



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, January 26, 2023 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/88111507622>

Call into Webinar: 253-215-8782 | Webinar ID: 881 1150 7622

The City Council is providing opportunities for public comment by submitting a written comment or by joining the meeting webinar (via computer or phone) or by attending in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

Sign up here <https://app.waitwhile.com/welcome/comment-sign-up> between 9:00 a.m. and 5:00 p.m. on the day of the meeting to provide Oral Comments during the meeting.

If you are in person at the meeting, there is a sign in sheet located near the entrance to the Council Chambers. Simply fill the form out and the Mayor will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker.

If you are attending the meeting via Zoom, in order to address the Council during the Public Comment section of the agenda, please use the “raise hand” feature at the bottom of the screen. Oral comments are limited to 3:00 minutes per speaker. Individuals wishing to speak to agenda items will be called to speak first in the order they have signed up. The City Clerk will call your name and allow you to speak. Please state your name and whether you are a resident of Lake Forest Park. The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

<https://www.cityofflp.com/615/Hybrid-City-Council-Meetings> (use CTRL+CLICK to open this link)

Written comments for public hearings will be submitted to Council if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the City Council the next day. Because the City has implemented oral comments, written comments are no longer being read under Citizen Comments.

As allowed by law, the Council may add and take action on items not listed on the agenda. For up-to-date information on agendas, please visit the City’s website at www.cityofflp.com

Meetings are shown on the city’s website and on Comcast channel 21 for subscribers within the Lake Forest Park city limits.

AGENDA

1. **CALL TO ORDER: 7:00 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPTION OF AGENDA**
4. **PROCLAMATIONS**

A. Honoring Annette Heller for her service to the City

B. Black History Month

5. **CITIZEN COMMENTS**

*This portion of the agenda is set aside for the public to address the Council on agenda items or any other topic. The Council may direct staff to follow up on items brought up by the public. **Comments are limited to a three (3) minute time limit.***

6. **CONSENT CALENDAR**

The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Calendar in its normal sequence on the agenda.

A. January 12, 2023 City Council Work Session Meeting Minutes

B. January 12, 2023 City Council Regular Meeting Minutes

C. City Expenditures for the Period Ending December 31, 2022 (prepaid)

D. City Expenditures for the Period Ending January 27, 2023

7. **ORDINANCES AND RESOLUTIONS FOR INTRODUCTION / REFERRAL**

A. Ordinance 23-1263/Creating Chapter 12.50 of the Lake Forest Park Municipal Code, Retaining Walls

8. **ORDINANCES AND RESOLUTIONS FOR ACTION**

A. Resolution 23-1882/Authorizing the Mayor to sign Amendment No. 1 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40th Place NE Roundabout Project

B. Resolution 23-1883/Authorizing the Mayor to sign the American Rescue Plan Act (ARPA) Grant Agreement between the City and Local 104

C. Ordinance 23-1262/Amending the 2023-2024 Budgeted Positions and Salary Schedule for the Finance Department

9. COUNCIL DISCUSSION AND ACTION

10. OTHER BUSINESS

11. COUNCIL COMMITTEE REPORTS

- A. Councilmember Reports
- B. Mayor's Report
- C. City Administrator's Report

12. ADJOURN

FUTURE SCHEDULE

--Thursday, February 9, 2023 City Council Work Session Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*
--Thursday, February 9, 2023 City Council Regular Meeting 7 pm – *hybrid meeting (Zoom and City Hall)*
--Thursday, February 16, 2023 City Council Budget and Finance Committee Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*
--Monday, February 20, 2023 City Hall closed in observance of Presidents Day
--Thursday, February 23, 2023 City Council Regular Meeting 7 pm – *hybrid meeting (Zoom and City Hall)*

As allowed by law, the Council may add and take action on items not listed on the agenda

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.



PROCLAMATION

WHEREAS, each year, Black History Month is observed in February; and

WHEREAS, the origins of Black History Month date back to 1915 when Dr. Carter G. Woodson founded the organization known today as the Association for the Study of African American Life and History; and

WHEREAS, observing Black History Month provides opportunities to gain a deeper understanding of African American history and acknowledge the centuries of struggles for equality and freedom; and

WHEREAS, Black History Month also celebrates the achievements and contributions that African Americans have made in shaping our country, society, and communities; and

WHEREAS, every year, the Association for the Study of African American Life and History sets a theme for Black History Month, and the theme for 2023 is “Black Resistance”.

WHEREAS, this year’s Black History Month theme is a call to everyone to study the history of Black Americans’ responses to establish safe spaces, where Black life can be sustained, fortified, and respected.

WHEREAS, to participate in observing Black History Month, those interested can visit www.asalh.org to learn more about the origins of the month, this year’s theme, and African American history.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim February 2023 as

BLACK HISTORY MONTH

in the City of Lake Forest Park, and I urge all citizens to join me in this special observance.

Signed this 26th day of January 2023.

Jeff R. Johnson, Mayor

CITY OF LAKE FOREST PARK
CITY COUNCIL WORK SESSION MEETING MINUTES
January 12, 2023

It is noted this meeting was held in person in the Emergency Operations Center at City Hall and virtually via Zoom.

Councilmembers present: Tom French, Deputy Mayor; Phillippa Kassover, Council Vice-Chair; Lorri Bodi (via Zoom), Tracy Furutani, Larry Goldman, Jon Lebo, Semra Riddle

Councilmembers absent: none

Staff present: Jeff Johnson, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Matt McLean, City Clerk

Others present: 2 visitors

CALL TO ORDER

Mayor Johnson called the January 12, 2023 City Council work session meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

Cmbr. Riddle moved to approve the agenda as presented. Deputy Mayor French seconded. The motion to approve the agenda as presented was carried unanimously.

Finance Department Budgeted Positions

Finance Director Vaughn reviewed the proposed Finance Department re-organization and responded to questions.

ADJOURNMENT

There being no further business, Mayor Johnson adjourned the meeting at 6:31 p.m.

Jeff Johnson, Mayor

Matt McLean, City Clerk

**CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
January 12, 2023**

It is noted this meeting was held in person in the City Council Chambers and remotely via Zoom.

Councilmembers present: Tom French, Deputy Mayor; Phillippa Kassover, Lorri Bodi (via Zoom), Tracy Furutani, Larry Goldman, Jon Lebo, Semra Riddle

Councilmembers absent: none

Staff present virtually: Jeff Johnson, Mayor; Phillip Hill, City Administrator; Eileen Keiffer, Legal Counsel; Mike Harden, Police Chief; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Andy Silvia, Senior Project Manager; Matt McLean, City Clerk

Others present: 3 visitors

CALL TO ORDER

Mayor Johnson called the January 12, 2023 City Council regular meeting to order at 7:00 p.m.

FLAG SALUTE

Mayor Johnson led the Pledge of Allegiance.

ADOPTION OF AGENDA

Deputy Mayor French moved to approve the agenda as presented. **Cmbr. Riddle seconded. The motion to adopt the agenda as presented carried unanimously.**

PROCLAMATION – Martin Luther King, Jr. Day

Cmbr. Furutani read a proclamation for Martin Luther King, Jr. Day.

CITIZEN COMMENTS

There was no one in the audience wishing to speak.

1 CONSENT CALENDAR

2
3 **Deputy Mayor French moved** to approve the consent calendar as presented. **Cmbr.**
4 **Riddle seconded. The motion to approve the consent calendar as presented carried**
5 **unanimously.**
6

- 7 1. November 3, 2022 City Council Budget and Finance Committee Special Meeting Minutes
- 8 2. December 8, 2022 City Council Work Session Minutes
- 9 3. December 8, 2022 City Council Regular Meeting Minutes
- 10 4. Approval of City Expenditures for the Period Ending December 22, 2022, (*prepaid*)
11 covering Claims Fund Check Nos. 84298 through 84360 in the amount of \$838,369.40;
12 Payroll Fund ACH transactions in the amount of \$163,561.88 and Direct Deposit
13 transactions in the amount of \$168,058.06; additional ACH transactions are Elavon,
14 \$643.52; Invoice Cloud, \$798.30; Lexis Nexis, \$264.97; Washington State Excise Tax,
15 \$8,000.86; Wex Bank, \$240.27; total approved Claims Fund transactions, \$1,011,879.20
- 16 5. Approval of City Expenditures for the Period Ending December 30, 2022, covering Claims
17 Fund Check Nos. 84361 through 84410 in the amount of \$199,016.67; Payroll Fund ACH
18 transactions in the amount of \$148,659.72 and Direct Deposit transactions in the
19 amount of \$163,824.57; total approved Claims Fund transactions, \$347,676.39
- 20 6. Approval of City Expenditures for the Period Ending January 12, 2023, covering Claims
21 Fund Check Nos. 84411 through 84424 in the amount of \$623,480.68; Payroll Fund ACH
22 transactions in the amount of \$184,469.47 and Direct Deposit transactions in the
23 amount of \$169,651.77; additional ACH transactions are Washington State Excise Tax,
24 \$7,669.43; Wells Fargo, \$15,378.58; total approved Claims Fund transactions,
25 \$830,998.11
26

27 **RESOLUTION 23-1883/Authorizing the Mayor to Sign the American Rescue Plan Act (ARPA)** 28 **Grant Agreement between the City and Local 104**

29
30 City Administrator Hill presented the item and responded to questions. It was noted the item
31 would be included on a future agenda.
32

33 **RESOLUTION 23-1882/Authorizing the Mayor to Sign Amendment No. 1 to the Professional** 34 **Services Agreement AG-21-002 with Transportation Solutions, Inc. for Design and** 35 **Construction Management Services for the SR 104 and 40th Place NE Roundabout Project** 36

37 Senior Project Manager Silvia presented the item and responded to questions.
38

39 After a brief discussion with the Council, the consensus of the Council was to bring this item
40 back with along with consultant to answer more specific questions from the Council about the
41 project.
42
43

1 **City Council Commissions and Board Liaisons Appointments for 2023**

2
3 Deputy Mayor French presented the item and responded to questions. Discussion followed.

4
5 **Cmbr. Goldman moved** to make the following appointments:

- 6
7 Planning Commission – Councilmember Bodi
8 Tree Board – Councilmember Goldman
9 Parks and Recreation Advisory Board – Councilmember Bodi
10 Climate Action Committee – Councilmember Furutani

11
12 **Regional Bodies:**

13 **Sound Cities**

- 14 **HealthierHere Governing Board** – Councilmember Riddle, Member
15 **Joint Recommendations Committee (JRC)** – Councilmember Riddle, Member
16 **PSRC Growth Management Policy Board** – Councilmember Kassover, Member
17 **SCA Public Issues Committee (PIC)** – Deputy Mayor French, Member, and Councilmember
18 Bodi, Alternate
19 **King County Solid Waste Advisory Committee (SWAC)** – Councilmember Kassover,
20 Member

21
22 **OTHER**

- 23 **SeaShore Transportation Forum** – Councilmember Kassover, Co-Chair, Councilmember
24 Goldman, Member, and Councilmember Lebo, Alternate
25 **North Urban Human Services Alliance** – Councilmember Kassover, Board Member
26 **Metropolitan Solid Waste Advisory Committee** – Councilmember Kassover, Member
27 **Department of Natural Resources Washington Community Forestry Council** –
28 Councilmember Riddle, Member
29 **Lake Ballinger/McAleer Creek Watershed Forum** – Mayor Johnson, Member, and
30 Councilmember Furutani, Alternate
31 **Water Resource Inventory Area 8 Salmon Recovery Council (WRIA 8)** – Councilmember
32 Furutani, Member, and Councilmember Bodi, Alternate
33 **North King County Shelter Task Force** – Councilmember Riddle, Member
34 **K4C Outreach Committee** – Councilmember Kassover, Member, and Councilmember
35 Furutani, Member
36 **Regional Crisis Response Agency (RCR)** – Councilmember Goldman, Member

37
38 **Cmbr. Riddle seconded. The motion to approve the appointments as listed above**
39 **carried unanimously.**

40
41 **COUNCIL COMMITTEE REPORTS/COUNCIL/MAYOR/CITY ADMINISTRATOR REPORTS**

42
43 Councilmembers reported on meetings they attended.

1
2 **ADJOURNMENT**

3
4 There being no further business, the meeting was adjourned at 8:42 p.m.
5

6
7 _____
8 Jeff Johnson, Mayor

9
10 _____
11
12 Matt McLean, City Clerk

DRAFT

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
12/31/2022

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, and that CLAIM FUND Check Nos. 84425 through 84454 in the amount of \$233,925.06, are approved for payment this 31st day of December, 2022.

Additional approved transactions are:
ACH transaction Lexis Nexis in the amount of \$264.97

Total approved claim fund transactions: \$234,190.03

City Clerk

Mayor

Finance Committee

Accounts Payable

Voucher Approval Document

User: dmeagher
Printed: 01/19/2023 - 12:33PM
Batch: 00031.12.2022



Section 6, Item C.

CLAIM VOUCHER
CITY OF LAKE FOREST PARK
17425 BALLINGER WAY NE
LAKE FOREST PARK, WASHINGTON 98155

CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Forest Park, and that I am authorized to authenticate and certify to said claim.

SIGNED - CITY ADMINISTRATOR OR DESIGNEE

Fund	Description	Amount
001	General Fund	46,507.39
101	Street Fund	8,722.89
107	ARPA Fiscal Recovery Fund	104,294.15
302	Transportation Capital Fund	60,000.69
401	Sewer Utility Fund	91.46
403	Surface Water Fund	12.32
501	Vehicle Equip Replacement Fund	13,104.09
631	Treasurer's Clearing Fund	339.25
632	Police Coalition Fund	996.11
635	Northshore Emergency Mgmt	121.68
Report Total:		234,190.03

Bank Reconciliation

Checks by Date

User: dmeagher
Printed: 01/19/2023 - 1:43PM
Cleared and Not Cleared Checks



Section 6, Item C.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	12/31/2022	LexisNexis Risk Data Mgmt. Inc.		AP		264.97
84425	12/31/2022	Automated Gates		AP		564.26
84426	12/31/2022	City Of Black Diamond		AP		996.11
84427	12/31/2022	Washington Criminal Justice Training C		AP		740.00
84428	12/31/2022	Washington State Department of Licens		AP		273.00
84429	12/31/2022	Every Second Counts, LLC		AP		640.00
84430	12/31/2022	Laurie Reinhardt		AP		150.00
84431	12/31/2022	Jim Dandy Sewer & Plumbing		AP		132.00
84432	12/31/2022	King County Finance		AP		31.03
84433	12/31/2022	King County Finance		AP		68,007.26
84434	12/31/2022	KDH Consulting, Inc		AP		452.49
84435	12/31/2022	Loomis		AP		191.12
84436	12/31/2022	Madrona Law Group, PLLC		AP		9,430.00
84437	12/31/2022	Navia Benefit Solutions		AP		150.00
84438	12/31/2022	North Helpline		AP		93,428.15
84439	12/31/2022	Northshore Utility District		AP		20,772.45
84440	12/31/2022	Office Depot, Inc.		AP		118.20
84441	12/31/2022	Sarah Roberts		AP		8,108.49
84442	12/31/2022	Shoreline/LFP Arts Council		AP		10,866.00
84443	12/31/2022	Shoreline Senior Center		AP		4,500.00
84444	12/31/2022	Snyder Roofing of Washington, LLC		AP		1,928.95
84445	12/31/2022	State Auditor's Office		AP		1,276.00
84446	12/31/2022	Caroline Thompson		AP		200.00
84447	12/31/2022	Transpo Group USA Inc		AP		702.50
84448	12/31/2022	TransUnion Vantage Data		AP		0.77
84449	12/31/2022	Utilities Underground Location Ctr.		AP		73.53
84450	12/31/2022	Valley Painting Inc.		AP		7,273.40
84451	12/31/2022	West Coast Armory North		AP		243.10
84452	12/31/2022	Windstream Services, LLC		AP		2,500.00
84453	12/31/2022	A WorkSafe Service, Inc.		AP		110.00
84454	12/31/2022	Washington State Patrol		AP		66.25

Total Check Count: 31

Total Check Amount: 234,190.03

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
1/27/2023

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, and that CLAIM FUND Check Nos. 84455 through 84560 in the amount of \$39,410.17 are approved for payment this 27th day of January, 2023.

Additional approved transactions are:
ACH transaction Invoice Cloud in the amount of \$1,309.85
ACH transaction US Bank in the amount of \$32,411.05

Total approved claim fund transactions: \$73,131.07

City Clerk

Mayor

Finance Committee

Accounts Payable

Voucher Approval Document

User: dmeagher
Printed: 01/19/2023 - 2:19PM
Batch: 00027.01.2023



Section 6, ItemD.

CLAIM VOUCHER
CITY OF LAKE FOREST PARK
17425 BALLINGER WAY NE
LAKE FOREST PARK, WASHINGTON 98155

CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Forest Park, and that I am authorized to authenticate and certify to said claim.

SIGNED - CITY ADMINISTRATOR OR DESIGNEE

Fund	Description	Amount
001	General Fund	22,195.56
101	Street Fund	354.90
401	Sewer Utility Fund	9,404.42
403	Surface Water Fund	425.88
407	PWTF Repayment Fund	1.71
631	Treasurer's Clearing Fund	7,942.55
632	Police Coalition Fund	395.00
Report Total:		40,720.02

Bank Reconciliation

Section 6, ItemD.

