51.00
Electronic Business Machines	AR322848	001 013 518 20 48 00	GG-Repair & Maintenance	Printer Copy Fees CH Admin XTZ10787	65058	\$454.43
					65058 Total	\$1,961.87

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Enterprise FM Trust	633992-120325	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Lease Taxes/Fees 12-2025	65028	\$972.17
Enterprise FM Trust	633992-120325	520 008 591 21 70 00	LE - Lease Agreements	PD Vehicle Leases 12-2025	65028	\$10,126.51
Enterprise FM Trust	633992-120325	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Monthly Maint 12-2025	65028	\$9,718.96
					65028 Total	\$20,817.64
Erickson	081825 ERICKSON	306 000 594 75 60 00	Culture Facility Cap - Museum	Reissue Ck #64240 Museum Project Excise Tax Exemption Review Fee	65059	\$10.00
					65059 Total	\$10.00
Facet NW Inc	68965	101 016 544 20 41 00	ST-Prof Srv - Engineering	On-Call EDDS Updates TO#2	65060	\$5,394.50
					65060 Total	\$5,394.50
Fastenal Company	WAARN180828	101 016 544 90 31 02	ST-Operating Cost	Gloves/Graffiti Remover/Hand Warmers/Battery Cleaner	65061	\$89.66
Fastenal Company	WAARN180828	410 016 531 10 31 02	SW - Operating Costs	Gloves/Graffiti Remover/Hand Warmers/Battery Cleaner	65061	\$89.66
Fastenal Company	WAARN180947	101 016 544 90 31 02	ST-Operating Cost	Glasses/Gloves/Caution Tape/Scrub Wipes/Deicer	65061	\$272.29
Fastenal Company	WAARN180947	410 016 531 10 31 02	SW - Operating Costs	Glasses/Gloves/Caution Tape/Scrub Wipes/Deicer	65061	\$272.29
Fastenal Company	WAARN180999	101 016 544 90 31 02	ST-Operating Cost	QwkStiks/Gloves/Caution Tape/Scrub Wipes/Hand Warmers	65061	\$255.27
Fastenal Company	WAARN180999	410 016 531 10 31 02	SW - Operating Costs	QwkStiks/Gloves/Caution Tape/Scrub Wipes/Hand Warmers	65061	\$255.27
					65061 Total	\$1,234.44
Faz	092925 FAZ	001 007 558 50 49 01	PL-Staff Development	APA Membership Reimb - Faz	65062	\$475.00
Faz	100825 FAZ	001 007 558 50 49 01	PL-Staff Development	APA Conf Mileage PerDiem - Faz	65062	\$141.12
					65062 Total	\$616.12
Feldman & Lee PS	2025 LKS-SSP-12	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program 12-2025	65063	\$900.00
Feldman & Lee PS	2025 LKS-SSP-12	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service OPD Program 12-2025	65063	\$600.00
Feldman & Lee PS	2025 LKS-SSP-12	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service Program 12-2025	65063	\$460.00
					65063 Total	\$1,960.00
Fenton	121025 FENTON	001 008 521 20 31 06	LE - Uniform Clothing	Boots Reimb - Fenton	65064	\$107.10
					65064 Total	\$107.10
GCP WW Holdco LLC	INV2010021478	101 016 542 90 31 01	ST-Clothing	Jacket - Baca	65065	\$76.65
GCP WW Holdco LLC	INV2010021478	410 016 531 10 31 00	SW - Clothing	Jacket - Baca	65065	\$76.65
					65065 Total	\$153.30
Gordon Truck Centers Inc	PC302193177:01	410 016 531 10 31 02	SW - Operating Costs	Filters/Cart Kit PW65	65066	\$472.80
					65066 Total	\$472.80
Granite Construction Supply	109456	101 016 595 64 63 00	ST-Traffic Control-Capital	Saflector Sleeve	65067	\$446.40
Granite Construction Supply	109457	101 016 542 90 31 01	ST-Clothing	Bib Pants	65067	\$76.88
Granite Construction Supply	109460	101 016 542 90 31 01	ST-Clothing	Surveyors Vests	65067	\$230.79
Granite Construction Supply	109535	101 016 544 90 31 02	ST-Operating Cost	Hard Hat	65067	\$11.01
Granite Construction Supply	109535	410 016 531 10 31 02	SW - Operating Costs	Hard Hat	65067	\$11.01
Granite Construction Supply	109551	101 016 595 64 63 00	ST-Traffic Control-Capital	White Flats w/Skid Optics	65067	\$6,594.00
Granite Construction Supply	109648	001 010 576 80 31 10	PK-Boat Launch Expenses	Boat Launch Signs for NC	65067	\$101.10
Granite Construction Supply	109648	001 010 576 80 31 05	PK-R&M Supplies	Reserved Parking Signs for Lundeen/Davies	65067	\$181.34
Granite Construction Supply	109648	001 010 576 80 31 00	PK-Operating Supplies	Signs/Posts/Bolts/Nuts/Perforated Telespar	65067	\$2,009.96
					65067 Total	\$9,662.49
Green Climber of North America	INV2967	101 016 544 90 31 02	ST-Operating Cost	Seal Kits/Gas Springs PW84	65068	\$216.72
Green Climber of North America	INV2967	410 016 531 10 31 02	SW - Operating Costs	Seal Kits/Gas Springs PW84	65068	\$216.73
					65068 Total	\$433.45
Hathaway	38967	001 001 511 60 31 00	Legislative - Operating Costs	Nameplates - Edwards/Araya/McManus	65069	\$79.57
Hathaway	39037	001 001 511 20 30 00	Boards & Comm Op Supplies	Name Plates - New Planning Commissioners	65069	\$61.04
					65069 Total	\$140.61
Held	123025 HELD	001 005 518 10 31 03	HR-Emp Recognition Supplies	End of Year Celebration Decor/Basket Items/Cocoa Sticks Reimb	65070	\$335.66
					65070 Total	\$335.66
Herrera Environmental Consultants	60877	410 016 531 10 41 04	SW - Salmonoid Basin Comp Plan	Plan for Salmonid Basins	65029	\$4,799.69
					65029 Total	\$4,799.69

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Honey Bucket	555263924	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	65071	\$290.95
Honey Bucket	555266260	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - DOC Trailer	65071	\$55.18
Honey Bucket	555266260	101 016 542 30 45 00	ST-Rentals-Leases	Honey Bucket Rental - DOC Trailer	65071	\$55.19
Honey Bucket	555266260	410 016 531 10 45 01	SW - Rentals-Leases	Honey Bucket Rental - DOC Trailer	65071	\$55.18
Honey Bucket	555273681	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	65071	\$167.75
Honey Bucket	555273682	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	65071	\$290.95
Honey Bucket	555281378	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	65071	\$156.20
Honey Bucket	555281379	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Cavalero Dog Park	65071	\$274.45
Honey Bucket	555281380	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Cavalero Skate Park	65071	\$405.35
Honey Bucket	555290944	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	65071	\$182.05
Honey Bucket	555296571	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Sunset Beach	65071	\$290.95
					65071 Total	\$2,224.20
HSA Bank	12252025	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	65039	\$300.00
					65039 Total	\$300.00
Idax Data Solutions	INV-0006245	101 016 595 64 63 00	ST-Traffic Control-Capital	3-Day Vol/Class/Speed - Traffic Calming	65072	\$1,200.00
					65072 Total	\$1,200.00
IEH Analytical Laboratories	180517	410 016 531 10 41 01	SW - Professional Services	Lab Sample Analysis	65073	\$490.00
					65073 Total	\$490.00
Industrial Bolt and Supply Inc	894105-1	101 016 544 90 31 02	ST-Operating Cost	Connectors/Tie Wraps/Fuses/Grease Cartridges/Primer	65074	\$227.34
Industrial Bolt and Supply Inc	894105-1	410 016 531 10 31 02	SW - Operating Costs	Connectors/Tie Wraps/Fuses/Grease Cartridges/Primer	65074	\$227.34
					65074 Total	\$454.68
Ironclad	31959	101 016 544 90 31 02	ST-Operating Cost	AR500 Wear Plate PW50	65075	\$161.22
Ironclad	31959	410 016 531 10 31 02	SW - Operating Costs	AR500 Wear Plate PW50	65075	\$161.22
					65075 Total	\$322.44
KBA Inc	3010101	304 016 595 30 60 05	R2 - Main Street	LS Main Street Improvements	65076	\$10,497.44
					65076 Total	\$10,497.44
Kumara	1113	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0078/0083 Preliminary Plat Review	65077	\$4,193.75
					65077 Total	\$4,193.75
Lake Stevens Police Guild	12252025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	65040	\$1,500.50
					65040 Total	\$1,500.50
Lake Stevens Sewer District	1195 12-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	65030	\$102.06
Lake Stevens Sewer District	12326 12-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	65030	\$108.24
Lake Stevens Sewer District	13135 12-2025	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	65030	\$398.16
Lake Stevens Sewer District	13135 12-2025	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	65030	\$796.32
Lake Stevens Sewer District	13135 12-2025	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	65030	\$398.16
Lake Stevens Sewer District	2538 12-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	65030	\$1,119.82
Lake Stevens Sewer District	3628 12-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	65030	\$273.86
Lake Stevens Sewer District	5189 12-2025	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	65030	\$351.26
Lake Stevens Sewer District	6294 12-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	65030	\$102.06
Lake Stevens Sewer District	6296 12-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	65030	\$102.06
Lake Stevens Sewer District	6390 12-2025	005 000 518 20 40 01	Rental Property Utilities	Sewer - 1819 S Lake Stevens Acct 6390-03	65030	\$102.06
Lake Stevens Sewer District	6390 12-2025	005 000 518 20 40 01	Rental Property Utilities	Sewer - 1819 S Lake Stevens Re-Inspection Fee FOG	65030	\$128.86
Lake Stevens Sewer District	6666 12-2025	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	65030	\$102.06
Lake Stevens Sewer District	6671 12-2025	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	65030	\$102.06
Lake Stevens Sewer District	6810 12-2025	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	65030	\$204.12
Lake Stevens Sewer District	7002 12-2025	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	65030	\$102.06
Lake Stevens Sewer District	8710 12-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	65030	\$102.06
Lake Stevens Sewer District	9902 12-2025	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Acct 9902-01	65030	\$145.26
					65030 Total	\$4,740.54

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Land Development Consultants Inc	40361	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Frontier Heights Park Playfields	65078	\$9,570.94
					65078 Total	\$9,570.94
Lemay Mobile Shredding Inc	4915022S185	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	65079	\$24.95
					65079 Total	\$24.95
Les Schwab Group Holdings LLC	40200817463	101 016 542 30 48 00	ST-Repair & Maintenance	New Tires PW87	65080	\$871.41
					65080 Total	\$871.41
Lowes Companies	988972	001 010 576 80 31 05	PK-R&M Supplies	Comm Board - Davies	65081	\$5.80
Lowes Companies	988972	001 010 576 80 31 05	PK-R&M Supplies	Concrete Footing - Cav/Lundeen	65081	\$18.14
					65081 Total	\$23.94
McDaniels Do It Center	2224	410 016 531 10 35 00	SW - Small Tools	Rims Brocket	65082	\$10.92
McDaniels Do It Center	2224	410 016 531 10 35 00	SW - Small Tools	Stihl Chainsaw Bar	65082	\$98.36
McDaniels Do It Center	2224	410 016 531 10 35 00	SW - Small Tools	Stihl Chainsaw Chain	65082	\$38.24
McDaniels Do It Center	2224	410 016 531 10 35 00	SW - Small Tools	Stihl FS111R Gas String Trimmer	65082	\$568.35
McDaniels Do It Center	2224	410 016 531 10 35 00	SW - Small Tools	Stihl MS 261CM Chainsaw	65082	\$852.53
					65082 Total	\$1,568.40
MissionSquare - 108991	6974483	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	65041	\$519.26
					65041 Total	\$519.26
MissionSquare - 307428	6592663	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	65042	\$1,741.86
					65042 Total	\$1,741.86
Monroe Correctional Complex	MCC2511.0174	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 11-2025	65083	\$207.90
Monroe Correctional Complex	MCC2511.0174	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 11-2025	65083	\$159.93
					65083 Total	\$367.83
Nationwide Retirement Solution	12252025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$7,343.50
					EFT Total	\$7,343.50
New Restoration and Recovery Services LLC	INV26088	410 016 531 10 41 10	SW - Prof Service - CCTV	24007 CCTV Project Pymt #6	65084	\$16,019.96
New Restoration and Recovery Services LLC	INV26088	410 000 382 20 00 00	SW-Retainage	24007 CCTV Project Pymt #6 Retainage	65084	(\$801.00)
					65084 Total	\$15,218.96
Office of Minority & Womens Business	30315046	001 013 518 20 49 00	GG-Miscellaneous	Political Subdivision Fee 07/01/2025-06/30/2027	65085	\$892.58
					65085 Total	\$892.58
Office of the State Treasurer	12-2025 STATE	633 000 589 30 00 03	State Building Permit Remit	Bulding Code Remittance 12-2025	65086	\$290.30
					65086 Total	\$290.30
Ogden Murphy Wallace PLLC	920731	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 12-2025	65087	\$17,206.50
Ogden Murphy Wallace PLLC	920731	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 12-2025 PRR	65087	\$775.10
Ogden Murphy Wallace PLLC	920731	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 12-2025 Sewer	65087	\$12,154.50
					65087 Total	\$30,136.10
Otak Inc	112500367	302 010 594 76 61 09	PM - Davis Beach	Davies Beach Structural Assessment	65088	\$2,212.33
					65088 Total	\$2,212.33
Owen Equipment Company	121753	410 016 531 10 31 02	SW - Operating Costs	Filter-Hydraulic PW65	65089	\$348.39
					65089 Total	\$348.39
Pace Engineers Inc	98116	301 016 595 61 64 08	TZ1 - 131st Ave Infrastructure	131st Ave NE Sewer Main Ext	65090	\$864.00
					65090 Total	\$864.00
Paea	PE1 SIDEWALK	101 016 542 61 48 00	ST-Sidewalk R&M	25004 - 2025 Sidewalk ADA Improvements	65091	\$30,000.00
Paea	PE1 SIDEWALK	309 016 595 61 60 01	ADA Crosswalk Improvements	25004 - 2025 Sidewalk ADA Improvements	65091	\$15,643.38
Paea	PE1 SIDEWALK	309 000 382 20 00 00	Retainage	25004 - 2025 Sidewalk ADA Improvements Retainage	65091	(\$2,282.17)
					65091 Total	\$43,361.21
Parra	3028	001 010 576 80 41 04	PK-Special Events Prof Service	Winterfest Food Tent/Accessories	65092	\$1,651.96
					65092 Total	\$1,651.96

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
PB Parent Holdco LP	IV00860073	001 010 576 80 41 00	PK-Professional Services	First Aid Supplies Parks/PW	65093	\$831.41
PB Parent Holdco LP	IV00860073	101 016 542 30 41 02	ST-Professional Service	First Aid Supplies Parks/PW	65093	\$831.41
PB Parent Holdco LP	IV00860073	410 016 531 10 41 01	SW - Professional Services	First Aid Supplies Parks/PW	65093	\$831.41
PB Parent Holdco LP	IV00887411	001 013 518 20 31 00	GG-Operating Costs	First Aid Supplies CH	65093	\$168.36
PB Parent Holdco LP	IV00887415	001 008 521 50 30 00	LE-Facilities Supplies	First Aid Supplies PD	65093	\$141.85
					65093 Total	\$2,804.44
Perteet Inc	20240250.0000-5	101 016 542 30 41 00	ST-Pavement Preservation	2025 Pavement Preservation	65094	\$289.00
					65094 Total	\$289.00
Petrocard Inc	0575047-IN	001 006 518 80 32 00	IT-Fuel	Fuel	65095	\$22.29
Petrocard Inc	0575047-IN	001 007 559 30 32 00	PB-Fuel	Fuel	65095	\$268.84
Petrocard Inc	0575047-IN	001 008 521 20 32 00	LE-Fuel	Fuel	65095	\$216.69
Petrocard Inc	0575047-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	65095	\$2,018.02
Petrocard Inc	0575047-IN	101 016 542 30 32 00	ST-Fuel	Fuel	65095	\$1,752.43
Petrocard Inc	0575047-IN	410 016 531 10 32 00	SW - Fuel	Fuel	65095	\$5,212.95
					65095 Total	\$9,491.22
Pitney Bowes Global Financial Services	3321698190	001 013 518 20 45 00	GG-Rental & Services	Postage Machine Rental 10/23/25 - 01/22/26	65031	\$13.25
Pitney Bowes Global Financial Services	3321698190	001 013 591 18 70 01	Lease Agreements	Postage Machine Rental 10/23/25 - 01/22/26	65031	\$202.74
					65031 Total	\$215.99
Playcore Wisconsin Inc	117118-01-04	001 010 576 80 31 05	PK-R&M Supplies	Cav Replacement Playground Equipment	65096	\$5,298.06
					65096 Total	\$5,298.06
PODS Enterprises LLC	PODS010811560	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	65097	\$179.25
PODS Enterprises LLC	PODS010820877	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	65097	\$179.25
					65097 Total	\$358.50
Prizm Consulting Inc	262	301 016 595 61 64 07	TZ2- TBP02 - 91st Av SE Sidwlk	91st St SE Phase 2	65098	\$18,877.64
					65098 Total	\$18,877.64
Puget Sound Energy	200003723810 12-2025	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	65032	\$305.79
Puget Sound Energy	200024316495 12-2025	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	65032	\$292.56
Puget Sound Energy	200024316495 12-2025	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	65032	\$292.55
Puget Sound Energy	200024316495 12-2025	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	65032	\$292.55
Puget Sound Energy	220022339471 12-2025	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	65032	\$549.06
Puget Sound Energy	220024770236 12-2025	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	65032	\$272.21
Puget Sound Energy	220028663866 12-2025	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	65032	\$336.94
Puget Sound Energy	220028663874 12-2025	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 1819 S Lake Stevens Rd	65032	\$119.18
Puget Sound Energy	220037870619 12-2025	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 10519 20th St SE #106	65032	\$53.61
					65032 Total	\$2,514.45
Puget Sound Energy	200003723810 01-2026	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	65099	\$319.64
Puget Sound Energy	200024316495 01-2026	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	65099	\$399.77
Puget Sound Energy	200024316495 01-2026	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	65099	\$399.76
Puget Sound Energy	200024316495 01-2026	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	65099	\$399.76
Puget Sound Energy	220022339471 01-2026	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	65099	\$713.43
Puget Sound Energy	220024770236 01-2026	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	65099	\$353.64
Puget Sound Energy	220028663866 01-2026	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	65099	\$478.01
Puget Sound Energy	220028663874 01-2026	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 1819 S Lake Stevens Rd	65099	\$220.06
Puget Sound Energy	220037870619 01-2026	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 10519 20th St SE #106	65099	\$53.61
					65099 Total	\$3,337.68

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Reckord	INV-9570	302 010 594 76 61 03	PM -LS Bayview Connector - PT	Bayview Trail Phase 1	65100	\$32,218.92
Reckord	INV-9586	302 010 594 76 61 03	PM -LS Bayview Connector - PT	Bayview Trail Phase 1	65100	\$38,614.92
					65100 Total	\$70,833.84
Riverside Sand & Gravel	153250	001 010 576 80 31 05	PK-R&M Supplies	Gravel - Timerlake ADA Walkway	65101	\$324.56
Riverside Sand & Gravel	153341	001 010 576 80 31 05	PK-R&M Supplies	Gravel - Timerlake ADA Walkway	65101	\$650.77
					65101 Total	\$975.33
Sawyer	121525 SAWYER	001 000 282 00 00 00	Payroll Liability Retirement	Returned Clothing Payment - C Sawyer	65033	\$302.21
					65033 Total	\$302.21
Snohomish County PUD	116421081	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	65034	\$205.61
Snohomish County PUD	116423572	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	65034	\$200.46
Snohomish County PUD	119721619	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	65034	\$93.91
Snohomish County PUD	123021896	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	65034	\$99.78
Snohomish County PUD	132919744	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	65034	\$1,886.76
Snohomish County PUD	168712715	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric/Water	65034	\$264.37
					65034 Total	\$2,750.89
Snohomish County PUD	100869367	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	65102	\$241.29
Snohomish County PUD	100869367	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	65102	\$342.96
Snohomish County PUD	100869367	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	65102	\$74.62
Snohomish County PUD	100869367	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	65102	\$167.24
Snohomish County PUD	106546344	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	65102	\$139.22
Snohomish County PUD	109843338	001 010 576 80 47 00	PK-Utilities	222947715 Decant Electric/Water 12703 31st Pl NE	65102	\$91.12
Snohomish County PUD	109843338	101 016 543 50 47 00	ST-Utilities	222947715 Decant Electric/Water 12703 31st Pl NE	65102	\$91.13
Snohomish County PUD	109843338	401 070 535 10 47 01	Sewer Dist Utilities	222947715 Decant Electric/Water 12703 31st Pl NE	65102	\$273.39
Snohomish County PUD	109843338	410 016 531 10 47 00	SW - Utilities	222947715 Decant Electric/Water 12703 31st Pl NE	65102	\$91.13
Snohomish County PUD	113123771	001 010 576 80 47 00	PK-Utilities	224668822 Cavalero Park Electric/Water	65102	\$128.43
Snohomish County PUD	116424725	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	65102	\$237.54
Snohomish County PUD	116424725	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	65102	\$319.51
Snohomish County PUD	116424725	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	65102	\$263.79
Snohomish County PUD	116424725	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	65102	\$57.67
Snohomish County PUD	116424725	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	65102	\$73.71
Snohomish County PUD	116424725	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	65102	\$70.82
Snohomish County PUD	116424725	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	65102	\$88.90
Snohomish County PUD	116424725	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	65102	\$631.61
Snohomish County PUD	116424725	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	65102	\$68.23
Snohomish County PUD	116438069	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	65102	\$111.17
Snohomish County PUD	116439929	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	65102	\$205.61
Snohomish County PUD	119736654	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	65102	\$92.34
Snohomish County PUD	119738557	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	65102	\$156.96
Snohomish County PUD	123032008	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	65102	\$174.41
Snohomish County PUD	123032008	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	65102	\$114.40
Snohomish County PUD	126330094	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 5	65102	\$58.00
Snohomish County PUD	126330094	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 6	65102	\$71.08
Snohomish County PUD	129615208	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10515 20th St SE	65102	\$287.33
Snohomish County PUD	129615208	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10519 20th St SE	65102	\$270.74
Snohomish County PUD	129618523	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	65102	\$196.28
Snohomish County PUD	132930718	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	65102	\$94.84
Snohomish County PUD	136246709	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	65102	\$59.70

