

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

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

June 2, 2026 - 6:00 PM

City Council Special 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: 85961882118 Passcode: 986676

- 1. Call to Order**
- 2. Pledge of Allegiance** Mayor Pro Tem
- 3. Roll Call**
- 4. Approval of Agenda** Council President
- 5. Guest Business**
 - A. Lake Stevens School District Career and Technical Education Program
- 6. Citizen Comments**
- 7. Consent Agenda**
 - A. Lease Agreement - Lake Stevens Rowing Club Sarah Garceau
 - B. Fee Resolution 2026-06 Sarah Garceau
 - C. Police CJTC Wellness Grant Jeffrey Beazizo,
Julie Ubert
- 8. Action Items**
 - A. Staff Cost Reimbursement Agreement with The City of Everett for FIFA Jeffrey Beazizo
 - B. Cost-sharing Agreement with Snohomish County and Department of Natural Resources Shannon
Farrant, Troy
Stevens
- 9. Discussion Items**
 - A. WinterFest Ornaments Sarah Garceau

- 10. City Department Report**
- 11. Council Business** Council President
- 12. Executive Session - Confidential Session of the Council per RCW 42.30.110**
 - A. Discussion to evaluate the qualifications of a candidate for appointment to elective office. No action is expected to follow.
- 13. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, 48 hours prior to this council meeting if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

CITY COUNCIL STAFF REPORT



Agenda Date: 6/2/2026

Subject: Lease Agreement - Lake Stevens Rowing Club

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Mayor Pro Tem to sign the Lease Agreement with the Lake Stevens Rowing Club.

SUMMARY/BACKGROUND:

The Lake Stevens Rowing Club (LSRC) lease agreement has been updated, replacing the previous agreement dated June 17, 2021.

The new lease term extends through June 17, 2031, with an option for an additional five-year extension. As part of the revised terms, LSRC will make a one-time \$8,000 payment for the new non-motorized dock; the agreement clarifies the City's ownership of the dock. LSRC will now be responsible for all utilities, including electricity and water, which were previously paid by the City. The agreement also allows LSRC to volunteer up to 10 hours per month, with pre-approved hours eligible for a lease credit at the applicable minimum wage rate. If LSRC elects to exercise the optional five-year extension, the extension will require an additional one-time \$8,000 payment and will include annual rent adjustments based on CPI-U.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Facilities Use Agreement - Lake Stevens Row Club

FACILITIES USE AGREEMENT

Between City of Lake Stevens and Lake Stevens Row Club

(Replacing the June 17th, 2021, Facilities Use Agreement)

This Agreement is entered into by and between the City of Lake Stevens, Washington, a Municipal Corporation, hereinafter referred to as “the City” and the Lake Stevens Rowing Club, a Washington Non-Profit Corporation, hereinafter referred to as “the Club.”

1. **Purpose.** The purpose of this Agreement is to incorporate into a single written agreement the terms of settlement of a dispute between the parties over the obligation of the Club to the City for a portion of the costs incurred by the City for the construction of a new floating row dock constructed for public and Club use; and for the amendment of the provisions of that certain Agreement with the effective date of June 17, 2021, by and between the City of Lake Stevens (“City”) and the Lake Stevens Row Club (“Club” or “LSRC”) titled *Facilities Use Agreement* (“the Agreement”), providing consistency in the agreement with the terms of settlement. This Agreement is intended to replace the earlier Facilities Use Agreement in its entirety.
2. **Settlement.** The City, in exchange for the payment of Eight Thousand Dollars (\$8,000.00) due at signing by the Club and the mutual promises stated below, agrees no longer to seek payment from the Club for damages, or other losses from the Club related to the installation of the new larger floating row dock based on claims for breach of contract, promissory estoppel, unjust enrichment or any other legal basis for recovery. The Club agrees that it has no ownership interest in the newly constructed row dock and that its rights of use of the boathouse and row dock are solely as set forth in this Agreement.
3. **Responsibilities.** Subject to the Club’s compliance with the financial responsibilities in Section 4. below, the City agrees to provide the following:
 - A. Provide a site on City property at 12308 17th Place NE for Club facilities (the “Premises”) as described in Exhibit A attached hereto and incorporated herein by this reference as if fully set forth.
 - B. The City recognizes that the existing low-profile dock (the “non-motorized dock” shown on Exhibit A) was constructed to facilitate the sport of rowing. The City will

make no changes to the dock that precludes the use of the dock by rowing shells. The City will maintain the dock in its current configuration and size.

- C. The Club will allow the Club to use the dock for regularly scheduled practices. An event permit will need to be obtained for regattas. The dock will be made available to the general public as a non-motorized, oar & paddle launch & recovery dock. The Club will not have access to the rowing dock or the boat launch area when public access has been restricted by a City issued Park Use Permit or Special Event Permit.
- D. The dock is not intended by the City to be used as a swim platform, fishing pier, or to facilitate the boarding or mooring of powerboats. The City may as a courtesy post a permanent sign at the foot of the dock, in a location that does not interfere with the movement of large racing shells (60'), notifying the public of its use restrictions.

4. Club Responsibilities:

- A. The Club shall pay the City a monthly sum of \$575.37 per month or \$6,904 per year through June 16, 2026. On June 17, 2026, the monthly base rent shall be \$690.37 per month for a total annual payment of \$8,284.44. All monthly payments will be subject to the Washington State leasehold excise tax at the rate determined by the Washington State Department of Revenue. Monthly payments, including leasehold excise tax, shall be due on or before the 1st day of each calendar month. The June 2026 monthly lease payment shall be apportioned between the current and increase base monthly rent based on the number of days in the month covered by the respective base rents. Payments delayed by more than five business days after the due date shall accrue interest at the rate of twelve percent (12%) per annum. All payments made shall first be applied to any accrued interest that may be due. The Club is responsible for payment of all utilities, including any electric, water, and surface water utility charges accrued after the full execution of this agreement. The Club shall cooperate with the City for transfer of utility accounts into the Club's name within three (3) working days of the effective date of this Agreement.
- B. In addition to the above base rent, the Club shall pay to the City all taxes and fees including admission tax, if due, sales tax, and any and all permit fees required to manage and operate the premises (the "Additional Rent"). The club specifically authorizes the City to remit to the respective taxing authority any amounts paid by the Club to the City in payment of any such taxes, and agrees that the City shall not be held responsible or liable in any manner for reimbursement of any amounts so paid if said taxes or fees, or any part thereof, are determined to be invalid, improper or unenforceable. If the applicable taxing authority requires the City to collect the taxes

and Lessee does not agree on the amount to be so paid, the Club shall pay the amount requested by the City, and the Club's sole recourse shall be against the applicable taxing authority with respect to the amount, propriety, and validity of such tax. The City, in collecting or designating such tax or any amount thereof, in no way warrants the validity or propriety or correction thereof, and the sole obligation of the City in the event of the collection of such tax shall be to remit the same to the appropriate taxing authority.

- C. The Club will be allowed a credit on the monthly rent due of up to ten (10) volunteer hours per month on projects agreed to by the City, at the State of Washington minimum wage rate. Arrangements for volunteer work shall be made with the City Director of Parks and Recreation or their designee.
- D. Club shall provide opportunities to row and other related services as necessary to offer a quality Rowing Program to the public and members of the Club and attempt to accommodate all interested parties.
- E. Provide and maintain in good condition all necessary equipment for the Rowing Program.
- F. Provide and maintain in good condition a storage facility pursuant to this Agreement. Placement of the storage facility shall be approved by the City. The storage facility will remain the property of the Club during and after the Agreement has expired. The building will be removed, at the Club's expense, no later than 30 days after the expiration or termination of this agreement.
- G. Provide adequate adult supervision for all events, including, but not limited not, regattas.
- H. Assist the City in maintaining and keeping the dock clean and in good repair by the Club's non-destructive use of the dock and cleanup of the dock after Club activities and events.
- I. Comply at all times with all federal and state laws and regulations and local statutes, rules, and ordinances applicable to the use of the equipment and the performance of the services set forth in this Agreement, and the handling of any funds used in connection therewith.

5. Duration of Agreement:

This Agreement shall be in full force and effect for a period commencing the effective date of this agreement and ending **June 17, 2031**, unless sooner terminated under the provisions hereinafter specified. The Club shall have the right to extend this Agreement an additional five (5) years to June 17, 2036, by giving the City at least 180 days advance notice of the extension with payment of an additional EIGHT THOUSAND DOLLARS (\$8,000.00). In the event of an extension, the monthly sum due the City under Section 4. A. shall increase by the percentage of increase in the CPI -U for the Seattle Tacoma Bellevue Area published in June 2030 and shall increase each year thereafter using the same formula based on the previous years reported June CPI. Any further extension shall be subject to negotiation and the mutual agreement of the parties.

6. **Business License Required.** The Club shall obtain and maintain a City business license for the duration of this Agreement.
7. **Indemnification and Hold Harmless.** The Club shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the Club's use of Premises, or from the conduct of the Club's operations, or from any activity, work or thing done, permitted, or suffered by the Club in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.
8. **Insurance.**
 - A. The Club shall procure and maintain in full force throughout the duration of the Agreement, Commercial General Liability insurance, including products and completed operations and sports events coverage, with a minimum coverage of \$5,000,000 per occurrence for personal injury and property damage. The policy(ies) shall name the City of Lake Stevens as an additional insured on the Club's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the City. Cancellation of the required insurance shall automatically result in termination of this Agreement. The policy(ies) shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The insurance policy shall contain or be endorsed to contain that the Club's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Club's insurance and shall not contribute with it.

- B. In addition to the insurance provided for in Paragraph 8 (A) above, the Club shall procure and maintain in full force professional liability insurance for those services delivered pursuant to this Agreement that, either directly through Club employees or indirectly through contractual or other arrangements with third parties, involve providing professional services. Such professional liability insurance shall be maintained in an amount not less than \$1,000,000 combined single limit per claim and \$1,000,000 as an annual aggregate. For the purposes of this Paragraph "professional services" shall include, but not be limited to, the provision of any services provided by any licensed professional.
 - C. Certificates of coverage and the additional insured endorsements as required by Paragraphs A, and B above shall be delivered to the City within fifteen (15) days of execution of this Agreement and any issuance of new or updated coverage during the term of this Agreement.
 - D. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII. The Club's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Club to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available at law or in equity.
9. **Record Keeping and Reporting.** The Club shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Club shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement and compliance with this Agreement. The Club shall make available to the City all records maintained pursuant to this Agreement. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.
10. **Quarterly Financial Reports:** Throughout the term of this lease and all extensions thereof, Club shall provide City with quarterly financial reports detailing Club's income, expenses, expenditures, salaries, and bank and investment balances for the previous quarter. Said financial statements shall be provided to City in writing within thirty (30) days after the last day of each quarter of the calendar year.

11. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall always be subject to inspection, review, or audit by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Club's financial statement and condition and to copy the results of any such audit or other examination performed by or on behalf of the Club.

12. **Termination.** The Club may early terminate this Lease for any reason by giving City 180 days written notice of its intent to do so. In addition, Lessor may terminate this Lease as provided in Section 13 below.

13. **Default Remedies.**

A. **Events of Default.** Each of the following shall be deemed a default by the Club (a "Default") and a material breach of this lease.

- (a) The failure by the Club to pay when due to the City or utility any Rent, utilities, excise tax or other fees or charges hereunder, if such failure shall continue for a period of three (3) business days after written notice thereof has been delivered to the Club.
- (b) The failure by the Club to perform or observe any of the other terms, covenants, conditions, agreements or provisions of this Agreement if such failure shall continue for a period of twenty (20) days or more after written notice thereof has been given to Lessee; provided, however, that if any such failure cannot reasonably be cured within such twenty (20) day period, then the Club shall not be deemed to be in Default if the Club commences to cure such failure within such twenty (20) day period and thereafter diligently pursues such cure to completion within sixty (60) days after the City's original written notice.
- (c) Any material misrepresentation or material omission of information made by the Club to the City in connection with this Agreement; or
- (d) Any abandonment by the Club of the Club Facilities. As used herein, "abandonment" shall mean an absence from the Premises of thirty (30) days or more.

B. City Remedies for Club Default

- (a) City may terminate this Agreement by delivering written notice of termination to the Club and may thereafter enter onto the Premises with due process of law, and expel, remove or put out the Club and/or any other persons who may be thereon, and remove all personal property found therein. In such event, the Club shall be liable to the City for the present value of the entire amount of Rent reserved by this Agreement for the balance of the term of this Agreement; as the same may have been extended pursuant to Section 5, plus all expenses, including court costs and attorney's fees, incurred by the City in the collection of the same, and for all other damages provided by law. No reentry or taking possession of the Premises shall be construed as an election by the City to terminate this Agreement unless the City delivers a written notice of termination to the Club.

- (b) The City may, without terminating this Agreement, enter onto the Premises with due process of law, and expel, remove or put out any other persons who may be thereon, and remove all personal property found therein. In such event, the City (i) shall make reasonable efforts to re-let the Premises for the account of the Club at such rent or rents and upon such other terms and conditions as the City in its sole discretion may deem advisable, with the Club remaining liable for any deficiency, and (ii) shall have the right to repair, renovate, remodel, redecorate, alter and change the Premises as the City deems desirable. In such case, the Club shall also be liable to the City for any expenses incurred by the City in re-letting the Premises including, but not limited to, attorneys' fees, advertising expenses, brokerage fees, and/or the cost of putting the Premises in good order and preparing the same for re-rental. At the City's option, any rents received by the City from any re-letting of the Premises may be applied to the Club's account in the following order: (i) first, to the payment of any indebtedness of the Club to the City other than rent; (ii) second, to the payment of any costs and expenses of said re-letting; and (iii) third, to the payment of Rent due and to become due to the City under this Agreement. The Club shall pay deficiency to the City monthly and any payment made or suits brought to collect the amount of the deficiency for any month, or months shall not prejudice in any way the right of the City to collect the deficiency for any subsequent month. Should the City initially elect to proceed under this Section, the City may, at any time, thereafter, elect to terminate this Agreement as provided in Section 13(a) above.

(c) All rights and remedies of the City enumerated in this Section 13 shall be cumulative, and none shall exclude any other right or remedy allowed at law or in equity.

14. **Discrimination Prohibited.** The Club shall not discriminate against any employee, applicant for employment, or any person seeking or receiving the services of the Club under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap which, in the judgment of the Club's coaches or instructors, does not create a safety hazard.

15. **Assignment.** This agreement is entered into by the City in particular consideration of the Club's history, value to the City and the public and its cooperation with the City. The Club shall not assign any portion of this Agreement without the prior written consent of the City.

16. **Entire Agreement.** This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. **Notices:**

Notices shall be sent as follows, unless revised by notice to the other party:

To the City of Lake Stevens
Attn: City Clerk
PO Box 257
Lake Stevens, WA 98258
(425) 334-1012
kchelin@lakestevenswa.gov

To the Lake Stevens Rowing Club:
LSRC President
PO Box 1130
Lake Stevens, WA 98258
(425)359-9475
president@lakestevensrowing.org

18. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce or interpret any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.

19. **Representation of Club.** The Club represents to the City that it has no conflict of interest in performing any of the services set forth herein. If the Club is asked to perform

services for a project with which it may have a conflict, it will disclose such conflict to the City.

20. **Severability.** In the event that any section paragraph, sentence, clause or phrase is determined to be invalid in a court of law, such determination shall not affect any of the remaining sections, paragraphs, sentences, clauses or phrases of this agreement.

21. **Authority to Sign.** The undersigned certify that they are authorized to sign this Agreement on behalf of the Lake Stevens Rowing Club and the City, respectively, and that the Lake Stevens Rowing Club and the City acknowledge and accept the terms and conditions herein and attached hereto.

