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CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING

Thursday, October 08, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Please note, this link works for both the Work Session (6:00 p.m.) and Regular Meeting (7:00 p.m.).

Join Zoom Webinar: https://us06web.zoom.us/j/89716009522
Call into Webinar: 253-215-8782 | Webinar ID: 897 1600 9522

The City Council is providing opportunities for public comment by submitting a written comment or by attending in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending the meeting in person, 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. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

Written comments will be submitted to the 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. The City Clerk will read your name and subject matter into the record during Public 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.cityoflfp.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. **PUBLIC COMMENTS**

   The Council will not be accepting online public comments. Comments are limited to a three (3) minute time limit.

   This is an opportunity for the public to address the City Council on any item within its purview or control.

   - *Oral public comments are only accepted in person to ensure the orderly conduct of the meeting.*
   - *Speakers are limited to three (3) minutes.*
   - *Councilmembers may not respond during public comments, but may ask staff to follow up, if appropriate.*
   - *Public comments may not be used to promote or oppose candidates for public office or ballot measures.*
   - *The Mayor or presiding officer may interrupt comments that violate these instructions, are unrelated to the Council's purview or control, or otherwise hinder the orderly conduct of the meeting.*

5. **PROCLAMATIONS**

   A. Recognizing October 2026 as Domestic Violence Awareness Month

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 21, 2026 Committee of the Whole Meeting Notes

   B. September 24, 2026 City Council Special Work Session Minutes

   C. September 24, 2026 City Council Regular Meeting Minutes

   D. City Expenditures for the Period Ending October 8, 2026

7. **OLD BUSINESS**

   A. Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project *(Second Presentation)*

B. 2026 Police Commander Salary Schedule Market Adjustment (Request to waive three touches/Action)

C. Reallocation of 1.0 FTE Support Services Officer Position (Request to waive the three touches/Action).

8. NEW BUSINESS

A. Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement (First Presentation)

B. Amending the Lake Forest Park Municipal Code Chapter 10.06, Automated Traffic Safety Cameras, regarding fines (First Presentation)

9. COUNCIL DISCUSSION AND ACTION

A. Proposed 2027-2028 Biennial Budget - City Council Deliberations and Recommendations

10. COUNCILMEMBER REPORTS

11. MAYOR'S REPORT

12. CITY ADMINISTRATOR'S REPORT

A. October 8, 2026 City Administrator's Report

13. OTHER BUSINESS

14. ADJOURN

FUTURE SCHEDULE

- Thursday, October 15, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

- Monday, October 19, 2026, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, October 22, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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

PROCLAMATION

WHEREAS, October is recognized as National Domestic Violence Awareness Month that first began in 1981 by the National Coalition Against Domestic Violence as a Day of Unity to connect battered women's advocates across the country; and

WHEREAS, domestic violence is a pattern of physical, emotional, verbal, and/or sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control; and

WHEREAS, domestic violence is an intentional pattern of behavior that is used by one person to harm and take power and control over another person in the context of a date, family, roommate, or caretaker relationship; and

WHEREAS, domestic violence is an epidemic affecting individuals in every community, regardless of age, economic status, sexual orientation, gender, race, religion, or nationality; and

WHEREAS, 24 people per minute are victims of domestic violence – more than 12 million women and men over the course of a single year – and every 9 seconds in the United States, a woman is assaulted or beaten; and

WHEREAS, 1 in 3 women and 1 in 4 men in the United States are victims of domestic violence and 15.5 million children witness domestic violence each year; and

WHEREAS, survivors of domestic violence are more likely to experience mental health repercussions including being more likely to meet the criteria for PTSD; develop symptoms of depression or a major depressive disorder; engage in self-harming behaviors; have suicidal thoughts or attempt suicide; be diagnosed with an anxiety disorder; or have a substance use disorder; and

WHEREAS, only about half of domestic violence incidents are reported to law enforcement; and

WHEREAS, the City of Lake Forest Park remains committed to a professional response to incidents of domestic violence in our region.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim the month of October 2026 as

DOMESTIC VIOLENCE AWARENESS MONTH

in the City of Lake Forest Park and call upon all community members to speak out against domestic violence and support local efforts to assist victims of these crimes in finding the help and healing they need.

Signed this 8th day of October 2026

_____

Tom French, Mayor

CITY OF LAKE FOREST PARK
COUNCIL COMMITTEE OF THE WHOLE MEETING NOTES
September 21, 2026

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

Councilmembers present: Tracy Furutani, Deputy Mayor; Larry Goldman, Vice Chair; Paula Goode, Matt Muilenburg (via Zoom), Josh Rosenau

Councilmembers absent: Semra Riddle, Ellyn Saunders

Staff present: Tom French, Mayor; Diego Zanella, Police Chief; Leslie Peterson, Finance Director; Shannon Moore, HR Director; Matt McLean, City Clerk

Others present: 2 visitors

CALL TO ORDER

Deputy Mayor Furutani called the Committee of the Whole meeting of September 21, 2026, to order at 6:00 p.m.

PUBLIC COMMENT

Deputy Mayor Furutani invited comments from the public.

Julian Andersen provided comments regarding Exhibit A to Resolution 26-2084, which placed Proposition 1 on the November 2026 ballot.

There being no one else in the audience wishing to speak, Deputy Mayor Furutani closed public comment.

DISCUSSION ITEMS

Department Presentations of the Mayor's Preliminary Budget

Municipal Services

Clerk McLean presented the Municipal Services Department budget and responded to Council questions.

Human Resources

Director Moore gave a brief presentation and responded to Council questions.

DRAFT

Public Safety

Chief Zanella and Commander Adams presented the Public Safety budget and responded to Council questions.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:54 p.m.

_____
Tracy Furutani, Deputy Mayor

_____
Matt McLean, City Clerk

DRAFT

CITY OF LAKE FOREST PARK
CITY COUNCIL SPECIAL WORK SESSION MEETING MINUTES
September 24, 2026

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

Councilmembers present: Tracy Furutani, Deputy Mayor; Larry Goldman, Vice Chair; Paula Goode, Matt Muilenburg, Semra Riddle, Josh Rosenau

Councilmembers absent: Ellyn Saunders

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Nova Heaton, Public Works Director; Mark Hofman, Community Development Director; Matt McLean, City Clerk

Others present: 3 visitors

CALL TO ORDER

Deputy Mayor Furutani called the City Council special work session meeting of September 24, 2026, to order at 6:00 p.m.

ADOPTION OF AGENDA

Cmbr. Riddle moved to adopt the agenda as presented. ***Cmbr. Goode seconded. The motion carried by unanimous consent.***

COUNCIL DISCUSSION TOPICS

Department Presentations of Mayor's Preliminary Budget

Community Development

Director Hofman gave a brief presentation and responded to Council questions.

Mayor French arrived at 6:15 p.m.

Ms. Davison gave a brief presentation on climate and responded to Council questions.

Public Works

Director Heaton presented the Public Works budget and responded to Council questions.

ADJOURNMENT

There being no further business, Mayor French adjourned the meeting at 6:53 p.m.

Tom French, Mayor

Matt McLean, City Clerk

CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
September 24, 2026

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

Councilmembers present: Tracy Furutani, Deputy Mayor; Larry Goldman, Vice Chair; Paula Goode, Matt Muilenburg, Semra Riddle, Josh Rosenau

Councilmembers absent: Ellyn Saunders

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Leslie Peterson, Finance Director; Diego Zanella, Police Chief; Nova Heaton, Public Works Director; Mark Hofman, Community Development Director; Matt McLean, City Clerk

Others present: 18 visitors

CALL TO ORDER

Mayor French called the regular City Council meeting of September 24, 2026, to order at 7:00 p.m.

FLAG SALUTE

Mayor French led the Pledge of Allegiance.

ADOPTION OF AGENDA

Vice Chair Goldman moved to amend the agenda by adding items 6.C Recognizing October 1-8, 2026 as Week Without Driving and 6.D Recognizing September 25, 2026 as Dolly Parton Day. ***Deputy Mayor Furutani seconded. The motion to adopt the agenda as amended carried unanimously.***

PUBLIC COMMENTS

Mayor French invited comments from the public.

There being no one in the audience wishing to speak, Mayor French closed public comment.

DRAFT

PUBLIC COMMENT AND POSSIBLE ACTION ON STATEWIDE INITIATIVE MEASURES

Staff overview of the process for Council adoption of Resolutions supporting or opposing Initiative Measures IL26-002, IL 26-638, IP26-645.

Clerk McLean gave a brief overview of the process and responded to Council questions.

Public Comment Regarding Resolution 26-2100/Considering Whether to Take a Position on Statewide Initiative IL26-001 Concerning Parental Rights Relating to Their Children in Public School

Mayor French opened the public hearing regarding Statewide Initiative IL26-001.

The following people provided comments in opposition to IL26-001:

- Jan Young
- David Farkas
- Catherine Kernan
- Cailin Welsh (opposed but did not provide oral comment)

The following people provided written comments in opposition to IL26-001:

- Justine Alexandra
- Ginger Chien
- Gay Armsden
- Donna & Gary Hawkey
- Amy Cadwell
- Sally & Sadie Yamasaki
- Lina, Lara & Dan Benson
- Sarah Phillips
- Connie & Byron Barnes
- Luanne Brown

The Council received no comments in support of IL26-001.

There being no one else in the audience wishing to provide comment, Mayor French closed the public hearing.

Deputy Mayor Furutani moved to approve a Resolution opposing IL26-001. ***Cmbr. Riddle seconded. The motion to approve Resolution 26-2100/In Opposition to Initiative Measure No. IL26-001 Concerning Parental Right Relating to Their Children in Public School.***

Public Comment Regarding Resolution 26-2101/Considering Whether to Take a Position on Statewide Initiative IL26-638 Concerning Participation in Athletics at K-12 Schools.

DRAFT

Mayor French opened the public hearing regarding Statewide Initiative IL26-638.

The following people provided comments in opposition of IL26-638:

- Jan Young
- Jean Farkas
- Catherine Kernan
- Martha Welsh
- Cailin Welsh
- Ken Kassover (opposed but did not provide oral comment)

The following people provided written comments in opposition to IL26-638:

- Justine Alexandra
- Ginger Chien
- Gay Armsden
- Donna & Gary Hawkey
- Amy Cadwell
- Sally & Sadie Yamasaki
- Lina, Lara & Dan Benson
- Sarah Phillips
- Connie & Byron Barnes
- Luanne Brown
- Kelly Weibel

The Council received no comments in support of IL26-638.

There being no one else in the audience wishing to provide comment, Mayor French closed the public hearing.

Cmbr. Riddle moved to approve a Resolution opposing IL26-638. ***Vice Chair Goldman seconded. The motion to approve Resolution 26-2101/In Opposition to Initiative Measure No. IL26-638 Concerning Participation in Athletics at K-12 Schools.***

Public Comment Regarding Resolution 26-2102/Considering Whether to Take a Position on Statewide Initiative IP26-645 Concerning State and Local Taxes.

Mayor French opened the public hearing regarding Statewide Initiative IP26-645.

The following people provided comments in opposition of IP26-645:

- Catherine Kernan
- David Farkas
- Ken Kassover
- Jean Farkas (opposed but did not provide oral comment)
- Cailin Welsh (opposed but did not provide oral comment)

DRAFT

The following people provided written comments in opposition to IP26-645:

- Sally & Sadie Yamasaki
- Lina, Lara & Dan Benson
- Sarah Phillips
- Connie & Byron Barnes

The Council received no comments in support of IP26-645.

There being no one else in the audience wishing to provide comment, Mayor French closed the public hearing.

Cmbr. Riddle moved to approve a Resolution opposing IP26-645. ***Cmbr. Rosenau seconded. The motion to approve Resolution 26-2102/In Opposition to Initiative Measure No. IP26-645 Concerning State and Local Taxes.***

PROCLAMATIONS

Recognizing October 2026 as Breast Cancer Awareness Month

Cmbr. Riddle read the proclamation.

Recognizing October 2026 as Freedom to Read Month

Mayor French read the proclamation.

Recognizing October 1-8, 2026 as Week Without Driving

Vice Chair Goldman read the proclamation.

Recognizing September 25, 2026 as Dolly Parton Day

Cmbr. Rosenau read the proclamation.

Mayor French called for an 8-minute recess at 8:15 p.m. The meeting was reconvened at 8:23 p.m.

PRESENTATIONS

Mayor's Preliminary 2027-2028 Biennial Budget

Administrator Hill gave a brief presentation and responded to Council questions along with Mayor French.

DRAFT

CONSENT CALENDAR

Cmbr. Riddle moved to approve the Consent Calendar. ***Deputy Mayor Furutani seconded. The motion carried by unanimous consent.***

A. September 10, 2026 City Council Regular Meeting Minutes
B. September 17, 2026 Budget & Finance Committee Meeting Minutes
C. An Accounts Payable dated 9/24/2026 Claim Fund Check Nos. 89732 through 89788 in the amount of $1,116,563.93, an 8/21/2026 Payroll Fund ACH transaction in the amount of $188,958.34, a 9/8/2026 Payroll Fund ACH transaction in the amount of $207,703.84, and a 9/8/2026 Direct Deposit transaction in the amount of $217,988.00. Additional approved transactions: Elavon, $1,317.32; Invoice Cloud, $1,575.75; State of Washington, $11,470.62; Wex Bank, $74.80. Total approved claim fund transactions: $1,745,652.60.
D. Resolution 26-2099/Cancelling, Pursuant to RCW 39.56.040, Certain Checks of the City of Lake Forest Park not Presented to the City for Payment Within One Year of their Issues to be Turned Over to the State

OLD BUSINESS

Resolution 26-2093 and Resolution 26-2094/Authorizing the Mayor to Sign Professional Services Agreements with Facet NW, Inc. for On-Call Arborist Support Services and Arborist Services to Support the Sound Transit Bus Rapid Transit (ST3) Permit Review

Director Hofman briefly introduced the item.

Cmbr. Riddle moved to approve Resolution 26-2093/Authorizing the Mayor to Sign the Professional Services Agreement with Facet NW, Inc. for On-Call Arborist Support Services to Support Tree Permit Review. ***Deputy Mayor Furutani seconded. The motion to approve Resolution 26-2093 carried unanimously.***

Cmbr. Riddle moved to approve Resolution 26-2094/Authorizing the Mayor to Sign the Professional Services Agreement with Facet NW, Inc. for On-Call Arborist Services to Support the Sound Transit Bus Rapid Transit (ST3) Permit Review. ***Deputy Mayor Furutani seconded. The motion to approve Resolution 26-2094 carried unanimously.***

COUNCIL DISCUSSION AND ACTION

Cmbr. Riddle shared a brief reminder that the full Council now makes up the Budget & Finance Committee.

COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they had attended.

Mayor French gave a brief report.

Administrator Hill gave a brief report.

OTHER BUSINESS

Deputy Mayor Furutani moved to excuse Councilmember Saunders. ***Cmbr. Goode seconded. The motion carried with Cmbr. Riddle dissenting.***

ADJOURNMENT

There being no further business, Mayor French adjourned the meeting at 9:30 p.m.

_____
Tom French, Mayor

_____
Matt McLean, City Clerk

DRAFT

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
10/08/26

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, an Accounts Payable Dated 10/8/2026 CLAIM FUND Check Nos. 89789 through 89832 in the amount of $156,791.05, a 9/23/26 PAYROLL FUND ACH transaction in the amount of $195,505.84, and a 9/23/26 DIRECT DEPOSIT transaction in the amount of $222,420.54, are approved for payment this 8th day of October 2026.

Additional approved transactions are:
ACH transaction US Bank Statement in the amount of $26,389.74

Total approved claim fund transactions: $601,107.17

City Clerk

Mayor

Finance Committee

Bank Reconciliation

Checks by Date

User: sschindele
Printed: 10/01/2026 - 10:15AM
Bank Accounts: Operatin
System:
Cleared and Not Cleared Checks
Check Date: From 10/08/2026 To 10/08/2026
Print ACH Checks: True

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
89789	10/8/2026	RAUL AGUIRRE		AP		280.00
89790	10/8/2026	AMINE EL FAJRI		AP		280.00
89791	10/8/2026	ARETE LAW GROUP		AP		3,613.50
89792	10/8/2026	ADRIAN ARIAS		AP		140.00
89793	10/8/2026	AURORA RENTS INC		AP		163.29
89794	10/8/2026	BIO CLEAN, INC.		AP		1,214.40
89795	10/8/2026	BUENAVISTA SERVICES INC		AP		5,940.00
89796	10/8/2026	CHICAGO TITLE		AP		765.24
89797	10/8/2026	CLASISSA SUREK CLARK		AP		140.00
89798	10/8/2026	Mark Curtis		AP		654.52
89799	10/8/2026	DAVID EVANS & ASSOCIATES INC		AP		2,488.72
89800	10/8/2026	DIMITRI BALASHOV		AP		140.00
89801	10/8/2026	FACET INC		AP		3,475.62
89802	10/8/2026	SAMANTHA GOUIN		AP		768.63
89803	10/8/2026	GREAT WESTERN RECREATION		AP		8,393.14
89804	10/8/2026	DEPARTMENT 32 - 2501271310 HOM		AP		20.82
89805	10/8/2026	INFOBIP VOICE INC		AP		1,049.48
89806	10/8/2026	JET CITY PRINTING INC		AP		908.88
89807	10/8/2026	KEENEY'S OFFICE INTERIORS		AP		4,937.45
89808	10/8/2026	KINCH INTERPRETING LLC		AP		140.00
89809	10/8/2026	KING COUNTY DEPT OF NATURAL		AP		1,872.00
89810	10/8/2026	Dept Of Adult And Juvenile Det KING		AP		15,214.42
89811	10/8/2026	KING COUNTY PET LICENSE		AP		135.00
89812	10/8/2026	LAW OFFICES OF CHRISTIAN W SM		AP		300.00
89813	10/8/2026	Public Safety Psychological Services, P		AP		520.00
89814	10/8/2026	MERGIA SONESSA		AP		126.00
89815	10/8/2026	NORTHSHORE UTILITY DISTRICT		AP		15,718.25
89816	10/8/2026	OFFICE DEPOT INC		AP		69.15
89817	10/8/2026	O'REILLY AUTOMOTIVE STORES, I		AP		17.67
89818	10/8/2026	OTAK		AP		8,889.50
89819	10/8/2026	PACIFIC OFFICE AUTOMATION		AP		1,158.94
89820	10/8/2026	PROGRESSIVE ANIMAL WELFARE		AP		476.00
89821	10/8/2026	PUGET SOUND ENERGY		AP		92.90
89822	10/8/2026	PUGET SOUND EXECUTIVE SERVI		AP		1,632.81
89823	10/8/2026	RAJYANESSA VALOAGA		AP		243.87
89824	10/8/2026	ROBERT HALF INTERNATIONAL, II		AP		4,304.93
89825	10/8/2026	SNOHOMISH CO SHERIFF'S OFFICI		AP		229.84
89826	10/8/2026	STEWART MACNICHOLS HARMEL		AP		11,250.00
89827	10/8/2026	USI, INC.		AP		129.31
89828	10/8/2026	VENTILATION POWER CLEANING,		AP		57,846.80
89829	10/8/2026	WALLYS TOWING INC		AP		164.39
89830	10/8/2026	WASHINGTON CRIMINAL JUSTICE		AP		451.54
89831	10/8/2026	ZALDIBAR		AP		210.00
89832	10/8/2026	ZOEY SPEARS		AP		224.04

Check No	Check Date	Name	Comment	Module	Clear Date

Total Check Count:	44
Total Check Amount:	156,791.05

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
Printed: 10/1/2026 10:16 AM

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	09/23/2026	41,570.35
ACH	NAVIA	NAVIA BENEFIT SOLUTIONS, INC.	09/23/2026	509.80
ACH	NAVIAFSA	NAVIA - FSA	09/23/2026	29.17
ACH	NAVIAHRA	NAVIA - HRA	09/23/2026	233.33
ACH	PFLTRUST	LFP PFL TRUST ACCOUNT	09/23/2026	3,584.01
ACH	TEAMDR	NATIONAL D.R.I.V.E.	09/23/2026	4.45
ACH	Z401AL	VANTAGEPOINT TRANSFER AGENTS-	09/23/2026	767.05
ACH	Z457	VANTAGEPOINT TRANSFER AGENTS-	09/23/2026	10,770.73
ACH	ZAWC	AWC	09/23/2026	1,980.02
ACH	ZEMPSEC	EMPLOYMENT SECURITY DEPT.	09/23/2026	1,585.85
ACH	ZEMPWACA	WA.CARES TAX	09/23/2026	1,346.50
ACH	ZGUILD	LFP EMPLOYEE GUILD	09/23/2026	925.00
ACH	ZICMA	VANTAGEPOINT TRANSFER AGENTS-	09/23/2026	38,475.82
ACH	ZL&I	WASHINGTON STATE DEPARTMENT C	09/23/2026	10,423.69
ACH	ZLEOFF	LAW ENFORCEMENT RETIREMENT	09/23/2026	15,523.57
ACH	ZLFPIRS	LAKE FOREST PARK/IRS	09/23/2026	44,050.80
ACH	ZPERS	PUBLIC EMPLOYEES RETIREMENT	09/23/2026	22,939.08
ACH	ZTEAM	TEAMSTERS LOCAL UNION #117	09/23/2026	292.40
ACH	ZWATWT	WASHINGTON TEAMSTERS WELFARE	09/23/2026	494.22
			Total for 9/23/2026:	195,505.84
			Report Total (19 checks):	195,505.84

Bank Reconciliation

Checks by Date

User: sschindele
Printed: 10/01/2026 - 10:17AM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 09/23/2026 To 09/23/2026
Print ACH Checks: True

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	9/23/2026		DD 00523.09.2026	PR		222,420.54
					Total Check Count:	1
					Total Check Amount:	222,420.54

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
Printed: 10/1/2026 10:18 AM

Check No	Vendor No	Vendor Name	Check Date	Check Amount
92603791	AMERICAN	AMERICAN AIRLINES	09/15/2026	284.39
92603793	ALASKA	ALASKA AIR GROUP, INC.	09/15/2026	264.40
92606311	INGALLIN	INGALLINA'S BOX LUNCHES	09/15/2026	225.85
92609381	WMCA	WMCA TREASURER	09/15/2026	400.00
92626541	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	463.67
92626542	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	36.08
92627512	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	242.26
92627513	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	242.86
92627514	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	107.64
92627515	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	118.97
92627516	WASABI	WASABI TECHNOLOGIES, INC	09/15/2026	185.06
92627881	WESTACE	WESTLAKE HARDWARE WA-153	09/15/2026	516.28
92627882	INTEGPHN	INTEGRA TELECOM, INC.	09/15/2026	1,991.29
92627883	PACTOP	PACIFIC TOPSOILS, INC.	09/15/2026	302.00
92627884	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	49.88
92627885	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	25.02
92627886	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	310.07
92627887	SUMMITLA	SUMMIT LAW GROUP PLLC	09/15/2026	622.50
92627888	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	87.03
92627889	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	54.73
92633461	COURTYAR	COURTYARD BY MARRIOTT	09/15/2026	-169.75
92634641	DUNN	DUNN LUMBER COMPANY	09/15/2026	135.03
92634642	HOMEDEPC	DEPARTMENT 32 - 2501271310 HOME I	09/15/2026	444.43
92643321	DISCOUNT	DISCOUNT TIRE	09/15/2026	19.89
92657001	BLUEBEAM	BLUEBEAM INC	09/15/2026	485.76
92657002	APAWA	AMERICAN PLANNING ASSOC. OF WA	09/15/2026	475.00
92657003	HILTON	HILTON	09/15/2026	334.53
92657004	APAWA	AMERICAN PLANNING ASSOC. OF WA	09/15/2026	600.00
92660601	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	30.90
92660602	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	8.82
92660603	HOMEDEPC	DEPARTMENT 32 - 2501271310 HOME I	09/15/2026	414.86
92660604	STAPLES	STAPLES ADVANTAGE	09/15/2026	309.11
92660605	DECALS	DECALS	09/15/2026	127.61
92660606	OFFICEDE	OFFICE DEPOT INC	09/15/2026	134.67
92660607	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	89.63
92668881	ULINE	ULINE INC	09/15/2026	123.81
92668882	HOMEDEPC	DEPARTMENT 32 - 2501271310 HOME I	09/15/2026	2,550.24
92668883	GUARDIAN	GUARDIAN ALLIANCE TECHNOLOGI	09/15/2026	50.00
92689531	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	17.87
92689532	MRT	MR. T'S TROPHIES	09/15/2026	265.93
92699151	AMAZON	AMAZON CAPITAL SERVICES INC	09/15/2026	266.15
92699153	FEDEXFRE	FEDEX FREIGHT	09/15/2026	21.76
92699154	CARHARTT	CARHARTT	09/15/2026	319.06
92699155	CHUCKOLS	CHUCK OLSON INC	09/15/2026	18.19
92699156	TRUPANIO	TRUPANION	09/15/2026	140.91
926278810	GOODTOGC	GOOD TO GO	09/15/2026	1.55
926278811	SMARSH	SMARSH	09/15/2026	2,757.02

Check No	Vendor No	Vendor Name	Check Date	
926278812	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	56.52
926278813	NWCASCA	NORTHWEST CASCADE, INC.	09/15/2026	210.35
926278814	VERIZWIR	VERIZON WIRELESS	09/15/2026	2,953.89
926278815	KDHCONSU	KDH CONSULTING, INC	09/15/2026	285.94
926278816	NWCASCA	NORTHWEST CASCADE, INC.	09/15/2026	551.30
926278817	NWCASCA	NORTHWEST CASCADE, INC.	09/15/2026	472.65
926278818	SEATIMEA	THE SEATTLE TIMES	09/15/2026	1,070.89
926278819	NWCASCA	NORTHWEST CASCADE, INC.	09/15/2026	193.30
926278820	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	44.89
926278821	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	3,741.86
926278822	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	279.34
926278823	SEALIGHT	SEATTLE CITY LIGHT	09/15/2026	25.85
			Total for 9/15/2026:	26,389.74
			Report Total (59 checks):	26,389.74

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 8, 2026
Originating Department	Public Works
Contact Person	Katie Phillips, Project Manager
Title	Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project *(Second presentation)*

Legislative History

- First Presentation — October 1, 2026, Special Work Session
- Second Presentation — October 8, 2026, Regular Meeting

Attachments:

1. Resolution 26-2098
2. Professional Services Agreement with Skillings, Inc.

Executive Summary

The Department of Public Works (DPW) recommends awarding a Professional Services Contract to Skillings, Inc. (Consultant) in the amount of $1,135,043.00 to advance the Beach Drive Lift Station Project (Project) from the existing 30% design through 100% design and subsequent Ready for Construction (RFC) documents. The contract will be supported by the Sewer Capital Fund.

Background

The current sewer configuration that serves the Civic Club, the future Lakefront Park, and five homes immediately to the East, includes two lift stations and a sewer main that runs through private property along Lake Washington's edge. While still functional, the current sewer configuration is past its recommended service life.
This Project aims to decrease long-term maintenance costs by consolidating two lift stations into one and relocating the connected sewer main to the right-of-way. The City has achieved 30% design for the Project and wishes to advance the Project to a 100% design deliverable through the PSA.

A Request for Qualifications (RFQ) for 100% design of the Project was publicly advertised. The City received one proposal in response to our RFQ, from Skillings, Inc.

The Consultant's scope and fee proposal is contained within the Professional Services Agreement attached as Attachment 2. Milestone deliverables include: project management and coordination; topographic survey and mapping; utility data acquisition and potholing; validation and refinement of the existing 30% design; advancement of design and development of 60%, 90%, and 100% Plans, Specifications, and Estimates (PS&E); Opinions of Probable Construction Cost at design milestones; preparation of final specifications and Ready for Construction documents; bid support; electrical engineering; geotechnical engineering; environmental permitting and agency coordination; right-of-way, easement, and property-owner coordination; side-sewer relocation/restoration planning; and community involvement/public outreach. The scope also includes preparation and coordination of the Final Engineering Report and Washington State Department of Ecology review and approval. City staff find the scope and fee appropriate for the required work and DPW finds Skillings, Inc. qualified to complete the work.

The City estimates that design will account for approximately 15% of the overall project cost. The proposed professional services agreement has a not-to-exceed amount of $1,135,043.00. Following City Council authorization and contract execution, the design effort is anticipated to begin on January 31, 2027. The broad project schedule below reflects the anticipated start and is subject to refinement as design, permitting, property/easement coordination, funding, and agency reviews progress. Construction is presently anticipated to begin in January 2029; the construction advertisement date will be established as those prerequisites and bid authorization are completed.

Anticipated Project Schedule

Design Development - approximately January 31, 2027

60% Design - approximately May 31, 2027

90% Design - approximately July 31, 2027

100% Design - approximately September 30, 2027

Ready for Construction (RFC) Documents - approximately November 30, 2027

Construction Advertisement/Bidding – Date to be established following final design, permitting, easement/property coordination, funding, and bid authorization

Anticipated Construction Start - January 2029

Fiscal & Policy Implications

This Project is supported by the Sewer Capital Fund.

Alternatives

Options	***Results***
• Approve Resolution	The City will contract with Skillings, Inc. for 100% design of the Beach Drive Lift Station.
• No Action	The City will not contract with Skillings, Inc.

Staff Recommendation

Move to approve Resolution 26-2098 authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project

RESOLUTION NO. 26-2098

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH SKILLINGS, INC. FOR 100% DESIGN OF THE BEACH DRIVE LIFT STATION PROJECT

WHEREAS, the City desires to complete 100% design of the Beach Drive Lift Station; and

WHEREAS, the City publicly advertised the project seeking proposals to complete 100% design; and

WHEREAS, the Consultant provided the City with a proposal to complete 100% design of the project, which City staff have reviewed and found acceptable;

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

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign the Professional Services Agreement with Skillings, Inc. included herewith as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____, 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matthew McLean

City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2098

CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: Beach Drive Lift Station 100% Design

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK,** a Washington municipal corporation (the "City"), and **Skillings, Inc.** (the "Consultant"), is dated this _____ day of _____ 20_____.

Consultant Business:	Skillings, Inc.
Consultant Address:	5016 Lacey Blvd. SE, Lacey, WA 98503
Consultant Phone:	360-491-3399
Consultant Fax:	N/A
Contact Name	Robin Nelson, P.E.
Consultant e-mail:	rnelson@skillings.com
Federal Employee ID No.:	91-1212924
Authorized City Representative for this contract:	Katie Phillips

WHEREAS, the City desires to complete 100% design of the Beach Drive Lift Station; and

WHEREAS, the City publicly advertised the project seeking proposals to complete 100% design; and

WHEREAS, the Consultant provided the City with a proposal to complete 100% design of the project, which City staff have reviewed and found acceptable;

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 Beach Drive Lift Station 100% Design project (collectively “Scope of Work” or the “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(s) of the Work shall be Robin Nelson. The project manager(s) 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, 2028, 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 one million, one-hundred and thirty-five thousand, forty-three Dollars ($1,135,043.00) as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

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

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 the City's Accounting Supervisor, ap@cityoflfp.gov, 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 and B according to the schedule established in Exhibits A and B. 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 voice, 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: Katie Phillips, Project Manager
Department of Public Works
17425 Ballinger Way NE
Lake Forest Park, WA 98155

B. Notices to the Consultant shall be sent to the following address:
Skillings, Inc.
Attn: Robin Nelson, P.E.
5016 Lacey Blvd. SE
Lacey, WA 98503

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.

