



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, September 28, 2023 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:

Please note: This link works for the Special Budget and Finance Committee Meeting at 6:00 p.m. and the City Council Regular Meeting at 7:00 p.m.

**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

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. **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.***

5. **PRESENTATIONS**

A. Republic Service regarding upcoming rate restructuring for solid waste

B. Discussion regarding Building Fees Adjustments for 2024

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. September 14, 2023 City Council Work Session Meeting Minutes

B. September 14, 2023 City Council Regular Meeting Minutes

C. City Expenditures for the Period Ending September 28, 2023

D. Resolution 23-1918/Canceling Certain Checks

7. **ORDINANCES AND RESOLUTIONS FOR ACTION**

A. Resolution 23-1919/Authorizing the Mayor to sign Amendment No. 2 to the Professional Services Agreement with The Watershed Company (TWC) for additional assistance with a tree inventory of Lake Forest Park.

B. Resolution No. 23-1920/Amending the 2023 User Fees related to the Tree Permits and the Right of Way Corridor Project Tree Permit

8. **COUNCIL DISCUSSION AND ACTION**

9. **OTHER BUSINESS**

10. **COUNCIL COMMITTEE REPORTS**

A. Councilmember Reports

B. Mayor's Report

C. City Administrator's Report

11. ADJOURN

FUTURE SCHEDULE

- Monday, October 9, 2023 Joint Special Meeting with Kenmore and Shoreline 5:45 pm – *Shoreline City Hall, 17500 Midvale Avenue N, Shoreline, WA 98133*
- Thursday, October 12, 2023 City Council Work Session 6 pm – *hybrid meeting (Zoom and City Hall)*
- Thursday, October 12, 2023 City Council Regular Meeting 7 pm - *hybrid meeting (Zoom and City Hall)*
- Monday, October 16, 2023 City Council Budget and Finance Committee Special Meeting 6 pm - *hybrid meeting (Zoom and City Hall)*
- Thursday, October 19, 2023 City Council Budget and Finance Committee Meeting – *canceled*
- Monday, October 23, 2023 City Council Committee of the Whole Meeting 6 pm - *hybrid meeting (Zoom and City Hall)*
- Thursday, October 26, 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.



King County Rate Restructure Republic Services Contract Amendment September 2023



Wendy Weiker
Sustainability and Community Relations Manager



King County's MSW Rate Restructure & Interlocal must align with LFP's Republic Services contract by 9/30/23



- King County Solid Waste Division is moving to a “utility model” starting 1/1/24:
 - Fixed Annual Charge (FAC) + per-ton tipping fee.
- Allowed by the City’s Interlocal Agreement with King County.
- All city contracts with hauler billing must be amended to allow for the FAC.

Slide content: BinThere Consulting

King County Zero Waste Policy Requires New Rate Structure & Billing for City Contracts with their Service Providers

KC's Re+ program reduces revenue, so a new rate structure is needed

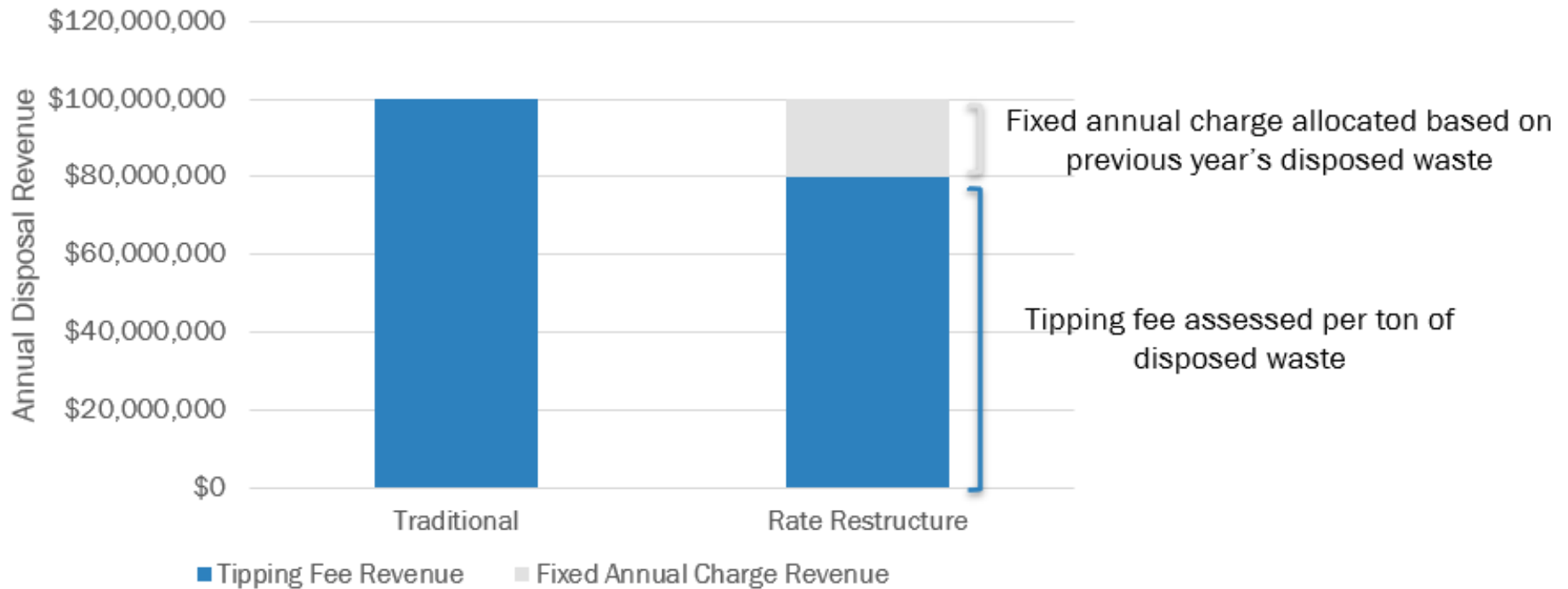


- Under previous rate structure, as we reduce waste and divert more resources via recycling, revenue would be reduced making it difficult to fund core services.
 - 90% of SWD revenues come from waste disposal
 - Re+ goal is to reduce disposal tons by 70%
 - The majority of SWD costs are largely fixed
- A fixed revenue stream will reduce volatility in rate increases caused by lower tonnage associated with increased recycling or economic downturns.

Slide Content: King County SWANA session 2023

Traditional Tipping Fee –vs- Utility Rate Model

Traditional Tipping Fee versus Fixed Annual Charge/Tipping Fee Structure



Slide Content: King County SWANA session 2023

King County Disposal Rates changing to Fixed and Variable “Utility Model” on 1/1/2024

Rate Restructure



The County assigns FAC based upon the City’s annual garbage tonnage contribution.



Republic Services collects the FAC from customers to pay the County.



The FAC must be distributed across the customer base.



King County tipping fees and FAC will be adjusted annually.

Slide content: BinThere Consulting

Key to Landfill Diversion & Zero Waste Goals (King County's Re+ Pledge): Know What to Throw

Recycling	Compost	Garbage
<p>Empty, Clean & Dry</p> <ul style="list-style-type: none"> ✓ No plastic bags, film or wrap. Find a recycling drop-off site at Bagandfilmrecycling.org ✓ Do not bag recyclables ✓ Extra recyclables may be set out in boxes, paper bags or 32-gallon cans marked "recycle" next to the recycling cart 	<p>Food Scraps & Yard Debris</p> <ul style="list-style-type: none"> ✓ No plastic bags or food containers ✓ Cedar Grove-approved compostable bags are OK ✓ No rocks, dirt or bark ✓ Extra yard waste may be collected in paper bags, 32-gallon cans or boxes 3ft. x 3ft. x 3ft. max 	<p>Household Garbage</p> <ul style="list-style-type: none"> ✓ Bag all garbage ✓ No hazardous waste ✓ No hot ashes or coals ✓ Extras may be collected in securely tied plastic bags and clearly labeled "garbage." Maximum weight 60 lbs. Fees apply. 
<p>Paper</p> <ul style="list-style-type: none"> ✓ Empty, clean and dry 	<p>Plants & Yard Trimmings</p> <ul style="list-style-type: none"> ✓ Branches 4ft. max 	<p>Mixed Packaging</p> <ul style="list-style-type: none"> ✓ Plastic-coated or food-soiled 
<p>Cardboard</p> <ul style="list-style-type: none"> ✓ Flatten boxes ✓ 3ft. x 3ft. x 3ft. max ✓ Keep dry 	<p>Fruits & Vegetables</p> <ul style="list-style-type: none"> ✓ No stickers 	<p>Polystyrene Foam</p> 
<p>Metal Cans</p> <ul style="list-style-type: none"> ✓ Empty, clean and dry 	<p>Meat, Bones & Leftovers</p> 	<p>Diapers & Pet Waste</p> <ul style="list-style-type: none"> ✓ Double-bagged 
<p>Glass Bottles & Jars</p> <ul style="list-style-type: none"> ✓ Empty, clean and dry ✓ Unbroken ✓ No lids 	<p>Dairy, Eggs & Bread</p> 	<p>Household Items</p> <ul style="list-style-type: none"> ✓ Latex paint cans (dry or empty) 
<p>Plastic Bottles, Jugs & Tubs</p> <ul style="list-style-type: none"> ✓ Empty, clean and dry 	<p>Food-Soiled Paper</p> <ul style="list-style-type: none"> ✓ Uncoated (no shiny paper) 	<p>Small Items</p> <ul style="list-style-type: none"> ✓ When in doubt, visit "What do I do with?" on King County's website, or throw it out 

Collection Reminders: Set carts out by 7 a.m. Garbage is collected weekly. Recycling and compost are collected every other week. If weather conditions prevent safe collection, service will resume on the next regular scheduled collection day. Double your regular amount will be collected for no additional fee.



Sustainability in Action

Wendy Weiker
Sustainability and Community
Relations Manager

e: wweiker@republicservices.com
c: 206.390.7630



Review the proposed updates to the building fees.

2023 User Fee Schedule

	Fees
Licensing & Permits	
Adult Cabaret License Application	\$ 1,500
Adult Cabaret Manager License	250
Adult Cabaret Entertainer License	200
Business License, Calendar Year (Non-refundable)	
Business located in the City	40
Business located outside of the City	80
Coin operated Amusement Devices	60
Initiative Filing	250
Referendum Filing	250
(to be refunded if the ordinance is overturned)	
Open House Sign Removal Fee	25
Outdoor Promotion Permit	50
Secondhand Dealer Permit	70
Solicitor Permit	100
Services	
Returned Payment Fee	40
Fingerprinting	20
False Alarm Fines	
1st offense	52
2nd offense	103
Notary services (per notarial certificate)	10
Personal Floatation Device Fine	25-50
Pet License Fees	
Altered	30
Unaltered	60
Juvenile Pet	15
Senior Citizen	15
Replacement tag	5
Transfer Fee	3
Service Animal	0
Passport Fees	
City Processing Fee	35
City Photo Fee	20
Photocopies, Records / Reports	
Accident Reports (non-participants)	10
Certified Copies	10
Photocopy of paper records, or printed copies of electronic records (per page)	0.15
Electronic copy of scanned paper records (per page)	0.15
Duplication of <i>Audio Recording</i>	10
Audio/Video Disc	10
Sending of electronic files	0.10/GB
Copies requiring outside copy services	At Cost
Body worn camera recordings/footage	0.60/minute of staff review
Credit Card Transaction Fee ¹ - whichever is greater	1.95 or 2.95%
¹ The credit card transaction fee is charged for payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.	
Technology Surcharge - A technology surcharge will be added to all fees.	10%

2023 User Fee Schedule

Fees

Municipal Court

Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged.

Sanitary Sewer

Copy of Sewer Comp. Plan	
Color	125
Black and White	45
Sewer Availability	100
Onsite Wastewater License Application Fee	25
Sewer Connection	
Single Family	5,034
Multi-Family	
Each Additional Unit	
5/8" x 3/4" Meters	5,034
3/4" x 3/4" Meters	7,551
1" Meters	12,584
1 1/2" Meters	25,169
2" Meters	40,270
3" Meters	80,541
4" Meters	125,845
Sewer Permit (2 inspections)	300
Sanitary Sewer Grinder Pump Review	300
Additional Inspection	100
Lien Filing and Removal Fee	185
Credit Card Transaction Fee - A credit card transaction fee will be added to all sewer availability, sewer permit review and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all sewer availability, sewer permit review and inspection fees. Surcharge is not applied to Sewer Connection Fees.	10%

Sewer Monthly Service

Residential	72.88
Sewer Excise Tax	20.77
Commercial / Multi-Family Residential (per ccf)	10.78
Credit Card Transaction Fee ¹	3.95

¹The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.

Streets

Street Excavation (2 inspections)	200
Additional Inspection	100
Street and Alley Vacation Fee	500
Right-of-Way Permit	250
(may be waived by City Council)	

Telecommunications Right-of-Way (ROW) Rental Fee

Master Use Permit Application Fee	2,500
Master Use Permit Renewal Fee	2,500
Lease Application Fee	2,500
Lease Renewal Fee	2,500

2023 User Fee Schedule

	Fees
City Property-Minimum Monthly Rent	825
Credit Card Transaction Fee - A credit card transaction fee will be added to all right-of-way and street excavation permit and inspection fees paid by credit card.	3%
<hr/>	
Development Review Technology Surcharge - A technology surcharge will be added to all right-of-way and street excavation permit and inspection fees.	10%
<hr/>	
Land Use	
For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review. For land use, development, and surface water and drainage plan applications for City projects the application fee is \$0.	
Administrative Appeal (refunded if appeal is sustained and the administrative decision is overturned)	500
Administrative Variance	500
Copy of Comprehensive Plan	80
Comprehensive Plan Amendment	3,000 No extra charge for Rezone
Conditional Use Application	2,500
Land Clearing/Grading/Excavation/ Filing	
Major	300
Minor	85
Tree Permits	120
Corridor Tree Permit (\$120/tree (plus consultant review costs and arborists review costs))	
Arborist Review - Based on Actual Cost (per hour)	95.00
Land Use Public Notice & Signage (per notice)	250
Boundary Line Adjustment	2,000
Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5	100
Rezone Application	3,000 No extra charge for Comp. Plan Amend.
SEPA / Regulatory Review	
Checklist	750
EIS administration/supervision/preparation	5,000
Critical Area Work Permit	
Major	550
Minor	85
Tree-related	125
Critical Area and Tree Reasonable Use Exception (plus review consultant costs)	4,000
Public Agency and Utility Exception (plus review consultant costs)	3,500
Copy of Shoreline Master Plan	15
Shoreline Substantial Development Permit	3,500
Shoreline Conditional Use Permit	3,500
Shoreline Variance	3,500
Shoreline Exemption	500
Shortplat Application	4,000 flat fee
Subdivision	12,000 + 300 per lot
Variance	2,500
Wireless Communication Facility Permit (not requiring conditional use)	2,000
Zoning/Land Use Code Text Amendment	3,500
Town Center Design Review	
Major (plus all notice, review consultant, hearing examiner costs)	4,000
Minor (plus review consultant costs)	2,000
Commercial site development permit	
Type I Review (Hearing Examiner)	3,500
Type III Review (Code Administrator)	2,000

