

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.

February 7, 2026 - 7:30 AM

City Council Special Meeting - RETREAT

In person: Police Department, Police Conference Room, 1825 South Lake Stevens Rd, Lake Stevens

or Join Zoom Meeting: [Link](#)

or call in at (253) 215-8782

Meeting ID: 88224486268 Passcode: 683302

- 1. Call to Order**
- 2. Introduction**
 - A. Ground Rules Lori Erickson
 - B. Ice Breaker Team Building Lori Erickson
- 3. Discussion Items**
 - A. City-wide Strategic Plan, Mission/Vision/Values Introduction Lori Erickson
 - B. Department Overviews
City
Administrator/Department
Directors
- 4. Break for Lunch**
- 5. Discussion Items**
 - A. Comprehensive Plan Overview Russ Wright
 - B. Capital Projects Overview Aaron Halverson, Russ Wright, Sarah Garceau
 - C. OpenGov Project Overview Lori Erickson, Troy Stevens
 - D. Council Travel Overview Gene Brazel, Caitlin Weaver

- | | | |
|----|---|----------------|
| E. | Council Procedures Review/Facebook Discussion | Gene Brazel |
| F. | Council Agenda Discussion | City Council |
| G. | Council Sharepoint Site Demonstration | Caitlin Weaver |

6. 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, 48 hours prior to this council meeting if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

CITY COUNCIL STAFF REPORT



Agenda Date: 2/7/2026

Subject: City-wide Strategic Plan, Mission/Vision/Values Introduction

Contact Person/Department: Lori Erickson, Administration

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

The City has been developing and deploying strategic planning since Fall 2022. This introductory presentation will cover:

- Why does the City have a strategic plan (including revamping the vision statement, mission statement, and values)?
- Relationship of the Strategic Plan with other long-term plans
- Brief background on how these were developed and the current state
- Introduction to our Strategic Focus Areas and Goal
- Introduction to our Values

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Strategic Planning Overview _ Council Retreat 02072026



One Community Around The Lake

The City's Strategic Plan

LORI ERICKSON, PUBLIC WORKS ANALYST

2/7/2026



Agenda

- Why Strategic Planning?
- Relationship of the Strategic Plan and Other Long-Term Plans
- Journey So Far
- Overview of Strategic Focus Areas and Goals
- Updated Values
- Questions

Why did the City do Strategic Planning?



**Prioritization
and Focus**

**Get the Right
Things Done by
the Right People**

**Help Reduce
Employee
Burnout**

**Shared
Understanding
of Goals**

**Clarity on
Projects and
Initiatives**

Relationship of the Strategic Plan and Other Long-Term Plans

time

Comprehensive Plan

- Long-term (20+ years)
- Shared community vision
- Future land use and place based

Master Plans & Frameworks

- Medium-term (5-10 years)
- Robust plans and community partnerships
- Topic or location based

Strategic Plan

- Medium-term (3-10 years)
- Council's city-wide priorities
- Organizational direction for Leaders and Employees
- Vision, Mission and Values aid in plan development

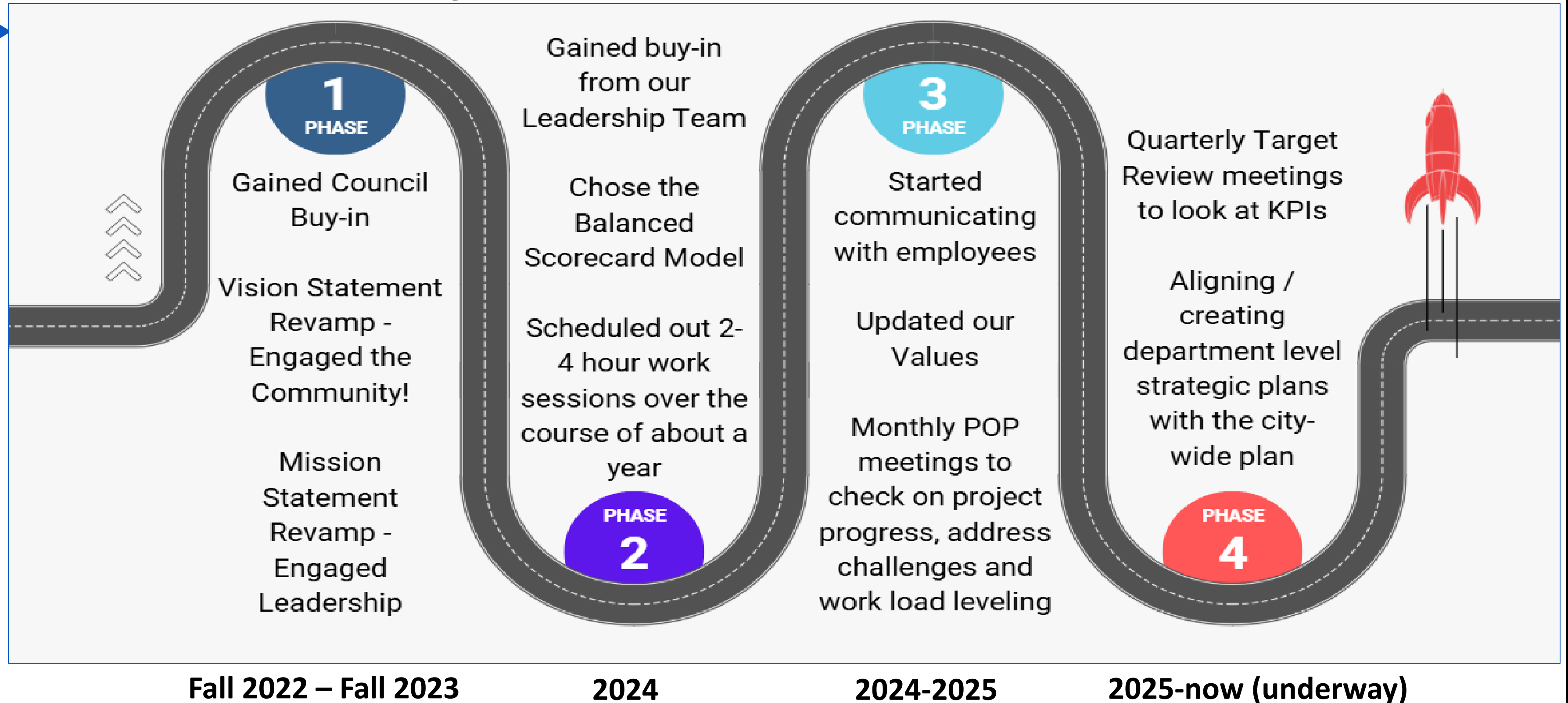
Annual Budget & Operational Plans

- Short-term (1 year)
- Department-level "work plans"
- Multi-year financial forecasts and tax/revenue rates

Process Improvement

- Pathways for continuous improvement and innovation

The Journey So Far...