	CONSULTANT:
CITY OF LAKE FOREST PARK WASHINGTON By: _____ Thomas French, Mayor _____ Date	**Skillings, Inc.** By:_____ Typed/Printed Name: _____ Signature _____ Title _____ Date
ATTEST: _____ Matthew McLean, City Clerk Date: _____	

APPROVED AS TO FORM: Kim Adams Pratt, City Attorney Date: _____	

EXHIBIT A
SCOPE OF WORK

Prepared for:

CITY OF LAKE FOREST PARK
BEACH DRIVE SEWER IMPROVEMENTS
(Final)

Introduction:

The City owns and operates two existing lift stations located within the Beach Drive NE right-of-way. The two lift stations were constructed in 1961, rehabilitated in 2002, and are past their intended operating lives. The City plans to replace the two lift stations with a single lift station. The City has completed preliminary due diligence for the project advancing design concepts to a 30% stage.

The project scope includes the design of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club and community park on a 0.1-mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design of new sewer laterals for the impacted properties. It is the City's intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

The City previously contracted with a consultant to develop 30% design plans that reflect this scope of work. These plans and associated files were provided to guide the preparation of this scope of work.

The project site includes critical areas (wetlands, stream buffer, and seismic hazards) and abuts Lake Washington. Additionally, the project will require work on private property in a sensitive community. Acquiring temporary construction easements will be a prerequisite to the construction phase of the project and will be included in the full design package.

Reference Documents:

The latest version of the **documents** will be used to provide guidance and background data for the development of the General Sewer Plan.

- Department of Ecology "Criteria for Sewage Works Design" August 2023
- City of Lake Forest Park Design and Construction Standards
- Latest at the time of contract execution, WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction
- City of Lake Forest Park Comprehensive Plan, November 2024
- Preliminary Engineering Report Beach Drive Lift Station, December 2025
- Lift Station 16 and 17 O&M Manuals, 12/17/2002

Scope of Services:

Scope of Services shall include project management, engineering design services, surveying and utility data acquisition services, community engagement, geotechnical and electrical engineering to support civil design, environmental permitting, acquisition of rights of entry and temporary construction and permanent easements, and construction management and construction inspection services. Deliverables will be due to the City at the 60%, 90%, and 100% design milestones. Bid document deliverables will be due

following City concurrence with the 100% design deliverables. Bid support shall also be included in the Scope of Services.

TASK 100 PROJECT MANAGEMENT

Task Description:

Project Management includes the day-to-day coordination and management of the project design phase to ensure adequate resources are made available to achieve schedule and budget expectations for identified deliverables contained in this scope of work. Service includes but not limited to invoicing and progress reporting, progress meetings, QA/QC, and internal staff coordination and progress meetings.

Assumptions:

- Correspondence with the client will be through emails and phone calls.
- It is assumed the work will have a duration of 16 months from the notice to proceed.
- Bi-weekly progress meetings are assumed to be virtual via teams. We anticipate 32 bi-weekly progress meetings with City staff and project team estimated at 1.0 hr./ea.
- Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% plans, specifications and estimates, phases.
- Table 1 list the anticipated meetings for this project through delivery of bid documents. These meetings are intended to review deliverable content, discuss project status, provide technical guidance, provided direction and memorialize action items.
- Community open house meetings will be conducted to engage the local neighborhood and Skillings will support City staff as a technical resource.
- City Council presentations are included in this scope of work as defined in Table 1.
- Skillings will prepare the bid packaging and provide bid support including responding to bidder questions, reviewing the bid proposals, preparing certified bid tabulation, and providing a recommendation for award.
- Construction contract management and full-time Construction Inspection is included in this scope of work.
- Hultz/BHU will provide electrical engineering as a subconsultant to Skillings.
- HWA Geosciences will provide geotechnical engineering as a subconsultant to Skillings.
- A Management Reserve in the amount of $103,185.71 is established to provide the City with the flexibility to authorize additional funds to the Professional Services Agreement (AGREEMENT) for allowable unforeseen costs, time and materials tasks, or reimbursing the CONSULTANT for additional work beyond that already defined in this AGREEMENT.

Tasks:

- Schedule, coordinate, and attend project meetings throughout the duration of the project. **Table 1** defines these meetings indicating purpose, frequency and duration. Additionally, the consultant will provide meeting agendas, meeting minutes, and schedule updates included for each meeting.
- Meetings will provide interaction with City staff, Council, stakeholders and public sharing project progress, design directives, technical details, scheduling and responding to questions and concerns. Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% design phases, Skillings will conduct weekly internal staff meetings discussing task progress, work assignments, and technical resource needs. Attend and present project updates at City Council Meetings. Attend Community open house meetings to engage the local neighborhood. Skillings will support City staff as a technical resource.

- Provide in-house project and staff coordination. Weekly internal staff meetings will be conducted to discuss project status and scheduling, provide and oversee design assignments, provide technical direction to staff designers, convey design directives and provide technical guidance to designers, and coordinate QA/QC needs for PS&E. Project management Work Plans will be provided to document assigned directions and memorialize action items.
- Provide monthly invoices with Earned Value Reports and Progress Reports.
- Coordination and subconsultant management including processing invoicing, progress reporting, and coordination of deliverables.
- Prepare a Project Management Plan that includes the following.
    a. Communications plan
    b. Master deliverables list.
    c. Scope of Work and Level of Effort
    d. Project Budget and Budget Management
    e. Quality Management Plan
    f. Project Schedule
    g. Construction Opinion of Cost
    h. Change Management Plan and Scope Change Log
    i. Risk Management Plan and Risk Register
- Provide schedule updates.
- Provide monthly invoices with project update reports and earned value reports.
- Create a Comment Matrix form to document and track City comments and Skillings' responses to comments.
- Conduct QA/QC of all documents being formally submitted to the City.
- Attend two project open house / public outreach meeting. Prepare project posters and informational handouts.

Table 1

Description	Frequency	Duration	Est. Number
Bi-Weekly Progress Meeting City and Design Team	Bi-weekly	1.0 hrs	32
Design Review Meetings City	Milestones	6.0 hrs.	3
Community Open House City	TBD	6.0 hrs	3
Weekly In-House Team Meetings Skillings	Weekly	1.0 hrs.	64
Attend 3 City Council Meetings	TBD	6.0 hrs.	3

Deliverables:

- Project Management Plan
- Monthly invoices and earned value reports and progress reports.
- Materials for the public outreach meeting; project poster boards and informational handouts.
- Meeting Agendas and Minutes.
- Updated Project schedule
- Comment/Response Matrix
- Risk Register

- Change Management Matrix
- Updated Engineer's Estimate at project milestones of 60%, 90%, and 100% Plans, Specifications, and Estimates.

TASK 200 BEACH DRIVE TOPOGRAPHIC SURVEY

Task Description:

A topographic survey will be provided to support preparation of plans and specifications for construction of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club, and City Park on a 0.1 mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design and construction of new sewer laterals for the seven (7) impacted properties. It is the City's intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

Topographic survey will combine conventional ground survey and data collection with aerial drone photogrammetry. Aerial drone survey will focus on private property data collection to document and record existing conditions. Given the anticipated duration of the project, we recommend three (3) drone flights. The first to support conventional topographic ground survey and data collection to produce base mapping of the project limits. We recommend up to two (2) additional drone flights to document any changes on private property during the progression of the design to capture any changing conditions. Updates to the base mapping will be completed to reflect current conditions prior to release of the 100% PS&E package. The aerial photogrammetry will also be used to support development of exhibits to support Public Engagement.

Skillings will engage the services of Vendor to complete underground utility location and verification both within Beach Drive and for the five (5) private properties, Civic Club, and City Park along the new side sewer alignments. This Vendor will conduct location and potholing of existing utilities and prepare an inventory of potholing data to include depth from existing surface to top or pipe of conduit, size of pipe or conduit, and pipe or conduit material identification. Potholing will be conducted using vactor-extraction techniques to minimize restoration and access impacts. Each pothole will be numbered and data logged into a spreadsheet. The pothole locations will be documented by topographic survey and included in 60% PS&E. This information is required to not only inventory existing utilities but aid in utility coordination for the design effort.

Assumptions:

- A Record of Survey Map will be not required.
- New temporary construction easement areas will be staked in the field. This will be completed once the private side sewer alignments are confirmed in the design PS&E.
- Design Team will obtain rights of entry to the site, as needed to complete the survey.
- The survey topographic limits are defined as shown in the exhibit below.
- Up to three (3) drone flights are anticipated to document any changes to existing conditions on private property. Frequency will be determined with input and direction from City staff.
- This scope of work will include providing settlement monumentation at each of the five (5) residential homes fronting the Beach Drive sewer improvements in Beach Drive.

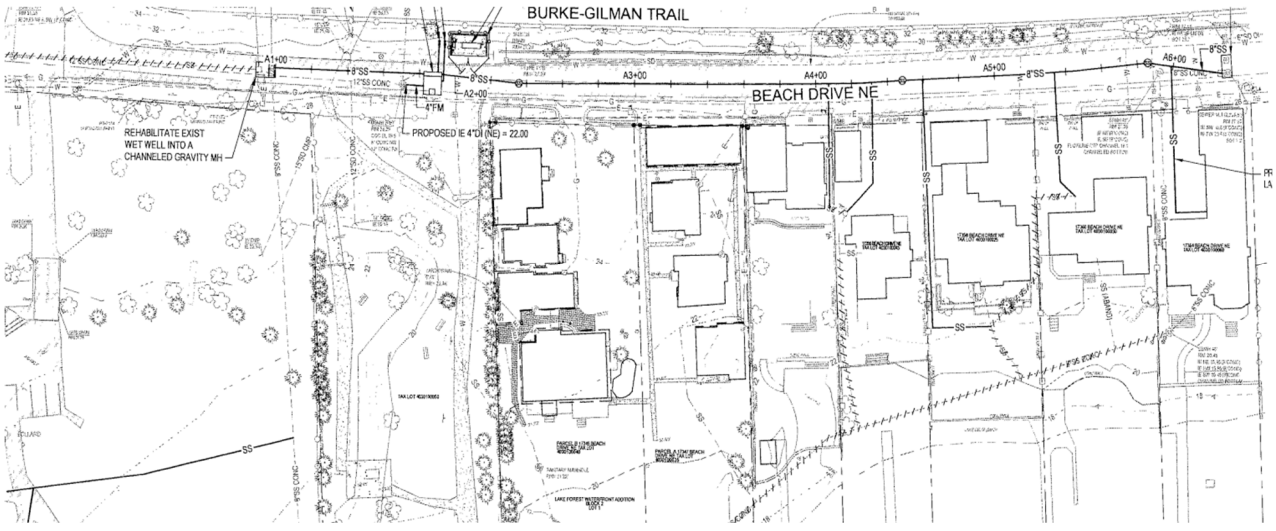
Task Description:

1. Review title reports for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points. Topographic survey of the area below.
4. Complete three (3) drone flights to document any changes to existing conditions on private property.
5. Topographic survey will identify and document existing structures and site conditions and install settlement monitoring benchmarks at defined structure locations for monitoring during construction.
6. Prepare letters to obtain right of entry. Letters to be sent by City-on-City letterhead. Skillings to provide form to be signed by property owner.
7. Topographic Survey of the area depicted in red on the attached Figure 2 Survey Limits map.
8. Process field data and develop AutoCAD base maps.
9. Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.
10. Survey Pothole Location.
11. Prepare temporary construction easement exhibit and legal description for construction of the rerouted side sewers from sewer cleanout to new sewer main in Beach Drive.
12. Prepare permanent easement exhibit and legal description for construction of the emergency generator.
13. Provide QA/QC for deliverables.

Deliverables:

- AutoCAD Topographic Survey base map.
- Temporary Construction Easement descriptions and exhibit maps.
- Right of entry documents
- Final easement exhibits and legal descriptions.

Survey Limits:



TASK 300 BEACH DRIVE SEWER IMPROVEMENTS DESIGN DEVELOPMENT

Task Description:

A preliminary engineering report was previously completed for this project in December 2025. The preliminary report described the following recommendations:

The City of Lake Forest Park operates two aging lift stations along Beach Drive NE that have exceeded their service life. This Preliminary Engineering Report recommends consolidating these facilities into a single, modern lift station to improve reliability, reduce maintenance, and coordinate with the City's upcoming Lakefront Park project. The proposed design includes a wet well/dry well configuration with increased pumping capacity to improve flushing velocity, power supply, new emergency backup, and controls. The project will also abandon the existing lake gravity sewer line and install a new gravity sewer in Beach Drive, while minimizing disruption to adjacent properties and park development. The project consolidates Lift Stations 16 and 17 into one facility positioned between the existing sites, with new gravity sewer, force main, and updated side sewer connections. Existing wet wells will be retrofitted for gravity flow, and the lake line will be abandoned. The estimated Opinion of Probable Construction Cost (OPCC) is approximately $3.5 million, with a range of $2.2 million to $6.2 million based on AACE Class 5 estimates. The project schedule anticipates permitting and final design completed in late 2027, and construction in late 2028.

Horizontal Directional Drilling, a trenchless technology, was proposed for installation of the new gravity sewer main in Beach drive as well as installation of the seven (7) side sewers to be reversed and connected from private property, Lake Forest Park Civic Club, and Lakefront Park to the gravity main in Beach Drive. Traditional excavation and fill techniques will be used to complete the side sewer connections to the new sewer main, complete installation of new manholes and the installation of the lift station.

The report also contained a geotechnical report along with environmental permitting research and recommendations as appendices to support the 30 percent concept. This report was not submitted to Department of Ecology for review and approval.

The design development phase for this project will validate the current 30 percent sewer concept for the Beach Drive sewer improvements provided in the Preliminary Engineering Report. This phase will include obtaining rights of entry from the affected private residents to allow for access completing the topographic mapping and utility potholing efforts to develop a representative base map of the project site. One additional geotechnical soil boring to confirm soil characterization and soil properties provided at the northerly end of the proposed gravity sewer to augment geotechnical investigations previously completed. Our design development will include validating the findings and conclusions reached in the Preliminary Engineering Report, augmenting with additional data to support the preferred trenchless alternatives and create a final Engineering report complying with Department of Ecology "Criteria for Sewage Works Design" and WAC 173-240-060. The final engineering report will be submitted to Ecology for review and approval and become the Basis for Design for preparing bid documents for construction.

Assumptions:

- Final Engineering Report will be prepared consistently with WAC 173-240-060 and Ecology Criteria for Sewage Works Design Manual. This scope of work is founded upon the premise that the sewer main and side sewers will be a gravity collection system. City staff indicated low pressure sewer systems (LPSS) were considered in the alternatives analysis and due to operation and maintenance limitations would not be pursued further.
- Design efforts will follow the City's Design Engineering and Construction standards.

- Design efforts shall follow Department of Ecology Criteria for Sewage Works design. Should the City's design standards conflict with DOE design guidelines, DOE guidelines prevail.
- An improvement plan will be prepared for each private residential lot requiring an adjusted gravity side sewer. Gravity side sewer locations and connections are assumed from provided as-builts.
- The project design will be predicated on the existing Beach Drive Lift Stations remaining online and functional during the construction of the new Beach Drive Lift Station. Once the new Beach Drive lift station is online, modifications will be completed converting existing lift station to gravity flow through manholes and connected to the new gravity sewer.
- A construction sequencing plan will be developed to accommodate installation of new gravity side sewers to the new gravity sewer main in Beach Drive.
- Temporary bypass pumping plans and specifications will be provided with the pump station design.
- The lake-line gravity sewer main from Beach Drive is to be cut, capped, abandoned, and filled with CDF (control density fill).
- The City will provide additional updated high alarm, pump run time, and flow monitoring records to augment previously provided data for the existing lift stations to further aid in design development.
- Potholing will be provided by vendor using vactor extraction techniques to provide subsurface utility location and characterization.
- Hultz/BHU will provide electrical engineering for the pump station, as required.
- HWA Geosciences, geotechnical engineer, will provide a geotechnical investigation for the Beach Drive sewer improvements and gravity sewer.
- Commonstreet will provide right of way support obtaining rights of entry for design phase services and temporary construction easements for construction phase activities on private property.
- The new Beach Drive pump station will be designed as a duplex wet well/dry well below grade pump station.
- It is anticipated that HDD trenchless technology will be used for gravity main installation.
- Underground utility locates will be provided by a vendor.
- New emergency generator design will be provided sufficiently sized to support lift station in the event of power outages and the cost for providing this generator will be included in all construction cost estimates.
- Rights of Entry will be acquired from each of the property owners to gain access onto private property for topographic survey.
- Side sewer connections will all be served by gravity. No grinder pumps are anticipated.

Tasks:

1. Utility Coordination: Coordinate with affected utility companies. Locate existing utilities. Pothole of existing utilities. Provide vendor coordination
2. Create 3D map of existing utilities.
3. Review existing documents provided by utilities.
4. Review 30% preliminary engineering report content and conclusions
5. Prepare risk assessments and risk register to address design solutions.
6. Design decision approval matrix.
7. Validate findings and conclusions reached in the Preliminary Engineering report. Prepare draft Final Engineering Report consistent with DOE Design Guidelines and WAC 173-240-060 documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan.
8. Prepare plans to reroute each affected Sanitary Side Sewer on each lot to the proposed gravity sewer. Show all work items to be constructed by the Contractor to reroute the side sewers. This

includes meeting with homeowners to determine location of existing sewer connection and routing of new sewer connections.

9. Update 30% Plans, Specifications, and Estimates to abandon the existing gravity sewer main in place, and the removal of the existing Beach Drive pump station force mains, abandoned gravity lines and power lines. This drawing will be used in the Engineering Report and environmental permit applications.
10. Research with utility contractors, potential ways, means and methods to install the gravity line with trenchless technology.
11. Prepare Quantity Take-off Notebook.
12. Update 30% Engineer's Estimate of Probable Cost to Construct.
13. Prepare project Specifications run list in CSI format.
14. Provide QA/QC of the updated 30% Plans, Specifications, and Estimates documents and draft Final Engineering Report.

Deliverables:

1. Rights of Entry for each of the property owners and Lake Forest Park Civic Club.
2. Risk register documenting risk assessments, in electronic pdf format
3. Design decisions matrix updates, in electronic pdf format.
4. 30% Plans update for the proposed gravity sewer line and abandon existing gravity sewer and abandoned Beach Drive pump station, in electronic pdf format.
5. Preliminary improvement plan for the five private residential properties, Civic Club and Lakefront Park requiring a rerouted side sewer included in the 30% update.
6. Updated Engineer's Estimate of Probable Cost to Construct.
7. Draft final engineering report for the proposed Beach Drive sewer improvements, submitted in electronic pdf format.

TASK 400 ENVIRONMENTAL DOCUMENTATION AND PERMITTING

Task Description:

The project corridor is located adjacent to Lake Washington and falls within the Shoreline Management Act (SMA) jurisdictional boundary and the Growth Management Act (GMA) boundary. The proposed work involves replacement of aging sewer infrastructure in an environmentally sensitive corridor and will require multiple environmental approvals from state and local agencies. The following sub-tasks make up the complete environmental permitting effort for the Beach Drive Sewer Improvements.

Task Assumptions:

- Permit fees are not included in this Scope of Work and will be paid directly by the City of Lake Forest Park.
- The Consultant will provide the City with regular updates on the status of pending permit applications as part of the monthly progress reporting described in Task 100.
- If any permit application requires significant additional effort beyond that described in this scope (e.g., full wetland delineation report, noise study, habitat mitigation plan, or federal ESA Section 7 consultation).It will be considered additional services and will be scoped and authorized by separate supplements.
- Shoreline permitting will require a public hearing. It is assumed that two (2) Skillings staff will attend the public hearing.
- It is assumed that two (2) staff will attend a pre-hearing check with City.

Task 401 - State Environmental Policy Act (SEPA)

Task Description:

A SEPA environmental checklist is required to determine whether the proposed project will have significant adverse environmental impacts. The SEPA Checklist is a requirement of the Shoreline Permit application process and is required for public review per the Washington State Environmental Policy Act.

Assumptions:

- The City of Lake Forest Park will serve as the lead agency for the SEPA review.
- The SEPA Checklist submittal requires a minimum of 60% site plan design to accompany the permit applications showing proposed improvements. One SEPA Checklist will be prepared and submitted for the Beach Drive Sewer Improvements project.
- Preliminary designs and all available environmental documentation will be utilized as accompanying exhibits for the final SEPA checklist package.
- The City will complete and submit the public notice of application required for the SEPA process.

Tasks:

1. Complete a site visit to assess existing conditions within the proposed project corridor and surrounding area that may be affected by the proposed improvements.
2. Prepare a draft SEPA Checklist for City review.
3. Conduct QA/QC review of the draft SEPA Checklist.
4. Revise the SEPA Checklist based on City review comments.
5. Submit the completed SEPA Checklist with supporting documentation to the City for the official SEPA submittal.

Deliverables:

- Draft SEPA Checklist with supporting documentation for City review (PDF).
- Final SEPA Checklist package for submittal to the City (PDF).

Task 402 – Critical Area Review

Task Description:

The City of Lake Forest Park classifies critical areas to include wetlands, streams, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas. Herrera Environmental Consultants prepared a Critical Areas Report for the Beach Drive project corridor in July 2025 (Herrera Report). The work under this task is to review and validate the Herrera Report for use in supporting the project's shoreline and environmental permit applications.

Assumptions:

- Herrera Environmental Consultants completed a Critical Areas Report for the Beach Drive project corridor in July 2025. This report is assumed to be current, complete, and sufficient to support project permitting without requiring a new or supplemental critical areas study.

- The Critical Area Report included a Fish and Wildlife Habitat Conservation Area section outlining priority habitat and threatened and endangered species use within the project area. This portion of the report will be reviewed and updated with a current species list from WDFW, DNR, NOAA, and USFWS.
- The Herrera Report will be reviewed and validated by the Consultant for consistency with current City of Lake Forest Park critical areas regulations, the LFP Shoreline Master Program, and the scope of the proposed improvements prior to inclusion in permit application packages. It is assumed that the Herrera Report can be relied on and used by the City for permit application.
- A site visit may be conducted at the Consultant's discretion to confirm that existing conditions in the project corridor are consistent with the conditions documented in the Herrera Report. No new field delineation work is assumed under this task.
- If field conditions have changed materially since the Herrera Report was completed, or if the City or a reviewing agency determines the report requires supplementation, additional work will be scoped and authorized by separate supplements.
- It is assumed that Hydraulic Project Approval (HPA) will be required. Skillings to meet with Washington Department of Fish and Wildlife (WDFW) to confirm.
- It is assumed that an Army Corps of Engineers Permit Application (JARPA) will be required.

  It is assumed that the area of disturbance will exceed 1.0 acres and will require permit coverage under the Statewide General Construction Stormwater Permit. Coverage for this permit is applied for by submitting an online Notice of Intent (NOI) for coverage.

Tasks:

1. Evaluate the Herrera Report for consistency with current City of Lake Forest Park critical areas regulations and the LFP Shoreline Master Program requirements applicable to the proposed project.
2. Conduct a site visit as needed to confirm that existing conditions in the project corridor are consistent with the Herrera Report findings. Meet with WDFW during site visit.
3. Update species and habitat occurrence with current species lists.
4. Prepare a brief technical memorandum documenting the review findings, confirming the report's applicability to the proposed project, and identifying any conditions or limitations on its use in permit applications, as it applies to both SMP and GMA requirements.
5. Incorporate the Herrera Report and validation memorandum into the Shoreline Substantial Development Permit application package and other permit submittals as applicable.
6. Provide QA/QC review of deliverables.
7. Prepare Hydraulic Project Approval (HPA) application and submit it to WDFW.
8. Prepare Joint Aquatic Resource Permit Application (JARPA) and permit exhibits.
9. Prepare Notice of Intent (NOI) with Ecology.

Deliverables:

- Technical Memorandum documenting review and validation of the Herrera Critical Areas Report for use in project permitting (PDF).
- Herrera Critical Areas Report (July 2025) incorporated as a supporting exhibit in permit application packages.

- HPA Application
- JARPA permit application package
- NOI application under Statewide General Construction Stormwater Permit

Task 403 - Shoreline Management Act – Substantial Development Permit Application

Task Description:

The project corridor is located within the Shoreline Management Act (SMA) jurisdictional boundary adjacent to Lake Washington. Proposed improvements, including installation of a new lift station, gravity sewer main, and sewer laterals, will require review and approval under the City of Lake Forest Park Shoreline Master Program (SMP). Restoration of the existing infrastructure footprint within the shoreline jurisdiction is anticipated to be a permitted action under the applicable sections of the Shoreline Management Code. The following scope tasks make up the completion of the Shoreline Substantial Development Permit Application.

Assumptions:

- Environmental work will follow the guidelines and standards identified within the City of Lake Forest Park Shoreline Master Program.
- The proposed project work is anticipated to remain within or immediately adjacent to the existing right-of-way and on private property.
- A pre-application conference with the City will be conducted to confirm submittal requirements and permit pathway prior to application preparation.
- The Beach Drive sewer improvement work will occur shoreward of the Ordinary High-Water Mark (OHWM) and the SMP Shoreline Substantial Development Permit is the anticipated permit pathway; however, project design may only require a Variance or may require a Conditional Use Permit.

Tasks:

1. Conduct a site visit to evaluate the proposed project location and document existing shoreline conditions.
2. Attend a pre-application conference with City planning staff to confirm the required permit pathway and submittal checklist requirements.
3. Prepare the Shoreline Substantial Development Permit Application package, including all required supporting documents as identified in the City SMP Submittal Checklist, including:
    a. Project Narrative describing the proposed improvements and their relationship to shoreline regulations.
    b. Site map showing the project location in relation to the Ordinary High-Water Mark (OHWM) and shoreline setback, including shoreline jurisdictional areas associated with Lyon Creek connected wetlands.
    c. SEPA Checklist (prepared under Task 401).
    d. Critical Areas documentation (prepared under Task 402).
    e. Cultural / Historic Resources Documentation (prepared under Task 404).
    f. Plan Set at applicable design level.

4. Submit the draft Shoreline Substantial Development Permit Application package to the City for review and comment.
5. Revise the application package based on City review comments.
6. Submit the final Shoreline Substantial Development Permit Application package to the City for official submittal.
7. Provide QA/QC review of all application materials. Attend pre-hearing check-in meeting with City prior to Shoreline hearing.
8. Attend Shoreline hearing.

Deliverables:

- Draft Shoreline Substantial Development Permit Application Package for City review (PDF).
- Final Shoreline Substantial Development Permit Application Package for official submittal (PDF).

Task 404 - Cultural Resources

Task Description:

Cultural resource investigation is required as part of the shoreline permit application. Cultural Resource Consultants (CRC) completed a historical and cultural resource investigation and published their findings in January 2026.

Assumptions:

- CRC's (January 2026) report "Cultural Resources Assessment for the Beach Drive Lift Station 30 Percent Design Project, Lake Forest Park, King County, Washington" is applicable to this project and will be used to support environmental permitting.
- CRC coordinated with the Washington State Department of Archaeology and Historic Preservation (DAHP). This review was completed under DAHP Project No. 2025-03-01768.
- Two potential historic properties were identified by CRC (January 2026). Historic Property Inventory Forms were completed for both properties, and it was determined that they are not eligible for listing on the Historic Register.
- This task will be to validate the work completed by CRC and determine if additional cultural review is required.
- It is assumed that the CRC report can be relied on and used to support permit application.
- It is assumed that DAHP coordinated with interested Tribes and that Tribal coordination has been completed. This task will include outreach to Tribes to continue project coordination.
- This Scope of Work does not include completion of a cultural report or any additional investigations.

Tasks:

1. Review CRC report to determine any changes in project elements or footprint based on design completed under this Scope of Work.
2. Prepare letter to interested Tribes providing current project information.

Deliverables:

- Technical Memorandum regarding level of cultural investigation completed in comparison to current project footprint.
- Letter to Tribes

TASK 500 BEACH DRIVE SEWER IMPROVEMENTS **(60% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include finalizing the engineering report, preparing draft technical specifications consistent with the specifications run list prepared in design development phase, and preparing engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station.

Assumptions:

- Skillings will prepare project manual front end bid proposal and contracts, bonding requirements, and insurance requirements for inclusion in the draft 60% specifications. The front-end documents will then be submitted to City Attorney for review and approval.
- A drainage report is assumed not to be required for this project and not included in this scope of work. If it is determined a drainage report is required, this will be extra work and compensation for this extra work will be drawn from the management reserve.

Tasks:

1. Update the Design Documentation File.
2. Prepare final Engineering Design Report.
3. Prepare 60% Pump Station improvement plans, sections and details, 60% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
4. Prepare aesthetic screening design for generator and pump station elements with elevations and 3D sketch/rendering/simulation and 2D poster board.
5. Prepare 60% Plan and Profile design for gravity and force main alignments.
6. Prepare 60% private side sewer relocations and initial restoration plans
7. Develop construction staging and sequencing plan
8. Develop shoring and dewatering plans
9. Review and update risk register
10. Continue 3rd Party utility coordination
11. Complete 2nd drone flight documenting private property site conditions
12. Update Quantity Take-off Notebook.
13. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
14. Prepare 60% Project Manual and technical Specifications.
15. Prepare preliminary TCE
16. Provide coordination with Survey for temporary construction easement requirements and onsite staking of proposed side sewer alignment.
17. Provide QA/QC of the 60% Plans, Specifications, and Estimates documents.
18. Submit 60% PS&E to City for Review

19. Submit Engineering Report to Ecology for review

Deliverables:

- 60% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 60% Specifications submitted in electronic pdf format
- One set of 60% Specifications mailed to remote office location
- 60% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Final engineering design report submitted in electronic pdf format.
- Comment matrix

TASK 600 BEACH DRIVE SEWER IMPROVEMENTS **(90% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 60% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing the review response matrix addressing city review comments from the 60% design effort.

Assumptions:

- The City has reviewed the 60% submittal and provided comments which will be incorporated into the 90% Plans, Specifications, and Estimates.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 90% Pump Station improvement plans, sections and details, 90% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Address and respond to DOE review comments for Engineering report
6. Prepare 90% Project Manual and technical Specifications Include specifications provided by Geotech subconsultant.
7. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 90% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
8. Develop shoring and dewatering plans
9. Develop construction staging and sequencing plan
10. Continue 3rd Party Utility Coordination
11. Update Quantity Take-off Notebook.
12. Prepare 90% Engineer's Estimate of Probable Cost to Construct.

13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 90% Plans, Specifications, and Estimates documents.
15. Submit 90% Plans, Specifications, and Estimates to City for review
16. Submit Final Engineering Report to Ecology

Deliverables:

- 90% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 90% Specifications submitted in electronic pdf format
- One set of 90% Specifications mailed to remote office location
- 90% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Comment matrix

TASK 700 BEACH DRIVE F**INAL DESIGN (100% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 90% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 90% design effort.

Assumptions:

- The City has reviewed and provided comments on the 90% submittal. Comments received from the City will be incorporated into the final submittal.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 100% Pump Station improvement plans, sections and details, 100% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Prepare 100% specifications Include specifications provided by Geotech subconsultant.
6. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 100% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
7. Develop shoring and dewatering plans
8. Develop construction staging and sequencing plan
9. Continue 3rd Party Utility Coordination
10. Update Quantity Take-off Notebook.
11. Prepare 100% Engineer's Estimate of Probable Cost to Construct

12. Conduct 3rd Drone Flight to document current conditions on private property
13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 100% Plans, Specifications, and Estimates documents.
15. Submit 100% Plans, Specifications, and Estimates to City for review
16. Submit 100% Plans, Specifications, and Estimates to Ecology for review and approval

Deliverables:

- Final PS&E for the Beach Drive Pump Station, Force main, gravity line and side sewers (two paper 11" x 17" copy, two full size 22x34, and one PDF electronic copy). One paper copy of deliverables set to City and one copy set to remote office locations.
- Final Engineer's Estimate of Probable Cost to Construct. (two paper copies, one PDF electronic copy)
- Review Response Matrix, electronic pdf format
- AutoCAD Civil 3D 2025 DWG files of completed Final Improvement Plans.
- Comment matrix

TASK 800 BEACH DRIVE SEWER IMPROVEMENTS BID DOCUMENTS **(RFC)**

Task Description:

This task is the final progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 100% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 100% design effort. The RFC phase will culminate in stamped and signed Plans, Specifications, and Estimates package ready for bid advertisement and award.