22. **Effective Date.** DATED this ___ day May _____ 2026.

CITY OF LAKE STEVENS

LAKE STEVENS ROWING CLUB

By: _____

By: _____

It's _____

It's _____

Date: _____

Date: _____

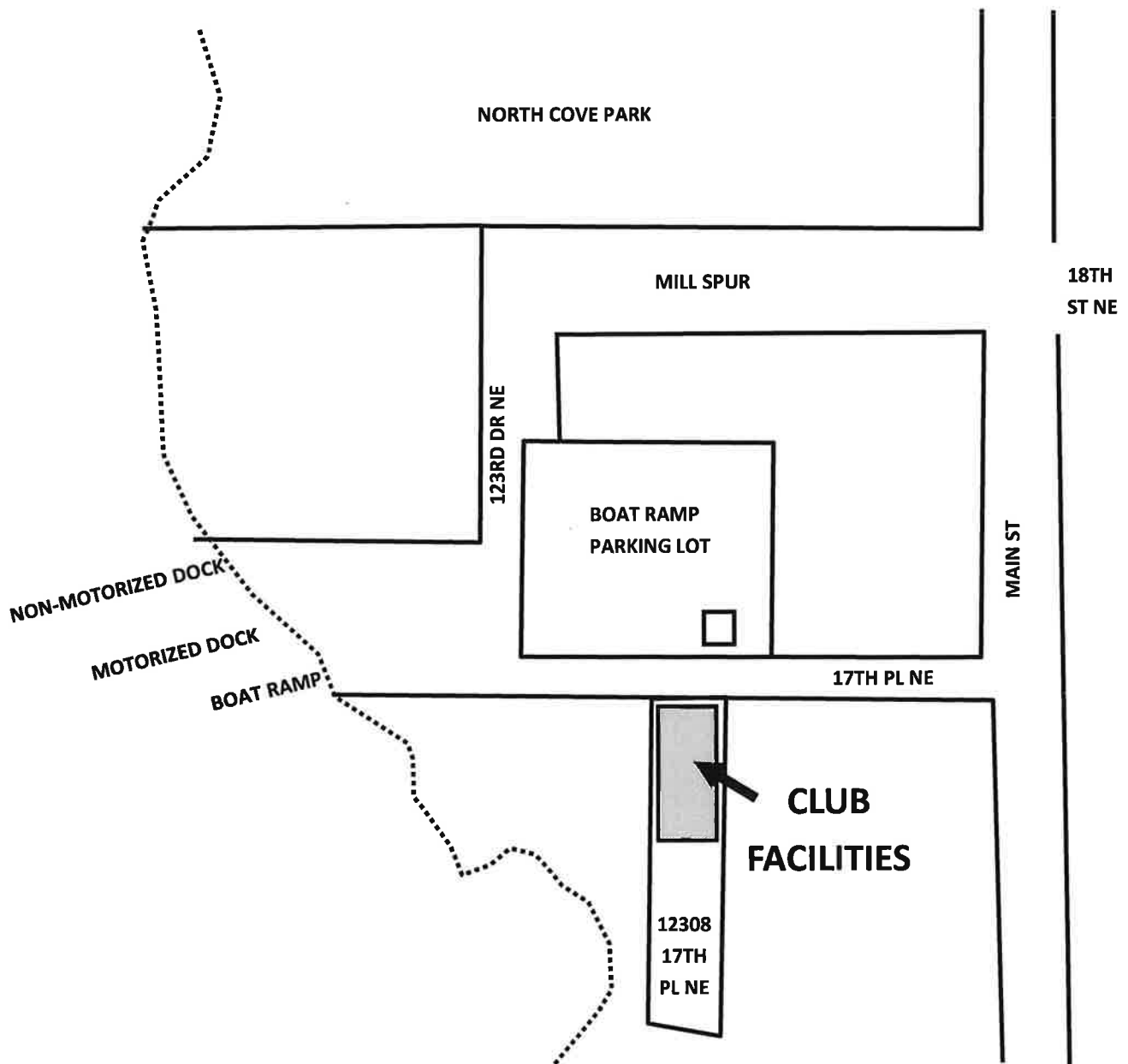
Approved as to form:

City Attorney

FACILITIES USE AGREEMENT
LAKE STEVENS ROW CLUB | CITY OF LAKE STEVENS

EXHIBIT A

PAGE 1 OF 2

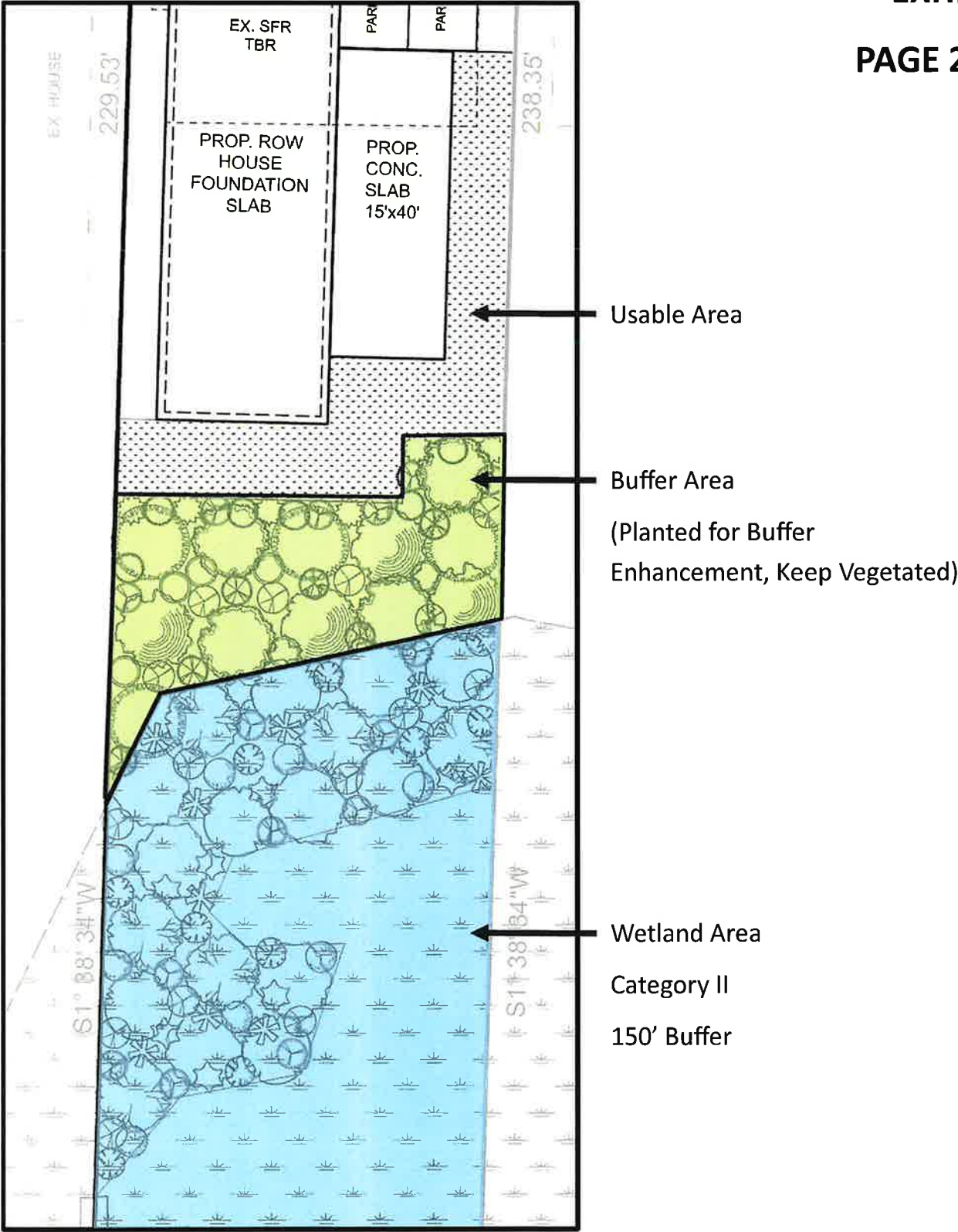


FACILITIES USE AGREEMENT

LAKE STEVENS ROW CLUB | CITY OF LAKE STEVENS

EXHIBIT A

PAGE 2 OF 2



CITY COUNCIL STAFF REPORT



Agenda Date: 6/2/2026

Subject: Fee Resolution 2026-06

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Mayor Pro Tem to sign Fee Resolution 2026-06.

SUMMARY/BACKGROUND:

Fee Resolution 2026-06 includes updates for Traffic Impact Fees and five new fees for the Parks and Recreation Department.

Updated Traffic Mitigation Fees - effective July 1, 2026:

- Traffic Impact Zone 1 - \$5,659
- Traffic Impact Zone 2 - \$3,725
- Traffic Impact Zone 3 - \$3,725

New Park Fees - effective upon approval:

- Oak Hill Shelter North - \$60 all day
- Oak Hill Shelter South - \$60 all day
- Frontier Heights Shelter North - \$60 all day
- Frontier Heights Shelter South - \$60 all day
- Basketball Courts - \$25 per hour

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Fee Resolution 2026-06 - Marked Up Version
2. Fee Resolution 2026-06 - Clean Version

ATTACHMENT 1
CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2026-0~~62~~

A RESOLUTION OF THE LAKE STEVENS CITY COUNCIL AMENDING RESOLUTION NO. 2026-0~~62~~, THE CURRENT CITY FEE RESOLUTION

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution; and,

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

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

WHEREAS, it is the intent of the City of Lake Stevens to provide the development community until July 1, 2026 to pay applicable project traffic impact fees prior to the traffic impacts fee rate adjustment associated with the 2025 Comprehensive Plan Docket update per Ordinance 1220;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO AMMEND THE FEES RESOLUTION AS FOLLOWS Through the enactment of Resolution No. 2026-0~~62~~:

Section 1. Fees and Deposits-General.

- A. Fees. Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. -The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. Payment Due. Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. Late Payment Penalties. If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. Waivers. Upon petition by the applicant, the Mayor or designee may waive any of the fees or

portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.

- E. Concurrent Applications. Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.
- F. The city will use an annual 5-year average CPI-U adjustment to the land use, building permit and park and traffic impact fees, which will be updated annually. This CPI-U adjustment will occur and become effective January 1st of each year.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney and other consultant fees may be recovered for specific projects.

Table A: Schedule of Land Use Fees

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews including consultant indirect costs for the two reviews, public notice (as applicable based on the permit Type), a land use decision, and required inspections. After two reviews, each subsequent review is subject to an hourly review rate as well any additional consultant costs.	
Permit Type	Fee
Type I Land Use Permits – Administrative without Public Notice	
Administrative Modifications	\$1,043
Adult Family Home (also requires Home Occupation Business License and Building Permit)	\$506
Boundary Line Adjustments	\$1106
Change of Use	\$727
Code Interpretation	\$885
Concurrency Certification	\$253
Construction Plan Approval	\$5,900
Design Review	\$1,106
Event Level 1	\$105 (+ Fire Permit fee)
Event Level 2	\$237 (+ Fire Permit fee)
Event Level 3	\$342 (+ Fire Permit fee)
Event Level 4	\$1,106 (+ Fire Permit fee)
Event Level 4 Deposit	80% of City estimated cost for City Services
Event Expediated Review Fee	\$105
EDDS Deviation / Frontage Improvement Waiver	\$495
Floodplain Development Permit (standalone)	\$495
Legal Lot Status Determination	\$601
Land Disturbance, Minor	\$980
Mobile Food Vendor	\$253 License + Fire Permit

Mobile Food Vendor Renewal	\$126 Renewal + Fire Permit
Multi-Family Tax Exemption	\$853
Pasture/Waste Management Plan (LSMC 5.18.040)	\$253
Reasonable Use Exception	\$495 + Critical areas review fee
Shoreline Exemption	\$601
Shoreline Exemption with Floodplain Development Permit	\$727
Mooring Buoy	\$211
Short Term Rentals	\$537
Short Term Rental Renewal	\$126
Signs	\$253
Sign, Master Sign Program	\$632
Temporary Residence	\$253
Temporary Mobile/Modular Public Structures in any zone	\$253
Temporary Structures	\$253
Underground Utility Deviations	\$495
Zoning Verification Letter	\$379
Type II Land Use Permits – Administrative with Public Notice	
Administrative Conditional Use	\$1,322
Administrative Variance	\$1,322
Binding Site Plan	\$8,281
Binding Site Plan Revision	\$1,475
Short Subdivision, Preliminary	\$3,224
Short Subdivision Alterations	\$1,707
Short Subdivision/Subdivision, Pre-check and Survey Review	Consultant review cost + hourly staff review
Short Subdivision, Final	\$1,101
Short Subdivision, Vacation	\$1,707
Subdivision Alterations, Minor LSMC 14.18.060 (b) (1)	\$1,707
Subdivision, Final	\$3,219
Major Land Disturbance Permit	\$1,449
Major Land Disturbance with Class IV Forest Practices	\$1,702
Shoreline Substantial Development Permit	\$1,196
Site Plan Review	\$1,349
Temporary Encampments	\$2,434
Type III – Quasi-Judicial, Hearing Examiner	
Conditional Uses	\$4,530
Subdivisions, Preliminary	\$10,852

Subdivision Alterations, Major LSMC 14.18.060 (b) (2)	\$5,426
Shoreline Variances	\$4,025
Variances	\$4,025
Type IV – Quasi-Judicial, City Council with Hearing Examiner Recommendation	
Essential Public Facilities	\$4,530
Rezone, Minor – Site Specific Zoning Map Amendment	\$4,530
Secure Community Transition Facilities	\$4,530
Type V – Quasi-Judicial, City Council	
Right-of-Way Vacation	\$1,791
Type VI- Legislative, City Council with Planning Commission Recommendation	
Comprehensive Plan Amendment, Minor	\$3,793
Comprehensive Plan Amendment, Major Amendment (5-year cycle)	\$5,163
Development Agreement	\$3,561
Land Use Code Amendments (LSMC 14.16C.075)	\$3,561
Rezone, Major – Areawide Zoning Map	\$3,561

SEPA REVIEW	
SEPA Addendum	\$474
SEPA Appeal (to Hearing Examiner)	\$2,107 Hearing Examiner fee + hourly fee
SEPA, Environmental Impact Study (EIS)	\$1,264
SEPA, Planned Action Certification	\$853
Review of requested studies (including traffic, drainage, etc.)	\$253 (2 hour minimum) per study
SEPA Review (DNS or MDNS)	\$853
SEPA (Stand-alone Type II)	\$1,027

RIGHT-OF-WAY PERMIT FEES	
Fees for plan review and inspections are comprehensive, with two (2) corrections each; all additional plan review and inspections shall be charged at the hourly rate.	
Right-of-Way Permit – Private Enhancement in accordance with (LSMC 14.56.270)	\$126 + hourly cost after
Right-of-Way Permit – All Others	\$253 + hourly cost after
Road Cuts (required for pavement cuts where lane-width or greater roadway overlay is not required by the city)	\$5 per liner foot of roadway cut
Right-of-Way Work without inspection or permit	\$253 per instance
MISCELLANEOUS STAFF REVIEW & INSPECTIONS	\$126 (Staff) /\$221 (Director) hourly rate All fees are calculated at a one-hour minimum charge + hourly cost after

MISCELLANEOUS FEES	
APPEALS AND RECONSIDERATION	
Appeal, City Council	\$817
Appeal, Hearing Examiner	\$817 + Hearing Examiner Cost
Appeal, Shoreline Hearings Board	\$817
Contested Hearing (Code Enforcement)	\$369 + Hearing Examiner Cost
Reconsideration, Applicable Director	\$1,106
Reconsideration, Hearing Examiner	\$469 + Hearing Examiner fees
ANNEXATIONS	\$464 + hourly cost after
CONCESSIONS	
Background Check	\$70
Concession Agreement Review/Administration (lease rate)	Negotiated
Damage & Litter Deposit (refundable at end of contract)	Negotiated
Lease Rate	Negotiated
CONSULTANT FEES INCLUDING ATTORNEY REVIEW	Actual Cost + \$53 administrative fee
CRITICAL AREA REVIEW	Actual Cost + \$53 administrative fee
PERMIT EXTENSION	\$253
PERMIT REVISION	\$253 + hourly cost after

IMPACT FEES	
Park Mitigation Fees	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	\$4,572
Multifamily residences with two or more bedrooms	\$3,306
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	\$2,104
School Mitigation Fees	
Lake Stevens Schools ¹	
Detached Single Family Residence	\$13,730/unit
Townhouse/Multiplex	\$2,627/unit
Multifamily(0-1 bedrooms)	0
Multifamily(2+ bedrooms)	\$741/unit
Snohomish Schools ¹	
Detached Single Family Residence	\$5,361/dwelling unit
Duplex/Townhouse	\$5,462/dwelling unit
Multi-Family (0-1 bedrooms)	0

Multi-Family (2+ bedrooms)	\$1,357/dwelling unit
Traffic Mitigation Fees	
Traffic Impact Zone 1	<u>\$2,8945,659</u>
Traffic Impact Zone 2	<u>\$3,6553,725</u>
Traffic Impact Zone 3	<u>\$3,6553,725</u>
MISCELLANEOUS STAFF REVIEW	\$126 (Staff)/\$221 (Director) hourly rate. All fees are calculated at a two-hour minimum charge + hourly cost after.
Review of requested studies	\$253 + hourly cost after
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	\$58/tree
Lake Safety Marker – one time fee for the Lake Safety Program for buoy purchase	\$369
PRE-APPLICATION CONFERENCE FEE	\$885 (Fee is credited toward application fee over \$1000 at submittal if received within 12 months from date of pre-application)
RECORDING FEES	Direct Recording Costs + Staff Hourly Rate.