2023 User Fee Schedule

	Fees
Credit Card Technology Fee - A credit card technology fee will be added to all land use permit fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all land use permit fees.	10%
Building Fees	
Building Fees for standard home and utility/garage are based on the International Code Council, Building Valuation Table (August 2023).	
Standard Home	165.67/sq. ft
Custom Home (a home designed for a particular lot)	203.15/sq. ft
Utility/Garage	66.35/sq. ft
Corridor Retaining Wall is based on the Building Permit Fee Table (plus consultant review costs and staff review costs))	
Mechanical Permit Fees	
Base Permit Fee	150
Furance	30
A/C or Heat Pump	30
Gas Hot Water Heater Installation/vent / expansion tank	30
Gas Log Fireplace Insert	30
Gas Piping - up to 10 outlets	30
Gas piping - each additional outlet	5
Gas range - piping hookup	30
Residential hood >400 CFM	30
Commercial hood: Class 1 hood	30
Dryer exhaust duct	30
Vent/duct Installation, relocation, or replacement vent	30
New/removal/replacement of ducting	30
Installation, relocation of boiler or absorption system	30
Installation, relocation of compressor or absorption system	30
Appliance or equipment regulated by IMC	30
Plan Review (hourly)	125
Additional Inspections (hourly)	125
Plumbing Permit Fees	
Permit Base Fee	150
Sinks	30
Toilets	30
Showers	30
Tubs	30
Washing machine	30
Hot Tub/Spa	30
Other Plumbing fixtures on one trap	30
Electric Water Heater Installation/vent/expansion	30
Hot /Cold rough-in addition or alteration	30
Waste & vent rough-in addition or alteration	30
Water service line	30
Lawn sprinkler on any one meter (backflow device)	30
Each addition or alteration of drainage	30
Waste (sewage ejector pump)	30
Grease Trap	30
Backflow protective device	30
Heat pump	30
Hydronic heating (loop vent system)	30
Additional Inspections (hourly)	125

2023 User Fee Schedule

	Fees
Commerical Projects Plan Review (required - hourly)	125
Grease Interceptor Plan Review (required - hourly)	125
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.	10%

Surface Water and Drainage Plan Review Fees

Single Family Building Permit		
Requiring Engineering Plan		600
Without Engineering Plan		300
Multi-family site development	per 1,000 sq. ft of impervious surface	300
Commercial site development	per 1,000 sq. ft of impervious surface	300
Land Use Permits*		
Subdivisions / Shortplats (per lot)		500
Reasonable use exemptions (per lot)		500
Conditional Use Permit (per lot)		500
Variances (per lot)		500
* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.		

Surface Water Utility Assessments

Single Family Residential		246.24
Class	% Impervious Surface	
Very Light	0%-10%	246.24
Light	11%-20%	591.86
Medium	21%-45%	1,190.32
Medium High	46%-65%	2,298.52
High	66%-85%	2,914.15
Very High	86%-100%	3,817.17

Facility Fees

Lake/Forest Room		
Evening Use (6 p.m. - 10 p.m.)		50
Emergency Operations Center (EOC) Room		
Evening Use (6 p.m. - 10 p.m.)		50
Council Chambers		
Evening Use (6 p.m. - 10 p.m.)	50 per hour +	50
	setup/cleanup fee	

The fee for use of the Lake/Forest Room or Emergency Operations Center by other governmental organizations and non-profit organizations may be waived or negotiated.

Special Events

Non-profit (501c3 organizations, neighborhood block parties, etc.)	
1-30 Participants	No Permit Required
31-250 Participants	No Charge/ Permit Required

BUILDING PERMIT FEE SCHEDULE

BUILDING TYPE	Current (\$/sf)	Proposed (\$/sf)	Difference (\$/sf)
Average Home	\$150.87	\$165.67	\$14.80
Custom Home	\$185.00	\$203.15	\$18.15
Utility / Garage	\$60.43	\$66.35	\$5.92

The square foot multipliers are based on the most recent Building Valuation Data from the ICC (August 2023)

COMPARATIVE CITIES

	Average Home (\$/sf)	Custom Home (\$/sf)	Utility / Garage(\$/sf)
Mercer Island	\$197.10	\$416.50	\$75.00
Bellevue	\$187.67		\$68.27
Shoreline	\$148.00		\$60.43
Snohomish County	\$167.37		\$66.48
Bothell	\$186.21		\$66.35
Kirkland	\$166.08		\$66.48
Seattle	\$166.08		\$66.48
Average Home Cost	\$174.07	\$416.50	\$67.07

Fee Schedule

Section 5, Item B.

Project Valuation in Dollars	Fees in dollars
\$0.00 to \$1,000.00	\$71.37
\$1,001.00 to \$2,000.00	\$75.07 for the first \$1,000.00 plus \$5.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00
\$ 2,001.00 to \$ 25,000.00	\$131.73 for the first \$2,000.00 plus \$21.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$685.55 for the first \$25,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$1,110.47 for the first \$50,000.00 plus \$10.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,677.04 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$5,643.02 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$9,892.28 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00 to and including \$5,000,000.00
\$5,000,001.00 and up	\$32,555.00 for the first \$5,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

**CITY OF LAKE FOREST PARK
CITY COUNCIL WORK SESSION MEETING MINUTES
September 14, 2023**

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

Councilmembers present: Phillippa Kassover, Council Vice-Chair; Tracy Furutani, Larry Goldman, Jon Lebo, Semra Riddle

Councilmembers absent: Deputy Mayor French, Councilmember Bodi (both excused)

Staff present: Jeff Johnson, Mayor; Phillip Hill, City Administrator; Jeff Perrigo, Public Works Director; Shannon Moore, Human Resources Director; Matt McLean, City Clerk

Others present: 2 visitors

CALL TO ORDER

Mayor Johnson called the September 14, 2023 City Council work session meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

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

Update from the Municipal Services Department on Department and Records Management in the City

City Clerk McLean presented the item and responded to questions.

Quarterly Update from the Human Resources Department

Human Resources Director Moore presented the item and responded to questions.

ADJOURNMENT

There being no further business, Mayor Johnson adjourned the meeting at 6:43 p.m.

Jeff Johnson, Mayor

Matt McLean, City Clerk

**CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
September 14, 2023**

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

Councilmembers present: Phillippa Kassover, Council Vice-Chair; Tracy Furutani, Larry Goldman, Jon Lebo, Semra Riddle

Councilmembers absent: Deputy Mayor French, Councilmember Bodi (both excused)

Staff present: Jeff Johnson, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Mike Harden, Police Chief; Jeff Perrigo, Public Works Director; Andy Silvia, Senior Project Manager; Matt McLean, City Clerk

Others present: 22 visitors

CALL TO ORDER

Mayor Johnson called the September 14, 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. Kassover moved to approve the agenda as presented. **Cmbr. Riddle seconded.**
The motion to approve the agenda as presented carried unanimously.

CITIZEN COMMENTS

Mayor Johnson invited comments from the audience:

- Nigel Keiffer, LFP resident (homelessness)

PROCLAMATION – Puget Sound Starts Here Month – September 2023

Cmbr. Furutani read a proclamation for Puget Sound Starts Here Month – September 2023.

1 **PRESENTATION – Swearing in of New Lake Forest Park Police Officers Hubermann Alcean and**
2 **Francisco Montague**

3
4 Police Chief Harden introduced lateral police officers Hubermann Alcean and Francisco
5 Montague.

6
7 Judge Grant administered the oath of office to Officers Alcean and Montague.

8
9 **PUBLIC HEARING – Ordinance 23-1275/Renewing Interim Development Regulations as**
10 **Authorized by the Growth Management Act relating to Indoor Emergency Shelters and**
11 **Housing, Transitional Housing, and Permanent Supportive Housing**

12
13 City Administrator Hill presented the item and responded to Council questions.

14
15 Mayor Johnson opened the public hearing and invited comments from the audience:

- 16
17 • Nigel Keiffer, LFP resident regarding the amount of money spent on homeless programs

18
19 There being no one else in the audience wishing to speak, Mayor Johnson closed the public
20 hearing.

21
22 **ORDINANCE 23-1275/Renewing Interim Development Regulations relating to Emergency**
23 **Shelters and Housing, Transitional Housing, and Permanent Supportive Housing**

24
25 **Cmbr. Riddle moved** to approve as presented Ordinance 23-1275/Renewing Interim
26 Development Regulations relating to Emergency Shelters and Housing, Transitional
27 Housing, and Permanent Supportive Housing. **Cmbr. Kassover seconded. The motion to**
28 **approve Ordinance 23-1275 as presented carried unanimously.**

29
30 **CONSENT CALENDAR**

31
32 **Cmbr. Kassover moved** to approve the consent calendar presented. **Cmbr. Riddle**
33 **seconded. The motion to approve the consent calendar as presented carried**
34 **unanimously.**

- 35
36 1. August 10, 2023 City Council Work Session Minutes
37 2. August 10, 2023 City Council Regular Meeting Minutes
38 3. August 14, 2023 City Council Committee of the Whole Special Meeting Minutes
39 4. Approval of City Expenditures for the Period Ending August 24, 2023 (prepaid), covering
40 Claims Fund Check Nos. 85240 through 85286, in the amount of \$212,798.46; Payroll
41 Fund ACH transactions in the amount of \$171,568.37; and direct deposit transactions in
42 the amount of \$177,765.14; additional approved transactions Elavon, \$559.34; Invoice

- 1 Cloud, \$939.80; Lexis Nexis, \$132.60; US Bank, \$47,434.52; total approved Claims Fund
- 2 transactions \$433,433.09
- 3 5. Approval of City Expenditures for the Period Ending September 14, 2023, covering
- 4 Claims Fund Check Nos. 85287 through 85345, in the amount of \$475,672.80; Payroll
- 5 Fund ACH transactions in the amount of \$156,220.74; and direct deposit transactions in
- 6 the amount of \$174,953.60; additional approved transactions Lexis Nexis, \$136.58;
- 7 Washington State Excise Tax, \$8,938.58; total approved Claims Fund transactions
- 8 \$640,968.70
- 9 6. Resolution 23-1911/Canceling Certain Checks
- 10 7. Resolution 23-1912/Authorizing the Mayor to Sign an Agreement for Consultant
- 11 Services with SCJ Alliance for the 2024 Periodic Update of the City of Lake Forest Park
- 12 Comprehensive Plan
- 13 8. Resolution 23-1914/Authorizing the Mayor to Sign the Second Amendment to the
- 14 Interlocal Cooperation Agreement with King County Regarding the Community
- 15 Development Block Grant Program

17 **RESOLUTION 23-1913/Authorizing the Mayor to Sign Amendment No. 1 to Professional**
 18 **Services Agreement AG-23-023 with Aspect Consulting, LLC, for NPDES Municipal Stormwater**
 19 **Program**

20
 21 Senior Project Manager Silvia presented the item and responded to questions.

22
 23 **Cmbr. Kassover moved** to suspend the three-touch rule for Resolution 23-1913.
 24 **Cmbr. Riddle seconded. The motion to suspend the three-touch rule carried**
 25 **unanimously.**

26
 27 **Cmbr. Kassover moved** to approve as presented Resolution 23-1913/Authorizing the
 28 Mayor to Sign Amendment No. 1 to Professional Services Agreement AG-23-023 with
 29 Aspect Consulting, LLC, for NPDES Municipal Stormwater Program. **Cmbr. Riddle**
 30 **seconded. Following brief discussion, the motion to approve Resolution 23-1913 as**
 31 **presented carried unanimously.**

32
 33 **RESOLUTION 23-1915/Amending the 2023 User Fees Related to the Tree Permits and**
 34 **Retaining Walls**

35
 36 Public Works Director Perrigo presented the item and responded to questions.

37
 38 **Cmbr. Riddle moved** to suspend the three-touch rule for Resolution 23-1915.
 39 **Cmbr. Furutani seconded. The motion to suspend the three-touch rule carried**
 40 **unanimously.**

41

1 **Cmbr. Riddle moved** to approve as presented Resolution 23-1915/Amending the 2023
2 User Fees Related to the Tree Permits and Retaining Walls. **Cmbr. Furutani seconded.**
3 **The motion to approve Resolution 23-1915 as presented carried unanimously.**
4

5 **RESOLUTION 23-1916/Authorizing the Mayor to Sign an Interlocal Agreement with North East**
6 **King County Regional Public Safety Communication Agency (NORCOM) for Dispatching**
7 **Services**

8
9 **RESOLUTION 23/1917/Authorizing the Mayor to Sign the Information Technology Additional**
10 **Services Agreement between the City and NORCOM**

11
12 Police Chief Harden presented the items and responded to questions.

13
14 **Cmbr. Kassover moved** to suspend the three-touch rule for Resolution 23-1916.
15 **Cmbr. Riddle seconded. The motion to suspend the three-touch rule carried**
16 **unanimously.**
17

18 **Cmbr. Kassover moved** to approve as presented Resolution 23-1916/Authorizing the
19 Mayor to Sign an Interlocal Agreement with North East King County Regional Public
20 Safety Communication Agency (NORCOM) for Dispatching Services. **Cmbr. Riddle**
21 **seconded. The motion to approve Resolution 23-1916 as presented carried**
22 **unanimously.**
23

24 **Cmbr. Kassover moved** to suspend the three-touch rule for Resolution 23-1917.
25 **Cmbr. Riddle seconded. The motion to suspend the three-touch rule carried**
26 **unanimously.**
27

28 **Cmbr. Riddle moved** to approve as presented Resolution 23-1917/Authorizing the
29 Mayor to Sign the Information Technology Additional Services Agreement between the
30 City and NORCOM. **Cmbr. Kassover seconded. The motion to approve Resolution 23-**
31 **1917 as presented carried unanimously.**
32

33 **ORDINANCE 23-1286/Amending the Lake Forest Park Municipal Code to Update the Titles of**
34 **City Officials**

35
36 City Administrator Hill presented the item and responded to questions.

37
38 **Cmbr. Kassover moved** to suspend the three-touch rule for Ordinance 23-1286. **Cmbr.**
39 **Riddle seconded. The motion to suspend the three-touch rule carried unanimously.**
40

41 **Cmbr. Kassover moved** to approve as presented Ordinance 23-1286/Amending the Lake
42 Forest Park Municipal Code to Update the Titles of City Officials. **Cmbr. Riddle seconded.**
43 **The motion to approve Ordinance 23-1286 as presented carried unanimously.**

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COUNCIL COMMITTEE REPORTS/COUNCIL/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they attended. Mayor Johnson and City Administrator Hill gave brief reports.