Assumptions:

- The City has reviewed the 100% submittal and provided comments which will be incorporated into the RFC Plans, Specifications, and Estimates.
- The City has received approval from Ecology for construction of the proposed improvements.

Tasks:

1. Prepare RFC Plans, profiles and details for the proposed Lift Station, gravity sewer main including converting existing pump stations to manholes, side sewers, and forcemain improvement plans. Incorporate City's review comments. Finalize required telemetry and coordinate final design with the electrical subconsultant including electrical service, controls and emergency generator.
2. Update Quantity Take-off
3. Prepare RFC Engineer's Estimate of Probable Cost to Construct
4. Prepare RFC Project Specifications
5. Provide QA/QC of the RFC PS&E documents.
6. Stamp and Sign RFC documents
7. Prepare E-transmit of DWG AutoCAD files for all improvement plans.
8. Prepare Design Closeout Documentation and file maintenance.

Deliverables:

- RFC documents for the Beach Drive Lift station provided in electronic pdf format.

- RFC documents for the Beach Drive gravity sewer, forcemain, and side sewer plans and specifications in electronic pdf format.
- Review Response Matrix, electronic pdf format

TASK 900 ELECTRICAL ENGINEERING COORDINATION

Task Description

This task includes review and inclusion of electrical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates and Ready for Construction documents. Electrical subconsultant scope of work is included in Appendix A.

Assumptions:

- This work will be provided by Hultz/BHU

Tasks:

- See Appendix A for Electrical Subconsultant tasks and deliverables including emergency generator plans and details.

TASK 1000 GEOTECHNICAL ENGINEERING COORDINATION

Task Description:

This task includes review and inclusion of Geotechnical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. This work will Include 2 additional monitoring wells at the southerly and northerly project limits and include groundwater sampling and testing throughout the design phase of the project to determine if any contaminants are present that will need mitigation during dewatering activities during construction phase. A report will be prepared to support environmental permitting efforts discussed in Tasks 400. Geotechnical subconsultant scope of work Is included in Appendix B.

Assumptions:

- This work will be provided by HWA Geosciences

Tasks:

- See Appendix B for Geotechnical Subconsultant tasks and deliverables.

TASK 1100 RIGHT OF WAY COORDINATION

Task Description:

This task includes review and inclusion of Right of way deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. Right of Way subconsultant scope of work
Is included in Appendix C.

Assumptions:

- This work will be provided by Commonstreet Consultants

Tasks:

See Appendix C for Right of Way Subconsultant tasks and deliverables.

TASK 1200 COMMUNITY INVOLVEMENT

Task Description:

Skillings will support City staff to engage the residents along Beach Drive in Community open forums and individual on-site meetings. This task includes individual meetings with the 5 residents requiring side sewer rerouting and the Lake Forest Park Civic Club representatives. Further, we anticipate the need for 3 open house meetings with the remaining 21 residents to the north of the project limits to coordinate roadway access, contractor staging, and convey project details and timeline information. The purpose of these meetings is to maintain open dialogue to better understand the neighborhood concerns and means and methods to address their concerns in the Plans, Specifications, and Estimates.

Assumptions:

- City staff will coordinate the open house meetings including scheduling and venue selection.
- The City will lead these meetings and Skillings will be a technical resource.
- Skillings will prepare exhibits and handouts for the open house meetings.
- Skillings will prepare individual exhibits, and restoration plans for Lakefront Park, Civic Club, and 5 residential lots receiving side sewer re-routing.
- Skillings will prepare handouts to share with the remaining 21 homes north of the project limits.

Tasks:

1. Attend 3 open house community meetings
2. Prepare exhibits and handouts to support communication and dialogue during the open house events.
3. Attend 6 on-site meetings with residents and Civic Club impacted by side sewer re-routing.
4. Attend up to 3 open house meetings with the 21 residents and commercial properties with roadway access impacts.

Deliverables:

- Two 24 x 36 exhibits for each open house meeting, mounted on form-core boards for public viewing.
- 25 tri-fold handouts for each open house meeting
- 11x17 plan and profile of new side sewer alignment and restoration plan to share with each of the 5 homeowners.

END SCOPE OF WORK

Prepared by: Robin Nelson, P.E. July 29, 2026

Reviewed by: Thomas E. Skillings, P.E. July 29, 2026

NEGOTIATED HOURLY RATE (NHR):						
Classification	Man Hours	x	Rate	=	Cost	
PRINCIPAL-IN-CHARGE	232	x	$335.00	=	$77,720.00	
SENIOR PROJECT MANAGER	752	x	$286.00	=	$215,072.00	
SENIOR PROJECT ENGINEER	399	x	$297.00	=	$118,503.00	
ENGINEER	1131	x	$198.00	=	$223,938.00	
ENVIRONMENTAL MANAGER	66	x	$309.00	=	$20,394.00	
PROJECT SCIENTIST	279	x	$126.00	=	$35,154.00	
COMMUNICATIONS SPECIALIST	24	x	$194.00	=	$4,656.00	
PROFESSIONAL LAND SURVEYOR	35	x	$217.00	=	$7,595.00	
PROJECT SURVEYOR	105	x	$155.00	=	$16,275.00	
SURVEY PARTY CHIEF	8	x	$136.00	=	$1,088.00	
2 MAN SURVEY CREW	120	x	$235.00	=	$28,200.00	
SURVEY TECHNICIAN	76	x	$132.00	=	$10,032.00	
INSPECTOR	0	x	$182.00	=	$0.00	
PROJECT ADMINISTRATOR	16	x	$171.00	=	$2,736.00	
Total Hours =	3243				**Total NHR =**	$761,363.00
REIMBURSABLES:						
Vendor APS	$20,000.00	+	15%	=	$23,000.00	
Mileage	3300	x	$0.760	=	$2,508.00	
Miscellaneous Expenses	$5,325.50	x	0%	=	$5,325.50	
					Total Expenses=	$30,833.50
SUBCONSULTANT COST (See Exhibit E):						
Geotechnical	$124,341.00	x	15%	=	$142,992.15	
Electrical - Hultz/BHU	$34,661.00	x	15%	=	$39,860.15	
ROW Commonstreet	$49,398.50	x	15%	=	$56,808.28	
					Total Subconsultants =	$239,660.58
SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):						
					Sub Total =	$1,031,857.08
MANAGEMENT RESERVE FUND:						
SUB TOTAL =	$1,031,857.08	x	10%	=	**MRF =**	$103,185.71
GRAND TOTAL						
			GRAND TOTAL	=		**$1,135,043**

PREPARED BY: Robn Nelson, P.E. **DATE:** Revised 7/22/2026

REVIEWED BY: Tom Skillings, P.E. **DATE:** Revised 7/22/2026

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			$0.00
2	Auto Rental	Each			$0.00
3	Lodging	Day	0	$273.80	$0.00
4	Per Diem-Meal	Day	22	$92.00	$2,024.00
5	Photocopies - Blk & White	Each	1500	$0.10	$150.00
6	Photocopies - Color	Each	450	$0.35	$157.50
7	Half Sized Prints	Each	500	$0.50	$250.00
8	Full Sized Prints	Each	24	$6.00	$144.00
9	Postage	Month			$0.00
10	Shipping	Remote Office in Nevada	3	$100.00	$300.00
11	FAXs	Each			$0.00
12	Miscellaneous Project Costs	Month	18	$100.00	$1,800.00
13	Miscellaneous Survey Costs	Estimated	1	$500.00	$500.00
14	InRoads Software	Month-No of years		$950.00	$0.00
		Total Miscellaneous Expenses			**$5,325.50**
15	Utility Locate (APS)	Estimated	1	$20,000.00	$20,000.00
	Mileage (22 trips)	Per Mile	3300	0.760	$2,508.00
		Total Expenses			**$27,833.50**

Assumptions					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles	102trips @ 150 mi/trip		
4	Lodging				
5	Per Diem-Meal				
6	Photocopies - Blk & White	Estimated Specifications	300 pages per manual x 5		
7	Photocopies - Colored	Estimated Engineering Report	150 pages x 3		
8	Half Sized Prints		2 sets		
9	Full Sized Prints		2 sets		
10	Postage	Estimated to Remote Office in Nevada			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Robin Nelson, P.E.		Date: Revised July 2, 2026			

26024 CITY OF LAKE FOREST PARK BEACH DRIVE SEWER IMPROVMENTS				PRINCIPAL-IN-CHARGE	SENIOR PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENVIRONMENTAL MANAGER	PROJECT SCIENTIST	COMMUNICATIONS SPECIALIST	PROFESSIONAL LAND SURVEYOR	PROJECT SURVEYOR	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	SURVEY TECHNICIAN	INSPECTOR	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION	START DATE	END DATE														
100	PROJECT MANAGMENT	6/1/2026	5/31/2027														
101	Biweekly Progress Meetings (32 @ 1.5 hr/ea)			48	48	48											
102	Milestone Plan Review Meetings (3 @ 6 hrs/ea)				18	18											
103	Attend 3 City Council Meetings (3@ 6 hours/ea)				18												
104	Internal Design Team Meetings (64 @ 1 hr/ea)			32	64	64	64										
105	Monthly Invoicing and Progress Report (16 @ 1 hr/ea)				16												16
106	Subconsultant Coordination and Management				32												
107	Prepare PMP			4	24		32										
108	Schedule Updates				8												
109	Preparing meeting agendas and minutes				114												
110	Project Management & Oversight (Risk Register, Descision Matrix, and Communication Documentation.)				88												
111	Change Management and Documentation				40												
112	QA/QC Project Management Deliverables			40													
200	TOPOGRAPHIC SURVEY AND MAPPING	6/1/2026	6/30/2026														
201	Review Title Reports for Boundary Determinations										2	10					
202	Research Existing survey control and records map										1	5					
203	Field survey to locate and establish survey control													10			
204	Field topographic survey of Beach Drive and pot-holed utilities													20			
205	Field topographic survey of private sidesewers and Civic Center													40			
206	Install foundation settlement monitoring control on private residences													10			

207	Aerial Drone Survey of Private Residiences (1st flight)						8								12		
208	Process field data and develop C3D base mapping											40			40		
209	Prepare legal descriptions and exhibits for TCEs										12	16					
210	Stake TCE's in the field											16		40			
211	QA/QC Deliverables										8						
300	DESIGN DEVELOPMENT	6/1/2026	9/30/2026														
301	Coordinate and Manage Vendor Potholing for Existing Utilities				1	4	8										
302	Create C3D mapping of existing utilities				1	4	40										
303	Research and review utility mapping (documents provided by others) Along with Utility coordination					4	24										
304	Review existing documentation provided by City including Options Analysis and Pre-design report prepared by others.				8	8	8										
305	Prepare Risk Assessment and Risk register			4	4	4											
306	Prepare Design Decision Matrix				2												
307	Validate 30% Design provided by others, Prepare draft Final Engineering Report				4	2	40										
308	Prepare Side sewer relocation plans including homeowner meetings					4	40										
309	Update 30% Plans					2	32										
310	Research and discuss HDD means and methods with contractors and update risk register			2	4	4	4										
311	Prepare Quantity Take-off Notebook					1	2										
312	Update 30% Opinion of Probable Cost					1	8										
313	Develop Specification Run List (CSI Format)				1	4											
314	QC all deliverables			16	16												
400	ENVIRONMENTAL PERMITTING	6/1/2026	9/30/2026														
401	SEPA							4	40								
402	Critical Area Review				1		16	16	90								
403	Shorelines Management Permitting				9			44	140								
404	Cultural Resources							2	9								
500	60% PS&E SUBMITTAL	10/1/2026	11/30/2026														
501	Update Design Documentation File					4	8										
502	Finalize Engineering Report				8	8	24										

503	**Prepare 60% PS&E Plans for Lift Station**					8	32										
504	**Prepare 60% PS&E for Gravity sewer and sidesewers**					2	24										
505	**60% side sewer relocation plan and profiles and Develop preliminary landscaping restoration plans**					2	40										
506	**Develop Construction Sequencing and Staging Plans**				2	4	12										
507	**Develop Shoring and Dewatering Plan and details**				4	8	40										
508	**Review and Update Risk Register**				8	8	4										
509	**Continue 3rd party utility coordination**					2	8										
510	**Conduct 2nd Drone Flight to document current conditions on private property**						8								12		
511	**Update quantity takeoffs**				2	8	32										
512	**Update Opinion of Probable Cost for 60% submittal**						8										
513	**Prepare 60% Specifications**				4	8	24										
514	**Coordination with survey and review draft TCEs**				2												
515	**QA/QC all deliverables and address internal comments**			24	4	8	16										
516	**Submit 60% PS&E Submittal to City for Review**				1		2										
517	**Submit Engineering Report to Ecology for Review and Approval**				1		1										
	90% PS&E SUBMITTAL	**12/1/2026**	**1/31/2027**														
601	**Update review and response matrix**					2	12										
602	**Prepare 90% PS&E Plans for Lift Station, gravity sewer main & sidesewers**					4	40										
603	**Develop preliminary landscaping restoration plans**				1	4	16										
604	**Review and Update Risk Register**				4	4	4										
605	**Address Ecology review comments on Engineering Report**					4	40										
606	**Prepare 90% specifications**				8	8	40										
607	**Include 90% Electrical Power and Emergency Generator Plans and SCADA plans**						2										
608	**Develop Shoring and Dewatering Plan and details**				4	4	12										
609	**Update Construction Sequencing and Staging Plans**				2	4	8										
610	**Continue 3rd party utility coordination**					2	8										
611	**Prepare finalize exhibits for sidesewer relocations**						8										

612	Update quantity takeoffs						4										
613	Update Opinion of Probable Cost for 90% submittal					1	4										
614	Coordination with survey and review final TCEs				2							2					
615	QA/QC all deliverables and address internal comments			24	2	4	24										
616	Submit 90% PS&E Submittal to City for Review				1		1										
617	Submit Final Engineering Report to Ecology for Review and Approval				1		1										
700	100% PS&E SUBMITTAL	2/1/2027	3/31/2027														
701	Update review and response matrix			1	1	2	12										
702	Prepare 100% PS&E Plans for Lift Station, gravity sewer main & sidesewers			1	2	8	32										
703	Develop Final landscaping restoration plans				1	4	12										
704	Review and Update Risk Register				2	2	2										
705	Prepare 100% specifications					4	32										
706	Include 100% Electrical Power and Emergency Generator Plans and SCADA plans					2	8										
707	Develop Shoring and Dewatering Plan and details				1	2	8										
708	Update Construction Sequencing and Staging Plans				2	8	8										
709	Continue 3rd party utility coordination					2	8										
710	Prepare final exhibits for 5 Private sidesewer relocations & Civic Center					4	24										
711	Update quantity takeoffs				1	2	8										
712	Update Opinion of Probable Cost for 100% submittal				1	2	8										
713	Conduct final drone flight to document current conditions on Private Property				1		8						8		12		
714	Final TCEs				2	4					12	16					
715	QA/QC all deliverables			24	2	24	24										
716	Submit 100% PS&E Submittal to City for Review				2												
717	Submit 100% Plans and Specifications to Ecology for Review and Approval				2												
800	READY FOR CONSTRUCTION (RFC) SUBMITTAL	4/1/2027	5/31/2027														
801	Prepare RFC documents incorporating review comments from the 100% PS&E.					2	24										

802	Update quantity takeoffs						4										
803	Update Opinion of Probable Cost for RFC submittal				1	2	8										
804	Prepare RFC Specifications				1	2	8										
805	QA/QC RFC submittal				1	2	4										
806	Stamp and Sign RFC Plans and Specifications				4												
807	Prepare E-transmittal for CAD files and Specifications						4										
808	Design Closeout Documentation				2		4										
900	ELECTRICAL ENGINEERING COORDINATION	5/1/2026	3/31/2027														
901	Review, Coordination, and Inclusion of Electrical subs deliveriables				8		8										
902	QA/QC of subconsultant deliverables			4	8												
1000	GEOTECHNICAL ENGINEERING COORDINATION	6/1/2026	11/30/2026														
1001	Review, Coordination, and Inclusion of Electrical subs deliveriables				20		8										
1002	QA/QC of subconsultant deliverables			8	12												
1100	RIGHT OF WAY COORDINATION	6/1/2026	4/1/2027														
1101	Review, Coordination, and Inclusion of Electrical subs deliveriables				12		8										
1102	QA/QC of subconsultant deliverables				8												
1200	COMMUNITY INVOLVEMENT	6/1/2026	5/31/2027														
1201	Attend Community Meetings (3 @ 6hrs/ea)				18	18											
1202	Prepare Exhibits for 5 Private Property & Civic Center Sidesewer Relocation and Restoration				1	2	24			24							
1203	Attend 5 meetings with Private Homeowners and 1 meeting with Civic Center (6 mtgs @ 6 hrs/ea)				36												
1204	Allow for 3 open house meetings with individual 21 affected homeowners along Beach Drive for informational and educational project engagement.				18	18											
	HOURS PER DISCIPLINE			232	752	399	1131	66	279	24	35	105	8	120	76	0	16

APPENDIX A

HULTZ BHU
engineers inc

July 27, 2026

Skillings
5016 Lacey Boulevard SE
Lacey, WA 98503

Attention: Robin Nelson

Subject: **City of Lake Forest Park – Sewer Improvements**
Engineering Services Proposal - Design (REV 3)

Dear Robin:

Thank you for this opportunity to submit our proposal for electrical engineering services for this project.

Project Description

The project replaces two existing lift stations with a single lift station, installs a new gravity sewer pipeline to serve private residences and two community parks, and new sewer laterals for seven impacted properties. The two existing lift stations will be abandoned in place. A previously prepared 30% design plans reflect this scope of the project.

Scope of Services

General: Our scope of work is for the electrical power systems and pump controls, including a natural gas fired generator.

Design Phase: Provide electrical engineering, design, drawings, and technical specifications for our scope. Work includes:

- Electrical load calculations and conductor/raceway sizing.
- Electrical design drawings, with one line diagram, panel schedules, and equipment connections.
- Attending online meetings to review/coordinate the design.
- Coordination with local electrical utility for power service.
- Stainless steel enclosure for pump starters and controls.
- On-site gas fired generator and automatic transfer switch.
- Pump controls and sequencing.
- Progress submittals (60%, 90%, Construction Set).
- SCADA.
- Specifications.
- Cost Estimates (60%, 90%, Construction Set).

Bid and Construction Phases: See separate proposal.

Proposed Fee

We propose to provide our services on a lump sum fee basis for:

60% Design	$ 15,313
90% and 100% Design	$ 19,348
Total	$ 34,661

2026 Hourly rates for any hourly work: Principal $250/hr; Associate Principal $225/hr; Senior Engineer $180/hr; Senior Project Manager $170/hr; Project Engineer $165/hr; Project Manager $150/hr; Senior Designer $130/hr; Project Designer $120/hr; CAD Technician $110/hr; Clerical $75/hr. We assume an additional 4% for any additional services provided in 2027, and 7.5% for services provided in 2028

Assumptions/Qualifiers

1. If there are Owner standards we are to adhere to, those will be provided to us prior to the start of our design.
2. No utility locates are included in our scope.
3. No structural engineering or design of seismic anchorage is included in our scope (these can be specified as bidder designed where not covered by the structural engineer or others).
4. We assume that the Owner (and other interested parties) will review our progress submittal and final design documents to confirm their design intent is being met.
5. Meetings will be the virtual type.
6. Project will not be bid until all permit comments have been resolved.
7. SCADA programming and shop drawings will be by the contractor.
8. If we are not retained for construction phase services (submittal reviews, responding to questions, site visits, etc.) claims shall be waived to the extent they could have been avoided had we provided such services.

We appreciate this opportunity to work with you.

Sincerely,
Hultz|BHU Engineers Inc.

Rick Hultz
Principal

APPENDIX B

HWA GeoSciences Inc.
DBE/MWBE

July 31, 2026
HWA Project No. 2026-058-21

Skillings
5016 Lacey Boulevard Southeast
Lacey, Washington 98503

Attn: **Robin Nelson, P.E.**

Subject: **GEOTECHNICAL ENGINEERING, HYDROGEOLOGICAL, AND GEOENVIRONMENTAL DESIGN SERVICES**
Lift Station & Sewer Improvements Project
Beach Drive Southeast
Lake Forest Park, Washington

Dear Robin,

Thank you for the opportunity to present this proposal from HWA GeoSciences Inc. (HWA) to provide geotechnical engineering, hydrogeological, and geoenvironmental services for the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Our proposed scope of work is presented below.

PROJECT BACKGROUND

Our understanding is that the City of Lake Forest Park (the City) has requested a scope and fee for the final design of a new lift station and sewer improvements that are anticipated to extend from approximately 17337 to 17364 Beach Drive SE. The City previously completed an alternatives analysis and developed a 30% design for a potential trenchless alternative that was provided to our team after the project was awarded. This included a 30% design geotechnical report prepared by Ciani & Hatch Engineering (CHE). HWA has also performed work in the area to support the ongoing design of the Lakefront Park project with the City.

Based on the available geotechnical information, the site soils are anticipated to consist of approximately 30 feet of soft / loose alluvial soils overlying dense / hard glacially consolidated soils. Groundwater is anticipated to be encountered at about 5 to 8 feet below the ground surface. The project alignment is mapped as being within a seismic hazard zone, and it is in close proximity to Lake Washington and Lyon Creek. It is also in relative proximity to a property listed by the Washington State Department of Ecology (Ecology) as a cleanup site where drycleaning solvents were released to soil and groundwater.

Based on the information available and our understanding of the project, we propose the following scope of services to support developing the site design:

PROJECT MANAGEMENT

- ***Project Setup***
- ***Project Coordination Meetings:*** HWA will attend up to four (4) virtual meetings with the City and/or the design team to coordinate work, or to discuss our findings. This is anticipated to include one (1) kickoff meeting and up to three (3) design meetings, each lasting up to 1 hour.
- ***Project and Contract Management:*** HWA will prepare monthly invoices, and progress reports throughout the duration of the project, which we anticipate to be twelve (12) months. We will correspond with the design team in the form of emails, and telephone calls, as necessary. We will provide project management for our services, and we will coordinate with and manage all our subcontractors.

GEOTECHNICAL SERVICES

Existing geotechnical borings are shown on the attached markup of the 30% submittal provided to our team. Previous borings are located at about STA -100, STA 200, and STA 400. We propose an additional boring to collect additional subsurface information at the northeast end of the proposed alignment, at about STA 650. We propose the following set of geotechnical services to support the project:

Geotechnical Fieldwork:

- ***Plan and Coordinate Subsurface Exploration Program:*** HWA will plan and coordinate the geotechnical exploration program for the project that will include advancing one additional geotechnical boring at the northeast end of the proposed alignment. This boring will be advanced to approximately 50 feet below the ground surface to support development of geotechnical recommendations.
- ***Site Reconnaissance and Utility Locates***: HWA will conduct a reconnaissance of the project site to identify site access challenges and to mark exploration locations prior to notifying the one-call utility service. An additional site visit will be performed to verify that the proposed exploration location is clear of utilities prior to mobilizing our equipment.
- ***Generate Geotechnical Subsurface Exploration Plan (SEP):*** HWA will prepare a geotechnical SEP for the proposed work that will detail the type, location, and extent of proposed field exploration along with logistics necessary to perform the work such as traffic control plans and staging areas. The SEP will be submitted to the City for review and approval. We assume any required permits or rights of entry will be acquired by others at no cost to HWA.
- ***Conduct Geotechnical Borings:*** A truck- or track-mounted drill rig equipped with hollow-stem auger and/or mud rotary tooling will be used to advance an additional geotechnical boring at the site. The boring will be drilled by a licensed geotechnical/well

driller under subcontract to HWA and monitored under the full-time observation of an HWA representative. The boring will be completed as a permanent groundwater monitoring well that can be used for pump testing and as an observation well during construction.

- ***Generate Exploration Logs and Assign Laboratory Testing:*** Samples retrieved from our exploration will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Testing will evaluate moisture contents, grain-size distributions, and/or Atterberg limits. Soil and laboratory test information will be presented in a summary log that will be generated upon completion of our exploration program.

Geotechnical Engineering and Analysis:

- ***Review Available Geotechnical Information***: Upon notice to proceed, HWA will review available geotechnical information from the previous report prepared by CHE during the 30% design. We will prepare a memorandum to document our concurrence, or note any non-concurrence, with CHE's geotechnical recommendations and to compile existing information from other projects, such as the Lakefront Park project.
- ***Evaluate Geologic and Seismic Hazards:*** The site is mapped as a seismic hazard on the City's critical hazard map; HWA will either concur with existing assessments or evaluate the site for nearby faults or other geologic hazards, and provide a qualitative assessment of their potential impacts to the project.
- ***Generate Seismic Design Parameters***: Based on the geologic information obtained from our field exploration program in the vicinity of the improvements, HWA will either concur with CHE's previously recommended parameters or determine the Site Class for seismic design and generate seismic design parameters. We assume that if updates to seismic parameters are required, they will be based on procedures outlined in ASCE 7-22 to comply with forthcoming building code updates for Washington State, anticipated at the end of 2026.
- ***Evaluate Liquefaction and Lateral Spreading Potential:*** HWA will either concur with CHE's liquefaction and lateral spreading assessments or evaluate the susceptibility of the subsurface soils to liquefaction and assess the potential impacts to the proposed improvements.
- ***Develop Recommendations for Temporary Shoring:*** HWA will either concur with CHE's recommendations or develop new recommendations for pipe installation including trench shoring, suitability of in situ soil for trench support, and trench dewatering considerations.
- ***Develop Buoyancy and Lateral Earth Pressures Recommendations:*** HWA will either concur with CHE's recommendations for buoyancy and lateral earth pressures or develop new recommendations.

- ***Develop Recommendations for Trenchless Construction:*** HWA will either concur with CHE's trenchless construction recommendations or develop new recommendations.
- ***Develop Considerations for General Earthwork and Construction:*** HWA will evaluate the site conditions and provide general considerations or recommendations regarding earthwork and construction for the site including recommendations for pipe bedding and backfill and suitability of in situ soil for reuse.

Reporting:

- ***HWA QA/QC:*** HWA will have all design calculations and geotechnical recommendations reviewed by a senior principal prior to distribution to the design team or the City.
- ***Draft Geotechnical Engineering Report:*** HWA will prepare a draft geotechnical report to support 60% design. This report will present the results of our field explorations and include:
    - A description of the geotechnical site exploration program.
    - The logs of the site investigations, including any existing subsurface geotechnical data and the results of any field tests conducted.
    - A description of all laboratory tests conducted and the test results.
    - A description of the geologic and seismic setting.
    - A site plan showing exploration and groundwater monitoring well locations.
    - Engineering recommendations for construction of the proposed improvements.
- ***Respond to Review Comments:*** HWA will respond to review comments in the form of emails to the design team.
- ***Final Geotechnical Engineering Report:*** The report will be finalized at the 90% design milestone after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.

Geotechnical Deliverables:

- Existing Data Review Memorandum (PDF)
- Geotechnical Subsurface Exploration Plan (PDF)
- Draft Geotechnical Engineering Report (PDF)
- Final Geotechnical Engineering Report (PDF)

GEOPHYSICAL SURVEY

We understand that trenchless construction is anticipated to be preferred at this site and horizontal directional drilling (HDD) is likely to be the preferred method. HDD is typically well suited for clays and sands; however, as the drill head advances it can be deflected off of contacts with dense material, such as the glacially consolidated soils along the alignment that were noted to be near the bottom of the currently proposed pipe invert.

Geophysical surveys are a non-invasive and cost-effective means to map subsurface geological structures and contacts. This would be useful for evaluating the depth of the contact with the glacial soils along the entire project alignment, which would help reduce uncertainty with selecting and planning for trenchless construction and shoring design at the manholes and the lift station. Geophysical data can also be used to support seismic design. We recommend the City consider including a geophysical survey as part of the scope of work and propose the following set of services to support the project:

Geophysical Study Fieldwork:

- ***Plan and Coordinate Geophysical Survey:*** HWA will plan and coordinate a geophysical survey along the approximately 600 foot alignment to estimate depth to dense material. We assume that a two-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Conduct Geophysical Survey:*** The combined MAM (Microtremor Array Measurements) and MASW (Multichannel Analysis of Surface Waves) method evaluates ground stiffness by measuring shear-wave velocity (Vs) of the subsurface. The purpose of the survey is to collect shear wave velocity measurements at several locations along the project alignment and identify any distinct changes in geologic conditions and/or subsurface stratigraphy (i.e., depth to dense soils or bedrock) and highlight areas of interest for conducting geotechnical explorations.

  Passive and active data collection methods are used in combination for the geophysical survey. Passive methods utilize vibrations induced by ordinary activity such as passing vehicles; active methods rely on inducing a shear wave at a known point and time, such as hitting a plate at the ground surface with a mallet or hammer. The array geometry including geophone spacing will be determined by a field representative from HWA experienced with geophysical surveys.

Reporting:

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** Data collected during the geophysical survey will be processed to obtain a shear wave velocity model for each array location along the alignment. The individual one-dimensional shear wave velocity profiles generated from each array

location will then be used to construct the final two-dimensional shear wave velocity cross section for stratigraphic interpretation. Results of the geophysical survey will be provided in the geotechnical report.

Geophysical Survey Deliverables:

- Geologic Cross Section and Shear Wave Velocity Data

HYDROGEOLOGICAL SERVICES

Based on the depth of the groundwater table and the proximity to Lake Washington, dewatering is anticipated to be a significant component of construction. We propose the following set of hydrogeological services to support the project:

Well and Aquifer Testing

- ***Plan and Coordinate Pump Testing:*** HWA will plan and coordinate single-well pump tests for up to three monitoring wells on Beach Drive to estimate potential dewatering rates. We assume that up to a three-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Pump Testing:*** HWA will set up and monitor datalogging pressure transducers to collect baseline water levels in pumping wells for at least 24 hours prior to testing, including barometric and temperature effects. HWA will then set up and monitor a variable rate step test for up to 4-hours to ascertain desired pumping rates for a subsequent constant-rate aquifer pumping test for up to 4-hours (and 24-hour recovery test) similar to State of Washington standards for drinking water well testing (173-160 WAC). Pumping tests may be at least one day apart to allow for aquifer recovery.

  We anticipate that an in-house 2 inch well pump that can pump at a maximum rate of 5 gallons per minute may be sufficient for this work, however, a more powerful suction pump system may be rented if necessary. Large diameter wells and specialty pumps provided by a pumping subcontractor would be required to evaluate high rates and are not part of this scope. We have assumed that groundwater discharged from the tests will be relatively clean and can be discharged into the local storm system or vegetated areas.

Reporting:

- ***Pump Testing Analysis:*** HWA will perform analysis of testing data to estimate aquifer parameters including hydraulic conductivity and transmissivity using applicable analytical approaches.
- ***Preliminary Dewatering Analysis:*** HWA will perform analysis of testing data to estimate dewatering rates for approximately 650 feet of trench along Beach Drive SE. Dewatering rates will assume the use of sheet piles within excavations and will be for the excavation

depths specified at the time of the analysis. Additional analysis for different alignments, depths, or different trench conditions will require additional effort. Results of this analysis are intended to be used by the design team and the City for planning purposes only and should not be provided to the Contractor. Dewatering design is the responsibility of the contractor.

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal hydrogeologist or engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** HWA will develop a final dewatering memorandum for internal use by the City for the purpose of estimating dewatering rates and costs and preparing the construction specifications. Pump testing results with estimated hydraulic conductivities will be provided as an appendix to the geotechnical report, which will also include general dewatering recommendations.

