

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 24, 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: 82094616219 **Passcode:** 088239

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Sno-Isle Library Introduction
 - B. New Employee Introductions-Troy Davis, Senior Planner, Brian Kelner, Building Supervisor, Anthony Nakshabandi, Building Inspector 1 Russ Wright
 - C. Employee Promotion-Caleb Glaser, Plans Examiner Russ Wright
6. **Citizen Comments**
7. **Consent Agenda**
 - A. 2026 Vouchers Barb Stevens
 - B. City Council Meeting Minutes of January 20, 2026 Kelly Chelin
 - C. City Council Meeting Minutes of January 27, 2026 Kelly Chelin
 - D. City Council Meeting Minutes of February 3, 2026 Kelly Chelin
 - E. City Council Meeting Minutes of February 7, 2026 Kelly Chelin
 - F. City Council Meeting Minutes of February 17, 2026 Caitlin Weaver
 - G. Public Records Policy and Records Management Policy Update Kelly Chelin
 - H. Planning Commission Long Range Work Plan Russ Wright

8. Public Hearing

- A. 2026 Comprehensive Plan Docket Ratification David Levitan

9. Action Items

- A. Salmon Habitat and Water Quality Improvement Plan Grant Contract with Department of Commerce Olin Anderson,
Shannon
Farrant

10. Discussion Items

- A. In Kind Donation Program Sarah Garceau,
Tonya
Woldridge

11. City Department Report

- A. Lake Management Program Overview Shannon
Farrant

12. Council Business

Council President

13. Mayor's Business**14. 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.

BLANKET VOUCHER APPROVAL
2026

Payroll Direct Deposits	01/25/2026 & 02/10/2026	\$896,213.95
Electronic Funds Transfers	ACH	\$994,812.03
Claims	65316-65508	\$1,237,176.65
Void Checks	64929, 65101, 65126	(\$3,083.23)
Total Vouchers Approved:		\$3,125,119.40

This 24th day of February 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, or 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

February 24, 2026



City expenditures by type for this voucher packet		
Personnel Costs	\$896,214	29%
Payroll Federal Taxes	\$329,001	11%
Excise Tax	\$9,190	0%
Quarterly L&I	\$125,676	4%
Family Medical Leave	\$47,157	2%
Retirement Benefits - Employer	\$153,296	5%
Medical Benefits - Employer	\$285,441	9%
Other Employer Paid Benefits	\$9,676	0%
Employee Paid Benefits	\$56,567	2%
Supplies	\$75,099	2%
Professional Services	\$576,746	18%
Refunds	\$3,750	0%
Capital *	\$482,376	15%
Debt Payments	\$78,014	2%
Void Checks	-\$3,083	0%
Total	\$3,125,119	100%

Large Purchases *

- *Frontier Heights Park Playfields \$26,874
- *LS Museum Design \$12,359
- *25004 - 2025 Sidewalk ADA Improvements \$26,874
- *91st St SE Phase 2 \$26,005
- *Bayview Trail Phase 1 \$13,300
- *Lower Stevens Creek Restoration \$14,122
- *22016 Frontier Heights Park Phase II PE#3 \$165,588
- *Historical Museum Project \$176,935

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 01/23/2026 - 02/18/2026

Total for Period
\$2,231,988.68

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-58559	001 008 521 20 31 06	LE - Uniform Clothing	Name Tapes & Nameplates	65320	\$52.02
911 Supply Inc	INV-2-58585	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Shirt - Hingtgen	65320	\$116.81
911 Supply Inc	INV-2-58607	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Pants/Jacket - Graves	65320	\$379.00
911 Supply Inc	INV-2-58754	001 008 521 20 31 06	LE - Uniform Clothing	Armor - O Scholz	65320	\$2,078.89
					65320 Total	\$2,626.72
911 Supply Inc	INV-2-58825	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Shirt/Pants - Valvick	65418	\$433.13
911 Supply Inc	INV-2-58945	001 008 521 20 31 06	LE - Uniform Clothing	Armor - Graves	65418	\$2,105.13
911 Supply Inc	INV-2-58953	001 008 521 20 31 06	LE - Uniform Clothing	Vest Alteration - Bassett	65418	\$197.96
					65418 Total	\$2,736.22
Ace Hardware	81893/7	001 010 576 80 31 05	PK-R&M Supplies	Fasteners - NC Light Bollard	65321	\$18.03
Ace Hardware	81896/7	101 016 544 90 31 02	ST-Operating Cost	Hex Key/Lithium Battery	65321	\$14.19
Ace Hardware	81901/7	001 010 576 80 31 04	PK-Vandalism Supplies	Deck Screws/Pry Bars - NC Bathroom Vandalism	65321	\$72.09
Ace Hardware	81908/7	001 010 576 80 31 05	PK-R&M Supplies	Fasteners/Drill Bit Set/Deck Screws - NCBL Repair	65321	\$165.32
Ace Hardware	81912/7	101 016 544 90 31 02	ST-Operating Cost	Locknuts/Reducing Bushings/Connector Cordgrips	65321	\$10.37
Ace Hardware	81912/7	410 016 531 10 31 02	SW - Operating Costs	Locknuts/Reducing Bushings/Connector Cordgrips	65321	\$10.38
Ace Hardware	81922/7	410 016 531 10 31 02	SW - Operating Costs	Top Soil	65321	\$39.28
Ace Hardware	81925/7	101 016 544 90 31 02	ST-Operating Cost	Liquidtite 90D Fitting	65321	\$14.85
Ace Hardware	81925/7	410 016 531 10 31 02	SW - Operating Costs	Liquidtite 90D Fitting	65321	\$14.85
Ace Hardware	81928/7	001 010 576 80 31 03	PK- Equipment & Tools	Resettable Combo Lock	65321	\$61.19
					65321 Total	\$420.55
Ace Hardware	81939/7	001 010 576 80 31 05	PK-R&M Supplies	Wire Connectors - NC Flood Light for Art	65419	\$31.57
Ace Hardware	81941/7	001 013 518 20 31 00	GG-Operating Costs	Hand Soap/Broom - CH	65419	\$34.72
Ace Hardware	81944/7	101 016 544 90 31 02	ST-Operating Cost	SS Line/Sup	65419	\$24.87
Ace Hardware	81944/7	410 016 531 10 31 02	SW - Operating Costs	SS Line/Sup	65419	\$24.87
Ace Hardware	81950/7	101 016 544 90 31 02	ST-Operating Cost	Washer Reducers	65419	\$2.03
Ace Hardware	81950/7	410 016 531 10 31 02	SW - Operating Costs	Washer Reducers	65419	\$2.03
Ace Hardware	81953/7	001 010 576 80 31 00	PK-Operating Supplies	Keys for (2) Eagle Ridge & (3) Mill Spur	65419	\$25.08
Ace Hardware	81971/7	001 010 576 80 31 05	PK-R&M Supplies	Fasteners for ADA Signs at Lundeen/Davies/Oak Hill	65419	\$117.50
Ace Hardware	81975/7	001 010 576 80 31 00	PK-Operating Supplies	Fasteners for New ADA Signs at Oak Hill	65419	\$19.61
					65419 Total	\$282.28
Advanced Eco-Solutions Inc	2026-STEVENSON-01	410 016 531 10 41 01	SW - Professional Services	Zooplankton Species Count with Biovolume Samples	65420	\$1,500.00
					65420 Total	\$1,500.00
AFLAC	631692	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	EFT	\$675.94
					EFT Total	\$675.94
Alaska Rubber Group Inc	N082975	410 016 531 10 48 00	SW - Repairs & Maintenance	Hose Repair	65322	\$34.50
					65322 Total	\$34.50
Alaska Rubber Group Inc	N083166	101 016 544 90 31 02	ST-Operating Cost	10' Lever Chain	65421	\$384.17
Alaska Rubber Group Inc	N083166	410 016 531 10 31 02	SW - Operating Costs	10' Lever Chain	65421	\$384.17
Alaska Rubber Group Inc	N083209	410 016 531 10 31 02	SW - Operating Costs	Hoses PW33	65421	\$44.89
Alaska Rubber Group Inc	N083288	410 016 531 10 48 00	SW - Repairs & Maintenance	Hose Repair PW77	65421	\$34.50
					65421 Total	\$847.73

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Alexander Printing Co Inc	100134	001 007 559 30 31 01	PB-Operating Supplies	Business Cards - A Nakshabandi	65323	\$96.65
Alexander Printing Co Inc	100171	101 016 544 90 31 01	ST-Office Supplies	Business Cards - S Farrant	65323	\$27.57
Alexander Printing Co Inc	100171	410 016 531 10 31 01	SW - Office Supplies	Business Cards - S Farrant	65323	\$82.71
Alexander Printing Co Inc	100219	306 000 594 75 60 00	Culture Facility Cap - Museum	Museum Project Banners	65323	\$141.41
					65323 Total	\$348.34
All Battery Sales and Service	300-10183714	101 016 544 90 31 02	ST-Operating Cost	Marker LED	65422	\$18.95
All Battery Sales and Service	300-10183714	410 016 531 10 31 02	SW - Operating Costs	Marker LED	65422	\$18.96
					65422 Total	\$37.91
ALS Group USA Corp	3532-318902	410 016 531 10 31 02	SW - Operating Costs	Environmental Analysis Soil	65324	\$338.40
					65324 Total	\$338.40
Amazon Capital Services	11H1-YWTF-KGFD	001 008 521 20 31 02	LE-Minor Equipment	Pro Chaser 400W Power Inverters for Vehicles	65325	\$71.92
Amazon Capital Services	11JF-4CGN-6RRH	001 010 576 80 31 00	PK-Operating Supplies	Spiral Notebooks	65325	\$18.64
Amazon Capital Services	1316-9J6Q-43MM	001 003 514 20 31 00	CC- Operating Supplies	White Cardstock Paper	65325	\$6.35
Amazon Capital Services	1CX7-KC9G-FJIM	306 000 594 75 60 00	Culture Facility Cap - Museum	Guest Book for Museum Groundbreaking Event	65325	\$10.92
Amazon Capital Services	1D3Y-MV9C-7QQJ	001 010 576 80 31 03	PK- Equipment & Tools	Steel Diameter Tape - Franko	65325	\$55.04
Amazon Capital Services	1K63-VRFC-RYFP	001 007 558 50 31 01	PL-Operating Supplies	JBL Wired in-Ear Headphones - Faz	65325	\$21.81
Amazon Capital Services	1QD4-7KRR-FCC4	001 008 521 21 31 00	LE-Boating Minor Equipment	EMS NC Dock Electrical Connectors	65325	\$16.65
Amazon Capital Services	1QD4-7KRR-FCC4	001 013 518 20 31 00	GG-Operating Costs	EMS NC Dock Electrical Connectors - FD to Reimburse	65325	\$33.30
Amazon Capital Services	1RG7-4Y73-C6YC	001 008 521 21 31 00	LE-Boating Minor Equipment	EMS NC Dock Nonslip Mats	65325	\$25.13
Amazon Capital Services	1RG7-4Y73-C6YC	001 013 518 20 31 00	GG-Operating Costs	EMS NC Dock Nonslip Mats - FD to Reimburse	65325	\$25.13
Amazon Capital Services	1RXG-7FVG-7C4K	101 016 544 90 31 02	ST-Operating Cost	Cubicle Desk Shade/Cable Organizer Pouch	65325	\$29.15
Amazon Capital Services	1RXG-7FVG-7C4K	410 016 531 10 31 02	SW - Operating Costs	Cubicle Desk Shade/Cable Organizer Pouch/USBC Adapter	65325	\$37.88
Amazon Capital Services	1RXG-7FVG-7C4K	001 008 521 50 30 00	LE-Facilities Supplies	Honeywell ML6161B2024 Direct Coupled Damper Actuator	65325	\$333.80
Amazon Capital Services	1TY6-JX31-NTK4	001 008 521 20 31 02	LE-Minor Equipment	Master Locks/Honeywell USB Coiled Cables	65325	\$342.89
Amazon Capital Services	1X3C-JG4X-T9GT	410 016 531 10 35 00	SW - Small Tools	TerraWest Core Quick Lock 320 cm Avalanche Probe	65325	\$267.80
Amazon Capital Services	1XCL-W1WT-LD1C	001 007 558 50 31 01	PL-Operating Supplies	Keyboard Wrist Rest - R Wright	65325	\$36.31
Amazon Capital Services	1XVX-Y6W1-TXFG	101 016 544 90 31 01	ST-Office Supplies	Phone Chargers	65325	\$33.64
Amazon Capital Services	1XVX-Y6W1-TXFG	410 016 531 10 31 01	SW - Office Supplies	Phone Chargers	65325	\$33.64
Amazon Capital Services	1Y4L-H97W-MD7C	001 010 576 80 31 05	PK-R&M Supplies	Rivet Nuts - NC Playground	65325	\$9.83
Amazon Capital Services	1YL7-K4VQ-TJQP	001 007 559 30 31 01	PB-Operating Supplies	Cardstock	65325	\$8.18
Amazon Capital Services	1YYG-XGN4-PKTM	101 016 544 90 31 02	ST-Operating Cost	Energizer CR2450 Lithium Batteries	65325	\$13.92
Amazon Capital Services	1YYG-XGN4-PKTM	410 016 531 10 31 02	SW - Operating Costs	Energizer CR2450 Lithium Batteries	65325	\$13.92
					65325 Total	\$1,445.85
Amazon Capital Services	11GP-99DP-DCLR	001 010 576 80 31 00	PK-Operating Supplies	Wire Marker Book for Cable Management	65423	\$13.11
Amazon Capital Services	16MG-MY3W-LKR1	101 016 544 90 31 01	ST-Office Supplies	Keyboard/Mouse/Laminating Sheets/Wall Clips	65423	\$239.73
Amazon Capital Services	16MG-MY3W-LKR1	410 016 531 10 31 01	SW - Office Supplies	Keyboard/Mouse/Laminating Sheets/Wall Clips	65423	\$239.73
Amazon Capital Services	1JKP-PL66-JMDJ	001 006 518 80 31 00	IT- Operating Supplies	Cable Matters 10Gbps Snagless Cat 6 Ethernet Cable	65423	\$20.68
Amazon Capital Services	1L3N-NW79-DTXT	520 008 594 21 63 00	Vehicles - Capital Equip	Laird Technologies - 760-870 Phantom Ant	65423	\$203.31
Amazon Capital Services	1RN3-FTG1-FG7F	001 010 576 80 31 00	PK-Operating Supplies	Car Wash Solution - Decant Car Wash	65423	\$20.26
Amazon Capital Services	1RVY-QHH9-CN79	001 006 518 80 31 00	IT- Operating Supplies	iPhone 16e MagSafe Cases	65423	\$52.42
					65423 Total	\$789.24
Anderson	122925 OLIN	410 016 531 10 49 01	SW - Staff Development	Prof Cert Program Application Fee Reimb - O Anderson	65326	\$400.00
					65326 Total	\$400.00
APWA Washington State Chapter	NWPWI-01212026-0130-013	001 010 576 80 49 01	PK-Staff Development	Construction Mgmt for Public Works Registration - J Meis	65327	\$578.03
					65327 Total	\$578.03

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Assoc of Washington Cities EFT	78862	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	EFT	\$281,863.28
Assoc of Washington Cities EFT	78862	001 010 576 80 20 00	PK-Benefits	Medical Insurance Premium - Charrette	EFT	(\$515.44)
Assoc of Washington Cities EFT	78862	001 006 518 80 20 00	IT-Benefits	Medical Insurance Premium - Kar	EFT	(\$70.88)
Assoc of Washington Cities EFT	78862	001 007 558 50 20 00	PL-Benefits	Medical Insurance Premium - Nakshabandi	EFT	\$1,108.30
					EFT Total	\$282,385.26
AT&T Mobility LLC	287351657998X01272026	001 008 521 20 42 00	LE-Communication	Wireless Cell Service	65328	\$1,208.61
AT&T Mobility LLC	287351658267X01272026	101 016 543 30 42 00	ST-Communications	Wireless Cell Service	65328	\$537.81
AT&T Mobility LLC	287351658267X01272026	410 016 531 10 42 00	SW - Communications	Wireless Cell Service	65328	\$537.81
AT&T Mobility LLC	287354121770X01272026	001 001 511 60 42 00	Legislative - Communication	Wireless Cell Service	65328	\$256.48
AT&T Mobility LLC	287354121770X01272026	001 001 513 10 42 00	Executive - Communication	Wireless Cell Service	65328	\$36.64
AT&T Mobility LLC	287354121770X01272026	001 002 513 11 42 00	AD-Communications	Wireless Cell Service	65328	\$36.65
AT&T Mobility LLC	287354121770X01272026	001 003 514 20 42 00	CC-Communications	Wireless Cell Service	65328	\$146.60
AT&T Mobility LLC	287354122304X01272026	001 004 514 23 42 00	FI-Communications	Wireless Cell Service	65328	\$186.44
AT&T Mobility LLC	287354123039X01272026	001 005 518 10 42 00	HR-Communications	Wireless Cell Service	65328	\$188.58
AT&T Mobility LLC	287354123762X01272026	001 006 518 80 42 00	IT-Communications	Wireless Cell Service	65328	\$219.36
AT&T Mobility LLC	287354124740X01272026	001 007 558 50 42 00	PL-Communication	Wireless Cell Service	65328	\$195.95
AT&T Mobility LLC	287354124740X01272026	001 007 559 30 42 00	PB-Communication	Wireless Cell Service	65328	\$195.95
AT&T Mobility LLC	287354125324X01272026	001 010 576 80 42 00	PK-Communication	Wireless Cell Service	65328	\$576.62
					65328 Total	\$4,323.50
AT&T Mobility-CC	WFY122025	001 008 521 20 42 00	LE-Communication	Wireless Devices Plans	65329	\$1,529.58
AT&T Mobility-CC	WQI122025	001 007 559 30 42 00	PB-Communication	Wireless Devices Plans	65329	\$125.22
AT&T Mobility-CC	WQI122025	001 010 576 80 42 00	PK-Communication	Wireless Devices Plans	65329	\$30.22
AT&T Mobility-CC	WQI122025	101 016 543 30 42 00	ST-Communications	Wireless Devices Plans	65329	\$138.16
AT&T Mobility-CC	WQI122025	410 016 531 10 42 00	SW - Communications	Wireless Devices Plans	65329	\$138.17
					65329 Total	\$1,961.35
Barker	100647529	001 013 582 10 00 00	Refund of Deposit	100647529 Rachelle Barker Mill Deposit Refund	65330	\$500.00
					65330 Total	\$500.00
Beavers Northwest	INV-24205	410 016 531 10 41 01	SW - Professional Services	Monitoring/Maint/Reporting	65331	\$2,869.11
					65331 Total	\$2,869.11
Beazizo	021626 BEAZIZO	001 008 521 40 49 01	LE- Staff Development	Exec Peer Support Training Meal PerDiem - Beazizo	65332	\$196.00
					65332 Total	\$196.00
Beazizo	030326 BEAZIZO	001 008 521 40 49 01	LE- Staff Development	Leadership Summit Meal PerDiem - Beazizo	65424	\$294.00
					65424 Total	\$294.00
Brazel	012026 BRAZEL	001 002 513 11 49 00	AD-Staff Development	AWC City Action Days Mileage PerDiem - Brazel	65333	\$140.65
					65333 Total	\$140.65
Bridge Coordination Services	2026-LS1	001 008 521 20 41 01	LE-Professional Serv-Fixed	DV Coordinator Service Hours 01-2026	65425	\$4,302.13
					65425 Total	\$4,302.13
Business Card	BARNES 02-2026	001 008 521 40 49 01	LE- Staff Development	ASAP Peer Support Training - Barnes	65426	\$718.25
Business Card	BARNES 02-2026	111 008 521 20 31 01	Drug Seize - Canine Supplies	Biothane Long Lines	65426	\$65.56
Business Card	BARNES 02-2026	001 008 521 20 31 06	LE - Uniform Clothing	Boots	65426	\$251.39
Business Card	BARNES 02-2026	001 008 521 40 49 01	LE- Staff Development	First Responder Mental Health & Wellness Conf - Bassett	65426	\$430.50
Business Card	BARNES 02-2026	001 008 521 40 49 01	LE- Staff Development	NASRO Conf Registration - Lanto	65426	\$500.00
Business Card	BARNES 02-2026	001 008 521 20 49 00	LE-Dues & Memberships	NASRO Memerbship - Lanto	65426	\$50.00
Business Card	BARNES 02-2026	001 008 521 40 49 01	LE- Staff Development	WA State Narcotics Investigators Hotel - Dreher	65426	\$162.56
Business Card	BARNES 02-2026	001 008 521 40 49 01	LE- Staff Development	Wellness for Records & Evidence Staff - Suarez/Morgan	65426	\$429.84
Business Card	BEAZIZO 02-2026	111 008 521 20 31 01	Drug Seize - Canine Supplies	Aches Away/Joint Support Plus - Cia	65426	\$217.98
Business Card	BEAZIZO 02-2026	111 008 521 20 31 01	Drug Seize - Canine Supplies	Bath & Nails Trim - Cia	65426	\$60.00
Business Card	BEAZIZO 02-2026	001 008 521 20 31 06	LE - Uniform Clothing	Boots	65426	\$301.12
Business Card	BEAZIZO 02-2026	111 008 521 20 31 01	Drug Seize - Canine Supplies	Dog Food	65426	\$71.61

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	BRAZEL 02-2026	001 002 513 11 49 00	AD-Staff Development	AI Security Meeting Meal - Brazel	65426	\$33.01
Business Card	BRAZEL 02-2026	001 001 513 10 49 01	Executive - Prof. Development	AI Security Meeting Meal - Gailey	65426	\$33.01
Business Card	BRAZEL 02-2026	101 016 542 30 49 01	ST-Staff Development	AI Security Meeting Meal - L Erickson	65426	\$16.50
Business Card	BRAZEL 02-2026	410 016 531 10 49 01	SW - Staff Development	AI Security Meeting Meal - L Erickson	65426	\$16.51
Business Card	BRAZEL 02-2026	001 006 518 80 49 01	IT-Staff Development	AI Security Meeting Meal - T Stevens/N Poolos	65426	\$66.02
Business Card	BRAZEL 02-2026	001 002 513 11 49 00	AD-Staff Development	AWC City Action Days Hotel - Brazel	65426	\$493.68
Business Card	BRAZEL 02-2026	001 002 513 11 49 00	AD-Staff Development	WA Operator Workshop Registration - Brazel	65426	\$450.00
Business Card	BRYANT 02-2026	001 008 521 20 32 00	LE-Fuel	Fuel	65426	\$50.67
Business Card	CLIFTON 02-2026	410 016 531 10 49 01	SW - Staff Development	Deposit for CDL School - T Wright	65426	\$100.00
Business Card	CLIFTON 02-2026	410 016 531 10 49 01	SW - Staff Development	Erosion & Sediment Control Lead Re-Cert Training - Piland	65426	\$195.00
Business Card	CLIFTON 02-2026	101 016 542 30 49 01	ST-Staff Development	NWPWI Contruction Mgmt for PW Registration	65426	\$289.02
Business Card	CLIFTON 02-2026	410 016 531 10 49 01	SW - Staff Development	NWPWI Contruction Mgmt for PW Registration	65426	\$289.01
Business Card	DREHER 02-2026	001 008 521 20 31 00	LE-Office Supplies	8TB Desktop Drive	65426	\$208.80
Business Card	DREHER 02-2026	001 008 521 40 49 01	LE- Staff Development	First Responder Mental Health Conf Hotel - Bassett	65426	\$137.38
Business Card	DREHER 02-2026	001 008 521 20 31 00	LE-Office Supplies	ID Maker Printer Ribbon	65426	\$582.38
Business Card	DREHER 02-2026	001 008 521 20 31 02	LE-Minor Equipment	Kaleidoscope Spartan Bullet Path Recon Kit	65426	\$1,095.74
Business Card	FOX 02-2026	001 008 521 40 49 01	LE- Staff Development	Eliminating Risk & Liability in Records Registration - Suarez	65426	\$299.00
Business Card	GARCEAU 02-2026	001 010 576 80 49 01	PK-Staff Development	Directors Summit Airport Parking - Garceau	65426	\$62.17
Business Card	GARCEAU 02-2026	001 010 576 80 49 01	PK-Staff Development	Directors Summit Flight Baggage Fee - Garceau	65426	\$70.00
Business Card	GARCEAU 02-2026	001 010 576 80 31 06	PK-Lake Safety	NC Life Ring Replacement	65426	\$230.20
Business Card	GARCEAU 02-2026	001 010 576 80 49 01	PK-Staff Development	NRPA Marketing Cert - D Goldson-Smith	65426	\$500.00
Business Card	GARCEAU 02-2026	001 010 576 80 31 03	PK- Equipment & Tools	Orchid Ladder	65426	\$480.01
Business Card	GARCEAU 02-2026	001 010 576 80 49 01	PK-Staff Development	SFMA Airport Parking - T Gorcester	65426	\$99.45
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	Emerging Leaders Registration - Farrant	65426	\$595.00
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	ICMA Memerbship - Farrant	65426	\$200.00
Business Card	HALVERSON 02-2026	101 016 542 30 49 01	ST-Staff Development	MPAC Program Lunch Registration - Schwindt	65426	\$13.81
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	MPAC Program Lunch Registration - Schwindt	65426	\$13.82
Business Card	HALVERSON 02-2026	410 016 531 10 31 02	SW - Operating Costs	ProDSS Ph Sensor Tariff Charge	65426	\$12.71
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	Understanding Public Easements Registration - Farrant	65426	\$409.00
Business Card	HALVERSON 02-2026	101 016 542 30 49 01	ST-Staff Development	Understanding Public Easements Registration - Mangold	65426	\$204.50
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	Understanding Public Easements Registration - Mangold	65426	\$204.50
Business Card	HALVERSON 02-2026	101 016 542 30 49 01	ST-Staff Development	Understanding Public Easements Registration - Schwindt	65426	\$204.50
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	Understanding Public Easements Registration - Schwindt	65426	\$204.50
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	WALPA Memerbship - Farrant	65426	\$55.00
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	WALPA Memerbship - O Anderson	65426	\$55.00
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	WALPA Memerbship - Pesce	65426	\$55.00
Business Card	HALVERSON 02-2026	410 016 531 10 49 01	SW - Staff Development	WALPA Memerbship - Waltz	65426	\$55.00
Business Card	HEIST 02-2026	001 004 514 23 49 01	FI-Staff Development	Business Charts in Excel Registration - Heist	65426	\$190.51
Business Card	HEIST 02-2026	001 004 514 23 49 01	FI-Staff Development	Fundamentals of Contract Law Registration - Rowe	65426	\$100.00
Business Card	MACDONALD 02-2026	101 016 544 90 31 02	ST-Operating Cost	Kueper Snowplow Blades PW28	65426	\$2,364.03
Business Card	POOLOS 02-2026	001 006 518 80 31 00	IT- Operating Supplies	AV Equipment for Council Mini Retreat	65426	\$299.30
Business Card	POOLOS 02-2026	001 006 518 80 31 00	IT- Operating Supplies	GPS Receiver for Testing PD MDT's	65426	\$56.00
Business Card	POOLOS 02-2026	001 006 518 80 31 00	IT- Operating Supplies	Power Supply for NUC Spare	65426	\$133.30
Business Card	POOLOS 02-2026	101 016 544 90 31 01	ST-Office Supplies	Wireless Wire Cube Pro	65426	\$165.23
Business Card	POOLOS 02-2026	410 016 531 10 31 01	SW - Office Supplies	Wireless Wire Cube Pro	65426	\$165.24
Business Card	STEVENS B 02-2026	001 004 514 23 49 01	FI-Staff Development	GFOA Art of Budget Communications - B Stevens	65426	\$275.00
Business Card	STEVENS B 02-2026	001 004 514 23 49 01	FI-Staff Development	GFOA Fundamentals of Local Gov Budgeting - B Stevens	65426	\$605.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	STEVENS T 02-2026	001 006 518 80 49 01	IT-Staff Development	ACCIS Conf Registration - T Stevens	65426	\$225.00
Business Card	STEVENS T 02-2026	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	AssetTiger Yearly Subscription	65426	\$794.54
Business Card	STEVENS T 02-2026	001 006 518 80 31 00	IT- Operating Supplies	Installation Kit for Zoom Rooms/Tripod/Insta Link	65426	\$464.39
Business Card	UBERT 02-2026	001 008 521 20 41 01	LE-Professional Serv-Fixed	FuboTV Monthly Subscription	65426	\$95.07
Business Card	UBERT 02-2026	001 008 521 20 49 00	LE-Dues & Memberships	IACP Membership Dues	65426	\$220.00
Business Card	WARRINGTON 02-2026	001 005 518 10 49 01	HR-Staff Development	IPMA WA Public Sector HR Membership	65426	\$85.00
Business Card	WARRINGTON 02-2026	001 005 518 10 49 01	HR-Staff Development	SHRM Membership	65426	\$299.00
Business Card	WEAVER 02-2026	001 013 518 90 49 01	GG-Chamber of Commerce	2026 Chamber Dues	65426	\$295.00
Business Card	WEAVER 02-2026	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Hotel - McManus	65426	\$622.25
Business Card	WEAVER 02-2026	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Hotel - Packard	65426	\$493.68
Business Card	WEAVER 02-2026	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Registration - McMans	65426	\$274.25
Business Card	WEAVER 02-2026	001 001 513 10 49 01	Executive - Prof. Development	AWC City Action Days Registration Refund - Gailey	65426	(\$274.25)
Business Card	WEAVER 02-2026	001 003 514 20 49 02	CC-Staff Development	Chamber Lunch State of the City - Chelin/Weaver/Baumgardner	65426	\$75.00
Business Card	WEAVER 02-2026	001 001 513 10 49 01	Executive - Prof. Development	ICMA Conf Registration - Gailey	65426	\$649.00
Business Card	WEAVER 02-2026	001 003 514 20 49 02	CC-Staff Development	IIMC Membership Renewal - Chelin	65426	\$235.00
Business Card	WEAVER 02-2026	001 001 513 10 49 01	Executive - Prof. Development	Mayors Exchange Registration - Gailey	65426	\$137.25
Business Card	WEAVER 02-2026	001 001 513 10 49 01	Executive - Prof. Development	NLC Congressional Conf Registration - Gailey	65426	\$880.00
Business Card	WEAVER 02-2026	001 001 513 10 49 01	Executive - Prof. Development	SCCT Monthly Meeting - Gailey	65426	\$52.75
Business Card	WEAVER 02-2026	001 001 511 60 49 01	Legislative - Prof. Developmen	SCCT Monthly Meeting - Jorstad	65426	\$52.75
Business Card	WEAVER 02-2026	001 001 511 60 49 01	Legislative - Prof. Developmen	SCCT Monthly Meeting - Packard	65426	\$52.75
Business Card	WEAVER 02-2026	001 002 513 11 49 00	AD-Staff Development	WCMA 2025 Membership Dues - Brazel	65426	\$159.46
Business Card	WEAVER 02-2026	101 016 542 30 49 01	ST-Staff Development	WCMA 2025 Membership Dues - Halverson	65426	\$79.73
Business Card	WEAVER 02-2026	410 016 531 10 49 01	SW - Staff Development	WCMA 2025 Membership Dues - Halverson	65426	\$79.74
Business Card	WEAVER 02-2026	001 007 558 50 49 01	PL-Staff Development	WCMA 2025 Membership Dues - Wright	65426	\$79.73
Business Card	WEAVER 02-2026	001 007 559 30 49 01	PB-Staff Development	WCMA 2025 Membership Dues - Wright	65426	\$79.74
Business Card	WRIGHT 02-2026	001 007 558 50 49 01	PL-Staff Development	APA/AICP Memerbship - Levitan	65426	\$799.60
Business Card	WRIGHT 02-2026	306 000 594 75 60 00	Culture Facility Cap - Museum	BLD2025-0490 Museum Project	65426	\$235.68
Business Card	WRIGHT 02-2026	001 007 558 50 31 02	PL-Permit Related Op. Costs	Foam Noticing Boards	65426	\$198.38
Business Card	WRIGHT 02-2026	001 007 558 50 49 01	PL-Staff Development	ICC Memebership Renewal - Fauth	65426	\$130.00
Business Card	WRIGHT 02-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0060	65426	\$12.96
Business Card	WRIGHT 02-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0156/0209	65426	\$82.77
Business Card	WRIGHT 02-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0162	65426	\$8.55
Business Card	WRIGHT 02-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0202 West Mill Bridge	65426	\$89.70
Business Card	WRIGHT 02-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0213	65426	\$9.98
Business Card	WRIGHT 02-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2026-0006 Ripperger Rezone	65426	\$128.12
Business Card	WRIGHT 02-2026	001 007 558 50 31 01	PL-Operating Supplies	Trimble Annual Subscription	65426	\$440.90
Business Card	WRIGHT 02-2026	001 007 559 30 49 01	PB-Staff Development	WSAPT Membership - Fenrich	65426	\$50.00
Business Card	WRIGHT 02-2026	001 007 559 30 49 01	PB-Staff Development	WSAPT Membership - Held	65426	\$50.00
Business Card	WRIGHT 02-2026	001 007 559 30 49 01	PB-Staff Development	WSAPT Membership - Huhta	65426	\$50.00
					65426 Total	\$24,185.79
Canon Financial Services Inc	42639013	001 007 591 58 70 01	PL -Lease Agreements	2YJ04075 Copier Lease CH	65427	\$70.56
Canon Financial Services Inc	42639013	001 007 591 59 70 01	PB - Lease Agreements	2YJ04075 Copier Lease CH	65427	\$70.56
Canon Financial Services Inc	42639013	001 013 591 18 70 01	Lease Agreements	2YJ04075 Copier Lease CH	65427	\$70.56
Canon Financial Services Inc	42639013	001 007 558 50 48 00	PL-Repairs & Maint.	2YJ04075 Copier Lease CH Tax	65427	\$6.56
Canon Financial Services Inc	42639013	001 007 559 30 48 00	PB-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	65427	\$6.56
Canon Financial Services Inc	42639013	001 013 518 20 48 00	GG-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	65427	\$6.57
Canon Financial Services Inc	42639014	001 008 591 21 70 01	Lease Agreements	2XW05905 Copier Lease PD	65427	\$252.95
Canon Financial Services Inc	42639014	001 008 521 20 48 00	LE-Repair & Maintenance Equip	2XW05905 Copier Lease PD Tax	65427	\$23.52

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Canon Financial Services Inc	42640605	001 010 576 80 48 00	PK-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	65427	\$11.42
Canon Financial Services Inc	42640605	101 016 542 30 48 00	ST-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	65427	\$11.41
Canon Financial Services Inc	42640605	410 016 531 10 48 00	SW - Repairs & Maintenance	QNN08471 Copier Lease PW Upstairs	65427	\$11.41
Canon Financial Services Inc	42650387	001 013 518 20 48 00	GG-Repair & Maintenance	XTZ01787 Copier Lease CH Admin Month to Month Le	65427	\$286.05
					65427 Total	\$828.13
CDW Government Inc	AH7PA4J	001 008 521 20 31 02	LE-Minor Equipment	Borther PocketJet 8 PJ-822 Printers (10)	65334	\$3,904.20
CDW Government Inc	AH7PA4J	001 008 521 20 31 02	LE-Minor Equipment	Honeywell Corded Scanners (10)	65334	\$4,300.85
					65334 Total	\$8,205.05
CDW Government Inc	AH8E73Q	001 007 559 30 31 01	PB-Operating Supplies	Surface Pro Copilot+	65428	\$1,055.83
CDW Government Inc	AH8E73Q	001 007 559 30 31 01	PB-Operating Supplies	Surface Pro Keyboard	65428	\$133.11
CDW Government Inc	AH8E73Q	001 007 559 30 31 01	PB-Operating Supplies	Surface Thunderbolt 4 Dock	65428	\$255.14
CDW Government Inc	AH8F28W	001 007 559 30 31 01	PB-Operating Supplies	Surface Comm Warranty	65428	\$61.26
CDW Government Inc	AH8N79Q	001 006 518 80 31 00	IT- Operating Supplies	Apple A16 iPad Wifi 128GB	65428	\$370.13
CDW Government Inc	AH8QA9U	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Azure Overages 12-2025	65428	\$389.13
CDW Government Inc	AH9IC5K	510 006 594 18 64 50	Cap Purch - Clnt Srvs Equip	Surface Pro KH w/Penstor	65428	\$195.57
CDW Government Inc	AH9IC5K	510 006 594 18 64 50	Cap Purch - Clnt Srvs Equip	Surface Pro11	65428	\$1,612.37
CDW Government Inc	AH9LD4J	510 006 594 18 64 50	Cap Purch - Clnt Srvs Equip	Surface Pro10 EHS 3yrs	65428	\$106.67
					65428 Total	\$4,179.21
Central Welding Supply Co Inc	2602676	001 010 576 80 31 00	PK-Operating Supplies	Argon/Centrashield/Propane	65429	\$39.62
Central Welding Supply Co Inc	2602676	101 016 544 90 31 02	ST-Operating Cost	Argon/Centrashield/Propane	65429	\$39.62
Central Welding Supply Co Inc	2602676	410 016 531 10 31 02	SW - Operating Costs	Argon/Centrashield/Propane	65429	\$39.62
					65429 Total	\$118.86
Chala	LUA2026-0005	003 000 345 81 00 00	Zoning-Subdivision Fees	LUA2026-0005 STR Rental Refund	65335	\$537.00
					65335 Total	\$537.00
Charouhas	030126 AMBER	001 008 521 40 49 01	LE- Staff Development	Homelessness Summit Meal PerDiem - Charohas	65430	\$322.00
					65430 Total	\$322.00
Chinook Lumber Inc	2174642	001 008 521 21 31 00	LE-Boating Minor Equipment	EMS NC Dock Electrical	65431	\$20.88
Chinook Lumber Inc	2174642	001 013 518 20 31 00	GG-Operating Costs	EMS NC Dock Electrical - FD to Reimburse	65431	\$62.67
Chinook Lumber Inc	2174642	001 010 576 80 31 05	PK-R&M Supplies	NC Picnic Tables Lumber Irrigation Box	65431	\$54.53
Chinook Lumber Inc	2175824	001 010 576 80 31 05	PK-R&M Supplies	Cedar Fascia - Swim Beach	65431	\$232.94
Chinook Lumber Inc	2175824	001 008 521 21 31 00	LE-Boating Minor Equipment	EMS NC Dock	65431	\$8.41
Chinook Lumber Inc	2175824	001 013 518 20 31 00	GG-Operating Costs	EMS NC Dock - FD to Reimburse	65431	\$8.42
					65431 Total	\$387.85
City of Arlington	012126 EVOC	001 008 521 40 49 01	LE- Staff Development	Emergency Vehicle Operation Course 10/09	65336	\$194.71
					65336 Total	\$194.71
City of Everett	I26000219	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 12-2025	65432	\$485.00
					65432 Total	\$485.00
City of Marysville	25-0012	001 008 523 60 41 00	LE-Jail	Housing Services 12-2025	65337	\$9,018.40
City of Marysville	25-0012	001 008 523 60 41 00	LE-Jail	Medical Services 12-2025	65337	\$1,100.00
City of Marysville	25-0012	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 12-2025	65337	\$1,541.08
City of Marysville	25-0012	001 008 523 60 41 00	LE-Jail	Video Court Services 12-2025	65337	\$1,508.00
					65337 Total	\$13,167.48
City of Marysville	LKS26-001	001 013 512 52 40 00	GG-Municipal Court Fees	Marysville Court Citations 01-2026	65433	\$19,050.43
					65433 Total	\$19,050.43
Code Publishing LLC	GC00133981	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Code Web Update Annual Fees	65434	\$743.24
					65434 Total	\$743.24