Focus Areas and Goals

City's Vision Statement

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



City's Mission Statement

Provide a safe and desirable community with open communication and dedicated public service.

GOALS

COMMUNITY VITALITY

- Sustain and promote public safety
- Draw people to the community
- Promote a positive business environment/ community through efficient City processes
- Engage community groups and individuals to expand and improve services

ACCESSIBLE AND OPTIMAL INFRASTRUCTURE

- Design thoughtful, forward-thinking, and creative infrastructure while balancing cost and efficiency
- Proactively maintain existing infrastructure while balancing the needs of new projects
- Provide infrastructure to optimize the greatest public impact
- Continue to maintain and build out safe and accessible sidewalks, shared roadways, and connected trails

FINANCIAL STEWARDSHIP AND ECONOMIC SUCCESS

- Promote diverse jobs and industries leading to a balanced economy
- Promote open communication and encourage financial collaboration with our community
- Balance financial decisions with long term goals

ORGANIZATION INNOVATION AND EXCELLENCE

- Promote exceptional service as the top priority
- Build governmental excellence through internal and external relationships
- Invest in employee professional development
- Promote problem-solving and thoughtful improvement of processes

ENVIRONMENTAL STEWARDSHIP

- Protect and improve natural habitats
- Make conscious decisions to promote climate sustainability
- Enhance access to public spaces
- Improve Lake Stevens watershed clarity and quality

Updated Values

Simplified

Used with
Evaluations and
Hiring

Making These
Meaningful in
Various Ways

City of Lake Stevens Values



City's Vision Statement:

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

City's Mission Statement:

Provide a safe and desirable community with open communication and dedicated public service.

All Employees

Act
with
Integrity

We commit to building trust through ethical behavior in our actions, ensuring our decisions are guided by:

- Using good judgment
- Upholding honesty and acting within the best interest of the City
- Consistently following policy and best practices

Deliver
Excellent
Service

We strive to deliver outstanding service by:

- Solving problems with creativity and innovation
- Holding ourselves and each other accountable for results
- Maintaining respect and professionalism in all interactions

Collaborate
with
Purpose

We build strong partnerships by:

- Communicating effectively and respectfully
- Fostering constructive relationships with all
- Acting with positive intent towards shared goals

All Managers and Supervisors

Embrace a
Strategic
Mindset

We cultivate critical thinking, ensuring our strategies are aligned with the city's vision by:

- Aligning actions with the City's long-term goals
- Encouraging innovative thinking to navigate change effectively
- Fostering a culture of continuous improvement and resilience

Practice
Engaged
Leadership

We lead by example, putting the needs of others first and empowering our teams to reach their full potential by:

- Prioritizing the growth and well-being of the organization
- Leading with empathy and humility
- Motivating and supporting others to develop their skills and capabilities

Questions?



CITY COUNCIL STAFF REPORT



Agenda Date: 2/7/2026

Subject: Department Overviews

Contact Person/Department: City Administrator/Department Directors,
Administration

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

CITY COUNCIL STAFF REPORT



Agenda Date: 2/7/2026

Subject: OpenGov Project Overview

Contact Person/Department: Lori Erickson, Troy Stevens, Public Works

Budget Impact: If City Council authorizes the Mayor to sign the agreement with OpenGov, a budget amendment will need to follow. A formal action item will come back on 2/17/2026.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

City Council will be asked at the end of this presentation for consensus to move ahead with OpenGov with an official action at the 2/17/2026 City Council Meeting.

SUMMARY/BACKGROUND:

The City would like to transition to OpenGov, an Enterprise Resource Planning (ERP) system designed for government organizations, replacing the existing VUEWorks Asset Management System. This presentation will cover the following topics:

- Why Change?
- Current State Situation
- Future Solution
- Project Goals and Vision
- Return on Investments (ROI) and Assumptions
- Phase 1 System Consolidation
- Cost Considerations

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. OG_Presentation_COLS_CouncilRetreat02072026



One Community Around The Lake

OpenGov Project Overview

LORI ERICKSON, PUBLIC WORKS ANALYST

2/7/2026



Agenda

- Why Change and Current Situation?
- Future Solution
- Project Goals & Vision
- Asset Management ROI Assumptions
- Phase 1 System Consolidation
- Cost Considerations

City Council will be asked at the end of this presentation for consensus to move ahead with OpenGov with an official action at the 2/17 City Council Meeting



Why Change?

- Assets are aging, requiring more attention and resources to maintain them
- We don't have the resources to keep up
 - Highly manual processes
 - Limited staff
 - Reached limits in current system (technically)
- We need better tools to help us:
 - Be more efficient (maximize the skills of our workforce)
 - Invest in the areas with the greatest impact (data-driven forecasting and forecasting)

“Our workforce is the most expensive part of our business, next to the assets we maintain. We should **maximize** their time to do **value-added work** for the **community.**”
Lori Erickson



Current Situation

UNRESOLVED ISSUES

VUEWorks is time consuming and frustrating:
Slow, inconsistent outputs, doesn't integrate with many other systems, work arounds and rework