Hydrogeological Services Deliverables:

- Pump Testing Results as Appendix in Geotechnical Report (PDF)
- Final Internal Dewatering Memo (PDF)

GEOENVIRONMENTAL SERVICES

As mentioned above, an Ecology-listed cleanup site (Cleanup ID 396) is located near the project footprint, roughly 400 feet to the west. Documents available via Ecology's cleanup site database indicate that releases of tetrachloroethene (PCE) and trichloroethene (TCE) to shallow groundwater took place at that site between 1964 and 1989. Cleanup and monitoring efforts at the site were ongoing as of 2025. Due to the current project's proximity to that site and up- or cross-gradient location, there is a concern that the contaminant plume could have reached the project footprint, or could be pulled into it by project dewatering efforts. We propose the following set of geoenvironmental services to support the project:

Geoenvironmental Fieldwork:

- ***Additional Well Installation and Environmental Screening/Sampling:*** HWA will oversee a supplemental exploration program for the project that will include advancing one additional soil boring at the west-southwest end of the proposed alignment. This boring will be advanced to approximately 20-30 feet below the ground surface and completed as a resource protection well for the purpose of groundwater sampling. Soil samples will be collected every 2.5 feet and field-screened using a photo-ionization detector (PID) and standard observational techniques. Selected samples will be collected into laboratory-provided glassware for analysis. Sampling equipment will be decontaminated between each sample collected from this boring. The boring will

otherwise be conducted in the same manner and during the same driller and consultant deployment as the geotechnical boring described above.

- ***Groundwater Sampling:*** No sooner than 48 hours after drilling, HWA will collect groundwater samples using low-flow sampling techniques from each of the two new and two existing wells on site. Groundwater field parameters (conductivity, pH, temperature, dissolved oxygen and oxidation-reduction potential) will be recorded during purging. The sampler will wear a clean pair of disposable gloves for each new sample and record any notable observations. All groundwater samples will be analyzed for volatile organic compounds (VOCs) by EPA Method 8260D.

Reporting:

- ***Draft Groundwater Sampling Memorandum:*** HWA will prepare a draft memorandum summarizing the results of the initial drilling, soil sampling, and groundwater sampling investigation. This report will present the results of our field explorations and include:
  - A description of the site exploration program.
  - Boring logs, with observations (if any) of contamination.
  - A description of the geologic and hydrogeologic setting.
  - A site plan showing exploration and groundwater monitoring well locations.
  - A description of all laboratory tests conducted and the test results.
  - Discussion of construction wastewater disposal implications.
- ***Final Groundwater Sampling Memorandum:*** The memorandum will be finalized after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.
- ***Environmental Construction Specifications:*** HWA will provide drop-in specifications for an approach to be followed by the project contractor to monitor for groundwater contaminant migration during dewatering and (if necessary) appropriately manage construction wastewater flows.

Geoenvironmental Deliverables:

- Draft Groundwater Sampling Memorandum (PDF)
- Final Groundwater Sampling Memorandum (PDF)
- Environmental Construction Specifications (PDF)

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for HWA's geotechnical engineering and hydrogeological services:

- All exploration locations will be within the City's rights-of-way or property for which rights of entry have been previously secured. All required permits will be provided by others at no cost to HWA.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of our boring. Vacuum extraction of the upper portion of our boring is not included.
- Field explorations for geotechnical borings, geophysical surveys, and/or pump testing can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day.
- Traffic control will be required for drilling. Geophysics and pump testing will not require traffic control.
- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- Discharge from pump testing may be directed to nearby storm drains or into vegetated areas, as appropriate.
- Flow rates provided in the Internal Dewatering Memorandum will be valid for the trench geometries/lengths defined in the document. Such rates are not applicable to trench lengths/depths of other sizes (i.e., rates provided for a 50-foot-long open trench are not twice the expected rates for a 25-foot-long open trench).
- Only one round of review of the Geotechnical Engineering Report will be required.
- Following delivery of the draft report, all soil samples will be disposed of, unless otherwise mutually agreed upon. Long-term storage of soil samples by HWA is not included.

CLIENT RESPONSIBILITIES

1. Provide access to the site to perform site reconnaissance, utility locates, field work, and groundwater monitoring.
2. Provide necessary permits and rights of entry at no cost to HWA.

July 31, 2026
HWA Project No. 2026-058-21

3. Provide advance notice to the community of site activities before each mobilization.

PROJECT BUDGET

We estimate that the scope of services proposed herein will require a budget as detailed on the attached project cost estimate. We will not exceed the attached cost estimate without your prior authorization. However, if during the evaluation of the available data or during our field exploration unanticipated subsurface conditions are revealed that would require a level of effort beyond the scope of our study, we will contact you immediately to discuss any necessary modifications to our scope of services and/or budget estimate.

The budget presented in this proposal reflects an estimate based on our current understanding of the project requirements for a scope of work developed from the information provided. Within the limits of HWA's total project, we reserve the right to transfer hours and budget dollars between tasks to satisfy project requirements. Our budget also reflects estimated direct costs to the project for testing, drilling, etc. HWA may also transfer funds allocated for direct costs to professional/technical hours or vice versa, to satisfy project requirements.

Thank you again for the opportunity to provide this proposal for geotechnical engineering and hydrogeological services to support the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Should you have any questions regarding this proposal, or require additional services, please contact us at your convenience.

Sincerely,

HWA GEOSCIENCES INC.

William R. Rosso, P.E.
Geotechnical Engineer

Steven R. Wright, P.E.
Geotechnical Engineer, Vice President

Attachments: Project Cost Estimate
30% Submittal Markup

Scope of Work
Refer to the project scope of work document.

ESTIMATED HWA LABOR:

WORK TASKS	2026 BILLING RATES										
	Principal IX	Geotech. Eng. VIII	Geotech. Eng. VI	Geotech. Eng. II	Hydro-geologist V	Geologist V	Geologist IV	CAD	Contracts Admin	TOTAL	TOTAL
DESCRIPTION	$350.00	$330.00	$250.00	$160.00	$230.00	$200.00	$160.00	$155.00	$185.00	HOURS	AMOUNT
Project Management	**0**	**0**	**29**	**0**	**0**	**0**	**0**	**0**	**20**	**49**	**$10,950**
Project setup			1						2	3	$620
Project coordination meetings			4							4	$1,000
Project and Contract Management			24						18	42	$9,330
Geotechnical	**8**	**16**	**38**	**48**	**6**	**0**	**16**	**12**	**0**	**144**	**$31,060**
Plan and coordinate field exploration program			2	2						4	$820
Site reconnaissance and utility locates (two site visit)			2				6			8	$1,460
Generate geotechnical subsurface exploration plan (SEP)		1	1	4	2			4		12	$2,300
Conduct geotechnical boring (1 day)			1				10			11	$1,850
Generate boring log and assign laboratory testing			1		4					5	$1,170
Review available geotechnical information		2	4	8						14	$2,940
Evaluate Geologic and Seismic Hazards			1	2						3	$570
Generate Seismic Design Parameters			1	2						3	$570
Evaluate Liquefaction and Lateral Spreading Potential			1	2						3	$570
Develop Recommendations for Temporary Shoring			1	2				4		7	$1,190
Develop Recommendations Buoyancy and Lateral Earth Pressures			1	2						3	$570
Develop Recommendations for Trenchless Construction		4	4	4						12	$2,960
Develop Considerations for General Earthwork and Construction		1	2	4						7	$1,470
HWA QA/QC	8									8	$2,800
Draft Geotechnical Data Report		4	8	12				4		28	$5,860
Respond to Review Comments on Draft Geotechnical Data Report		2	4							6	$1,660
Final Geotechnical Data Report		2	4	4						10	$2,300
Geophysics	**4**	**0**	**4**	**0**	**0**	**19**	**9**	**0**	**0**	**36**	**$7,640**
Plan and coordinate geophysical fieldwork			2			2				4	$900
Conduct Geophysical Survey						9	9			18	$3,240
Additional HWA QA/QC	4									4	$1,400
Additional Reporting			2			8				10	$2,100
Hydrogeology	**16**	**2**	**6**	**9**	**59**	**0**	**9**	**0**	**0**	**101**	**$24,210**
Plan and coordinate pump testing			2		2					4	$960
Pump Testing Fieldwork				9	9		9			27	$4,950
Pump Testing Analysis					24					24	$5,520
Dewatering Analysis					16					16	$3,680
Additional HWA QA/QC	16									16	$5,600
Additional Reporting		2	4		8					14	$3,500
Geoenvironmental	**11**	**0**	**0**	**0**	**22**	**0**	**38**	**0**	**0**	**71**	**$14,990**
Additional Well Installation and Environmental Screening/Sampling							10			10	$1,600
Groundwater Sampling (4x wells)							20			20	$3,200
Groundwater Sampling Memorandum (draft)	2		0		16		8			26	$5,660
Groundwater Sampling Memorandum (final)	1				4					5	$1,270
Environmental Construction Specifications	8		0		2					10	$3,260
TOTAL LABOR CHARGES:	39	18	77	57	87	19	72	12	20	401	**$88,850**

LABORATORY TESTING SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Moisture Content w/Description	10	$40	$400
Percent Passing #200 Sieve	2	$125	$250
Combined Grain Size & Hydrometer	6	$330	$1,980
Atterberg Limits	2	$310	$620
LABORATORY TESTING TOTAL:			**$3,250**

ENVIRONMENTAL LABORATORY TESTING SUMMARY:

Test	Tests	Cost	Cost
VOCs by EPA Method 8260D	6	$170	$1,020
ENVIRONMENTAL LABORATORY TESTING TOTAL:			**$1,020**

ESTIMATED COSTS PER TASK:

Project Management	$10,950
Geotechnical Services	$51,039
Geophysical Survey	$9,140
Hydrogeological Services	$29,840
Geoenvironmental Services	$23,372
TOTAL SUBCONTRACTOR COSTS:	**$124,341**

ESTIMATED DIRECT EXPENSES:

Mileage: 0.725/mi, 11 round trips at 20 miles/trip	$160
GPS Unit Rental, $75/day, 3 day	$225
Transducer Rental: $650/datalogger, 5	$3,250
Water Level Indicator: $30/day, 6 days	$180
Development Pump/Surge Block	$200
Pump Test Pump and Generator	$2,000
Geophysics Equipment	$1,500
Photoionization Detector (PID)	$125
Peristaltic Sampling Pump	$50
Laboratory Testing	$3,250
TOTAL DIRECT EXPENSES:	**$10,940**

ESTIMATED SUBCONTRACTOR COSTS:

Private Utility Locate	$775
Traffic Control	$6,000
Drilling Subcontractor - 1 day	$15,000
YSI Rental	$150
Environmental Laboratory	$1,020
Subcontractor Mark-Up (7%)	$1,606
TOTAL SUBCONTRACTOR COSTS:	**$24,551**

TASK TOTALS AND SUMMARY:

Total Labor Cost	$88,850
Direct Expenses	$10,940
Subconsultant Costs	$24,551
TOTAL:	**$124,341**

APPENDIX C

COMMONSTREET CONSULTING

1102 A S
Tacoma, WA 98402
(844) ROW-CERT
info@csrow.com
www.csrow.com

April 6, 2026

Skillings
Attn: Robin Nelson
5016 Lace Blvd. SE
Lacey, WA 98503

Re: Scope and Fee Proposal – Lake Forst Park: Beach Drive NE Sewer Lift Station Project

Thank you for the opportunity to provide right of way services for this important sewer system improvement project for the City of Lake Forest Park. It is our understanding that Commonstreet is providing turn-key right of way services for the Beach Drive NE Sewer Lift Station Project. This work will include early design/pre-acquisition support services, title review, valuations of partial acquisitions, property owner negotiations, acquisition documentation, and file closing support. The scope and fee proposal provided herein is in response to a request for a scope and fee for this project with no Federal Highway Administration (FHWA) funding and does not include certification support.

Scope Summary and Project Understanding
This project will replace two existing sewer lift stations with a single lift station. The fee proposal provided herein is based upon an assumption of potential ROW impacts, assuming up to seven (7) rights of entry and up to seven (7) partial acquisitions (permanent and/or temporary easements) from seven (7) parcels. The project also requires one (1) partial acquisition of permanent or long-term rights on the trail parcel owned by King County. It is understood that any change in scope will require an amendment in scope and fee. All ROW activities will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and the City's ROW Procedures. This is a total amount not to exceed (NTE) budget and allocation between subtasks is for reference only and does not constitute separate budgets for each subtask.

Assumptions
- This project is locally funded and no WSDOT ROW Certification will be required.
- Commonstreet has been provided a *30% Submittal Beach Drive Lift Station Site Plan.* This scope and fee is based upon that drawing.
- Impacts on private properties will be limited to work realigning and reconnecting the existing side-sewer connections to private residences. Installation and construction work of the new main sewer line and lift station will be conducted within existing City-owned right of way or on City-owned property (with the exception of land rights required on the King County-owned trail parcel).
- If it is determined there will be project impacts to private properties (unrelated to side-sewer connections) that require additional temporary easement rights along the south boundary of Beach Drive NE, waiver valuations and/or appraisals will be completed. This work will require additional scope and fee.
- The City requires no more than seven (7) rights of entry.

- The City requires no more than seven (7) partial acquisitions from seven (7) parcels consisting of permanent and/or temporary easements for work specifically related to realigning and reconnecting the existing side-sewer connections to private residences.
- The aforementioned seven (7) partial acquisitions do not require appraisal valuations, as the purpose of the construction work on private property is for the direct benefit of each individual private property. Existing improvements on private property will be protected in place or replaced with like kind. All property owners will agree to conveying the necessary rights without requiring compensation.
- The City requires no more than one (1) partial acquisition from one (1) King County-owned parcel consisting of a permanent and/or temporary easement/permit.
- If the acquisition of property rights on the King County-owned parcel requires an appraisal valuation, an appraisal will be completed. Said appraisal will require additional scope and fee.
- There are no full acquisitions.
- No design changes will occur after the initial valuation assignment is authorized.
- Legal descriptions suitable for recording and meeting all requirements will be provided to Commonstreet from a licensed survey company.
- No occupants or personal property will be displaced requiring relocation services and no relocation services will be required.
- The City will provide ROW document templates or Commonstreet will utilize WSDOT templates and provide to the City for review and approval. Revisions will be limited to no more than two rounds of review prior to City approval.
- Once offer package templates are approved by the City, no changes will be made.
- Property owners with improvements in the existing ROW will be notified by Commonstreet and all encroachments will be removed, cured, or abandoned during the acquisition process.
- Title reports will be provided by the City and/or ordered by Commonstreet.
- The City will pay directly to the title company all expenses for title commitments, recording fees, escrow services, and title insurance.
- If the Notice to Proceed (NTP) is received after 120 days from this proposal, fees and billing rates may require revision to reflect cost of living increases and current business conditions.

Best regards,



Joel Schleppi
Project Manager
Western/Central Washington

Scope of Services

Task 1.0 –Project Management and Administration

- Prepare for and attend early design development meetings as requested by the City or the project team;
- Provide pre-acquisition services as requested by the City or project team to support early design development;
- Prepare for an attend up to three (3) community meetings;
- Respond to inquiries and needs identified by your team, the City, and/or project stakeholders;

- Oversight of preliminary ROW activities to comply with project requirements;
- Provide written and oral status updates on right of way activities;
- Review City's Right of Way Procedures;
- Develop and execute the Right of Way program in compliance with state law and Uniform Act requirements;
- Maintain quality control/quality assurance protocols in the execution of the ROW tasks;
- Coordinate title reviews;
- Provide oversight to all aspects of the ROW program.

Task 2.0 – Acquisition Services

- Create state or federal-compliant project files for each parcel;
- Request the City order new and/or updates to existing title commitments;
- Review title reports for each parcel and identify every exception;
- Once a parcel's title interest has been reviewed, identify methods of clearance per City direction;
- Project file set-up;
- Produce templates approved by City to draft offer packages;
- QA/QC all documents, tasks, and processes before, during, and after acquisition process;
- Prepare and present rights of entry documents to affected property owners for signature;
- Prepare, deliver, and present offer packages;
- Clear encroachments to comply with federal and state requirements.

Task 3.0 – Project File Close Out

- Collaborate with City during closing and recording processes;
- Set up client escrow account or facilitate execution of all conveyance documents and closing data along with recorded conveyance documents and closing of files;
- Compile completed/closed files;
- Prepare parcel files (electronic and/or hard copy) in a format requested by the City and provide to City for retention.

COMMONSTREET CONSULTING

Scope and Fee Table Summary

City of Lake Forest Park - Beach Drive NE Sewer Lift Station Project

4/6/2026

Attachment A

The below schedule of hourly rates shall be increased by five percent (5%) annually on the anniversary of the effective date of the contract.
Services subcontracted by Commonstreet will be invoiced at cost plus ten percent (10%).

	Tasks	Job Classifications	Rate	Qty.	Total
1.0	Project Management and Administration	*Principal*	*$306.00*	*4*	$1,224.00
		Project Manager	*$188.00*	*28*	$5,264.00
		Senior Project Control Specialist	*$155.00*	*28*	$4,340.00
2.0	Acquisition Services	*Project Manager*	*$188.00*	*18*	$3,384.00
		Sr. Right of Way Agent	*$155.00*	*36*	$5,580.00
		Right of Way Agent	*$125.00*	*124*	$15,500.00
		Senior Project Control Specialist	*$155.00*	*24*	$3,720.00
3.0	Project and File Close-Out	*Project Manager*	*$188.00*	*12*	$2,256.00
		Sr. Right of Way Agent	*$155.00*	*12*	$1,860.00
		Right of Way Agent	*$125.00*	*12*	$1,500.00
		Senior Project Control Specialist	*$155.00*	*28*	$4,340.00
	Hourly Total			**326**	**$48,968.00**
	Expenses		**Rate**	**Qty.**	**Total**
	Other Direct Costs (ODC's)	*Copying, Printing, Mailing, Recording*	$300.00	1	$300.00
		Mileage at current federal rate	*0.725*	180	$130.50
	Expense Total				**$430.50**
	Contract Total				**$49,398.50**

Beach Drive Lift Station 100% Design Contract

Professional Services Agreement with Skillings, Inc.

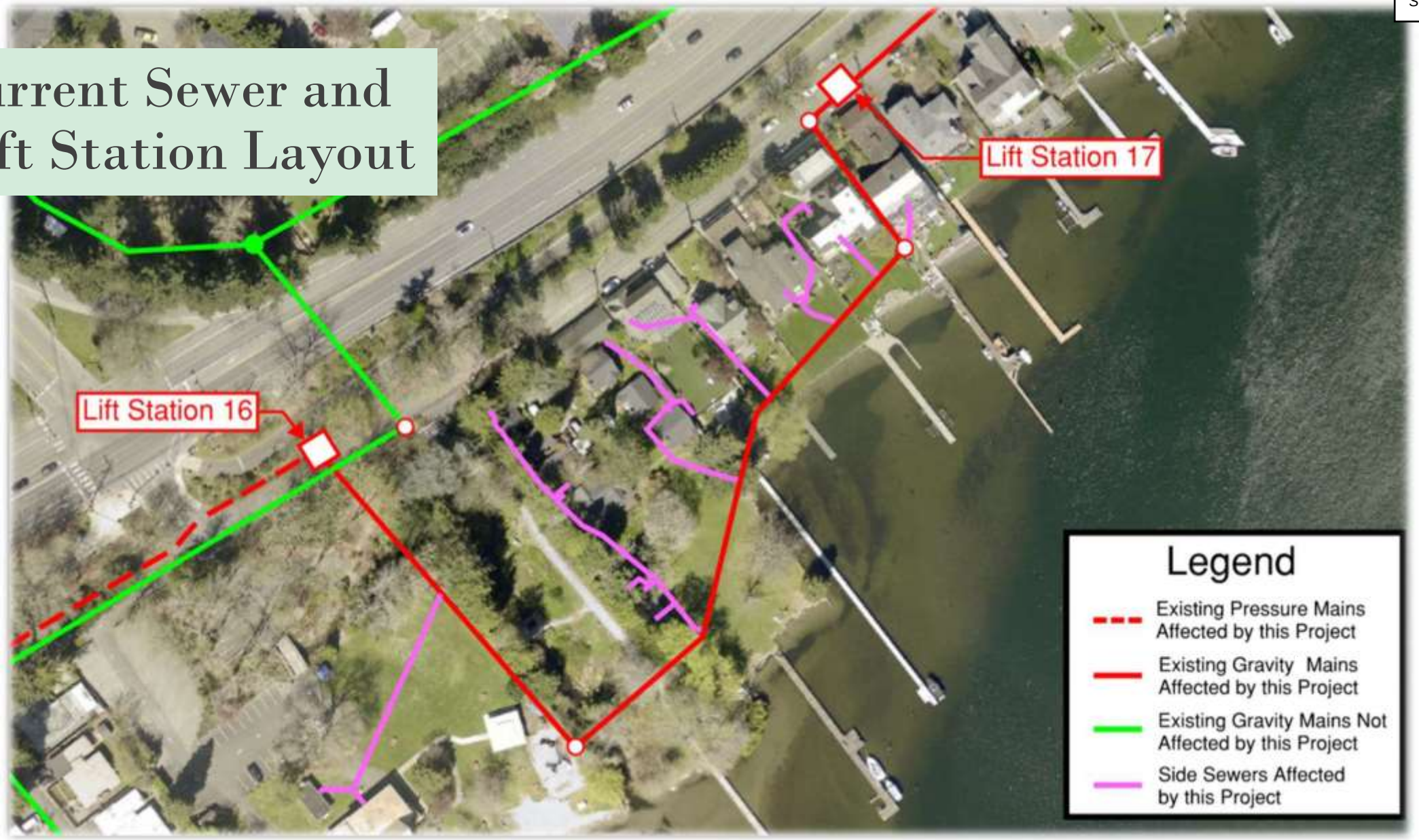


Beach Drive Lift Station Project Area




Improvements serve:
• 26 residences
• 2 parks
• 2 professional buildings

Current Sewer and Lift Station Layout





Proposed Future Sewer and Lift Station Layout

Professional Services Agreement with Skillings

Design Fee

- $1,135,043.00
- Not to exceed value

Scope

- 100% Design
- Full Bid Package

Timeline

- Design effort January-November 2027
- Construction start TBD

Design Fee

Project is supported by the Sewer Capital Fund; current project funding in the CIP is $3,074,000

Thank you!

Legislative Presentations:

- October 1, 2026
- October 8, 2026
- October 22, 2026

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 8, 2026
Originating Department	Human Resources (HR)
Contact Person	Shannon Moore, HR Director
Title	2026 Police Commander Salary Schedule Market Adjustment

Legislative History

- First Presentation: September 21, 2026 – City Council Committee of the Whole Meeting
- Second Presentation: October 8, 2026 – City Council Regular Meeting

Attachments:

1. Proposed Amended 2026 Salary Step Schedule

Executive Summary

Human Resources is seeking approval from City Council to amend the City's current 2026 Salary Step Schedule to align the Police Commander position's 2026 budgeted salary with the current market average, effective November 1, 2026.

Background

Following an internal promotion to Police Chief, the City began recruiting for the vacant, full-time (1.0 FTE) Police Commander position. However, applicant interest remains low, with candidates frequently citing the advertised salary as a major deterrent.

HR Director recently Moore completed an annual market review for non-represented City positions, which showed that the Police Commander 2026 salary is approximately 6% below the market average.

During the City Council Committee of the Whole Meeting on September 21, 2026, HR Director Moore presented the 2026 salary market information, highlighting how the Police Commander's current salary step schedule is impacting the City's ability to attract a large, qualified candidate pool to fill the current vacancy.

Fiscal & Policy Implications

Should City Council approve the 2026 Salary Step Schedule Amendment for the Police Commander position effective November 1, 2026, the budget difference would be an increase of up to $2,941 for the remainer of the year. *Note: This total amount assumes the Commander position is filled at a 1.0 FTE in November 2026 and a 2.0 FTE in December.*

Commander

Rate Effective 11/01/2026

Category	2026 Current	2026 W/6% Market rate Inc	Difference
Salaries & Wages	$41,877	$44,447	$2,570
Personnel Benefits	$14,462	$14,833	$371
Budget Difference for 2026			**$2,941**

Alternatives

Options	***Results***
• Do not amend the 2026 salary step schedule to adjust the Police Commander position's current wage scale.	Impact the City's ability to attract and retain qualified candidates to this vital role.
• Amend 2026 salary step schedule to adjust the Police Commander wage scale by 6% effective November 1, 2026.	Strengthen the City's ability to attract and retain qualified candidates in this vital role.

Staff Recommendation

Approve the amendment of the 2026 Salary Step Schedule, confirming the 6% market adjustment to the Police Commander wage scale.

2026 Positions and Monthly Salary Schedule

Monthly salary amounts shown are based on a 1.0 full time equivalent (FTE)

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7						$ 800.00
Executive							
Mayor	0.5						$ 3,000.00
City Administrator contract	1						$ 19,136.47
Program Executive LTE	1	$ 13,364.90	$ 13,765.01	$ 14,626.47	$ 15,486.27	$ 16,345.89	$ 17,207.53
Human Resources Director	1	$ 11,475.10	$ 12,240.09	$ 13,005.03	$ 13,770.09	$ 14,535.13	$ 15,300.14
Human Resources Specialist	0.8	$ 6,492.71	$ 6,898.50	$ 7,302.76	$ 7,710.25	$ 8,116.39	$ 8,545.00
	4.3						
Judicial							
Municipal Court Judge * contract	0.75					$ 14,131.00	$ 14,557.75
Court Administrator *	1	$ 8,949.36	$ 9,546.09	$ 10,142.82	$ 10,739.54	$ 11,336.26	$ 11,933.03
Senior Judicial Specialist *	2	$ 5,765.53	$ 6,150.71	$ 6,533.43	$ 6,918.62	$ 7,301.34	$ 7,686.54
Judicial Specialist *	3	$ 5,147.79	$ 5,491.71	$ 5,833.42	$ 6,177.34	$ 6,519.06	$ 6,862.98
Probation Officer	0.3	$ 6,834.54	$ 7,291.08	$ 7,747.64	$ 8,201.90	$ 8,658.45	$ 9,112.82
Pro-tem Judge *		$65 per hour					
	7.05						
Municipal Services Department							
City Clerk	1	$ 8,195.15	$ 8,740.44	$ 9,287.15	$ 9,834.09	$ 10,380.61	$ 10,925.90
Deputy City Clerk	1	$ 6,332.95	$ 6,755.01	$ 7,179.16	$ 7,601.22	$ 8,023.28	$ 8,445.34
Public Records Specialist	0.85	$ 6,619.46	$ 7,058.28	$ 7,501.46	$ 7,941.01	$ 8,383.47	$ 8,823.02
Administrative Specialist	1	$ 5,550.60	$ 5,923.49	$ 6,293.87	$ 6,661.73	$ 7,032.10	$ 7,402.48
Passport Acceptance Agent	1.5	$ 4,662.33	$ 4,971.89	$ 5,281.44	$ 5,593.37	$ 5,905.29	$ 6,214.47
	5.35						
Finance/Info. Systems Department							
Finance Director	1	$ 12,243.86	$ 13,060.01	$ 13,876.31	$ 14,692.61	$ 15,508.89	$ 16,323.87
Information Systems Manager	1	$ 9,584.60	$ 10,223.53	$ 10,862.56	$ 11,501.56	$ 12,140.49	$ 12,779.51
Finance Manager	1	$ 8,171.26	$ 8,716.06	$ 9,260.82	$ 9,805.57	$ 10,350.33	$ 10,895.08
Finance Specialist	2	$ 5,855.63	$ 6,243.10	$ 6,631.87	$ 7,022.70	$ 7,413.54	$ 7,804.38
Accounting Clerk	0.6	$ 5,022.73	$ 5,358.89	$ 5,692.87	$ 6,029.01	$ 6,362.99	$ 6,696.97
	5.6						
Community Development: Planning & Building Department							
Community Development Director	1	$ 11,946.02	$ 12,742.10	$ 13,538.19	$ 14,335.88	$ 15,131.95	$ 15,928.03
Senior Planner	1	$ 7,820.40	$ 8,342.05	$ 8,861.52	$ 9,385.36	$ 9,904.82	$ 10,426.47
Associate Planner	0	$ 6,844.27	$ 7,300.91	$ 7,757.56	$ 8,213.40	$ 8,669.42	$ 9,125.70
Assistant Planner	1	$ 6,102.17	$ 6,508.68	$ 6,915.19	$ 7,321.70	$ 7,728.21	$ 8,134.72
Community Programs Planner	1	$ 6,844.27	$ 7,300.91	$ 7,757.56	$ 8,213.40	$ 8,669.42	$ 9,125.70
Climate Coordinator	1	$ 7,076.41	$ 7,519.39	$ 7,961.16	$ 8,398.23	$ 8,840.81	$ 9,282.85
Urban Forest Planner	0.75	$ 7,747.31	$ 8,264.09	$ 8,778.70	$ 9,297.64	$ 9,812.25	$ 10,329.03
Building Official	1	$ 9,008.28	$ 9,608.81	$ 10,209.37	$ 10,809.91	$ 11,410.47	$ 12,011.02
Permit Coordinator	0	$ 5,813.38	$ 6,200.66	$ 6,588.17	$ 6,975.58	$ 7,362.98	$ 7,750.37
Permit Technician	0.8	$ 5,260.97	$ 5,611.56	$ 5,962.15	$ 6,312.74	$ 6,663.33	$ 7,013.91
	7.55						
Emergency Management							
Emergency Manager	1	$ 8,825.68	$ 9,066.38	$ 9,307.07	$ 9,547.78	$ 9,788.48	$ 11,100.28
	1						

		6%	6%	6%	6%	6%	6%
	FTE	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
Police Department							
Police Chief contract	1						$ 17,537.16
Commander	2	$ 10,355.00	$ 11,047.00	$ 11,736.00	$ 12,426.00	$ 13,117.00	$ 14,816.00
Sergeant 2	4						$ 11,130.00
Sergeant 1	0						$ 10,575.00
Police Officer	9	$ 7,529.00	$ 8,125.00	$ 8,771.00	$ 9,409.00		
Detective	2	$ 8,281.90	$ 8,937.50	$ 9,648.10	$ 10,349.90		
Traffic Officer *	2	$ 7,905.45	$ 8,531.25	$ 9,209.55	$ 9,879.45		
K-9 Officer	1	$ 7,905.45	$ 8,531.25	$ 9,209.55	$ 9,879.45		
Support Services Officer *	1	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Transport Officer	0.4	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Property & Evidence Tech	0.6	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Records Specialist	2	$ 5,772.00	$ 5,979.00	$ 6,184.00	$ 6,387.00	$ 6,589.00	$ 6,794.00
Domestic Violence Advocate	0.35	$ 6,324.73	$ 6,747.51	$ 7,167.85	$ 7,590.64	$ 8,010.98	$ 8,433.78
	25.35						
Public Works Department							
Public Works Director	1	$ 13,364.90	$ 13,765.01	$ 14,626.47	$ 15,486.27	$ 16,345.89	$ 17,207.53
Senior Project Manager	1	$ 9,147.92	$ 9,650.41	$ 10,253.41	$ 10,856.90	$ 11,460.29	$ 12,063.65
Project Manager	1	$ 7,932.95	$ 8,459.97	$ 8,989.29	$ 9,518.62	$ 10,047.94	$ 10,574.97
Public Works Superintendent	1	$ 8,068.70	$ 8,607.59	$ 9,144.86	$ 9,682.12	$ 10,221.01	$ 11,618.93
Stormwater Program Coordinator	1	$ 7,076.41	$ 7,519.39	$ 7,961.16	$ 8,398.23	$ 8,840.81	$ 9,282.85
PW Admin. Assistant	0.5	$ 5,260.97	$ 5,611.56	$ 5,962.15	$ 6,312.74	$ 6,663.33	$ 7,013.91
Lead Maintenance Worker	1	$ 7,349.52	$ 7,608.91	$ 7,868.31	$ 8,127.67	$ 8,387.08	$ 8,646.49
Maintenance Worker	5	$ 6,681.38	$ 6,917.19	$ 7,153.01	$ 7,388.79	$ 7,624.62	$ 7,860.45
Seasonal Maintenance Worker (Hourly)	2	$ 24.17	$ 25.68	$ 27.18	$ 28.70	$ 30.20	$ 32.22
	13.5						
Total Adjusted 2026 Positions	**69.70**						

New Position
Updated Title
Market Adjustment
*Fully/Partially funded by Traffic Safety

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 8, 2026
Originating Department	Human Resources (HR)
Contact Person	Shannon Moore, HR Director
Title	Reallocation of 1.0 FTE Support Service Officer Position.