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Comcast	01-2026 COMCAST	001 010 576 80 42 00	PK-Communication	Comcast Internet/Telecom Services Davies	65435	\$401.71
Comcast	01-2026 COMCAST	001 010 576 80 42 00	PK-Communication	Comcast Internet/Telecom Services Frontier Park	65435	\$401.71
Comcast	01-2026 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	65435	\$329.98
					65435 Total	\$1,133.40
CompassCom Software Corp	6898	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	CompassWorks Annual Hosting 02/16/26 - 02/15/27	65436	\$3,287.52
					65436 Total	\$3,287.52
Conservation Technix Inc	1268	001 010 576 80 41 00	PK-Professional Services	PROS Plan	65437	\$4,431.00
					65437 Total	\$4,431.00
Consolidated Press LLC	34766	410 016 531 10 41 04	SW - Salmonoid Basin Comp Plan	Postcard Mailers	65338	\$2,130.50
					65338 Total	\$2,130.50
Cory de Jong and Sons Inc	U356957	001 010 576 80 31 00	PK-Operating Supplies	Hog Fuel Reserve Trails	65438	\$138.81
					65438 Total	\$138.81
Crystal Springs	5249844 020126	001 007 558 50 31 01	PL-Operating Supplies	Bottled Water Service CH	65439	\$35.84
Crystal Springs	5249844 020126	001 007 559 30 31 01	PB-Operating Supplies	Bottled Water Service CH	65439	\$35.84
Crystal Springs	5249844 020126	001 013 518 20 31 00	GG-Operating Costs	Bottled Water Service CH	65439	\$66.96
					65439 Total	\$138.64
Data Transfer Solutions LLC	1455516	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Annual Support & Hosting Maint	65339	\$43,720.00
					65339 Total	\$43,720.00
David Evans and Associates Inc	608569	411 016 594 31 60 05	Catherine Creek/36th St Bridge	36th Ave NE Bridge Inspections	65340	\$385.68
					65340 Total	\$385.68
Dept of Labor and Industries	Q4 2025 L&I	001 000 281 00 00 00	Payroll Liability Taxes	Q4 2025 Workers Comp Insurance	EFT	\$125,676.07
Dept of Labor and Industries	Q4 2025 L&I	001 008 521 20 24 00	LE-Workers Comp	Q4 2025 Workers Comp Insurance	EFT	\$7.03
Dept of Labor and Industries	Q4 2025 L&I	001 010 576 80 24 00	PK-Workers Comp	Q4 2025 Workers Comp Insurance	EFT	\$179.82
Dept of Labor and Industries	Q4 2025 L&I	101 016 542 30 24 00	ST-Workers Comp	Q4 2025 Workers Comp Insurance	EFT	\$116.22
Dept of Labor and Industries	Q4 2025 L&I	001 013 518 30 24 00	GG-Workers Comp	Q4 2025 Workers Comp Insurance - rounding	EFT	\$3.16
					EFT Total	\$125,982.30
Dept of Licensing	012426 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 01/18/26 - 01/24/26	65341	\$129.00
Dept of Licensing	013126 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 01/25/26 - 01/31/26	65341	\$222.00
					65341 Total	\$351.00
Dept of Retirement (Deferred Comp)	1252026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$9,071.12
					EFT Total	\$9,071.12
Dept of Retirement (Deferred Comp)	2102026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$9,544.19
					EFT Total	\$9,544.19
Dept of Retirement PERS LEOFF	1252026	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$76,975.99
Dept of Retirement PERS LEOFF	1252026	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$251.11
					EFT Total	\$77,227.10
Dept of Retirement PERS LEOFF	2102026	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$75,828.95
Dept of Retirement PERS LEOFF	2102026	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$240.12
					EFT Total	\$76,069.07
Dept of Revenue EFT	01-2026 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 01-2026	EFT	\$5,745.98
Dept of Revenue EFT	01-2026 EXCISE	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes 01-2026	EFT	\$3,217.68
Dept of Revenue EFT	01-2026 EXCISE	633 000 589 30 00 11	DOR - Sales Tax Remittance	Excise Taxes 01-2026 Lean Class	EFT	\$226.18
					EFT Total	\$9,189.84
Dept of Transportation	RE 41 JZ2806 L001	001 007 558 70 31 00	PL - Citywide Beautification	Wayfinding Signage Review & Inspection	65342	\$2,616.35
					65342 Total	\$2,616.35
Dreher	012026 DREHER D	001 008 521 20 32 00	LE-Fuel	Fuel Reimb - D Dreher	65343	\$32.33
					65343 Total	\$32.33
Dreher	030826 DREHER D	001 008 521 20 41 04	LE - PS - Opioid Settlement	K9 Conf Meal PerDiem - D Dreher	65440	\$344.00
					65440 Total	\$344.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
DTG Recycle	29254874	001 010 576 80 31 00	PK-Operating Supplies	Playchips - Timberlake	65441	\$1,784.50
					65441 Total	\$1,784.50
EFTPS	1252026	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$164,998.66
					EFT Total	\$164,998.66
EFTPS	2102026	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$164,001.94
					EFT Total	\$164,001.94
Electronic Business Machines	AR325808	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	65442	\$10.10
Electronic Business Machines	AR325808	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	65442	\$10.11
Electronic Business Machines	AR325808	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	65442	\$10.11
Electronic Business Machines	AR326030	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2WU09725	65442	\$55.56
					65442 Total	\$85.88
Employment Security Department	Q4 2025 PFML	001 000 284 00 00 00	Payroll Liability Other	Q4 2025 PFML	EFT	\$32,377.83
Employment Security Department	Q4 2025 PFML	001 013 518 30 20 00	GG-Benefits	Q4 2025 PFML - rounding	EFT	\$0.27
					EFT Total	\$32,378.10
Employment Security Department	Q4 2025 WA CARE	001 000 284 00 00 00	Payroll Liability Other	Q4 2025 WA CARES	EFT	\$14,779.24
Employment Security Department	Q4 2025 WA CARE	001 013 518 30 20 00	GG-Benefits	Q4 2025 WA CARES - rounding	EFT	(\$0.15)
					EFT Total	\$14,779.09
Employment Security Dept	Q4 2025 ESD	501 000 517 60 49 00	Payment to Claimants	Q4 2025 ESD Benefits Payment	65344	\$6,584.06
					65344 Total	\$6,584.06
Employment Security Dept	021026 ESD	501 000 517 60 49 00	Payment to Claimants	ESD Benefit Claims	65443	\$3,097.26
					65443 Total	\$3,097.26
Enterprise FM Trust	604558-020426	530 016 594 48 70 00	Capital Lease Holding Account	City Vehicle Lease/Mgmt/Tax Fees 01-2026	65444	\$19,801.65
Enterprise FM Trust	604558-020426	530 016 594 48 60 01	Capital Lease Taxes & Fees	City Vehicle Non Leasing Cost 01-2026	65444	\$1,114.37
Enterprise FM Trust	633992-020426	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Lease Taxes/Fees 01-2026	65444	\$1,278.27
Enterprise FM Trust	633992-020426	520 008 591 21 70 00	LE - Lease Agreements	PD Vehicle Leases 01-2026	65444	\$13,043.57
Enterprise FM Trust	633992-020426	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Monthly Maint 01-2026	65444	\$13,603.68
					65444 Total	\$48,841.54
Environmental Systems Research Inst	900194398	510 006 591 18 70 52	SBITAs	ESRI Annual Software/Maintenance	65445	\$44,703.70
					65445 Total	\$44,703.70
Fastenal Company	WAARN181288	101 016 544 90 31 02	ST-Operating Cost	Visitor Spc/QwikStiks	65345	\$11.41
Fastenal Company	WAARN181288	410 016 531 10 31 02	SW - Operating Costs	Visitor Spc/QwikStiks	65345	\$11.42
Fastenal Company	WAARN181353	101 016 544 90 31 02	ST-Operating Cost	Gloves/ValvPartResp/Foot Warming Pack	65345	\$145.05
Fastenal Company	WAARN181353	410 016 531 10 31 02	SW - Operating Costs	Gloves/ValvPartResp/Foot Warming Pack	65345	\$145.05
					65345 Total	\$312.93
Fastenal Company	MN191006108	001 010 576 80 41 00	PK-Professional Services	FAST Program Fees 02-2026	65446	\$3.65
Fastenal Company	MN191006108	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 02-2026	65446	\$3.64
Fastenal Company	MN191006108	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 02-2026	65446	\$3.64
Fastenal Company	WAARN181445	101 016 544 90 31 02	ST-Operating Cost	Gloves	65446	\$40.42
Fastenal Company	WAARN181445	410 016 531 10 31 02	SW - Operating Costs	Gloves	65446	\$40.42
					65446 Total	\$91.77
FBI - LEEDA	200138342	001 008 521 40 49 01	LE- Staff Development	SLI Everett 01/2026 - Lindseth	65346	\$795.00
					65346 Total	\$795.00
Feldman & Lee PS	01-2026 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 01-2026	65447	\$16,000.00
Feldman & Lee PS	2026 LKS-SSP-1	633 000 589 30 00 12	OPD Grant Exp - Arlington	Arlington Social Services OPD Program 01-2026	65447	\$1,000.00
Feldman & Lee PS	2026 LKS-SSP-1	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service OPD Program 01-2026	65447	\$667.00
Feldman & Lee PS	2026 LKS-SSP-1	001 011 515 91 41 01	Social Worker Program (Grant)	LS Social Service Program 01-2026	65447	\$460.00
					65447 Total	\$18,127.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ferguson Enterprises 3007	WE527139	101 016 544 90 31 02	ST-Operating Cost	Electric Tankless Water Heater	65448	\$201.36
Ferguson Enterprises 3007	WE527139	410 016 531 10 31 02	SW - Operating Costs	Electric Tankless Water Heater	65448	\$201.37
					65448 Total	\$402.73
FRSecure LLC	BD0011515	001 006 518 80 41 00	IT-Professional Services	Risk Assessment L2 - Final Payment	65449	\$10,383.50
					65449 Total	\$10,383.50
Garceau	012526 GARCEAU	001 010 576 80 49 01	PK-Staff Development	Directors Summit Meal PerDiem - Garceau	65347	\$116.00
Garceau	012526 GARCEAU	001 010 576 80 49 01	PK-Staff Development	Directors Summit Mileage PerDiem - Garceau	65347	\$68.88
Garceau	012526 GARCEAU	001 010 576 80 49 01	PK-Staff Development	Directors Summit Transportation Reimb - Garceau	65347	\$45.00
					65347 Total	\$229.88
Gardner	1020	520 008 594 21 63 00	Vehicles - Capital Equip	Equipment Installation PT-26-16	65450	\$3,600.09
					65450 Total	\$3,600.09
GCP WW Holdco LLC	INV2010021851	001 010 576 80 31 01	PK-Ops-Clothing	Boots - Langland	65451	\$271.99
					65451 Total	\$271.99
Glass By Lund Inc	75740	001 008 521 50 30 00	LE-Facilities Supplies	Fabrication Etch Glass	65348	\$311.51
					65348 Total	\$311.51
GLPK LLC	1899	001 013 518 20 41 00	GG-Professional Service	Janitorial Service - CH	65349	\$810.00
GLPK LLC	1899	001 000 382 20 00 00	Retainage	Janitorial Service - CH Retainage	65349	(\$81.00)
GLPK LLC	1902	005 000 518 20 40 02	Rental Property Services	Janitorial Service - 1819 S Lake	65349	\$385.00
GLPK LLC	1902	005 000 382 20 00 00	Rental Property Retainage	Janitorial Service - 1819 S Lake Retainage	65349	(\$38.50)
GLPK LLC	1939	001 013 518 20 41 00	GG-Professional Service	Janitorial Service - CH	65349	\$810.00
GLPK LLC	1939	001 000 382 20 00 00	Retainage	Janitorial Service - CH Retainage	65349	(\$81.00)
GLPK LLC	1940	005 000 518 20 40 02	Rental Property Services	Janitorial Service - 10519 20th St	65349	\$280.00
GLPK LLC	1940	005 000 382 20 00 00	Rental Property Retainage	Janitorial Service - 10519 20th St Retainage	65349	(\$28.00)
GLPK LLC	1941	001 012 575 50 48 00	CS- The Mill - R & M	Janitorial Service - The Mill	65349	\$3,200.00
GLPK LLC	1941	001 000 382 20 00 00	Retainage	Janitorial Service - The Mill Retainage	65349	(\$320.00)
					65349 Total	\$4,936.50
GLPK LLC	1901	001 008 521 20 41 01	LE-Professional Serv-Fixed	Janitorial Service - PD	65452	\$1,130.00
GLPK LLC	1901	001 000 382 20 00 00	Retainage	Janitorial Service - PD Retainage	65452	(\$113.00)
GLPK LLC	1903	101 016 542 30 41 02	ST-Professional Service	Janitorial Service - PW Shop	65452	\$405.00
GLPK LLC	1903	410 016 531 10 41 01	SW - Professional Services	Janitorial Service - PW Shop	65452	\$405.00
GLPK LLC	1903	101 000 382 20 00 00	PW - Retainage	Janitorial Service - PW Shop Retainage	65452	(\$40.50)
GLPK LLC	1903	410 000 382 20 00 00	SW-Retainage	Janitorial Service - PW Shop Retainage	65452	(\$40.50)
					65452 Total	\$1,746.00
Gorcester	012326 TYLER	001 010 576 80 49 01	PK-Staff Development	SFMA Conf Hotel Reimb - Gorcester	65350	\$908.92
					65350 Total	\$908.92
Grainger	9780969979	410 016 531 10 31 02	SW - Operating Costs	Bottles	65351	\$175.65
					65351 Total	\$175.65
Granite Construction Supply	109732	101 016 542 90 31 01	ST-Clothing	Surveyors Vest	65352	\$41.65
Granite Construction Supply	109732	410 016 531 10 31 00	SW - Clothing	Surveyors Vest	65352	\$41.65
Granite Construction Supply	3125733	410 016 531 10 31 02	SW - Operating Costs	Asphalt	65352	\$432.04
					65352 Total	\$515.34
Granite Construction Supply	109932	101 016 542 64 31 00	ST-Traffic Control - Supply	Fixed Cross Piece for Sign Blade/Square Posts	65453	\$464.88
					65453 Total	\$464.88
Green	022326 GREEN	001 010 576 80 49 01	PK-Staff Development	PNW Resource Mgmt School Ferry Fees - D Green	65353	\$39.40
Green	022326 GREEN	001 010 576 80 49 01	PK-Staff Development	PNW Resource Mgmt School Meal PerDiem - D Green	65353	\$40.00
					65353 Total	\$79.40
Greenshields Industrial Supply Inc	159389	101 016 544 90 31 02	ST-Operating Cost	Cable Hoist 2T Double-Hook	65454	\$53.76
Greenshields Industrial Supply Inc	159389	410 016 531 10 31 02	SW - Operating Costs	Cable Hoist 2T Double-Hook	65454	\$53.77
					65454 Total	\$107.53

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Griffen Law Office Inc	1113	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	65455	\$900.00
					65455 Total	\$900.00
Hathaway	39236	001 007 558 50 31 01	PL-Operating Supplies	Nameplates - B Kehler/T Davis	65354	\$71.27
Hathaway	39236	001 007 559 30 31 01	PB-Operating Supplies	Nameplates - B Kehler/T Davis	65354	\$35.63
					65354 Total	\$106.90
HD Fowler Company	17218214	001 010 576 80 31 03	PK- Equipment & Tools	Irrigation Connectors - (2) NC, (1) Lundeen, (1) FH	65355	\$6,217.97
					65355 Total	\$6,217.97
Herrera Environmental Consultants	61379	410 016 531 10 41 04	SW - Salmonoid Basin Comp Plan	Plan for Salmonid Basins	65456	\$6,648.64
					65456 Total	\$6,648.64
Home Depot	10262	001 012 572 20 48 00	CS- Library-Repair & Maint	House Numbers	65356	\$54.78
Home Depot	10263	101 016 544 90 31 02	ST-Operating Cost	Battery/Angle Drill	65356	\$108.20
Home Depot	10263	410 016 531 10 31 02	SW - Operating Costs	Battery/Angle Drill	65356	\$108.21
Home Depot	5012587	001 012 557 30 31 00	CS- Visitor Center	Doors Weatherstrips/In-wall Electric Heaters	65356	\$703.24
Home Depot	5013710	001 012 569 00 31 00	CS- Senior Services-Supplies	Motion Sensor/Outlet Covers	65356	\$84.59
Home Depot	5013717	001 010 576 80 31 05	PK-R&M Supplies	Eyebolts - Gate Cav & Lundeen Replace	65356	\$174.36
Home Depot	5132878	001 010 576 80 31 05	PK-R&M Supplies	Lumber - Sign Replacements	65356	\$60.29
					65356 Total	\$1,293.67
Honey Bucket	555338549	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	65357	\$182.05
Honey Bucket	555343364	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Sunset Beach	65357	\$290.95
					65357 Total	\$473.00
Honey Bucket	555358999	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	65457	\$290.95
Honey Bucket	555360965	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - DOC Trailer	65457	\$55.18
Honey Bucket	555360965	101 016 542 30 45 00	ST-Rentals-Leases	Honey Bucket Rental - DOC Trailer	65457	\$55.19
Honey Bucket	555360965	410 016 531 10 45 01	SW - Rentals-Leases	Honey Bucket Rental - DOC Trailer	65457	\$55.18
Honey Bucket	555368658	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	65457	\$167.75
Honey Bucket	555368659	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	65457	\$290.95
Honey Bucket	555376368	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	65457	\$156.20
Honey Bucket	555376369	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Cavalero Dog Park	65457	\$274.45
Honey Bucket	555376370	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Cavalero Skate Park	65457	\$274.45
					65457 Total	\$1,620.30
HRA VEBA Trust YA20192	2102026	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	65411	\$4,669.65
					65411 Total	\$4,669.65
HSA Bank	1252026	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	65316	\$325.00
					65316 Total	\$325.00
HSA Bank	2102026	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	65412	\$325.00
					65412 Total	\$325.00
ICONIX Waterworks US Inc	U2616001935	410 016 531 10 31 02	SW - Operating Costs	Ultility Pins/Nuts/Springs/Locknuts/O-Rings/Screws	65358	\$292.17
ICONIX Waterworks US Inc	U2616002821	410 016 531 10 31 02	SW - Operating Costs	Concrete Caulder Couplings	65358	\$226.46
					65358 Total	\$518.63
IEH Analytical Laboratories	181427	410 016 531 10 41 01	SW - Professional Services	Lab Sample Analysis	65458	\$265.00
					65458 Total	\$265.00
Industrial Bolt and Supply Inc	898277-1	101 016 544 90 31 02	ST-Operating Cost	Tie Wraps/Fuses/Bits/Drivers/Drill Sets/Connectors	65459	\$583.57
Industrial Bolt and Supply Inc	898277-1	410 016 531 10 31 02	SW - Operating Costs	Tie Wraps/Fuses/Bits/Drivers/Drill Sets/Connectors	65459	\$583.58
					65459 Total	\$1,167.15
International Northwest Parks &	121826 INPRA	001 010 576 80 49 01	PK-Staff Development	Pacific NW Resource Mgmt School Registration - D Green	65359	\$1,400.00
					65359 Total	\$1,400.00
Jefferies	e82	001 010 576 80 41 01	PK-Professional Tree Srv	Tree Removal Services - 3121 Catherine Dr NE	65360	\$1,311.60
					65360 Total	\$1,311.60

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Jolly Family Corporation	471--125848	001 010 576 80 31 05	PK-R&M Supplies	Public Works Sign	65460	\$195.65
Jolly Family Corporation	471--125848	101 016 544 90 31 02	ST-Operating Cost	Public Works Sign	65460	\$195.64
Jolly Family Corporation	471--125848	410 016 531 10 31 02	SW - Operating Costs	Public Works Sign	65460	\$195.65
					65460 Total	\$586.94
Lake Industries LLC	310629	410 016 531 10 41 03	SW - Disposal Fees	Dump Site Fill Material Clean - Hauled In - Per Yard	65461	\$432.00
Lake Industries LLC	310652	410 016 531 10 41 03	SW - Disposal Fees	Dump Site Fill Material Clean - Hauled In - Per Yard	65461	\$540.00
Lake Industries LLC	310677	410 016 531 10 41 03	SW - Disposal Fees	Dump Site Fill Material Clean - Hauled In - Per Yard	65461	\$432.00
Lake Industries LLC	310693	410 016 531 10 41 03	SW - Disposal Fees	Dump Site Fill Material Clean - Hauled In - Per Yard	65461	\$540.00
Lake Industries LLC	310698	410 016 531 10 41 03	SW - Disposal Fees	Dump Site Fill Material Clean - Hauled In - Per Yard	65461	\$432.00
					65461 Total	\$2,376.00
Lake Stevens Chamber of Commerce	02-2026 CHAMBER	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 02-2026	65361	\$1,500.00
					65361 Total	\$1,500.00
Lake Stevens Police Guild	1252026	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	65317	\$1,982.31
					65317 Total	\$1,982.31
Lake Stevens Police Guild	2102026	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	65413	\$1,982.31
					65413 Total	\$1,982.31
Lake Stevens Sewer District	1195 02-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	65462	\$127.66
Lake Stevens Sewer District	12326 02-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	65462	\$134.04
Lake Stevens Sewer District	13135 02-2026	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	65462	\$206.70
Lake Stevens Sewer District	13135 02-2026	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	65462	\$413.40
Lake Stevens Sewer District	13135 02-2026	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	65462	\$206.69
Lake Stevens Sewer District	2538 02-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	65462	\$1,425.70
Lake Stevens Sewer District	3628 02-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	65462	\$378.71
Lake Stevens Sewer District	5189 02-2026	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	65462	\$517.01
Lake Stevens Sewer District	6294 02-2026	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	65462	\$127.66
Lake Stevens Sewer District	6296 02-2026	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	65462	\$127.66
Lake Stevens Sewer District	6390 02-2026	005 000 518 20 40 01	Rental Property Utilities	Sewer - 1819 S Lake Stevens Acct 6390-03	65462	\$127.66
Lake Stevens Sewer District	6666 02-2026	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	65462	\$127.66
Lake Stevens Sewer District	6671 02-2026	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	65462	\$127.66
Lake Stevens Sewer District	6810 02-2026	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	65462	\$255.31
Lake Stevens Sewer District	7002 02-2026	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	65462	\$127.66
Lake Stevens Sewer District	8710 02-2026	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	65462	\$127.66
Lake Stevens Sewer District	9902 02-2026	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Acct 9902-01	65462	\$127.66
					65462 Total	\$4,686.50
Lamb Renovation	BLD2026-0014	003 000 322 10 00 00	Building Permits	BLD2026-0014 Refund Plan Review Fees	65463	\$1,755.00
					65463 Total	\$1,755.00
Land Development Consultants Inc	40591	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Playfields	65464	\$35,472.05
					65464 Total	\$35,472.05
Language Line Services Inc	11836559	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	65465	\$20.85
					65465 Total	\$20.85
Lemay Mobile Shredding Inc	4919666S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	65362	\$49.90
					65362 Total	\$49.90
Lemay Mobile Shredding Inc	4919842S185	001 010 576 80 41 00	PK-Professional Services	Shredding Services PW Shop	65466	\$16.64
Lemay Mobile Shredding Inc	4919842S185	101 016 542 30 41 02	ST-Professional Service	Shredding Services PW Shop	65466	\$16.63
Lemay Mobile Shredding Inc	4919842S185	410 016 531 10 41 01	SW - Professional Services	Shredding Services PW Shop	65466	\$16.63
					65466 Total	\$49.90
Lewandowski	012226 JACLYN	001 010 576 80 49 01	PK-Staff Development	CivicRec Training Parking Fee Reimb - Lewandowski	65363	\$20.83
					65363 Total	\$20.83

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
MacDonald	011926MACDONALD	101 016 542 30 49 01	ST-Staff Development	CDL Exam Reimb - MacDonald	65364	\$87.50
MacDonald	011926MACDONALD	410 016 531 10 49 01	SW - Staff Development	CDL Exam Reimb - MacDonald	65364	\$87.50
					65364 Total	\$175.00
Mafarlane Estep Inc	7016	001 001 511 60 49 01	Legislative - Prof. Developmen	Council Training for Roberts Rules	65467	\$2,726.21
					65467 Total	\$2,726.21
McDaniels Do It Center	2370	410 016 531 10 31 02	SW - Operating Costs	Landscape Adhesive/Caulk Gun/Cottage Stone	65365	\$103.59
					65365 Total	\$103.59
McLoughlin & Eardley Group Inc	287656	520 008 594 21 63 00	Vehicles - Capital Equip	Mounting Bracket/Dome Light/Expansion Module	65468	\$761.37
					65468 Total	\$761.37
McManus	012126 MCMANUS	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Hotel Reimb - McManus	65366	\$0.01
McManus	012126 MCMANUS	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Mileage PerDiem - McManus	65366	\$152.98
					65366 Total	\$152.99
Millerstoultime	21026106624	101 016 544 90 31 02	ST-Operating Cost	Battery	65469	\$64.46
Millerstoultime	21026106624	410 016 531 10 31 02	SW - Operating Costs	Battery	65469	\$64.46
					65469 Total	\$128.92
MissionSquare - 108991	6065036	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	65318	\$545.23
					65318 Total	\$545.23
MissionSquare - 108991	6407550	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	65414	\$545.23
					65414 Total	\$545.23
MissionSquare - 307428	6989038	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	65319	\$1,752.77
					65319 Total	\$1,752.77
MissionSquare - 307428	6556204	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	65415	\$1,752.77
					65415 Total	\$1,752.77
Mister Ts Awards & Embroidery	821052	001 001 511 60 31 00	Legislative - Operating Costs	Name Tags - Councilmembers Packard/Edwards/Araya/McManus	65367	\$54.30
					65367 Total	\$54.30
MJ Neal Associates Architects PLLC	01-2026 MUSEUM	306 000 594 75 60 00	Culture Facility Cap - Museum	LS Museum Design	65470	\$12,358.85
					65470 Total	\$12,358.85
Monroe Correctional Complex	MCC2512.0187	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew 12-2025	65471	\$99.29
Monroe Correctional Complex	MCC2512.0187	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew 12-2025	65471	\$74.88
Monroe Correctional Complex	MCC2512.0187	410 016 531 10 48 00	SW - Repairs & Maintenance	DOC Work Crew 12-2025	65471	\$100.70
					65471 Total	\$274.87
Nakshabandi	012326 NAKSHABA	001 007 559 30 31 02	PB-Clothing	Building Inspector Boots Reimb - Nakshabandi	65368	\$229.29
					65368 Total	\$229.29
National League of Cities	194761	001 001 511 60 49 01	Legislative - Prof. Developmen	NLC Membership Dues	65369	\$3,949.00
					65369 Total	\$3,949.00
Nationwide Retirement Solution	1252026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$7,540.88
					EFT Total	\$7,540.88
Nationwide Retirement Solution	2102026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$7,524.53
					EFT Total	\$7,524.53
New Restoration and Recovery Services LLC	INV26210	410 016 531 10 41 10	SW - Prof Service - CCTV	24007 CCTV Project Pymt #7	65370	\$16,819.90
New Restoration and Recovery Services LLC	INV26210	410 000 382 20 00 00	SW-Retainage	24007 CCTV Project Pymt #7 Retainage	65370	(\$840.99)
					65370 Total	\$15,978.91
New York Life	Y6W_20260203	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	EFT	\$147.00
					EFT Total	\$147.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
New York Life EFT	Jan-26	001 001 513 10 20 00	Executive - Benefits	Life/Disability Insurance Premiums	EFT	\$79.81
New York Life EFT	Jan-26	001 002 513 11 20 00	AD-Benefits	Life/Disability Insurance Premiums	EFT	\$76.66
New York Life EFT	Jan-26	001 003 514 20 20 00	CC-Benefits	Life/Disability Insurance Premiums	EFT	\$165.69
New York Life EFT	Jan-26	001 004 514 23 20 00	FI-Benefits	Life/Disability Insurance Premiums	EFT	\$234.64
New York Life EFT	Jan-26	001 005 518 10 20 00	HR-Benefits	Life/Disability Insurance Premiums	EFT	\$262.46
New York Life EFT	Jan-26	001 006 518 80 20 00	IT-Benefits	Life/Disability Insurance Premiums	EFT	\$284.05
New York Life EFT	Jan-26	001 007 558 50 20 00	PL-Benefits	Life/Disability Insurance Premiums	EFT	\$304.23
New York Life EFT	Jan-26	001 007 559 30 20 00	PB-Benefits	Life/Disability Insurance Premiums	EFT	\$184.65
New York Life EFT	Jan-26	001 008 521 20 20 00	LE-Benefits	Life/Disability Insurance Premiums	EFT	\$2,296.95
New York Life EFT	Jan-26	001 010 576 80 20 00	PK-Benefits	Life/Disability Insurance Premiums	EFT	\$780.53
New York Life EFT	Jan-26	001 013 518 30 20 00	GG-Benefits	Life/Disability Insurance Premiums	EFT	\$288.55
New York Life EFT	Jan-26	003 007 559 30 20 00	PT - Permit Benefits	Life/Disability Insurance Premiums	EFT	\$614.79
New York Life EFT	Jan-26	005 013 518 20 20 00	RP-Benefits	Life/Disability Insurance Premiums	EFT	\$24.35
New York Life EFT	Jan-26	101 016 542 30 20 00	ST-Benefits	Life/Disability Insurance Premiums	EFT	\$877.17
New York Life EFT	Jan-26	410 016 531 10 20 00	SW-Benefits	Life/Disability Insurance Premiums	EFT	\$1,135.96
					EFT Total	\$7,610.49
Northwest Environmental Training Center	AR-31254	410 016 531 10 49 01	SW - Staff Development	Erosion & Sediment Control Lead Re-Cert Training	65472	\$780.00
					65472 Total	\$780.00
O Reilly Auto Parts	2960-190274	101 016 544 90 31 02	ST-Operating Cost	Car Wash Solution	65473	\$3.93
O Reilly Auto Parts	2960-190274	410 016 531 10 31 02	SW - Operating Costs	Car Wash Solution	65473	\$3.93
O Reilly Auto Parts	2960-191293	001 010 576 80 31 05	PK-R&M Supplies	Battery/Oil Filter/Motor Oil PW21	65473	\$243.29
O Reilly Auto Parts	2960-191294	410 016 531 10 31 02	SW - Operating Costs	Oil Filter/Motor Oil PW101	65473	\$66.97
O Reilly Auto Parts	2960-191296	101 016 544 90 31 02	ST-Operating Cost	Oil Filter/Motor Oil PW84	65473	\$16.55
O Reilly Auto Parts	2960-191296	410 016 531 10 31 02	SW - Operating Costs	Oil Filter/Motor Oil PW84	65473	\$16.55
					65473 Total	\$351.22
Occupational Health Centers of Washington PS	89235486	001 008 521 20 41 00	LE-Professional Services	Law Enforcement Pyhsical	65371	\$1,262.00
					65371 Total	\$1,262.00
Office of the State Treasurer	01-2026 STATE	633 000 589 30 00 03	State Building Permit Remit	Building Code Remittance 01-2026	65474	\$145.50
Office of the State Treasurer	01-2026 STATE	633 000 586 00 00 01	State Court Remit	State Court Remittance 01-2026	65474	\$17,425.90
					65474 Total	\$17,571.40
Pacific Power Batteries	11455907	001 012 575 50 31 00	CS- The Mill- Ops	Custom 585	65475	\$562.14
Pacific Power Batteries	11456490	410 016 531 10 31 02	SW - Operating Costs	Batteries PW67	65475	\$1,328.56
					65475 Total	\$1,890.70
Paea	PE2 SIDEWALK	309 016 595 61 60 01	ADA Crosswalk Improvements	25004 - 2025 Sidewalk ADA Improvements	65372	\$28,288.82
Paea	PE2 SIDEWALK	309 000 382 20 00 00	Retainage	25004 - 2025 Sidewalk ADA Improvements Retainage	65372	(\$1,414.44)
					65372 Total	\$26,874.38
Perkl	LUA2025-0188	003 000 345 81 00 00	Zoning-Subdivision Fees	Reissue Ck #64929 LUA2025-0188 Refund	65373	\$930.00
Perkl	LUA2025-0188	510 000 341 81 00 00	Technology Fee	Reissue Ck #64929 LUA2025-0188 Refund	65373	\$27.90
					65373 Total	\$957.90
Petersen Brothers Inc	2600201	101 016 542 64 48 01	ST-Traf Control - Guardrail	Guardrail Repairs 2415 Lake Steven Rd	65476	\$5,493.72
Petersen Brothers Inc	2600201	101 000 382 20 00 00	PW - Retainage	Guardrail Repairs 2415 Lake Steven Rd Retainage	65476	(\$549.37)
					65476 Total	\$4,944.35

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Petrocard Inc	0577132-IN	001 007 559 30 32 00	PB-Fuel	Fuel	65374	\$110.11
Petrocard Inc	0577132-IN	001 008 521 20 32 00	LE-Fuel	Fuel	65374	\$121.87
Petrocard Inc	0577132-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	65374	\$1,095.94
Petrocard Inc	0577132-IN	101 016 542 30 32 00	ST-Fuel	Fuel	65374	\$886.69
Petrocard Inc	0577132-IN	410 016 531 10 32 00	SW - Fuel	Fuel	65374	\$3,433.99
					65374 Total	\$5,648.60
Petrocard Inc	0579414-IN	001 001 513 10 49 01	Executive - Prof. Development	Fuel	65477	\$167.51
Petrocard Inc	0579414-IN	001 006 518 80 32 00	IT-Fuel	Fuel	65477	\$26.43
Petrocard Inc	0579414-IN	001 007 559 30 32 00	PB-Fuel	Fuel	65477	\$90.13
Petrocard Inc	0579414-IN	001 008 521 20 32 00	LE-Fuel	Fuel	65477	\$107.12
Petrocard Inc	0579414-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	65477	\$1,503.91
Petrocard Inc	0579414-IN	101 016 542 30 32 00	ST-Fuel	Fuel	65477	\$1,012.63
Petrocard Inc	0579414-IN	410 016 531 10 32 00	SW - Fuel	Fuel	65477	\$5,604.48
					65477 Total	\$8,512.21
PH Consulting LLC	2619	101 016 544 20 41 00	ST-Prof Srv - Engineering	On-Call Engineering Services	65375	\$2,043.75
					65375 Total	\$2,043.75
Pitney Bowes Bank Inc	01-2026 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	65478	\$217.54
Pitney Bowes Bank Inc	01-2026 POSTAGE	001 010 576 80 42 00	PK-Communication	Postage	65478	\$6.30
Pitney Bowes Bank Inc	01-2026 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	65478	\$213.03
Pitney Bowes Bank Inc	01-2026 POSTAGE	101 016 543 30 42 00	ST-Communications	Postage	65478	\$5.40
Pitney Bowes Bank Inc	01-2026 POSTAGE	410 016 531 10 42 00	SW - Communications	Postage	65478	\$5.40
					65478 Total	\$447.67
PODS Enterprises LLC	PODS011143939	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	65479	\$179.25
PODS Enterprises LLC	PODS011150579	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	65479	\$179.25
					65479 Total	\$358.50
Prizm Consulting Inc	306	120 016 595 61 60 05	TBP05: 91st - 20th to 12th	91st St SE Phase 2	65480	\$26,005.50
					65480 Total	\$26,005.50
Puget Sound Energy	200003723810 02-2026	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	65481	\$372.54
Puget Sound Energy	200024316495 02-2026	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	65481	\$581.86
Puget Sound Energy	200024316495 02-2026	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	65481	\$581.86
Puget Sound Energy	200024316495 02-2026	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	65481	\$581.86
Puget Sound Energy	220022339471 02-2026	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	65481	\$748.46
Puget Sound Energy	220024770236 02-2026	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	65481	\$339.98
Puget Sound Energy	220028663866 02-2026	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	65481	\$419.74
Puget Sound Energy	220028663874 02-2026	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 1819 S Lake Stevens Rd	65481	\$265.89
Puget Sound Energy	220037870619 02-2026	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 10519 20th St SE #106	65481	\$57.35
					65481 Total	\$3,949.54
Pye-Barker Fire & Safety LLC	7695685	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	65376	\$19.51
Pye-Barker Fire & Safety LLC	7695685	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	65376	\$700.60
Pye-Barker Fire & Safety LLC	7695685	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	65376	\$734.78
Pye-Barker Fire & Safety LLC	7695685	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	65376	\$343.61
Pye-Barker Fire & Safety LLC	7695685	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	65376	\$343.61
Pye-Barker Fire & Safety LLC	7695685	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	65376	\$343.61
Pye-Barker Fire & Safety LLC	7695685	001 010 576 80 41 00	PK-Professional Services	Intrusion Monitoring Eagle Ridge	65376	\$142.09
Pye-Barker Fire & Safety LLC	7695686	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 1825 S Lake 02-2026	65376	\$1,372.88
					65376 Total	\$4,000.69
Pye-Barker Fire & Safety LLC	7695687	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 10518 18th St 02-2026	65482	\$111.12
					65482 Total	\$111.12

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Quadient Finance USA Inc	01-2026 POSTAGE	001 008 521 20 42 00	LE-Communication	PD Postage	65377	\$188.01
					65377 Total	\$188.01
Reckord	INV-9602	302 010 594 76 61 03	PM -LS Bayview Connector - PT	Bayview Trail Phase 1	65483	\$13,300.27
					65483 Total	\$13,300.27
Rexel USA Inc	7A21263	001 008 521 21 31 00	LE-Boating Minor Equipment	EMS NC Dock Electrical Supplies	65378	\$292.61
Rexel USA Inc	7A21263	001 013 518 20 31 00	GG-Operating Costs	EMS NC Dock Electrical Supplies - FD to Reimburse	65378	\$585.22
					65378 Total	\$877.83
Rexel USA Inc	7C16013	410 016 531 10 31 02	SW - Operating Costs	Rigid Strut Straps	65484	\$5.04
					65484 Total	\$5.04
Riverside Sand & Gravel	153341	001 010 576 80 31 05	PK-R&M Supplies	Reissue CK 65101 - Gravel - Timberlake ADA Walkway	65379	\$650.77
					65379 Total	\$650.77
Sariahs Stitches	9	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Pant Hemming	65380	\$20.00
					65380 Total	\$20.00
Shannon & Wilson Inc	162853	411 016 594 31 60 13	Hartford Crossings/Cath Creek	Lower Stevens Creek Restoration	65485	\$14,122.42
					65485 Total	\$14,122.42
Skyline Vinyl and Sign	INV-000426	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Spot Graphics	65486	\$1,940.08
					65486 Total	\$1,940.08
Smarsh Inc	INV-331285	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	SMS Text Archiving	65487	\$877.26
					65487 Total	\$877.26
Snohomish Co-Op Inc	327251	001 010 576 80 31 00	PK-Operating Supplies	Straw - Timberlake Maint	65381	\$17.04
					65381 Total	\$17.04
Snohomish County 911	9076	001 008 528 00 41 00	LE-SNO911	Dispatch Services 02-2026	65382	\$34,457.15
					65382 Total	\$34,457.15
Snohomish County Auditor	I-VR26-8	001 001 514 90 40 00	Legislative - Voter Reg Fees	LS Portion of Voter Registration	65488	\$60,405.77
					65488 Total	\$60,405.77
Snohomish County Dept of Emergency Mgmt	I000700442	001 013 525 10 41 00	GG-Emergency	Q1 2026 Emergency Mgmt Services	65489	\$14,954.50
					65489 Total	\$14,954.50
Snohomish County Human Services Dept	I000700270	001 013 566 00 41 00	GG - Liquor Tax to SnoCo	Q3 2025 Liquor Excise Tax	65490	\$3,131.84
					65490 Total	\$3,131.84
Snohomish County Planning and Development Svcs	I000700229	001 013 518 90 49 05	GG-SnoCo Tomorrow	2026 SCCIT Dues	65383	\$12,920.00
					65383 Total	\$12,920.00
Snohomish County Public Works	I000700190	101 016 542 63 47 00	ST-Lighting - Utilities	Traffic Signal/Maint 12-2025	65384	\$659.62
					65384 Total	\$659.62
Snohomish County PUD	106570070	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	65385	\$170.09
Snohomish County PUD	106570070	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	65385	\$125.71
Snohomish County PUD	106572576	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	65385	\$120.52
Snohomish County PUD	116453033	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	65385	\$204.93
Snohomish County PUD	119747024	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	65385	\$56.52
Snohomish County PUD	129642210	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	65385	\$293.50
Snohomish County PUD	129642210	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	65385	\$385.08
Snohomish County PUD	129642210	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	65385	\$74.02
Snohomish County PUD	129642210	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	65385	\$221.62
Snohomish County PUD	132947128	001 010 576 80 47 00	PK-Utilities	202340527 Old Decant 12701 36th St NE	65385	\$18.84
Snohomish County PUD	132947128	101 016 543 50 47 00	ST-Utilities	202340527 Old Decant 12701 36th St NE	65385	\$18.84
Snohomish County PUD	132947128	410 016 531 10 47 00	SW - Utilities	202340527 Old Decant 12701 36th St NE	65385	\$18.84
Snohomish County PUD	146184845	001 010 576 80 47 00	PK-Utilities	224668822 Cavalero Park Electric/Water	65385	\$119.59

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	146185996	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	65385	\$71.00
Snohomish County PUD	149493681	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	65385	\$90.03
Snohomish County PUD	152821568	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	65385	\$272.03
Snohomish County PUD	156086885	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	65385	\$29.58
Snohomish County PUD	159276964	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	65385	\$58.69
Snohomish County PUD	159283937	001 010 576 80 47 00	PK-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	65385	\$69.58
Snohomish County PUD	159283937	101 016 543 50 47 00	ST-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	65385	\$69.58
Snohomish County PUD	159283937	401 070 535 10 47 01	Sewer Dist Utilities	222947715 Decant Electric/Water 12703 31st PL NE	65385	\$208.75
Snohomish County PUD	159283937	410 016 531 10 47 00	SW - Utilities	222947715 Decant Electric/Water 12703 31st PL NE	65385	\$69.58
Snohomish County PUD	162437918	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	65385	\$98.13
Snohomish County PUD	162439740	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	65385	\$70.26
					65385 Total	\$2,935.31
Snohomish County PUD	100873019	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	65491	\$15,987.13
Snohomish County PUD	106576141	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	65491	\$104.12
Snohomish County PUD	106577949	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	65491	\$126.30
Snohomish County PUD	106579179	001 010 576 80 47 00	PK-Utilities	222205049 Oak Park Electric	65491	\$74.55
Snohomish County PUD	119757226	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	65491	\$205.61
Snohomish County PUD	119757227	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	65491	\$156.96
Snohomish County PUD	123056061	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	65491	\$35.11
Snohomish County PUD	129645450	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	65491	\$96.31
Snohomish County PUD	129647840	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	65491	\$1,886.76
Snohomish County PUD	129647841	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	65491	\$1,554.01
Snohomish County PUD	129651955	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	65491	\$133.11
Snohomish County PUD	136274786	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	65491	\$304.95
Snohomish County PUD	136274786	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	65491	\$433.41
Snohomish County PUD	136274786	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	65491	\$242.59
Snohomish County PUD	136274786	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	65491	\$59.41
Snohomish County PUD	136274786	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	65491	\$114.76
Snohomish County PUD	136274786	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	65491	\$77.66
Snohomish County PUD	136274786	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	65491	\$63.76
Snohomish County PUD	136274786	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	65491	\$656.45
Snohomish County PUD	136274786	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	65491	\$73.96
Snohomish County PUD	146199444	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	65491	\$96.07
Snohomish County PUD	146200810	001 010 576 80 47 00	PK-Utilities	224668822 Cavalero Park Electric/Water	65491	\$127.28
Snohomish County PUD	149504552	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 5	65491	\$64.79
Snohomish County PUD	149504552	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 6	65491	\$69.65
					65491 Total	\$22,744.71
Snohomish County PUD	152824085	001 010 576 80 47 00	PK-Utilities	222625881 Frontier Circle Water	65492	\$73.96
Snohomish County PUD	156097833	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric/Water	65492	\$340.47
Snohomish County PUD	156101122	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	65492	\$11.17
Snohomish County PUD	156101122	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	65492	\$1,177.96
Snohomish County PUD	156101122	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	65492	\$259.98
Snohomish County PUD	159291616	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	65492	\$244.57
Snohomish County PUD	159294320	005 000 518 20 40 01	Rental Property Utilities	224209403 - 10519 20th St SE Ste 3A & 3B	65492	\$66.55
Snohomish County PUD	162449272	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	65492	\$486.93
Snohomish County PUD	165641725	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	65492	\$136.07
Snohomish County PUD	165645177	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	65492	\$89.36
Snohomish County PUD	165645178	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	65492	\$65.06
Snohomish County PUD	168750791	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	65492	\$82.91

