



# CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

**Thursday, February 23, 2023 at 7:00 PM**

**Meeting Location: In Person and Virtual / Zoom**

**17425 Ballinger Way NE Lake Forest Park, WA 98155**

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## **INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:**

**Join Zoom Webinar: <https://us06web.zoom.us/j/81818729914>**

**Call into Webinar: 253-215-8782 | Webinar ID: 818 1872 9914**

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.gov/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.gov](http://www.cityofflp.gov)

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. **PRESENTATIONS**

[A.](#) King County Solid Waste Program

[B.](#) Climate Action Committee Work Plan

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.](#) February 6, 2023 City Council Committee of the Whole Special Meeting Notes

[B.](#) February 9, 2023 City Council Work Session Minutes

[C.](#) February 9, 2023 City Council Regular Meeting Minutes

[D.](#) Consider Reappointments to the City's Advisory Bodies

[E.](#) City Expenditures for the Period Ending February 23, 2023

7. **COUNCIL DISCUSSION AND ACTION**

[A.](#) King County Regional Homelessness Authority (KCRHA) Memorandum of Understanding (MOU)

8. **ORDINANCES AND RESOLUTIONS FOR COUNCIL DISCUSSION**

[A.](#) Ordinance 23-1263/creating Chapter 12.50 of the Lake Forest Park Municipal Code, Retaining Walls

9. **OTHER BUSINESS**

10. **COUNCIL COMMITTEE REPORTS**

[A.](#) Councilmember Reports

**B. Mayor's Report**

**C. City Administrator's Report**

**11. ADJOURN**

**FUTURE SCHEDULE**

--Thursday, March 9, 2023 City Council Work Session Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*

--Thursday, March 9, 2023 City Council Regular Meeting 7 pm – *hybrid meeting (Zoom and City Hall)*

--Thursday, March 16, 2023 City Council Budget and Finance Committee Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*

--Monday, March 20, 2023 City Council Committee of the Whole Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*

Thursday, March 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.*

Re



**King County**

Department of  
Natural Resources and Parks  
**Solid Waste Division**

Waste  
Prevention

Resource  
Recovery

Waste  
Disposal

# King County Solid Waste Division

## Lake Forest Park – Feb 2023

## Mission

Reducing single use  
Reusing everything that can be  
Recycling what's left  
Renewing communities  
Rethinking what's possible

## Vision

Healthy, safe, and thriving communities  
in a waste-free King County



## What does ZERO WASTE of RESOURCES look like?

**465,000  
TONS**  
LESS WASTE

**1 MILLION**  
MORE TREES



RECOVERED FOOD FOR  
**92,000**  
PEOPLE



**500+**  
GREEN  
JOBS  
CREATED



**24 MILLION**  
FUTURE  
DISPOSAL  
COST  
AVOIDANCE



**150,000**  
FEWER  
BARRELS OF  
OIL BURNED



# Re+ is a call to action

## Strategic Climate Action Plan

1 .3 .3 - The Department of Natural Resources and Parks (...) shall achieve at minimum net carbon neutrality on an annual, ongoing basis

5 .1 .1 - Deliver zero waste of resources plan (ZWORP)

5 .1 .3 - Zero food waste in landfill in 2030

## KC County Code

10.14.020 County goals.

It is King County's goal to achieve zero waste of resources by 2030 through maximum feasible and cost-effective prevention, reuse and reduction of solid wastes going into its landfills and other processing facilities.

## KC Equity and Social Justice Strategic Plan

Vision: A King County where all people have equitable opportunities to thrive.

"(O)ur investments (...) should assess and address disproportionate environmental burdens and promote the equitable access to environmental benefits and resulting economic opportunities."

## K4C Commitment

Develop a regional strategy through the adopted 2019 Comprehensive Solid Waste Management Plan to reach zero waste of resources by 2030

## Comprehensive Solid Waste Management Plan

Several policies and actions in the Comp Plan support Re+ actions

# RE+ Program Support

*After an introductory statement, residents are widely supportive of the Re+ program.*

*As part of efforts to address climate change, the government of King County has set a goal to cut the amount of recyclable or reusable materials that are being sent to the landfill by 2030 by 70%. To help achieve that goal, the County has developed a waste reduction program known as "RE+," to invest in a variety of programs, technologies, and facilities to achieve this goal.*

*In general, do you strongly support, somewhat support, somewhat oppose, or strongly oppose the concept of the RE+ program?*

**Support**  
**63%**

Somewhat 20%

Strongly 42%

**Oppose**  
**8%**

Somewhat 3%  
Strongly 4%

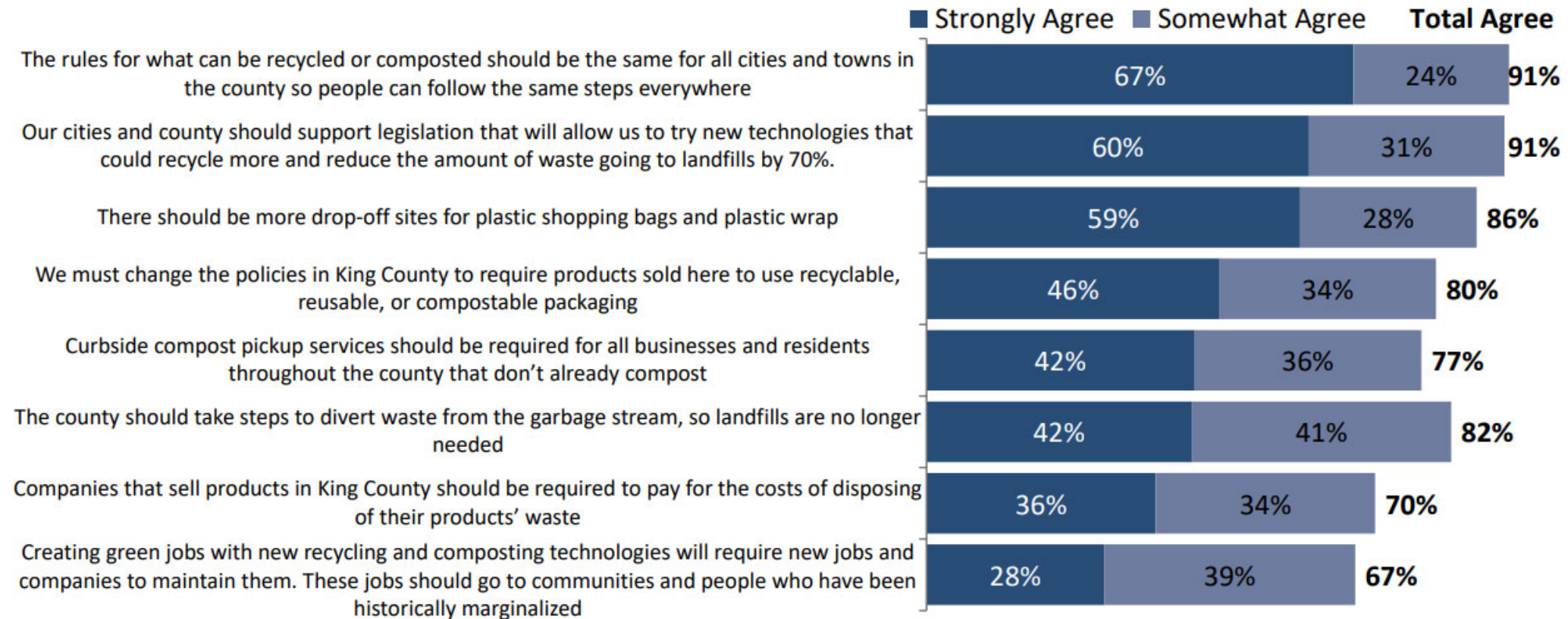
**Haven't heard of/  
(Don't know)**  
**29%**

Q33.

King County RE+ Program Residents Survey | 3

# RE+ Program Statements Test

*At least two-thirds agree with all of these statements, indicating general support for the Re+ concept on a wide range of potential program elements.*

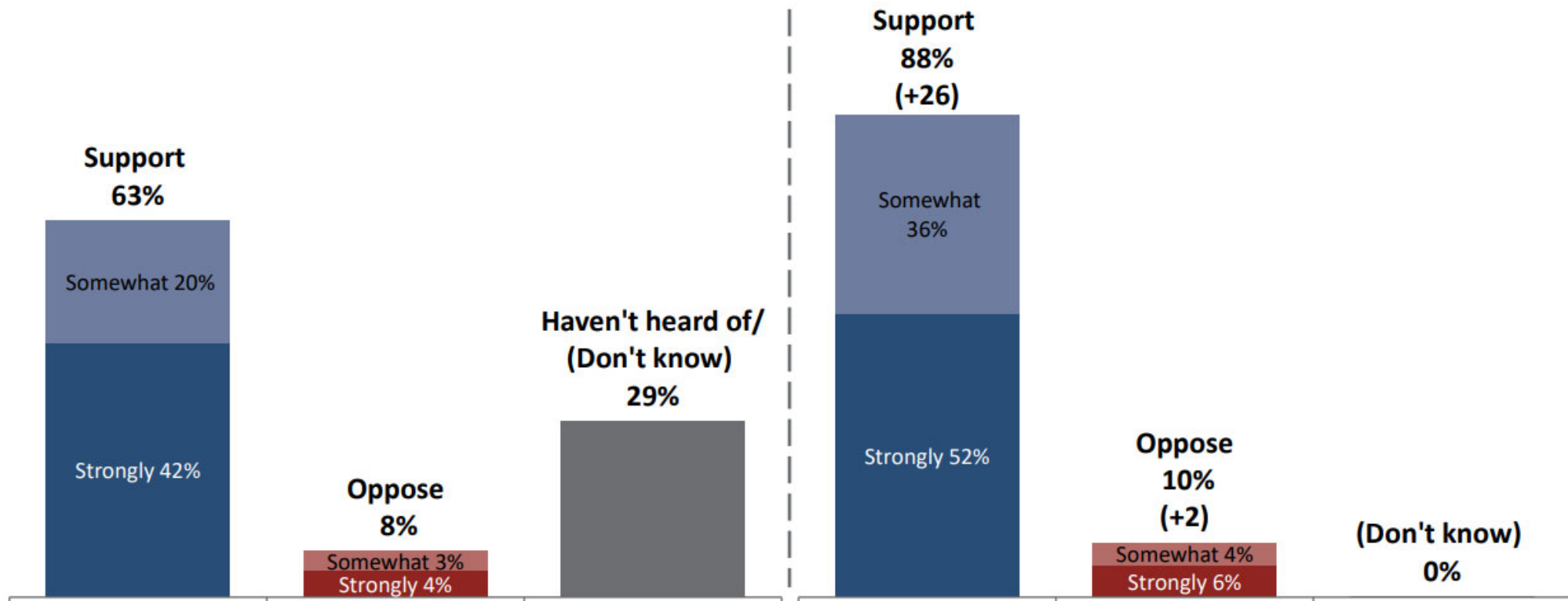


Q24-32. I'd like to read you a series of statements about how King County disposes of garbage, recycling, and food waste.

King County RE+ Program Residents Survey | 4

# Support After Program Components

*After providing additional information about the Re+ program, support for Re+ increases to nearly 90%.*



Q33/41. After hearing all of this... Would you say you strongly support, somewhat support, somewhat oppose, or strongly oppose the RE+ program?

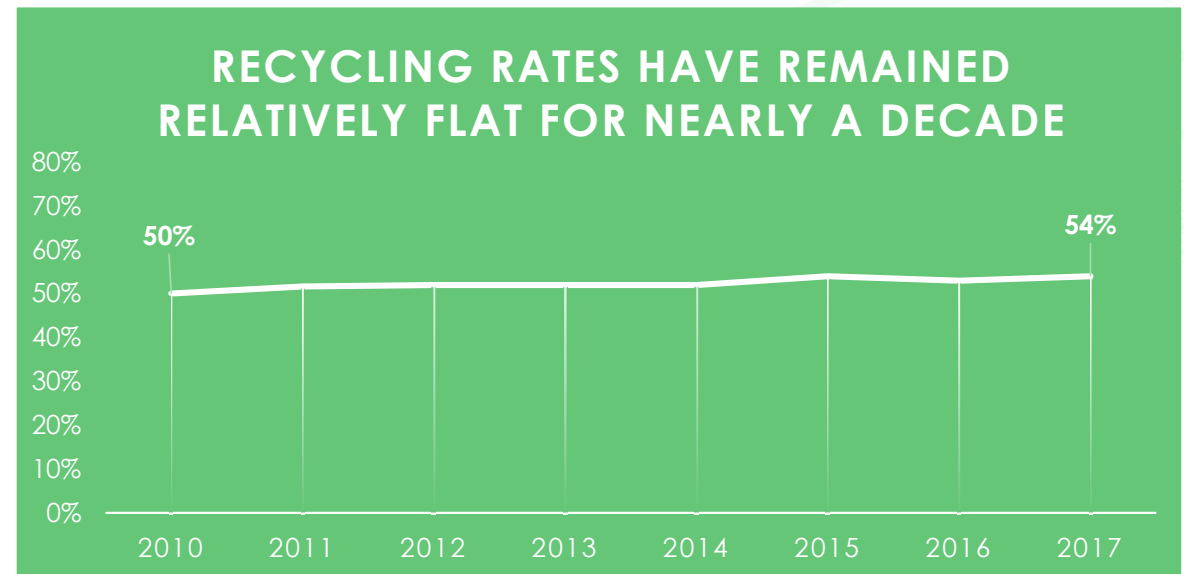
King County RE+ Program Residents Survey | 7

## Where is King County leading?

- Curbside collection of non-organic recyclables
- C&D Recycling
- Yard waste collection

## Where is King County lagging?

- Weekly organics & recycling collection
- Extended Producer Responsibility
- Banning food waste heading to landfill



# Re+ Fast Start Actions

## Plastic & Paper (26%)

- WRAP Act / Extended Producer Responsibility Legislation

## Organics (28%)

- Single Family Collection
- Non-Residential Food Waste Recycling
- Organics Legislation

## Community

- Community Panel
- City/County Collaboration
- Re+ City Grants

- Mixed Waste Processing
- Circular Economy Grants

- NextCycle WA



# Estimated Impacts from Re+ Actions

Diversion potential – **300k – 400k** tons per year within King County

GHG reduction Estimate – **200k – 300k** MTCO<sub>2</sub>e annually

## Other Considerations

- Increased spending to implement actions will increase rates
- Behavior change
- Increase in “green jobs” to process more recyclables

# What Can Cities Do to Help?

## Sign the Re+ Pledge!



### Re+ Pledge

Climate Change is an urgent challenge, with far-reaching current and future impacts to our environment, public health, and economy. King County's Re+ program aims to divert recoverable material from the landfill which will reduce greenhouse gas emissions and contribute to a circular economy. Based on the 2019 Waste Characterization study up to 70% of what ends up in our landfill could be composted, reused and recycled. Reclaiming these items and repurposing them through recycling or composting will help us reach King County's zero waste goals.

Implementing Re+ will ensure that we are keeping true to our commitments to reduce climate impacts, conserve resources, and create a healthier environment for our communities by keeping valuable materials out of the landfill and in use as long as possible.

Re+ is a roadmap for making that change.

Our approach aims to reinvent the current waste management system to be more resilient, equitable, and cost-effective through strategies necessary to meet our 2030 goal of zero food waste and zero waste of reusable resources.

Key actions include identifying new ways of processing organics and recycling, developing recycling markets for organics, paper and plastic, and a community panel to engage historically underrepresented and adversely impacted community members to help guide future outcomes. These new markets will create local jobs in the private sector, help build the green economy and ensure a just and equitable impact on the members of our community.

Re+ builds on the important work that many of our partners, including cities, the Port of Seattle, businesses, non-profits, community members, and the County are already doing to reduce contributions to climate change.