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	136248495	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	65102	\$268.01
Snohomish County PUD	136248495	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	65102	\$267.92
Snohomish County PUD	136248495	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	65102	\$267.93
Snohomish County PUD	139455821	001 010 576 80 47 00	PK-Utilities	202340527 Old Decant 12701 36th St NE	65102	\$18.23
Snohomish County PUD	139455821	101 016 543 50 47 00	ST-Utilities	202340527 Old Decant 12701 36th St NE	65102	\$18.23
Snohomish County PUD	139455821	410 016 531 10 47 00	SW - Utilities	202340527 Old Decant 12701 36th St NE	65102	\$18.24
Snohomish County PUD	142799725	001 010 576 80 47 00	PK-Utilities	222205049 Oak Park Electric	65102	\$71.82
Snohomish County PUD	142800475	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	65102	\$94.03
Snohomish County PUD	142816514	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	65102	\$1,886.76
Snohomish County PUD	142816515	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	65102	\$1,554.01
					65102 Total	\$9,810.35
Snohomish County PUD	146163553	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	65103	\$104.33
Snohomish County PUD	146163554	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	65103	\$76.84
Snohomish County PUD	146167546	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	65103	\$68.23
Snohomish County PUD	146174182	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	65103	\$197.57
Snohomish County PUD	149471035	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	65103	\$33.66
Snohomish County PUD	152784275	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	65103	\$66.52
Snohomish County PUD	152785002	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	65103	\$10.81
Snohomish County PUD	152785002	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	65103	\$1,071.66
Snohomish County PUD	152785002	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	65103	\$243.94
Snohomish County PUD	152791287	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	65103	\$754.62
Snohomish County PUD	152800395	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	65103	\$266.39
Snohomish County PUD	152802888	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	65103	\$35.11
Snohomish County PUD	156063638	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	65103	\$86.46
Snohomish County PUD	159251858	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	65103	\$90.32
Snohomish County PUD	159257386	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	65103	\$439.82
Snohomish County PUD	159257386	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	65103	\$439.82
Snohomish County PUD	159257386	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	65103	\$439.82
Snohomish County PUD	159258079	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	65103	\$56.91
Snohomish County PUD	162409241	005 000 518 20 40 01	Rental Property Utilities	222450314 Commercial Bldg 1819 S Lake Stevens	65103	\$465.52
Snohomish County PUD	162412939	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	65103	\$68.23
Snohomish County PUD	165599459	005 000 518 20 40 01	Rental Property Utilities	224209403 - 10519 20th St SE Ste 3A & 3B	65103	\$62.24
Snohomish County PUD	165603298	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	65103	\$215.62
Snohomish County PUD	168716837	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	65103	\$125.50
Snohomish County PUD	168716838	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	65103	\$29.40
					65103 Total	\$5,449.34
Sound Publishing Inc	EDH1022932	001 007 558 50 41 03	PL-Advertising	LUA2025-0182	65104	\$123.84
Sound Publishing Inc	EDH1023130	301 016 595 61 64 08	TZ1 - 131st Ave Infrastructure	RFB 131st Ave NE Infrastructure Improvements	65104	\$309.84
Sound Publishing Inc	EDH1023203	001 007 558 50 41 03	PL-Advertising	LUA2023-0188	65104	\$134.16
Sound Publishing Inc	EDH1023210	001 013 518 30 41 01	GG-Advertising	CC Special Meeting 12/02/25	65104	\$32.68
Sound Publishing Inc	EDH1023321	001 013 518 30 41 01	GG-Advertising	CC Special Meeting 12/02/25	65104	\$32.80
Sound Publishing Inc	EDH1023328	001 007 558 50 41 03	PL-Advertising	NOPH Code Revisions	65104	\$165.36
Sound Publishing Inc	EDH1023555	001 013 518 30 41 01	GG-Advertising	Ordinance 1205	65104	\$27.64
Sound Publishing Inc	EDH1023595	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0050 Mulvaney Cluster Subdivision	65104	\$96.44
Sound Publishing Inc	EDH1023596	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0090 Ripperger DA	65104	\$123.84
Sound Publishing Inc	EDH1023859	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0146 Robinett NOA	65104	\$79.24
Sound Publishing Inc	EDH1023969	001 013 518 30 41 01	GG-Advertising	Ordinance 1212	65104	\$34.52
Sound Publishing Inc	EDH1023972	001 013 518 30 41 01	GG-Advertising	Ordinance 1210	65104	\$31.08
Sound Publishing Inc	EDH1023973	001 013 518 30 41 01	GG-Advertising	Ordinance 1211	65104	\$36.24

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sound Publishing Inc	EDH1023974	001 013 518 30 41 01	GG-Advertising	Ordinance 1204	65104	\$36.24
Sound Publishing Inc	EDH1023977	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0187 Wells Dock Replacement	65104	\$68.92
Sound Publishing Inc	EDH1024042	001 013 518 30 41 01	GG-Advertising	CC Special Meeting 12/16/25	65104	\$51.72
Sound Publishing Inc	EDH1024119	001 007 558 50 41 04	Permit Related Professional Sr	LUA2024-0095 Strand Duplexes Final SP	65104	\$111.92
Sound Publishing Inc	EDH1024211	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0184 Tom Thumb Coffee Stand Replacement	65104	\$74.08
Sound Publishing Inc	EDH1024213	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0126 Northlake Industrial	65104	\$91.28
Sound Publishing Inc	EDH1024302	001 013 518 30 41 01	GG-Advertising	CC Meeting Cancellation 12/23/25	65104	\$20.76
Sound Publishing Inc	EDH1024303	001 013 518 30 41 01	GG-Advertising	Ordinance 1209	65104	\$34.52
					65104 Total	\$1,717.12
Sound Safety Products Co Inc	718555/1	410 016 531 10 31 00	SW - Clothing	Boots - Womack	65105	\$230.69
Sound Safety Products Co Inc	718555/1	410 016 531 10 31 00	SW - Clothing	Surveyor Vest - Womack	65105	\$76.59
Sound Safety Products Co Inc	720020/1	101 016 542 90 31 01	ST-Clothing	Jacket - T Wright	65105	\$126.10
Sound Safety Products Co Inc	720021/1	101 016 542 90 31 01	ST-Clothing	Sweatshirt - J Evans	65105	\$60.71
					65105 Total	\$494.09
Sprague Pest Solutions	6008824	001 010 576 80 41 00	PK-Professional Services	Pest Control - PW Shop	65106	\$68.33
Sprague Pest Solutions	6008824	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	65106	\$68.33
Sprague Pest Solutions	6008824	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	65106	\$68.33
Sprague Pest Solutions	6039716	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	65106	\$115.73
Sprague Pest Solutions	6039718	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	65106	\$152.09
Sprague Pest Solutions	6039745	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	65106	\$112.57
Sprague Pest Solutions	6039746	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	65106	\$112.57
					65106 Total	\$697.95
State Auditors Office	L172001	001 004 514 23 41 00	FI-Professional Service	Accountability/Financial Audit 2024	65107	\$1,251.90
					65107 Total	\$1,251.90
Stericycle Inc	8012865909	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal PD	65108	\$10.36
					65108 Total	\$10.36
Stone	123025 STONE	410 016 531 10 49 01	SW - Staff Development	CDL License Reimb - Stone	65109	\$175.00
					65109 Total	\$175.00
Summit Law Group PLLC	167631	001 005 518 10 41 00	HR-Professional Services	Employee Handbook Revision	65110	\$793.50
Summit Law Group PLLC	167631	001 011 515 41 41 03	Ext Consult - Labor Relations	Teamsters Bargaining	65110	\$840.00
Summit Law Group PLLC	168393	001 005 518 10 41 00	HR-Professional Services	Employee Handbook Revisions	65110	\$517.50
Summit Law Group PLLC	168393	001 011 515 41 41 03	Ext Consult - Labor Relations	Teamsters Bargaining	65110	\$1,640.00
					65110 Total	\$3,791.00
Sunset Grill Construction LLC	PE1 FH PHASE 2	302 010 594 76 61 00	PM - Frontier Heights Capital	22016 Frontier Heights Park Phase II PE#1	65038	\$116,235.32
Sunset Grill Construction LLC	PE1 FH PHASE 2	302 000 382 20 00 00	PW Retainage	22016 Frontier Heights Park Phase II PE#1 Retainage	65038	(\$5,317.25)
					65038 Total	\$110,918.07
Sunset Grill Construction LLC	PE2 FH PHASE 2	302 010 594 76 61 00	PM - Frontier Heights Capital	22016 Froniter Heights Park Phase II PE#2	65111	\$150,363.24
Sunset Grill Construction LLC	PE2 FH PHASE 2	302 000 382 20 00 00	PW Retainage	22016 Froniter Heights Park Phase II PE#2 Retainage	65111	(\$6,878.47)
					65111 Total	\$143,484.77
The Wide Format Co	151850	001 010 576 80 31 00	PK-Operating Supplies	Plotter Paper	65112	\$352.87
The Wide Format Co	151850	001 010 576 80 31 08	PK-Special Event Supplies	Plotter Paper	65112	\$352.86
					65112 Total	\$705.73
Toole Design Group LLC	SEA445.01_02	101 016 544 20 41 00	ST-Prof Srv - Engineering	Traffic Safety and Calming Program	65113	\$19,752.39
					65113 Total	\$19,752.39
Topsoils Northwest Inc	T129594	001 010 576 80 31 05	PK-R&M Supplies	Rock - Lundeen ADA Pathway	65114	\$27.51
					65114 Total	\$27.51
Transpo Group USA Inc	35610	001 007 558 50 41 04	Permit Related Professional Sr	LS Streets and Parking Code	65035	\$4,953.75
					65035 Total	\$4,953.75

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Transpo Group USA Inc	36528	101 016 544 20 41 00	ST-Prof Srv - Engineering	On-Call Engineering - EDDS Update	65115	\$3,325.00
Transpo Group USA Inc	36541	001 007 558 50 41 00	PL-Professional Servic	LS Streets and Parking Code	65115	\$2,352.50
					65115 Total	\$5,677.50
Trevor Justin Government Relations	38	001 013 511 70 40 00	Lobbying Services	Lobbying Services 12-2025	65116	\$5,000.00
					65116 Total	\$5,000.00
ULINE	201445745	001 012 575 50 31 00	CS- The Mill- Ops	Paper Towels/Toilet Paper/Trash Bags - The Mill	65117	\$471.98
ULINE	201446021	001 010 576 80 31 00	PK-Operating Supplies	Janitorial Supplies for PW Shop	65117	\$196.20
ULINE	201446021	101 016 544 90 31 02	ST-Operating Cost	Janitorial Supplies for PW Shop	65117	\$196.20
ULINE	201446021	410 016 531 10 31 02	SW - Operating Costs	Janitorial Supplies for PW Shop	65117	\$196.19
ULINE	201508429	410 016 531 10 31 02	SW - Operating Costs	Sand Bags	65117	\$275.12
					65117 Total	\$1,335.69
United Rentals North America Inc	252662196-001	001 010 576 80 49 01	PK-Staff Development	Boom/Scissor Lift/Bucket Truck/Skid Steer/Forklift Training	65118	\$2,702.34
United Rentals North America Inc	252662196-001	101 016 542 30 49 01	ST-Staff Development	Boom/Scissor Lift/Bucket Truck/Skid Steer/Forklift Training	65118	\$6,755.82
United Rentals North America Inc	252662196-001	410 016 531 10 49 01	SW - Staff Development	Boom/Scissor Lift/Bucket Truck/Skid Steer/Forklift Training	65118	\$4,053.50
United Rentals North America Inc	255648524-001	001 010 576 80 45 00	PK-Equipment Rental	Boom Rental	65118	\$1,045.76
United Rentals North America Inc	255648524-001	001 013 518 20 31 00	GG-Operating Costs	Boom Rental	65118	\$930.73
United Rentals North America Inc	255648524-001	101 016 542 30 45 00	ST-Rentals-Leases	Boom Rental	65118	\$1,117.84
United Rentals North America Inc	255648524-001	410 016 531 10 45 01	SW - Rentals-Leases	Boom Rental	65118	\$73.21
United Rentals North America Inc	256462139-001	101 016 542 30 45 00	ST-Rentals-Leases	Boom Rental	65118	\$2,927.09
					65118 Total	\$19,606.29
UPS	0000074Y42495	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65036	\$67.57
					65036 Total	\$67.57
UPS	0000074Y42505	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65119	\$74.15
UPS	0000074Y42515	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65119	\$25.96
					65119 Total	\$100.11
Volunteers of America	190-NOV2025-4195	001 012 565 10 49 00	CS- Human Services	Housing Assistance 11-2025	65120	\$12,858.41
					65120 Total	\$12,858.41
Washington State Support Registry	12252025	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-NOV	001 007 558 50 41 04	Permit Related Professional Sr	Building Inspection Services 11-2025	65121	\$5,487.60
					65121 Total	\$5,487.60
WEX Bank	108867870	001 007 558 50 32 00	PL-Fuel & Tolls	Fuel	65037	\$64.66
WEX Bank	108867870	001 007 559 30 32 00	PB-Fuel	Fuel	65037	\$53.83
WEX Bank	108867870	001 008 521 20 32 00	LE-Fuel	Fuel	65037	\$10,019.68
WEX Bank	108867870	001 010 576 80 32 00	PK-Fuel Costs	Fuel	65037	\$1,127.02
WEX Bank	108867870	101 016 542 30 32 00	ST-Fuel	Fuel	65037	\$686.21
WEX Bank	108867870	410 016 531 10 32 00	SW - Fuel	Fuel	65037	\$686.21
					65037 Total	\$12,637.61
WEX Bank	109524874	001 008 521 20 32 00	LE-Fuel	Fuel	65122	\$9,455.91
WEX Bank	109524874	001 010 576 80 32 00	PK-Fuel Costs	Fuel	65122	\$187.94
WEX Bank	109524874	410 016 531 10 32 00	SW - Fuel	Fuel	65122	\$66.58
WEX Bank	109524874	001 013 518 20 31 00	GG-Operating Costs	Fuel Finance Fee	65122	\$2,232.57
					65122 Total	\$11,943.00
Willards Pest Control Co	450282	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	65123	\$85.69
					65123 Total	\$85.69
Zachor Stock & Krepps Inc PS	25-LKS-00012	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services Rendered - December 2025	65124	\$16,572.32
					65124 Total	\$16,572.32

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ziply Fiber	12-2025 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	65125	\$86.41
Ziply Fiber	12-2025 ZIPLY	001 002 513 11 42 00	AD-Communications	Ziply Internet/Telecom Services	65125	\$5.53
Ziply Fiber	12-2025 ZIPLY	001 003 514 20 42 00	CC-Communications	Ziply Internet/Telecom Services	65125	\$11.05
Ziply Fiber	12-2025 ZIPLY	001 004 514 23 42 00	FI-Communications	Ziply Internet/Telecom Services	65125	\$11.05
Ziply Fiber	12-2025 ZIPLY	001 005 518 10 42 00	HR-Communications	Ziply Internet/Telecom Services	65125	\$5.52
Ziply Fiber	12-2025 ZIPLY	001 006 518 80 42 00	IT-Communications	Ziply Internet/Telecom Services	65125	\$16.59
Ziply Fiber	12-2025 ZIPLY	001 007 558 50 42 00	PL-Communication	Ziply Internet/Telecom Services	65125	\$35.95
Ziply Fiber	12-2025 ZIPLY	001 007 559 30 42 00	PB-Communication	Ziply Internet/Telecom Services	65125	\$5.53
Ziply Fiber	12-2025 ZIPLY	001 008 521 20 42 00	LE-Communication	Ziply Internet/Telecom Services	65125	\$188.01
Ziply Fiber	12-2025 ZIPLY	001 012 575 30 42 00	CS- Museum - Communications	Ziply Internet/Telecom Services	65125	\$5.53
Ziply Fiber	12-2025 ZIPLY	001 012 575 50 42 00	CS- The Mill- Communication	Ziply Internet/Telecom Services	65125	\$5.52
Ziply Fiber	12-2025 ZIPLY	001 013 518 20 42 00	GG-Communication	Ziply Internet/Telecom Services	65125	\$22.11
Ziply Fiber	12-2025 ZIPLY	101 016 543 30 42 00	ST-Communications	Ziply Internet/Telecom Services	65125	\$31.81
Ziply Fiber	12-2025 ZIPLY	410 016 531 10 42 00	SW - Communications	Ziply Internet/Telecom Services	65125	\$31.81
Ziply Fiber	12-2025 ZIPLY	005 000 518 20 40 01	Rental Property Utilities	Ziply Internet/Telecom Services 10515 20th St	65125	\$68.22
Ziply Fiber	12-2025 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Ziply Internet/Telecom Services Museum	65125	\$103.05
Ziply Fiber	12-2025 ZIPLYPD	001 008 521 20 42 00	LE-Communication	Ethernet Internet Access 1825 S Lake Stevens Rd	65125	\$728.00
					65125 Total	\$1,361.69

BLANKET VOUCHER APPROVAL
2026

Payroll Direct Deposits	1/10/2026	\$421,457.27
Electronic Funds Transfers	ACH	
Claims	65126-65145	\$221,636.62
Void Checks		
Total Vouchers Approved:		\$643,093.89

This 13th day of January 2026

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

January 13, 2026



City expenditures by type for this voucher packet		
Personnel Costs	\$421,457	66%
Supplies	\$303	0%
Professional Services	\$221,334	34%
Total	\$643,094	100%

Large Purchases *

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 01/01/2026 - 01/08/2026

Total for Period
\$221,636.62

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
APWA Washington State Chapter	12092025-2702-2912	001 010 576 80 49 01	PK-Staff Development	NWPWI PW Essentials/Developing Leader - D Suver	65126	\$1,150.00
					65126 Total	\$1,150.00
CDW Government Inc	AH4LH3G	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	BCDA Data Protection Cloud to Cloud Backup	65127	\$4,485.67
					65127 Total	\$4,485.67
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Acquia Web Governance Platform-Standard New	65128	\$5,401.57
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Agenda and Minutes Management Annual Fee	65128	\$5,863.01
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Annual Maint/Support for External Processors	65128	\$2,209.20
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Custom IdP Integration Annual Fee	65128	\$2,176.89
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus DNS Hosting for .GOV Annual Fee	65128	\$82.97
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus NextRequest Premium with up to 20 Users	65128	\$19,012.81
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Premium Department Header Annual Fee: Police	65128	\$1,254.68
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Premium Dept Header Annual Fee: Business Development	65128	\$1,254.69
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Recreation Management Annual Fee	65128	\$6,627.59
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Sandbox site - Municipal Websites Renewal	65128	\$2,696.08
CivicPlus LLC	359197	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CivicPlus Website Annual Fee Renewal (Hosting & Support)	65128	\$5,251.19
					65128 Total	\$51,830.68
Costco Membership	COSTCO 2026	001 004 514 23 49 01	FI-Staff Development	Costco Membership Renewal - B Stevens	65129	\$65.00
Costco Membership	COSTCO 2026	001 003 514 20 49 02	CC-Staff Development	Costco Membership Renewal - C Weaver	65129	\$65.00
Costco Membership	COSTCO 2026	001 008 521 40 49 01	LE- Staff Development	Costco Membership Renewal - J Dreher	65129	\$65.00
Costco Membership	COSTCO 2026	001 010 576 80 49 01	PK-Staff Development	Costco Membership Renewal - J Lewandowski	65129	\$65.00
Costco Membership	COSTCO 2026	101 016 542 30 49 01	ST-Staff Development	Costco Membership Renewal - L Erickson	65129	\$32.50
Costco Membership	COSTCO 2026	410 016 531 10 49 01	SW - Staff Development	Costco Membership Renewal - L Erickson	65129	\$32.50
Costco Membership	COSTCO 2026	101 016 542 30 49 01	ST-Staff Development	Costco Membership Renewal - N Houghtaling	65129	\$32.50
Costco Membership	COSTCO 2026	410 016 531 10 49 01	SW - Staff Development	Costco Membership Renewal - N Houghtaling	65129	\$32.50
					65129 Total	\$390.00
Gorcester	011826 TYLER	001 010 576 80 49 01	PK-Staff Development	SFMA Conference Meal PerDiem - Gorcester	65130	\$398.00
					65130 Total	\$398.00
Governmentjobscom Inc	INV-148147	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	NeoGov eForms Subscription	65131	\$10,391.63
Governmentjobscom Inc	INV-148147	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	NeoGov Governmentjobs.com Subscription	65131	\$1,425.98
Governmentjobscom Inc	INV-148147	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	NeoGov Insight Subscription	65131	\$5,761.64
Governmentjobscom Inc	INV-148147	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	NeoGov Learn Subscription	65131	\$9,534.17
Governmentjobscom Inc	INV-148147	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	NeoGov Onboard Subscription	65131	\$5,668.80
Governmentjobscom Inc	INV-148147	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	NeoGov Perform Subscription	65131	\$8,563.88
Governmentjobscom Inc	INV-148147	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	NeoGov Single Sign On Subscription	65131	\$1,112.14
Governmentjobscom Inc	INV-148516	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	PowerDMS PowerPolicy Professional Subscription	65131	\$10,340.86
Governmentjobscom Inc	INV-148516	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	PowerDMS PowerPolicy SSO	65131	\$709.50
Governmentjobscom Inc	INV-148516	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	PowerDMS PowerReady Subscription	65131	\$3,719.13
Governmentjobscom Inc	INV-148516	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	PowerDMS PowerStandards for WASPC LE <50 employees	65131	\$601.15
					65131 Total	\$57,828.88
Lake Stevens Chamber of Commerce	01-2026 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 01-2026	65132	\$1,500.00
					65132 Total	\$1,500.00
McDaniels Do It Center	2252	101 016 544 90 31 02	ST-Operating Cost	Filters/Spark Plugs/Micro Chain/Pickup Body	65133	\$204.22
					65133 Total	\$204.22