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	168751432	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	65492	\$51.26
Snohomish County PUD	168753540	005 000 518 20 40 01	Rental Property Utilities	222450314 Commercial Bldg 1819 S Lake Stevens	65492	\$486.78
Snohomish County PUD	168754182	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10515 20th St SE	65492	\$277.49
Snohomish County PUD	168754182	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10519 20th St SE	65492	\$305.40
Snohomish County PUD	168754870	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	65492	\$92.14
					65492 Total	\$4,248.06
Snohomish County Sheriffs Office	I2025-8958	001 008 523 60 41 00	LE-Jail	Jail Services 12-2025	65386	\$32,336.82
Snohomish County Sheriffs Office	I2025-8974	001 008 523 60 41 00	LE-Jail	Jail Services Medical 12-2025	65386	\$15,637.08
					65386 Total	\$47,973.90
Snohomish County SWM	I000700144	410 016 531 20 41 00	SW - SnoCo Lake Management	Q4 2025 Surface Water Mgmt Services	65387	\$116.53
					65387 Total	\$116.53
Snohomish County Treasurer	01-2026 TREASURER	633 000 586 00 00 02	Crime Victims Comp - SnoCo	Crime Victims Compensation 01-2026	65493	\$242.62
					65493 Total	\$242.62
Snohomish Regional Fire and Rescue	25-1029-317	001 012 575 50 48 00	CS- The Mill - R & M	Annual Fire Safety Inspection - The Mill	65388	\$91.00
					65388 Total	\$91.00
Snohomish Regional Fire and Rescue	25-1029-314	001 010 576 80 41 00	PK-Professional Services	Annual Fire Safety Inspection - PW Shop	65494	\$182.00
Snohomish Regional Fire and Rescue	25-1029-314	101 016 542 30 41 02	ST-Professional Service	Annual Fire Safety Inspection - PW Shop	65494	\$182.00
Snohomish Regional Fire and Rescue	25-1029-314	410 016 531 10 41 01	SW - Professional Services	Annual Fire Safety Inspection - PW Shop	65494	\$182.00
Snohomish Regional Fire and Rescue	Q4 2025 FIRE	633 000 589 30 00 02	Fire District Fee Remit	Q4 2025 Fire Fees	65494	\$26,756.00
					65494 Total	\$27,302.00
Snohomish Tree Company LLC	6108	410 016 531 10 41 00	SW - Prof Serv - Tree	Tree Cutting Services	65495	\$3,934.80
					65495 Total	\$3,934.80
Sound Publishing Inc	EDH1025020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0202 West Mill Bridge FP NOA	65389	\$82.68
Sound Publishing Inc	EDH1025182	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0060 Stavig Bulkhead	65389	\$105.04
Sound Publishing Inc	EDH1025226	001 013 518 30 41 01	GG-Advertising	Ordinance 1213	65389	\$39.68
Sound Publishing Inc	EDH1025489	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0162 Lakeside Bluffs FP	65389	\$80.96
Sound Publishing Inc	EDH1025854	001 007 558 50 41 04	Permit Related Professional Sr	LUA2026-0006 Ripperger Rezone NOA/NOPM	65389	\$93.00
					65389 Total	\$401.36
Sound Publishing Inc	EDH1025650	001 010 576 80 42 01	PK-Advertising Services	RFP Lundeen Concessions	65496	\$82.56
Sound Publishing Inc	EDH1025943	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0213 Shoreline Substantial Noticing	65496	\$115.24
					65496 Total	\$197.80
Sound Safety Products Co Inc	724141/1	101 016 542 90 31 01	ST-Clothing	Boots - P Stevens	65390	\$96.73
Sound Safety Products Co Inc	724141/1	410 016 531 10 31 00	SW - Clothing	Boots - P Stevens	65390	\$96.72
Sound Safety Products Co Inc	725459/1	101 016 542 90 31 01	ST-Clothing	Boots - M Anderson	65390	\$303.30
					65390 Total	\$496.75
Sprague Pest Solutions	6070729	001 010 576 80 41 00	PK-Professional Services	Pest Control - PW Shop	65391	\$68.33
Sprague Pest Solutions	6070729	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	65391	\$68.33
Sprague Pest Solutions	6070729	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	65391	\$68.33
Sprague Pest Solutions	6070730	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	65391	\$152.09
Sprague Pest Solutions	6070759	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	65391	\$112.57
					65391 Total	\$469.65
Sprague Pest Solutions	6101906	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	65497	\$115.73
Sprague Pest Solutions	6101908	001 013 518 20 41 00	GG-Professional Service	Pest Control - CH	65497	\$152.09
Sprague Pest Solutions	6101934	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	65497	\$112.57
					65497 Total	\$380.39
Suburban Propane	11290	001 013 518 20 41 00	GG-Professional Service	Generator System Test	65392	\$141.81
Suburban Propane	11290	101 016 542 30 41 02	ST-Professional Service	Generator System Test	65392	\$6.37
Suburban Propane	11290	410 016 531 10 41 01	SW - Professional Services	Generator System Test	65392	\$11.15
					65392 Total	\$159.33

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sunset Grill Construction LLC	PE3 FH PHASE 2	302 010 594 76 61 00	PM - Frontier Heights Capital	22016 Frontier Heights Park Phase II PE#3	65393	\$173,526.59
Sunset Grill Construction LLC	PE3 FH PHASE 2	302 000 382 20 00 00	PW Retainage	22016 Frontier Heights Park Phase II PE#3 Retainage	65393	(\$7,938.09)
					65393 Total	\$165,588.50
TargetSolutions Learning LLC	INV134998	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Vector Platform Annual Maint	65394	\$5,783.44
					65394 Total	\$5,783.44
Teamsters Local No 763	Jan-26	001 000 284 00 00 00	Payroll Liability Other	Union Dues	65416	\$2,315.00
					65416 Total	\$2,315.00
Teamsters Welfare Trust Dental EFT	Mar-26	001 000 283 00 00 00	Payroll Liability Medical	Teamsters Dental Premium	EFT	\$3,577.60
					EFT Total	\$3,577.60
Technological Services Inc	5077	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Tires PT-25-09	65395	\$783.31
Technological Services Inc	5078	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Tires PT-21-97	65395	\$469.99
					65395 Total	\$1,253.30
Thyssenkrupp Elevator Corporation	3009250946	005 000 518 20 40 01	Rental Property Utilities	Elevator Service - 1819 S Lake Stevens Rd	65396	\$1,195.01
					65396 Total	\$1,195.01
Transpo Group USA Inc	36792	001 007 558 50 41 00	PL-Professional Servic	LS Streets and Parking Code	65397	\$6,688.75
					65397 Total	\$6,688.75
TransUnion Risk and Alternative Data Solutions Inc	4016011-202601-1	510 006 518 80 49 50	Sft Lcns & Maint - Clnt Srvs	TILO - Information Gathering Services	65498	\$109.30
					65498 Total	\$109.30
Trevor Justin Government Relations	39	001 013 511 70 40 00	Lobbying Services	Lobbying Services 01-2026	65398	\$5,068.88
					65398 Total	\$5,068.88
ULINE	203155026	001 008 521 50 30 00	LE-Facilities Supplies	Toilet Paper/Paper Towels - PD	65499	\$136.77
ULINE	203202791	001 013 518 20 31 00	GG-Operating Costs	Toilet Paper/Paper Towels - CH	65499	\$365.88
ULINE	203202831	001 010 576 80 31 00	PK-Operating Supplies	Toilet Paper/Paper Towels - PW Shop	65499	\$121.63
ULINE	203202831	101 016 544 90 31 02	ST-Operating Cost	Toilet Paper/Paper Towels - PW Shop	65499	\$121.63
ULINE	203202831	410 016 531 10 31 02	SW - Operating Costs	Toilet Paper/Paper Towels - PW Shop	65499	\$121.63
ULINE	203400827	101 016 544 90 31 02	ST-Operating Cost	Butyl Pads/Solvent Spray/Wall Cabinet/Totes	65499	\$1,758.99
					65499 Total	\$2,626.53
United Rentals North America Inc	257289502-001	001 012 575 50 48 00	CS- The Mill - R & M	Boom Rental - Banners for Mill Street & Work at Mill	65399	\$2,072.89
United Rentals North America Inc	257289502-001	304 016 595 30 60 05	R2 - Main Street	Boom Rental - Banners for Mill Street & Work at Mill	65399	\$2,072.90
					65399 Total	\$4,145.79
United Rentals North America Inc	257943254-001	001 013 518 20 41 00	GG-Professional Service	Scissor Lift Rental	65500	\$858.66
United Rentals North America Inc	257943254-001	101 016 542 30 45 00	ST-Rentals-Leases	Scissor Lift Rental	65500	\$38.60
United Rentals North America Inc	257943254-001	410 016 531 10 45 01	SW - Rentals-Leases	Scissor Lift Rental	65500	\$67.53
					65500 Total	\$964.79
UPS	0000074Y42046	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65400	\$5.05
UPS	0000074Y42056	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65400	\$74.02
					65400 Total	\$79.07
Valdez Construction Inc	01 MUSEUM	304 013 594 18 60 00	R2 - Historical Museum	Historial Museum Project	65501	\$185,417.07
Valdez Construction Inc	01 MUSEUM	304 000 382 20 00 00	Retainage	Historial Museum Project Retainage	65501	(\$8,482.03)
					65501 Total	\$176,935.04
Versaterm Public Safety US Inc	INV41-03399	510 006 518 80 49 50	Sft Lcns & Maint - Clnt Srvs	BlueTeam NextGen License Support	65502	\$378.84
Versaterm Public Safety US Inc	INV41-03399	510 006 518 80 49 50	Sft Lcns & Maint - Clnt Srvs	IAPro NextGen License Support	65502	\$1,500.85
					65502 Total	\$1,879.69

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
WABO	49363	001 007 559 30 49 01	PB-Staff Development	2021 IRC Complete - Barron	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	2021 WA IBC Building Areas Fire Areas & Mixed Occupancy - Glaser	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	2024 IBC Update - Glaser	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	2024 IEBC Overview & Update - Huhta	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	2024 IFC Overview & Update - Manus	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	2024 IMC & IFGC Overview & Updates - Kehler	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	2024 IRC Update - Barron	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	Combination Inspection of IRC Buildings - Nakshabandi	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	Commercial/Multifamily Electrification - Kehler	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	Fire Theory for Code Officials - A Panel Discussion - Manus	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	Streamlining the Process for Energy Code Plan Review - Huhta	65401	\$160.37
WABO	49363	001 007 559 30 49 01	PB-Staff Development	WAsafe Building Safety Evaluations - Nakshabandi	65401	\$160.37
WABO	49418	001 007 559 30 49 01	PB-Staff Development	2021 IRC Complete - Held	65401	\$160.37
WABO	49418	001 007 559 30 49 01	PB-Staff Development	2024 IBC Update - Held	65401	\$160.37
					65401 Total	\$2,245.18
WAPRO	14652	001 003 514 20 49 02	CC-Staff Development	WAPRO Membership Renewal - Chelin	65402	\$25.00
					65402 Total	\$25.00
Washington Alarm Inc	677841	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10515 20th St SE 02-2026	65403	\$53.12
Washington Alarm Inc	677842	005 000 518 20 40 02	Rental Property Services	Elevator Monitoring 10515 20th St SE 02-2026	65403	\$29.52
Washington Alarm Inc	677843	005 000 518 20 40 02	Rental Property Services	Fire Alarm Monitoring 10519 20th St SE 02-2026	65403	\$53.12
					65403 Total	\$135.76
Washington Assoc of Sheriffs and Police Chiefs	DUES 2026-00238	001 008 521 20 49 00	LE-Dues & Memberships	WASPC Dues - Beazizo	65404	\$305.00
Washington Assoc of Sheriffs and Police Chiefs	INV033220	001 008 521 20 41 01	LE-Professional Serv-Fixed	Accreditation Services	65404	\$2,500.00
					65404 Total	\$2,805.00
Washington State Dept of Enterprise Svcs	731150217	001 008 521 20 31 00	LE-Office Supplies	Business Cards - Hingtgen/Valvick/Lindseth/Fiske	65503	\$184.28
					65503 Total	\$184.28
Washington State Patrol	I2603937	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	65405	\$249.00
					65405 Total	\$249.00
Washington State Support Registry	1252026	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$1,054.46
					EFT Total	\$1,054.46
Washington State Support Registry	2102026	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$1,054.46
					EFT Total	\$1,054.46
Washington State Treasurers Office	Q4 2025 FORFEIT	633 000 589 30 00 00	Seizure & Forfeit State REMIT	Q4 2025 Forfeited Property	65406	\$679.10
					65406 Total	\$679.10
Western Conference of Teamsters Pension Trust	2102026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contribution-Teamster Pension	65417	\$4,997.00
					65417 Total	\$4,997.00
WEX Bank	110183207	001 008 521 20 32 00	LE-Fuel	Fuel	65407	\$8,769.34
WEX Bank	110183207	001 013 518 20 31 00	GG-Operating Costs	Fuel Finance Fee Refund	65407	(\$1,000.00)
					65407 Total	\$7,769.34
WHIA	2026 PARNELL	001 008 521 40 49 01	LE- Staff Development	WHIA Conf Registration - Parnell	65408	\$450.00
WHIA	2026 VALVICK	001 008 521 40 49 01	LE- Staff Development	WHIA Conf Registration - Valvick	65408	\$450.00
					65408 Total	\$900.00
Whispr Innovations Inc	6717	001 010 576 80 41 00	PK-Professional Services	South LS Trail Landscaping 01-2026	65504	\$1,472.27
					65504 Total	\$1,472.27

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Wick	012926 DWC	001 008 521 20 41 02	LE-Prof Srv - Wellness Grant	MHP Consultant Services 01-2026	65409	\$1,387.00
					65409 Total	\$1,387.00
Wicks	2025 TREE	001 010 576 80 31 08	PK-Special Event Supplies	2025 Christmas Tree	65505	\$524.16
					65505 Total	\$524.16
WR Lake Stevens LLC	01-2026 CH	001 002 513 11 41 00	AD-Professional Services	Car Washes for Admin Vehicles	65506	\$20.00
WR Lake Stevens LLC	01-2026 CH	001 007 559 30 48 00	PB-Repair & Maintenance	Car Washes for Building Vehicles	65506	\$80.00
WR Lake Stevens LLC	01-2026 CH	001 005 518 10 41 00	HR-Professional Services	Car Washes for HR Vehicles	65506	\$20.00
WR Lake Stevens LLC	01-2026 CH	001 006 518 80 41 00	IT-Professional Services	Car Washes for IT Vehicles	65506	\$20.00
WR Lake Stevens LLC	01-2026 CH	001 010 576 80 41 00	PK-Professional Services	Car Washes for Parks Vehicles	65506	\$20.00
WR Lake Stevens LLC	01-2026 CH	101 016 542 30 41 02	ST-Professional Service	Car Washes for PW Vehicles	65506	\$80.00
WR Lake Stevens LLC	01-2026 CH	410 016 531 10 41 01	SW - Professional Services	Car Washes for PW Vehicles	65506	\$80.00
WR Lake Stevens LLC	01-2026 PD	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Washes for PD Vehicles	65506	\$700.00
WR Lake Stevens LLC	12-2025 PD	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Washes for PD Vehicles	65506	\$700.00
					65506 Total	\$1,720.00
Zencity Technologies Inc	CR267000001	001 013 518 20 41 00	GG-Professional Service	Community Survey Semi Annual	65410	\$1,366.25
					65410 Total	\$1,366.25
Zencity Technologies Inc	SI266000013	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Community Survey Semi Annual	65507	\$13,498.55
Zencity Technologies Inc	SI266000013	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Zencity Organic	65507	\$12,460.20
					65507 Total	\$25,958.75
Zoom Communications Inc	INV340362807	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Zoom Overages 01-2026	65508	\$52.50
Zoom Communications Inc	INV340686291	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Zoom Annual	65508	\$8,283.18
					65508 Total	\$8,335.68

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

Tuesday, January 20, 2026, at 6:00 p.m.

By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER: 6:00 p.m. by Council President Anji Jorstad

ELECTED OFFICIALS PRESENT: Council President Anji Jorstad,
Councilmembers Ryan Donoghue, Sabina Araya, Brian McManus, Tosha Edwards, Kymm Shipman and Nathan Packard

Call to Order

Joint Meeting

Joint Meeting with Parks and Recreation Planning Board

Park Board members present: Tina Decker, Brian Heigert, Jennifer Gosselin and Carl Johnson.

Parks Coordinator Meis presented the annual work plan for the Parks and Recreation Planning Board. Council and the Board engaged in a discussion.

Council Training

Council Do's and Dont's Training

Ann Bennett, Executive Director, WCIA conducted the training with the City Council.

Adjournment

The meeting adjourned at 7:19 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

January 27, 2026, at 6:00 p.m.

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

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

ELECTED OFFICIALS PRESENT: Council President Anji Jorstad,
Councilmembers Ryan Donoghue, Sabina
Araya, Brian McManus, Tosha Edwards,
Kymm Shipman and Nathan Packard

Call to Order

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

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

All Councilmembers were present.

Approval of Agenda

MOTION. Councilmember Packard made a motion, seconded by Councilmember Donoghue, to move Item F (*Washington Parks and Rec Vessel Registration Fees Agreement*) from the Consent Agenda to Action Items and approve the agenda as amended. The motion passed 7-0-0-0.

Citizen Comments

Bruce Morton, Lake Stevens. Bruce brought up concerns about an image online of the boat launch.

Council Business

Mayors Business

City Department Report

Lake Stevens Police Department Strategic Plan

Draft Council Retreat Agenda

Consent Agenda

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

The consent agenda items were as follows:

- 2025 Vouchers
- 2026 Vouchers
- City Council Meeting Minutes of January 6, 2026
- City Council Meeting Minutes of January 13, 2026
- Parks and Recreation Planning Board Work Program

Action Items**Washington Parks and Rec Vessel Registration Fees Agreement**

Council and staff engaged in a discussion.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember McManus, to authorize the Mayor to sign the interlocal agreement with WA State Parks for Vessel Registration Funds. The motion passed 7-0-0-0.

Joint Meeting**Joint Meeting with the Planning Commission**

All Planning Commission members were present.

Director Wright and Principal Planner Levitan presented the annual work plan for the Planning Commission. Council and staff engaged in a discussion.

MOTION. Councilmember Shipman made a motion, seconded by Councilmember Packard, to extend the meeting to 8:20 p.m. The motion passed 7-0-0-0.

Action Items**North Cove Boat Launch Marina Design**

Council and staff engaged in a discussion.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember McManus, to approve the design contract with Facet NW, Inc., for North Cove Marina. The motion passed 7-0-0-0.

Executive Session – Confidential Session per RCW 42.30

The meeting recessed at 8:05 p.m. to executive session to discuss litigation/potential litigation for approximately 15 minutes, until 8:20 p.m. There will be no action to follow.

Reconvene to Regular Session

The meeting reconvened to regular session at 8:20 p.m. There was no action.

Adjournment

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

The meeting adjourned at 8:20 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

February 3, 2026, at 6:00 p.m.

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

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

ELECTED OFFICIALS PRESENT: Council President Anji Jorstad,
Councilmembers Ryan Donoghue, Sabina
Araya, Brian McManus and Tosha Edwards

ELECTED OFFICIALS ABSENT: Councilmembers Kymm Shipman and Nathan
Packard

Call to Order

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

Discussion Items

Introduction to the Lake Stevens Finance Department

Introduction to Local Government Budgeting

Executive Session – Confidential Session per RCW 42.30

The meeting recessed at 7:20 p.m. to executive session to discuss potential litigation and property purchase for approximately 30 minutes, until 7:50 p.m. Action is expected to follow.

At 7:50 p.m., the session was extended to 8:00 p.m.

At 8:00 p.m., the session was extended to 8:15 p.m.

Reconvene to Regular Session

The meeting was reconvened to regular session at 8:15 p.m.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Edwards, to authorize the Mayor to sign the Purchase and Sale Agreement with Snohomish Regional Fire and Rescue. The motion passed 5-0-2-0.

The meeting adjourned at 8:18 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES – CITY COUNCIL RETREAT

Saturday, February 7, 2026

Location: Police Department, Police Conference Room
1825 South Lake Stevens Rd, Lake Stevens

CALL TO ORDER: 8:00 a.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Council President Anji Jorstad,
Councilmembers Ryan Donoghue (online),
Sabina Araya, Brian McManus, Tosha
Edwards, Kymm Shipman and Nathan Packard

7:30 a.m. Breakfast/Coffee

8:00 a.m. Call to Order/Introduction

Mayor Gailey provided opening remarks. Facilitator Lori Erickson reviewed the agenda and the ground rules for the day.

Ice Breaker Team Building

Discussion Items

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

Department Overviews

Note: Council took a break from 9:19 a.m. to 9:30 a.m.

Department Overviews (continued)

Break for Lunch

Note: Council took a break for lunch from 12:15 p.m. to 12:25 p.m.

Department Overviews (continued)

Comprehensive Plan Overview

Capital Projects Overview

Note: Council took a break from 2:37 p.m. to 2:47 p.m.

OpenGov Project Overview

Council Agenda Discussion

Council Sharepoint Site Demonstration

Council Travel Overview

Delayed to a future meeting:

Council Procedures Review/Facebook Discussion

Adjourn

The retreat adjourned at approximately 4:13 p.m.

Note: The recap of the retreat, including decisions and directives, are attached to this set of minutes for reference.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

Follow-up Items/Takeaways from February 7, 2026 Council Retreat	Future Council Item
Explore Council Goals.	Yes
20 th Street SE Update.	Yes
Staffing ratio/Staffing plan.	Yes
AI impacts workloads, time savings etc.	No
Consistency on the City's website.	No
Are we using R99 Diesel.	Yes
Attract affordable housing.	Yes
Updating the EDDS, minimum service levels for intersections.	Yes
Facilities Plan.	Yes
OpenGov Contract approval on February 17 council agenda.	Yes
Council Travel Overview to February 17 council agenda.	Yes
Council Procedures Review/Facebook Discussion on a future agenda.	Yes
Changes to Council Agendas per discussion.	Yes
Put travel events on SharePoint for Council.	Yes

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

February 17, 2026, at 6:00 p.m.

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

CALL ORDER:	6:00 p.m. Mayor Brett Gailey
ELECTED OFFICIALS PRESENT:	Councilmembers Ryan Donoghue, Sabina Araya, Brian McManus, Tosha Edwards, Kymm Shipman and Nathan Packard
ELECTED OFFICIALS ABSENT	Councilmember Anji Jorstad

Call to Order

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

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

MOTION. Councilmember McManus made a motion, seconded by Councilmember Donoghue, to excuse Councilmember Jorstad. The motion passed 6-0-0-1.

Approval of Agenda

MOTION. Councilmember Packard made a motion, seconded by Councilmember Araya, to approve the agenda. The motion passed 6-0-0-1.

Guest Business

Corporal Charouhas and Zelenock were sworn in.

Citizen Comments

No public comment was received.

Consent Agenda

MOTION. Councilmember Shipman made a motion, seconded by Councilmember Edwards, to approve the consent agenda. The motion passed 6-0-0-1.

The consent agenda items were as follows:

- Interlocal Agreement with the Lake Stevens Police Department and the Lake Stevens School District
- Civil Service Commission Reappointment

Action Items**OpenGov Contract Award**

Public Works Analyst Lori Erickson presented an overview of OpenGov as a solution to modernize the city's asset management and work-order tracking systems. The system is used by the Public Works and the Parks and Recreation Departments. Staff presented a plan to transition to OpenGov without the need for a budget amendment. Discussion occurred.

MOTION. Councilmember Donoghue made a motion, seconded by Councilmember McManus, to authorize the Mayor to sign the agreement with OpenGov, an asset management platform, for a total agreement amount of \$333,570.02 over a 3-year and 9-month period. The motion passed 6-0-0-1.

Discussion Items**Council Procedures/Facebook Discussion**

City Administrator Brazel led a review of the current Council procedures and asked Council to provide feedback. A conversation about Council Facebook pages occurred. City Administrator Brazel stated he would bring back a draft policy on Council Facebook pages at an upcoming work session.

Department Report**Parks and Recreation Department 2025 Year End Report**

Parks Director Garceau presented the 2025 Parks and Recreation year end report. Discussion occurred.

Council Business**Mayor's Business****Adjournment**

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

The meeting adjourned at 7:43 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 2/24/2026

Subject: Public Records Policy and Records Management Policy Update

Contact Person/Department: Kelly Chelin, Administration

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Staff periodically reviews policies to ensure ongoing legal compliance and accuracy. The public records act policy was updated with suggested language provided by our city attorney based on legal updates.

The records management policy was updated due to our large digital file migration to Sharepoint to ensure new processes were captured.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 200 Public Records Policy Updated 2026
2. 201 Records Management Policy Updated 2026

200 – PUBLIC RECORDS ACT POLICY



APPLIES TO:	All City	POLICY OWNER:	City Clerk
APPROVED BY:	City Council/City Administrator	TITLE:	Public Records Act Policy
EFFECTIVE DATE:	2/24/2026		

200.1. PURPOSE AND SCOPE

The City is required by the Public Records Act (“PRA” or the “Act”), Chapter 42.56 RCW, to adopt and enforce reasonable rules and regulations to provide full public access to Public Records. This policy complies with the requirements of the PRA by providing for straight-forward, predictable practices for responding to and fulfilling requests for disclosure of Public Records in a manner consistent with the PRA.

This policy includes both statutory requirements and best practices. Except where these provisions are mandated by statute, any duties identified in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply, interpret, modify, or suspend this policy at any time.

This policy shall be available at City hall, the police department and posted on the City’s website.

200.2. POLICY

It is the policy of the City of Lake Stevens, (the “City”) to release records of the City in compliance with the Public Records Act and any other applicable provisions of federal or state law.

1. Public Records Request

- a) Public Records Officer - The City Clerk shall serve as the Public Records Officer (“PRO”) of the City of Lake Stevens. All requests must be facilitated by the PRO unless the PRO has delegated the request to a specific staff member. Individuals submitting PRA requests (“Requestors”) may contact the PRO, via first class mail addressed to the PRO at City Hall, by phone at (425) 622-9400, by fax at (425) 622-9397, via email at deputyclerk@lakestevenswa.gov, or preferably via the Public Records Portal on the City of Lake Stevens website at www.lakestevenswa.gov.

- b) The Public Records Officer shall:
 - i) Be responsible for implementing the City's process regarding disclosure of Public Records;
 - ii) Serve as the principal contact point with any Requestor who has made a records request to the City, unless the PRO has delegated these responsibilities to a specific staff member;
 - iii) Coordinate City staff in this regard, generally ensuring the compliance of the staff with Public Records disclosure requirements;
 - iv) Make the final decision in cooperation with a legal advisor regarding disclosure and application of exemptions;
 - v) Maintain the agency's indices, if any;
 - vi) Maintain a log of Public Records requests; and
 - vii) Undergo training required of Public Records Officers by Washington State law. (RCW 42.56.152)

2. How to Make a PRA Request

- a) Public Records may be inspected, or copies of Public Records may be obtained by the public at the City Hall or the Police Department upon compliance with the following procedures:
 - i) All requests must be facilitated by the Public Records Officer. The City encourages that all requests be made through the online [records portal](#) located on the City website. Additionally, requests may be mailed, emailed, faxed, or delivered in person to City Hall or the Police Department. In-person requests must be made during regular business hours. The request should include the following information:
 - (1) An indication that the request is being made for access to a Public Record pursuant to the PRA;
 - (2) The Requestor's name, address, and convenient means of contact, such as email address, phone number, etc.;
 - (3) The date of the request;
 - (4) A description of the Public Record requested that includes sufficient details to allow the City to identify responsive records;
 - (5) Whether the Requestor wants to inspect records or wants copies. If the Requestor wants copies, the Requestor should indicate if they want the copies mailed, emailed, or if they want to pick them up;
 - (6) Requests for body worn camera recordings must contain the following:
 - (a) Specifically identify a name of a person or persons involved in the incident;
 - (b) Provide the incident or case number;
 - (c) Provide the date, time, and location of the incident or incidents; or

- (d) Identify a law enforcement or corrections officer involved in the incident or incidents.

If the Requestor requests waiver of costs for redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of a body worn camera record pursuant to RCW 42.56.240(14)(e), the Requestor must identify him/herself.

- ii) The Washington Courts have recognized that oral requests for Public Records can be problematic and therefore Requestors are strongly encouraged to make written requests using the [Records Portal](#). When a records request is made orally, the PRO shall document the request by creating a request in the online Records Portal and if an email address is provided a confirmation will be sent to the Requestor. Any oral request must be made during regular business hours.
- iii) It is the Requestor's obligation to provide the City with fair notice that a PRA request has been made.

3. Procedure for Response to Request

- a) **Initial Five-Day Response.** The City shall respond promptly to PRA requests. Within five (5) business days of receiving a Records Request, the City shall acknowledge receipt of the request and take one or more of the following actions:
 - i) Provide the records or provide notice that the records are available. If the record requested is available on the City's website, the response may include a specific link to the document;
 - ii) Seek clarification or refinement of the request if needed to identify the record requested and provide to the greatest extent possible a reasonable estimate of the time the agency will require to respond to the request if the request is not clarified. When clarification or refinement is sought, the City will provide a reasonable estimate of the time the City will require to respond to the request if it is not clarified;
 - iii) Indicate that the City does not have any responsive records;
 - iv) Indicate that any responsive records are exempt from disclosure and provide an exemption log of the withheld records; or
 - v) Provide a reasonable estimate of when the request can be fulfilled. For large requests that will be filled in installments, the response will also indicate when the first installment will be made. When providing a reasonable estimate of time required to fulfill a Public Records request, the PRO may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records and create associated documentation, consult with appropriate staff or legal advisor regarding potential exemptions, and notify third parties or other agencies

of requests for records of a sensitive nature consistent with the provisions of RCW 42.56.540.

- vi) Deny the request, if authorized by the PRA.

Note that in calculating five (5) business days, the following are not counted: The day the agency receives the request, Saturdays, Sundays and holidays.

- b) **Large Requests.** When receiving a request that appears to be broad in nature, the Public Records Officer may request clarification from the Requestor to ensure that the appropriate records are identified and to determine if the request can be narrowed. Clarification shall focus on information needed to identify responsive records. Any information provided about the purpose of the request shall not be used as a basis for denying the request.

When appropriate, as part of the clarification process, the PRO may work with the Requestor to find ways to narrow the request. When a Requestor agrees to narrow a request, nothing prevents the Requestor from later expanding the request back to its original scope.

When a records request is for a large volume of records, the City may elect to provide records on an installment basis. If a Requestor does not review, claim, or pay for the records requested within thirty (30) days of being made available, the City may deem the request abandoned and stop fulfilling the remainder of the request. *See* Section 7(e) of this Policy.

- c) **Requests for “All Records.”** A Public Records request must be for identifiable records. A request for all or substantially all City records is not a valid request for identifiable records.
- d) **Requests for “List of Individuals.”** The PRA prohibits the City from producing a list of individuals to a Requestor who intends to use the list for commercial purposes. A list of individuals includes, but is not limited to, electronic records that may be internally sorted or queried to display lists of individuals.

When a Requestor requests a list of individuals, the Requestor will be required to complete and sign a declaration under penalty of perjury that declares the requested list will not be used for commercial purposes.

After receipt of said declaration, the PRO must then conduct its own research to confirm that the request is not for commercial purposes. If the Requestor fails to complete and submit a complete declaration, or the PRO determines that the request is for commercial

purpose, then the City will produce all public records that are responsive to the request with the names of the individuals redacted (if possible).

- e) **Bot Requests.** The City may deny a Bot Request that is one of multiple requests from the Requestor to the City within a twenty-four (24) hour period if it is established that responding to the request would cause excessive interference with other essential functions. “Bot request” means a request for Public Records that an agency reasonably believes was automatically generated by a computer program or script.
- f) **Multiple Requests by the same party.** When the same requestor simultaneously submits separate requests or makes one or more additional requests when previous are open, staff may queue the requests in the order in which they are received. Staff is not required to work on additional requests until the initial requests are completed and closed. Requestors are responsible for informing the Public Records Officer if they want to reprioritize the fulfillment of their requests.
- g) **Notice to Third Parties.** If a Public Record contains personal information that identifies an individual or organization other than the subject of the requested Public Record, the City may notify that individual or organization to allow the third party to seek relief pursuant to RCW 42.56.540. If the City intends on issuing notice, pursuant to RCW 42.563.540, the PRO and/or the City’s legal counsel should be consulted. The City may take this into account when providing an estimate for when the records will be available. The City should also review any contracts with third parties that may contain special notice provisions. Nothing in this policy is intended to create any right to such notice.

If a request seeks information located exclusively in an employee’s personnel, payroll, supervisor, or training file, the City must provide notice to the employee, to any union representing the employee, and to the Requestor. The notice must state:
 - i) The date of the request;
 - ii) The nature of the requested record relating to the employee;
 - iii) That the City will release any information in the record not exempt from disclosure at least ten days from the date the notice is made; and
 - iv) That the employee may seek to enjoin release of the records under RCW 42.56.540.
- h) **Creating Records.** A PRA request only applies to records that exist at the time of the request. The PRA does not apply to requests for information or require the City to create a new record. Requestors cannot make “standing” PRA requests.

A request for information, contained in electronic databases, may be considered a valid request for records, if the information can be reasonably extracted to produce a record that is fully or partially responsive to the request.

- i) Later discovered documents. If, after the PRO has informed the Requestor that they have provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, they will promptly inform the Requestor of the additional documents and provide them on an expedited basis.
- j) **Requests for Metadata.** Occasionally, a PRA request will specifically include a request metadata associated with Public Records. In such case, the PRO and staff shall work with City IT to identify, gather, and produce the requested metadata.

4. City Actions After a Request is Received

- a) **Order of Response.** Fulfillment of requests shall be processed in the order that provides the timeliest response. Requests may be fulfilled in the order of receipt as long as easily fulfilled requests are not postponed behind larger or more complicated requests strictly because they were received later.
- b) **Locating Responsive Records.** After receiving a request, the PRO shall work with other City Departments to determine where responsive records are likely to be located and who is likely to know where they are. The PRO will then notify all City employees and officials who may be in charge or possession of responsive records and inform them of the need to retain all potentially responsive records until the request has been fulfilled. Then, the PRO will coordinate with the department heads, City staff, and City officials to respond to the request, as needed. City staff and officials will be prompt in searching for responsive records and providing them to the PRO in accordance with the timeline established by the PRO and providing documentation of their search efforts. If City staff or officials cannot provide the records by the date established by the PRO, a reasonable estimate of how long it will take to provide the records must be provided.

If a City employee or official, is asked by the PRO to search for responsive records located on a non-City device or account, or knows that it has access to a non-City device or account that is likely to contain responsive records, the City employee or official must conduct a reasonable search all such devices or accounts in its possession for responsive records. Employees and officials must then provide all responsive records that has located in unredacted form to the PRO

and provide the PRO with a reasonably detailed, nonconclusory affidavit, attesting to the nature and extent of the search it conducted of a non-City device or account.

If the City's contractors performing City work have responsive Public Records as a consequence of the contract, they should also be notified of the records request.

- c) **Identifying Potentially Exempt Records.** The PRO is responsible for identifying records that are potentially exempt or contain potentially exempt information for all departments. The PRO or department designee may work with a legal advisor to determine if any exemption applies.

5. Exemptions

- a) **Exemptions.** The PRA and other statutes exempt from or prohibit disclosure of certain Public Records. It is the policy of the City to provide prompt and helpful access to all Public Records in the City's custody that are not exempt or prohibited from disclosure. Requested records may only be withheld or redacted consistent with the law, which shall be documented for the Requestor in accordance with the requirements of RCW 42.56.210.

Some Public Records that are otherwise subject to disclosure may contain specific content that is exempt from disclosure. The presence of exempt information does not necessarily exempt an entire record from disclosure. Exempt portions of an otherwise disclosable record shall be

redacted prior to inspection or copying, and such redactions shall be documented. The Requestor shall be notified of the redaction in accordance with the requirements of RCW 42.56.210.

Appendix A contains a list of common statutory exemptions and prohibitions that are not included in RCW Chapter 42.56. However, note that this list is not exhaustive. Any questions about exemptions should be directed to the PRA and/or the City's legal counsel. The City reserves the right to assert any exemptions permitted by law when the City determines non-disclosure serves the public interest and is not limited to the exemptions listed in Appendix A.

- b) **Withholding Logs and Redaction Logs.** When records are withheld or redacted, the Requestor shall be informed in writing the statutory citation for the exemption and a brief explanation of how the exemption applies. For withheld records, the City will also provide basic identifying information for each withheld record including the type of record, the date the record was created, the author, and recipients, if any.

6. Charges for Copying Public Records

- a) The fees set forth in this section are default fees set pursuant to RCW 42.56.120. The City finds that calculating the actual cost of providing Public Records would be unduly burdensome given the limited staff resources and funding to dedicate to a comprehensive study to determine actual copying costs and that conducting such a study would interfere with the City's other essential agency functions.
 - i) No fee shall be charged for the inspection of Public Records.
 - ii) No fee shall be charged for a records request that would not exceed a total cost of \$1.00.
- b) **Copies.** (See current City Fee Schedule).
 - i) A customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations or customized access services are not used for any other City purposes. The customized service charge may reimburse the City up to the actual cost of providing the services; and
 - ii) Redaction costs for the production of body worn camera recordings, including the actual cost of redaction software technology and the PRO's time spent on redaction of the records. However, such time spent shall not count towards the City's allocation of, or limitation on, time or costs spent responding to public records requests, as established pursuant to any local ordinance, policy, procedure, or state law.

- c) **Deposits.** Before copying any record, the City may require a deposit up to 10% of the estimated costs. When records are being produced on an installment basis, the City may charge for each installment. The decision not to request a deposit shall not serve to waive the City's right to request a deposit for future requests. If an installment is not claimed and paid for within thirty (30) days of having been notified the records are available or if the Requestor has not contacted the PRO within this thirty (30) day period to make arrangements to pay for the records outside of this thirty (30) day period, the City is not obligated to fulfill the balance of the records request.
- d) **Copies of Electronic Records.** Records available in electronic format that do not require redaction may be provided in native format unless the Requestor specifically asks that they be provided in paper or other form. Electronic records that require redaction usually cannot be produced in a native format and will be converted to paper or PDF. When requested and deemed feasible, electronic records may be converted from one format to another provided such conversion is not unduly burdensome,

7. Providing Copies or Inspection of Records

- a) **Notice.** Once the PRO has collected all responsive records (or the first installment if the records are being produced on an installment basis), has reviewed the responsive records to remove exempt records, and has prepared an exemption log, the PRO shall notify the Requestor that the records are available.
- b) **Response by Requestor.** If the Requestor does not contact the PRO to arrange for payment of the copies or for review of the records within thirty (30) days after the date of the notice, the City may consider the Records Request abandoned and close the request, unless the Requestor seeks
 - c) an additional amount of time within thirty (30) days to review the records. *See* Section 7(e) (Closing the File).
- d) **Protection of Records.** In order for Public Records to be protected from damage or disorganization as required by the Act, the following procedures and practices are hereby instituted:
 - i) No Public Records shall be removed from City Hall without the PRO's permission;
 - ii) Inspection of any Public Records shall be conducted in the presence of the PRO or designated staff;
 - iii) No Public Record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;
 - iv) Public Records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff; and

v) Public Records of the City may be copied only on the copying machines of the City unless other arrangements are made by the PRO.

- e) **Loss of Right to Inspect.** Inspection shall be denied and the records withdrawn by the PRO if the Requestor, when reviewing records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.
- f) **Closing the File.** Once all copies of requested records have been provided to the Requestor, the Requestor has inspected the requested records, or thirty (30) days have passed since the Requestor was notified that the records were available and the Requestor has failed to claim, review, or pay for the records, the PRO shall close the request. Upon closing the request, the PRO should provide a closing letter stating the scope of the request and memorializing the outcome of the request.

8. Administrative Review of Denial. A Requestor may ask for review of a decision to withhold or redact exempt records by submitting a written petition to the PRO that includes a copy of the redaction or exemption log or detailed description of the City's statement of withholding. The request for review and any relevant information shall be forwarded immediately to the City's Public Records Attorney, who shall consider the petition and either reverse or affirm the denial within two days of the City's receipt of the petition.

The City and the Requestor may mutually agree to a longer period of time for consideration of a petition for review. If the withholding or redaction is affirmed, the decision shall be considered the City's final action for the purposes of judicial review. If the decision to withhold or redact is reversed, the PRO shall proceed to make the subject records available to the Requestor for inspection in accordance with the provisions of this policy and procedure.

9. Index of Public Records. For the reasons stated in Resolution 2004-16, incorporated herein by reference, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records. The City will make available for public disclosure all indices which may at a future time be developed for City use.

10. Disclaimer of Liability. Neither the City nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

Appendix A

See the [Attorney General's Sunshine Committee](#) webpage for the most up-to-date list of public disclosure exemptions. It is created annually by the Code Reviser's Office.