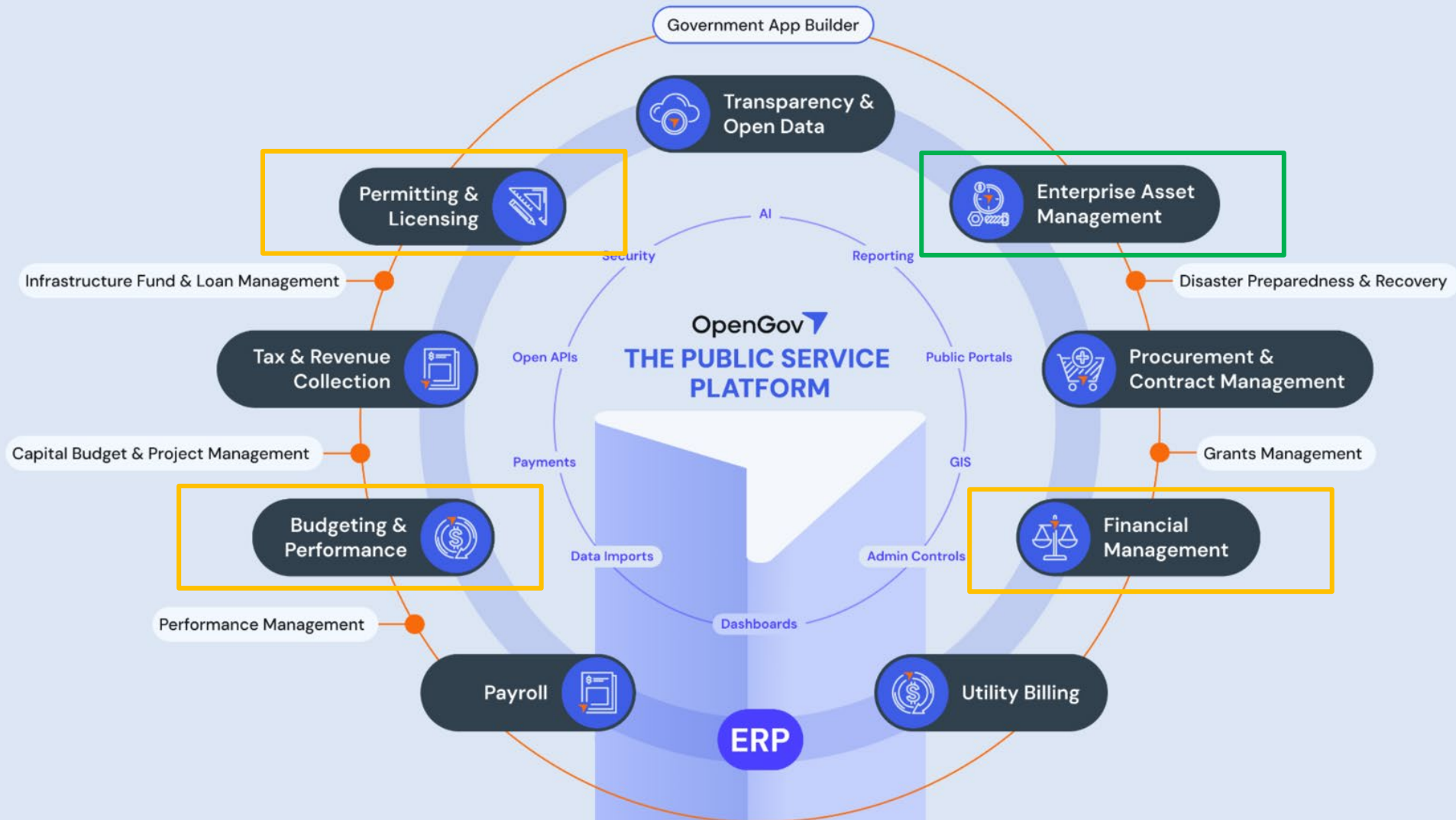
1. **Cannot write back to the GIS**
2. **Facilities Condition data did not integrate into system**
3. **Work order proximity** – cannot see work assigned to others in mobile

OPPORTUNITIES

1. Move away from this legacy system to a modern platform (AI & Agentic Workflows)
2. Leverage open API and built-in AI features
3. System Centralization - Reduce at least four systems into one
 - VUEWorks
 - StreetLogix
 - Asset Tiger
 - Lists (Fleet Inspection)

Bottom Line: We are paying too much for a system that doesn't perform well AND we have to data to help us make more strategic decisions moving forward.

Future OpenGov Module Considerations



Project Goals and Vision

- **Future Proof:** Leverage AI tools and agentic workflows from customer service bots.
- **Operational Efficiency:** Streamlined workflows, mobile tools, and better planning to do more.
- **Asset Longevity:** Improved and simplified preventative maintenance scheduling with AI assistance - repair and extend the life of equipment and infrastructure.
- **Capital Planning:** Better decisions by tying work history, asset condition (which can be updated from the field directly to GIS), and risk into budgeting.
- **System Integration:** Systems that “talk” seamlessly to each other, improving user satisfaction/collaboration and timeliness.
- **Succession Preparedness:** Centralized data so knowledge stays in the system - not in people’s heads and fragmented systems.

Example 1: Viewing Asset History - VUEWorks

Manage Work Orders

Filter is ON - Current list contains 2447 out of 26913 Work Orders

Form View Table View **Filter** Reports Assets

Specify Filter Criteria *i* -- Select a Saved Filter -- Load Load & Apply Save New Manage

Department: Public Works Group: Facilities Activity Description: Type:

Status: All items checked

Field Filters

Details	Field	Operator	Values...
		Contains	hvac
-- Select Category --			
-- Select Category --			

Date Criteria ☒ Date ☐ Age Logged ☐ Today ☐ Current Week ☐ Current Month ☐ Current Year ☐ Yesterday ☐ Last Week ☐ Last Month ☒ Last Year Between and

Filter Options

Select From:

- ☒ Without GIS Assets or Facilities
- ☒ GIS Assets ☒ All Assets ☐ Selected Assets
- ☒ Facilities ☒ All Assets ☐ Selected Assets
- ☒ With Linked WO
- ☒ Without Linked WO
- ☒ With Linked SC
- ☐ Include Recurring WO
- ☐ Recurring WO Only
- ☐ From Schedule Only