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
O Reilly Auto Parts	2960-189571	005 000 518 20 30 00	RP - Operating Supplies	Power Belt - 10519 20th St	65134	\$25.53
O Reilly Auto Parts	2960-189574	001 010 576 80 31 05	PK-R&M Supplies	Oil Filter/Motor Oil PW103	65134	\$72.75
					65134 Total	\$98.28
Office of the State Treasurer	12-2025 STATE	633 000 586 00 00 01	State Court Remit	State Court Remittance 12-2025	65135	\$14,481.58
					65135 Total	\$14,481.58
Pye-Barker Fire & Safety LLC	7525074	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	65136	\$19.51
Pye-Barker Fire & Safety LLC	7525074	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	65136	\$700.60
Pye-Barker Fire & Safety LLC	7525074	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	65136	\$734.78
Pye-Barker Fire & Safety LLC	7525074	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	65136	\$343.61
Pye-Barker Fire & Safety LLC	7525074	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	65136	\$343.61
Pye-Barker Fire & Safety LLC	7525074	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	65136	\$343.61
Pye-Barker Fire & Safety LLC	7525074	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	65136	\$142.09
					65136 Total	\$2,627.81
Scholz	010726 SCHOLZ	001 008 521 40 49 01	LE- Staff Development	ICAC Meal PerDiem - Scholz	65137	\$27.00
					65137 Total	\$27.00
SHI International Corp	B20572777	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Jatheon Cloud iMessage/SMS Archiving	65138	\$40,058.99
SHI International Corp	B20572777	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Jatheon Cloud Premium Email Archiving	65138	\$8,171.60
SHI International Corp	B20572777	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Jatheon Social Media Archiving	65138	\$7,363.24
					65138 Total	\$55,593.83
Snohomish County Treasurer	12-2025 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 12-2025	65139	\$230.17
					65139 Total	\$230.17
Springbrook Holding Company LLC	INV-022466	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Springbrook Finance Suite Subscription	65140	\$24,406.71
					65140 Total	\$24,406.71
WAPRO	13013	001 004 514 23 49 01	FI-Staff Development	WAPRO Membership Renewal - Crim	65141	\$25.00
					65141 Total	\$25.00
Washington Alarm Inc	674737	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10515 20th St SE 01-2026	65142	\$53.12
Washington Alarm Inc	674738	005 000 518 20 40 02	Rental Property Services	Elevator Monitoring 10515 20th St SE 01-2026	65142	\$29.52
Washington Alarm Inc	674739	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10519 20th St SE 01-2026	65142	\$53.12
					65142 Total	\$135.76
Washington Public Treasurers Association	2104	001 004 514 23 49 01	FI-Staff Development	WPTA Membership Dues - B Stevens	65143	\$50.00
					65143 Total	\$50.00
Washington Recreation & Park Assoc	11626	001 010 576 80 49 01	PK-Staff Development	2026 WRPA Conference Registration - M Matthews	65144	\$193.03
					65144 Total	\$193.03
Wazuh Inc	11567	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Annual Standard Support/Maintenance	65145	\$5,980.00
					65145 Total	\$5,980.00

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

December 16, 2025, at 6:30 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at City Hall,
Conference Room A

CALL TO ORDER: 6:30 p.m. Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Councilmembers Ryan Donoghue, Gary Petershagen, Kim Daughtry, Anji Jorstad and Kymm Shipman, Steve Ewing and Nathan Packard.

Call to Order

Mayor Gailey called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Roll Call

All Councilmembers were present.

Approval of the Agenda

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Ewing, to move item 10G. from the consent agenda (Two Appointments to the Planning Commission) to the action agenda. The motion passed 7-0-0-0.

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

Citizen Comments

Jerry Stumbaugh, Senior Center. Jerry spoke reported on the Senior Center and upcoming holiday dinner.

Amy Lewandowski, Lake Stevens. Amy thanked the outgoing Councilmembers for their service.

Council Business

Thank you to Outgoing Councilmembers Kim Daughtry, Gary Petershagen and Steve Ewing

Mayor Gailey presented the outgoing Councilmembers with a plaque.

Break for Cake/Refreshments

The Council took a break from 6:25 p.m. to 6:40 p.m.

Mayor's Business

Consent Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda included the following:

- 2025 Vouchers
- City Council Meeting Minutes of December 2, 2025
- City Council Meeting Minutes of December 9, 2025
- Resolution to Approve Lake Stevens Annex to Snohomish County Comprehensive Emergency Management Base Plan
- Contract Amendment with New Restoration and Recovery Services (Aqualis)
- Cancel December 23, 2025 Council Meeting
- Eagle Ridge Grant Agreement

Action Items**Two Appointments to the Planning Commission**

Councilmember Petershagen stated that an email was received from Councilmember-Elect Tosha Edwards about concerns with the appointments. Council asked Councilmember-Elect Edwards to speak to her concerns. Council engaged in a discussion.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to appoint James Sauls to the Planning Commission, Position 2 with a term expiring December 31, 2026 and Amy Lewandowski to the Planning Commission, Position 7 with a term expiring December 31, 2027. The motion passed 7-0-0-0.

Public Hearing**Ripperger Development Agreement (LUA2025-0050)**

Principal Planner Levitan stated that this hearing is scheduled in order to take public testimony on LUA2025-0050, a development agreement that establishes the framework, land use review processes, development regulations and responsibilities for a proposed transfer of density between the KNA site on 99th Ave SE and the SLR site on S Lake Stevens Rd. and adopt the findings outlined in the staff report, approve land use application # LUA2025-0050, and authorize the Mayor to sign the development agreement which would then be recorded with Snohomish County.

Mayor Gailey opened the hearing for public comment.

Ryan Larsen, Applicant. Ryan spoke in favor of the staff report and findings.

Sally Jo Sebring, Lake Stevens. Sally Jo spoke against the agreement.

Dave Brooks, Lake Stevens. Dave spoke against the agreement.

Gary B (spelling not confirmed), Lake Stevens. Gary spoke against the agreement.

Christina Brooks, Lake Stevens. Cristina spoke against this agreement.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Donoghue, to adopt the findings outlined in the staff report, approve land use application # LUA2025-0050, and authorize the Mayor to sign the development agreement shown in Attachment 1, which would then be recorded with Snohomish County. The motion passed 6-1-0-0.

MOTION. Councilmember Donoghue made a motion, seconded by Councilmember Shipman, to extend the meeting to 8:30 p.m. The motion passed 5-2-0-0 with Councilmember Ewing and Councilmember Jorstad opposed.

Action Items

Resolution No. 2025-13 – Naming the Marcus Tageant Interpretive Trail

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Shipman, to approve Resolution No. 2025-13 to name the interpretive public trail at the new city campus the “Marcus Tageant Interpretive Trail.” The motion passed 7-0-0-0.

Bid Award for the Lake Stevens Historical Museum and Retail Building

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Shipman, to approve Valdez Construction as the selected contractor for the Lake Stevens Historical Museum and Retail Building as the low bidder and adopt a final project budget, not to exceed \$5,380,901, for construction costs, soft costs and supplemental costs, subject to a future budget amendment. The motion passed 7-0-0-0.

Lakeview Flats Development Agreement Termination — Resolution 2025-12

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Daughtry, to approve Resolution 2025-15 to repeal Resolution 2022-08 and terminate the development agreement with Lakeview Flats, LLC. The motion passed 5-2-0-0 with Councilmember Jorstad and Councilmember Donoghue opposed.

131st Ave Infrastructure Improvements Construction Contract Award

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Donoghue, to authorize the Mayor to sign the public works contract with Reece Construction for the construction of the 131st Ave Infrastructure Improvements Project. The motion passed 7-0-0-0.

Revised Action to Adopt Ordinance 1209 (STEP and Co-Living Housing)

Principal Planner Levitan asked the Council to approve either the original or revised Ordinance 1209 (Attachment 1 or Attachment 2 in the packet). He stated that the required findings and conclusions are summarized in the December 2 Council staff report.

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Donoghue, to approve Ordinance 1209, Attachment 2. The motion passed 5-2-0-0 with Councilmember Jorstad and Councilmember Packard opposed.

Adjournment

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

The meeting adjourned at 8:19 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES

December 29, 2025, at 6:30 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at City Hall,
Conference Room A

CALL TO ORDER:	6:30 p.m. Mayor Brett Gailey
ELECTED OFFICIALS PRESENT:	Councilmembers Ryan Donoghue, Gary Petershagen, Kim Daughtry, Anji Jorstad and Kymm Shipman, Steve Ewing.
ELECTED OFFICIALS ABSENT:	Councilmember Nathan Packard

Call to Order

Mayor Gailey called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Due to time constraints and the change in meeting locations, Mayor Gailey did not conduct the pledge of allegiance.

Roll Call

All Councilmembers were present except Councilmember Packard.

Note: Councilmember Ewing was present in the confidential Teams link and staff worked to get him into the Zoom meeting but he was not present to vote on the roll call motion.

MOTION. Councilmember Shipman made a motion, seconded by Councilmember Daughtry, to excuse Councilmember Packard. The motion passed 5-0-0-2.

Citizen Comment

No citizen comment was given.

Executive Session

The meeting was recessed to executive session at 6:33 p.m. to discuss collective bargaining for 15 minutes with action to follow and a return time of 6:48 p.m.

At 6:48 p.m., the meeting was extended by 10 minutes to 6:58 p.m.

The Council reconvened the regular session at 6:58 p.m.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to authorize the Mayor to sign the 2026-2028 contract with Teamsters 763. The motion passed 5-1-0-1 with Councilmember Donoghue opposed.

Adjournment

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

The meeting adjourned at 7:01 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 1/13/2026

Subject: 2026 Legislative Priorities

Contact Person/Department: Kelly Chelin, Administration

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve the 2026 Legislative Priorities

SUMMARY/BACKGROUND:

The 2026 Legislative Priorities were presented by Lobbyist Trevor Justin at the January 6, 2026 meeting. Staff is recommending approval of the priorities presented.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. State Legislative Priorities

City of Lake Stevens -- 2026 State Legislative Agenda

Transportation Infrastructure

- **79th Avenue and 24th Street Extension:** The city is requesting \$500,000 to advance the design of a new roadway extending 79th Ave SE south of its intersection with 20th Street SE to 60% design. This extension will create a critical connection to Cavalero Mid-High School and future amenities in Cavalero Regional Park. The project improves school traffic circulation, provides a secondary emergency access route, and shortens the non-motorized travel distance for students from surrounding neighborhoods. It will also serve as an access road to the future southern expansion of Cavalero Park.
- **South Lake Stevens Road Multi-Use Trail and 16th Street NE/Centennial Trail Connector:** Lake Stevens is advocating for the early release of allocated funds for Phase 2 of the South Lake Stevens Road Multi-Use Path (\$3 million) and the 16th Street Northeast Centennial Trail Connector (\$2.5 million). These projects are currently slated for a 'future' biennium in the Move Ahead WA Transportation package, but their timely completion is crucial for improving connectivity and promoting healthy outdoor activities. The multi-use trail and connector will provide safe and accessible routes for pedestrians and cyclists, fostering a more active and connected community.
- **US-2 Trestle Replacement and SR-9 Improvements (Regional projects):** The city requests the legislature to prioritize the replacement of the US-2 Trestle. As of the most recent state transportation budget, over \$200 million is included for the project, however, \$155 million of that is scheduled for future biennia, after 2029. Lake Stevens urges that funding be accelerated to begin work as soon as possible. Collaboration with regional partners will continue to move pre-construction forward. The city also advocates for funding to complete improvements on SR-9, an essential north/south route for commerce, commuters, and emergency responders in the region. This highway connects communities to I-5 and US-2, serving a critical role for the growing population of Snohomish County.

Capital Budget

- **Municipal Services Campus:** The City of Lake Stevens is seeking \$500k in the capital budget to support the development of its new Municipal Services Campus. This campus will serve as a centralized hub for city services, including City Council Chambers, City Hall, and other essential services. The project aims to provide a functional, sustainable, and affordable space for community meetings, a municipal court, and a passport office. Additionally, the campus will feature interpretative trails, outdoor gathering areas, and showcase green development techniques. This investment will ensure energy-efficient buildings and resilient infrastructure, ultimately enhancing the quality of life for residents.

Public Safety

- **Public Safety Sales Tax update:** While the legislature passed House Bill 2015 in the 2025 session, this legislation needs updating to allow for investment in public safety initiatives envisioned by the original legislation. The bill as passed has been very difficult for local communities to implement, and the city supports updates so the legislation can be implemented as desired.
- **Automated License Plate Readers/ Cameras:** The city supports efforts to limit release of data and images collected by automated license plate readers and other public safety cameras systems to

protect privacy, and preservation of this tool to allow local law enforcement agencies to ensure public safety by solving crimes, to serve victims and the public.

- **Indigent Defense Funding and Standards:** The city supports funding for indigent defense, while also identifying new ways to amend lower case load requirements via oversight and monitoring of public defense standards.
- **Accountability for Justice-Involved Youth:** Since the “juvenile access to an attorney” requirement has been implemented (RCW 13.40.740), this new requirement has impeded investigations and created confusion within law enforcement. The city supports revisions to clarify that mandatory attorney consultation does not apply to juvenile witnesses and victims and supports allowing juveniles and parents to waive their right to an attorney.
- **Involuntary Commitment:** The city supports amendments to Ricky’s law, so the law is less restrictive, which will allow for more individuals to access involuntary treatment.
- **Trueblood / Competency Restoration:** Forensic navigators can help competency reviews in the legal process. However, these forensic navigators are only funded in some places, and not in Snohomish County. The city supports funding for forensic navigators in Snohomish County at the next opportunity.

Local Revenue Options

As rising costs continue to impact the city’s budget, the city will advocate for tools to allow for local revenue options. The city is exploring legislation on the following topics:

- **Cannabis Local Excise Tax Share:** This legislation aims to increase local government distributions of cannabis excise tax revenues for public safety purposes. The legislation would raise the annual distribution to local governments from \$20m to \$100m, make distribution tweaks based on retail sales of revenue from marijuana retailers and per-capita metrics, and would ensure funds are used for public safety purposes.
- **Local Cannabis Excise Tax:** This legislation would allow cities with a population under 50k and counties under 250k to levy a local cannabis excise tax of up to 2%. The funds collected from this tax will be dedicated to public safety, enforcement technology, zoning, and community health initiatives. There is also accountability measures included in the proposed legislation, which continues to garner support from local jurisdictions.
- **Parks Sales Tax:** This legislation would be an optional, voter-approved local sales and use tax of up to 0.2% dedicated to parks, trails, and recreation facilities. This legislation builds on HB 1025 from 2021, to better meet community needs. This legislation would provide a flexible structure for cities, counties, and municipal park districts to prohibit double taxation and provide much needed local revenue for parks in local communities.
- **Transportation Benefit District Rebate:** This proposed legislation would provide for a 0.5% sales and tax rebate specifically for cities and counties with established Transportation Benefit Districts. The purpose of the proposal is to rebate a portion of state sales tax to help local jurisdictions fund transportation projects. This would help address ongoing maintenance and infrastructure challenges while state revenues are flat.

While 2026 is a very challenging budget year for the state, conversations on these items are just beginning and the city is bringing forward thoughtful ways on how the state can help local communities thrive and prosper with local revenue tools.

The City of Lake Stevens supports the Association of Washington Cities and Washington Cities Insurance Authority 2026 Legislative Priorities

Support/Oppose and Track/Monitor Issues

Budget and Fiscal Matters

- **Protect Existing Revenues, including State-Shared Revenues:** Lake Stevens urges lawmakers to refrain from state-shared revenue reductions or other cuts to local governments that result in a transferring of negative impacts from the state level to the local level.
- **City Costs:** The city supports reasonable reforms to prohibit undue costs to cities, as various rates and other costs can be burdensome to cities.

Behavioral Health/Public Safety

- **Behavioral Health:** Lake Stevens supports broader access to additional behavioral health services for substance use disorder (SUD) treatment, including crisis treatment and ongoing behavioral and mental health treatment. The city also supports workforce development and funding for co-responder program expansion.
- **Funding for Basic Law Enforcement Academy Training Slots and for Formation of Regional Academies:** Lake Stevens will strongly support additional operating funds for BLEA classroom slots. The city also supports expanding existing and additional training capabilities through the formation of regional academies in areas such as Snohomish County.

Housing & Homelessness/Economic Development/Infrastructure

- **Affordable Housing/Homelessness:** Lake Stevens will support measures to bring funding and tools to local communities to add affordable housing, permanent shelter space, and other options for those in need. This includes support of additional funding through the Housing Trust Fund (HTF); and other tools to use for affordable housing options in local jurisdictions, like expanding REET authority for state and locals. The city also supports expansion of the UGA in an easier form, to incentivize housing supply.
- **Culverts and Fish-Barrier Removals:** Lake Stevens strongly supports additional efforts to add to the level of state investments in helping local governments address needed local culvert projects and fish-barrier removals.
- **Infrastructure:** Lake Stevens strongly supports continued state investments in infrastructure (including broadband investment) particularly for operations and maintenance costs.

CITY COUNCIL STAFF REPORT



Agenda Date: 1/13/2026

Subject: Fagerlie West Annexation (LUA2025-0118)

Contact Person/Department: David Levitan, Community Development

Budget Impact: Upon annexation, the property will be responsible for its proportional share of the city's indebtedness and subject to city property taxes.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

1. Hold a public hearing for the Fagerlie West Annexation (LUA2025-0118) and adoption of land use and zoning designations; and
2. Adopt Ordinance 1213 approving the Fagerlie West Annexation, the simultaneous adoption of land use and zoning designations, and assumption of a proportional share of existing City indebtedness.

SUMMARY/BACKGROUND:

Annexation is the process by which the City of Lake Stevens adds unincorporated areas of Snohomish County to the city's boundaries. When properties are annexed, they are subject to the city's property tax levy and receive services that were previously provided by Snohomish County, including police, building, zoning, parks and recreation, stormwater management, and street maintenance. Services provided by special service districts (water, sewer, fire protection) are unaffected by annexation.

As detailed in this [MRSC overview](#), the most common type of annexation in Washington state is the 60% Petition Method ("Direct Petition"), in which property owners request to be annexed into the city. This method requires that a notice signed by owners of at least 10% of the assessed property value within the proposed annexation area be submitted to the city, which must be accepted by City Council resolution. The next step is for the applicant(s) to submit signatures from property

owners of at least 60% of the assessed value, which must also be accepted by City Council resolution. The annexation proposal is then submitted to the [Snohomish County Boundary Review Board](#) (BRB), which has 60 days to decide on whether to approve the Notice of Intent for annexation or invoke their jurisdiction to hold a public hearing. The BRB may also waive their review under certain provisions outlined in the Revised Code of Washington (RCW).

On August 26, 2025, the City Council passed [Resolution 2025-08](#) accepting the 10% Fagerlie West Annexation petition, adopting required findings — including that the proposed annexation is consistent with the city's annexation plan established by [Resolution 2016-021](#) — and authorizing the gathering of signatures for the 60% annexation petition. On September 3, 2025, the applicant submitted the 60% annexation petition with signatures from property owners representing more than 60% of the assessed valuation of the properties within the proposed annexation area. On October 28, 2025, the City Council held a public hearing to consider the 60% Annexation petition and the land use and zoning designations for the properties proposed for annexation.

At that October 28 meeting, the City Council adopted [Resolution 2025-11](#) accepting the 60% Fagerlie West Annexation Petition and issued a Notice of Intent to Annex and adopt land use and zoning designation for the annexed parcels. On December 19, 2025, the Snohomish County Boundary Review Board (BRB) notified the city that it had approved the applicant's request to waive BRB review, subject to [RCW 36.93.110](#). This means that the City Council may now finalize the annexation via the adoption of a city ordinance.

As shown in Exhibits A and B of the annexation ordinance (Attachment 1), the annexation area includes one property (two parcels) totaling approximately 3.1 acres, located south of Lake Stevens city limits. The proposed annexation area is bounded on the north by 20th St SE and on the west, south and east by single-family neighborhoods, including the Pasadera Heights subdivision. The signed petitioners own over 60% of the land value within the proposed annexation area.

During the annexation process, properties are given land use and zoning designations that help regulate future development. As part of Resolution 2025-11, the land use designation for the Fagerlie West Annexation was designated to be Medium Density Residential with a zoning designation of R8-12, which are the existing Urban Growth Area pre-designations for the property and thereby consistent with the Comprehensive Plan.

Public Notice and Comment

The notice of public hearing was posted on site, published in the Everett Herald, and

mailed to property owners within 300 feet of the property on or around January 2, 2026. As of January 8, 2026, the city has not received any public comments.

APPLICABLE CITY POLICIES:

Resolution 2016-021 (Annexation Plan)

ATTACHMENTS:

1. Attachment 1 - Ordinance 1213

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1213**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON ANNEXING APPROXIMATELY 3.1 ACRES KNOWN AS THE “FAGERLIE WEST ANNEXATION” INTO THE CITY PURSUANT TO RCW 35A.14.120; ASSIGNING ZONING AND COMPREHENSIVE PLAN DESIGNATIONS; REQUIRING ASSUMPTION OF A PROPORTIONATE SHARE OF CITY INDEBTEDNESS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the Lake Stevens City Council (Council) adopted Ordinance No. 1188 establishing the 2024-2044 Comprehensive Plan that sets planning goals, policies and implementation strategies for the Lake Stevens Urban Growth Area (UGA) pursuant to Chapter 36.70A RCW; and

WHEREAS, the City of Lake Stevens (City) has adopted an Annexation Plan under Resolution 2016-021 that provides an annexation strategy for the city and its UGA; and

WHEREAS, the City and Snohomish County entered an updated Interlocal Agreement related to Annexation and Urban Development in the Lake Stevens UGA recorded under Auditors File No. 200511100706 on November 10, 2005 that provides for the orderly transition of services from the County to City; and

WHEREAS, pursuant to RCW 35A.14.120 the Council adopted resolution 2025-08 accepting a 10% petition, authorizing the circulation of a 60% petition for annexation and designating comprehensive plan and zoning for the proposed "Fagerlie West" annexation area; and

WHEREAS, pursuant to RCW 35A.14.120, the petitioner obtained the signatures of property owners representing more than 60% of the current total assessed value of all parcels within the proposed annexation area described in Exhibit A and depicted in Exhibit B; and

WHEREAS, pursuant to RCW 35A.01.040 the Snohomish County Assessor’s Office certified the 60% petition as sufficient on October 21, 2025; and

WHEREAS, the applicants requested a land use designation of Medium Density Residential and zoning designation of R8-12 for the subject properties, which are the same as the UGA pre-designations adopted by Ordinance 1188 (2024 Comprehensive Plan) and Ordinance 1189 (Concurrent Rezones); and

WHEREAS, the annexation area is contiguous with the existing city limits, lies within unincorporated Snohomish County and the city’s UGA, and may generally be described as an area of approximately 3.1 acres depicted in the map attached as Exhibit B; and

WHEREAS, on October 28, 2025 the City Council held a properly noticed public hearing to consider the Fagerlie West Annexation pursuant to RCW 35A.14.130, and accepted the 60% petition with the requested land use and zoning designations and issued a Notice of Intent to Annex the area by passing Resolution 2025-11; and

WHEREAS, on December 17, 2025, the City submitted a Notice of Intent to annex the property to the Snohomish County Boundary Review Board (BRB), along with a letter of support for the property owner's request to waive the BRB's review under RCW 36.93.110; and

WHEREAS, the BRB informed the City on December 19, 2025 that the BRB Chair had approved the waiver request, allowing the Council to finalize the annexation via adoption of this ordinance.