Legislative History

- First Presentation: September 21, 2026 – City Council Committee of the Whole Meeting
- Second Presentation/Action: October 8, 2026 – City Council Regular Meeting

Attachments:

1. Transport Officer Job Description
2. Property & Evidence Technician Job Description

Executive Summary

Human Resources is seeking approval from City Council to reallocate the current vacant 1.0 FTE Support Services Officer position for the remainder of 2026 as follows:

a. *Transport Officer – 0.4 FTE*: Guild represented, civil-service, specially commissioned, non-benefit eligible position.
b. *Property and Evidence Technician – 0.6 FTE*: Guild represented, civilian, benefit-eligible position.

Background

The Police Department currently has a vacant 1.0 FTE Support Services Officer position. This position is represented by the Police Guild and is responsible for (1) the transport of detained individuals to and from court and (2) management of the Property and Evidence room and related duties.

The existing role requires distinct skillsets for prisoner transport and property/evidence management, making recruitment of qualified candidates difficult. While the role remains vacant, court transports are

being covered by overtime and reassignment of current Police staff. In addition, the Property and Evidence duties have been absorbed primarily by the Administrative Services Commander.

HR Director Moore and Command staff have evaluated the current 1.0 FTE vacancy and recommend reallocating the FTE into two specialized, part-time roles in order to best utilize our staffing resources and improve operational efficiencies:

- Transport Officer (0.4 FTE); and
- Property and Evidence Technician (0.6 FTE)

The Police Guild has been consulted and supports the proposed FTE restructuring.

Fiscal & Policy Implications

The 2026 salary step schedule will remain unchanged.

Alternatives

Options	***Results***
• Leave the Support Services Officer as a full-time 1.0 FTE	Time to fill the vacancy will extend, causing Department to continue covering duties with overtime and staffing reassignments. Risk of employee burnout and reliance on employee coverage while understaffed.
• Approve splitting the full-time Support Services Officer into two new part-time positions: o Transport Officer (0.4 FTE); and o Property and Evidence Technician (0.6 FTE)	Administration will move forward to post and fill both positions in 2026. Reduces overreliance on coverage strategies and related overtime costs.

Staff Recommendation

Wavie the three touches and approve the reallocation of the vacant 1.0 FTE Support Services Officer into the following two positions:

- Transport Officer (0.4 FTE); and
- Property and Evidence Technician (0.6 FTE)

Lake Forest Park Police Department
Job Description

Title: Transport Officer
Reports to: Support Services Division Commander
FLSA Class: Non-Exempt
Classification: Civil Service; Represented
Position Type: Part-Time
Effective Date: September 2026

Position Purpose:

Under the direction of the Support Services Division Commander, the Transport Officer safely moves detained individuals and inmates between correctional facilities and the court for legal proceedings. The officer maintains physical security of defendants, counsel, and court staff during court hearings. Additionally, this role serves arrest warrants and arrests judicially remanded defendants.

Duties require the ability to make independent and immediate decisions and to remain calm under extremely stressful situations. Responsibilities have a significant impact on the Court's and Department's operations and customer satisfaction.

Essential Functions:

I. Inmate Transport and Court Security:

- Books inmates into detention facilities, and transports detained individuals safely between jail facilities, medical centers, and the Court. Maintains physical custody and control of inmates using handcuffs, waist restraints, ankle restraints and other defensive technologies and equipment when warranted.
- Monitors inmates' health and safety while in holding cells or in physical custody. Make rapid, independent decisions during crises, medical emergencies, or security breaches.
- Maintains physical security of defendants, counsel, and court staff during court hearings. Takes court attendees into custody as required.
- Monitors high-risk individuals continuously to detect, prevent, and defuse disruptive behavior or escape attempts.
- Inspects vehicles, holding cells and facilities for safety risks.
- Reviews warrants and custody exchange paperwork. Document accurate transport logs, incident reports, and warrant service documentation daily.
- Serves warrants of arrest and arrests judicially remanded defendants.
- Transports evidence to and from the State crime lab utilizing a city-owned vehicle, as needed.

II. Other Responsibilities:

- Process fingerprints and related administrative activities.
- Participate in training sessions and meetings as required.
- Assist in other support services functions, when necessary, which may include, but is not limited to: conducting yearly equipment inventory, WASPC reaccreditation every four years, and other Support Services Unit duties and responsibilities.

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

Qualifications:

Education and Experience:

Required:

- High school diploma or equivalent required AND at least one year of corrections or law enforcement environment experience.
- At least 21 years old upon hire.
- Basic Law Enforcement Academy, Corrections Academy, or Reserve Academy certification. **Decertified officers are not eligible.**
- Valid Washington State Driver's License and the ability to maintain insurability with the City.
- CPR, First Aid & AED certification within six months of hire.
- Must successfully pass a comprehensive criminal background investigation, psychological evaluation, pre-employment medical examination and drug screening.

Preferred:

- Previous Transport Officer or related experience.
- Experience within a court setting (testifying for the state).

Knowledge, Skills, Abilities:

Knowledge of:

- Proficient knowledge of computers and applicable computer software applications, including Microsoft Outlook, Word, and Excel.
- Working knowledge of modern administrative office procedures, methods, and equipment.
- Business letter writing and basic report preparation with proficient spelling and grammatical skills.
- Federal, state and local laws, including traffic control laws.
- Procedures, regulations, court procedures, federal, state and local laws pertaining to property and evidence in the custody of the police department.
- Knowledge and training in arrest procedures, defensive tactics, firearms, and emergency vehicle operation.

Skills in:

- Strong organizational, problem-solving, and analytical skills.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgement within established guidelines.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion and integrity.
- Effective interpersonal skills and the ability to interact effectively with the public and team members.
- Proficient skill and ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

Ability to:

- Remain calm, focused, and effective under extreme stress or dangerous conditions.
- Maintain proficiency with a firearm and less-lethal tools.
- Safely operate a city-owned transport vehicle.

- Interact with the public, co-workers and representatives of other public agencies using courtesy, tact and good judgment.
- Report for scheduled work with regular, reliable, and punctual attendance.
- Successfully pass required training courses relevant to position.
- Maintain and establish effective and cooperative working relationships with City employees, customers, and vendors and work effectively in a team environment.
- Work independently with a high degree of reliability, accuracy, and productivity.
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality.
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service.
- Prioritize multiple projects; anticipate needs and work effectively within deadlines while subject to frequent interruptions.
- Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, and governmental regulations.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Work with or near potentially hazardous material using appropriate safety precautions.
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations.
- Communicate in English clearly, concisely, and effectively, both orally and in writing.

Physical Demands and Working Conditions:

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

Environment: Indoor and outdoor environment; subject to adverse weather conditions; exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens and inmates.

Mobility: To perform the essential function of the job, incumbents must be able to walk, stand, reach, talk, hear and operate a motorized vehicle; moderate or light lifting up to 50 pounds occasionally, and/or up to 20 pounds frequently.

Hours Worked: This position works 16 hours per week, or 8 hours/2 days per week. This position provides jail transportation services for inmates on judicial days for the Lake Forest Park Municipal Court, which are Monday and Wednesday. Occasional work on Tuesdays or Thursdays will be required due to observed holidays. Occasional evening or night shift work may be required.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirement of the job change.

Lake Forest Park Police Department
Job Description

Title: Property & Evidence Technician
Reports to: Support Services Division Commander
FLSA Class: Non-Exempt
Classification: Non-Civil Service; Represented
Position Type: Part-Time
Effective Date: September 2026

Position Purpose:

Under the direction of the Support Services Division Commander, the Property and Evidence Technician performs specialized duties pertaining to the collection, recording and safeguarding of property and evidence in support of the Police Department; includes maintaining found public property items and inmate property items. Additionally, the Property and Evidence Technician provides crime scene and evidence processing support to the Patrol and Investigations staff as needed, to include fingerprint and trace evidence collection; and processes public records requests for officer body worn camera video and other administrative duties, as assigned.

The Property and Evidence Technician is a non-commissioned civilian position.

Essential Functions:

I. Property and Evidence

- Receives, inventories, protects and stores a variety of crime scene materials collected for analysis and/or evidence submitted by commissioned personnel for potential litigation or criminal investigation.
- Provides documented chain of custody for all property/evidence from entry into system until final disposition.
- Physically transport evidence items for outside laboratory examination.
- Conducts property disposal/release procedures including owner identification, location, notification, release and transfer.
- Purges evidence and recovered property in accordance with applicable laws, for disposition of unclaimed or illegal property.
- Maintains accurate manual and automated inventory systems and reports of all property and evidence.
- Responds to inquiries from the public, law enforcement agencies, and prosecutorial offices; Assists citizens in the return of stolen and/or confiscated property; Initiates inquiries on property and evidence to obtain information on ownership for possible release and disposition; Prepares and processes property for return to owner, destruction, transportation to other law enforcement agencies, or disposal at public auctions.
- Maintains statistics and data for property and evidence intake and disposition.
- Stores, inventories, and maintains custody of the items and completes appropriate forms for tracking and audit purposes.
- May be required to testify in court relative to evidence handling and chain of custody.
- Processes fingerprint and trace evidence at crime scenes in support of Patrol/Detectives, as needed.

II. Additional Support Services:

- Processes public records requests for officer body worn camera video.
- Complete general and technical administrative duties, as assigned by the Commander.
- Conducts yearly equipment inventory for the Police Department.
- Assists the Commander during WASPC reaccreditation every four years.

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

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualifications:

Education and Experience:

Required:

- High School diploma, or equivalent AND at least five years of work experience in clerical, administrative, or record keeping OR equivalent education/experience.
- Valid Washington State Driver's License and the ability to maintain insurability with the City upon hire.
- CPR, First Aid & AED certification within six months of hire.
- Must successfully pass a comprehensive criminal background investigation and drug screening.
- Washington State Patrol's ACCESS certification within 30 days of hire.
- Washington's Criminal Justice Training Commission's Property and Evidence Technician course must be completed within 12 months of hire.

Preferred:

- Associates degree in Criminal Justice or related field.
- Prior experience with evidence handling and law enforcement procedures.
- Records management experience.

Knowledge, Skills, Abilities:

Knowledge of:

- Procedures and regulations pertaining to best management practices of property and evidence in the custody of the Police Department.
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of standard Microsoft Outlook, Word, and Excel.
- Working knowledge of modern administrative office procedures, methods, and equipment.
- Business letter writing and basic report preparation with proficient spelling and grammatical skills.
- Federal, state and local laws, including traffic control laws.
- Procedures, regulations, court procedures, federal, state and local laws pertaining to property and evidence in the custody of the police department.

Skills in:

- Strong organizational, problem-solving, and analytical skills.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgement within established guidelines.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion and integrity.
- Effective interpersonal skills and the ability to interact effectively with the public and team members.

- Proficient skill and ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

Ability to:

- Participate and work effectively in an organization committed to advancing principles and practices of equity and anti-racism.
- Safely operate a city-owned transport vehicle.
- Interact with the public, co-workers and representatives of other public agencies using courtesy, tact and good judgment.
- Successfully pass required training courses relevant to position.
- Report for scheduled work with regular, reliable, and punctual attendance.
- Maintain and establish effective and cooperative working relationships with City employees, customers, and vendors and work effectively in a team environment.
- Work independently with a high degree of reliability, accuracy, and productivity.
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality.
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service.
- Prioritize multiple projects; anticipate needs and work effectively within deadlines while subject to frequent interruptions.
- Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, and governmental regulations.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Work with or near potentially hazardous material using appropriate safety precautions.
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations.
- Communicate in English clearly, concisely, and effectively, both orally and in writing.

Physical Demands and Working Conditions:

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

The position works in a standard office environment working at a computer and outdoors; job duties performed outdoors are subject to a variety of terrains, under a variety of weather conditions, including sun, rain, wind, mud, and snow. The position may be exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens.

To perform the essential function of the job, incumbents must be able to walk, stand, reach, talk, hear and operate a motorized vehicle; moderate or light lifting up to 50 pounds occasionally, and/or up to 20 pounds frequently.

Occasional evening, night, and weekend work may be required.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirement of the job change.

2026 Positions and Monthly Salary Schedule

Monthly salary amounts shown are based on a 1.0 full time equivalent (FTE)

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7						$ 800.00
Executive							
Mayor	0.5						$ 3,000.00
City Administrator contract	1						$ 19,136.47
Program Executive LTE	1	$ 13,364.90	$ 13,765.01	$ 14,626.47	$ 15,486.27	$ 16,345.89	$ 17,207.53
Human Resources Director	1	$ 11,475.10	$ 12,240.09	$ 13,005.03	$ 13,770.09	$ 14,535.13	$ 15,300.14
Human Resources Specialist	0.8	$ 6,492.71	$ 6,898.50	$ 7,302.76	$ 7,710.25	$ 8,116.39	$ 8,545.00
	4.3						
Judicial							
Municipal Court Judge * contract	0.75					$ 14,131.00	$ 14,557.75
Court Administrator *	1	$ 8,949.36	$ 9,546.09	$ 10,142.82	$ 10,739.54	$ 11,336.26	$ 11,933.03
Senior Judicial Specialist *	2	$ 5,765.53	$ 6,150.71	$ 6,533.43	$ 6,918.62	$ 7,301.34	$ 7,686.54
Judicial Specialist *	3	$ 5,147.79	$ 5,491.71	$ 5,833.42	$ 6,177.34	$ 6,519.06	$ 6,862.98
Probation Officer	0.3	$ 6,834.54	$ 7,291.08	$ 7,747.64	$ 8,201.90	$ 8,658.45	$ 9,112.82
Pro-tem Judge *		$65 per hour					
	7.05						
Municipal Services Department							
City Clerk	1	$ 8,195.15	$ 8,740.44	$ 9,287.15	$ 9,834.09	$ 10,380.61	$ 10,925.90
Deputy City Clerk	1	$ 6,332.95	$ 6,755.01	$ 7,179.16	$ 7,601.22	$ 8,023.28	$ 8,445.34
Public Records Specialist	0.85	$ 6,619.46	$ 7,058.28	$ 7,501.46	$ 7,941.01	$ 8,383.47	$ 8,823.02
Administrative Specialist	1	$ 5,550.60	$ 5,923.49	$ 6,293.87	$ 6,661.73	$ 7,032.10	$ 7,402.48
Passport Acceptance Agent	1.5	$ 4,662.33	$ 4,971.89	$ 5,281.44	$ 5,593.37	$ 5,905.29	$ 6,214.47
	5.35						
Finance/Info. Systems Department							
Finance Director	1	$ 12,243.86	$ 13,060.01	$ 13,876.31	$ 14,692.61	$ 15,508.89	$ 16,323.87
Information Systems Manager	1	$ 9,584.60	$ 10,223.53	$ 10,862.56	$ 11,501.56	$ 12,140.49	$ 12,779.51
Finance Manager	1	$ 8,171.26	$ 8,716.06	$ 9,260.82	$ 9,805.57	$ 10,350.33	$ 10,895.08
Finance Specialist	2	$ 5,855.63	$ 6,243.10	$ 6,631.87	$ 7,022.70	$ 7,413.54	$ 7,804.38
Accounting Clerk	0.6	$ 5,022.73	$ 5,358.89	$ 5,692.87	$ 6,029.01	$ 6,362.99	$ 6,696.97
	5.6						
Community Development: Planning & Building Department							
Community Development Director	1	$ 11,946.02	$ 12,742.10	$ 13,538.19	$ 14,335.88	$ 15,131.95	$ 15,928.03
Senior Planner	1	$ 7,820.40	$ 8,342.05	$ 8,861.52	$ 9,385.36	$ 9,904.82	$ 10,426.47
Associate Planner	0	$ 6,844.27	$ 7,300.91	$ 7,757.56	$ 8,213.40	$ 8,669.42	$ 9,125.70
Assistant Planner	1	$ 6,102.17	$ 6,508.68	$ 6,915.19	$ 7,321.70	$ 7,728.21	$ 8,134.72
Community Programs Planner	1	$ 6,844.27	$ 7,300.91	$ 7,757.56	$ 8,213.40	$ 8,669.42	$ 9,125.70
Climate Coordinator	1	$ 7,076.41	$ 7,519.39	$ 7,961.16	$ 8,398.23	$ 8,840.81	$ 9,282.85
Urban Forest Planner	0.75	$ 7,747.31	$ 8,264.09	$ 8,778.70	$ 9,297.64	$ 9,812.25	$ 10,329.03
Building Official	1	$ 9,008.28	$ 9,608.81	$ 10,209.37	$ 10,809.91	$ 11,410.47	$ 12,011.02
Permit Coordinator	0	$ 5,813.38	$ 6,200.66	$ 6,588.17	$ 6,975.58	$ 7,362.98	$ 7,750.37
Permit Technician	0.8	$ 5,260.97	$ 5,611.56	$ 5,962.15	$ 6,312.74	$ 6,663.33	$ 7,013.91
	7.55						
Emergency Management							
Emergency Manager	1	$ 8,825.68	$ 9,066.38	$ 9,307.07	$ 9,547.78	$ 9,788.48	$ 11,100.28
	1						

		6%	6%	6%	6%	6%	6%
	FTE	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**
Police Department							
Police Chief contract	1						$ 17,537.16
Commander	2	$ 10,355.00	$ 11,047.00	$ 11,736.00	$ 12,426.00	$ 13,117.00	$ 14,816.00
Sergeant 2	4						$ 11,130.00
Sergeant 1	0						$ 10,575.00
Police Officer	9	$ 7,529.00	$ 8,125.00	$ 8,771.00	$ 9,409.00		
Detective	2	$ 8,281.90	$ 8,937.50	$ 9,648.10	$ 10,349.90		
Traffic Officer *	2	$ 7,905.45	$ 8,531.25	$ 9,209.55	$ 9,879.45		
K-9 Officer	1	$ 7,905.45	$ 8,531.25	$ 9,209.55	$ 9,879.45		
Support Services Officer *	1	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Transport Officer	0.4	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Property & Evidence Tech	0.6	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Records Specialist	2	$ 5,772.00	$ 5,979.00	$ 6,184.00	$ 6,387.00	$ 6,589.00	$ 6,794.00
Domestic Violence Advocate	0.35	$ 6,324.73	$ 6,747.51	$ 7,167.85	$ 7,590.64	$ 8,010.98	$ 8,433.78
	25.35						
Public Works Department							
Public Works Director	1	$ 13,364.90	$ 13,765.01	$ 14,626.47	$ 15,486.27	$ 16,345.89	$ 17,207.53
Senior Project Manager	1	$ 9,147.92	$ 9,650.41	$ 10,253.41	$ 10,856.90	$ 11,460.29	$ 12,063.65
Project Manager	1	$ 7,932.95	$ 8,459.97	$ 8,989.29	$ 9,518.62	$ 10,047.94	$ 10,574.97
Public Works Superintendent	1	$ 8,068.70	$ 8,607.59	$ 9,144.86	$ 9,682.12	$ 10,221.01	$ 11,618.93
Stormwater Program Coordinator	1	$ 7,076.41	$ 7,519.39	$ 7,961.16	$ 8,398.23	$ 8,840.81	$ 9,282.85
PW Admin. Assistant	0.5	$ 5,260.97	$ 5,611.56	$ 5,962.15	$ 6,312.74	$ 6,663.33	$ 7,013.91
Lead Maintenance Worker	1	$ 7,349.52	$ 7,608.91	$ 7,868.31	$ 8,127.67	$ 8,387.08	$ 8,646.49
Maintenance Worker	5	$ 6,681.38	$ 6,917.19	$ 7,153.01	$ 7,388.79	$ 7,624.62	$ 7,860.45
Seasonal Maintenance Worker (Hourly)	2	$ 24.17	$ 25.68	$ 27.18	$ 28.70	$ 30.20	$ 32.22
	13.5						
Total Adjusted 2026 Positions	**69.70**						

New Position
Updated Title
Market Adjustment
*Fully/Partially funded by Traffic Safety

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 8, 2026
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement

Legislative History

- First Presentation – October 8, 2026 Regular City Council Meeting
- Second Presentation
- Action

Attachments:

1. Agreement for Homelessness Services (AG-22-063)
2. MOU for Severe Weather Shelter (AG-23-008)
3. Email from King County Regional Homelessness Authority

Executive Summary

In early August, the administration was contacted by representatives of the King County Regional Homelessness Authority (KCRHA), informing the city that KCRHA would no longer be administering locally funded service contracts. Resulting from the agencies reorganization, the current contracting structure will no longer fit their future operating model and, in some cases, could add unnecessary administrative burden for providers.

Background

In 2019, the City of Seattle and King County jointly established the King County Regional Homelessness Authority (KCRHA) to coordinate a regional homelessness response system, including service provider contracts. The Lake Forest Park City Council approved an Interlocal Agreement (AG-22-063) with KCRHA and the cities of Shoreline, Kenmore, Bothell and Woodinville to participate in

sub-regional collaboration and pooled homelessness response funding. From 2023-2026, the Lake Forest Park Severe Weather Shelter funding was administered by the King County Regional Homelessness Authority under the terms of this ILA.

The proposed withdrawal is primarily an administrative and governance adjustment. KCRHA is transitioning away from locally funded contract administration as Seattle and King County funded service contracts return to those jurisdictions. The future operating model of KCRHA does not include the administration of municipal contracts.

For severe weather services, it has been confirmed that KCRHA will implement the existing contract with Urban League to provide severe weather services in North King County, currently at St. Dunstan's Church in Shoreline, through December 31, 2026. The City of Shoreline has indicated willingness to administer the contract for these services beginning January 1, 2027. Staff anticipate returning to Council with an agreement between the five cities for the funding and administration of the severe weather contract before the end of the year.

For shelter and outreach services, the contracts administered by KCRHA end on December 31, 2026. Staff will include these services in the broader community partners funding recommendation that comes before Council as part of the biennial budget process and take over administration of these contracts beginning January 1, 2027.

Fiscal & Policy Implications

There is no fiscal impact to the city resulting from this change. The city allocates restricted funds it receives through a sales tax credited against the state sales tax for housing investments. These funds were made available to the city through the 2019 Legislative session's House Bill 1406.

Alternatives

Options	***Results***
• Withdraw from the KHRHA ILA	The 5-cities will propose an ILA structure to continue providing severe weather shelter along the north end.
•	

Staff Recommendation

Authorize the Mayor to withdraw from the Interlocal Agreement (AG-22-063) with KCRHA.

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AG-23-008

Memorandum of Understanding

Between

The King County Regional Homelessness Authority

and

The City of Lake Forest Park, Washington

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

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

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

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

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

Contact Information

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

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

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

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY, a Washington governmental administrative agency

By: DocuSigned by: FCA0B8F04F54443...

Name: Marc Dones

Title: Chief Executive Officer

Date: 3/24/2023

City of Lake Forest Park

By: DocuSigned by: Jeff Johnson 1CB4501F883544E...

Name: Jeff Johnson

Title: Mayor

Date: 3/27/2023

DocuSign Envelope ID: 68C23DCB-4E60-4E31-82CA-26AFF61A96E0

KCRHA
King County Regional Homelessness Authority

MEMORANDUM

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

I. Summary & Recommendation

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

II. Background

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

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

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

III. Options

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

Option 1: Flexible Severe Weather Response

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

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

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

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

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

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

Option 2: Homeless Program Service Families with Children or Youth and Young Adults
In the draft KCRHA Five Year Plan, goal areas 5 and 6 are focused on addressing family homelessness and youth and young adult homelessness respectively. To be in accordance with the goals of the draft Five Year Plan, the funding could be allocated to programs serving these sub-populations within North King County. According to the KCRHA Regional Services Database, there is 1 program located within North King County that serves young adults (Friends of Youth), two emergency shelter programs that support families with children (Hopelink and Mary's Place), a transitional housing program that supports families (Vision House), and then four additional sheltering and housing options that have the ability to accept families (Camp United We Stand, Compass Housing Alliance, VA Puget Sound Healthcare).

Option 3: Emergency Shelter Operations
There is currently one enhanced emergency shelter serving single adults located within North King County which is the Oaks program supported by Lake City Partners. As a newer program, only in operation for about 2 years, the team has identified that this funding could be utilized in a positive way to support operations and capacity building.

Option 4: Outreach Support
Outreach is a critical part of homelessness response. Not only does it allow for us to reach currently unsheltered individuals who may not be connected to services, but it also allows us to develop a deeper understanding of the geographic and sub-regional nature of homelessness as outreach providers will input information into our Homelessness Management Information System (HMIS) which tracks client-level data and information and is overseen by the Community Impact division at KCRHA.

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

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IV. Recommendation

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

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AGREEMENT FOR HOMELESS SERVICES

THIS AGREEMENT FOR HOMELESS SERVICES (this "Agreement") is effective as of January 1, 2023 (the "Effective Date") and is among the Cities of Bothell, Kenmore, Lake Forest Park, Shoreline, and Woodinville, Washington, each a municipal corporation (each, a "Partner City" and together "Partner Cities"), and the KING COUNTY REGIONAL HOMELESSNESS AUTHORITY (the "Authority"), an independent governmental administrative agency formed pursuant to RCW 39.34.030(3). The Partner Cities and the Authority are referred to herein individually as a "Party" and collectively, the "Parties."

RECITALS

WHEREAS, the Authority was formed pursuant to the Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority (the "Authority Interlocal Agreement") by The City of Seattle and King County as an independent governmental agency pursuant to chapter 39.34 RCW in order to coordinate the provision of services within an equitable operational framework to individuals and families experiencing homelessness or at imminent risk of experiencing homelessness in King County; and

WHEREAS, homelessness is a regional crisis requiring local governments, nonprofits, partners and stakeholders to work together through cooperative action; and

WHEREAS, pursuant to the Interlocal Agreement, the Authority may enter into contracts with one or more Subscribing Agencies (as defined in the Interlocal Agreement) for the provision of Homeless Services (as defined in the Interlocal Agreement) subject to the conditions set forth therein; and

WHEREAS, the Parties now desire to coordinate efforts to address homelessness in the north King County sub-region where the Partner Cities are located pursuant to the terms of this Agreement;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I
DEFINITIONS

Terms defined in the recitals of this Agreement are incorporated herein as if fully set forth in this Agreement. Capitalized terms used herein shall have the following meanings. Terms not otherwise defined herein shall have the meanings set forth in the Interlocal Agreement, a copy of which is attached hereto as Exhibit C:

"***Agreement***" means this Agreement between the Partner Cities and the Authority for Homeless Services to be provided by the Authority, as it may be amended from time to time.

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"***Authority***" means the King County Regional Homelessness Authority formed by The City of Seattle and King County as a separate governmental administrative agency pursuant to the Interlocal Agreement and RCW 39.34.030(3).

"***Customers***" means individuals and families experiencing homelessness or who are at imminent risk of experiencing homelessness.

"***Effective Date***" means the date this Agreement becomes effective between the Parties, which is identified above.

"***Homeless Services***" or "***Services***" means shelters, day centers, hygiene facilities, housing, and related services to assist Customers to be provided by the Authority under the terms of this Agreement, as set forth in Exhibit A.

"***Initial Term***" means the initial four year term of this Agreement, as identified in Article II, Section 2.

"***Interlocal Agreement***" means the agreement between The City of Seattle and King County establishing the King County Regional Homelessness Authority, dated December 16, 2019, as it may be amended from time to time, and incorporated herein as Exhibit C.

"***North King County Sub-Region***" consists of the cities of Shoreline, Lake Forest Park, Kenmore, Bothell, Woodinville, the jurisdictional boundaries of any Partner City added to this Agreement, and adjacent unincorporated areas of King County.

"***RCW***" means the Revised Code of Washington.

"***Resources***" means those funds, in kind services or other consideration provided by an entity, including a Partner City, to support the operation of the Authority or the provision of Homeless Services. The Resources to be provided by each Partner City under the term of this Agreement as consideration for the Services to be delivered hereunder are included in Exhibit B.

"***State***" means the State of Washington.

ARTICLE II
PURPOSE; TERM

Section 1. Purpose. The purpose of this Agreement is to set forth the terms related to the Services to be provided by the Authority to customers in the jurisdictional boundaries of the Partner Cities, and the terms and conditions of each Partner City's funding and/or other Resources in exchange for such Services.

Section 2. Term. This Agreement shall begin on the Effective Date and end four years from the Effective Date (December 31, 2026) (the "Initial Term"), unless terminated earlier

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or extended as provided herein. After the Initial Term, this Agreement shall automatically renew each December 31 for one-year extensions, unless terminated earlier or extended as provided herein.

ARTICLE III
AUTHORITY RESPONSIBILITIES

Section 1. Authority's Responsibilities. Subject to the terms of this Agreement, the Authority hereby agrees to operate a unified, regional homelessness response system and to provide Services to, or on behalf of the, the Partner Cities in support of its mission to significantly decrease homelessness throughout King County pursuant to the Interlocal Agreement. The Services to be provided by the Authority to, or on behalf of, the Partner Cities to customers under the term of this Agreement are more fully described in Exhibit A (the "Services") and may be modified by the Parties hereto from time to time to reflect then-current levels of Resources.

Section 2. Notice Affecting Performance. The Authority shall promptly notify the Partner Cities in writing of any matters that could adversely affect the Authority's ability or eligibility to continue to perform services under this Agreement.

ARTICLE IV
PARTNER CITY RESPONSIBILITIES

Section 1. Consideration and Resources. In consideration of the Authority's commitment to provide Services under this Agreement, each Partner City agrees to provide the Resources to the Authority. Such Resources shall be as set forth in Exhibit B attached hereto. Exhibit B may be updated from time to time to reflect updated Resources to be provided under this Agreement.

Section 2. Requirements Applicable to Funds. The Resources granted to the Authority under this Agreement may consist of a combination of Partner City, State, local and/or federal funding, and the Authority agrees to comply with the requirements applicable to each source of funds.

ARTICLE V
DOCUMENTATION OF COSTS; RECORDS; REPORTING

Section 1. Documentation of Costs. The Authority shall document all costs incurred in providing Services under this Agreement with properly executed payrolls, time records, invoices, vouchers, records of service delivery, or other official documentation evidencing in sufficient detail the nature and reasonableness of such costs. All payroll and financial records pertaining to any third-party contracts funded by a Partner City shall be clearly identified and readily accessible for review by the Partner City.

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Section 2. Maintenance of Records. The Authority shall maintain accounts and records, including personnel, property, financial, and programmatic records, records of the Services provided under this Agreement, and other such records deemed necessary by the Partner Cities to ensure proper accounting for all Partner City funds, to ensure and compliance with this Agreement. Such records shall be retained as required by the Preservation and Destruction of Public Records Act, chapter 40.14 RCW, for a period of at least six years from the expiration of the Term of this Agreement; provided, however, that for any records and documents that are the subject of audit findings, those records shall be maintained for either (a) six years following expiration of this Agreement or (b) until the audit findings are resolved, whichever is longer.