Washington State Statutes

RCW 2.64.111	Judicial conduct commission investigations of judges and initial proceedings
RCW 4.24.550	Information on sex offenders
RCW 4.24.601 and .611	Trade secrets and confidential research, development or commercial information re products or business methods
RCW 5.60.060	Privileged communications
RCW 5.60.070; RCW 7.07.070	Mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4)	Name, address and photograph of child victim or child witness
RCW 7.69A.050	Child victims and witnesses of certain crimes – protection of address
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.41.097(2)	Mental health information re persons buying pistols or applying for CPLs
RCW 9.41.129	Concealed pistol license applications
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.090(1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
RCW 9A.44.138	Offender registration information given to high school or institution of higher education re an employee or student
RCW 9A.82.170	Financial institution records re criminal profiteering act

RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.52.100	Records identifying child victims of sexual assault
RCW 10.77.205	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition, with some exceptions
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject
RCW 10.97.130	Information about victims of sexual assault under age eighteen
RCW 10.101.020(3)	Information given by an accused regarding determination for indigent defense
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offender records
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children or endangered person information
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors

RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.031	Information related to reports of child abuse or neglect
RCW 26.44.125	Reports, reviews and hearings related to a review of abuse finding
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration and any decision not to register to vote confidential
RCW 29A.08.710	Voter registration records – certain information exempt
RCW 35.102.145	Municipal business and occupation tax – local ordinance can protect return or tax information
RCW 36.28A.060(8)	Tactical and intelligence information provided to WASPC
RCW 39.10.470(2)	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing

RCW 39.10.470(3)	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 43.43.762	Contents of statewide criminal street gang database
RCW 46.52.065	State toxicologist records relating to analyses of blood samples
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record – limited disclosure
RCW 48.62.101	Local government insurance/risk management liability reserve funds established to settle claims
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
RCW 51.28.070	Worker’s compensation records confidential – limited disclosure
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports – confidential – limited disclosure
RCW 68.50.320	Dental identification records – available to law enforcement agencies
Ch. 70.02 RCW	Medical records – access and disclosure – entire chapter (information from HC providers)
RCW 70.05.170	Child mortality reviews by local health departments

RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.28.020	Local health department TB records – confidential
RCW 70.41.200	Hospital quality improvement committee records and accreditation reports
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data.
RCW 70.96A.150	Registration and other records of alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of community sexual assault program and underserved populations provider in discovery
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.445	Release of mental health information to Dept. of Corrections
RCW 71.05.620	Access to court records related to mental health cases under chapter 71.05 RCW
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.335	Mental health treatment of minors – records confidential
RCW 71A.14.070	Records regarding developmental disability – confidentiality
RCW 72.09.345	Notice to public about sex offenders – department of corrections access to information
RCW 72.09.585	Disclosure of inmate records to local agencies – confidentiality

RCW 73.04.030	Veterans discharge papers exemption (see related RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.13.075(5)	Juvenile's status as a sexually aggressive youth and related info
RCW 74.13.280	Children in out-of-home placements - confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
18 USC § 923(g); Public Law 112-55, div. B, title II, 125 STAT. 609	Firearms trace data provided to local law enforcement by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance

42 USC § 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality

200.3. TERMS AND DEFINITIONS

1. Incorporation of Definitions

This policy incorporates the definitions in RCW 42.56.010 and any relevant definitions in RCW 42.17A.005.

2. Additional Definitions

- a) “Act” refers to the Public Records Act, at Chapter 42.56 RCW.
- b) “Bot Request” means a request for Public Records that the City reasonably believes was automatically generated by a computer program or script.
- c) “City” refers to the City of Lake Stevens.
- d) “Exemption” refers to any statute that allows or requires the City to withhold information or records in response to a PRA request.
- e) “Policy” refers to this policy for the Public Records Act.

- f) “Public Record” means any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function, prepared, owned, used, or retained by the City regardless of physical form or characteristics. Records created or received by employees using privately owned devices only qualify as Public Records if the employee was acting within the scope of employment when the record was created or received, or when the record is subsequently used for a City purpose.
- g) “Public Records Officer” or PRO is the person identified in Section 249.2.1 of this Policy.
- h) “PRA Request” means a request for Public Records made to the City pursuant to the Act.
- i) “Requestor” means the person or entity that has made a Records Request to the City.
- j) “Withholding” means non-disclosure of exempt records, either all or in part.
- k) "Records Portal" means the Public Records portal located on the City of Lake Stevens website where a citizen may create a secure account within which records may be requested, received, and all communications can occur.

200.4. RELATED DOCUMENTS OR FORMS

Link to Fee Schedule

201 – RECORDS MANAGEMENT POLICY



APPLIES TO:	All City	POLICY OWNER:	City Clerk
APPROVED BY:	City Council/City Administrator	TITLE:	Public Records
EFFECTIVE DATE:	2/24/2026	LAST REVISED:	2026

201.1. PURPOSE

As public employees and elected or appointed officials, we are all stewards and custodians of the City's official records. The purpose of this policy is to provide direction and guidance to City of Lake Stevens employees and elected officials in the management of records created or received in the conduct of City of Lake Stevens business. In addition, this policy is to ensure the City manages these records in compliance with the Washington State retention laws regarding the disposition of public records. Organizing and managing records will save space, provide efficient access, maintain confidentiality where needed, and reduce legal exposure in Public Records Act requests and/or litigation discovery.

201.2. SUMMARY

Pursuant to the provisions of [RCW 40.14](#) which is entitled Preservation and Destruction of Public Records and [RCW 42.56](#), the Public Records Act, the rules contained in this policy are intended to ensure that the legal and historical records of the City are: securely preserved for their minimum retention period, made available for present and future access or transferred to the Washington State Archives, and are easily and efficiently accessible and permanently preserved when required. Electronically stored and accessed records are also required to carry a data sensitivity classification so that they are handled, protected, and shared in accordance with [RCW 39.26.340](#) and the City's Data Classification Policy, Data Sharing Policy and Procedures.

201.3. TERMS AND DEFINITIONS

“City” – The City of Lake Stevens, its officials, employees, representatives and agents.

“Department” – Any City of Lake Stevens department, board, or commission.

“Disposition” – Records disposition means the decision, usually designated by retention schedules, to move records to their final location. Options can include continued maintenance in office of record, destruction, or transfer to the archives.

“Disposition Authority Number (DAN)” – The Local Records Committee assigns a "Disposition Authority Number" to each records destruction request, records retention schedule, and general records

retention schedule it approves. It is up to the person doing the archiving to look up the item, locate the DAN and place it on the archive label. An agency should be able to cite a DAN for each record it disposes of. If a DAN cannot be cited for a particular record series, there is no legal authority to dispose of records in that series as the DAN provides the legal authority.

“Document Hold (External or Third-Party Hold Notice)” - A document hold received from external party is a formal notice requesting that the agency preserve specific records or categories of information that may be relevant to a potential or anticipated legal claim. Also referred to as anti-spoliation request.

“Employee” – Any City of Lake Stevens employee, volunteer, elected official, or appointed official.

“Essential Record” – Any record necessary to the continuation of operations of the City in an emergency or disaster, to the recreation of the legal and financial status of the City, or to the protection and fulfillment of obligations to the people of the City.

“Litigation Hold” - A directive issued by an agency’s legal counsel requiring the suspension of normal records retention and destruction procedures for specific records that may be relevant to pending or reasonably anticipated litigation, investigation, or legal claim.

“Metadata” – A set of data that describes and gives information about other data. Some examples of metadata for an email would be the date, creator, address, computer address, sender, receiver, number of words, size of file, and date modified.

“No Longer Needed for Agency Business” – Refers to records that are no longer required for the operational, administrative, fiscal, legal, compliance with regulatory requirements, or historical needs of the City. This includes materials that have outlived their usefulness for current projects, have been superseded by newer information, or are not needed for going reference or compliance purposes.

“Permanent Record” – Any record of the City for which the retention period on a DAN is permanent. These often apply to agency and department head records.

“Public Records” – For purposes of records retention and destruction, the term applies to any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine readable material, compact disk meeting current industry ISO specifications, or other document (regardless of media), that has been created or received by the City in connection with the transaction of public business. A different definition applies for purposes of compliance with the Public Records Act.

“Public Records Officer (PRO)” – The individual designated by the City to serve as the records officer. A public records officer fulfills the “Data Admin” role in the City’s Data Governance program.

“Record” – Any piece of data, in any form, created or received in connection with the transaction of the City's business.

“Records Custodian” – Any City of Lake Stevens employee, volunteer, elected official, or appointed official. who have access to city records are responsible for the care, control, and management of those records. A custodian is entrusted with maintaining the confidentiality, integrity, and availability of the information contained within those records as per the city’s data governance and communication policies.

“Records Coordinator” – The individual designated in each department to serve as the coordinator for the implementation of the policy in their department. Employees with specific roles that involve ownership and management of particular datasets, databases, or records are responsible for the overall governance of these records, ensuring the quality, security, and compliance with regulation and city data governance policies.

“Records Management” – The discipline of managing records to meet operational business needs and accountability.

“Retention Period” – The minimum time that must pass after the creation, recording, receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction. Each records series listed on a records retention schedule is assigned a retention period and/or explains to retain until “no longer needed for agency business” (see definition above). The retention period is based on Washington State Records Retention Schedules, accreditation standards, or other regulatory retention requirements.

“Retention Schedule” – The schedule developed by the Washington State Local Records Committee that regulates the retention and disposition of public records.

“Records Series” – Any group of records that is used as a unit, filed as a unit, and can be disposed of as a unit.

201.4 RECORDS AS PUBLIC PROPERTY

All public records shall be and remain the property of the City. Outgoing officials and employees must pass all public records on to their successors. Furthermore, public records shall be preserved, stored, transferred, destroyed, and otherwise managed according to the provisions of RCW 40.14 unless otherwise provided by law (see [WAC 434-635-010](#)). No City official or employee has any personal property right to such records even though he or she may have developed or compiled them. The unauthorized disclosure, destruction, removal from files, or use of such records is prohibited. Disclosure, including possible redactions, of all records shall be in accordance with the Public Records Act RCW 42.56.

201.5 POLICY

Scope and Applicability

The scope of this policy is for all City employees, elected officials, appointed officials, boards and commissions, and the policy applies to all *public records* as that term is defined in this policy.

Retention of Records

The State of Washington publishes records retention schedules. These schedules authorize the destruction/transfer of the public records of all local government agencies after they have met an appropriate retention. Many records can be found in the Common Records Retention Schedule (CORE). Other task specific records such as Fire and Emergency Services, Law Enforcement, Land Use Planning and Permits, Parks and Recreation, and others have individual schedules. All current approved records retention schedules can be accessed online at the [Washington Secretary of State's website](#).

General Records

All documents, including email messages sent or received, that are related to the conduct of City business must be evaluated for content. The format of a record has no bearing on the retention of a record. The content of each record should be evaluated in light of [the](#) definition of "*public record*," and against the following criteria:

- Was it created in the course of City business?
- Was it received for City action?
- Does it document City activities, decisions, or actions?
- Is it mandated by statutes or regulations?
- Does it support financial obligations or legal claims?
- Does it communicate City requirements?

If any of the above are a yes, the document is considered a public record and must be retained for the appropriate retention. If not, it is a transitory record and should be destroyed as soon as it is no longer needed. Some records will have multiple retentions, the longest retention should be observed prior to destruction. Departments are encouraged to "Scan and Toss" records when it is feasible. The scan and toss process is used to convert paper records to electronic records for long term storage or essential record backup purposes and is outlined in the City's scan and toss policy.

201.5.1 Electronic Records

- a) Electronic records must be retained in electronic format and remain useable, searchable, retrievable, and authentic for the applicable retention period. Printing and retaining a hard copy is not an acceptable substitute for the electronic version since metadata must be preserved. Examples of electronic records include but are not limited to webpages, video, texts, emails, social media posts, and databases.
- b) Departments must maintain commonly used records in an organized and accessible manner. To promote efficiency and consistency, these records should be stored in a centralized location or structured in a standardized format within departmental repositories. Proper organization ensures ease of access and enhances record management across the organization.
- c) To maintain usability, it may become necessary to convert an electronic record from one format to another. The Records Coordinator and the Information Technology (IT) Director, or delegated representative, will be responsible for maintaining both the contents of the record and the electronic metadata through the conversion process.

- d) In making decisions about how long to retain electronic records, employees should first check the retention schedule to ensure compliance, verify that the records are not subject to a legal hold and verify the record is not needed for other accreditation or regulatory requirements. Many electronic records can be disposed of at the discretion of the employee under the following guidance.
- e) Electronic records that serve as the primary or sole copy of an official document must be retained in accordance with the City's records retention schedule. Retention and disposition of records are managed through automated policies in SharePoint, ensuring compliance with established timelines.

Records that have met their retention requirements will be flagged for disposition and reviewed by the Public Records Officers in collaboration with the department that created the records. Records designated as "archival" will be identified during this process, with guidance from the PRO as needed. If the department chooses to retain a record beyond its scheduled disposition, an exemption form must be completed. Disposition approvals and documentation are handled through Purview, with destruction logs automatically generated and forwarded to the PRO for permanent retention.

- f) If the electronic record is transitory in nature with no administrative, legal, fiscal, or archival value, then the record can be deleted at the discretion of the user. Examples include secondary copies of memos, general office notices, general information, working copies, transmittal memos, meeting announcements, invitations to retirement parties, drafts.
- g) Email records meeting the definition of a public record are subject to the same retention schedule as paper records.
- h) Use of personal accounts (such as Hotmail, Gmail, Dropbox, Evernote, etc.) for conducting City of Lake Stevens business is prohibited. In the event an email related to the conduct of City business is received at a personal email address, it should be immediately forwarded as an attachment to the City email system.
- i) In emergency situations or when required by operational needs, an alternative account may be used. In these instances, all records must still be preserved in accordance with all records policies.
- j) Social media posts are public records and must be preserved for the proper retention period.
- k) Text messages are public record and shall be kept for the proper retention period. Texting shall only be performed with City owned devices and should be limited to transitory records.
- l) Chat records produced in any rapid communication platform (i.e.: TEAMS) should be limited to transitory communication and therefore could be deleted when they are no longer needed. In the event that a chat record must be kept, please contact IT for guidance as to how to preserve the record and its associated metadata.

201.5.2 Essential Records

The retention schedule identifies essential records. These records require special protections so that in case of an emergency they are readily available to provide for the continuity and preservation of government services or reestablish operations after an emergency. Retirement records, personnel files, building plans, judgement and sentencing documents, policy and procedures, and many other types of records are examples of essential records. Each department must have a system for

safeguarding their essential records that is appropriate for the record type and medium. Resources are available through the [Washington State Archives](#).

Records managed within third-party applications must adhere to the City's retention requirements. If the application is capable of retaining a record in accordance with the City's retention policies and the record is not classified as "essential," separate storage of the record in SharePoint is not required. However, if the application lacks the capability of retaining a record in accordance with the City's retention policies or the record is deemed "essential," then the version stored in the third-party application must serve as a secondary copy, with the official record maintained in SharePoint.

201.5.3 Destruction of Records

Records Coordinators will follow the approved and adopted policies and procedures of the Records Management Program.

- a) A record whose minimum retention period has been met and the record is no longer needed for agency business should be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending lawsuit, has a legal hold, or the department head completes the records retention exemption request and submits the form to the public records officer for final approval.
- b) The Records Coordinator will be responsible for destroying all electronic records on shared drives for the department, at least one time per year. Any document that has met the retention schedule and is no longer needed for agency business should be deleted.
- c) When a record is destroyed due to meeting its retention period, all paper and electronic copies should be destroyed.
- d) Records in SharePoint identified for destruction are managed through automated retention policies within SharePoint document libraries. Once the retention period ends, records are flagged for disposition and reviewed by the records team and the department that created the record. If a record is approved for disposition, SharePoint auto-generates the destruction log via Purview. The finalized log must be forwarded to the PRO for permanent retention. If a department chooses to retain a record beyond its scheduled disposition, an exemption form must be completed.
- e) For records stored solely in third-party applications, department staff are responsible for completing the required disposition logs to ensure proper documentation and compliance with retention policies. Once the minimum retention has been met, the record should be considered for deletion by documenting it on a City approved records destruction log and following the appropriate approval process *prior* to deletion. Departments should contact the PRO for direction on electronic records designated as "archival." Examples of archival records include policies and procedures, executive level correspondence, and final reports.

f) **Litigation and Document Hold Process**

The City maintains a centralized list of all active litigation holds and document holds to ensure compliance with legal preservation requirements. This list is stored on the City Clerk's SharePoint site and jointly maintained by the Public Records Officer and the Risk Manager. Access to the list is provided to departmental Records Coordinators for reference in their records management duties. Before any records destruction is approved by the final approver, the active litigation and document hold list must be reviewed to confirm that no applicable hold is in place for the records scheduled for destruction.

201.5.4 Archival Records

Some records series on the retention schedule will have a designation of archival. These records should not be destroyed. When their retention schedule has been met, they should be prepared to be transported to the Washington State Archives for appraisal and selective retention. Records transferred to the state archives should be documented on the City's destruction log with a notation that the records were transferred to the archive. After the records are evaluated by an archivist, they will send documentation of the records archived. This document should be forwarded to the PRO. Contact the PRO if assistance with this process is needed.

201.5.5 Permanent Records

The retention schedule identifies permanent records. These records may not be destroyed. Archival Permanent records will also have a retention listed such as the life of the building. Once that retention has been completed, the records may be transferred to the Washington State Archives. Records transferred to the state archives should be documented on the City's destruction log. Contact the PRO if assistance with this process is needed.

201.6 RESPONSIBILITIES

A. Management Responsibilities

- 1) Each department, board, and commission must appoint a Records Coordinator (RC) and an alternate. The RC shall be the point of contact between the department and the City's Public Records Officer (PRO). The RC will be expected to be the person most knowledgeable about the City's records management policies and procedures and how they relate to their department and serve as a resource to their department members.
- 2) Department Heads, elected officials, appointed officials and RCs must complete training as required by the [Open Government Trainings Act](#) within 90 days of assignment and at least every 4 years thereafter.
- 3) Follow the established City-wide file storage structure and format to assist in classifying and preserving the electronic records and paper records encountered in the department's area of

responsibility to facilitate the management of records to meet the retention and/or destruction rules.

- 4) Follow City-wide procedures for records management, which address records retention, protection of essential records, and ensure that at a minimum, records are evaluated for destruction annually in accordance with the Washington State Records Retention Schedules.
- 5) Each department may have records from multiple retention schedules. A department list of commonly held records, the required retention period, and DAN number for department employees' quick reference is encouraged. All destructions shall be appropriately logged on the City approved form and copies will be forwarded to the PRO.
- 6) Ensure that all department employees are appropriately trained in the retention and destruction of public records.
- 7) Ensure employees manage, store, and identify records correctly and in compliance with the law and Washington State Records Retention Schedules.
- 8) Ensure all department bids and contracts are in compliance with records retention laws when the contractor will be creating public records on behalf of the City. The department must write in contract language that places the bidder/contractor on notice about the Public Records Act (RCW 42.56) and their obligations as well as about records retention (RCW 40.14) and their obligations.

B. Employee Responsibilities

- 1) It is the responsibility of **every employee**, of the City of Lake Stevens to manage the City's records in a manner that complies with this policy and supports the intent of the City to preserve the documentation of City business and satisfy all requirements of the disposition of public records as required by State law. Failure to manage City records according to the Records Management Policy may result in corrective or disciplinary action, up to and including termination.
- 2) Non-City devices, applications, or accounts shall not be used by City employees, to conduct official City business without prior approval by the City Administrator. This includes, but is not limited to, storing, sending, and receipt of notes, documents, e-mails, text messages, and other electronic messages on devices or accounts that are not owned or managed by the City. In the event that a non-City device or account is used by a City employee, the employee is still responsible for the proper retention, disclosure, and destruction of the document. If asked by the PRO, employees will be required to properly search and produce all records subject to a public records request located on a non-City device or account in the employees' possession. In such case, employees may then be required to complete an affidavit attesting to the records search of non-City devices or accounts.

- 3) Every employee is responsible for proper retention and destruction of any personally held documents. This would include email, texts, files held in their personal network drives, files on their desktops, paper records, desk records, etc. Keeping unnecessary documents or duplicate records is discouraged.
- 4) Every employee is responsible for advising citizens interested in obtaining public records to follow the request process. Citizens should be directed to the online portal. If unable to utilize the portal, an employee must accept their verbal or written requests. These requests must be immediately documented and forwarded to the PRO or their designee. Failure to do so by the employee may subject the City to substantial financial liability and the employee may be subject to discipline.
- 5) Upon leaving City employment, employees will be required to provide the City any and all public records in their possession together with a signed affidavit, attesting that the employee has: (a) provided copies all public records located on non-City devices and accounts in its possession or (b) never used a non-City device or account to send, receive, or otherwise conduct official City business.

C. Public Records Officer Responsibility

- 1) Provide assistance to the departments, commissions, and boards in managing their records and determining retention requirements.
- 2) Remain current and knowledgeable on the laws and rules governing records retention that affect the City.
- 3) Develop and provide periodic training to City employees, elected officials, and appointed officials on records retention.
- 4) Conduct periodic meetings with the Records Coordinator to assist them in managing their areas of responsibility.
- 5) Conduct electronic searches in conjunction with IT for public records requests.
- 6) Periodically review the City's retention process to ensure that policies and procedures are being followed and are current with state law.
- 7) Maintain City's permanent record of City Records Destruction Logs.
- 8) Complete training required for a PRO per the [Open Government Trainings Act](#) within 90 days of appointment and every 4 years thereafter.

- 9) Notify departments of a need to hold records due to an open records request or pending litigation.
- 10) The PRO may designate the above responsibilities to other trained employees within the City.

D. Information Technology Department Responsibility

- 1) Assist the PRO and each department in developing, implementing and maintaining an electronic records storage system that supports this policy.
- 2) Provide a secure, safe environment for the electronic records of the City.
- 3) Provide a Disaster Recovery Backup System to be maintained to exclusively provide disaster recovery from catastrophic data loss. This system is not and shall not be relied upon or used as a retention or archiving system.
- 4) Provide a minimal recovery period for City records if accidentally or inadvertently deleted.
- 5) Provide assistance to the PRO for electronic searches for responsive data related to a public records request.
- 6) Assist with metadata preservation, retention, and disclosure as needed.

E. Training

Every employee will be trained in accordance with their position and the requirements of the [Open Government Trainings Act](#). New employees will be required to complete records on-board training with the PRO or designee during their initial department training period.

The training coordinator will be responsible for documenting training certifications for all employees.

F. Reference

- Imaging and Destruction of Paper Records (Scan and Toss) Policy
- Secretary of State Archivist [Retention Schedules](#)

CITY COUNCIL STAFF REPORT



Agenda Date: 2/24/2026

Subject: Planning Commission Long Range Work Plan

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve the 2026 Planning Commission Long Range Work Plan

SUMMARY/BACKGROUND:

Each year the Planning Commission and City Council hold a joint meeting to discuss the prior year's activity, pending work plan and issues that may have surfaced from individual projects. The City Council and Planning Commission reviewed the 2026 long-range work plan at their joint session. The long-range work program includes updates to the comprehensive plan and code amendments that staff will focus on in 2026.

APPLICABLE CITY POLICIES:

Comprehensive Plan / Municipal Code

ATTACHMENTS:

1. 2026 Long Range Work Program_Updated 1-27-26



Lake Stevens 2026 Long Range Work Program – Project Status					
Amendment Type	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
<i>Zoning Code and Comprehensive Plan Zoning Code Implementation Projects</i>					
1. Critical Area Regulations Ensure the city’s regulations meet best available science and follow state and federal standards. Staff will complete this analysis with Facet consultants with adoption to occur the first quarter of 2026.	PC/CC				Mandatory Update Revise Chapter 14.88 for wetlands, streams, frequently flooded areas, geologically hazardous areas and critical aquifers.
2. Subareas Plans, Streets and Sidewalks and Parking • Adopted subarea plans • Chapter 14.38 LSMC • Chapter 14.56 LSMC • Chapter 14.72 LSMC • Empirical Parking Study This is Phase II of the transportation-related amendments from 2025. Parking amendments and study to be separated out into Phase III for third quarter 2026.	PC/CC 2/17 CC workshop on comp plan CIP	PC/CC	PC/CC		Mandatory Update Revisions to subarea plans and LSMC Chapters 14.38, 14.56 and 14.72. in coordination with completion of the EDDS update.
3. Process Code Updates - Phase II Further process code updates to remove redundant language and streamline/consolidate processes in Chapters 14.16A and 14.16B.		PC/CC	PC/CC		Process Improvement Code updates to streamline code and ensure consistency with Comprehensive Plan.
4. Housing Phase II Revisit innovative housing and infill standards, mixed-use developments, binding site plans and lot-splitting. This is Phase II of the housing amendments from 2025.		PC/CC	PC/CC	PC/CC	Mandatory Update Revisions to various chapters to implement housing standards and design review to comply with HB1220 and HB1293.



5. LS Industrial Center Code Update various sections of the LSMC and progress, incorporating new industrial development design standards following public input throughout 2026 to implement growth targets outlined in the 2024 Comprehensive Plan.	PC/CC	PC/CC	PC/CC	PC/CC	Economic Development Draft interim ordinance. Implement Lake Stevens Industrial Center Analysis with new / revised regulations and standards.
6. Park Impact Fees (Chapter 14.120) Project will follow the completion of the Parks and Recreation Element of the Comprehensive Plan. After the adoption of the PROS Plan anticipated in third quart of 2026 to coincide with the annual budget and annual fee schedule update.			PC/CC	PC/CC	Mandatory Update Staff will coordinate with the Parks and Recreation Dept. to update Parks Impact Fees in Chapter 14.120, including methodology and exemptions.
7. Placeholder – Code Cleanup Update Permissible Uses Table and other chapters affected by 2024 Concurrent Rezones (Industrial District, etc.).	TBD				Process Improvement Update various sections of the LSMC for internal consistency.

Comprehensive Plan					
8. 2025 Comprehensive Plan Docket Late adoption of the 2025 docket includes annual revisions to the Capital Facilities Element (permitted as standalone amendment in 2026).	PC / CC	PC/CC			Mandatory Update Approve city-initiated docket to update the Capital Facilities Plan in early 2026. Includes traffic impact fee updates and methodology.
9. 2026 Comprehensive Plan Docket - PROS Plan - Capital Facilities - Salmonid Basin Plan (review for goals and policy consistency) - School District Plans - Lake Stevens Industrial Center	PC / CC CC 2/24	PC / CC	PC / CC	PC / CC	Mandatory Update Process citizen and city-initiated docket requests that must be adopted by year end.



10. Subarea Plan Update		PC / CC	PC / CC		Consistency Update the subarea plans (3) to comply with 2024 Comp Plan and remove separate capital facilities elements.
11. Place Holder – Utilities Element / Sewer Plan Update.	TBD				Future task to revise public services element and potential code changes to the utilities chapter.
Annexations					
12. Annexation Placeholder	TBD				Process Process city-initiated or citizen-initiated annexations as requested.
Miscellaneous					
1. Snohomish County Tomorrow / TAC / Alliance for Affordable Housing	Continue participation in SCT, TAC and AHA – report out to PC and Council on actions				
2. Economic Development	Ongoing				
3. Sale and development of city properties	Ongoing				
4. Quarterly Development Updates with Hearing Examiner Decisions	Ongoing				

*General Schedule – subject to change based on staffing and funding availability. Report will be presented to Planning Commission and City Council the following week after the quarter end.

- 1st Quarter January through March
- 2nd Quarter April through June
- 3rd Quarter July through September
- 4th Quarter October through December

CITY COUNCIL STAFF REPORT



Agenda Date: 2/24/2026

Subject: 2026 Comprehensive Plan Docket Ratification

Contact Person/Department: David Levitan, Community Development

Budget Impact: None. The department has adequate budget to undertake the proposed docket.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

1. Hold a public hearing and take public comment on the proposed 2026 Comprehensive Plan Docket, which was reviewed and recommended by the Planning Commission.
2. Adopt Resolution 2026-01 to set the 2026 Docket.

SUMMARY/BACKGROUND:

Under the Growth Management Act, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The docket can include both city-initiated and citizen-initiated docket proposals, which per [Chapter 1](#) (Page 1-22) of the 2024 Comprehensive Plan must be received by January 31. The city did not receive any citizen-initiated proposals for 2026.

The purpose of this public hearing is to provide a list of map and text amendments for the Council's consideration to set the 2026 Comprehensive Plan Docket through Resolution 2026-01 (**Attachment 1**). The Planning Commission held a public hearing at their [February 18, 2026 meeting](#) to review three city-initiated map amendments and three city-initiated text amendments ([meeting video](#)), which were analyzed by staff for consistency and compliance with the ratification criteria in the Comprehensive Plan (Attachment 1, Exhibits A1-A4). At the conclusion of the public hearing, the Commission voted by a 6-0 margin to recommend that the City Council ratify the 2026

docket with the below items (Attachment 1 – Exhibit B). which would undergo additional analysis for potential adoption later in 2026:

- M-1 is a city-initiated request to change the land use designation and associated zoning of a recently acquired city-owned parcel adjacent to Eagle Ridge Park (Parcel ID 0060490000050) at 2326 Soper Hill Rd from Medium Density Residential and R6 to Public/Semi-Public. The parcel will be incorporated into the master planning process for Eagle Ridge Park.
- M-2 is a city-initiated request to change the land use designation and associated zoning of a parcel recently donated to the city (Parcel ID 00457100004200) at 2608 103rd Ave SE from Medium Density Residential and R6 to Public/Semi-Public. The parcel is anticipated to be used as Open Space and by the city's Public Works Department.
- M-3 is a city-initiated request to change the land use designation of two parcels (parcel Nos. 00562200000801 and 00562200000802) at 12409 21st Ave NE from Downtown/Local Commerce to Public/Semi-Public. The two parcels cover the southern half (parking area) of Snohomish Regional Fire and Rescue Station 81. The northern two parcels currently have a land use designation of Public/Semi-Public, and all four parcels have the correct corresponding zoning designation of Public/Semi-Public.
- T-1 would update the city's three adopted subarea plans – Downtown Lake Stevens, Lake Stevens Center, and 20th St SE Corridor – to reflect updated land use and zoning designations, policy language, growth assumptions, and design concepts that were adopted as part of the 2024 Comprehensive Plan.
- T-2 is a placeholder for potential changes to the Plan Elements (including anticipated updates to Tables 9.1 and 9.2 of the Capital Facilities Element) along with standard administrative amendments including the Cover, Title Page, Table of Contents, Introduction and Appendices (including SEPA Addenda) as needed.
- T-3 would update the Parks Element (Chapter 4) to reflect the 2026 Parks, Recreation and Open Space (PROS) Plan, which is anticipated to be approved by Council resolution in April 2026. The Parks Element would include new narrative, technical analysis, maps and figures. Staff have worked collaboratively with the Parks and Recreation Department and Parks and Recreation Board to help develop the PROS Plan and integrate it into the Comprehensive Plan.

If docketed, city staff will conduct additional analysis based on the merits of the application compared to established review criteria to be presented to the Planning Commission and City Council. The requested action is to set the 2026 Docket and is not a recommendation of approval or denial of any amendments.

APPLICABLE CITY POLICIES:

Comprehensive Plan Chapter 1 (Introduction), Page 1-22

ATTACHMENTS:

1. Attachment 1 - Resolution 2026-01 with Exhibits

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2026-01

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON
RATIFYING A LIST OF ITEMS FOR FURTHER ANALYSIS AS PART OF THE
2026 COMPREHENSIVE PLAN DOCKET.**

WHEREAS, the Washington City of Lake Stevens is a City in Snohomish County, Washington, planning under the Growth Management Act; and

WHEREAS, the City of Lake Stevens has established procedures and schedules to update, amend or revise the Comprehensive Plan as required under RCW 36.70A.130(2)(a) no more frequently than once every year; and

WHEREAS, city-initiated text amendments (T-1 through T-3) along with map amendments and associated rezones (M-1 through M-3) are proposed for inclusion on the 2026 Comprehensive Plan Docket; and

WHEREAS, the city did not receive any citizen-initiated docket proposals by the January 31, 2026 deadline; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on February 18, 2026 to consider the proposed list of docket items, attached hereto as Exhibit A, and all public testimony has been given full consideration and is included in the Planning Commission's recommendation to the City Council; and

WHEREAS, each individual proposal will undergo a full and complete SEPA review per Chapter 197-11 WAC and Chapter 16.04 LSMC during the analysis phase taking into consideration the interrelationship and cumulative effect of all requests as required under the Growth Management Act per Chapter 36.70A RCW.

WHEREAS, the City Council considered all public testimony and the Planning Commission's recommendation (Exhibit B) on the proposed list of docket items listed in Exhibit A on February 24, 2026 after a separate duly noticed public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

Section 1. Requested Action. The Lake Stevens City Council requests the Planning and Community Development Department to analyze the attached list of docket items, prepare reports and present the detailed findings for each item to the Planning Commission and the City Council for action.

Section 2. 2026 Docket. The 2026 Docket includes city-initiated text amendment and procedural amendments (T-1 through T-3) and city-initiated amendments to the land use map with associated rezones (M-1 through M-3), which constitutes the annual list of Comprehensive Plan changes allowed under RCW 36.70A.130(2)(a) and the City of Lake Stevens Comprehensive Plan.

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

Section 4. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this 24th day of February, 2026.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

SUMMARY OF 2026 DOCKET PROPOSALS

RATIFICATION MAPS		
#	NAME	REQUEST
M-1	City-Initiated Map Amendment	Change the land use designation and associated zoning of a recently acquired city-owned parcel (Parcel ID 00604900000502) from Medium Density Residential and R6 to Public/Semi-Public. The parcel is adjacent to Eagle Ridge Park and will be incorporated into future park phases through a master planning process.
M-2	City-Initiated Map Amendment	Change the land use designation and associated zoning of a parcel recently donated to the city (Parcel ID 00457100004200) from Medium Density Residential and R6 to Public/Semi-Public. The parcel is expected to be utilized by the city's Public Works Department.
M-3	City-Initiated Map Amendment	Change the land use designation of two parcels (parcel Nos. 00562200000801 and 00562200000802) at 12409 21 st Ave NE from Downtown/Local Commerce to Public/Semi-Public. The two parcels cover the southern half (parking area) of Snohomish Regional Fire and Rescue Station 81. The northern two parcels currently have a land use designation of Public/Semi-Public and all four parcels have the correct corresponding zoning designation of Public/Semi-Public.
RATIFICATION TEXT		
#	NAME	REQUEST
T-1	Subarea Plan Updates	Update the city's three adopted subarea plans – Downtown Lake Stevens, Lake Stevens Center, and 20 th St SE Corridor – to reflect updated land use and zoning designations, policy language, growth assumptions, and design concepts that were adopted as part of the 2024 Comprehensive Plan.
T-2	Minor text amendments	Placeholder for potential changes to the Plan Elements (including anticipated updates to Tables 9.1 and 9.2 of the Capital Facilities Element) along with standard administrative amendments including the Cover, Title Page, Table of Contents, Introduction and Appendices (including SEPA Addenda) as needed.
T-3	Parks Element Update	Update the Parks Element (Chapter 4) to reflect the 2026 Parks, Recreation and Open Space (PROS) Plan. The Parks Element would include new narrative, technical analysis, maps and figures. Staff has worked collaboratively with the Parks and Recreation Department and Parks and Recreation Board to help develop the PROS Plan, which is tentatively schedule for Council approval in April 2026.

Factors for Consideration, per Comprehensive Plan [Chapter 1: Introduction](#), Revision and Amendments to the Comprehensive Plan Section G (page 1-21):

Map Amendments

- *How is the proposed land use designation supported by or consistent with the existing policies of the various elements of the Comprehensive Plan? If it isn't, the development should demonstrate how the change is in the best long-term interest of the city.*
 - Staff analyzed the proposed map amendments against the ratification criteria in Section H Revisions and Amendments to the Comprehensive Plan and applicable goals and policies of the Comprehensive Plan. Staff believes proposals M-1 through M-3 comply with the policies of the Comprehensive Plan for inclusion on the docket.
- *How does the proposed land use designation promote a more desirable land use pattern for the community? If so, a detailed description of the qualities of the proposed land use designation that make the land use pattern for the community more desirable should be provided to enable the Planning Commission and City Council to find that the proposed land use designation is in the community's best interest.*
 - M-1 through M-3 would establish Public/Semi-Public land use designations for four publicly owned parcels (two with Medium Density Residential designations and two with Downtown/Local Commerce designations), consistent with Land Use Policy 2.2.4.
- *What impacts would the proposed change of land use designation have on the current use of other properties in the vicinity, and what measures should be taken to ensure compatibility with the uses of other properties in the vicinity?*
 - The property identified in M-1 was recently purchased by the city and is adjacent to Eagle Ridge Park and will be incorporated into future phases/updates to the park. The park will be undergoing a master planning process which will allow for public input to ensure compatibility with surrounding properties.
 - The property identified in M-2 was recently donated to the city and is expected to be used by the city's Public Works Department. Any future use and/or development on the site will include public notice to adjacent property owners.
 - The property identified in M-3 has historically been and will continue to be used as a fire station, and the proposed change in land use designation for the southern two parcels will not have impacts on other properties in the vicinity.
- *Comments received from affected property owners and residents.*
 - If docketed, property owners within 300 feet of M-1 through M-3 will receive notice of the proposed land use designation changes to solicit public input.

Text Amendment Ratification Criteria

1. *Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program?*
 - The proposed changes in Text Amendments T-1 through T-3 are not development regulations. They include:
 - Updates to adopted subarea plans to be consistent with the Comprehensive Plan (T-1)
 - Annual administrative updates to the plan (T-2)
 - Updates to the Parks Element (Chapter 4) to be consistent with a state-mandated update to the city's Parks, Recreation and Open Space Plan (T-3)

2. *Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws?*
 - a. Yes, all amendments proposed shall follow an established legal process and criteria.
3. *Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time.*
 - a. The proposed text amendments would provide consistency between the Comprehensive Plan and adopted subarea plans (T-1), make minor administrative updates including updates to the 6-year and 20-year lists of capital projects (T-2), and incorporate updated analysis, narrative, maps and graphics in the Parks Element to reflect the 2026 Parks, Recreation and Open Space Plan (T-3). It is practical to consider all three amendments as part of the annual docket and will ensure consistency with the adopted comprehensive plan as well as the Growth Management Act.
4. *Does the City have the resources, including staff and budget, necessary to review the proposed amendment?*
 - a. The city has adequate staffing and budget to process the proposed amendments.
5. *Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan?*
 - a. Any changes will ensure the most up to date information is included in the plan and will create internal consistency within the plan. The proposed amendments will correct inconsistencies as they are discovered and will ensure consistency between the comprehensive plan and subarea plans (T-1) and between the Parks Element and PROS Plan (T-3).
6. *OR All of the following:*
 - a. *The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and*
 - The proposed amendments aim to serve the public interest by keeping the comprehensive plan and subarea plans up to date, including capital project lists, and consistent with one another (T-1), the PROS Plan (T-3), and the Growth Management Act.
 - b. *The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.*
 - The proposed amendments are necessary during this review period to keep the Comprehensive Plan updated with the most recent and accurate information and to be consistent with the adopted PROS Plan.



2026 Comprehensive Plan Docket Ratification

M-1 – Eagle Ridge Map Amendment - Staff Summary Lake Stevens City Council & Planning Commission

City Council Hearing Date: February 24, 2026

Planning Commission Hearing Date: February 18, 2026

SUBJECT: City-initiated map amendment to the Comprehensive Plan and Zoning Map.

Summary	
Location in Comprehensive Plan: Chapter 2 Land Use Element – Figure 2.3 Land Use Map	
Proposed Change(s): City-initiated request to change the land use designation and associated zoning of a recently acquired city-owned parcel adjacent to Eagle Ridge Park (Parcel ID 00604900000502) located at 2326 Soper Hill Rd from Medium Density Residential and R6 to Public/Semi-Public (Exhibits 2a and 2b). The property will be incorporated into master planning efforts for Eagle Ridge Park.	
Applicant: City of Lake Stevens	Property Location(s): 2326 Soper Hill Rd
Existing Land Use Designations	Proposed Land Use Designation
Medium Density Residential	Public/Semi-Public
Existing Zoning Districts	Proposed Zoning District
R6	Public/Semi-Public

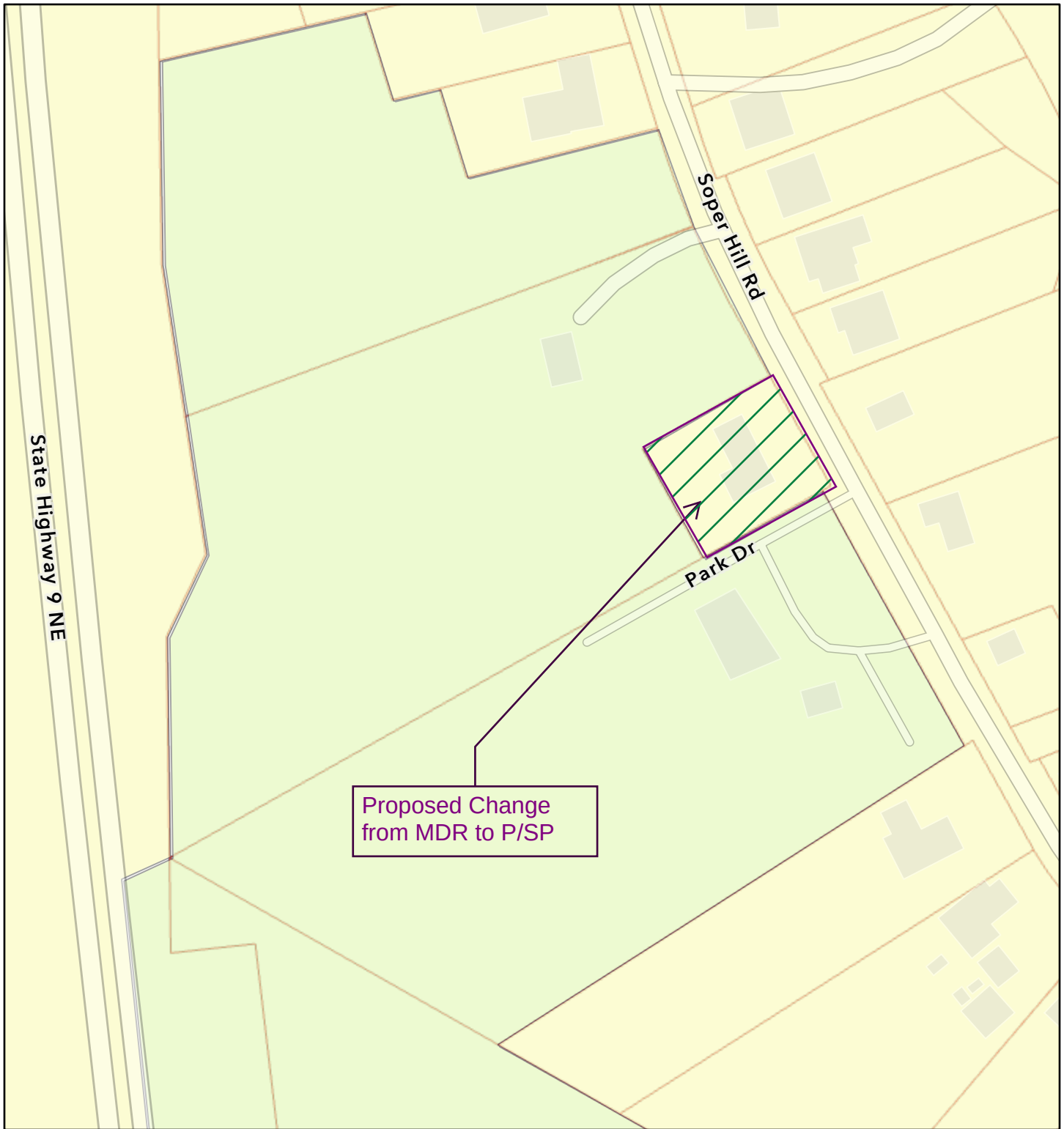
ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in [Ratification of Docket and Authorization Hearing Section H](#) (page 1-22).