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from the current editions of:
1. The International Building Code (IBC)
 2. The International Residential Code (IRC)
 3. The International Mechanical Code including the International Fuel Code, National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and National Fire Protection Association 54 (National Fuel Gas Code)
 4. The Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. The International Fire Code
 8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Building Fees – Table 1A	
Total Value	Fee
Fees for permits include permit process, file management, payment processing, coordination and inspections which are comprehensive, with two (2) corrections each; all additional inspections, and	

submittals shall be charged at the hourly rate after two.	
\$1-\$1,000	\$66
\$1,001-\$2,000	\$66 first \$500 plus \$5 each \$100 or fraction
\$2,001-\$25,000	\$116 first \$2,001 plus \$21 each \$1,000 or fraction
\$25,001-\$50,000	\$606 first \$25,001 plus \$15 each \$1,000 or fraction
\$50,001-\$100,000	\$1046 first \$50,001 plus \$11 each \$1,000 or fraction
\$100,001-\$500,000	\$1,580 first \$100,001 plus \$8 each \$1,000 or fraction
\$500,001 and up	\$4,997 first \$500,001 plus \$6 each \$1,000 or fraction

Table B2: Schedule of Miscellaneous Building Permit Fees

Building Permit Fees – Table B2	
Miscellaneous Building Permit Fees	
Permit Type	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.	
Basic Plan Set-up fee	\$253 permit fee
Demolition	\$126 permit + \$126/hr (1hr min) and hourly whichever is greatest plan check
Fence/Retaining Wall	Table 1A based on value permit fee + 65% of permit fee or \$126/hr (1hr min) and hourly whichever is greatest plan check
Manufactured Home/ Residential/Commercial and Modular)	Table 1A based on value (placement, skirting and egress) permit fee + 65% of permit fee or \$126/hr (1hr min) and hourly whichever is greatest plan check
Certificate of Occupancy/Temporary Certification of Occupancy (no construction, update or reissue)	\$253/hr (2hr min) whichever is greatest permit + \$253 (2hr min) and hourly whichever is greatest plan check (if required)
Adult Family Home (WABO Review/Inspection ONLY)	\$253/hr (2hr min) whichever is greatest permit + \$253 (2hr min) and hourly whichever is greatest plan check (if required)
Revisions	\$253 (2hr min) and hourly whichever is greatest plan check
Permit or Plan Review Extension	\$253 permit fee
Inspection-overtime (overtime determined by the building official based on staff availability)	\$379 (2hr min at rate of \$190) and hourly whichever is greatest whichever greatest permit
Re-inspection (after 2 nd inspection, or cancellation after 7am notice)	\$126/hr and hourly whichever is greatest permit
Investigation-stop work and/or cease and desist)	2 times permit
Reinstatement of expired permits shall be determined by building official, shall not be across code cycles and within 1 year of expiration date without changes	\$253 (2hr min) whichever greatest permit + \$126 (1hr min) and hourly whichever is greatest plan check

to plans	
Deck, Dock	\$42/sq.ft. - uncovered \$47/sq.ft. - dock \$53/sq.ft. - covered
Unfinished basement (R-3)	\$26/sq.ft.

Table B3: Mechanical and Plumbing Fees

Building Permit Fees – Table B3	
Mechanical and Plumbing Fees	
Permit Type	Fee
Fees for inspections are comprehensive, with two (2) corrections each; all additional inspections shall be charged at the hourly rate.	
Mechanical All types	Residential new -10% of building permit fee. Add/alter-\$211w/4 pieces of equipment over 4-\$16 each additional. Commercial - table 1A based on value of the equipment and installation. Add/alter not requiring plan check-\$211 w/4 pieces of equipment over 4-\$16 each additional.
Plumbing All types	Residential new-10% of building permit fee. Add/alter-\$211 w/4 pieces of equipment over 4-\$16 each additional. Commercial - table 1A based on value of the fixtures and installation. Add/alter not requiring plan check-\$211w/4 pieces of equipment over 4-\$16 each additional.

Building Permit Fees – Table C	
Plan Review Fees	
Permit Type	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate. Valuation of plumbing and mechanical work for determining the plumbing and mechanical permit fees shall be based on the plumbing and mechanical work for each permit and listed for combination permits separately.	
Residential, (Duplex and IRC Townhomes)	65% of table 1A or \$126 (1hr min) whichever is greatest
Basic House plan check	See table 2B
Commercial, (Multi-Family and Mixed Use)	65% of table 1A or \$126 (1hr min) whichever is greatest
Plumbing & Mechanical-Commercial, Multi-Family and Mixed Use	40% of Plumbing & Mechanical permit fee or \$126 (1hr min) whichever is greatest
Other: All overtime plan review as determined by the building official based on staff availability	\$379 (2hr min at \$190 hourly) and hourly whichever is greatest plan check

Fire Department Commercial Plan Review	
Building Permit Table D - Fire Fees (SRFR) 2026 fees are hereby adopted by reference Table A)	
Plan Review Fees	
Total Value	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.	
New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U (Adopt Snohomish Regional Fire & Rescue (SRFR) by reference. Section 2, table A Building Permit Fees	
Group R-3 or IRC Dwellings (regardless of valuation)	\$32
\$0-\$5,000	\$32
\$5,001-\$10,000	\$63
\$10,001-\$28,000	\$94
\$28,001-\$55,000	\$185
\$55,001-\$275,000	\$308
\$275,001-\$550,000	\$431
\$550,001-\$1,000,000	\$584
\$1,000,001-\$2,000,000	\$810
\$2,000,001-\$5,000,000	\$921
\$5,000,001-\$10,000,000	\$1,106
Over \$10,000,001 (Fee plus \$66 per \$500,000 prorated)	\$1,288

- C. Fire (SRFR) 2026 fees are hereby adopted by reference. See SRFR Tables A, B, C, D and E, F, G, H, I, J, K, L, M, N and O for Sprinkler and Alarm fees, Operational, Investigation, Miscellaneous, City Administrative 15% of Permit Fee, minimum \$32 and 5% Technology.
- D. Miscellaneous Building Permit Fees. Tables B2 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Section 3 Subsections A and B.

Section 4. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License:	
– Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime	Free

– Each dog or cat neutered or non-neutered, lifetime	\$21
– Senior Citizen (defined as being 62 years of age or older) owners, lifetime	Free
– Service and guide dogs, lifetime	Free
– Duplicate license for lost or destroyed dog/cat tag	\$4
– Duplicate license - Senior Citizen owners and Service/Guide Dogs	Free
– Other Code Violations: ■ First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. ■ Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	
Impound Fees for Cost Recovery: – Dogs and cats (at police kennel)	\$26
– Animals	\$32
– Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements.	
– Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.	Varies
Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees	

Section 5. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.

Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol and Solicitor Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Fine:	
1. Failure to pay fee (50% reduction if paid within 24 hours)	40
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	100
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit: (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
Letters for search of local criminal justice data bases	10
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 6. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works and Parks and Recreation Departments: Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee) Equipment/Assets: - Theft or Vandalism/Damage - Lost Items (applies when City items are leant out to events)	Refer to current billable rate schedule Actual Replacement Cost + 20% + Staff Time
Business Licenses: - Non-refundable Adult Entertainment (Cabaret) application fee - Adult Entertainment (Cabaret) Establishment (annual) - Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual) - Business License Registration, General Business - Business License Registration, Non-Resident - Business License Registration, Home Occupation - Business License Registration – Annual Renewal - Temporary business license Renewal - Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol fingerprint processing fee License expires one year from date of application) - Live music and/or dance entertainment (annual) - Games (annual) - Pawnbroker and Second Dealers (annual)	\$105 \$527 \$53/person \$126 \$42 \$95 \$26 \$42 \$5 \$79 for the 1 st three employees, and \$11 for each additional employee \$53 \$53 \$527
- Washington State Department of Licensing’s Master License Service and Business license handling fees are here by adopted by reference only, fees assessed and collected by Department of Revenue (DOR). - Business license handling fee (fees shall be automatically amended by the State)	New Application \$19 Renewal \$11 DOR Processing \$50
Code Enforcement Review & Inspection Fees: Fee for review and inspections are comprehensive, with two	\$126 (Staff) /\$221 (Director) hourly rate. All fees are

Permit/Action	Fee or Fine (\$)
(2) corrections each, all additional review and inspections shall be charged at the hourly rate.	calculated at a two-hour minimum charge + hourly cost after.
Duplication of Public Records: (postage/delivery costs extra) For all records duplication regardless of format, first \$1 cumulative will be waived.	
- In-house Copying of City documents to pdf when original document is not in electronic format.	15¢/page/side
- Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery.	10¢/page/side \$1 extra for copy to CD
- Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations.	5¢ per each four electronic files or attachments plus 10¢ per gigabyte
- Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge	Actual Cost
- In-House duplication of City documents to CD, such as - Comprehensive Plan, Lake Stevens Municipal Code Title 14, - Urban Design Standards, Engineering Design and Development Standards, etc.	Actual Cost
- Documents or CDs printed by outside vendor	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)
- Maps - Duplication of maps less than 11"x17"	\$.15/page
- Maps - Duplication of maps greater than 11"x17" and	\$1 per square foot for in-house printing or actual cost if sent out to reproduce
- Special requests for plotted maps, aerials, plans, etc. (each)	
- Police Body Worn Camera Redaction of audio/video	\$0.84 per minute

Permit/Action	Fee or Fine (\$)
- Audio recordings of meetings: • Duplicated by Staff • Duplicated by outside vendor - Color photos (cost to reproduce) - Certified copy of a public record	\$1/tape/disc Actual cost to reproduce 40¢ \$5 for 1st Page and \$1 each after the 1st Page
Dishonored Check Fine (in payment of City services)	\$35
Technology Fee	A non-refundable technology fee of five (5) percent shall apply to all development services transactions excluding deposits, impact fees, State Building Code Council (SBCC) fees, consultant fees, attorney and Hearing Examiner fees.
Service Fee	A non-refundable service fee of three (3) percent shall apply to all payments made to the City except for payments made by cash/check, Boat launch kiosk fees, Police Department fees and charges related to duplication of public records.

Section 7. Parks and Recreation Fees. Fees for renting facilities and using recreational services and parks shall be as listed in this section.

Table G1: Mill Rental Fees

	Saturday or Sunday		Friday		Mon-Thurs	
	All Day	Hourly	All Day	Hourly	All Day	Hourly
Entire Mill	\$2000		\$1800		\$1500	
Hartford Hall	\$1500	\$150	\$1200	\$140	\$800	\$110
Hartford Hall w/ The Stack	\$1800	\$180	\$1500	\$160	\$1000	\$125
The Stack		\$100		\$80		\$75
Sawyers Room	\$1200	\$120	\$1000	\$100	\$700	\$85

Rental Add Ons	
A/V System Use	\$50/day
Microphone Use	Hard Wired \$25/day (per unit) Wireless \$50/day

Not For Profit Rental Fee: 20% discount (rounded up to the nearest dollar)

1. Not For Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. Groups must be registered as Not For Profit with the Secretary of State.
2. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

Table G2: Mill Deposits and Cancellation/Modification Fees

The Mill Deposits (refundable when the facility is returned to pre-rental condition and all rules and rental times are followed.

	Deposit	Add Alcohol	Deposit & Alcohol
Entire Mill or Two Rooms	\$500	\$500	\$1,000
Individual Rooms or Hourly	\$250	\$250	\$500

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

Table G3: Schedule of All Other Park Fees

		Number of shelters	Rate	
Park Shelter/Facility			Rental Fee	
			Full Day	<u>Half Day (Available during peak season, April 1 through September 30.)</u>
Lundeen Park	North or South Shelter (half)		\$125	<u>\$75</u>
	North and South - Full Shelter (both sides)		\$250	<u>\$150</u>
Lundeen Park Lakeside Shelter			\$225	<u>n/a</u>
North Cove Park Shelter			\$125	<u>\$75</u>
North Cove Park Observation Deck			\$125	<u>\$75</u>
Mill Outdoor Plaza Rental			\$125	<u>\$75</u>
<u>Oak Hill Park Shelter North</u>			<u>\$60</u>	<u>n/a</u>
<u>Oak Hill Park Shelter South</u>			<u>\$60</u>	<u>n/a</u>
<u>Frontier Height Park Shelter North</u>			<u>\$60</u>	<u>n/a</u>
<u>Frontier Height Park Shelter South</u>			<u>\$60</u>	<u>n/a</u>
<u>All Shelters/Facilities — Half Day Rentals</u>			<u>\$75 (Available during peak season, April 1 through September 30.)</u>	
Cancellation Fee for Shelters/Facilities			\$25 if cancelled more than 14 days in advanced. No refunds 14 days or less from reservation date.	
Reservation Date Modification			\$25 (Modifications cannot be made 14 days or less from reservation date.)	
<u>Athletic Fields - Grass</u>			<u>Adult Sports: \$30 every 2 hrs</u> <u>Youth Sports: \$20 every 2 hrs</u>	
<u>Athletic Fields - Synthetic</u>			<u>Adult Sports: \$100/hr</u> <u>Youth Sports: \$80/hr</u>	
<u>Pickleball Court</u>			<u>\$25/hr</u>	
<u>Basketball Court</u>			<u>\$25/hr</u>	
Other Park Fees			Rental fee	
Eagle Ridge Community Garden Bed Rental (Annually)			\$50 \$25 ADA Bed (half size)	

Athletic Fields—Grass	Adult Sports: \$30 every 2 hrs Youth Sports: \$20 every 2 hrs
Athletic Fields—Synthetic	Adult Sports: \$100/hr Youth Sports: \$80/hr
Pickleball Court	\$25/hr
Boat Launch Parking	\$10 for one day \$5 for three-hour parking
Boat Launch Annual Parking Pass	\$75 \$60 for Lake Stevens Residents (One per household)
Park Permit Fee	\$50 (Waived with Shelter/Facility Reservation)
Event Fees	See Land Use Fees Table A
Electricity Fees (15 amps includes when renting a shelter)	\$10/day – 15 amp service \$15/day – 30 amp service \$20/day – 50 amp service
Water – Single Bib Access, Limited Use	\$15/day
Water – Custom Requests	Negotiated
Recycle Containers (ClearStreams)	\$10/unit rental fee Actual Cost + 20% (replacement fee for unreturned or damaged units)
Boat Launch Closure	\$300 for first day \$150 for additional day(s)
Mill Spur Closure	\$240 for first day \$120 for additional day(s)
Technology Fee	3% Parks Technology Fee applies to all transactions except for: Invoices (including reimbursements and sponsorships), Vendors/Concessions, Electricity/Water Fees, and Hourly/Daily Boat Launch Parking Fees.