WHEREAS, climate change is an urgent challenge, with far-reaching current and future impacts to our environment, public health, and economy; and

WHEREAS, greenhouse gas (GHG) emissions generated globally from the production, transport, use, and disposal of goods, foods, and services consumed in King County are a major part of our communities' climate footprint and are more than locally generated GHG emissions; and

WHEREAS, King County and K4C partners are measuring, reporting, and developing new strategies to reduce consumption-related GHG emissions; and

WHEREAS, supporting the Re+ effort will help focus our joint effort and responsibility to make progress toward reducing local GHG emissions by increasing waste prevention and recycling, laying the foundation for developing a circular economy; and

WHEREAS, we recognize that the success of Re+ will require collaboration between King County, local jurisdictions, tribes, businesses, community-based organizations, and others; and

WHEREAS, the Re+ Program is consistent with, consolidates, and accelerates progress towards achieving the approved goals and strategies of the 2020 Strategic Climate Action Plan, the 2019 Comprehensive Solid Waste Management Plan, and the Joint Climate Action Commitment of the King County Cities Climate Collaborative (K4C) in relation to the County's zero-waste goals; and

WHEREAS, we will work with the County to identify ways to enhance our efforts to achieve the vision of Re+ with implementation support from the County including competitive grants, model language for countywide program and policy implementation, and technical support; and

WHEREAS, as a core component of this important work we must engage in ways that are fair, equitable and inclusive for those who are historically under-represented and have been disproportionately impacted by the status quo in our communities.

Now, therefore, we pledge our support for the shared vision that Re+ represents and look forward to collaborating to see this vision become reality.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
on behalf of

\_\_\_\_\_  
Jurisdiction




Alternate Formats Available  
206-477-4466 • TTY Relay 711

Mission:  
Reducing single use items  
Reusing everything that can be  
Recycling what's left  
Renewing communities  
Rethinking what's possible

Vision:  
Healthy, safe, and thriving communities  
in a waste-free King County

Join these Cities:

Shoreline  
Woodinville  
Clyde Hill  
Snoqualmie

... and several others in  
the process



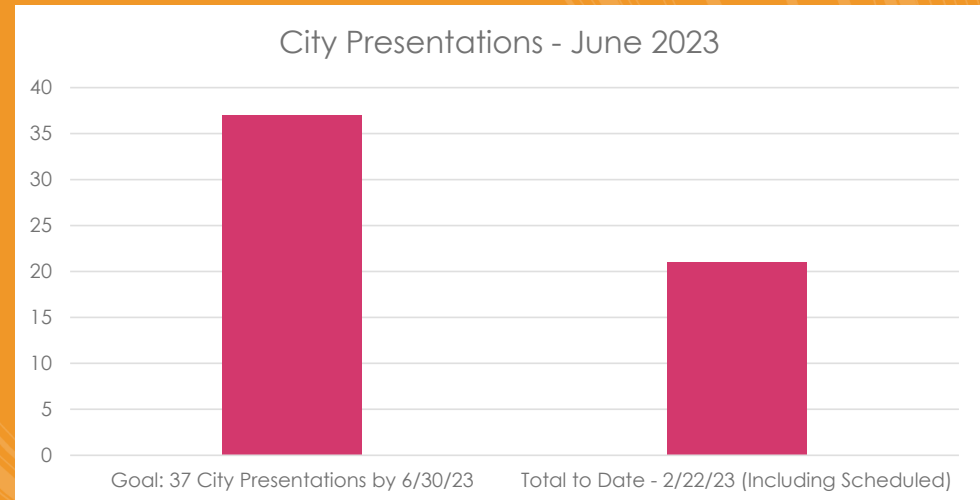
# Re+ City Presentations

## Completed:

- Carnation
- Covington
- Clyde Hill +
- Duvall
- Issaquah
- K4C
- Kent
- Medina
- Mercer Island
- Newcastle
- Renton
- Sammamish
- Shoreline +
- Snoqualmie +
- Woodinville +

## Scheduled:

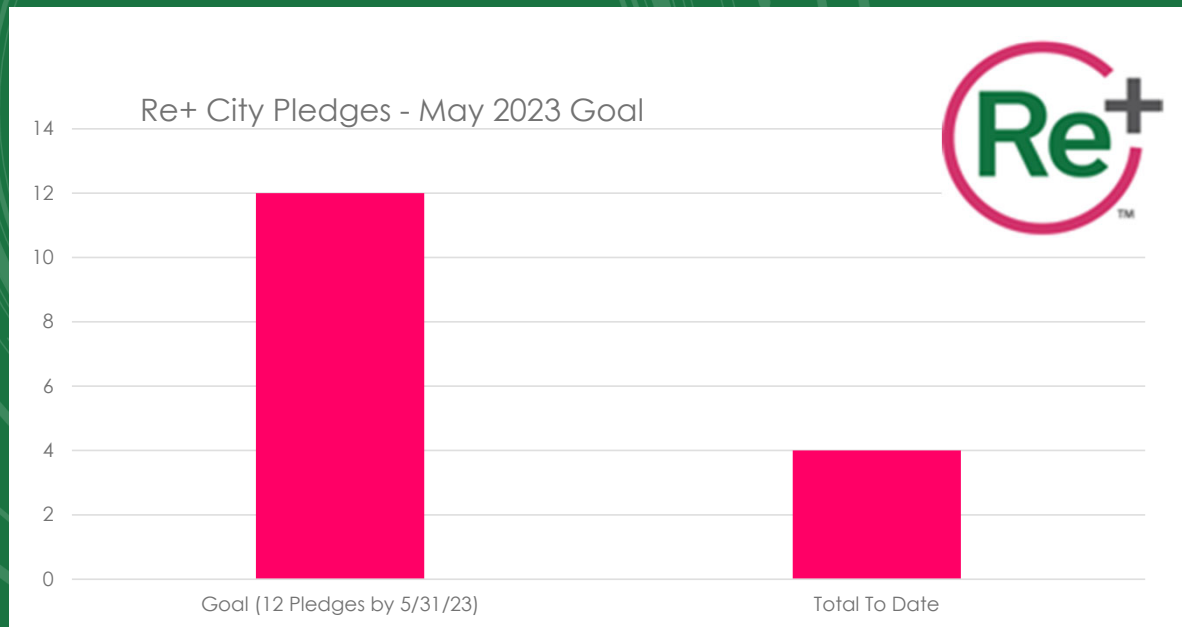
- Covington (Update)
- Kirkland
- Lake Forest Park
- Redmond
- Yarrow Point
- Maple Valley
- Normandy Park
- Bothell



## Cities Not Scheduled:

- |                      |               |              |
|----------------------|---------------|--------------|
| • Algona             | • Burien      | • North Bend |
| • Auburn             | • Des Moines  | • Pacific    |
| • Beaux Arts Village | • Enumclaw    | • SeaTac     |
| • Bellevue           | • Federal Way | • Skykomish  |
| • Black Diamond      | • Kenmore     |              |

# Pledges Approved



- Shoreline
- Woodinville
- Clyde Hill
- Snoqualmie

# Thank You!

For additional information please contact:

Patty Liu

*King County Solid Waste Division*

*Re+ Program Manager*

[pliu@kingcounty.gov](mailto:pliu@kingcounty.gov)

Andy Smith

*King County Solid Waste Division*

*Recycling and Environmental Services Manager (Interim)*

[andysmith@kingcounty.gov](mailto:andysmith@kingcounty.gov)



# Feb 2023 Report to LFP City Council



Sarah Philips, Chair LFP Climate Action Committee  
Mimi Bertram, Member, LFP Climate Action Committee

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At its meeting on February 24, 2022, the City Council created the Climate Action Committee. The purpose of the Climate Action Committee is to gather and analyze climate information and draft a *Climate Action Plan* for recommendation to the City Council.

# Agenda

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Who we are

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Workplan

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King County Emissions

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LFP Community Survey

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Next Steps

# Who We Are

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Sarah Phillips

Anne Udaloy

Miriam Bertram

Dana Campbell

Brian Saunders

Anna Cote

Bella Tancreti

Jessica Cote

Matthew Son

Linda Holman

# Workplan

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Tasks and Timeframe

|                                                                                                            | Set Goals and Strategies                                                                                     |                                                                                                         | Define Priorities                                                                                                    | Draft Climate Action Plan                                                                                                                        | Plan for Year 2 |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                            | Timeframe                                                                                                    |                                                                                                         |                                                                                                                      |                                                                                                                                                  |                 |
| Project Task                                                                                               | March - July 2022                                                                                            | July – October 2022                                                                                     | October 2022 – December 2022                                                                                         | January-February 2023                                                                                                                            |                 |
| Outreach, Communication, and Community Engagement                                                          | Develop and Implement a first-year Outreach and Communication Plan                                           | Implement First-Year Outreach, Communication, and Engagement Plan                                       | Review and summarize results of first-year efforts, develop second-year Outreach, Communication, and Engagement Plan | <ul style="list-style-type: none"><li>• Produce Climate Action Plan</li><li>• Deliver Plan to Council</li><li>• Prepare 2023 Work Plan</li></ul> |                 |
| Climate Action Planning: Define Priorities, Strategies, and Goals*                                         | Review existing Climate Action Plans; review K4C and People for Climate Action priority actions              | Identify preliminary climate action priorities, strategies, and goals                                   | Prepare draft Climate Action Plan; deliver draft plan to Council during December 2022                                |                                                                                                                                                  |                 |
| Data Collection and Analysis                                                                               | Identify available data and data gaps; develop plan to address data gaps; review K4C emissions study for LFP | Organize and present available data and data gaps; identify metrics (if any) for preliminary strategies | Develop plan for ongoing data collection and management, including addressing critical data gaps                     |                                                                                                                                                  |                 |
| * Assume “buildings” and “transportation” are critical sectors; prioritize these and community resilience. |                                                                                                              |                                                                                                         |                                                                                                                      |                                                                                                                                                  |                 |

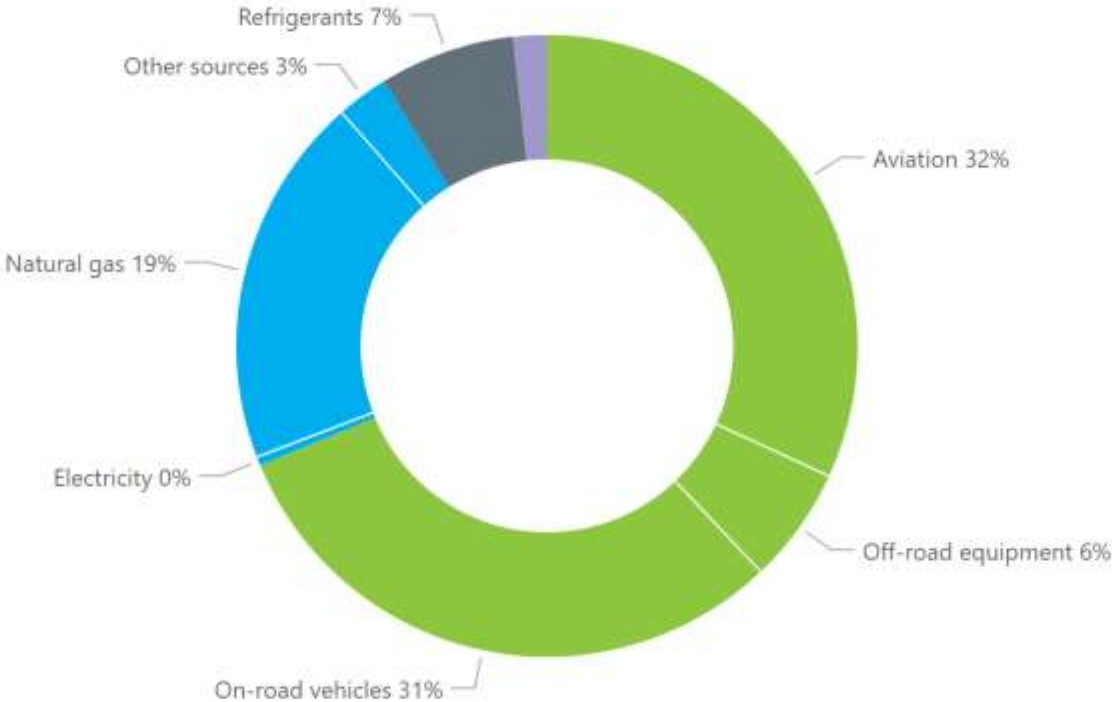
# LFP Greenhouse Gas Emissions in 2019

From King County BiPortal inventory dashboard

Total Emissions, by Sector

This PowerBI inventory dashboard tool uses methodologies as described in the King County Geographic GHG Inventory Report available at: [www.kingcounty.gov/climate](http://www.kingcounty.gov/climate)

Many cities in King County also independently conduct their own greenhouse gas (GHG) emissions inventories which can use different methodologies.



Sector ● Transportation & Other Mobile Sources ● Built Environment ● Refrigerants ● Solid Waste & Waste

Total GHG Emissions for Lake Forest Park in 2019:  
100,091 MTCO2e

- Jurisdiction
- ☐ Algona
  - ☐ Auburn
  - ☐ Beaux Arts Village
  - ☐ Bellevue
  - ☐ Black Diamond
  - ☐ Bothell
  - ☐ Burien
  - ☐ Carnation
  - ☐ Clyde Hill
  - ☐ Covington
  - ☐ Des Moines
  - ☐ Duvall
  - ☐ Enumclaw
  - ☐ Federal Way
  - ☐ Hunts Point
  - ☐ Issaquah
  - ☐ Kenmore
  - ☐ Kent
  - ☐ King County
  - ☐ Kirkland
  - ☐ Kitsap County
  - ☒ Lake Forest Park
  - ☐ Maple Valley
  - ☐ Medina
  - ☐ Mercer Island
  - ☐ Milton
  - ☐ Pacific
  - ☐ Pierce County

Section 4, ItemB.

Year: 2019



# LFP Community Survey

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What? 40 multiple choice, short answer questions

Why a survey? A first step in giving residents a voice in the CAP process.

Gathered input from the residents of LFP about their climate change attitudes and understandings

Using these understandings to inform the development of the city's Climate Action Plan

Tool to advertise the work of the city

How? Survey designed by LFP CAC.

Distributed at farmers markets and other events, to 39 groups including shoreline area news, apartment complexes, schools, PTA's, etc.

When? August 2022 through December 2022

Who Responded? 446 people answered the survey

# Main Take Aways of Survey

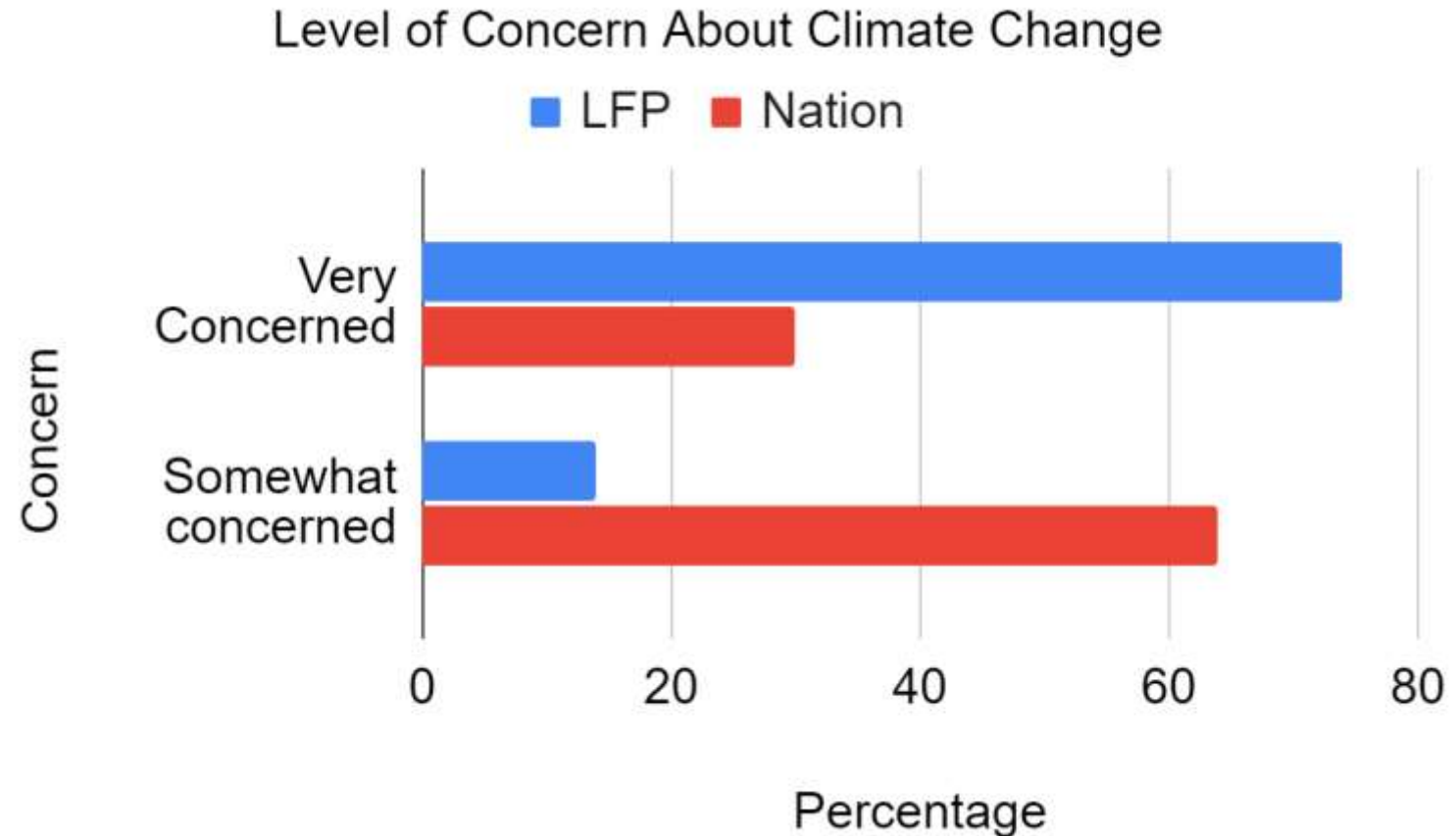
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- The community cares very much about climate change
- Individuals in the community gather information from many different sources
- LFP should partner with neighboring cities as we address climate issues (good example is eastside collaborating around heat pumps)
- Short answers inform education and outreach efforts