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: The proposed land use map change does not implement a development regulation or program. It would provide land use and zoning designations that match the future public park use of the site (following a master planning process), consistent with Land Use Policy 2.2.4.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: The proposed land use map change would be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: The land use designation change is requested to be consistent with the Comprehensive Plan policy that calls for all publicly owned parcels to have land use and zoning designations of Public/Semi-Public.	X	

4. Does the city have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: The Growth Management Act and the city's Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function.	X	
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? Discussion: Yes. Land Use Policy 2.2.4 states that the city shall "allow the Public/Semi-Public land use designation, which is intended for use on all land that is publicly owned. It allows public buildings and services, recreational uses, utilities, and transportation facilities." Amending the land use and zoning designations for this recently acquired city-owned parcel would provide consistency with the comprehensive plan.	X	
6. All the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: 6.a – The change would serve the public benefit by adopting the appropriate land use designation for a city-owned parcel. Multiple goals and policies demonstrate potential to serve the public interest. LAND USE GOAL 2.2 Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses. (Page 2-29) Land Use Policy 2.2.4 Allow the Public/Semi-Public land use designation, which is intended for use on all land that is publicly owned and identifies land useful for public purposes, as required by RCW 36.70A.150 and further analyzed and assessed in Chapter 7 (Public Services and Utilities) and Chapter 9 (Capital Facilities). It allows public buildings and services, recreational uses, utilities, and transportation facilities. This designation may also allow a limited range of commercial uses. (Page 2-31). 6.b – The change would serve the public benefit by supporting a review of land use zones as part of the annual docket and by implementing land use and zoning designations that are consistent with Comprehensive Plan goals and policies.	X	

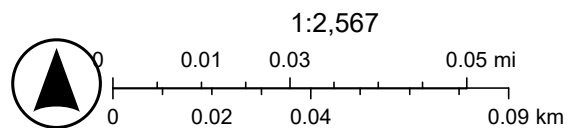
Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2026 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2026 Comprehensive Plan Docket (see attached recommendation letter, if applicable).		
The City Council accepts this proposal for inclusion in the 2026 Comprehensive Plan Docket.		

Map Amendment M-1 (Land Use)



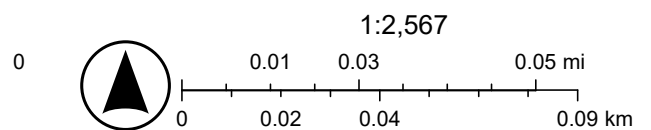
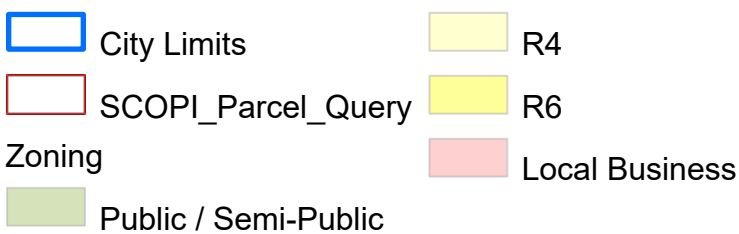
Land Use

-  Med Density Residential
-  Public / Semi-Public
-  City Limits
-  SCOPI_Parcel_Query



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Map Amendment M-1 (Zoning)



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



2026 Comprehensive Plan Docket Ratification

M-2 – 103rd Ave SE Map Amendment - Staff Summary Lake Stevens City Council & Planning Commission

City Council Hearing Date: February 24, 2026

Planning Commission Hearing Date: February 18, 2026

SUBJECT: City-initiated map amendment to the Comprehensive Plan.

Summary	
Location in Comprehensive Plan: Chapter 2 Land Use Element – Figure 2.3 Land Use Map	
Proposed Change(s): City-initiated request to change the land use designation and associated zoning of a parcel recently donated to the city (Parcel No. 00457100004200) at 2608 103 rd Ave SE from Medium Density Residential and R6 to Public/Semi-Public (Exhibits 3a and 3b). The property is anticipated to be utilized by the city's Public Works Department.	
Applicant: City of Lake Stevens	Property Location(s): 2608 103 rd Ave SE
Existing Land Use Designation	Proposed Land Use Designation
Medium Density Residential	Public/Semi-Public
Existing Zoning Districts	Proposed Zoning District
R6	Public/Semi-Public

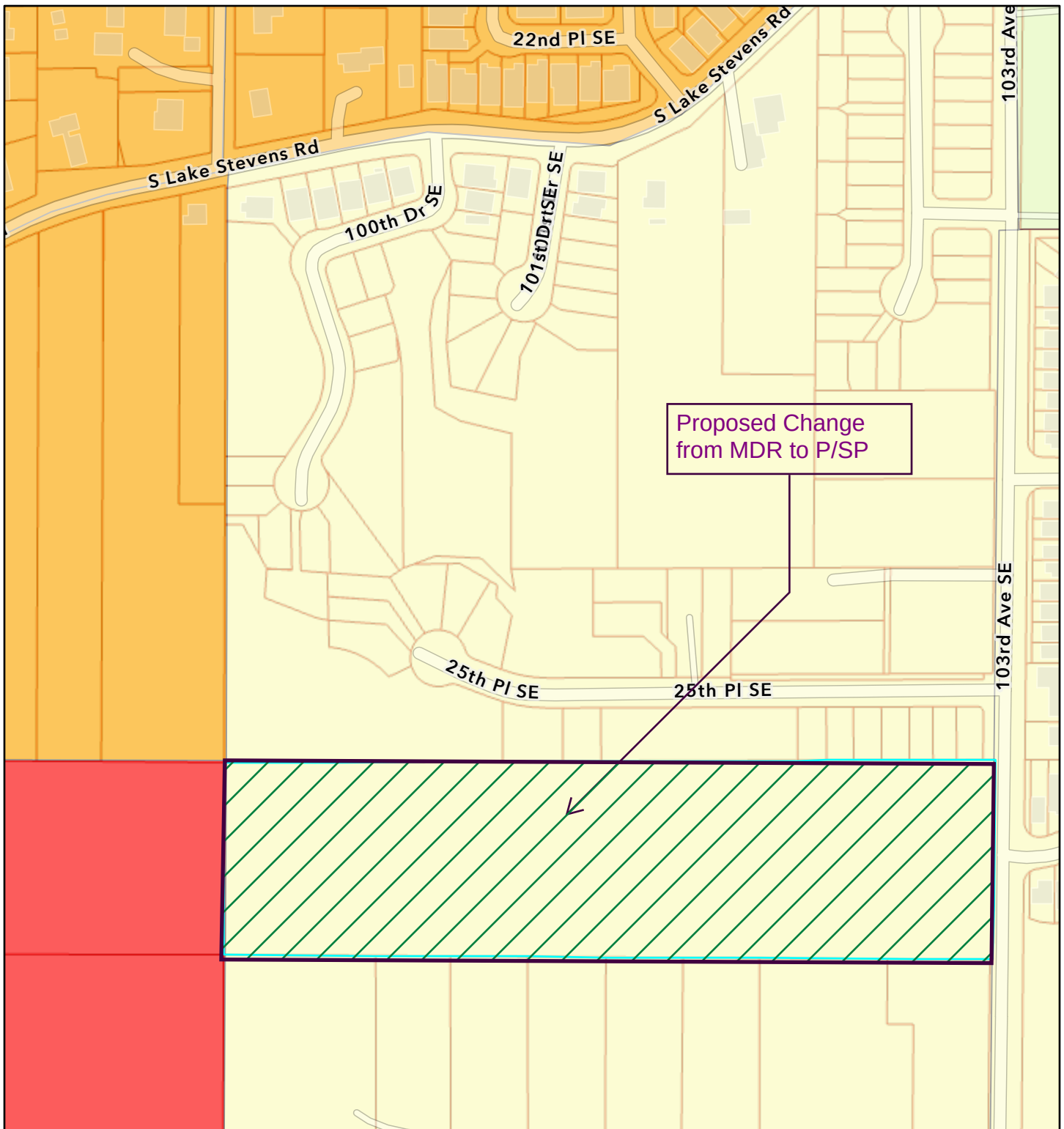
ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in [Ratification of Docket and Authorization Hearing Section H](#) (page 1-22).

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: The proposed land use map change does not implement a development regulation or program. The change would apply a land use designation of Public/Semi-Public to a newly acquired city property that is intended to be utilized by the city's Public Works Department.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: The proposed land use map change would be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: The land use designation change is requested to be consistent with the Comprehensive Plan policy that calls for all publicly owned parcels to have land use and zoning designations of Public/Semi-Public.	X	

4. Does the city have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: The Growth Management Act and the city's Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function.	X	
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? Discussion: Yes. Land Use Policy 2.2.4 states that the city shall "allow the Public/Semi-Public land use designation, which is intended for use on all land that is publicly owned. It allows public buildings and services, recreational uses, utilities, and transportation facilities." Amending the land use and zoning designations for this recently acquired city-owned parcel would provide consistency with the comprehensive plan.	X	
6. All the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: 6.a – The proposed land use map change would serve the public interest by implementing specific goals and policies of the Land Use Element, including: LAND USE GOAL 2.2 Achieve a well balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses. (Page 2-29) Land Use Policy 2.2.4 Allow the Public/Semi-Public land use designation, which is intended for use on all land that is publicly owned and identifies land useful for public purposes, as required by RCW 36.70A.150 and further analyzed and assessed in Chapter 7 (Public Services and Utilities) and Chapter 9 (Capital Facilities). It allows public buildings and services, recreational uses, utilities, and transportation facilities. This designation may also allow a limited range of commercial uses. (Page 2-31). 6.b – The change would serve the public benefit by supporting a review of land use zones as part of the annual docket and by implementing consistent land use and zoning designations for the entire site, consistent with the Growth Management Act.	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2026 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2026 Comprehensive Plan Docket (see attached recommendation letter, if applicable).		
The City Council accepts this proposal for inclusion in the 2026 Comprehensive Plan Docket.		

Map Amendment M-2 (Land Use)



Land Use



Commercial



High Density Residential



Med Density Residential



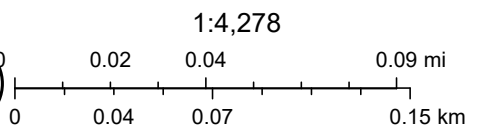
Public / Semi-Public



City Limits

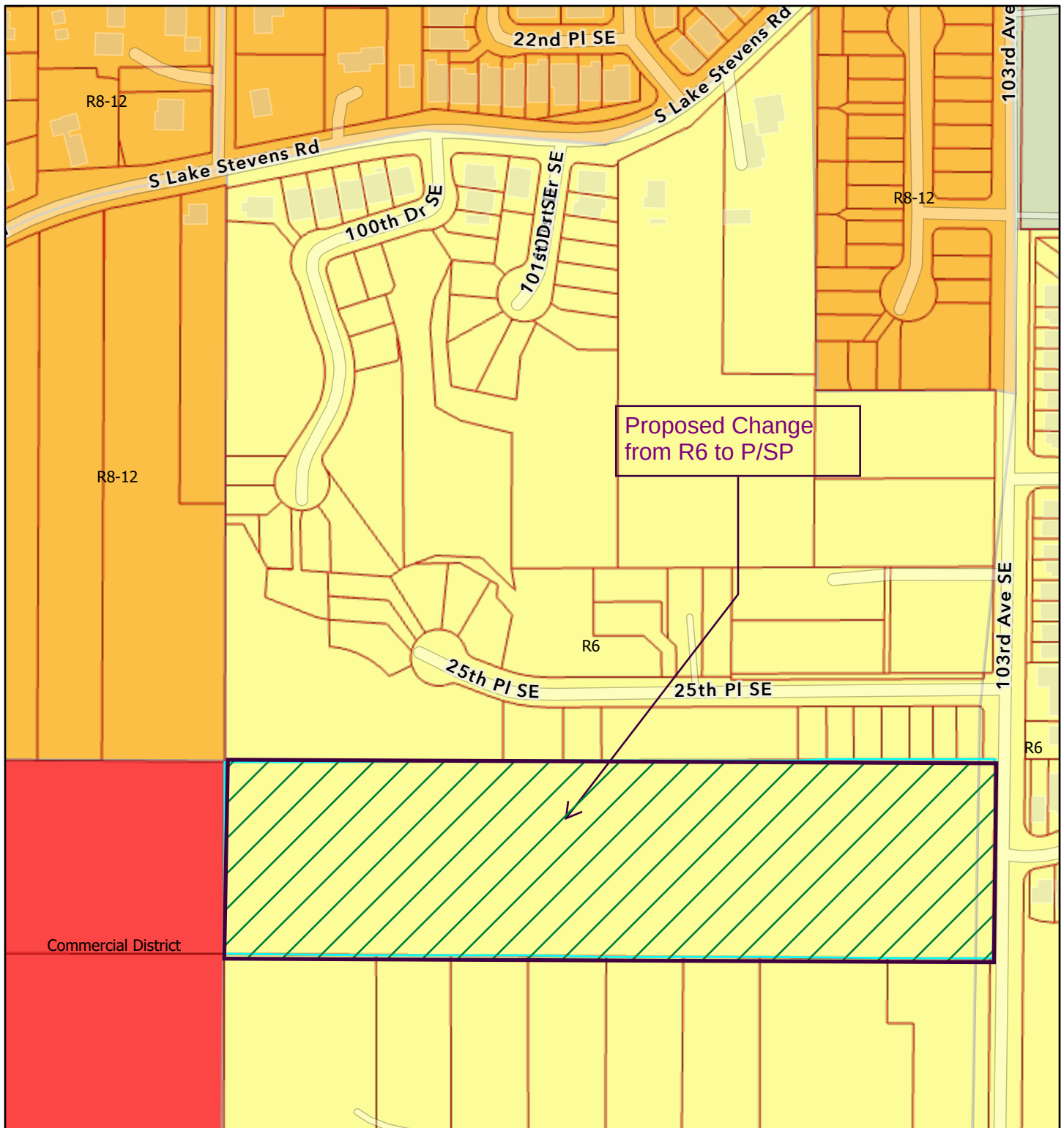


SCOPI_Parcel_Query

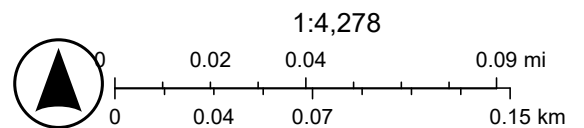


ources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Map Amendment M-2 (Zoning)



- City Limits
- SCOPI_Parcel_Query
- Zoning**
- R8-12
- R6
- Commercial District
- Public / Semi-Public



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



2026 Comprehensive Plan Docket Ratification

M-3 – Fire Station 81 Map Amendment - Staff Summary Lake Stevens City Council & Planning Commission

City Council Hearing Date: February 24, 2026

Planning Commission Hearing Date: February 18, 2026

SUBJECT: City-initiated map amendment to the Comprehensive Plan.

Summary	
Location in Comprehensive Plan: Chapter 2 Land Use Element – Figure 2.3 Land Use Map	
Proposed Change(s): City-initiated request to change the land use designation of two parcels (Parcel Nos. 00562200000801 and 00562200000802) at 12409 21 st Ave NE from Downtown/Local Commerce to Public/Semi-Public/ The two parcels cover the southern half (parking area) of Snohomish Regional Fire and Rescue Station 81. The northern two parcels have a land use designation of Public/Semi-Public and all four parcels have a corresponding zoning designation of Public/Semi-Public (see Exhibit 4a). The proposed change was included in the 2025 docket (but not approved) and has been carried over to 2026.	
Applicant: City of Lake Stevens	Property Location(s): 12409 21 st Ave NE
Existing Land Use Designations	Proposed Land Use Designation
Downtown/Local Commerce	Public/Semi-Public
Existing Zoning Districts	Proposed Zoning District
Public/Semi-Public	Public/Semi-Public (no change proposed)

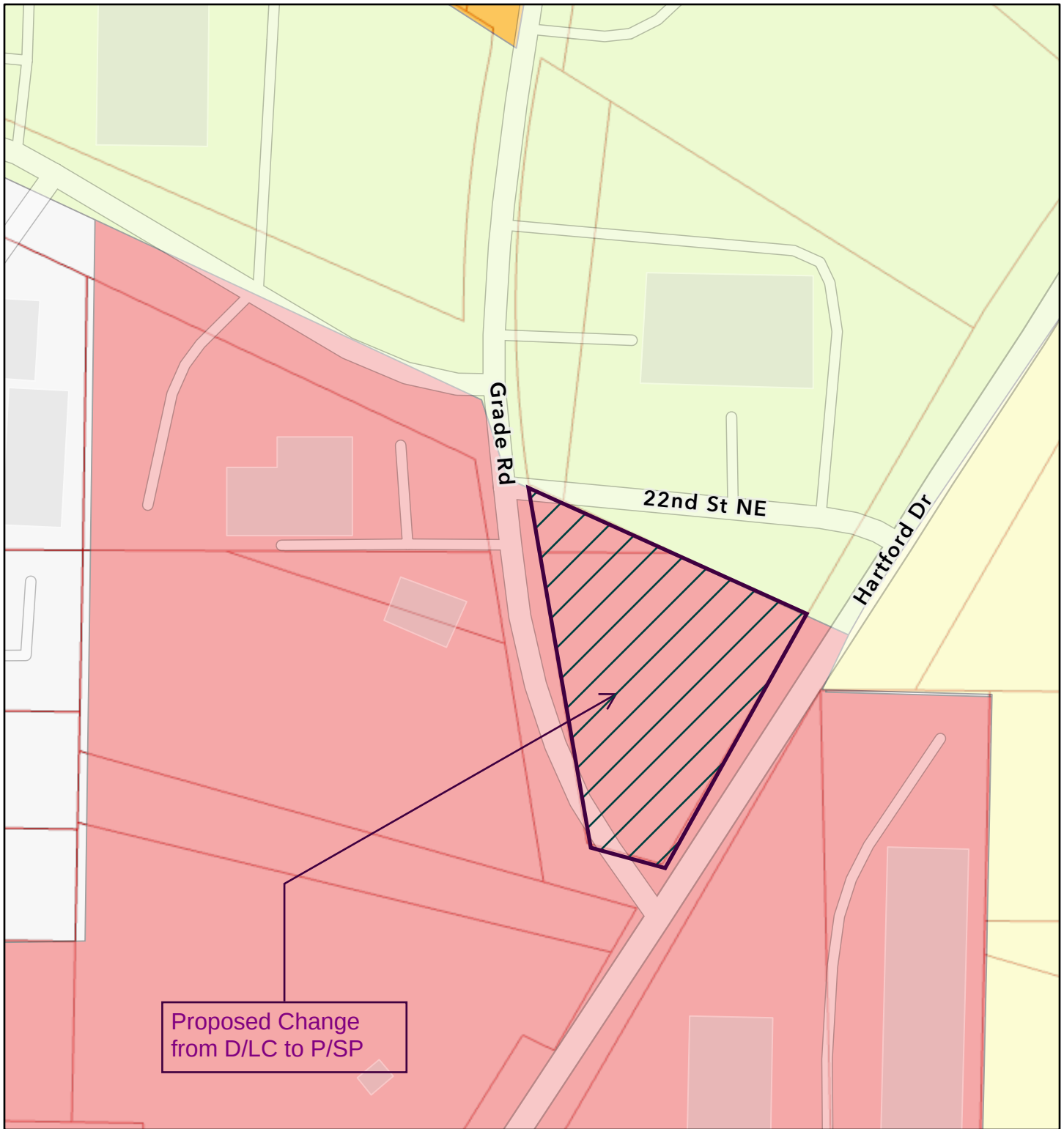
ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in [Ratification of Docket and Authorization Hearing Section H](#) (page 1-22).

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: The proposed land use map change does not implement a development regulation or program. The change would apply a land use designation of Public/Semi-Public to the southern half of an existing public fire station, the northern half of which already has a land use designation of Public/Semi-Public.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: The proposed land use map change would be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time.	X	

Discussion: The land use designation change is requested to correct an oversight from the 2024 periodic update, when the city sought to update all publicly owned parcels to land use and zoning designations of Public/Semi-Public.		
4. Does the city have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: The Growth Management Act and the city's Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function.	X	
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? Discussion: Yes. The current land use designation of the two parcels on the southern half of the site (Downtown/Local Commerce) is not consistent with the current use (public fire station) or current zoning designation (Public/Semi-Public).	X	
6. All the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: 6.a – The proposed land use map change would serve the public interest by implementing specific goals and policies of the Land Use Element, including: LAND USE GOAL 2.2 Achieve a well balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses. (Page 2-29) Land Use Policy 2.2.4 Allow the Public/Semi-Public land use designation, which is intended for use on all land that is publicly owned and identifies land useful for public purposes, as required by RCW 36.70A.150 and further analyzed and assessed in Chapter 7 (Public Services and Utilities) and Chapter 9 (Capital Facilities). It allows public buildings and services, recreational uses, utilities, and transportation facilities. This designation may also allow a limited range of commercial uses. (Page 2-31). 6.b – The change would serve the public benefit by supporting a review of land use zones as part of the annual docket and by implementing consistent land use and zoning designations for the entire site, consistent with the Growth Management Act.	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2026 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2026 Comprehensive Plan Docket (see attached recommendation letter, if applicable).		
The City Council accepts this proposal for inclusion in the 2026 Comprehensive Plan Docket.		

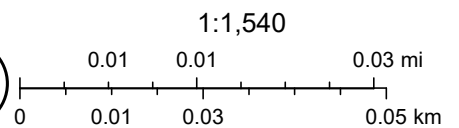
Map Amendment M-3 (Land Use)



Land Use

- Downtown / Local Commerce
- High Density Residential
- Med Density Residential

- Public / Semi-Public
- City Limits
- SCOPI_Parcel_Query



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



One Community Around the Lake

February 19, 2026

Lake Stevens City Council
1812 Main Street
Lake Stevens, WA 98258

RE: Planning Commission Recommendation on Ratification of 2026 Comprehensive Plan Docket

Commissioners Present: Bruce Morton (Chair), Mike Duerr (Vice Chair), Janice Huxford, Connor Davis, Amy Lewandowski, James Saults

Commissioners Absent: Jennifer Davis (excused)

PLANNING COMMISSION PUBLIC HEARING

On February 18, 2026, Planning and Community Development staff presented items proposed for ratification as part of the 2026 Comprehensive Plan Docket and responded to questions and comments during the Planning Commission's public hearing. Staff discussed the background and overview of the proposed text and map amendments to be considered and analyzed as part of the 2026 Docket. No members of the public provided oral testimony.

PLANNING COMMISSION FINDINGS AND RECOMMENDATION

Commissioner Saults made a motion to forward a recommendation to the City Council to ratify the 2026 Comprehensive Plan docket and include text amendments T-1 through T-3 and map amendments M-1 through M-3 for additional study. Commissioner Connor Davis seconded. The motion passed 6-0.

Respectfully Submitted,

Lake Stevens Planning Commission

CITY COUNCIL STAFF REPORT



Agenda Date: 2/24/2026

Subject: Salmon Habitat and Water Quality Improvement Plan Grant Contract with Department of Commerce

Contact Person/Department: Olin Anderson, Shannon Farrant, Public Works

Budget Impact: Total project cost of \$130,750. Budget amendment for the grant award of \$106,000.00. The remaining project cost (city match) will be met through staff hours on the project.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Motion to authorize the Mayor to sign the contract to receive a grant award in the amount of \$106,000 from the Department of Commerce for the City of Lake Stevens Salmon Habitat and Water Quality Improvement Plan, with a budget amendment to follow.

SUMMARY/BACKGROUND:

The Salmon Habitat and Water Quality Improvement Plan (referred to as the Phase II Basins Plan) is the second phase of a project started in 2025 called the Salmonid Basins Plan (Basins Plan). The Basins Plan is a watershed-scale plan that models water quality, salmon habitat, land uses, and other environmental data to guide recommendations for policy and goal updates to the City's Comprehensive Plan. This approach allows the City to align its Comprehensive Plan goals with strategies that protect salmon-bearing streams and improve water quality—both critical to preserving the ecological integrity of Lake Stevens and its tributaries.

The Phase II Basins Plan moves analysis to action. This plan will integrate the results of the Phase I Basins Plan and other long-range plans, such as the Climate Action Plan, into actionable initiatives. These include identifying priority capital projects for stormwater infrastructure and restoration, identifying areas for land conservation, and updating municipal codes to support salmon habitat preservation and improving water quality.

Like the Basins Plan, the Phase II Basins Plan is funded in part by the Department of Commerce. The funding is available through June 30, 2027. The contract included in the packet with the Department of Commerce has been reviewed by the City's legal counsel and staff. After the approval of this contract, city staff will select a consultant to develop the Phase II Basins Plan.

APPLICABLE CITY POLICIES:

302 – Comprehensive Procurement Policy

ATTACHMENTS:

1. Commerce Agreement for Phase II of the Salmon Basins Plan



Grant Agreement with

City of Lake Stevens

through

Growth Management Services

**Grant Number:
26-63117-009**

For

**City of Lake Stevens Salmon Habitat and Water Quality Improvement
Plan**

Dated: Tuesday, July 1, 2025

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Face Sheet

Grant Number: 26-63117-009

**Washington State Department of Commerce
Local Government Division
Growth Management Services
Salmon Recovery through Local Planning Grant**

1. Grantee City of Lake Stevens PO Box 257 Lake Stevens, WA 98258		2. Grantee Doing Business As (as applicable)	
3. Grantee Representative Olin Anderson Surface Water Coordinator (425) 330-8562 oanderson@lakestevenswa.gov		4. COMMERCE Representative Angela San Filippo Ecosystem Services Manager (564) 233-9522 Angela.sanfilippo@commerce.wa.gov 1011 Plum Street SE PO Box 42525 Olympia, WA 98501	
5. Grant Amount \$106,000	6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	7. Start Date 07/01/2025	8. End Date 6/30/2027
9. Federal Funds (as applicable) N/A		Federal Agency: N/A	
10. Tax ID # 91-6018875	11. SWV # SWV0032526-01	12. UBI # 600 589 299	13. UEI # H5SEGSJMDB47
14. Grant Purpose Develop a salmon habitat and water quality improvement implementation plan which will incorporate capital projects, land preservation, and municipal code updates to guide development and support water quality and protect and restore salmon habitat in the City of Lake Stevens.			
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget			
FOR GRANTEE Mayor Brett Gailey City of Lake Stevens Date		FOR COMMERCE Mark K. Barkley, Assistant Director Local Government Division Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Special Terms and Conditions

1. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Grant.

The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING

If this Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

"The [PROGRAM NAME / GRANT / ETC.] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at [CCA brand toolkit](#), including:

- A. Any project related website or webpage that includes logos from other funding partners;
- B. Any publication materials that include logos from other funding partners;
- C. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
- D. Any equipment purchased with CCA funding through a generally visible decal.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed \$106,000.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. Grantee's compensation for services rendered shall be based on the terms of the Scope of Work and Budget.

EXPENSES

Grantee shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by COMMERCE as reimbursable. The maximum amount to be paid to the Grantee for authorized expenses shall not exceed \$0.00, which amount is included in the Grant total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Grantee shall receive compensation for travel expenses at current state travel reimbursement rates.

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Grantee upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Grant Number 26-

63117-009. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

COMMERCE may, in its sole discretion, terminate the Grant or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Grant.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Grantee must invoice for all expenses from the beginning of the Grant through June 30, regardless of the Grant start and end date.

Grant Timeline

COMMERCE will pay the Contractor for costs incurred beginning July 1, 2025, for services and COMMERCE will reimburse the Contractor beginning July 1, 2025, for costs paid performing work as described under this Agreement.

Allowable expenses for the performance of work and submission of completed deliverables to COMMERCE are eligible for reimbursement under this Contract from July 1, 2025, cost date listed above, through June 30, 2027, end date listed on the Face Sheet, subject to reimbursement requirements stated herein. Commerce shall not reimburse Contractor expenses for activities outside this period.

Duplication of Billed Costs

The Grantee shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

Line Item Modification of Budget

- A. Notwithstanding any other provision of this contract, the Grantee may, at its sole discretion, make modifications to the line items in the Budget (Attachment B) that will not increase the line item by more than fifteen percent (15%).
- B. The Grantee shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item of the Budget (Attachment B) that would increase the line item by more than fifteen percent (15%). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this contract that would cause one or more budget line items to exceed the fifteen percent (15%) threshold increase described above.

- C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email or regular mail), and such written approval shall amend the Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- D. Nothing in this section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in Section 3 of this contract, nor does this section allow any proposed changes to the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

5. **SUBGRANTEE DATA COLLECTION**

Grantee will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Grant performed by subgrantees and the portion of Grant funds expended for work performed by subgrantees, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subgrantees. "Subgrantees" shall mean subgrantees of any tier.

6. **INSURANCE**

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee, or agents of either, while performing under the terms of this Grant. Failure to maintain the required insurance coverage may result in termination of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall provide COMMERCE thirty (30) calendar days' advance notice of any insurance cancellation, non-renewal or modification.

The Contractor shall submit a certificate of insurance to COMMERCE which outlines the coverage and limits defined in this insurance section within fifteen (15) calendar days of a written request by COMMERCE. The certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days' advance written notice of cancellation. During the term of this Contract, if requested, the Contractor shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

DO NOT send insurance certificates to COMMERCE unless requested by COMMERCE. Any certificates received by mail will be returned to sender unless the certificate identifies the contract number, contract manager name, and/or program name to which it applies.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantees provide adequate insurance coverage for the activities arising out of subgrants.

Cyber Liability Insurance: The Contractor shall maintain Cyber Liability Insurance. The Contractor shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the

Contractor and licensed staff employed or under contract to the Contractor. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

Automobile Liability. In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Professional Liability, Errors and Omissions Insurance. The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under Grant to the Grantee. The state of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.

Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

- A. The amount of fidelity coverage secured pursuant to this Grant shall be \$100,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
- B. Subgrantees that receive \$10,000 or more per year in funding through this Grant shall secure fidelity insurance as noted above. Fidelity insurance secured by Subgrantees pursuant to this paragraph shall name the Grantee as beneficiary.

7. FRAUD AND OTHER LOSS REPORTING

Grantee shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

8. PERIOD OF PERFORMANCE

Commerce reserves the right to extend the contract for up to two contract years. All amendments under this contract are subject to funding availability for the given contract period.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

General Terms and Conditions

1. DEFINITIONS

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Grant" or "Agreement" or "Contract" means the entire written agreement between COMMERCE and the Grantee, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this Grant shall be the same as delivery of an original.
- D. "Grantee" or "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the Grantee.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subgrantee/subcontractor" shall mean one not in the employment of the Grantee, who is performing all or part of those services under this Grant under a separate Grant with the Grantee. The terms "subgrantee" and "subcontractor" mean subgrantee/subcontractor(s) in any tier.
- H. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.
- I. "Vendor" is an entity that agrees to provide the amount and kind of services requested by COMMERCE; provides services under the grant only to those beneficiaries individually determined to be eligible by COMMERCE and, provides services on a fee-for-service or per-unit basis with contractual penalties if the entity fails to meet program performance standards.

2. ACCESS TO DATA

In compliance with RCW 39.26.180, the Grantee shall provide access to data generated under this Grant to COMMERCE, the Joint Legislative Audit and Review Committee, and the Office of the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Grantee's reports, including computer models and the methodology for those models.

3. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Grant shall be made by COMMERCE.

4. **ALL WRITINGS CONTAINED HEREIN**

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

5. **AMENDMENTS**

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35**

The Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

7. **ASSIGNMENT**

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

8. **ATTORNEYS' FEES**

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorneys' fees and costs.

9. **CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

A. "Confidential Information" as used in this section includes:

- i. All material provided to the Grantee by COMMERCE that is designated as "confidential" by COMMERCE;
- ii. All material produced by the Grantee that is designated as "confidential" by COMMERCE; and
- iii. All Personal Information in the possession of the Grantee that may not be disclosed under state or federal law.

B. The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

10. CONFLICT OF INTEREST

Grantee must maintain and comply with written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. Grantee must comply with the following minimum requirements:

- A.** No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Grantee may neither solicit nor accept gratuities, favors, or anything of monetary value from Grantees or parties to subcontracts and must comply with RCW 39.26.020. However, Grantee may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Grantee.
- B.** If the Grantee has a parent, affiliate, or subsidiary organization that is not a state, local government, or federally recognized tribe, the Grantee must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Grantee is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

11. COPYRIGHT

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Grantee with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

12. DISPUTES

Except as otherwise provided in this Grant, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Grantee's name, address, and Grant number; and
- be mailed to the Director and the other party's (respondent's) Grant Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

13. DUPLICATE PAYMENT

COMMERCE shall not pay the Grantee, if the Grantee has charged or will charge the State of Washington or any other party under any other Grant or agreement, for the same services or expenses.

14. GOVERNING LAW AND VENUE

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

15. INDEMNIFICATION

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the Grant. "Claim" as used in this Grant, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The Grantee's obligation to indemnify, defend, and hold harmless includes any claim by Grantee's agents, employees, representatives, or any subgrantee or its employees.

The Grantee's obligation shall not include such claims that may be caused by the sole negligence of the State and its agencies, officials, agents, and employees. If the claims or damages are caused by or result from the concurrent negligence of (a) the State, its agents or employees and (b) the Grantee, its subcontractors, agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Grantee or its subgrantees, agents, or employees.

The Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

16. INDEPENDENT CAPACITY OF THE GRANTEE

The parties intend that an independent Grantee relationship will be created by this Grant. The Grantee and its employees or agents performing under this Grant are not employees or agents of the state of Washington or COMMERCE. The Grantee will not hold itself out as or claim to be an officer or employee of COMMERCE or of the state of Washington by reason hereof, nor will the Grantee make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Grantee.

17. INDUSTRIAL INSURANCE COVERAGE

The Grantee shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Grantee fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the Grantee the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the Grantee to the accident fund from the amount payable to the Grantee by COMMERCE under this Grant, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Grantee.

18. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations and policies of local, state, and federal governments, as now or hereafter amended.

19. LICENSING, ACCREDITATION AND REGISTRATION

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Grant.

20. LIMITATION OF AUTHORITY

Only the Authorized Representative or the Authorized Representative's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Grant. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this Grant is not effective or binding unless made in writing and signed by the Authorized Representative.

21. NONDISCRIMINATION

A. Nondiscrimination Requirement. During the performance of this Agreement, the GRANTEE, including any subcontractor, shall comply with all federal, state, and local nondiscrimination laws, regulations and policies, this shall include but not be limited to the following: GRANTEE, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, GRANTEE, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which GRANTEE, or subcontractor, has a collective bargaining or other agreement.

The funds provided under this Agreement shall not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this Agreement.

B. Obligation to Cooperate. GRANTEE, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that GRANTEE, including any subcontractor, has engaged in discrimination prohibited by this Agreement pursuant to RCW 49.60.530(3).

C. Default. Notwithstanding any provision to the contrary, COMMERCE may suspend GRANTEE, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until COMMERCE receives notification that GRANTEE, including any subcontractor, is cooperating with the investigating state agency. In the event GRANTEE, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), COMMERCE may terminate this Agreement in whole or in part, and GRANTEE, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. GRANTEE or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

D. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Agreement termination or suspension for engaging in discrimination, GRANTEE, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. GRANTEE may also be required to repay grant funds pursuant to Section 25 (Recapture) of the General Terms & Conditions if the Agreement is terminated based on a violation of the nondiscrimination requirement. COMMERCE shall have the right to deduct from any monies due to GRANTEE or subcontractor, or that thereafter become due, an amount for damages GRANTEE or subcontractor will owe COMMERCE for default under this provision.

22. PAY EQUITY

The Grantee agrees to ensure that “similarly employed” individuals in its workforce are compensated as equals, consistent with the following:

- A.** Employees are “similarly employed” if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;
- B.** Grantee may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
 - i.** A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.
 - ii.** A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
 - iii.** A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Grant may be terminated by the Department, if the Department or the Department of Enterprise Services determines that the Grantee is not in compliance with this provision.

23. POLITICAL ACTIVITIES

Political activity of Grantee’s employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

24. PUBLICITY

The Grantee agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE’s name is mentioned, or language used from which the connection with the state of Washington’s or COMMERCE’s name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

25. RECAPTURE

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount

to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grant.

26. RECORDS MAINTENANCE

The Grantee shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant.

The Grantee shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

27. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Grantee shall complete registration with the Washington State Department of Revenue.

28. RIGHT OF INSPECTION

The Grantee shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant.

29. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may suspend or terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

30. SEVERABILITY

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

31. SITE SECURITY

While on COMMERCE premises, Grantee, its agents, employees, or subgrantees shall conform in all respects with physical, fire or other security policies or regulations.

32. SUBGRANTING/SUBCONTRACTING

The Grantee may only subgrant/subcontract work contemplated under this Grant if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subgranting/subcontracting, the Grantee shall maintain written procedures related to subgranting, as well as copies of all subgrants/subcontract and records related to subgrants/subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subgranting/subcontracting procedures as they relate to this Grant; (b) prohibit the Grantee from

subgranting/subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subgrant/subcontract.

Every subgrant/subcontract shall bind the Subgrantee/Subcontractor to follow all applicable terms of this Grant. The Grantee is responsible to COMMERCE if the Subgrantee/Subcontractor fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subgrantee/Subcontractor to assure fiscal conditions of this Grant. In no event shall the existence of a subgrant/subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subgrant/subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subgrantee/Subcontractor's performance of the subgrant/subcontract.

33. SURVIVAL

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

34. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Grantee's income or gross receipts, any other taxes, insurance or expenses for the Grantee or its staff shall be the sole responsibility of the Grantee.

35. TERMINATION FOR CAUSE

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this Grant. Before suspending or terminating the Grant, COMMERCE shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Grantee or a decision by COMMERCE to terminate the Grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are, in addition to any other rights and remedies, provided by law.

36. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

37. TERMINATION PROCEDURES

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this Grant, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Grantee the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Grantee and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Grant. COMMERCE may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

- A. Stop work under the Grant on the date, and to the extent specified, in the notice;
- B. Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants/subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the Grantee and in which COMMERCE has or may acquire an interest.

38. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Grantee, for the cost of which the Grantee is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the Grantee. Title to other property, the cost of which is reimbursable to the Grantee under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Grantee shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Grant.
- B. The Grantee shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Grantee or which results from the failure on the part of the

Grantee to maintain and administer that property in accordance with sound management practices.

- C. If any COMMERCE property is lost, destroyed or damaged, the Grantee shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Grantee shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Grant.
- E. All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subgrantees/Subcontractors.

39. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

The City of Lake Stevens will develop a salmon habitat and water quality improvement implementation plan, called the Salmonid Basins Implementation Plan, that consists of projects and regulatory updates to achieve water quality and salmon habitat restoration goals. The foundation of the plan is the Lake Stevens Plan for Salmonid Basins (Basins Plan).

The Implementation Plan will focus on three things: capital projects, natural area preservation, and regulatory updates. Projects will include stormwater management, stream channel and riparian area restoration or enhancement, and infrastructure improvements. If applicable, properties for natural resource preservation will be identified for acquisition. The Implementation Plan will look at several factors, including but not limited to the needs or additional demand from community growth, climactic impacts, potential benefits to aquatic conditions, and estimated cost, to prioritize the projects for each basin. Implementation of these projects will follow one of the following mechanisms: city capital investment through Surface Water Utility Rates, available grant opportunities, and opportunistic project completion through private development agreements or other city capital projects. Regulatory updates will focus on municipal code language updates to implement policies and goals identified and adopted from the Basins Plan.