Section 8. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table IA: Stormwater Management Utility

Type	Impervious Area per Equivalent Service Unit	Annual Rate per
Residential and Multifamily Residential with Five or Fewer Units ¹	NA	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027

All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027
Undeveloped ²	NA	No Charge
State Highways		Set in accordance with RCW 90.03.525
Low Income Senior or Disabled Exemption		Set in accordance with Snohomish County guidelines

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.
3. Surface water utility service charges are evaluated in accordance with LSMC Title 11.
4. A developed parcel will receive a minimum of one ESU.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class		Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot		NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot		NA	\$11.33 per parcel	\$136.00 per parcel

1. The lakefront lot assessment applies to each developed parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
2. Lakefront lots developed with only a dock or other over the water structure are developed parcels.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

PASSED by the City Council of the City of Lake Stevens on the 2nd ~~10th~~ day of, ~~March~~ June 2026.

Anji Jorstad, Mayor Pro Tem ~~Brett Gailey, Mayor~~

ATTEST:

Kelly Chelin, City Clerk

ATTACHMENT 1
CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2026-06

A RESOLUTION OF THE LAKE STEVENS CITY COUNCIL AMENDING RESOLUTION NO. 2026-06, THE CURRENT CITY FEE RESOLUTION

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution; and,

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

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

WHEREAS, it is the intent of the City of Lake Stevens to provide the development community until July 1, 2026 to pay applicable project traffic impact fees prior to the traffic impacts fee rate adjustment associated with the 2025 Comprehensive Plan Docket update per Ordinance 1220;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO AMMEND THE FEES RESOLUTION AS FOLLOWS Through the enactment of Resolution No. 2026-06:

Section 1. Fees and Deposits-General.

- A. Fees. Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. Payment Due. Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. Late Payment Penalties. If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. Waivers. Upon petition by the applicant, the Mayor or designee may waive any of the fees or

portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.

- E. Concurrent Applications. Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.
- F. The city will use an annual 5-year average CPI-U adjustment to the land use, building permit and park and traffic impact fees, which will be updated annually. This CPI-U adjustment will occur and become effective January 1st of each year.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney and other consultant fees may be recovered for specific projects.

Table A: Schedule of Land Use Fees

Land Use Fees – Table A: All fees listed below include the following: two complete submittal reviews including consultant indirect costs for the two reviews, public notice (as applicable based on the permit Type), a land use decision, and required inspections. After two reviews, each subsequent review is subject to an hourly review rate as well any additional consultant costs.	
Permit Type	Fee
Type I Land Use Permits – Administrative without Public Notice	
Administrative Modifications	\$1,043
Adult Family Home (also requires Home Occupation Business License and Building Permit)	\$506
Boundary Line Adjustments	\$1106
Change of Use	\$727
Code Interpretation	\$885
Concurrency Certification	\$253
Construction Plan Approval	\$5,900
Design Review	\$1,106
Event Level 1	\$105 (+ Fire Permit fee)
Event Level 2	\$237 (+ Fire Permit fee)
Event Level 3	\$342 (+ Fire Permit fee)
Event Level 4	\$1,106 (+ Fire Permit fee)
Event Level 4 Deposit	80% of City estimated cost for City Services
Event Expediated Review Fee	\$105
EDDS Deviation / Frontage Improvement Waiver	\$495
Floodplain Development Permit (standalone)	\$495
Legal Lot Status Determination	\$601
Land Disturbance, Minor	\$980
Mobile Food Vendor	\$253 License + Fire Permit

Mobile Food Vendor Renewal	\$126 Renewal + Fire Permit
Multi-Family Tax Exemption	\$853
Pasture/Waste Management Plan (LSMC 5.18.040)	\$253
Reasonable Use Exception	\$495 + Critical areas review fee
Shoreline Exemption	\$601
Shoreline Exemption with Floodplain Development Permit	\$727
Mooring Buoy	\$211
Short Term Rentals	\$537
Short Term Rental Renewal	\$126
Signs	\$253
Sign, Master Sign Program	\$632
Temporary Residence	\$253
Temporary Mobile/Modular Public Structures in any zone	\$253
Temporary Structures	\$253
Underground Utility Deviations	\$495
Zoning Verification Letter	\$379
Type II Land Use Permits – Administrative with Public Notice	
Administrative Conditional Use	\$1,322
Administrative Variance	\$1,322
Binding Site Plan	\$8,281
Binding Site Plan Revision	\$1,475
Short Subdivision, Preliminary	\$3,224
Short Subdivision Alterations	\$1,707
Short Subdivision/Subdivision, Pre-check and Survey Review	Consultant review cost + hourly staff review
Short Subdivision, Final	\$1,101
Short Subdivision, Vacation	\$1,707
Subdivision Alterations, Minor LSMC 14.18.060 (b) (1)	\$1,707
Subdivision, Final	\$3,219
Major Land Disturbance Permit	\$1,449
Major Land Disturbance with Class IV Forest Practices	\$1,702
Shoreline Substantial Development Permit	\$1,196
Site Plan Review	\$1,349
Temporary Encampments	\$2,434
Type III – Quasi-Judicial, Hearing Examiner	
Conditional Uses	\$4,530
Subdivisions, Preliminary	\$10,852

Subdivision Alterations, Major LSMC 14.18.060 (b) (2)	\$5,426
Shoreline Variances	\$4,025
Variances	\$4,025
Type IV – Quasi-Judicial, City Council with Hearing Examiner Recommendation	
Essential Public Facilities	\$4,530
Rezone, Minor – Site Specific Zoning Map Amendment	\$4,530
Secure Community Transition Facilities	\$4,530
Type V – Quasi-Judicial, City Council	
Right-of-Way Vacation	\$1,791
Type VI- Legislative, City Council with Planning Commission Recommendation	
Comprehensive Plan Amendment, Minor	\$3,793
Comprehensive Plan Amendment, Major Amendment (5-year cycle)	\$5,163
Development Agreement	\$3,561
Land Use Code Amendments (LSMC 14.16C.075)	\$3,561
Rezone, Major – Areawide Zoning Map	\$3,561

SEPA REVIEW	
SEPA Addendum	\$474
SEPA Appeal (to Hearing Examiner)	\$2,107 Hearing Examiner fee + hourly fee
SEPA, Environmental Impact Study (EIS)	\$1,264
SEPA, Planned Action Certification	\$853
Review of requested studies (including traffic, drainage, etc.)	\$253 (2 hour minimum) per study
SEPA Review (DNS or MDNS)	\$853
SEPA (Stand-alone Type II)	\$1,027

RIGHT-OF-WAY PERMIT FEES	
Fees for plan review and inspections are comprehensive, with two (2) corrections each; all additional plan review and inspections shall be charged at the hourly rate.	
Right-of-Way Permit – Private Enhancement in accordance with (LSMC 14.56.270)	\$126 + hourly cost after
Right-of-Way Permit – All Others	\$253 + hourly cost after
Road Cuts (required for pavement cuts where lane-width or greater roadway overlay is not required by the city)	\$5 per liner foot of roadway cut
Right-of-Way Work without inspection or permit	\$253 per instance
MISCELLANEOUS STAFF REVIEW & INSPECTIONS	\$126 (Staff) /\$221 (Director) hourly rate All fees are calculated at a one-hour minimum charge + hourly cost after

MISCELLANEOUS FEES	
APPEALS AND RECONSIDERATION	
Appeal, City Council	\$817
Appeal, Hearing Examiner	\$817 + Hearing Examiner Cost
Appeal, Shoreline Hearings Board	\$817
Contested Hearing (Code Enforcement)	\$369 + Hearing Examiner Cost
Reconsideration, Applicable Director	\$1,106
Reconsideration, Hearing Examiner	\$469 + Hearing Examiner fees
ANNEXATIONS	\$464 + hourly cost after
CONCESSIONS	
Background Check	\$70
Concession Agreement Review/Administration (lease rate)	Negotiated
Damage & Litter Deposit (refundable at end of contract)	Negotiated
Lease Rate	Negotiated
CONSULTANT FEES INCLUDING ATTORNEY REVIEW	Actual Cost + \$53 administrative fee
CRITICAL AREA REVIEW	Actual Cost + \$53 administrative fee
PERMIT EXTENSION	\$253
PERMIT REVISION	\$253 + hourly cost after

IMPACT FEES	
Park Mitigation Fees	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	\$4,572
Multifamily residences with two or more bedrooms	\$3,306
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	\$2,104
School Mitigation Fees	
Lake Stevens Schools¹	
Detached Single Family Residence	\$13,730/unit
Townhouse/Multiplex	\$2,627/unit
Multifamily(0-1 bedrooms)	0
Multifamily(2+ bedrooms)	\$741/unit
Snohomish Schools¹	
Detached Single Family Residence	\$5,361/dwelling unit
Duplex/Townhouse	\$5,462/dwelling unit
Multi-Family (0-1 bedrooms)	0

Multi-Family (2+ bedrooms)	\$1,357/dwelling unit
Traffic Mitigation Fees	
Traffic Impact Zone 1	\$5,659
Traffic Impact Zone 2	\$3,725
Traffic Impact Zone 3	\$3,725
MISCELLANEOUS STAFF REVIEW	\$126 (Staff)/\$221 (Director) hourly rate. All fees are calculated at a two-hour minimum charge + hourly cost after.
Review of requested studies	\$253 + hourly cost after
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	\$58/tree
Lake Safety Marker – one time fee for the Lake Safety Program for buoy purchase	\$369
PRE-APPLICATION CONFERENCE FEE	\$885 (Fee is credited toward application fee over \$1000 at submittal if received within 12 months from date of pre-application)
RECORDING FEES	Direct Recording Costs + Staff Hourly Rate.

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from the current editions of:
1. The International Building Code (IBC)
 2. The International Residential Code (IRC)
 3. The International Mechanical Code including the International Fuel Code, National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and National Fire Protection Association 54 (National Fuel Gas Code)
 4. The Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. The International Fire Code
 8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Building Fees – Table 1A	
Total Value	Fee
Fees for permits include permit process, file management, payment processing, coordination and inspections which are comprehensive, with two (2) corrections each; all additional inspections, and	

submittals shall be charged at the hourly rate after two.	
\$1-\$1,000	\$66
\$1,001-\$2,000	\$66 first \$500 plus \$5 each \$100 or fraction
\$2,001-\$25,000	\$116 first \$2,001 plus \$21 each \$1,000 or fraction
\$25,001-\$50,000	\$606 first \$25,001 plus \$15 each \$1,000 or fraction
\$50,001-\$100,000	\$1046 first \$50,001 plus \$11 each \$1,000 or fraction
\$100,001-\$500,000	\$1,580 first \$100,001 plus \$8 each \$1,000 or fraction
\$500,001 and up	\$4,997 first \$500,001 plus \$6 each \$1,000 or fraction

Table B2: Schedule of Miscellaneous Building Permit Fees

Building Permit Fees – Table B2	
Miscellaneous Building Permit Fees	
Permit Type	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.	
Basic Plan Set-up fee	\$253 permit fee
Demolition	\$126 permit + \$126/hr (1hr min) and hourly whichever is greatest plan check
Fence/Retaining Wall	Table 1A based on value permit fee + 65% of permit fee or \$126/hr (1hr min) and hourly whichever is greatest plan check
Manufactured Home/ Residential/Commercial and Modular)	Table 1A based on value (placement, skirting and egress) permit fee + 65% of permit fee or \$126/hr (1hr min) and hourly whichever is greatest plan check
Certificate of Occupancy/Temporary Certification of Occupancy (no construction, update or reissue)	\$253/hr (2hr min) whichever is greatest permit + \$253 (2hr min) and hourly whichever is greatest plan check (if required)
Adult Family Home (WABO Review/Inspection ONLY)	\$253/hr (2hr min) whichever is greatest permit + \$253 (2hr min) and hourly whichever is greatest plan check (if required)
Revisions	\$253 (2hr min) and hourly whichever is greatest plan check
Permit or Plan Review Extension	\$253 permit fee
Inspection-overtime (overtime determined by the building official based on staff availability)	\$379 (2hr min at rate of \$190) and hourly whichever is greatest whichever greatest permit
Re-inspection (after 2 nd inspection, or cancellation after 7am notice)	\$126/hr and hourly whichever is greatest permit
Investigation-stop work and/or cease and desist)	2 times permit
Reinstatement of expired permits shall be determined by building official, shall not be across code cycles and within 1 year of expiration date without changes	\$253 (2hr min) whichever greatest permit + \$126 (1hr min) and hourly whichever is greatest plan check

to plans	
Deck, Dock	\$42/sq.ft. - uncovered \$47/sq.ft. - dock \$53/sq.ft. - covered
Unfinished basement (R-3)	\$26/sq.ft.

Table B3: Mechanical and Plumbing Fees

Building Permit Fees – Table B3	
Mechanical and Plumbing Fees	
Permit Type	Fee
Fees for inspections are comprehensive, with two (2) corrections each; all additional inspections shall be charged at the hourly rate.	
Mechanical All types	Residential new -10% of building permit fee. Add/alter-\$211w/4 pieces of equipment over 4-\$16 each additional. Commercial - table 1A based on value of the equipment and installation. Add/alter not requiring plan check-\$211 w/4 pieces of equipment over 4-\$16 each additional.
Plumbing All types	Residential new-10% of building permit fee. Add/alter-\$211 w/4 pieces of equipment over 4-\$16 each additional. Commercial - table 1A based on value of the fixtures and installation. Add/alter not requiring plan check-\$211w/4 pieces of equipment over 4-\$16 each additional.