Checks by Date

User: dmeagher
Printed: 01/20/2023 - 1:23PM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	1/27/2023	Invoice Cloud		AP		1,309.85
84455	1/27/2023	Aurora Rents, Inc.		AP		601.58
84456	1/27/2023	AV Capture All, Inc.		AP		3,303.00
84457	1/27/2023	Association of Washington Cities		AP		15,347.41
84458	1/27/2023	Correct Equipment, Inc		AP		3,992.23
84459	1/27/2023	District & Municipal Court Mgmt. Assc		AP		150.00
84460	1/27/2023	Eastside Public Safety Comm.		AP		2,029.56
84461	1/27/2023	King County Finance		AP		112.21
84462	1/27/2023	Northwest Leadership Seminar		AP		395.00
84463	1/27/2023	Peerless Network, Inc		AP		1,107.69
84464	1/27/2023	Puget Sound Executive Services, Inc.		AP		632.00
84465	1/27/2023	Rotary Club of Lake Forest Park		AP		100.00
84466	1/27/2023	Seattle Public Utilities		AP		2,593.20
84467	1/27/2023	State Treasurer's Office		AP		7,830.34
84468	1/27/2023	Ann Robertson		AP		69.43
84469	1/27/2023	Duane Tolpingrud - 911		AP		0.47
84470	1/27/2023	Kathy McCrary - 911		AP		64.42
84471	1/27/2023	Kristina Ray		AP		0.25
84472	1/27/2023	Ronaldo and Deborah Gines - 911		AP		0.85
84473	1/27/2023	Pamela Hanlon - 911		AP		1.43
84474	1/27/2023	Jeff Snow - 911		AP		0.34
84475	1/27/2023	Erica Boberg - 911		AP		0.85
84476	1/27/2023	Robert Finney - 911		AP		21.86
84477	1/27/2023	Dan & Alicia Wilson - 911		AP		62.65
84478	1/27/2023	Glen & Michelle Lagrou - 911		AP		13.80
84479	1/27/2023	Suzanne Bertran - 911		AP		0.01
84480	1/27/2023	Stephanie Behen - 911		AP		0.01
84481	1/27/2023	B Kerschbaum - 911		AP		1.23
84482	1/27/2023	Jay Johnson - 911		AP		23.92
84483	1/27/2023	John Cain - 911		AP		5.70
84484	1/27/2023	Alice Nawas - 911		AP		0.01
84485	1/27/2023	Ali And Megan Nazari - 911		AP		8.32
84486	1/27/2023	Walter Hall - 911		AP		0.02
84487	1/27/2023	Mark Greenhalgh - 911		AP		136.00
84488	1/27/2023	Kerrington West - 911		AP		1.36
84489	1/27/2023	Julie Wade - 911		AP		0.51
84490	1/27/2023	Michael and Stefanie Monroe - 911		AP		0.62
84491	1/27/2023	Michael and Linda Bugni - 911		AP		0.01
84492	1/27/2023	Lillian Wilcox - 911		AP		0.02
84493	1/27/2023	Jeff Frazzini - 911		AP		0.04
84494	1/27/2023	David Oliver - 911		AP		0.02
84495	1/27/2023	Joyce and Doug Hawkinson - 911		AP		4.96
84496	1/27/2023	Don Oehlecker - 911		AP		0.67
84497	1/27/2023	Ronald Lemme - 911		AP		0.40
84498	1/27/2023	John Ferguson - 911		AP		0.10
84499	1/27/2023	Sydney Beier - 911		AP		64.14

Check No	Check Date	Name	Comment	Module	Clear Date	Section 6, ItemD.
84500	1/27/2023	Catherine King - 911		AP		0.01
84501	1/27/2023	Richard Newton - 911		AP		0.12
84502	1/27/2023	Kurt Beglau - 911		AP		56.95
84503	1/27/2023	Lars Nilsson - 911		AP		4.56
84504	1/27/2023	John Miyamoto - 911		AP		0.87
84505	1/27/2023	Irene Junejo - 911		AP		0.04
84506	1/27/2023	Park Peterson and Brice James - 911		AP		0.68
84507	1/27/2023	Merry Haggard - 911		AP		145.35
84508	1/27/2023	Louise Lailey - 911		AP		0.01
84509	1/27/2023	Jim Jerome - 911		AP		0.01
84510	1/27/2023	Ryan and Jessica Russell - 911		AP		0.24
84511	1/27/2023	James Kristjanson - 911		AP		0.01
84512	1/27/2023	Mark and Cynthia Wisdom - 911		AP		0.82
84513	1/27/2023	Sean Doyle - 911		AP		0.24
84514	1/27/2023	Bob Krause - 911		AP		0.40
84515	1/27/2023	Richard Ou - 911		AP		256.56
84516	1/27/2023	David Faires - 911		AP		0.52
84517	1/27/2023	Alan Banks - 911		AP		0.46
84518	1/27/2023	Michael Trickey - 911		AP		0.01
84519	1/27/2023	Stine-Brillault - 911		AP		0.26
84520	1/27/2023	Helen Hockett - 911		AP		0.26
84521	1/27/2023	Harold Thorsvig - 911		AP		1.07
84522	1/27/2023	Rebecca L'esperance - 911		AP		0.02
84523	1/27/2023	Allison Herman - 911		AP		0.76
84524	1/27/2023	Theodore and Tonya Collier - 911		AP		0.65
84525	1/27/2023	Rich and Crystal Conley - 911		AP		0.55
84526	1/27/2023	Arthur & Glori Johnson - 911		AP		0.45
84527	1/27/2023	Berdeena Austin - 911		AP		0.10
84528	1/27/2023	Brian Ross - 911		AP		0.13
84529	1/27/2023	David Anderson - 911		AP		1.82
84530	1/27/2023	Joseph Lewis - 911		AP		2.01
84531	1/27/2023	Randy & Sandra Long - 911		AP		13.35
84532	1/27/2023	Jeffrey Reid - 911		AP		25.42
84533	1/27/2023	Mark and Heidi Hoyt - 911		AP		0.01
84534	1/27/2023	Dana Roberts - 911		AP		0.01
84535	1/27/2023	Century 21 - 911		AP		0.61
84536	1/27/2023	Linda Stephens - 911		AP		0.58
84537	1/27/2023	Carol and Tim Carson - 911		AP		0.94
84538	1/27/2023	Karen Ritter - 911		AP		0.02
84539	1/27/2023	Howland Homes - 911		AP		0.60
84540	1/27/2023	Michael Tudhope - 911		AP		56.95
84541	1/27/2023	Sarah & Jeffrey Olson - 911		AP		0.86
84542	1/27/2023	Hodo/Vanderford - 911		AP		0.02
84543	1/27/2023	Jami Geis - 911		AP		0.15
84544	1/27/2023	Stanley Graves - 911		AP		0.30
84545	1/27/2023	William Corbitt - 911		AP		0.01
84546	1/27/2023	Nancy Chang - 911		AP		0.27
84547	1/27/2023	Nancy Tindal - 911		AP		0.81
84548	1/27/2023	Steven Schultz - 911		AP		64.14
84549	1/27/2023	Kathleen Hillman - 911		AP		0.17
84550	1/27/2023	Mary Ortega - 911		AP		2.77
84551	1/27/2023	Bruce Bartlett - 911		AP		0.26
84552	1/27/2023	Tal Mashat - 911		AP		17.93
84553	1/27/2023	Margret Koizumi - 911		AP		0.56
84554	1/27/2023	Robert Pahlman		AP		19.16
84555	1/27/2023	Scott & Stacy Molitor - 911		AP		17.50

Check No	Check Date	Name	Comment	Module	Clear Date	Section 6, Item D.
84556	1/27/2023	Ralph Akins - 911		AP		28.48
84557	1/27/2023	Jeb Mack - 911		AP		1.51
84558	1/27/2023	Pam Graham - 911		AP		1.42
84559	1/27/2023	Clough / Meghann - 911		AP		0.10
84560	1/27/2023	Leonard & Amy Valenti - 911		AP		0.68
Total Check Count:						107
Total Check Amount:						40,720.02

Bank Reconciliation

Section 6, Item D.

Checks by Date

User: dmeagher
 Printed: 01/25/2023 - 12:27PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
12221710	1/26/2023	Dancing Kitchen		AP		960.48
12221711	1/26/2023	GovernmentJobs.com, Inc		AP		130.00
12221713	1/26/2023	GovernmentJobs.com, Inc		AP		250.00
12221714	1/26/2023	LinkedIn		AP		220.08
12228810	1/26/2023	Seattle City Light		AP		2,809.68
12228811	1/26/2023	Johnson Controls		AP		1,364.71
12228812	1/26/2023	Northwest Cascade, Inc.		AP		190.55
12228813	1/26/2023	Good To Go		AP		1.00
12228814	1/26/2023	Stericycle, Inc.		AP		10.36
12228815	1/26/2023	Integra Telecom, Inc.		AP		409.97
12228816	1/26/2023	Sound Security Inc. (Sonitrol)		AP		1,740.37
12228817	1/26/2023	Seattle City Light		AP		28.35
12228818	1/26/2023	Northwest Cascade, Inc.		AP		418.01
12228819	1/26/2023	Northwest Cascade, Inc.		AP		504.11
12228820	1/26/2023	The Seattle Times		AP		825.89
12228821	1/26/2023	Good To Go		AP		7.70
122203171	1/26/2023	GovernmentJobs.com, Inc		AP		216.44
122203791	1/26/2023	Pacific Northwest Social Marketing Ass		AP		135.00
122203792	1/26/2023	Albertsons		AP		45.64
122205431	1/26/2023	Desmond & Louis		AP		425.00
122205432	1/26/2023	Amazon		AP		330.12
122205433	1/26/2023	Blue to Gold, LLC		AP		105.07
122205434	1/26/2023	Conway Shield		AP		2,716.00
122205435	1/26/2023	Amazon		AP		137.61
122205436	1/26/2023	David J. Harris & Associates		AP		497.00
122205437	1/26/2023	AFT Fasteners & Industrial Supply		AP		361.72
122205438	1/26/2023	Desmond & Louis		AP		425.00
122210101	1/26/2023	Government Finance Officers Associati		AP		485.00
122218781	1/26/2023	Amazon		AP		61.33
122227511	1/26/2023	Wasabi Technologies, Inc		AP		11.27
122227512	1/26/2023	Adobe Inc.		AP		256.42
122227513	1/26/2023	Digital River, Inc		AP		3,360.08
122227514	1/26/2023	Microsoft Corporation		AP		114.93
122227515	1/26/2023	Amazon		AP		703.54
122227516	1/26/2023	Wasabi Technologies, Inc		AP		11.50
122227517	1/26/2023	Adobe Inc.		AP		256.42
122227771	1/26/2023	Costco Warehouse		AP		794.03
122227772	1/26/2023	Staples Advantage		AP		485.25
122227881	1/26/2023	North City Water District		AP		125.56
122227882	1/26/2023	North City Water District		AP		66.98
122227883	1/26/2023	North City Water District		AP		456.69
122227884	1/26/2023	North City Water District		AP		130.75
122227885	1/26/2023	Puget Sound Energy		AP		150.96
122227886	1/26/2023	Puget Sound Energy		AP		11.01
122227887	1/26/2023	Seattle City Light		AP		13.07
122227888	1/26/2023	Seattle City Light		AP		300.56

Check No	Check Date	Name	Comment	Module	Clear Date	Section 6, ItemD.
122227889	1/26/2023	Seattle City Light		AP		13.05
122270331	1/26/2023	Amazon		AP		801.28
122270332	1/26/2023	Amazon		AP		35.18
122270333	1/26/2023	Amazon		AP		143.12
122270334	1/26/2023	Michael's Stores, Inc.		AP		18.79
122282751	1/26/2023	BridgeCom Systems		AP		1,378.64
122282752	1/26/2023	CPR Savers & First Aid Supply		AP		646.51
122282753	1/26/2023	Buy Two Way Radios		AP		299.07
122283172	1/26/2023	GovernmentJobs.com, Inc		AP		234.11
122283173	1/26/2023	Dancing Kitchen		AP		960.48
122283174	1/26/2023	Association of Washington Cities		AP		100.00
122283175	1/26/2023	Dancing Kitchen		AP		72.86
122283176	1/26/2023	Amazon		AP		51.06
122283177	1/26/2023	Summit Law Group PLLC		AP		75.00
122283178	1/26/2023	Dollar Tree		AP		49.30
122283179	1/26/2023	Haggen Northwest Fresh		AP		122.38
122289531	1/26/2023	WMCA Treasurer		AP		600.00
122289532	1/26/2023	Skamania Lodge		AP		244.66
122289533	1/26/2023	Northwest Clerks Institute		AP		1,400.00
122289534	1/26/2023	Northwest Clerks Institute		AP		925.00
122292711	1/26/2023	American Public Works Association		AP		840.00
122292712	1/26/2023	Michael's Stores, Inc.		AP		7.49
122292713	1/26/2023	Walmart Inc.		AP		14.02
122292714	1/26/2023	Target Corp.		AP		28.19
122292715	1/26/2023	Amazon		AP		62.75
122292716	1/26/2023	Amazon		AP		33.02
122295771	1/26/2023	Vehicle Washington State Department o		AP		64.00
122295772	1/26/2023	Amazon		AP		19.79
122296351	1/26/2023	Apple Corp		AP		110.09
Total Check Count:						75
Total Check Amount:						32,411.05



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 26, 2023
Originating Department	Planning
Contact Person	Steve Bennett, Planning Director and Kim Adams Pratt, City Attorney
Title	Draft Ordinance 23-1263 creating Chapter 12.50 of the Lake Forest Park Municipal Code, Retaining Walls

Legislative History

- First Presentation - January 26, 2023

Attachments:

1. Draft Ordinance 23-1263 creating Chapter 12.50 of the Lake Forest Park Municipal Code, Retaining Walls
2. Draft Retaining Wall Design Guidelines

Executive Summary

This ordinance (Attachment 1) would establish criteria regulating the method of construction and the appearance of retaining walls that are built within or adjacent to publicly-owned right-of-way that support or protect public transportation infrastructure.

Background

Large scale, retaining walls in or adjacent to publicly owned rights-of-way become de facto landmarks identifying the community they are located in. It is imperative that such significant, recognizable features integrate with and support the community identity. This ordinance would adopt by reference a proposed set of design guidelines (Attachment 2) that would provide visual examples of the types of architectural treatments that would be acceptable along with an alternative allowing use of vegetation to mitigate the visual impact of retaining walls. As currently drafted, the Public Works Director would make the decision on compliance with the regulations and design guidelines.

Fiscal & Policy Implications

Adoption of this ordinance would add review criteria and additional staff review time for a limited number of right-of-way permit applications involving public transportation improvements.

Alternatives

Options	Results
Adopt ordinance	City has more control over the appearance of large retaining walls being built in the right-of-way
No action	City does not increase regulatory control over the appearance of large retaining wall projects being built in the right-of-way

Staff Recommendation

Review draft ordinance and design guidelines, provide guidance to the Administration on desired changes to either document, and consider setting a date for a public hearing on the ordinance at a future Council meeting.

ORDINANCE NO. 23-1263

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, CREATING CHAPTER 12.50 OF THE LAKE FOREST PARK MUNICIPAL CODE, RETAINING WALLS; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, large scale retaining walls in or adjacent to publicly owned rights-of-way become de facto landmarks identifying the City of Lake Forest Park (the “City”); and

WHEREAS, it is imperative that such significant, recognizable features integrate with and support the community identity in the City; and

WHEREAS, chapter 12.50 of the Lake Forest Park Municipal Code (“LFPMC”) would establish regulations for retaining walls in or adjacent to publicly owned right-of-way;

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

Section 1. ADOPTION. The City Council of the City of Lake Forest Park hereby creates chapter 12.50 LFPMC, Retaining Walls, as follows:

LFPMC 12.50.010 Retaining Walls

A. Retaining walls located within the right-of-way shall be installed to benefit the general public, by supporting or protecting public transportation infrastructure and shall not be for private development gain.

B. Walls located on private property or right-of-way that support or protect public transportation infrastructure shall meet the minimum requirements set forth in the latest edition of the WSDOT Design Manual, Bridge Design Manual, and the International Building Code. The Public Works Director may require a third-party structural review prior to approval of the wall. Easements may be required for the maintenance, operation, and replacement of the wall.

C. The wall type shall be approved by the Public Works Director, who may take into account long term maintenance requirements, constructability, and recommendations from the applicants’ or third-party engineers.

1. Rockeries that are load bearing or over four feet in height are not an acceptable retaining wall type. Timber laggings are not considered a permanent structure when building solid pile walls and shall require a reinforced concrete finish.

2. Concrete walls that are prone to graffiti shall be coated with a moisture barrier and anti-graffiti paint.

3. An architectural finish or engineered block shall be used that integrates with and supports the community identity of the City namely Pacific Northwest showing a strong relationship to the surrounding natural environment including native trees, flora, and fauna of the region. The architectural finishes included in the Retaining Wall Design Guidelines dated _____, are deemed to satisfy this requirement. The architectural finish or engineering block must be approved by the Public Works Director.

D. Private and public retaining walls shall not be built integrally. Total structural isolation is required for adjacent walls.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY the Lake Forest Park City Council this XXX day of XXX, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:
Adopted:
Posted:
Published:
Effective:

DRAFT

Retaining Wall Design Guidelines

INTENT

These provisions are intended to mitigate the impact of large, monotonous retaining walls in the right-of-way by requiring architectural and landscaping treatments that reduce the harshness of such walls and reflect the community identity.

PROVISIONS

1. The architectural finish of retaining walls shall depict artistic images having a strong relationship to the Pacific Northwest and the surrounding natural environment including native trees, flora, and fauna of the region. (see examples in Figures 1 and 2)

FIGURE 1



FIGURE 2

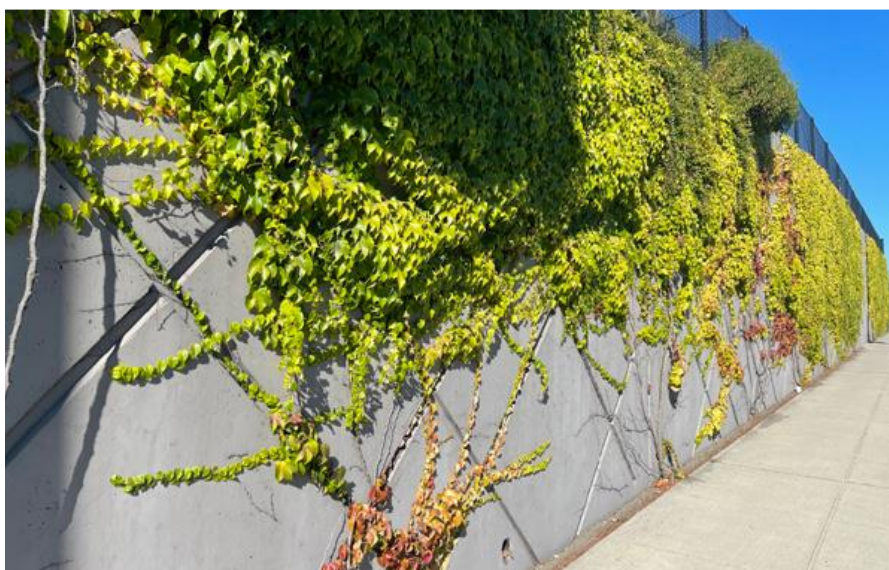


2. The architectural finish can deviate from the requirements of Provision 1 if landscaping and vegetation are incorporated which effectively break up the monotony of the wall finish such as in the examples in Figures 3 and 4 below.