Section 3. Reporting. During the term of this Agreement, the Authority shall provide an annual report to each Partner City (which shall include a presentation to the Partner City's city council and, upon request, a written report from the Authority). Such report shall include information and data specific to the North King County Sub-Region from Homelessness Management Information System ("HMIS"), north King County planning activities of the Authority and partner agencies, and progress on funding administration and outcomes. Additional reporting and city council briefings are available by request.

ARTICLE VI
COMPLIANCE WITH LAW

Section 1. General Requirement. The Parties hereto shall comply with all applicable laws of the United States, the State, and the Partner Cities; and the Interlocal Agreement, when carrying out the terms of this Agreement.

Section 2. Inventory and Property. Any property, equipment and furnishings for the operations of the Authority shall be acquired by the Authority as provided by law, including any applicable federal laws. If a Partner City furnishes property, equipment or furnishings for the Authority's use, title to the same shall remain with the Partner City unless that property, equipment or furnishings is acquired by the Authority.

ARTICLE VII
INDEMNIFICATION AND INSURANCE

Section 1. Indemnification. To the maximum extent permitted by law, each Party shall hold harmless, defend, and indemnify the other Parties, their elected officials, officers, employees, agents, and volunteers from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) that result from or arise out of the negligent or intentional acts or omissions of such indemnifying Party, its elected officials, officers, employees, agents, contractors and volunteers in connection with or incidental to the performance or non-performance of such Party's services, duties, and obligations under this Agreement.

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In the event that the negligent or intentional acts or omissions of the officials, officers, agents, employees, and/or volunteers of two or more Parties in connection with or incidental to the performance or non-performance of the such Party's respective services, duties, and obligations under this Agreement are the subject of any liability claims by a third party, each such Party shall be liable for its proportionate concurrent actions or omissions in any resulting suits, actions, claims, liability, damages, judgments, costs and expenses and for their own attorney's fees.

Nothing contained in this Agreement shall be construed to create a right in any third party to indemnification or defense.

Each Party waives, as to each other only, their immunity from suit under Washington's Industrial Insurance Act, Title 51 RCW, solely to the extent necessary to provide each other with a full and complete indemnity from any claims made by the other Party's employees. This waiver of immunity was mutually negotiated by the Parties hereto.

Section 2. Mandatory Disclaimer. The Authority is an independent governmental agency created pursuant to an Interlocal Agreement between King County and the City of Seattle pursuant to RCW 39.34.030. All liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against King County, the City of Seattle, or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority unless explicitly agreed to in writing by such entity or agency.

Section 3. Insurance. The Authority and each Partner City shall provide each other with evidence of insurance coverage, in the form of a certificate or other competent evidence from an insurance provider, insurance pool, or of self-insurance. Each Party shall provide to the other Party at least 30 days advance notice of any cancellation, suspension or material change in coverage.

ARTICLE VIII
WITHDRAWAL AND TERMINATION

Section 1. Withdrawal. Any Partner City may withdraw from this Agreement by giving written notice of its intention to withdraw by September 30, 2024 to the Authority and the other Parties. The effective date of any withdrawal shall be no earlier than December 31, 2024. Thereafter, any Partner City may withdraw from this Agreement by giving written notice of its intention to withdraw by September 30 in any year to the Authority and the other Parties. The effective date of any such withdrawal shall be no earlier than December 31 in the same calendar year.

Section 2. Suspension, Modification and Termination. This Agreement may be terminated in accordance with this Section.

a. Loss of Funding. In the event any federal, State or local funds allocated to or by

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a Partner City for Services contracted for under this Agreement are or become unavailable, the Partner City will suspend without recourse the Authority's obligation to render the related Services under this Agreement and the Partner City's obligation to pay for such Services, by providing 90 days prior written notice to the Authority as provided herein, specifying the effective period of such suspension, or by modifying the applicable Exhibits to this Agreement to reflect such loss of funding and corresponding modification to Services to be provided.

b. Termination of Interlocal Agreement. In the event The City of Seattle and King County elect to terminate the Interlocal Agreement, this Agreement shall terminate as of the date of termination of the Interlocal Agreement. Upon notification of intent to terminate, the Authority will notify the Parties of termination of this agreement within 10 days.

Section 2. Effect of Termination, Expiration or Withdrawal.

a. Return of Unused Funds. Upon termination or expiration of this Agreement, the Parties shall coordinate the return of any disbursed and unused funds back to each Partner City. Upon withdrawal of a Partner City to this Agreement, the Parties shall coordinate the return of any disbursed and unused funds back to such Partner City. Costs incurred by the Authority for provision of Services prior to the date of termination, expiration or withdrawal shall be considered used funds for purposes of this subsection.

b. Coordination of Contracts. Upon termination, expiration or withdrawal of this Agreement, all existing contracts funded with Partner City funds pursuant to this Agreement shall be either assigned to the Partner City or terminated, to be determined by the applicable Partner City in its sole discretion. The Authority shall include in all contracts for Homeless Services under this Agreement terms that are in accord with this section, including but no limited to the ability to assign such contracts to the Partner City. No more than 60 days after notice of termination of the Interlocal Agreement between The City of Seattle and King County, the Authority shall provide each Partner City with a current list of contracts funded by the Partner City, together with the total contract value, the contract term, the source of funding for each such contract, and any additional information requested by the Partner City. The Parties shall work together and, to the extent necessary, in consultation with King County to coordinate the assignment and termination of all such contracts on or prior to termination of this Agreement.

c. Notification to Contract Holders. Upon notice of termination, expiration or withdrawal, the Authority shall promptly notify the Contract Holders of such termination, expiration or withdrawal, and of the intended assignment of the Contract Holder's contract to the Partner City or intended contract termination date.

ARTICLE IX
MISCELLANEOUS

Section 1. Notice to the Parties. Any formal notice or communication required to be given under this Agreement shall be deemed properly given if delivered either by physical or

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electronic means (to email addresses designated by the Parties from time to time), or if mailed postage prepaid and addressed to:

If to City of Bothell:

City of Bothell
Attn: Kyle Stannert
18415 101st Ave NE
Bothell, Washington 98011
Email: Kyle.Stannert@bothellwa.gov

If to City of Kenmore:

City of Kenmore
Attn: Rob Karlinsey
18120 68th Ave NE
Kenmore, Washington 98028
Email: rKarlinsey@kenmorewa.gov

If to City of Lake Forest Park:

City of Lake Forest Park
Attn: Phillip Hill
17425 Ballinger Way NE
Lake Forest Park, Washington 98155
Email: PHill@cityoflfp.gov

If to City of Shoreline:

City of Shoreline
Attn: Bristol S. Ellington
17500 Midvale Ave N
Shoreline, Washington 98133
Email: bellington@shorelinewa.gov

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If to City of Woodinville:

City of Woodinville
Attn: Brandon Buchanan
17301 133rd Ave NE
Woodinville, Washington 98072
Email: BrandonB@ci.woodinville.wa.us

If to the Authority:

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

Each Party may update its notice information by providing written notice to the other Party.

Section 2. Representatives. The individuals listed above are designated as representatives of the respective Parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the Party making the change shall notify the other Parties.

Section 3. Amendments to Agreement. No additions to or alterations of the terms of this Agreement shall be valid unless made in writing and executed by duly authorized agents of each Party. The Parties acknowledge that amendments to this Agreement may be necessary to ensure the provision of services by the Authority aligns with the principles set forth in the Interlocal Agreement.

Section 4. Governing Law; Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State. Venue for any action brought under this Agreement shall be in the Superior Court for King County.

Section 5. Contractual Relationship. The relationship of the Authority to the Partner Cities shall be that of an independent contractor, and the Authority agrees that no employee of the Authority shall be deemed or claimed to be an employee of the Partner Cities for any purpose. This Agreement does not authorize the Authority to act as agent or legal representative of any Partner City for any purpose whatsoever. The Authority is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of a Partner City or to bind a Partner City in any manner whatsoever.

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This Agreement is to facilitate the provision of Services. No joint venture, separate administrative or governmental entity, or partnership is formed as a result of this Agreement.

Section 6. Integration. This Agreement, together with all Exhibits hereto, contains all of the terms and conditions agreed upon by the Parties relating to the subject matter of this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties.

Section 7. Severability. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

Section 8. No Third-Party Beneficiary Rights. The provisions of this Agreement are for the sole benefit of the Parties, and they will not be construed as conferring any rights to any third party (including any third-party beneficiary rights).

Section 9. Waiver. No covenant, term, or condition or breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition. Neither the acceptance by a Partner City of any performance by the Authority after the time the same shall have become due nor payment to the Authority shall constitute a waiver by the Partner City of the breach or default of any covenant, term, or condition unless otherwise expressly agreed to by the Partner City in writing.

Section 10. Assignment. This Agreement may not be transferred or assigned by the Parties without the prior written consent of the other Parties, which may be withheld in such Party's sole discretion.

Section 11. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, and together such counterparts will constitute one and the same instrument.

Section 12. Negotiated Agreement. The Parties acknowledge that this is a negotiated agreement, that they have had the opportunity to have this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any Party on the basis of such Party's draftsmanship of this Agreement.

Section 13. Conflict with Interlocal Agreement. In the event of a conflict between this Agreement and the Interlocal Agreement, the terms of the Interlocal Agreement shall prevail.

Section 14. Additional Parties. Municipalities, local governments and public agencies within the region in which the other Parties are located may become a Party to this Agreement on

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execution of an addendum or amendment to this Agreement; provided, however, such new Party shall provide Resources to the Authority as consideration for the Services to be delivered hereunder.

[Signature Page Follows]

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IN WITNESS WHEREOF, the Parties have executed this Agreement by having their representatives affix their signatures below.

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY, a Washington governmental administrative agency

DocuSigned by:
By: _____
Name: Marc Dones
Title: Chief Executive Officer
Date: 2/3/2023

CITY OF KENMORE, a Washington Municipality

DocuSigned by:
By: Rob Karlinsey
Name: Rob Karlinsey
Title: City Manager
Date: 1/31/2023

CITY OF LAKE FOREST PARK, a Washington Municipality

DocuSigned by:
By: _____
Name: Jeff Johnson
Title: Mayor
Date: 3/3/2023

CITY OF SHORELINE, a Washington Municipality

DocuSigned by:
By: Bristol S. Ellington
Name: Bristol S. Ellington
Title: City Manager
Date: 2/1/2023

DocuSign Envelope ID: EEDA9E6A-2374-4101-861C-0310E6A7BE82

CITY OF WOODINVILLE, a Washington Municipality

DocuSigned by:
By: Brandon Buchanan
837C611D4B0740C...
Name: Brandon Buchanan
Title: City Manager
Date: 2/1/2023

CITY OF BOTHELL, a Washington Municipality

DocuSigned by:
By: Kyle Stannert
Name: Kyle Stannert
Title: City Manager
Date: 2/9/2023

DocuSign Envelope ID: EEDA9E6A-2374-4101-861C-0310E6A7BE82

EXHIBIT A
SERVICES

As the single regional entity responsible for coordinating the homelessness response within King County, the Authority shall seek to significantly decrease the incidence of homelessness throughout King County in accordance with the guiding principles established by Article IV, Section 3 of the Interlocal Agreement. To achieve this mission, the Authority shall support, create, and implement solutions to homelessness in the boundaries of the Partner Cities by providing leadership, advocacy, planning and management of program funding.

Services to be provided by the Authority to the Partner Cities shall include:

- For the 2023-24 budget cycle, the funding awards made by Partner Cities' respective city councils will be honored and maintained in amounts as described in Exhibit B; beginning January 1, 2023, the Authority shall be responsible for the administration and oversight of the applicable service contract. The Partner City shall take such steps as necessary to assign such responsibility to the Authority.

- For the following years, funding decisions will be made by the Authority in alignment with sub-regional planning activities to ensure residents in all Partner Cities have access to homelessness services if needed.

- All funding contributed by Partner Cities pursuant to this Agreement shall be distributed by the Authority for the provision of Services. The Authority shall not retain any portion of those funds as fee for administrating its responsibilities under this Agreement.

- Allowable expenditures

In furtherance of maintaining investment in the North King County Sub-Region, all dollars pooled within the North King County Sub-Region under the terms of this Agreement shall only be utilized for Services provided at a physical location within the North King County sub-region or have been determined to be a program acceptable to the Partner Cities that is serving North King County Sub-region residents.

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EXHIBIT B

FUNDING AND PAYMENT/RESOURCES

The Partner Cities agree to provide Resources to the Authority in exchange for Homeless Services under the terms of this Agreement. Throughout this Agreement, the contribution amount will be determined as described below. Each Partner City shall include its respective contribution in its budget for consideration by its city council for approval.

For the 2023 - 2024 budget cycle:

- Partner Cities that have historically funded homelessness response organizations and have issued requests for proposals for this budget cycle will maintain their investment amount.

- Partner Cities that have historically not funded homelessness response organizations shall allocate funding based on the average per-capita investment (calculated as a rate of $1.20 per capita based on the April 1, 2022 Washington State Office of Financial Management's Population of Cities, Towns, and Counties Used for Allocation of Selected State Revenue) from the Partner Cities that have funded homelessness response.

For 2025 - 2026 budget cycle:

- Each Partner City shall provide a funding allocation reserved for the Authority at a rate of $1.20 per capita based on the April 1, 2024 Washington State Office of Financial Management's Population of Cities, Towns, and Counties Used for Allocation of Selected State Revenue with opportunity for its city council to allocate additional funding to the Authority.

- The Authority will provide a funding contribution recommendation informed by HMIS data and sub-regional planning efforts to make informed recommendations based on needs of north King County residents.

This Agreement does not preclude any Partner City from allocating funding for homeless services separate and apart from this Agreement. If a Partner City decides to allocate such funding, the Partner City shall first consult with the Authority so as to align the provision of these services with the Authority's North King County Sub-Region planning. Provided, that the allocation of funding is at the sole discretion of the Partner City and the Authority's consent or agreement is not required before an allocation may be made.

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EXHIBIT C

INTERLOCAL AGREEMENT

INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT OF THE KING COUNTY REGIONAL HOMELESSNESS AUTHORITY BETWEEN KING COUNTY AND THE CITY OF SEATTLE PURSUANT TO RCW 39.34.030

Dated December 11, 2019

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INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT OF THE KING COUNTY REGIONAL HOMELESSNESS AUTHORITY

RECITALS:

WHEREAS, the federal and state government, King County (the "County") and jurisdictions across the County, including the City of Seattle ("Seattle"), currently fund programs to provide services to individuals and families experiencing homelessness, but homelessness and housing insecurity remain a chronic and serious problem; and

WHEREAS, the County and Seattle have entered into a Memorandum of Understanding dated May 3, 2018, proposing a partnership to more effectively and consistently coordinate their provision of such services; and

WHEREAS, cities and counties are authorized to enter into interlocal cooperation agreements in accordance with chapter 39.34 RCW (the "Interlocal Cooperation Act") to jointly provide services; and

WHEREAS, Seattle and the County have determined that a joint and cooperative undertaking to coordinate services within an equitable operational framework centering on people with lived experience of homelessness will enable and facilitate joint planning, program funding and establishing standards for and accountability of programs, and thereby improving the delivery of services and enhancing outcomes for those receiving such services; and

WHEREAS, Seattle and the County have committed to assessing the needs and specific recommendations for homelessness solutions through a Regional Action Plan; and

WHEREAS, people of color have been, and continue to be, overrepresented among those who struggle with homelessness and housing instability and, in order to successfully address homelessness, Seattle and the County seek to address the racial disparities among those experiencing it; and

WHEREAS, the Parties desire to enter into this Interlocal Agreement for the purpose of facilitating the formation, administration, and operation of an independent governmental agency (as further defined herein as the "Authority");

NOW THEREFORE, it is hereby agreed and covenanted among the undersigned as follows:

ARTICLE I

DEFINITIONS

As used herein the following capitalized terms shall have the following meanings. Terms not otherwise defined herein shall have their dictionary meaning.

"Advisory Committee" means the committee recognized by the Implementation Board serving as the Continuum of Care Board created by the Continuum of Care pursuant to 24 CFR Part 578 or its successor regulation to serve in an advisory capacity to the Implementation Board as set forth herein.

"Agreement" means this Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority, as it may be amended from time to time.

"Authority" means the King County Regional Homelessness Authority formed by the Parties as a separate governmental administrative agency pursuant to RCW 39.34.030(3).

"Bylaws" mean the Bylaws of the Governing Committee and the Implementation Board, respectively, and as they may be amended from time to time.

"Chief Executive Officer" means the Chief Executive Officer or similar office recommended by the Implementation Board and confirmed by the Governing Committee as provided herein.

"Contract Holder" means an entity with which the Authority contracts to perform a Homeless Service or other work.

"County" means King County, a municipal corporation and a home rule charter county organized under the laws of the State of Washington.

"County Council" means the legislative authority of the County.

"County Executive" means the King County Executive.

"Customers" means individuals and families experiencing homelessness or who are at imminent risk of experiencing homelessness.

"Effective Date" means the date that this Agreement becomes effective between the County and Seattle, which shall be the date of the last signature of a Party.

"Five-Year Plan" means the five-year implementation plan developed by the Authority, endorsed by the Implementation Board and approved by the Governing Committee. The Five-Year Plan shall incorporate requirements of the Master Agreements from Parties, and requirements of the Funders, and may be informed by the Regional Action Plan, if any, to guide the Authority's operations. The Five-Year Plan shall incorporate principles of equity and social justice and shall identify strategies to reduce homelessness in at least the following populations: youth and young adults, families, veterans, single adults, seniors, and those experiencing acute behavioral health challenges.

"Funder" means a person or entity that provides Resources to the Authority to be used in the furtherance of the Authority's purposes and mission.

"Goals, Policies, and Plans" means major strategic planning documents that guide the Authority's operations, including but not limited to the Five-Year Plan.

“Governing Committee” means the oversight committee established pursuant to this Agreement and that shall serve as the administrator for the Authority.

“Governing Committee Members” or “Members of the Governing Committee” shall mean members of the Governing Committee.

“Homeless Services” means shelter, day centers, hygiene facilities, housing, and related services to assist Customers.

“Homelessness Services Provider” means an entity that provides Homeless Services to Customers but not pursuant to a contract with the Authority.

“Implementation Board” means the body responsible for advising the Governing Committee, pursuant to this Interlocal Agreement.

“Implementation Board Members” or “Members of the Implementation Board” shall mean members of the Implementation Board.

“Interlocal Cooperation Act” means chapter 39.34 RCW as the same now exists or may hereafter be amended, or any successor act or acts.

“Lived Experience” means current or past experience of housing instability or homelessness, including individuals who have accessed or sought homeless services while fleeing domestic violence and other unsafe situations.

“Marginalized Demographic Populations” means groups or communities affected by structural racism, ableism, homophobia, transphobia, misogyny or other sources of inequities and disproportionately experiencing or at imminent risk of experiencing homelessness.

“Master Agreement” means the contract between the Authority and a Party that memorializes the services the Authority will provide in exchange for the Party’s funding of the Authority or other consideration.

“Party” or “Party to this Agreement” means the County and Seattle. “Parties” means more than one Party.

“RCW” means the Revised Code of Washington.

“Resources” means those monies, employee time and facility space provided by an entity, either through contract or donation to support the operation of the Authority or the operation of Homeless Services.

"Regional Action Plan" or "RAP" means the plan created by the community to identify regional resource needs and guide decision-making goals to end homelessness. The initial RAP was prepared in 2020 through community discussions led by the Corporation for Supportive Housing. The RAP is intended to guide decision-making for the region, and not just be a plan that may inform the work of the Authority, and is necessarily much broader in scope than the Authority's Five-Year Plan.

"SCA" means the Sound Cities Association or successor interest.

"Seattle" means the City of Seattle, a municipal corporation and first-class home rule city organized under the laws of the State of Washington.

"Seattle City Council" means the legislative authority of the Seattle.

"Seattle Mayor" means the Mayor of Seattle.

"State" means the State of Washington.

"Sub-Regional Planning Activity" means efforts to analyze and articulate local needs, priorities and solutions to address homelessness across the different areas of the County, inclusive of Seattle and north, east, south, and rural King County.

"Subscribing Agencies" means governmental entities, including but not limited to the State, counties other than King County, cities other than Seattle and housing authorities that contract, pursuant to the terms of this Agreement, with the Authority for the Authority's services.

ARTICLE II

AUTHORITY FOR KING COUNTY REGIONAL HOMELESSNESS AUTHORITY

Section 1. King County Regional Homelessness Authority.

In accordance with RCW 39.34.030, this Agreement is entered into by and between Seattle and the County to establish a separate governmental administrative agency to accomplish the purpose and mission set forth herein and as this Agreement may be amended from time to time. The name of such separate governmental administrative agency shall be the "King County Regional Homelessness Authority" (the "Authority").

ARTICLE III

DURATION OF AUTHORITY

Section 1. Duration. Except as provided in Section 3 of this Article III, the initial duration of this Agreement shall be five (5) years from its Effective Date, with an automatic renewal starting in the sixth year for an indefinite period or until terminated by the Parties.

Section 2. Withdrawal. No Party is permitted to unilaterally withdraw until this Agreement has been in force at least five (5) years from the Effective Date; provided however, the Parties may agree to terminate this Agreement within the initial five (5) year period.

Section 3. Termination. This Agreement may be terminated by written, mutual agreement of the Parties and only after the legislative authorities of the Parties have authorized the termination by motion or resolution; provided however, the effective date of the termination shall be not less than one (1) year from the later date that the County's motion and Seattle's resolution has been delivered to the Authority. The Parties shall jointly undertake with the dissolution of the Authority to protect the public interest and prevent impairment of obligation, or if authorized by law, authorize or initiate proceedings in the Superior Court for the appointment and supervision of a receiver for such purposes.

ARTICLE IV

PURPOSE, MISSION AND GUIDING PRINCIPLES OF THE AUTHORITY

Section 1. Purpose. The Authority is a regional, independent governmental agency under RCW 39.34.030, the purposes of which are:

a. Providing consolidated, aligned services for individuals and families who are experiencing homelessness or who are at imminent risk of experiencing homelessness in the jurisdictional boundaries of King County, as such services may be revised or expanded from time to time consistent with the Five-Year Plan or successor planning document and principles set forth in this Agreement;

b. Receiving revenues from the County, Seattle, Funders and other public and private sources for the purposes of the Authority, and applying such revenues as permitted by this Agreement; and

c. Providing such other services as determined to be necessary to implement this Agreement.

Section 2. Mission. The mission of the Authority is to significantly decrease the incidence of homelessness throughout King County, using equity and social justice principles.

Section 3. Guiding Principles. The parties hereto agree that the establishment of the Authority is necessary to consolidate homelessness response systems under one regional entity which acts according to the following principles as may be amended by the Governing Committee from time to time:

(i) The Authority shall establish ongoing procedures, policies and mechanisms to ensure accountability to its Customers, its contract agencies, its funders, and the public.

(ii) The Authority shall be accountable in its decision-making processes and strategic planning to its Customers' experiences and to persons with Lived Experience.

(iii) The Authority shall address racial-ethnic and other statistical disproportionalities amongst the population of people experiencing homelessness, including addressing racial-ethnic inequities in the development, delivery, and evaluation of services in the homeless service system. The Authority shall proactively seek to eliminate disproportionalities in the population experiencing homelessness and outcomes for people experiencing homelessness by directly addressing structural racism, ableism, homophobia, transphobia, misogyny and other sources of inequities.

(iv) The Authority shall establish clear protocols for decision making that are easily understood by community members, Customers, and other stakeholders. These protocols shall have a clear process for Customer and provider input.

(v) The Authority shall make data-driven decisions and develop policies and practices to incorporate best practices and quantitative and qualitative data in the development of policies, programs, and funding decisions. It shall collect and analyze a broad array of data reflecting the performance and impact of its funded programs. The Authority shall collect and analyze data that enables tailored approaches for communities disproportionately impacted by the experience of homelessness and different sub-regions within King County. The Authority shall establish community-informed indicators, performance measures, and outcomes that draw on both quantitative and qualitative data.

(vi) The Authority shall, where possible and as revenue and budgeting allows, implement and support contracting processes and provider staff pay structures that promote high quality services, service system professionalization, and reduction of undue provider staff turnover.

(vii) The Authority shall create long-term institutional alignment across systems to meet the needs of people at imminent risk of becoming homeless and those experiencing homelessness. The Authority shall adopt an evidence-based, housing first orientation and shall inform and support regional efforts to increase development of new 0 – 30% AMI housing and preserve existing affordable housing, with a priority for permanent supportive housing.

(viii) The Authority shall value distinctions in local context, needs and priorities through effective Sub-Regional Planning Activity. The Authority shall provide capacity to work with stakeholders from geographically diverse parts of the region to analyze, identify, and

implement priority services distinct to those sub-regions. Sub-regions shall be defined by the Authority, taking into consideration established sub-regional definitions including the spheres of influence for A Regional Coalition for Housing (ARCH) and the South King Housing and Homeless Partners (SKHHP) as well as any established County guidance.

Section 4. Initial Start-Up; Scope of Work

In addition to carrying out the terms of this Agreement and complying with the terms of Master Agreements that provide funding to the Authority, the Authority will, among other things:

a. Develop, within six months of the first Implementation Board meeting, an initial work plan that describes an organizational structure, a plan for initial implementation of contracted Homeless Services on behalf of the County and Seattle under the terms of their respective Master Agreements, and a description of goals and activities that the Authority will undertake until approval of its first Five-Year Plan. Such work plan will be recommended by the Implementation Board and approved by the Governing Committee.

b. Within the first 18 months of operations, the Authority shall work with current and former Customers and other stakeholders to develop a Five-Year Plan. The Authority's Five-Year Plan may be informed by the Regional Action Plan. The Five-Year Plan shall be recommended by the Implementation Board, approved by the Governing Committee and periodically updated as provided herein. The Five-Year Plan shall:

(i) include a theory of change;

(ii) include specific, measurable actions, outcomes and goals, informed by the Regional Action Plan, that the Authority will take and track progress toward; and

(iii) provide for Sub-Regional Planning Activities to be developed with input from the Governing Committee, Advisory Committee and the Sound Cities Association.

c. Develop processes for procurement of services addressing homelessness.

d. Develop form contracts with Homelessness Service Providers with consistent terms, conditions and performance evaluation criteria.

e. Develop consistent standards for the comprehensive data collection, monitoring, and evaluation of systems and program performance.

f. Support continuous improvement of key system interventions (such as emergency services and homeless housing) and evaluate community impact, including community engagement, Customer engagement, and continuum of care compliance, and support an Office of the Ombuds.

ARTICLE V

POWERS OF AUTHORITY

Section 1. Powers. Except as otherwise limited by Washington State law, the Authority shall have all powers, privileges or authority that may be exercised or capable of exercise by both the County and Seattle necessary or convenient to effect the purposes for which the Authority is established and to perform authorized Authority functions, including without limitation the power to:

a. Own, lease, acquire, dispose of, exchange and sell real and personal property;

b. Contract for any Authority purpose with individuals, associations and corporations, municipal corporations, the County, Seattle, any city other than Seattle, any Additional Party, any agency of the State or its political subdivisions, and the State, any Indian Tribe, and the United States or any agency or department thereof;

c. Provide for, carry out, and implement the provisions of this Agreement;

d. Sue and be sued in its name;

e. Lend its monies, property, credit or services, or borrow money;

f. Do anything a natural person may do;

g. Perform and undertake all manner and type of community services and activities in furtherance of the carrying out of the purposes or objectives of any program or project heretofore or hereafter funded in whole or in part with funds received from the United States, state, county, or other political entity, or any agency or department thereof, or any other program or project, whether or not funded with such funds, which the Authority is authorized to undertake by Federal or Washington State law, County or Seattle ordinance, County motion or Seattle resolution, by agreement with the County, Seattle, or as may otherwise be authorized by the County or Seattle;

h. Transfer any funds, real or personal property, property interests, or services, with or without consideration;

i. Receive and administer governmental or private property, funds, goods, or services for any lawful public purpose;

j. Purchase, acquire, lease, exchange, mortgage, encumber, improve, use, manage, or otherwise transfer or grant security interests in real or personal property or any interests therein; grant or acquire options on real and personal property; and contract regarding the income or receipts from real property;

k. Secure financial assistance, including funds from the United States, a state, or any political subdivision or agency of either for corporate projects and activities;

l. Contract for, lease, and accept transfers, gifts or loans of funds or property from the United States, a state, and any political subdivision or agency of either, including property acquired by any such governmental unit through the exercise of its power of eminent domain, and from corporations, associations, individuals or any other source, and to comply with the terms and conditions therefor;

m. Manage, on behalf of the United States, a state, and any political subdivision or agency of either, any property acquired by such entity through gift, purchase, construction, lease, assignment, default, or exercise of the power of eminent domain;

n. Initiate, carry out, and complete such capital improvements of benefit to the public consistent with this Agreement;

o. Recommend to the United States, a state, and any political subdivision or agency of any of them, such security measures as the Authority may deem appropriate to maximize the public interest in the County;

p. Provide advisory, consultative, training, educational, and community services or advice to individuals, associations, corporations, or governmental agencies, with or without charge;

q. Control the use and disposition of corporate property, assets, and credit;

r. Invest and reinvest its monies;

s. Fix and collect charges for services rendered or to be rendered, and establish the consideration for property transferred;

t. Maintain books and records as appropriate for the conduct of its affairs and make such books and records available as required by law and this Agreement;

u. Carry on its operations, and use its property as allowed by law and consistent with this Agreement; designate agents, and hire employees, prescribing their duties, qualifications, and compensation; and secure the services of consultants for professional services, technical assistance, or advice; and

v. Exercise and enjoy such additional powers as may be authorized by law, except as may be expressly limited by the terms of this Agreement.

ARTICLE VI

LIMITS ON AUTHORITY POWERS

Section 1. Limits on Authority Powers. The Authority in all activities and transactions shall be limited in the following respects:

a. The Authority shall have no power to issue debt or to levy taxes.

b. The Authority may not incur or create any liability that permits recourse by any contracting party or member of the public against any assets, services, Resources, or credit of the County or Seattle, unless otherwise explicitly agreed to in writing by such entity.

c. No funds, assets, or property of the Authority shall be used for any partisan political activity or to further the election or defeat of any candidate for public office; nor shall any funds or a substantial part of the activities of the Authority be used for publicity or educational purposes designed to support or defeat legislation pending before the Congress of the United States, or any state legislature or any governing body of any political entity; provided, however, that funds may be used for representatives and staff of the Authority to communicate with governmental entities and members of Congress of the United States or any state legislature or any governing body of any political entity concerning funding and other matters directly affecting the Authority, so long as such activities do not constitute a substantial part of the Authority's activities and unless such activities are specifically limited in this Agreement.

d. All revenues, assets, or credit of the Authority shall be applied toward or expended upon services, projects, and activities authorized by this Agreement. No part of the revenues, assets or credit of the Authority shall inure to the benefit of, or be distributable as such to, Implementation Board Members, Governing Committee Members, members of the Advisory Committee or other committees, officers or other private persons, except that the Authority is authorized and empowered to:

(i) Provide a per diem to Implementation Board Members and Governing Committee Members who have experienced homelessness. Reimburse Governing Committee Members, Implementation Board Members, members of the Advisory Committee or other committee, and employees and others performing services for the Authority for reasonable expenses actually incurred in performing their duties, and compensate employees and others performing services for the Authority a reasonable amount for services rendered;

(ii) Assist Implementation Board Members, Governing Committee Members, members of the Advisory Committee or other committee, or employees as members of a general class of persons who receive services provided by or through the Authority as long as no special privileges or treatment accrues to such Implementation Board Members, Governing Committee Members, members of the

Advisory Committee or other committee or employees by reason of their status or position in the Authority;

(iii). To the extent permitted by law, defend and indemnify any current or former Implementation Board Members, Governing Committee Members or employees as provided herein;

(iv) Purchase insurance to protect and hold personally harmless any current or former Implementation Board Members, Governing Committee Members or employee and their successors from any action, claim, or proceeding instituted against the foregoing individuals arising out of the performance, in good faith, of duties for, or employment with, the Authority and to hold these individuals harmless from any expenses connected with the defense, settlement, or monetary judgments from such actions, claims, or proceedings. The purchase of such insurance and its policy limits shall be discretionary with the Implementation Board Members, and such insurance shall not be considered to be compensation to the insured individuals. The powers conferred by this Section 1.d. of Article VI shall not be exclusive of any other powers conferred by law to purchase liability insurance; and

(v) Sell assets for a consideration greater than their reasonable market value or acquisition costs, charge more for services than the expense of providing them, or otherwise secure an increment in a transaction, or carry out any other transaction or activity, as long as such gain is not the object or purpose of the Authority's transactions or activities, and such gain shall be applied to providing Homeless Services, and as long as no Party is charged more than its total annual or biennial allocation as provided in this Agreement.

e. The Authority shall not issue shares of stock, pay dividends, make private distribution of assets, make loans to its Implementation Board Members, Governing Committee Members or employees or otherwise engage in business for private gain.