The Basins Plan incorporates public outreach, engagement, and collaboration with state agencies and local partners. Factors such as environmental justice are incorporated into the education and outreach plan and will be considered in the prioritization criteria for projects in the Implementation Plan. The outcome of a healthy, naturally reproducing salmon population and improved water quality in the watersheds of Lake Stevens are a benefit of salmonid protection that is valuable for all residents of the greater Seattle area. Restoring salmon habitats is specifically a goal for the Tribal communities of the region that have a cultural connection to salmon. The Implementation Plan will amend the education and outreach strategy developed in the Basins Plan to gain public, partner, and stakeholder feedback on the proposed project list and regulatory updates.

Key projects at specific locations would contribute to achieving goals set forth in the Basins Plan. The project list will include a project description, benefits, maps (location and layout), concept renderings or example images, and high-level estimated costs. The types of projects identified may include Green Stormwater Infrastructure (GSI) that incorporate Low Impact Design (LID), stormwater retrofits for improved rates of stormwater detention or treatment, removing sensitive lands from development by purchase or by acquired easements, minimizing risks to properties threatened by the pressures of climate change, supporting the critical area ordinance, stream channel restoration, riparian buffer enhancement, and/or fish passage correction. An array of project prioritization criteria will be developed as part of the deliverables.

Municipal code changes will be proposed through a draft ordinance. The code changes will reflect regulatory changes to implement actionable steps to achieve the goals and policies expected to be adopted in the Comprehensive Plan from the Basin Plan's draft language.

Steps and Deliverables	Description	Due date
<i>Objective 1: Initiate grant and gain a contractual partner to execute the work</i>		
Step 1.1	Administer grant through establishing a grant agreement with Commerce	January 2026
Deliverable 1	Signed contract with Department of Commerce.	February 2026
<i>Objective 2: Hire a consultant to implement the project</i>		
Step 2.1	Negotiate scope and fee for the work	February 2026
Step 2.2	Prepare draft contract and gain approvals	March 2026
Deliverable 2	Contract with consultant to execute the scope of work.	March 2026
<i>Objective 3: Prepare and conduct community engagement related to project goals and outcomes</i>		
Step 3.1	Revised Basins Plan education and outreach plan to include the scope of this project	May 2026
Step 3.2	Conduct outreach activities and events to engage the community	January 2027
Step 3.3	Draft report on engagement and project outcomes	February 2027
Deliverable 3	Final report of engagement activities and outcomes.	March 2027
<i>Objective 4: Determine capital projects for the Salmonid Basins Implementation Plan</i>		
Step 4.1	Draft list and map of proposed projects to implement the Basins Plan Assumption: At least one project will be identified per basin	October 2026
Step 4.2	Final list and map of proposed projects to implement the Basins Plan	December 2026
Step 4.3	Draft project prioritization criteria	October 2026
Step 4.4	Final project prioritization criteria	December 2026
Deliverable 4	A map and a list of conceptual projects presented in priority order. Project information will include conceptual design and high-level construction estimates.	December 2026
<i>Objective 5: Identify areas for habitat preservation or restoration</i>		

Step 5.1	Draft map of areas to focus land preservation for habitat enhancement or restoration	October 2026
Step 5.2	Final map of areas to focus land preservation for habitat enhancement or restoration	December 2026
Deliverable 5	Final map and narrative identifying areas to focus land preservation for salmonid habitats.	December 2026
<i>Objective 6: Prepare specific code language to implement Salmonid Basins Plan Policies</i>		
Step 6.1	A summary memo of comparable policies and codes in jurisdictions across North America in areas of sensitive fisheries habitats.	December 2026
Step 6.2	A draft matrix outlining existing code language and proposed code changes and how the changes implement the goals and policies identified in the Basins Plan.	February 2027
Step 6.3	Engage in community and City Council feedback.	April 2027
Step 6.4	Draft ordinance of proposed code changes and how the changes implement the goals and policies identified in the Basins Plan. The ordinance should include a technical memo that provides a cost-benefit measure to incentivize proactive salmonid habitat benefits as development is permitted.	April 2027
Deliverable 6	Draft ordinance of proposed code changes and how the changes implement the goals and policies identified in the Basins Plan.	May 2027
<i>Objective 7: Assemble final report</i>		
Step 7.1	Draft report of the Salmonid Basins Implementation Plan.	April 2027
Step 7.2	Draft report presentation to City Council and to the public with feedback and engagement.	April 2027
Deliverable 7	Final report of the Salmonid Basins Implementation Plan.	May 2027
Deliverable 8	Close out project with Department of Commerce.	June 2027

Attachment B: Budget

Deliverables		Commere Grant funds	City Staff Time Match	Total Task Cost
1	Executed Grant agreement and project Charter	\$0	\$3,600	\$3,600
2	Contract Scope and Fee agreement with consultant	\$0	\$3,600	\$3,600
3	Outreach Plan Revision and Outreach Activities Summary report	\$4,000	\$3,600	\$7,600
4	A map and a list of conceptual projects	\$50,000	\$3,150	\$53,150
5	Map of areas for habitat preservation	\$12,000	\$1,800	\$13,800
6	Draft ordinance for municipal code updates	\$32,000	\$3,600	\$35,600
7	Final Report	\$8,000	\$3,600	\$11,600
8	Project Close Out	\$0	\$1,800	\$1,800
Totals		\$106,000	\$24,750	\$130,750

CITY COUNCIL STAFF REPORT



Agenda Date: 2/24/2026

Subject: In Kind Donation Program

Contact Person/Department: Sarah Garceau, Tonya Woldridge, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Consensus to limit Mill rental fee discounts to a maximum of 50% and exclude staff overtime from the In-Kind Donation Program.

SUMMARY/BACKGROUND:

The City of Lake Stevens supports community events through the In-Kind Donation Program. Support is provided in the form of non-monetary assistance—fee waivers for permits, access to public facilities, allocation of staff time, and use of City-owned resources. Any monetary contributions are reviewed and approved by Council.

The program was created with Council direction on March 28, 2023, establishing parameters, processes and guidelines, including scoring rubric, to evaluate requests. The program aims to provide substantial support to help first year events successfully launch, then gradually reduce the reliance on City resources over the next two years, encouraging organizers to secure external sponsorships and achieve financial independence.

Overview of the Special Event In-Kind Donation Program:

- Non-Profit and Not-for-Profit Organizations, and City Residents, can apply for support for special events open to the public.
- To qualify, the event must support goals and objectives including promoting tourism, quality of life, and cultural/diversity.

- Events only for the purpose of fundraising (using The Mill to sell tables for an auction/dinner, an event with participation fees that doesn't have another public benefit) do not qualify.
- In-Kind donations will never exceed 50% of the event expenses.

This framework ensures fairness in distributing support, accountability in resource use, aligns with the City's broader goal of delivering measurable public benefit while maintaining the program's integrity, supports high-impact community events, and upholds the City's commitment to fiscal responsibility and public benefit.

Events seeking in-kind assistance from the City must submit a completed application package that includes an agreement to terms and a copy of the event's financial plan.

Once received, staff evaluate and score the submission using the approved rubric. If the event satisfies program requirements, staff determine the estimated value of the requested resources and integrate the budget details into a calculation worksheet. Both the scoring rubric and the valuation spreadsheet are then forwarded to the relevant department director for review and a recommendation regarding support.

The director's recommendation is subsequently provided to the City Administrator for final consideration and authorization. After approval, staff notify the applicant of the in-kind contribution amount. If the applicant agrees to the terms, a formal agreement is prepared and signed by both the applicant and the department director on behalf of the City.

The Council is being asked to review the program and give guidance on future fee waivers. The recommendation is to allow fee waivers for items that do not result in expenses to the City and to collect fees to cover city expenses including staff overtime and facility use (such as custodial and utility expenses).

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. In-Kind 2025 Financial Summary
2. Special Event In Kind Contribution Application
3. In Kind - Contract
4. In Kind - Scoring Rubric

IN-KIND 2025 FINANCIAL SUMMARY:**Totals:**

Events Requesting Funds:	9
Total Awarded:	\$ 64,885.84

Total Donations by Category:

Mill Rental Fees:	\$ 18,460.00
Permit Fees:	\$ 2,035.00
Shelter Rental Fees:	\$ 1,100.00
Facility Closures Fees:	\$ 3,000.00
Staff Time/Equipment Fees:	\$ 40,290.84

*Event-Level Highlights:***Aquafest:**

Awarded:	\$ 47,298.59
Permit Fee Waviers:	\$ 1,150.00
Mill Days/Fees: 4	\$ 6,280.00
Shelter Rental Fees:	\$ 700.00
Facility Closure Fees	\$ 2,400.00
Staff/Equipment Costs:	\$ 36,768.59
Event Profit/Loss	\$ 36,128.69

YAC Art Gallery:

Awarded:	\$ 2,200.00
Permit Fee Waviers:	\$ 100.00
Mill Days/Fees: 1	\$ 2,100.00
Shelter Rental Fees:	\$ -
Facility Closure Fees:	\$ -
Staff/Equipment Costs:	\$ -
Event Profit/Loss	\$ -

Festival of Trees:

Awarded:	\$ 4,580.00
Permit Fee Waviers:	\$ 100.00
Mill Days/Fees: 3	\$ 4,480.00
Shelter Rental Fees:	\$ -
Facility Closure Fees	\$ -
Staff/Equipment Costs:	\$ -
Event Profit/Loss	\$ 92,061.37

Lake Stevens Legends eSports:

Awarded:	\$ 1,800.00
Permit Fee Waviers:	\$ 100.00
Mill Days/Fees: 1	\$ 1,700.00
Shelter Rental Fees:	\$ -
Facility Closure Fees	\$ -
Staff/Equipment Costs:	\$ -
Event Profit/Loss	\$ (5,570.00)

Akiban Gaming Convention:

Awarded:	\$ 2,425.00
Permit Fee Waviers:	\$ 225.00
Mill Days/Fees: 3	\$ 2,200.00
Shelter Rental Fees:	\$ -
Facility Closure Fees	\$ -
Staff OT/Equipment Costs:	\$ -
Event Profit/Loss	\$ (9,941.54)

Sprint Sprints:

Awarded:	\$ 1,252.00
Permit Fee Waviers:	\$ -
Mill Days/Fees: 0	\$ -
Shelter Rental Fees:	\$ -
Facility Closure Fees	\$ 400.00
Staff/Equipment Costs:	\$ 852.00
Event Profit/Loss	Failed to Report

Old Fashioned Fourth of July:

Awarded:	\$ 2,325.00
Permit Fee Waviers:	\$ 325.00
Mill Days/Fees: 1	\$ 1,700.00
Staff OT/Equipment Costs:	\$ -
Shelter Rental Fees:	\$ 100.00
Facility Closure Fees	\$ 200.00
Event Profit/Loss	\$ -

Memorial Day:

Awarded:	\$ 107.00
Permit Fee Waviers:	\$ 35.00
Mill Days/Fees: 0	\$ -
Staff/Equipment Costs:	\$ 72.00
Shelter Rental Fees:	\$ -
Facility Closure Fees	\$ -
Event Profit/Loss	\$ (300.00)

Music in the Parks 2025:

Awarded:*	\$ 2,898.25
Permit Fee Waviers:	\$ -
Mill Days/Fees: 0	\$ -
Shelter Rental Fees:	\$ 300.00
Facility Closure Fees:	\$ -
Staff/Equipment Costs:	\$ 2,598.25
Event Profit/Loss	\$ 2,479.00

*This event also received \$5,000 in cash contributions, approved by Council in the FY25 budget.



Special Event In-Kind Contribution Program Agreement

Acceptance of Requirements, Eligibility, Criteria and Conditions

I. Purpose of the Program

The purpose of this contribution policy is to set forth guidelines and criteria governing the granting of City of Lake Stevens in-kind services and fee waivers for the purpose of supporting community projects or programs, and special events, like local festivals, that benefit the city and city's residents.

The City recognizes that contributions play an important role in supporting events and festivals that promote responsible recreation, inclusive cultural connections, foster partnerships, community pride, and attract visitors. The City also has a responsibility to be a good steward of public resources and ensure that any expenditure of city dollars, provided through contributions, provides a significant benefit to the community. The program is designed to help events in their first three years, with support declining each year, as well large events with community wide impact.

II. Goals and Objectives

The City of Lake Stevens desires to support activities that promote or bring the community together in its richness and vibrancy. To support the Economic Development element of the City's Comprehensive Plan, contribution of in-kind services (including but not limited to staff support, and use of City facilities and equipment) will be considered for special events, community projects or programs designed to accomplish one or more of the following goals and objectives:

- Promote the City of Lake Stevens as a visitor destination and/or bring tourism-associated revenue to the City.
- Enhance the quality of life and well-being of the community, including educational opportunities.
- Advance the City's commitment to, and pride in, being a diverse community, promoting cultural and/or artistic awareness.

III. Use of City In-Kind Services

In-kind support is evaluated according to the effectiveness and impact the special event, community project or program has on the community-at-large. The in-kind city contribution can be used for:

- Event permit fees.
- Reservation fees for facilities and use of equipment owned by the City of Lake Stevens.
- City staff time, if required, including Lake Stevens Police Department services.
- City resources, fees related to barricade placement, police services, trash receptacles, city permit fees, and/or facility rental fee(s) may be waived.

Other things to know about contribution requests:

- State required permits, insurance fees and facility damage deposits are the responsibility of the recipient.
- Contributions will not be considered for VIP or private events.
- Past contributions are no assurance of future approval.
- Contribution approvals are based on the general requirements, eligibility criteria and conditions.
- The City may terminate the program at any time due to unforeseen circumstance.

IV. General Requirements, Eligibility Criteria and Conditions

To be considered for a contribution, the following documents must be submitted as an application packet; partial or incomplete applications or application packets with missing documents will not be considered.

- Special Event In-Kind Contribution Program Agreement and Application
- Application for Event or Park Permit (submit online at: [Citizens Connect - Parks and Event Permits \(lakestevenswa.gov\)](https://citizensconnect.lakestevenswa.gov))
- Proposed Event Budget (including all projected revenues and expenses)
- Event Team Roster (including individual areas of responsibility) - if more than one organizer
- Event Sponsorship Opportunities for the City (e.g., name/logo listing, banner, ad, reserved seats, etc.)

The applicant for contribution of in-kind services for community and special events must meet all the following requirements, eligibility criteria, and conditions:

1. The applicant must be a resident of the city of Lake Stevens or a registered non-profit or not-for-profit organization and be in good standing with the City of Lake Stevens.
2. The community or special event support will support the goals and objectives listed in Section II.
3. The event must have other sources of funding sufficient to cover at least 50% of all event-related expenses.
4. The event must take place within the City of Lake Stevens limits and must comply with the City's Special Events Ordinance (Municipal Code, Chapter 10.03 and 14.16C.065) and Park Use Permit, if applicable, and obtain necessary permits.
5. The event is not conducted primarily as a fundraiser for a cause and is not intended to convey a religious message nor advocate a political position. Non-profit facility rental rates are available and encouraged for fundraising events. Fundraising events are defined as:
 - a. Events that require participants to fundraise in addition to an entry fee for participating in the event (e.g., races, walkathons, marathons).
 - b. Events that have an entry fee without any component that includes free or greatly reduced admission.
 - c. Events that require participants to pay an entrance fee or "purchase" a table.
6. The applicant will not discriminate on the grounds of race, creed, color, religion, national origin, marital status, gender identity, sexual orientation, age, or disability and fully complies to conform to the requirements of the Americans with Disabilities Act.
7. The applicant may be requested to recognize the City for its in-kind contributions in all marketing and event collateral material (invitation, program, posters, etc.). If requested, the City's logo must be displayed whenever other sponsor logos are displayed. Requested recognition will be indicated in the Contract for In-Kind Contributions executed between the City and the applicant.
8. Submissions of application packets are due at least 4 (four) months prior to the event.
9. Events must submit an after-event report within 14 days of the event, which is required to include the events budget with all revenues and expenses, number of participants, and other event facts. Failure to submit after event reports may result in denial of future requests.

By signing, I agree that I have read, understand, and agree to follow all guidelines and requirements in this Special Event In-Kind Contribution Program Agreement.

Name of Organization

Phone Number

Print Name

Title

(Must be President/Vice-President)

Signature

Date

City of Lake Stevens, Parks & Recreation Department

Mailing: PO Box 257, Lake Stevens WA 98258

Physical: 2306 131st Ave NE, Lake Stevens WA 98258

Email: events@lakestevenswa.gov

Phone: (425) 622-9406



Special Event In-Kind Contribution Program Application

Applicant's Information		
Organization Name:		Federal Tax-Exempt ID Number:
Executive Director/President/CEO Name:		
Contact Person's Name:	Contact Person's Title:	
Mailing Address:		
City:	State:	Zip Code:
Primary Phone Number:	E-Mail Address:	
Provide an overview of your organization and its purpose/mission, including the services you provide, and number of people served annually.		
Event/Program		
Event Title:		
Purpose/Type of Event:		
Event Date(s):	Event Hours: to	
Event Location:		
Is this an annual event? ☐ Yes ☒ No		If yes, how many years event has taken place?
		If yes, how many years has the city contributed?
☐ I understand that I must attach a detailed proposed event budget listing including all revenues and expenses.		
Expected attendance:	Last year's event attendance (if applicable):	
Expected percentage of attendees who live in Lake Stevens:		
Is the event open to the public? ☐ Yes ☒ No Describe target audience:		
Is there a cost to attend/participate in the event? ☐ Yes ☐ No If yes, please provide cost and description:		
Event Execution		
Describe the overall community benefit of the special event, community project or program in relation to the goals and objectives as stated in section II of the Special Event Facility Contribution Program Agreement.		

In-Kind Contribution Request

In-Kind Contribution Requested – Please list specifics under each item. Attach additional sheet(s) necessary

☐ Waiver for Permit Fee(s)*: \$ _____
 Permit Type: _____
 * Do not pay fees until in-kind contributions are determined.

☐ Waiver for Facility Rental Fee(s)*: \$ _____
 Which facility: _____
 * Does not waive any applicable security deposit fees.

☐ Police Services
 Number of officers: _____
 Hours needed: _____
 Other needs: _____

☐ Public Works Services (i.e. Road Closures, Signage)
 Cones: # _____
 Signs: # _____
 Other: _____

☐ Park & Recreation Services (i.e., Power, Water, Staff)
 Water: _____ Power: _____
 Number of staff: _____
 Description of services: _____

☐ Other City Resources
 Item 1: _____
 Item 2: _____
 Item 3: _____
 Item 4: _____

List type of recognition the City/Department may request for the noted in-kind services requested (e.g., name/logo listing, banner, advertisement, etc.):

Has the City of Lake Stevens contributed services to your organization in the past? ☐ Yes ☒ No
 If yes, list the facility used, date of event, and type of contribution:

Additional Documents Required

Submit this completed application with the following supporting documents via email to events@lakestevenswa.gov:

- ☐ Special Event In-Kind Contribution Program Agreement
- ☐ Event or Parks Permit # _____
- ☐ Proposed Event Budget (including all projected revenues and expenses)
- ☐ Event Team Roster (including individual area of responsibility) - if more than one organizer
- ☐ Event Sponsorship Opportunities (e.g., name/logo listing, banner, ad, reserved seats, etc.)

The information provided in this Application is true and correct to the best of my knowledge. I understand that submitting a request for In-Kind Contributions does not guarantee approval.

Print Name _____

Title (Must be President/Vice-President) _____

Signature _____

Date _____

City of Lake Stevens, Parks & Recreation Department

Mailing: PO Box 257, Lake Stevens WA 98258
Physical: 2306 131st Ave NE, Lake Stevens WA 98258

Email: events@lakestevenswa.gov
Phone: (425) 622-9406

Agreement for Special Event Contribution

(herein after "Event") City of Lake Stevens (herein after "City")
PO Box 257
Lake Stevens, WA 98258
(425) 622-9406

The City will (check if applies):

- ☐ Waive Permit Fee(s), Value of \$:
- ☐ Waive Facility Rental Fee(s), Value of \$:
- ☐ Police Services, Value of \$:
- ☐ Public Works Services, Value of \$:
- ☐ Park & Recreation Services, Value of \$:
- ☐ Other City Resources, Value of \$:

Applicant agrees to:

- Follow all requirements, criteria and conditions in Attachment A (In Kind Program Agreement).
- Host the event as described in Attachment B (Program Application).
- Obtain all necessary permits required.
- Report and pay % of revenue from the event to the City within 14 days of the event.

The City ☒ waives ☐ requires recognition per Items #7 of the Special Event In-Kind Contribution Program Agreement. The following is required:

The City and Event agree to fulfill the requirements set forth in this Agreement, which is effective on the date of execution through the end of the Event date(s) and time(s) listed in Attachment B.

CITY OF LAKE STEVENS

EVENT APPLICANT

Sarah Garceau, Parks and Recreation Director

Signature

Printed Name & Title

Date

Special Event In-Kind Contribution Program Assessment Rubric

Event Name: _____ Event Date: _____ Scored By: _____

SECTION I - Minimum Qualifications	No	Yes	Notes
Was a completed Special Event Facility Contribution application, a Special Event permit application and the signed Program Agreement submitted?			
Is this event open and free to the public? (Select "no" if event is private, VIP or exclusively ticketed.)			
Is this event ran by a non-profit or not-for-profit organization, or a resident of Lake Stevens, and in good standing with the City?			
Are other funding sources in place so that the request for in-kind services are less than 50% of overall expenses?			
Is the event taking place within the City of Lake Stevens limits?			
Mark "no" if the event is intended to convey a religious message or advocate a political position. (Event can be directed to rent the facility.)			
If the event is a fundraiser for a cause, does it provide other public utility that makes it eligible? (Non-profit rates are available for rentals)			
Are the proposed ways of recognizing the City for its contribution agreeable?			
Has the City supported this event in the past? If Yes, was it successful in proving public benefit?			
Any no answers to the above questions disqualifies the applicant from support. Stop here and notify applicant of denied status. If all questions are marked yes, score the event on the following page. Applicant is not guaranteed support prior to scoring.			

Special Event In-Kind Contribution Program Assessment Rubric

SECTION II - Public Benefit	Scale: 0 - 10 0 = Not a Match / 10 = Fits All Criteria	Notes - Provide an explanation of points.
1. Does the event promote the CoLS as a visitor destination and/or bring tourism-associated revenue to the City?		
2. Does the event enhance the quality of life and well-being of the community, or provide educational opportunities?		
3. Does the event advance the City's commitment to, and pride in, being a diverse community, promoting cultural and/or artistic awareness?		
TOTAL POINTS (MAX. 30 POINTS)	0	Must score above 15
SECTION III - Event Specific Criteria	Scale: 0 - 3 0 = Not a Match / 3 = Fits All Criteria	Notes - Provide an explanation of points.
1. Does the applicant have the ability and experience to produce a well-planned and safe event? Is there managerial and organizational capacity, i.e. does the event have enough internal support to be successful?		
2. Event Dates. Nov - Mar = 3 points. Apr - May = 2 points. If another date without annual events = 1 point.		
3. Is there a specific need this event addresses in the community or that is highly desired by residents?		
4. Is this a unique event that does not duplicate an existing public event within the City?		
5. The expected event expenses are reasonable in comparison to requested services.		
TOTAL POINTS (MAX. 15 POINTS)	0	Must score above 10
Section IV - City Considerations and Total Points	Points	
1. Start up events. First year = 10 points. Second year = 5 points.		Must score a minimum of 35 points to qualify for in-kind city contribution. Higher points will allow for a greater value of in-kind support. Actual value of monetary and non-monetary support are subject to availability.
2. Established event attendance >5,000=10 points/>2,000=5	0	
3. Total from Section II	0	
4. Total from Section III	0	
TOTAL POINTS (MAX 65 POINTS)	0	

CITY DEPARTMENT REPORT



Agenda Date: 2/24/2026

Contact Person/Department: Shannon Farrant, Public Works

Lake Stevens is the largest lake in Snohomish County and a vital community resource. The City's Lake Management Program focuses on maintaining excellent water quality through continuous monitoring, adaptive management, and targeted restoration strategies. Key indicators such as water clarity, phosphorus levels, and chlorophyll-a are routinely monitored to assess lake health and guide management decisions. Through long-term monitoring and restoration, Lake Stevens currently maintains excellent water quality, achieved through invasive plant management, algae control using alum treatments, and other water quality programs. Following a 2022 study, alum applications shifted from annual treatments to every 2–4 years based on phosphorus levels. While phosphorus levels remain low, algae blooms have occurred in recent years. These observations, along with long-term phosphorus trends, will help determine whether alum treatment is needed in 2026. In a highly developed watershed where runoff and pollutant sources continue to increase, regular monitoring of the lake and its tributary streams is essential to preserve this critical community resource.

In addition to routine water quality monitoring, the program incorporates stormwater infrastructure maintenance, healthy shoreline initiatives, and long-range planning to protect water quality. Recent accomplishments include cleaning over 1,000 stormwater basins, sweeping city streets multiple times annually, and removing more than 900 tons of material from the stormwater system. Looking ahead, 2026 activities include renewing the NPDES permit, conducting aquatic plant treatment in mid-summer, and a tentative alum application in the fall.



One Community Around The Lake

Lake Stevens Lake Management Program Overview

SHANNON FARRANT AND SETH WALTZ

FEBRUARY 24, 2026



Overview

- Lake Stevens History
- Water Quality Overview
- Lake Management Strategies
- Current Lake Management Program
- 2025 Water Quality Results
- 2026 Lake Management Strategy
- 2024 and 2025 Perchlorate Results
- Other Lake Management Programs
- Community Engagement

"A lake is a mirror of its watershed — what happens on the land is reflected in its waters."



Lake Stevens

- 1,013 acres
- 150 ft Max Depth
- 63 ft Average Depth
- 3,500 acres watershed



History of Lake Stevens

Rucker Mill before 1916



Lake Stevens 1940

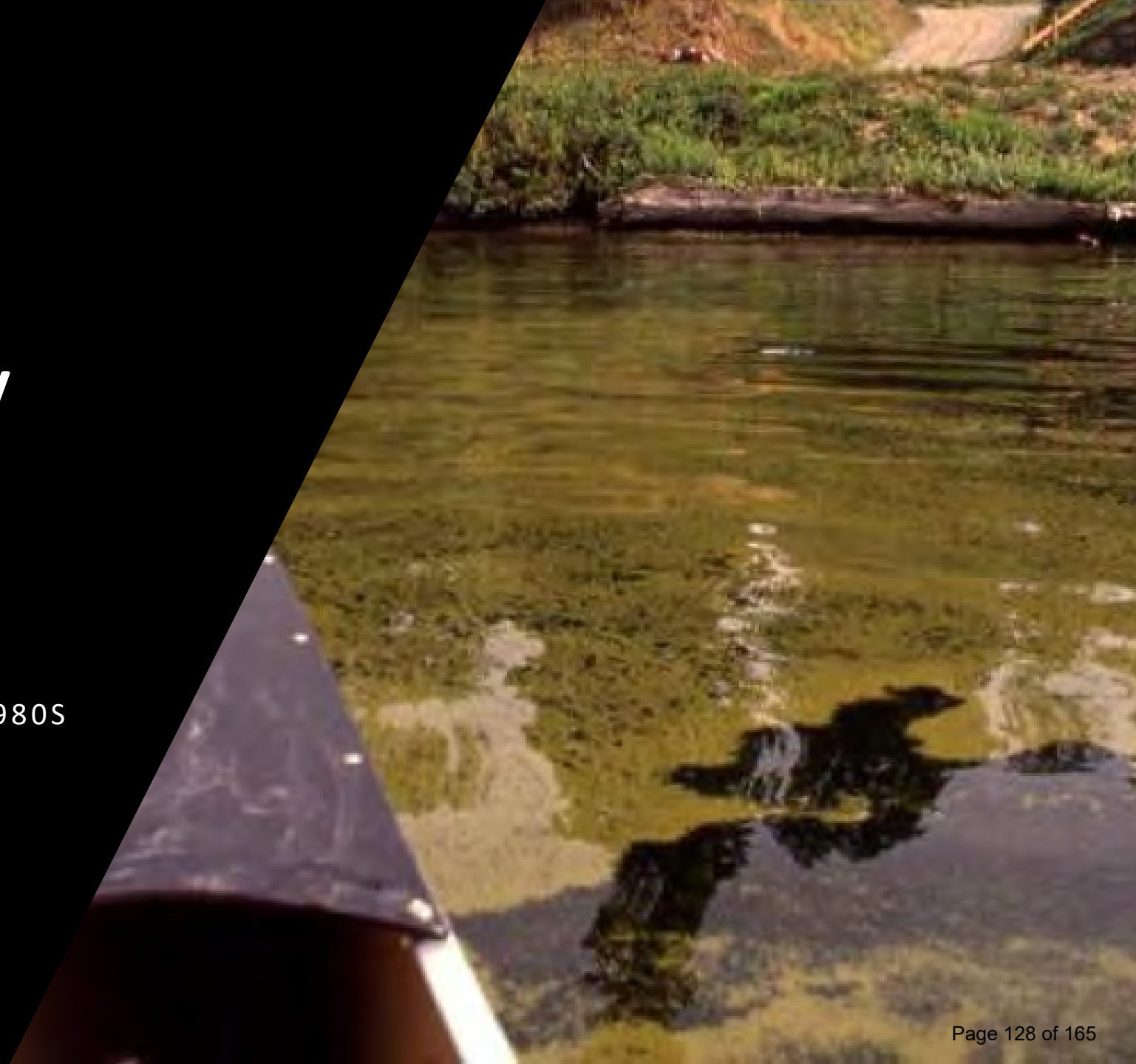


Rucker Mill 1917



Water Quality 1970s and 1980s

RESTORATION STUDIES BEGAN IN 1980S

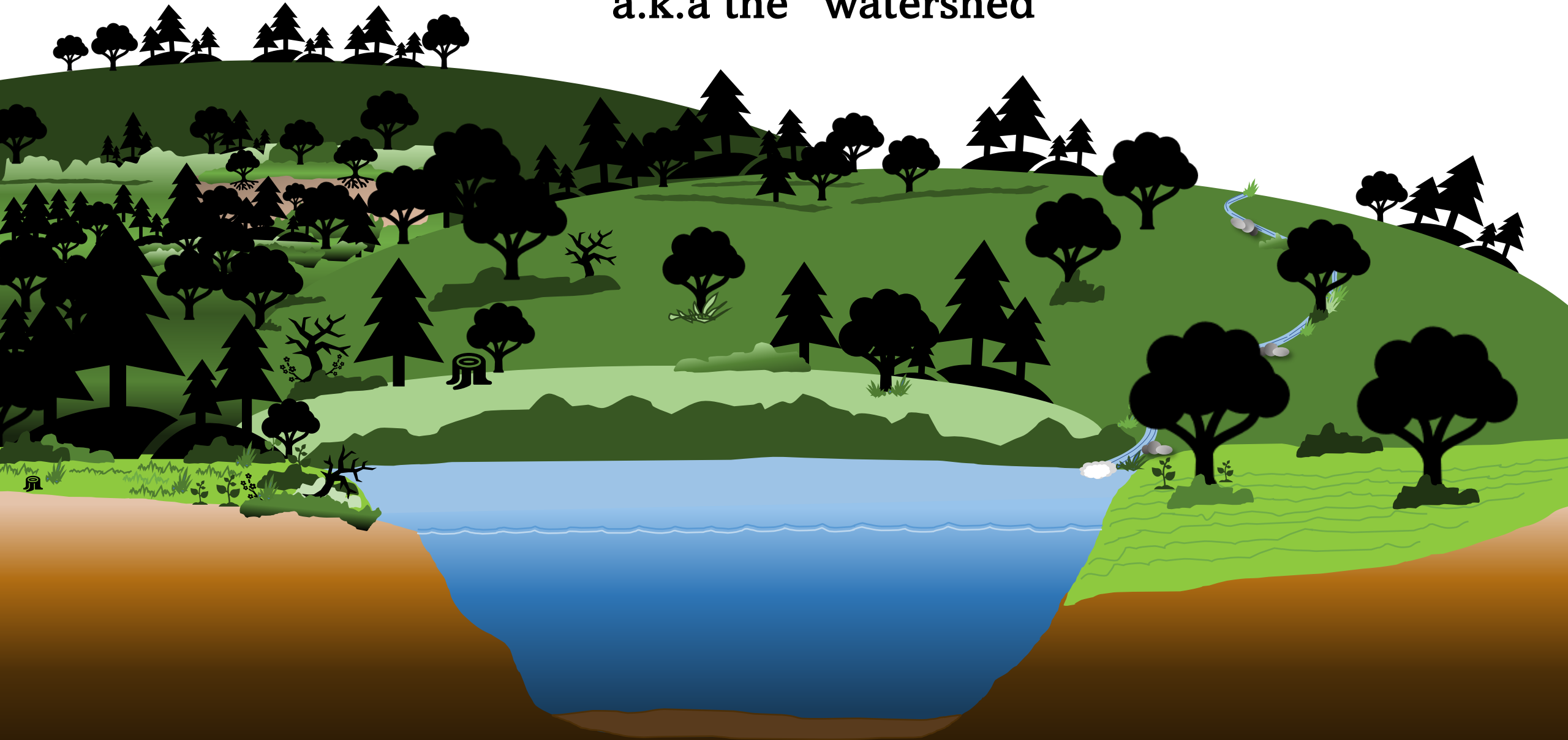


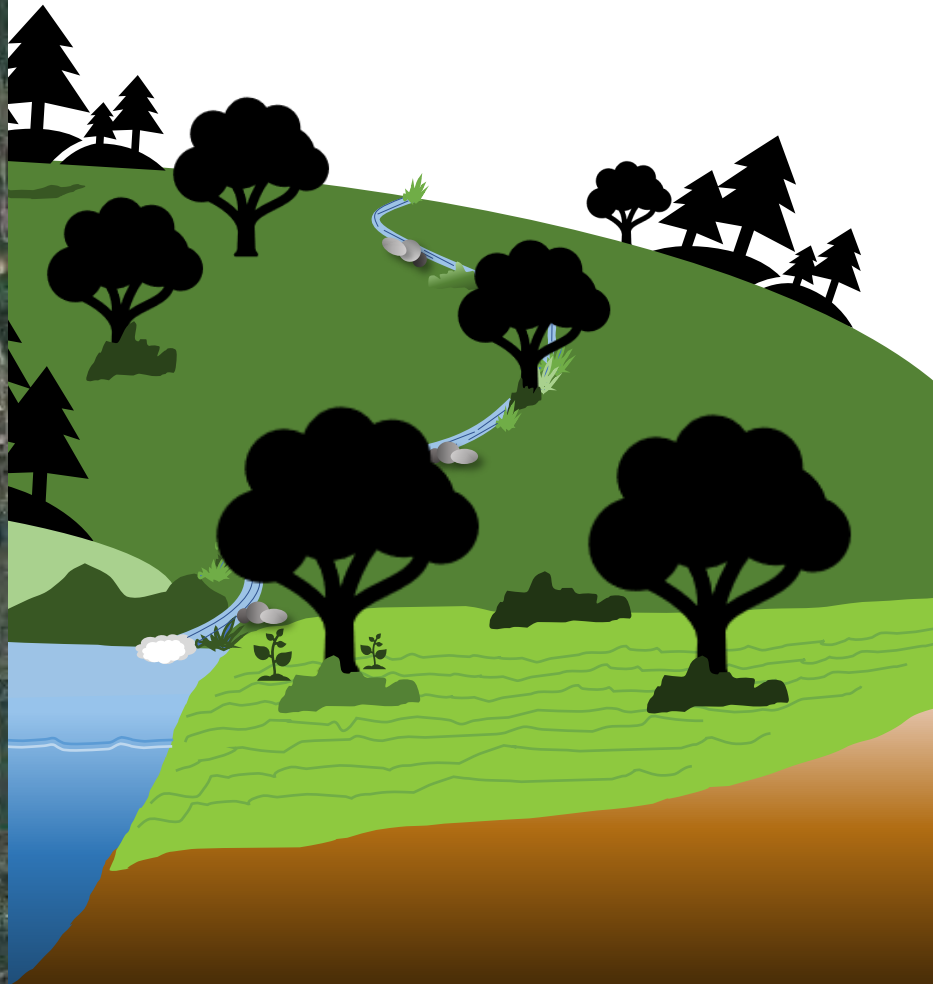
What Causes Algae Blooms?

- **Phosphorus** is key nutrient
- A little goes a long way
- 1 tsp = 30 lbs of algae
- BUT where does it come from??