# The community cares very much about climate change

- 88% of LFP survey respondents are either very or somewhat concerned
- 94% of Americans\* are either very or somewhat concerned
- Larger percentage of people who are ‘Very Concerned’ in LFP vs. Nation.
- others not concerned

\*Yale Climate Communication Survey in July 2022



# Individuals in the community gather information from many different sources

The range is from scholarly journals, newspapers, the internet in general, some specific climate organizations. On the internet Facebook, Twitter and Instagram make up 69% of the internet responses. Other sources include Buy Nothing, King County, Next Door, Reddit, TikTok, LinkedIn and Snap chap. A few responses are from TV, climate action and policy sites and gardening groups

Respondent Top  
Priority: LFP should  
partner with  
neighboring cities  
as we address  
climate issues



### **Save energy. Stay comfortable.**

Heat pumps are an energy efficient way to heat and cool your home at a lower cost than traditional heating systems. Energy Smart Eastside supports your switch to heat pumps by offering educational workshops and program-exclusive incentives.

We can utilize strategies or actions like those listed below to reduce our community's contribution to climate change. Do you think our City should make these strategies a high, medium or low priority?

Of the 15 Strategies presented on the survey

### 3 Most popular

Partner with other cities to influence climate friendly policy changes (59% high priority)

Transition to non-fossil fuel transportation (electric vehicles, biking, etc.) (56% high priority)

Inform residents about existing incentives/subsidies for people and businesses to transition to non-fossil fuels (55% high priority)

### 3 Least popular

Establish a library for people to check out electric/battery powered landscaping equipment (24% high priority)

Establish and electric powered community shuttle (26% high priority)

Require every homeowner selling their home to provide potential buyers an energy audit that defines household energy uses, losses and potential improvements (16% high priority)

# Short answers inform education and outreach efforts

# Public transportation

- Data on health and safety issues to counter the idea that buses/light rail are unhealthy places.
- Route information-would it be useful to provide a booth on using onebusaway and other tools for route finding



# Walk instead of drive?

It is too dangerous



# Switch to electric appliances

- Comparison of projected costs of operating electric vs gas appliances
- Any info we have on subsidies/tax incentives for installing electric appliances
- Demo booth on gas vs. convection cooking

Section 4, ItemB.



# Electric Vehicles

- Data/graph of past and projected availability and costs of EV's
- Booth/webpage that helps people envision EV's in their lives
- Thinking about how they live their lives and what kinds of EV's that are available now and/or will be available that would fit their needs.
- Comparison of advantages and disadvantages of EV's, hybrids, combustion engines



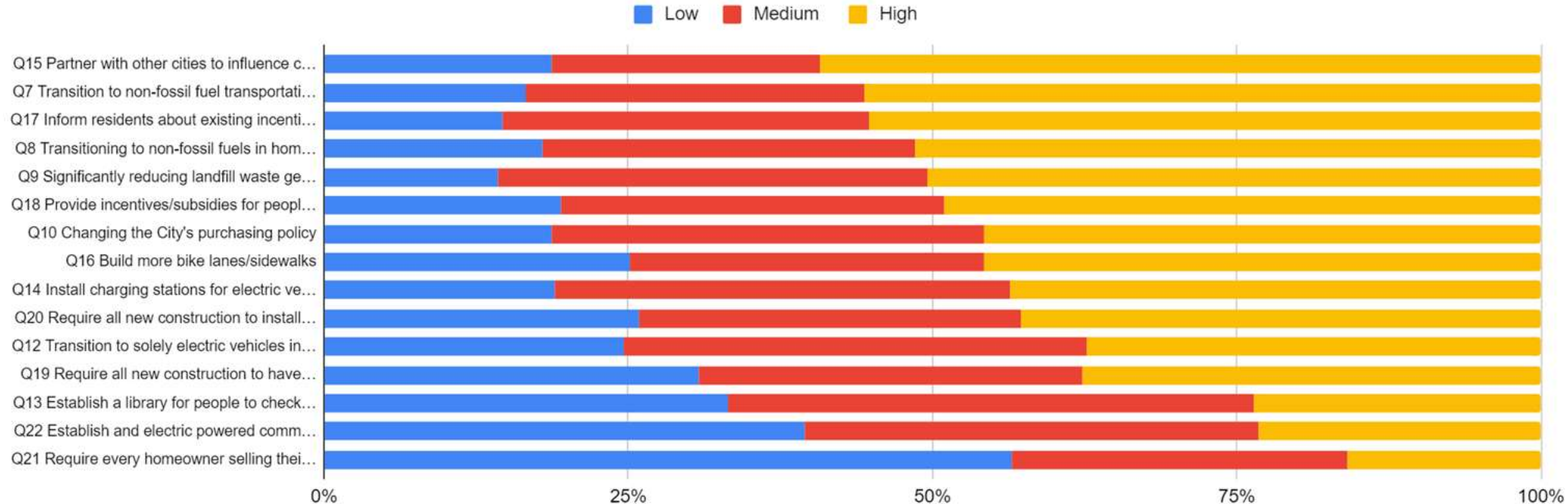
# Next Steps

- Outreach to community: Green Fair, Farmers Market and Garden Tour
- Create draft of Climate Action Plan
  - Do we submit to council or get community feedback first?
  - Implementation, Kenmore model of hiring staff
- Work with city council to explore partnership opportunities with Shoreline, Kenmore, Bothell, Woodinville other?

# Thank You!

# Survey results slides

We can utilize strategies or actions like those listed below to reduce our community's contribution to climate change. Do you think our City should make these strategies a high, medium or low priority? (Ordered for graph with highest priority at top)



# Demographics : Who did we reach?

3.3%\* of LFP population answered the survey (446 people answered the survey/13,500 people live in LFP)

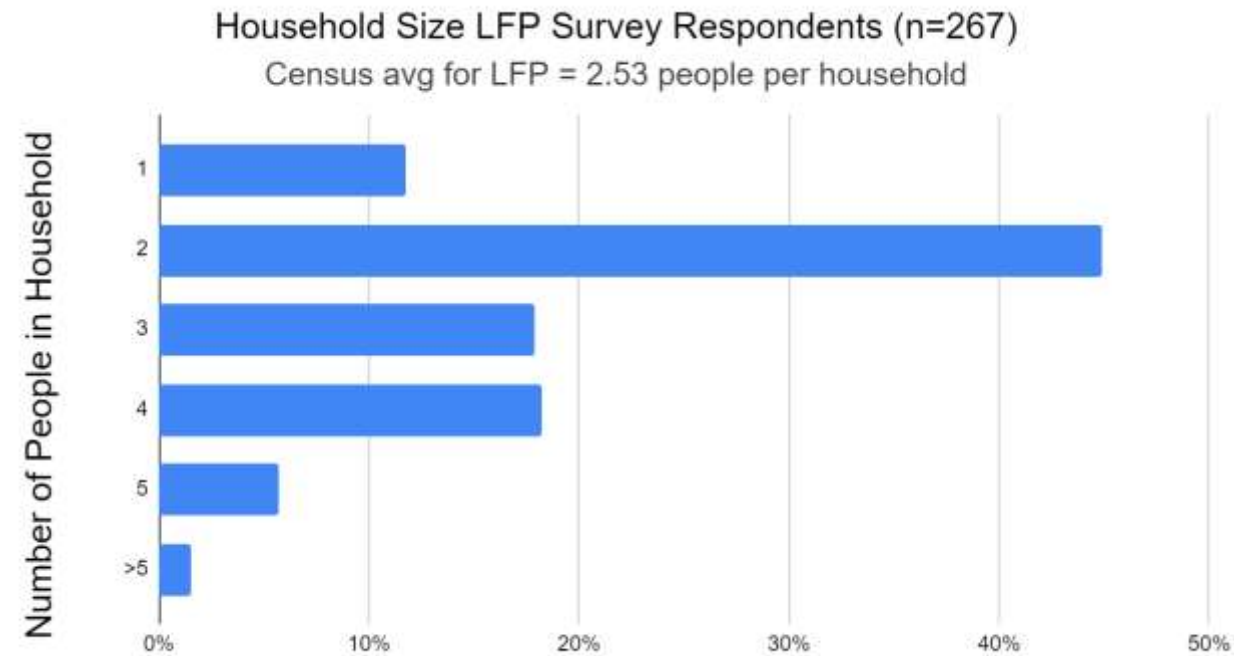
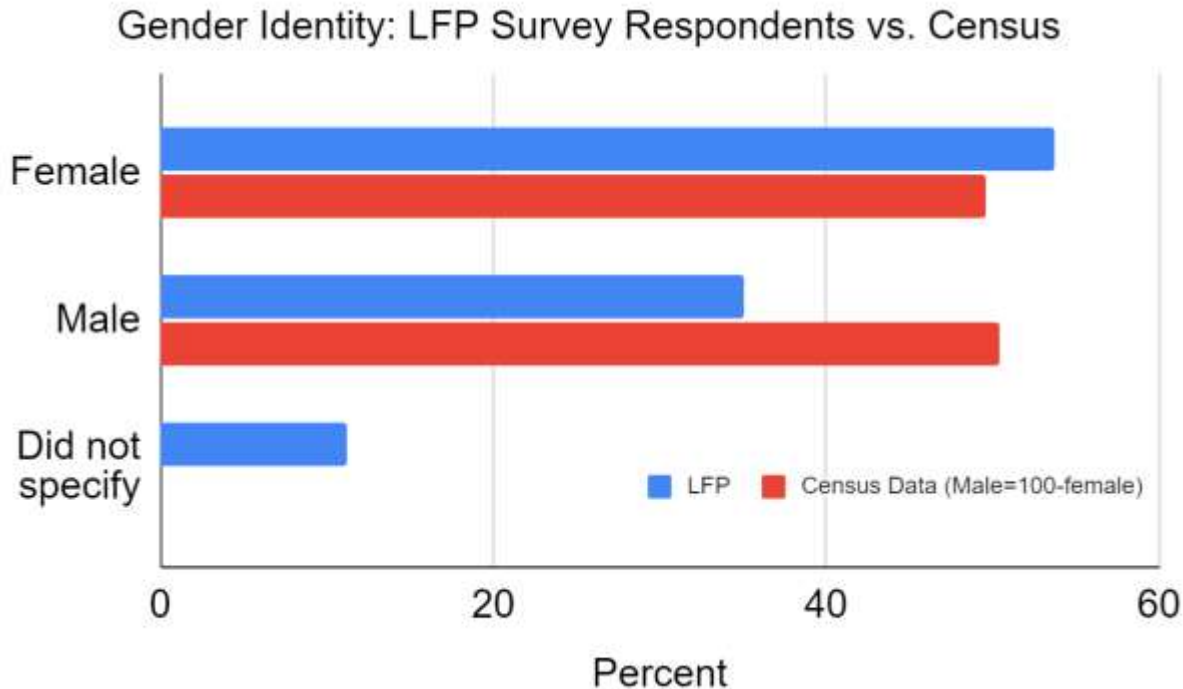
- 85% own a home in LFP

*Census data: Owner-occupied housing unit rate, 2017-2021: 78.8%*

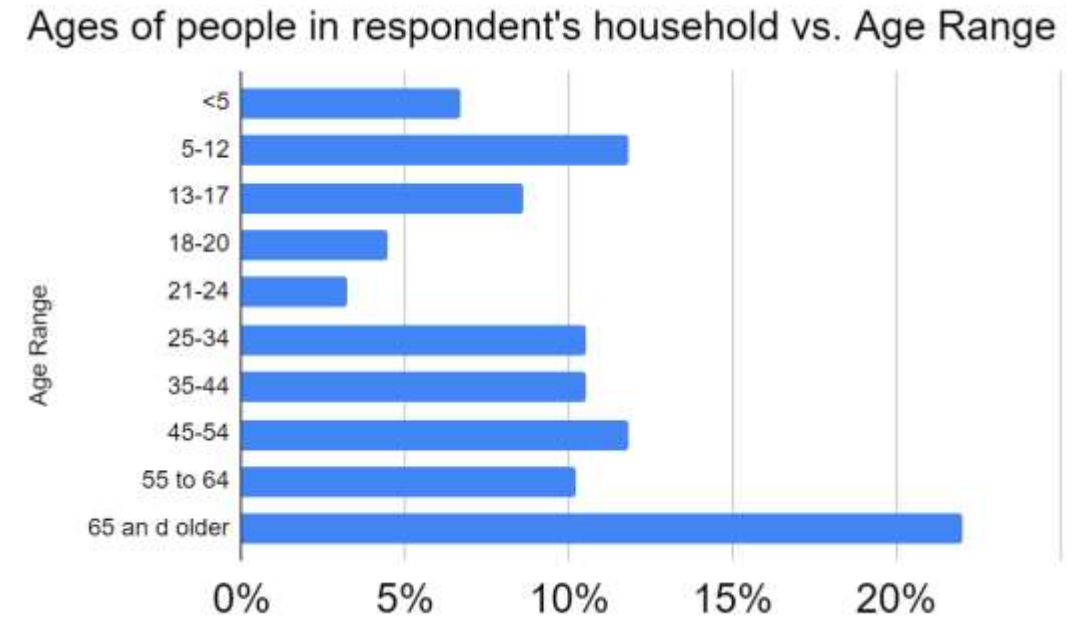
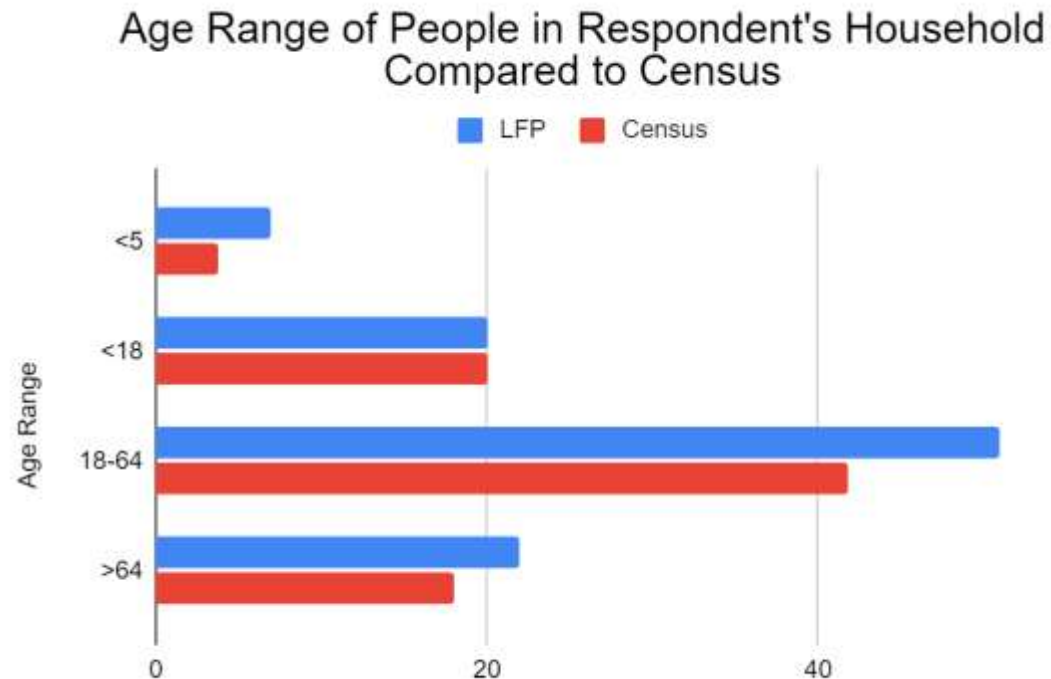
- 7% rent homes, and
- 6% selected other (27 people, incl those who rent apartments)