* Required To Save
‡ Required To Close

Apply Filter Clear Filter Show All Close

Unable to search by Asset ID or Asset Type

Manage Work Orders

Filter is ON - Current list contains 2447 out of 26913 Work Orders

- Select Field -

Clear Filter

Form View

Table View

Filter

Reports

Assets

Assign All

Calendar

		OPS	ID	Status	Assigned To	Logged By	Log Date	Location	Description	
☐	1		SRD	WO-1225-0714	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	1808 Main ST	Inspect contracted janitorial work is main
☐	2		SRD	WO-1225-0711	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10515 20th St SE Lake Stevens WA 9825	Inspect interior paint-fewer than 3 marki
☐	3		SRD	WO-1225-0710	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10515 20th St SE Lake Stevens WA 9825	General building inspection (leaks, dama
☐	4		SRD	WO-1225-0709	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10515 20th St SE Lake Stevens WA 9825	Inspect building to ensure it is free of pes
☐	5		SRD	WO-1225-0708	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10515 20th St SE Lake Stevens WA 9825	Inspect fire extinguishers, smoke detect
☐	6		SRD	WO-1225-0707	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10515 20th St SE Lake Stevens WA 9825	Inspect ADA compliance is maintain in fa
☐	7		SRD	WO-1225-0706	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10519 20th St SE Lake Stevens WA 9825	Inspect interior paint condition-fewer tha
☐	8		SRD	WO-1225-0705	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10519 20th St SE Lake Stevens WA 9825	Inspect general building (leaks, damage,
☐	9		SRD	WO-1225-0704	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10519 20th St SE Lake Stevens WA 9825	Inspect facility for signs of pest in occupi
☐	10		SRD	WO-1225-0703	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10519 20th St SE Lake Stevens WA 9825	Inspect fire extinguishers and smoke ala
☐	11		SRD	WO-1225-0702	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	10519 20th St SE Lake Stevens WA 9825	Inspect facility ADA compliance - (handra
☐	12		SRD	WO-1225-0701	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	1819 S Lake Stevens Rd, Lake Stevens, W	Inspect interior painted walls have fever
☐	13		SRD	WO-1225-0700	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	1819 S Lake Stevens Rd, Lake Stevens, W	General Building inspection (leaks, dama
☐	14		SRD	WO-1225-0699	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	1819 S Lake Stevens Rd, Lake Stevens, W	Inspect fire extinguishers, test emergenc
☐	15		SRD	WO-1225-0698	Closed	4 - Facility Crew	Mitchell Anderson	12/31/2025 11:50 PM	1819 S Lake Stevens Rd, Lake Stevens, W	Inspect and maintain ADA compliance in
☐	16		SRD	WO-1225-0686	Closed	4 - Facility Crew	Scott VanOstrand	12/31/2025 09:32 AM	1808 Main ST	Replace damaged receptacle on counse
☐	17		SRD	WO-1225-0681	Closed	4 - Facility Crew	Mitchell Anderson	12/30/2025 11:50 PM	10515 20th St SE Lake Stevens WA 9825	Inspect contracted janitorial work is main
☐	18		SRD	WO-1225-0680	Closed	4 - Facility Crew	Mitchell Anderson	12/30/2025 11:50 PM	1819 S Lake Stevens Rd, Lake Stevens, W	Inspect contracted janitorial work is main
☐	19		SRD	WO-1225-0679	Closed	4 - Facility Crew	Mitchell Anderson	12/30/2025 11:50 PM	1825 S Lake Stevens Rd, Lake Stevens, W	Inspect contracted janitorial work is main
☐	20		SRD	WO-1225-0663	Closed	4 - Facility Crew	Mitchell Anderson	12/29/2025 11:50 PM	1808 Main ST	Inspect contracted janitorial work is main
☐	21		SRD	WO-1225-0666	Closed	4 - Facility Crew	Mitchell Anderson	12/29/2025 02:10 PM	2306 131st Ave NE, Lake Stevens, WA 9825	Bay 2 door not opening completely
☐	22		SRD	WO-1225-0641	Closed	4 - Facility Crew	Mitchell Anderson	12/29/2025 09:23 AM	1812 Main St, Lake Stevens, WA, 98258,	In building B there is a stench of a possi
☐	23		SRD	WO-1225-0631	Closed	4 - Facility Crew	Mitchell Anderson	12/28/2025 11:50 PM	1808 Main ST	Inspect contracted janitorial work is main
☐	24		SRD	WO-1225-0630	Closed	4 - Facility Crew	Mitchell Anderson	12/28/2025 11:50 PM	1808 Main St. Lake Stevens WA 98258	Setup Council Chamber's in the Sawyers
☐	25		SRD	WO-1225-0629	Closed	4 - Facility Crew	Mitchell Anderson	12/28/2025 11:50 PM	2420 Soper Hill Rd.-Eagle Ridge	General building inspection (leaks, dama
☐	26		SRD	WO-1225-0628	Closed	4 - Facility Crew	Mitchell Anderson	12/28/2025 11:50 PM	2420 Soper Hill Rd.-Eagle Ridge	Inspect building is free of pests
☐	27		SRD	WO-1225-0627	Closed	4 - Facility Crew	Mitchell Anderson	12/28/2025 11:50 PM	2420 Soper Hill Rd.-Eagle Ridge	Inspect fire extinguishers, smoke alarms
☐	28		SRD	WO-1225-0626	Closed	4 - Facility Crew	Mitchell Anderson	12/28/2025 11:50 PM	2302 Soper Hill Rd.-Senior Center	Inspect thermostats are functioning prop

Have to try and find which work order...

Example 1: Viewing Asset History – VUEWorks (cont)

Manage Work Orders

Filter is ON - Current list contains 2447 out of 26913 Work Orders - Select Field - Clear

Form View Table View Filter Reports Assets

ID WO-1225-0714 Logged By Mitchell Anderson 12/31/2025 11:50 PM

Type Inspections Status Closed Priority As scheduled

Department Public Works Begin Date: 01/01/2026 Time: 8:00 AM End Date: 01/01/2026 Time: 9:00 AM

Group Facilities Due Date: Time:

Activity Description Miscellaneous Closed By Scott VanOstrand 01/05/2026 09:27 AM

Location 1808 Main ST Override

Description Inspect contracted janitorial work is maintained to expected level

Assigned To Role: 4 - Facility Crew 12/31/2025 11:50 PM Send Email to Notification List on Save

Details Costs Tasks Labor Equipment Inventory Assets Documents Work Orders Comments

Add Assets to Work Order

By Selecting on Map From Current Selection From Facility From Equipment

Add With Children Work Order Assets To Selection Remove From Clear Selection

Show Fields	Asset ID	Layer or Facility	GIS Location	Name
1	8d1a13c9-5a7	Building Facilities	1808 Main ST	

Export To Excel 1 of 1 50

* Required To Save
‡ Required To Close

Save Delete New Copy New Print... Close 1 of 2447

The search result didn't even have "HVAC" in the work order... onto the next!

Example 1: Viewing Asset History - OpenGov

OpenGov Asset Management

Home Dashboard Resources Reports Scenarios Administration

Switch to the Classic UI Search Create Asset

Back

 **03700083442**
HVAC Equipment

Installed: 03/21/2003
Replaced: 06/27/2023

Manufacturer: Carrier Corporation
Model: TR110
Type: Compressor

Total Cost To Date
\$35,876

Risk Score
5.1/25

Average
★★★★☆

Estimated OCI
49.27

Low Risk

5 Years and 11 Months Left

Details Attachments 2 Inspections 3 **Tasks 38** Assessments 1 Replacement Parts 2

+ Create

Task ID	Activity	Status	Estimated S...	Actual Start ...	Actual Stop ...	Priority	Total Cost	Billable
Projected:715744496	Replace	Projected	11/04/2043			None	\$0.00	
Projected:89499758	Annual PM (HVAC)	Projected	12/31/2026			None	\$0.00	
Projected:301413695	Clean	Projected	05/31/2026			None	\$0.00	
278215	Investigate	Planned	01/28/2026			None	\$0.00	
277058	Annual PM (HVAC)	Completed	12/31/2025	01/19/2026		None	\$0.00	
276797	Repair	Completed	12/09/2025	12/09/2025	12/09/2025	Low	\$65.15	
276747	Repair	Completed	12/08/2025	12/08/2025	12/08/2025	Low	\$65.15	
276149	Repair	Completed	11/12/2025	11/12/2025	11/12/2025	High	\$390.00	
275911	Repair	Completed	11/10/2025	11/20/2025	11/20/2025	Low	\$65.45	
275368	Repair	Completed	10/21/2025	10/21/2025	10/21/2025	Low	\$207.00	
275271	Annual PM (HVAC)	Completed	10/16/2025	10/23/2025	10/23/2025	Medium	\$61.00	
274936	Repair	Completed	10/08/2025		10/08/2025	None	\$0.00	
274613	Repair	Completed	09/25/2025	09/25/2025	09/25/2025	Low	\$65.60	
274148	Repair	Completed	09/21/2025	09/21/2025	09/21/2025	Medium	\$65.30	
273061	Repair	Completed	09/09/2025	09/09/2025	09/09/2025	Low	\$65.60	
272435	Repair	Completed	09/02/2025	09/02/2025	09/02/2025	Low	\$106.00	
269780	Repair	Completed	07/06/2025			Medium	\$0.80	
270375	Repair	Completed	06/25/2025	06/25/2025	06/25/2025	Low	\$130.25	

Cancel Save

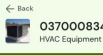
From the map view, clicking on the HVAC and seeing a smaller version of this

OpenGov Asset Management

Home Dashboard Resources Reports Scenarios Administration

Switch to the Classic UI Search Create Asset

Back

 **03700083442**
HVAC Equipment

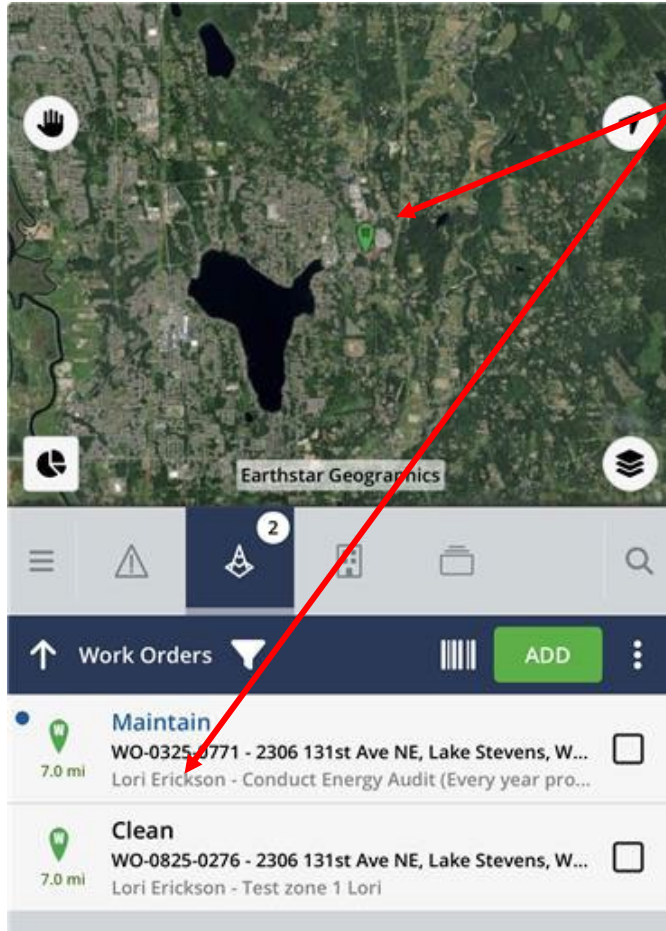
Tasks Assessments Replacement P...

+ Create

Task ID	Activity	Status
Projected:715744496	Replace	Projected
Projected:89499758	Annual PM (HVAC)	Projected
Projected:301413695	Clean	Projected
278215	Investigate	Planned
277058	Annual PM (HVAC)	Completed
276797	Repair	Completed
276747	Repair	Completed
276149	Repair	Completed
275911	Repair	Completed
275368	Repair	Completed
275271	Annual PM (HVAC)	Completed
274936	Repair	Completed
274613	Repair	Completed
274148	Repair	Completed
273061	Repair	Completed
272435	Repair	Completed
269780	Repair	Completed
270375	Investigate	Projected

Cancel Save

Example 2: Work Order Views on Mobile - VUEWorks



- Can only see work assigned to me
- No way to see work in the area or work assigned to others (there are hundreds of work orders open)

Example 2: Work Order Views on Mobile - OpenGov

7:32 AM Fri Jan 30

OpenGov

Search Address or Record

Layers

- All Layers Off
- Filter Layers
- ☒ Tasks
- ☐ Requests
- ☐ Assets
- ☐ Work Orders

Task My Open Work 34

Task Open Tasks 310

Task Projected Work

Task Park Related...

Task All Tasks

Tasks 310

Hide Layers

Map Filter Off Sort Actions

Show Selected 0 Tasks of 0 Total Records

☐	Task ID	Activity	Asset	Proximi...	
☐	241678	Flush	Water f	1446 mi	
☐	241679	Flush	Water f	1446 mi	
☐	241680	Flush	Water f	1446 mi	
☐	241681	Flush	Water f	1446 mi	
☐	241682	Flush	Water f	1446 mi	
☐	241685	Flush	Water f	1446 mi	
☐	241686	Flush	Water f	1446 mi	
☐	241687	Flush	Water f	1446 mi	
☐	241688	Flush	Water f	1446 mi	
☐	241689	Flush	Water f	1446 mi	

- “My Work” compared to other open work, color-coded.
- Proximity listed – so workers can see how far away other work is.

Asset Management ROI & Assumptions

STAFF EFFICIENCY

Gain 1.1 hours per employee per week (avg)

- 1,540 hours / \$131,000 (annually)
- More time in the field doing VALUE ADD work

Scheduled PMs and Automations

- Reactive work is 2-4x more expensive
- Poorly maintained assets do not last
- Forecasting labor needs with AI

This does NOT include the efficiencies we can expect from scheduling work more geographically and updating GIS assets while in the field

INVENTORY SAVINGS

2% Inventory Savings on \$475K budget*

- \$10K savings per year (or more)
- Reduce rework and have what we need when it's needed

Improve seasonal ordering

Improve the accuracy of costs on projects and fleet management

Give ICS and Mechanic effective tools for building out their programs



Phase 1 – System Consolidation

- Lists (included in M365)
 - VUEWorks - \$42,730 (annually)
 - StreetLogix – \$8,500 (annually)
 - Asset Tiger - \$850 (annually)
-

Today's Total: \$52,080

OpenGov Costs – Asset Management

Annual software subscription, professional services implementation, on-going support and maintenance.
All future software enhancements, fixes and updates.

Subscription Term	Months	Software	Professional Services	Term Total
April 1, 2026 – Dec. 31, 2026	9	\$42,605.98	\$84,944.75*	\$127,550.73
Jan. 1, 2027 – Dec. 31, 2027	12	\$64,462.90	-	\$64,462.90
Jan. 1, 2028 – Dec. 31, 2028	12	\$67,686.04	-	\$67,686.04
Jan. 1, 2029 – Dec. 31, 2029	12	\$71,070.35	-	\$71,070.35
Grand Total:				\$330,770.02

*Does not include a one-time travel expenditure, NTE \$2,800

Pricing : OpenGov Enterprise Asset Management

- Domains Fleet, Facilities, Streets (Transportation and Walkability), Stormwater, Parks
- Included: Asset Management, Work Order Management, Advanced Inventory Management, Scenario Builder (Year-2)
- Included: Hosting, Production and Staging Environments, Reporting and Dashboards, Unlimited Users
- Includes: MS4 Setup, VUEWorks Conversion, and on-site training

**Our quote expires
February 28, 2026
2026 pricing is ~20% more**

Cost Considerations

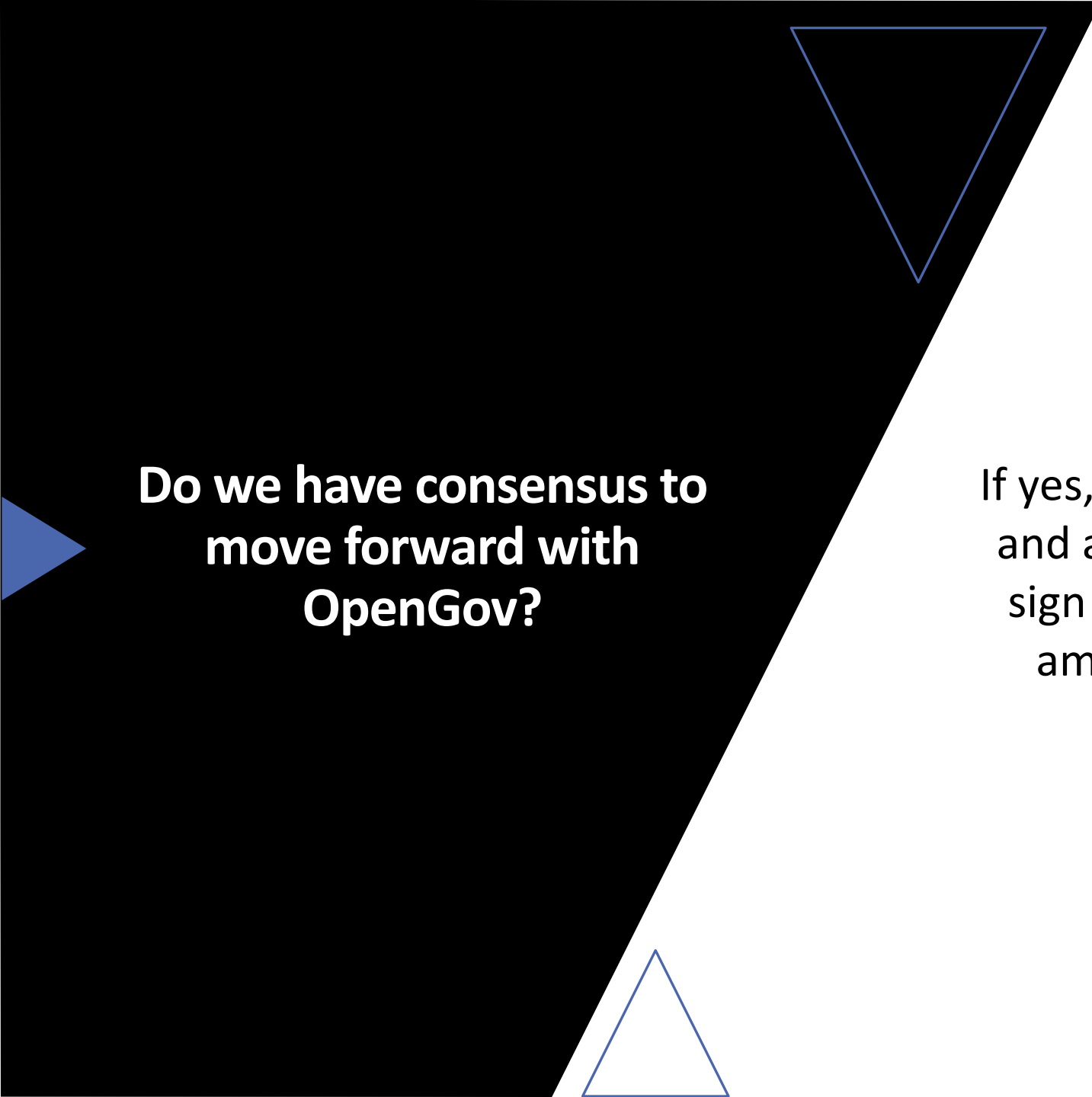
System:	2026		2027	2028	2029
OpenGOV Implementation	\$84,944.75	One time			
OpenGOV Subscription	\$42,605.98	April-December	\$64,462.90	\$67,686.04	\$71,070.35
VUEWorks	\$21,820.00	February-August			
Asset Tiger	\$425.00	January-June, then free for PD after			
StreetLogix	8,500.00	Will not renew in October			
Total:	\$154,676.00		\$64,462.90	\$67,686.04	\$71,070.35