FIGURE 3



FIGURE 4





CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 23, 2023
Originating Department	Public Works
Contact Person	Andrew Silvia, Senior Project Manager
Title	Resolution 23-1882/Authorizing the Mayor to sign Amendment No. 1 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40 th Place NE Roundabout Project

Legislative History

- First Presentation – 12/8/2022 Work Session
- Second Presentation – 1/12/2023 Regular Meeting
- Third Presentation – 1/26/2023 Regular Meeting

Attachments:

1. Resolution 23-1882/Authorizing the Mayor to Sign Amendment No. 1 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40th Place NE Roundabout Project
2. Amendment No. 1 to Professional Services Agreement 21-002 with Transportation Solution, Inc.
3. Graphic Illustrating Assumed Roundabout Layout vs. Current Design

Executive Summary

The Department of Public Works (“DPW”) recommends amending professional services agreement 21-002 with Transportation Solutions, Inc. (“Consultant”) to support additional services necessary to complete the design of the SR104 and 40th Place NE Roundabout project (“Project”). These services generally include additional design, local permitting, and right-of-way acquisition support services that were not included in the initial Project scope of work or the Consultant’s contract. The fee for these services would increase the contract price from \$516,329 to \$880,216.75. Funding to support this additional cost is available in the City’s Transportation Capital Fund; however, a capital budget amendment will be necessary, as described in the “Fiscal & Policy Implications” summary.

Background

The City retained the Consultant to provide engineering design, permitting, and right-of-way acquisition support services supporting the Project in January 2021. During Project design development, the Consultant has identified Project requirements that were not envisioned as part of the original Project scope of work and, therefore, not addressed in the Consultant's contracted scope of services. Effectuating these changes to the Project will require additional design support from the Consultant. A comprehensive description of the proposed additional services and associated fees is provided in Attachment 2. The most significant increases in the Consultant's contract price and related justifications include:

- The Project must occupy a significantly larger footprint than was assumed based on the City's Safe Highways Study and pre-design construction cost estimate. The larger footprint has created several new and/or larger-than-anticipated Project impacts, including but not limited to grade changes that require the custom design of retaining walls, greater stormwater-related impacts requiring design of stormwater management facilities and additional permitting, and additional right of way acquisition area for temporary and permanent use for which additional land surveying support is needed (combined 50%± of additional cost).
- The Consultant's original contract did not include support for the acquisition of a Tree Removal permit from the City, which will require the development of an arborist report, and the provision of additional land surveying and landscape design services (13%).
- Additional project management costs are necessary to support the additional design and permitting efforts (12%).

DPW staff have reviewed the Consultant's request to amend their contract and have found the proposed fees to be appropriate for the related services and agree that the services are necessary to complete the Project design.

At the December 8, 2022, Council Work Session, DPW staff were asked to provide an illustration showing the project layout per the current design vs. the conceptual layout from the City's 2018 Safe Highways Study, the latter of which was part of the basis for the Consultant's original contract fee. A new attachment (Attachment 3) has been included with this revised cover sheet that addresses Council Members' requests.

Fiscal & Policy Implications

The approved 2023-2024 capital budget includes \$633,700 for the Project's estimated soft costs, including design, right-of-way acquisition support, construction management, permitting fees, and other miscellaneous soft costs. This amount includes a \$100,000 reserve for the proposed design contract amendment based on an early estimate of the amendment cost. The actual amendment cost exceeds this early estimate and would increase the amount budgeted for 2023-2024 Project soft costs to \$890,593. Funding sufficient to support this increased budget is available to transfer from the Transportation Capital Fund (302) balance to this Project's account.

As described in the 2023-2024 capital budget, there is currently a \$1.2M± funding deficit to support the Project's total estimated cost. City staff is pursuing numerous external funding opportunities to close this funding gap, including a WSDOT grant and state capital budget appropriation.

Alternatives

<i>Options</i>	<i>Results</i>
• Adopt Resolution	The City will execute Amendment No. 1 to the PSA AG 21-002 with Transportation Solutions, Inc. and advance the Project by completing the work described in the amendment.
• No Action	The City will not execute Amendment No. 1 to PSA AG 21-002. The Project's future is uncertain in this scenario, given the necessity of completing the proposed additional services to the completion of the Project as currently defined.

Staff Recommendation

Move to adopt Resolution 23-1882.

RESOLUTION NO. 23-1882

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES CONTRACT AGREEMENT AG 21-002 WITH TRANSPORTATION SOLUTIONS, INC. FOR THE SR 104 AND 40th PLACE NE ROUNDABOUT PROJECT.

WHEREAS, the City has retained Transportation Solutions, Inc. (Consultant) to provide professional engineering design services for the SR 104 and 40th Place NE Roundabout Project; and

WHEREAS, project requirements not envisioned as part of the original project scope of work were identified, requiring additional professional engineering and other design support services excluded from the Consultant’s contract scope of work to complete the Project, including additional civil engineering design, landscape architectural design, land surveying, and permitting support services; and

WHEREAS, the Consultant provided the City with a proposal to complete the required additional services, which City staff have reviewed and found acceptable;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign Amendment No. 1 to the professional services agreement AG 21-002 with Transportation Solutions, Inc. included herewith as Attachment 1.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 12th day of January, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 23-1882

Amendment No. 1 to the
Professional Services Agreement between the
City of Lake Forest Park and Transportation Solutions, Inc.
Dated January 21, 2021

This first Amendment to the Professional Services Agreement between the City of Lake Forest Park and Transportation Solutions, Inc., AG 21-002 (hereafter the “Agreement”), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

- 1. Exhibit A (Scope of Work) of the Agreement is amended to include the attached “Exhibit A – Addendum 1”. This addendum to the scope of work generally includes additional design, permitting, and right of way acquisition support services.
- 2. Section 2 of the Agreement is hereby amended as follows:

Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed ~~five hundred sixteen thousand three hundred twenty nine Dollars (\$516,329)~~ **eight hundred eighty thousand two hundred sixteen dollars and seventy-five cents (\$880,216.75)** as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

- 3. Exhibit B of the Agreement is hereby amended to include the attached “Exhibit B – Addendum 1”.

All other terms and conditions remain as provided in the original Agreement.

CITY OF LAKE FOREST PARK

TRANSPORTATION SOLUTIONS, INC.

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Exhibit A - Addendum 1

Supplement No. 1

Scope of Services
SR 104/40th PI SE Roundabout Plans, Specifications, and Estimates

INTRODUCTION

A. Project Description

The work included within this supplemental Scope of Services is to provide additional design and consulting services to the City of Lake Forest Park (CITY) for the SR 104/40th PI SE Roundabout project (PROJECT). The additional design and consulting services by Transportation Solutions, Inc. (CONSULTANT) and its SUBCONSULTANTS are associated with advancing the design documents between the 30% development level to construction bid documents ready to advertise for bids.

Work within this supplemental Scope of Services includes development of designs for several retaining walls including a cut retaining wall system that is over ten feet tall, grading of the approach legs of the roundabout beyond the limits initially anticipated, an enclosed underground stormwater detention and treatment facility system, development of a landscape and irrigation design, coordination of integration of art into the project improvements, additional topographic survey, utility company coordination, survey field staking of proposed relocated Seattle City Light (SCL) utility poles, survey field staking of proposed right-of-way limits and roadway features as part of communications with the affected adjacent parcels owners, documents for two added temporary construction easements from affected parcels, additional requested design documentation from WSDOT as part of its required approval of the roundabout design, and additional related coordination with city staff.

Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL

The CONSULTANT shall provide additional Project Management and Quality Control services that correspond to the services described in the following sections of this supplemental Scope of Services as required for the completion of the PROJECT.

Task 2.0 DATA COLLECTION AND SURVEY

Additional data collection and survey is required for the design of the project and coordination with adjacent affected parcel owners from which the CITY desires to purchase a portion of private property for a widened right-of-way area for the PROJECT. A detailed scope of services and corresponding budget for the additional survey work prepared by the SUBCONSULTANT is included as an attachment to this scope of services. A summary of the additional work included in this supplemental agreement is as follows:

2.5 Site Visits to Obtain Additional Information

The SUBCONSULTANT will perform additional site visit information to obtain storm drain system information that had been previously paved over by roadway improvements.

2.6 Topographic Survey

The SUBCONSULTANT will conduct additional topographic survey beyond the limits originally anticipated in the original agreement in accordance with the needs of the design team. The additional survey work primarily involves the heavily vegetated and relatively steep northeast quadrant of the intersection and the southeast quadrant of the intersection that is obscured from the roadway by dense hedges. Coordination with the CITY for it to obtain right-of-entry authorization from the parcel owners is required to complete this work.

The SUBCONSULTANT will update the topographic base map to include features surveyed, including trees, streams, wetlands, and structures and the digital terrain model (DTM) previously prepared for the PROJECT. Coordination with the CONSULTANT for the updated survey work and base map and DTM deliverable is required.

2.7 Right-of-Way Acquisition Support

The SUBCONSULTANT will prepare seven (7) temporary construction easement documents for parcels within the PROJECT limits. Two of these parcels were not originally anticipated to require parcels rights to construct the project. Five of the parcels were anticipated to require permanent right-of-way acquisition, but not temporary rights. Existing topography and proposed wall design influences the need for both temporary and permanent property rights for the PROJECT. Coordination with the CONSULTANT for the additional deliverables is required.

2.8 Staking – Proposed Utility Poles

The SUBCONSULTANT will stake with hub and lath the locations of up to (13) proposed utility poles for visual inspection by interested parties, including SCL and CITY staff. Staking of the SCL poles is a requirement of SCL as part of their involvement in the PROJECT. The positions of existing utility poles are shown to conflict with the proposed improvements and new locations of proposed utility poles is required to complete the PROJECT. The new utility poles will also serve as light poles to illuminate the roundabout intersection. Coordination with the CONSULTANT for the locations of the SCL utility poles is required.

2.9 Staking – Proposed Project Features

The SUBCONSULTANT will stake with hub and lath the locations of various features for the project requiring up to one week of field time. Staking of these features will help inform parcel owners and other interested parties of the proposed improvements for the PROJECT. Staking limits will be a useful communication tool during negotiations for acquisition of property rights from parcel owners. Coordination with the CONSULTANT for the locations of the proposed project features is required.

The following locations may be staked in the field as part of project development:

- Proposed right-of-way limits along each affected parcel (5)
- Proposed temporary construction easement limits within each affected parcel (7)
- Proposed back of sidewalks
- Proposed face of retaining walls
- Proposed trees to be removed

Task 3.0 WSDOT Approvals/Preliminary Design (30%)

3.4 WSDOT Channelization Plan for Approval

WSDOT Channelization Plan for Approval for the PROJECT design requires the preparation and submittal of additional WSDOT documentation not included in the original agreement. This document includes:

- Design Decision, a WSDOT document required to approve lateral clearances to curb faces at the approaches for a roundabout, which vary from those dimensions outlined in Design Manual Section 1239.06.

Task 4.0 ENVIRONMENTAL DOCUMENTATION

4.4 Existing Tree Impacts

The environmental SUBCONSULTANT shall provide assistance to the PROJECT by preparing additional CITY required environmental documents for permitting in addition to those services identified in Contract Modification #2. These additional services include:

- Preparation of graphics and calculations related to the buffer impacts and the tree removal counts.
- Impact and tree count analysis and incorporation of results into the critical areas report.
- CITY Municipal Code review and analysis related to buffer interruption, tree classifications, removal, replacement, and permitting requirements.
- Coordinate with the arborist to conduct an existing tree inventory and assessment.

Additional work associated with the environmental documentation task is anticipated following the CITY’s review of the critical areas report. Coordination with the CITY’s Planning Department will be required to determine the level of effort required for consulting services to gain CITY environmental permitting approval of the PROJECT. Management reserve funds included in the fee estimate may be used for this work after the scope is determined.

4.5 Arborist Evaluation and Report

The arborist SUBCONSULTANT shall provide assistance to the PROJECT by preparing CITY required arborist evaluation and report for permitting. Coordination with the CONSULTANT for the locations proposed improvements in relation to the existing trees is required.

Task 6.0 DESIGN (90%)

The 90% Design Submittal requires additional effort, preparation and submittal of design not included in the original agreement. The civil and structural SUBCONSULTANTS shall prepare additional plans as outlined below, as applicable, and in accordance with the detailed scope of services included as attachments to this scope of services. This additional effort includes:

6.3 Horizontal Layout and Grading Plans

The SUBCONSULTANT and CONSULTANT shall prepare horizontal layout and grading plans that extend further west and north than anticipated in the original agreement to match proposed grades with existing topography. Additional grading for the proposed retaining walls at each quadrant of the intersection will be required in accordance with the updated topographic base map and DTM.

6.7 Drainage Plans

The SUBCONSULTANT shall prepare drainage plans that included enclosed underground detention and water quality facilities in addition to the work identified in the original agreement. Connections to the existing drainage system will be made at two locations and extend further west than originally anticipated.

6.9 Illumination Plans

The structural SUBCONSULTANT shall prepare light pole foundation design for illumination poles that are not able to be provided by SCL. It is anticipated that a light pole at the southeast quadrant of the intersection along a proposed fill retaining wall will require a foundation design that is compatible with the wall design. Coordination between the CONSULTANT and structural SUBCONSULTANT for illumination system is required

6.10 Utility Relocation Plans

The SUBCONSULTANT and CONSULTANT shall coordinate with the utility companies that have overhead and underground facilities within the project limits in coordination with CITY staff. The CONSULTANT shall assist the CITY with coordination related to relocation of existing water facilities owned and maintained by the Lake Forest Park Water District. Coordination involves telephone/video conference calls and field meetings to discuss project status, maintain project schedule, and to facilitate adjustments to planned pole locations required due to field conditions.

The original agreement indicated that the CITY would coordinate utility relocations based upon the roundabout design and utility relocation plan provided by the CONSULTANT and the CONSULTANT would make minor revisions to the roundabout design to avoid utilities if requested. Design development of the project has required more consulting services to augment the coordination efforts by the CITY that were originally anticipated.

6.11 Traffic Control Plans

The CONSULTANT shall prepare Pedestrian Accommodation Detour Plans as part of the WSDOT approval requirements for the project. These plans will be prepared in conjunction with the proposed construction phasing and temporary traffic control plans.

6.15 Wall Design Plans

The civil SUBCONSULTANT shall prepare wall plan and profile plans for the five (5) walls necessitated by the existing topography and proposed project footprint. The requirement of walls was revealed following development of preliminary design plans (30%) and receipt of updated topographic survey for the PROJECT.

The structural SUBCONSULTANT shall prepare structural analysis, design, and drawings for the proposed five (5) walls in the project limits. Coordination between the CONSULTANT and civil and structural SUBCONSULTANTS for the locations, heights, and types of the proposed walls is required.

6.16 Landscape and Irrigation Plans

The landscape SUBCONSULTANT shall prepare landscape and irrigation plans in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and civil and landscape/irrigation SUBCONSULTANT for the locations of the proposed landscaping and irrigation is required for inclusion in the 90% plans and specification submittal.

Task 7.0 FINAL DESIGN AND PS&E (100%)

The 100% Design Submittal requires additional effort, preparation and submittal of design not included in the original agreement. This additional effort is related to the same sets of design plans identified in Task 6.0 Design (90%).

Task 8.0 LANDSCAPE/IRRIGATION DESIGN

The landscape SUBCONSULTANT shall develop landscape/irrigation design concepts in coordination with CITY staff and in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and landscape SUBCONSULTANT for the scope of the proposed landscaping is required.

Task 10.0 GEOTECHNICAL

The geotechnical SUBCONSULTANT shall conduct additional geotechnical analysis required for retaining wall and utility pole foundation design as outlined in the recommendations of the technical memorandum and in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and the geotechnical and structural SUBCONSULTANTS for the geotechnical investigation and retaining wall and pole foundation design is required.