92% live in LFP (others live primarily in Shoreline)

# Who did we survey? How does it compare with census data on LFP?



# Who did we survey? How does it compare with who lives in LFP?

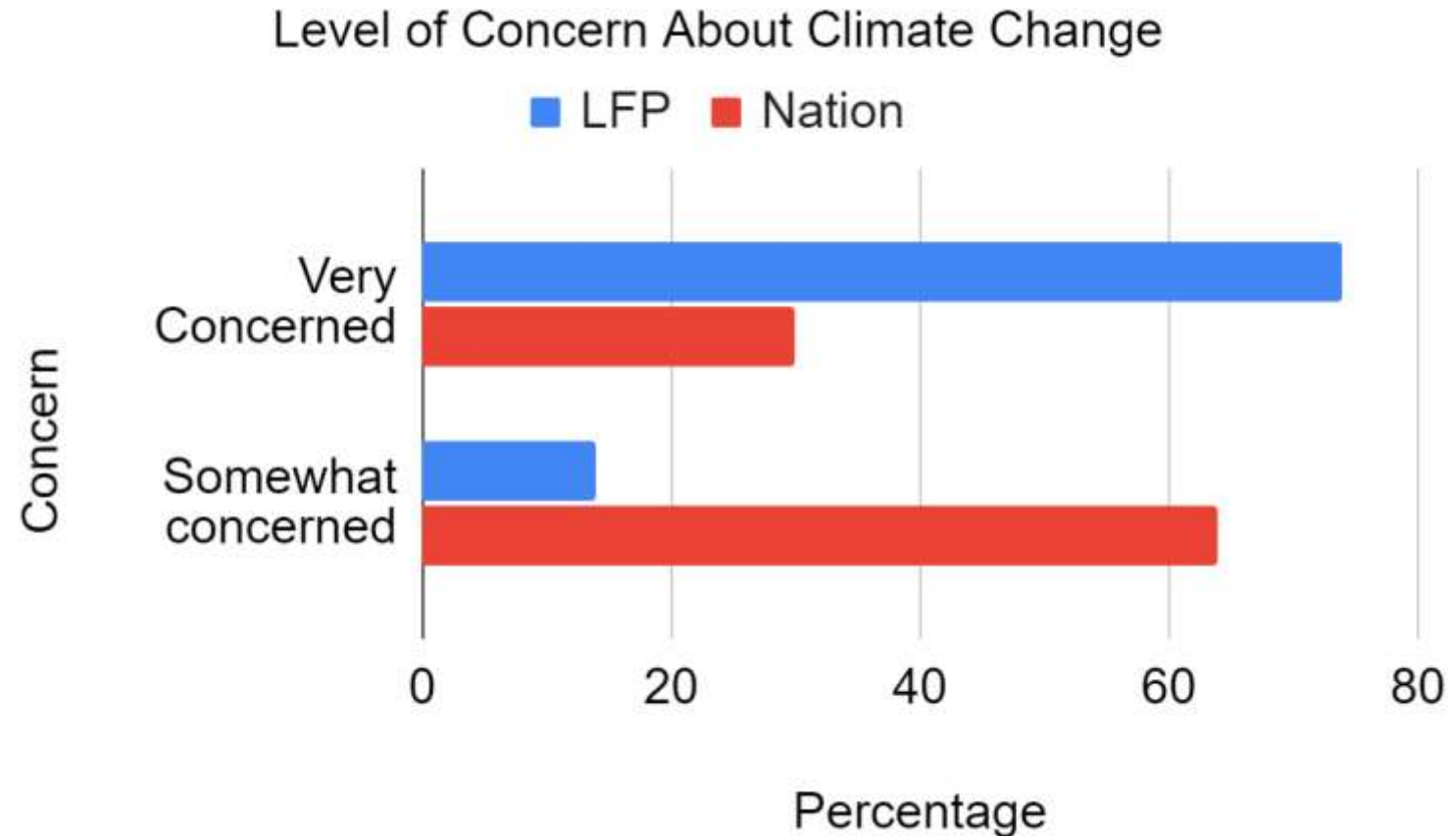


Census report only broke age down into four groupings-those shown on the left plot.

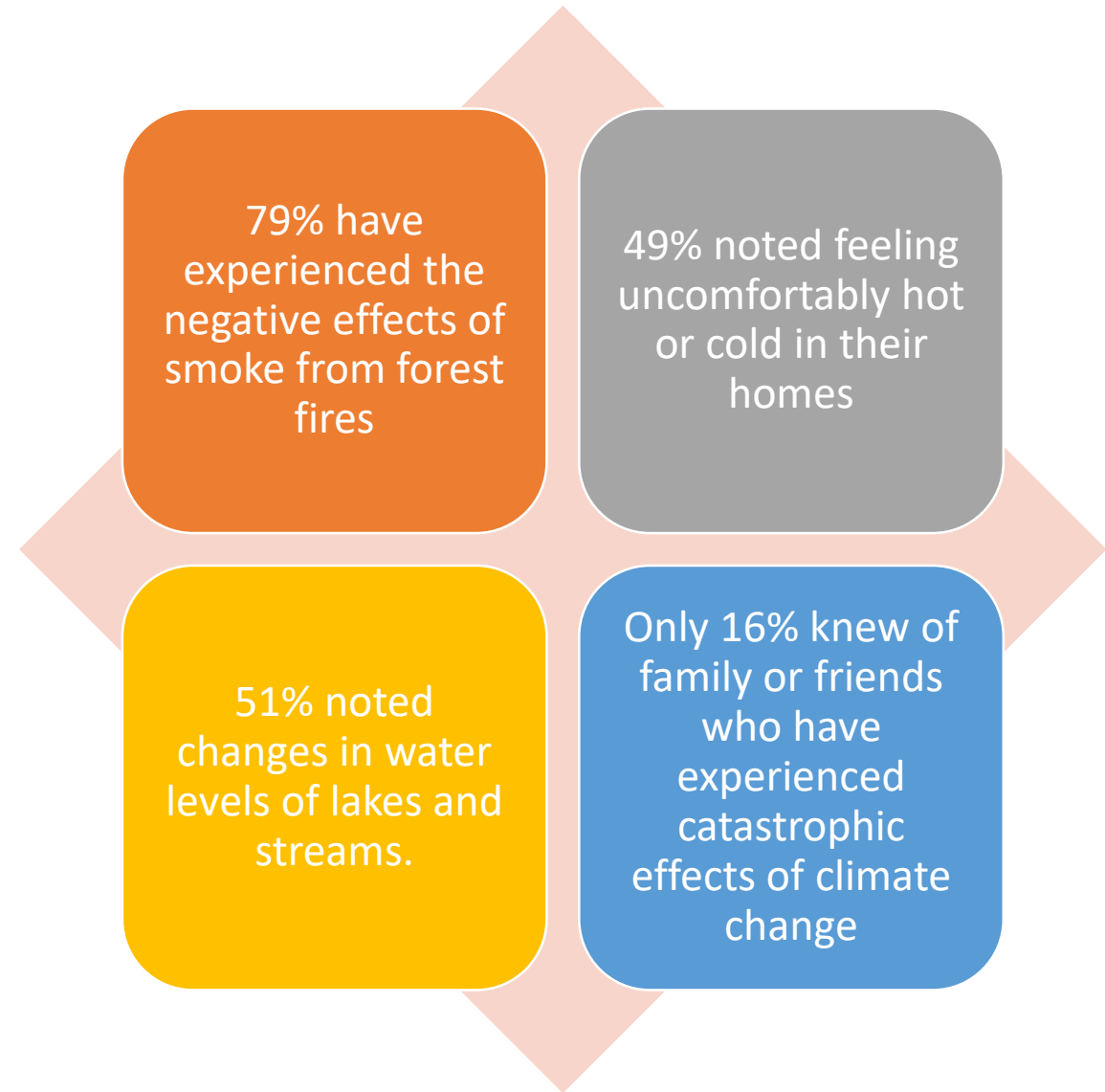
# Concern About Climate Change

- 88% of LFP survey respondents are either very or somewhat concerned
- 94% of Americans\* are either very or somewhat concerned
- Larger percentage of people who are ‘Very Concerned’ in LFP vs. Nation.
- others not concerned

\*Yale Climate Communication Survey in July 2022



Q4: In what ways have you been affected by climate change?



Responses  
to “other”  
ideas for  
how  
effected by  
climate  
change:

|  | # of responses | Working title                 | Descriptive sentence                                                            |
|--|----------------|-------------------------------|---------------------------------------------------------------------------------|
|  | 28             | Phenomenon's/<br>Earth cycles | Changes in weather patterns, fire, snowpack and other atmospheric events        |
|  | 22             | Unconcerned                   | Not concerned or in denial of climate change                                    |
|  | 21             | Climate Anxiety               | Personal feelings of anxiety and emotions for themselves and future generations |
|  | 16             | Local ecology                 | Observable impacts to surroundings plants, animals and other ecology            |
|  | 3              | Outliers                      | A couple of questions were not responsive                                       |

## Q5: What are you doing as a result of the changing climate?

- Respondents are reacting to impacts of climate change by doing things that provide immediate respite.
- 71% are limiting activities
- 41-45% of respondents are adding air filters and/or air conditioning.
- Changing landscaping and planting trees which have longer term return on investment, were the least common activity people are taking in response to climate change.

# What are you doing as a result of the changing climate?

## (Short Answers)

| Number | Working title                | Descriptive sentence                                                                                                                                                   |
|--------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 46     | transportation               | Driving less, walking, biking more. Rethinking air travel reducing the number of cars in household and purchasing or considering purchasing an EV.                     |
| 31     | Personal choices             | People are making personal choices such as eating less meat recycling more, conserving adapting to heat and smoke                                                      |
| 20     | Gardening/ tree preservation | people who are planting natives creating mindful gardening reducing watering lawns using electric garden tools and monitoring old growth                               |
| 20     | Home Improvement             | people making home improvements such as heat pumps, solar, AC and eliminating natural gas                                                                              |
| 13     | Advocacy/ volunteering       | volunteering working for park restoration shoreline trees voting for climate friendly policies and advocating for action through local government agencies and schools |
| 10     | Venting                      | Includes climate deniers who believe we are wasting tax money time and energy.                                                                                         |
| 8      | Education                    | people educating themselves by reading and sharing information with others, starting conversations and teaching about climate                                          |
| 3      | Donations                    | contributing to native conservation like the Sierra Club and rent to indigenous communities                                                                            |
| 3      | misunderstood                | people who didn't answer the question misunderstood; Speaking of issues that didn't need attention; I don't know what that is OK                                       |

# What Strategies or Actions Should the City Prioritize?

respondents selected low, medium or high priority for Questions 7 to 22

Most of the suggestions were rated as either high or medium priority by over 75% of the respondents.

Partnering with other cities to influence climate friendly policy changes received the most “high” ratings.

The least popular option, Q21, requiring every homeowner selling their home to provide potential buyers and energy audit was rated low priority by over 50% of the respondents.

Strategies and actions (combined)

Q15 Partner with other cities to influence climate friendly policy changes

Q7 Transition to non-fossil fuel transportation (electric vehicles, biking, etc.)

Q17 Inform residents about existing incentives/subsidies for people and businesses to transition to non-fossil fuels

Q8 Transitioning to non-fossil fuels in homes, businesses, school buildings, and city buildings

Q9 Significantly reducing landfill waste generation

Q18 Provide incentives/subsidies for people and businesses to transition to non-fossil fuels

Q10 Changing the City's purchasing policy

Q16 Build more bike lanes/sidewalks

Q14 Install charging stations for electric vehicles

Q20 Require all new construction to install heat pumps

Q12 Transition to solely electric vehicles in the City's fleet

Q19 Require all new construction to have non-gas appliances and/or heating

Q13 Establish a library for people to check out electric/battery powered landscapint equipment

Q22 Establish and electric powered community shuttle

Q21 Require every homeowner selling their home to provide potential buyers an energy audit that defines household energy uses, losses and potential improvements

“Other” free responses (to strategies city could utilize to reduce community’s contribution to climate change)

| # of responses | Working title                     | Descriptive sentence                                                       |
|----------------|-----------------------------------|----------------------------------------------------------------------------|
| 34             | Not Relevant                      | Answers not relating to the question or not yet possible                   |
| 28             | Transportation                    | Providing clean transportation and encouraging walking and biking          |
| 19             | Unconcerned/ against change       | Residents blame the government and have a disbelief in the problem         |
| 13             | Screen spaces and trees           | Installation/protection of already existing trees and green spaces         |
| 10             | Alternative energy sources        | Encourage solar power and hydro power instead of fossil fuels and gas      |
| 4              | Zoning housing and infrastructure | Support/against zoning that would make denser housing and communities      |
| 3              | Emergency response                | Have emergency fund for emergency event response to extreme weather events |

Questions 24  
thru 30 asked  
what ways **the  
respondent** is  
minimizing their  
contribution to  
climate change.

Half are choosing to walk rather than drive (Q26)

Fewer than 25% are biking or driving electric vehicles. (Q24 and Q25)

Most to least popular:

Q26 Walk instead of drive?

Q30 Have only electric/battery powered landscaping equipment?

Q27 Take Public Transit instead of drive?

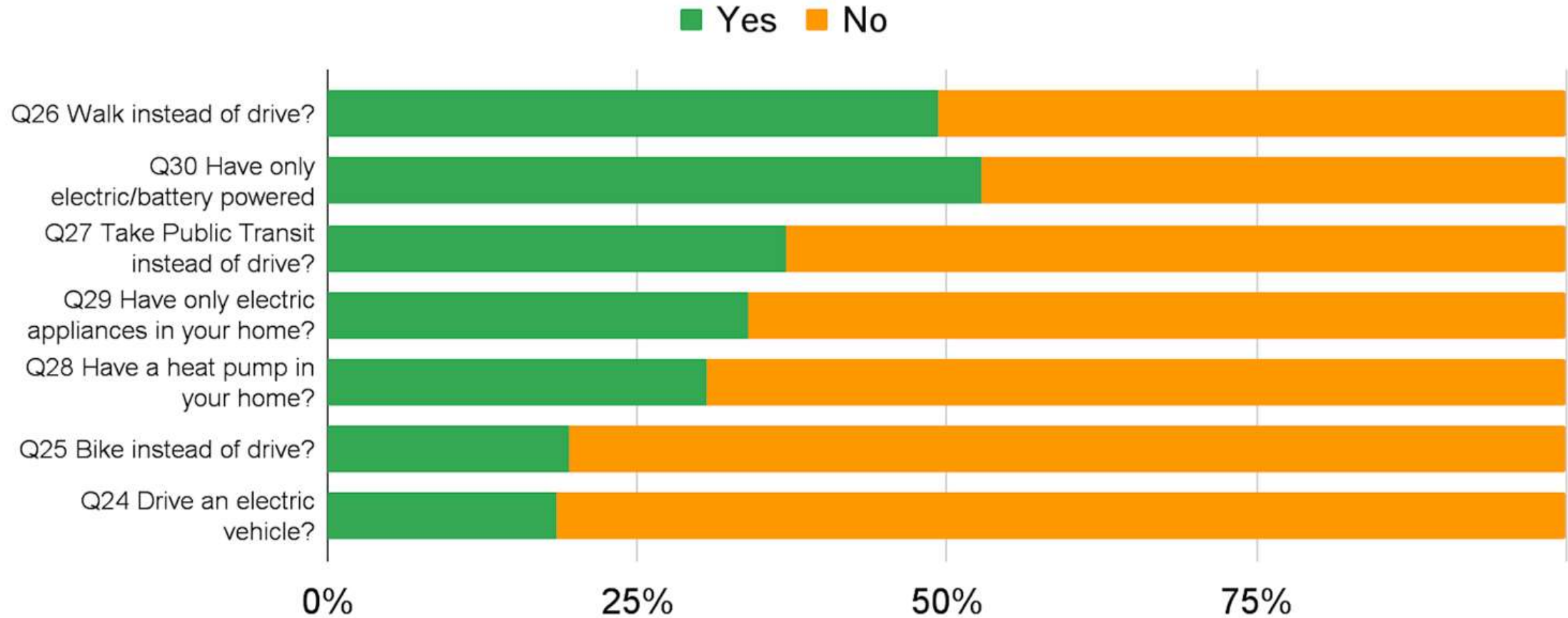
Q29 Have only electric appliances in your home?