Building Permit Fees – Table C	
Plan Review Fees	
Permit Type	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate. Valuation of plumbing and mechanical work for determining the plumbing and mechanical permit fees shall be based on the plumbing and mechanical work for each permit and listed for combination permits separately.	
Residential, (Duplex and IRC Townhomes)	65% of table 1A or \$126 (1hr min) whichever is greatest
Basic House plan check	See table 2B
Commercial, (Multi-Family and Mixed Use)	65% of table 1A or \$126 (1hr min) whichever is greatest
Plumbing & Mechanical-Commercial, Multi-Family and Mixed Use	40% of Plumbing & Mechanical permit fee or \$126 (1hr min) whichever is greatest
Other: All overtime plan review as determined by the building official based on staff availability	\$379 (2hr min at \$190 hourly) and hourly whichever is greatest plan check

Fire Department Commercial Plan Review	
Building Permit Table D - Fire Fees (SRFR) 2026 fees are hereby adopted by reference Table A)	
Plan Review Fees	
Total Value	Fee
Fees for plan review are comprehensive, with two (2) review correction cycles; all additional plan reviews shall be charged at the hourly rate.	
New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U (Adopt Snohomish Regional Fire & Rescue (SRFR) by reference. Section 2, table A Building Permit Fees	
Group R-3 or IRC Dwellings (regardless of valuation)	\$32
\$0-\$5,000	\$32
\$5,001-\$10,000	\$63
\$10,001-\$28,000	\$94
\$28,001-\$55,000	\$185
\$55,001-\$275,000	\$308
\$275,001-\$550,000	\$431
\$550,001-\$1,000,000	\$584
\$1,000,001-\$2,000,000	\$810
\$2,000,001-\$5,000,000	\$921
\$5,000,001-\$10,000,000	\$1,106
Over \$10,000,001 (Fee plus \$66 per \$500,000 prorated)	\$1,288

- C. Fire (SRFR) 2026 fees are hereby adopted by reference. See SRFR Tables A, B, C, D and E, F, G, H, I, J, K, L, M, N and O for Sprinkler and Alarm fees, Operational, Investigation, Miscellaneous, City Administrative 15% of Permit Fee, minimum \$32 and 5% Technology.
- D. Miscellaneous Building Permit Fees. Tables B2 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Section 3 Subsections A and B.

Section 4. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License:	
– Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime	Free

– Each dog or cat neutered or non-neutered, lifetime	\$21
– Senior Citizen (defined as being 62 years of age or older) owners, lifetime	Free
– Service and guide dogs, lifetime	Free
– Duplicate license for lost or destroyed dog/cat tag	\$4
– Duplicate license - Senior Citizen owners and Service/Guide Dogs	Free
– Other Code Violations: ■ First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. ■ Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	
Impound Fees for Cost Recovery: – Dogs and cats (at police kennel)	\$26
– Animals	\$32
– Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements.	
– Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.	Varies
Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees	

Section 5. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.

Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol and Solicitor Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Fine:	
1. Failure to pay fee (50% reduction if paid within 24 hours)	40
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	100
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit: (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
Letters for search of local criminal justice data bases	10
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 6. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works and Parks and Recreation Departments: Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee) Equipment/Assets: - Theft or Vandalism/Damage - Lost Items (applies when City items are leant out to events)	Refer to current billable rate schedule Actual Replacement Cost + 20% + Staff Time
Business Licenses: - Non-refundable Adult Entertainment (Cabaret) application fee - Adult Entertainment (Cabaret) Establishment (annual) - Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual) - Business License Registration, General Business - Business License Registration, Non-Resident - Business License Registration, Home Occupation - Business License Registration – Annual Renewal - Temporary business license Renewal - Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol fingerprint processing fee License expires one year from date of application) - Live music and/or dance entertainment (annual) - Games (annual) - Pawnbroker and Second Dealers (annual)	\$105 \$527 \$53/person \$126 \$42 \$95 \$26 \$42 \$5 \$79 for the 1 st three employees, and \$11 for each additional employee \$53 \$53 \$527
- Washington State Department of Licensing’s Master License Service and Business license handling fees are here by adopted by reference only, fees assessed and collected by Department of Revenue (DOR). - Business license handling fee (fees shall be automatically amended by the State)	New Application \$19 Renewal \$11 DOR Processing \$50
Code Enforcement Review & Inspection Fees: Fee for review and inspections are comprehensive, with two	\$126 (Staff) /\$221 (Director) hourly rate. All fees are

Permit/Action	Fee or Fine (\$)
(2) corrections each, all additional review and inspections shall be charged at the hourly rate.	calculated at a two-hour minimum charge + hourly cost after.
Duplication of Public Records: (postage/delivery costs extra) For all records duplication regardless of format, first \$1 cumulative will be waived.	
- In-house Copying of City documents to pdf when original document is not in electronic format.	15¢/page/side
- Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery.	10¢/page/side \$1 extra for copy to CD
- Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations.	5¢ per each four electronic files or attachments plus 10¢ per gigabyte
- Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge	Actual Cost
- In-House duplication of City documents to CD, such as - Comprehensive Plan, Lake Stevens Municipal Code Title 14, - Urban Design Standards, Engineering Design and Development Standards, etc.	Actual Cost
- Documents or CDs printed by outside vendor	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)
- Maps - Duplication of maps less than 11"x17"	\$.15/page
- Maps - Duplication of maps greater than 11"x17" and	\$1 per square foot for in-house printing or actual cost if
- Special requests for plotted maps, aerials, plans, etc. (each)	sent out to reproduce
- Police Body Worn Camera Redaction of audio/video	\$0.84 per minute

Permit/Action	Fee or Fine (\$)
- Audio recordings of meetings: • Duplicated by Staff • Duplicated by outside vendor - Color photos (cost to reproduce) - Certified copy of a public record	\$1/tape/disc Actual cost to reproduce 40¢ \$5 for 1st Page and \$1 each after the 1st Page
Dishonored Check Fine (in payment of City services)	\$35
Technology Fee	A non-refundable technology fee of five (5) percent shall apply to all development services transactions excluding deposits, impact fees, State Building Code Council (SBCC) fees, consultant fees, attorney and Hearing Examiner fees.
Service Fee	A non-refundable service fee of three (3) percent shall apply to all payments made to the City except for payments made by cash/check, Boat launch kiosk fees, Police Department fees and charges related to duplication of public records.

Section 7. Parks and Recreation Fees. Fees for renting facilities and using recreational services and parks shall be as listed in this section.

Table G1: Mill Rental Fees

	Saturday or Sunday		Friday		Mon-Thurs	
	All Day	Hourly	All Day	Hourly	All Day	Hourly
Entire Mill	\$2000		\$1800		\$1500	
Hartford Hall	\$1500	\$150	\$1200	\$140	\$800	\$110
Hartford Hall w/ The Stack	\$1800	\$180	\$1500	\$160	\$1000	\$125
The Stack		\$100		\$80		\$75
Sawyers Room	\$1200	\$120	\$1000	\$100	\$700	\$85

Rental Add Ons	
A/V System Use	\$50/day
Microphone Use	Hard Wired \$25/day (per unit) Wireless \$50/day

Not For Profit Rental Fee: 20% discount (rounded up to the nearest dollar)

1. Not For Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. Groups must be registered as Not For Profit with the Secretary of State.
2. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

Table G2: Mill Deposits and Cancellation/Modification Fees

The Mill Deposits (refundable when the facility is returned to pre-rental condition and all rules and rental times are followed.

	Deposit	Add Alcohol	Deposit & Alcohol
Entire Mill or Two Rooms	\$500	\$500	\$1,000
Individual Rooms or Hourly	\$250	\$250	\$500

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

Table G3: Schedule of All Other Park Fees

		Number of shelters	Rate	
Park Shelter/Facility			Rental Fee	
			Full Day	Half Day (Available during peak season, April 1 through September 30.)
Lundeen Park	North or South Shelter (half)		\$125	\$75
	North and South - Full Shelter (both sides)		\$250	\$150
Lundeen Park Lakeside Shelter			\$225	n/a
North Cove Park Shelter			\$125	\$75
North Cove Park Observation Deck			\$125	\$75
Mill Outdoor Plaza Rental			\$125	\$75
Oak Hill Park Shelter North			\$60	n/a
Oak Hill Park Shelter South			\$60	n/a
Frontier Height Park Shelter North			\$60	n/a
Frontier Height Park Shelter South			\$60	n/a
Cancellation Fee for Shelters/Facilities			\$25 if cancelled more than 14 days in advanced. No refunds 14 days or less from reservation date.	
Reservation Date Modification			\$25 (Modifications cannot be made 14 days or less from reservation date.)	
Athletic Fields - Grass			Adult Sports: \$30 every 2 hrs Youth Sports: \$20 every 2 hrs	
Athletic Fields - Synthetic			Adult Sports: \$100/hr Youth Sports: \$80/hr	
Pickleball Court			\$25/hr	
Basketball Court			\$25/hr	
Other Park Fees			Rental fee	
Eagle Ridge Community Garden Bed Rental (Annually)			\$50 \$25 ADA Bed (half size)	

Boat Launch Parking	\$10 for one day \$5 for three-hour parking
Boat Launch Annual Parking Pass	\$75 \$60 for Lake Stevens Residents (One per household)
Park Permit Fee	\$50 (Waived with Shelter/Facility Reservation)
Event Fees	See Land Use Fees Table A
Electricity Fees (15 amps includes when renting a shelter)	\$10/day – 15 amp service \$15/day – 30 amp service \$20/day – 50 amp service
Water – Single Bib Access, Limited Use	\$15/day
Water – Custom Requests	Negotiated
Recycle Containers (ClearStreams)	\$10/unit rental fee Actual Cost + 20% (replacement fee for unreturned or damaged units)
Boat Launch Closure	\$300 for first day \$150 for additional day(s)
Mill Spur Closure	\$240 for first day \$120 for additional day(s)
Technology Fee	3% Parks Technology Fee applies to all transactions except for: Invoices (including reimbursements and sponsorships), Vendors/Concessions, Electricity/Water Fees, and Hourly/Daily Boat Launch Parking Fees.

Section 8. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table IA: Stormwater Management Utility

Type	Impervious Area per Equivalent Service Unit	Annual Rate per
Residential and Multifamily Residential with Five or Fewer Units ¹	NA	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027

All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$273 Year 2025 \$281 Year 2026 \$290 Year 2027
Undeveloped ²	NA	No Charge
State Highways		Set in accordance with RCW 90.03.525
Low Income Senior or Disabled Exemption		Set in accordance with Snohomish County guidelines

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.
3. Surface water utility service charges are evaluated in accordance with LSMC Title 11.
4. A developed parcel will receive a minimum of one ESU.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class		Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot		NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot		NA	\$11.33 per parcel	\$136.00 per parcel

1. The lakefront lot assessment applies to each developed parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
2. Lakefront lots developed with only a dock or other over the water structure are developed parcels.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

PASSED by the City Council of the City of Lake Stevens on the 2nd day of, June 2026.

Anji Jorstad, Mayor Pro Tem

ATTEST:

Kelly Chelin, City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 6/2/2026

Subject: Police CJTC Wellness Grant

Contact Person/Department: Jeffrey Beazizo, Julie Ubert, Police Department

Budget Impact:
\$30,000 Reimbursable Grant

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Request Council accept the Police Wellness Grant as provided and authorize the Mayor to execute the grant agreement (attachment 1).

SUMMARY/BACKGROUND:

The Lake Stevens Police Department (LSPD) has been awarded a \$30,000 Police Wellness Grant from the Washington State Criminal Justice Training Commission for the period of July 2026 through June 2027. This is the third consecutive year the department has received this funding. The grant will support the continuation of mental-health and wellness services for department personnel.

Funding will allow LSPD to continue its partnership with Mental Health Professional (MHP) Mychelle Wick, MA, LMHC, CFRC of Dynamic Wellness Counseling. Under this grant, the MHP will remain on site one day per week for eight hours, providing ongoing support to staff throughout the year.

The MHP has implemented a three-phase model designed to build departmental capacity over time.

Phase One: Rapport Building (2025-2026 Awarded Grant)

During the prior year, this included shadowing patrol shifts, engaging with School

Resource Officers in their assigned schools, providing one-on-one support to records personnel, and consulting with detectives on cases involving traumatic exposure. The goal for the upcoming year is to deepen these relationships and expand engagement across the department.

Phase Two: Clinical Support and Training

This phase focuses on confidential, solution-focused sessions; crisis response; case consultation; trauma-informed communication; and strategies that support resilience and wellness. The department also plans to continue broad training and education efforts for all staff. Potential training topics include secondary and vicarious trauma, compassion fatigue, burnout, sleep health, nervous-system regulation, behavioral-health risk factors, and suicide awareness.

Acceptance of this grant will allow the department to continue strengthening its wellness initiatives and providing essential mental-health resources for personnel.

Staff recommends that the City Council accept the Police Wellness Grant as presented and authorize the Mayor to execute the grant agreement, so the program may proceed.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Lake Stevens Contract - DRAFT

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Washington State Criminal Justice Training Commission		WSCJTC Contract No. K411	
		Program Index 529	
This Contract is between the State of Washington, Washington State Criminal Justice Training Commission and the Contractor identified below and is governed by Department of Enterprise Services Procurement Policies.			
Contractor Name: Lake Stevens Police Department Contact: Julie Ubert		Contractor Address: 1825 S. Lake Stevens Rd., Lake Stevens, WA 98258	
Contact Telephone: 425-622-9401		Contact E-Mail jubert@lakestevenswa.gov	
Statewide Vendor Number: (SWV): 0032526-01			
WSCJTC Contact Information			
Manager of this contract or project. Name and Title. Susan Rogel, Grant Manager		E-mail Address Susan.Rogel@cjtc.wa.gov Telephone 206-939-8437	
Contract Start Date	Contract End Date June 30, 2027	Contract Maximum Amount \$30,000	
Subcontracting Authorized? Y/N Y	Travel Expenses Authorized? Y/N Y		
FOR THE WSCJTC:		FOR THE CONTRACTOR:	
Susan Rogel			
Manager	Date	Contractor Business Name	
Francesca Heard			
Department Manager	Date	Date	
Jerrell Wills			
Interim Executive Director	Date	Contractor signature Anji Jorstad, Interim Mayor	
Holly White			
WSCJTC Contract Specialist	Date	Print Name & Title	

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Statement of Work.

This contract was won competitively, and contract incorporates by reference the Statement of Work WSCJTC published in the Request for Proposal, which the Contractor's proposal specifically agreed to perform.

This grant is for the purpose of establishing officer wellness programs, to include, building resilience, injury prevention, peer support, physical fitness, proper nutrition, stress management, suicide prevention, physical health, mental health supports/services and any other program that focuses on officer wellbeing.

OUTCOMES, REPORTING, AND INVOICING TIMELINES

1. **Outcome Report**
2. **Invoice (A-19 and backup documentation(receipts) – submitted in one PDF document all together)**

DUE DATES:

1. October 15, 2026 (July, August, & September)
2. January 15, 2027 (October, November, & December)
3. April 15, 2027 (January, February, & March)
4. July 10, 2027, **FINAL** submission (April, May, & June)

REQUIRED OUTCOMES FOR REPORT:

1. Dynamic Wellness Counseling – Document dates, topics and who receives the service.
2. Complete officer survey of usefulness of all services and suggestions for future officer wellness services. Report outcomes in final report.

Reallocation of Allotted Funds. Subject to the availability of funds and applicable law, funds allocated under this Agreement may be reallocated as agreed upon and must receive written approval by the WSCJTC Grants Manager. Such reallocations shall be for the purpose of facilitating efficient performance of this Agreement, and shall not increase the total contract maximum, extend the period of performance, or result in a material change to the scope or purpose of this Agreement. These modifications may be implemented as administrative adjustments, without the need for a formal modification or amendment.

Payment. WSCJTC shall pay the Contractor for performance of the Statement of Work, in response to invoices specifying hours worked or work completed but shall not pay in advance. Payments are made by Electronic Funds Transfer using the bank routing information the Contractor provides.

Nondiscrimination.

- a. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. Default. Notwithstanding any provision to the contrary, WSCJTC may suspend Contractor, 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 WSCJTC receives notification that Contractor, including any subcontractor, is cooperating

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with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), WSCJTC may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor 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 Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. WSCJTC shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe WSCJTC for default under this provision.