**Supplement No. 1
Fee Estimate
SR 104/40TH PL SE ROUNDAABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH PM	MLM Sr. Engr	MJS Sr. Engr Tech CADD	DLH Engr I	JAB Admin	Task Hours	Task Cost
	\$263.50	\$189.50	\$173.50	\$112.50	\$129.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	148	0	0	0	24	172	\$42,094.00
Task 1.1 Project Management	48				12	60	\$14,196.00
Task 1.2 Monthly Progress Reports and Invoices	12				12	24	\$4,710.00
Task 1.3 Progress Meetings	48					48	\$12,648.00
Task 1.4 Quality Control/Quality Assurance	40					40	\$10,540.00
Task 2.0 DATA COLLECTION AND SURVEY	6	0	12	0	0	18	\$3,663.00
Task 2.5 Site Visits to Obtain Additional Information	1		1			2	\$437.00
Task 2.6 Obtain Topographical Survey	1		2			3	\$610.50
Task 2.7 Right-of-Way Acquisition Support	2		4			6	\$1,221.00
Task 2.8 Staking - Proposed Utility Poles	1		1			2	\$437.00
Task 2.9 Staking - Proposed Project Features	1		4			5	\$957.50
TASK 3.0 WSDOT APPROVALS/PRELIMINARY DESIGN (30%)	4	0	4	12	0	20	\$3,098.00
Task 3.4 WSDOT Channelization Plan for Approval - DD	4		4	12		20	\$3,098.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	8	0	4	0	0	12	\$2,802.00
Task 4.4 Existing Tree Impacts	4		2			6	\$1,401.00
Task 4.5 Arborist Evaluation Report	4		2			6	\$1,401.00
Task 6.0 DESIGN (90%)	36	28	60	0	0	124	\$25,202.00
Task 6.3 Horizontal Layout and Grading Plans		8	12			20	\$3,598.00
Task 6.7 Drainage Plans	4	2	8			14	\$2,821.00
Task 6.9 Illumination Plans		2	4			6	\$1,073.00
Task 6.10 Utility Relocation Plans	20	4	8			32	\$7,416.00
Task 6.11 Traffic Control Plans	4	8	16			28	\$5,346.00
Task 6.15 Wall Design Plans	4	2	6			12	\$2,474.00
Task 6.16 Landscape and Irrigation Plans	4	2	6			12	\$2,474.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	18	18	36	0	0	72	\$14,400.00
Task 7.3 Horizontal Layout and Grading Plans		2	6			8	\$1,420.00
Task 7.7 Drainage Plans	2	2	2			6	\$1,253.00
Task 7.9 Illumination Plans		1	4			5	\$883.50
Task 7.10 Utility Relocation Plans	12	2	4			18	\$4,235.00
Task 7.11 Traffic Control Plans	2	8	16			26	\$4,819.00
Task 7.15 Wall Design Plans	1	1	2			4	\$800.00
Task 7.16 Landscape and Irrigation Plans	1	2	2			5	\$989.50
Task 8.0 LANDSCAPE/URBAN DESIGN	4	0	4	0	0	8	\$1,748.00
Task 8.1 Initial Landscape/Urban Design Coordination	4		4			8	\$1,748.00
Task 10.0 GEOTECHNICAL	2	0	4	0	0	6	\$1,221.00
Task 10.9 Geotechnical Coordination	2		4			6	\$1,221.00
Totals	226	46	124	12	24	432	\$94,228.00
						Hours Total	Labor Total

Direct Expenses

1-Alliance, Survey Subconsultant	\$49,989.00
Terra Vista, Civil Subconsultant	\$47,969.00
David Evans and Associates, Inc, Structural Subconsultant	\$83,369.75
ESA, Environmental Subconsultant (allowance)	\$8,000.00
Herrera, Arborist Subconsultant	\$17,681.00
GeoEngineers, Geotechnical Subconsultant	\$18,761.00
Berger Partnership, Landscape Subconsultant (less allowance from original contract)	\$24,390.00
Subtotal Subconsultants	\$250,159.75

Supplement #1 Design Services Subtotal Total **\$344,387.75**

Supplement #1 Management Reserve Fund \$19,500.00
Supplement #1 Subtotal with MRF **\$363,887.75**

Right-of-Way Acquisition Services

Abeyta & Associates, Right-of-Way Subconsultant \$0.00

Supplement #1 Grand Total Not to Exceed **\$363,887.75**

Changes to Total Budget Amount after Contract Modification #1 \$0.00
Management Reserve Funds Remaining after Contract Modification #2 \$5,283.00
Management Reserve Funds Remaining after Supplement #1 \$24,783.00

Original Maximum Amount Payable \$516,329.00
New Maximum Amount Payable **\$880,216.75**

10/12/2022

20-139

Kirk Harris, PE
Transportation Solutions
16932 Woodinville Redmond Rd. NE, Suite A206
Woodinville, WA 98072

**Re: Professional Surveying Services Proposal – Amendment 1
Lake Forest Park, SR 104/40th Place Roundabout**

Dear Kirk,

1 Alliance Geomatics, LLC (1 Alliance) is pleased to provide this proposal for professional surveying and mapping services in support of Lake Forest Park on the SR 104/40th Place Roundabout project.

Background

This is a skewed, four-legged intersection with stop control for the Southbound (40th Place NE) and Westbound (NE 184th Street) approaches. The geometry of the intersection is problematic for many users including misaligned legs that lead to confusion over which route is SR 104, and lack of sight distance which makes turning left onto SR 104 and pedestrian crossings hazardous. Moreover, the intersection lacks amenities for those choosing to walk or bike.

Scope of Services

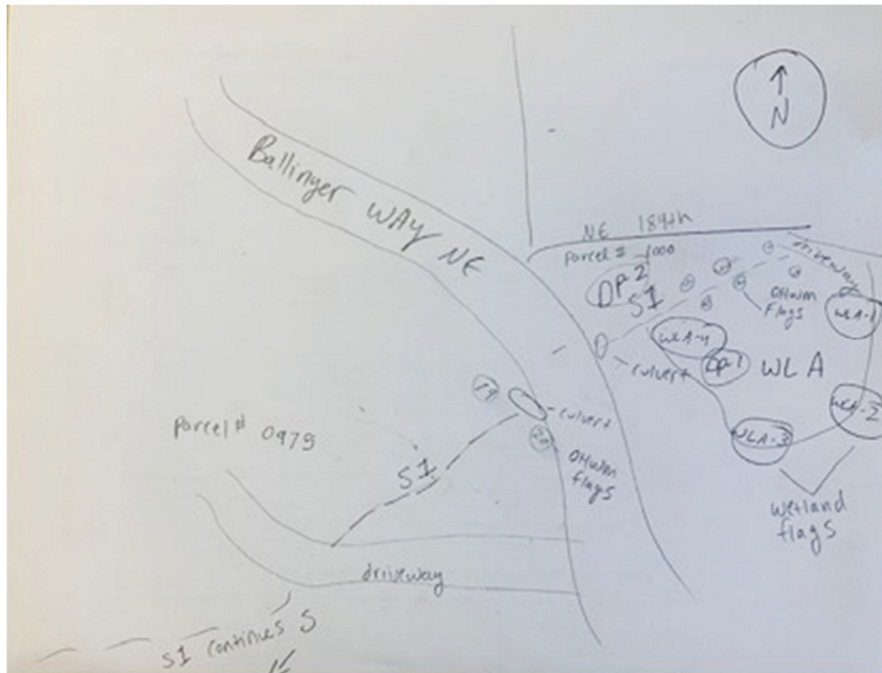
1. Surveying and Mapping

1.1. Survey PM, Admin, QA/QC

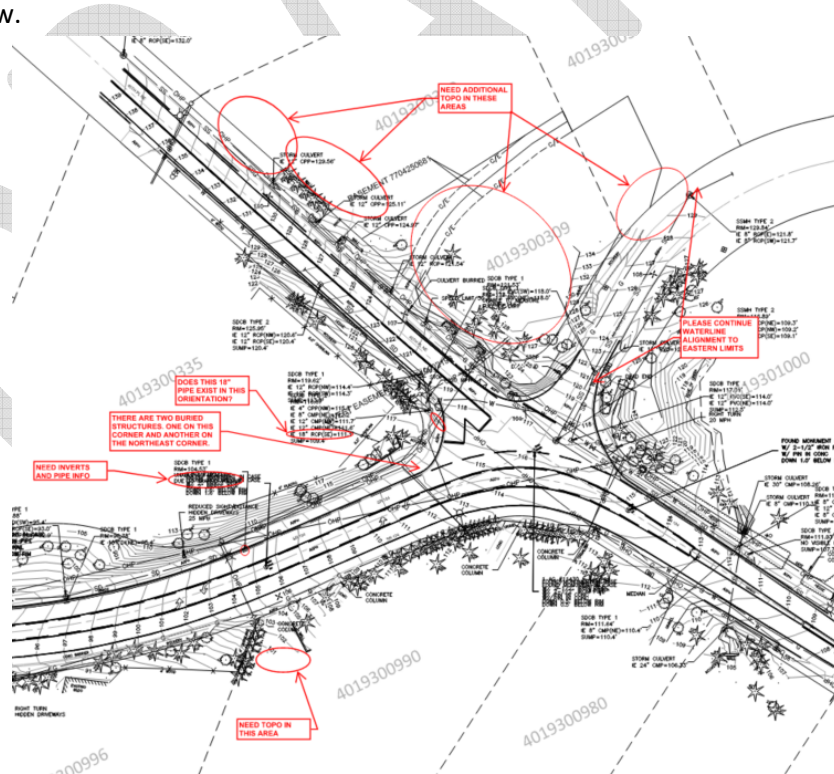
This task includes the survey project management, administrative duties, and quality control required for a project of this complexity and magnitude.

1.2. Field Surveying and Mapping

This task includes mapping of flagged critical areas as identified by others and as shown below.



This task also includes extending mapping and answering questions from the design team as shown below.



CONSULTANT will obtain Right of Entry for survey on private property. 1 ALLIANCE will use appropriate signage, high-visibility clothing and traffic control devices while performing field survey.

1.3. Utility Surveying Services

1 ALLIANCE will assist the project team in determining the stormwater connections at the Northwest Quadrant of the project site.

This task includes staking the actual locations of up to 13 proposed Seattle City Light poles for visual inspection by interested parties.

1.4. Proposed Feature Staking

At the request of the engineer, 1 Alliance will stake actual positions of proposed features for City review in the field. This task is limited to one week (40 hours) of field time and is also limited by the hours shown on the level of effort.

1.5. Office Processing

This task includes the office processing of the collected survey data, data extraction, field book note reductions, CADD drafting, and other duties required for the generation of the deliverable(s). Breaklines will be created along curbs, walls, and other surface features in order to generate an accurate Digital Terrain Model.

1.6. Right-of-Way Acquisition Support

This task includes staking the actual locations of proposed right-of-way acquisition areas for negotiation purposes. Staking on up to 7 parcels is included in this task.

Up to 2 land descriptions and exhibits will be prepared to support temporary construction easement or ROW acquisition

Understandings

1. Health, Safety, and Security are priority. 1 Alliance personnel will not proceed if the conditions are deemed unhealthy, unsafe, or not secure from harm of any type.
2. 1 Alliance is not responsible for any delays or errors caused by others.
3. Boundary corners will not be set as a part of this scope.
4. A record of Survey is not a part of this scope.
5. Tree driplines are not a part of this scope.
6. Scanning will only be performed during favorable weather conditions.

7. Rights-of-Entry will be organized, granted, and confirmed by The Consultant or Others.
8. Title Reports with underlying documents for the affected Parcels to be provided by others.
9. Total duration for this effort, from start to final deliverable, is estimated to be 6 months after completion of anticipated fully executed contract.
10. The fee estimate expires 90 days after this dated proposal and may need to be revised thereafter.

Deliverables

1. AutoCAD Civil 3D 2018 survey base map, electronic copy. (not to include terrain model)
2. Autocad Civil 3D 2018 terrain model, electronic copy.
3. .XML terrain model.

Level of Effort

\$49,989

1 Alliance appreciates the opportunity to present this proposal. If you have any questions, please feel free to call.

Sincerely,

1 Alliance Geomatics, LLC



Mark Groot, PLS
Survey Project Manager

PROJECT	NUMBER	20-139
	NAME	SR 104 Roundabout
	CLIENT	Transportation Solutions
	OWNER	City of Lake Forest Park

Date 12-Oct-22
by MG
ckd BB



Amendment 1																								
No.	DESCRIPTION												HRS											
1	PM; Admin; QA/QC												17											
2	Field Surveying and Mapping												32											
3	Utility Surveying Services												40											
4	Proposed Feature Staking												132											
5	Office Processing												15											
6	Right-of-Way Acquisition Support												149											
7													0											
TOTAL HOURS													385											
TOTAL DIRECT BURDENED SALARY COSTS																								
\$	888.99	\$	3,723.66	\$	1,654.96	\$	1,845.12	\$	4,562.46	\$	-	\$	13,687.38	\$	11,192.46	\$	11,192.46	\$	301.92	\$	301.92			
OTHER DIRECT COSTS																								
MILEAGE (TOTAL MILES)														1020		\$	0.625		DRAFT					
PER DIEM (DAYS)																								
LODGING (DAYS)																								
MATERIALS & SUPPLIES																		Scanner Rental						
OTHER (DESCRIBE)																		Utility Locates (APS)						
SUE LOCATES																		Traffic Control (Uninformed Officer)						
														TOTAL OTHER DIRECT COSTS								\$	638	
														GRAND TOTAL FEE ESTIMATE								\$	49,989	

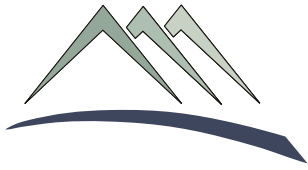


Exhibit A

Scope Description

Stormwater Flow Control and Water Quality Measures

The original contract anticipated that stormwater flow control and water quality measures would not be required. This is based on a review of the provisions of the stormwater manual and information available related to the anticipated design of project at the time the contract was prepared. During the 30% design phase, a survey of existing conditions was performed and a layout of the proposed design was developed. Once this information was available an analysis of the required stormwater improvements was performed and it was determined that stormwater flow control and water quality measures would be required to meet the provisions of the stormwater regulations.

To prepare a comprehensive opinion of probable cost for the 30% design phase and meet the project schedule, the design team proceeded with developing the overall stormwater improvements which included flow control and water quality measures, under the current budget. However, as this expenditure was not included in the original scope, a contract amendment is requested for the design and documentation for the additional stormwater infrastructure.

The complexity of the storm drain system greatly increased thus requiring additional coordination time and documentation of the system, in both construction plans and technical reports. The stormwater design currently developed by the design team currently includes catch basins and associated piping, as well as a treatment train that includes a stormwater detention vault, oil water separator, and two water quality systems. The original scope assumed that only catch basins and some minor piping to connect to existing storm mains would be required. Additionally, due to the large size of the flow control and water quality systems, time was spent to strategically locate the facilities to minimize disruption project phasing, traffic flow, and to other existing critical infrastructure in the project limits, such as water and sewer mains as well as electrical utilities.

Although the stormwater detention vault and water quality systems are large, the design team has taken many steps in an effort to keep the facility sizes to a minimum and thus manage potential project costs. These steps include strategic grading of the paved surfaces and placing catch basin inlets in such a manner as to only route the required amount of stormwater to the flow control and water quality systems, rather than the entire project limits of work. Flows not required to be routed to the stormwater facilities would be bypassed and connected to the existing stormwater infrastructure. This is allowed by the stormwater regulations and beneficial to the project as without this effort, the size of the flow control and water quality facilities could potentially be three to four times as big. This effort also required additional time to be spent by the design team.

Change of Agency Project Leadership

At the completion of the 30% design phase, the project leadership at the Agency changed. This resulted in an extension to the schedule to allow for Agency staff to be brought up to speed. Additional time was expended by the design team to assist the new leadership team in becoming familiar with the design and addressing outstanding issues.

Retaining Walls

The original scope of services did not include design and detailing of retaining walls within the project. Although the structural design will be provided by other consultants, TerraVista NW will need to prepare wall profiles to support the structural design of the walls. Also, additional time was spent in determining the extents of the retaining walls and viable locations within the project site and private property.

Increased Project Complexity

The original scope of services was based on what was known at the time the contract was drafted and what would be anticipated for the project. As the design progressed through 30% and 90% development, the complexities of a project that had significant topographic differences resulted in additional time being spent to develop grading of the roadway approaches, beyond what was originally assumed. Roadway approach grading needed to be significantly adjusted several times to try to minimize impacts to driver experience, adjacent driveways, overall earthwork, existing utilities, and so on. This added effort would benefit the overall project budget and coordination with property owners.

Scope of Work

Task 1 – Project Management and Coordination

TerraVista NW will perform the following additional tasks:

- Contract management
- Coordinate with the design team on aspects related to flow control and water quality systems
- Coordinate with Agency on allowable treatment systems and code interpretations.
- Participate in additional periodic online coordination meetings.
- Perform QA/QC review

Task 2 – Data Gathering and Engineering

TerraVista NW will perform the following tasks:

- Review studies and documentation provided by others
- Perform up to one (1) additional site visits

Task 3 – Preliminary Design

TerraVista NW will perform the following tasks:

- Review options for capturing stormwater and routing to treatment facilities.
- Perform additional stormwater hydrologic and hydraulic calculations
- Prepare additional supporting documentation for the stormwater drainage report
- Review options for placement of retaining walls

TerraVista NW will prepare 30% design documents that will also include:

Plans

- Add information to the drainage plans
- Additional stormwater details

Additional Technical Specifications

Additional information on Opinion of Probable Cost

Task 4 and 5 - Final Design

TerraVista NW will perform the following tasks:

- Review options for capturing stormwater and routing to treatment facilities.
- Perform additional stormwater hydrologic and hydraulic calculations
- Prepare additional supporting documentation for the stormwater drainage report
- Review options for placement of retaining walls

TerraVista NW will prepare 90% and 100% design documents that will also include:

Plans

- Add information to the drainage plans
- Additional stormwater details

Additional Technical Specifications

Additional information on Opinion of Probable Cost

Assumptions

1. Placement of stormwater flow control and water quality facilities will not significantly change as of the date of this contract amendment.
2. Extents of new or replaced impervious surfaces will not change as of the date of this contract amendment.
3. Project grading will not significantly change as of the date of this contract amendment
4. Roadway profiles will not be required to be included in the construction documents. Grading will be identified through the use of spot elevations.
5. Roadway improvements shall utilize applicable published codes and regulations for reference. The City Agency will identify any non-published requirements that need to be incorporated into the project, early in the 90% design phase.

Exhibit B

Task #	Description	PIC/PM ES \$194	Engineer III RP \$143	Total Hours
Task 1	Project Management and Coordination			
	Coorespondence and coordination with team	20	8	28
	Contract management	8		8
	Attend Meetings	4		4
	QA/QC	40		40
Task 2	Data Gathering and Engineering			
	Review additional technical information		4	
	Perform additional site visits		4	4
Task 3	Preliminary Design			
	Review drainage options	2	6	8
	Perform additional stormwater calculations	1	6	7
	Prepare 30% Plans	4	24	28
	Prepare 30% Technical Specifications			
	Prepare 30% Opinion of Probable Cost	2	8	10
Task 4	Final Design			
	Review drainage options	4	16	20
	Perform additional stormwater calculations	2	9	11
	Provide additional documentation for drainage report	2	12	14
	Prepare 90% Plans	4	60	64
	Prepare 90% Technical Specifications	8		8
	Prepare 90% Opinion of Probable Cost	2	6	8
Task 5	100% Design			
	Prepare 100% Plans		26	26
	Prepare 100% Technical Specifications	2		2
	Prepare 100% Opinion of Probable Cost		4	4
	Subtotal Hours	105	193	294
	Subtotal Fee	\$ 20,370	\$ 27,599	
TOTAL FEE				\$ 47,969

City of Lake Forest Park
SR 104 and 40TH Place NE Roundabout Project
Wall Design Scope of Services

DEA is being retained by Transportation Solutions (TSI) to support the SR 104 and 40th PL NE Roundabout Project for the City of Lake Forest Park (CITY). The scope of services is to include the conceptual and final design of retaining walls, project coordination time and project management and invoicing time.