Excuse Councilmember Absences

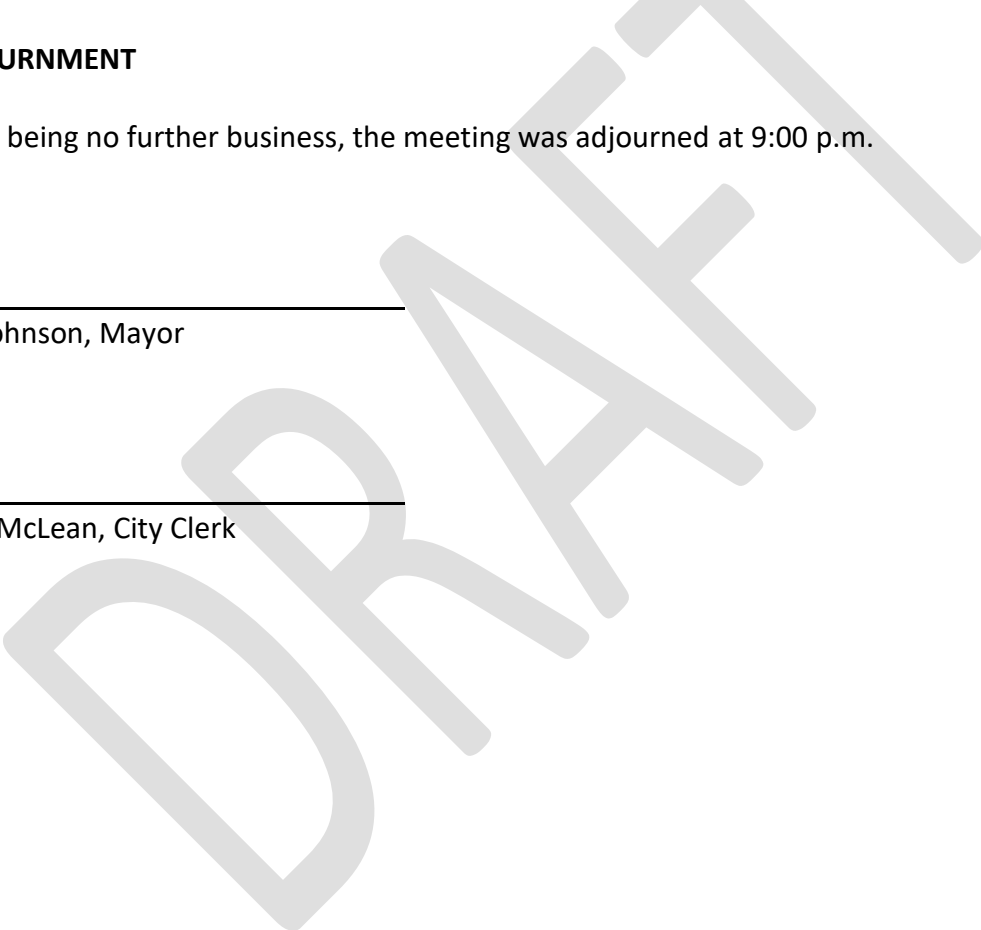
Cmbr. Riddle moved to excuse Deputy Mayor French and Cmbr. Bodi from the evening’s meetings. **Cmbr. Kassover seconded. The motion to excuse Deputy Mayor French and Cmbr. Bodi’s absence carried, with Cmbr. Furutani opposed.**

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 p.m.

Jeff Johnson, Mayor

Matt McLean, City Clerk



City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
9/28/2023

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. 85346 through 85394 in the amount of \$187,310.48, PAYROLL FUND ACH transactions in the amount of \$169,896.62 and DIRECT DEPOSIT transactions in the amount of \$175,670.91 are approved for payment this 28th day of September, 2023.

Additional approved transactions are:

- ACH transaction Elavon in the amount of \$761.56
- ACH transaction Invoice Cloud in the amount of \$1,332.45
- ACH transaction US Bank in the amount of \$57,357.21
- ACH transaction Wex Bank in the amount of \$75.08

Total approved claim fund transactions: \$416,733.40

City Clerk

Mayor

Finance Committee

Accounts Payable

Voucher Approval Document

Section 6, Item C.



User: dmeagher
Printed: 09/21/2023 - 1:44PM
Batch: 00028.09.2023

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	129,839.18
101	Street Fund	34,390.39
401	Sewer Utility Fund	1,683.33
403	Surface Water Fund	1,577.06
404	Surface Water Capital Fund	4,441.92
501	Vehicle Equip Replacement Fund	16,561.42
502	PW Contract Fund	173.01
631	Treasurer's Clearing Fund	670.00
635	Northshore Emergency Mgmt	143.26
Report Total:		189,479.57

Bank Reconciliation



Checks by Date

User: dmeagher
 Printed: 09/21/2023 - 1:52PM
 Cleared and Not Cleared Checks

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	9/28/2023	Elavon		AP		761.56
0	9/28/2023	Invoice Cloud		AP		1,332.45
0	9/28/2023	Wex Bank - Chevron		AP		75.08
85346	9/28/2023	City of Bothell		AP		44,839.90
85347	9/28/2023	Brown Bear Car Wash		AP		376.25
85348	9/28/2023	Calportland Company		AP		44.70
85349	9/28/2023	DataQuest, LLC		AP		91.50
85350	9/28/2023	Dunn Lumber Company		AP		252.11
85351	9/28/2023	Epoch Design, LLC		AP		2,914.57
85352	9/28/2023	Ryan Forrister		AP		500.00
85353	9/28/2023	Galls, LLC		AP		1,826.07
85354	9/28/2023	Grainger		AP		181.58
85355	9/28/2023	Gray & Osborne, Inc.		AP		4,441.92
85356	9/28/2023	Department 32 - 2501271310 Home De		AP		377.55
85357	9/28/2023	King County Finance		AP		8,983.91
85358	9/28/2023	King County Finance		AP		3,030.15
85359	9/28/2023	King County Finance		AP		824.00
85360	9/28/2023	King County Pet License		AP		170.00
85361	9/28/2023	King County Finance		AP		20,033.15
85362	9/28/2023	KDH Consulting, Inc		AP		173.01
85363	9/28/2023	Law Offices of Christian W. Smith		AP		300.00
85364	9/28/2023	Legend Data Systems, Inc.		AP		110.20
85365	9/28/2023	City of Lake Forest Park		AP		1,650.00
85366	9/28/2023	Loomis		AP		193.10
85367	9/28/2023	Madrona Law Group, PLLC		AP		12,694.00
85368	9/28/2023	Moon Security Service Inc.		AP		496.00
85369	9/28/2023	Northshore Utility District		AP		24,061.73
85370	9/28/2023	Office Depot, Inc.		AP		143.30
85371	9/28/2023	PACE Engineers, Inc.		AP		5,282.75
85372	9/28/2023	Pacific Office Automation		AP		753.03
85373	9/28/2023	The Part Works Inc.		AP		24.45
85374	9/28/2023	Pat's Trees & Landscape Inc.		AP		13,456.81
85375	9/28/2023	Peerless Network, Inc		AP		1,036.19
85376	9/28/2023	Jeffrey Perrigo		AP		773.19
85377	9/28/2023	Puget Sound Energy		AP		371.51
85378	9/28/2023	Puget Sound Executive Services, Inc.		AP		632.00
85379	9/28/2023	LEPS-PSS, PLLC		AP		900.00
85380	9/28/2023	Public Safety Testing, Inc.		AP		242.00
85381	9/28/2023	Regional Crisis Response Agency		AP		23,208.36
85382	9/28/2023	Red Carpet Building Maint. Inc.		AP		4,156.15
85383	9/28/2023	Scott Petersen		AP		395.00
85384	9/28/2023	Siskun, Inc.		AP		208.35
85385	9/28/2023	Douglas Sprugel		AP		247.50
85386	9/28/2023	State Auditor's Office		AP		1,792.00
85387	9/28/2023	Utilities Underground Location Ctr.		AP		91.59
85388	9/28/2023	Jerome Walker		AP		127.21

Check No	Check Date	Name	Comment	Module	Clear Date	
85389	9/28/2023	Washington Association of Sheriffs & P		AP		75.00
85390	9/28/2023	Washington State Department of Ecolog		AP		500.00
85391	9/28/2023	The Watershed Company		AP		3,669.84
85392	9/28/2023	Westlake Hardware WA-153		AP		344.75
85393	9/28/2023	Attn: Accounts Receivable GCP WW H		AP		141.60
85394	9/28/2023	Beau Zelenock		AP		172.50
Total Check Count:						52
Total Check Amount:						189,479.57

Bank Reconciliation

Checks by Date

User: dmeagher
 Printed: 09/20/2023 - 1:40PM
 Cleared and Not Cleared Checks



Section 6, Item C.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
82303791	9/28/2023	Olympia Community Solar		AP		20.00
82305431	9/28/2023	Lowe's Company, Inc.		AP		378.82
82305432	9/28/2023	Best Western Liberty Inn Dupont		AP		579.08
82305433	9/28/2023	Amazon		AP		469.00
82305434	9/28/2023	Unity Manufacturing Co.		AP		91.73
82305435	9/28/2023	Department 32 - 2501271310 Home De		AP		35.21
82305436	9/28/2023	Institute of Police Tech. & Mgmt.		AP		995.00
82305437	9/28/2023	Law Enforcement Seminars, LLC		AP		425.00
82305438	9/28/2023	M3 Leadership Group		AP		350.00
82305439	9/28/2023	Magpul Industries		AP		88.10
82306311	9/28/2023	GovernmentJobs.com, Inc		AP		125.00
82306312	9/28/2023	LinkedIn		AP		504.31
82306313	9/28/2023	Ingallina's Box Lunches		AP		315.43
82306314	9/28/2023	LinkedIn		AP		503.35
82306315	9/28/2023	Costco Warehouse		AP		41.48
82306316	9/28/2023	Dollar Tree		AP		17.50
82306317	9/28/2023	LinkedIn		AP		502.18
82306318	9/28/2023	GovernmentJobs.com, Inc		AP		125.00
82306319	9/28/2023	Human Resource Certification Institute,		AP		199.00
82309641	9/28/2023	Amazon		AP		88.15
82327511	9/28/2023	Adobe Inc.		AP		331.59
82327512	9/28/2023	Amazon		AP		398.10
82327513	9/28/2023	Amazon		AP		1,178.40
82327514	9/28/2023	Ergo Experts, LLC		AP		366.10
82327515	9/28/2023	Amazon		AP		49.33
82327516	9/28/2023	Amazon		AP		20.93
82327517	9/28/2023	Amazon		AP		691.30
82327518	9/28/2023	Wasabi Technologies, Inc		AP		14.03
82327881	9/28/2023	Guardian Security		AP		158.15
82327882	9/28/2023	Stericycle, Inc.		AP		0.77
82327883	9/28/2023	Bulger Safe & Lock, Inc.		AP		66.06
82327884	9/28/2023	Verizon Wireless		AP		2,733.08
82327885	9/28/2023	Puget Sound Energy		AP		72.93
82327886	9/28/2023	Puget Sound Energy		AP		11.01
82327887	9/28/2023	Seattle City Light		AP		3,028.79
82327888	9/28/2023	Seattle City Light		AP		273.61
82327889	9/28/2023	Seattle City Light		AP		14.40
82328501	9/28/2023	Washington Finance Officers Associatic		AP		55.00
82329901	9/28/2023	FBI National Academy FBINAA		AP		1,145.91
82370331	9/28/2023	Costco Warehouse		AP		109.13
82370332	9/28/2023	Evergreen Safety Council		AP		556.00
82389531	9/28/2023	King County Recorders Office		AP		225.68
82392711	9/28/2023	The Sherwin-Williams		AP		16.81
82392712	9/28/2023	ESRI		AP		2,522.49
82392713	9/28/2023	Office Depot, Inc.		AP		1,851.33
82392714	9/28/2023	The Sherwin-Williams		AP		395.81

Check No	Check Date	Name	Comment	Module	Clear Date	Section 6, ItemC.
82392715	9/28/2023	The Sherwin-Williams		AP		305.26
82395771	9/28/2023	Google, LLC		AP		11.00
82396351	9/28/2023	Aurora Rents, Inc.		AP		117.36
82396352	9/28/2023	Fedex Kimko's		AP		89.33
82396353	9/28/2023	Alaska Air Group, Inc.		AP		417.80
823054310	9/28/2023	OpticsPlanet, Inc.		AP		198.33
823054311	9/28/2023	M3 Leadership Group		AP		350.00
823054312	9/28/2023	National Tactical Officers Association		AP		349.00
823054313	9/28/2023	Harbor Freight Tools		AP		31.93
823054314	9/28/2023	Alaska Air Group, Inc.		AP		282.80
823054315	9/28/2023	Amazon		AP		139.50
823063110	9/28/2023	LinkedIn		AP		505.63
823063111	9/28/2023	American Planning Assoc. of WA		AP		100.00
823063113	9/28/2023	Human Resource Certification Institute,		AP		79.00
823063115	9/28/2023	MOD Pizza		AP		173.21
823063116	9/28/2023	Human Resource Certification Institute,		AP		269.00
823278810	9/28/2023	AARD Pest Control, Inc		AP		109.10
823278811	9/28/2023	North City Water District		AP		69.90
823278812	9/28/2023	North City Water District		AP		51.11
823278813	9/28/2023	North City Water District		AP		598.56
823278814	9/28/2023	North City Water District		AP		69.66
823278815	9/28/2023	Integra Telecom, Inc.		AP		571.31
823278816	9/28/2023	Northwest Cascade, Inc.		AP		526.11
823278817	9/28/2023	Northwest Cascade, Inc.		AP		185.05
823278818	9/28/2023	Northwest Cascade, Inc.		AP		439.07
823278819	9/28/2023	Innovac Services LLC		AP		2,204.00
823278820	9/28/2023	Seattle City Light		AP		14.42
823278821	9/28/2023	Seattle City Light		AP		27.90
823278822	9/28/2023	Sound Security Inc. (Sonitrol)		AP		1,828.15
823278823	9/28/2023	Innovac Services LLC		AP		2,268.74
823278824	9/28/2023	Northwest Cascade, Inc.		AP		201.55
823278825	9/28/2023	Smarsh		AP		2,198.06
823278826	9/28/2023	Smarsh		AP		2,237.96
823278827	9/28/2023	Stericycle, Inc.		AP		10.36
823278828	9/28/2023	Stericycle, Inc.		AP		31.62
823278829	9/28/2023	The Seattle Times		AP		1,067.96
823278830	9/28/2023	Pacific Topsoils, Inc.		AP		876.85
823278831	9/28/2023	Ferguson Enterprises, Inc. #1539		AP		232.54
823278832	9/28/2023	Verizon Wireless		AP		2,776.87
823278833	9/28/2023	Northwest Cascade, Inc.		AP		1,325.00
823278834	9/28/2023	Good To Go		AP		0.75
823278835	9/28/2023	Puget Sound Energy		AP		67.62
823278836	9/28/2023	Seattle City Light		AP		280.28
823278837	9/28/2023	Seattle City Light		AP		13.07
823278838	9/28/2023	Seattle City Light		AP		13.05
823278839	9/28/2023	Seattle City Light		AP		2,875.46
823278840	9/28/2023	Johnson Controls		AP		3,413.61
823278841	9/28/2023	AARD Pest Control, Inc		AP		109.10
823278842	9/28/2023	Northwest Cascade, Inc.		AP		439.07
823278843	9/28/2023	Northwest Cascade, Inc.		AP		526.11
823278844	9/28/2023	Innovac Services LLC		AP		4,138.01
Total Check Count:						97

Check No	Check Date	Name	Comment	Module	Clear Date	Section 6, Item C.
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Total Check Amount: 57,357.21

Accounts Payable

Checks by Date - Summary by Check Date

User: tandrus@cityoflfp.gov
Printed: 9/11/2023 1:47 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	09/08/2023	2,548.71
ACH	NAVIA	Navia Benefit Solutions, Inc.	09/08/2023	272.62
ACH	NAVIAFSA	Navia - FSA	09/08/2023	326.27
ACH	PFLTRUST	LFP PFL Trust Account	09/08/2023	2,025.90
ACH	TEAMDR	National D.R.I.V.E.	09/08/2023	4.45
ACH	TXSDU	Texas State Disbursement Unit (SDU)	09/08/2023	1,015.76
ACH	WASUPREG	Washington State Support Registry	09/08/2023	180.00
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	09/08/2023	1,878.26
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	09/08/2023	6,834.77
ACH	ZAWC	AWC	09/08/2023	42,469.49
ACH	ZEMPSEC	Employment Security Dept.	09/08/2023	484.87
ACH	ZEMPWACA	Wa.Cares Tax	09/08/2023	806.45
ACH	ZGUILD	LFP Employee Guild	09/08/2023	875.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	09/08/2023	28,442.80
ACH	ZL&I	Washington State Department of Labor & I	09/08/2023	5,610.70
ACH	ZLEOFF	Law Enforcement Retirement	09/08/2023	12,442.78
ACH	ZLFPIRS	Lake Forest Park/IRS	09/08/2023	34,687.64
ACH	ZPERS	Public Employees Retirement	09/08/2023	22,884.55
ACH	ZTEAM	Teamsters Local Union #117	09/08/2023	179.64
ACH	ZWATWT	Washington Teamsters Welfare Trust	09/08/2023	5,925.96
Total for 9/8/2023:				169,896.62
Report Total (20 checks):				169,896.62

Bank Reconciliation

Checks by Date

User: dmeagher
Printed: 09/11/2023 - 1:51PM
Cleared and Not Cleared Checks

Section 6, Item C.