Industrial Insurance Coverage. WSCJTC will report the Contractor to the Department of Labor and Industries (L&I) as a “non-employee covered worker” and will pay L&I insurance premiums. Any injuries the Contractor suffers in the course of performing this contract are covered by L&I. The Contractor and his/her physician should claim accordingly. If this contract authorizes subcontracting, the Contractor provides L&I coverage for any subcontract workers; WSCJTC and the State assume no liability for them.

Termination. No guarantee of work is made or implied as a result of this Contract: merely signing this contract does not guarantee the Contractor any specific amount of payment. WSCJTC may terminate this Contract by providing written notice to the Contractor. Termination shall be effective on the date specified in the termination notice. WSCJTC shall be liable for only authorized services provided on or before the date of termination.

Assignment. The Contractor may not assign this Contract, or its rights or obligations to a third party.

Confidentiality. The Contractor shall not disclose any information WSCJTC designates confidential. This contract and the Contractor’s proposal, if any, become the property of the WSCJTC, subject to the Public Records Act RCW 42.56.

Disputes. If a dispute arises under this contract, it shall be resolved by a Dispute Board. The WSCJTC Executive Director and the Contractor shall each appoint a member to the Board. The Executive Director of the WSCJTC and the Contractor shall jointly appoint a third member to the Dispute Board. The Board shall evaluate the dispute and resolve it. The Board’s determination shall be final and binding to all parties to this Contract.

Indemnity. Each party shall be responsible for the acts, errors, and omissions of itself and its own officers, employees, and agents acting within the scope of their authority and within the scope of the performance of the agreement.

Governing Law. This Contract shall be governed by the laws of Washington. The jurisdiction for any action hereunder shall be the Superior Court for the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, State of Washington.

Rights in Data. Material created from this Contract shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by WSCJTC, including but not limited to reports, documents, videos, curricular material, exams or recordings. Such materials are subject to RCW 42.56, the Public Records Act; WSCJTC may disclose such documents in accordance with the PRA.

Severability. If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract, and to this end the provisions of this Contract are declared to be severable.

Waiver. A failure by the WSCJTC to exercise its rights under this contract shall not preclude WSCJTC from subsequent exercise of such rights and shall not constitute a waiver of any rights under this contract unless stated to be such in writing and signed by an authorized representative of WSCJTC and attached to the original contract.

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Total Allocation	Dynamic Wellness Counseling	\$30,000

CITY COUNCIL STAFF REPORT



Agenda Date: 6/2/2026

Subject: Staff Cost Reimbursement Agreement with The City of Everett for FIFA

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact: None - FIFA World Cup 2026 Grant Program (FWCGP)

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Requests Council approve the Staff Cost Reimbursement Agreement as presented and authorize the City Administrator or designee to execute the agreement on behalf of the City.

SUMMARY/BACKGROUND:

The City of Everett is preparing for increased public safety demands associated with the FIFA World Cup 2026 activities, including community Watch Parties at Boxcar Park. To ensure adequate coverage and specialized response capability, Everett intends to utilize personnel from outside agencies, including SWAT, Marine Operations, Bomb Technicians, and Snohomish County Jail staff.

If requested, Lake Stevens Police Department SWAT members and Marine Operators could respond to events taking place between June 11, 2026, and June 19, 2026.

This agreement ensures that the City of Everett can maintain a safe and controlled environment during a large-scale regional event without compromising existing public safety operations. The reimbursement from The City of Everett through the FIFA World Cup 2026 Grant Program (FWCGP) ensures agencies incur no financial burden related to staffing assignments and provides clarity regarding expectations and responsibilities.

The City of Lake Stevens Finance Department will need to bill The City of Everett in accordance to this agreement for reimbursement of hours worked by officers.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Law Enforcement Reimbursement Agreement (FIFA Funded)_5.20.26

STAFF COST REIMBURSEMENT AGREEMENT

This Staff Cost Reimbursement Agreement (“**Agreement**”) is effective as of the date of last signature below, and is between the City of Everett, a Washington municipal corporation (“**Everett**”), and the agency identified below (“**Agency**”). In consideration of the covenants, terms and conditions set forth below, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Everett and Agency agree as set forth below:

1. BASIC PROVISIONS

Agency	Lake Stevens Police Department	
	1825 S. Lake Stevens Road	
	Lake Stevens, WA 98258	
	Agency Project Manager:	Deputy Chief, Dean Thomas Dthomas@lakestevenswa.gov
Agency Staff Position(s)	SWAT team members, Marine Operations Unit, Snohomish County Jail staff, and Bomb technicians. This would include sergeants, master police officers, master patrol deputies, deputies, and officers.	
Project	FIFA World Cup 2026 – Everett Watch Party at Port of Everett’s Boxcar Park	
Staff Duties While in Everett	SWAT: Operators will respond to active-shooter, mass casualty, or mass arrest incidents. Marine Unit: Patrol waterway surrounding the event and provide security on Jetty Island. Bomb: Assist with sweeping and security event location and clearing vendor vehicles entering the event. Jail staff: Assist with transport of multiple subjects if mass arrest incident occurs.	
Agency Staff Start Date	06/11/2026	
Agency Staff End Date	06/19/2026	
Funding Source	Grant Title:	FIFA World Cup 2026 Grant Program (FWCGP)

	Granting Agency:	U.S, Dept. Of Homeland Security, via the Washington State Military Department
	Grant Amount:	\$140,000.00

Everett Project Manager	Kevin Fairchild, Captain
	Everett Police Dept.
	3002 Wetmore Ave
	Everett, WA 98201
	Kfairchild@everettwa.gov
Reimbursement Method (must select one)	☒ <u>Standard</u> Everett will pay Agency for labor costs on an hourly basis based on actual Agency payroll overtime rate for the Agency staff person provided. Invoices will need to have staff information (name and pay rates), date and hours worked. Send invoices to Everett PD Budget Office, Attn. Amanda Harper, aharper@everettwa.gov, 425-257-8538. ☐ <u>Custom</u> Enter description of custom reimbursment arrangement

2. **PURPOSE AND TERM.** The purpose of this Agreement is to allow Agency staff to receive reimbursement from Everett for Agency staff costs while undertaking duties in Everett as described in the Basic Provisions. The term of this Agreement starts on the Agency Staff Start Date in the Basic Provisions and ends on the Agency Staff End Date in the Basic Provisions.

3. **DUTIES.** Agency will provide the staff position(s)/person(s) identified in the Basic Provisions for duties in Everett as stated in the Basic Provisions. Schedule and hours will be as determined by the Everett Project Manager and the Agency Project Manager. Schedule and hours of services are always dependent on Agency staff availability.

4. **INVOICES.** Within 30 days of the Agency Staff End Date in the Basic Provisions, Agency will submit itemized invoices to Everett, which shall identify the Agency Staff Person(s), the dates and hours worked, and the Agency Staff Person(s) overtime rate. Everett shall pay within thirty (30) days after receipt of an invoice.

5. **PERSONNEL.** All Agency employees under this Agreement shall be considered and remain employees of Agency for all purposes. All Agency employees shall at all times be agents or employees of Agency and shall not be considered for any purpose under this Agreement to be an agent or employee of Everett. Agency shall control the conduct of personnel, including standards of performance, discipline and all other aspects of performance. Everett is responsible for the conduct of Everett's employees. Agency is responsible for the conduct of Agency's employees. Agency and Agency Employees under this agreement are not considered by either party to be subrecipients of the grant identified in Funding Source.

6. **OTHER PROVISIONS/SIGNATURE.** This is the entire agreement of the parties regarding the subject matter of this Agreement and supersedes any other agreement, written or oral. No amendment of this Agreement is effective unless in writing and signed by both parties, with the Mayor signing for Everett and an Agency-authorized representative signing for the Agency. Notices to the parties must be to the project managers in the Basic Provisions. AdobeSign or other electronic signature(s) are fully binding.

AGENCY:

Enter Agency's name – must match name in Basic Provisions

Signature: _____

Name of Signer: Enter signer's name

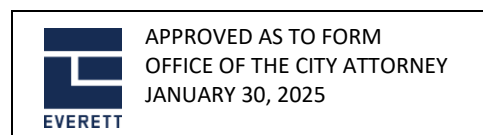
Title of Signer: Enter title

CITY OF EVERETT:

Cassie Franklin, Mayor

Attest:

Office of the City Clerk



CITY COUNCIL STAFF REPORT



Agenda Date: 6/2/2026

Subject: Cost-sharing Agreement with Snohomish County and Department of Natural Resources

Contact Person/Department: Shannon Farrant, Troy Stevens, Public Works

Budget Impact: The cost-share portion for the City of Lake Stevens is \$4,362. This cost will be covered by funds already allocated in the budget. No budget amendment is needed for this request.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to execute an Intergovernmental Services Agreement (ILA) between the City of Lake Stevens and Snohomish County to participate in the regional cost-share for high-definition LiDAR data acquisition in the amount of \$4,362.

SUMMARY/BACKGROUND:

Summary:

The staff report requests Council authorization for the City to enter into an Intergovernmental Services Agreement with Snohomish County to participate in a regional cost-share for high-resolution LiDAR data acquisition. The agreement enables the City to receive updated geospatial data through the County's contract with DNR and NV5, supporting stormwater management, planning, and environmental analysis. The City's \$4,362 cost share will be paid entirely from existing budgeted funds.

Background Information:

Snohomish County has entered into a Cost Share Agreement with the Washington State Department of Natural Resources (DNR) for countywide LiDAR and imagery collection and geospatial mapping. The City of Lake Stevens is identified as one of the

participating cities desiring LiDAR coverage and has requested to enter into this intergovernmental agreement to procure LiDAR data for all areas within the city limits.

New regulatory requirements under the Phase II Municipal Stormwater Permit require the city to map tree canopy in the City and use the tree canopy mapping data to update local regulations for the protection and restoration of tree canopy for the purposes of managing stormwater runoff. This data can also be used for local planning considerations for tree canopy preservation, consistent with the goals and policies in the City's Comprehensive Plan and Climate Action Plan.

The County's agreement with DNR uses NV5 Geospatial, Inc. as the contractor responsible for LiDAR collection, quality control, processing, and delivery of geospatial data products. This project will produce high-resolution, quality-level LiDAR data meeting USGS standards. The data the City will receive is essentially a very detailed 3-D map of the ground, trees, buildings, and water features across Lake Stevens. It includes high-resolution elevation models, images, and digital files that show the shape of the land and tree canopy with great accuracy. Snohomish County will collect, quality-check, and package this information so the City receives ready-to-use maps and datasets for planning, stormwater work, environmental projects, and other everyday uses.

Interlocal Agreement Summary

The ILA between Snohomish County and the City of Lake Stevens:

- Enables the City to receive certified LiDAR data through the County's larger agreement with DNR.
- Establishes that the County will administer the cost-share, oversee data validation, and deliver the City's portion of the data.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Lake Stevens - DNR LiDAR Intergovernmental Services Agreement with Snohomish County

INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN SNOHOMISH COUNTY AND
CITY OF LAKE STEVENS FOR THE URBAN TREE CANOPY MAPPING PROJECT

From Execution to July 2027

This Intergovernmental Services Agreement between Snohomish County and City of Lake Stevens for Urban Tree Canopy Mapping Project (this “Agreement”), is made and entered into, by and between Snohomish County, a political subdivision of the State of Washington (the “County”), and City of Lake Stevens, a governmental subdivision of the State of Washington established pursuant to RCW Chapter 35.21 (the “City”).

RECITALS

- A. WHEREAS, Snohomish County has established ambitious urban tree canopy goals, objectives, and policies within the Natural Environment Element of the 2024 Comprehensive Plan; and
- B. WHEREAS, strengthening the County’s urban tree canopy is essential to improving environmental health, enhancing climate resilience, supporting stormwater management, and promoting community well-being; and
- C. WHEREAS, the County seeks to develop a comprehensive roadmap for implementing its urban forestry objectives through improved data collection, mapping analysis, stewardship programming, and public participation; and
- D. WHEREAS, acquisition of high-definition LiDAR data will enable accurate tree canopy mapping and support stormwater management efforts on county-owned and county-operated properties; and
- E. WHEREAS, successful implementation of the urban tree canopy goals will be furthered by coordination with DNR and with cities and towns within Snohomish County; and
- F. WHEREAS, the County entered into the Salmon Recovery Through Local Planning Grant Agreement No. 26-63117-011 with the Washington Department of Commerce (Council Motion No. 26-104), which provides funds to the County for the acquisition of LiDAR data; and
- G. WHEREAS, the Washington Department of Natural Resources (DNR) has offered to enter into a cost share agreement with the County to allow the County to receive LiDAR data and mapping services from DNR’s contractor, NV5 Geospatial, Inc.; and
- H. WHEREAS, certain cities in Snohomish County (“Participating Cities”) desire LiDAR data for their jurisdictions and have requested to enter into intergovernmental services agreements with the County so they can acquire that data and pay their share of costs for the LiDAR data; and
- I. WHEREAS, the City of Lake Stevens has requested to enter into this Intergovernmental agreement to procure high-definition LiDAR data for the area within the city limits of City of Lake Stevens; and
- J. NOW, THEREFORE, ON MOTION, the Snohomish County Council approves and authorizes the County Executive to execute the Cost Sharing Agreement with DNR, attached as Exhibit B to this motion, Contract No. 93-111079, in the amount of \$304,606, and funded through the Salmon

Recovery Grant and the Snohomish County Council further approves and authorizes the County Executive to execute intergovernmental services agreements in the form provided with Participating Cities.

AGREEMENT

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

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to facilitate the acquisition high-definition aerial data for tree canopy mapping. The County has entered into an agreement with the Washington State Department of Natural Resources (DNR) for LiDAR and imagery collection and geospatial mapping. The City seeks that data for the incorporated area of the City and agrees to pay for the County's provision of that data to the City.

2. DURATION OF AGREEMENT

This Agreement shall remain in full force and effect for one year. The term of this Agreement shall commence upon execution and extend until June 2027 (the "Term"). The County's obligations after December 31, 2026, are contingent upon local legislative appropriation of necessary funds in accordance with applicable laws and the Snohomish County Charter.

3. SCOPE OF WORK

The scope of work is as described in Exhibit A to this Agreement. The County will not be required to perform work for the City of Lake Stevens in excess of work specified in Exhibit B except by mutual agreement to a written amendment to this Agreement.

4. PERFORMANCE

The County agrees to satisfy all aspects of this Agreement in a timely and professional manner. At any time that the County cannot fulfill its responsibilities under this Agreement, the County shall notify the City of Lake Stevens thereof in writing, together with an explanation of why said responsibilities cannot be fulfilled.

5. SUBCONTRACTING

The County has entered into a Cost Sharing Agreement with the Washington Department of Natural Resources for LiDAR and imagery collection and geospatial mapping, as described in Exhibit B to this Agreement.

6. ADMINISTRATION OF AGREEMENT

Each party to this Agreement shall designate an individual who may be designated by title or position to oversee and administer such party's participation in this Agreement. The parties' initial Administrators shall be the following individuals:

County's Initial Administrator:

Eric Smith, DCNR, OES
Snohomish County Dept. of Public Works
3000 Rockefeller Ave, M/S 607
Everett, WA 98201

City of Lake Stevens Initial Administrator:

Shannon Farrant
City of Lake Stevens Dept. of Public Works
2306 131st AVE NE
Lake Stevens, WA 98258

7. COMPENSATION

The compensation due to the County under this Agreement shall in no event exceed (\$4,362). The City of Lake Stevens shall have no obligation to pay any invoice from the County that would cause the total payments made to the County under this agreement to exceed \$4,362.