General Assumptions:

- Design codes:
 - AASHTO LRFD Bridge Design Specifications, 9th Edition with Interims.
 - WSDOT Bridge Design Manual – June 2022
- Construction Specifications
 - 2023 Washington State Department of Transportation (WSDOT) Standard Specification for Road, Bridge and Municipal Construction.
- A cast-in place wall fascia may be provided for some wall types although it is not required.
- Level of effort based upon the design of two wall types: a soldier pile wall without tie-backs, with a cast-in-place fascia, and developing a performance specification and cross section for a gravity block wall
- The existing slope is stable from a global stability standpoint.
- Fall protection will be required on walls. Design anticipates using a standard WSDOT or CITY supplied railing detail.
- Plan set assumes 9 sheets including:
 - Wall Plan and Elevation sheets
 - Wall Details
 - Fall Protection Details
- Level of effort assumes that DEA is provided survey data and Initial Wall Profile and Alignment sheets in CADD
- Geotechnical information is provided by others, not subconsulted to DEA, in accordance with assumed Design Codes.
- 100% Deliverables, excluding Cost Opinions, shall be signed and sealed by a Professional Engineer in the state of WA and be marked Issued For Construction.

Task 100 – Project Management

Direction of the DEA staff and review of their work over the course of the PROJECT shall be provided. This work element includes preparing monthly progress reports including the status of individual work elements, number of meetings attended, outstanding information required and work items planned for the following month

Periodic monitoring of the PROJECT budge will occur over the course of the PROJECT. Assessment of current PROJECT status, as well as projections of future status, shall be developed by the DEA. This work element is intended to monitor costs and budgets, and to propose corrective actions. These actions could include formal requests for budge increases, or scope modifications or reductions.

Drawings and documents generated over the course of the PROJECT require review, coordination, and file management. Level of effort for Technical Reviews and Quality Control activities is included in individual tasks. This information will be filed to facilitate ready and selective retrieval.

DEA will develop monthly invoices which include progress reports.

Scope, schedule and budget will be monitored regularly by DEA for their work. In the event of a change in scope or schedule, DEA will communicate changes to TSI as soon as possible, and where deemed required develop an amendment to modify this agreement.

Deliverables:

- Project coordination with CITY and/or TSI and DEA staff on project scope and work tasks
- Management of the project scope, deliverables, budget, and schedule
- Monthly Invoices and Progress Reports

Assumptions:

- Meetings where DEA is involved are held via phone, Zoom, Team, or other virtual. Travel time to additional locations has not been included but can be added by amendment.
- Duration of the Project will be six (6) months.

Task 200 – Conceptual Design and Concept Coordination

Task 200.1 - Development of a Conceptual Design Memo

DEA shall develop a high level summary memo containing primary constraints for each wall and determine preferred wall type deemed most practical for this location. The document will provide illustrations of similar wall construction options and basic input to cost to verify impact to project budget.

Task 200.2 – Field Visit

DEA will send one engineer to the field to visit site and examine existing conditions. The site visit is assumed to last 3 hours plus travel time.

Deliverables:

- Conceptual Wall Design Memo

Task 300 – Retaining Wall Design

Task 300.1 – Coordination with Geotechnical Engineer

DEA will meet as needed, up to the level of effort assumed in this agreement, to coordinate geotechnical parameters and verify that provided parameters are in alignment with project design codes and design constraints.

Task 300.2 – 90% Retaining Wall Design (Design and Drawings)

Project includes 5 walls of various heights. Preliminary data indicates that:

- Wall GR01 (184+00 to 184+50 RT), block fill wall anticipated, abutting driveway, max exposed height shows as approximately 4'
- Wall GR02 (184+70 to 185+20 RT), block fill wall anticipated, abutting driveway, max exposed height shows as approximately 4'
- Wall GR03/GR05 (SE quadrant), fill wall, between back of walkway and wetland buffer, max exposed height shows as approximately 7' is assumed to be a soldier pile wall.
- Wall GR04/GR05 (NE quadrant), cut wall – expected soldier pile wall for some segments, max exposed height shows as approximately 12.5'
- Wall GR04 (NE quadrant, north of driveway), cut wall/type unknown, near 48" DBH deciduous tree, max exposed height shows as approximately 5' is anticipated to be a block wall or soldier pile wall as determined by the conceptual design memo.

Walls are assumed to be either a soldier pile wall or gravity block wall for determining Level of Effort. Level of Effort shall be re-evaluated following the selection of wall types in the Conceptual Wall Design Memo. Level of effort is based upon only one soldier pile wall and a performance based specification for a gravity block wall to be designed by the Contractor. This task includes the design, drawing development and quality control of retaining walls during Consultant Design Phase.

Task 300.3 – 90% Retaining Wall Specifications

DEA will develop supplemental construction specifications, where required, to address wall aesthetic features and colors. It is assumed that all other construction specifications are included in the WSDOT Standard Specifications. A block wall performance specification will be provided to accommodate a Contractor facilitated design.

Task 300.4 – 90% Retaining Wall Opinion of Construction Cost

DEA will develop a 90% level probable Opinion of Construction Cost for work designed under Task 300.2 to be included in overall project Opinion of Construction Cost.

Task 300.5 – 100% Retaining Wall Design (Design and Drawings)

DEA will update the design and construction drawings from Task 300.2 to address comments received and in accordance with the design.

Task 300.6 – 100% Retaining Wall Specifications

DEA will update the retaining wall specifications from Task 300.3 to address comments received and in accordance with the design.

Task 300.7 – 100% Retaining Wall Opinion of Construction Cost

DEA will develop a 100% level probable Opinion of Construction Cost for work designed under Task 300.5 to be included in overall project Opinion of Construction Cost.

Task 400 – Pole Foundation Design

Pole foundation design is excluded from this agreement but may be included by amendment.

Task 500 – Design Support During Bidding

Engineering support during bidding will be provided assuming that only minor questions from the contractor are requested and no significant changes involving drawings are required. Additional design support during bidding may be added by amendment to this agreement.

Task 600 – Engineering Support During Construction

No engineering support during construction is assumed at this time although can be added by amendment to this agreement once Tasks 300 and 400 are complete. This may include review of Contractor facilitated designs.

PROJECT FEE ESTIMATE

Owner: City of Lake Forest Park
 Client: Transportation Solutions
 PR22053 - SR104 & 40th PI NE Roundabout
 Structural Engineering Services



DAVID EVANS
AND ASSOCIATES INC.

Section 8, ItemA.

11/15/2022

WORK DESCRIPTION	PERSONNEL AND HOURLY RATES					Total Hours	Direct Salary Cost	OH 177.62%	Negotiated Profit 10% DSC + OH	All Inclusive Hourly Rate
	PM \$84.00	Str Dsgnr \$44.00	QC Eng \$82.00	CAD \$45.00	Prj Coord \$46.00					
Task 100 - Project Mangaement	12	0	0	0	12	24	\$ 1,560.00	\$ 2,770.87	\$ 433.09	\$ 4,763.96
Project Setup, Monthly Progress Report and Invoice (6 months)	6				12	18	\$ 1,056.00			
Project communication, and coordination	6					6	\$ 504.00			
TASK 200 - Conceptual Design and Concept Coordiantion	7	25	6	0	0	38	\$ 2,180.00	\$ 3,872.12	\$ 605.21	\$ 6,657.33
200.1 - Development of a Conceptual Design Memo										
Draft Conceptual Design Memo	1	25	6			32	\$ 1,676.00			
200.2 - Field Visit	6					6	\$ 504.00			
TASK 300 - Retaining Wall Design	22	202	70	138	0	432	\$ 22,686.00	\$ 40,294.87	\$ 6,298.09	\$ 69,278.96
300.1 - Coordination with Geotechnical Engineer	2	8				10	\$ 520.00			
300.2 - 90% Retaining Wall Design (Design and Drawings)										
Calculations	4	60	18			82	\$ 4,452.00			
Plans Preparation	6	48	23	98		175	\$ 8,912.00			
300.3 - 90% Retaining Wall Specifications	2	20	6			28	\$ 1,540.00			
300.4 - 90% Retaining Wall Opinion of Construction Cost	1	8	3			12	\$ 682.00			
Response to 90% Comments		4	2			6	\$ 340.00			
300.5 - 100% Retaining Wall Design (Design and Drawings)										
Calculations	2	18	6			26	\$ 1,452.00			
Plans Preparation	3	30	10	40		83	\$ 4,192.00			
300.6 - 100% Retaining Wall Specifications	1	3	1			5	\$ 298.00			
300.7 - 100% Retaining Wall Opinion of Construction Cost	1	3	1			5	\$ 298.00			
TASK 400 - Pole Foundation Design (Not Used)	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -
TASK 500 - Design Support During Bid	2	8	2	4	0	16	\$ 864.00	\$ 1,534.64	\$ 239.86	\$ 2,638.50
Review of RFIs	2	8	2	4		16	\$ 864.00			
TASK 600 - SUPPORT DURING CONSTRUCTION (EXCLUDE FROM CURRNENT AGF	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Construction Observation and Field Report						0	\$ -			
Review of Submittals						0	\$ -			
Respond to RFI						0	\$ -			
DIRECT EXPENSES										\$ 31.00
TOTAL LABOR	43	235	78	142	12	510	\$ 27,290.00	\$ 48,472.50	\$ 7,576.25	\$ 83,338.75

Direct Expenses	
Reproduction (Full Size)	\$0
Mileage at \$0.625/mile (1 Rd Trip @ 50 miles)	\$31
Parking	\$0
FedEx	\$0
Total	\$31

Cost Estimate Summary	
Direct Salary Cost (DSC)	\$ 27,290.00
Overhead @ 177.62% x DSC	\$ 48,472.50
Negotiated Profit @ 10% x (DSC + O	\$ 7,576.25
Direct Expenses	\$ 31.00
Grand Total	\$ 83,369.75

SCOPE OF WORK

CITY OF LAKE FOREST PARK STATE 104 ROUNDABOUT PROJECT – TREE INVENTORY AND ARBORIST REPORT

On **Monday, October 3, 2022**, Environmental Science Associates (ESA) authorized Herrera Environmental Consultants (Herrera) to prepare a scope of work and cost estimate to conduct a tree inventory and prepare an arborist report for the State 104 Roundabout Project design for Transportation Solutions, Inc. (TSI) and the City of Lake Forest Park.

Herrera will provide labor, materials, equipment, and supplies to perform a tree inventory, provide associated data collection and data reporting services for baseline conditions required to facilitate project permitting and restoration design. This scope of work includes a discussion of the activities, assumptions, and deliverables. Schedule will be determined after this proposal has been approved

- Task 1.0 – Tree Inventory1
- Task 2.0 – Arborist Report.....3
- Project Schedule.....3
- Project Cost Estimate.....3

TASK 1.0 – TREE INVENTORY

Herrera will review background materials provided by ESA and City Code LFPMC 16.14 for tree regulations for City of Lake Forest Park. An ISA Arborist from Herrera and a field biologist will conduct a tree inventory along State Route 104 project area for all significant trees (as determined by City of Lake Forest Park [Chapter 16.14](#)). Tree inventory data that will be collected from within the project area will include the following information:

- Tree Genus and Species
- Tree trunk diameter in inches 4.5 feet above grade (diameter at breast height, DBH)
- Critical Root Zone (CRZ), and interior Critical Root Zone
- Tree Category indicating if tree is Significant (6” or greater DBH) or Landmark (greater than 24” DBH)

SCOPE OF WORK

- The general health condition of each tree recorded as one of six categories: Excellent, Good, Fair, Poor, Critical, Dead and general observations warranting recognition.
- Level I Tree Risk Assessment for all trees
- Level II Tree Risk Assessment for any trees with structural or biological issues determined by Level I assessment.
- Existing and proposed canopy coverage.
- Each inventoried tree will be tagged with an aluminum numbered tree tag.
- GPS coordinates of trees inventoried using ArcGIS Field Maps on digital tablet with approx. 1-meter accuracy

Assumptions

- Arborist inventory and assessment will meet standards as defined in City of Lake Forest Park's Chapter 16.14 Tree Canopy Preservation and Enhancement tree code which states all trees over 6 inches in diameter are significant, including invasive species.
- Two Herrera staff will conduct a tree survey along State 104 within the project area.
- Only trees with DBH 6 inches and greater will be included in inventory
- Trees will be evaluated through visual inspection only. No physical inspection of the upper canopy, sounding, root crown excavation, or resistograph or other technologies will be used in the evaluation of trees.
- Access will be provided to all trees requiring inventory through private property ahead of fieldwork, provided by TSI or ESA.
- ESA will provide background data, site maps and project area limits to Herrera prior to fieldwork. ESA will provide base layers (CAD or GIS) showing where the project area limits are located prior to fieldwork, specifically all contour lines, utilities, property lines, and existing and proposed structures within the CAD plans.
- Deliverables for Task 1 will be included in the Task 2: Arborist Report deliverable package.

SCOPE OF WORK

Deliverables

- Tree Inventory table showing unique tree identification number, species, common name, DBH, health and general notes (Excel, PDF)
- Site plan showing tree locations and their unique tree identification number (PDF, GIS shapefiles)
- A scale 1" = 20' site plan detailing the location of property lines, critical areas and buffers, critical and interior critical roots zones of all trees, existing and proposed utilities, 2-foot contours, and existing and proposed structures.

TASK 2.0 – ARBORIST REPORT

Herrera will provide a summary technical memo that will include the following:

- Discussion of tree inventory methodology and data collection
- Appendices with tree inventory data, photos and maps collected during Task 1
- Trees in the vicinity of construction that could be impacted by the proposed development activity
- Recommendations for trees to be removed
- Recommendations for trees to be protected
- Tree protection fencing (type and locations)
- Timeline for tree protection activities
- List of protection measures and conditions to be taken during all development activities to ensure code compliance during development activities.

PROJECT SCHEDULE

Subject to change based on contract, it is estimated that fieldwork will take place in October 2022 and the arborist report and associated deliverables will be submitted by November 2022.

PROJECT COST ESTIMATE

Work described above will be completed for a budget not to exceed \$17,681.

**ADDITIONAL GEOENGINEERS SCOPE OF SERVICES
BALLINGER WAY NE (SR 104) AND 40TH PLACE NE ROUNDABOUT
LAKE FOREST PARK, WASHINGTON**

FILE NO. 197-009-00

GeoEngineers is pleased to present our proposed additional scope of services for the proposed roundabout to be located at the intersection of Ballinger Way NE, 40th Place NE and NE 184th Street in Lake Forest Park, Washington. We understand the proposed grading to construct the roundabout will result in higher cut walls along the northwest portion of the site, which are more suited to permanent soldier pile walls. Our additional services will include subsurface borings with a limited access drill rig to evaluate subsurface soil and groundwater conditions at the proposed wall location and geotechnical recommendations for the permanent walls. Our scope is based on our discussions with Transportation Solutions, our experience working during the preliminary design of the project, and our experience on similar soldier pile wall projects. Based on our project understanding, we propose our scope of services include the following tasks:

1. Review our previous report prepared for the project and the 30 percent design documents to plan the exploration program.
2. Coordinate site access with Transportation Solutions and City of Lake Forest Park including proposed boring locations, access restrictions, working hours, and other on-site drilling requirements.
3. Visit the project site to mark out preliminary locations for explorations and contact the Washington State One Call Utility Locate Service. We will also retain a private utility locating service. We will make follow up site visits to check that all notified utilities have marked their lines in the vicinity of the exploration locations.
4. Advance two or three borings up to 25 feet below existing ground surface (bgs). The field explorations will be performed under the direction of an engineer or geologist from our firm. The explorations will be located in the field by pacing or tape measurements from existing site features such as structures, roads and property features. Our representative will maintain a detailed log of each exploration and obtain samples of the various materials encountered. The samples will be returned to our office for additional examination and analysis.
5. Evaluate pertinent physical and engineering characteristics of the site soils based on laboratory tests from the borings. The laboratory tests will likely include moisture content, percent fines content, and grain-size distribution, as appropriate.
6. Provide geotechnical design recommendations for design of the walls including lateral earth pressure diagrams, appropriate surcharge pressures, minimum diameter and embedment of soldier piles, LRFD reduction factors, axial capacity, lateral design (L-Pile parameters), temporary lagging, and drainage.

7. Provide seismic design criteria based on the WSDOT Geotechnical Design Manual (GDM) and the AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications.
8. Evaluate the potential for liquefaction and lateral spreading of the site soils and provide estimates of liquefaction-induced settlements.
9. Confirm our previous recommendations for earthwork including excavation considerations, temporary slopes, suitability of on-site soil for reuse as structural fill, imported fill specifications, and placement and compaction criteria, and the effects of weather and construction equipment on the site soils.
10. Prepare a draft and final written report containing our findings, conclusions and recommendations for your review. Our final report will incorporate comments from the project team.

SCHEDULE

We are prepared to begin our services upon your authorization to proceed. At this time drilling can typically be scheduled approximately 5 to 6 weeks out. Site exploration will be completed in 1 day. Laboratory testing will require up to 7 to 10 days, depending on the specific tests selected for the soils encountered. Preliminary verbal recommendations will be provided as information is developed. The draft report summarizing results of our geotechnical engineering evaluation can be completed within 2 weeks following the laboratory testing. If this tentative schedule does not meet your needs, please contact us regarding any modifications that will allow us to meet your time schedule.