Section 2. Limitation on Liability.

All debts, obligations and liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against the County, Seattle, Funders or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority unless explicitly agreed to in writing by the County, Seattle, Funders or such entity or agency.

Section 3. Mandatory Disclaimer.

The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority's principal and other offices. It shall also be printed or stamped on all contracts and other documents that may entail any debt or liability by the Authority. Failure to display, print or stamp the statement required by this Section 3 of Article VI shall not be taken as creating any liability for any entity other than the Authority.

The King County Regional Homelessness Authority (the "Authority") is an independent governmental agency created pursuant to an Interlocal Agreement between King County and the City of Seattle pursuant to RCW 39.34.030. All liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against King County, the City of Seattle, or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority unless explicitly agreed to in writing by such entity or agency.

ARTICLE VII
BUDGETING AND CONTRACTING

Section 1. Provision of Funds.

(a) The Authority shall annually submit a proposed budget request to each of the Parties, consistent with the budget approved by the Governing Committee. Requests shall be made by the Authority to the Parties at the time and in the form as determined to be necessary to comply with the fiscal and budget cycles of the individual Party and that is consistent with the Resources provided by the Parties. Each Party shall review the proposed budget request and strive to allocate monies to the Authority consistent with the budget request and overall Five-Year Plan or successor planning documents; provided, that the County's allocation shall be made biennially. The Authority's proposed budget request for the County for the second year of the biennium shall describe the reason for any requested adjustments to the County's budget appropriation for the biennium. Parties shall provide monies to the Authority subject to the terms of each Party's Master Agreement.

(b) It is Seattle's intent to provide the same funding to the Authority that it budgeted in 2019 for the Homeless Services contracts anticipated to be transferred to the Authority and related administrative expenses. In 2019 that amount is approximately $73,000,000. In accordance with the foregoing, Seattle anticipates providing the following to the Authority, in all cases subject to annual budget appropriations:

1. Initial, start-up funding of no more than $2,000,000 for calendar year 2020 (or a pro rata portion if the Authority commences operations later than January 1, 2020), the Authority's expected first year of operation. In the event that the Authority determines that a portion of the initial, start-up funding is necessary on an ongoing basis to fully fund the administrative costs of the Authority so as not to reduce the level of Homeless Services provided in 2020 and subsequent years, the Authority may request additional funding from Seattle in an amount that demonstrates a shared investment in ongoing administrative costs between King County and Seattle; and

2. Except as otherwise provided in Section 1(h) of this Article VII, program and administrative funding of no less than $73,000,000 for 2020 (or a pro rata portion commensurate with the needs of the Authority if the Authority commences administration of Homeless Services contracts later than January 1, 2020) and for each of the following three years,

and thereafter, funding as necessary for the Authority to acquire through contract Homeless Services and to fund the administrative costs of the Authority.

(c) It is the County's intent to provide the same funding to the Authority that it budgeted in 2019 for the Homeless Services contracts anticipated to be transferred to the Authority and related administrative expenses. In 2019 that amount is approximately $55,000,000. In accordance with the foregoing, the County anticipates providing the following to the Authority, in all cases subject to budget appropriations:

1. Initial, start-up funding of no more than $1,755,000 for calendar year 2020 (or a pro rata portion if the Authority commences operations later than January 1, 2020), the Authority's expected first year of operation. In the event that the Authority determines that a portion of the initial, start-up funding is necessary on an ongoing basis to fully fund the administrative costs of the Authority so as not to reduce the level of Homeless Services provided in 2020 and subsequent years, the Authority may request additional funding from King County in an amount that demonstrates a shared investment in ongoing administrative costs between King County and Seattle; and

2. Except as otherwise provided in Section 1(h) of this Article VII, program and administrative funding of no less than $55,000,000 for 2020 (or a pro rata portion commensurate with the needs of the Authority if the Authority commences administration of Homeless Services contracts later than January 1, 2020) and for each of the following three years, and thereafter, funding as necessary for the Authority to acquire through contract Homeless Services and to fund the administrative costs of the Authority; provided, that such administrative funding shall include the cost of the space contributed by the County described in Section 1(d) of this Article VII.

(d) The County agrees to make facilities available to the Authority for Authority operations. The County's funding to the Authority in Section 1(c) of this Article VII shall include the value of County space contributed by the County to the Authority. The County's funding in Section 1(c) of this Article VII shall be reduced to the extent the County directly pays for programs and administration during a transition period. Seattle's funding in Section 1(b) of this Article VII shall be reduced to the extent Seattle directly pays for programs and administration during a transition period.

(e) The Parties will enter into separate Master Agreements with the Authority setting forth each Party's respective processes to provide Resources or other consideration to the Authority pursuant to the terms and conditions set forth herein and in the Party's Master Agreement with the Authority. The Parties will collaborate so that, to the extent possible, their Master Agreements have similar and consistent terms, conditions and requirements so as to reduce inefficiencies and avoid any conflicting requirements for the Authority. The terms of the Master Agreements shall be consistent with this Agreement; in the event of a conflict between a Master Agreement and this Agreement, the terms of this Agreement shall prevail.

(f) The Parties will use best efforts to coordinate the development of their respective Master Agreements to ensure consistency and that the Authority will be provided adequate Resources to optimize the provision of services with appropriate accountability.

(g) If the Authority applies for and receives monies which had, in prior years, been accredited to either Seattle or King County, then: (1) in future years, the amount of such monies shall be credited towards the allocations as defined in Section 1.b.2 and Section 1.c.2 of this Article VII, respectively, and (2) the Authority shall give first priority to providing services to those persons who were previously served by such monies.

(h) Seattle or the County may reduce their expected funding, set forth in Sections 1.b.2 and 1.c.2 of this Article VII respectively, commensurate with reductions or eliminations of funding available for homelessness programs or services, by providing written notice to the Authority and executing a unilateral amendment to the affected Party's Master Agreement.

(i) The Authority shall comply with all federal, State, Seattle and County statutory and legal requirements, as applicable, in respect to all grant funds contributed by each Party.

(j) The Authority shall be subject to annual audit by the State Auditor, and by Seattle and County at the option of each.

Section 2. Information Required for Oversight of the Authority. Each of the Master Agreements shall include provisions obligating the Authority to provide the following minimum information to each Party:

(a) An annual operating budget displaying the various sources and uses of Authority revenues, with expenditures aggregated and disaggregated based on source;

(b) Quarterly reporting on expenditures against budget, as well as full transparency into on-going spending provided by access to the Authority's financial systems;

(c) Standards and procedures for the awarding of contracts to service providers, including means to measure outcomes;

(d) Annual reports showing comparative outcomes by service providers and evaluations of contract performance;

(e) A Five-Year Plan for the funding of Homeless Services; and

(f) An annual performance update on the Five-Year Plan or successor planning document.

Section 3. Subscribing Agency Service Contracts for the Provision of Homeless Services. Nothing herein shall prohibit the Authority from entering into contracts with Subscribing Agencies ("Subscribing Agency Contracts") so long as (i) such contracts are subject to the availability of grant or other funding, (ii) upon request, copies of such contracts be provided to a Party, and (iii)

such Subscribing Agency Contracts do not impair the obligations of the Authority to any Party or any other contractors. In consideration for the Authority providing such Homeless Services to a Subscribing Agency, that Subscribing Agency shall either provide Resources to the Authority or align the Subscribing Agency's provision of related services consistent with the Authority's budget, the Five-Year Plan or successor planning document, and the Authority's Goals, Policies, and Plans as approved by the Governing Committee. The Authority shall fund and provide services across the County regardless of whether a local jurisdiction is a Subscribing Agency to this Agreement.

ARTICLE VIII

ORGANIZATION OF AUTHORITY

Section 1. Governing Committee. A Governing Committee, comprised of elected officials serving ex officio and individuals representing those with Lived Experience, shall be formed to act as the administrator for the Authority and for the purposes of performing the duties set out in this Agreement. In selecting Members to serve on the Governing Committee, the blocs referenced in Section 1.a. of this Article VIII shall strive to reflect the racial and ethnic makeup of King County residents overall to ensure the inclusion of members of racial and ethnic groups disproportionately experiencing homelessness.

a. Governing Committee Composition. The Governing Committee shall be composed of the following members:

(i) the County Executive and two (2) members of the King County Council. One (1) of the two (2) Councilmembers shall represent a district that is in whole or in part located in Seattle and one (1) shall represent a district outside of Seattle;

(ii) the Seattle Mayor and two (2) members of the Seattle City Council;

(iii) three (3) members shall be elected officials from cities or towns other than Seattle; and

(iv) three (3) members representing individuals with Lived Experience, which members shall be selected by the Advisory Committee, or, if the Advisory Committee has not yet been established, the Continuum of Care Board created pursuant to 24 CFR Part 578 or successor regulation, which shall consider recommendations from the Coalition of Lived Experience or other groups representing individuals with Lived Experience. The Advisory Committee shall prioritize appointing individuals with personal Lived Experience. At least one of the three (3) Members shall represent individuals with Lived Experience in areas outside Seattle.

After selecting its three Governing Committee Members, a bloc referenced above in this Section 1.a. of Article VIII shall notify the other blocs of the names and contact information for that bloc's

selected Members. Notice to the County shall be sent to both the County Executive and the Chair of the County Council. Notice to Seattle shall be sent to both the Seattle Mayor and the president of the Seattle City Council. Notice to SCA shall be sent to the SCA Executive Director. Notice to the members representing individuals with Lived Experience shall be sent to the Advisory Committee or, if the Advisory Committee has not yet been established, the Continuum of Care Board created pursuant to 24 CFR Part 578 or successor regulation. It is the intent of the Parties that selection of members for each bloc referenced above in this Section 1.a. of Article VIII shall occur expeditiously so that the first meeting of the Governing Committee may occur within ninety (90) days of the Effective Date.

b. Actions Requiring Approval by Resolution and Voting. A general or particular authorization and concurrence of the Governing Committee by resolution shall be necessary for any of the following transactions and as provided in Section 1.b.(i) and Section 1.b.(iii) of this Article VIII.

Each individual Governing Committee Member shall be a voting member and shall have one vote. A Governing Committee Member may not split his or her vote on an issue. No voting by proxies or mail-in ballot is allowed. Voting by a designated alternate pursuant to the terms of the Bylaws or policies of the Authority is not considered a vote by proxy.

(i) The following actions of the Governing Committee shall require an affirmative vote of a majority of Governing Committee Members present, provided quorum requirements in Section 1.d. of this Article VIII are met:

(1) Remove Implementation Board Members for cause as provided in this Agreement;

(2) Recommend to the County Council and Seattle City Council amendments to this Agreement;

(3) Adopt and amend Bylaws of the Governing Committee;

(4) Confirm Implementation Board Members in accordance with Section 2 of this Article VIII;

(5) Approve for implementation the recommendations of the staffing plan and organization structure described at Section 5.a of Article IX;

(6) Approve performance metrics; and

(7) Change the name of the Authority.

(ii) The following actions shall require an affirmative vote of a two-thirds majority of Governing Committee Members present, provided quorum requirements in Section 1.d. of this Article VIII are met:

(1) Approve or amend Goals, Policies, and Plans;

(2) Approve or amend the annual budget recommended by the Implementation Board; and

(3) Confirm the Chief Executive Officer.

(iii) Removal of the Chief Executive Officer shall require an affirmative vote of nine (9) Members of the Governing Committee.

c. Organization. Members of the Governing Committee shall elect a chair from among its Members, who shall serve a two-year term; provided however, that nothing prevents the Governing Committee from appointing co-chairs.

d. Quorum. At all meetings of the Governing Committee, a quorum of the Governing Committee must be present in order to do business on any issue. A quorum shall be defined as nine (9) Governing Committee Members selected pursuant to Section 1.f of this Article VIII.

e. Annual Performance Report. The Governing Committee shall annually receive an annual performance report prepared by the Authority with input from the Implementation Board**.**

f. Term. The terms of the Seattle Mayor and the County Executive shall be co-terminus with their respective offices. The County Council and Seattle City Council shall determine which of its respective members shall serve on the Governing Committee and such Members shall serve until replaced or until no longer a member of their respective Council. The Governing Committee Members that are city elected officials from outside Seattle are appointed by the SCA and shall serve until replaced or until no longer eligible for appointment. The Governing Committee Members representing individuals with Lived Experience shall serve until replaced by the Advisory Committee.

g. Consecutive Absences. Any Governing Committee Member who is absent for three consecutive regular meetings without excuse may, by resolution duly adopted by a majority vote of the remaining Governing Committee Members, be deemed to have forfeited his or her position as Governing Committee Member and that Member's position shall be vacant.

Forfeiting a Governing Committee Member position pursuant to this Section 1.g. of Article VIII shall be effective immediately unless otherwise provided in the resolution. Any successor shall be selected in the same manner as the appointment for the forfeited Governing Committee Member position.

Section 2. Implementation Board. The operations and management of all Authority affairs shall reside in an Implementation Board. The Implementation Board of the Authority shall be composed of thirteen members. The composition of the Implementation Board shall reflect the racial and ethnic makeup of King County residents overall to ensure the inclusion of members of racial and ethnic groups disproportionately experiencing homelessness.

a. Board Member Characteristics. Implementation Board Members shall be appointed so that the Implementation Board as a whole satisfies the representational standards set forth in this Section 2.a of Article VIII.

The Implementation Board shall be comprised of individuals who have connections to or experience with a broad range of stakeholders and communities, including but not limited to: the local business community; neighborhood and community associations; faith/religious groups; and the philanthropic community. A majority of the members of the Implementation Board shall be persons whose combination of identity, personal experience, or professional expertise enables them to credibly represent the perspectives of, and be accountable to, Marginalized Demographic Populations that are statistically disproportionately represented among people experiencing homelessness in King County. The Implementation Board members shall strive to reflect a diversity of geographies in King County.

The Implementation Board shall neither include elected officials nor employees of Seattle, the County or the Authority, nor employees, officials, agents or representatives of current Contract Holders or any entity that is likely to directly benefit from the actions of the Authority (except as set forth in Section 4 of this Article VIII).

b. Board Member Expertise and Skills. All Implementation Board Members shall possess substantial and demonstrable expertise, experience and/or skill in one or more of the areas specified in this Section 2.b of Article VIII. Individual members shall be appointed so that each skill and expertise specified in this Section 2.b of Article VIII is represented on the fully seated Implementation Board.

(i) implementation of policies and practices that promote racial-ethnic equity within an organization of similar size or responsibility to the Authority;

(ii) fiscal oversight of entities with budgets of similar size to the Authority;

(iii) direction or oversight of business operations and/or strategy of a large public or private entity or organization;

(iv) affordable housing finance and/or development;

(v) physical and/or behavioral health care;

(vi) labor unions and workforce;

(vii) Federal continuum of care program governance and operations and the ability to represent the perspectives of continuum of care membership;

(viii) provision of services for persons experiencing homelessness or related social services with an emphasis on serving populations that are disproportionately represented amongst those experiencing homelessness;

(ix) academic research on topics related to homelessness and/or data-based performance evaluation;

(x) criminal justice;

(xi) provision of child welfare services;

(xii) provision of youth services; and

(xiii) other characteristics determined to be necessary by the Implementation Board to carry out the purposes of the Authority.

c. Initial Appointments. The appointing entities described in Section 2.c.(i) through Section 2.c.(v) of this Article VIII shall convene a nominating committee to coordinate and confer on appointments of Implementation Board Members, in order to ensure that each skill and expertise specified in Section 2.b. of this Article VIII is represented on the fully seated Implementation Board. The Implementation Board shall be comprised of thirteen (13) Members appointed, subject to confirmation by the Governing Committee, as follows:

(i) two (2) Members of the Implementation Board shall be appointed by the Seattle Mayor, one to serve a four-year term and one to serve a five-year term;

(ii) two (2) Members of the Implementation Board shall be appointed by the Seattle City Council, one to serve a three-year term and one to serve a four-year term;

(iii) two (2) Members of the Implementation Board shall be appointed by the County Executive, one to serve a three-year term and one to serve a four-year term;

(iv) two (2) Members of the Implementation Board shall be appointed by the County Council, one to serve a three-year term and one to serve a five-year term;

(v) two (2) Members of the Implementation Board shall be appointed by the Sound Cities Association, one to serve a four-year term and one to serve a five-year term; and

(vi) three (3) Members representing individuals who have Lived Experience shall be appointed by the Advisory Committee, or, if the Advisory Committee has not yet been established, the Continuum of Care Board created pursuant to 24 CFR Part 578 or successor regulation, which shall consider recommendations from the Coalition of Lived Experience or other groups representing individuals with Lived Experience of homelessness, subject to confirmation by the Governing Committee pursuant to Section 1.b.(i) of this Article VIII. The Advisory Committee shall prioritize appointing individuals with personal Lived Experience. At least one of the three (3) Members shall represent stakeholders who have Lived Experience in areas outside the city of Seattle. The terms of these positions are as follows: one to serve a three-year term, one to serve a four-year term, and one to serve a five-year term.

It is the intent of the Parties that selection of individuals to serve as Implementation Board Members occur expeditiously so that the first meeting of the Implementation Board may occur within 60 days of the Governing Committee taking action to confirm the initial Implementation Board Members.

d. Subsequent Appointments. Upon expiration of each position, the initial appointing entity or party shall appoint a subsequent member to serve in the expired position for a four-year term subject to confirmation by the Governing Committee pursuant to Section 1.b.(i) of this Article VIII. Representatives of the appointing entities described in Section 2.c.(i) through Section 2.c.(v) of this Article VIII shall convene a nominating committee to coordinate and confer on appointments of Implementation Board Members.

e. Tenure of Implementation Board Members. Implementation Board Members shall continue in office until a successor is appointed and confirmed as provided herein. Successors shall serve four-year terms (or such shorter period, if appointed after the expiration of a term, so as to ensure the continuation of staggered Implementation Board terms). Implementation Board Members may serve no more than two successive complete terms.

f. Consecutive Absences. Any Implementation Board Member who is absent for three consecutive regular meetings without excuse may, by resolution duly adopted by a majority vote of the then Implementation Board Members, and such action is concurred with by a majority of the Governing Committee, be deemed to have forfeited his or her position as Implementation Board Member and that Member's position shall be vacant.

Forfeiting an Implementation Board Member position pursuant to this Section 2.f. of Article VIII shall be effective immediately unless otherwise provided in the resolution. Any successor shall be selected in the same manner as the appointment for the forfeited Implementation Board Member position and any successor shall hold office for the unexpired term.

g. Removal of Implementation Board Members. If it is determined by at least a majority of the Implementation Board that an Implementation Board Member should be removed with or without cause and such action is concurred in by a majority of the Governing Committee, the Governing Committee may by resolution remove such Implementation Board Member and that Member's position shall be vacant.

Removal of Implementation Board Members pursuant to this Section 2.g. of Article VIII shall be effective immediately unless otherwise provided in the resolution. Any successor shall be selected in the same manner as the appointment for the removed Implementation Board Member and any successor shall hold office for the unexpired term.

h. Vacancy on Implementation Board. A vacancy or vacancies on the Implementation Board shall be deemed to exist in case of the death, disability or resignation, or removal or forfeiture of membership as provided herein. Vacancies during and at the expiration of the term of an Implementation Board Member shall be filled for the unexpired term as soon as possible in the same manner as the appointment for the Board Member position vacated.

i. Duties of Implementation Board. The Implementation Board shall be responsible for the operations and management of the Authority and shall provide strategic vision, community accountability and robust oversight for the Authority.

In addition to the powers and duties granted in other provisions of this Agreement, the Implementation Board shall:

(i) Meet regularly as set forth in Section 1 of Article X of this Agreement;

(ii) Develop and recommend Goals, Policies, and Plans to the Governing Committee;

(iii) Adopt an annual performance report and transmit such report to the Governing Committee annually;

(iv) Develop and recommend to the Governing Committee policies and processes for competitive procurement of services, including but not limited to policies for allocation of funding across program types and across cities, towns, and unincorporated areas in King County that are consistent with the Five-Year Plan or successor planning document;

(v) Develop and recommend a projected operating budget (which may be an annual budget, a biennial budget or other form as authorized by State law) that is consistent with the Five-Year Plan or successor planning document to be proposed to the Governing Committee;

(vi) Develop and transmit to the Governing Committee an annual funding allocation report, including but not limited to the sources and distribution of funding across program types and across cities, towns and unincorporated areas in King County;

(vii) Adopt an annual work plan which includes a summary of projects and activities to be undertaken during the budget period;

(viii) Cause the Authority to implement the Goals, Policies, and Plans approved by the Governing Committee, including through contracting for services, contracting to provide Homeless Services, making funding awards and doing all things necessary to oversee and carry out the implementation of the Authority's programs;

(ix) Ensure that the initial Five-Year Plan shall formalize sub-regional planning processes that are developed in consultation with the Governing Committee, the Advisory Committee, and the SCA. Sub-Regional Planning Activities will address factors, needs and resources unique to the respective regions. Such Sub-Regional Planning Activities will form the basis of the development of subsequent Five-Year Plans or successor planning documents, which may be informed by the Regional Action Plan. Annual work plans shall identify sub-regional goals and activities until such time as these are included in an approved Five-Year Plan;

(x) Adopt policies and procedures for oversight of major expenditures and other transactions, to include but not be limited to delegation of contracting authority to the Chief Executive Officer and the minimum standards for procurement of goods, services and property;

(xi) Conduct regular performance evaluation of the Chief Executive Officer; and

(xii) Cause the Authority to carry out the duties in this Agreement.

j. Actions Requiring Approval by Resolution. A general or particular authorization and concurrence of the Implementation Board by resolution shall be necessary for any of the following transactions:

(i) Transfer or conveyance of an interest in real estate, except for lien releases or satisfactions of a mortgage after payment has been received, or the execution of a lease for a current term less than one (1) year;

(ii) To the extent permitted by State law, donation of money, property or other assets belonging to the Authority;

(iii) Adoption of internal policies and procedures for oversight of major expenditures and other transactions;

(iv) Recommendation to the Governing Committee of an annual budget that is consistent with the Five-Year Plan or successor planning document;

(v) Recommendation to the Governing Committee of amendments to this Agreement;

(vi) Adoption and amendment of Bylaws for the Implementation Board;

(vii) Annual endorsement of a set of principles and priorities;

(viii) Recommendation to the Governing Committee of Goals, Policies, and Plans, including a Five-Year Plan;

(ix) Recommendation of a Chief Executive Officer to be confirmed by the Governing Committee, the recruitment of whom will be conducted jointly by the Implementation Board and the Governing Committee; and

(viii) Such other transactions, duties, and responsibilities as this Agreement shall repose in the Implementation Board or require Implementation Board participation by resolution.

k. Quorum of Implementation Board. At all meetings of the Implementation Board, a quorum of the Implementation Board must be present in order to do business on any issue. A quorum shall be defined as a majority of the Board Members in number, excluding any Board Member who has given notice of withdrawal or whose position is vacant in accordance with the provisions of Section 2.h. of this Article VIII.

l. Voting Requirements. Each individual Implementation Board Member shall be a voting member and shall have one vote. All resolutions shall require an affirmative vote of a majority of the Implementation Board Members voting on the issue; provided, that such majority equals not less than one-third (1/3) of the Implementation Board's total voting membership.

A Board Member may not split his or her vote on an issue. No voting by proxies or mail-in ballot is allowed. Voting by a designated alternate pursuant to the terms of the Bylaws or policies of the Authority is not considered a vote by proxy.

Proposed amendments to this Agreement and the adoption and amendment of Bylaws shall require an affirmative vote of two-thirds (2/3) of the Members of the Implementation Board.

m. Equity Decision Making. The Authority shall advance equity and social justice in its processes, policies, and outcomes by proactively seeking to eliminate racial-ethnic disproportionalities in the population experiencing homelessness and to eliminate disparities in outcomes for people experiencing homelessness by addressing structural racism, ableism, homophobia, transphobia, misogyny and other sources of inequities. The Authority shall establish and operate under an equity-based decision-making framework to inform its policy, business process, and funding decisions. This equity-based decision-making framework shall provide for inclusion of Customers of the service system in decisions that will affect them; specify a framework for examining policy, business process, and funding decisions with an explicit equity and racial justice analysis; and shall establish processes to measure, evaluate, and respond to the impact of its decision-making on its goals of advancing equity. This framework shall be informed by people with Lived Experience and be approved by the Implementation Board of the Authority.

Section 3. Right to Indemnification.

Each person who was, or is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was a Governing Committee Member, Implementation Board Member or employee of the Authority, whether the basis of such proceeding is alleged action in an official capacity as a director, trustee, officer, employee, or agent, or in any other capacity, shall be indemnified and held harmless by the Authority to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorneys' fees, judgments, fines and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be in such position and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that except as provided in this Section 3 of Article VIII, with respect to proceedings seeking to enforce rights to indemnification, the Authority shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the Implementation Board; provided, further, the right to indemnification conferred in this Section 3 of Article VIII shall be a contract right and shall include the right to be paid by the Authority the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceedings shall be made only upon delivery to the Authority of an undertaking, by or on behalf of such person, to repay all amounts so advanced if it shall ultimately be determined that such person is not entitled to be indemnified under this Section 3 of Article VIII or otherwise.

Provided, further, that the foregoing indemnity may not apply, at the discretion of the Authority, to any person from or on account of:

a. Acts or omissions of such person finally adjudged to be reckless misconduct, intentional misconduct or a knowing violation of law; or

b. Any transaction with respect to which it was finally adjudged that such person personally received a benefit in money, property, or services to which such person was not legally entitled.

If a claim under this Section 3 of Article VIII is not paid in full by the Authority within sixty (60) days after a written claim has been received by the Authority, except in the case of a claim for expenses incurred in defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may at any time thereafter bring suit against the Authority to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Section 3 of Article VIII upon submission of a written claim (and, in an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to the Authority), and thereafter the Authority shall have the burden of proof to overcome the presumption that the claimant is so entitled. Neither the failure of the Authority (including the Implementation Board or independent legal counsel) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses to the claimant is proper nor a determination by the Authority (including its Implementation Board Members, Governing Committee Members or independent legal counsel) that the claimant is not entitled to indemnification or to the reimbursement or advancement of expenses shall be a defense to the action or create a presumption that the claimant is not so entitled.

The right of indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Section 3 of Article VIII shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of this Agreement, Bylaws, any other agreement or otherwise.

The Authority shall maintain in full force and effect public liability insurance in an amount sufficient to cover potential claims for bodily injury, death or disability and for property damage, which may arise from or be related to projects and activities of the Authority and its Implementation Board Members, Governing Committee Members, staff and employees.

Section 4. Conduct; Code of Ethics.

Governing Committee Members, Implementation Board Members, members of the Advisory Committee or other committee and employees of the Authority shall conduct themselves in accordance with all applicable laws, including but not limited to, chapter 42.23 RCW (the "Code of Ethics for Municipal Officers"), chapter 42.30 RCW (the "Open Public Meetings Act"), and this Agreement and policies of the Authority.

All letters, memoranda and electronic communications or information (including email) that relate to conduct of the Authority or the performance of any Authority function may be public records subject to disclosure under chapter 42.56 RCW (the "Washington Public Records Act"). In the event that the Authority or any Governing Committee or Implementation Board Member or any member of the Advisory Committee or other committee receives a request for such records,

the Governing Committee or Implementation Board Member or any member of the Advisory Committee or other committee shall immediately provide the request to the public records officer of the Authority, and assist the public records officer in responding to the request.

Governing Committee Members, Implementation Board Members, and members of the Advisory Committee or other committee shall respect the confidentiality requirements regarding personnel, real estate transactions, proprietary matters, and attorney-client privileged communications, including those requirements listed herein and any other confidential information that is gained through their positions with the Authority. The Authority, rather than any individual, is the holder of these privileges and protections and only the Authority may elect to waive any such privileges or protections.

Any Governing Committee Member, Implementation Board Member, member of the Advisory Committee or other committee or Authority employee who has an actual or potential interest, or whose immediate family member (spouse, partner, child, sibling, or parent) has an interest, in any matter before the Implementation Board that would tend to prejudice his or her actions shall so publicly indicate according to the policies and procedures of the Authority. In such case any such individual shall recuse and refrain from voting upon and any manner of participation with respect to the matter in question so as to avoid any actual or potential conflict of interest. This requirement shall be in addition to all requirements under the Code of Ethics for Municipal Officers.

Governing Committee and Implementation Board Members, members of the Advisory Committee or other committee and employees of the Authority shall each submit an annual disclosure statement that requires the disclosure of any ownership or property or employment/affiliation with any party contracting with the Authority or providing services with the Authority. Any Governing Committee Member, Implementation Board Member and member of the Advisory Committee or other committee with such ownership interest, employment or affiliation shall recuse him or herself from participating in discussions, deliberations, preliminary negotiations, and votes if such property or employment/affiliation is directly benefiting from such action.

Notwithstanding anything herein to the contrary, the prohibition on conflicts of interest shall not apply to or otherwise prohibit a Governing Committee or Implementation Board Member from serving on the respective Board or voting on matters if such Member receives generally the same interest or benefits as are being made available or provided to a group or class of low-income, homeless or formerly homeless persons intended to be the beneficiaries of the services provided by or through the Authority. To ensure a diversity of representation on the Implementation Board, the Advisory Committee or other committee, nothing herein shall prevent Implementation Board Members of such bodies for whom Implementation Board service on which may be a financial hardship from receiving a stipend consistent with the stipend policies of similarly situated public and nonprofit boards.

ARTICLE IX

OFFICERS OF AUTHORITY; STAFFING

Section 1. Implementation Board Officers.

The Implementation Board Members shall elect from among themselves persons to serve in the following Implementation Board offices: Chairperson and Vice Chairperson. The Implementation Board Members may also create the offices of a Treasurer and Secretary which may be filled by Implementation Board Members, Authority employees or a Party's employee on loan to the Authority. In all cases the Chairperson and the Treasurer may not be the same person, and the Chairperson and the Vice Chairperson may not be the same person. The term of any officer shall expire one year after the officer is elected, or at such time as such officer's membership on the Implementation Board ceases or terminates, whichever is sooner. The Implementation Board may, under this Agreement, adopt Bylaws providing for additional officers, and, to the extent not inconsistent with this Agreement, may adopt Bylaws governing the offices and tenure of officers; the number of positions, powers and duties, and term of each office; the manner of appointment, selection, or election of office holders and the appointing, selecting, or electing authority; performance of duties of the office upon illness, death, incapacity, or absence of the officer; the filling of vacancies; and any qualification for the office and conditions upon exercising its powers. Nothing prevents the Implementation Board from appointing Co-Chairpersons, or combining the offices of Chairperson and Vice Chairperson into co-chairs.

Section 2. Duties of Officers.

Subject to the control of the Implementation Board, the Chairperson shall have general supervision, direction and control of the business and affairs of the Authority. On matters decided by the Authority, the signature of the Chairperson alone is sufficient to bind the corporation. The Vice-Chairperson shall perform the duties of the Chairperson without further authorization in the event the Chairperson is unable to perform the duties of the office due to absence, illness, death, or other incapacity, and shall discharge such other duties as pertain to the office as prescribed by the Implementation Board. To the extent not provided herein, the officers of the Authority shall have the duties as set forth in the Bylaws.

Section 3. Incapacity of Officers.

If the Treasurer or the Chairperson is incapacitated, another officer as provided for in the Bylaws shall be authorized to perform such duties without further authorization. The Treasurer is not authorized to perform the duties of the Chairperson, nor is the Chairperson authorized to perform the duties of the Treasurer.

Section 4. Advisory Committee; Committees.

The Implementation Board shall recognize a Continuum of Care Board created pursuant to 24 CFR Part 578 or its successor regulation to act as its Advisory Committee and serve the

Implementation Board by providing a broad array of perspectives, if such Continuum of Care Board takes action to serve as the Implementation Board's Advisory Committee. Members of the Advisory Committee shall be appointed by the Implementation Board. In the event that an existing Continuum of Care Board takes action to serve as the Authority's Advisory Committee, the Implementation Board may confirm any or all of the members of the Continuum of Care Board as members of the Advisory Committee, or may appoint new members to the Advisory Committee as set forth in the Bylaws or policies approved by the Implementation Board. The Advisory Committee shall be comprised of individuals with experience related to preventing and ending homelessness, including but not limited to: persons currently experiencing homelessness, populations disproportionately impacted by homelessness, Homelessness Services Providers, business, healthcare, labor and/or workforce, homeless housing and services, behavioral health services, criminal justice system, child welfare and data evaluation.

The Implementation Board may create additional committees and appoint individuals to such committees as set forth in the Bylaws or policies approved by the Implementation Board.

Section 5. Chief Executive Officer.

a. (i) Until the Governing Committee has approved an organizational structure and staffing plan, the Authority shall be staffed by employees from the Parties on loan to the Authority. Subject to any applicable collective bargaining agreement, the Chief Executive Officer may be responsible for supervising staff on loan from the Parties.

For inclusion among the Goals, Policies, and Plans to be recommended by the Implementation Board for Governing Committee approval, the Chief Executive Officer shall develop and propose a staffing plan for the Authority. The Chief Executive Officer shall within sixty days from his or her date of employment develop, in consultation with the Implementation Board, and propose an initial staffing plan for the Authority. The Chief Executive Officer may develop and propose subsequent updates to the staffing plan, also for inclusion among the Goals, Policies, and Plans to be recommended by the Implementation Board for Governing Committee approval.

In developing the staffing plan, the Chief Executive Officer shall recognize the significance of labor rights as well as existing collective bargaining agreements. The Chief Executive Officer shall also consider in developing the staffing plan the compensation and working conditions of the Parties' existing employees "on loan" to the Authority.

The staffing plan shall describe for each of the Authority's major bodies of work whether the body of work shall be accomplished by staff of the Authority, by agreement with one of the parties, by "loaned staff" of the parties under the operational control of the Authority, by contracted third party, or by a combination of those options.

For each major body of work that the Chief Executive Officer proposes full or partial accomplishment by staff of the authority or "loaned" staff of the parties, the staffing plan shall specify the number of full or partial full time-equivalent positions required for that major body of work. For each major body of work, the staffing plan shall articulate the

Chief Executive Officer's rationale for how the staffing plan supports the Authority's ability to accomplish its mission while promoting administrative and cost efficiency.

In addition to other major bodies of work that the Chief Executive Officer includes in the staffing plan, the staffing plan shall contain as major bodies of work support services that include procurement, legal support, human resources, information technology support, payroll, accounts payable and accounts receivable services, and facilities management. The staffing plan shall assess the benefits of and provide options for using support services provided by one or both of the Parties.

(ii) The Chief Executive Officer shall assign staff as necessary to ensure coordination and collaboration with homelessness crisis response partners and activities and adjacent systems whose work intersects with homelessness. The Chief Executive Officer shall assign at least one staff member to act as a liaison to ensure coordination and collaboration with homelessness crisis response partners and activities and adjacent systems whose work intersects with homelessness, including coordination with appropriate Seattle and King County agencies.

(iii) The Chief Executive Officer shall actively and continuously consider and evaluate all means and opportunities toward the enhancement of operational effectiveness of Homeless Services so as to maximize the effectiveness and efficiency of the system. Such recommendation shall be presented by the Chief Executive Officer to the Implementation Board from time to time and if any recommendation would require a change or deviation from established policy adopted by the Governing Committee, such policy change or deviation shall require approval by the Governing Committee before the recommendation may be implemented.

b. The Implementation Board shall recommend the Chief Executive Officer to the Governing Committee for confirmation following a recruitment process conducted jointly by the Implementation Board and the Governing Committee. The Chief Executive Officer shall be responsible to the Implementation Board for the effective operations of the Authority. The following may be delegated to the Chief Executive Officer: (1) the authority sign documents and contracts on behalf of the Authority; and (2) such other duties as delegated or assigned by the Implementation Board.

c. At the request of the Governing Committee or on at least a quarterly basis, the Chief Executive Officer shall provide a written report to the Governing Committee and seek input from the Governing Committee on the performance of the Authority, to include an evaluation of the implementation of the Five-Year Plan or successor planning document, as well as reporting on other performance metrics that may be adopted by the Authority.

d. The Chief Executive Officer shall annually present an overview of the Authority's proposed annual budget, an update on how the Authority is performing against performance metrics approved by the Governing Committee to the (1) Seattle City

Council or a committee thereof, as determined by the Seattle City Council; and (2) King County Council or a committee thereof, as determined by the County Council and to the Regional Policy Committee, at the discretion of that regional committee. The date of such annual presentations shall be determined at the discretion of the Parties.

Section 6. Office of the Ombuds.

The Implementation Board shall cause the Authority to either (a) contract with either Party to provide ombuds services consistent with the requirements of this Section 6; or (b) create an office of the Ombuds ("Office of the Ombuds") to promote Customer, employee and public confidence in the Authority's ability to effectively, efficiently and equitably serve people experiencing homelessness. The Office of the Ombuds shall gather Customer feedback to improve the Authority's operations and outcomes; ensure ease of contact for Customers and provide appropriate resources to resolve their concerns; implement strategies to collect, investigate, and respond to complaints and concerns about the delivery of services, policies, program administration, or other activities overseen or funded by the Authority; receive complaints from employees and Contract Holders; develop methods to respond to complaints or concerns in an equitable, impartial, and efficient manner; and be authorized to investigate complaints and issue findings, collect and analyze aggregate complaints data, and partner with Authority leadership, the Implementation Board, employees and Customers to design and recommend improvements in services, funding or oversight. The Office of the Ombuds shall report directly and independently to the Implementation Board on trends in Customer and employee feedback and activities undertaken in response to that feedback no less than twice per year.

ARTICLE X

MEETINGS OF THE AUTHORITY

Section 1. Time and Place of Meetings.

a. Meetings of the Governing Committee. Regular meetings of the Governing Committee shall be held at least four times per year at a regular time and place to be determined by the Governing Committee by resolution. No later than the last regular meeting of the calendar year, the Governing Committee shall adopt a resolution specifying the date, time and place of regular meetings for the upcoming calendar year. A copy of the resolution shall be distributed in the same manner as notice of special meetings is provided pursuant to Section 3 of this Article X. At any regular meeting of the Governing Committee, any business may be transacted and the Governing Committee may exercise all of its powers. Special meetings of the Governing Committee may be held from time to time in accordance with chapter 42.30 RCW (the "Open Public Meetings Act").

b. Meetings of the Implementation Board. Regular meetings of the Implementation Board shall be held at least six times per year at a regular time and place

to be determined by the Implementation Board by resolution. No later than the last regular meeting of the calendar year, the Implementation Board shall adopt a resolution specifying the date, time and place of regular meetings for the upcoming calendar year. A copy of the resolution shall be distributed in the same manner as notice of special meetings is provided pursuant to Section 3 of this Article X. At any regular meeting of the Implementation Board, any business may be transacted and the Implementation Board may exercise all of its powers. Special meetings of the Implementation Board may be held from time to time in accordance with chapter 42.30 RCW (the "Open Public Meetings Act").

Section 2. Notice of Regular Meetings.

At the beginning of each calendar year, the Authority shall post on its website the time and place of regular meetings of the Governing Committee and the Implementation Board for that calendar year. As the Advisory Committee meeting schedule is established, the Authority shall post on its website those meeting times and places. In addition, the Authority shall provide reasonable notice of such meetings to any individual specifically requesting it in writing. If a regular meeting schedule is to be changed by resolution, a copy of the resolution shall be distributed in the same manner as notice of special meetings is provided pursuant to Section 3 of this Article X and the change posted on the Authority's website.

Section 3. Notice of Special Meetings.

Except as provided in Sections 10 and 11 of this Article X, notice of all special meetings of the Governing Committee and/or the Implementation Board shall be given by the chairperson of the respective body or by the person or persons calling the special meeting in accordance with RCW 42.30.080 by delivering personally, by electronic mail or by mail written notice at least 24 hours prior to the time of the meeting to each applicable Member, to each local newspaper of general circulation and to each radio or television station that has requested notice and to any other individual specifically requesting it in writing, and posted on the Authority's website. The call and notice of all special meetings shall specify the time and place of all special meetings and the business to be transacted. Notice of special meetings of the Advisory Committee shall comply with 24 CFR 578.

Section 4. Waiver of Notice.

Notice as provided herein may be dispensed with as to any Governing Committee Member or Implementation Board Member, as applicable, who at or prior to the time the meeting convenes files with the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Section 5. Agendas.

In accordance with chapter 42.30 RCW (the "Open Public Meetings Act") for the Governing Committee, and the Implementation Board, and in accordance with 24 CFR 578 for the Advisory Committee, at least 24 hours before any regular or special meetings, the agenda for that meeting shall be posted and also be emailed or otherwise provided to the Seattle Council Clerk and to the County Council Clerk.

Section 6. Open Public Meetings.

All meetings of the Implementation Board and the Governing Committee shall be open to the public if and to the extent required by chapter 42.30 RCW (the "Open Public Meetings Act"). The Implementation Board and the Governing Committee may hold executive sessions to consider matters enumerated in chapter 42.30 RCW (the "Open Public Meetings Act) or as otherwise authorized by law. The meetings of the Advisory Committee shall be open to the public, except that the Advisory Committee may hold executive sessions as it deems necessary.

Section 7. Telephonic Participation

Implementation Board and the Governing Committee Members may participate in a regular or special meeting of the applicable body through the use of any means of communication by which all attending Members and members of the public participating in such meeting can hear each other during the meeting. Any Member participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

Section 8. Parliamentary Authority.

The rules in the current edition of Robert's Rules of Order Newly Revised, 11th Edition, shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with this Agreement or with the special rules of order of the Bylaws of the respective body.

Section 9. Minutes.

Copies of the minutes of all regular or special meetings of the Implementation Board and the Governing Committee shall be available to any person or organization that requests them. The minutes of all Implementation Board and the Governing Committee meetings shall include a record of individual votes on all matters requiring Implementation Board and the Governing Committee approval.

Section 10. First Meeting of the Governing Committee.

The Seattle Mayor and the County Executive shall jointly notice the first meeting of the Governing Committee as a special meeting and jointly prepare an agenda. This first meeting

shall occur within 90 days of the Effective Date or when all members of the Governing Committee have been selected in accordance with Section 1 of Article VIII, whichever is first.

Section 11. First Meeting of the Implementation Board.

The chair of the Governing Committee shall notice the first meeting of the Implementation Board as a special meeting and prepare an agenda. This first meeting shall occur within 60 days of the last appointment/confirmation of a Member to Implementation Board in accordance with Section 1.b.(ii) of Article VIII.

ARTICLE XI

MISCELLANEOUS

Section 1. Geographic Limitation.

The Authority may conduct activities outside of the County, subject, however, to a contract with a Subscribing Agency.

Section 2. Safeguarding of Funds.

Authority funds shall be deposited in a qualified public depository as required by law. The Authority shall establish a special fund with the County treasurer to be designated the "Operating fund of the King County Regional Homelessness Authority. The County shall act as the fiscal agent and Treasurer of the Authority with the authority to hold and invest funds on the Authority's behalf and make payments for approved expenditures.

Section 3. Public Records.

The Authority shall maintain all of its records in a manner consistent with the Preservation and Destruction of Public Records Act, chapter 40.14 RCW. The public shall have access to records and information of the Authority to the extent as may be required by applicable laws. All costs associated with complying with the Public Records Act, chapter 42.56 RCW, shall be borne by the Authority.

Section 4. Reports and Information; Audits.

Within nine (9) months after the end of the Authority's fiscal year, the Authority shall file an annual report with the Finance Directors of the County and Seattle containing an audited statement of assets and liabilities, income and expenditures and changes in the Authority's financial position during the previous year (or unaudited information if an audit is not yet available, to be promptly followed by audited information); a summary of significant accomplishments; a list of depositories used; a projected operating budget (which may be an annual budget, a biennial budget or other form as authorized by State law); a summary of projects

and activities to be undertaken during the budget period; and a list of members and officers of the Implementation Board.

The Authority shall be subject to annual audit by the State Auditor, and by Seattle and the County at the option of each. The Authority shall, at any time during normal business hours make available to the County Executive, the County Council, the Seattle Mayor, the Seattle City Council, and the State Auditor for examination all of the Authority's financial records.

Section 5. Performance Audit.

The County and Seattle will cause a performance audit to be conducted and completed by a consulting firm selected by the County and Seattle no later than six years after the Governing Committee confirms the initial Five-Year Plan. The performance audit report shall be transmitted to the clerks of both the King County Council and the Seattle City Council.

Section 6. Amendments to Agreement. No additions to or alterations of the terms of this Agreement shall be valid unless made in writing, approved by the legislative authorities of each Party and executed by duly authorized agents of each Party.

Section 7. Nondiscrimination.

The Authority, its employees, agents, Contract Holders, and subcontractors, if any, shall at all times comply with any and all federal, state or local laws, ordinances, rules or regulations with respect to non-discrimination and equal employment opportunity, which may at any time be applicable to Seattle by law, contract or otherwise, including but not limited to all such requirements which may apply in connection with employment or the provision of services to the public.

Specifically, except as allowed by law, the following matters or activities shall not be directly or indirectly based upon or limited by age, sex, marital status, sexual orientation, race, creed, color, national origin, religion, pregnancy, gender, gender identity or expression, genetic information, domestic violence victimization, veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained service animal by a person with a disability:

a. Membership on the Implementation Board;
b. Employment, including solicitation or advertisements for employees; and
c. Provisions of services to and contracts with the public.

Section 8. Labor Disputes.

Because labor disputes can lead to work stoppages or adversely impact the ability of the Authority to achieve desired outcomes, Seattle and the County have agreed and acknowledged in this Agreement that they have an interest in ensuring that the Authority's operations and progress are not interrupted or interfered with by work stoppages or other labor disputes. Accordingly, Seattle and the County have agreed, which is hereby confirmed in this Agreement, that the Authority and entities that contract with the Authority are required to adhere to labor laws, commit to promoting

labor harmony, and take reasonable measures to avoid any work stoppages or labor disputes in their operations.

Section 9. Inventory and Property.

Property, equipment and furnishings for the operations of the Authority shall be acquired by Authority as provided by law. If any Party furnishes property, equipment or furnishings for the Authority's use, title to the same shall remain with the respective Party unless that property, equipment or furnishings are acquired by the Authority.

Section 10. Interlocal Cooperation Act.

a. This Agreement is intended to create a separate governmental administrative entity within the meaning of RCW 39.34.030(3) and not a "joint board" within the meaning of RCW 39.34.030(4)(a).

b. Each Party will file or post this Agreement as required by RCW 39.34.040.

Section 11. Notice to the Parties.

Any formal notice or communication to be given among the Parties to this Agreement shall be deemed properly given, if delivered either in physical or electronic means, or if mailed postage prepaid and addressed to:

King County
Attn: Leo Flor, Director, Department of Community and Human Services
401 Fifth Avenue, Suite 400
Mailstop CNK-HS-0400
Seattle, Washington 98104

City of Seattle
Attn: Jason Johnson, Acting Director, Human Services Department
700 Fifth Ave., Suite 5800
Seattle, Washington 98104

Section 12. Additional Provisions.

a. Integration. This Agreement contains all of the terms and conditions agreed upon by the Parties hereto concerning the establishment of the Authority. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The Parties have read and understand all of this Agreement, and now state that no representation, promise, or agreement not expressed in this Agreement has been made to induce the officials of the Parties hereto to execute this Agreement.

b. Severability. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not, in any way, be effected or impaired thereby.

c. Indemnification among the Parties Hereto. To the maximum extent permitted by law, each party hereto shall indemnify and hold harmless the other Parties and its or their agents, employees, and/or officers, from any and all costs, claims, judgments, or awards of damages arising out of the negligent acts or omissions of such indemnifying party, its officers, employees or agents and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the other Parties arising out of, in connection with, or incident to this Agreement and the indemnifying party's negligent performance or failure to perform any aspect of this Agreement. In the event of any such liability arises from the concurrent negligence of the indemnifying party and another party, the indemnity obligation of this section shall apply only to the extent of the negligence of the indemnifying party and its actors.

The foregoing provisions specifically and expressly intend to constitute a waiver of each party's immunity under industrial insurance, Title 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. This waiver has been mutually negotiated.

d. No Third Party Beneficiary Rights. The provisions of this Agreement are for the sole benefit of the Parties, and they will not be construed as conferring any rights to any third party (including any third party beneficiary rights).

e. Counterparts. This Agreement may be executed in any number of counterparts, each of whom shall be an original, but those counterparts will constitute one and the same instrument.

This Agreement is APPROVED this ___ day of _____, _____.

_____
County Executive, King County

ATTEST:

_____
[County Prosecuting Attorney]

RECEIPT ACKNOWLEDGED BY:

_____
Mayor, City of Seattle

ATTEST:

_____
City Clerk

Hi Phil,

Thanks for your patience.

As a follow-up to our recent conversation, I'm sharing a simple draft withdrawal letter that you can adapt and use to provide formal notice under the ILA, along with some basic communications language in case it is helpful for council materials or other public-facing discussion. The letter can be signed by your Human Service lead or another city representative you choose.

The intent is to keep this straightforward. As KCRHA moves away from administering locally funded service contracts, continuing these ILAs would create a contracting structure that no longer fits the organization's future operating model and, in some cases, could add unnecessary administrative burden for providers. At the same time, this should not be understood as a move away from regional coordination. KCRHA will continue to play a regional role through functions such as HMIS/data, Coordinated Entry, CoC responsibilities, system planning, and other shared infrastructure.

Please feel free to modify the draft materials as needed for your own processes and let me know if there are any questions as you work through the notice process.

Best,
William

>> Additional Content >>>

Template withdrawal letter

[Date]
Dr. Kelly Kinnison
Chief Executive Officer
King County Regional Homelessness Authority
400 Yesler Way, Suite 600
Seattle, WA 98104
Dear Dr. Kinnison:
Pursuant to Article VIII, Section 1 of the Agreement for Homeless Services effective January 1, 2023, the City of [CITY NAME] hereby provides written notice of its intention to withdraw from the Agreement.
The City's withdrawal will be effective December 31, 2026.
Please accept this letter as the City's formal notice of withdrawal under the Agreement. The City looks forward to coordinating with KCRHA and the other Partner Cities on any remaining administrative, financial, or contractual closeout activities associated with the Agreement.
Sincerely,
[NAME]
[TITLE]
City of [CITY NAME]

Communications Support
KCRHA Framing

The decision to wind down the North and East Cities ILAs reflects the broader transition underway at KCRHA, not a change in our commitment to regionalism. As locally funded contracts move back to Seattle and King County, KCRHA is moving away from local contract administration and focusing on the regional infrastructure that helps local-funded services operate as one system. Ending these agreements reduces unnecessary administrative burden for providers, gives cities greater flexibility over their local human-services investments, and aligns contracting responsibility with the organizations that will administer local funding going forward.

Additional city-specific messaging elements

Short public-facing statement

The City of [CITY] is withdrawing from the North/East Cities Agreement for Homeless Services with KCRHA effective December 31, 2026. This change reflects the broader restructuring of KCRHA's role, including its move away from administering locally funded service contracts. The City remains committed to regional coordination on homelessness and will continue participating in shared regional systems and planning while managing its local human services investments through the City's existing processes.

Council or staff report language

The proposed withdrawal is primarily an administrative and governance adjustment. KCRHA is transitioning away from locally funded contract administration as Seattle- and King County-funded service contracts return to those jurisdictions. Continuing the ILA would leave a relatively small set of municipal contracts operating through a structure that no longer aligns with KCRHA's future operating model and could create additional administrative burden for service providers.

Withdrawal from the ILA does not represent a retreat from regional collaboration. The City expects to continue participating in regional homelessness planning, ([if applicable] data sharing, Coordinated Entry, HMIS) , and other shared system functions while incorporating its local homelessness investments into its broader human services funding framework.

Talking points for elected officials

We are changing the administrative structure, not stepping away from regional homelessness work. KCRHA is moving out of the business of managing local service contracts, so it makes sense for our local funding to return to the City's normal human services contracting process. This also simplifies things for providers, many of whom are already transitioning contracts from KCRHA back to Seattle or King County. Maintaining another small contracting relationship through KCRHA would add complexity without providing a clear benefit.

We will still work regionally. The shared infrastructure — data, coordinated access, system planning, federal Continuum of Care work, and cross-jurisdiction coordination — remains important regardless of which public entity holds an individual service contract.

Very short response to "Why are you leaving KCRHA?"

We are not leaving the regional homelessness system. We are ending a contracting arrangement that no longer fits the way KCRHA is being structured. Local dollars will be administered locally, while KCRHA continues to support the regional functions that are most effective when they are shared.

If a city wants to emphasize its Human Services budget

Ending the ILA will allow the City to incorporate these funds into its broader Human Services budget and contracting process, giving the City greater flexibility to align homelessness investments with other local human services priorities. We intend to do that while continuing to coordinate with KCRHA and neighboring jurisdictions on regional homelessness needs and strategies.

William Towey | He/Him
Associate Deputy, Strategy
King County Regional Homelessness Authority
Email: william.towey@kcrha.org
Mobile: 206-771-2724
Twitter | Facebook | LinkedIn | Instagram



Email communications with KCRHA employees are public records and may be subject to disclosure.

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 8, 2026
Originating Department	Executive
Contact Person	Thomas French, Mayor Phillip Hill, City Administrator
Title	Amending the Lake Forest Park Municipal Code Chapter 10.06, Automated Traffic Safety Cameras, regarding fines

Legislative History

- First Presentation — October 1, 2026 Special Meeting
- Second Presentation — October 8, 2026 Regular Meeting

Attachments:

1. Draft Ordinance amending LFPMC 10.06.050

Executive Summary

At the October 1, 2026 Special Meeting of the City Council, Mayor French asked the Council whether to raise fines for the automated school speed zone traffic safety cameras. The suggested fine increase for school speed zone camera fines is from $145 to $237 for speeds of 26-30 miles per hour (mph) and $290 for anything over 31 mph.

Background

Lake Forest Park Municipal Code 10.06.050 sets $145 as the base fine for school zone offenses, with a $290 fine for speeds exceeding the limit by more than 11 mph or a repeat offense. RCW 46.63.220(16) permits cities to double the base fine up to $290 in school speed zones.

The base fine for automated traffic safety cameras in general will remain $145. The proposed language would increase the fines for school speed zone safety cameras from $145 to $237 for anything over five miles per hour but not more than ten mph, and $290 for anything over 10 miles per hour.

Fiscal & Policy Implications

The proposal increases the fine for a first offense at 26–30 mph in a 20-mph school speed zone by $92, from $145 to $237. It also applies the $290 fine starting at 31 mph. Actual revenue effects will depend on violation volume, driving behavior, collections, and applicable penalty reductions. Implementation may require updates to court and camera-vendor systems, public information, and the Lake Forest Park Municipal Code.

Staff Recommendation

Review the draft ordinance and provide any amendments or changes to staff.

ORDINANCE NO. 26-XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING SECTION 10.06.050 OF THE LAKE FOREST PARK MUNICIPAL CODE, AUTOMATED TRAFFIC CAMERAS – DETECTION OF VIOLATIONS – RESTRICTIONS, FINES, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 2008 the City Council adopted chapter 10.06 in the Lake Forest Park Municipal Code ("LFPMC"**),** Automated Traffic Safety Cameras, as authorized by chapter 46.63 RCW; and

WHEREAS, RCW 46.63.220 and RCW 46.63.250 authorize cities to use automated traffic safety cameras to detect school speed zone violations, subject to statutory requirements; and

WHEREAS, the City has established an automated traffic safety camera program under Chapter 10.06 of the Lake Forest Park Municipal Code, with monetary penalties established in LFPMC 10.06.050; and

WHEREAS, RCW 46.63.220(16) establishes a maximum fine of $145 for automated traffic safety camera infractions and permits that amount to be doubled for school speed zone infractions, allowing a maximum fine of $290; and

WHEREAS, the City Council is interested in increasing the fines in school zones.

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

Section 1. AMENDMENT. LFPMC 10.06.051~~1~~0, Fines, ~~Automated traffic cameras – Detection of violations- Restrictions~~ shall be amended as follows:

LFPMC 10.06.050 FINES

A. The fine for an infraction detected under authority of this chapter shall be a base monetary penalty of $145.00.

B. Provided that the fine for an infraction detected under authority of this chapter for school speed zone cameras shall be as follows:

1. A base monetary penalty of $237~~145~~.00 for an offense in excess of 5 miles per hour and not more than 10 miles per hour over the posted school zone speed limit ~~the first offense~~, unless subsection (B)(2~~3~~) of this section applies;

2. A base monetary penalty of $290.00 for repeat offenses; and

3. A base monetary penalty of $290.00 for any offense in excess of 10~~1~~ miles per hour over the posted school zone speed limit.

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C. The base monetary fine for all infractions shall automatically be adjusted for inflation every five years, beginning January 1, 2029, based on the changes in the consumer price index as calculated by State Office of Financial Management for that time period.

D. Except as provided in this subsection, registered owners of vehicles who receive notices of infraction for automated traffic safety camera-enforced infractions and are recipients of public assistance under RCW Title74 or participants in the Washington Women, Infants, and Children Program, and who request reduced penalties for infractions detected through the use of automated traffic safety camera violations, must be granted reduced penalty amounts of 50 percent of what would otherwise be assessed for a first automated traffic safety camera violation and for subsequent automated traffic safety camera violations issued within 21 days of issuance of the first automated traffic safety camera violation. Eligibility for Medicaid under RCW 74.09.510 is not a qualifying criterion under this subsection. Registered owners of vehicles who receive notices of infraction must be provided with information on their eligibility and the opportunity to apply for a reduction in penalty amounts through the mail or internet.

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

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

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

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ___ day of _____, 2026.

APPROVED:

_____
Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

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

City Administrator Report

City of Lake Forest Park

Date: October 8, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
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

From September 17 to September 30, 2026, Lake Forest Park Police Department Patrol Officers, Detectives, and Support Services Officers responded to a total of 428 calls for service. These calls included both incidents dispatched by NORCOM and officer-initiated activities. The breakdown below summarizes the types of calls handled during this reporting period:

- 32 Behavioral Health Incident
- 8 Disturbance
- 1 Domestic Violence Incident
- 1 Assault
- 2 Hit & Run
- 2 Suicide/Suicide Attempt
- 24 Suspicious Incident
- 8 Theft/Forgery
- 1 Drug Investigation
- 9 Warrant Arrest
- 66 Request for assistance (by community members, fire department, other police agencies, etc.)
- 196 Traffic stop, traffic accident and traffic related calls
- 78 Miscellaneous calls (alarms, foot patrol, property lost & found, animal problem, etc.)

II. Internal City Information

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

No new contracts from the reporting period.

VI. Legislative Update

VII. Community Events



First Annual Shoreline Chocolate Festival
Join us for a fun and delicious Saturday of CHOCOLATE! Taste your way through 7 local artisanal chocolate makers and support your local senior center.
Each vendor will have samples and a wide variety of hand-crafted chocolates for sale. When we say 'chocolate' we don't mean your stock-standard chocolate bar – we mean Anise & Honey Fig Truffles, Bean-bar Espresso Dark Chocolates, layered truffles with passionfruit gel[ee], brown butter rum bonbons, and much much more 😜
100% of ticket sales support ongoing programs and operations at the Shoreline Senior Center, and 100% of chocolate sales at the event go directly to the people who made the chocolates.

Support small local businesses! Support your senior center! EAT CHOCOLATE!

Tickets are on sale now at www.shorelineseniorcenter.org/chocolate or by calling or visiting the senior center (206) 365 1536
Early Bird ticket: **$20.00**

Participating Vendors: Cocoa Legato – Dolcetta Chocolates – Bon Chocolats – The Chocolate Man – Brugge Chocolates – Allelon Chocolate – Bellflower Chocolate Co.
Event Sponsors: Gentiva Hospice – Destination Shoreline – Seniors Helping Seniors – Minuteman Press – Front Door Creative



VIII. Upcoming City Sponsored Events



2026 KENMORE & LAKE FOREST PARK



OCTOBER 24 | KENMORE MIDDLE SCHOOL

9AM TO 3PM | 20323 66TH AVE NE, KENMORE WA

DO BRING...

TIRES (6 PER VEHICLE FOR FREE)
LEAD ACID & ALKALINE BATTERIES
ELECTRONICS (COMPUTERS, DVD PLAYERS, ECT)
TELEVISIONS
DOCUMENTS FOR SHREDDING
REFRIGERATORS/FREEZERS
SEE FLYER FOR MORE

DONT BRING...

GARBAGE (INCLUDING HOUSEHOLD GOODS AND STYRAFOAM)
FURNITURE
WINDOW GLASS
HAZARDOUS MATERIALS (MOTOR OIL, PAINT, FLUORESCENT LIGHTS)
HOUSEHOLD CLEANING CHEMICALS
SEE FLYER FOR MORE


City of Bothell
KENMORE BY THE LAKE
CITY OF LAKE FOREST PARK
NORTHSHORE
GREEN CAREERS
EXPO
FOR NEW JOB ENTRANTS, CAREER SHIFTERS, STUDENTS, AND YOUNG ADULTS
OCTOBER 28TH, 3-6PM
KENMORE CITY HALL
1-1 RESUME WORKSHOP & CAREER COACHING
FREE PROFESSIONAL HEADSHOTS
COME MEET WITH THESE ORGANIZATIONS & MORE!
REPUBLIC SERVICES
SOUNDTRANSIT
Clean Power Research
WASHINGTON STATE Recreation and Conservation Office
BOTHELL
LOCAL RESTORATION EARTH CORPS GLOBAL LEADERSHIP
Northwest Electric & Solar
SCAN HERE FOR A FULL LIST OF PARTICIPATING ORGANIZATIONS!

IX. Meetings Calendar

Planning Commission Meeting (hybrid meeting)
October 13, 2026, 7:00 PM - 9:00 PM
City Hall and via Zoom

North King County Coalition on Homelessness
October 15, 2026, 1:00 PM - 2:30 PM
Zoom

City Council Budget & Finance Committee Meeting (hybrid meeting)
October 15, 2026, 6:00 PM - 7:30 PM
City Hall and via Zoom

City Council Committee of the Whole Meeting (hybrid meeting)
October 19, 2026, 6:00 PM - 8:00 PM
City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)
October 22, 2026, 7:00 PM - 9:00 PM
City Hall and via Zoom