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	9/8/2023		DD 00508.09.2023	PR		175,670.91
Total Check Count:						1
Total Check Amount:						175,670.91

Transferring the unclaimed funds to the state alleviates the city from holding onto the money, eliminating the need to wait indefinitely for potential claimants. There are 15 checks with a total value of \$1,496.71.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Approve the resolution	The checks would be canceled and the unclaimed money would be sent to the state
<ul style="list-style-type: none">• Not approve the resolution	The unclaimed money would need to be tracked by the city in order to fulfill claims if someone were to claim it.

Staff Recommendation

Approve the Resolution.

RESOLUTION NO. 23-1918

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, CANCELING CERTAIN CHECKS NOT PRESENTED TO THE CITY FOR PAYMENT WITHIN ONE YEAR OF THEIR ISSUE AND TURNING OVER SAID CHECKS TO THE STATE PURSUANT TO RCW 39.56.040

WHEREAS, the Director of Finance for the City of Lake Forest Park has advised the City Council that certain checks of the City of Lake Forest Park remain outstanding and have not been presented for payment within one year of their issue; and

WHEREAS, RCW 39.56.040 requires that all checks (other than registered or interest-bearing checks) issued by the City of Lake Forest Park shall be canceled when not presented for payment within one year of issue; and

WHEREAS, pursuant to Chapter 63.29 RCW, the “Uniform Unclaimed Property Act,” all monies deemed abandoned from the canceled checks must be remitted to the State of Washington;

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

Section 1. The following checks of the City of Lake Forest Park’s Municipal Court, of which are neither registered or interest-bearing checks, and based on their issue date are hereby declared, pursuant to RCW 39.56.040, canceled. Said checks shall no longer be recognized as authorization for payment of City monies.

Date	Check Number	Payee	Amount
8/6/2021	837	Kumari, Shikra	\$ 10.00
9/9/2021	928	Li, An	\$ 149.00
9/9/2021	929	Shaw, William Lee	\$ 149.00
8/6/2021	858	Gardner, Zachary	\$ 5.00
8/4/2021	954	EAN Holdings LLC	\$ 136.00
5/12/2021	888	Zaragoza, Alonzo Ray	\$ 136.00
3/11/2021	871	Archer, Garry Lamar	\$ 37.50
3/30/2021	872	Weatherly, Thomas E	\$ 25.00
8/6/2021	857	Boutain, Brock Emil	\$ 13.10
1/8/2019	671	King County Transit	\$ 7.17
6/7/2019	733	King County Transit	\$ 14.35
10/4/2019	766	Seattle City Light	\$ 68.59
1/6/2022	2016	Reyes, Michelle	\$ 200.00
5/16/2022	2050	Mills, Caireanna	\$ 500.00
8/9/2022	2075	Tyco Integrated Security	\$ 46.00

Section 2. All monies from the canceled checks will be remitted to the State of Washington pursuant to Chapter 63.29 RCW, the “Uniform Unclaimed Property Act”.

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.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 28th day of September 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 23-1918

The Watershed Company (TWC) has encountered difficulties obtaining permission to enter previously inventoried properties, and the City Arborist position, which would have assisted with this task, is again vacant, as is the Assistant Planner position, which was also supporting this effort as well as the Tree Board. With the severely short-staffed planning department, the city has been engaging TWC for work well beyond that anticipated in the original contract and first amendment.

Due to challenges in getting landowner approvals to revisit 2010 plots, TWC needed to generate and establish new plots to ensure sufficient data is collected to achieve statistical significance for the inventoried properties. TWC has spent more time in the field engaging property owners and securing approval to survey 102 plots, meeting the target for this inventory. However, this effort required significant public outreach through social media and mailing and going door to door to explain the effort, far exceeding the additional effort envisioned as part of Amendment #1.

Fiscal & Policy Implications

The additional \$10,499.14 would be charged to contingency resources in the 2023/2024 Planning Department professional services fund.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Approve resolution and scope amendment 	Tree Inventory will be completed in 2023
<ul style="list-style-type: none"> Reject resolution and scope amendment 	Tree Inventory completion will be delayed

Staff Recommendation

Approve Resolution 23-1919 authorizing the Mayor to sign Amendment No. 2 to a Professional Services Agreement with The Watershed Company.

RESOLUTION NO. 23-1919

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH THE WATERSHED COMPANY FOR ADDITIONAL ASSISTANCE WITH A TREE INVENTORY OF LAKE FOREST PARK

WHEREAS, on August 11, 2022, City Council approved Resolution 1853 authorizing the Mayor to sign a professional services agreement with The Watershed Company to conduct a tree inventory of Lake Forest Park for an amount not to exceed \$44,680; and

WHEREAS, on December 8, 2022, City Council approved Resolution 1875 authorizing the Mayor to sign Amendment No. 1 to a professional services agreement with The Watershed Company to conduct a tree inventory of Lake Forest Park in exchange for amount not to exceed \$12,125; and

WHEREAS, a major objective of this inventory was to revisit properties that were inventoried in 2010; and

WHEREAS, The Watershed Company (TWC) has encountered difficulties obtaining permission to enter previously-inventoried properties and the City Arborist position, and the Assistant Planner position, which would have assisted with this task, are vacant; and

WHEREAS, due to challenges in getting landowner approvals to revisit 2010 plots, TWC needed to generate and establish new plots to ensure sufficient data is collected to achieve statistical significance for the inventory properties, and perform some of the duties of the City Arborist and Assistant Planner, including going door to door to receive right of entry from many property owners;

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

Section 1. The City Council of the City of Lake Forest Park approves and authorizes the Mayor to sign Amendment #2 to Exhibit A – Scope of Work and Budget found in the Professional Services Agreement with The Watershed Company for the 2022 Tree Inventory of Lake Forest Park in exchange for an amount not to exceed \$10,499.14.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 28th day of September, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: XXXX 2023
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:

September 12, 2023

Phillip Hill ICMA-CM
City Administrator
City of Lake Forest Park
17425 Ballinger Way NE
Lake Forest Park, WA 98155
Via email: phill@cityoflfp.gov

Re: Contract Amendment No. 2 for Lake Forest Park Tree Inventory Project
(DCG/Watershed Project #220424)

Dear Phil:

Thank you for requesting a proposal for an amendment to the Lake Forest Park Tree Inventory Project. We look forward to the opportunity to continue supporting the City with this effort. The following contract amendment request (No. 2) outlines the list of tasks associated with the original contract and Contract Amendment No. 1 and summarizes the remaining level of effort and additional budget needed to complete the project deliverables.

Task 1. Project Administration

DCG/Watershed staff will provide ongoing project coordination and administration. To date, we have provided the following deliverables for this task:

- A work plan that included a project schedule and a data collection protocol.
- An initial methodology agreed upon by the project team.
- A SharePoint shared file drive for coordinating and sharing data and files.
- Ongoing administration and billing.

During the project, additional coordination and meetings were needed to address staff changes and scope of work changes to address outreach and engagement needs.

Task 2. Plot Inventory and Analysis

To date, DCG/Watershed field arborists have collected baseline plot and tree data on 71 plots across the City. This includes 57 plots from the original 2010 inventory. Due to challenges in gaining landowner approvals on all the original parcels with plot centers, our staff identified 40 new plot center locations to inventory. The City then sent out a second round of outreach letters to engage the 40 new landowners. During 2022 data collection, DCG/Watershed staff also invested resources from Task 2 to calling and coordinating with landowners to schedule site visits as some landowners wanted to be present while staff were on their properties. Our field arborists provided education and background information on the forest inventory to landowners as requested.

The original 2010 inventory included 97 plots. To match the original inventory, we need to collect data on *approximately* 26 remaining plots. We anticipate plot inventories will continue through September.

Task 3. GIS and Canopy Analysis

The balance of budget for this task spent to date has been dedicated to the initial assessment of existing data layers, preliminary data processing, and ongoing quality control of plot-level data collection. DCG/Watershed staff have also completed the initial canopy height model analysis for Lake Forest Park based on 2010 and 2016 data, which we will analyze in ArcPro and provide in the final report. The remaining budget for this task will go to completing the data analysis upon conclusion of all plot data collection and packaging the GIS data for the City.

Task 4. Report

To date, we have not billed staff time toward this task. DCG/Watershed staff will draft the comprehensive report of findings upon completion of plot data collection. This will include methodology, findings, and implications for urban forest management.

Task 5. Public Outreach Assistance - Completed

Due to staffing changes at the City and the challenges of achieving the needed numbers of landowner approvals to conduct the study, the City authorized DCG/Watershed to support public engagement efforts through an amendment to the contract (See Table 1). These tasks are completed and no additional budget will be needed. As part of Amendment No.1, DCG/Watershed accomplished the following:

- Developed a public outreach tracker that is saved to the project SharePoint.
- Identified additional landowners/plot sites.
- Designed outreach materials that included a revised outreach letter and door hanger to educate and engage landowners.
- Co-authored an outreach e-newsletter article and website post with the City Arborist.
- Conducted “door knocking” to landowners who did not respond to previous outreach mailings.
- Initiated direct coordination with landowners who provided site access for data collection via phone and email to confirm receipt of permission and notify them of site visit schedules.
- Conducted ongoing correspondence and meetings with City staff to coordinate logistics and outreach materials.
- Attended two Lake Forest Park Tree Board meetings to present status updates on the project status and accomplishments.

Our fees for this amendment request are detailed in the Budget Summary below.

Task	Description	Original Contract Amount	Amendment No. 1	Total Contract Amount	Total Billed thru 8/31/23	Budget Balance*	Budget Needed to complete work	Proposed Amendment No. 2
1	Project Administration and Meetings	5,275.00	2,405.00	7,680.00	8,556.25	(876.25)	1,000.00	1,876.25
2	Plot Inventory and Analysis	28,880.00	1,140.00	30,020.00	34,067.62	(4,047.62)	4,500.00	8,547.62
3	GIS and Canopy Analysis	5,210.00	-	5,210.00	3,220.00	1,990.00	1,990.00	-
4	Report of Findings	4,540.00	-	4,540.00	-	4,540.00	4,540.00	-
5	Public Outreach Assistance	-	8,580.00	8,580.00	8,539.25	40.75	-	-
E	Expenses	775.00	-	775.00	750.27	24.73	100.00	75.27
Totals		\$44,680.00	\$12,125.00	\$56,805.00	\$55,133.39	\$1,671.61	\$12,130.00	\$10,499.14

*3.0% of the original contract balance remains

We look forward to working with you to move this project forward. If you have any questions about this proposal, please do not hesitate to call.

Sincerely,



Kimberly Frappier
 Environmental Planner / Urban Forester



Kenny Booth AICP
 Principal, Director of Current Planning

Enclosures:
 2023 Billing Rates

Proposal Assumptions

- This proposal includes general coordination with the project team via email and phone. In-person meetings with the project team and/or jurisdictional agencies are not included.*
- Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.*

DCG/Watershed 2023 Staff Billing Rates

INITIALS	STAFF NAME	TITLE	HOURLY RATE
DN	Dan Nickel, MSc	Environmental Engineer	\$220.22
HM	Hugh Mortensen, PWS	Senior Ecologist	\$220.22
JKB	J. Kenny Booth, AICP	Senior Planner	\$220.22
AW	Al Wald, LHg	Senior Hydrogeologist	\$205.20
AMC	Amber Mikluscak Champoux, PLA, GISP	Senior Landscape Architect/GIS Manager	\$194.40
GJ	Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$183.60
NL	Nell Lund, PWS	Ecologist	\$183.60
RK	Ryan Kahlo, PWS	Ecologist	\$183.60
MD	Mark Daniel, AICP	Associate Planner/GIS Specialist	\$183.60
MF	Marina French, PLA	Landscape Architect	\$175.12
KF	Kim Frappier	Environmental Planner/Arborist	\$167.40
CM	Colin Macdonald	Restoration Biologist	\$167.40
CM	Clover McInalls, PWS	Environmental Planner	\$162.00
PH	Peter Heltzel	Fisheries Biologist	\$162.00
KC	Katy Crandall	Ecologist/Arborist	\$162.00
KB	Kyle Braun	Landscape Architect/Arborist	\$155.27
AC	Alex Capron, AICP	Planner/GIS Specialist	\$151.20
AAM	April Mulcahy	Ecological Designer/Arborist	\$150.13
RH	Roen Hohlfeld	Landscape Designer/Ecologist	\$145.80
DSP	Dawn Spilsbury	GIS Analyst / FAA Licensed Drone Pilot	\$140.40
SEP	Sam E. Payne	Ecologist	\$140.40
AP	Alex Plumb	Environmental Planner	\$125.00
DF	Drew Foster	Arborist	\$135.38
AS	Amanda Sanelli	Landscape Designer	\$130.22
LFW	Lars Freeman-Wood	Arborist	\$125.17
EE	Evan Earhart	Arborist	\$118.00
DM	Devin Melville	Environmental Planner	\$130.22
FH	Fern Huynh	Landscape Designer	\$118.22
NB	Nathan Burroughs	GIS Analyst/Environmental Scientist	\$127.72
GB	Grace Brennan	Ecologist	\$124.20
HC	Hui Cao	Landscape Designer	\$120.96
BM	Betsy Mann	Marketing Manager	\$115.04
DK	Debra Klein	Accountant	\$120.22
BT	Brooke Taylor	Project Administrator	\$115.04
LO	Lexi Ochoa	Arborist	\$120.15
ARM	Angela R. Mele	Interpretive Planner	\$121.23
SY	Sage Yuasa	Ecologist	\$113.40
JK	Justin Kay	Ecologist	\$108.18
AKM	Anna Murphy	Ecologist	\$105.10
LK	Laura Keil	Landscape Designer	\$113.40
AT	Anna Tono	Marketing Coordinator	\$81.00

RESOLUTION NO. 1853

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH THE WATERSHED COMPANY TO CONDUCT A TREE INVENTORY OF LAKE FOREST PARK

WHEREAS, Chapter 16.14.160 of the City's tree regulations states that: "The city shall assess its progress in achieving the goals and policies of LFPMC 16.14.010 by conducting a city-wide tree canopy study at least every five years beginning in 2022"; and

WHEREAS, the City placed a notice in the Daily Journal of Commerce advertising a request for statements of qualifications to conduct a 2022 Tree Inventory and received statements from four consultants; and

WHEREAS, a Councilmember, a Tree Board member, the Planning Director, and the City Arborist served as the selection committee and interviewed the two consulting teams which the committee members deemed the most qualified; and

WHEREAS, The Watershed Company (TWC) consulting team received the highest ranking by the selection committee members after the interviews; and

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected The Watershed Company to perform such services pursuant to certain terms and conditions.