Attachment: GeoEngineers Fee Estimate

GEOENGINEERS LABOR HOURS ESTIMATE

Job Number:		197-009-00	Job Name:		Additional Geotechnical Services SR104 and 40th Ave NE Roundabout				Owner:	City of Lake Forest Park	
Client:		TSI									
		\$260.00			\$243.00	\$199.00	\$173.00	\$152.00	\$145.00	\$120.00	\$105.00
Task	Task Description	Principal/ Associate	Senior 2 Engineer	Project 1 Engineer	Staff 3 Engineer	Staff 2 Engineer	GIS/CAD	Admin 3	Admin 2	Total Hours	Total Labor Cost
1,2	Data Review/Project Setup, Coordination and Management, Subcontracts	1		4				2	2	9	1,506
3	Site Visit, Mark Explorations, Complete Locate, Briefing			2	6	2		1		11	1,860
4	Field Exploration/Drilling	0.5		2		10		1		13.5	2,168
5	Sample Review and Laboratory Testing, Logs	0.5		2	2	2			2	8.5	1,388
6-9	Engineering Analyses/Recommendations	2		6	4		2			14	2,696
10	Technical Memorandum, Site Plan and Figures	2		4	6		4	2	2	20	3,384
	Total Labor	6	0	20	18	14	6	6	6	76	\$13,002

Total Labor Costs \$13,002

Expenses

Field Equipment and Expenses/ Mileage	832
Subcontracted Drilling	4,087
Subcontracted Private Locate	400
Laboratory Tests	440
Total Expenses	\$5,759

Total Fee Estimate

\$18,761

Section 8, ItemA.



10.7.22 (revised 11.11.22)

Kirk Harris, PE, PMP, Principal
 Transportation Solutions, Inc.
 8250 – 165th Avenue NE, Suite 100
 Redmond, WA 98052

Lake Forest Park: Ballinger & 40th: Proposal for Landscape Architectural Services

Kirk:

Thanks again for inviting us to join your team for the project in Lake Forest Park. We are looking forward to working together to incorporate a roundabout with artwork at this intersection. Below is our fee proposal reflecting our scope landscape architectural services.

Project Understanding

We will be joining a multidisciplinary consultant team led by TSI. The scope of the project includes a new roundabout intersection, sidewalks and associated site improvements per plan titled "LFP RAB_Improvement Exhibit_2022-09-06" as provided by TSI. As landscape architect, our scope of services will include design and documentation of planting and irrigation as indicated by task below.

Task 1.0 Landscape Design - Roundabout

- 1.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumes up to 1.5 hours/month through CD for this task).
- 1.2 Design Development: Develop planting concepts, typologies (e.g. street trees, shrubs, bioretention) & overall landscape character.
- 1.3 Construction Documents: Prepare drawings (plans/material callouts, schedules, details) suitable for permitting and bidding. Coordinate above with all utility locations, setbacks, etc. Prepare technical specifications related to our scope of work in WSDOT/APWA format.

Task 2.0 Irrigation Design - Roundabout

- 2.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumed total hours for this task).
- 2.2 Design Development: Review codes, as-builts and coordinate irrigation point of connection.



- 2.3 Construction Documents: Prepare drawings (plans/material callouts, schedules, details) suitable for permitting and bidding. Prepare technical specifications related to this scope of work in WSDOT/APWA format.

Assumptions

If your assumptions differ from those noted below, please let us know immediately.

- We will be a subconsultant to TSI (Prime Consultant) and this proposal will be included as an attachment to an AIA Standard Consultant Agreement (or equivalent).
- Fees for sub-consultant services (except irrigation) are not included in our fees.
- The Prime Consultant, prior to the beginning of each design phase, will provide up to date and accurate base information from previous phase. Civil and Landscape will provide, and be provided, with information in AutoCAD format.
- The project will be documented in a single phase.
- Specific services excluded from our proposal include Bid & CA scope for Landscape & Irrigation Design, Hardscape Design, Art Concept Development, life-cycle costs analysis, environmental graphics, wayfinding, lighting design, presentation-quality physical and/or electronic models and 3D renderings, sustainability rating system (e.g. Envision) documentation, cost estimating, record document production at completion of CA. Detailed tree retention plans, if required by governing agency, shall be provided by consulting arborist. Construction Documents and Construction Administration services for Artwork are not included at this time.
- Attendance and preparation for all special topic meetings (Design Review, City Council, etc.) not previously mentioned will be invoiced on an hourly basis unless specifically described above.
- We will coordinate with the team to facilitate completion of permit documents, however, permit submittal and administration of applications/ fees/ etc. will be done by Prime Consultant.

Fees

Based on the scope of services identified at this time, we have established a Time & Expenses Basic Services fee for landscape architectural services as follows:

1.0 Landscape Design – Roundabout Total	\$26,220
1.1 PM & QA/QC	
1.2 Design Development	
1.3 Construction Documents	
2.0 Irrigation Design – Roundabout Total	\$7,920
2.1 PM & QA/QC	
2.2 Design Development	
2.3 Construction Documents	
3.0 Reimbursable Expenses	\$250

11.11.22
Transportation Solutions, Inc.
Proposal for Landscape Architectural Services
Page 3 of 3



If applicable printing, reprographic expenses, CAD plots, travel costs, and other reimbursable expenses will be billed against estimated amount above and include a 10% mark-up. Fees will be billed on a monthly basis for hours accumulated at the following rates. Services beyond those noted in this proposal will be billed as additional services on an hourly basis at rates listed below, or lump sum fees can be negotiated prior to the commencement of the services.

Principal	\$225.00 per hour
Associate	\$180.00 per hour
Project Manager	\$150.00 per hour
Landscape Architectural Staff	\$120.00 per hour
Administrative Staff	\$105.00 per hour

We look forward to working with you on this project. If this proposal meets with your approval, please sign one of the copies and return it to our office. Work will be scheduled upon our receipt of the signed proposal. Please do not hesitate to call if you wish to discuss or need additional information.

Sincerely,
The Berger Partnership PS

A handwritten signature in black ink, appearing to read "Jonathan Morley", written over a horizontal line.

Jonathan Morley
Principal, ASLA, LEED

APPROVED:

Date

Attachments: Berger Partnership Labor Hour Estimate 11.11.22

Lake Forest Park: Ballinger & 40th**Berger Partnership Level of Effort (LOE) Estimate 11.11.22**

Description		Principal \$ 225.00	Associate/ PM \$ 180.00	LA Staff & Irrigation \$ 120.00	Admin \$ 105.00	Fee
Task 1.0 Landscape Design – Roundabout						
1.1	Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumes up to 1.5 hours/month through CD for this task).	18	18		2	\$ 7,500.00
1.1	Design Development: Develop planting concepts, typologies (e.g. street trees, shrubs, bioretention) & overall landscape character.	12	16	24		\$ 8,460.00
1.2	Construction Documents: Prepare drawings (plans/material call-outs, schedules, details) suitable for permitting and bidding. Coordinate above with all utility locations, setbacks, etc. Prepare technical specifications related to our scope of work in WSDOT/APWA format.	12	18	36		\$ 10,260.00
Task Totals		42	52	60	2	\$ 26,220.00
Task 2.0 Irrigation Design – Roundabout						
2.1	Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumed total hours for this task).	6	6	8	2	\$ 3,600.00
2.2	Design Development: Review codes, as-builts and coordinate irrigation point of connection		2	6		\$ 1,080.00
2.3	Construction Documents: Prepare drawings (plans/material call-outs, schedules, details) suitable for permitting and bidding. Prepare technical specifications related to this scope of work in WSDOT/APWA format.		2	24		\$ 3,240.00
Task Totals		6	10	38	2	\$ 7,920.00

Subtotal \$ 34,140.00

Total Reimbursables \$ 250.00

Total Estimated Fee: \$ 34,390.00

Exhibit B - Addendum 1

Section 8, Item A.

**Supplement No. 1
Fee Estimate
SR 104/40TH PL SE ROUNDAABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH PM	MLM Sr. Engr	MJS Sr. Engr Tech CADD	DLH Engr I	JAB Admin	Task Hours	Task Cost
	\$263.50	\$189.50	\$173.50	\$112.50	\$129.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	148	0	0	0	24	172	\$42,094.00
Task 1.1 Project Management	48				12	60	\$14,196.00
Task 1.2 Monthly Progress Reports and Invoices	12				12	24	\$4,710.00
Task 1.3 Progress Meetings	48					48	\$12,648.00
Task 1.4 Quality Control/Quality Assurance	40					40	\$10,540.00
Task 2.0 DATA COLLECTION AND SURVEY	6	0	12	0	0	18	\$3,663.00
Task 2.5 Site Visits to Obtain Additional Information	1		1			2	\$437.00
Task 2.6 Obtain Topographical Survey	1		2			3	\$610.50
Task 2.7 Right-of-Way Acquisition Support	2		4			6	\$1,221.00
Task 2.8 Staking - Proposed Utility Poles	1		1			2	\$437.00
Task 2.9 Staking - Proposed Project Features	1		4			5	\$957.50
TASK 3.0 WSDOT APPROVALS/PRELIMINARY DESIGN (30%)	4	0	4	12	0	20	\$3,098.00
Task 3.4 WSDOT Channelization Plan for Approval - DD	4		4	12		20	\$3,098.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	8	0	4	0	0	12	\$2,802.00
Task 4.4 Existing Tree Impacts	4		2			6	\$1,401.00
Task 4.5 Arborist Evaluation Report	4		2			6	\$1,401.00
Task 6.0 DESIGN (90%)	36	28	60	0	0	124	\$25,202.00
Task 6.3 Horizontal Layout and Grading Plans		8	12			20	\$3,598.00
Task 6.7 Drainage Plans	4	2	8			14	\$2,821.00
Task 6.9 Illumination Plans		2	4			6	\$1,073.00
Task 6.10 Utility Relocation Plans	20	4	8			32	\$7,416.00
Task 6.11 Traffic Control Plans	4	8	16			28	\$5,346.00
Task 6.15 Wall Design Plans	4	2	6			12	\$2,474.00
Task 6.16 Landscape and Irrigation Plans	4	2	6			12	\$2,474.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	18	18	36	0	0	72	\$14,400.00
Task 7.3 Horizontal Layout and Grading Plans		2	6			8	\$1,420.00
Task 7.7 Drainage Plans	2	2	2			6	\$1,253.00
Task 7.9 Illumination Plans		1	4			5	\$883.50
Task 7.10 Utility Relocation Plans	12	2	4			18	\$4,235.00
Task 7.11 Traffic Control Plans	2	8	16			26	\$4,819.00
Task 7.15 Wall Design Plans	1	1	2			4	\$800.00
Task 7.16 Landscape and Irrigation Plans	1	2	2			5	\$989.50
Task 8.0 LANDSCAPE/URBAN DESIGN	4	0	4	0	0	8	\$1,748.00
Task 8.1 Initial Landscape/Urban Design Coordination	4		4			8	\$1,748.00
Task 10.0 GEOTECHNICAL	2	0	4	0	0	6	\$1,221.00
Task 10.9 Geotechnical Coordination	2		4			6	\$1,221.00
Totals	226	46	124	12	24	432	\$94,228.00
						Hours Total	Labor Total

Direct Expenses

1-Alliance, Survey Subconsultant	\$49,989.00
Terra Vista, Civil Subconsultant	\$47,969.00
David Evans and Associates, Inc, Structural Subconsultant	\$83,369.75
ESA, Environmental Subconsultant (allowance)	\$8,000.00
Herrera, Arborist Subconsultant	\$17,681.00
GeoEngineers, Geotechnical Subconsultant	\$18,761.00
Berger Partnership, Landscape Subconsultant (less allowance from original contract)	\$24,390.00
Subtotal Subconsultants	\$250,159.75

Supplement #1 Design Services Subtotal Total \$344,387.75

Supplement #1 Management Reserve Fund \$19,500.00
Supplement #1 Subtotal with MRF \$363,887.75

Right-of-Way Acquisition Services

Abeyta & Associates, Right-of-Way Subconsultant \$0.00

Supplement #1 Grand Total Not to Exceed \$363,887.75

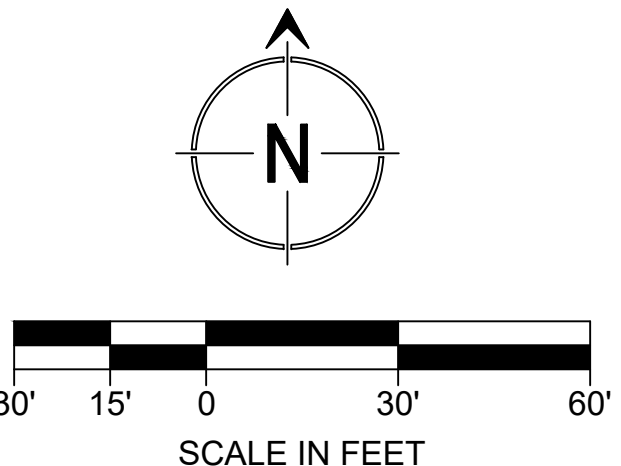
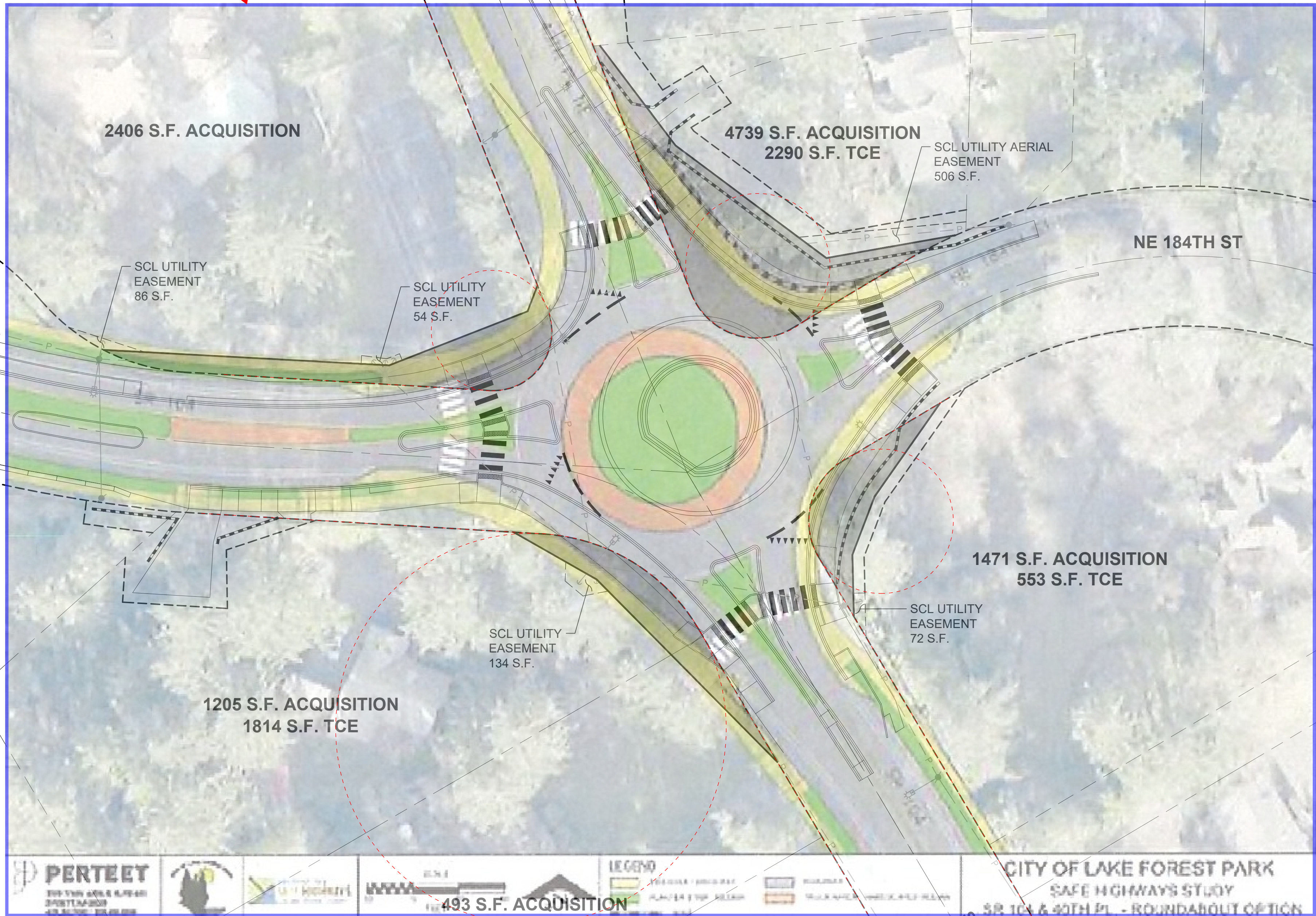
Changes to Total Budget Amount after Contract Modification #1 \$0.00
Management Reserve Funds Remaining after Contract Modification #2 \$5,283.00
Management Reserve Funds Remaining after Supplement #1 \$24,783.00

Original Maximum Amount Payable \$516,329.00
New Maximum Amount Payable \$880,216.75

NOTE:

COLORIZED IMAGE = ORIGINAL/ASSUMED ROUNDABOUT LAYOUT
(FROM 2018 SAFE HIGHWAYS STUDY)

BLACK & WHITE LINEWORK = CURRENT (60%+) DESIGN



NO.	BY	DATE	REVISION

	BY:	DATE:
Drawn	MJS	-
Designed	MLM / KAH	-
Reviewed	KAH	-
Approved	VLS	-



**CITY OF LAKE FOREST PARK
SR 104 AND 40TH PLACE NE
ROUNDABOUT PROJECT**

PRELIMINARY RIGHT OF WAY ACQUISITION

PROJECT NO.
221007

CONTRACT NO.
-

DRAWING NO.

SHEET
OF -



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 26, 2023
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 23-1883/Authorizing the Mayor to sign the American Rescue Plan Act (ARPA) Grant Agreement between the City and Local 104

Legislative History

- First Presentation January 12, 2023
 - Action January 26, 2023
-

Attachments:

1. Resolution #23-1883
 2. Proposed contract
-

Executive Summary

Attached is the draft grant agreement for The Local 104, reflective of the Treasury’s Final Rule. The draft agreement would reimburse The Local 104 for qualifying categories of expenses after the ARPA effective date of March 3, 2021, and prior to December 1, 2023.

The Local 104 has submitted for reimbursement of eligible costs of up to \$100,000 to complete new outdoor dining improvements behind the building. The proposed agreement is structured to be a reimbursement grant, including a not to exceed amount and a requirement for all backup documentation to be provided to and approved by the City’s Finance Department prior to funds being dispersed to the recipient.