Q28 Have a heat pump in your home?

Q25 Bike instead of drive?

Q24 Drive an electric vehicle?

There are a variety of ways we can minimize our individual contribution to climate change. Do you currently....



# Why don't you bike?



| # of responses | Working title        | Descriptive sentence                                                                        |
|----------------|----------------------|---------------------------------------------------------------------------------------------|
| 85             | Accessibility Issues | A significant number of respondents had accessibility issues with biking—ie age, disability |
| 62             | Infrastructure       | Concerns about safety and lack of infrastructure                                            |
| 60             | Local topography     | Concern about hilly topography and bike infrastructure                                      |
| 36             | Bike not feasible    | Long distance to work and/or work requirements                                              |
| 32             |                      | These respondents expressed no desire to use a bike                                         |
| 25             | Children and cargo   | These respondents expressed concerns with transporting children and cargo.                  |
| 14             |                      | Shut-ins or work from home                                                                  |
| 9              | E Bike               | These respondents ride an e-bike                                                            |
| 3              | Cost                 | Concerns about expense and affordability                                                    |

# Why don't you drive an EV?

---

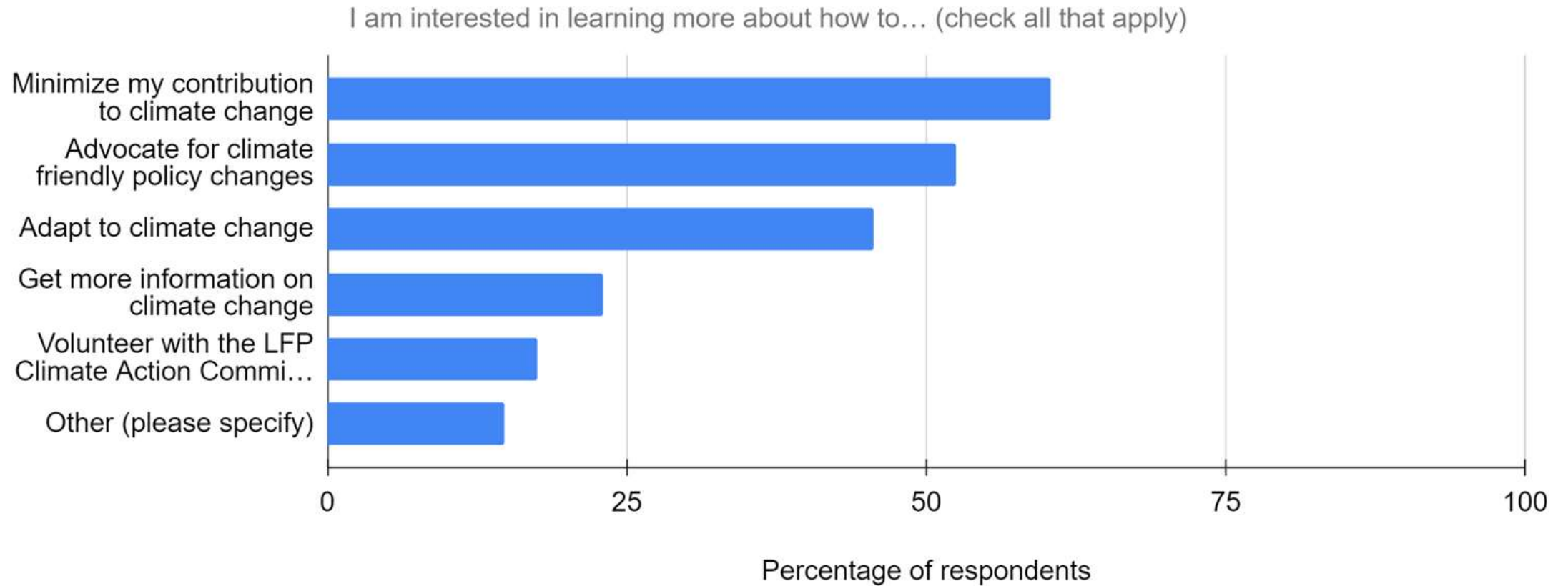
| # of responses | Working title                     | Descriptive sentence                                                          |
|----------------|-----------------------------------|-------------------------------------------------------------------------------|
| 123            | Cost of an EV                     | The cost of an EV is prohibitive.                                             |
| 71             | Current vehicle works             | The current vehicle is working for now.                                       |
| 47             | Charging Infrastructure and range | Concern about charging structure and the range for EV driving.                |
| 20             | EV not the solution               | The cost and energy used to build and operate an EV are not climate friendly. |
| 7              | Next Purchase EV                  | These residents are planning to purchase an EV.                               |

Final set of questions asked what the respondent wished to learn more about.

Most popular was learning more about minimizing their contribution to climate change (60% of respondents), and almost as popular was learning more about advocating for climate friendly policy change (53%).

Of the 5 options listed (see figure in next slide) the least popular was getting more information on climate change (23%) and volunteering with the LFP Climate Action Committee (17%).

# What do you want to learn more about?



Q 31  
Is there  
anything else  
you do to  
minimize your  
individual  
contribution  
to climate  
change?

| # of responses | Working title                            | Descriptive sentence                                                                                                                                                           |
|----------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 57             | Recycle                                  | Recycle as much as possible and expand opportunities to recycle and to reduce and eliminate plastics.                                                                          |
| 49             | Conservation of heat and water resources | Residents took specific actions to conserve heat and water including short showers, not watering lawns diet considerations—vegan and vegetarian diets and now having children. |
| 27             | Less travel                              | Residents are traveling less especially by airplane, working from home and consolidating car trips.                                                                            |
| 19             | Local shopping and reuse                 | Residents are shopping locally if they can consolidate deliveries and shopping at re-use stores.                                                                               |
| 16             | More Composting                          | Residents are composting on site and using commercial composting (Ridwell and Republic)                                                                                        |
| 3              | Vote                                     | Residents vote and encourage others to vote for people who support their point of view                                                                                         |

# Take Home Points

Recommendations to the city

- Partner with neighboring cities

  - Mitigation strategies

  - Adaptation, resilience building

- Provide citizens avenue to advocate for climate friendly policy (LWV info)

What do people need to know more about in order to make informed decisions, take action?

*e.g. Should we be encouraging installment of heat pumps instead of air conditioners (someone who knows the engineering, please comment here! since creating more comfortable living environment is one thing >40% of respondents are already doing.*

Misconceptions we should address through public outreach

CITY OF LAKE FOREST PARK  
COUNCIL COMMITTEE OF THE WHOLE SPECIAL MEETING NOTES  
February 6, 2023  
6:00 PM

**Councilmembers present:** Tom French, Deputy Mayor; Phillippa Kassover, Council Vice-Chair; Lorri Bodi, Tracy Furutani, Larry Goldman, John Lebo, Semra Riddle

**Councilmember absent:** none

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

**Others present:** 5 visitors

**CALL TO ORDER**

Deputy Mayor French called the February 6, 2023 Committee of the Whole special meeting to order at 6:00 p.m.

**Citizen Comments** – The following comments were received from the public:

- Jeff Snedden, resident of Lake Forest Park, commented on the Sound Transit project regarding the increase in traffic noise, and the design of the project.
- Vicki Scuri, resident of Lake Forest Park, commented on the Sound Transit project and the possible increase in highway noise from the project, and urged the Council to review the noise study.
- Paula Goode, resident of Lake Forest Park, commented on the Sound Transit project and the possible increase in highway noise due to the project.
- John Drew, resident of Lake Forest Park, commented on the retaining wall ordinance and the need for noise mitigation for the wall.
- Scott Messick, Lake Forest Park resident, commented on the retaining wall ordinance and has concerned about the view from Sound Transit on it.

**Ordinance 23-1263/Creating a New Chapter 12.50 of the Lake Forest Park Municipal Code, Retaining Walls**

Director Bennett reviewed the changes to the draft ordinance from the last meeting with the Council.

The Council discussed possible design for the wall including the need for vegetation and possible noise mitigations.

**Possible Council Retreat Discussion Items**

The Council discussed possible discussion items they would like to see included on a Council retreat. A date for the retreat will be announced in the future.

**Adjournment**

There being no further business, the meeting adjourned at 7:30 p.m.

\_\_\_\_\_  
Tom French, Deputy Mayor

\_\_\_\_\_  
Matt McLean, City Clerk

CITY OF LAKE FOREST PARK  
CITY COUNCIL WORK SESSION MEETING MINUTES  
February 9, 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 (via Zoom); Phillippa Kassover, Council Vice-Chair; Lorri Bodi, 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:** 1 visitor

**CALL TO ORDER**

Mayor Johnson called the February 9, 2023 City Council work session meeting to order at 6:00 p.m.

**ADOPTION OF AGENDA**

**Cmbr. Bodi moved** to approve the agenda as presented. **Cmbr. Kassover seconded. The motion to approve the agenda as presented was carried unanimously.**

**Continued Discussion Regarding Speed Limits and Traffic Calming**

Deputy Mayor French introduced the item and brought up the idea of creating workgroups to look at the various streets within the city to ensure that they are set at the proper speed limit. The Council discussed the need for workgroups, informing the public via public hearings, and possible next steps, including conducting a study.

**ADJOURNMENT**

There being no further business, Mayor Johnson adjourned the meeting at 6:49 p.m.

\_\_\_\_\_  
Jeff Johnson, Mayor

\_\_\_\_\_  
Matt McLean, City Clerk

**CITY OF LAKE FOREST PARK  
CITY COUNCIL REGULAR MEETING MINUTES  
February 9, 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 (via Zoom); Phillippa Kassover, Lorri Bodi, Tracy Furutani, Larry Goldman, Jon Lebo, Semra Riddle

**Councilmembers absent:** none

**Staff present:** Jeff Johnson, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Mike Harden, Police Chief; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Cory Roche, Environmental and Sustainability Specialist; Matt McLean, City Clerk

**Others present:** 5 visitors

**CALL TO ORDER**

Mayor Johnson called the February 9, 2023 City Council regular meeting to order at 7:00 p.m.

**FLAG SALUTE**

Mayor Johnson led the Pledge of Allegiance.

**ADOPTION OF AGENDA**

**Cmbr. Bodi moved** to approve the agenda as presented. **Cmbr. Riddle seconded. The motion to adopt the agenda as presented was carried unanimously.**

**PROCLAMATION – Day of Remembrance – February 19, 2023**

Cmbr. Furutani read a proclamation for a Day of Remembrance on February 19, 2023.

**CITIZEN COMMENTS**

Mayor Johnson invited comments from the audience.

The following members of the audience shared comments with the Council:

- David Newman, LFP resident (Sound Transit BRT)

- Bud Holmsy, LFP resident (Sound Transit BRT)
- Vicki Scuri, LFP resident, discussed the Sound Transit BRT, including her recommendations regarding the proposed retaining wall ordinance.

## CONSENT CALENDAR

Deputy Mayor French noted a scrivener's error in the January 26 minutes that staff was present in person, not virtually.

**Cmbr. Furutani moved** to approve the consent calendar as presented. **Cmbr. Riddle seconded. The motion to approve the consent calendar as presented carried unanimously.**

1. January 26, 2023 City Council Regular Meeting Minutes
2. Approval of City Expenditures for the Period Ending February 9, 2023, covering Claims Fund Check Nos. 84561 through 84603 in the amount of \$241,984.17; Payroll Fund ACH transactions in the amount of \$149,015.05 and Direct Deposit transactions in the amount of \$169,485.11; additional ACH transactions are Elavon, \$ \$677.21; Wex Bank, \$57.02; total approved Claims Fund transactions, \$391,733.45
3. Resolution 23-1884/Authorizing the Mayor to Sign the Interagency Agreement with King County for the Waste Reduction and Recycling Program Grant Funds

## FINAL CONFIRMATION – Parks and Recreation Advisory Board

Mayor Johnson introduced Joshua Rosenau, applicant for the Parks and Recreation Advisory Board. The Council interviewed Mr. Rosenau.

**Cmbr. Bodi moved** to confirm the Mayor's appointment of Joshua Rosenau to the Parks and Recreation Advisory Board, Position 6, a partial 3-year term that expires February 28, 2024. **Cmbr. Kassover seconded. The motion to confirm the Mayor's appointment of Joshua Rosenau carried unanimously.**

Mayor Johnson noted he would like to consider an amendment to the municipal code to allow for alternate members on the city's advisory bodies.

## COUNCIL DISCUSSION – King County Regional Homelessness Authority (KCRHA) Draft Memorandum of Understanding (MOU)

City Administrator Hill presented the item and responded to questions. Council discussion followed.

After a brief discussion, the consensus of the Council was to use the funding for the Emergency Weather Shelter option, and City Administrator Hill stated it would be brought back for consideration at a future meeting.

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

Councilmembers reported on meetings they attended. A discussion was held about the Sound Transit BRT project, including updates to the city’s tree ordinance, tree mitigation, and permits. City Administrator Hill informed the Council about a webpage being set up on the city’s website regarding the Sound Transit project to keep the public informed on the project, and the Council discussed items that they would like to see on the site, including letters, plans, and permits.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:23 p.m.

\_\_\_\_\_  
Jeff Johnson, Mayor

\_\_\_\_\_  
Matt McLean, City Clerk



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| Meeting Date           | February 26, 2023                                     |
| Originating Department | Municipal Services                                    |
| Contact Person         | Matthew McLean, City Clerk                            |
| Title                  | Consider Reappointments to the City’s Advisory Bodies |

Legislative History

- First Presentation February 26, 2023
- Action February 26, 2023

Attachments - none

Executive Summary

Several positions on the city’s boards, commissions, and committee expire on February 28, 2023. In addition, there are currently several existing vacancies, some of which are for partial terms that have term expirations in 2024 and 2025.

The positions addressed in this agenda item are only those where incumbents whose terms expire on February 28, 2023 have expressed interest in being reappointed. Regarding the currently vacant positions, the Mayor continues to conduct interviews with those who have submitted applications and will make recommendations to the Council at future meetings.

**Background**

Per LFPMC 2.22, terms are limited to two consecutive full-term appointments, except in “extenuating circumstances where the city council finds it is in the best interest of the city to allow for reappointment for an additional term.”

Staff has determined the incumbents’ interest and the Mayor recommends the Council confirm the following reappointments:

- **Planning Commission (9 members, 3-year terms)**
  - Position 5, Ashton Alvarez – finishing a partial term; Mayor recommends reappointment to a 1<sup>st</sup> full term that would expire 2/28/2026

- **Tree Board (8 members, 3-year terms)**
  - Position 4, Marty Byrne – finishing 1<sup>st</sup> term; Mayor recommends reappointment to a 2<sup>nd</sup> term that would expire 2/28/2026
  - Position 5, Richard Olmstead – finishing 1<sup>st</sup> term; Mayor recommends reappointment to a 2<sup>nd</sup> term that would expire 2/28/2026
- **Parks and Recreation Advisory Board (7 members, 3-year terms)**
  - Position 4, Tyler Dittman – finishing 2<sup>nd</sup> full term - Mayor recommends reappointment under extenuating circumstances provision (no meetings held between March 2020 and August 2021, due to COVID); term would expire 2/28/2026
  - Position 5, Alice Pedersen – finishing 1<sup>st</sup> full term - Mayor recommends reappointment to a 2<sup>nd</sup> full term that would expire 2/28/2026

### Fiscal & Policy Implications

Keeping the City's advisory body membership as full as possible helps mitigate the chance of meetings being canceled due to the lack of a quorum. In addition to reappointing interested incumbents to their current positions, the administration is actively recruiting applicants, who are then interviewed by the Mayor.

As an added measure, the Mayor has asked the administration to work on a code update that would allow for the appointment of alternate members who would attend meetings but only vote if a "regular" member was absent.

### Alternatives

| <i>Options</i>                                                                                                 | <i>Results</i>                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Reappoint interested incumbents</li> </ul>                            | Helps keep the advisory bodies more fully staffed                                                                                     |
| <ul style="list-style-type: none"> <li>• Do not reappoint incumbents</li> </ul>                                | Risk of meetings canceled due to lack of a quorum, as well as loss of established members with background knowledge of ongoing issues |
| <ul style="list-style-type: none"> <li>• Continue to recruit to fill the currently vacant positions</li> </ul> | Following interviews and the Mayor's recommendation, confirm new appointments to fill existing vacancies as quickly as possible       |

### Staff Recommendation

Confirm the Mayor's appointments as listed above.

City of Lake Forest Park  
SORTED TRANSACTION CHECK REGISTER  
2/23/2023

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. 84604 through 84650 in the amount of \$424,974.87 is approved for payment this 23rd day of February, 2023.

**Additional approved transactions are:**

- ACH transaction LexisNexis in the amount of \$264.97
- ACH transaction US Bank in the amount of \$104,559.48
- ACH transaction Washington State Excise Tax in the amount of \$6,261.27

Total approved claim fund transactions: \$536,060.59

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Committee

# Accounts Payable

## Voucher Approval Document

User: dmeagher  
Printed: 02/16/2023 - 1:52PM  
Batch: 00023.02.2023



Section 6, ItemE.

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                   | 162,903.72 |
| 101           | Street Fund                    | 6,151.10   |
| 302           | Transportation Capital Fund    | 3,542.27   |
| 401           | Sewer Utility Fund             | 220,971.87 |
| 403           | Surface Water Fund             | 466.70     |
| 404           | Surface Water Capital Fund     | 3,537.50   |
| 407           | PWTF Repayment Fund            | 19.45      |
| 501           | Vehicle Equip Replacement Fund | 8,553.20   |
| 502           | PW Contract Fund               | 4,460.00   |
| 631           | Treasurer's Clearing Fund      | 11,239.77  |
| 635           | Northshore Emergency Mgmt      | 187.02     |
| Report Total: |                                | 422,032.60 |

# Accounts Payable

## Voucher Approval Document

User: dmeagher  
Printed: 02/09/2023 - 2:02PM  
Batch: 00999.02.2023



Section 6, Item E.

### 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   |
|---------------|--------------------------------|----------|
| 501           | Vehicle Equip Replacement Fund | 8,950.49 |
| Report Total: |                                | 8,950.49 |

# Accounts Payable

## Voucher Approval Document

User: dmeagher  
Printed: 02/08/2023 - 12:27PM  
Batch: 00099.02.2023



Section 6, Item E.

### 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 | 518.02 |
| Report Total: |              | 518.02 |

# Bank Reconciliation

Section 6, ItemE.

## Checks by Date

User: dmeagher  
 Printed: 02/16/2023 - 2:39PM  
 Cleared and Not Cleared Checks



| Check No | Check Date | Name                                  | Comment | Module | Clear Date | Amount     |
|----------|------------|---------------------------------------|---------|--------|------------|------------|
| 0        | 2/23/2023  | LexisNexis Risk Data Mgmt. Inc.       |         | AP     |            | 264.97     |
| 0        | 2/23/2023  | State of Washington                   |         | AP     |            | 6,261.27   |
| 84607    | 2/23/2023  | AARD Pest Control, Inc                |         | AP     |            | 142.03     |
| 84608    | 2/23/2023  | American Traffic Solutions Inc.       |         | AP     |            | 66,500.00  |
| 84609    | 2/23/2023  | Cadman Materials, Inc.                |         | AP     |            | 395.82     |
| 84610    | 2/23/2023  | Calportland Company                   |         | AP     |            | 82.04      |
| 84611    | 2/23/2023  | Century Link                          |         | AP     |            | 108.35     |
| 84612    | 2/23/2023  | DataQuest, LLC                        |         | AP     |            | 251.50     |
| 84613    | 2/23/2023  | Washington State Department of Licens |         | AP     |            | 198.00     |
| 84614    | 2/23/2023  | Drivers License Guide Company         |         | AP     |            | 35.30      |
| 84615    | 2/23/2023  | Eastside Public Safety Comm.          |         | AP     |            | 2,129.16   |
| 84616    | 2/23/2023  | Gordon Thomas Honeywell Gov't. Affa   |         | AP     |            | 3,150.00   |
| 84617    | 2/23/2023  | Guardian Alliance Technologies, Inc   |         | AP     |            | 90.00      |
| 84618    | 2/23/2023  | Imaging Spectrum, Inc.                |         | AP     |            | 781.00     |
| 84619    | 2/23/2023  | Johnston Group, LLC                   |         | AP     |            | 3,925.00   |
| 84620    | 2/23/2023  | King County Finance                   |         | AP     |            | 1,035.00   |
| 84621    | 2/23/2023  | King County Pet License               |         | AP     |            | 15.00      |
| 84622    | 2/23/2023  | King County Finance & Business        |         | AP     |            | 215,214.30 |
| 84623    | 2/23/2023  | King County Finance                   |         | AP     |            | 153.74     |
| 84624    | 2/23/2023  | Calvin Killman                        |         | AP     |            | 125.00     |
| 84625    | 2/23/2023  | City of Lake Forest Park              |         | AP     |            | 54,026.00  |
| 84626    | 2/23/2023  | City of Lake Forest Park              |         | AP     |            | 782.32     |
| 84627    | 2/23/2023  | City of Lake Forest Park              |         | AP     |            | 2,475.00   |
| 84628    | 2/23/2023  | Loomis                                |         | AP     |            | 194.67     |
| 84629    | 2/23/2023  | Madrona Law Group, PLLC               |         | AP     |            | 7,550.00   |
| 84630    | 2/23/2023  | Moon Security Service Inc.            |         | AP     |            | 952.00     |
| 84631    | 2/23/2023  | Navia Benefit Solutions               |         | AP     |            | 388.00     |
| 84632    | 2/23/2023  | Northshore School District            |         | AP     |            | 13.90      |
| 84633    | 2/23/2023  | Northshore Utility District           |         | AP     |            | 14,731.44  |
| 84634    | 2/23/2023  | Office Depot, Inc.                    |         | AP     |            | 3.15       |
| 84635    | 2/23/2023  | Pat's Trees & Landscape Inc.          |         | AP     |            | 4,445.29   |
| 84636    | 2/23/2023  | Betsy Piano                           |         | AP     |            | 79.75      |
| 84637    | 2/23/2023  | Plywood Supply, Inc.                  |         | AP     |            | 758.14     |
| 84638    | 2/23/2023  | Puget Sound Energy                    |         | AP     |            | 362.53     |
| 84639    | 2/23/2023  | Puget Sound Executive Services, Inc.  |         | AP     |            | 1,264.00   |
| 84640    | 2/23/2023  | Red Carpet Building Maint. Inc.       |         | AP     |            | 4,056.15   |
| 84641    | 2/23/2023  | Sarah Roberts                         |         | AP     |            | 8,351.74   |
| 84642    | 2/23/2023  | Siskun, Inc.                          |         | AP     |            | 216.46     |
| 84643    | 2/23/2023  | State Auditor's Office                |         | AP     |            | 192.00     |
| 84644    | 2/23/2023  | State Treasurer's Office              |         | AP     |            | 10,229.88  |
| 84645    | 2/23/2023  | TransUnion Vantage Data               |         | AP     |            | 0.39       |
| 84646    | 2/23/2023  | Utilities Underground Location Ctr.   |         | AP     |            | 69.66      |
| 84647    | 2/23/2023  | Westlake Hardware WA-153              |         | AP     |            | 5,325.32   |
| 84648    | 2/23/2023  | Beth Wright                           |         | AP     |            | 76.08      |
| 84649    | 2/23/2023  | Washington State Patrol               |         | AP     |            | 171.25     |
| 84650    | 2/23/2023  | Yakima County Technology Services     |         | AP     |            | 4,460.00   |

| Check No | Check Date | Name | Comment | Module | Clear Date |
|----------|------------|------|---------|--------|------------|
|----------|------------|------|---------|--------|------------|

Section 6, ItemE.

Total Check Count:

46

Total Check Amount:

422,032.60

# Bank Reconciliation

## Checks by Date

User: dneagher  
Printed: 02/09/2023 - 2:14PM  
Cleared and Not Cleared Checks



Section 6, Item E.

| Check No            | Check Date | Name                | Comment | Module | Clear Date | Amount   |
|---------------------|------------|---------------------|---------|--------|------------|----------|
| 84606               | 2/9/2023   | KDH Consulting, Inc |         | AP     |            | 8,950.49 |
| Total Check Count:  |            |                     |         |        |            | 1        |
| Total Check Amount: |            |                     |         |        |            | 8,950.49 |

# Bank Reconciliation

## Checks by Date

User: dmeagher  
Printed: 02/08/2023 - 12:39PM  
Cleared and Not Cleared Checks



Section 6, Item E.

| Check No            | Check Date | Name                                | Comment | Module | Clear Date | Amount |
|---------------------|------------|-------------------------------------|---------|--------|------------|--------|
| 84604               | 2/9/2023   | Pitney Bowes Global Financial Svcs. |         | AP     |            | 462.18 |
| 84605               | 2/9/2023   | Pitney Bowes Inc.                   |         | AP     |            | 55.84  |
| Total Check Count:  |            |                                     |         |        |            | 2      |
| Total Check Amount: |            |                                     |         |        |            | 518.02 |

# Bank Reconciliation

Section 6, Item E.

## Checks by Date

User: dmeagher  
 Printed: 02/16/2023 - 2:40PM  
 Cleared and Not Cleared Checks



| Check No  | Check Date | Name                                     | Comment | Module | Clear Date | Amount   |
|-----------|------------|------------------------------------------|---------|--------|------------|----------|
| 12305431  | 2/9/2023   | Conway Shield                            |         | AP     |            | 300.00   |
| 12305432  | 2/9/2023   | Lighthouse Diving Center                 |         | AP     |            | 9.95     |
| 12305433  | 2/9/2023   | Washington Homicide Investigators Ass    |         | AP     |            | 400.00   |
| 12305434  | 2/9/2023   | Washington Law Enforcement and Recc      |         | AP     |            | 50.00    |
| 12305435  | 2/9/2023   | Washington Law Enforcement and Recc      |         | AP     |            | 50.00    |
| 12305436  | 2/9/2023   | Amazon                                   |         | AP     |            | 154.00   |
| 12305437  | 2/9/2023   | Natl. Tactical Officers Assoc.           |         | AP     |            | 304.00   |
| 12305438  | 2/9/2023   | International Association of Chiefs of P |         | AP     |            | 75.00    |
| 12305439  | 2/9/2023   | Washington Law Enforcement and Recc      |         | AP     |            | 50.00    |
| 12327511  | 2/9/2023   | Amazon                                   |         | AP     |            | 15.40    |
| 12327512  | 2/9/2023   | Amazon                                   |         | AP     |            | 197.08   |
| 12327513  | 2/9/2023   | Apple Corp                               |         | AP     |            | 2,751.40 |
| 12327514  | 2/9/2023   | Wasabi Technologies, Inc                 |         | AP     |            | 11.79    |
| 12327881  | 2/9/2023   | Guardian Security                        |         | AP     |            | 500.96   |
| 12327882  | 2/9/2023   | Smarsh                                   |         | AP     |            | 1,477.48 |
| 12327883  | 2/9/2023   | Smarsh                                   |         | AP     |            | 1,631.74 |
| 12327884  | 2/9/2023   | Smarsh                                   |         | AP     |            | 1,631.74 |
| 12327885  | 2/9/2023   | Stericycle, Inc.                         |         | AP     |            | 43.02    |
| 12327886  | 2/9/2023   | Summit Law Group PLLC                    |         | AP     |            | 1,984.00 |
| 12327887  | 2/9/2023   | Johnson Controls                         |         | AP     |            | 2,863.90 |
| 12327888  | 2/9/2023   | Johnson Controls                         |         | AP     |            | 1,349.36 |
| 12327889  | 2/9/2023   | Waste Management Northwest               |         | AP     |            | 8,938.12 |
| 12328501  | 2/9/2023   | Washington Finance Officers Associatic   |         | AP     |            | 75.00    |
| 12328502  | 2/9/2023   | Washington Finance Officers Associatic   |         | AP     |            | 75.00    |
| 12328503  | 2/9/2023   | Puget Sound Finance Officers Assn.       |         | AP     |            | 75.00    |
| 12329901  | 2/9/2023   | Amazon                                   |         | AP     |            | 1,010.02 |
| 12329904  | 2/9/2023   | Microsoft Corporation                    |         | AP     |            | 109.01   |
| 12370331  | 2/9/2023   | Batteries Plus Bulbs                     |         | AP     |            | 97.31    |
| 12383171  | 2/9/2023   | GovernmentJobs.com, Inc                  |         | AP     |            | 130.00   |
| 12383172  | 2/9/2023   | LinkedIn                                 |         | AP     |            | 517.74   |
| 12383173  | 2/9/2023   | GovernmentJobs.com, Inc                  |         | AP     |            | 130.00   |
| 12383174  | 2/9/2023   | GovernmentJobs.com, Inc                  |         | AP     |            | 232.28   |
| 12383175  | 2/9/2023   | GovernmentJobs.com, Inc                  |         | AP     |            | 234.02   |
| 12389531  | 2/9/2023   | Mister T's Trophies                      |         | AP     |            | 173.85   |
| 12389532  | 2/9/2023   | Municipal Research & Services Center     |         | AP     |            | 40.00    |
| 12389533  | 2/9/2023   | Washington Association of Public Reco    |         | AP     |            | 25.00    |
| 12392711  | 2/9/2023   | Amazon                                   |         | AP     |            | 48.39    |
| 12392712  | 2/9/2023   | Writey Boards                            |         | AP     |            | 270.00   |
| 12392713  | 2/9/2023   | Home Depot/GECF                          |         | AP     |            | 27.54    |
| 12392716  | 2/9/2023   | Costco Warehouse                         |         | AP     |            | 1,444.89 |
| 12395771  | 2/9/2023   | Albertsons                               |         | AP     |            | 29.35    |
| 12396251  | 2/9/2023   | Amazon                                   |         | AP     |            | 53.24    |
| 12396352  | 2/9/2023   | Amazon                                   |         | AP     |            | 110.84   |
| 123278810 | 2/9/2023   | Waste Management Northwest               |         | AP     |            | 6,725.31 |
| 123278811 | 2/9/2023   | Verizon Wireless                         |         | AP     |            | 2,892.03 |
| 123278812 | 2/9/2023   | Northwest Cascade, Inc.                  |         | AP     |            | 174.05   |

| Check No            | Check Date | Name                           | Comment | Module | Clear Date | Section 6, ItemE. |
|---------------------|------------|--------------------------------|---------|--------|------------|-------------------|
| 123278813           | 2/9/2023   | Puget Sound Energy             |         | AP     |            | 314.32            |
| 123278814           | 2/9/2023   | Integra Telecom, Inc.          |         | AP     |            | 409.84            |
| 123278815           | 2/9/2023   | Waste Management Northwest     |         | AP     |            | 1,680.16          |
| 123278816           | 2/9/2023   | The Seattle Times              |         | AP     |            | 330.04            |
| 123278817           | 2/9/2023   | North City Water District      |         | AP     |            | 49.14             |
| 123278818           | 2/9/2023   | North City Water District      |         | AP     |            | 135.64            |
| 123278819           | 2/9/2023   | Seattle City Light             |         | AP     |            | 465.90            |
| 123278820           | 2/9/2023   | Seattle City Light             |         | AP     |            | 13.97             |
| 123278821           | 2/9/2023   | Seattle City Light             |         | AP     |            | 3,140.67          |
| 123278822           | 2/9/2023   | Seattle City Light             |         | AP     |            | 13.95             |
| 123278823           | 2/9/2023   | Seattle City Light             |         | AP     |            | 28.35             |
| 123278824           | 2/9/2023   | Pacific Topsoils, Inc.         |         | AP     |            | 308.10            |
| 123278825           | 2/9/2023   | Puget Sound Energy             |         | AP     |            | 10.89             |
| 123278826           | 2/9/2023   | Northwest Cascade, Inc.        |         | AP     |            | 190.55            |
| 123278827           | 2/9/2023   | Northwest Cascade, Inc.        |         | AP     |            | 174.05            |
| 123278828           | 2/9/2023   | Northwest Cascade, Inc.        |         | AP     |            | 418.01            |
| 123278829           | 2/9/2023   | Northwest Cascade, Inc.        |         | AP     |            | 504.11            |
| 123278830           | 2/9/2023   | Innovac Services LLC           |         | AP     |            | 1,998.32          |
| 123278831           | 2/9/2023   | Innovac Services LLC           |         | AP     |            | 8,865.80          |
| 123278832           | 2/9/2023   | Innovac Services LLC           |         | AP     |            | 924.84            |
| 123278833           | 2/9/2023   | Innovac Services LLC           |         | AP     |            | 43,350.00         |
| 123278834           | 2/9/2023   | Good To Go                     |         | AP     |            | 3.65              |
| 123278835           | 2/9/2023   | Sound Security Inc. (Sonitrol) |         | AP     |            | 1,740.37          |
| Total Check Count:  |            |                                |         |        |            | 69                |
| Total Check Amount: |            |                                |         |        |            | 104,559.48        |



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

|                        |                                                                                       |
|------------------------|---------------------------------------------------------------------------------------|
| Meeting Date           | February 23, 2023                                                                     |
| Originating Department | Executive                                                                             |
| Contact Person         | Phillip Hill, City Administrator                                                      |
| Title                  | King County Regional Homelessness Authority (KCRHA) Memorandum of Understanding (MOU) |

Legislative History

- First Presentation – Agreement for Homeless Services - November 17, 2022 – City Council Special Meeting
- Second Presentation – Agreement for Homeless Services Approved w/ conditions - December 8, 2022 – City Council Regular Meeting
- Third Presentation – Draft MOU – February 9, 2023

Attachments:

1. King County Regional Homelessness Authority Memorandum of Understanding (MOU)
2. King County Regional Homelessness Authority funding recommendations

Executive Summary

At the December 8, 2022, Regular City Council Meeting, Council approved the Agreement for Homeless Services (Agreement) with the KCRHA, conditioning the execution of the Agreement on a subsequent MOU identifying the services supported by the funding commitment of the City, in the north end sub-region, during the 2023/2024 biennium. At the February 9, 2023 Regular Meeting, the City Council showed support to use the funds for the Emergency Weather Shelter as well as the Homeless Program Service Families with Children or Youth and Young Adults.

Background

Through the Agreement, the City committed funding to the KCRHA to provide services for people experiencing homelessness countywide. The Administration identified the source of funding as the Affordable/Supportive Housing budget found on page 30 of the Adopted 2023-24 Biennial Budget. The

revenue stream in this budget is a result of House Bill 1406 from the 2019 Legislative session, which allocated up to 0.0146% local sales tax credited against the state sales tax for housing investments.

By entering into the Agreement, the city agreed to provide funding on a per-capita basis of \$1.20 per resident. With an April 2022 Revised Office of Financial Management population estimate of 13,620, this equates to an annual allocation of \$16,344. The City began receiving funds in 2021 and has amassed a fund balance of \$24,880 to begin the 2023/2024 biennium and will receive roughly \$25,000 during the biennium. This provides the necessary funding for the program through the 2025/2026 biennium and with a small contribution outside of this fund for the 2027/2028 biennium. This assumes no increase in revenue and a modest increase of 3.5% in expenses for each biennium.

|                           | 21/22     | 23/24     | 25/26     | 27/28      |
|---------------------------|-----------|-----------|-----------|------------|
| Revenue                   | \$ 24,880 | \$ 25,000 | \$ 25,000 | \$ 25,000  |
| Fund Balance              | \$ 24,880 | \$ 49,880 | \$ 42,192 | \$ 33,360  |
| Expenditure (3.5% scaler) |           | \$ 32,688 | \$ 33,832 | \$ 35,016  |
| Delta                     |           | \$ 17,192 | \$ 8,360  | \$ (1,656) |

The benefits of the \$16,000 for severe weather shelter:

- Currently the NUHSA-volunteer staffed severe weather shelter at St. Dunstan's has identified the need for trained (and paid) staff from an experienced service provider. The space itself and current funding is provided through City of Shoreline; This funding could be able to provide approximately 20 days of staffed severe weather response assuming 2 trained staff manage the 15-bed site, are paid \$30 an hour, and work under the current shelter operations hours (8:30PM - 7:30AM). (Cost per day estimated at \$660)
- Ability to pay for Lyft rides to transfer individuals to other sites, hotel rooms or to other emergency options. Lyft rides for severe weather needs range between \$30 - \$150 depending on the weather conditions.
- Ability to staff cooling canopies in the heat to severe North King County (Assuming hours are 9AM-6PM and 2 people staffing paid at \$30 an hour is \$540 a day) for 29 days.

Fiscal & Policy Implications

Sufficient funds were allocated in the 2023/2024 Proposed Biennial Budget to support this program.

Staff Recommendation

Approve the MOU between the City of Lake Forest Park and the King County Regional Homelessness Authority to allocate the City funds for the Emergency Weather Shelter.

Memorandum of Understanding

Between

The King County Regional Homelessness Authority

and

The City of Lake Forest Park, Washington

This Memorandum of Understanding (MOU) sets the terms and understanding between The King County Regional Homelessness Authority (hereafter “KCRHA”) and the City of Lake Forest Park (hereafter “the City”) regarding the use of the City’s contributions under the Agreement for Homeless Services (the “Agreement”).

Background

The City has authorized the Mayor to sign the Agreement between the City, KCRHA, and the cities of Shoreline, Kenmore, Bothell and Woodinville, to aggregate homelessness services funds across North King County. Cities that already fund homelessness services will see their current allocations continued during the 2023/2024 biennium. In the past, the City has not allocated funds towards homelessness services and wishes to have the opportunity to allocate these new funds to providers of their choice in North King County.

Purpose

This MOU memorializes the options from KCRHA for how the City contributions to the Agreement could be allocated for the 2023/2024 biennium. These options are attached as Exhibit A.

The City has approved the allocation of funds for the Severe Weather Shelter, for which KCRHA will provide annual reports to the City no later than February of the following year, detailing how those funds were allocated, and the number of persons served in North King County as a result of those funds.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the City and KCRHA. This MOU shall become effective once it is signed by authorized officials from the City and KCRHA. This MOU will remain in effect until terminated by mutual consent of the City and KCRHA, or in the absence of mutual consent, this MOU shall end on 12/31/2024.

Contact Information

KCRHA:  
King County Regional Homelessness  
Authority  
Attn: Marc Dones  
400 Yesler Way, Ste. 600  
Seattle, Washington 98004  
Email: marc@kcrha.org

City:  
City of Lake Forest Park  
Attn: Phillip Hill  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
phill@cityoflfp.gov

In WITNESS WHEREOF, the parties have executed this Memorandum of Understanding by having their representatives affix their signatures below.

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY, a Washington governmental administrative agency

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

City of Lake Forest Park

By: \_\_\_\_\_

Name: Jeff Johnson

Title: Mayor

Date: \_\_\_\_\_



## MEMORANDUM

**To:** Phillip Hill, City Administrator of the City of Lake Forest Park  
**From:** Alexis Mercedes Rinck, Director of Sub-Regional Planning and Equitable Engagement  
**CC:** Nigel Herbig, Intergovernmental Affairs Manager; Nawiishtunmi Nightgun, Deputy Chief Program Officer  
**Subject:** Funding Recommendations for Lake Forest Park City Council  
**Date:** 1/26/2022

### I. Summary & Recommendation

This memo intends to provide the Lake Forest Park City Council with funding recommendations on how this new investment into homelessness response can most effectively be utilized across existing programming.

### II. Background

The City of Lake Forest Park is considering signing on to an Agreement for Homeless Services between the City, KCRHA, and the cities of Shoreline, Kenmore, Bothell and Woodinville, to aggregate homelessness services funds across North King County. Cities which already fund homelessness services will see their current allocations continued during the 2023/2024 biennium. In the past the City of Lake Forest Park has not allocated funds towards homelessness services and wishes to have the opportunity to allocate these new funds to providers of their choice in North King County.

The City of Lake Forest Park's vote on 12/8 was conditional with the approval of an MOU memorializing a commitment from KCRHA to bring to the City potential options for how their contributions to the Agreement could be allocated for the 2024/2025 biennium.

This memo provides preliminary recommendations in accordance with the MOU as well as to support deliberations from the Lake Forest Park City Council.

### III. Options

The following funding options are informed by KCRHA's assessment of services, and work in North King County:

#### Option 1: Flexible Severe Weather Response

Looking at weather patterns solely in the 13 months of KCRHA's operations and oversight of the homelessness response system, the agency has been in an activated response posture over 50 days to support people experiencing homelessness in severe heat, smoke, cold and snow events.

For North King County, KCRHA supported the stand up in the 2020/2021 snow event of an additional severe weather shelter to serve North King County residents while partnering with the existing severe weather shelter in Shoreline (managed by NUHSA volunteers). In the summer 2021 heat event, KCRHA was monitoring regional response and resource gaps related to safety in prolonged heat. When hearing from North King County community



members with lived experience about the need for more cooling options to serve North King County, KCRHA stood up a cooling canopy in the sub-region staffed by Urban League to distribute cooling supplies and get individuals connected to services. Per KCRHA's utilization tracking throughout the course of the event, 390 individuals were served out of this site over the course of 4 days in operation.

The need for sustainable severe weather response serving North King County has been identified as a need by KCRHA staff as well as by the North King County Coalition on Homelessness.

Flexible funding for severe weather response could allow KCRHA to fund provider agencies to be able to support in the following ways:

- Staffing a severe weather shelter or cooling canopy
- Staffing support to place individuals into hotel rooms
- Additional outreach supplies

**Option 2: Homeless Program Service Families with Children or Youth and Young Adults**

In the draft KCRHA Five Year Plan, goal areas 5 and 6 are focused on addressing family homelessness and youth and young adult homelessness respectively. To be in accordance with the goals of the draft Five Year Plan, the funding could be allocated to programs serving these sub-populations within North King County. According to the [KCRHA Regional Services Database](#), there is 1 program located within North King County that serves young adults (Friends of Youth), two emergency shelter programs that support families with children (Hopelink and Mary's Place), a transitional housing program that supports families (Vision House), and then four additional sheltering and housing options that have the ability to accept families (Camp United We Stand, Compass Housing Alliance, VA Puget Sound Healthcare).

**Option 3: Emergency Shelter Operations**

There is currently one enhanced emergency shelter serving single adults located within North King County which is the Oaks program supported by Lake City Partners. As a newer program, only in operation for about 2 years, the team has identified that this funding could be utilized in a positive way to support operations and capacity building.

**Option 4: Outreach Support**

Outreach is a critical part of homelessness response. Not only does it allow for us to reach currently unsheltered individuals who may not be connected to services, but it also allows us to develop a deeper understanding of the geographic and sub-regional nature of homelessness as outreach providers will input information into our Homelessness Management Information System (HMIS) which tracks client-level data and information and is overseen by the Community Impact division at KCRHA.

Currently in North King County, there is limited outreach serving the area. There is family outreach from Mary's Place, vehicle outreach from The Salvation Army - Street Level Program, and one single adult outreach staff person from Lake City Partners supporting part of North King County. Some cities are exploring piloting to fund an additional outreach position to support this effort, additional funding from the City paired with some of the other investments from cities could secure an additional outreach worker position.



**IV. Recommendation**

While KCRHA affirms that each of these aforementioned options would support the efforts to address homelessness in North King County, *we recommend to the Lake Forest Park City Council to consider allocating the funding to severe weather response.*

DRAFT



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

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

Legislative History

- First Presentation - January 26, 2023, regular City Council meeting
- Second Presentation – February 6, 2023, City Council special Committee of the Whole meeting
- Third Presentation – February 23, 2023, regular City Council meeting

Attachments:

1. Draft Ordinance 23-1263 creating Chapter 12.50 of the Lake Forest Park Municipal Code, Retaining Walls
2. 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. Edits shown in track changes were made after City Council discussion on January 26<sup>th</sup> and February 6<sup>th</sup>.

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 and landscape treatments that would be acceptable 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**

| <i>Options</i>                                                    | <i>Results</i>                                                                                                                 |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Adopt ordinance</li></ul> | City code include regulation of the appearance of large retaining walls being built in the right-of-way                        |
| <ul style="list-style-type: none"><li>• No action</li></ul>       | 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 set a date for a public hearing on the ordinance at a future Council meeting.

*Draft: February 23, 2023 City Council Regular 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;

**WHEREAS**, an Environmental Checklist for a non-project action was prepared under the State Environmental Policy Act, Chapter 43.21C RCW, pursuant to Chapter 197-11 WAC, and a Determination of Non-Significance ("DNS") was issued on \_\_\_\_\_, 2023; and

**WHEREAS**, in accordance with the requirements set forth in RCW 36.70A.106, the City provided the Washington State Department of Commerce notice of the City's intent to adopt the proposed amendments on \_\_\_\_\_, and received notice that the Department had granted expedited review on \_\_\_\_\_; and

**WHEREAS**, the City Council held public meetings to review the creation of Chapter 12.50 LFPMC during meetings on January 26, 2023; February 6, 2023, February 23, 2023, and March \_\_\_\_\_; and

**WHEREAS**, the City Council held a public hearing on March \_\_\_\_\_, 2023, regarding the proposed ordinance; \_\_\_\_\_

**Commented [SB1]:** Standard 'Whereas' statements added to this draft. Blanks will be filled in as these milestones are completed.

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

**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 and timber or concrete laggings are not acceptable retaining types of wall construction. The wall construction type shall be the same from the highest to the lowest portion of each independent wall segment. Where walls are terraced or tiered, all tiers/terraces shall consist of the same wall construction type for the length of each independent segment.

**Commented [SB2]:** Changes from 1/26 discussion have been accepted in this section. New highlighted changes are intended to address 2/6 Council comments.

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 Public Works Director will review and approve the architectural finish and engineered block consistent with this section.

4. Landscaping treatments shall be used that reduce the harshness of these walls. The landscaping standards are provided in the Retaining Wall Design Guidelines dated \_\_\_\_\_, are deemed to satisfy this requirement. The Public Works Director will review and approve landscaping treatments consistent with this section,

5. If required by the impacts or circumstances related to a particular retaining wall, the Public Works Director may require conditions of approval that include but are not limited to the installation of a temporary irrigation systems and the funding or implementation of a 3-year plant monitoring and maintenance plan. A 5-year monitoring and maintenance plan shall be required for trees that are part of the landscaping plan.

**Commented [SB3]:** Changes from 1/26 discussion have been accepted in this section. New highlighted changes are intended to address 2/6 Council comments.

D. Total structural isolation is required for public and private retaining walls adjacent to each other.

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

Draft: February 23, 2023 City Council Regular Meeting

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

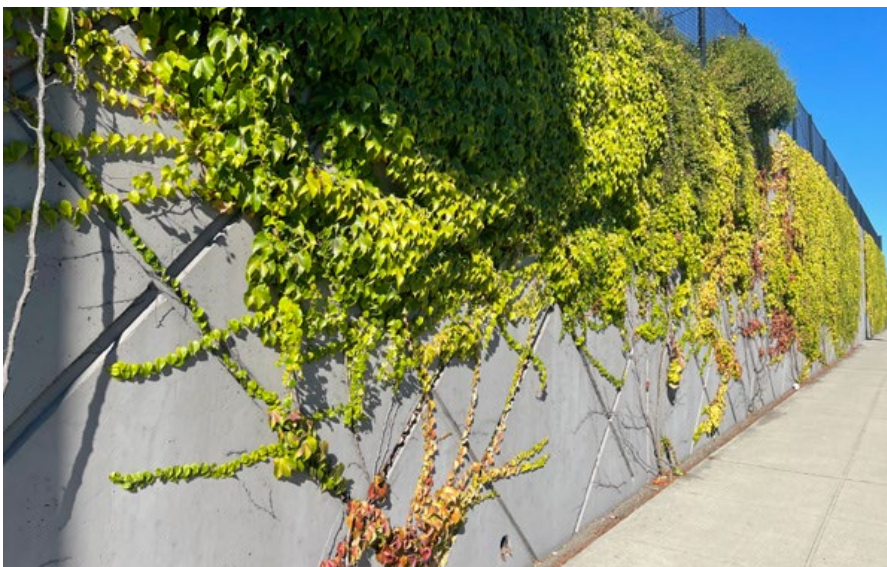


2. In addition to the architectural finish requirements of Provision 1, landscaping and vegetation such as that found in Figures 3 and 4 below shall be installed. The plantings shall be native, drought tolerant species that do not require permanent irrigation and should reach coverage of 30% of the wall front surface within 36 months. If there is not a shoulder or sidewalk adjacent to the wall, landscaping that requires regular maintenance shall be minimized.

FIGURE 3



FIGURE 4



3. The wall construction type for an independent wall segment can deviate from the requirements of Provisions 1 and 2 if it can be demonstrated to the Public Works Director's satisfaction that

vegetation will grow directly from the wall face as shown in Figures 5 and 6 and will reach a coverage of 80% of the wall front surface within 36 months. The plantings shall be native, drought tolerant species that do not require permanent irrigation.

FIGURE 5

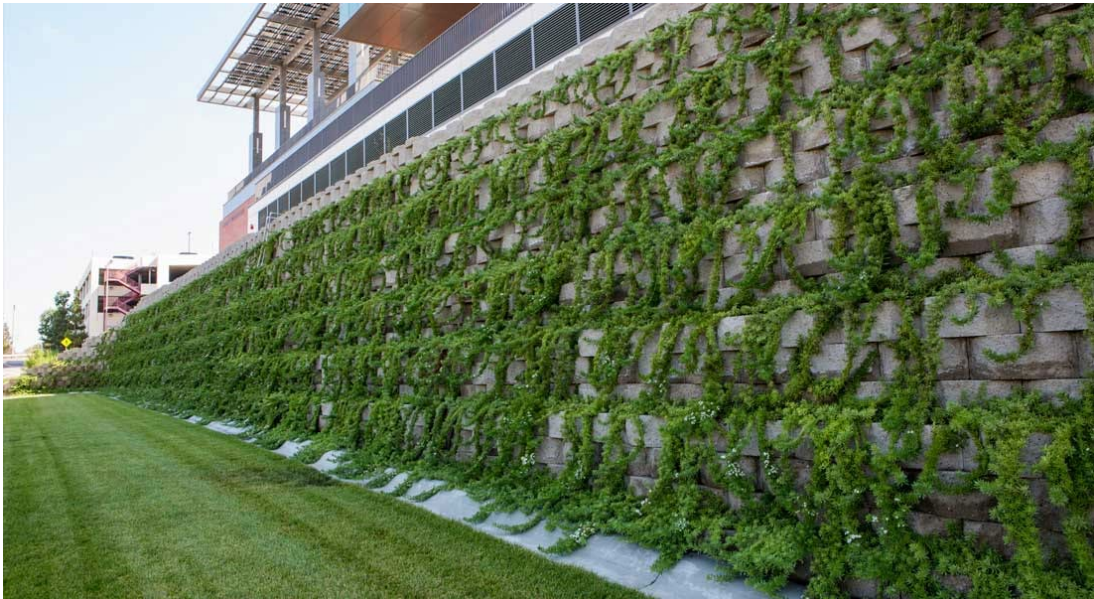


FIGURE 6



4. Sound attenuation shall be considered in the design of the wall. As a minimum the wall shall have a diffused pattern that reduces sound reverberation



## City Administrator Report

### City of Lake Forest Park

Date: February 23, 2023

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Jeff Johnson  
Leadership Team

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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**

##### **Notable Calls**

Subject called 911 to report his child had died in bathtub. Other occupant of home contacted 911 stating subject was out of control and everyone in home was ok. Subject implied he had a firearm, is a convicted felon with multiple warrants for his arrest. Subject barricaded himself inside the residence and threatened to shoot officers if they came inside. Other occupants were evacuated while officers attempted to deescalate suspect by phone. SWAT was contacted and declined to respond due to potential to escalate situation. Officers cleared scene; other occupants of residence stayed at another location for the night. Homeowner eventually obtained protection order to remove subject from residence. Officers located subject a few days later standing in front of the house. Subject refused to comply with officer's commands after being told he was under arrest. Officers used "Bola Wrap" restraint device to safely take subject into custody.



Officers responded to a male subject crying, screaming, and throwing items at vehicles in a parking lot. When contacted subject stated he was being harassed and wanted to take the officer's gun. Subject appeared to have mental health issues. Subject refused assistance and left the area.

Victim reported jewelry worth over \$14K missing from residence. Victim believes cleaning crew took the items. Victim unable to provide proof cleaning crew stolen her rings.

Officers responded to a malicious mischief. Victim advised all of their vehicles and their house had been “egged”. Suspect/s threw an unknown number of eggs on multiple vehicles, a motorhome, and the residence. Victim’s security cameras not working at time of incident.



Several vehicle prowls reported, multiple with windows broken out on vehicles, items taken, stolen credit cards used at local businesses and a catalytic converter removed.

Subject located passed out in the mall, officers had difficulty waking subject to ensure he was ok. Once subject woke up, he became irate with officers for contacting him. Subject was belligerent, refused services or assistance and left the area on foot.

Officers responded to multiple thefts and suspicious subjects in the mall area, including Ross and Rite Aid. One subject taken into custody for theft at Rite Aid seen by aid personnel due to open wounding and infections due to drug usage. Subject cleared by aid, given a citation for theft, and released.

Officer located elderly female sitting at bus stop in the cold and dark. Subject stated she had been there a few hours; she did not have a phone and that Starbucks refused to let her use theirs. Officer provided courtesy ride to her home in Shoreline.

Officer observed juvenile subject possibly in crisis, in the mall area. Officer made contact with the juvenile at Rite Aid and discovered subject was missing from Arlington. Juvenile openly hostile towards officers. Parent arrived and advised juvenile has behavioral health issues. At mall security’s request, juvenile trespassed from mall area. Parent took custody of juvenile, declined further assistance.

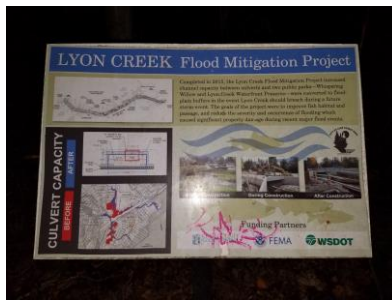
Transient subject located at bus stop. Subject waving arms and screaming at passing cars. Subject had all her property and sleeping bag set up in bus stop shelter. Subject had multiple warrants for her arrest, one for assaulting a police officer. Subject taken into custody without incident and booked into KCJ.

Officers responded to multiple mail thefts, including the theft of the entire mailbox. Suspect vehicle seen by one victim, vehicle left area prior to officers’ arrival, no license plate or other information on suspect available.



Acacia funeral home called to report damage to one of their vehicles. While on scene officer discovered multiple cases of damage to company vehicles had been on-going for several months, unreported. Victim requested extra patrols.

A subject went to Civic Club, removed all her clothing, and entered the lake in what was later determined to be a suicide attempt. Subject was removed from lake by citizens who contacted the subjects' parent and PD. Subject was sent to hospital for medical and a mental health evaluation.



Officers discovered graffiti at Whispering Willows Park. Public works notified for cleanup.

A resident on 38th Ave NE called 911 to report an in-progress burglary at his residence. He was off-site and watching it via surveillance cameras. It turned out to be an attempted burglary and Criminal Trespass 2<sup>nd</sup>. The subject was scared off by an alarm and unrelated sirens from a passing Fire Department vehicle. Five patrol vehicles responded and were in the area until around 1830 hrs. The reporting party provided high quality surveillance video of the suspect. In piecing together the timeline of events, it appears the suspect then went next door to another residence, on 38th Ave NE, kicked in the door, and burglarized the home. Based on the investigation, the suspect had a partner and/or vehicle in the area. The suspect then crossed the street to another residence, on 38th Ave NE and entered through an unlocked front door where he encountered the residents. The homeowner said they told the suspect to leave, but then felt bad and called him back in. This would have been about the time police units were in the area looking for him. They asked if he needed help, to which the suspect replied that he was autistic. The homeowner described the suspect as very thin and heavily tattooed with additional descriptors, which perfectly matched the suspect in the surveillance video. The homeowner then offered to drive the suspect somewhere, which he accepted. He was then driven to an address in Bothell. The homeowner called the police the next morning. The investigation is ongoing.

**PD Staffing Update**

Another officer is leaving the department for an agency in Snohomish County. The police department continues to recruit for the **three open police officer positions**. Internally, our support officer is on light duty from a medical issue last year. He recently required another a medical procedure with an additional recovery period of 4-6 weeks. One patrol officer is currently out for 3 months on paternity leave.

On February 7 and 8, we conducted oral boards resulting in four passing candidates. The recruiting and hiring process has been extremely difficult. This is a direct result of the competitive market in law enforcement, the challenge of salary differences in the area, and a general lack of people wanting to serve their community in law enforcement.

We are now awaiting approval from the civil service commission for list certification. The next steps are Chief's interviews and backgrounds investigations. Out of the qualified candidates, one is a lateral, and three are entry level. This means the entry level officers will need to go to the police academy, which currently has a wait list of 6-9 months. The academy itself is 4 months, and then the officer has an additional 3 months of Field Training. Unfortunately, this means entry level officers will not be able to fill the loss of officers leaving for approximately one year.

**II. Internal City Information****Joint Lake Forest Park, Shoreline, Ballinger Creek Restoration Project – NE 195<sup>th</sup> & Ballinger**

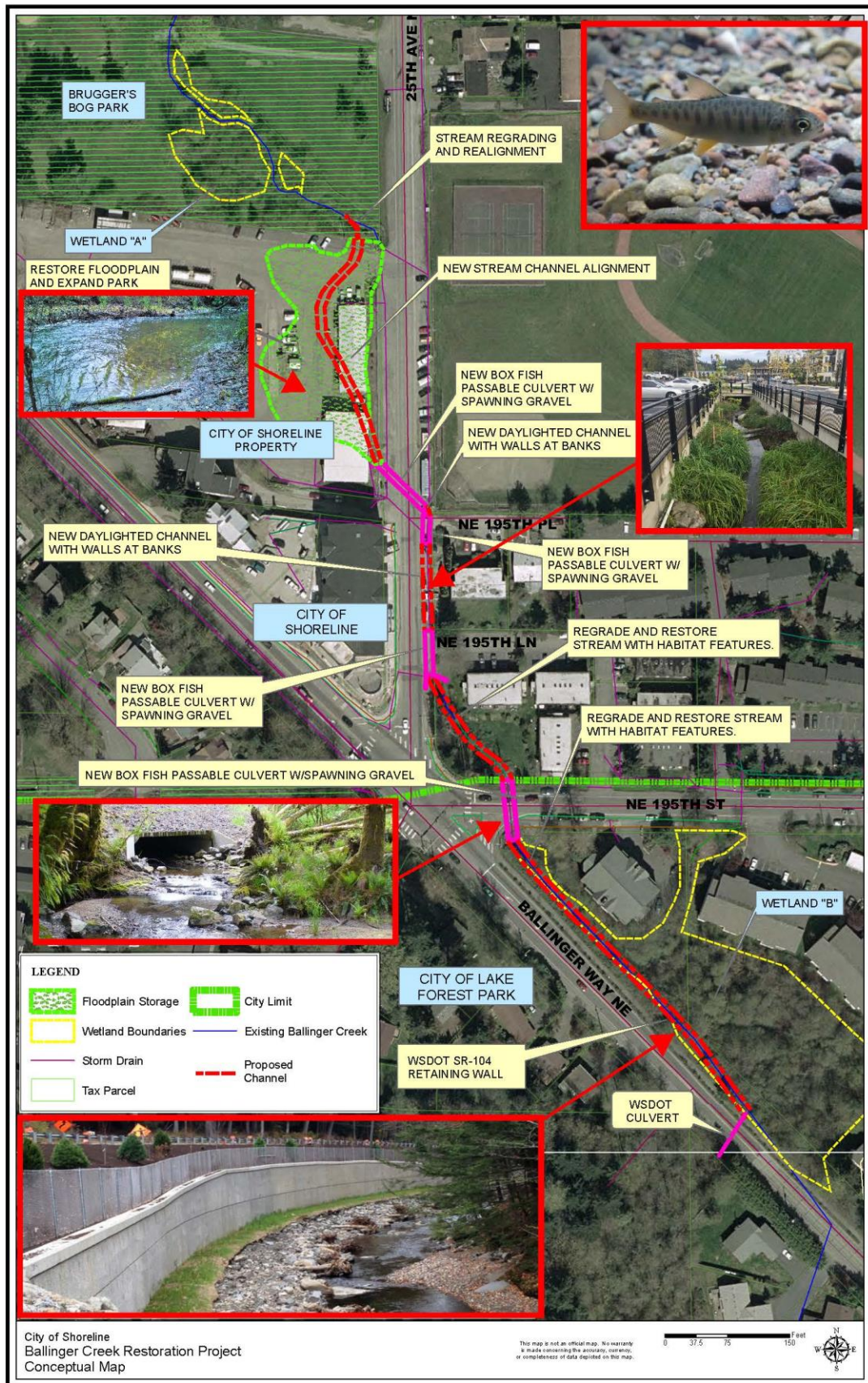
The U.S. Army Corps of Engineers has received a \$100,000 grant to complete a feasibility study for the Ballinger Creek Restoration Project. This represents a significant step in moving this important salmon stream habitat restoration project forward.

The grant was made possible because of the hard work and dedication of Senator Maria Cantwell and Representative Pramila Jayapal in ensuring our federal tax dollars come back to Washington to help fund important projects like salmon habitat restoration, which impacts the entire Puget Sound.

The goal of the Project is to aid in salmon recovery efforts by restoring Ballinger Creek to natural conditions and restoring the habitat of threatened species. The grant funding will allow the Corps to complete a feasibility study and make specific recommendations for design and implementation of the Project, which will move it closer to the restoration phase.

The Administration, including our Federal lobbyist Jake Johnston, Deputy Mayor French and Vice Chair Kassover, representatives from Shoreline and the U.S. Army Corps met on site with Representative Jayapal and her staff to give them a better understanding of the project and thank them for their support.

[See image on following page]



**Sound Transit Stride BRT**

Several on site meetings with representatives from Sound Transit have occurred over the past couple of weeks to explore opportunities to lessen the impacts of the Stride BRT construction.

**City Website – Sound Transit Page**

The city's website now has a page dedicated to the project where you can find the most up to date information and all documents related to the project. Special thanks to our Clerk, Deputy Clerk, and IT Manager for providing this resource.

**Municipal Services Department****Passport Services**

During the month of January, we processed 331 passports with 209 photos, for a total revenue of \$15,765. By way of comparison, in January 2022 there was a revenue of \$11,945.

| Month   | Passport Revenue | Photo Revenue | Total    |
|---------|------------------|---------------|----------|
| January | \$11,585         | \$4,180       | \$15,765 |

**Records Requests**

For January, there were 12 police department record requests made, along with 15 public records requests made. From January, there are still four open records requests, and in total, staff has spent over 40 hours on records requests. There are still two open requests from 2022, one of which staff has spent over 220 hours fulfilling, and many more before it is completely fulfilled.

**III. Council Information****IV. Response to Citizen and Council Comments****V. Contract Reporting**

Two contracts were administratively approved during the reporting period: AG-23-006, Olympic Environmental Resources for recycling event consulting services; AG-23-007, Washington State Patrol, Elite Motor Escort, Inc., and Multiple Law Enforcement Agencies for emergency vehicle permit for funeral escorts.

**VI. Legislative Update**

**VII. Community Events****VIII. Upcoming City Sponsored Events****IX. Meetings Calendar****[Tree Board Meeting \(Hybrid\)](#)**

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

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

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

**[North King County Coalition on Homelessness](#)**

March 9, 2023, 1:00 PM - 2:30 PM

**[City Council Work Session \(hybrid meeting\)](#)**

March 9, 2023, 6:00 PM - 7:00 PM @ City Hall and via Zoom

**[City Council Regular Business Meeting \(hybrid meeting\)](#)**

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