8. INVOICING AND PAYMENT

The County shall submit an invoice to the City of Lake Stevens on delivery of work product. The costs for work completed on the City of Lake Stevens's portion of the project as outlined in the scope of work shall be included on the invoice. The City of Lake Stevens shall pay the invoice within (20) days of receipt. The invoice shall be sent to the following address:

**CITY OF LAKE STEVENS INVOICE INFORMATION
HERE:**

City of Lake Stevens
Attn: Shannon Farrant
P.O Box 257
Lake Stevens, WA 98258

OR

invoices@lakestevenswa.gov

9. AUDIT AND INSPECTION

The City of Lake Stevens shall maintain records pursuant to this Agreement in accordance with generally accepted accounting principles and practices consistently applied. The City of Lake Stevens's records shall be available for inspection and audit by the County, the State Auditor, federal auditors, and any persons duly authorized by the parties. The City of Lake Stevens shall preserve and make such records available to said parties until expiration of six (6) years from the date of final payment under this Agreement.

10. ENTIRETY OF AGREEMENT

This Agreement constitutes the entire agreement between the County and the City of Lake Stevens and supersedes all proposals, oral and written, and all other communication between the parties in

relation to the subject matter of this Agreement. No other agreement exists between the County and the City of Lake Stevens with regards to the instant subject matter except as expressly set forth in this instrument. Except as otherwise provided herein, no modification of this Agreement shall be effective until placed in writing and executed by both parties.

11. AGREEMENT ALTERATIONS AND AMENDMENTS

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

12. TERMINATION

- A. In the event DNR terminates the LiDAR agreement with the County (Exhibit B), the County may, without advance notice and without liability for damages, terminate this Agreement by providing written notice to the City. The termination shall be effective on the date specified in the termination notice. The obligation of the City of Lake Stevens to make final payment shall survive the termination of this Agreement.
- B. Either party may terminate this Agreement at any time on or before July 17, 2026. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

13. RESPONSIBILITIES OF THE PARTIES

Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act or omission of any person, agency, firm, or corporation not a party to this Agreement.

14. RIGHTS AND REMEDIES

- A. In no event shall any payment by the City of Lake Stevens to the County constitute a waiver by the City of Lake Stevens of any breach of covenant or any default that may exist on the part of the County. The making of any such payment by the City of Lake Stevens while any such breach or default exists shall in no way impair or prejudice any of the City of Lake Stevens's rights and remedies, hereby expressly recognized, to recover payments or portions thereof, to which the County was not entitled under this Agreement, where any payments were made by mistake, or to pursue any other remedy available to the City of Lake Stevens with respect to breach or default of this Agreement.
- B. Performance pursuant to this Agreement may, where appropriate, be offered in satisfaction of an obligation, duty, or responsibility conveyed to the County or the City of Lake Stevens where allowed by law. The City of Lake Stevens, where legally authorized, may delegate any responsibility to the County where contemplated under an Appendix or included in the scope of work.

15. HOLD HARMLESS

The City of Lake Stevens and Snohomish County agrees to protect, defend and hold harmless the County, its elected and appointed officials, employees and agents, from and against all claims, demands and causes of action of any kind or character, including any cost of defense and attorney's fees, arising out of any actions, errors or omissions of the City of Lake Stevens, its officials, employees and agents in performing this Agreement except for those arising out of the negligence of the County.

16. RELATIONSHIP TO EXISTING LAWS

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules;
2. Any provisions of the Grant funding associated with the Agreement;
3. Statement of Work; and
4. Any other provisions of the Agreement, including materials incorporated by reference.

The parties stipulate that any lawsuit regarding this Agreement must be brought in Snohomish County, Washington.

17. NONASSIGNMENT

The County shall not subcontract, assign or delegate any of the rights, duties or obligations covered by this Agreement without prior express written consent by the City of Lake Stevens.

18. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of the Agreement as determined by the County.

19. MISCELLANEOUS

- A. No obligation in this Agreement shall limit the City of Lake Stevens in fulfilling its responsibilities otherwise defined by law.
- B. No obligation in this Agreement shall limit the County in fulfilling its responsibilities otherwise defined by law.

IN WITNESS WHEREOF, the County and the City of Lake Stevens have executed this Agreement as of the date of the last party to sign. .

SNOHOMISH COUNTY:

CITY OF LAKE STEVENS:

By: _____
County Executive

By: _____
Title:

Approved as to Form: _____

Deputy Prosecuting Attorney

EXHIBIT A
SCOPE OF WORK AND BUDGET

Scope of Work

1. The County will administer the cost sharing agreement with WA DNR, which is attached hereto as Exhibit B.
2. The County will invoice the City and manage payment of the WA DNR contract.
3. The County will oversee validation and verification of work product by DNR's contractor.
4. The County will receive the data from WA DNR and transmit the applicable data to the City.

Budget

\$4,362

EXHIBIT B
DNR COST SHARING AGREEMENT



Cost Share Agreement

DNR Contract No. 93-11107
Snohomish County Contract No. 2026 DNR-OES Cost Share Agreement 05062026

In accordance with Chapter 39.34 RCW, Washington State Department of Natural Resources (DNR) and Snohomish County agree to a Cost Share Agreement, hereafter, “Agreement” for Lidar and imagery collection and geospatial mapping (“Lidar services”).

DNR contracted with NV5 Geospatial, Inc. (DNR Contract #93-102831) for remote sensing services, including collection of Lidar data, processing, quality assurance (QA) / quality control (QC), and delivering Lidar and derivative products, and other remote sensing data for natural resource mapping. DNR #93-102831 allows other state agencies, local and tribal governments, and private companies access to this contract through specific Work Orders. Snohomish County is entering into this Agreement with DNR for a specific Work Order that provides Snohomish County with Lidar services.

DNR and Snohomish County:

1. Snohomish County wishes to acquire certified Lidar data and derivatives for 823 square miles of area through DNR’s contract with NV5 Geospatial, Inc.
2. Per the Agreement, DNR will act as the agent for this purchase.
3. This Agreement covers services for the collection, processing, and delivery of Lidar data and derivative products provided by a specific work order between DNR and NV5 Geospatial, Inc. which is outlined in the attached Exhibit A – NV5 Geospatial, Inc. proposal, titled Snohomish County Leaf-on Lidar Mapping Services, Washington, dated April 15, 2026.
4. The total cost expected from Snohomish County will not exceed Three Hundred Four Thousand Six Hundred Six Dollars (\$304,606) which reflects the following costs:
 - \$260,739 for Snohomish County for unincorporated areas – 704.7 Square Miles
 - \$1,103 for the City of Stanwood – 2.9 Square Miles
 - \$7,792 for the City of Marysville -21.06 Square Miles
 - \$3,682 for the City of Arlington – 9.95 Square Miles
 - \$821 for the City of Granite Falls – 2.22 Square Miles
 - \$2,346 for the City of Mukilteo – 6.34 Square Miles
 - \$13,146 for the City of Everett – 35.53 Square Miles

- \$1,473 for the City of Snohomish – 3.98 Square Miles
- \$4,362 for the City of Lake Stevens – 11.79 Square Miles
- \$810 for the City of Brier – 2.19 Square Miles
- \$5,032 for the City of Bothell – 13.60 Square Miles
- \$3,300 for the City of Edmonds – 8.92 Square Miles

5. No later than July 17, 2026, Snohomish County may notify DNR of a reduction in the scope and cost of this Agreement due to one or more cities identified in Section 4 opting out of participation. This notification must be delivered via email to Abigail Gleason, Abigail.Gleason@dnr.wa.gov 360-902-1560. Snohomish County and DNR agree that the geographic scope and cost of this Agreement will be reduced by the dollar amount and square mileage listed in Section 4 associated with any city identified as no longer participating. Any modification to this Agreement must be made in writing by an amendment and executed by both parties.
6. The period of performance for this agreement is July 17, 2026, or the date of execution, whichever is later, to January 31, 2027.
7. DNR shall submit two invoices for Snohomish County’s share of the services, the first after successful collection and submission of a collection status report, and the second after delivery and acceptance of the data and deliverables by DNR. Payment for the approved good/services will be made by check, warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the Agreement, invoice shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of the fiscal year.
8. This Agreement may be revoked at any time in writing by either party, provided, however, Snohomish County agrees to pay for any services rendered under this Agreement prior to termination.

Accepted for: Snohomish County

Accepted for: Washington State Department of Natural Resources

Date: _____

Date: _____

EXHIBIT A – NV5 GEOSPATIAL, INC. PROPOSAL FOR LIDAR COLLECTION, DATED
APRIL 15, 2026

RE: Snohomish County Leaf-on Lidar Mapping Services, Washington

NV5 Geospatial, Inc. appreciates the opportunity to present Washington State Department of Natural Resources (DNR) and project partners with a quote and brief Statement of Work for geospatial mapping services over a substantial area of Snohomish County. The following provides an overview of services, including product deliverables and timeline. All specifications and deliverables follow those outlined in the NV5G, Inc. proposal response to the Lidar Request for Proposal (RFP) No. 22-03 issued by DNR (WGS RFP).

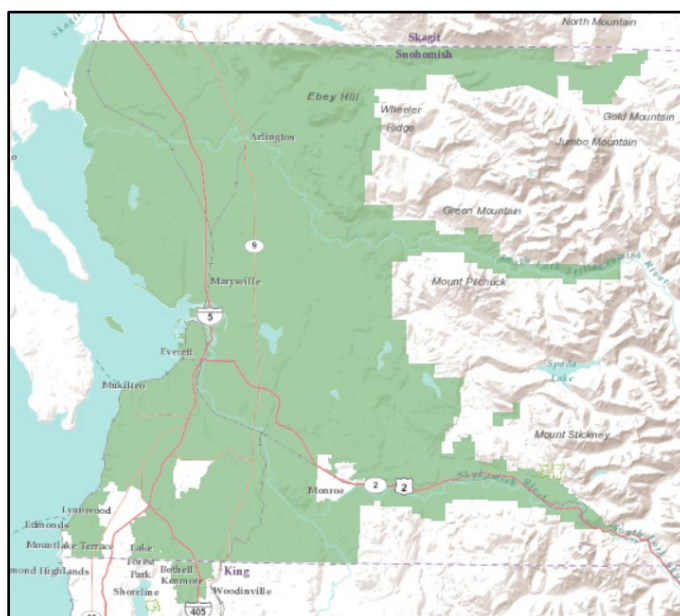


Figure 1: Limits of the Area of Interest (AOI) in green. AOI is approximately 823 square miles (526,720 acres).

Technical Approach

NIR (Topographic) Lidar

NV5G, Inc. will collect NIR Lidar data using a high pulse rate Lidar system to produce a highly accurate, high resolution ≥ 8 pulses/m² Lidar dataset with no gaps and ample buffers (at least 100m) around project boundaries. This state-of-the-art sensor is ideal for yielding a high density, multi-return Lidar point cloud suitable forest canopy mapping. Data will be collected at a minimum of 40° field of view (+/-20° from nadir), with at sufficient overlap among swaths to minimize gaps and laser shadowing.

Lidar Specifications Summary	
Multi-Swath Pulse Density	≥ 8 pulses/m ²
Returns Collected Per Laser	At least 3
Intensity Range	1-65535 (16 bit)
Vertical Accuracy (σ), slope	≤ 10 cm
Horizontal Accuracy (σ)	≤ 30 cm

The Lidar system records up to four range measurements (returns) per pulse (first, second, third, and last). All overlapping flight lines will be flown in opposing directions to maximize detection of swath-to-swath inconsistencies and used to resolve system misalignments. Using a combination of automated and manual techniques that are tailored

to the particular land cover and terrain of the study area, Lidar processing will include kinematic corrections, calculation of laser point position, relative accuracy testing and calibrations, classification of ground and non-ground points, assessments of statistical absolute accuracy, and creation of ground surface models.

Survey Control

NV5G, Inc., survey team will perform the ground survey work. Depending on acquisition logistics (configuration of sites, access, schedule, and weather), the NV5G, Inc. team will use one or more appropriate methods to enable geo-spatial correction of aircraft positional coordinate data. These include conventional base supported ('BS') survey control, TerraPos Precise Point Positioning ('PPP'), or Trimble CenterPoint Post-Processed Real-Time Extended ('PP-RTX'). To verify Lidar point calibration and enable accuracy assessment, the NV5G, Inc. field crew will collect ground check points (GCPs) using GPS-based real-time kinematic (RTK) survey techniques. For an RTK survey, the NV5G, Inc. ground crew uses a roving unit to receive radio-relayed corrected positional coordinates for all ground points from a GPS base unit set up over a survey control monument. The roving unit records precise location measurements with an error (σ) of ≤ 3 cm relative to the base control. The NV5G, Inc. team will distribute a suitable number of hard, bare earth ground check points (GCPs) on level slope throughout project areas, as feasible given road access and GPS conditions.

NV5G, Inc. will collect checkpoints for the Non-vegetated Vertical Accuracy/Vegetated Vertical Accuracy (NVA/VVA) calculations. All checkpoints for VVA will fall within the DEM footprint. All ground survey operations will be conducted under the supervision of a Washington State Professional Licensed Surveyor who will also certify the accuracy of control monument locations. The techniques for establishing all ground check points will be outlined in the Report of Survey, including the identity, locations, and position residuals of all GCPs used to evaluate survey accuracy. The following vertical accuracies will be met or exceeded:

Area	NVA Count	VVA Count	Checkpoints
(823 square miles/526,720 acres)	50+	30+	20

- $RMSEZ \leq 10$ cm (non-vegetated Swath, DEM)
- $NVA \leq 19.6$ cm 95% Confidence Level (Swath, DEM)
- $VVA \leq 30$ cm 95th Percentile (DEM)

Processing

Generally, Lidar processing tasks include GPS control computations, kinematic corrections, calculation of laser point position, calibration for optimal relative and absolute accuracy, classification of ground and non-ground points, and creation of ground/DSM models. Bare earth classification is accomplished using an automated ground modeling process with visual QA/QC inspection to identify any misclassifications. NV5G, Inc. will employ Lidar ground model parameters appropriate for the project land cover and terrain based on past experience. All methodology and subsequent data products will comply with the most recent U.S. Geological Survey (USGS) Lidar Base Specifications.

The bare earth Digital Elevation Model (DEM) will be hydro-flattened to ensure all water bodies are cartographically acceptable and that streams are at or below surrounding terrain. The Riffe Lake edge of water will be defined by the water level at the time of the fall collection. NV5G, Inc. hydroflattening methods use a combination of automated feature edge detection and traditional LiDARgrammetric techniques. The 3-D hydro-line will be used for reclassifying ground points within the wetted area or channel to 'water.' Ponds and lakes > 2 acres in size will be hydroflattened at a single elevation with the entire water surface edge at or below the immediate surrounding terrain. Long impoundments whose elevations drop moving downstream will be treated as a river. For rivers > 30 m (100') in average width, hydro-lines will follow the direction of flow (gradient to follow the immediate surrounding terrain) and will be flat and level from bank to bank and at or below immediately surrounding terrain. Streams will break at road crossings, but road fills will not be removed from the DEM. Bridges will be delineated and removed from the DEM. Variations in water surface elevation from tidal variations will not be removed. However, a pseudo-line (no elevation values) will be generated along the tidal shoreline to depict a best estimate of the water's edge at time of collection.

QA/QC of Lidar and Derived Products

During both the planning and processing phases, all personnel involved operate under the guidance of the quality manual which follows principles of the QMS. In addition to outlining responsibilities, accountability, and reporting requirements throughout the life of a project, the Project Execution Plan outlines quality control checks for each phase of execution including detailed QC procedures.

Accuracy Analysis and Reporting: Absolute accuracy assessments will compare the x, y, z locations of known ground survey points (not clustered) to the triangulated ground surface generated from the Lidar points. Accuracies are described as the mean and standard deviation (σ) of divergence from ground survey point coordinates. All accuracy statistics (RMSEz, Accuracyz - 1.96 σ , skewness/distribution, and percentile deviations) are reported in the Report of Survey.

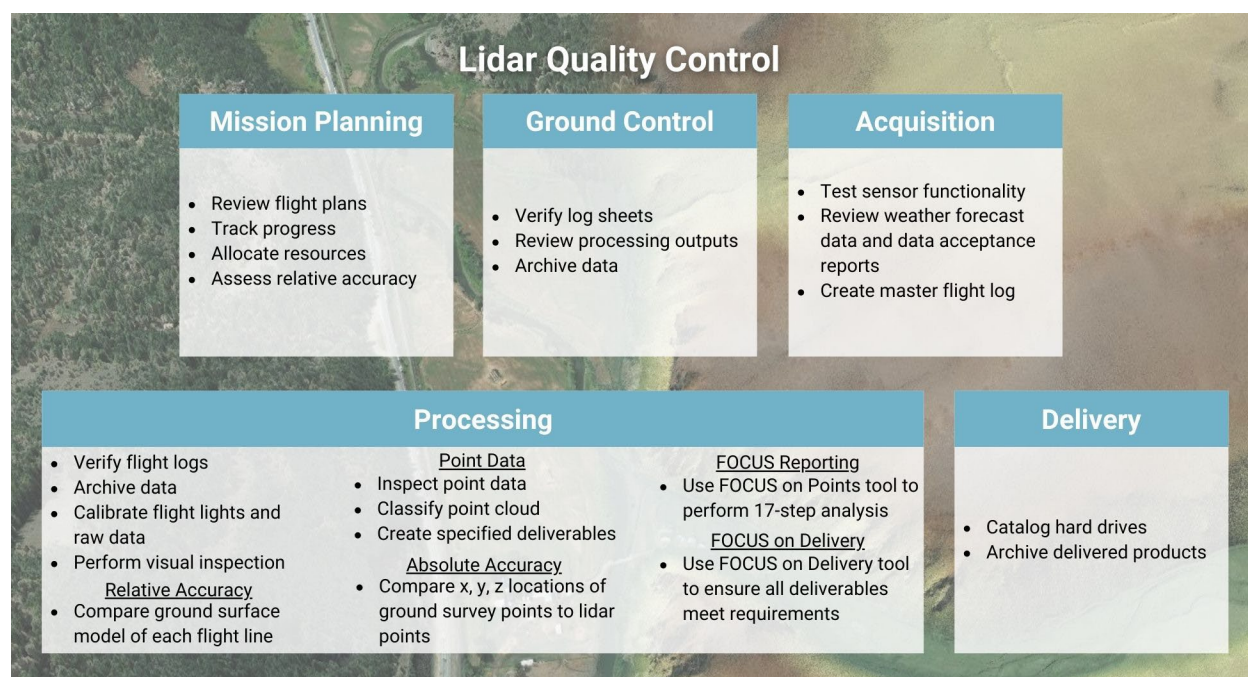


Figure 2. NV5 Geospatial, Inc.'s Lidar quality control approach.

NV5 Geospatial, Inc. staff play an important role in the quality control system, and we empower employees to take ownership of project quality by training all NG5G Inc. team members to participate in quality checks. Each employee is given a clear understanding of the quality expectations for the processes they participate in, allowing them to rapidly identify any potential problems and resolve them with minimal impact to the project schedule.

Metadata and Reports

NV5 Geospatial, Inc. will generate Federal Geographic Data Committee (FGDC)-compliant metadata for all geospatial data products at the project level for each product. These files will be analyzed to confirm accurate data generation and naming. Each dataset produced will include a metadata document in compliance with the FGDC Content Standards for Digital Geospatial Metadata. NV5 Geospatial, Inc. will describe the production process, the project specifications, and a variety of other factors that led to the generation of a digital deliverable. Once a metadata template has been compiled for a geospatial product, and all data quality tests have been completed successfully, the metadata will be evaluated for compliance with FGDC standards. The NV5 Geospatial, Inc. team checks the compliance of metadata records using various FGDC recognized and proprietary tools.

Deliverables

All geospatial data products will be delivered in Washington State Plane South, North American Datum of 1983 NAD83 High Accuracy Reference Network (HARN), North American Vertical Datum of 1988 NAVD88 (Geoid 12b), US Survey Feet. All Lidar products will follow the most current version of USGS Lidar Based Specification Deliverables.

Classified Point Cloud

- Fully compliant LAS v1.4, Point Record Format 6, 7, 8, 9, or 10 including “File Source ID.”
- Proper use of the LAS (Laser) withheld and overlap bits is required. Outlier, blunders, geometrically unreliable points near the extreme edge of the swath, and any other points the data producer deems unusable are to be identified using the withheld bit flag, as defined in LAS specification version 1.4-R13 (ASPRS, 2011). Use of the overlap bit flag is intended to identify overage points, which are described as those points within a given swath that would be excluded when constructing a coverage with a uniform depth of swaths at any location within the project.
- Georeferenced information included in LAS header Open Geospatial Consortium (OGC) Well-Known Text (WKT).
- GPS times are to be recorded as Adjusted GPS Time, at a precision sufficient to allow unique timestamps for each return. In compliance with LAS specification requirements, the encoding tag in the LAS header must be properly set.
- Tiled delivery, without overlap
- Classification Scheme (minimum):
 - Class 1 – Processed, but unclassified
 - Class 2 – Bare-earth ground
 - Class 7 – Low Noise (low, manually identified, if necessary)
 - Class 9 — Water
 - Class 17 — Bridge Decks
 - Class 18 – High Noise (high, manually identified, if necessary)
 - Class 20 — Ignored Ground (Break line Proximity)
 - Class 21 – Snow (where reliably identified)
 - Class 22 – Temporal Exclusion (typically non-favored data in intertidal zones)

Class 1 will be used for feature points that are not in Classes 2, 7, 8, 9, 10, 17 or 18. These typically represent returns from man-made structures, vegetation etc.

Class 7 will be used for artifacts that do not represent the ground, manmade structures or vegetation. Typically, these are extraneous points that are below the surface not representing any true feature.

Class 18 will be used for artifacts that do not represent the ground, manmade structures or vegetation.

Typically, these are extraneous points that are well above the surface not representing any true feature. No points will be deleted from the LAS file.

Hydro-flattened Bare Earth Surface (Raster DEM)

- Cell Size no greater than 1.5 U.S. Survey Feet for QL1, and no less than the design Aggregate Nominal Pulse Spacing (ANPS).
- Delivered in industry-standard, GIS-compatible, 32-bit floating point raster format in GeoTiff Format.
- Georeferenced information will be included in raster file
- Tiled delivery, without overlap or gaps
- Tiles will be suitable for creating seamless data mosaics

- DEM tiles will show no edge artifacts or mismatch
- Void areas (i.e., areas outside the project boundary but within the tiling scheme) will be coded using a unique “NODATA” value. This value will be identified in the appropriate location within the file header.
- A report on the assessed absolute vertical accuracy (NVA and VVA) of the bare-earth surface in accordance with the guidelines set forth in the “Positional Accuracy Standards for Digital Geospatial Data” (American Society for Photogrammetry and Remote Sensing (ASPRS), 2014). Absolute vertical accuracy requirements using the ASPRS methodology for the bare-earth DEM are listed in “Absolute vertical accuracy for digital elevation models, Quality Level 0–Quality Level 3” (table 5).
- Depressions (sinks), natural or man-made, are not to be filled (as in hydro-conditioning and hydro-enforcement).
- Water Bodies (ponds and lakes), wide streams and rivers (“double-line”), and other non-tidal water bodies as defined in Section III are to be hydro-flattened within the DEM.
- Bridges (as defined in the USGS Lidar Base Specification V2.0) will be removed from the DEM. Roads or other travel ways over culverts will remain intact in the surface.
- The bare earth surface below a bridge will be a continuous logical interpolation of the apparent non-hydrographic terrain lateral to the bridge deck. Where abutments are clearly visible, the bare earth interpolation will begin at the junction of the bridge deck and approach structure. Where this junction is not clear, NV5G, Inc. will use their best judgment to delineate the separation of below-bridge terrain from elevated bridge surface.
- No geometric change will be made to the originally computed Lidar points. Bare-earth Lidar points that are near break lines will be classified as Ignored Ground (class value equal to 10) and will be excluded from the DEM generation process. This process prevents unnatural surface artifacts from being created between mass points and break line vertices. The proximity threshold for reclassification as Ignored Ground is at the discretion of the data producer, but in general will not exceed the ANPS.
- Streams, rivers, and water bodies meeting the criteria for hydro-flattening will be monotonically continuous where bridge decks have been removed.
- Any break lines used to enforce a logical terrain surface below a bridge will be considered a required deliverable.

Digital Surface Model (DSM) product will have same resolution, format and tiling specifications as the Raster DEM.

Break Lines:

- Break lines for all hydro-flattened areas will be delivered, regardless of technique used for hydro-flattening the DEM.
- Break lines will be delivered in Esri file geodatabase formats, as PolylineZ and PolygonZ feature classes, as appropriate to the type of feature represented and the methodology used by the data producer.
- Break lines will be developed to the limit of the buffered project boundary area.
- Break lines will be delivered in the same coordinate reference system and units (horizontal and vertical) as the Lidar point delivery.
- Break line delivery may be in a single layer or in tiles, at the discretion of the data producer.
- In the case of tiled deliveries, all features will edge-match exactly across tile boundaries in both the horizontal (x, y) and vertical (z) spatial dimensions.
- Delivered data will be sufficient for the USGS to effectively re-create the delivered DEMs using the Lidar points and break lines without substantial editing.

Intensity Image

- 1.5 U.S. Survey Feet cell size

- Intensities 16-bit, linear rescaled
- Image 8-bit, 256 color gray scale and GeoTIFF format
- Images will be tiled to match the Classified LAS and DEMs.

Delivery Diagram: A final project-wide delivery diagram is required for QL1 projects over 1,000 square miles. At the completion of acquisition NV5G, Inc. will supply a diagram delineating the delivery blocks.

Metadata: Task Order requirements will be met and generally include:

- Ancillary products used to support processing of the Lidar dataset will be delivered.
- Collection Report detailing mission planning and flight logs. Additionally, a flight index will be delivered as an Esri file geodatabase. Flight index will contain flight line ID, acquisition date, start time and end time for each flight line.
- Georeferenced, polygonal extents detailing actual coverage of each of the Lidar swaths will be delivered as defined in the referenced Version 1.3 specification. Esri geodatabase is required.
- Survey Report detailing the collection of control and reference points used for calibration and QA/QC.
- Processing Report detailing calibration, classification, and product generation procedures including methodology used.
- QA/QC Reports (detailing the analysis, accuracy assessment and validation of:
 - The point data (absolute, within swath, and between swath)
 - The bare-earth surface (absolute)
 - All other optional deliverables, if appropriate
- Control points and check points: All control and check points used to calibrate, control, process, and validate the Lidar point data or any derivative products are to be delivered.
- Geo-referenced, digital spatial representation of the precise extents of each delivered dataset. This should reflect the extents of the actual Lidar source or derived product data, exclusive of Triangular Irregular Network (TIN) artifacts or raster NODATA areas. A union of tile boundaries or minimum bounding rectangle is not acceptable. Esri Polygon shapefile is preferred.
- Product metadata FGDC compliant, XML format metadata). One file for each:
 - Tiled deliverable product group (classified point data, bare-earth DEMs, etc.) Product group metadata should contain contents unique and specific to that product group, a renamed copy of the project level metadata is not sufficient. Metadata files for individual tiles are not required.

Note that the NGP version 1.3 of the Lidar Base Specification, has a modified XML metadata template to reflect other updates in the specification, careful review is advised.

Project Report: NV5G, Inc. will deliver a production report which details:

- A record of field work procedures.
- Data derivation and adjustments.
- Quality control procedures and results.
- Any problems encountered, and solutions used in resolving such problems.
- Statistical report summarizing the results of the airborne GPS adjustment and the overall accuracy of the adjusted Inertial Measurement Unit (IMU) data.
- Production report will be Microsoft Word, Adobe PDF format or another compatible digital format.

Acquisition Reports: NV5G, Inc. will provide regular progress updates to the technical point of contact throughout the data acquisition process.

- Update frequency will be based upon the collection period, but no less than once a week.
- Reports will be delivered as shapefiles which represent the geographic extent of the acquired data.
- Updates will commence at acquisition onset and will continue until acquisition is complete

Projection Information

- Washington State Plane South, NAD83 (HARN), NAVD88 (Geoid 12b), US Survey Feet

Tiling Scheme

DNR Format: All geospatial products will be delivered in a 4500 x 4500-foot tiling scheme unless otherwise specified. Esri grids and shapefiles will have complete and correct associated projection files. Tiled products will be edge matched, without gaps or overlap.

Vectors

- Survey boundary, shapefile format
- Tile layout, shapefile format

Reporting

- Final Project Report including: Methods, Results, Survey and Accuracy Assessments
- FGDC-CSDGM compliant Metadata

Schedule & Timeline

NV5G, Inc. will work with DNR and project partners to coordinate data collection to coincide with optimal weather conditions and as best meets the needs of the project. Collection will occur during leaf on conditions in mid-June to July 2026. Lidar products will be delivered 90 business days from the date of successful acquisition and receipt of survey.

Cost Estimate

Costs are provided below for the study area portrayed in Figure 1 above, assuming timeline and deliverables listed above. Changes in the size and/or shape of the area of interest as well as changes to the products below will result in modifications to the cost structure. Costs include mobilization, acquisition, survey, processing to products and reporting.

Snohomish County and Partners Project Limits (823 square miles)	Cost
Unincorporated County (704.7 square miles)	\$260,739
Stanwood (2.98 square miles)	\$1,103
Marysville (21.06 square miles)	\$7,792
Arlington (9.95 square miles)	\$3,682
Granite Falls (2.22 square miles)	\$821
Mukilteo (6.34 square miles)	\$2,346
Everett (35.53 square miles)	\$13,146
Snohomish (3.98 square miles)	\$1,473
Lake Stevens (11.79 square miles)	\$4,362
Brier (2.19 square miles)	\$810
Bothell (13.60 square miles)	\$5,032
Edmonds (8.92 square miles)	\$3,300
Total Cost	\$304,606

CITY COUNCIL STAFF REPORT



Agenda Date: 6/2/2026

Subject: WinterFest Ornaments

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discuss and provide consensus on whether WinterFest ornaments should be sold or given away for free.

SUMMARY/BACKGROUND:

WinterFest is a family-friendly community event held annually on the second Saturday in December. The celebration features activities, live entertainment, vendors, and concludes with the City's official tree lighting.

Traditionally, the City has distributed limited-edition ornaments at no cost on a first-come, first-served basis. The cost of producing these ornaments varies each year depending on materials and design. In 2025, a total of 155 ornaments were handed out; the quantity distributed has varied, up to 200 per year.

Ornament Costs by Year

- 2022 - \$4.09 each (Wood)
- 2023 - \$2.14 each (Embroidered)
- 2024 - \$1.62 each (Acrylic)
- 2025 - \$1.58 each (Acrylic)

The Parks and Recreation Department is seeking Council's feedback on whether the City should continue providing these ornaments at no cost or start selling them to help offset the purchase cost and other event-related expenses.

This topic reflects the City's ongoing efforts to remain budget-conscious and to identify opportunities for cost savings and potential revenue generation. Because a change to this long-standing practice may affect public expectations, staff is bringing the matter forward for Council consideration.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. WinterFest Ornaments - Photos By Year

WINTERFEST ORNAMENTS



2021



2022



2023



2024



2025