Background

In response to Covid-19, the Federal Government has provided two funding vehicles, the Coronavirus Aid, Relief, and Economic Security Act (CARES) and the American Rescue Plan Act (ARPA) to assist the nation in addressing the economic impacts and operational challenges resulting from the pandemic. The City of Lake Forest Park allocated the limited CARES funds to maintaining City operations and assisting community partners. The ARPA funds to the City total roughly \$3.6M distributed in two tranches, 2021 and 2022, with an allocation deadline of December 31, 2024, and full expenditure by December 31, 2026.

The Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, and more equitable economy as the country recovers. Recipients may use these funds to:

- Support public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

Within these overall categories, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities.

With the adoption of the 23/24 Biennial budget, the balance of ARPA funds allocated for small business assistance is \$300,000. There is an additional \$195,000 in unspent small business assistance funds from previously approved contracts that expired in December 2022.

Fiscal & Policy Implications

There are sufficient ARPA funds remaining, with \$300,000 being dedicated to small businesses in the 23/24 biennial budget. This would be the first allocation from those funds.

At the January 12, 2023, Council Meeting, there was a discussion of whether this contract should be executed for the full amount, equal to one-third of the ARPA funds allocated for small businesses, or a lesser amount.

Alternatives

Options	Results
Adopt resolution authorize the Mayor to sign the grant agreement	The Mayor will sign the grant agreement with The Local 104
Do not authorize the Mayor to sign the grant agreement	The Mayor will not sign the grant agreement with The Local 104.

Staff Recommendation

Approve Resolution 23-1883/Authorizing the Mayor to sign the American Rescue Plan Act (ARPA) Grant Agreement between the City and The Local 104 as presented.

RESOLUTION NO. 23-1883**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE AMERICAN RESCUE PLAN ACT GRANT AGREEMENT BETWEEN THE CITY AND 35 AND 104, LLC D/B/A THE LOCAL 104**

WHEREAS, the American Rescue Plan Act of 2021 (“ARPA”) was signed into law on March 11, 2021, and its funds are intended to provide financial support in responding to the impacts of the COVID-19 pandemic; and

WHEREAS, ARPA financial support includes funds for tax exempt nonprofit organizations and small businesses (less than 500 employees and a small business concern under the Small Business Act) that have experienced lost revenue and increased costs as a result of the COVID-19 pandemic; and

WHEREAS, the City of Lake Forest Park (“City”) has been awarded ARPA funds for 2021 and 2022 of approximately \$3.7 million dollars to be allocated by December 31, 2024 and fully expended by December 31, 2026; and

WHEREAS, the City has received a request from the 35 and 104, LLC, d/b/a The Local 104, a small business as defined in the ARPA rules, in the amount of approximately \$100,000; and

WHEREAS, the City Council and Administration agree that supporting local businesses and community partners, that have been negatively impacted by the COVID-19 pandemic, provides vital assistance to the health and welfare of Lake Forest Park citizens and supports the unique character of Lake Forest Park; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AGREEMENT APPROVAL . The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the ARPA grant agreement between the City and 35 and 104, LLC d/b/a The Local 104, attached hereto as Attachment A.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of January, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 23-1883

GRANT AGREEMENT BETWEEN
THE CITY OF LAKE FOREST PARK AND 35 AND 104, LLC D/B/A THE LOCAL 104,
FOR AMERICAN RESCUE PLAN ACT FUNDS

This Grant Agreement Between The City of Lake Forest Park AND the 35 and 104, LLC, d/b/a The Local 104, for American Rescue Plan Act Funds (the “Agreement”) is made the last date signed below by and between the City of Lake Forest Park, a Washington municipal corporation (“the City”) and the 35 and 104, LLC, DBA The Local 104, a Washington Company (“The Local 104” and “Recipient”), collectively referred to as the “Parties.”

RECITALS

A. On March 5, 2020, the Lake Forest Park City Council declared a public health emergency in Lake Forest Park arising from the COVID-19 pandemic. Since then, the disease has impacted every part of life in the City. Social distancing became a necessity, businesses closed, schools transitioned to and from remote education, travel was sharply reduced, and many lost their jobs.

B. The City recognizes that one of its essential functions is to secure the health and welfare of Lake Forest Park’s citizens, and disperse when able, resources necessary to help individuals, nonprofits, and small businesses survive.

C. The City has been awarded Fiscal Recovery Funds through the American Rescue Plan Act (“ARPA”) signed into law on March 11, 2021. The Funds are intended to provide support to local communities responding to the impacts of COVID-19.

D. For purposes of receiving ARPA funds, small businesses are defined as those having not more than 500 employees, being independently owned and operated, and not dominating their field of operation. The Local 104 meets this definition of a small business that operates in the City. The Local 104 has been deeply affected during the COVID-19 pandemic incurring costs for personal protective equipment, outdoor dining improvements, and advertising to mitigate the negative impacts of the pandemic.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein, the Parties agree as follows:

AGREEMENT

1. Incorporation of Recitals/Exhibits. The Recitals and referenced Exhibits are incorporated herein by this reference.

2. Funds. The City will provide the Recipient with grant funds in an amount not to exceed One Hundred Thousand Dollars and 00/100 (\$100,000.00) to be used to reimburse Recipient for the following expenses that address COVID-19 pandemics impacts (the “Funds”):

- a. Outdoor dining improvements to add a back patio
- b. Personal protective equipment
- c. Advertising

3. Deadline for Expenditures and Invoices. Reimbursable expenditures under the Agreement must be incurred and invoiced to the City after March 3, 2021, and prior to December 1, 2023, unless this grant agreement is extended in writing by the City Council and Recipient.

4. Recipient Deliverables.

a. Not more than once every thirty days the Recipient shall send electronically to Accounting Supervisor, ap@ci.lake-forest-park.wa.us, its request for reimbursement of Funds expended per Section 2. Said invoices will document to the City's satisfaction the following:

- (i) the expense incurred and date of same (to include invoices, payroll backup, and any other documentation providing proof of the requested expense for reimbursement);
- (ii) how the expense qualifies for reimbursement under Section 2, above;
- (ii) how the expense qualifies for reimbursement under the final rule from the Department of Treasury at 31 CFR Part 35 (see Exhibit A attached), or as later amended by the Department of Treasury; and
- (iii) the total amount of reimbursement to-date to Recipient under this Agreement.

b. Recipient agrees to submit to the City an IRS Form W-9 with its initial invoice.

c. Payments shall be processed within thirty days from receipt by the City of Recipient's invoice with associated documentation and following mutual agreement that such documentation provides the appropriate backup for the requested reimbursement.

5. Source of Grant Funds. The Parties acknowledge that funding for this Agreement comes solely from payment made to the City from ARPA funds, and the City has no independent obligation to provide the Recipient with funds from any other source.

6. Amendments. The Parties acknowledge that the City's responsibilities and requirements for expenditure of the ARPA funds may change. Any changes or revisions that are applicable to this Agreement shall be incorporated by written amendment of this Agreement, following written notice by City to the Recipient.

7. Effective Date. The effective date of this Agreement shall be the last date signed below by both Parties.

8. Nondiscrimination. During the performance of this Agreement, the Recipient shall comply with all federal and state nondiscrimination laws, including but not limited to, Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 *et seq.*, the Americans with Disabilities Act (ADA). In the event of the Recipient's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this Agreement may be rescinded, canceled, or terminated in whole or in part.

9. Termination.

a. The City may terminate this Agreement for convenience upon providing seven (7) days written notice.

b. If the Recipient fails to fulfill its obligations under this Agreement, the City may terminate this Agreement for cause upon written notice to the Recipient specifying the reason for termination. The termination date shall be specified in the notice of termination. In the event Recipient fails to comply with its obligations, promises, and contract, as set forth in Sections 3 and 4, it shall be obligated to return to the City any Funds received.

10. Public Disclosure. All documents and records comprising the Agreement, and all other documents and records provided to the City by the Recipient are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW. Thus, the City may be required, upon request, to disclose the Agreement and documents or records related to it unless an exemption under the Public Records Act or other laws applies.

11. Indemnification. The Recipient shall, at its cost and expense, protect, defend, indemnify, and hold harmless the City, its officers, employees and agents, from and against any and all demands, liabilities, causes of action, costs and expenses (including attorneys' fees), claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of the Recipient, its directors, officers, employees or agents, relating in any way to the Recipient's performance under this Agreement. These Indemnification obligations shall survive the termination of this Agreement. The Recipient further agrees that it is financially responsible for and will repay the City any and all indicated amounts following an audit exception which occurs due to the Recipient's failure for any reason to comply with the terms of this Agreement.

12. Attorney Fees and Governing Law.

a. In the event a suit, action, arbitration, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of any attorney are retained, to interpret or enforce any provisions of this Agreement or with respect to any dispute relating to this Agreement, the prevailing party shall be entitled to recover from the losing party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. The amount of such fees, costs, and expenses shall be determined by the judge or arbitrator, shall include fees and

expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

b. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the State of Washington and the venue will be in King County, Washington.

13. Entire Agreement. The Parties agree that this Agreement, including referenced exhibits, is the complete expression of the terms agreed to by the Parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the Parties.

14. Severability. In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

15. Notices. Notices and other documentation to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: City Clerk's Office
17425 Ballinger Way NE
Lake Forest Park, WA 98155

To the Recipient:

35 and 104, LLC DBA, The Local 104
Attn: Margaret Edwins
18498 Ballinger Way NE
Lake Forest Park, WA 98155

16. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

CITY OF LAKE FOREST PARK

RECIPIENT

By: _____
Jeff Johnson, Mayor

By: _____
Printed Name: _____

Date: _____

Title: _____
Date: _____

Attachments:

Exhibit A: 31 CFR Part 35

DRAFT



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 26, 2023
Originating Department	Finance Department
Contact Person	Lindsey Vaughn, Finance Department Director
Title	Ordinance 23-1262, Amending the 2023-2024 Budgeted Positions and Salary Schedule for the Finance Department

Legislative History

- First Presentation Work Session January 12, 2023
- Second Presentation & Action Regular City Council Meeting January 26, 2023

Attachments:

1. Ordinance 23-1262
2. Exhibit A 2023-2024 Budgeted Positions and Salary Schedule

Executive Summary

The Finance Department is currently reviewing the budgeted position titles with the recently approved addition of the 0.4 full time equivalent (FTE) expansion in the 2023/2024 Adopted Biennial Budget and a recent retirement announcement in the Finance Department of a 20-year employee. The result of these two significant changes caused the Finance Department to re-evaluate the current organizational structure of position titles, job descriptions, and duties performed within the Finance Department. This ordinance proposes to have two positions titled Finance Specialist on the same pay scale that will eventually have the ability to perform a multitude of the Department’s daily, weekly, monthly, quarterly, and annual duties. The current position of Utility Billing & Payroll Analyst and one of the two Accounting Clerk positions would be eliminated.

Background

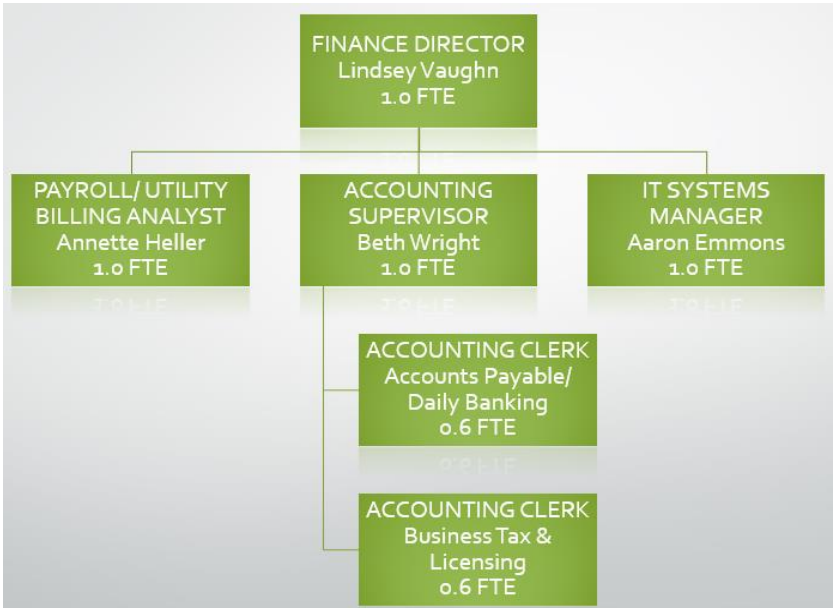
In the recently adopted 2023-2024 Biennial Budget, the Finance Department was allocated an additional 0.4 FTE to expand the already budgeted Accountant from a 0.6 FTE to a 1.0 FTE. The expansion of the additional 0.4 FTE in the Finance Department was increased to assist the Municipal Court . The Finance Department was also notified of the pending retirement of the current Utility Billing

& Payroll Analyst as of January 31, 2023. Due to these two changes occurring at the same time, it was appropriate to re-evaluate the Finance Department’s budgeted position titles, job descriptions, and wages in the current organizational chart.

Cities with limited staff adjust job titles, descriptions, and duties due to current abilities of existing staff which becomes a challenge when staff retire. The role of payroll and utility billing are two skills sets within a finance department that are not generally combined into one position. Therefore, the Finance Department is requesting to revise its current organizational structure.

With the proposed revision the Finance Department is hoping to create efficiencies in having two positions titled Finance Specialist on the same pay scale that will eventually have the ability to perform a multitude of Department’s daily, weekly, monthly, quarterly, and annual duties.

Below is the current organizational chart of the Finance Department:



Below is the proposed organizational chart of the Finance Department:



Fiscal & Policy Implications

The proposed organizational chart revision will not have a financial impact to the recently adopted 2023-2024 Biennial Budget as shown in the tables below.

2023 Budgeted Positions and Salary Schedule Monthly:

Finance	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant	1.00	\$ 4,534	\$ 4,836	\$ 5,137	\$ 5,441	\$ 5,742	\$ 6,044
Utility and Payroll Analyst	1.00	\$ 5,278	\$ 5,630	\$ 5,982	\$ 6,334	\$ 6,686	\$ 7,037
Finance Specialist	2.00	\$ 4,906	\$ 5,233	\$ 5,560	\$ 5,887	\$ 6,214	\$ 6,541

2024 Budgeted Positions and Salary Schedule Annually:

Finance	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant	1.00	\$ 54,405	\$ 58,027	\$ 61,649	\$ 65,286	\$ 68,908	\$ 72,530
Utility and Payroll Analyst	1.00	\$ 63,341	\$ 67,561	\$ 71,780	\$ 76,008	\$ 80,227	\$ 84,450
							\$ 156,980
Finance Specialist	2.00	\$ 58,873	\$ 62,794	\$ 66,715	\$ 70,647	\$ 74,568	\$ 78,490
							\$ 156,980

Alternatives

Options	Results
Approve the proposed position name changes for the Finance Department	Efficiencies of workload resulting in all finance related operations having the ability to cross-

	train and backup all duties performed within the Finance Department
Do not approve the Finance Department structure change	Inefficiencies of workload, cross training, and backup abilities in the Finance Department

Staff Recommendation

Adopt Ordinance 23-1262 revising the Adopted 2023-2024 Budgeted Positions and Salary Schedule.

ORDINANCE NO. 23-1262

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE 2023-2024 BUDGETED POSITIONS AND SALARY SCHEDULE FOR THE FINANCE DEPARTMENT TO ELIMINATE THE POSITIONS OF PAYROLL/UTILITY BILLING ANALYST AND ONE ACCOUNTING CLERK; AND ADDING NEW POSITIONS FOR FINANCE SPECIALIST PAYROLL/ACCOUNTANT AND FINANCE SPECIALIST BUSINESS TAX & LICENSING ACCOUNTS PAYABLE

WHEREAS, the City Council in 2022 adopted a 2023-2024 Budget which included a Budgeted Positions and Salary Schedule listing all positions in the City; and

WHEREAS, the City Council desires to eliminate the position of Payroll/Utility Billing Analyst and one Accounting Clerk position and add new positions for a Finance Specialist Payroll/Accountant and Finance Specialist Business Tax & Licensing Accounts Payable to the 2023-2024 Salary Schedule due to a reorganization within the Finance Department;

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

Section 1. AMENDMENT OF BUDGETED POSITIONS AND SALARY SCHEDULE FOR 2023– 2024 BUDGET. The 2023-2024 Budgeted Positions and Salary Schedule of the 2023 – 2024 Adopted Budget is amended to eliminate the position of Payroll/Utility Billing Analyst and one Accounting Clerk Position and add two new positions for Finance Specialist Payroll/Accountant and Finance Specialist Business Tax & Licensing Accounts Payable, as shown in the attached Exhibit A.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____ day of _____, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced: _____
Adopted: _____
Posted: _____
Published: _____
Effective: _____

2023 Budgeted Positions and Salary Schedule Amended

Amounts on this schedule are monthly

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7.00						600
Executive							
Mayor	0.50						3,000
City Administrator	1.00						16,509
Human Resources Director	1.00	7,905	8,432	8,959	9,486	10,013	10,540
	2.50						
Judicial							
Municipal Court Judge	0.60						16,604
Court Administrator	1.00	6,957	7,421	7,885	8,349	8,813	9,277
Court Clerk	2.50	4,377	4,669	4,961	5,252	5,544	5,836
Probation Officer	0.20	5,585	5,957	6,330	6,702	7,074	7,447
Pro-tem Judges		\$65 per hour					
	4.30						
Municipal							
City Clerk	1.00	7,009	7,475	7,943	8,411	8,878	9,345
Deputy City Clerk	1.00	5,683	6,061	6,440	6,819	7,198	7,577
Records Mgmt. & Office Support	0.85	4,262	4,546	4,830	5,114	5,398	5,683
Receptionist / Office Clerk	1.00	4,130	4,406	4,682	4,957	5,233	5,507
Passport Clerk	1.00	3,698	3,944	4,190	4,438	4,684	4,930
	4.85						
Finance							
Finance Director	1.00	9,483	10,115	10,747	11,379	12,012	12,643
Accounting Supervisor	1.00	6,665	7,109	7,553	7,998	8,442	8,886
Accountant	1.00	4,534	4,836	5,137	5,441	5,742	6,044
Utility and Payroll Analyst	1.00	5,278	5,630	5,982	6,334	6,686	7,037
Finance Specialist	2.00	4,906	5,233	5,560	5,887	6,214	6,541
Information System Manager	1.00	8,157	8,700	9,244	9,788	10,332	10,876
Accounting Clerk	0.60	4,342	4,632	4,921	5,210	5,500	5,789
	5.60						
Planning							
Planning Director	1.00	9,133	9,742	10,350	10,960	11,569	12,177
Senior Planner	1.00	6,688	7,135	7,580	8,026	8,471	8,918
Assistant Planner	1.00	5,065	5,402	5,740	6,078	6,415	6,753
Arborist	0.75						7,802
	3.75						
Building							
Building Official	1.00	7,176	7,654	8,132	8,611	9,089	9,568
Permit Technician	0.75	4,586	4,891	5,197	5,502	5,808	6,113
	1.75						
Emergency Management							
Emergency Manager	1.00	7,848	8,062	8,276	8,490	8,704	8,918
	1.00						