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

Section 1. Annexation. The property described in Exhibit A and depicted in Exhibit B is hereby annexed in the City of Lake Stevens on the effective date of this ordinance.

Section 2. The area legally described in Exhibit A and depicted in Exhibit B shall be required to assume its proportionate share of the general indebtedness of the City of Lake Stevens at the time of the effective date of the annexation.

Section 3. The area shown and described in Exhibits A and B shall be designated in the City's Comprehensive Plan as Medium Density Residential and on the City's Official Zoning Map as R8-12.

Section 4. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 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 five days after the date of publication.

Section 6. Upon passage of this ordinance a certified copy shall be transmitted to the Clerk of the Snohomish County Council as required by RCW 35A.14.440.

PASSED by the City Council of the City of Lake Stevens this 13th day of January, 2026.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: January 13, 2026
Published:
Effective Date:

EXHIBIT A

ANNEXATION DESCRIPTION

THAT PORTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 29 NORTH, RANGE 6 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

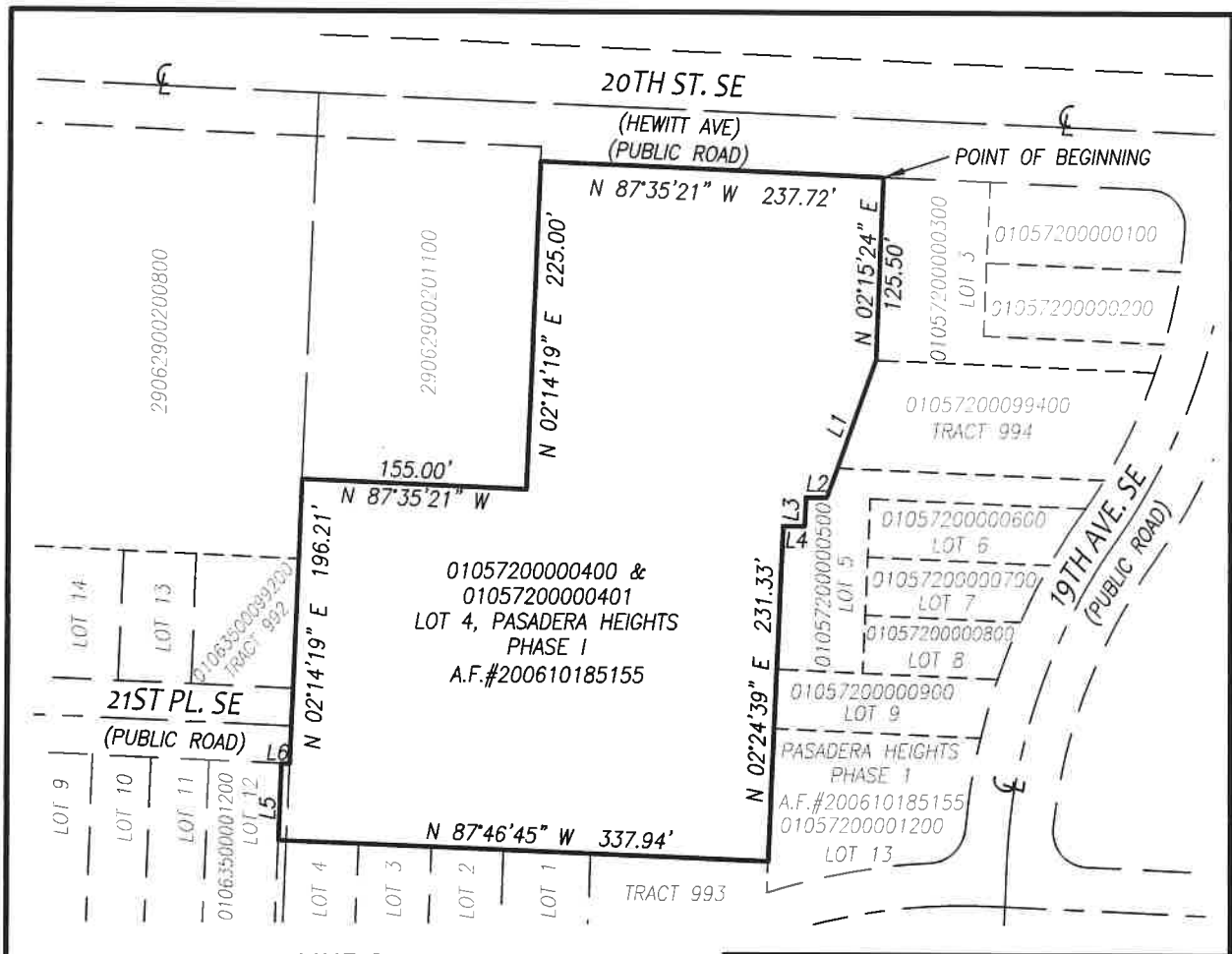
BEGINNING AT THE NORTHEAST CORNER OF LOT 4 OF PASADERA HEIGHTS PHASE 1, RECORDED UNDER RECORDING NUMBER 200610185155, RECORDS OF SNOHOMISH COUNTY, STATE OF WASHINGTON;
THENCE SOUTH 2°15'24" WEST, ALONG THE EASTERLY LINE OF SAID LOT 4, A DISTANCE OF 125.50 FEET;
THENCE SOUTH 19°41'23" WEST, A DISTANCE OF 100.14 FEET;
THENCE NORTH 89°10'46" WEST, A DISTANCE OF 14.53 FEET;
THENCE SOUTH 2°24'39" WEST, A DISTANCE OF 20.01 FEET;
THENCE NORTH 89°10'46" WEST, A DISTANCE OF 15.01 FEET;
THENCE SOUTH 2°24'39" WEST, A DISTANCE OF 231.33 FEET TO THE SOUTHEAST CORNER OF SAID LOT 4;
THENCE NORTH 87°46'45" WEST, ALONG THE SOUTH LINE OF SAID LOT 4, A DISTANCE OF 337.94 FEET TO THE SOUTHWEST CORNER OF SAID LOT 4;
THENCE NORTH 2°13'15" EAST, A DISTANCE OF 53.16 FEET TO A POINT ON THE SOUTHERLY MARGIN OF 21ST PLACE SOUTHEAST;
THENCE SOUTH 87°46'45" EAST, ALONG SAID SOUTHERLY MARGIN, A DISTANCE OF 5.59 FEET TO A POINT ON THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29;
THENCE NORTH 2°14'19" EAST, ALONG SAID WEST LINE, A DISTANCE OF 196.21 FEET A POINT WHICH IS 265.00 FEET SOUTH OF THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER;
THENCE SOUTH 87°35'21" EAST, PARALLEL WITH THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 29, A DISTANCE OF 155.00 FEET;
THENCE NORTH 2°14'19" EAST, PARALLEL WITH THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, A DISTANCE OF 225.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 4;
THENCE SOUTH 87°35'21" EAST, ALONG THE NORTH LINE OF SAID LOT 4, A DISTANCE OF 237.72 FEET TO THE **POINT OF BEGINNING.**

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

CONTAINING APPROXIMATELY 135,216 SF (3.10 ACRES).



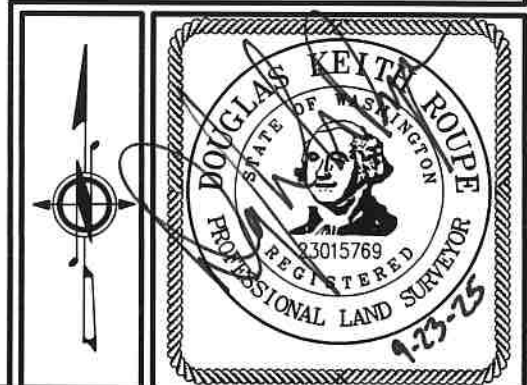
EXHIBIT B



LINE TABLE

LINE	LENGTH	BEARING
L1	100.14'	N 19°41'23" E
L2	14.53'	N 89°10'46" W
L3	20.01'	N 02°24'39" E
L4	15.01'	N 89°10'46" W
L5	53.16'	N 02°13'15" E
L6	5.59'	N 87°46'45" W

SCALE: 1" = 130'



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5131 Colby Ave. Everett, WA 98203

EXHIBIT MAP FOR:

SOUTH LAKE RIDGE, LLC

NW 1/4, NW 1/4, SEC.29, T.29N., R.06E., W.M.

DRAWING FILE #

253763exb2.dwg

DRAWN

MHR

DATE

9.3.25

SCALE

1" = 130'

JOB #

25-3763

CITY COUNCIL STAFF REPORT



Agenda Date: 1/13/2026

Subject: Cedarwood Recreation Consultant Contract

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: \$318,746.00

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve and authorize Mayor Gailey to sign the design contract for Cedarwood Recreation.

SUMMARY/BACKGROUND:

The Cedarwood clubhouse was transferred to the city from Mercy Housing and the homeowners' association in 2021. The mayor envisioned the site as a recreation space and staff began working through feasibility to understand what would be possible on the site. The community was invited to several opportunities including open houses and surveys to provide input on preferences for development on the site. During the public visioning the community prioritized amenities and the following list emerged:

- Splash Pad
- Basketball Court
- Picnic Shelter
- Covered Area
- Interpretive Signage
- Sensory Play Areas
- Trees and Shade

Staff has negotiated a contract with Bruce Dees and Associates to provide planning and design for this project.

The city was awarded state (\$1,123,000) and federal (\$1,366,279 grants totaling

\$2,489,279. According to the scope of work and maximum allowable construction costs, staff anticipates design and construction will be fully funded by the grants.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2026.01.07 PSA Consultant Services- Cedarwood
2. attachment A

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF LAKE STEVENS, WASHINGTON AND CONSULTANT FOR CONSULTANT SERVICES

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

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

ARTICLE I. PURPOSE

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

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

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

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

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along

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

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

III.3 TERM. The term of this Agreement shall commence upon full signing and shall terminate on October 31, 2027. The parties may extend the term of this Agreement by written mutual agreement.

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

III.5 EMPLOYMENT.

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

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

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

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

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

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

all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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

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

d. **Public Records Requests.**

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

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

III.7 INSURANCE.

a. **Insurance Term**

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

b. **No Limitation**

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

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

- (1) Automobile Liability insurance covering all owned, non-owned, hired and

leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

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

d. **The minimum insurance limits shall be as follows:**
Consultant shall maintain the following insurance limits:

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

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

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

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

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

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

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

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

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

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

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

III.11 INDEPENDENT CONTRACTOR.

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

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

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

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

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

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$318,746.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. Public Records.

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

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City and Consultant shall be sent to the following addresses:

To the City:

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

To the Consultant:

Bruce Dees & Associates, LLC
Attn: Shawn Jensen
221 S 28th Street Suite 100
Tacoma, WA 65102-2726
Telephone: 253-627-7947

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

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

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

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

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

V.5 **SEVERABILITY.**

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

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

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

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement

shall be deemed to have been drafted by both of the parties.

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

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

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

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

DATED this _____ day of _____, 2026.

CITY OF LAKE STEVENS

Shawn Jensen

By: _____
Gene Brazel, City Administrator

By: _____

Printed Name and Title

Approved as to Form:

By: _____
Greg Rubstello, City Attorney

Exhibit A

Scope and Fee:

EXHIBIT 'A'
CITY OF LAKE STEVENS PARKS AND RECREATION
CEDARWOOD PROPERTY IMPROVEMENTS
SCOPE OF WORK
July 2, 2025
REVISED
~~July 10, 2025; October 31, 2025; December 12, 2025~~
December 30, 2025

DESCRIPTION

The City of Lake Stevens Parks and Recreation Department (Client) intends to make improvements to the existing Cedarwood Property that was transferred to the City in 2021. Bruce Dees & Associates, LLC (BDA) will provide professional services for preparation of preliminary concept plans which are then refined by the public and city staff into a preferred plan which will then be taken through detailed design and engineering consisting of: schematic design; design development; contract drawing plans, specifications, and estimated probable cost of construction (PS&E); permitting support; bidding support; construction observation; and project closeout.

All final drawings will be produced on AutoCAD 2022. The coordination of all drawings and contract documents will be by BDA.

Program

The program of elements will need to be refined for improvements to be designed and constructed that fit within the project MACC and the available developable site. Suggested improvements after initial public outreach by the City and subsequent refinement by City staff are listed below, in no particular order:

1. Water play features
2. Basketball
3. Picnic shelter
4. Covered area (may be combined with basketball court and picnic shelter)
5. Interpretive signage
6. Sensory play
7. Trees and shade
8. Flushing restrooms (1 or 2 toilets)

Project Assumptions

- Construction will be completed in a single phase by award of a public works contract to a Prime Contractor, following a public invitation for bids.
- No significant relocations of existing above- and/or underground utilities by the City or others will be required, aside from that directly necessary for the project.
- Frontage improvements will be required.
- All utilities at the site may have been capped or disconnected.
- Splash pad will be a spray to waste model.
- It is assumed the project will need State Environmental Protection Act (SEPA) review.
- A pre-application meeting will be held after the preferred alternative has been selected.
- City staff will lead public notification and engagement/outreach efforts during the project.

MAXIMUM ALLOWABLE CONSTRUCTION COST (MACC)

An estimated project MACC value of \$1,500,000.00 for this project was set by the City based on a preliminarily established total budget value of \$2,423,000.00. This MACC value excludes sales tax, construction contingency, permit fees, construction special inspections & testing fees, A/E design fees, specialty consultant fees, advertisement, printing, and other client soft costs for the project.

SCOPE OF WORK

I. PROJECT ADMINISTRATION

Bruce Dees & Associates, LLC (BDA) will lead the design team coordinating the overall efforts of the team and maintaining continuous coordination with City staff and subconsultants for drawings, contract documents, schedule, and permitting. Work performed by subconsultants is as follows:

A/E Subconsultants:

Sitts & Hill Engineers – Civil Engineering

Stantec Inc – Site Lighting & Electrical Engineering

Specialty Consultants:

Sitts & Hill Engineers – Topographic Survey

GeoEngineers – Geotechnical Engineering

Environmental Science Associates (ESA) – Cultural Resources, Critical Areas, Biological & Environmental Assessments, NEPA Categorical Exclusion Subject To

BDA will provide progress billing reports, project management, quality control / quality assurance reviews and team coordination. In addition, BDA will document project decisions and provide regular status updates to the entire project team.

II. BACKGROUND / SCHEMATIC DESIGN

This initial work includes the following:

Background Data Collection:

1. Review the goals, objectives, and program of activities and facilities with the City.
2. Review any existing as-built information, existing planning documents, public outreach materials, studies, reports, drawings, or other available background information provided by the City.
3. The design team will visit the site to assess existing conditions and review background information in relation to the realities of the proposed park amenities and the constraints of the property. Field reconnaissance will consist of inventorying and documenting built and natural conditions within the property that may impact the technical feasibility, cost, and/or regulatory compliance in providing the desired improvements at the site.
4. Work of specialty subconsultants (geotechnical engineering; cultural resources, environmental and critical areas assessment; topographic survey; etc.) will also begin.

Preliminary Plans

1. Develop up to three (3) preliminary alternative Concept Plans with improvement options and site layout based on project goals, objectives, as well as site opportunities and constraints.
2. Review and study the alternative Concept Plan designs with the City to refine the concepts into an optimum, preferred plan for further development.

Schematic Plan:

1. Develop schematic level plans and details from the optimum preferred plan to address the program, site constraints, and background information.
2. Review and study the schematic design plans for potential phasing or bid alternates.
3. Develop schematic level opinion of probable construction costs.

Meetings:

- Meeting #1 – Project Kick off Meeting
- Site Reconnaissance Visit
- Meeting #2 – Preliminary design meeting to review the alternative Concept Plans and select the optimum, preferred plan for further development
- Meeting #3 – Schematic plan review meeting

Deliverables:

- Up to three (3) preliminary alternative design Concept Plans
- One (1) selected optimum, preferred Schematic Plan
- Project Schematic Design site plans and details at 22" x 34" sheet size
- Preliminary opinion of probable construction cost
- Minutes from all meetings

III. DESIGN DEVELOPMENT

In the Design Development phase, BDA will further develop the selected optimum, preferred Schematic Plan to finalize and describe the size and character of the entire project for approval by the Client. Consideration shall be given to the availability of proposed materials, equipment and labor, construction sequencing and scheduling, user safety, and maintenance requirements. Design Development includes the following:

Disciplines Coordination: Coordination of the work with project subconsultants.

Document Checking: Review and coordination of documents prepared for the project.

Permitting Authority Consulting: Research of critical applicable regulations, applicable laws, statutes, and codes.

Site Design: Continued development and expansion of Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections, elevations, typical construction details, materials selections, and equipment layouts.

Cost Opinion: Further refine the opinion of probable construction cost. Costs shall reflect the level of design elements presented in the Design Development documents, plus appropriate design contingencies to encompass unidentified scope that may ultimately be included in the program. Analysis of project scope, schedule, and budget options to stay within the estimated MACC.

Preliminary Technical Specifications: Develop an outline of preliminary technical specification sections in CSI (Construction Specifications Institute) format for those sections anticipated to be required for the project.

Meetings:

- Meeting #4 – Design Development (60%) plan review meeting

Deliverables:

- Design Development drawings
- Catalog cut sheets for equipment and written description of materials
- Design Development opinion of probable construction cost
- Preliminary Technical Specifications (outline) in CSI format
- Minutes from all meetings

IV. CONSTRUCTION DOCUMENTS AND PERMITS

Based on the design development decisions, construction documents will be prepared for permit submittal (90%) and final design review (100%). Design standards will comply with the City of Lake Stevens Municipal Code, Critical Areas Code, PROWAG and ADA Standards, 2024 Stormwater Management Manual for Western Washington published by WA Dept. of Ecology, and other applicable regulations or codes required by the City. Construction documents will be developed consisting of the following:

Construction Documents:

Composite Site Plan: This plan will provide an overall view of the entire project area with specific items required by the Grading Permit highlighted.

Demolition, Clearing, & T.E.S.C. Plan: This plan will show the extent of the demolition, clearing, and grubbing for the site. It will also show any temporary erosion and sedimentation control (T.E.S.C.) items.

T.E.S.C. Details & Notes Sheet: This drawing sheet will show erosion control measure details for the site, along with T.E.S.C. notes required by the Grading Permit.

Layout & Materials Plan: This plan will be developed showing the proposed site improvements layout and materials to the project limit at an appropriate scale. It will allow layout of all improvements by coordinate and critical dimensions.

Grading & Drainage Plan: This plan will be developed to show overall site grading, including spot elevations, locations of catch basins and storm sewer lines, and other buried utilities.

Site Sections & Details Sheets: These plans will show cross sections for earthwork and various site details. Details will be referenced from the plans as well as from the details to the plans.

Landscape Planting Plans & Details: Landscape planting plan and details will be developed for the site showing existing and proposed landscape planting areas of the site affected by the final design along with associated planting details.

Landscape Irrigation Plans & Details: Landscape irrigation plan and details will be developed (if required) for the site showing existing and proposed landscape irrigation areas of the site with associated irrigation details.

Specifications and Project Manual:

Specifications for the proposed improvements will be developed in the CSI (Construction Specification Institute) format. The project manual will utilize the Client's boilerplate. The overall estimated opinion of probable construction cost developed at this point will inform the bidding strategy that will be developed for the base bid and alternates. The project bid format is anticipated to be lump sum with alternates.

Cost Opinion:

A final opinion of probable construction cost will be prepared prior to finalizing the bid proposal format. This opinion will be based on actual quantities and will be the basis for establishing the lump sum bid proposal, base bid, and any project alternates.

Permits:

- BDA will complete the SEPA Checklist and provide application assistance and support materials for Conditional Use Application (if required), Grading Permit Application, and Building Permits. BDA will coordinate the permit review process with the City of Lake Stevens and provide responses for up to two (2) rounds of permit comments/resubmittals. All required public notices to be posted and permit fees to be paid directly by the Client.

Drainage Report:

- We understand that because the existing clubhouse and/or restroom building(s) and site parking may be modified and/or eliminated and new site amenities added, a Drainage Report and Surface Water Pollution Prevention Plan (SWPPP) will be required for permits.

Meetings:

- Meeting #5 – Pre-Application Meeting for Permits
- Meeting #6 – Construction Documents (90%) plan review meeting for permit submittal

- Meeting #7 – Construction Documents (100%) plan review and bidding strategy meeting

Deliverables:

- Full size drawings and specifications for 90% and 100% review
- Opinion of probable construction cost for 90% and 100% review
- Drainage Report / SWPPP
- Permit application support materials and response to permit review comments
- Bid Set drawings and specifications that will incorporate any permit review comments
- Minutes from all meetings

V. BIDDING PHASE

Bidding Advertisement:

BDA will assist the Client in writing the advertisement for the bid. The Client will be responsible for placing the advertisements and costs.