\$12k-19k more per year – Better functionality, use of AI, and improve user satisfaction



Proposed Schedule

- 2/7 – Consensus to move forward
- 2/17 – Public Comment Council authorizing the Mayor to enter into an agreement with OpenGov and budget amendment to follow
- 2/18 – Mayor signs agreement
- Planning begins in mid-February
- Implementation March – August/September



**Do we have consensus to
move forward with
OpenGov?**

If yes, we will hold public comment on 2/17
and ask Council to authorize the Mayor to
sign the agreement with OpenGov in the
amount of \$333,570.02 with a budget
amendment to follow

CITY COUNCIL STAFF REPORT



Agenda Date: 2/7/2026

Subject: Council Travel Overview

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

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Each year, staff compiles a master list of conference and travel opportunities for executive leadership and council. Last year's budget process reduced all travel budgets including council. The council travel line item—\$35,000—covers registrations, lodging, mileage, per diem, local meeting registration fees like the SCCT dinners, and outside council trainers.

Staff identified major council-specific events and estimated per-person costs to determine attendance capacity.

Month	Acronym	Council Est. Cost	Council Spots	Full Name	Dates	Location
1	AWC Action Days	\$1,000 each	3	Association Of Washington Cities	January 21st-22nd, 2026	Olympia, WA
3	NLC	\$4,000 each	2	Congressional City Conference	March 16th-18th, 2026	Washington DC
5	EASC-DC Fly In	\$4,000 each	3	Economic Alliance Snohomish	May 5th-7th, 2026	Washington DC
6	AWC Annual Conference	\$1,000 each	2	Association Of Washington Cities	June 23rd-26th, 2026	Kennewick, WA
11	NLC City Summit	\$4,000 each	2	National League of Cities City Summit	Nov 18th-Nov 21st, 2026	Nashville, Tennessee

To better track this year's council travel budget, we propose a new process: the council president, with the Deputy City Clerk and Finance staff, will monitor expenditures in real time and report to council. The president will coordinate with council to allocate

attendance opportunities fairly. Please see the attached draft procedure for a more detailed outline of the proposed process.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Council Travel Procedure-DRAFT

Council Travel Procedure

Purpose

Travel must support the City's goals.

This procedure ensures:

- Fiscal responsibility in managing travel expenses.
- Equity in council travel opportunities.
- Effective utilization of the Council President's leadership role.

Scope

This procedure applies to all council-related travel events that:

- Benefit the council's work.
- Support advocacy for the City.

Process Steps

1. Identify Applicable Travel Events

- Events must align with council responsibilities and provide value to the City.
- For each event:
 - Determine the number of available spots based on:
 - Estimated cost.
 - Annual travel budget or remaining funds.

2. Budget Monitoring

- The Deputy City Clerk, in partnership with the Finance Department, will:
 - Pull real-time budget data monthly.
 - Share budget status with the Council President.

3. Selection of Councilmembers

- When a travel event is identified:
 - The Council President will:
 - Inform councilmembers of the opportunity.

- Ask who is interested in attending.
- Selection will consider:
 - Available funds.
 - Number of spots.
 - Previous travel participation.
 - Specialized experience relevant to the event.