Phosphorus comes from around the lake –
a.k.a the “watershed”

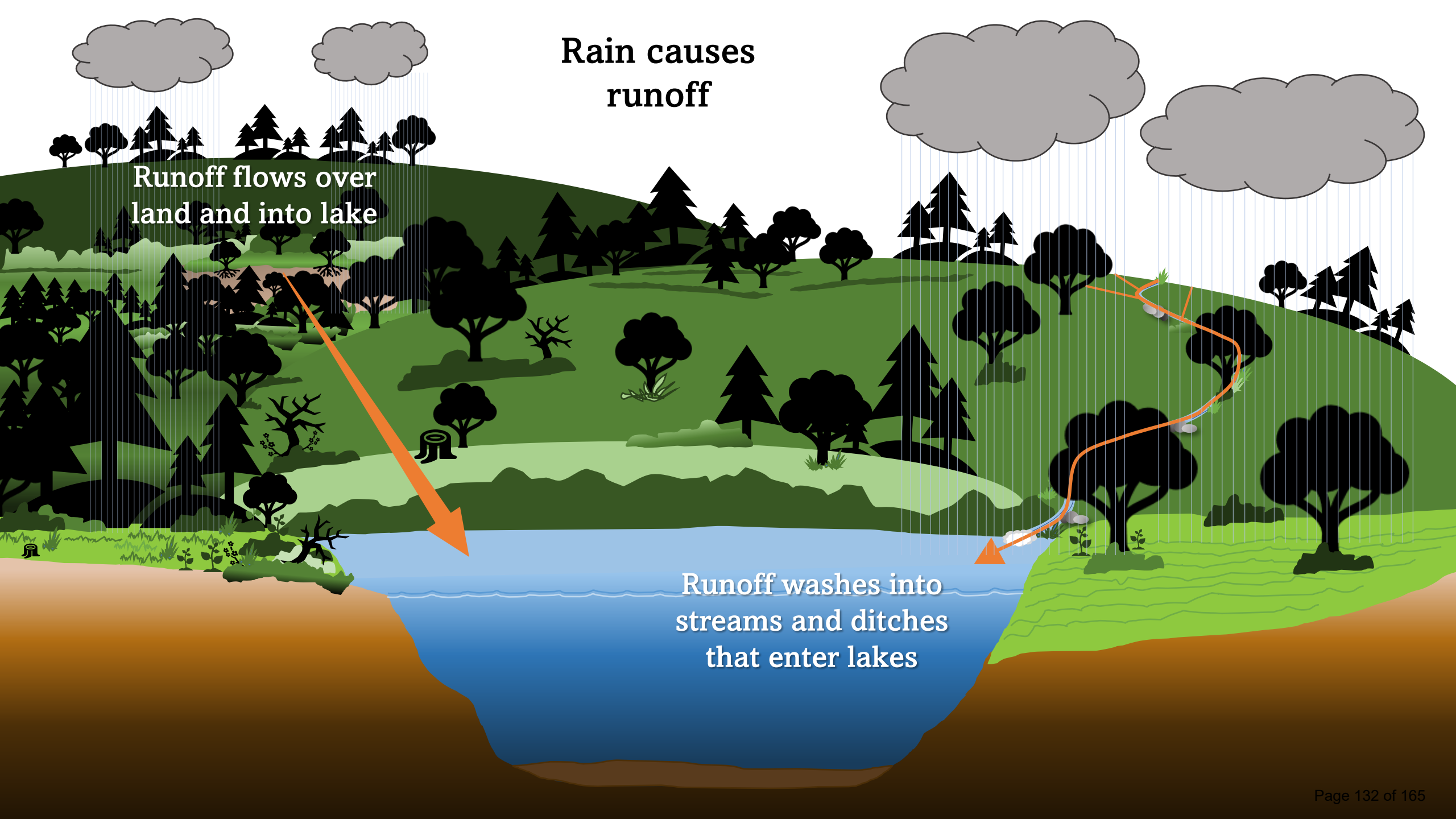




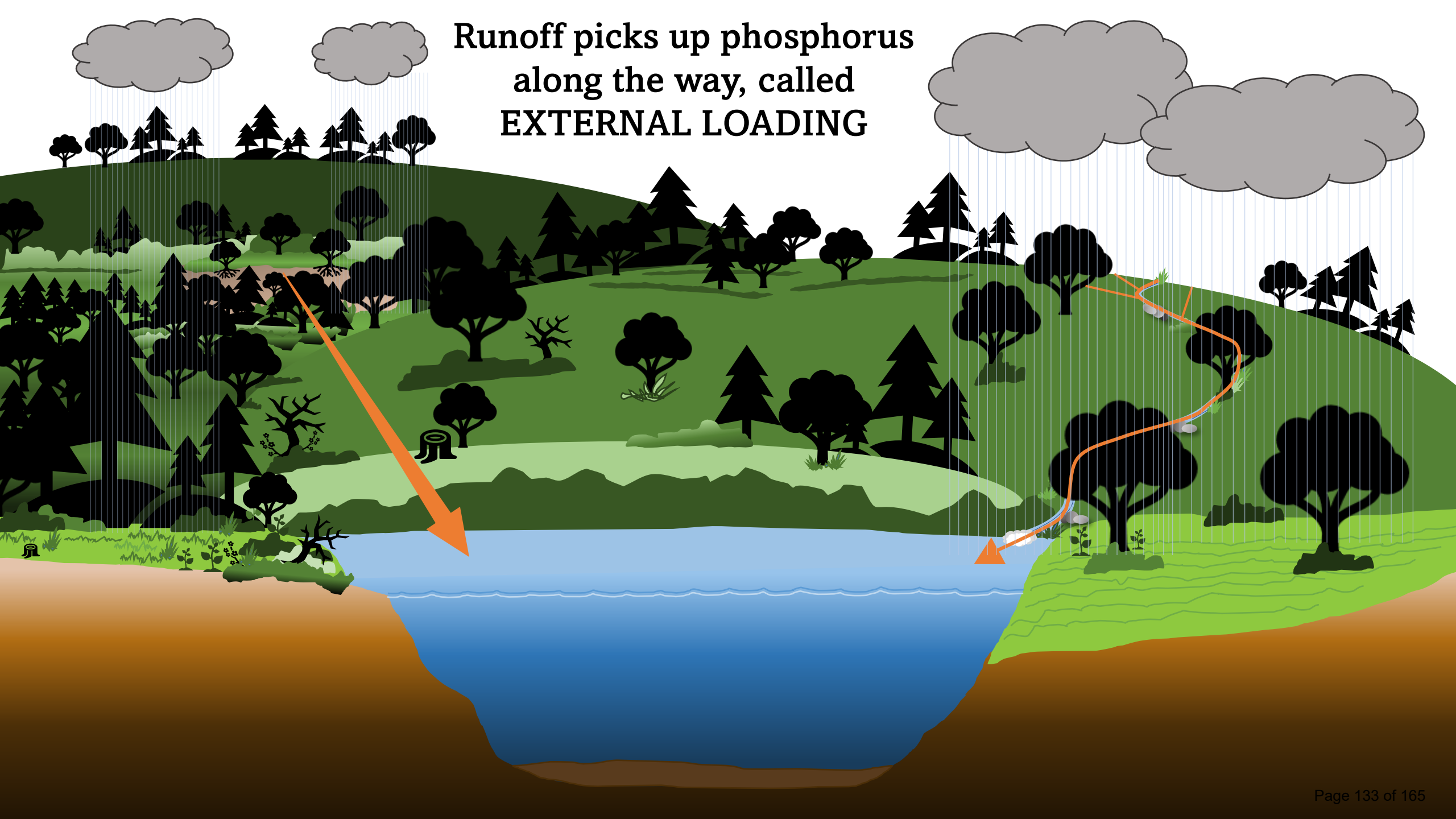
Rain causes runoff

Runoff flows over land and into lake

Runoff washes into streams and ditches that enter lakes



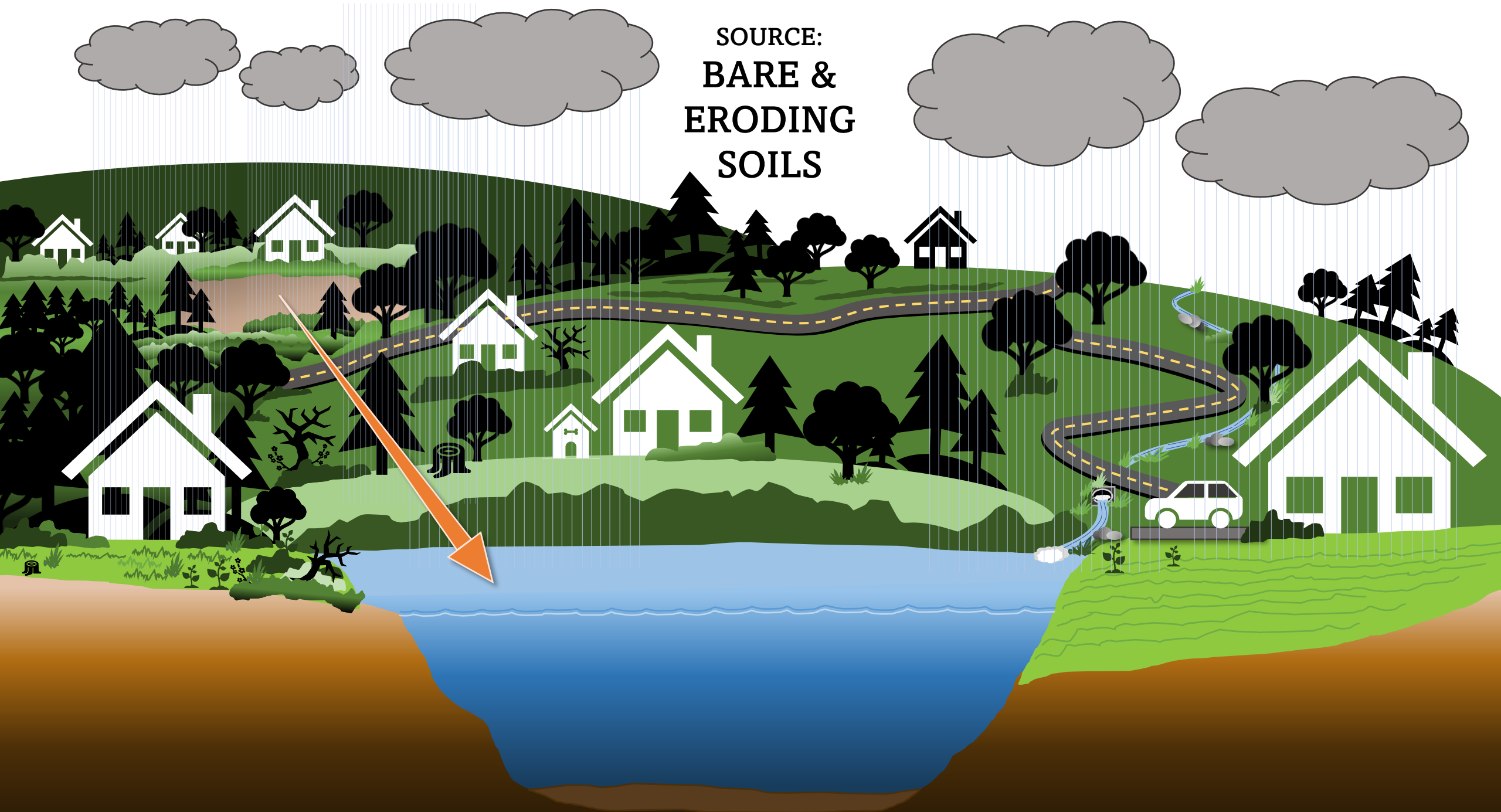
Runoff picks up phosphorus
along the way, called
EXTERNAL LOADING



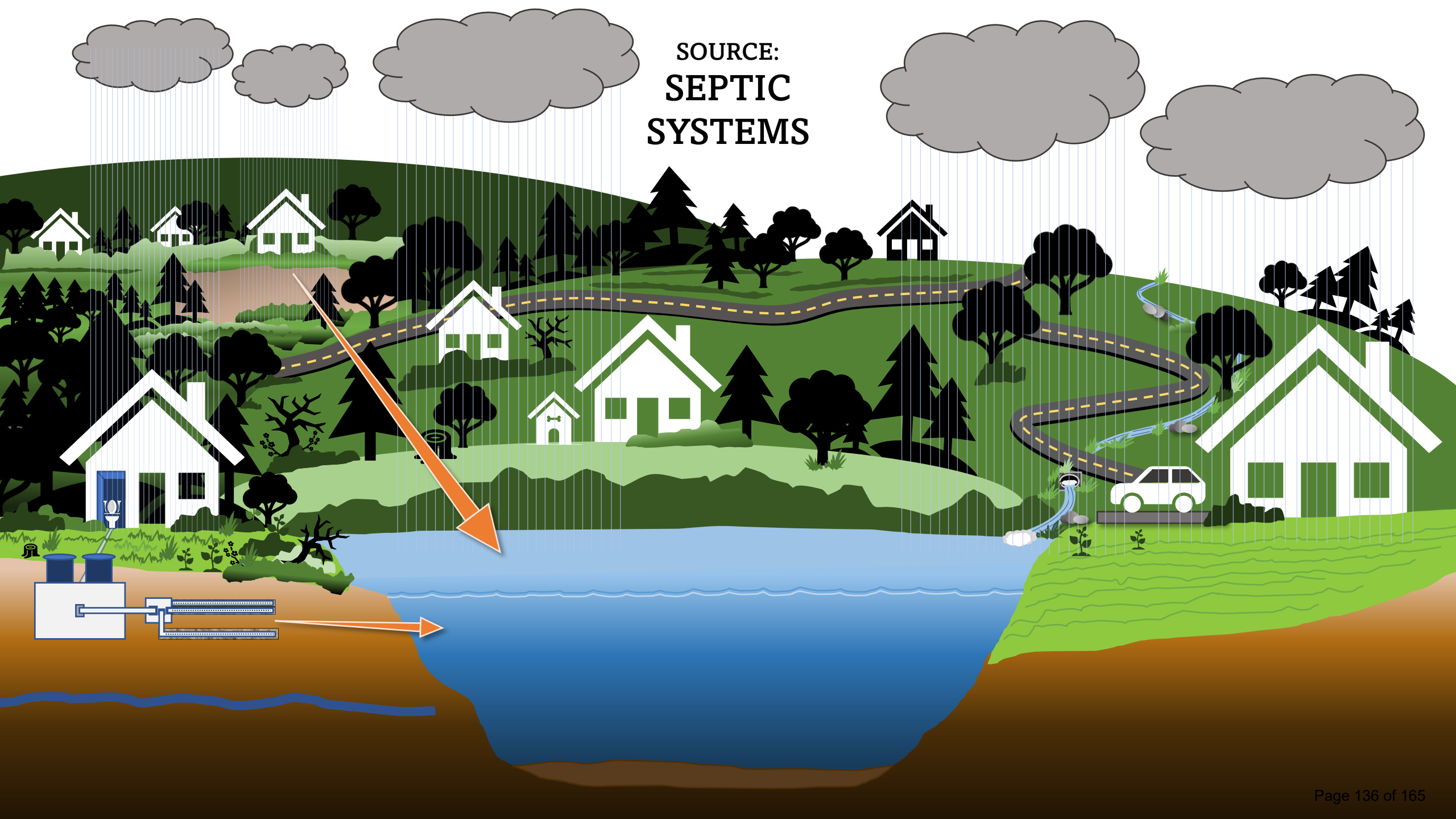
People bring additional phosphorus sources



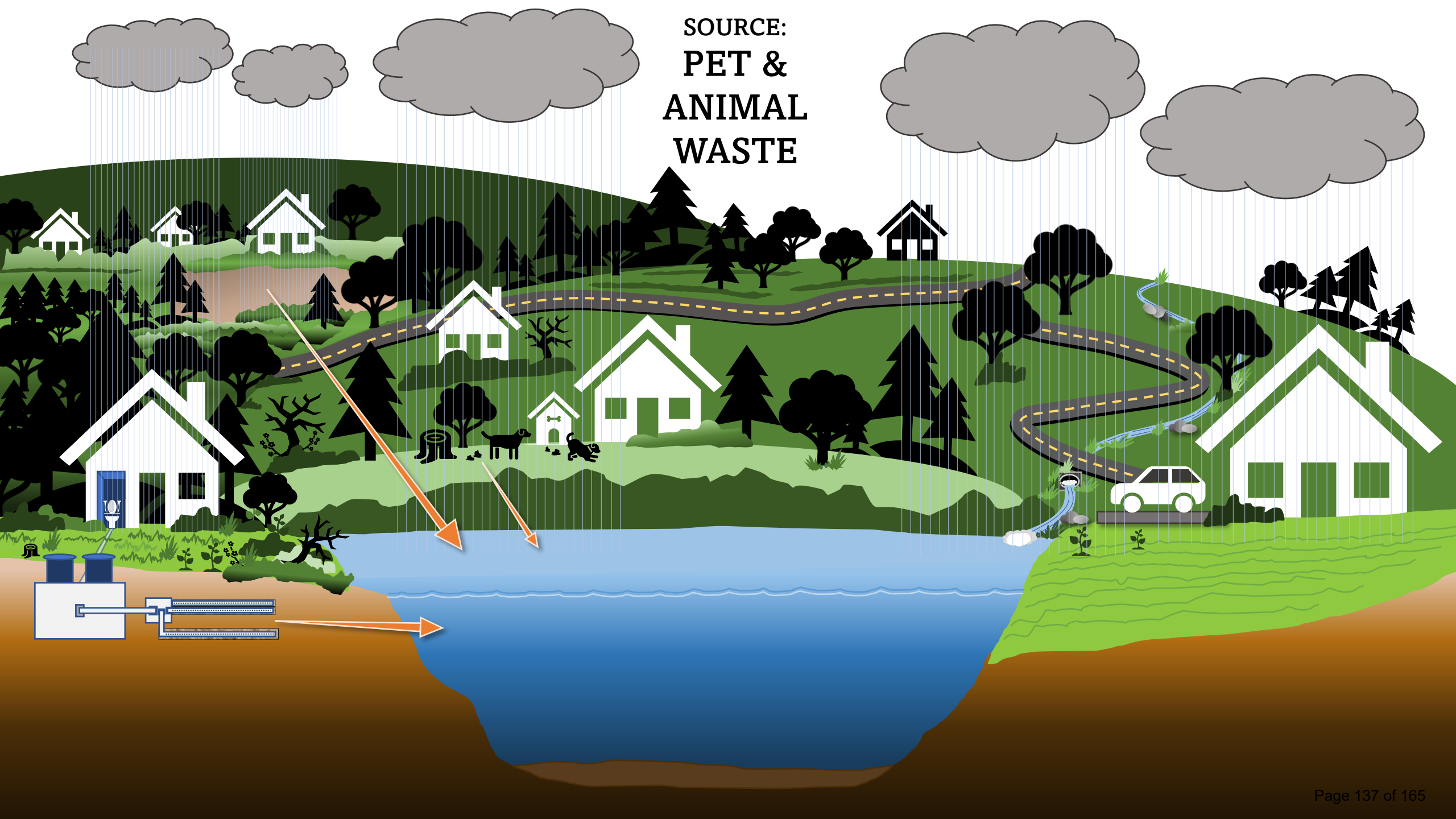
SOURCE:
BARE &
ERODING
SOILS



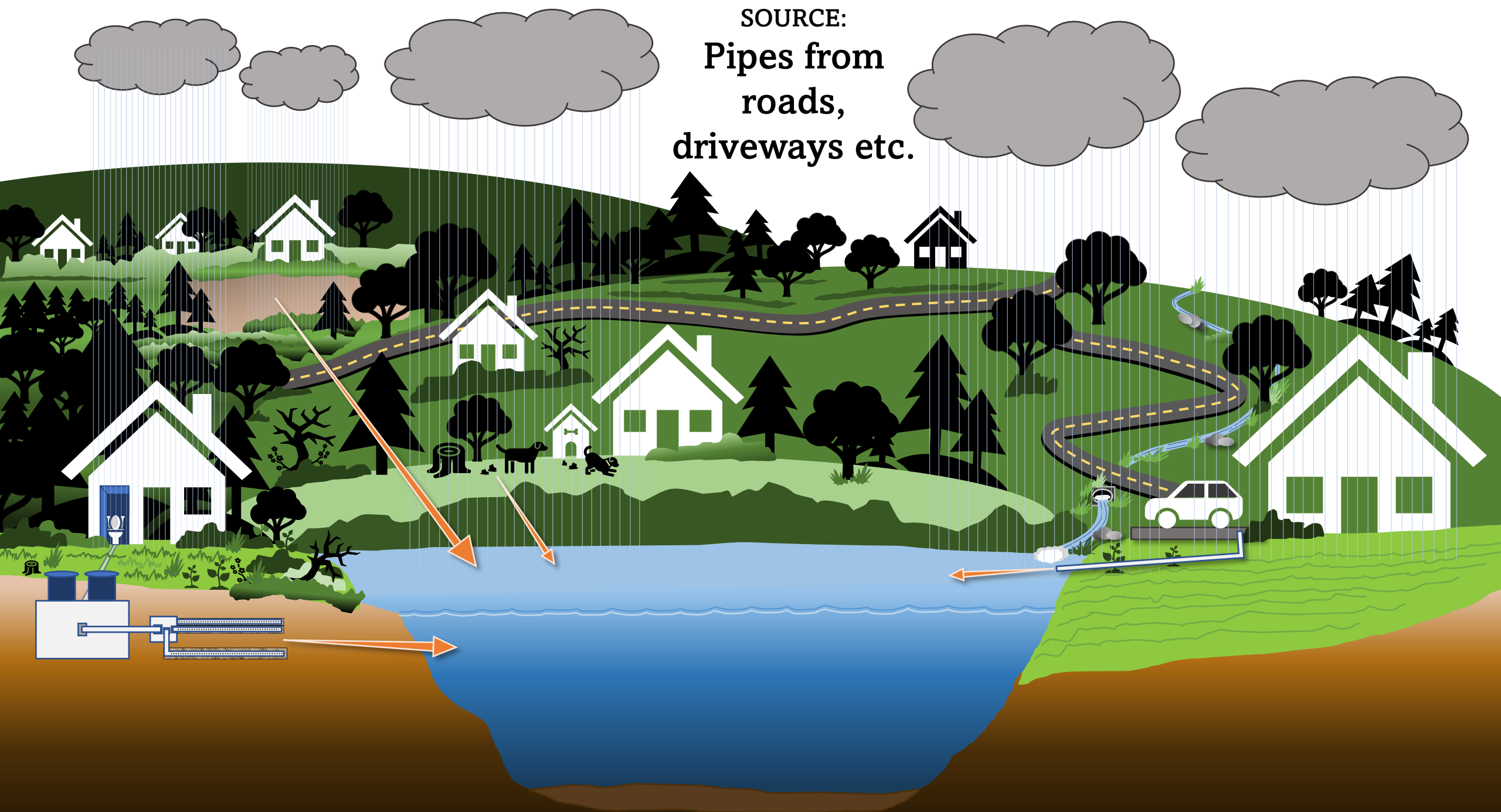
SOURCE:
SEPTIC
SYSTEMS



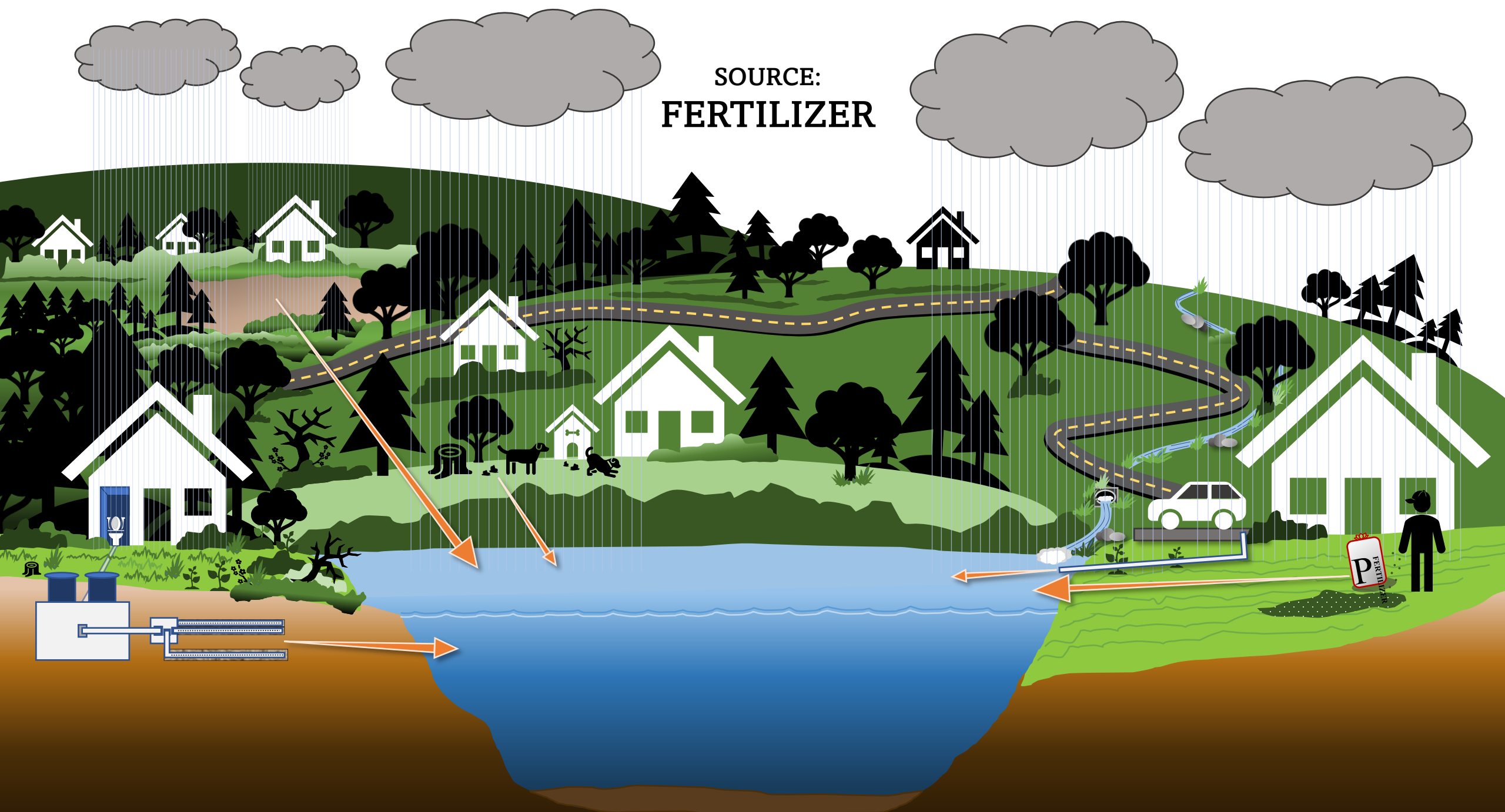
SOURCE:
PET &
ANIMAL
WASTE



SOURCE:
Pipes from
roads,
driveways etc.



SOURCE:
FERTILIZER



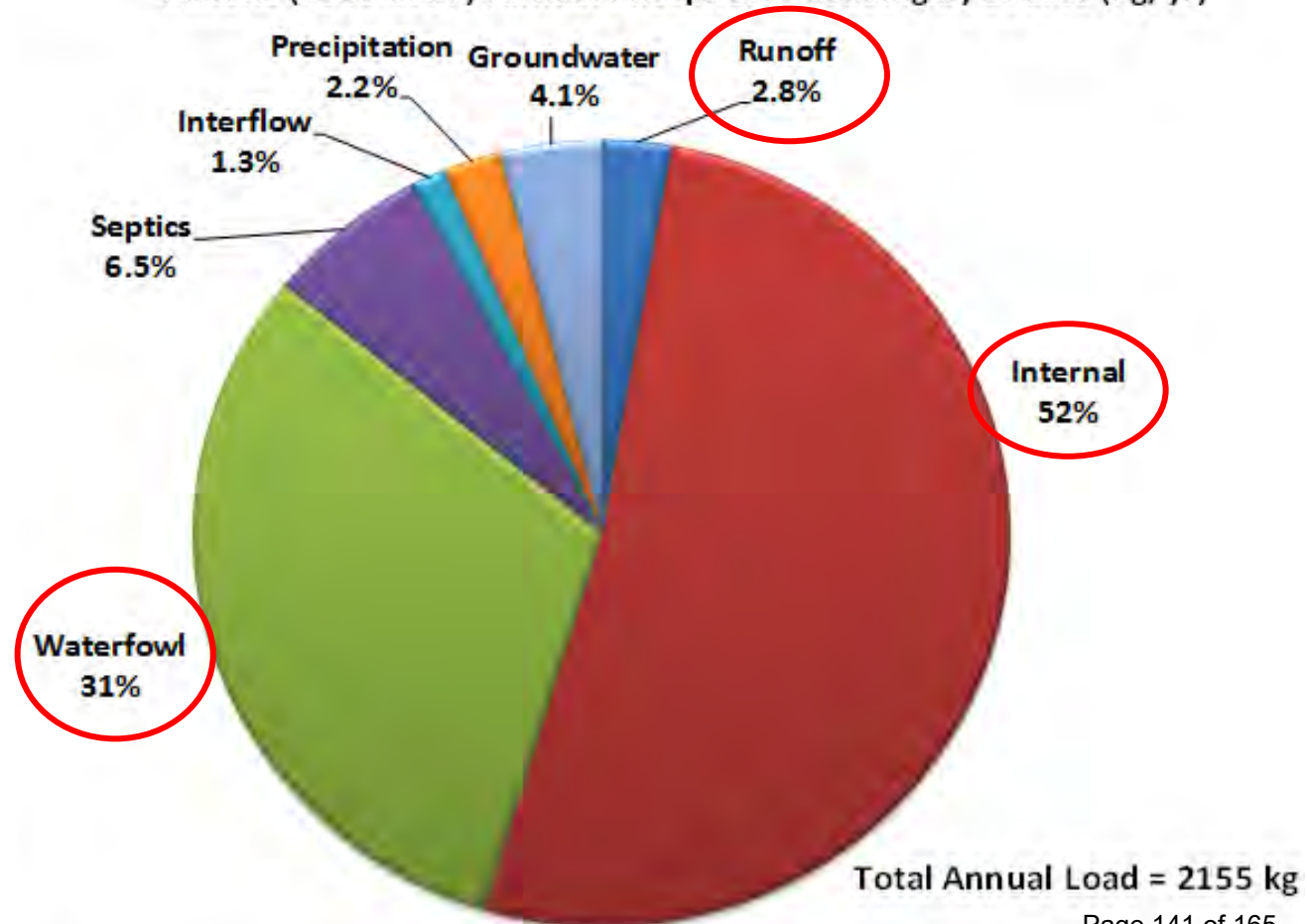
All that Phosphorus builds up at the lake bottom which can recycle back into the water which is called - INTERNAL LOADING

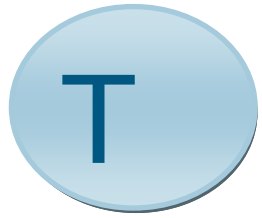


Historic Sources of Phosphorus (1986-1987)

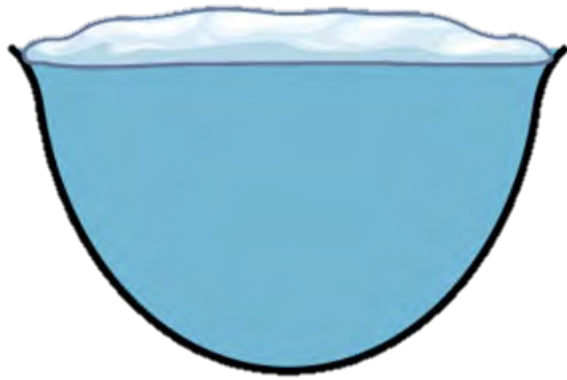
Internal loading mainly occurs when oxygen is low

Historic (1986-1987) Annual Phosphorus Loading by Source (kg/yr)

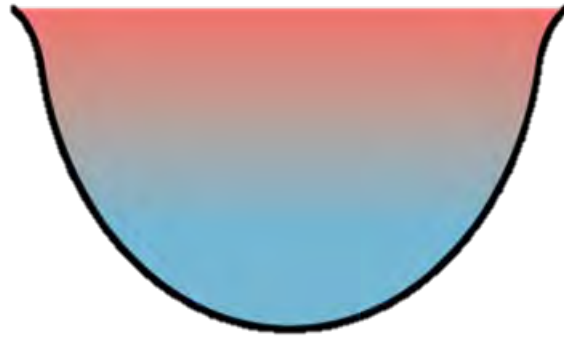




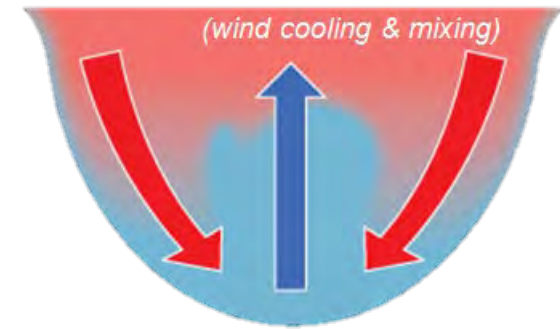
Seasonal Cycle of Lakes - Temperature



Winter



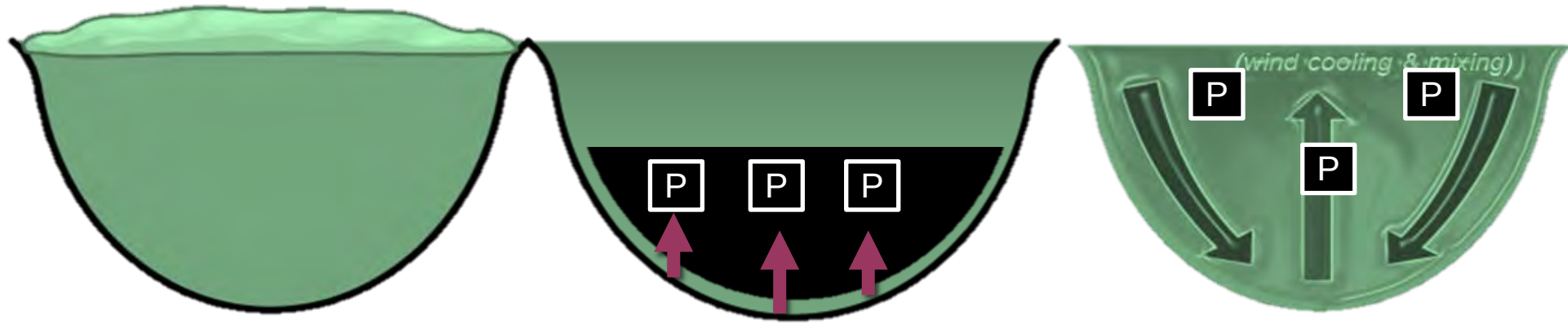
Summer



Fall Turnover



Dissolved Oxygen



Winter

Summer

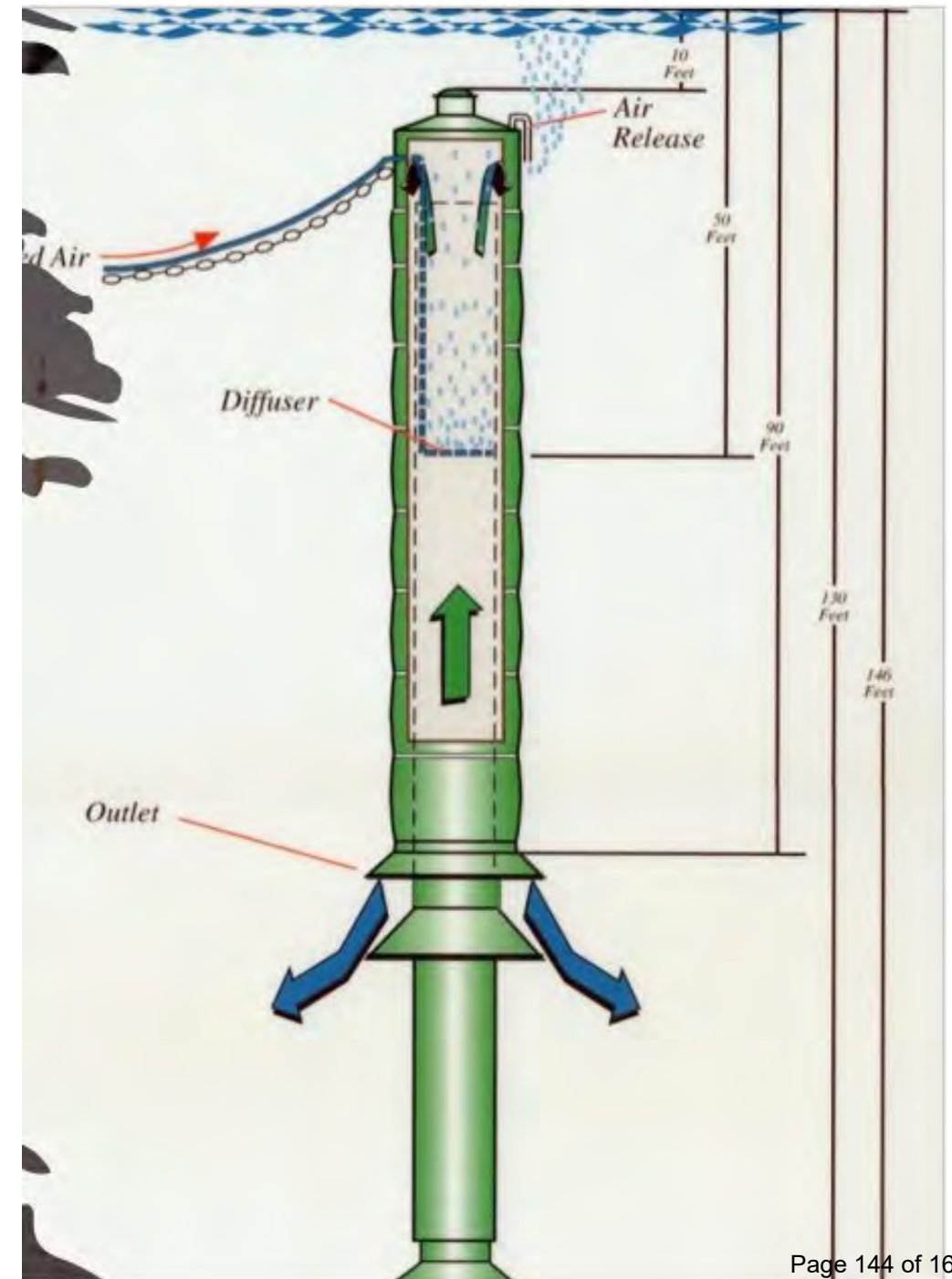
Fall

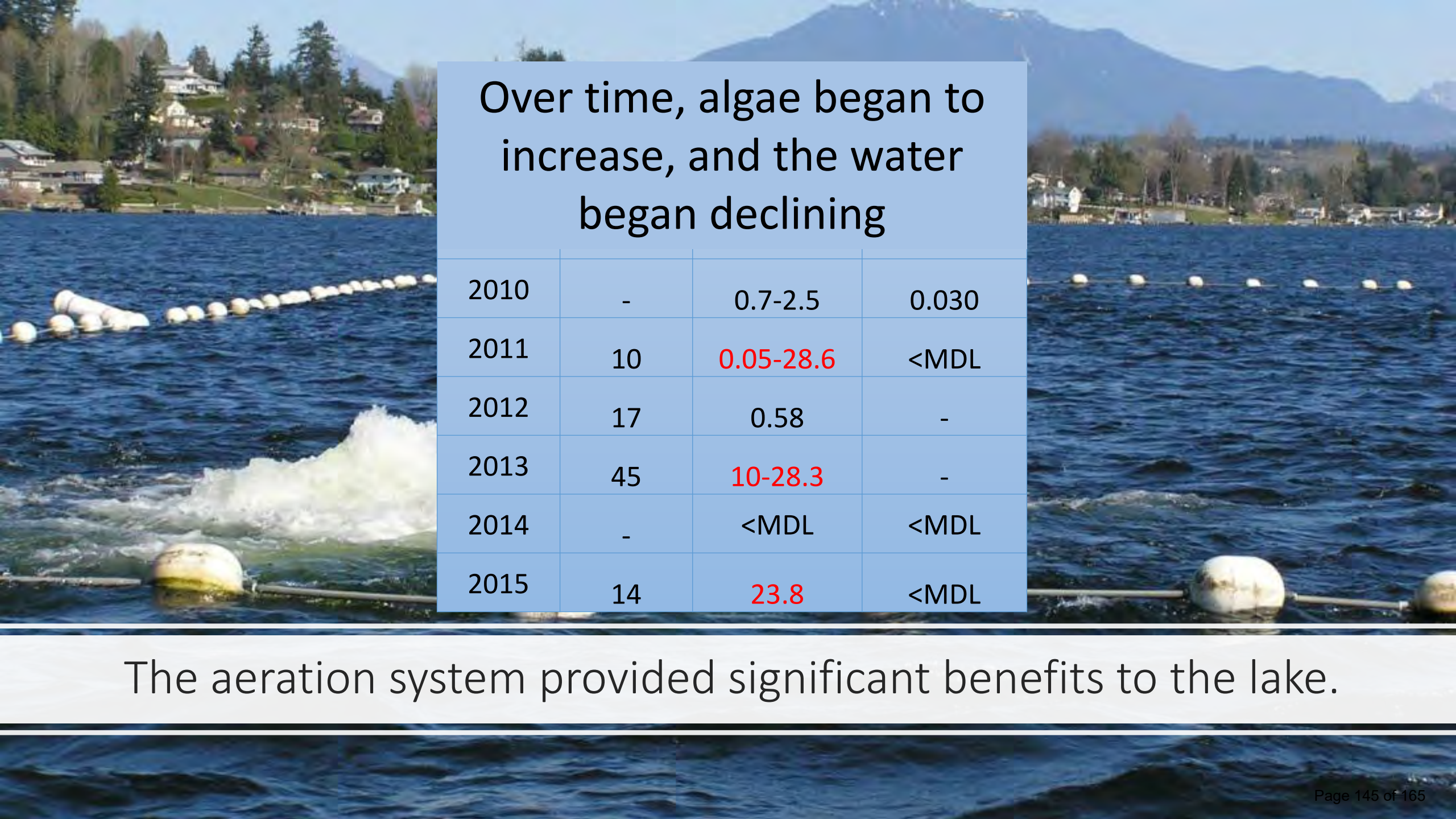
Phosphorus **bound to iron** in lake sediments **is released** when **no oxygen**

When the lake mixes it is spread throughout the lake

Lake Management Strategy #1 Aerator

- In 1994, a \$1.1 million hypolimnetic aeration system was installed
- The four aerators pull low-oxygen water from the lake bottom, mix it with air, and send the high-oxygen water back to the bottom.
- In the presence of oxygen, iron in the sediments stays bound and holds phosphorus
- Operational 1994- 2012



The background image shows a large body of water, likely a lake, with a series of white, spherical aeration floats connected by a line. In the foreground, there is a splash of white water. The far shore is lined with green trees and some residential buildings. In the distance, a range of blue mountains is visible under a clear sky.

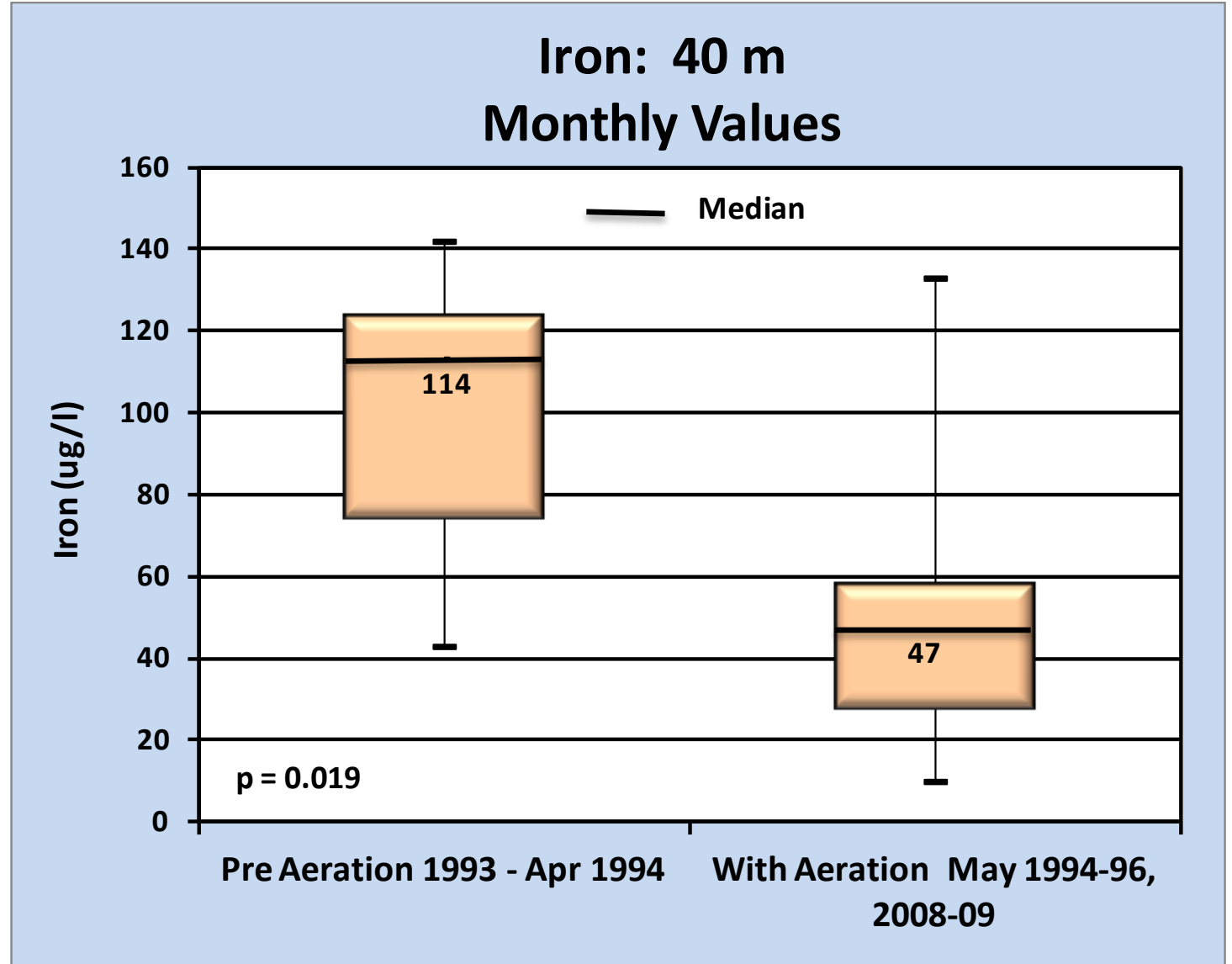
Over time, algae began to increase, and the water began declining

2010	-	0.7-2.5	0.030
2011	10	0.05-28.6	<MDL
2012	17	0.58	-
2013	45	10-28.3	-
2014	-	<MDL	<MDL
2015	14	23.8	<MDL

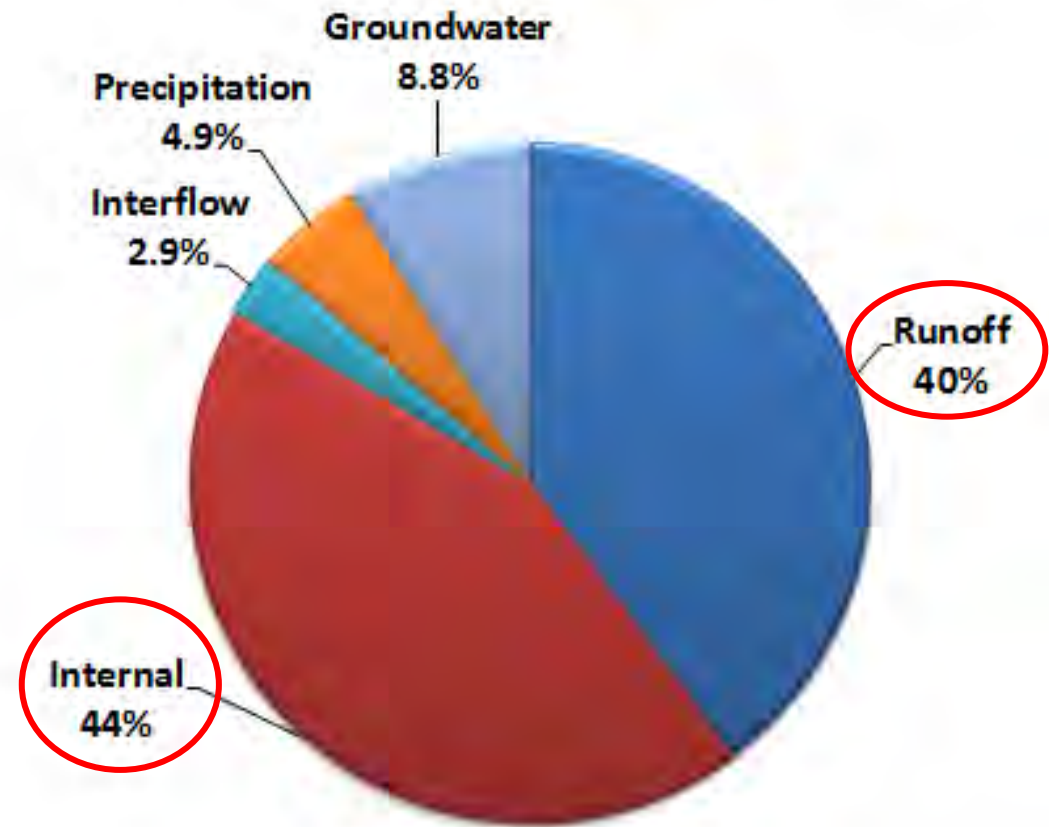
The aeration system provided significant benefits to the lake.