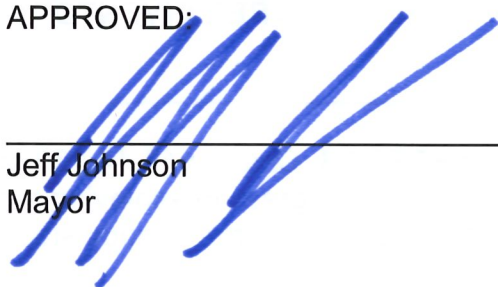
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. The City Council of the City of Lake Forest Park approves and authorizes the Mayor to sign a professional services agreement, incorporated as Attachment A, with The Watershed Company to conduct the 2022 Tree Inventory of Lake Forest Park in exchange for an amount not to exceed \$44,680.

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

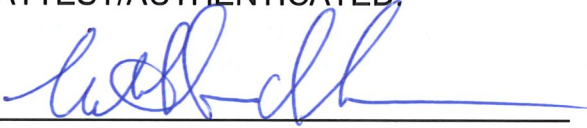
PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 11th day of August, 2022.

APPROVED:



Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:



Matt McLean
City Clerk

FILED WITH THE CITY CLERK: August 5, 2022
PASSED BY THE CITY COUNCIL: August 11, 2022
RESOLUTION NO.: 1853

EXHIBIT A to RESOLUTION 1853

CITY OF LAKE FOREST PARK PROFESSIONAL SERVICES AGREEMENT Agreement Title: 2022 Tree Inventory

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and The Watershed Company (the "Consultant").

Consultant Business: The Watershed Company
Consultant Address: 750 Sixth Street South, Kirkland, WA 98034
Consultant Phone: 425-822-5242
Consultant Fax:
Contact Name: Drew Foster
Consultant e-mail: dfoster@watershedco.com
Federal Employee ID No.: 91-1364393
Authorized City Representative for this contract: Stephen Bennett, Planning Director

WHEREAS, the City seeks to provide a City-wide tree inventory, comparing new data to that collected in 2010; and

WHEREAS, the City has selected the Consultant to perform the requested consulting services;

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant. The City retains the Consultant to provide the services described in Exhibit A incorporated herein, for the Scope of Work. Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The City may revise the Work and the compensation only by a written Change Order signed by the authorized representatives of the parties that shall become a part of this Agreement.

The project manager of the Work shall be Drew Foster. The project manager shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2023, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed Forty-four Thousand Six Hundred and Eighty Dollars (\$44,680) as shown on Exhibit A, which shall be full compensation for the Exhibit A Work.

Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

B. Consultant shall be paid in such amounts and in such manner as described in Exhibits A.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred. If overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to ap@ci.lake-forest-park.wa.us its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibits A according to the schedule established in Exhibits A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial

insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.

2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Lake Forest Park, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability

Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Section 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: Steve Bennett
17425 Ballinger Way NE
Lake Forest Park, WA 98155

B. Notices to the Consultant shall be sent to the following address:

The Watershed Company
Attn: Drew Foster
750 Sixth Street South
Kirkland, WA 98034

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

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

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the last date signed below.

<p>CITY OF LAKE FOREST PARK WASHINGTON</p> <p>By: _____ Jeff Johnson, Mayor</p> <p>_____</p> <p>Date _____</p>	<p><i>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</i></p> <p>The Watershed Company</p> <p>By:</p> <p>Kenny Booth, AICP Title: Principal Date: August _____, 2022</p>
<p>ATTEST:</p> <p>_____</p> <p>Matt McLean, City Clerk Date: _____</p>	
<p>APPROVED AS TO FORM:</p> <p>_____</p> <p>Kim Adams Pratt, City Attorney Date: _____</p>	



EXHIBIT A

Revised: July 15, 2022

Steve Bennett, AICP
Planning Director
City of Lake Forest Park
17425 Ballinger Way NE
Lake Forest Park, WA 98155

Re: Proposal for 2022 Tree Inventory

The Watershed Company Reference Number: 220424

Dear Steve:

We are pleased to help with the City of Lake Forest Park's update to the City-wide tree inventory for 2022. Our scope of work is detailed below, which includes a description of each task, a list of deliverables per task, and proposal assumptions. We have included a project budget and schedule of hourly rates for Watershed staff.

Scope of Work:

Task 1. Project Administration and Coordination

A. Project kickoff.

The Watershed team will meet with City staff and stakeholders to review the scope of work, timeline and project deliverables. Watershed will follow up with a work plan which will include a project schedule for completing inventory work and deliverables. The kick-off meeting may be conducted via video conference or in person, depending on scheduling needs and project team preferences.

B. Project administration, coordination, and meetings with City staff.

The Watershed Project Manager will work directly with the City Project Manager to set agendas and schedule meetings, coordinate the work plan, and provide status updates on project deliverables. Ongoing project coordination will be managed by the Watershed Project Manager, including tracking progress of any outside staff or volunteers. Ongoing meetings may be conducted via video conference. Watershed

can draft minutes for each project team meeting and distribute to project team members. To assist with project team communication and collaboration, Watershed recommends using a SharePoint drive or similar shared file system for documents and project calendars. This can be discussed during the project kick-off.

C. Establish methodology and data collection.

Watershed will work with the project team to establish a methodology and protocol for data collection. Methodology will be based on the 2010 tree inventory for Lake Forest Park, following the Urban Forest Effects (UFORE) Methods¹. Plot re-measurement protocols will be established to address plot center relocation accuracy, inaccessible sites, borderline trees, plot size, visual estimates, and other information. This effort can begin in the project kickoff meeting and will be finalized in a protocol to be included in the work plan.

D. Finalize work plan and set up data collection.

A finalized work plan will be adopted by the project team which will include a data collection protocol, schedule, and deliverables. Watershed staff will set up data collection sheets along with a digital geospatial inventory, hosted online.

Task 1. Deliverables Summary and Assumptions:

- A work plan will be adopted following the project kick-off meeting and will include a project schedule, a data collection protocol, and key deliverables.
- An initial methodology will be agreed upon by the project team. A final version will be included in a final project report.
- A shared digital drive, such as SharePoint, will be established for the project team.

Task 2. Plot Inventory and Analysis

A. Conduct baseline field measurements.

Baseline field measurements will be based on the established methodology, collecting at least the same information as collected in the 2010 tree inventory. This baseline data includes plot-level and tree data outlined in the UFORE Methods including species, number of stems, diameter at breast height (DBH), height, height to live crown base, average crown width, distance to buildings, and other attributes.

¹ <https://www.itreetools.org/documents/53/UFORE%20Methods.pdf>

Relocating all plots and respective plot centers from the 2010 inventory may not be feasible based on previous data, landowner access, and site conditions. Watershed staff will work with the City during protocol and work plan development to ensure plot data collected during this effort will produce a robust statistical analysis for comparison of trends over time.

The Watershed Project Manager will organize and lead Watershed staff to conduct field measurements, coordinate field schedules and ensure data collection consistency. All field measurements will be targeted for completion during the leaf-on season (no later than the end of October 2022) for the most accurate species identification, canopy cover estimates, and ground cover estimates. Plot center locations will be relocated and mapped to accuracy standards agreed upon in the initial kickoff meeting and data collection protocol.

B. Compile and organize collected data.

All data will be collected in a digital spreadsheet, such as Excel, set up based on the established protocol when possible. Paper copies will be available as a backup. All data will be backed up daily and compiled weekly for quality control. The Watershed Project Manager will coordinate with any staff or volunteers collecting field data to ensure consistency and completeness.

C. Data input and analysis.

Upon completion of plot level measurements, data will be compiled for analysis. For this effort, we propose using a combination of i-Tree suite of software tools and internal statistical analysis (using Excel and R packages). Summary reports generated from i-Tree will be used in comparing current plot level data with past summary statistics such as number of trees, carbon storage and sequestration, pollution removal, building energy savings, and avoided carbon emissions.

Using collected plot and tree data, we will analyze descriptive statistics to summarize changes and trends in basal area, volume, density, and species composition. We recognize the importance of mature and exceptional trees which constitute an important resource for the community of Lake Forest Park. Therefore, trends and changes in the status of landmark trees (greater than 24 inches in diameter) and exceptional trees will be highlighted from the analysis.

Task 2. Deliverables and Assumptions

- This task assumes the City is responsible for contacting landowners and obtaining permission for access to property.
- Plot level data will be available in a digital spreadsheet, shared with the project team.
- Results and analysis from i-Tree and other software will be compiled within a final summary report.
- Plot center locations will be taken using ESRI's Field Maps app on a tablet connected to a GPS unit. All plot level data can be geospatially referenced based on plot center locations, and can be provided in a geodatabase, or similar product.
- Watershed staff may use one or more teams in the field concurrently depending on access and logistical coordination to ensure data is collected by agreed upon deadlines.

Task 3. Canopy Analysis Integration

A. Integrate plot level data with existing canopy analysis.

The Watershed team will integrate statistical summary data from plot level analyses with available tree canopy data from the City, i-Tree Landscape, and other sources. This will provide a more robust picture of trends and changes to the entire urban forest across the City, including spatial composition and forest types. Urban forest cover data will be overlaid with transportation, census data, and other geographic intersections as determined in the kick-off meeting.

B. Overlay plots with remote sensing data for structural analysis.

With 2021 lidar data recently released for King County, there is a great opportunity to use plot level measurements for a comprehensive structural analysis of the urban forest. Using the geospatially located plot data integrated with lidar and other remote sensing data, we propose a modeling approach to infer statistics across the City including basal area, canopy cover and density, height quantiles, structural complexity, and forest gaps. This analysis will create a more accurate and diverse picture of existing forest structural conditions. Summarized results would be provided in a final report with implications for urban forest management planning.

Task 3. Deliverables and Assumptions

- Any geospatial data will be shared with the project team in a geodatabase or similar product.

- This assumes the integration of existing canopy analyses and does not include additional processing of remote sensing inputs for classification (e.g., lidar data, satellite or aerial imagery).
- All remote sensing data used will be from publicly available and open access sources and does not include the purchase of private vendor data.

Task 4. Comprehensive Report of Findings

A. Compile findings and analyses into a comprehensive report.

Watershed staff will compile a comprehensive tree inventory and urban forest assessment report for 2022. This report will include the methods, all results and findings from analyses, and implications for urban forest management specific to the City of Lake Forest Park.

B. Coordinate with project team to finalize the report.

We assume one draft version of the 2022 tree inventory and urban forest assessment report will be presented to the project team for review and feedback. A final version of the report will be completed by the end of the year, as determined in the original work plan agreed upon by the project team.

Task 4. Deliverables and Assumptions

- The final 2022 tree inventory and urban forest assessment report, as well as any additional maps or graphics will be made available in PDF format.
- The above-described deliverables assume one draft and one final copy of the comprehensive report. Comments from the City and stakeholders on each deliverable will be compiled into a single document; if multiple reviewers are involved, comments will be consistent among reviewers.

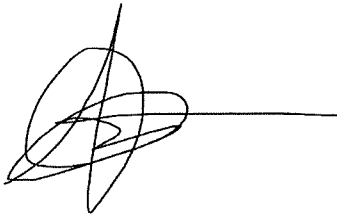
Proposed Schedule

The timeline outlined below is based on experience with similar projects; the timeline given is approximate and does not constitute agreed upon due dates. Actual timeline for deliverables and meeting schedules will be finalized during the project kick-off meeting and work plan development.

Task	Task / Deliverable	AUG	SEP	OCT	NOV	DEC
1	Project Administration and Coordination					
1.A	Project kick-off meeting.	X				
1.B	General project administration and coordination, including meetings with City staff.	X	X	X	X	X
1.C	Establish methodology and data collection. Review all existing metadata and previous methodology.	X				
1.D	Finalize work plan. Set up data collection spreadsheets and digital maps.	X				
2	Plot Inventory and Analysis					
2.A	Conduct baseline field measurements for fixed-radius plots.	X	X	X		
2.B	Compile and organize collected data.			X		
2.C	Data input and analysis in i-Tree and other software. Landmark tree data evaluation and analysis.			X		
3	Canopy Analysis Integration					
3.A	Integrate plot level data with existing canopy analysis. Comparison of canopy analysis with plot level summary statistics.			X	X	
3.B	Overlay plots with remote sensing data for structural analysis.			X	X	
4	Comprehensive Report of Findings					
4.A	Compile i-Tree summary outputs and statistical analysis into comprehensive report, including methodology, findings, and implications for urban forest management.			X	X	X
4.B	Coordinate with project team to finalize report.				X	X

Please call if you have any questions or if we can provide you with any additional information. We look forward to working with you on this exciting opportunity to update the City's tree inventory data.