Police

Police Chief	1.00						14,206
Lieutenant	2.00	7,920	8,449	8,976	9,504	10,032	10,560
Sergeant 2	3.00						9,025
Sergeant 1	1.00						8,573
Police Officer	9.00	6,105	6,587	7,111	7,628		
Detective	2.00	6,715	7,246	7,822	8,391		
Traffic	1.00	6,410	6,916	7,467	8,010		
K-9	1.00	6,410	6,916	7,467	8,010		
Support Services Officer	1.00	4,850	5,197	5,542	5,898		
Records Specialist	2.00	4,680	4,847	5,013	5,177	5,342	5,508
Domestic Violence Advocate	0.35	4,823	5,145	5,466	5,788	6,110	6,431
	<u>23.35</u>						

Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)

Public Works Director	1.00	10,683	11,003	11,691	12,378	13,066	13,754
Senior Project Manager	1.00	7,500	7,912	8,407	8,902	9,397	9,891
Project Manager	1.00	6,461	6,892	7,322	7,753	8,184	8,615
Public Works Superintendent	1.00	6,077	6,483	6,887	7,292	7,698	8,102
Environmental & Sustainability Specialist	1.00	5,746	6,129	6,512	6,896	7,279	7,662
PW Admin. Assistant	0.50	4,534	4,836	5,137	5,441	5,742	6,044
Lead Maintenance Worker	2.00	5,742	5,945	6,151	6,348	6,553	6,755
Maintenance Worker	4.00	5,342	5,530	5,718	5,907	6,096	6,284
Seasonal Maintenance Worker	1.00	Seasonal up to 1.0 FTE at Market Rate					
	<u>12.50</u>						

Total Positions in Budget **59.60**

2024 Budgeted Positions and Salary Schedule Amended

Amounts on this schedule are monthly

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7.00						600
Executive							
Mayor	0.50						3,000
City Administrator	1.00						17,004
Human Resources Director	1.00	8,142	8,685	9,228	9,771	10,314	10,857
	2.50						
Judicial							
Municipal Court Judge	0.60						17,102
Court Administrator	1.00	7,166	7,644	8,121	8,599	9,077	9,555
Court Clerk	2.50	4,508	4,809	5,109	5,410	5,710	6,011
Probation Officer	0.20	5,753	6,136	6,520	6,903	7,287	7,670
Pro-tem Judges		\$65 per hour					
	4.30						
Municipal							
City Clerk	1.00	7,219	7,700	8,181	8,663	9,145	9,625
Deputy City Clerk	1.00	5,853	6,243	6,634	7,024	7,414	7,804
Records Mgmt. & Office Support	0.85	4,390	4,682	4,975	5,268	5,560	5,853
Receptionist / Office Clerk	1.00	4,254	4,539	4,823	5,106	5,390	5,673
Passport Clerk	1.00	3,809	4,062	4,316	4,571	4,824	5,078
	4.85						
Finance							
Finance Director	1.00	9,767	10,418	11,070	11,721	12,372	13,022
Accounting Supervisor	1.00	6,865	7,322	7,780	8,238	8,695	9,153
Accountant	1.00	4,670	4,981	5,292	5,604	5,915	6,226
Utility and Payroll Analyst	1.00	5,437	5,799	6,161	6,524	6,886	7,249
Finance Specialist	2.00	5,053	5,390	5,726	6,064	6,400	6,737
Information Systems Manager	1.00	8,401	8,961	9,522	10,082	10,642	11,202
Accounting Clerk	0.60	4,472	4,771	5,069	5,367	5,665	5,963
	5.60						
Planning							
Planning Director	1.00	9,407	10,034	10,661	11,289	11,916	12,543
Senior Planner	1.00	6,888	7,349	7,807	8,267	8,726	9,186
Assistant Planner	1.00	5,217	5,565	5,912	6,260	6,608	6,956
Arborist	0.75						8,036
	3.75						
Building							
Building Official	1.00	7,391	7,884	8,376	8,869	9,362	9,855
Permit Technician	0.75	4,723	5,038	5,353	5,667	5,982	6,297
	1.75						
Emergency Management							
Emergency Manager	1.00	8,084	8,304	8,525	8,745	8,965	9,186
	1.00						

Police

Police Chief	1.00						14,632
Lieutenant	2.00	8,157	8,702	9,246	9,789	10,333	10,877
Sergeant 2	3.00						9,296
Sergeant 1	1.00						8,830
Police Officer	9.00	6,288	6,784	7,324	7,857		
Detective	2.00	6,917	7,463	8,057	8,643		
Traffic	1.00	6,602	7,124	7,691	8,250		
K-9	1.00	6,602	7,124	7,691	8,250		
Support Services Officer	1.00	4,996	5,353	5,709	6,075		
Records Specialist	2.00	4,821	4,993	5,163	5,332	5,502	5,674
Domestic Violence Advocate	0.35	4,968	5,299	5,630	5,962	6,293	6,624
	<u>23.35</u>						

Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)

Public Works Director	1.00	11,003	11,333	12,042	12,750	13,458	14,167
Senior Project Manager	1.00	7,725	8,150	8,659	9,169	9,679	10,188
Project Manager	1.00	6,655	7,099	7,542	7,986	8,429	8,873
Public Works Superintendent	1.00	6,259	6,677	7,094	7,511	7,929	8,345
Environmental & Sustainability Specialist	1.00	5,919	6,313	6,708	7,102	7,497	7,892
PW Admin. Assistant	0.50	4,670	4,981	5,292	5,604	5,915	6,226
Lead Maintenance Worker	2.00	5,742	5,945	6,151	6,348	6,553	6,755
Maintenance Worker	4.00	5,342	5,530	5,718	5,907	6,096	6,284
Seasonal Maintenance Worker	1.00						
	<u>12.50</u>						

Seasonal up to 1.0 FTE at Market Rate

Total Positions in Budget 61.60

**CITY OF LAKE FOREST PARK
JOB DESCRIPTION**

Section 8, Item C.

Title: Finance Specialist – Payroll/Accounting
Reports to: Accounting Supervisor
FLSA Class: Non-Exempt

Department: Finance
Position Type: Full-Time
Effective Date: January 2023

Position Purpose

As a member of the Finance Department, the Finance Specialist performs a full range of payroll and accounting related functions, including finance/Municipal Court related reconciliations and reporting, confidential administrative support, payroll processing and personnel/benefit plan transactions supporting Human Resources (HR) functions, and assists in the organization and operation of the City's financial policies and procedures.

Duties require considerable attention to detail, flexibility, and ability to meet rigid deadlines. Responsibilities have a significant impact on the department's operations, budget, accounting, record keeping, legal filings and customer satisfaction.

Essential Functions:

I. Payroll Administration

- Process and submit semi-monthly payroll for the City. Payroll duties include administering direct deposit process, wage garnishments, implementation of payroll changes, completion and submittal of payroll reports and payments for IRS taxes, and processing benefit and personnel transactions.
- Process all accounts payable and accounts receivable; receive and process cash payments and prepare bank deposits; generate invoices and monitors collections; review transactions for accuracy and processes for payment. Maintain accurate filing systems, matching purchase orders and invoices; assures authorized signatures are obtained.
- Prepare monthly, quarterly, and annual payroll reports, tax reports, and other financial statements in accordance with State guidelines and City policy including coordinating and processing staff year-end information to balance with Federal, State and local tax filings and IRS specifications; working with the Finance Director to submit the Annual Financial Report as required by the Washington State Auditor's Office.
- Work with outside service vendors that are integral components of the City's financial processes. Includes preparing, submitting, receiving and distributing warrants and interfund transfers issued; vendor maintenance, W-9 maintenance, account reconciliation, credit card and petty cash reconciliation.
- Provide support for the City's annual budget. Includes developing worksheets and forms; providing technical assistance to staff; monitoring and reviewing of revenues and expenses; assist in the assembly of budget documents and reports.
- Participate with the biennial audit by the State Auditor's Office. Includes preparing and reviewing documentation requested by the auditor, investigating entries/questions auditor may have, and scheduling meetings.
- Maintain the City's attendance program pertaining to payroll, overtime, vacation/holiday/comp and sick leave, and creating and presenting reports on this activity.
- Assists and collaborates with HR regarding benefit plan information, L&I and leave administration, and other related information requests.
- Maintain payroll, accounts payable, accounts receivable and other financial records; assists Records Officer in archiving financial records as needed according to the records retention schedule and maintaining compliance and accuracy in all record retention procedures.

- Provide customer service within area of assignment to employees and managers.
- Identifies opportunities to improve the City's financial and payroll procedures and assigned work tasks. Brings identified issues and matters that pertain to the City's fiscal activities to the Accounting Supervisor and/or Court Administrator.

II. Municipal Court Accounting

- Assist in responding to the Washington State Auditor for requested audit records pertaining to payroll or the Municipal Court Department with the assistance of the Court Administrator during an annual audit.
- Post all Municipal Court transactions appropriately, reconcile and balance on a daily, monthly, quarterly, and annual basis in the software system and bank statements.
- Assist the Municipal Court in developing improved accounting and financial management procedures to comply with best practices for the Municipal Court's Department for the City.
- Prepare accounts payable for the Municipal Court Department
- Assist the Court Administrator to prepare the biennial budget for the Municipal Court Department
- Assist the Court Administrator in preparing the annual State of the Court financials.

The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to follow any other job-related instructions and perform any other job-related duties requested by his or her supervisor.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and Experience

Required:

Two (2) years of college level course work in accounting, finance, or related field AND at least three (3) years of financial or accounting experience involving the use of automated payroll systems and bookkeeping principles OR equivalent education/experience.

Preferred:

- Bachelors degree in Accounting, Finance or related field;
- Working knowledge in accounting and payroll programs similar to those used by the City (Springbrook, JIS for Municipal Court);
- Experience providing administrative support to HR.

Knowledge, Skills, Abilities

Knowledge of:

- Principles and practices of financial management, accounting, cash basis accounting and payroll administration;
- Proficient in accounting and payroll programs used by the City (Springbrook, JIS);
- Pertinent Federal, State and local codes, laws, and regulations;
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, Access, and Adobe;
- Working knowledge of modern administrative office procedures, methods and equipment;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills; certain duties require considerable creativity.

Skill in:

- Proficient skill and ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentage rates and other calculations as applied to basic payroll and accounting functions;
- Strong organizational, problem-solving and interpersonal skills;
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities;
- Using initiative and independent judgment within established guidelines.

Ability to:

- Work independently with a high degree of reliability, accuracy, and productivity;
- Maintain and establish effective and cooperative working relationships with City employees, public and public officials and to work effectively in a team environment;
- Maintain current working knowledge of relevant accounting regulations, payroll/accounting software and record keeping requirements.
- Conduct oneself in a professional manner as defined by City policy;
- Maintain confidentiality;
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service;
- Prioritize multiple projects; anticipate needs, and work effectively within deadlines;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, safety rules and governmental regulations;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Perform research, organize and present findings;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Identify personal opportunities for growth and learning; ability to assume responsibility for continuous professional knowledge and skills.

Working Conditions / Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position works in a standard office environment with moderate noise levels.

City Administrator Report

City of Lake Forest Park

Date: January 26, 2023

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Jeff Johnson
Leadership Team

The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

Please let me know if you have any questions or need additional information about any of the following items and please feel free to contact any of the department heads for additional information.

I. Intergovernmental and local issues update.

Police Department

Officers responded to Kenmore to assist with a Bank Robbery. Our officers quickly located a suspect closely matching the description provided, however due to the suspect wearing a mask, the victim was unable to make a positive ID. The subject was immediately released.

Officers were dispatched to a transient causing a disturbance at Albertsons. The subject was described as “rambling” as he approached people entering the store. Officers were tied up on a hit and run traffic accident at the time of this call, upon arrival the subject had left the area and was unable to be located.

Officers located a severely damaged vehicle parked on the side of the road. The vehicle had struck several trees and became undrivable. Officers determined the vehicle was reported stolen and the license plate on the vehicle was also reported stolen from a different vehicle. No driver was located.

Officers were dispatched to a subject drinking alcohol in the bathroom at Ross, the subject had also been in verbal confrontations with employees and customers. Subject escorted from and trespassed from Ross. Same subject later contacted at Rite Aid “huffing” a can of duster. Subject then trespassed from entire mall area. A short time later the same subject was reported to be exposing himself to customers around the Starbucks. The reporting party did not want to assist further, subject was then observed getting on metro bus towards Seattle.

Officers responded to stolen vehicle report. Victim stated their vehicle was stolen overnight. 12-gauge shotgun with 150-200 rounds and 150, 9mm rounds were in the trunk of the vehicle. Vehicle located later that day in Bellevue, undriveable, with bullet holes in windshield. The weapons have not been located.

Officers responded to mall for an unwanted subject. Caller reported a subject was attempting to bathe in the bathroom on the lower level and had flooded the area. The subject was contacted and determined to have been recently arrested for burglary. Subject trespassed from mall property.

A victim reported sending nude photos of himself online. The recipient of the photos then demanded money to not publish photos publicly. The victim sent money, and the subjects demanded more. The victim was advised to shut down his accounts. The suspects are believed to be based in foreign country.

LFP Crime Watch volunteers reported seeing a male acting suspiciously at Horizon View Park. Officers and a Navigator made contact and discovered the subject was homeless with several medical issues. The Navigator then spoke with the subject offering him resources.

A subject ran up behind an officer as he was sitting in his vehicle. The subject screamed obscenities at the officer and demanded "his money back". Subject likely has some mental health issues. Subject walked away from contact without further incident.

Officers responded to a shoplift of clothing from Rite Aid, subject described as 6'04" wearing a camo hat and a Hawaiian shirt. The suspect was easily located at Nektr and taken into custody. Officers indicated the subject may have mental health issues. The subject had been contacted in the past, on several occasions. He was issued a citation for theft and released.

Officers have recently had multiple contacts with a subject well know to them for over 15 years. The subject resides in a group home within the city. This subject had been moved from his previous group home due to multiple incidents of violence and criminal behavior. He has recently moved back into the city and continues to cause issues within the group home.

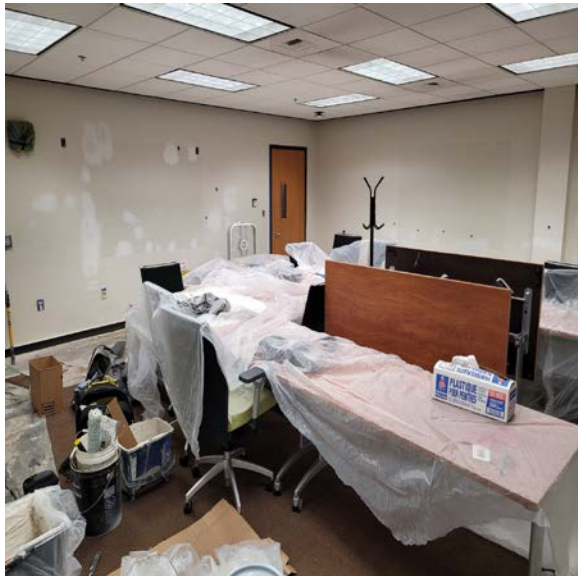
Officers located a vehicle in the mall parking lot with stolen license plates. Officers conducted a traffic stop on the vehicle once it left the parking lot. The driver was determined to be the legal owner of the vehicle, however he also admitted to stealing the license plates that were on it.

Congratulations to Officer Juan Robles and Officer Scott Benjamin. Both officers have reached their one-year probation period!



Public Works Department

During the week between Christmas and New Year's, many of the first-floor offices and common spaces received fresh paint and updated improvements. The areas that were painted include the front reception area, mailroom, Lake and Forest Conference Rooms, PW Director's office, open office spaces (the Bullpen), break room, and the EOC. In the EOC, dated cork and white boards were replaced with magnetic glass board that are easier to clean and maintain. Prior to painting, a significant amount of patching and sanding was required to obtain the finished look. Additional painting and carpet replacement will be completed this year.



EOC during the painting work with patching work in progress.



EOC completed with new glass boards in place and the painting completed.



Breakroom during patching work.

Breakroom with cork boards removed,
and the room patched and painted.

North Urban Human Service Alliance – 2022 Building Bridges Award

On January 19, 2023, the cities of Kirkland, Bothell, Kenmore, Lake Forest Park and Shoreline received the Building Bridges Award from the North Urban Human Services Alliance for the creation of the Regional Crisis Response Agency (RCR) and for outstanding service & contribution to the health & welfare of North King County.

In the first weeks of January, the Board has been officially formed and is now beginning to review the 19 applications received for the Executive Director position. Future steps include the transition of employees from Bothell to Kirkland and the formation of the Operations Board and Principles Assembly.



II. Internal City Information**III. Council Information****IV. Response to Citizen and Council Comments****V. Contract Reporting**
Nothing new to report.**VI. Legislative Update****VII. Community Events****VIII. Upcoming City Sponsored Events****IX. Meetings Calendar****I. Meetings Calendar****[Tree Board Meeting \(Hybrid\)](#)**

February 1, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[City Council Special Joint Meeting with Shoreline School Board \(hybrid meeting\)](#)

February 2, 2023, 5:30 PM - 7:00 PM @ City Hall and via Zoom

[Climate Action Committee Meeting \(hybrid meeting\)](#)

February 7, 2023, 7:00 PM @ City Hall and via Zoom