Why did it stop working?

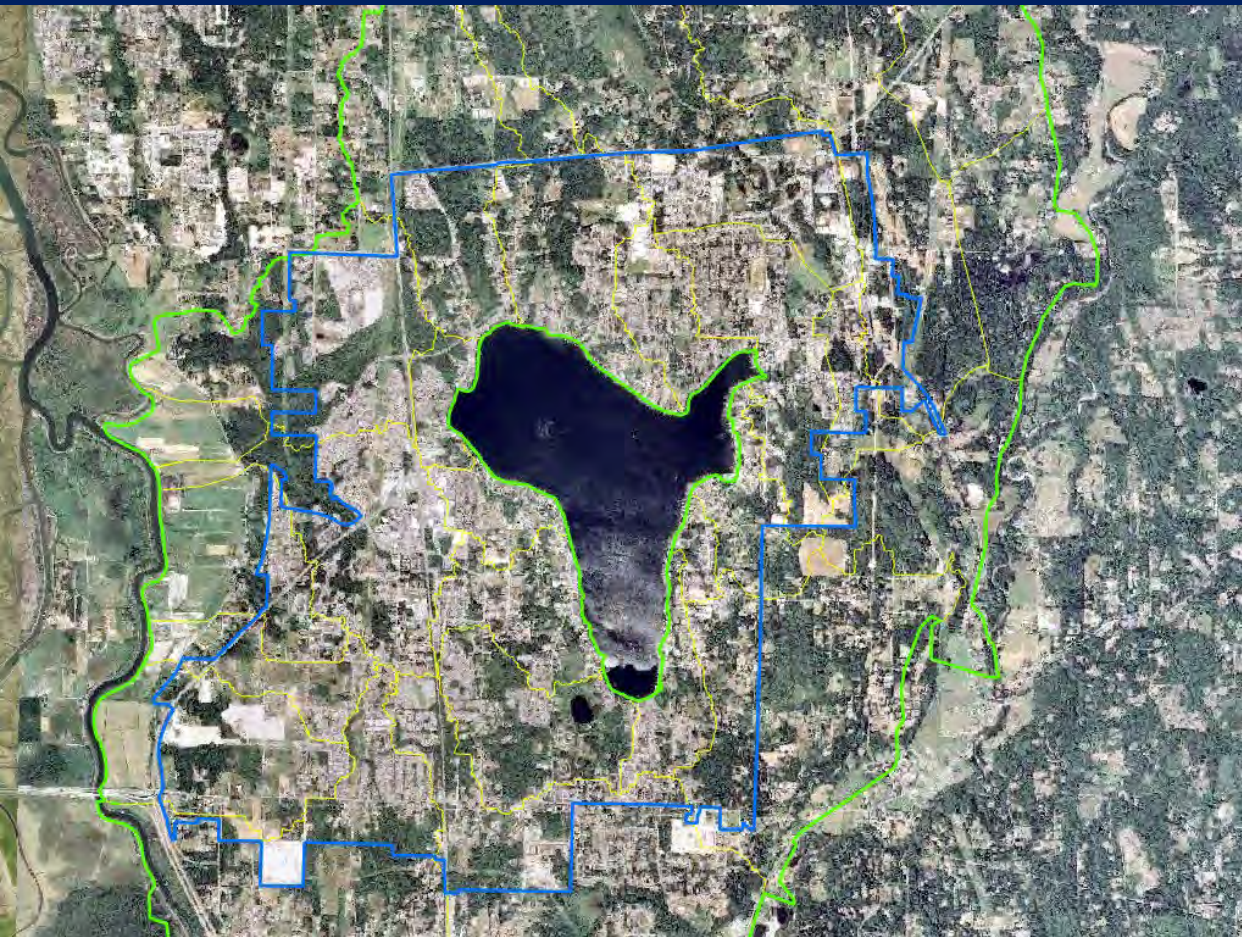
- 2009 sediment study completed
- Finding - Depletion of iron needed to bind all the phosphorus



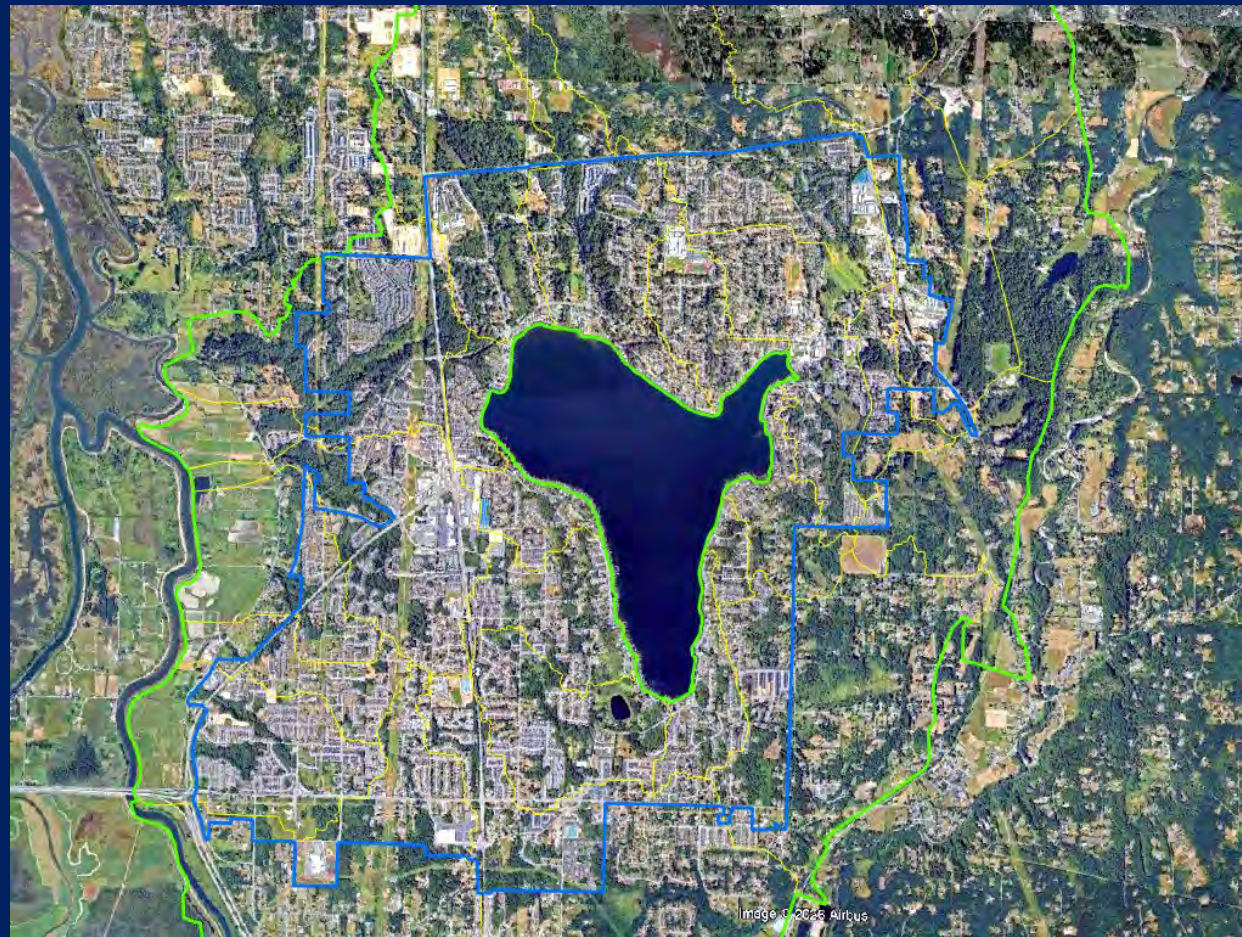
2011 Study



Changing Landscape



2006



2025

Lake Management Strategy #2: Alum

- 2013 - PRESENT
- ALUM AND P BONDS WITH LOW O₂
- MOST COMMON LAKE RESTORATION METHOD USED TODAY
- SAFE AS USED IN DRINKING WATER TREATMENT, PICKLING (YOU CAN BUY IN A STORE)



Current Lake Management Program

WATER QUALITY MONITORING



Sonde Reading



Biological Sampling

[Lake Management | Lake Stevens, WA - Official Website](#)

ALGAE AND AQUATIC PLANT MANAGEMENT

Eurasian Water Milfoil



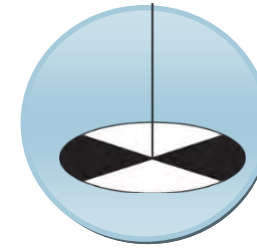
*American
Pondweed*



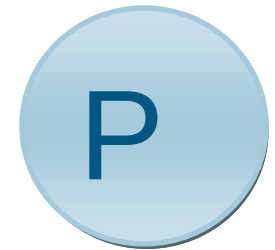
Algae identification



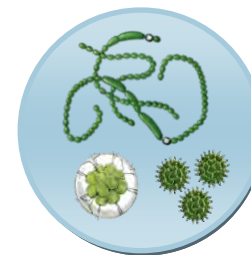
How do we assess lake health?



WATER
CLARITY



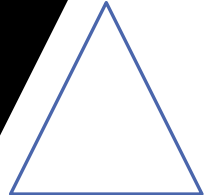
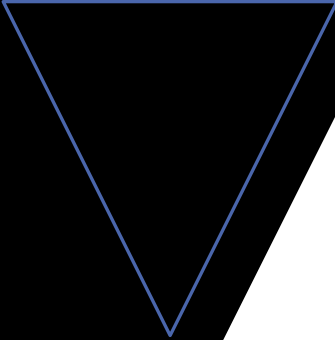
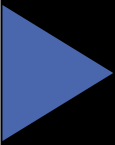
PHOSPHORUS



ALGAE



SHORELINE



How do we rate health?



EXCELLENT



GOOD



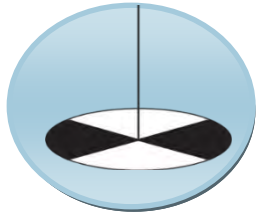
FAIR



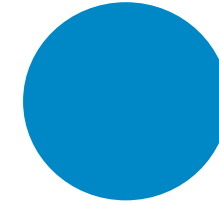
POOR



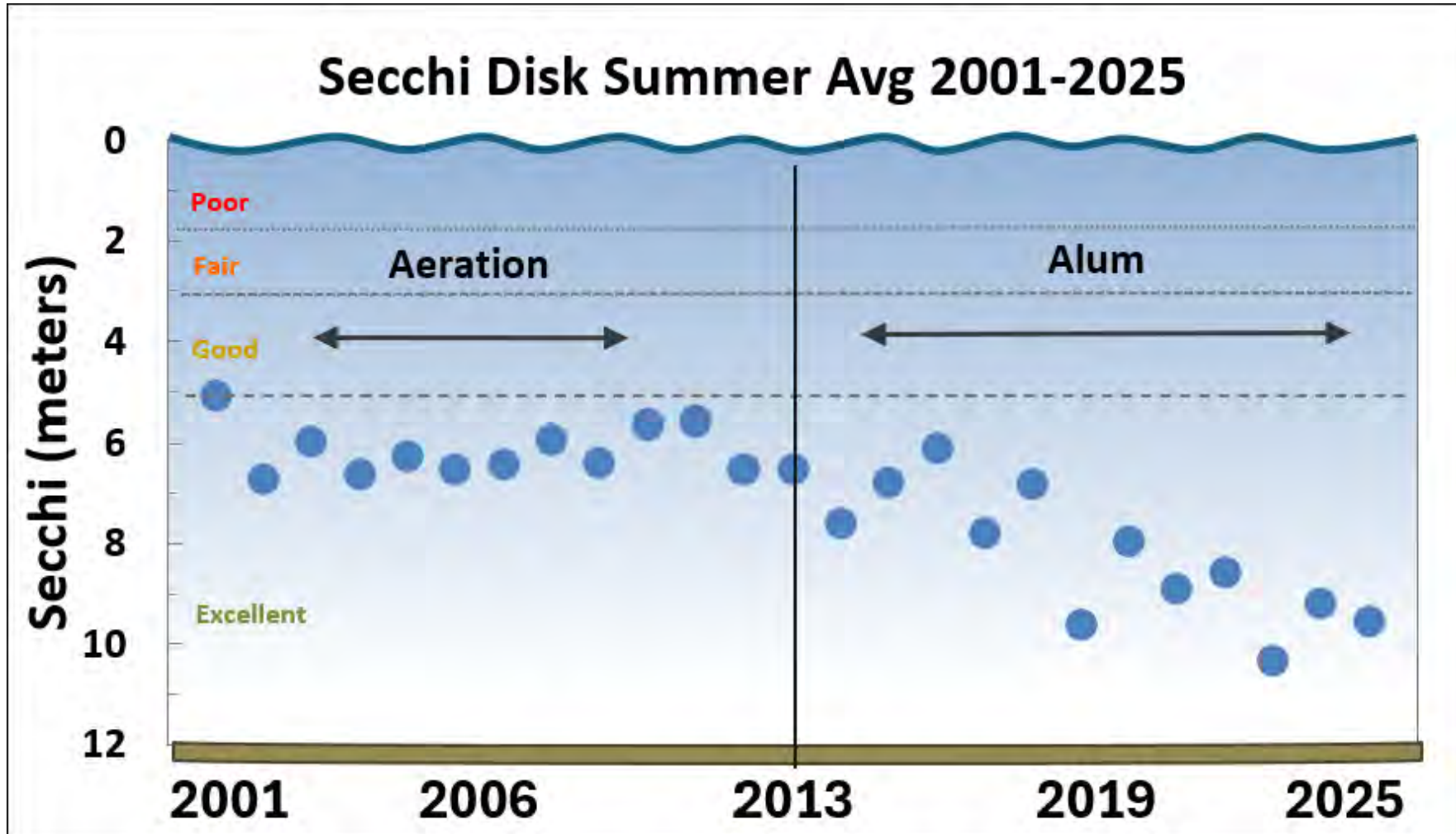
● Excellent Health . . with a lot of work

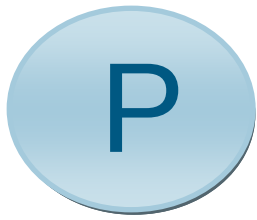


Water Clarity

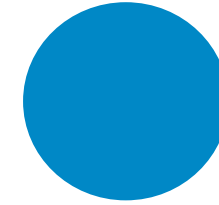


EXCELLENT

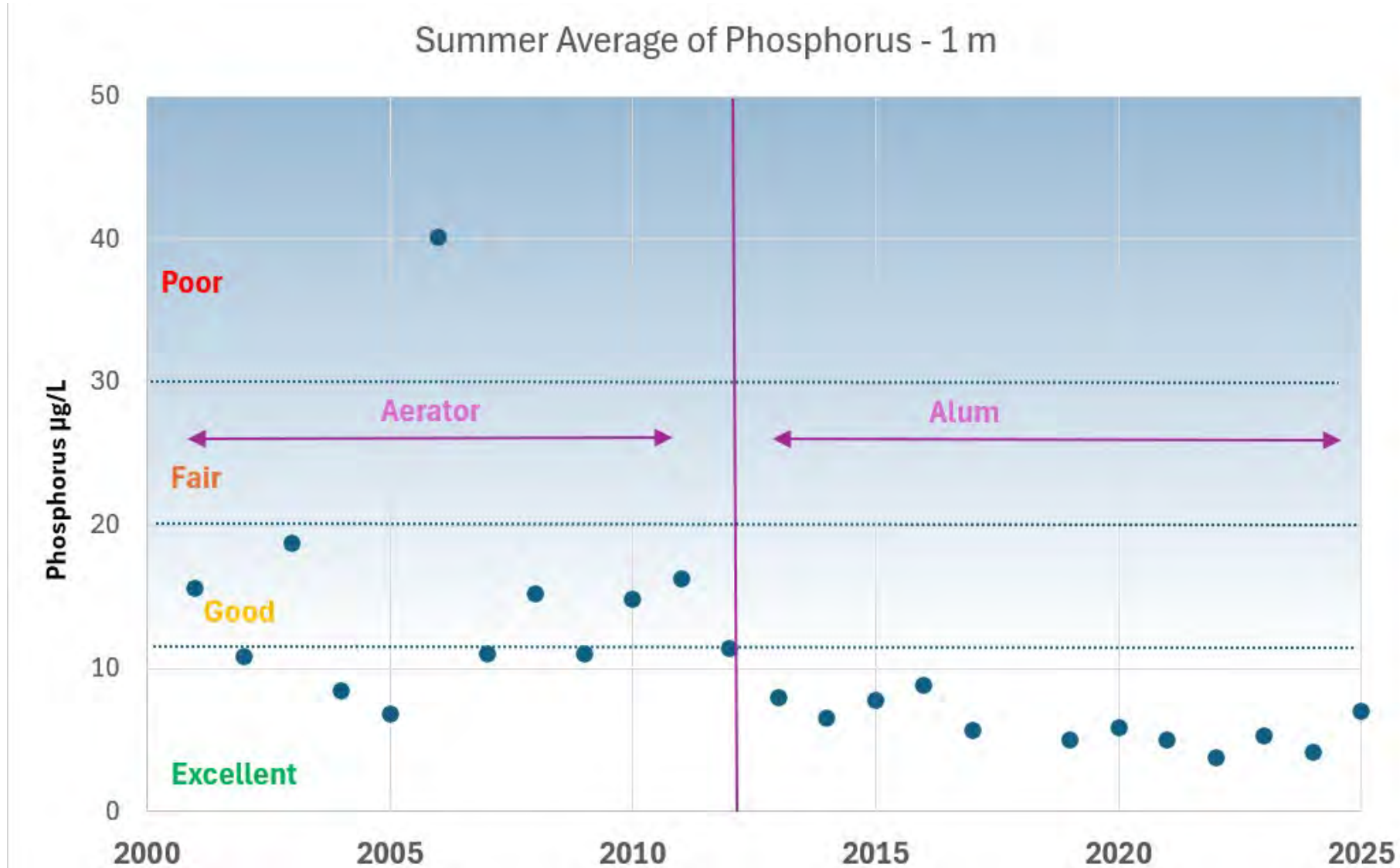


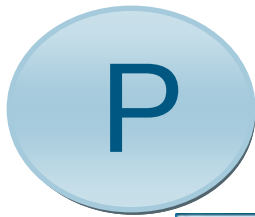


Phosphorus

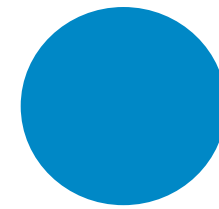


EXCELLENT

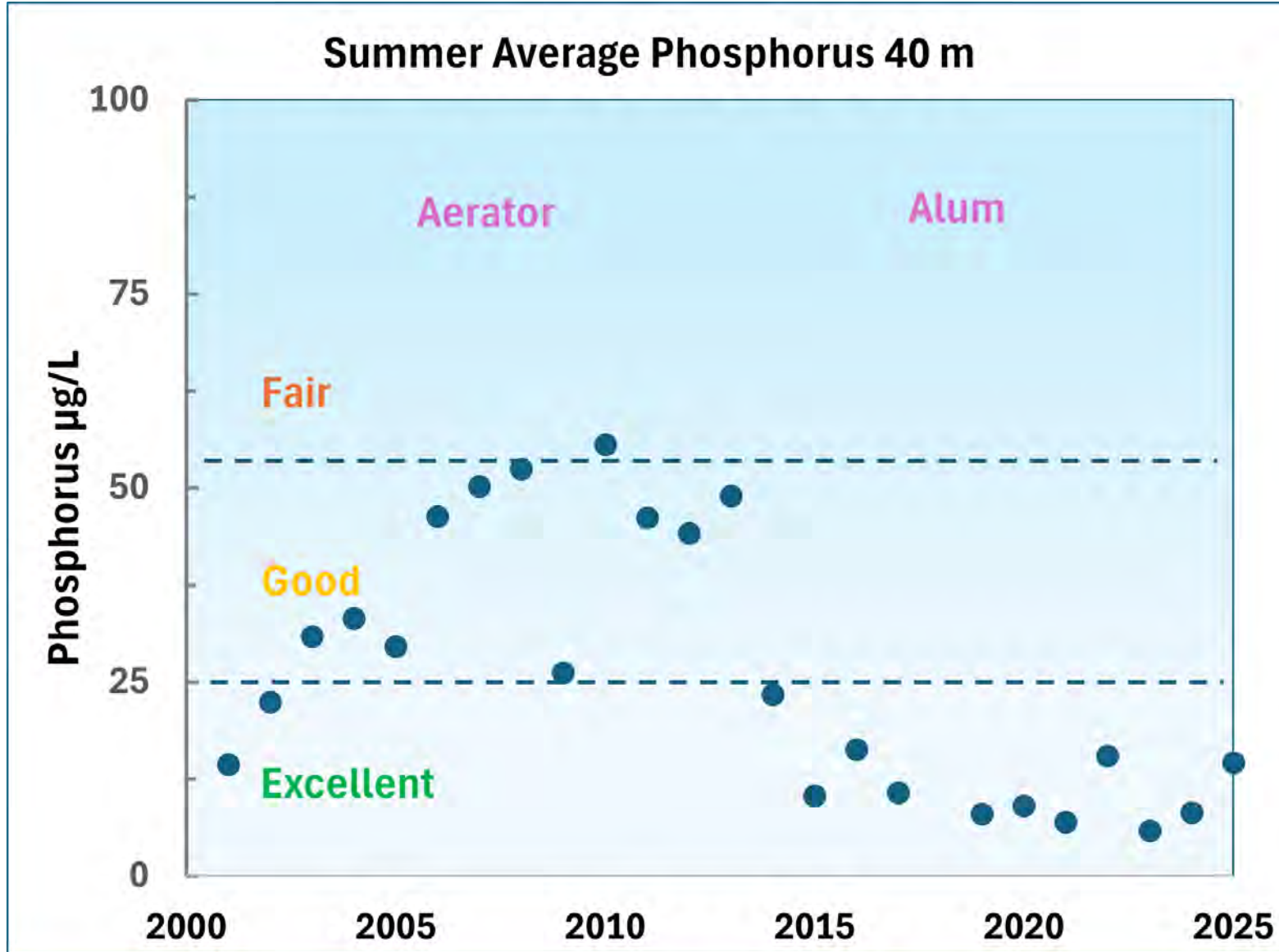


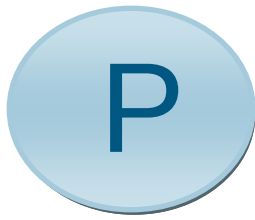


Phosphorus

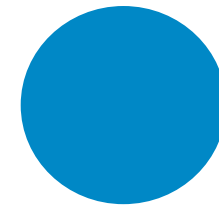


EXCELLENT

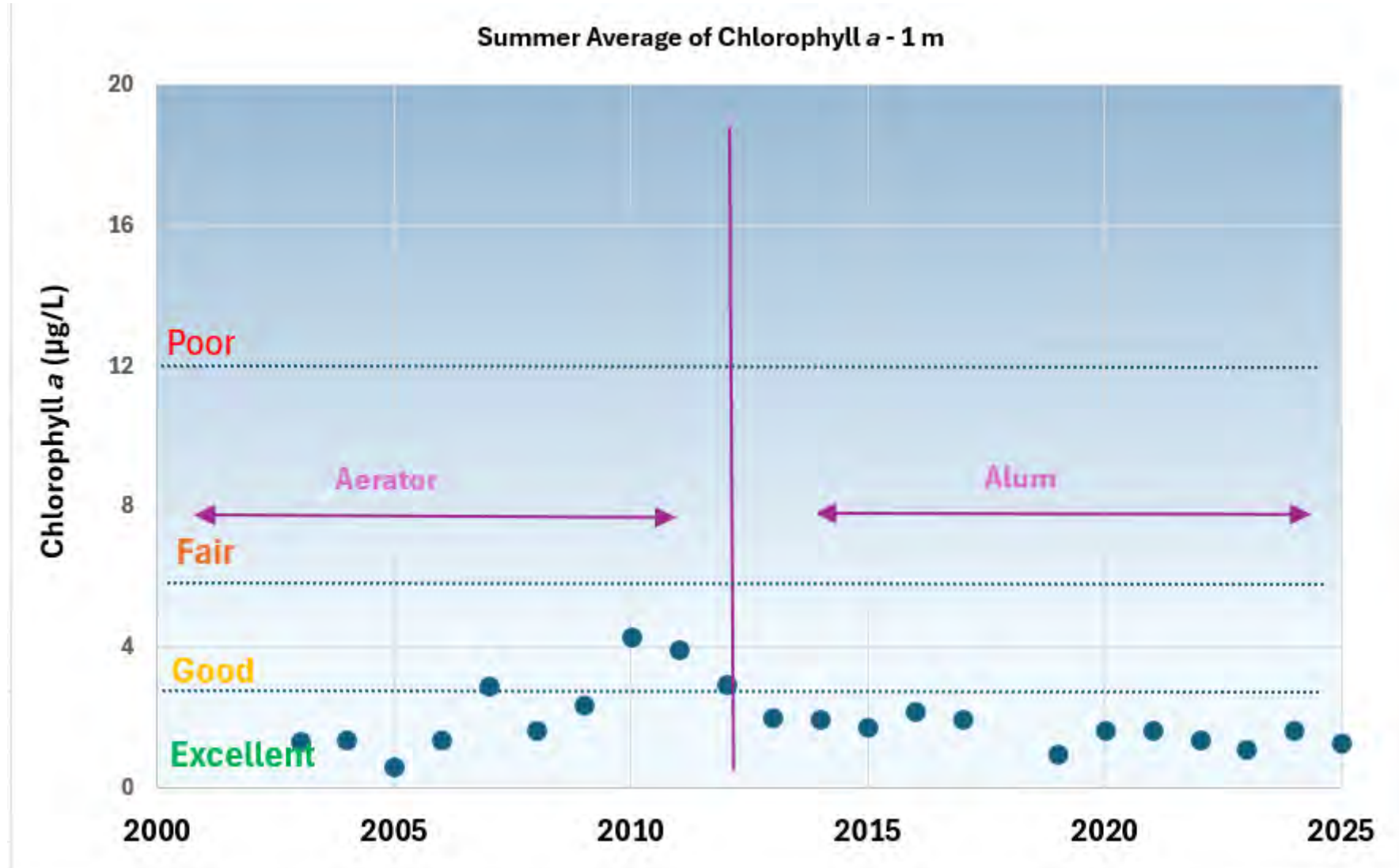




Chlorophyll a



EXCELLENT



Recent Algae Blooms

Last Alum Treatment - 2022



January 2023

Toxic algae blooms happen in this lake

Avoid areas of scum

Toxic algae, also called cyanobacteria, can make you and your pets very sick. Algae blooms can look like scum, streaks or clumps in the water.

У цьому озері зустрічаються токсичні водорості. Уникайте поверхневостей, покритих водоростями.

En este lago hay algas tóxicas. Evitar las zonas con verdín.

此湖泊里发現有有毒藻类。避免接触浮渣水域。

이 호수에서는 독성 조류가 발생합니다. 거품이 있는 구역을 피하십시오.

В этом озері зустрічаються токсичні водорості. Уникайте поверхневостей с водоростями.

መርዛማ ለልጅ በዚህ ሐይቅ ውስጥ ይኮሰታል። ቆሻሻ ከላባቸው ለከባቢዎች ይራቁ።

Trong hồ này có tảo độc. Tránh các khu vực nổi bọt.

For more information or to report a bloom:
nwtoxicalgae.org | 360-407-6000

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DOH 333-271 May 2021

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November 2025

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Aquatic Plant Management

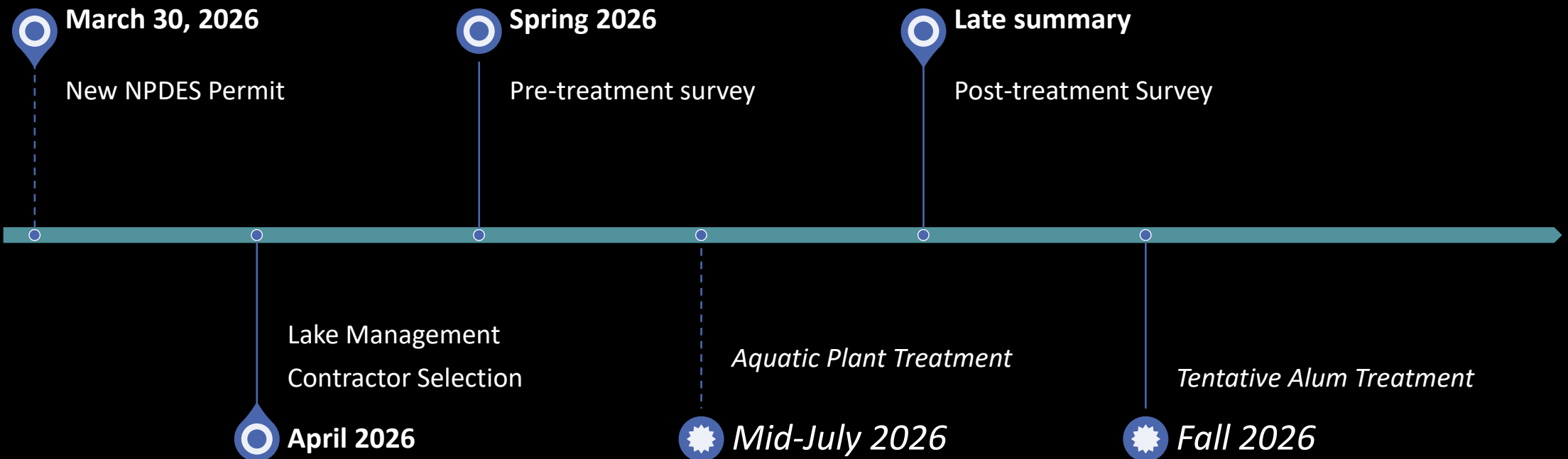


Figure 1: Spring Native Species Map



Figure 2: Spring Invasive Species Map

2026 Management Actions

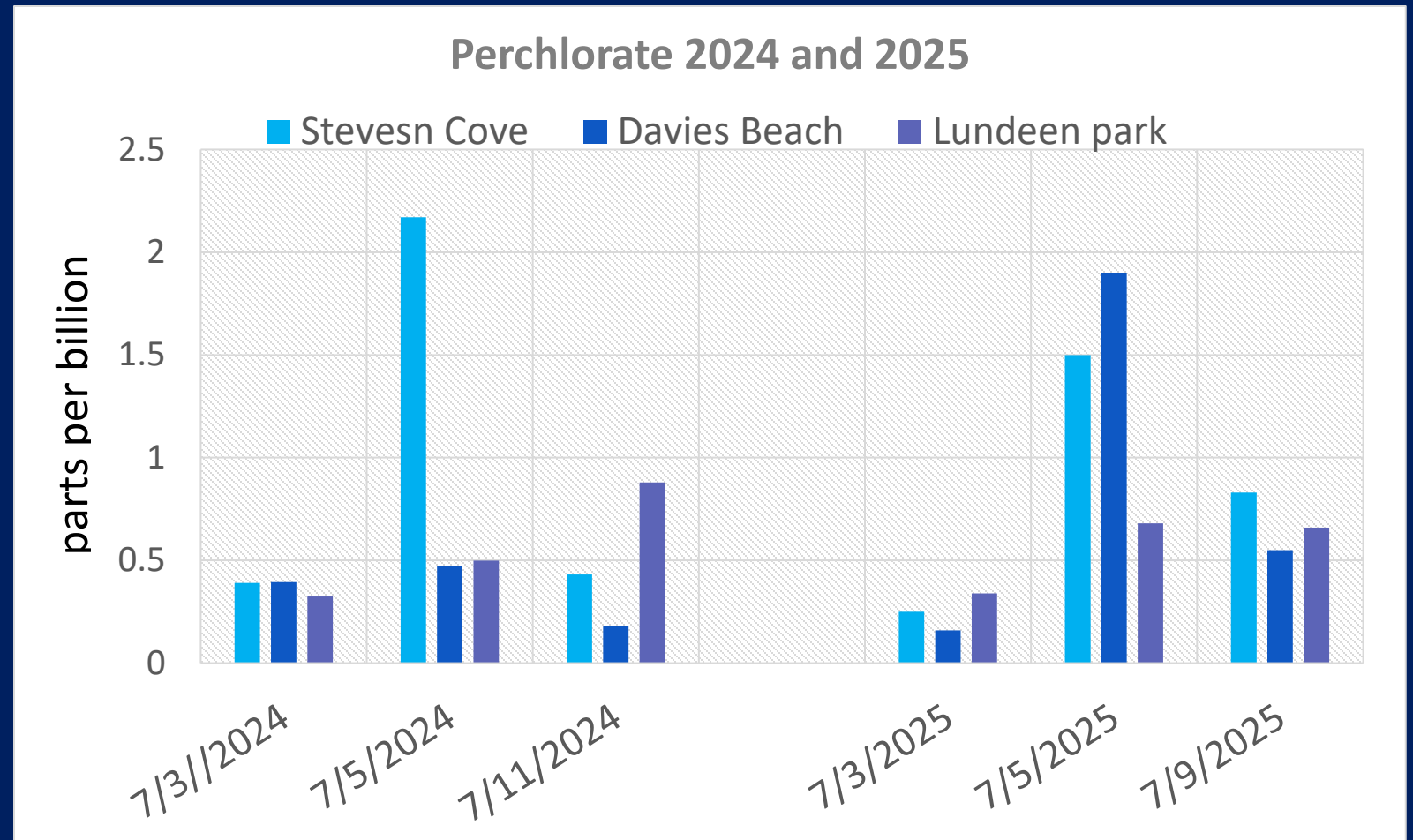


Perchlorate



- Sources (examples):
 - Natural:
 - atmosphere (ozone and chloride aerosols), volcanic eruptions, soils (mostly Southwest USA)
 - Anthropogenic:
 - fireworks, matches, flares, some fertilizers
- Functional distribution:
 - Highly soluble in water and stable
 - Adsorbs into clays
 - May be biologically degraded by microorganisms in anaerobic conditions (potentially including algae)
 - Bioaccumulates in living tissue
- Effects:
 - Still under study
 - Indication of effects on thyroid function in youth

Perchlorate in Lake Stevens



- EPA drinking water maximum contaminant level goal: 20 ppb, effects are detectable at 1 ppb
- Goldfish study showed impacts on the thyroid at concentrations starting around 1,200 ppb
- Continued perchlorate testing: \$3,000 - \$4,000/year
- Our Recommendation: Sample every 3 – 5 years to establish and track long-term trends

Other Management Programs

Routine Maintenance of Stormwater Infrastructure

- Cleaned 56 Stormwater Detention ponds and Facilities (city-owned)
- Sweep every city street 3+ times
- 900+ tons of material removed from the system
- 1,032 Basins cleaned
- ~68,000 feet of pipes cleaned
- 76 Stormwater filters replaced



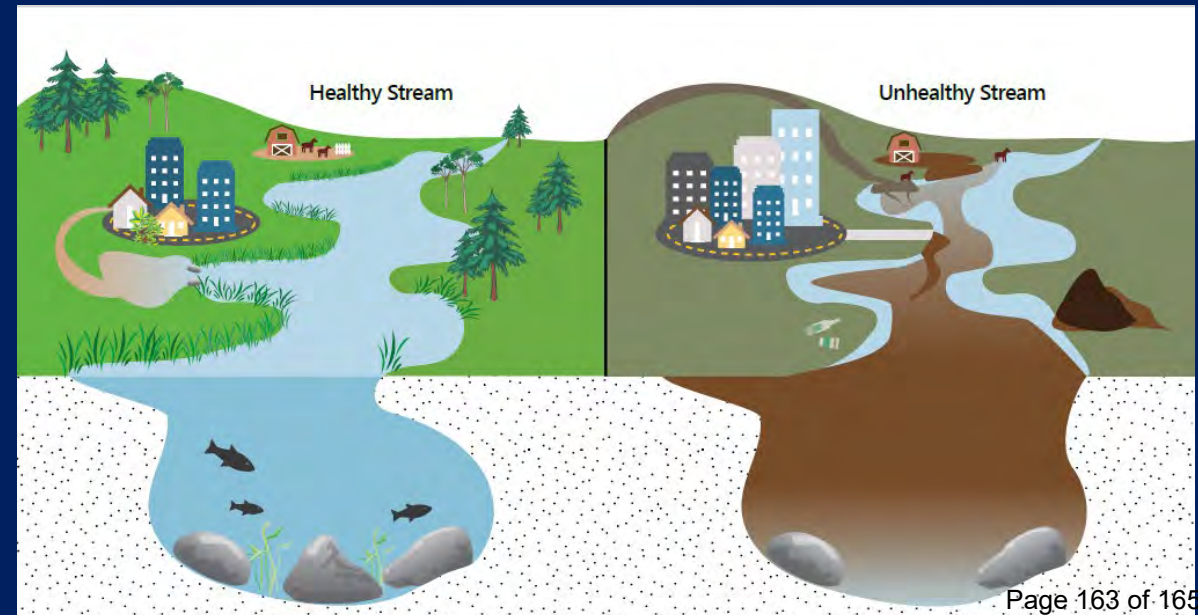
NPDES Permit – Water Quality Requirements

Long Range Plans

- Basins Plan/Comprehensive Plan
- Enhanced Stormwater Maintenance Plan

Capital Projects

- Lower Stevens Creek Restoration
- Green Stormwater Infrastructure



Community Actions

The Poop Solution

Scoop the poop, bag it,
and put it in the trash.

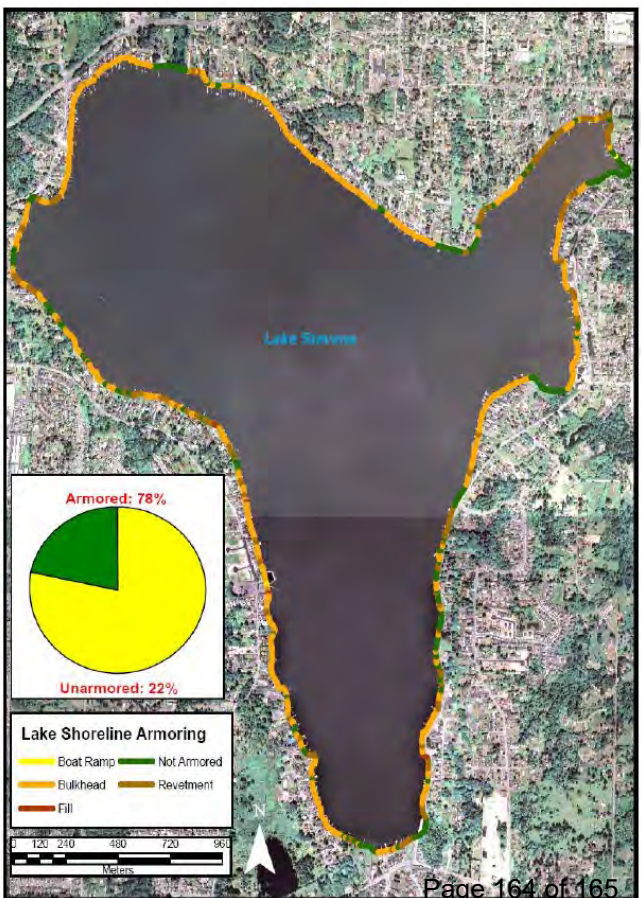
Good human.

Trash can

Healthy families.
Healthy pets.



Create Healthy Shorelines



Questions



Photo Credit: Scott VanOstrand