Sincerely,



Drew Foster
ISA Certified Arborist, PN-8213A
TRAQ certified

Proposal approved by:



Kenny Booth, AICP
Principal / Senior Planner

Enclosures:

- Budget
- Watershed staff rate sheet (2022)

Task	Subtask	Description	Kenny Booth, AICP, Principal \$210	Drew Foster, Arborist, Project Manager \$110	Kim Frappier, Arborist \$155	Jake Robertson, Arborist \$105	Nathan Burroughs, GIS Analyst \$115	Total Cost
1		Project Administration and Coordination						
1	1.A	Project kick-off meeting.		3	3			\$795
1	1.B	Project administration and coordination, including meetings with City staff.	4	16				\$2,600
1	1.C	Establish methodology and data collection. Review all existing metadata and previous methodology.		4	2		2	\$980
1	1.D	Finalize work plan. Set up data collection spreadsheets and digital maps.		4			4	\$900
Subtotal								\$5,275
2		Plot Inventory and Analysis						
2	2.A	Conduct baseline field measurements for fixed-radius plots.		120		120		\$25,800
2	2.B	Compile and organize collected data.		12				\$1,320
2	2.C	Data input and analysis in i-Tree and other software. Landmark tree data evaluation and analysis.		16				\$1,760
Subtotal								\$28,880
3		Canopy Analysis Integration						
3	3.A	Integrate plot level data with existing canopy analyses. Comparison of canopy analysis with plot level summary statistics.					24	\$2,760
3	3.B	Overlay plots with remote sensing data for structural analysis.		16			6	\$2,450
Subtotal								\$5,210
4		Comprehensive Report of Findings						
4	4.A	Compile i-Tree summary outputs and statistical analysis into comprehensive report, including methodology, findings, and implications for urban forest management.	2	24	4			\$3,680
4	4.B	Coordinate with project team to finalize report.	2	4				\$860
Subtotal								\$4,540
E		Expenses						
E		Mileage, Data collection and mapping device, other costs.						
Subtotal								\$ 775.00
TOTAL								\$ 44,680.00

Hourly Rates Effective January 2022*

Dan Nickel, MSc	Environmental Engineer	\$210
Hugh Mortensen, PWS	Senior Ecologist	\$210
J. Kenny Booth, AICP	Senior Planner	\$210
Al Wald, LHg	Hydrogeologist	\$190
Amber Mikluscak, PLA, GISP, MLA	Senior Landscape Architect/GIS Manager	\$180
Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$170
Nell Lund, PWS	Senior Ecologist	\$170
Ryan Kahlo, PWS	Senior Ecologist	\$170
Mark Daniel, AICP	Senior Planner/GIS Specialist	\$170
Marina French, PLA, MLA	Senior Landscape Architect	\$160
Kimberly Frappier, MSc	Environmental Planner	\$155
Clover McIngalls, PWS	Environmental Planner	\$150
Peter Heltzel, MSc, CFP	Fisheries Biologist	\$150
Heather Rogers, LG, MSc, WPiT	Planner/Geomorphologist	\$150
Katy Crandall, PWS	Ecologist/Arborist	\$145
Leila Willoughby-Oakes	Associate Planner	\$145
Kyle Braun, PLA	Landscape Architect/Arborist	\$140
April Mulcahy	Ecological Designer/Arborist	\$135
Roen Hohlfeld, MLA	Ecologist/Arborist/Landscape Designer	\$135
Alex Capron	Planner/GIS Specialist	\$130
Dawn Spilsbury	GIS Analyst/FAA Licensed Drone Pilot	\$130
Sam Payne, PWS	Ecologist/Arborist	\$125
Grayson Morris, PLA, MLA, SITES AP	Landscape Architect	\$120
Amanda Fleischman, MLA	Landscape Designer	\$118
Fern Huynh	Landscape Designer	\$117
Nathan Burroughs, MSc	GIS Analyst	\$115
Grace Brennan	Ecologist	\$115
Bri Hines	Environmental Planner	\$115
Devin Melville	Environmental Planner	\$113
Hui Cao	Landscape Designer	\$112
Alexis Ochoa	Arborist	\$110
Drew Foster	Arborist	\$110
Debra Klein	Accountant	\$110
Brooke Taylor	Accountant/Project Administrator	\$110
Betsy Mann	Marketing Manager	\$110
Angela Mele	Interpretive Planner	\$105
Jake Robertson	Arborist	\$105
Sage Presster	Ecologist	\$105
Justin Kay	Ecologist	\$100
Laura Keil	Landscape Designer	\$100
Jesse Rogers	Arborist	\$90
Anna Tono	Marketing Coordinator	\$75

Acronym Key:

- CFP = Certified Fisheries Professional as certified by the American Fisheries Society
- EIT = Engineer In Training
- LG = Licensed Geologist
- LHg = Licensed Hydrogeologist
- GIS = Geographic Information System
- PWS = Professional Wetland Scientist as certified by the Society of Wetland Scientists
- PLA = State of Washington Professional Landscape Architect
- AICP = American Institute of Certified Planners
- MSc = Master of Science degree
- MLA = Master of Landscape Architecture
- GISP = GIS Professional

*Rates for 2022 only; escalator clause for cost of living may apply in future years

Direct Costs

<u>Auto Mileage</u> Maximum standard rate allowable by IRS	
<u>Reproduction:</u>	
<u>Black & White Printing</u>	<u>Rate per Page</u>
8 1/2 x 11	\$0.10
11 x 17	\$0.20
12 x 18	\$0.30
<u>Color Printing</u>	<u>Rate per Page</u>
8 1/2 x 11	\$1.00
11 x 17	\$2.00
12 x 18	\$2.50
<u>Plotting</u>	<u>Rate per SF</u>
B&W Bond	\$1.05
Color Bond	\$1.18
B&W Glossy	\$12.18
Color Glossy	\$13.76
Outside Reproduction	At cost
Electrofishing Equipment Fee	\$100.00/day
Trimble Geo XH - GPS Equipment Fee	\$190.00/day
Field Tablet	\$20.00/day
Solomat Water Quality Testing Equipment Fee	\$50.00/day
YSI Salinity pH Meter	\$50.00/day
Expert testimony	Expert testimony is billed at 1.5 times standard hourly rates
Lodging and per diem	Reimbursement will be at a rate not to exceed the WA State OFM per diem rate for location services are provided. Out-of-State locations will be reimbursed at the current GSA rate for location services are provided.
Other Direct Costs At Cost	

RESOLUTION NO. 1875

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH THE WATERSHED COMPANY FOR ADDITIONAL ASSISTANCE WITH A TREE INVENTORY OF LAKE FOREST PARK

WHEREAS, on August 11, 2022, City Council approved Resolution 1853 authorizing the Mayor to sign a professional services agreement with The Watershed Company to conduct a tree inventory of Lake Forest Park in exchange for an amount not to exceed \$44,680; and

WHEREAS, a major objective of this inventory was to revisit properties that were inventoried in 2010; and

WHEREAS, The Watershed Company (TWC) has encountered difficulties obtaining permission to enter previously-inventoried properties and the City Arborist position, which would have assisted with this task, has been vacant for since August of this year; and

WHEREAS, due to challenges in getting landowner approvals to revisit 2010 plots, TWC will need to generate and establish new plots to ensure sufficient data is collected to achieve statistical significance for the inventory properties;

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

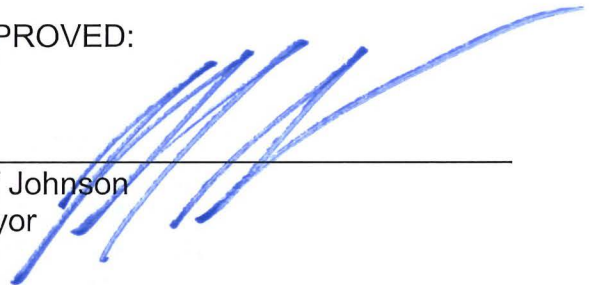
Section 1. The City Council of the City of Lake Forest Park approves and authorizes the Mayor to sign Amendment #1 to Exhibit A – Scope of Work and Budget found in the Professional Services Agreement with The Watershed Company for the 2022 Tree Inventory of Lake Forest Park in exchange for an amount not to exceed \$12,125.

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

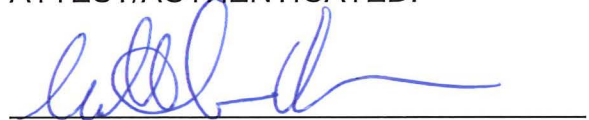
PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 8th day of December, 2022.

APPROVED:

Jeff Johnson
Mayor



ATTEST/AUTHENTICATED:



Matt McLean
City Clerk

FILED WITH THE CITY CLERK: December 2, 2022
PASSED BY THE CITY COUNCIL: December 8, 2022
RESOLUTION NO.: 1875

Amendment No.1 to the
City of Lake Forest Park Professional Services Agreement with The Watershed Company
Dated _____, 2022

This Amendment No. 1 to the City of Lake Forest Park Professional Services Agreement for 2022 Tree Inventory between the City of Lake Forest Park and The Watershed Company, AG- _____ (hereafter the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

- 1. Exhibit A to the Agreement is revised per Exhibit A-1 attached and incorporated herein.
- 2. Section 2.A. of the Agreement is amended as follows:

A. The total compensation to be paid to Consultant for the Work in Exhibit A as amended with Exhibit A-1, including all services and expenses, shall not exceed 12/23/22 - there is a typo on the amount - \$55,805.00, which shall be full compensation for the Exhibit A and Exhibit A-1 Work. correct amount is \$56,805

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

CITY OF LAKE FOREST PARK

THE WATERSHED COMPANY

Signed: _____

Signed: _____

Printed Name: Jeff Johnson

Printed Name: Kenny Booth, AICP

Title: Mayor

Title: Principal

Dated: _____

Dated: _____



September 16, 2022

Stephen Bennett, Planning Director
City of Lake Forest Park
City Hall
17425 Ballinger Way NE
Lake Forest Park, WA 98155

Re: Scope of Work and Budget Amendment for 2022 Tree Inventory

The Watershed Company Reference Number: 220424

Dear Stephen:

We are pleased to provide the following revised scope of work and timeline amendment for the City of Lake Forest Park's update to the City-wide tree inventory for 2022. We have also included an updated project budget and schedule of hourly rates for Watershed staff. Our recommended scope of work is detailed below. This revised scope outlines tasks and deliverables to assist the City with landowner engagement and refines the field inventory and report timeline to reflect the revised deliverables.

Summary Scope of Work Amendments:

Task 1.B. Project Administration

To account for project management and office administration time needed to manage the additional scope of work, the revised budget includes additional effort for this line item. This covers time for the Watershed Project Manager to work directly with the City Project Manager to coordinate the work plan and provide status updates on project deliverables.

Task 2.D. Plot Inventory and Analysis

The scope of work remains largely consistent with the approved contract except for the schedule/timeline for field work and new plot establishment. Due to City staff changes and the additional time needed to complete a comprehensive landowner engagement effort, Watershed proposes that a portion of plots will be inventoried in September/October of 2022, with the remaining plots completed in spring of 2023 once trees have leafed out again for the growing season. Fall 2022 plots will be completed for those parcels where landowner approval has been

granted or it is not needed, such as on City-owned property. This will allow additional time during the winter months to continue with landowner outreach. Upon completion of all plot level measurements, data will be compiled and analyzed as described in the original Scope of Work dated June 22, 2022.

Due to challenges in getting landowner approvals to revisit existing plots, Watershed will generate and establish new plots to ensure sufficient data is collected to achieve statistical significance for the inventory. This is a GIS exercise to randomly identify new plot centers, based on the original methodology, to identify the size of the plot needed (1/10th acre versus 1/20th acre) and on which parcel(s) the plot falls on. The exact number of additional plots to be established will be determined by the success of landowner engagement between October 2022 and April 2023.

Task 3. Canopy Analysis Integration

Watershed does not anticipate a change in the scope of work for this task, only to the timeline. The analysis and summarized results will be conducted in spring of 2023 once the field inventory is complete. As noted previously, the Watershed team will integrate statistical summary data from plot level analyses with available tree canopy data from the City, i-Tree Eco, and other sources. This will provide a more robust picture of trends and changes to the entire urban forest across the City, including spatial composition and forest types.

Task 4. Comprehensive Report of Findings

Watershed does not anticipate a change in the scope of work for this task, only to the timeline. In the Spring of 2023, Watershed staff will compile a comprehensive tree inventory and urban forest assessment report for 2022-23. This report will include the methods, all results and findings from analyses, and implications for urban forest management specific to the City of Lake Forest Park.

Task 5. New Scope – Public Outreach Assistance

The Watershed Company will support the City Project Manager with direct property owner outreach. This will include the following:

- **Outreach Materials Review**

Watershed will review the outreach letter and postcard developed by the City and provide suggested revisions.

- **New Plot Establishment**

Based on new plots established by our staff in Task 2, we will develop the list of property owner names and addresses to be used for additional landowner engagement.

The list of properties will include those parcels where the plot center is located as well as any adjacent properties the plot boundaries intersect. Watershed will provide landowner contact information to the City Project Manager in an Excel spreadsheet. Landowner contact information will be compiled from available King County assessor sources, and responses to outreach efforts.

- **Site Visit Scheduling and Ongoing Engagement**

Watershed staff will schedule data collection site visits with landowners who have provided permission by submitting the City provided approval post card. If a phone number or email was not provided, Watershed staff will contact landowners through “door knocking” while in the field conducting data collection. Likewise, for those landowners who did not respond to the City’s outreach mailer, Watershed Staff will attempt to contact landowners through “door knocking” while in the field conducting data collection. The City will provide Watershed staff with a “leave behind” information sheet or door hanger we can use that includes project information and the project manager’s contact information.

Proposed Amended Schedule

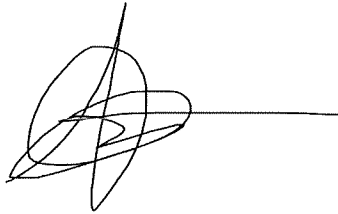
The timeline outlined below is based on experience with similar projects; the timeline given is approximate and does not constitute agreed upon due dates.

Task	Task / Deliverable	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	Project Administration and Coordination											
1.A	Project kick-off meeting.	X										
1.B	General project administration, billing, and coordination, including meetings with City staff.	X	X	X	X	X	X	X	X	X	X	X
1.C	Establish methodology and data collection. Review all existing metadata and previous methodology.	X										
1.D	Finalize work plan. Set up data collection spreadsheets and digital maps.	X										
2	Plot Inventory and Analysis											
2.A	Conduct baseline field measurements for all existing randomized plots.		X	X						X	X	
2.B	Compile and organize collected data.			X							X	
2.C	Data input and analysis in i-Tree and other software. Landmark tree data evaluation and analysis.			X							X	
2.D	<i>New plot establishment</i>		X									
3	Canopy Analysis Integration											
3.A	Integrate plot level data with existing canopy analysis. Comparison of canopy analysis with plot level summary statistics.				X						X	X
3.B	Overlay plots with remote sensing data for structural analysis.				X						X	X
4	Comprehensive Report of Findings											
4.A	Compile i-Tree summary outputs and statistical analysis into comprehensive report, including methodology, findings, and implications for urban forest management.										X	X
4.B	Coordinate with project team to finalize report.										X	X

5	<i>Public Outreach Assistance</i>												
	<i>Develop landowner outreach spreadsheet; review outreach materials; Schedule site visits with landowners.</i>		X	X	X	X	X	X	X	X	X	X	

Please call if you have any questions or if we can provide you with any additional information.