Coordination During Bidding Phase:

- Answer contractor questions
- Conduct an on-site pre-bid conference
- Issue any bid addendums if required

Note: All printing costs for bidding will be paid for by the Client (separate from contract).

Review Bids and Pre-Construction Coordination:

- Review all bid proposals, if requested
- Conduct a pre-bid conference with potential bidders
- Review contractor qualifications and provide written recommendation on award of contract, if requested

Deliverables:

- Complete construction documents ready for bid advertisement consisting of project Bid Set Plans and Specifications
- Final opinion of probable construction cost

VI. CONSTRUCTION OBSERVATION

BDA will provide periodic construction observation review. It is anticipated that construction will be completed within a six (6) month period, including project closeout. Construction observation review will include:

1. Conduct a pre-construction conference with the contractor and the Client or as required.
2. Review Shop Drawings and Submittals on materials and equipment related to our scope of work as submitted by the Contractor.
3. Conduct periodic construction observation meetings (assume every other week, up to 12 total). Generate and issue minutes to appropriate parties.
4. Conduct surveillance of construction to include periodic visits to the site to observe the progress and quality of the work (assumed to coincide with the construction observation meetings with additional visits where needed for key construction activities, up to 12 total visits). Owner's representative to attend where feasible.
5. Monitor construction progress and quality with decisions relative to contract performance. Document progress with reports as appropriate.
6. Review and respond to Contractor Requests for Information (RFI's) and issue Architect's Supplemental Instructions (ASI's) as applicable.
7. Coordinate Cost Proposal Requests (CPR's) with the Contractor and Owner.
8. Review field directives and change orders, if applicable.
9. Review the Contractor's work and approve or disapprove work in conformance with the contract documents.
10. Keep the Owner advised as to the progress of the work.

11. Review the completed project conformance to the requirements of the contract documents.
12. Review contractor payment request applications for all work.

VII. PROJECT CLOSE-OUT

BDA will provide the following anticipated project close-out actions consisting of:

1. Review the completed project conformance to the requirements of the contract documents.
2. Conduct a final review and prepare a punch list.
3. Conduct a final review of punch list items and recommend acceptance.
4. Review project close-out documents such as guarantees, warranties, and legal documents associated with the scope of work.
5. Review contractor provided construction "as-built" mark-ups and provide copies of these record drawings to Owner in electronic (PDF) format.
6. Conduct a one-year warranty review.

WORK TO BE PERFORMED BY SPECIALTY CONSULTANTS

1. Topographic Survey – Sitts & Hill

Scope of Services:

- a. Recover existing survey control points set by others. Confirm existing horizontal and vertical datums will satisfy City of Lake Stevens requirements. Perpetuate existing control network through the property for the purpose of completing topographic mapping.
- b. Perform topographic mapping of the project site to the "survey limits" provided, sufficient to produce 1' contour interval mapping. Mapping will include structures, curbs, gutters, edge of pavement, sidewalks, parking, driveways, walls, fences, landscaped areas, visible surface utilities (manholes, cleanouts, vaults, junction boxes, valves, meters, hydrants, vents, utility poles (note overhead line directions and drops), light poles, irrigation, risers, etc., signs (including description), significant and/or ornamental trees > 4" (note size and species), edge of vegetation, underground utility paint marks and other observed utility evidence (signage, asphalt patches, fresh trenching, etc.), top of slopes, toe of slopes, breaklines, ditches, storm drainage structures, including culverts, catch basins and manholes. Note size, type, direction and invert elevations of storm drainage structures and appurtenances.
- c. Calculate and show the property boundary per the original plat.
- d. Provide topographic survey deliverable in PDF and Civil3D 2022 format, together with supporting files necessary to aid in the design effort. Unless requested otherwise, 1"= 20' mapping will be provided for the topographic survey deliverable, oriented with north at the top of the page on 22" x 34" sheets.

Assumptions / Exclusions:

- a. Boundary staking is not included in this scope of services.
- b. If site records are provided by the project team, then record utility data can be incorporated into the survey base map.

Deliverables:

- a. Topographic Survey mapping of the site at 1"=20' on 22" x 34" sheet size.

2. Geotechnical Review & Report – GeoEngineers

Primary Scope of Services:

- a. Provide an assessment of geotechnical conditions at the site to support design and construction of proposed park improvements.
- b. Review of in-house files and readily available sources for existing subsurface information at the project site.
- c. Review applicable city and county codes and existing geologic critical area maps to understand possible development requirements or restrictions for site.

- d. Visit the project site and mark out proposed exploration locations and contact the "One-Call" Utility Notification Center, as required by Washington State law. We will also subcontract a private utility locating service to attempt to identify conductible underground utilities near our explorations. We also request that as-built utility plans, if available, be provided to us for review.
- e. Explore subsurface conditions at the site by excavating up to three test pits within the project boundary. Excavation of the test pits will be completed using a rubber-tired backhoe under subcontract to GeoEngineers.
- f. Complete one small-scale pilot infiltration tests (PIT) at the project site. Our budget estimate assumes that the PIT can be completed on the same day that the test pits are excavated.
- g. Submit selected soil samples to our laboratory for geotechnical testing. We have assumed that testing will consist of grain-size distribution tests, including fines content determinations, Atterberg limit determinations and moisture content tests.
- h. Provide a summary of soil and groundwater conditions within the project area.
- i. Develop geotechnical design considerations and recommendations to support the project. We will specifically discuss foundation support alternatives, site development and earthwork considerations, and provide recommended stormwater infiltration rates.
- j. Prepare a report summarizing the results of our study. Our report will include referenced materials and figures as appropriate.
- k. Provide ongoing consultation during design. We expect this will consist of corresponding with team members via phone and email. We have budgeted up to 4 hours of Senior Engineer time for this task.

Deliverables:

- a. Geotechnical Report

3. **Cultural Resources, Critical Areas, Biological & Environmental Assessments, HUD NEPA Categorical Exclusion Subject To & Reports – ESA**

Scope of Services:

The Project has received a Community Project Funding (CPF) grant from the U.S. Department of Housing and Urban Development (HUD), and as such, it is subject to the National Environmental Policy Act (NEPA) review in compliance with HUD's environmental review procedures for entities assuming HUD environmental responsibilities (24 CFR Part 58). The Project is also subject to the National Historic Preservation Act with HUD as the lead agency; the City is the Proponent.

This scope of work describes the tasks and activities necessary to conduct the appropriate reviews and the assumptions, deliverables, and schedule associated with each task.

Cultural Resources:

- a. Regulatory Correspondence:
 - i. Given the federal nexus of this Project, it is subject to the National Historic Preservation Act (commonly referred to as "Section 106"). ESA will assist HUD with Section 106 consultation process by preparing draft regulatory correspondence for BDA / the City to send to HUD. HUD will then consult with the Washington State Historic Preservation Officer (SHPO), operating as the Washington State Department of Archaeology and Historic Preservation (DAHP) and potentially Affected Tribes as identified by the AGENCY, pursuant to 36 CFR 800.4(a)(1).
 - ii. The draft correspondence will consist of a letter with map. The letter will include a current project description and a proposed Area of Potential Effects (APE) that includes maximum proposed depths of disturbance, potential staging areas, and haul route(s). ESA will include proposed survey methodology for both built environment and archaeological resources and a preliminary summary of existing cultural resources in and immediately adjacent to the APE.
- b. Onsite Survey:
 - i. ESA will conduct a surface and subsurface survey of the project area. To comply with Washington State law, ESA will request a utility locate prior to any subsurface survey.

Subsurface survey will be conducted using up to ten (10) hand-dug shovel probes advanced to three (3) feet (one meter), or until glacial deposits are encountered. Spoils will be screened through ¼-inch hardware mesh. Probe locations will be recorded using GPS. Probes will be backfilled immediately upon termination. Any encountered archeological isolates or sites will be recorded on DAHP forms and may require an amendment. Archaeological sites and isolates must be recorded with DAHP.

- ii. The onsite survey will also include a historic property inventory to identify any built environment over fifty (50) years in age at the time of proposed project completion (assumed to be 2026).
- c. Technical Report:
 - i. ESA will conduct archival research at DAHP, relevant libraries and archives, within its own research library, and online repositories to identify recorded and potential cultural resources in the project study area. ESA will also review project specific environmental and geological background information, if available from the City/BDA. ESA will summarize the findings and recommendations in a Technical Report. The report will meet the current DAHP standards for a cultural resources assessment.

Endangered Species Act:

- a. Biological Assessment (BA):
 - i. ESA will prepare a biological assessment (BA) to assess potential impacts from the proposed action to species listed under the Endangered Species Act such that the U.S. Fish and Wildlife Service and National Marine Fisheries Service issue concurrence with the proposed action.
 - ii. The BA will include an evaluation of potential direct and indirect effects of the project on federally listed threatened, endangered, and proposed species and critical habitat. ESA will also complete the analysis of the environmental baseline, interrelated and interdependent actions, cumulative effects, and address Essential Fish Habitat. The BA will be prepared according to US Fish and Wildlife (USFWS) and National Marine Fisheries Service (NMFS) guidelines. Based on the known distribution of listed species and habitats within the action area and the potential design/construction elements, the assumption for this scope is that an effects finding of "no effect" is appropriate for all listed species.

Critical Area Delineation and Reporting:

- a. Field Investigation:
 - i. ESA will Verify condition of documented critical areas, specifically wetlands and streams, to inform the design and associated documentation necessary to complete the permitting process for the proposed project.
 - ii. ESA will perform a background review of publicly available information regarding environmental conditions in the vicinity of the site. The purpose of this background review is to identify areas that may be subject to environmental regulation. In addition to the background review, ESA will review the original delineation report for the site, *5th Place Park XXXX* (prepared by Wetland Resources Inc. and dated February 2, 2023). Following the background review, ESA will perform field investigations to verify the extent and ratings of the mapped wetlands and streams within the parcel. If changes in boundaries are observed, or if new wetlands are observed on the parcel, ESA will delineate the wetland boundaries in accordance with methods defined in the Regional Supplement to the *Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)* (US Army Corps of Engineers [Corps] 2010) and the *Corps of Engineers Wetlands Delineation Manual* (Environmental Laboratory 1987). If necessary, ESA will delineate any changes to the ordinary high water mark (OHWM) of the stream mapped on the parcel according to the methods in Ecology's *Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State*. These flags will also be recorded using a sub-meter accuracy GPS unit.
 - iii. ESA will review the completed wetland rating forms and the associated figures provided in the original delineation report against the methods described in *Washington State Wetland Rating System for Western Washington: 2014 Update, Version 2.0* (Ecology Publication No. 23-06-009). ESA will use the results of the wetland rating(s) to verify applicable wetland buffer extents per City of Lake Stevens Code 14.88.800. Any streams

will be rated and assigned buffers, also in accordance with City of Lake Stevens Chapter 14.88.

b. Permitting Matrix:

- i. ESA will develop a matrix that documents the permits and approvals necessary for the proposed project. ESA will use information from existing background information, the delineation report, the conceptual project designs, and any design documents provided by the Client to inform and update the permit matrix. The permit matrix is an iterative process that can be revised and updated throughout the life of the project. The matrix will include a list of each permit/approval, review/approval timelines, triggers, regulatory authority, documentation needs associated with each permit, and how to apply.

Noise Analysis

a. Evaluation:

- i. ESA will prepare a clear and concise evaluation of the project's compliance with HUD noise regulations. Since the project consists of a park development without a residential component it is not a "noise-sensitive" land use that is explicitly subject to HUD noise exposure standards. This task consists of developing the reasoning for why this project would not trigger HUD's noise standards and, therefore, no noise analysis would be needed.

Environmental Site Assessment Phase I:

a. Site Assessment:

- i. ESA will perform the Phase I Environmental Site Assessment in accordance with the American Society for Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM E1527-21) and the U.S. Environmental Protection Agency (EPA) Final Rule regarding Standards and Practices for All Appropriate Inquiries (70 Federal Register [FR] 66070, July 1, 2005; 40 Code of Federal Regulations [CFR] Part 312) (AAI Rule). EPA has stated that the ASTM E1527-21 is consistent with the AAI Rule (87 FR 76578, February 13, 2023). Specifically, this final rule amends the AAI Rule at 40 CFR Part 312 to reference ASTM E1527-21 and makes clear that persons conducting all appropriate inquiries may use the procedures included in this standard to comply with the AAI Rule. ESA will conduct the Phase I Environmental Site Assessment in accordance with the scope, assumptions, and limitations contained in this proposal.
- ii. The purpose of a Phase I Environmental Site Assessment is to enable the parties relying on it to satisfy one or more of the requirements for the innocent landholder defense to liability under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and to evaluate the potential for Recognized Environmental Conditions (RECs) at the subject property in advance of project development. Three (3) types of RECs are defined by the ASTM Standard Practice, as listed below. The term Recognized Environmental Conditions (REC) means:
 1. "(1) the presence of hazardous substances or petroleum products in, on, or at the subject property due to a release to the environment; (2) the likely presence of hazardous substances or petroleum products in, on, or at the subject property due to a release or likely release to the environment; or (3) the presence of hazardous substances or petroleum products in, on, or at the subject property under conditions that pose a material threat of a future release to the environment."
- iii. In addition, the ASTM Standard defined two additional categories of Historical Recognized Environmental Conditions (HREC) for past releases that have been remediated and Controlled Recognized Environmental Conditions (CREC) for contaminated sites that have been remediated but have land use restrictions and/or engineering controls.
- iv. RECs, HRECs, and CRECs are not intended to include de minimis conditions or business environmental risk conditions that generally do not present a material risk of harm to public health or the environment and that generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental agencies. The scope of services proposed has been developed to provide a preliminary screening of the subject property. If the proposed Phase I Environmental Site Assessment reveals evidence of additional areas of concern, ESA will discuss these with you and outline an additional

scope of services. The scope of work for the Phase I Environmental Site Assessment is summarized below.

- b. Hazardous Materials Review and Documentation:
 - i. Regulatory Agency and Other Records Review: ESA will review reasonably ascertainable records that will help identify RECs, HRECs, and CRECs in connection with the subject property. Records to be reviewed include federal and state regulatory agency lists of hazardous waste generators, leaking underground storage tanks (USTs), landfills, military reservations, contaminated surface waters, and Superfund sites. These lists will be reviewed to assess whether there were prior investigations or events and conditions, or institutional or engineering controls on the parcels and in the immediate vicinity, relating to spills, discharges, or other activities resulting in contamination or presence of hazardous materials. ESA will enhance and supplement the standard environmental record sources with local and/or additional state or tribal records when, in our judgment, such additional records are readily ascertainable, sufficiently useful, accurate, and complete in light of the record review objective, and are generally obtained, pursuant to local good commercial or customary practice, in Phase I Environmental Site Assessments in the type of commercial real estate transaction involved. Sources of such records may include the local department of health/environmental division, fire department, planning department, building permit/inspection department, local regional pollution control agency, local/regional water control agency, and local electric utility company.
 - ii. Physical Setting Review: The physical setting review is required by the ASTM Standard Practice to include a current United States Geological Survey (USGS) 7.5 Minute Topographic Map. The review may also include discretionary physical setting sources, e.g. for geologic and hydrogeologic information. This information may provide insight to the significance of offsite sources of contamination in relation to the subject property. Where discretionary hydrogeologic information is available and reviewed, where possible we will estimate the regional direction of groundwater flow and discuss how this might affect the potential for identified offsite sources of contamination to impact the subject property.
 - iii. Historical Land Use Review: ESA will research historical information sources to develop a history of general types of previous uses of the subject property and surrounding area (e.g., office, retail, residential, industrial, agricultural, and/or manufacturing). Obvious uses of the subject property will be identified from the present back to the subject property first developed use, or back to 1940, whichever is earlier. The review will include as many standard historical sources as are necessary and both reasonably ascertainable and likely to be useful. For the purpose of this review, "developed use" includes agricultural use and placement of fill dirt. The review will include documentation of gaps in the history of use. Uses of the area surrounding the subject property will be identified only to the extent that this information is revealed in the course of researching the subject property, as per the Standard Practice.
 - iv. Site Reconnaissance: ESA will perform a walking reconnaissance of the subject property to observe the current conditions with the unaided eye and thereby obtain information indicating the likelihood of identifying evidence of RECs in connection with the subject property. The site reconnaissance will inspect the subject property for evidence of materials or equipment suggesting hazardous materials or waste, discolored soil or water due to chemical spills, stressed vegetation due to chemical spills, underground storage tanks, pits, ponds, septic systems, and lagoons. Locations with visibly obvious soil staining or stressed vegetation will be photographed. The subject property and structures located on the subject property will be observed to the extent not obstructed by bodies of water, adjacent buildings, or other obstacles. The periphery of the subject property will be viewed from all adjacent public thoroughfares. If roads or paths with no apparent outlet are observed on the subject property, the use of the road or path will be identified to assess whether it was likely used as an avenue for disposal of hazardous substances or petroleum products. Accessible common areas of the interior of the structures on the subject property (e.g., structures inside of the enclosure with fuel or oil storage tanks) will be observed. Uses and conditions will be noted and will be the subject of questions asked as part of interviews of owners, operators, and occupants as discussed later in this proposal.

- v. Vicinity Survey: ESA will perform a reconnaissance of immediately adjoining properties to observe the adjoining property's current use and past use(s) to the extent that past uses are discernible. This survey will be conducted to note facilities that have an obvious potential to affect the environmental conditions at the subject property. These properties will be observed from the fence line of the subject property without physical access of the adjoining properties.
- vi. Interviews: The ASTM Standard recommends interviewing past and present owners and occupants, with the objective of obtaining information indicating RECs in connection with the subject property. The "Key Site Manager" could be either the current subject property owner or the individual responsible for site operations. Interview questions may be asked in person, by telephone, or in writing.
- vii. Report of Findings: ESA will provide one (1) electronic draft report for review and comment, followed by one (1) final electronic report that will include an evaluation of the information obtained from the Phase I Environmental Site Assessment. The report will include findings, opinions, conclusions, and significant data gaps, if any, that could affect the identification of RECs at the subject property. If the Phase I Environmental Site Assessment identifies any such gaps in the records, they will be disclosed and discussed, including by identifying sources consulted to address them and comment upon their significance with regard to the ability to identify conditions indicative of releases and threatened releases of hazardous substances on, at, in, or to the subject property. The proposed Phase I Environmental Site Assessment will include illustrations and pertinent regulatory agency documentation regarding the subject property.

HUD NEPA Categorical Exclusion Subject To

- a. ESA will prepare a HUD NEPA Categorical Exclusion Subject To (CEST) in compliance with 24 CFR Part 58 to support the City of Lake Stevens' Community Project Funding (CPF) grant for the Cedarwood recreation facility reconstruction. The CEST will be completed in HUD's Environmental Review Online System (HEROS) and will address compliance with all related laws and authorities under 24 CFR 58.5 and 58.6.
 - i. CEST Form: ESA will confirm with the City all the individual, functionally or geographically related activities (regardless of the funding source) planned in connection with the project, which is called project aggregation under 24 CFR 58.32. ESA will develop a detailed project description that will be used throughout the environmental documentation; design details will be provided by the City and/or BDA. ESA will document project description, footprint, and phasing for entry into HUD's HEROS system. ESA will prepare a CEST form in compliance with 24 CFR 58. ESA will conduct desktop analysis to demonstrate project compliance with 24 CFR 50.4, 58.5, and 58.8 laws and authorities, as outlined in the CEST form. ESA will summarize relevant findings from the technical documentation prepared in other tasks in this scope in the CEST to comply with 24 CFR 58.5 and 58.6 laws and authorities:
 - 1. Section 106 (Historic Preservation) consultation with SHPO/DAHP and tribes. Findings from the analysis conducted under the Cultural Resources task will be summarized in the CEST.
 - 2. ESA species/habitat screening and coordination with USFWS/NMFS if required. Findings from the analysis conducted under the Endangered Species Act task will be summarized in the CEST.
 - 3. Wetland evaluation and 8-step decision documentation, if applicable. Findings from the analysis conducted under the Critical Area Delineation and Reporting task will be summarized in the CEST.
 - 4. HUD Noise Calculator analysis. Findings from the analysis conducted under the Noise Analysis task will be summarized in the CEST.
 - 5. Phase I ESA-level toxics/contamination review. Findings from the analysis conducted under the Environmental Site Assessment Phase I task will be summarized in the CEST.

This task includes preparing an internal review draft for the City and BDA (internal) review. Following the internal review, ESA will revise the CEST form to incorporate City and BDA comments and changes. If necessary, ESA will meet with City and BDA staff to

resolve any outstanding issues or comments. ESA will provide the City with a revised CEST form for final review prior to release of the EA for public notice.

- ii. Environmental Review Record: ESA will prepare the Environmental Review Record (ERR), which is a written record of the environmental review undertaken for the project, in compliance with 24 CFR 58.38. The ERR must be available for public review. Per 24 CFR 58.38, the ERR will:
 1. Describe the project and the activities that the recipient has determined to be part of the project;
 2. Evaluate the effects of the project or the activities on the human environment;
 3. Document compliance with applicable statutes and authorities, in particular those cited in § 58.5 and 58.6; and
 4. Record the written determinations and other review findings required by this part (e.g., exempt and categorically excluded projects determinations, findings of no significant impact).In conjunction with the City, ESA will gather the ERR documentation and submit to City for review prior to public notice.
- iii. Finalization and HUD Clearance: To assist the City with the finalization of the NEPA process and obtain HUD clearance, ESA will:
 1. Prepare a Notice of Intent to Request Release of Funds (NOI-RROF) consistent with HUD Region X template requirements.
 2. Support the City in publication/posting for public notice.
 3. Complete the ERR in HUD's HEROS system, ensuring all compliance documentation and determinations are included.

Assumptions / Exclusions:

- a. The project is anticipated to last up to twelve (12) months from Notice to Proceed to closeout.
- b. The City and/or BDA will provide ESA with copies of any regulatory correspondence regarding project requirements or review.
- c. ESA assumes that HUD will not delegate consultation to another agency or entity.
- d. No Regulatory Correspondence meetings will be required.
- e. The City/BDA will provide ESA with current maps of proposed work and a Project description that includes maximum depths of ground disturbance and planned start date for construction.
- f. ESA will create the DAHP Project in WISAARD. If HUD/the City/BDA require any individuals and/or agencies be added to the Project, ESA will add them.
- g. DAHP will concur with proposed survey methodology for both built environment and archaeological resources.
- h. The City and/or BDA will provide rights-of-entry, if needed.
- i. Approximately 1.5 acres will be surveyed. Survey is limited to Snohomish County parcel 00698100010200, and excludes previously identified wetlands within the parcel. ESA assumes the project area conditions and boundaries will be consistent with those at the time of this scope. Should conditions or boundaries change, an amendment may be necessary.
- j. ESA will arrange to have utilities located and marked prior to survey, pursuant to RCW 19.122 "Underground Utilities", which requires notification to the Utility Notification Center as designated by the Washington Utilities and Transportation Commission, within 2-10 business days before digging. ESA assumes that the project area is readily accessible by utility locators and ESA will not need to meet locators on-site.
- k. Survey will require three (3) staff (one (1) architectural historian and two (2) archaeologists) working one 8-hour day. Estimated survey time is inclusive of drive time.
- l. ESA will not collect artifacts, if encountered. Any artifacts will be photographed and described and then reburied at their location of discovery.
- m. ESA assumes no archaeological sites, isolates, or human remains will be identified. If encountered, an amendment may be necessary.
- n. There are two (2) buildings located within the project area, but the City has confirmed that the construction dates are 1979 and 1981. As they are less than 50 years old, ESA assumes no Historic Property Inventory (HPI) forms will be needed as part of this project.

- o. The Study Area will be a standard 1.0 mile radius of the project footprint for archaeological resources. For aboveground historic resources (buildings, structures, and objects), the Study Area will include the project area.
- p. ESA will prepare up to one (1) draft and one (1) final Technical Report, and one (1) revised final Technical Report if requested.
- q. All comments will be consolidated and reconciled prior to their provision to ESA.
- r. The BA task includes time for up to two (2), online one-hour meetings, attended by one (1) ESA staff, to discuss the BA, and time for one (1) biologist to conduct one (1), three-hour site visit, inclusive of travel, to assess the site conditions and its suitability as habitat for listed species.
- s. The BA task assumes a finding of "No Effect" for all species and habitats. If the project impacts are greater than anticipated, or it is determined that ESA-listed species could be present in the project area or affected by the project, an amendment to prepare a formal or informal BA may be necessary.
- t. The client will be responsible for submitting the No Effect Letter to the federal lead agency.
- u. Wetland delineations are valid for five (5) years under Section 404 of the Clean Water Act and the Lake Stevens Critical Areas Code 14.88. ESA assumes the existing 2023 delineation report prepared by Wetland Resources, Inc. is accurate and does not require revisions to its content to submit for federal, state, or local permits or approvals. Any need for an addendum to the report will require an amendment to the contract.
- v. If available, the client will provide relevant GIS and/or .shp files from the 2023 delineation prior to field visits.
- w. ESA will provide GPS points of any revisions to the delineated wetlands and streams for use during site design.
- x. Field work can be completed by two (2) biologists within one (1), 10-hour day, inclusive of travel.
- y. ESA will use a GPS antenna capable of sub-meter accuracy to record boundaries. Any subsequent professional survey of wetland and/or stream boundaries, if needed, will be performed by others.
- z. No impacts to wetlands, streams, or their buffers, or FHWCA's are anticipated. As such, no impact assessment or compensatory mitigation plan is included in this scope of work. Any need for such assessment or planning will require an amendment to the contract.
- aa. ESA will update the Permitting Matrix quarterly for the length of the contract, for total of up to eight (8) times.
- bb. Permitting matrix is based on information provided by the Client on the proposed project. Should the project change, permitting needs and approvals may also change and should be verified with county planning staff.
- cc. This scope does not include permit application preparation or submittal. Should ESA assume responsibility for permit development, an amendment for that effort would be needed.
- dd. This task includes time for up to two (2) biologists to attend up to six (6) one-hour online meetings in support of Permitting Matrix task completion.
- ee. The project does not constitute a noise-sensitive use, so HUD's noise standards would not be triggered; therefore, no noise analysis would be required.
- ff. The Phase I Environmental Site Assessment budget includes reviewing historical aerial photographs and topographic maps from one standard source, which is assumed to contain adequate coverage of the subject property and surrounding areas to assess historical usage of the subject property for a period of time as far back in the history of the subject property as it can be shown that the subject property contained structures or from the time the subject property was first used for residential, agricultural, commercial, industrial, or governmental purposes, as mandated by the Standard Practice. If insufficient coverage of the subject property is available, with Client approval a secondary source will be consulted on a time-and-materials basis.
- gg. One (1) electronic copy of the draft and final report of findings will be provided.
- hh. The physical review of regulatory agency files is not part of this scope of services. If regulatory agency file reviews for additional sites are recommended, the Client will be contacted for authorization of additional fees.

- ii. The Phase I Environmental Site Assessment does not include an assessment for asbestos-containing building materials, radon, lead-based paints, lead in drinking water, molds and mildews, indoor air quality, industrial hygiene, health and safety, and other Standard Practice non-scope considerations. However, ESA can perform these services for an additional fee, if requested.
- jj. Only information received prior to issuance of the Phase I Environmental Site Assessment Report can be included in the evaluation. ESA does not guarantee the accuracy of information supplied by its sources but reserves the right to rely on this information in formulating a professional opinion on the potential for RECs at the subject property.
- kk. Project qualifies for HUD NEPA CEST review; an EA is not required.
- ll. The City or BDA will provide site plans and design details suitable to support CEST development.
- mm. Desktop analysis, which includes review of publicly available information, will be performed to demonstrate project compliance with 24 CFR 50.4, 58.5, and 58.8 laws and authorities, as outlined in the CEST form, except for the disciplines covered in the other tasks of this scope (cultural resources, ESA, wetland/stream, noise, and ESA Phase I).
- nn. It is assumed that technical documentation for the following laws and authorities will not be needed; only desktop review will be conducted, as needed: Coastal Zone Management; Sole source aquifers; Wild and scenic rivers; Air quality; and Farmlands protection.
- oo. If requested, ESA will participate in one (1) meeting with the City and BDA to discuss comments on the CEST.
- pp. The CEST will be distributed electronically. The City will lead the CEST public noticing.
- qq. City will cover publication costs for public notices.
- rr. City is responsible for any SEPA review required for the project.

Deliverables:

- a. One (1) draft APE map and letter for review by BDA and the City.
- b. One (1) revised Draft APE map and letter for the City to send to HUD.
- c. ESA will provide the draft APE map and letter within fifteen (15) business days of receipt of Notice to Proceed (NTP).
- d. DAHP and Affected Tribes have a thirty (30) day comment period to respond to the request for consultation on the APE definition and survey methodology.
- e. In coordination with the City and BDA, ESA will identify the survey date within ten (10) business days of DAHP/Affected Tribes' concurrence on the Project APE and methodology.
- f. One (1) draft Technical Report (Word format) for review by BDA and the City.
- g. One (1) final Technical Report (PDF format) for submittal to HUD under the direction of the City.
- h. If HUD and/or DAHP requires revisions to the report, ESA will prepare up to one (1) revised final Technical Report (PDF format) for re-submittal to DAHP under the direction of the City.
 - i. ESA will provide the Draft Technical Report thirty (30) days after the onsite survey.
 - ii. ESA will provide the Revised Draft and Final Technical Reports within five (5) business days of receiving consolidated comments.
- i. One (1) electronic copy of the draft No Effect Letter for review and comment with up to two (2) figures showing project vicinity and action area(s).
- j. One (1) electronic copy of the final No Effect Letter with up to two (2) figures showing project vicinity and action area(s), incorporating the City / BDA review comments.
 - i. The BA task work will commence upon direction of the client but no sooner than twenty-one (21) days after contract approval / execution.
 - ii. ESA will revise and finalize the No Effect Letter within twenty-one (21) business days of receiving comments from the client.
- k. GIS data for any newly delineated or revised wetland or stream boundaries, sample plots, and OHWM boundaries of streams (if found), for use with site plans.
 - i. The site visit will be scheduled within twenty-one (21) days of contract approval / execution, with any collected GIS data submitted to the client within ten (10) days of the site visit.
- l. Draft (working) Permitting Matrix (electronic version).

- i. Word or Excel version of Permitting Matrix will be provided at end of contract.
- ii. Initial permit matrix will be submitted to the Client for consideration within twenty-one (21) days of receipt of design and/or conceptual plan, and within fourteen (14) days of each subsequent need for revision based on changes to the design and/or conceptual plan.
- m. Text for noise section of CEST.
 - i. The CEST noise section text will be developed on the same schedule for preparation of the CEST form.
- n. Draft Report of Hazardous Materials Findings.
 - i. The draft Report of Findings will be completed within four (4) weeks (28 days) of contract approval / execution.
- o. Final Report of Hazardous Materials Findings.
- p. Draft CEST Form.
 - i. ESA will produce a complete draft CEST form within two (2) weeks of completion of the technical analysis covered the other tasks of this scope. Draft CEST can use draft information from those tasks to shorten the environmental review schedule, if needed.
- q. Final CEST Form.
- r. Public notice text (NOI-RROF).
- s. Final ERR ready for HUD clearance.

PROVIDED BY CLIENT

1. Site Access

Rights-of-entry upon all lands necessary for the performance of the above-described Scope of Work services.

2. Critical Areas Study / Wetlands Reconnaissance

Client to provide any recent critical areas study and/or wetlands reconnaissance information available for the project site.

3. Background Information

Client to provide any existing as-built information, existing planning documents, public outreach materials, studies, reports, drawings, or other available background information related to the Cedarwood Property.

4. Special Inspection/Testing

The Client will obtain and pay for any special inspections and testing for existing or proposed compaction, concrete, or other items required during construction. The Client will witness all irrigation pressure testing if irrigation is included.

EXTRA WORK

1. Expanded Scope of Work

If, during the course of the project, the Client elects to increase the project MACC and/or expand the Scope of Work, design fees for the additional work shall be negotiated.

2. Additional Services Required

Any additional services required that are not listed, such as architectural, structural engineering, mechanical engineering, traffic studies, public relations, et al shall be negotiated.

3. Phased Development

The Scope of Work is based on a single construction phase. In the event the Client elects to divide the project into multiple construction phases or separate construction contracts, the fees for additional work to prepare the additional construction documents, bidding, and construction review shall be negotiated.

4. Changes in Project / Construction Schedule

Refer to Exhibit 'C' for Proposed Project Schedule. In the event there are significant changes to the project schedule, or the construction review time is extended by the Client, fees for additional time and expenses shall be negotiated.

5. Design Services During Construction

If significant design services are required during construction, fees for the additional time and expenses shall be negotiated.

6. CAD Record Drawings

If the Client desires that the contractor's "as-built" markups be incorporated into the project CAD files, fees for the additional time and expenses to complete this work shall be negotiated.

EXHIBIT 'B'
CITY OF LAKE STEVENS PARKS AND RECREATION
CEDARWOOD PROPERTY IMPROVEMENTS
COMPENSATION
July 2, 2025
REVISED
~~**July 10, 2025; October 31, 2025; December 12, 2025**~~
December 30, 2025

TASK	PERCENTAGE	AMOUNT
I. Project Administration	5%	\$8,850.00
II. Background/Schematic	18%	\$31,860.00
III. Design Development	21%	\$37,170.00
IV. Construction Documents / Permits	26%	\$46,020.00
V. Bidding	2%	\$3,540.00
VI. Construction Review	24%	\$42,480.00
VII. Project Closeout	4%	\$7,080.00
Subtotal	100%	\$177,000.00

Specialty Consultants

<i>Sitts & Hill Engineers – Topographic Survey</i>	\$19,806.00
<i>GeoEngineers – Geotechnical Engineering</i>	\$25,243.00
<i>Environmental Science Associates (ESA) – Cultural Resources, Critical Areas, Biological & Environmental Assessments, HUD NEPA CEST</i>	\$96,697.00
Subtotal	\$141,746.00

CEDARWOOD PROPERTY TOTAL **\$318,746.00**

If, during the course of the project, the Client elects to expand the Scope of Work or increase the estimated \$1,500,000.00 MACC resulting in additional work, design fees for the additional work will be negotiated. Any work not included in this Scope of Work or any meeting(s) in addition to those listed in the Scope of Work will be considered extra work and will be negotiated. No extra work will commence without written authorization from the Client.

The above scope of work will be furnished on a lump sum basis with payments made each month on a percentage of completed work.

We reserve the right to re-evaluate the fees proposed if we have not entered into a contract within 180 days.

Exhibit 'C'
CITY OF LAKE STEVENS PARKS AND RECREATION
CEDARWOOD PROPERTY IMPROVEMENTS
PROPOSED PROJECT SCHEDULE
July 2, 2025
REVISED
July 10, 2025; October 31, 2025; December 12, 2025
December 30, 2025

	2026												2027							
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
CONTRACT APPROVAL																				
SCHEMATIC DESIGN																				
DESIGN DEVELOPMENT																				
CONSTRUCTION DOCUMENTS																				
Permits																				
BIDDING & AWARD																				
Contract Approval																				
CONSTRUCTION REVIEW																				
Project Closeout																				

December 30, 2025

Ms. Jill Meis
City of Lake Stevens
1812 Main Street | PO Box 257
Lake Stevens, WA 98258

Job No: 999-1147

RE: Cedarwood Property
Improvements
Scope & Fee Proposal
(revised)

Dear Jill,

Thank you again for the opportunity to submit our revised proposal for the Cedarwood Property Improvements project. We have carefully reviewed the additional information you provided and have developed the attached proposal consisting of this cover letter and the following exhibits:

- Exhibit 'A' – Scope of Work
- Exhibit 'B' – Compensation
- Exhibit 'C' – Proposed Project Schedule (revised to account for additional cultural resources and environmental work required by the HUD grant and to align with the optimum bidding/const. season)

We updated the previously provided preliminarily established project budget value to include the additional HUD grant funding you mentioned for a revised project budget value of \$2,423,000.00 with the estimated Maximum Allowable Construction Cost (MACC) for this project being set to \$1,500,000.00 per your direction. This value represents, for initial planning purposes, the maximum dollars that will be available for project construction after accounting for the 9.3% sales tax rate; reserving a 15% construction contingency; and including project soft costs such as permit fees, specialty consultant fees, and our A/E design consultant fees.

As requested via our recent conversations, this revised proposal includes scope & fee information for the following specialty consultants: topographic survey, geotechnical engineering, and cultural resources (including critical areas, biological & environmental assessments, and HUD NEPA CEST tasks as required by the HUD CPF grant) as provided by those specialty consultants for those services as discussed. The specialty consultant fees shown in Exhibit 'B' incorporate our markup to include them within the overall project contract.

Please review our attached revised proposal and let us know if you have any additional questions or comments. Thank you again for the opportunity to submit this revised proposal.

Sincerely,

BRUCE DEES & ASSOCIATES



Shawn Jensen, PLA, ASLA, A.M.ASCE
Principal | Landscape Architect

SAJ:se
Enclosures

EXHIBIT 'A'
CITY OF LAKE STEVENS PARKS AND RECREATION
CEDARWOOD PROPERTY IMPROVEMENTS
SCOPE OF WORK
July 2, 2025
REVISED
~~July 10, 2025; October 31, 2025; December 12, 2025~~
December 30, 2025

DESCRIPTION

The City of Lake Stevens Parks and Recreation Department (Client) intends to make improvements to the existing Cedarwood Property that was transferred to the City in 2021. Bruce Dees & Associates, LLC (BDA) will provide professional services for preparation of preliminary concept plans which are then refined by the public and city staff into a preferred plan which will then be taken through detailed design and engineering consisting of: schematic design; design development; contract drawing plans, specifications, and estimated probable cost of construction (PS&E); permitting support; bidding support; construction observation; and project closeout.

All final drawings will be produced on AutoCAD 2022. The coordination of all drawings and contract documents will be by BDA.

Program

The program of elements will need to be refined for improvements to be designed and constructed that fit within the project MACC and the available developable site. Suggested improvements after initial public outreach by the City and subsequent refinement by City staff are listed below, in no particular order:

1. Water play features
2. Basketball
3. Picnic shelter
4. Covered area (may be combined with basketball court and picnic shelter)
5. Interpretive signage
6. Sensory play
7. Trees and shade
8. Flushing restrooms (1 or 2 toilets)

Project Assumptions

- Construction will be completed in a single phase by award of a public works contract to a Prime Contractor, following a public invitation for bids.
- No significant relocations of existing above- and/or underground utilities by the City or others will be required, aside from that directly necessary for the project.
- Frontage improvements will be required.
- All utilities at the site may have been capped or disconnected.
- Splash pad will be a spray to waste model.
- It is assumed the project will need State Environmental Protection Act (SEPA) review.
- A pre-application meeting will be held after the preferred alternative has been selected.
- City staff will lead public notification and engagement/outreach efforts during the project.

MAXIMUM ALLOWABLE CONSTRUCTION COST (MACC)

An estimated project MACC value of \$1,500,000.00 for this project was set by the City based on a preliminarily established total budget value of \$2,423,000.00. This MACC value excludes sales tax, construction contingency, permit fees, construction special inspections & testing fees, A/E design fees, specialty consultant fees, advertisement, printing, and other client soft costs for the project.

SCOPE OF WORK

I. PROJECT ADMINISTRATION

Bruce Dees & Associates, LLC (BDA) will lead the design team coordinating the overall efforts of the team and maintaining continuous coordination with City staff and subconsultants for drawings, contract documents, schedule, and permitting. Work performed by subconsultants is as follows:

A/E Subconsultants:

Sitts & Hill Engineers – Civil Engineering

Stantec Inc – Site Lighting & Electrical Engineering

Specialty Consultants:

Sitts & Hill Engineers – Topographic Survey

GeoEngineers – Geotechnical Engineering

Environmental Science Associates (ESA) – Cultural Resources, Critical Areas, Biological & Environmental Assessments, NEPA Categorical Exclusion Subject To

BDA will provide progress billing reports, project management, quality control / quality assurance reviews and team coordination. In addition, BDA will document project decisions and provide regular status updates to the entire project team.

II. BACKGROUND / SCHEMATIC DESIGN

This initial work includes the following:

Background Data Collection:

1. Review the goals, objectives, and program of activities and facilities with the City.
2. Review any existing as-built information, existing planning documents, public outreach materials, studies, reports, drawings, or other available background information provided by the City.
3. The design team will visit the site to assess existing conditions and review background information in relation to the realities of the proposed park amenities and the constraints of the property. Field reconnaissance will consist of inventorying and documenting built and natural conditions within the property that may impact the technical feasibility, cost, and/or regulatory compliance in providing the desired improvements at the site.
4. Work of specialty subconsultants (geotechnical engineering; cultural resources, environmental and critical areas assessment; topographic survey; etc.) will also begin.

Preliminary Plans

1. Develop up to three (3) preliminary alternative Concept Plans with improvement options and site layout based on project goals, objectives, as well as site opportunities and constraints.
2. Review and study the alternative Concept Plan designs with the City to refine the concepts into an optimum, preferred plan for further development.

Schematic Plan:

1. Develop schematic level plans and details from the optimum preferred plan to address the program, site constraints, and background information.
2. Review and study the schematic design plans for potential phasing or bid alternates.
3. Develop schematic level opinion of probable construction costs.

Meetings:

- Meeting #1 – Project Kick off Meeting
- Site Reconnaissance Visit
- Meeting #2 – Preliminary design meeting to review the alternative Concept Plans and select the optimum, preferred plan for further development
- Meeting #3 – Schematic plan review meeting

Deliverables:

- Up to three (3) preliminary alternative design Concept Plans
- One (1) selected optimum, preferred Schematic Plan
- Project Schematic Design site plans and details at 22" x 34" sheet size
- Preliminary opinion of probable construction cost
- Minutes from all meetings

III. DESIGN DEVELOPMENT

In the Design Development phase, BDA will further develop the selected optimum, preferred Schematic Plan to finalize and describe the size and character of the entire project for approval by the Client. Consideration shall be given to the availability of proposed materials, equipment and labor, construction sequencing and scheduling, user safety, and maintenance requirements. Design Development includes the following:

Disciplines Coordination: Coordination of the work with project subconsultants.

Document Checking: Review and coordination of documents prepared for the project.

Permitting Authority Consulting: Research of critical applicable regulations, applicable laws, statutes, and codes.

Site Design: Continued development and expansion of Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of the project through plans, sections, elevations, typical construction details, materials selections, and equipment layouts.

Cost Opinion: Further refine the opinion of probable construction cost. Costs shall reflect the level of design elements presented in the Design Development documents, plus appropriate design contingencies to encompass unidentified scope that may ultimately be included in the program. Analysis of project scope, schedule, and budget options to stay within the estimated MACC.

Preliminary Technical Specifications: Develop an outline of preliminary technical specification sections in CSI (Construction Specifications Institute) format for those sections anticipated to be required for the project.

Meetings:

- Meeting #4 – Design Development (60%) plan review meeting

Deliverables:

- Design Development drawings
- Catalog cut sheets for equipment and written description of materials
- Design Development opinion of probable construction cost
- Preliminary Technical Specifications (outline) in CSI format
- Minutes from all meetings

IV. CONSTRUCTION DOCUMENTS AND PERMITS

Based on the design development decisions, construction documents will be prepared for permit submittal (90%) and final design review (100%). Design standards will comply with the City of Lake Stevens Municipal Code, Critical Areas Code, PROWAG and ADA Standards, 2024 Stormwater Management Manual for Western Washington published by WA Dept. of Ecology, and other applicable regulations or codes required by the City. Construction documents will be developed consisting of the following:

Construction Documents:

Composite Site Plan: This plan will provide an overall view of the entire project area with specific items required by the Grading Permit highlighted.

Demolition, Clearing, & T.E.S.C. Plan: This plan will show the extent of the demolition, clearing, and grubbing for the site. It will also show any temporary erosion and sedimentation control (T.E.S.C.) items.

T.E.S.C. Details & Notes Sheet: This drawing sheet will show erosion control measure details for the site, along with T.E.S.C. notes required by the Grading Permit.

Layout & Materials Plan: This plan will be developed showing the proposed site improvements layout and materials to the project limit at an appropriate scale. It will allow layout of all improvements by coordinate and critical dimensions.

Grading & Drainage Plan: This plan will be developed to show overall site grading, including spot elevations, locations of catch basins and storm sewer lines, and other buried utilities.

Site Sections & Details Sheets: These plans will show cross sections for earthwork and various site details. Details will be referenced from the plans as well as from the details to the plans.

Landscape Planting Plans & Details: Landscape planting plan and details will be developed for the site showing existing and proposed landscape planting areas of the site affected by the final design along with associated planting details.

Landscape Irrigation Plans & Details: Landscape irrigation plan and details will be developed (if required) for the site showing existing and proposed landscape irrigation areas of the site with associated irrigation details.

Specifications and Project Manual:

Specifications for the proposed improvements will be developed in the CSI (Construction Specification Institute) format. The project manual will utilize the Client's boilerplate. The overall estimated opinion of probable construction cost developed at this point will inform the bidding strategy that will be developed for the base bid and alternates. The project bid format is anticipated to be lump sum with alternates.

Cost Opinion:

A final opinion of probable construction cost will be prepared prior to finalizing the bid proposal format. This opinion will be based on actual quantities and will be the basis for establishing the lump sum bid proposal, base bid, and any project alternates.

Permits:

- BDA will complete the SEPA Checklist and provide application assistance and support materials for Conditional Use Application (if required), Grading Permit Application, and Building Permits. BDA will coordinate the permit review process with the City of Lake Stevens and provide responses for up to two (2) rounds of permit comments/resubmittals. All required public notices to be posted and permit fees to be paid directly by the Client.

Drainage Report:

- We understand that because the existing clubhouse and/or restroom building(s) and site parking may be modified and/or eliminated and new site amenities added, a Drainage Report and Surface Water Pollution Prevention Plan (SWPPP) will be required for permits.

Meetings:

- Meeting #5 – Pre-Application Meeting for Permits
- Meeting #6 – Construction Documents (90%) plan review meeting for permit submittal

- Meeting #7 – Construction Documents (100%) plan review and bidding strategy meeting

Deliverables:

- Full size drawings and specifications for 90% and 100% review
- Opinion of probable construction cost for 90% and 100% review
- Drainage Report / SWPPP
- Permit application support materials and response to permit review comments
- Bid Set drawings and specifications that will incorporate any permit review comments
- Minutes from all meetings

V. BIDDING PHASE

Bidding Advertisement:

BDA will assist the Client in writing the advertisement for the bid. The Client will be responsible for placing the advertisements and costs.

Coordination During Bidding Phase:

- Answer contractor questions
- Conduct an on-site pre-bid conference
- Issue any bid addendums if required

Note: All printing costs for bidding will be paid for by the Client (separate from contract).

Review Bids and Pre-Construction Coordination:

- Review all bid proposals, if requested
- Conduct a pre-bid conference with potential bidders
- Review contractor qualifications and provide written recommendation on award of contract, if requested

Deliverables:

- Complete construction documents ready for bid advertisement consisting of project Bid Set Plans and Specifications
- Final opinion of probable construction cost

VI. CONSTRUCTION OBSERVATION

BDA will provide periodic construction observation review. It is anticipated that construction will be completed within a six (6) month period, including project closeout. Construction observation review will include:

1. Conduct a pre-construction conference with the contractor and the Client or as required.
2. Review Shop Drawings and Submittals on materials and equipment related to our scope of work as submitted by the Contractor.
3. Conduct periodic construction observation meetings (assume every other week, up to 12 total). Generate and issue minutes to appropriate parties.
4. Conduct surveillance of construction to include periodic visits to the site to observe the progress and quality of the work (assumed to coincide with the construction observation meetings with additional visits where needed for key construction activities, up to 12 total visits). Owner's representative to attend where feasible.
5. Monitor construction progress and quality with decisions relative to contract performance. Document progress with reports as appropriate.
6. Review and respond to Contractor Requests for Information (RFI's) and issue Architect's Supplemental Instructions (ASI's) as applicable.
7. Coordinate Cost Proposal Requests (CPR's) with the Contractor and Owner.
8. Review field directives and change orders, if applicable.
9. Review the Contractor's work and approve or disapprove work in conformance with the contract documents.
10. Keep the Owner advised as to the progress of the work.

11. Review the completed project conformance to the requirements of the contract documents.
12. Review contractor payment request applications for all work.

VII. PROJECT CLOSE-OUT

BDA will provide the following anticipated project close-out actions consisting of:

1. Review the completed project conformance to the requirements of the contract documents.
2. Conduct a final review and prepare a punch list.
3. Conduct a final review of punch list items and recommend acceptance.
4. Review project close-out documents such as guarantees, warranties, and legal documents associated with the scope of work.
5. Review contractor provided construction "as-built" mark-ups and provide copies of these record drawings to Owner in electronic (PDF) format.
6. Conduct a one-year warranty review.

WORK TO BE PERFORMED BY SPECIALTY CONSULTANTS

1. Topographic Survey – Sitts & Hill

Scope of Services:

- a. Recover existing survey control points set by others. Confirm existing horizontal and vertical datums will satisfy City of Lake Stevens requirements. Perpetuate existing control network through the property for the purpose of completing topographic mapping.
- b. Perform topographic mapping of the project site to the "survey limits" provided, sufficient to produce 1' contour interval mapping. Mapping will include structures, curbs, gutters, edge of pavement, sidewalks, parking, driveways, walls, fences, landscaped areas, visible surface utilities (manholes, cleanouts, vaults, junction boxes, valves, meters, hydrants, vents, utility poles (note overhead line directions and drops), light poles, irrigation, risers, etc., signs (including description), significant and/or ornamental trees > 4" (note size and species), edge of vegetation, underground utility paint marks and other observed utility evidence (signage, asphalt patches, fresh trenching, etc.), top of slopes, toe of slopes, breaklines, ditches, storm drainage structures, including culverts, catch basins and manholes. Note size, type, direction and invert elevations of storm drainage structures and appurtenances.
- c. Calculate and show the property boundary per the original plat.
- d. Provide topographic survey deliverable in PDF and Civil3D 2022 format, together with supporting files necessary to aid in the design effort. Unless requested otherwise, 1"= 20' mapping will be provided for the topographic survey deliverable, oriented with north at the top of the page on 22" x 34" sheets.

Assumptions / Exclusions:

- a. Boundary staking is not included in this scope of services.
- b. If site records are provided by the project team, then record utility data can be incorporated into the survey base map.

Deliverables:

- a. Topographic Survey mapping of the site at 1"=20' on 22" x 34" sheet size.

2. Geotechnical Review & Report – GeoEngineers

Primary Scope of Services:

- a. Provide an assessment of geotechnical conditions at the site to support design and construction of proposed park improvements.
- b. Review of in-house files and readily available sources for existing subsurface information at the project site.
- c. Review applicable city and county codes and existing geologic critical area maps to understand possible development requirements or restrictions for site.

- d. Visit the project site and mark out proposed exploration locations and contact the "One-Call" Utility Notification Center, as required by Washington State law. We will also subcontract a private utility locating service to attempt to identify conductible underground utilities near our explorations. We also request that as-built utility plans, if available, be provided to us for review.
- e. Explore subsurface conditions at the site by excavating up to three test pits within the project boundary. Excavation of the test pits will be completed using a rubber-tired backhoe under subcontract to GeoEngineers.
- f. Complete one small-scale pilot infiltration tests (PIT) at the project site. Our budget estimate assumes that the PIT can be completed on the same day that the test pits are excavated.
- g. Submit selected soil samples to our laboratory for geotechnical testing. We have assumed that testing will consist of grain-size distribution tests, including fines content determinations, Atterberg limit determinations and moisture content tests.
- h. Provide a summary of soil and groundwater conditions within the project area.
- i. Develop geotechnical design considerations and recommendations to support the project. We will specifically discuss foundation support alternatives, site development and earthwork considerations, and provide recommended stormwater infiltration rates.
- j. Prepare a report summarizing the results of our study. Our report will include referenced materials and figures as appropriate.
- k. Provide ongoing consultation during design. We expect this will consist of corresponding with team members via phone and email. We have budgeted up to 4 hours of Senior Engineer time for this task.

Deliverables:

- a. Geotechnical Report

3. **Cultural Resources, Critical Areas, Biological & Environmental Assessments, HUD NEPA Categorical Exclusion Subject To & Reports – ESA**

Scope of Services:

The Project has received a Community Project Funding (CPF) grant from the U.S. Department of Housing and Urban Development (HUD), and as such, it is subject to the National Environmental Policy Act (NEPA) review in compliance with HUD's environmental review procedures for entities assuming HUD environmental responsibilities (24 CFR Part 58). The Project is also subject to the National Historic Preservation Act with HUD as the lead agency; the City is the Proponent.

This scope of work describes the tasks and activities necessary to conduct the appropriate reviews and the assumptions, deliverables, and schedule associated with each task.

Cultural Resources:

- a. Regulatory Correspondence:
 - i. Given the federal nexus of this Project, it is subject to the National Historic Preservation Act (commonly referred to as "Section 106"). ESA will assist HUD with Section 106 consultation process by preparing draft regulatory correspondence for BDA / the City to send to HUD. HUD will then consult with the Washington State Historic Preservation Officer (SHPO), operating as the Washington State Department of Archaeology and Historic Preservation (DAHP) and potentially Affected Tribes as identified by the AGENCY, pursuant to 36 CFR 800.4(a)(1).
 - ii. The draft correspondence will consist of a letter with map. The letter will include a current project description and a proposed Area of Potential Effects (APE) that includes maximum proposed depths of disturbance, potential staging areas, and haul route(s). ESA will include proposed survey methodology for both built environment and archaeological resources and a preliminary summary of existing cultural resources in and immediately adjacent to the APE.
- b. Onsite Survey:
 - i. ESA will conduct a surface and subsurface survey of the project area. To comply with Washington State law, ESA will request a utility locate prior to any subsurface survey.

Subsurface survey will be conducted using up to ten (10) hand-dug shovel probes advanced to three (3) feet (one meter), or until glacial deposits are encountered. Spoils will be screened through ¼-inch hardware mesh. Probe locations will be recorded using GPS. Probes will be backfilled immediately upon termination. Any encountered archeological isolates or sites will be recorded on DAHP forms and may require an amendment. Archaeological sites and isolates must be recorded with DAHP.

- ii. The onsite survey will also include a historic property inventory to identify any built environment over fifty (50) years in age at the time of proposed project completion (assumed to be 2026).
- c. Technical Report:
 - i. ESA will conduct archival research at DAHP, relevant libraries and archives, within its own research library, and online repositories to identify recorded and potential cultural resources in the project study area. ESA will also review project specific environmental and geological background information, if available from the City/BDA. ESA will summarize the findings and recommendations in a Technical Report. The report will meet the current DAHP standards for a cultural resources assessment.

Endangered Species Act:

- a. Biological Assessment (BA):
 - i. ESA will prepare a biological assessment (BA) to assess potential impacts from the proposed action to species listed under the Endangered Species Act such that the U.S. Fish and Wildlife Service and National Marine Fisheries Service issue concurrence with the proposed action.
 - ii. The BA will include an evaluation of potential direct and indirect effects of the project on federally listed threatened, endangered, and proposed species and critical habitat. ESA will also complete the analysis of the environmental baseline, interrelated and interdependent actions, cumulative effects, and address Essential Fish Habitat. The BA will be prepared according to US Fish and Wildlife (USFWS) and National Marine Fisheries Service (NMFS) guidelines. Based on the known distribution of listed species and habitats within the action area and the potential design/construction elements, the assumption for this scope is that an effects finding of "no effect" is appropriate for all listed species.

Critical Area Delineation and Reporting:

- a. Field Investigation:
 - i. ESA will Verify condition of documented critical areas, specifically wetlands and streams, to inform the design and associated documentation necessary to complete the permitting process for the proposed project.
 - ii. ESA will perform a background review of publicly available information regarding environmental conditions in the vicinity of the site. The purpose of this background review is to identify areas that may be subject to environmental regulation. In addition to the background review, ESA will review the original delineation report for the site, *5th Place Park XXXX* (prepared by Wetland Resources Inc. and dated February 2, 2023). Following the background review, ESA will perform field investigations to verify the extent and ratings of the mapped wetlands and streams within the parcel. If changes in boundaries are observed, or if new wetlands are observed on the parcel, ESA will delineate the wetland boundaries in accordance with methods defined in the Regional Supplement to the *Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)* (US Army Corps of Engineers [Corps] 2010) and the *Corps of Engineers Wetlands Delineation Manual* (Environmental Laboratory 1987). If necessary, ESA will delineate any changes to the ordinary high water mark (OHWM) of the stream mapped on the parcel according to the methods in Ecology's *Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State*. These flags will also be recorded using a sub-meter accuracy GPS unit.
 - iii. ESA will review the completed wetland rating forms and the associated figures provided in the original delineation report against the methods described in *Washington State Wetland Rating System for Western Washington: 2014 Update, Version 2.0* (Ecology Publication No. 23-06-009). ESA will use the results of the wetland rating(s) to verify applicable wetland buffer extents per City of Lake Stevens Code 14.88.800. Any streams

will be rated and assigned buffers, also in accordance with City of Lake Stevens Chapter 14.88.

b. Permitting Matrix:

- i. ESA will develop a matrix that documents the permits and approvals necessary for the proposed project. ESA will use information from existing background information, the delineation report, the conceptual project designs, and any design documents provided by the Client to inform and update the permit matrix. The permit matrix is an iterative process that can be revised and updated throughout the life of the project. The matrix will include a list of each permit/approval, review/approval timelines, triggers, regulatory authority, documentation needs associated with each permit, and how to apply.

Noise Analysis

a. Evaluation:

- i. ESA will prepare a clear and concise evaluation of the project's compliance with HUD noise regulations. Since the project consists of a park development without a residential component it is not a "noise-sensitive" land use that is explicitly subject to HUD noise exposure standards. This task consists of developing the reasoning for why this project would not trigger HUD's noise standards and, therefore, no noise analysis would be needed.

Environmental Site Assessment Phase I:

a. Site Assessment:

- i. ESA will perform the Phase I Environmental Site Assessment in accordance with the American Society for Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM E1527-21) and the U.S. Environmental Protection Agency (EPA) Final Rule regarding Standards and Practices for All Appropriate Inquiries (70 Federal Register [FR] 66070, July 1, 2005; 40 Code of Federal Regulations [CFR] Part 312) (AAI Rule). EPA has stated that the ASTM E1527-21 is consistent with the AAI Rule (87 FR 76578, February 13, 2023). Specifically, this final rule amends the AAI Rule at 40 CFR Part 312 to reference ASTM E1527-21 and makes clear that persons conducting all appropriate inquiries may use the procedures included in this standard to comply with the AAI Rule. ESA will conduct the Phase I Environmental Site Assessment in accordance with the scope, assumptions, and limitations contained in this proposal.
- ii. The purpose of a Phase I Environmental Site Assessment is to enable the parties relying on it to satisfy one or more of the requirements for the innocent landholder defense to liability under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and to evaluate the potential for Recognized Environmental Conditions (RECs) at the subject property in advance of project development. Three (3) types of RECs are defined by the ASTM Standard Practice, as listed below. The term Recognized Environmental Conditions (REC) means:
 1. "(1) the presence of hazardous substances or petroleum products in, on, or at the subject property due to a release to the environment; (2) the likely presence of hazardous substances or petroleum products in, on, or at the subject property due to a release or likely release to the environment; or (3) the presence of hazardous substances or petroleum products in, on, or at the subject property under conditions that pose a material threat of a future release to the environment."
- iii. In addition, the ASTM Standard defined two additional categories of Historical Recognized Environmental Conditions (HREC) for past releases that have been remediated and Controlled Recognized Environmental Conditions (CREC) for contaminated sites that have been remediated but have land use restrictions and/or engineering controls.
- iv. RECs, HRECs, and CRECs are not intended to include de minimis conditions or business environmental risk conditions that generally do not present a material risk of harm to public health or the environment and that generally would not be the subject of an enforcement action if brought to the attention of appropriate governmental agencies. The scope of services proposed has been developed to provide a preliminary screening of the subject property. If the proposed Phase I Environmental Site Assessment reveals evidence of additional areas of concern, ESA will discuss these with you and outline an additional

scope of services. The scope of work for the Phase I Environmental Site Assessment is summarized below.

- b. Hazardous Materials Review and Documentation:
 - i. Regulatory Agency and Other Records Review: ESA will review reasonably ascertainable records that will help identify RECs, HRECs, and CRECs in connection with the subject property. Records to be reviewed include federal and state regulatory agency lists of hazardous waste generators, leaking underground storage tanks (USTs), landfills, military reservations, contaminated surface waters, and Superfund sites. These lists will be reviewed to assess whether there were prior investigations or events and conditions, or institutional or engineering controls on the parcels and in the immediate vicinity, relating to spills, discharges, or other activities resulting in contamination or presence of hazardous materials. ESA will enhance and supplement the standard environmental record sources with local and/or additional state or tribal records when, in our judgment, such additional records are readily ascertainable, sufficiently useful, accurate, and complete in light of the record review objective, and are generally obtained, pursuant to local good commercial or customary practice, in Phase I Environmental Site Assessments in the type of commercial real estate transaction involved. Sources of such records may include the local department of health/environmental division, fire department, planning department, building permit/inspection department, local regional pollution control agency, local/regional water control agency, and local electric utility company.
 - ii. Physical Setting Review: The physical setting review is required by the ASTM Standard Practice to include a current United States Geological Survey (USGS) 7.5 Minute Topographic Map. The review may also include discretionary physical setting sources, e.g. for geologic and hydrogeologic information. This information may provide insight to the significance of offsite sources of contamination in relation to the subject property. Where discretionary hydrogeologic information is available and reviewed, where possible we will estimate the regional direction of groundwater flow and discuss how this might affect the potential for identified offsite sources of contamination to impact the subject property.
 - iii. Historical Land Use Review: ESA will research historical information sources to develop a history of general types of previous uses of the subject property and surrounding area (e.g., office, retail, residential, industrial, agricultural, and/or manufacturing). Obvious uses of the subject property will be identified from the present back to the subject property first developed use, or back to 1940, whichever is earlier. The review will include as many standard historical sources as are necessary and both reasonably ascertainable and likely to be useful. For the purpose of this review, "developed use" includes agricultural use and placement of fill dirt. The review will include documentation of gaps in the history of use. Uses of the area surrounding the subject property will be identified only to the extent that this information is revealed in the course of researching the subject property, as per the Standard Practice.
 - iv. Site Reconnaissance: ESA will perform a walking reconnaissance of the subject property to observe the current conditions with the unaided eye and thereby obtain information indicating the likelihood of identifying evidence of RECs in connection with the subject property. The site reconnaissance will inspect the subject property for evidence of materials or equipment suggesting hazardous materials or waste, discolored soil or water due to chemical spills, stressed vegetation due to chemical spills, underground storage tanks, pits, ponds, septic systems, and lagoons. Locations with visibly obvious soil staining or stressed vegetation will be photographed. The subject property and structures located on the subject property will be observed to the extent not obstructed by bodies of water, adjacent buildings, or other obstacles. The periphery of the subject property will be viewed from all adjacent public thoroughfares. If roads or paths with no apparent outlet are observed on the subject property, the use of the road or path will be identified to assess whether it was likely used as an avenue for disposal of hazardous substances or petroleum products. Accessible common areas of the interior of the structures on the subject property (e.g., structures inside of the enclosure with fuel or oil storage tanks) will be observed. Uses and conditions will be noted and will be the subject of questions asked as part of interviews of owners, operators, and occupants as discussed later in this proposal.

- v. Vicinity Survey: ESA will perform a reconnaissance of immediately adjoining properties to observe the adjoining property's current use and past use(s) to the extent that past uses are discernible. This survey will be conducted to note facilities that have an obvious potential to affect the environmental conditions at the subject property. These properties will be observed from the fence line of the subject property without physical access of the adjoining properties.
- vi. Interviews: The ASTM Standard recommends interviewing past and present owners and occupants, with the objective of obtaining information indicating RECs in connection with the subject property. The "Key Site Manager" could be either the current subject property owner or the individual responsible for site operations. Interview questions may be asked in person, by telephone, or in writing.
- vii. Report of Findings: ESA will provide one (1) electronic draft report for review and comment, followed by one (1) final electronic report that will include an evaluation of the information obtained from the Phase I Environmental Site Assessment. The report will include findings, opinions, conclusions, and significant data gaps, if any, that could affect the identification of RECs at the subject property. If the Phase I Environmental Site Assessment identifies any such gaps in the records, they will be disclosed and discussed, including by identifying sources consulted to address them and comment upon their significance with regard to the ability to identify conditions indicative of releases and threatened releases of hazardous substances on, at, in, or to the subject property. The proposed Phase I Environmental Site Assessment will include illustrations and pertinent regulatory agency documentation regarding the subject property.

HUD NEPA Categorical Exclusion Subject To

- a. ESA will prepare a HUD NEPA Categorical Exclusion Subject To (CEST) in compliance with 24 CFR Part 58 to support the City of Lake Stevens' Community Project Funding (CPF) grant for the Cedarwood recreation facility reconstruction. The CEST will be completed in HUD's Environmental Review Online System (HEROS) and will address compliance with all related laws and authorities under 24 CFR 58.5 and 58.6.
 - i. CEST Form: ESA will confirm with the City all the individual, functionally or geographically related activities (regardless of the funding source) planned in connection with the project, which is called project aggregation under 24 CFR 58.32. ESA will develop a detailed project description that will be used throughout the environmental documentation; design details will be provided by the City and/or BDA. ESA will document project description, footprint, and phasing for entry into HUD's HEROS system. ESA will prepare a CEST form in compliance with 24 CFR 58. ESA will conduct desktop analysis to demonstrate project compliance with 24 CFR 50.4, 58.5, and 58.8 laws and authorities, as outlined in the CEST form. ESA will summarize relevant findings from the technical documentation prepared in other tasks in this scope in the CEST to comply with 24 CFR 58.5 and 58.6 laws and authorities:
 - 1. Section 106 (Historic Preservation) consultation with SHPO/DAHP and tribes. Findings from the analysis conducted under the Cultural Resources task will be summarized in the CEST.
 - 2. ESA species/habitat screening and coordination with USFWS/NMFS if required. Findings from the analysis conducted under the Endangered Species Act task will be summarized in the CEST.
 - 3. Wetland evaluation and 8-step decision documentation, if applicable. Findings from the analysis conducted under the Critical Area Delineation and Reporting task will be summarized in the CEST.
 - 4. HUD Noise Calculator analysis. Findings from the analysis conducted under the Noise Analysis task will be summarized in the CEST.
 - 5. Phase I ESA-level toxics/contamination review. Findings from the analysis conducted under the Environmental Site Assessment Phase I task will be summarized in the CEST.

This task includes preparing an internal review draft for the City and BDA (internal) review. Following the internal review, ESA will revise the CEST form to incorporate City and BDA comments and changes. If necessary, ESA will meet with City and BDA staff to

resolve any outstanding issues or comments. ESA will provide the City with a revised CEST form for final review prior to release of the EA for public notice.

- ii. Environmental Review Record: ESA will prepare the Environmental Review Record (ERR), which is a written record of the environmental review undertaken for the project, in compliance with 24 CFR 58.38. The ERR must be available for public review. Per 24 CFR 58.38, the ERR will:
 1. Describe the project and the activities that the recipient has determined to be part of the project;
 2. Evaluate the effects of the project or the activities on the human environment;
 3. Document compliance with applicable statutes and authorities, in particular those cited in § 58.5 and 58.6; and
 4. Record the written determinations and other review findings required by this part (e.g., exempt and categorically excluded projects determinations, findings of no significant impact).In conjunction with the City, ESA will gather the ERR documentation and submit to City for review prior to public notice.
- iii. Finalization and HUD Clearance: To assist the City with the finalization of the NEPA process and obtain HUD clearance, ESA will:
 1. Prepare a Notice of Intent to Request Release of Funds (NOI-RROF) consistent with HUD Region X template requirements.
 2. Support the City in publication/posting for public notice.
 3. Complete the ERR in HUD's HEROS system, ensuring all compliance documentation and determinations are included.

Assumptions / Exclusions:

- a. The project is anticipated to last up to twelve (12) months from Notice to Proceed to closeout.
- b. The City and/or BDA will provide ESA with copies of any regulatory correspondence regarding project requirements or review.
- c. ESA assumes that HUD will not delegate consultation to another agency or entity.
- d. No Regulatory Correspondence meetings will be required.
- e. The City/BDA will provide ESA with current maps of proposed work and a Project description that includes maximum depths of ground disturbance and planned start date for construction.
- f. ESA will create the DAHP Project in WISAARD. If HUD/the City/BDA require any individuals and/or agencies be added to the Project, ESA will add them.
- g. DAHP will concur with proposed survey methodology for both built environment and archaeological resources.
- h. The City and/or BDA will provide rights-of-entry, if needed.
- i. Approximately 1.5 acres will be surveyed. Survey is limited to Snohomish County parcel 00698100010200, and excludes previously identified wetlands within the parcel. ESA assumes the project area conditions and boundaries will be consistent with those at the time of this scope. Should conditions or boundaries change, an amendment may be necessary.
- j. ESA will arrange to have utilities located and marked prior to survey, pursuant to RCW 19.122 "Underground Utilities", which requires notification to the Utility Notification Center as designated by the Washington Utilities and Transportation Commission, within 2-10 business days before digging. ESA assumes that the project area is readily accessible by utility locators and ESA will not need to meet locators on-site.
- k. Survey will require three (3) staff (one (1) architectural historian and two (2) archaeologists) working one 8-hour day. Estimated survey time is inclusive of drive time.
- l. ESA will not collect artifacts, if encountered. Any artifacts will be photographed and described and then reburied at their location of discovery.
- m. ESA assumes no archaeological sites, isolates, or human remains will be identified. If encountered, an amendment may be necessary.
- n. There are two (2) buildings located within the project area, but the City has confirmed that the construction dates are 1979 and 1981. As they are less than 50 years old, ESA assumes no Historic Property Inventory (HPI) forms will be needed as part of this project.

- o. The Study Area will be a standard 1.0 mile radius of the project footprint for archaeological resources. For aboveground historic resources (buildings, structures, and objects), the Study Area will include the project area.
- p. ESA will prepare up to one (1) draft and one (1) final Technical Report, and one (1) revised final Technical Report if requested.
- q. All comments will be consolidated and reconciled prior to their provision to ESA.
- r. The BA task includes time for up to two (2), online one-hour meetings, attended by one (1) ESA staff, to discuss the BA, and time for one (1) biologist to conduct one (1), three-hour site visit, inclusive of travel, to assess the site conditions and its suitability as habitat for listed species.
- s. The BA task assumes a finding of "No Effect" for all species and habitats. If the project impacts are greater than anticipated, or it is determined that ESA-listed species could be present in the project area or affected by the project, an amendment to prepare a formal or informal BA may be necessary.
- t. The client will be responsible for submitting the No Effect Letter to the federal lead agency.
- u. Wetland delineations are valid for five (5) years under Section 404 of the Clean Water Act and the Lake Stevens Critical Areas Code 14.88. ESA assumes the existing 2023 delineation report prepared by Wetland Resources, Inc. is accurate and does not require revisions to its content to submit for federal, state, or local permits or approvals. Any need for an addendum to the report will require an amendment to the contract.
- v. If available, the client will provide relevant GIS and/or .shp files from the 2023 delineation prior to field visits.
- w. ESA will provide GPS points of any revisions to the delineated wetlands and streams for use during site design.
- x. Field work can be completed by two (2) biologists within one (1), 10-hour day, inclusive of travel.
- y. ESA will use a GPS antenna capable of sub-meter accuracy to record boundaries. Any subsequent professional survey of wetland and/or stream boundaries, if needed, will be performed by others.
- z. No impacts to wetlands, streams, or their buffers, or FHWCA's are anticipated. As such, no impact assessment or compensatory mitigation plan is included in this scope of work. Any need for such assessment or planning will require an amendment to the contract.
- aa. ESA will update the Permitting Matrix quarterly for the length of the contract, for total of up to eight (8) times.
- bb. Permitting matrix is based on information provided by the Client on the proposed project. Should the project change, permitting needs and approvals may also change and should be verified with county planning staff.
- cc. This scope does not include permit application preparation or submittal. Should ESA assume responsibility for permit development, an amendment for that effort would be needed.
- dd. This task includes time for up to two (2) biologists to attend up to six (6) one-hour online meetings in support of Permitting Matrix task completion.
- ee. The project does not constitute a noise-sensitive use, so HUD's noise standards would not be triggered; therefore, no noise analysis would be required.
- ff. The Phase I Environmental Site Assessment budget includes reviewing historical aerial photographs and topographic maps from one standard source, which is assumed to contain adequate coverage of the subject property and surrounding areas to assess historical usage of the subject property for a period of time as far back in the history of the subject property as it can be shown that the subject property contained structures or from the time the subject property was first used for residential, agricultural, commercial, industrial, or governmental purposes, as mandated by the Standard Practice. If insufficient coverage of the subject property is available, with Client approval a secondary source will be consulted on a time-and-materials basis.
- gg. One (1) electronic copy of the draft and final report of findings will be provided.
- hh. The physical review of regulatory agency files is not part of this scope of services. If regulatory agency file reviews for additional sites are recommended, the Client will be contacted for authorization of additional fees.

- ii. The Phase I Environmental Site Assessment does not include an assessment for asbestos-containing building materials, radon, lead-based paints, lead in drinking water, molds and mildews, indoor air quality, industrial hygiene, health and safety, and other Standard Practice non-scope considerations. However, ESA can perform these services for an additional fee, if requested.
- jj. Only information received prior to issuance of the Phase I Environmental Site Assessment Report can be included in the evaluation. ESA does not guarantee the accuracy of information supplied by its sources but reserves the right to rely on this information in formulating a professional opinion on the potential for RECs at the subject property.
- kk. Project qualifies for HUD NEPA CEST review; an EA is not required.
- ll. The City or BDA will provide site plans and design details suitable to support CEST development.
- mm. Desktop analysis, which includes review of publicly available information, will be performed to demonstrate project compliance with 24 CFR 50.4, 58.5, and 58.8 laws and authorities, as outlined in the CEST form, except for the disciplines covered in the other tasks of this scope (cultural resources, ESA, wetland/stream, noise, and ESA Phase I).
- nn. It is assumed that technical documentation for the following laws and authorities will not be needed; only desktop review will be conducted, as needed: Coastal Zone Management; Sole source aquifers; Wild and scenic rivers; Air quality; and Farmlands protection.
- oo. If requested, ESA will participate in one (1) meeting with the City and BDA to discuss comments on the CEST.
- pp. The CEST will be distributed electronically. The City will lead the CEST public noticing.
- qq. City will cover publication costs for public notices.
- rr. City is responsible for any SEPA review required for the project.

Deliverables:

- a. One (1) draft APE map and letter for review by BDA and the City.
- b. One (1) revised Draft APE map and letter for the City to send to HUD.
- c. ESA will provide the draft APE map and letter within fifteen (15) business days of receipt of Notice to Proceed (NTP).
- d. DAHP and Affected Tribes have a thirty (30) day comment period to respond to the request for consultation on the APE definition and survey methodology.
- e. In coordination with the City and BDA, ESA will identify the survey date within ten (10) business days of DAHP/Affected Tribes' concurrence on the Project APE and methodology.
- f. One (1) draft Technical Report (Word format) for review by BDA and the City.
- g. One (1) final Technical Report (PDF format) for submittal to HUD under the direction of the City.
- h. If HUD and/or DAHP requires revisions to the report, ESA will prepare up to one (1) revised final Technical Report (PDF format) for re-submittal to DAHP under the direction of the City.
 - i. ESA will provide the Draft Technical Report thirty (30) days after the onsite survey.
 - ii. ESA will provide the Revised Draft and Final Technical Reports within five (5) business days of receiving consolidated comments.
- i. One (1) electronic copy of the draft No Effect Letter for review and comment with up to two (2) figures showing project vicinity and action area(s).
- j. One (1) electronic copy of the final No Effect Letter with up to two (2) figures showing project vicinity and action area(s), incorporating the City / BDA review comments.
 - i. The BA task work will commence upon direction of the client but no sooner than twenty-one (21) days after contract approval / execution.
 - ii. ESA will revise and finalize the No Effect Letter within twenty-one (21) business days of receiving comments from the client.
- k. GIS data for any newly delineated or revised wetland or stream boundaries, sample plots, and OHWM boundaries of streams (if found), for use with site plans.
 - i. The site visit will be scheduled within twenty-one (21) days of contract approval / execution, with any collected GIS data submitted to the client within ten (10) days of the site visit.
- l. Draft (working) Permitting Matrix (electronic version).

- i. Word or Excel version of Permitting Matrix will be provided at end of contract.
- ii. Initial permit matrix will be submitted to the Client for consideration within twenty-one (21) days of receipt of design and/or conceptual plan, and within fourteen (14) days of each subsequent need for revision based on changes to the design and/or conceptual plan.
- m. Text for noise section of CEST.
 - i. The CEST noise section text will be developed on the same schedule for preparation of the CEST form.
- n. Draft Report of Hazardous Materials Findings.
 - i. The draft Report of Findings will be completed within four (4) weeks (28 days) of contract approval / execution.
- o. Final Report of Hazardous Materials Findings.
- p. Draft CEST Form.
 - i. ESA will produce a complete draft CEST form within two (2) weeks of completion of the technical analysis covered the other tasks of this scope. Draft CEST can use draft information from those tasks to shorten the environmental review schedule, if needed.
- q. Final CEST Form.
- r. Public notice text (NOI-RROF).
- s. Final ERR ready for HUD clearance.

PROVIDED BY CLIENT

1. Site Access

Rights-of-entry upon all lands necessary for the performance of the above-described Scope of Work services.

2. Critical Areas Study / Wetlands Reconnaissance

Client to provide any recent critical areas study and/or wetlands reconnaissance information available for the project site.

3. Background Information

Client to provide any existing as-built information, existing planning documents, public outreach materials, studies, reports, drawings, or other available background information related to the Cedarwood Property.

4. Special Inspection/Testing

The Client will obtain and pay for any special inspections and testing for existing or proposed compaction, concrete, or other items required during construction. The Client will witness all irrigation pressure testing if irrigation is included.

EXTRA WORK

1. Expanded Scope of Work

If, during the course of the project, the Client elects to increase the project MACC and/or expand the Scope of Work, design fees for the additional work shall be negotiated.

2. Additional Services Required

Any additional services required that are not listed, such as architectural, structural engineering, mechanical engineering, traffic studies, public relations, et al shall be negotiated.

3. Phased Development

The Scope of Work is based on a single construction phase. In the event the Client elects to divide the project into multiple construction phases or separate construction contracts, the fees for additional work to prepare the additional construction documents, bidding, and construction review shall be negotiated.

4. Changes in Project / Construction Schedule

Refer to Exhibit 'C' for Proposed Project Schedule. In the event there are significant changes to the project schedule, or the construction review time is extended by the Client, fees for additional time and expenses shall be negotiated.

5. Design Services During Construction

If significant design services are required during construction, fees for the additional time and expenses shall be negotiated.

6. CAD Record Drawings

If the Client desires that the contractor's "as-built" markups be incorporated into the project CAD files, fees for the additional time and expenses to complete this work shall be negotiated.

EXHIBIT 'B'
CITY OF LAKE STEVENS PARKS AND RECREATION
CEDARWOOD PROPERTY IMPROVEMENTS
COMPENSATION
July 2, 2025
REVISED
~~**July 10, 2025; October 31, 2025; December 12, 2025**~~
December 30, 2025

TASK	PERCENTAGE	AMOUNT
I. Project Administration	5%	\$8,850.00
II. Background/Schematic	18%	\$31,860.00
III. Design Development	21%	\$37,170.00
IV. Construction Documents / Permits	26%	\$46,020.00
V. Bidding	2%	\$3,540.00
VI. Construction Review	24%	\$42,480.00
VII. Project Closeout	4%	\$7,080.00
Subtotal	100%	\$177,000.00

Specialty Consultants

<i>Sitts & Hill Engineers – Topographic Survey</i>	\$19,806.00
<i>GeoEngineers – Geotechnical Engineering</i>	\$25,243.00
<i>Environmental Science Associates (ESA) – Cultural Resources, Critical Areas, Biological & Environmental Assessments, HUD NEPA CEST</i>	\$96,697.00
Subtotal	\$141,746.00

CEDARWOOD PROPERTY TOTAL **\$318,746.00**

If, during the course of the project, the Client elects to expand the Scope of Work or increase the estimated \$1,500,000.00 MACC resulting in additional work, design fees for the additional work will be negotiated. Any work not included in this Scope of Work or any meeting(s) in addition to those listed in the Scope of Work will be considered extra work and will be negotiated. No extra work will commence without written authorization from the Client.

The above scope of work will be furnished on a lump sum basis with payments made each month on a percentage of completed work.

We reserve the right to re-evaluate the fees proposed if we have not entered into a contract within 180 days.

Exhibit 'C'

CITY OF LAKE STEVENS PARKS AND RECREATION

CEDARWOOD PROPERTY IMPROVEMENTS

PROPOSED PROJECT SCHEDULE

July 2, 2025

REVISED

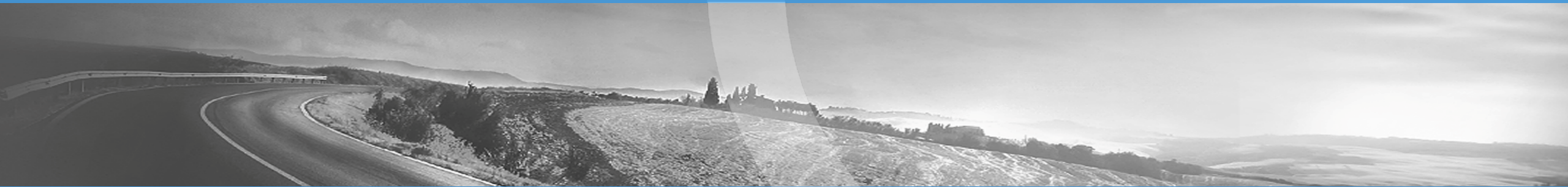
July 10, 2025; October 31, 2025; December 12, 2025

December 30, 2025

	2026												2027							
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
CONTRACT APPROVAL																				
SCHEMATIC DESIGN																				
DESIGN DEVELOPMENT																				
CONSTRUCTION DOCUMENTS																				
Permits																				
BIDDING & AWARD																				
Contract Approval																				
CONSTRUCTION REVIEW																				
Project Closeout																				

Lake Stevens New Councilmember Training and Orientation

Greg Rubstello
Oskar Rey



OGDEN
MURPHY
WALLACE
ATTORNEYS

Agenda

- Role of the City Attorney; Councilmember Interactions (Greg)
- Optional Code Cities; Mayor–Council form of Government (Oskar)
- Councilmember’s Role in City Government (Greg)
- Ethics and Confidentiality Requirements (Oskar)
- Appearance of Fairness in Quasi–Judicial Matters (Greg)
- Ordinances, Resolutions, Motions, and Rules (Greg)
- Open Public Meetings Act (Oskar)
- Public Records Issues for Councilmembers (Oskar)
- Question and Answer Time

City Attorney/Council Member Interactions

- Ogden Murphy Wallace, P.L.L.C
 - Offices in Seattle and Wenatchee
 - Provide contracted legal services to cities and towns throughout the state of Washington
 - 10 Attorneys in Seattle Office in the full-time practice of municipal law performing City Attorney legal services
 - City contracts with other legal firms for criminal prosecution, indigent defense, and employment/labor relations
- City Attorney's job is to advise and assist all city officials
 - Mayor and Executive staff
 - City Council
 - Individual council members
 - Share interaction with other council members

Optional Code Cities; Mayor Council Form of Government

- In Washington, there are several city types:
 - First (10) and second class (4)
 - Towns (64)
 - Optional Municipal Code Cities (“Code Cities”) (197)
 - The “Code” is **Title 35A** of the Revised Code of Washington (RCW)
- Code cities were created by the legislature in 1967 in response to the increasing complexity of the issues cities were facing.
- Code cities are given broad powers to respond to those issues.
 - All powers granted other city types
 - Authority to act, except as restricted by state statute
- There are two forms of code cities:
 - Mayor–Council (147) as is Lake Stevens; and
 - Council–Manager (50)

Role of a Councilmember

- A councilmember is a member of a legislative body with the collective authority to adopt policy via ordinances and resolutions
 - No individual authority
- Decision making over policy tools
 - Budget
 - Comprehensive Plan
 - Zoning (consistency with comprehensive plan)
 - Boards and Commissions
 - Powers, functions, and duties of city officers, employees, departments, subject to statutory requirements and restrictions
- The mayor is in charge of the executive branch.
 - Councilmembers do not have supervisory authority over city employees

Ethics and Confidentiality

- The State ethics code for municipal officers is in RCW Chapter 42.23.
- It prohibits a “municipal officer” from having a “beneficial interest” in a City contract.
 - A “beneficial interest” is limited to “economic interests”
- There are a few very narrow exceptions, and a provision that addresses “remote interests.”
- Also prohibited under state law (Ch. 42.23 RCW):
 - Gifts for matters related to your municipal service;
 - Using your position to secure special advantages for yourself or others;
 - Accepting employment or engaging in business or professional activity where required or induced to disclose confidential information
 - Disclosing confidential information gained through your position (executive session, attorney client privileged communications).

Quasi-Judicial Matters and Appearance of Fairness

- Appearance of Fairness Doctrine
 - Requires adjudicatory or quasi-judicial public hearings be:
 - Procedurally fair
 - Appear to be conducted by impartial decision-makers
 - Decision makers must act more like a judge than a legislator
 - Applies to land use decisions, including subdivisions, preliminary plat approval, rezones
 - Decisions made in violation can be invalidated
 - “Quasi-Judicial” hearings determine the legal rights, duties, or privileges of specific parties and require the application of existing laws or regulations to specific facts presented at the hearing.
 - Facts generally limited to those presented at previous open record hearing before city hearing examiner
 - No independent fact gathering
 - A councilmember may be subject to disqualification from participation if:
 - Bias, prejudice, or prejudgment of the issues is shown;
 - A violation of the statutory rules in Ch. 42.36 RCW for local land use decisions

Ordinances, Resolutions, Motions, Rules

- State Statutes or Lake Stevens Municipal Code provisions may require or authorize an action to be taken by ordinance, resolution or motion
 - Amendment of the LSMC will always require an ordinance
 - Franchise approval, street vacation, Budget Adoption or amendment will require an ordinance
 - Contract approval requires only a motion
- Tips for Council Members
 - Make sure you have a copy of the adopted Council Procedures for reference
 - Council procedures can be suspended or amended at any meeting by a two-thirds majority vote of the council
 - Robert's Rules are intended to be a guide or conducting legislative business in an orderly fashion not to be used as a hammer. Where there is a will there is a way.
 - In order to amend or undue a prior decision, it takes an action of at least equal weight on the procedural scale.
 - To amend an ordinance – it is necessary to do so by ordinance
 - To amend a resolution – do so by resolution or ordinance

Open Public Meetings Act

- Under RCW 42.30.010, “the legislature finds and declares that:
 - *all public commissions, boards, councils, committees, subcommittees... exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.*”
- There are two types of meetings under the OPMA:
 - Regular and special.
- Executive sessions may be held in limited circumstances, such as:
 - Discussion of litigation/legal risks, however,
 - Discussions in executive session must stay within the appropriate authorized reason for the executive session.
 - Discussions of matters related to collective bargaining are exempt from the OPMA open meeting requirements
- Beware of “serial meetings!”

Public Records Act

- What is a “Public Record”?
- Tips for councilmembers:
 - The City Clerk is the City’s public records officer. If someone requests records from you, forward that request to the PRO.
 - Avoid creating public records in places where the PRO has no management authority for records retention purposes.
 - Use city devices for city communications where possible. If not possible, make sure the record is retained where the City can access it. Records retention is imperative under the PRA.
 - Understand records retention basics. Many records are “transitory” and can be deleted when you don’t need them anymore.
 - Do not mix city and personal business/devices/accounts.
 - Avoid creating an unnecessary public record when an alternative is available. A phone call does not create a public record (but a voice mail does).



Questions?