4. Timely Decision and Early Registration

To keep costs low and secure availability:

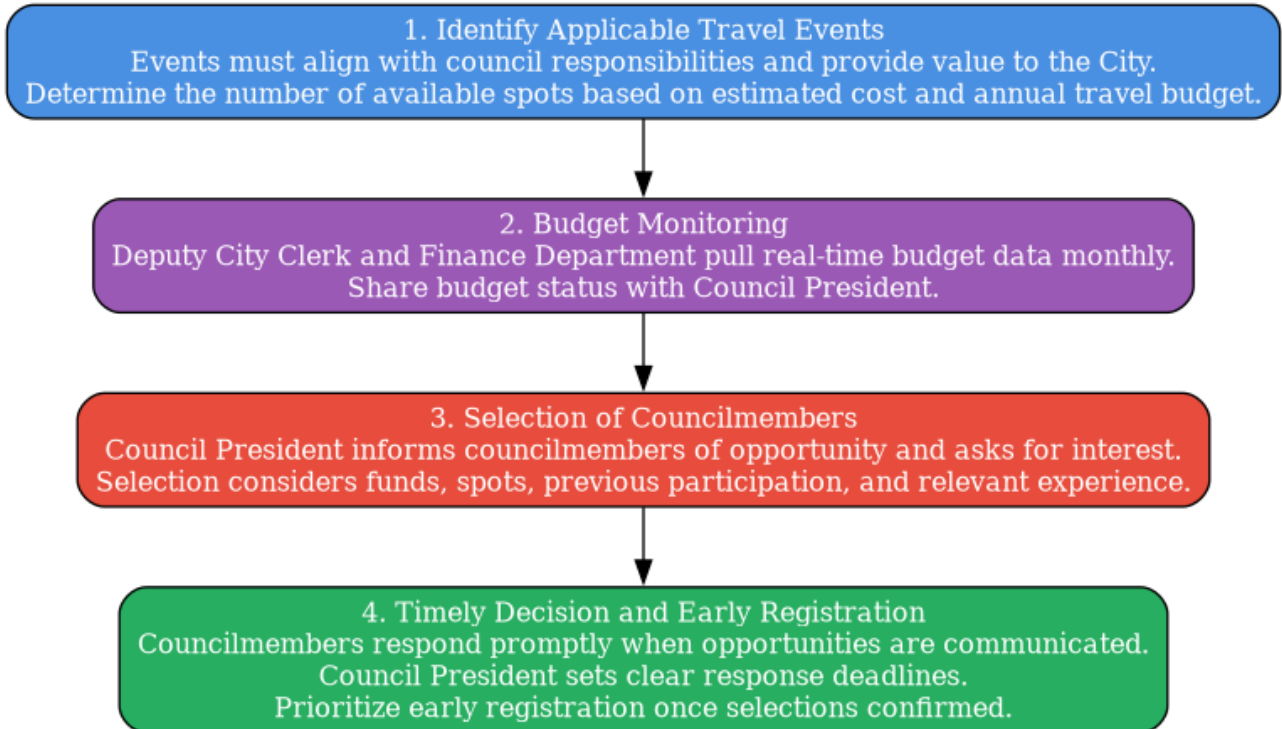
- Councilmembers should respond promptly when opportunities are communicated.
- The Council President will set clear response deadlines.
- Early registration should be prioritized once selections are confirmed.

Roles and Responsibilities

- **Deputy City Clerk:** Tracks and reports budget data monthly.
- **Finance Department:** Provides accurate financial data.
- **Council President:** Communicates opportunities and oversees selection process.
- **Council members:** Express interest and provide relevant experience details.

Review and Updates

- This procedure should be reviewed annually to ensure alignment with budget and council priorities.





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COUNCIL PROCEDURES

ADOPTED

March 27, 2018

Revised September 11, 2018

Revised January 22, 2019

Revised March 10, 2020

Revised April 25, 2023

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SECTION 1. AUTHORITY

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

SECTION 2. COUNCIL MEETINGS

2.1 TYPES OF MEETINGS:

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

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

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

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

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

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

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

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

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

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

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

2.8 ORDER OF REGULAR COUNCIL MEETING AGENDA:

1. Call Meeting To Order:

The Presiding Officer calls the meeting to order.

2. Pledge of Allegiance:

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

3. Roll Call:

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

4. Approval of Agenda:

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

5. Guest Business:

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

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

5-6. Citizen Comments:

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

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

7. Council Business:

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

8. Mayor's Business:

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

9. City Department Report:

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

10. Consent Agenda:

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

11. Public Hearing:

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

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

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

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

12. Action Items:

a. Proclamations:

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

b. Introduction and First Reading of Ordinances:

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

c. Resolutions:

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

d. Other:

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

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

13. Citizen Comments:

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

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

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

~~13-14.~~ Executive Session:

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

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

15. Study Session:

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

16. Adjournment:

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

17. Transportation Benefit District:

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

SECTION 3. AGENDA PREPARATION

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

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

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

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

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

SECTION 4. COUNCIL DISCUSSION

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

SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

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

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

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

SECTION 6. MOTIONS AND VOTING

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

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

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

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

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

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

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

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

SECTION 7. ORDINANCES

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

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

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

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

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

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

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

SECTION 9. COUNCIL RELATIONS WITH CITY STAFF

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

SECTION 10. COUNCIL MEETING STAFFING

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

SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

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

SECTION 12. PUBLIC HEARINGS

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

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

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

SECTION 14. COUNCIL REPRESENTATION

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

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

SECTION 15. CONFIDENTIALITY

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

SECTION 16. PUBLIC RECORDS

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

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

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

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

Process:

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

SECTION 18. CITY BOARDS/COMMISSIONS

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

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

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

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

SECTION 19. COUNCIL SUBCOMMITTEES

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

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

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

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

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

SECTION 20. AD HOC CITIZEN ADVISORY BOARDS

20.1 PURPOSE

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

20.2 APPOINTMENT PROCEDURES

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

20.3 STAFF SUPPORT

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

SECTION 21. FILLING CITY COUNCIL VACANCIES

21.1 PURPOSE

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

21.2 REFERENCES

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

RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

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

21.3 APPOINTMENT PROCESS

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

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

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

21.4 INTERVIEW MEETING

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

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

21.5 VOTING

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

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

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

SECTION 22. MISCELLANEOUS

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

SECTION 23. SUSPENSION AND AMENDMENT OF RULES

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

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.

March 19, 2026 - 6:00 PM

City Council Regular Meeting

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

or Join Zoom Meeting:

or call in at (253) 215-8782

Meeting ID: Passcode:

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
6. **Citizen Comments**
7. **Consent Agenda**
 - A. 2025 Vouchers
 - B. City Council Regular Meeting Minutes
 - C. City Council Workshop Meeting Minutes
8. **Public Hearing**
9. **Action Items**
10. **Discussion Items**
11. **City Department Report**
12. **Council Business** Council President
13. **Mayor's Business**
14. **Executive Session**
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, 48 hours prior to this council meeting 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.