Sincerely,



Drew Foster
 ISA Certified Arborist, PN-8213A
 TRAQ certified

Proposal approved by:



Kenny Booth, AICP
 Principal / Senior Planner

Enclosures:

- Budget Amendment

Task	Subtask	Description	Kenny Booth, AICP, Principal \$210	Drew Foster, Arborist, Project Manager \$110	Kim Frappier, Arborist \$155	Lars Freeman-Wood, Arborist \$118	Nathan Burroughs, GIS Analyst \$115	Brooke Taylor, Administrator \$110	Total Cost
1		Project Administration and Coordination							
1	1.A	Project kick-off meeting.							\$0
1	1.B	Project administration, billing, and coordination, including meetings with City staff.	2	8	5			3	\$2,405
1	1.C	Establish methodology and data collection. Review all existing metadata and previous methodology.							\$0
1	1.D	Finalize work plan. Set up data collection spreadsheets and digital maps.							\$0
Subtotal									\$2,405
2		Plot Inventory and Analysis							
2	2.A	Conduct baseline field measurements for all existing randomized plots.							\$0
2	2.B	Compile and organize collected data.							\$0
2	2.C	Data input and analysis in i-Tree and other software. Landmark tree data evaluation and analysis.							\$0
2	2..D	<i>New plot establishment</i>		2			8		\$1,140
Subtotal									\$1,140
3		Canopy Analysis Integration							
3	3.A	Integrate plot level data with existing canopy analyses. Comparison of canopy analysis with plot level summary statistics.							\$0
3	3.B	Overlay plots with remote sensing data for structural analysis.							\$0
Subtotal									\$0
4		Comprehensive Report of Findings							
4	4.A	Compile i-Tree summary outputs and statistical analysis into comprehensive report, including methodology, findings, and implications for urban forest management.							\$0
4	4.B	Coordinate with project team to finalize report.							\$0
Subtotal									\$0
5		Public Outreach Assistance							
5	5	Develop additional landowners/plot sites; review outreach materials; Schedule site visits with landowners. Ongoing coordination with City Project Manager regarding landowner engagement.		8	4	60			\$8,580
Subtotal									\$8,580
E		Expenses							
E		Mileage, Data collection and mapping device, other costs.							
Subtotal									
TOTAL									\$ 12,125.00



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 28, 2023
Originating Department	Public Works Department
Contact Person	Jeffrey Perrigo, Public Works Director
Title	Resolution No. 23-1920/Amending the 2023 User Fees related to the Tree Permits and the Right of Way Corridor Project Tree Permit

Legislative History

- First Presentation September 28, 2023, Regular Meeting

Attachments:

1. Resolution 23-1920
2. 2023 User Fee Schedule with Markups
3. Current User Fee Schedule

Executive Summary

Since the 2023 User Fee Schedule became effective in January, the City has made amendments to the Tree Code related to Tree Permits in right-of-way corridors and added a new section to the code related to retaining walls. The user fees were amended to reflect those changes to the code on September 14, 2023.

Background

The City reviews the User Fee Schedule annually during biennial or mid-biennial budget proceedings and requests input from all departments. The current fee for the Tree Permits and the Right-of-way Corridor Project Tree Permit is not consistent with our base fee structure and does not fully support the costs associated with the effort to create, review, maintain, and archive such permits.

Since the current fees do not align with the expected costs for fully executing the permits, it is appropriate that the user fees be amended to account for those costs.

Below are the amended fees under Land Use related Tree Permits and the Right-of-way Corridor Project Tree Permit:

AMENDED: Tree Permits - \$120.00

AMENDED: Right-of-way Corridor Project Tree Permit (Ch.16.14) - \$120.00 / tree (plus consultant review costs and arborists review costs)

Fiscal & Policy Implications

Financial impact will be cost neutral based on the new fees.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the amended user fee schedule with current updates	User fees will be amended for 2023, and full cost recovery will be achieved
<ul style="list-style-type: none">• Do not increase any fees	Will not achieve full cost recovery, and alternate measures may need to be taken for financial stability.

Staff Recommendation

Adopt Resolution 23-1920 Amending the 2023 User Fee Schedule

RESOLUTION NO. 23-1920

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE 2023 USER FEES FOR PERMITS AND SERVICES

WHEREAS, the City Council of the City of Lake Forest Park has determined that establishing fees for various services, applications, and permits by resolution allows for the centralization of such fees and charges; and

WHEREAS, the City Council has determined that certain fees need to be amended from time to time in order to stay current; and

WHEREAS, fees need to be added for new permits recently added to Chapter 16.14 and Chapter 12.50 of the Lake Forest Park Municipal Code.

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

Section 1. AMENDMENT. The City Council of the City of Lake Forest Park approves the fee schedule in substantially the same format as attached in Exhibit A, which shall remain in effect until revised by future Council action.

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

Section 3. EFFECTIVE DATE. This fee schedule in this Resolution shall go into effect on September 28, 2023.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 28th day of September, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

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

2023 User Fee Schedule

	Fees
Licensing & Permits	
Adult Cabaret License Application	\$ 1,500
Adult Cabaret Manager License	250
Adult Cabaret Entertainer License	200
Business License, Calendar Year (Non-refundable)	
Business located in the City	40
Business located outside of the City	80
Coin operated Amusement Devices	60
Initiative Filing	250
Referendum Filing	250
(to be refunded if the ordinance is overturned)	
Open House Sign Removal Fee	25
Outdoor Promotion Permit	50
Secondhand Dealer Permit	70
Solicitor Permit	100
Services	
Returned Payment Fee	40
Fingerprinting	20
False Alarm Fines	
1st offense	52
2nd offense	103
Notary services (per notarial certificate)	10
Personal Floatation Device Fine	25-50
Pet License Fees	
Altered	30
Unaltered	60
Juvenile Pet	15
Senior Citizen	15
Replacement tag	5
Transfer Fee	3
Service Animal	0
Passport Fees	
City Processing Fee	35
City Photo Fee	20
Photocopies, Records / Reports	
Accident Reports (non-participants)	10
Certified Copies	10
Photocopy of paper records, or printed copies of electronic records (per page)	0.15
Electronic copy of scanned paper records (per page)	0.15
Duplication of <i>Audio Recording</i>	10
Audio/Video Disc	10
Sending of electronic files	0.10/GB
Copies requiring outside copy services	At Cost
Body worn camera recordings/footage	0.60/minute of staff review
Credit Card Transaction Fee ¹ - whichever is greater	1.95 or 2.95%
¹ The credit card transaction fee is charged for payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.	
Technology Surcharge - A technology surcharge will be added to all fees.	10%

2023 User Fee Schedule

Fees

Municipal Court

Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged.

Sanitary Sewer

Copy of Sewer Comp. Plan	
Color	125
Black and White	45
Sewer Availability	100
Onsite Wastewater License Application Fee	25
Sewer Connection	
Single Family	5,034
Multi-Family	
Each Additional Unit	
5/8" x 3/4" Meters	5,034
3/4" x 3/4" Meters	7,551
1" Meters	12,584
1 1/2" Meters	25,169
2" Meters	40,270
3" Meters	80,541
4" Meters	125,845
Sewer Permit (2 inspections)	300
Sanitary Sewer Grinder Pump Review	300
Additional Inspection	100
Lien Filing and Removal Fee	185
Credit Card Transaction Fee - A credit card transaction fee will be added to all sewer availability, sewer permit review and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all sewer availability, sewer permit review and inspection fees. Surcharge is not applied to Sewer Connection Fees.	10%

Sewer Monthly Service

Residential	72.88
Sewer Excise Tax	20.77
Commercial / Multi-Family Residential (per ccf)	10.78
Credit Card Transaction Fee ¹	3.95

¹The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.

Streets

Street Excavation (2 inspections)	200
Additional Inspection	100
Street and Alley Vacation Fee	500
Right-of-Way Permit	250
(may be waived by City Council)	

Telecommunications Right-of-Way (ROW) Rental Fee

Master Use Permit Application Fee	2,500
Master Use Permit Renewal Fee	2,500
Lease Application Fee	2,500
Lease Renewal Fee	2,500

2023 User Fee Schedule

	Fees
City Property-Minimum Monthly Rent	825
Credit Card Transaction Fee - A credit card transaction fee will be added to all right-of-way and street excavation permit and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all right-of-way and street excavation permit and inspection fees.	10%
Land Use	
For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review. For land use, development, and surface water and drainage plan applications for City projects the application fee is \$0.	
Administrative Appeal (refunded if appeal is sustained and the administrative decision is overturned)	500
Administrative Variance	500
Copy of Comprehensive Plan	80
Comprehensive Plan Amendment	3,000 No extra charge for Rezone
Conditional Use Application	2,500
Land Clearing/Grading/Excavation/ Filing	
Major	300
Minor	85
Tree Permits	120
Corridor Tree Permit (\$120/tree (plus consultant review costs and arborists review costs))	
Arborist Review - Based on Actual Cost (per hour)	95.00
Land Use Public Notice & Signage (per notice)	250
Boundary Line Adjustment	2,000
Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5	100
Rezone Application	3,000 No extra charge for Comp. Plan Amend.
SEPA / Regulatory Review	
Checklist	750
EIS administration/supervision/preparation	5,000
Critical Area Work Permit	
Major	550
Minor	85
Tree-related	125
Critical Area and Tree Reasonable Use Exception (plus review consultant costs)	4,000
Public Agency and Utility Exception (plus review consultant costs)	3,500
Copy of Shoreline Master Plan	15
Shoreline Substantial Development Permit	3,500
Shoreline Conditional Use Permit	3,500
Shoreline Variance	3,500
Shoreline Exemption	500
Shortplat Application	4,000 flat fee
Subdivision	12,000 + 300 per lot
Variance	2,500
Wireless Communication Facility Permit (not requiring conditional use)	2,000
Zoning/Land Use Code Text Amendment	3,500
Town Center Design Review	
Major (plus all notice, review consultant, hearing examiner costs)	4,000
Minor (plus review consultant costs)	2,000
Commercial site development permit	
Type I Review (Hearing Examiner)	3,500
Type III Review (Code Administrator)	2,000

2023 User Fee Schedule

	Fees
Credit Card Technology Fee - A credit card technology fee will be added to all land use permit fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all land use permit fees.	10%
Building Fees	
Building Fees for standard home and utility/garage are based on the International Code Council, Building Valuation Table (August 2023).	
Standard Home	150.87/sq. ft
Custom Home (a home designed for a particular lot)	185/sq. ft
Utility/Garage	60.43/sq. ft
Corridor Retaining Wall is based on the Building Permit Fee Table (plus consultant review costs and staff review costs))	
Mechanical Permit Fees	
Base Permit Fee	150
Furance	30
A/C or Heat Pump	30
Gas Hot Water Heater Installation/vent / expansion tank	30
Gas Log Fireplace Insert	30
Gas Piping - up to 10 outlets	30
Gas piping - each additional outlet	5
Gas range - piping hookup	30
Residential hood >400 CFM	30
Commercial hood: Class 1 hood	30
Dryer exhaust duct	30
Vent/duct Installation, relocation, or replacement vent	30
New/removal/replacement of ducting	30
Installation, relocation of boiler or absorption system	30
Installation, relocation of compressor or absorption system	30
Appliance or equipment regulated by IMC	30
Plan Review (hourly)	125
Additional Inspections (hourly)	125
Plumbing Permit Fees	
Permit Base Fee	150
Sinks	30
Toilets	30
Showers	30
Tubs	30
Washing machine	30
Hot Tub/Spa	30
Other Plumbing fixtures on one trap	30
Electric Water Heater Installation/vent/expansion	30
Hot /Cold rough-in addition or alteration	30
Waste & vent rough-in addition or alteration	30
Water service line	30
Lawn sprinkler on any one meter (backflow device)	30
Each addition or alteration of drainage	30
Waste (sewage ejector pump)	30
Grease Trap	30
Backflow protective device	30
Heat pump	30
Hydronic heating (loop vent system)	30
Additional Inspections (hourly)	125

2023 User Fee Schedule

	Fees
Commerical Projects Plan Review (required - hourly)	125
Grease Interceptor Plan Review (required - hourly)	125
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.	10%

Surface Water and Drainage Plan Review Fees

Single Family Building Permit		
Requiring Engineering Plan		600
Without Engineering Plan		300
Multi-family site development	per 1,000 sq. ft of impervious surface	300
Commercial site development	per 1,000 sq. ft of impervious surface	300
Land Use Permits*		
Subdivisions / Shortplats (per lot)		500
Reasonable use exemptions (per lot)		500
Conditional Use Permit (per lot)		500
Variances (per lot)		500
* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.		

Surface Water Utility Assessments

Single Family Residential		246.24
Class	% Impervious Surface	
Very Light	0%-10%	246.24
Light	11%-20%	591.86
Medium	21%-45%	1,190.32
Medium High	46%-65%	2,298.52
High	66%-85%	2,914.15
Very High	86%-100%	3,817.17

Facility Fees

Lake/Forest Room		
Evening Use (6 p.m. - 10 p.m.)		50
Emergency Operations Center (EOC) Room		
Evening Use (6 p.m. - 10 p.m.)		50
Council Chambers		
Evening Use (6 p.m. - 10 p.m.)	50 per hour +	50
	setup/cleanup fee	

The fee for use of the Lake/Forest Room or Emergency Operations Center by other governmental organizations and non-profit organizations may be waived or negotiated.

Special Events

Non-profit (501c3 organizations, neighborhood block parties, etc.)		
1-30 Participants		No Permit Required
31-250 Participants		No Charge/ Permit Required

2023 User Fee Schedule**Fees****Licensing & Permits**

Adult Cabaret License Application	\$	1,500
Adult Cabaret Manager License		250
Adult Cabaret Entertainer License		200
Business License, Calendar Year (Non-refundable)		
Business located in the City		40
Business located outside of the City		80
Coin operated Amusement Devices		60
Initiative Filing		250
Referendum Filing		250
(to be refunded if the ordinance is overturned)		
Open House Sign Removal Fee		25
Outdoor Promotion Permit		50
Secondhand Dealer Permit		70
Solicitor Permit		100

Services

Returned Payment Fee		40
Fingerprinting		20
False Alarm Fines		
1st offense		52
2nd offense		103
Notary services (per notarial certificate)		10
Personal Floatation Device Fine		25-50

Pet License Fees

Altered		30
Unaltered		60
Juvenile Pet		15
Senior Citizen		15
Replacement tag		5
Transfer Fee		3
Service Animal		0

Passport Fees

City Processing Fee		35
City Photo Fee		20

Photocopies, Records / Reports

Accident Reports (non-participants)		10
Certified Copies		10
Photocopy of paper records, or printed copies of electronic records (per page)		0.15
Electronic copy of scanned paper records (per page)		0.15
Duplication of <i>Audio Recording</i>		10
Audio/Video Disc		10
Sending of electronic files		0.10/GB
Copies requiring outside copy services		At Cost
Body worn camera recordings/footage		0.60/minute of staff review
Credit Card Transaction Fee ¹ - whichever is greater		1.95 or 2.95%

2023 User Fee Schedule

Fees

¹The credit card transaction fee is charged for payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.

Technology Surcharge - A technology surcharge will be added to all fees.	10%
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Municipal Court

Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged.

Sanitary Sewer

Copy of Sewer Comp. Plan	
Color	125
Black and White	45
Sewer Availability	100
Onsite Wastewater License Application Fee	25
Sewer Connection	
Single Family	5,034
Multi-Family	
Each Additional Unit	
5/8" x 3/4" Meters	5,034
3/4" x 3/4" Meters	7,551
1" Meters	12,584
1 1/2" Meters	25,169
2" Meters	40,270
3" Meters	80,541
4" Meters	125,845
Sewer Permit (2 inspections)	300
Sanitary Sewer Grinder Pump Review	300
Additional Inspection	100
Lien Filing and Removal Fee	185
Credit Card Transaction Fee - A credit card transaction fee will be added to all sewer availability, sewer permit review and inspection fees paid by credit card.	3%

Development Review Technology Surcharge - A technology surcharge will be added to all sewer availability, sewer permit review and inspection fees. Surcharge is not applied to Sewer Connection Fees.	10%
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Sewer Monthly Service

Residential	72.88
Sewer Excise Tax	20.77
Commercial / Multi-Family Residential (per ccf)	10.78
Credit Card Transaction Fee ¹	3.95

¹The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.

Streets

2023 User Fee Schedule

	Fees
Street Excavation (2 inspections)	200
Additional Inspection	100
Street and Alley Vacation Fee	500
Right-of-Way Permit	250
(may be waived by City Council)	
Telecommunications Right-of-Way (ROW) Rental Fee	
Master Use Permit Application Fee	2,500
Master Use Permit Renewal Fee	2,500
Lease Application Fee	2,500
Lease Renewal Fee	2,500
City Property-Minimum Monthly Rent	825
Credit Card Transaction Fee - A credit card transaction fee will be added to all right-of-way and street excavation permit and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all right-of-way and street excavation permit and inspection fees.	10%
Land Use	
For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review. For land use, development, and surface water and drainage plan applications for City projects the application fee is \$0.	
Administrative Appeal	500
(refunded if appeal is sustained and the administrative decision is overturned)	
Administrative Variance	500
Copy of Comprehensive Plan	80
Comprehensive Plan Amendment	3,000
No extra charge for Rezone	
Conditional Use Application	2,500
Land Clearing/Grading/Excavation/ Filing	
Major	300
Minor	85
Tree Permits	72.50
Right of Way Corridor Project Permit (\$72.50 per tree plus consultant review costs and arborists review costs)	
Arborist Review - Based on Actual Cost (per hour)	95.00
Land Use Public Notice & Signage (per notice)	250
Boundary Line Adjustment	2,000
Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5	100
Rezone Application	3,000
No extra charge for Comp. Plan Amend.	
SEPA / Regulatory Review	
Checklist	750
EIS administration/supervision/preparation	5,000
Critical Area Work Permit	
Major	550
Minor	85
Tree-related	125
Critical Area and Tree Reasonable Use Exception (plus review consultant costs)	4,000

2023 User Fee Schedule

	Fees
Public Agency and Utility Exception (plus review consultant costs)	3,500
Copy of Shoreline Master Plan	15
Shoreline Substantial Development Permit	3,500
Shoreline Conditional Use Permit	3,500
Shoreline Variance	3,500
Shoreline Exemption	500
Shortplat Application	4,000 flat fee
Subdivision	12,000 + 300 per lot
Variance	2,500
Wireless Communication Facility Permit (not requiring conditional use)	2,000
Zoning/Land Use Code Text Amendment	3,500
Town Center Design Review	
Major (plus all notice, review consultant, hearing examiner costs)	4,000
Minor (plus review consultant costs)	2,000
Commercial site development permit	
Type I Review (Hearing Examiner)	3,500
Type III Review (Code Administrator)	2,000
Credit Card Technology Fee - A credit card technology fee will be added to all land use permit fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all land use permit fees.	10%

Building Fees

Building Fees for standard home and utility/garage are based on the International Code Council, Building Valuation Table.

Standard Home	150.87/sq. ft
Custom Home (a home designed for a particular lot)	185/sq. ft
Utility/Garage	60.43/sq. ft

Corridor Retaining Wall is based on the Building Permit Fee Table at www.cityofflp.gov/222/Fee-Schedule (plus consultant review costs and staff review costs)

Mechanical Permit Fees

Base Permit Fee	150
Furance	30
A/C or Heat Pump	30
Gas Hot Water Heater Installation/vent / expansion tank	30
Gas Log Fireplace Insert	30
Gas Piping - up to 10 outlets	30
Gas piping - each additional outlet	5
Gas range - piping hookup	30
Residential hood >400 CFM	30
Commercial hood: Class 1 hood	30
Dryer exhaust duct	30
Vent/duct Installation, relocation, or replacement vent	30
New/removal/replacement of ducting	30
Installation, relocation of boiler or absorption system	30
Installation, relocation of compressor or absorption system	30
Appliance or equipment regulated by IMC	30
Plan Review (hourly)	125

2023 User Fee Schedule

	Fees
Additional Inspections (hourly)	125
Plumbing Permit Fees	
Permit Base Fee	150
Sinks	30
Toilets	30
Showers	30
Tubs	30
Washing machine	30
Hot Tub/Spa	30
Other Plumbing fixtures on one trap	30
Electric Water Heater Installation/vent/expansion	30
Hot /Cold rough-in addition or alteration	30
Waste & vent rough-in addition or alteration	30
Water service line	30
Lawn sprinkler on any one meter (backflow device)	30
Each addition or alteration of drainage	30
Waste (sewage ejector pump)	30
Grease Trap	30
Backflow protective device	30
Heat pump	30
Hydronic heating (loop vent system)	30
Additional Inspections (hourly)	125
Commerical Projects Plan Review (required - hourly)	125
Grease Interceptor Plan Review (required - hourly)	125
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.	10%
Surface Water and Drainage Plan Review Fees	
Single Family Building Permit	
Requiring Engineering Plan	600
Without Engineering Plan	300
Multi-family site development	per 1,000 sq. ft of impervious surface 300
Commercial site development	per 1,000 sq. ft of impervious surface 300
Land Use Permits*	
Subdivisions / Shortplats (per lot)	500
Reasonable use exemptions (per lot)	500
Conditional Use Permit (per lot)	500
Variances (per lot)	500
* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.	
Surface Water Utility Assessments	
Single Family Residential	246.24

2023 User Fee Schedule

Class	% Impervious Surface	Fees
Very Light	0%-10%	246.24
Light	11%-20%	591.86
Medium	21%-45%	1,190.32
Medium High	46%-65%	2,298.52
High	66%-85%	2,914.15
Very High	86%-100%	3,817.17

Facility Fees

Lake/Forest Room		
Evening Use (6 p.m. - 10 p.m.)		50
Emergency Operations Center (EOC) Room		
Evening Use (6 p.m. - 10 p.m.)		50
Council Chambers		
Evening Use (6 p.m. - 10 p.m.)	50 per hour +	50
	setup/cleanup fee	

The fee for use of the Lake/Forest Room or Emergency Operations Center by other governmental organizations and non-profit organizations may be waived or negotiated.

Special Events

Non-profit (501c3 organizations, neighborhood block parties, etc.)		
1-30 Participants		No Permit Required
31-250 Participants		No Charge/ Permit Required

City Administrator Report City of Lake Forest Park

Date: September 28, 2023

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Jeff Johnson
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department

Notable Calls

At approximately 5:00 a.m., an officer contacted a suspicious subject behind the Albertsons in the mall alley. The subject was initially hesitant to identify himself but when identified, it was learned that he had warrants for suspended driving and reckless driving and for graffiti. In speaking with the subject, he self-admitted to having the graffiti tag of "RIG." A search revealed a tagger book and a phone case with his "RIGY" tag being found. The subject had some silver spray paint residue on his hands, silver paint marker and had a paint can spray tip in a pants pocket. The subject is a drug user and when booked into the jail, was found to have fentanyl hidden between his buttocks despite being warned not to introduce contraband to a jail facility.



On September 8, around 1243 hours, officers responded to a vehicle vs pedestrian collision at 17171 Bothell Way NE. The pedestrian, sustained injuries after being pushed out of a U-Haul by her boyfriend. She had abrasions and possible broken ankles. A witness corroborated her account. The suspect fled the scene in the U-Haul truck. She was transported to Harborview Medical Center for treatment. The subject was interviewed, providing additional details and evidence of the suspect's attempts to contact her after the incident. She mentioned possible tendon injuries and the need to see a specialist. Investigation is ongoing.



On September 11, an irresponsible driver crashed into a tree due to excessive speed and failure to navigate a turn on the road. According to witnesses, the driver was accelerating in a northwest direction on 45th PI NE near the 4400 block. The driver was



unable to handle the curve and ended up colliding with two trees located in the 4500blk of NE 190th Ct. The driver, who was the sole occupant, sustained severe injuries and was promptly transported to a nearby hospital for medical attention. Witnesses were interviewed, and the property owner at the scene witnessed the entire incident. Subsequently, the driver was cited the misdemeanor offense of reckless driving.

Detectives are investigating a convoluted child protective service investigation which stemmed from a runaway incident an officer took on September 4. The juvenile in question, ran away because her dad took away her phone. The runaway is currently hospitalized. Prior to and during her hospitalization, she made suicidal statements, attempted suicide by hanging, and has cut her forearms. Of further concern, she made statements overheard by her siblings she would shoot her father. She also admitted the same to hospital staff, admitted she attempted to poison his food once, and that she had acquired a Taser from her birth while on her runaway incident. Finally, she is also reportedly using and selling LSD and marijuana. CPS and the hospital have referred the family for "wrap around" advocacy and counseling services to support them.

On September 13, at around 10:50 p.m., officers received a report regarding a burglary at the Sheridan Market. An unidentified male had entered an unlocked basement, barricaded himself inside momentarily, and then departed. Items left behind helped identify the suspect and officers found evidence that ties him to another case. The officers were familiar with the individual's name, having previously apprehended him for Criminal Trespass at the Woodland North apartments, situated across the state highway from the Market. Video footage captured the suspect entering the market. Officers also located mace, illegal narcotics, drug paraphernalia, and likely stolen mail. The investigation is currently in progress.

On September 15, an individual reported a suspected case of date rape, indicating that the suspect had also taken her money and medication. The victim sought medical assistance, and a blood sample was collected at the hospital. The detective unit is actively investigating the sexual assault case.

At around 9:00 p.m., an officer responded to a report of a collision at 15500 block of Bothell Way NE involving a white Nissan Maxima and a red Toyota Prius. A witness reported erratic driving by the Maxima. The Maxima driver showed signs of intoxication and was later arrested for DUI. The suspect refused sobriety tests and a breath test, so a blood test warrant was obtained and executed. Blood samples were collected and sent for analysis.

Officers were dispatched for a no contact order violation reported by a mother regarding her daughter. Officers confirmed the order and its stipulations. The suspect had previously been in custody for a domestic violence assault against the mother and was released. Officers found a harassing message from the suspect, violating the order. The suspect arrived at the police department for a civil standby to retrieve her items. Officers had the suspect's understanding of the no contact order stipulations and her violation by calling her mother. The suspect was arrested for the no contact order violation.

Officer Oath of Office

We're thrilled to introduce our two latest additions to the police department: Officer Alcean and Officer Montague. At the recent City Council meeting, both officers were sworn in by Judge Grant, officially joining our ranks. We're enthusiastic about having them on our team! Field training starts October 1 and lasts for about 3-4 months. Recruit Gouin is officially in the academy and should graduate around the beginning of February 2024.



Community Service

Officer Carlsrud coordinated a relief initiative for Maui residents in partnership with the Port of Seattle Police. The local community showed incredible generosity by donating various items, which were then shipped to the Port of Seattle for distribution to those impacted by the fires in Maui. A heartfelt thank you to all who contributed—our collective efforts have resulted in filling two truckloads of essential items!



II. Internal City Information

III. Council Information

- The RFQ for a Severe Weather Shelter serving north end communities has been released by the King County Regional Homelessness Authority.

IV. Response to Citizen and Council Comments

V. Contract Reporting

Three items were administratively approved during the reporting period: AG-23-054, term extension letter for Professional Services Agreement with V+M Structural Design, Inc., for the Town Center to Burke-Gilman Trail Connector – Phase 2: 30% Design (AG-22-050); AG-23-055, term extension letter for Professional Services Agreement with DCG/Watershed, for the Lyon Creek Flood Mitigation Project – Monitoring and Agency Coordination (AG-22-061); and AG-23-056, Agreement for Law Enforcement Services with University of Washington Police Department.

Lakefront Park Project Improvements Update

The consultant, staff, and a small work group consisting of 3 Council and Park Board Members completed the first pre-design workshop September 25 to help shape the vision of the project. The first community open house will take place October 25 at City Hall, time and details to

come. A project website and community survey (<https://bit.ly/lfplakefrontsurvey1>) have been released to gather input. Be sure to view the project website and go on a virtual tour of the park! <https://lfplakefrontpark.com/>

VI. Legislative Update

- The Legislative Steering Committee will be meeting with Gordon Thomas Honeywell (GTH) in early October. Shelly of GTH will attend the October 26, 2023, city council meeting to discuss the upcoming session and the city's legislative priorities.

VII. Community Events

Recycling Collection Event with the City of Kenmore September 30, 2023!

The Cities of Lake Forest Park and Kenmore are partnering for a combined Recycling Collection Event! Take a look at the [Event Flyer](https://www.cityoflfp.gov/DocumentCenter/View/11318/2023-Ken-LFP-Sept-RCE-Flyer) (<https://www.cityoflfp.gov/DocumentCenter/View/11318/2023-Ken-LFP-Sept-RCE-Flyer>) to view the full list of what you can and cannot bring. Please be aware fees do apply for certain items. The collection event will take place Saturday, September 30, 2023 from 9:00 a.m. to 3:00 p.m. at [Northlake Lutheran Church](#).

Items you can bring ([please view the event flyer for full details and information](#)):

Tires*, Propane Tanks*, Electronic Equipment, Appliances and Scrap Metal*, Cardboard, Porcelain Toilets & Sinks*, Lead Acid & Household Batteries, Mattresses*, Paper Shredding (4 box limit), Clean Bulky Wood, and Refrigerators & Freezers*.

*Fees apply

Please note: No flat beds or dump trucks allowed. We reserve the right to refuse over-sized, commercial, contaminated, excessive, or unacceptable loads.

VIII. Upcoming City Sponsored Events

[Recycling Collection Event with the City of Kenmore September 30, 2023!](#)

September 30, 2023, 9:00 AM - 3:00 PM @ [Northlake Lutheran Church](#)

IX. Meetings Calendar

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

October 3, 2023, 7:00 PM @ City Hall and via Zoom

[Tree Board Meeting \(Hybrid\)](#)

October 4, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[City Council Joint Special Meeting with Kenmore and Shoreline](#)

October 9, 2023, 5:45 PM - 6:45 PM @ Shoreline City Hall, 17500 Midvale Avenue N, Shoreline, WA 98133

[Planning Commission Regular Meeting \(hybrid meeting\)](#)

October 10, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[North King County Coalition on Homelessness](#)

October 12, 2023, 1:00 PM - 2:30 PM

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

October 12, 2023, 6:00 PM - 7:00 PM @ City Hall and via Zoom

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

October 12, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom