



# CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

**Thursday, May 14, 2026 at 7:00 PM**

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

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

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## **INSTRUCTIONS FOR 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.cityofflp.gov](http://www.cityofflp.gov)

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

# AGENDA

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

- A. Swearing in of Lake Forest Park Police Officer Natalie Alvarado-Lopez and Sergeant Austin Gutwein
- [B.](#) King County Regional Homelessness Authority update

## 6. PROCLAMATIONS

- [A.](#) Recognizing May 16-22, 2026 as Safe Boating & Paddling Week
- [B.](#) Recognizing May 11-17, 2026 as National Police Week & May 15, 2026 as Peace Officer's Memorial Day
- [C.](#) Recognizing May 17-23, 2026 as National Public Works Week

## 7. 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. March 19, 2026 Budget & Finance Committee Meeting Minutes
- B. April 20, 2026 Committee of the Whole Meeting Notes
- C. April 23, 2026 City Council Regular Meeting Minutes
- D. City Expenditures for the Period Ending May 14, 2026
- E. Resolution 26-2071/Authorizing the Mayor to Sign the Agreement for Award of Local Hazardous Waste Management Grant Funds for 2026-2027 Between King County and the City of Lake Forest Park
- F. Resolution 26-2072/Authorizing the Mayor to Sign the Interagency Agreement for the 2026-2027 Waste Reduction & Recycling Grant Program Between King County and the City of Lake Forest Park

**8. OLD BUSINESS: Items for Discussion, Consideration, and/or Action**

- A. Resolution No. 26-2070/Authorizing the Mayor to Sign Amendment No. 2 to AG-24-026 with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project
- B. Ordinance 26-1316/Amending the 2026 Budgeted Positions and Salary Schedule to add a Program Executive – Limited Term Employee

**9. NEW BUSINESS: Items for Discussion, Consideration, and/or Action**

- A. Transportation Improvement Program for the calendar years 2027 through 2032
- B. Resolution 26-2073/Authorizing the Mayor to sign the Purchased Services Agreement with Buenavista Services, Inc. for Janitorial Services (First Presentation)
- C. Resolution 26-2074/Authorizing the mayor to execute a contract for Prosecution Services with Sarah Roberts, PLLC (First Presentation)

**10. COUNCIL DISCUSSION AND ACTION**

**11. COUNCILMEMBER REPORTS**

**12. MAYOR'S REPORT**

**13. CITY ADMINISTRATOR'S REPORT**

- A. May 14, 2026 City Administrator's Report

**14. OTHER BUSINESS**

**15. ADJOURN**

**FUTURE SCHEDULE**

- Wednesday, May 20, 2026, 6:30 p.m. City Council Special Meeting (*Town Hall – Third Place Commons*)

- Thursday, May 21, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

- Monday, May 23, 2026, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, May 28, 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.*



**KCRHA**  
King County Regional Homelessness Authority

# Lake Forest Park Council Briefing

May 14, 2026

# Presentation Overview

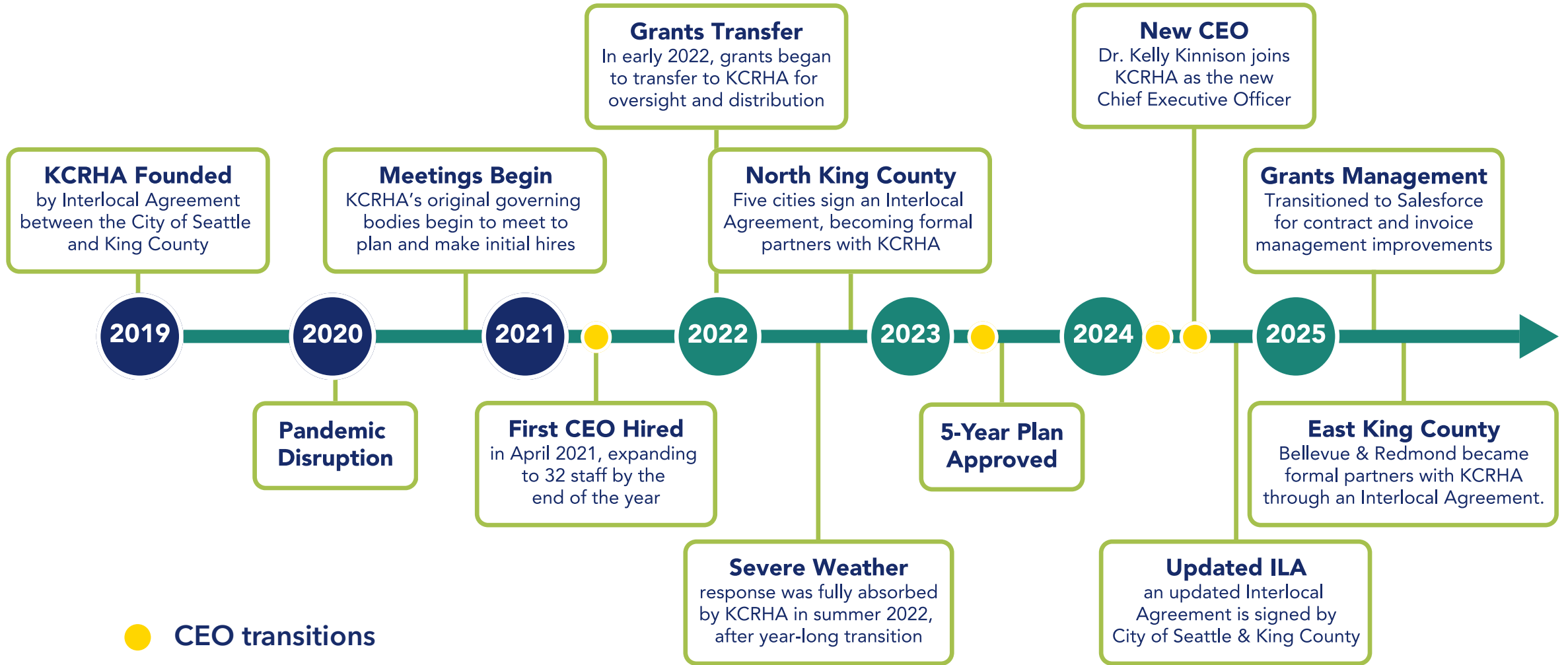
- •KCRHA Milestones and Updates
  - KCRHA and North King County (NKC)
  - Forensic Evaluation
  - Winter Severe Weather Response
  - Point-in-Time (PIT) Count Debrief
- Subregional Strategy: Collective Impact Framework
- Questions





**KCRHA**  
King County Regional Homelessness Authority

# KCRHA Milestones and Updates



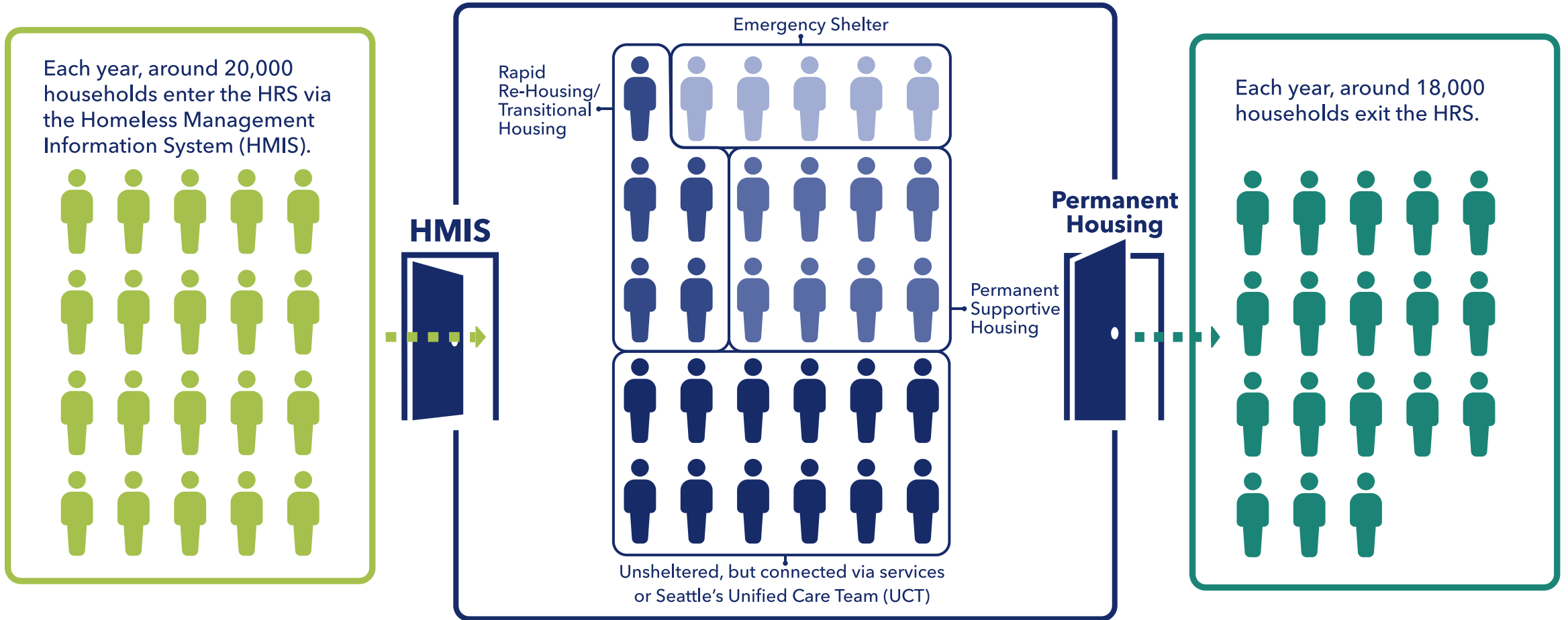
# KCRHA in North King County

- NKC ILA Update
- Provides \$278,413 for FY 2026, which supports:
  - Enhanced shelter
  - Street Outreach
  - Severe Weather Response
- Calendar Year 2025 funds supported 3,853 clients.

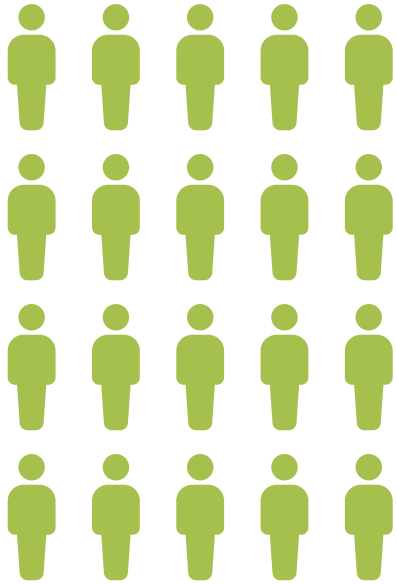
2026 Approved NKC Budget						
Project/Provider	Bothell	Kenmore	Lake Forest Park	Shoreline	Woodinville	Total
Porchlight	\$ 8,487.20				\$ 8,293.98	\$ 16,781.18
Friends of Youth	\$ 8,487.20				\$ 8,886.42	\$ 17,373.62
Hopelink	\$ 21,218.00	\$ 3,182.70		\$ 27,318.18		\$ 51,718.88
LCP: Enhanced Selter	\$ 6,365.40	\$ 5,304.50		\$ 26,593.58		\$ 38,263.48
LCP: Housing Outreach		\$ 20,600.00		\$ 47,740.50		\$ 68,340.50
Mary's Place		\$ 5,150.00		\$ 5,304.50		\$ 10,454.50
The Sophia Way	\$ 10,609.00					\$ 10,609.00
Severe Weather	\$ 8,741.61	\$ 7,648.78	\$ 17,339.35	\$ 27,317.66	\$ 3,824.39	\$ 64,871.79
<b>Total Available Funding</b>	<b>\$ 63,908.41</b>	<b>\$ 41,885.98</b>	<b>\$ 17,339.35</b>	<b>\$ 134,274.42</b>	<b>\$ 21,004.79</b>	<b>\$ 278,412.95</b>



# The Homelessness Response System (HRS) currently serves around 30,000 households.



Each year, around 20,000 households enter the HRS via the Homeless Management Information System (HMIS).



HMIS

Emergency Shelter

Rapid Re-Housing/  
Transitional  
Housing

Permanent  
Housing

Permanent  
Supportive  
Housing

Each year, around 18,000 households exit the HRS.



Unsheltered, but connected via services or Seattle's Unified Care Team (UCT)

+  This creates an increase of around 2,000 households each year being served in the HRS, either unsheltered or sheltered.



# System Performance: Current State

- 85-95% shelter utilization rate
- Annual throughput is approx. 90% of inflow
- 90% of providers have aligned (braided) funding and data reporting (HMIS)
- Standardized systems, practices, standards, monitoring, compliance, and reporting across over 90% of the system
- Inflow continues to exceed exits



# KCRHA Forensic Evaluation

## Background:

- Time period: April 2021-July 2025
- Key Points:
  - Did not identify evidence of fraud or misuse of funds.
  - Discussed issues with financial practices during KCRHA's early formation.
  - Identified highest-risk areas and recommendations
- KCRHA has made meaningful progress since its establishment.

## Moving Forward

- Immediate actions KCRHA has implemented include
  - Strategy/Timeline on \$8M reconciliation
  - Improved P-Card controls/process
  - Improved expense approval processes
- Next steps: KCRHA is working with the City and County on a corrective action plan to be provided May 23



# Winter Severe Weather Response

- Time Period: Dec 10 - March 13 at St. Dunstan's Shelter
- Longest activation: 8 days in February
  - Feb 14-17 Tier 2 dropping into Tier 3 for Feb 18-20, before returning to Tier 2 on Feb 21 and 22.
- Date with highest Utilization: February 20, 2026
  - 16 people sought shelter.
- Winter total: 650 \*bed nights
  - 140 people came through the doors and stayed overnight.
  - Meals were served each night.
  - No turn aways.



*\*Bed night = number of beds in use on each night of an activation*

# Point-in-Time (PIT) Count Overview

**2,000+**

Surveys collected

**RDS**

x3

**28**

Sites (+ phone line)

**150+**

Volunteers

## Key Context

- The sample size and data sites increased from last unsheltered count
- University of Washington storing and housing surveys to create estimates
- Third consecutive use of Respondent Driven Sampling (RDS) methodology



# Timeline & Next Steps

<b>Jan 2026</b>	KCRHA conducted count
<b>Feb 2026</b>	Initial volunteer and staff debriefs; Volunteer, staff & provider appreciation activities (thank you cards); closeout
<b>March 2026</b>	Data cleaning, volunteer survey distributed, focus groups with providers started
<b>April 2026</b>	Focus groups with volunteers and people with lived experience, volunteer survey closes
<b>May 2026</b>	In person volunteer appreciation, volunteer survey results back
<b>Spring 2026</b>	Preliminary findings presented
<b>Fall 2026</b>	In-depth analysis and full report expected



**Note:** The University of Washington, in partnership with KCRHA, will produce the PIT Count population estimate. Raw survey counts do not represent the final estimate. Preliminary results are expected in spring 2026.



**KCRHA**  
King County Regional Homelessness Authority

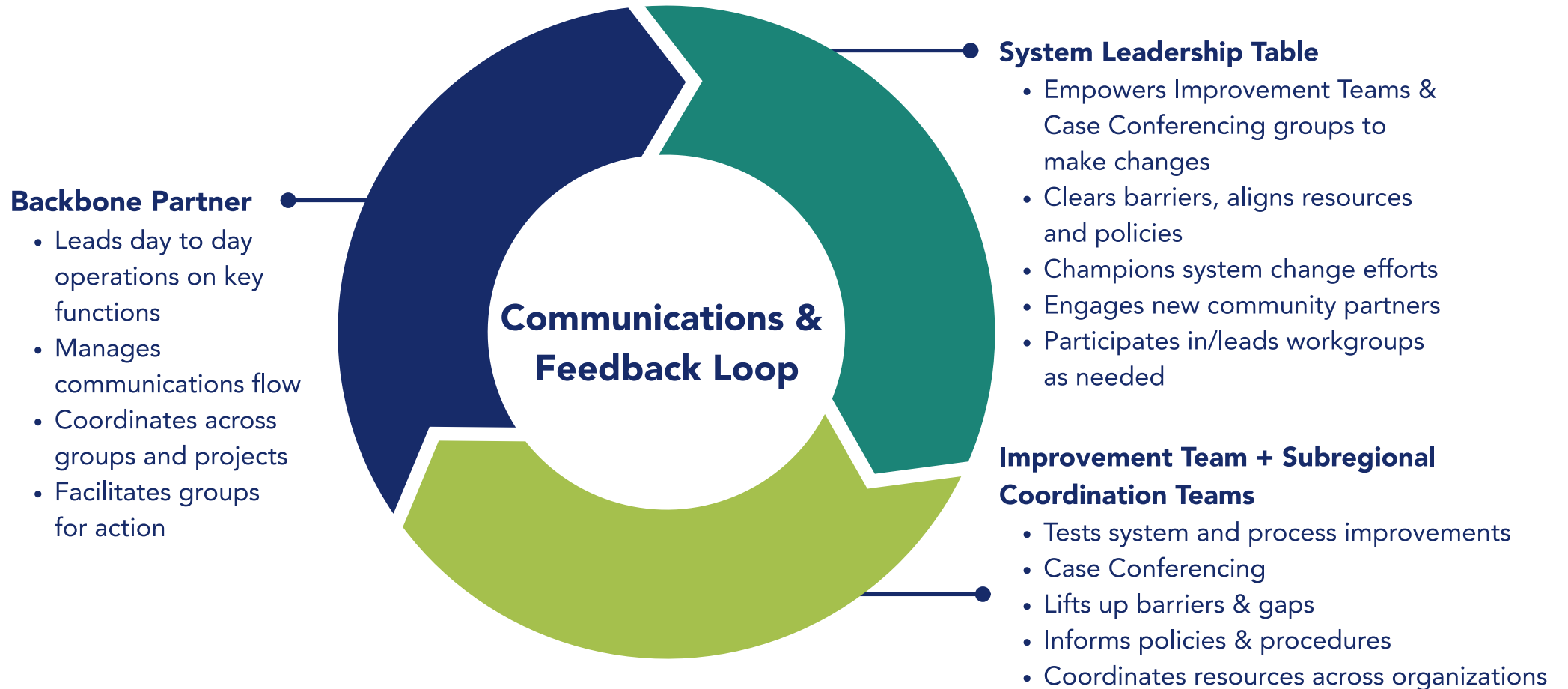
# Subregional Strategy: Collective Impact

# Indicators of Progress: Regional Five-Year Plan

- Homelessness response is better coordinated, less fragmented
- Outcomes are measured, not assumed
- Populations can access differentiated pathways
- People with lived experience are partners in the work
- The system tracks inflow, capacity, and outflow
- KCRHA exists as the central accountability and coordination mechanism (backbone agency)



# The Collaborative Structure



# Regional Objective: Core Services Baseline



Unsheltered persons in King County can access a set of essential programs.



Subregions offer a consistent baseline of services: Shelter, Navigators, Housing.



Emphasis is on care continuity and clarity and assist individuals through complex systems.



Subregional Coordination with KCRHA is critical. NKC contact: William Towey.





Scan this QR code to sign up for KCRHA emails →





## PROCLAMATION

**WHEREAS**, on average, 650 people die each year in boating related accidents in the U.S., with the vast majority of those accidents caused by human error and poor judgment and not by the boat, equipment, or environmental factors; and

**WHEREAS**, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

**WHEREAS**, the City of Lake Forest Park is bounded by two miles of shoreline on Lake Washington; and

**WHEREAS**, a large number of Lake Forest Park's residents of all ages engage in recreational boating and paddling; and

**WHEREAS**, the mission of the United States Coast Guard Auxiliary, Division 2, overseeing the Northshore area, is to promote and improve recreational boating safety by teaching boating safety courses and conducting vessel safety checks.

**NOW, THEREFORE**, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim May 16 to 22, 2026 as

## NATIONAL SAFE BOATING AND PADDLING WEEK

and urge all those who boat or paddle to practice safe boating and paddling habits and wear a life jacket at all times while boating and paddling.

Signed this 14<sup>th</sup> day of May 2026

\_\_\_\_\_  
Thomas French, Mayor



## PROCLAMATION

**WHEREAS**, in 1962 Congress and the President of the United States signed a proclamation which designated May 15 as “Peace Officer Memorial Day” and the week in which that date falls as “Police Week;” and

**WHEREAS**, members of law enforcement recognize their duty to serve the citizens of the City of Lake Forest Park by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, during Law Enforcement Week and throughout the year, the Lake Forest Park City Council recognizes and appreciates the critical contributions and sacrifices made by members of law enforcement at all levels, and honors their courage and dedication; and

**WHEREAS**, the dedicated men and women of the Lake Forest Park Police Department provide this vital public service day and night – enforcing the law and safeguarding the lives, property, rights, and freedom of every community member.

**NOW, THEREFORE**, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim the City’s recognition and appreciation of our law enforcement officers, past and present, by designating the week of May 11 – 17, 2026 as

### NATIONAL POLICE WEEK

In recognition of the service given by these men and women who stand guard to preserve the rights and security of all citizens.

**FURTHER**, the City Council calls upon the residents of Lake Forest Park to observe May 15, 2026 as

### PEACE OFFICER MEMORIAL DAY

in honor of those fallen law enforcement officers and those who became disabled in the performance of their duty and recognize and offer our respect to the survivors of our fallen heroes.

Signed this 14<sup>th</sup> day of May 2026

\_\_\_\_\_  
Thomas French, Mayor



## PROCLAMATION

**WHEREAS**, public works services provided in our community are an integral part of our residents' everyday lives; and

**WHEREAS**, the support of understanding and informed residents is vital to the efficient operation of public works systems and programs such as emergency management response, water, sanitary sewers, streets, public buildings, parks, surface water management, and solid waste collection; and

**WHEREAS**, the health, safety, and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

**NOW, THEREFORE**, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim the week of May 17 – 23, 2026 as

### NATIONAL PUBLIC WORKS WEEK

in the city of Lake Forest Park and call upon all residents and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

Signed this 14<sup>th</sup> day of May 2026

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Thomas French, Mayor

**CITY OF LAKE FOREST PARK  
BUDGET AND FINANCE COMMITTEE MEETING MINUTES  
March 19, 2026**

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

**Budget & Finance Committee members present:** Semra Riddle, Chair; Paula Goode, Vice Chair; Matt Muilenburg (via Zoom)

**Budget & Finance Committee members absent:** none

**Other Councilmembers present:** Larry Goldman (via Zoom), Josh Rosenau (via Zoom)

**Staff present:** Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Matt McLean, City Clerk

**Others present:** 0 visitors

**CALL TO ORDER**

Chair Riddle called the March 19, 2026, Budget and Finance Committee meeting to order at 6:00 p.m.

**ADOPTION OF AGENDA**

**Vice Chair Goode moved to adopt the agenda as presented. Chair Riddle seconded. The motion to adopt the agenda as presented carried unanimously.**

**PUBLIC COMMENT**

Chair Riddle invited comments from the public.

There being no one in the audience wishing to speak, Chair Riddle closed public comment.

**DIRECTOR’S REPORT**

***January and February 2026 Budget Monitoring Dashboard Overview***

Director Vaughn reviewed the February 2026 budget monitoring dashboard and responded to questions.

1 **OLD BUSINESS**

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3 ***City Financial Outlook and Budget Strategies***

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5 Chair Riddle opened a discussion on the City's financial outlook and budget strategies.

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7 **ADJOURNMENT**

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9 There being no further business, Chair Riddle adjourned the meeting at 7:36 p.m.

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Semra Riddle, Chair

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Matt McLean, City Clerk

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**CITY OF LAKE FOREST PARK  
COUNCIL COMMITTEE OF THE WHOLE MEETING NOTES  
April 20, 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, Semra Riddle, Josh Rosenau

**Councilmembers absent:** Ellyn Saunders

**Staff present:** Phil Hill, City Administrator; Lindsey Vaughn, Finance Director; Matt McLean, City Clerk

**Others present:** 3 visitors

**CALL TO ORDER**

Deputy Mayor Furutani called the April 20, 2026, Committee of the Whole meeting to order at 6:05 pm.

**PUBLIC COMMENT**

Deputy Mayor Furutani invited public comments from the audience. There being no one in the audience wishing to speak, Deputy Mayor Furutani closed public comments.

**DISCUSSION ITEMS**

***Proposed Generative AI (Artificial Intelligence) Use Policy***

Clerk McLean introduced the item and responded to Council questions.

Staff will create an overarching city policy on the use of generative AI.

***Continued discussion regarding City Financial Outlook and Budget Strategies***

Administrator Hill gave a brief introduction, and the Council discussion followed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:18 p.m.

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Tracy Furutani, Deputy Mayor
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- 7 Matt McLean, City Clerk

DRAFT

**CITY OF LAKE FOREST PARK  
CITY COUNCIL REGULAR MEETING MINUTES  
April 23, 2026**

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**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, Ellyn Saunders (via Zoom)

**Councilmembers absent:** none

**Staff present:** Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney (via Zoom); Lindsey Vaughn, Finance Director; Mike Harden, Police Chief; Nova Heaton, Public Works Director; Diego Zannella, Police Commander; Ross Adams, Police Commander; Matt McLean, City Clerk

**Others present:** 8 visitors

**CALL TO ORDER**

Mayor French called the regular City Council meeting of April 23, 2026, to order at 7:00 p.m.

**FLAG SALUTE**

Mayor French led the Pledge of Allegiance.

**ADOPTION OF AGENDA**

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

**PUBLIC COMMENTS**

Mayor French invited comments from the public.

- Kenneth Tank – regressive taxes in Washington and local utility taxes.
- Kathy Comeau – protect Lake Forest Park with integrity.
- Sarah Phillips & Sally Yamasaki – gave recap on Climate Conversation on 4/18/2026. Invited Council to attend the upcoming Town Hall.
- Jean Reid – Yamaguchi RUE; tree inventory for development should follow best science available.

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

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**PROCLAMATIONS**

**Recognizing April 19-25, 2026 as National Volunteer Week**

Deputy Mayor Furutani read the proclamation.

**Celebrating Earth day and Arbor Day 2026**

Cmbr. Riddle read the proclamation.

**Recognizing May 2026 as Bike Everywhere Month**

Cmbr. Rosenau read the proclamation.

**Recognizing May 3-9, 2026 as Municipal Clerks Week**

Mayor French read the proclamation.

**Recognizing May 18-22, 2026 as Affordable Housing Week**

Vice Chair Goldman read the proclamation.

**PRESENTATIONS**

**2025 Police Department Annual Report**

Chief Harden and Commanders Zanella and Adams presented the 2025 Police Department Annual Report.

Cmbr. Saunders left the meeting at 8:14 p.m.

Mayor French called for a five-minute recess at 9:00 p.m. The meeting reconvened at 9:05 p.m.

**CONSENT CALENDAR**

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

- A. February 19, 2026 Budget & Finance Committee Meeting Minutes
- B. February 21, 2026 City Council Special Meeting Retreat Minutes
- C. February 23, 2026 Committee of the Whole Meeting Notes
- D. February 26, 2026 City Council Regular Meeting Minutes
- E. March 12, 2026 City Council Work Session Minutes

- 1 F. March 12, 2026 City Council Regular Meeting Minutes
- 2 G. March 26, 2026 Committee of the Whole Meeting Notes
- 3 H. March 26, 2026 City Council Regular Meeting Minutes
- 4 I. April 16, 2026 Budget & Finance Committee Meeting Minutes
- 5 J. A Pre-Paid Accounts Payable Dates 3/31/2026 Claim Fund Check No. 89022 in the
- 6 amount of \$2,051.43, an Accounts Payable Dated 4/9/2026 Claim Fund Check Nos.
- 7 89023 through 89075 in the amount of \$344,660.56, a 3/23/2026 Payroll Fund ACH
- 8 transaction in the amount of \$196,210.89, and a 3/23/2026 Direct Deposit transaction
- 9 in the amount of \$222,214.99. Total approved claim fund transactions: \$765,137.87.
- 10 K. An Accounts Payable Dated 4/23/2026 Claim Fund Check Nos. 89076 through 89136 in
- 11 the amount of \$347,023.50, and a 4/8/2026 Direct Deposit transaction in the amount of
- 12 \$245,401.29. Additional approved transactions: Elavon, \$933.48; Invoice Cloud,
- 13 \$1,279.05; State of Washington, \$1,540.80; State of Washington, \$14,184.06; US Bank
- 14 Statement, \$42,602.45. Total approved claim fund transactions: \$652,964.63.

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**NEW BUSINESS**

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**Local Road Safety Plan**

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18 Director Heaton gave a brief presentation and responded to Council questions.

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20 This will be brought back at future meetings.

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**Resolution 26-2070/Authorizing the Mayor to Sign Amendment No. 2 to AG-24-026 with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project**

22

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

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25 This will be brought back at future meetings.

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**Program Executive – Limited Term Employee**

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28 Administrator Hill gave a brief presentation and responded to Council questions.

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30 This will be brought back at future meetings.

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**COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS**

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33 Councilmembers reported on meetings they had attended.

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35 Mayor French gave a brief report.

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37 Administrator Hill gave a brief report.

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1 **ADJOURNMENT**

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3 There being no further business, Mayor French adjourned the meeting at 10:03 p.m.

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7 Tom French, Mayor

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11 Matt McLean, City Clerk

DRAFT

City of Lake Forest Park  
SORTED TRANSACTION CHECK REGISTER  
05/14/26

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, Voided Check Nos. 89137 through 89202, an Accounts Payable Dated 05/14/2026 CLAIM FUND Check Nos. 89203 through 89268 in the amount of \$499,910.41, a 4/8/26 PAYROLL FUND ACH transaction in the amount of \$244,034.67, a 4/23/26 PAYROLL FUND ACH transaction in the amount of \$216,507.23, a 4/23/26 DIRECT DEPOSIT transaction in the amount of \$231,141.20, and a 5/8/26 DIRECT DEPOSIT transaction in the amount of \$234,748.05, are approved for payment this 14th day of May 2026.

**Additional approved transactions are:**  
ACH transaction Elavon in the amount of \$1,089.88  
ACH transaction WexBank in the amount of \$144.16  
ACH transaction US Bank Statement in the amount of \$69,698.13

Total approved claim fund transactions: \$1,497,273.73

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

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Mayor

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Finance Committee

# Accounts Payable

## Check Register Totals Only

User: sschindele  
 Printed: 5/8/2026 - 10:21 AM  
 Batch: 00014.05.2026 - AP 05.14.26



Check	Date	Vendor No	Vendor Name	Amount	Voucher
89203	05/14/2026	AARDPEST	AARD Pest Control, Inc	142.42	89203
89204	05/14/2026	ABULLC	ABU LLC	280.00	89204
89205	05/14/2026	AGUIRRER	Raul Aguirre	420.00	89205
89206	05/14/2026	ALLBATT	All Battery Sales & Service Inc.	163.25	89206
89207	05/14/2026	AUTOGATE	Automated Gates	4,704.19	89207
89208	05/14/2026	BASLER	Anthony Carl Basler	350.00	89208
89209	05/14/2026	BIOCLEAN	Bio Clean, Inc.	552.00	89209
89210	05/14/2026	BULLETIN	Bulletin Brands Inc	3,765.05	89210
89211	05/14/2026	CALPORT	Calportland Company	50.00	89211
89212	05/14/2026	CANONUSA	Canon U.S.A.	1,313.76	89212
89213	05/14/2026	CHUCKOLS	Chuck Olson Inc	35.32	89213
89214	05/14/2026	CINTASFI	Cintas First Aid & Safety	141.69	89214
89215	05/14/2026	ISSAQUAH	City of Issaquah	71.03	89215
89216	05/14/2026	LFPUTIL	City of Lake Forest Park	994.07	89216
89217	05/14/2026	LYNNWOOD	City of Lynnwood	35,720.32	89217
89218	05/14/2026	CORRECT	Correct Equipment, Inc	4,526.40	89218
89219	05/14/2026	CREATIVH	Creative House Branding LLC	104.65	89219
89220	05/14/2026	DEGRANTD	Damany DeGrant	147.00	89220
89221	05/14/2026	ESLAMIH	Hossein Eslami	126.00	89221
89222	05/14/2026	FERGUSON	Ferguson Enterprises, Inc. #1539	62.58	89222
89223	05/14/2026	GALLS	Galls, LLC	181.91	89223
89224	05/14/2026	GALTJ	John E. Galt	17,643.50	89224
89225	05/14/2026	GORDONTH	Gordon Thomas Honeywell Gov't. Aff	3,245.00	89225
89226	05/14/2026	GFOA	Government Finance Officers Associa	500.00	89226
89227	05/14/2026	GRAY&OS	Gray & Osborne, Inc.	5,288.93	89227
89228	05/14/2026	HOMEDEPO	Department 32 - 2501271310 Home D	71.87	89228
89229	05/14/2026	HOPESTRC	Hopestream Community	2,500.00	89229
89230	05/14/2026	IWORQ	IWORQ Systems	18,500.00	89230
89231	05/14/2026	CONFIDAT	James Santerelli Enterprises	120.00	89231
89232	05/14/2026	JETCITY	Jet City Printing, Inc.	49.64	89232
89233	05/14/2026	JOHNSONC	Johnson Controls Building Solutions I	2,603.94	89233
89234	05/14/2026	KCJAILWK	King County Finance	1,159.24	89234
89235	05/14/2026	KCVICTIM	King County Finance	152.95	89235
89236	05/14/2026	KCSEWER	King County Finance & Business	257,344.62	89236
89237	05/14/2026	LFP Anim	Lake Forest Park Animal Hospital	87.00	89237
89238	05/14/2026	LFPWATER	Lake Forest Park Water Dist	1,135.75	89238
89239	05/14/2026	McGuireM	Molly McGuire	160.00	89239
89240	05/14/2026	MCNAMARA	McNamara Industries Inc	427.93	89240
89241	05/14/2026	NATLTEST	National Testing Network, Inc	500.00	89241
89242	05/14/2026	NORTHUTI	Northshore Utility District	18,172.43	89242
89243	05/14/2026	OFFICEDE	Office Depot, Inc.	59.17	89243
89244	05/14/2026	PACEENG	PACE Engineers, Inc.	28,335.34	89244
89245	05/14/2026	PACOFFA	Pacific Office Automation	136.33	89245
89246	05/14/2026	PEERLESS	Peerless Network, Inc	1,048.80	89246
89247	05/14/2026	PITNEYMR	Pitney Bowes Global Financial Svcs.	585.24	89247
89248	05/14/2026	POSTMAR2	Postmaster	370.00	89248
89249	05/14/2026	PSE	Puget Sound Energy	762.92	89249
89250	05/14/2026	PSESINC	Puget Sound Executive Services, Inc.	384.19	89250
89251	05/14/2026	VALOAGAR	Rajyanessa Valoaga	554.25	89251
89252	05/14/2026	ROBLESJ	Juan Robles	465.79	89252

Check	Date	Vendor No	Vendor Name	Amount	
89253	05/14/2026	SAFEBUIW	SAFEbuilt Washington, LLC	14,248.64	89253
89254	05/14/2026	SECURECO	Secure Court Solutions LLC	2,649.52	89254
89255	05/14/2026	SHOREHIS	Shoreline Historical Museum	2,400.00	89255
89256	05/14/2026	SISKUN	Siskun, Inc.	678.29	89256
89257	05/14/2026	SNOCOBED	Snohomish Co Sheriff's Office	5,340.45	89257
89258	05/14/2026	STATEFIN	State Treasurer's Office	12,042.42	89258
89259	05/14/2026	SMHINC	Stewart MacNichols Harmell, Inc., P.S	33,500.00	89259
89260	05/14/2026	SUMMITLA	Summit Law Group PLLC	2,989.00	89260
89261	05/14/2026	TACSCREW	Tacoma Screw Products, Inc.	127.73	89261
89262	05/14/2026	THOMSONR	Thomson Reuters - West	772.79	89262
89263	05/14/2026	TKELEVAT	TK Elevator Corporation	1,040.20	89263
89264	05/14/2026	TOPSOIL	Topsoils Northwest Inc	99.27	89264
89265	05/14/2026	TRANSPG	Transpo Group USA Inc	5,149.80	89265
89266	05/14/2026	TUSCAN	Tuscan Enterprises, Inc,	770.70	89266
89267	05/14/2026	CRIMJUST	Washington Criminal Justice Training	913.49	89267
89268	05/14/2026	DEPTTRAN	Washington State Department of Trans	971.64	89268
Check Total:				499,910.41	

# Accounts Payable

## Checks by Date - Summary by Check Date

User: sschindele  
 Printed: 5/8/2026 10:42 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	04/08/2026	1,285.11
ACH	NAVIA	Navia Benefit Solutions, Inc.	04/08/2026	14,693.36
ACH	NAVIAFSA	Navia - FSA	04/08/2026	29.17
ACH	PFLTRUST	LFP PFL Trust Account	04/08/2026	3,958.83
ACH	TEAMDR	National D.R.I.V.E.	04/08/2026	4.45
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	04/08/2026	886.46
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	04/08/2026	10,829.61
ACH	ZAWC	AWC	04/08/2026	55,456.32
ACH	ZEMPSEC	Employment Security Dept.	04/08/2026	683.50
ACH	ZEMPWACA	Wa.Cares Tax	04/08/2026	1,328.95
ACH	ZGUILD	LFP Employee Guild	04/08/2026	975.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	04/08/2026	41,333.86
ACH	ZL&I	Washington State Department of Labor & I	04/08/2026	11,982.54
ACH	ZLEOFF	Law Enforcement Retirement	04/08/2026	18,274.61
ACH	ZLFPIRS	Lake Forest Park/IRS	04/08/2026	48,684.70
ACH	ZPERS	Public Employees Retirement	04/08/2026	23,111.35
ACH	ZTEAM	Teamsters Local Union #117	04/08/2026	286.67
ACH	ZWATWT	Washington Teamsters Welfare Trust	04/08/2026	10,230.18
Total for 4/8/2026:				244,034.67
Report Total (18 checks):				244,034.67

# Accounts Payable

## Checks by Date - Summary by Check Date

User: sschindele  
Printed: 5/8/2026 10:44 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	04/23/2026	46,159.97
ACH	NAVIA	Navia Benefit Solutions, Inc.	04/23/2026	629.54
ACH	NAVIAFSA	Navia - FSA	04/23/2026	29.17
ACH	PFLTRUST	LFP PFL Trust Account	04/23/2026	3,765.02
ACH	TEAMDR	National D.R.I.V.E.	04/23/2026	4.45
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	04/23/2026	886.46
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	04/23/2026	11,001.85
ACH	ZAWC	AWC	04/23/2026	1,826.90
ACH	ZEMPSEC	Employment Security Dept.	04/23/2026	8,332.28
ACH	ZEMPWACA	Wa.Cares Tax	04/23/2026	1,233.99
ACH	ZGUILD	LFP Employee Guild	04/23/2026	975.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	04/23/2026	40,705.58
ACH	ZL&I	Washington State Department of Labor & I	04/23/2026	11,111.43
ACH	ZLEOFF	Law Enforcement Retirement	04/23/2026	17,892.88
ACH	ZLFPIRS	Lake Forest Park/IRS	04/23/2026	48,379.75
ACH	ZPERS	Public Employees Retirement	04/23/2026	22,792.07
ACH	ZTEAM	Teamsters Local Union #117	04/23/2026	286.67
ACH	ZWATWT	Washington Teamsters Welfare Trust	04/23/2026	494.22
Total for 4/23/2026:				216,507.23
Report Total (18 checks):				216,507.23

# Bank Reconciliation

## Checks by Date

User: sschindele  
 Printed: 05/08/2026 - 10:46AM  
 Bank Accounts: PPOperat  
 System:  
 Cleared and Not Cleared Checks  
 Check Date: From 04/23/2026 To 04/23/2026  
 Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/23/2026		DD 00523.04.2026	PR		231,141.20
Total Check Count:						1
Total Check Amount:						231,141.20

# Bank Reconciliation

## Checks by Date

User: sschindele  
 Printed: 05/08/2026 - 10:46AM  
 Bank Accounts: PPOperat  
 System:



Cleared and Not Cleared Checks  
 Check Date: From 05/08/2026 To 05/08/2026  
 Print ACH Checks: True

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/8/2026		DD 00508.05.2026	PR		234,748.05
Total Check Count:						1
Total Check Amount:						234,748.05

# Clearing House

## Electronic AP Proof List

User: sschindele  
 Printed: 05/08/2026 - 10:25AM  
 Sort By: Vendor Name  
 Batch: 00001.05.2026



Source	Vendor	Name	Transfer/Route	Check Digit	Account Number	Amount
AP5 014-05-2026	ELAVON	Elavon,	/			1,089.88
AP5 014-05-2026	WEXBANK	Wex Bank - Chevron,	/			144.16
Records Printed: 2						1,234.04

# Accounts Payable

## Checks by Date - Summary by Check Date

User: sschindele  
 Printed: 5/8/2026 11:25 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
42606312	AMAZON	Amazon Capital Services Inc	04/13/2026	10.00
42606313	WESTACE	Westlake Hardware WA-153	04/13/2026	10.00
42606314	AMAZON	Amazon Capital Services Inc	04/13/2026	18.87
42606315	JOBTARGE	JOBTARGET	04/13/2026	125.00
42606316	WABUILD	Washington Association of Building Officia	04/13/2026	88.00
42606317	AWCCONF	Association of Washington Cities	04/13/2026	489.60
42609381	WAITWHIL	Waitwhile, Inc.	04/13/2026	552.00
42609382	WAITWHIL	Waitwhile, Inc.	04/13/2026	250.00
42609383	COSTCO	Costco Warehouse	04/13/2026	69.98
42609384	COSTCO	Costco Warehouse	04/13/2026	139.96
42609385	PORTERSR	Porter's Real Barbeque	04/13/2026	19.58
42609386	AMAZON	Amazon Capital Services Inc	04/13/2026	90.09
42609387	AMAZON	Amazon Capital Services Inc	04/13/2026	31.66
42609388	BESTWESK	Best Western Kennewick	04/13/2026	599.24
42609389	BURGERKI	Burger King	04/13/2026	10.74
42610101	WCMA	WCMA	04/13/2026	229.40
42627511	ADOBE	Adobe Inc.	04/13/2026	640.09
42627512	ADOBE	Adobe Inc.	04/13/2026	26.48
42627513	PROVIDE	Provide Support, LLC	04/13/2026	303.00
42627514	AMAZON	Amazon Capital Services Inc	04/13/2026	125.72
42627515	AMAZON	Amazon Capital Services Inc	04/13/2026	7.72
42627516	AMAZON	Amazon Capital Services Inc	04/13/2026	27.88
42627517	AMAZON	Amazon Capital Services Inc	04/13/2026	10.48
42627518	AMAZON	Amazon Capital Services Inc	04/13/2026	13.78
42627519	AMAZON	Amazon Capital Services Inc	04/13/2026	1,428.26
42627881	SOUNDSEC	Sound Security Inc. (Sonitrol)	04/13/2026	2,092.02
42627882	INTEGPHN	Integra Telecom, Inc.	04/13/2026	1,531.37
42627883	GOODTOGC	Good To Go	04/13/2026	3.00
42627884	NORTHCIT	North City Water District	04/13/2026	54.66
42627885	SEALIGHT	Seattle City Light	04/13/2026	474.76
42627886	SEALIGHT	Seattle City Light	04/13/2026	25.92
42627887	SEALIGHT	Seattle City Light	04/13/2026	3,857.59
42627888	SEALIGHT	Seattle City Light	04/13/2026	46.86
42627889	PACTOP	Pacific Topsoils, Inc.	04/13/2026	353.08
42629901	FEDEXKI	Fedex Kinko's	04/13/2026	22.94
42629902	MICHAELS	Michael's Stores, Inc.	04/13/2026	4,884.13
42633461	ALASKA	Alaska Air Group, Inc.	04/13/2026	35.00
42633462	ALASKA	Alaska Air Group, Inc.	04/13/2026	45.00
42633463	ALASKA	Alaska Air Group, Inc.	04/13/2026	35.00
42633464	ALASKA	Alaska Air Group, Inc.	04/13/2026	49.00
42634641	LABXNAS	LabX Nas	04/13/2026	295.00
42634642	STAPLES	Staples Advantage	04/13/2026	456.86
42634643	STAPLES	Staples Advantage	04/13/2026	266.93
42634644	PERFSYST	Performance Systems Integration	04/13/2026	397.98
42643321	DUNN	Dunn Lumber Company	04/13/2026	352.27
42657001	HOMEDEPC	Department 32 - 2501271310 Home Depot	04/13/2026	247.49
42657002	PNWISC	Pacific Northwest ISA	04/13/2026	210.00

Check No	Vendor No	Vendor Name	Check Date	
42657003	WRPA	Washington Recreation & Park Assoc.	04/13/2026	435.69
42659836	AMAZON	Amazon Capital Services Inc	04/13/2026	30.90
42660601	COSTCO	Costco Warehouse	04/13/2026	67.33
42660602	COSTCO	Costco Warehouse	04/13/2026	101.53
42660604	AMAZON	Amazon Capital Services Inc	04/13/2026	16.54
42660606	AMAZON	Amazon Capital Services Inc	04/13/2026	76.15
42660607	AMAZON	Amazon Capital Services Inc	04/13/2026	58.69
42660608	AMAZON	Amazon Capital Services Inc	04/13/2026	123.41
42668881	CRISISNE	Crisis Systems Management, LLC	04/13/2026	645.31
42668882	WSHNA	Washington States Hostage Negotiators' As	04/13/2026	-300.00
42668883	INSIDETA	Inside The Tape LLC	04/13/2026	395.00
42668884	LAWENFSE	Law Enforcement Seminars, LLC	04/13/2026	445.00
42668885	AMAZON	Amazon Capital Services Inc	04/13/2026	171.12
42668886	AMAZON	Amazon Capital Services Inc	04/13/2026	69.54
42668887	CHEWY	Chewy.com	04/13/2026	112.87
42668888	GUARDIAN	Guardian Alliance Technologies, Inc	04/13/2026	170.00
42668889	WHIA	Washington Homicide Investigators Assoc.	04/13/2026	450.00
42689531	WAPRO	Washington Association of Public Records	04/13/2026	25.00
42689532	WAPRO	Washington Association of Public Records	04/13/2026	25.00
42689533	AMAZON	Amazon Capital Services Inc	04/13/2026	19.32
42689534	AMAZON	Amazon Capital Services Inc	04/13/2026	15.44
42689535	AMAZON	Amazon Capital Services Inc	04/13/2026	11.25
42689537	AMAZON	Amazon Capital Services Inc	04/13/2026	58.02
42689539	AMAZON	Amazon Capital Services Inc	04/13/2026	42.63
42699151	GOODTOGC	Good To Go	04/13/2026	11.40
42699152	AMAZON	Amazon Capital Services Inc	04/13/2026	31.90
42699153	SYMBOLA	Symbol Arts, LLC	04/13/2026	333.96
42699154	GRAFIXS	Grafix Shoppe	04/13/2026	254.00
42699155	TRUPANIO	Trupanion	04/13/2026	140.91
426275110	ZOOM	Zoom Video Communications, Inc	04/13/2026	3,443.15
426275111	PARRALEL	Parralels	04/13/2026	110.29
426275112	AMAZON	Amazon Capital Services Inc	04/13/2026	347.67
426275113	AMAZON	Amazon Capital Services Inc	04/13/2026	240.57
426275114	AMAZON	Amazon Capital Services Inc	04/13/2026	397.43
426275115	AMAZON	Amazon Capital Services Inc	04/13/2026	728.51
426275116	AMAZON	Amazon Capital Services Inc	04/13/2026	495.70
426275117	AMAZON	Amazon Capital Services Inc	04/13/2026	430.55
426275118	WASABI	Wasabi Technologies, Inc	04/13/2026	99.65
426278810	NWCASCA	Northwest Cascade, Inc.	04/13/2026	439.07
426278811	NORTHCIT	North City Water District	04/13/2026	132.36
426278812	NWCASCA	Northwest Cascade, Inc.	04/13/2026	526.11
426278813	SMARSH	Smarsh	04/13/2026	2,782.68
426278814	VERIZWIR	Verizon Wireless	04/13/2026	3,025.45
426278815	SEATIMEA	The Seattle Times	04/13/2026	1,416.10
426278816	NWCASCA	Northwest Cascade, Inc.	04/13/2026	210.35
426278817	NWCASCA	Northwest Cascade, Inc.	04/13/2026	193.30
426278818	SEALIGHT	Seattle City Light	04/13/2026	515.26
426278819	SEALIGHT	Seattle City Light	04/13/2026	25,677.78
426278820	SEALIGHT	Seattle City Light	04/13/2026	53.31
426278821	WESTACE	Westlake Hardware WA-153	04/13/2026	416.87
426606010	AMAZON	Amazon Capital Services Inc	04/13/2026	149.38
426606011	AMAZON	Amazon Capital Services Inc	04/13/2026	93.44
426606012	AMAZON	Amazon Capital Services Inc	04/13/2026	18.87
426606013	AMAZON	Amazon Capital Services Inc	04/13/2026	90.66
426606014	AMAZON	Amazon Capital Services Inc	04/13/2026	29.26
426606015	BULGER	Bulger Safe & Lock, Inc.	04/13/2026	16.58
426606016	AMAZON	Amazon Capital Services Inc	04/13/2026	87.69

Check No	Vendor No	Vendor Name	Check Date	
426606017	AMAZON	Amazon Capital Services Inc	04/13/2026	43.88
426606018	AMAZON	Amazon Capital Services Inc	04/13/2026	25.49
426606019	FEDEXKI	Fedex Kinko's	04/13/2026	107.21
426606020	FEDEXKI	Fedex Kinko's	04/13/2026	1,975.72
426865316	AMAZON	Amazon Capital Services Inc	04/13/2026	19.86
426895310	AMAZON	Amazon Capital Services Inc	04/13/2026	35.31
426895311	SAFEWAY	Safeway	04/13/2026	27.46
426895312	AMAZON	Amazon Capital Services Inc	04/13/2026	72.84
426895313	AMAZON	Amazon Capital Services Inc	04/13/2026	23.15
426895314	AMAZON	Amazon Capital Services Inc	04/13/2026	30.12
426895315	AMAZON	Amazon Capital Services Inc	04/13/2026	14.67
Total for 4/13/2026:				69,636.05
42606311	STARBUCK	Starbucks Store #373	04/14/2026	40.00
42606318	STARBUCK	Starbucks Store #373	04/14/2026	22.08
Total for 4/14/2026:				62.08
Report Total (117 checks):				69,698.13



# CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

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**Meeting Date**                      May 14, 2026

**Originating Department**      Community Development Department

**Contact Person**                 Cory Mattson, Community Programs Planner

**Title**                                    Resolution 26-2071/Authorizing the Mayor to Sign the Agreement for Award of Local Hazardous Waste Management Grant Funds for 2026-2027 Between King County and the City of Lake Forest Park

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## Legislative History

### Attachments:

1. Resolution 26-2071/Authorizing the Mayor to Sign the Agreement for Award of Local Hazardous Waste Management Grant Funds for 2026-2027 Between King County and the City of Lake Forest Park
  2. Agreement for Award of Local Hazardous Waste Management Grant Funds for 2026-2027 between King County and the City of Lake Forest Park
- 

### Executive Summary

This agreement accepts grant funds from the Local Hazardous Waste Management Program – *Governments Working Together for a Healthier and Cleaner King County*. The City has been awarded \$17,114.78, on a reimbursement basis, to use over two years (2026-2027) to continue educating the community on the hazards of household chemicals to human health and the environment by providing battery collection at City Hall, supporting the LFP Green Fair, educational giveaways, and more.

### Background

The Local Hazardous Waste Management Program (LHWMP) is composed of King County Solid Waste Division, Seattle Public Utilities, King County Water & Land Resources Division, Public Health – Seattle and King County, 37 cities, and tribal governments in King County. The program’s goal is to protect and enhance public health and environmental quality in King County by reducing the threat posed by the production, use, storage, and disposal of hazardous materials.

**Fiscal & Policy Implications**

The Local Hazardous Waste Management Program allows the City to host the LFP Green Fair, battery recycling, educational programs, and giveaways encouraging best environmental practices.

**Alternatives**

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"><li>• Approve</li></ul>	Receive the grant funds to provide programs and education to the community
<ul style="list-style-type: none"><li>• Do not approve</li></ul>	Do not receive grant funds to provide programs and education to the community

**Staff Recommendation**

Review the grant agreement and approve Resolution 26-2071/Authorizing the Mayor to Sign the Agreement for Award of Local Hazardous Waste Management Grant Funds for 2026-2027 Between King County and the City of Lake Forest Park.

**RESOLUTION NO. 26-2071**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT FOR AWARD OF LOCAL HAZARDOUS WASTE MANAGEMENT GRANT FUNDS FOR 2026-2027 BETWEEN KING COUNTY AND THE CITY OF LAKE FOREST PARK**

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**WHEREAS**, protecting public and environmental health is a priority in Lake Forest Park; and

**WHEREAS**, the City of Lake Forest Park has been awarded a grant from King County and the Hazardous Waste Management Program to implement programs that enhance public and environmental health in the community; and

**WHEREAS**, funds from the Local Hazardous Waste Management Program provided by King County allow for public education and battery collection; and

**WHEREAS**, the City Attorney has reviewed and approved the proposed contract and scope of work; and

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the Agreement for Award of Local Hazardous Waste Management Grant Funds for 2026-2027 in significantly the same form 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 May 2026.

APPROVED:

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Tom French

Mayor

ATTEST/AUTHENTICATED:

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Matthew McLean  
City Clerk

FILED WITH THE CITY CLERK: April 8, 2026  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.: 26-2071

 <p><b>Hazardous Waste Management Program</b> GOVERNMENTS WORKING TOGETHER FOR A HEALTHIER AND CLEANER KING COUNTY</p>	<p><b>GRANT AGREEMENT</b></p>
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This Agreement is between King County and the Recipient identified below. The County department overseeing the work to be performed in this Agreement is the Department of Natural Resources and Parks (DNRP), Water and Land Resources Division (WLRD).

<p><b>RECIPIENT NAME</b></p> <p>City of Lake Forest Park</p>
<p><b>RECIPIENT ADDRESS</b></p> <p>17425 Ballinger Way NE, Lake Forest Park, WA 98155</p>
<p><b>RECIPIENT CONTACT &amp; EMAIL ADDRESS</b></p> <p>Cory Mattson CMattson@cityoflfp.gov</p>

<p><b>PROJECT TITLE</b></p> <p>Local Hazardous Waste Management Program Grant Funds for 2026 and 2027</p>
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<b>AGREEMENT START DATE</b>	<b>AGREEMENT END DATE</b>	<b>AGREEMENT MAXIMUM AMOUNT</b>
January 1, 2026	March 31, 2028	\$17,114.78

**EXHIBITS. The following Exhibits are attached and are incorporated into this Agreement by reference:**

- Exhibit A – Scope of Work
- Exhibit B – Budget
- Exhibit C – Invoice Template
- Exhibit D – Certificate/Evidence of Insurance

**AGREEMENT FOR AWARD OF  
LOCAL HAZARDOUS WASTE MANAGEMENT GRANT FUNDS FOR 2026-2027**

**Between**

**KING COUNTY and the CITY OF Lake Forest Park**

This Agreement for Award of Local Hazardous Waste Management Grant Funds “Agreement” is made by and between King County, a charter county and political subdivision of the State of Washington, acting through its Department of Natural Resources, Water and Land Resources Division and the City of Lake Forest Park, a municipal corporation of the State of Washington, hereinafter referred to as the “County” and the “City” respectively. The County and City may be referred to individually as a “Party” and collectively as the “Parties.”

**1. RECITALS**

1.1 The Local Hazardous Waste Management Plan (hereafter referred to as the “Plan”) as updated in 1997, 2010, and 2021, was adopted by the participating agencies (the King County Solid Waste Division, the Seattle Public Utilities, the King County Water and Land Resources Division, and Public Health – Seattle and King County) and the cities located in King County. The Washington State Department of Ecology in accordance with RCW 70A.300.350 subsequently approved the Plan. The City is an active and valued partner in the regional Local Hazardous Waste Management Program (hereafter referred to as the “Program”).

1.2 The Plan authorizes Local Hazardous Waste Management Funds to be provided to partner cities located in King County to help fund those cities’ activities associated with hazardous waste collection and/or educational outreach and educational services.

1.3 King County has received a proposed scope of work and budget from the City and has determined that the scope of work and budget, attached hereto and incorporated herein as Exhibit A (“Scope of Work”) and Exhibit B (“Budget”), respectively, are consistent with the Plan’s and Program’s policies, goals, and objectives.

1.4 King County and the City desire to enter into this Agreement for the purpose of establishing the terms and conditions under which King County will provide an award of Local Hazardous Waste Management Funds to the City.

**NOW THEREFORE**, in consideration of mutual promises and covenants contained herein, the Parties hereby agree to the terms and conditions as follows:

**2. AWARD OF GRANT; CONDITIONS OF GRANT**

2.1 The Recitals are an integral part of this Agreement and are incorporated herein by this reference.

2.2 King County agrees to grant the City an award of Local Hazardous Waste Management Funds not to exceed \$17,114.78 (the “Award”) on a reimbursement basis as described in Section 2.5. The Award shall be used by the City solely for the performance of the activities described in this Agreement.

2.3 The City shall use the grant of Local Hazardous Waste Management Funds to provide hazardous waste collection and/or education services or programs as described in Exhibit A. The total amount of funds available from this grant from January 2026 – December 2027 shall not exceed \$17,114.78.

2.4 This Agreement provides for distribution of 2026 and 2027 grant funds to the City. Reimbursement for activities carried out and expenses incurred by the City may predate the execution date of this Agreement provided that (a) the activities have been identified by the City as being within the Scope of Work and have been approved by King County as being within such Scope of Work; (b) the expenses are incurred in carrying out the Scope of Work and are authorized by the Award; and (c) such activities and expenses otherwise comply with all other terms of this Agreement. Reimbursements shall be paid to the City only after this Agreement has been fully executed.

2.5 During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports, which include the City’s reimbursement requests, to the County in a form determined by the County. Reports must be signed by a City official. These reports shall include all of the following:

- a. A description of each activity accomplished pertaining to the Scope of Work.
- b. Copies of invoices for expenditures or a financial statement prepared by the City’s finance department. The financial statement should include vendor names, a description of services provided, date paid, and a check or warrant number.
- c. Reimbursement requests with an Invoice Form and an Invoice Detail Form, which is attached hereto as Exhibit C and incorporated herein by reference, unless the City has a spreadsheet similar to the Invoice Detail Form already in use, in which case the City may use that spreadsheet instead of the Invoice Detail Form. The City will submit the form or similar spreadsheet and submit backup documentation for grant expenses.
- d. If the City receives funding from sources other than the Local Hazardous Waste Management Program for any of the activities set forth in Exhibit A, then the City’s reimbursement request shall acknowledge these other sources and the reimbursement request to the County shall include only a pro-rata share of the expenses.

2.5.1 If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, the reports shall be due to the County on the last day of the month following the end of each quarter (April 30, July 31, October 31, January 30), except for the final progress report and request for reimbursement, which shall be due by February 27, 2028.

2.5.2 Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the December 12, 2027, an

estimate or final invoice for activities completed in that calendar year for which the City has not yet submitted a reimbursement request.

2.5.3 If the City accepts funding through this grant program for the provision of hazardous waste collection or education programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the Scope of Work document related thereto.

2.5.4 Within forty-five (45) days of receiving a request for reimbursement from the City, the Program's contract administrator shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The contract administrator will not authorize payment for activities and/or expenditures which are not included in the Scope of Work and Budget attached as Exhibits A and B unless the scope has been amended according to Section 5 of this Agreement. The contract administrator retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the Scope of Work and/or Budget attached as Exhibits A and B.

2.6 The City shall be responsible for following all applicable federal, state, and local laws, ordinances, rules, and regulations in the performance of the Scope of Work described herein. The City warrants and represents that its procedures are consistent with federal, state, and local laws relating to public contract and bidding procedures. The County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.

2.7 The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.

2.8 The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

2.8.1 These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

2.8.2 The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2029.

2.9 The City agrees to appropriately acknowledge the Program in all media produced – in part or in whole – with Program funds. Where feasible, the City will use the Program’s logo. The intent of this provision is to further strengthen this regional partnership in the public’s mind.

2.9.1 The City agrees to provide the Program with copies of all media material produced for local hazardous waste management events or activities that have been funded by the Program. The City also agrees to allow the Program to reproduce media materials created with Program money provided that the Program credits the City as the originator of that material.

2.9.2 The Program agrees to credit the City on all printed materials provided by the City to the Program, which the Program duplicates, for distribution. Either the City’s name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the Program will credit the City for artwork or text provided by the City as follows: “artwork provided courtesy of the City of Lake Forest Park” and/or “text provided courtesy of the City of Lake Forest Park.”

2.9.3 The Program retains the right to share the written material(s) produced by the City, which have been funded through this grant, with other King County cities for them to duplicate and distribute. In so doing, the Program will encourage other cities to credit the City on any pieces that were produced by the City.

2.10 The City designates Cory Mattson ([CMattson@cityofflp.gov](mailto:CMattson@cityofflp.gov)) or designee, as the administrator of this Agreement for the City.

2.11 Questions or concerns regarding any issue associated with this agreement that cannot be handled by the Program’s Contract Administrator should be referred to the Local Hazardous Waste Management Program Director for resolution.

### **3. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2026, or the date of execution of the Agreement by both the County and the City and shall terminate on March 31, 2028. The City shall not incur any new charges after December 31, 2027. However, if execution by either Party does not occur until after January 1, 2026, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2026, and the later execution of the Agreement provided that the City complies with the reporting requirements of Section 2.5 of the Agreement.

### **4. TERMINATION**

4.1 King County may terminate this Agreement in whole or in part, for convenience, without cause prior to the termination date specified in Section 3, upon thirty (30) days advance written notice.

4.2 King County may also terminate this Agreement, in whole or in part, for lack of appropriation, upon thirty (30) days prior written notice to the City. In accordance with King County Code 4A.100.070, if King County terminates this Agreement for non-appropriation, then King County’s costs associated

with such termination, if any, shall not exceed the appropriation for the biennium in which termination occurs.

4.3 This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section 3, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to nonperformance, misuse of funds, and/or failure to provide grant related reports/invoices/statements as specified in Section 2.5.

4.4 If the Agreement is terminated as provided in this section: (a) the County will be responsible to reimburse the City only for allowable expenses, in accordance with the terms of this Agreement for expenses incurred prior to the effective date of termination; and (b) the City shall be released from any obligation to provide further services pursuant to this Agreement.

4.5 Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other Party.

## **5. AMENDMENTS**

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted Hazardous Waste Management Plan. Amendments will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. Funds may be moved between tasks in the Scope of Work, attached as Exhibit A, upon written notification by the City to King County and written approval by the County.

## **6. HOLD HARMLESS AND INDEMNIFICATION**

6.1 The City agrees to indemnify, defend, and hold harmless King County, and its elected or appointed officials, employees and agents, from all suits, claims, alleged liability, actions, losses, costs, expenses (including reasonable attorney's fees), penalties, settlements and damages of whatsoever kind or nature arising out of, in connection with, or incident to any acts or omissions of the City, its employees, agents, contractors or subcontractors in performing its obligations under this Agreement, except of the County's sole negligence.

6.2 The City's obligations under this section shall include, but not be limited to all of the following: (a) The duty to promptly accept tender of defense and provide defense to the County with legal counsel acceptable to the County and at the City's own expense; (b) Indemnification of claims made by the City's own employees or agents; and (c) Waiver of the City's immunity under the industrial insurance provisions of Title 51 R.C.W. but only to the extent necessary to indemnify the County, which waiver has been mutually negotiated by the Parties. In the event it is necessary for the County to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from The City. The provisions of this Section 6.2 shall survive the expiration, abandonment, or termination of this Agreement.

## **7. INSURANCE**

7.1 The City, at its own cost, or its contractor(s)/subcontractor(s) at their own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, contractors, and/or subcontractors. The minimum limits of Commercial General Liability insurance shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, personal and advertising injury, and property damage. Such insurance shall include coverage for, but not be limited to, premises liability, ongoing operations, products and completed operations, advertising injury, and contractual liability. The minimum limit of Automobile Liability insurance shall be \$1,000,000 combined single limit per accident for bodily injury and property damage. If the work involves the transport of pollutants (as defined by the standard auto policy exclusion of pollution) the auto policy shall be endorsed to include endorsement CA 9948 (or its equivalent) and MCS 90, or auto pollution coverage. The minimum limit of Pollution Liability insurance shall be \$1,000,000 per occurrence and in the aggregate to cover sudden and non-sudden bodily injury and/or property damage to include the destruction of tangible property, loss of use, clean-up costs and the loss of use of tangible property that has not been physically injured or destroyed. Coverage shall include non-owned disposal sites. Any deductible or self-insured retention(s) shall be the sole responsibility of the City or its contractor(s)/subcontractor(s). Such insurance shall cover King County, its officials, employees, and agents as additional insured for full coverage and policy limits against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit D unless Section 7.2 or Section 7.3 (below) apply. Evidence of required coverage maintained by the contractor(s)/subcontractor(s) must be provided to the County prior to the commencement of any work.

7.2 If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit D.

7.3 If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit D.

## **8. ENTIRE CONTRACT; NO WAIVER OF DEFAULT**

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## **9. TIME IS OF THE ESSENCE**

The County and City recognize that time is of the essence in the performance of this Agreement. The Scope of Work set forth in Exhibit A shall be completed by the City no later than December 31, 2027. In the event that the Scope of Work is not completed by this date, then King County shall retain any unexpended Award funds.

### **10. SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

### **11. NOTICE**

Unless otherwise specified in the Agreement, all notices or documentation required or provided pursuant to this Agreement shall be in electronic form and shall be deemed duly given when received at the addresses first set forth below via electronic mail. A copy of any notice shall also be sent via first class mail to the address listed below.

Frances Bothfeld, Contract Administrator, or a provided designee  
King County Department of Natural Resources and Parks  
Water and Land Resources Division  
Hazardous Waste Management Program  
201 S. Jackson Street, Suite 6300  
Seattle, WA 98104  
[hazwastegovrelations@kingcounty.gov](mailto:hazwastegovrelations@kingcounty.gov)

If to the City:

Cory Mattson, or a provided designee  
City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
[CMattson@cityofflp.gov](mailto:CMattson@cityofflp.gov)

Either Party hereto may, at any time, by giving ten (10) days written notice to the other Party, designate any other address in substitution of the foregoing address to which such notice or communication shall be given.

### **12. GENERAL PROVISIONS**

12.1 This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

12.2 Each Party warrants and represents that such Party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a Party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such Party and that such Party is bound by the signature of such representative.

12.3 None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

12.4 This Agreement may be signed in multiple counterparts each of which shall be deemed an original, and all counterparts together shall constitute but one and the same instrument.

12.5 This Agreement is for the benefit of the Parties hereto only and is not intended to benefit any other person or entity, and no person or entity not a party to this Agreement shall have any third-party beneficiary or other rights whatsoever hereunder.

12.6 This Agreement shall be governed by and construed according to the laws of the State of Washington. Actions pertaining to this Agreement will be brought in King County Superior Court, King County, Washington.

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

**City of Lake Forest Park**

**King County**

BY \_\_\_\_\_  
Tom French, Mayor  
  
City of Lake Forest Park

BY \_\_\_\_\_  
Maythia Airhart,  
Environmental Programs Section Manager  
Hazardous Waste Management Program  
  
For Girmay Zahilay, King County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Contact Person: Cory Mattson  
Title: Community Programs Planner  
Address: Lake Forest Park City Hall  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
Telephone number: (206) 957-2814  
E-mail: cmattson@cityoflfp.gov

### **Education and Collection to Reduce Chemicals in the Environment**

The City of Lake Forest Park has maintained a long-standing effort to educate its citizens on the hazards of using household chemicals to human health and the environment. Local Hazardous Waste Management Program funds will continue to be used for education and collection.

#### **I. Task 1: Household Hazardous Waste-Education**

##### **Earth Smart Green Fair**

An Earth Smart Green Fair will be held in Third Place Commons at the Lake Forest Park Town Center one Saturday in each spring of 2026/2027. The purpose of this event is to provide information to residents about using safe and environmentally friendly chemicals or to reduce their use entirely to their own benefit and the environment. There will be approximately 20 organizations providing exhibits and information on topics such as natural alternatives to household chemical products, chemical-free remodeling materials and techniques, chemical-free hygiene products, green gardening, waste reduction, and purchasing environmentally-safe products. There will be one presentation on one of the aforementioned topics. The fair typically attracts 300+ people and the same or more is expected each year.

#### **II. Task 2: Household Hazardous Waste- Collection**

##### **Collection of Household Batteries**

Collection receptacles are available for household batteries at City Hall year-round.

#### **III. Yearly Performance and Impact Objectives for Task 1 and Task 2**

- Community will modify their previous habits using chemicals
- 2,000+ pounds of batteries will be recycled and not put into the landfill



**IV. Budget**

<b>Component Description</b>	<b>2026-2027 Budget</b>	<b>Total</b>
Task 1	\$12,114.78	<b>\$12,114.78</b>
Task 2	\$5,000.00	<b>\$5,000.00</b>
<b>TOTAL</b>	\$17,114.78	<b>\$17,114.78</b>

**Footnote:** The 2025-2026 budget can be partly or totally spent in either 2026 and/or 2027

**INVOICE**

Agreement No. xxxxx  
Exhibit C  
Period of Performance: 1/1/26-12/31/27

**City/Tribe**  
Address  
Address  
Invoice Processing Contact: **Full Name**  
**Phone Number**  
[Email](#)

Submit signed invoice to:  
Matthew Weintraub  
Hazardous Waste Management Program  
DNRP Water and Land Resources Division

201 South Jackson Street, Suite 6300  
Seattle, WA 98104  
[hazwastegovrelations@kingcounty.gov](mailto:hazwastegovrelations@kingcounty.gov)

ALL FIELDS MUST BE COMPLETED FOR PROMPT PAYMENT PROCESSING

King County Accounts Payable Information	
Purchase Order #	_____
Supplier Name	_____
Supplier #	_____
Supplier Pay Site	_____
Remit to Address	_____
	_____
Invoice Date	_____
	_____
Invoice #	_____
	_____
Amount to be Paid	_____
Requisitioner name/phone:	Amanda Miller 206-477-1649

Invoice for services rendered under this Agreement for the period of: Start Date End Date

Project	Organization	Expend Acct	Task	CPA	Amount

Please do not enter values in shaded cells. Enter "Previously Billed" and "Current" values only.

Expenditure Item	2026-2027 Budget	Previously Billed	Current	Cumulative	Balance
HHW Task 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HHW Task 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HHW Task 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Materials and quantities collected:**

Gallons of motor oil	
Number of motor oil filters	
Gallons of mixed fuel	
Gallons of antifreeze	
Pounds of lead acid batteries	
Pounds of dry batteries	
Number of CFC appliances	
Number of fluorescent bulbs	
Other (please specify)	

**Collection event details:**

Number of collection events	
Number of participants at collection events	

**Education event details:**

Number of education events	
Number of participants at education events	

I, the undersigned, do hereby certify under the laws of the State of Washington penalty of perjury, that this is a true and correct claim for reimbursement services rendered. I understand that any false claims, statements, documents, or concealment of material fact may be prosecuted under applicable Federal and State laws. This certification includes any attachments which serve as supporting documentation to this reimbursement request.

\_\_\_\_\_  
Recipient - Print Name

\_\_\_\_\_  
Recipient Signature Date

\_\_\_\_\_  
Haz Waste Program Authorization / Approval Date

P.O. Box 88030  
Tukwila, WA 98138  
Phone: 206-575-6046  
Fax: 206-575-7426  
[www.wciapool.org](http://www.wciapool.org)

11/17/2025

Ref#: 16649

Local Hazardous Waste Management Program  
Attn: Sarah Cox  
401 5th Ave CNK-PH-1300  
Seattle, WA 98104

Re: City of Lake Forest Park  
Hazardous Waste Management Program Grant

### Evidence of Coverage

The City of Lake Forest Park is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Lake Forest Park. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Lake Forest Park all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Roscoe".

Rob Roscoe  
Deputy Director

cc: Shannon Moore  
Cory Mattson



# CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

**Meeting Date** May 14, 2026

**Originating Department** Community Development Department

**Contact Person** Cory Mattson, Community Programs Planner

**Title** Resolution 26-2072/Authorizing the Mayor to Sign the Interagency Agreement for the 2026-2027 Waste Reduction & Recycling Grant Program Between King County and the City of Lake Forest Park

## Legislative History

### Attachments:

1. Resolution 26-2072/Authorizing the Mayor to Sign the Interagency Agreement for the 2026-2027 Waste Reduction & Recycling Grant Program Between King County and the City of Lake Forest Park
2. Interagency Agreement for the 2026-2027 Waste Reduction & Recycling Program Grant Program between King County and the City of Lake Forest Park

### Executive Summary

This agreement accepts grant funds from the Waste Reduction & Recycling Grant Program. The City has been awarded \$21,227, on a reimbursement basis, for the 2026-2027 cycle to fund the following waste reduction and recycling programs:

#### 2026 - 2027 Budget Summary

Tasks (Goals)	Task Budget
1. Partnered Residential Recycling Collection Events for Residents	\$12,000.00
2. Educational Giveaways and Outreach Materials for Community Events/Workshops	\$9,227.00
<b>GRAND TOTAL:</b>	<b>\$21,227.00</b>

**Background**

King County and the City of Lake Forest Park adopted the 2024 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. King County Solid Waste Division established a waste reduction and recycling grant program for the cities that operate under the Comp Plan to enable them to meet these goals. This program provides funding to further the development and/or enhancement of local waste reduction & recycling projects and for broader resource conservations projects. Funds for this grant may not be used for household hazardous waste collection activities.

**Fiscal & Policy Implications**

The Waste Reduction and Recycling grant allows the City to provide residents with education and community examples on reducing waste and recycling practices as well as natural yard care.

**Alternatives**

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"><li>• Approve</li></ul>	Receive grant funds to provide programs and education to the community
<ul style="list-style-type: none"><li>• Seek Different Terms</li></ul>	Do not receive grant funds to provide programs and education to the community

**Staff Recommendation**

Review the grant agreement and approve Resolution 26-2072/Authorizing the Mayor to Sign the Interagency Agreement for the 2026-2027 Waste Reduction & Recycling Grant Program Between King County and the City of Lake Forest Park.

**RESOLUTION NO. 26-2072**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE INTERAGENCY AGREEMENT FOR 2026-2027 WITH KING COUNTY FOR WASTE REDUCTION AND RECYCLING PROGRAM GRANT FUNDS**

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**WHEREAS**, waste reduction and recycling is a priority in Lake Forest Park; and

**WHEREAS**, the City of Lake Forest Park adopted the 2024 King County Comprehensive Solid Waste Management Plan (Comp Plan) which includes specific waste reduction and recycling goals; and

**WHEREAS**, King County Solid Waste Division provides funds to cities that adopted the Comp Plan to meet these waste reduction and recycling goals; and

**WHEREAS**, the City has planned multiple projects and programs in 2026 and 2027 to be funded with King County’s waste reduction and recycling funds; and

**WHEREAS**, the City Attorney has reviewed and approved the proposed contract and scope of work;

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the Interagency Agreement for the 2026-2027 Waste Reduction & Recycling Grant Program in substantially the same form 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 May 2026.

APPROVED:

---

Tom French  
Mayor

ATTEST/AUTHENTICATED:

---

Matt McLean  
City Clerk

FILED WITH THE CITY CLERK: April 8, 2026  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.: 26-XXXX

## INTERAGENCY AGREEMENT FOR THE 2026-2027 WASTE REDUCTION & RECYCLING GRANT PROGRAM

**Between**

**KING COUNTY and the CITY OF LAKE FOREST PARK**

This two-year Interagency Agreement “Agreement” is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Lake Forest Park, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as “Party” or “Parties.”

### PREAMBLE

King County and the City of Lake Forest Park adopted the 2024 King County Comprehensive Solid Waste Management Plan (Comp Plan), which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the Comp Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the Comp Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

### I. PURPOSE

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

## II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

### A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2026-2027 shall not exceed **\$21,227.00**
2. This Agreement provides for distribution of 2026-2027 grant funds to the City. However, grant funds are not available until January 1, 2026.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form determined by the County. Reports must be signed by a City official. These reports will include:
  - a. a description of each activity accomplished pertaining to the scope of work; and
  - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight(8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 31, October 31, January 31), except for the final progress report and request for reimbursement, which shall be due by March 31, 2028.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by March 31, 2027 and March 31<sup>st</sup>, 2028.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of 2027 and December 2028, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
5. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.
6. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
8. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
9. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

10. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2028.

- 11. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County’s name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: “artwork provided courtesy of King County Solid Waste Division” and/or “text provided courtesy of King County Solid Waste Division.”
- 12. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.
- 13. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City’s event, the City is exempt from having to provide the brochure to King County.
- 14. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
- 15. This project shall be administered by Cory Mattson, Community Programs Planner, or designee.

B. The County:

- 1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council’s budget approval process. Provided that the funds are allocated through the King County Council’s budget approval process, grant funding to the City will include a base allocation of \$10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Lake Forest Park" and/or "text provided courtesy of the City of Lake Forest Park."
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Annie DeCosta-Klipa, Project Manager, King County Solid Waste Division, or designee.

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2026, or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2026, and shall terminate on June 30, 2028. The City shall not incur any new charges after December 31, 2027. However, if execution by either Party does not occur until after January 1, 2026, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2026 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

**IV. TERMINATION**

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

**V. AMENDMENTS**

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Amendments will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. Funds may be moved between tasks in the scope of work, attached as Exhibit A, upon written notification by the City to King County.

**VI. HOLD HARMLESS AND INDEMNIFICATION**

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

## VII. INSURANCE

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

## VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## IX. TIME IS OF THE ESSENCE

The County and City recognize that time is of the essence in the performance of this Agreement.

## X. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

**XI. NOTICE**

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Annie DeCosta-Klipa, Project Manager, or a provided designee  
King County Solid Waste Division  
Department of Natural Resources and Parks  
adecostaklipa@kingcounty.gov

If to the City:

Cory Mattson, Community Programs Planner, or a provided designee  
City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

**City of Lake Forest Park**

**King County**

BY \_\_\_\_\_  
**Tom French, Mayor**

BY \_\_\_\_\_  
**Christopher Stubbs, Deputy Division Director  
Solid Waste Division**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

City of Lake Forest Park

2026-2027 Waste Reduction and Recycling Program (WRR)

Total Available Funds: \$21,227.00

SCOPE OF WORK

**Contact Person:** Cory Mattson  
**Title:** Community Programs Planner  
**Telephone Number:** (206) 957-2814  
**Email:** [cmattson@ci.lake-forest-park.wa.us](mailto:cmattson@ci.lake-forest-park.wa.us)  
**Address:** Lake Forest Park City Hall  
 17425 Ballinger Way NE  
 Lake Forest Park, WA 98155

Goals

**Goal 1:** Support, encourage, and facilitate community waste reduction and recycling

**Goal 2:** Decrease the amount of organic waste, moderate risk waste (MRW), and other hard to recycle items going to the landfill

**Goal 3:** Educate the public on waste reduction in their everyday lives

2026 - 2027 Budget Summary

Tasks (Goals)	Task Budget
1. Partnered Residential Recycling Collection Events for Residents	\$12,000.00
2. Educational Giveaways and Outreach Materials for Community Events/Workshops	\$9,227.00
<b>GRAND TOTAL:</b>	<b>\$21,227.00</b>

**I. Task 1 (Goal 1, 2, & 3)**

The goal of the program is to decrease the amount of organic waste, moderate risk waste (MRW), and other hard-to-recycle items going to landfill by holding collection events in a convenient location for City residents. The City will also help reduce waste and encourage recycling by distributing educational materials to City residents. The City of Lake Forest Park will partner with the City of Kenmore to host 4 events, two each year, one in the spring, one in the fall.

**A. Task Schedule**

Activity	Timeline
Program Planning	Ongoing of 2026-2027
Program Implementation	Spring 2026,2027 and Fall of 2026,2027

**B. Performance and Impact Objectives**

- By hosting Recycling Collection Events, the City will help reduce the amount of environmentally damaging materials finding their way to the landfills, storm drains,

streams, and other isolated sites in our City and surrounding County area. The benefits of collecting and diverting these materials from the waste stream will reduce damage to the environment and health risks. This will reduce illegal dumping in both City and County areas.

- The City’s recycling rates are reported by Republic Services on a regular basis. The City seeks to increase the rate of recycling/composting using this program and reduce the amount of waste to the landfill.
- The City will account for events and outcomes as the program develops and make note of important issues/challenges that arise (e.g., what could possibly change to improve education in the future).

**C. Evaluation**

- The City will provide the following information for project evaluation:
  - 1) The number of events held.
  - 2) The number of event residents participants attending - the site greeter will count cars as they arrive.
  - 3) The volume of each material collected in pounds/tons as reported from event vendors and from material delivered to recycling centers.

**II. Task 2 (Goal 1, 2, & 3)**

The City holds multiple education/outreach events in the community throughout the year. Examples of events include the Earth Smart Green Fair, the annual garden tour, the Lake Forest Park Farmers Market, Paws in the Parks, Concerts in the Park, Picnic in the Park, and more. This task will pay for waste reduction/recycling themed educational giveaways and outreach material to distribute to the public. City will also look to organize a workshop at one or two of the yearly events educating the public on a topic relating to decreasing the amount of organic waste, moderate risk waste (MRW), or other hard to recycle items going to the landfill.

**A. Task Schedule**

Activity	Timeline
Program planning, purchasing and implementation	Throughout 2026-2027

**B. Performance and Impact Objectives**

- Modify the behavior of the Lake Forest Park Community to produce less waste in their daily lives and encourage them to use recycled, recyclable and reusable materials, products and services where feasible.

**C. Evaluation**

- Keep track of the number of giveaways distributed to evaluate messaging successes and attendance at an educational workshop.



## 2026-2027 Waste Reduction & Recycling Grant Guidelines

### Program Eligibility

The King County Solid Waste Division (SWD) has prepared a list of Re+ Action Ideas and Plug & Play Project Plans that expands on the Waste Reduction & Recycling (WRR) Case Studies shared in past grant cycles. These ideas include new creative and innovative project ideas that can be adopted for WRR Grant scopes of works (Attachment 3). The goal of this list is to offer additional ideas for waste reduction projects including, ideas for incorporating Equity and Social Justice into all of our work such as transcreating materials and signage into top spoken languages in King County.

The list offers ideas for influencing waste prevention and recycling consistent with Title 10 of King County Code, the King County Strategic Climate Action Plan, and the King County 2024 Comprehensive Solid Waste Management Plan ([Comp Plan](#)), all of which have policies to achieve Zero Waste of Resources by 2030. SWD strongly encourages consideration of these projects in the development of grant proposals and encourages Cities to leverage WRR grant funds with multi-city projects.

Grant funds may be used for a variety of WRR related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Re+ Action Ideas (Attachment 2), which includes the examples below.

### Sample Re+ Actions

- [Plug & Play Project Plans](#)
- [Food Waste](#) – Food rescue infrastructure investment – supporting hunger relief organizations and food banks with resources like food storage, trucks, etc.
- [Community](#) - Establishing tool and other equipment libraries or other sharing initiatives, e.g., borrow party packs for picnics and birthday parties.
- [Paper/Plastic Recycling - Multi-family](#) - Technical assistance and in-person outreach to increase recycling in multifamily complexes, with an emphasis of a multicultural and multilingual approach such as through Spanish speaking Facilitators and or use of other regularly spoken languages for a particular housing community.
- Banning single-use items in dine-in restaurants and hotels, e.g., coffee cups, water bottles, mini personal care items, etc.
- Conduct food waste audits and implement customized food waste recycling programs in economically and culturally diverse communities.

The following are not eligible for funding:

- Collection of garbage, except for residential garbage related to collection of recyclables.
- Household Hazardous Waste (HHW) education programs.
- Collection of any household hazardous waste items including, but not limited to:
  - Treated wood, paint, lead batteries, oil, gasoline, fluorescent light, and antifreeze.

Cities should pursue funding for HHW collection or education programs through the King County Hazardous Waste Management Program (HazWaste) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

*For questions about specific program eligibility or alignment with the Comprehensive Plan, please contact Annie DeCosta-Klipa at (206) 477-4563 or [adecostaklipa@kingcounty.gov](mailto:adecostaklipa@kingcounty.gov). You may also refer to Attachment 5 for additional guidance.*

### **Grant Administration**

#### *Requests for Reimbursement:*

Cities must submit at least one request for reimbursement per year during the funding cycle, due no later than the last working day of February of the following year. Alternately, Cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form, Expense Summary Report Form and Progress Report must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

#### *Accrual Reporting:*

By the 2<sup>nd</sup> Friday of December, Cities must notify SWD of the amount of their total expenditures for work that has been completed in the previous year but for which a request for reimbursement has not yet been submitted so that SWD can accrue the amounts.

### **Progress Reports**

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. All progress reports must be signed by a City official and be submitted via email.

### **Amendments**

Amendments to grant Interagency Agreements (IAAs) are unnecessary unless the City wishes to significantly change its scope of work. In general, a significant change would be one in which the City wishes to add or delete a task from its scope of work. Amendments will only be approved if the proposed change(s) is/are consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the City should contact SWD when considering changes to their scopes to determine if an amendment is needed.



P.O. Box 88030  
Tukwila, WA 98138  
Phone: 206-575-6046  
Fax: 206-575-7426  
www.wciapool.org

11/15/2025

Ref#: 16647

King County Solid Waste Division  
Attn: Annie Decosta  
201 S. Jackson Street, Suite 6400  
Seattle, WA 98104

Re: City of Lake Forest Park  
Waste Reduction & Recycling (WRR) Program

**Evidence of Coverage**

The City of Lake Forest Park is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Lake Forest Park. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Lake Forest Park all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,

Rob Roscoe  
Deputy Director

cc: Shannon Moore  
Cory Mattson

**BUDGET SUMMARY REPORT FORM**  
**2026-2027 King County SWD Waste Reduction & Recycling Grant**

Exhibit B

City: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Invoice #: \_\_\_\_\_  
 \_\_\_\_\_ Report Period: \_\_\_\_\_  
 Preparer's Name: \_\_\_\_\_ Contract #: \_\_\_\_\_

Total amount requested this period: \_\_\_\_\_  
 Total amount previously invoiced: \_\_\_\_\_  
 Original contract amount: \_\_\_\_\_  
 Total amount charged to date: \_\_\_\_\_  
 Amount remaining for completion of interlocal: \$ \_\_\_\_\_ -

Task #	Scope of Work Description (Task/title)	Budget	Current Quarter Costs	Amount Previously Invoiced	Remaining Balance
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ -

**For King County Use**  
 Contract # \_\_\_\_\_  
 Project 1126942 Org 720122 Exp.Account 54150 Task 22.000'  
 Purchase Order # \_\_\_\_\_ Requisition # \_\_\_\_\_ Receipt \_\_\_\_\_  
 Supplier # \_\_\_\_\_ Supplier Pay Site \_\_\_\_\_ Invoice # \_\_\_\_\_ Payment Type \_\_\_\_\_

Total charges this period are approved for payment: \$ \_\_\_\_\_  
 Project Manager: \_\_\_\_\_ Date \_\_\_\_\_

**King County SWD Waste Reduction & Recycling Grant  
2026-2027**

**Expense Summary Form**

**City:**  
**Reimbursement Request #** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Contract #**

Task Title & No.	Vendor	Date of Service	Item Description	Invoice No.	Amount Paid
Total					



# CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

**Meeting Date** May 14, 2026

**Originating Department** Community Development Department

**Contact Person** Mark Hofman, Community Development Director  
Cory Mattson, Community Programs Planner

**Title** Resolution No. 26-2070/Authorizing the Mayor to Sign Amendment No. 2 to AG-24-026 with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project

### Legislative History

- First Presentation – Introduce Amendment No. 2 April 23, 2026
- Second Presentation May 14, 2026

### Attachments:

1. Resolution No. 26-2070/Authorizing the Mayor to Sign Amendment No. 2 to AG-24-026 with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project
2. Amendment No. 2 to AG-24-026 with Facet
3. Amendment No. 1 to AG-24-026 with Facet
4. AG-24-026: Professional Services Agreement for Consultant Services with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project

### Executive Summary

The City received an appeal under the State Environmental Policy Act (SEPA) of the Determination of Nonsignificance with Mitigation Measures dated October 16, 2025 for the Lakefront Park improvements. The hearing on the SEPA appeal was required to be combined with four other permit hearings for the Lakefront Park improvements: Shoreline Substantial Development Permit, Shoreline Conditional Use Permit, Shoreline Variance Permit, and Zoning Conditional Use Permit. The hearing

before the City's Hearing Examiner began February 24, 2026 and lasted three weeks, through March 10.

The SEPA appeal was denied by the Hearing Examiner, but the additional work requires an amendment of the City's Phase 2 Lakefront Project contract with Facet (AG-24-026) to add a Task 7 for these Additional Hearing Services. This second amendment includes a request for additional funding to cover expenses due to the SEPA appeal:

**7.1 – Hearing preparation:** Coordination and preparation leading up to the project hearing, including research, document review and preparation, response to requests and comments, coordination meetings, and hearing preparation meetings.

**7.2 – Hearing attendance and coordination:** Support during and after the project hearing, including attendance and testimony, research, document review and preparation, response to requests and comments, assistance with closing argument, and coordination meetings.

**Background**

The City retained Facet and its teaming partners (Consultant) for "Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting" (Project) located at 17337, 17345, and 17347 Beach Dr NE (parcels 403010-0050, -0035, and -0040), Lake Forest Park. The Project is intended to improve public waterfront access through the transition of a single-family residential property into a public waterfront park and integration of the property with an existing waterfront preserve.

**Fiscal & Policy Implications**

The hearing has resulted in additional unforeseen expenditures. While the Phase 2 Facet contract (AG-24-026) is allocated in the current 2025-2026 budget, an additional allocation will be required to cover the costs associated with Facet's additional hearing services as outlined in Amendment No. 2. The additional hearing costs for Facet come to \$93,332.65 bringing the amended contract total for Phase 2 work to \$1,203,137.65.

The project has been on hold for the hearing conclusion, and the amendment will allow the consultant to finish the contracted work following the conclusion of the hearing and pay for services provided during the hearing.

Because the costs associated with the Lakefront hearing were unforeseen, a budget amendment will be required to allocate funds from the General Fund to cover all hearing and appeal related costs for our consultant, Madrona Law, and the hearing examiner.

**Alternatives**

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"><li>• Authorize the Mayor to sign the amendment for consultant services with Facet</li></ul>	The consultant will continue Phase 2 of the Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project, adding Task 7 with payment for hearing services
<ul style="list-style-type: none"><li>• Do not authorize the Mayor to sign the amendment for consultant services with Facet</li></ul>	The contract for Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project would not pay the consultant for expenses accrued during the SEPA appeal

**Staff Recommendation**

Approve Resolution 26-2070/Authorizing the Mayor to Sign Amendment No. 2 to AG-24-026 with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project.

**RESOLUTION NO. 26-2070**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AMENDMENT NO 2 TO AG-24-026 WITH FACET NW INC FOR THE PHASE 2 LAKEFRONT IMPROVEMENTS DESIGN, ENGINEERING, ENVIRONMENTAL REVIEW, AND PERMITTING CONSULTANT SERVICES**

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**WHEREAS**, promoting community vitality and a healthy environment are goals of the Lake Forest Park City Council's Strategic Plan; and

**WHEREAS**, adding public water access for residents is a top priority of the City's Parks, Recreation, Open Space, & Trails Plan; and

**WHEREAS**, the City acquired real property November 30, 2021 located at 17345 & 17347 Beach Dr. NE (KC Parcel No. 4030100040 and 4030100035) for future use as a public park and open space with recreation elements, access to the water, indoor and outdoor community gathering spaces, with expansion and enhancements of the Lyon Creek Waterfront Preserve ("Lakefront Park"); and

**WHEREAS**, in June 2024, the City entered into a Professional Services Agreement ("Agreement") with Facet NW Inc. for design, engineering, environmental and permitting services for the Lakefront Park improvements, AG-24-026; and

**WHEREAS**, proposed Amendment No. 2 to the Agreement is for additional services needed from Facet NW Inc. for administrative hearings and appeals related to required permitting of the Lakefront Park improvements.

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

Section 1. AGREEMENT APPROVAL . The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign Amendment No. 2 to the Professional Services Agreement with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project attached hereto 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 May, 2026.

APPROVED:

\_\_\_\_\_  
Tom French  
Mayor

ATTEST/AUTHENTICATED:

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

FILED WITH THE CITY CLERK: April 23, 2026  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.: 26-2070

Amendment No. 2 to the  
Professional Services Agreement between the  
City of Lake Forest Park and Facet  
Dated June 27, 2024

This Amendment No. 2 to the Professional Services Agreement between the City of Lake Forest Park and Facet NW, Inc., AG-24-026, and Amendment No.1 (hereafter the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified pursuant to Section 16 of the Agreement.

1. Exhibit A to the Agreement is hereby amended to add Task 7 as provided in the attached and incorporated Exhibit A-1.

2. Section 2.A of the Agreement is hereby amended to add compensation for the Task 7 services as follows:

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, ~~Two Hundred and Three Thousand, One Hundred Thirty-Seven Dollars and Sixty-Five Cents (\$1,203,137.65)~~ **One Hundred and Nine Thousand and Eight Hundred and Five Dollars (\$1,109,805.00) as shown on Exhibit A ("Total Compensation")**, 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 subconsultants.

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

CITY OF LAKE FOREST PARK

FACET NW, INC.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: Tom French

Printed Name: Amber Mikluscak

Title: Mayor

Title: Principal

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Formerly DCG/Watershed

## AMENDMENT # 02

Date:	April 14, 2026
To:	Cory Mattson, City of Lake Forest Park
Cc:	Mark Hofman, City of Lake Forest Park Erik Davido, Facet
From:	Amber Mikluscak
Project Name:	Lake Forest Park Lakefront Park Phase 2
Facet Number:	2303.0384.02

### DESCRIPTION

Facet will provide additional services to support the *Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project* ("the Project"), currently under contract between Facet and City of Lake Forest Park (executed 6/27/2024). This Amendment (AMD 02) shall include support services leading up to, including, and immediately following the Project's appearance at the Hearing Examiner, which occurred on 2/24/2026 through 3/10/2026. Specifically, this Amendment shall include the following tasks and services that are beyond the scope of the base Contract:

#### Task 7 – Amendment 2 / Hearing Additional Services

**7.1 – Hearing preparation:** Coordination and preparation leading up to the project hearing, including research, document review and preparation, response to requests and comments, coordination meetings, and hearing preparation meetings.

**7.2 – Hearing attendance and coordination:** Support during and after the project hearing, including attendance and testimony, research, document review and preparation, response to requests and comments, assistance with closing argument, and coordination meetings.

**Table 1. Hours Summary / AMD 2 - Task 7: Hearing Additional Services**

Staff Name, Title	Contracted Hourly Rate	Spent Hours	Cost
<b>Task 7.1: Hearing Preparation</b>			
Amanda Sanelli, Landscape Architect	\$139.00	8.25	\$1,146.75
Amber Mikluscak, Landscape Architect/Principal	\$198.00	51.50	\$10,197.00
Fern Huynh, Landscape Designer/Drafter	\$118.22	15.50	\$1,832.41
Hui Cao, Landscape Designer	\$139.00	2.25	\$312.75
Kenny Booth, Planner/Principal	\$250.00	47.75	\$11,937.50
Kyle Cotchett, Planner	\$134.00	26.75	\$3,584.50
Laura Keil, Landscape Designer	\$113.40	1.00	\$113.40
Melissa Doonan, Structural Engineer	\$262.00	4.00	\$1,048.00
Roen Hohlfeld, Ecological Designer/Arborist	\$151.00	1.75	\$264.25
Ryan Kahlo, Ecologist/Principal	\$183.60	8.75	\$1,606.50
Steve Robert, Marine Engineer/Principal	\$249.00	0.75	\$186.75
<b>Reimbursable Expense / Mileage, Reproduction:</b>			\$18.13
<b>Subconsultant Labor Expense / Transportation Solutions, Inc. (TSI):</b>			\$7,849.25
<b>Task 7.2: Hearing Attendance and Coordination</b>			
Amanda Sanelli, Landscape Architect	\$139.00	0.50	\$69.50
Amber Mikluscak, Landscape Architect/Principal	\$198.00	64.25	\$12,721.50
Hugh Mortensen, Ecologist/Principal	\$220.22	0.50	\$110.11
Hui Cao, Landscape Designer	\$139.00	5.00	\$695.00
Kenny Booth, Planner/Principal	\$250.00	53.50	\$13,375.00
Kyle Cotchett, Planner	\$134.00	18.25	\$2,445.50
Mikayla Nelson, Project Coordinator	\$142.00	0.75	\$106.50
Roen Hohlfeld, Ecological Designer/Arborist	\$151.00	23.00	\$3,473.00
Ryan Kahlo, Ecologist/Principal	\$183.60	79.75	\$14,642.10
Steve Robert, Marine Engineer/Principal	\$249.00	3.25	\$809.25
Vu-Hoang Nguyen, Marine Engineer	\$140.00	4.00	\$560.00
<b>Subconsultant Labor Expense / Transportation Solutions, Inc. (TSI):</b>			\$4,228.00
<b>TASK ORDER TOTAL:</b>			<b>\$93,332.65</b>

**PAYMENT**

The cost of work shall be billed on a time and materials basis, with a not-to-exceed figure of **\$93,332.65**. Invoices will be submitted monthly and shall be due within 30 days of the invoice date.

Table 2. Contract Summary

<b>April 8, 2026</b>	<b>TOTAL CONSULTANT FEES</b> (Labor and Expenses)
<b>CURRENT AMENDMENT</b>	
<b>AMD 2 - Task 7: Hearing Additional Services</b>	<b>\$93,332.65</b>
7.1 – Hearing preparation	\$40,097.19
7.2 – Hearing attendance and coordination	\$53,235.46
<b>Base Contract Amount:</b>	<b>\$1,109,805.00</b>
<b>All Prior Amendments (AMD 1):</b>	\$0
<b>AMENDED CONTRACT TOTAL:</b>	<b>\$1,203,137.65</b>

### TERMS AND CONDITIONS

This amendment shall be contracted under the terms and conditions of the base contract.

Please sign below and return this proposal to authorize this work and proceed. Please do not hesitate to contact us if you have any questions.

Sincerely,

Authorized by:

  
 \_\_\_\_\_  
 Amber Mikluscak, PLA, GISP  
 Principal of Landscape Architecture  
 Facet

\_\_\_\_\_  
 Tom French  
 Mayor  
 City of Lake Forest Park



# CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

**Meeting Date** May 14, 2026

**Originating Department** Executive

**Contact Person** Phillip Hill, City Administrator  
Shannon Moore, HR Director

**Title** Ordinance 26-1316/Amending the 2026 Budgeted Positions and Salary Schedule to add a Program Executive – Limited Term Employee

## Legislative History

- First Presentation – April 23, 2026, Regular Meeting
- Second Presentation/Action – May 14, 2026

## Attachments:

1. Ordinance 26-1316 creating the position of Program Executive as a Limited Term Employee
2. Updated 2026 Budgeted Positions and Salary Schedule
3. Program Executive Job Description

## Executive Summary

A limited-term Program Executive position is proposed to respond to the current capital project workload, anticipated to continue through at least 2027. The Administration is requesting the position be authorized through December 31, 2026. A budget request will be submitted with the Mayor’s proposed budget this fall, seeking to extend the position in the next biennial budget. The position will report to the City Administrator, and coordinate with the Public Works Director and Community Development Director.

## Background

With an unforeseen need for the previous public works director to transition to a primarily remote work capacity, the opportunity to hire a new public works director and transition the previous director to a program executive will allow the administration to move more projects to completion than feasible under the current staffing model.

The attached job description was drafted to capture the unique duties of this position and coordination with multiple city departments. While the position relies on support from the project engineers and other staff, the position will not have a supervisory role.

While the job description does not identify specific projects assigned to the position, to allow for flexibility over time, a list of projects to be assigned are noted below.

Projects

- SR-104 Roundabout project
- WSDOT SR-104 Culvert (ongoing agency coordination)
- Public Works yard material bin project
- City Facilities Study/RFP
- Current Facilities Projects (started prior to transition)
- Beach Drive Lift Station Project
- Sound Transit (there are current O&M agreements that the Program Executive and City Administrator will complete. Permitting review will include involvement of the PW team, CD team, Program Executive and any needed consultants)

**Fiscal & Policy Implications**

The table below shows the salary allocations for the Public Works Director and the proposed Program Executive positions. Based on the projects assigned to the Program Executive, there is proposed to be no salary allocation to the parks maintenance fund or street fund, resulting in no impact to the general fund. The affected rate payer funds have sufficient capacity to support this position.

<u>Fund</u>	<u>PW Director</u>	<u>Program Executive</u>
401: Sewer	15%	15%
001-710: Facilities	5%	10%
403: Surface Water	20%	10%
302: Transportation Capital	45%	30%
001-700: Parks Maintenance	10%	0%
101: Street Fund	5%	0%
002: Traffic Safety		35%

**Alternatives**

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> <li>• Authorize the Program Executive Limited Term position.</li> </ul>	<p>The projects noted in this agenda cover will proceed on the current schedule.</p>
<ul style="list-style-type: none"> <li>• Do not authorize the Program Executive Limited Term position.</li> </ul>	<p>Some of the projects noted in this agenda cover would likely be suspended until staff could be assigned.</p>

**Staff Recommendation**

If council has sufficient information, the administration requests suspension of the three-touch rule, and approval of Ordinance 26-1316 creating the position of Program Executive as a Limited Term Employee through December 31, 2026, allowing the key projects mentioned in this agenda cover to proceed without delay.

**ORDINANCE NO. 26-1316**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE 2026 BUDGETED POSITIONS AND SALARY SCHEDULE INCORPORATED IN ORDINANCE 24-XXXX ADOPTING THE 2025-2026 BIENNIAL BUDGET; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE**

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**WHEREAS**, State law, Chapter 35A.34 RCW provides for the biennial adoption of the City’s budget and provides procedures for filing of the proposed budget, deliberations, public hearings, final fixing, and any subsequent adjustments to the budget; and

**WHEREAS**, a budget for the 2025-2026 biennium has been adopted by ordinance and the adopted ‘budget package’ includes budgeted positions and a salary schedule; and

**WHEREAS**, the City’s Financial Policies require that all employment positions, regular, full-time, part-time, limited-term, temporary or otherwise, are included on the adopted budgeted positions and salary schedule; and

**WHEREAS**, the City Council has determined that in order to maintain proper service levels for current projects, there is a need to hire a Project Executive.

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

Section 1. SALARY SCHEDULE AMENDMENT AUTHORIZED. The 2026 Budgeted Positions and Salary Schedule is revised as shown in Exhibit A attached hereto.

Section 2. 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 3. 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 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 May 2026.

APPROVED:

\_\_\_\_\_  
Thomas French  
Mayor

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Kim Adams Pratt  
City Attorney

Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_  
Posted: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective: \_\_\_\_\_

## 2026 Amended Positions and Monthly Salary Schedule

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

Revised May 2026

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Legislative</b>							
Councilmembers	7						\$ 800.00
<b>Executive</b>							
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
	<b>4.3</b>						
<b>Judicial</b>							
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					
	<b>7.05</b>						
<b>Municipal Services Department</b>							
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
	<b>5.35</b>						
<b>Finance/Info. Systems Department</b>							
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
	<b>5.6</b>						
<b>Community Development: Planning &amp; Building Department</b>							
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
	<b>7.55</b>						
<b>Emergency Management</b>							
Emergency Manager	1	\$ 8,825.68	\$ 9,066.38	\$ 9,307.07	\$ 9,547.78	\$ 9,788.48	\$ 11,100.28
	<b>1</b>						

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Police Department</b>							
Police Chief contract	1						\$ 17,537.16
Commander	2	\$ 9,769.27	\$ 10,421.87	\$ 11,071.82	\$ 11,723.04	\$ 12,374.36	\$ 13,977.07
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 *	2	\$ 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
	<b>25.35</b>						
<b>Public Works Department</b>							
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
	<b>13.5</b>						
<b>Total Adjusted 2026 Positions</b>	<b>69.70</b>						

\*Fully/Partially funded by Traffic Safety

**CITY OF LAKE FOREST PARK  
JOB DESCRIPTION**

**Title:** Program Executive  
**Reports to:** City Administrator  
**FLSA Class:** Exempt

**Department:** Public Works  
**Position Type:** Full-Time (Limited Term)  
**Effective Date:** February 23, 2026

**Position Purpose**

Reporting to the City Administrator, the Program Executive plans, directs, manages and oversees the implementation of assigned Public Works Department projects and programs. Work includes but is not limited to: planning and executing both short and long-range programs in coordination with Public Works staff; coordinating departmental activities and projects to ensure delivery of goals; assisting the Leadership Team in developing and forecasting operating budgets; ensuring assigned projects and programs adhere to established specifications and overall regulatory compliance; and leading project managers and staff assigned to the program and associated projects. The Program Executive will also prepare and present technical materials to the City Council, agencies, and the public.

Work involves significant collaboration with elected officials, businesses, developers, governmental entities, and other stakeholders. The Program Executive serves as a member of the City's Leadership Team, collaborating with the City Administrator, Mayor, City Council and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into assigned projects.

**Essential Functions**

- Provides leadership and direction in the development and implementation of short- and long-range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Oversees project management for the construction of assigned municipal public works projects; ensures contractor compliance with time and budget parameters for the project; guides the work of professional engineers (P.E.'s), architects, planners, and others providing professional services to the City.
- Maintains regular contact with consulting engineers and construction project engineers; City, Special Districts, County, State, and Federal agencies; private utility providers; and others regarding department activities and services.
- Coordinates the Community Development Department's review of assigned project development plans such as right-of-way activities, traffic control plans, compliance with applicable City codes, regulations, and standards as it relates to Public Works facilities; ensures adequacy of applications for permits and compliance with approved plans.
- Researches, analyzes, and develops recommended plans, programs, and procedures to a wide variety of constituents and partners; communicates recommendations effectively for City Council action.
- Supports the Leadership Team in the preparation of the annual budget; ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to ensure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Provides reasoned and clear public and private presentations regarding public works issues to the community, business interests, the Mayor and City Council, the City Administrator, and other officials; provides advanced-level professional support to the City Council and appointed boards, commissions, and committees; responsible for providing a high-quality level of support to all constituents.
- Serves as a member of the City Administrator's leadership team.
- Prepares and/or supervises a variety of studies, reports and related information for decision-making purposes.
- Resolves complex and sensitive customer service issues, either personally, by telephone, or in writing.
- Contributes to the development or update of the Capital Improvement Plan, and other plans involving the development and maintenance of municipal infrastructure.

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 supervise staff but may provide oversight and direction to assigned represented and non-represented Public Works Department staff.

**Education and Experience**

*Required:*

- Bachelor’s degree in engineering, business administration, public administration, urban planning, or related field AND at least seven years of progressively responsible senior management level experience in civil engineering, public works, project management, or stormwater management OR equivalent education/experience.

*Preferred:*

- Master’s Degree in a related field.
- Registration as a Professional Engineer (P.E.)

**Knowledge, Skills, Abilities**

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Applicable State and Federal laws, municipal codes, rules and regulations, statutes, and ordinances.
- Civil engineering, planning, land development, and program development principles, practices, methods, trends and developments as applicable to a municipal setting.
- Fundamentals of GIS and community and economic trend analysis.
- Sound knowledge of organizational, fiscal, personnel and supervisory practices and principles.
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, Outlook, AutoCad, and Bluebeam; Working knowledge of modern administrative office procedures, methods and equipment.
- Experience in contract interpretation and negotiation, is preferred.

**Skill in:**

- Strong organizational, problem-solving and interpersonal skills.
- Strong communicative and relationship building skills.
- Strong business and fiscal management skills.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgment within established guidelines.
- Effective team building and leadership skills.
- Strategic planning and time management skills.

**Ability to:**

- Report for scheduled work with regular, reliable and punctual attendance.
- Work independently with a high degree of reliability, accuracy, and productivity.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures; Oversee, coordinate and assure proper implementation of enforcement of codes.
- Establish and maintain effective working relationships with City officials, employees, developers, contractors, vendors, intergovernmental agencies and the general public.

- Plan, implement, manage and evaluate a wide variety of simultaneous assigned projects.
- Read and interpret maps, blueprints, property descriptions, charts, graphs, statistical data, and engineering, architectural and landscaping plans and designs.
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality.
- Foster meaningful discussion with the public and create effective forums for public input while moving the Department's programs forward.
- Exercise discretion and sound judgment in coordinating, organizing, prioritizing, problem-solving, and performing assigned work to meet fixed or fluctuating deadlines and achieve work objectives.
- Communicate in English clearly, concisely, and effectively, both orally and in writing.
- Prepare and analyze comprehensive and technical reports and data.



require TIP inclusion. While the TIP identifies long-term priorities, actual project advancement depends on available revenues and budget decisions. By leveraging grants and partnerships, the City can extend limited local funds, but must continuously adjust financial assumptions to reflect changing economic conditions and funding opportunities.

**Staff Recommendation**

Provide input and direction on the draft TIP for 2027 – 2032 and continue to provide information regarding the TIP in the future to ensure the list reflects City priorities.

# TRANSPORTATION IMPROVEMENT PLAN (TIP)

## What is a Transportation Improvement Plan (TIP)?

A Transportation Improvement Plan (TIP) is a multi-year planning document that identifies and prioritizes transportation projects within a jurisdiction. These projects may include road repairs, sidewalk construction, trail and share use pathways, ADA improvements, bike lane development, traffic signal upgrades, transit enhancements, and safety improvements.

Typically covering a period of at least six years, the TIP is updated annually to reflect changing needs, funding availability, and project readiness. It serves as both a strategic roadmap and a financial plan, aligning community goals with available local, state, and federal funding sources.

## Purpose of the TIP

The TIP plays several essential roles:

- Long Range Planning: The 6-year TIP provides a basis over the next six years and three budget cycles to plan for and budget projects.
- Project Prioritization: It helps the city systematically evaluate and rank transportation needs based on safety, mobility, accessibility, and community impact.
- Funding Eligibility: Many state and federal grants require projects to be included in an adopted TIP before funding can be awarded.
- Transparency and Accountability: The TIP provides a clear, publicly accessible outline of planned investments, ensuring residents understand how transportation funds are allocated.
- Coordination: It aligns local projects with regional and state transportation plans, supporting consistency and collaboration across jurisdictions.

## Why Lake Forest Park Needs a TIP

Lake Forest Park faces ever changing transportation challenges, including aging infrastructure, increasing traffic volumes, and a growing need for safe, multimodal travel options. A TIP is necessary to:

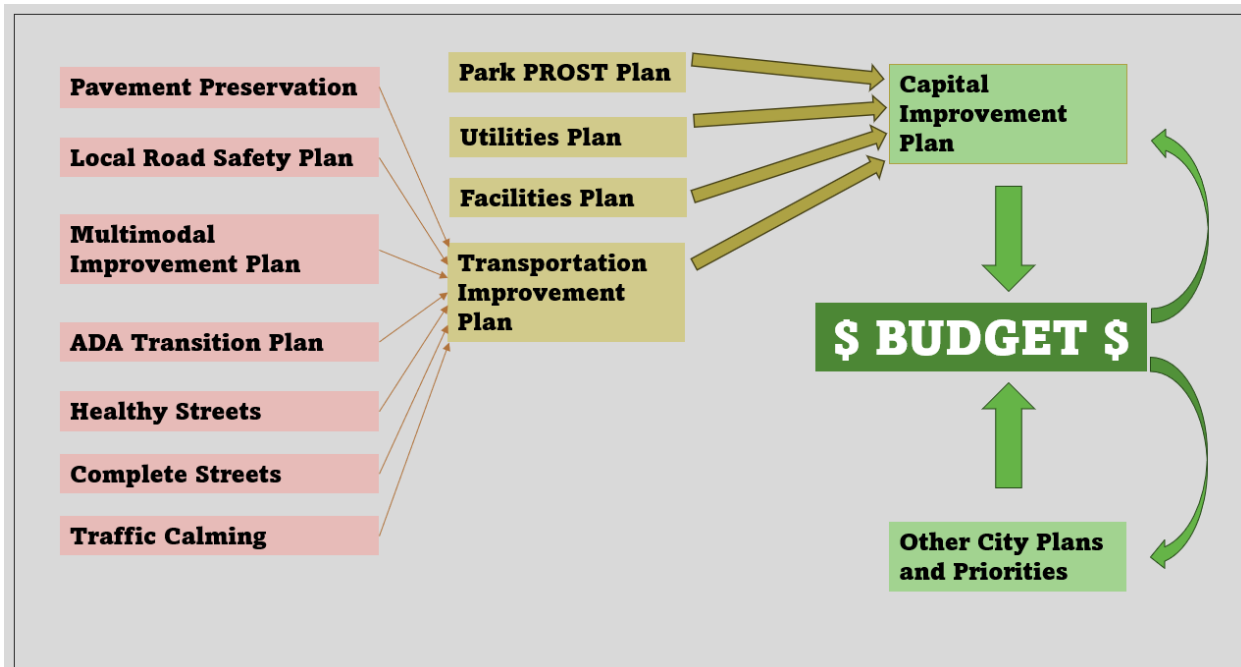
- Address Infrastructure Needs: Prioritize maintenance and upgrades to roads, bridges, and pedestrian facilities to ensure safety and reliability.



- Enhance Safety: Identify and fund projects that reduce collisions and improve conditions for all users, including pedestrians and cyclists.
- Support Growth and Livability: Ensure the transportation network can accommodate population changes while maintaining the city’s character and environmental values.
- Leverage External Funding: Position the City to compete for grants and partnerships that can supplement limited local resources.
- Promote Sustainability: Encourage projects that reduce emissions, support transit use, and improve walkability and bikeability.

## How the TIP Aligns with Other City Plans and Processes

The TIP is not a standalone document; it is directly informed by and integrated with several other City planning and budgeting tools. Together, these frameworks ensure that transportation investments are strategic, consistent, and financially feasible.



### Capital Improvement Plan (CIP):

The TIP functions as the transportation-focused subset of the City’s broader CIP. While the CIP includes all major capital projects (such as parks, facilities, and utilities), the TIP specifically identifies transportation-related projects. Projects listed in the TIP are typically incorporated into the CIP to ensure they are programmed, funded, and delivered in alignment with the City’s overall capital priorities.



**Comprehensive Plan:**

The Comprehensive Plan is the overarching guidelines that direct city priorities. It establishes long-term policy direction for land use, transportation, and community development. The TIP implements the transportation goals and policies of the Comprehensive Plan by translating them into specific projects. This ensures that investments support adopted community priorities such as safety, connectivity, sustainability, and equity.

**City Budget:**

The annual and biennial budgeting process allocates the financial resources necessary to advance TIP projects. While the TIP identifies and prioritizes projects over a multi-year horizon, the budget determines which projects move forward in a given fiscal period based on available revenues and in conjunction with other city plans and priorities for funding.

**Integration of Supporting Plans and Programs:**

The TIP is populated and shaped by several existing plans, policies, and programs that identify needs and guide project development:

**Complete Streets initiatives:** Ensure that transportation projects safely accommodate all users, including pedestrians, bicyclists, transit riders, and drivers.

**Healthy Streets strategies:** Promote active transportation, public health, and community well-being through improved walkability and bikeability.

**Traffic calming programs:** Identify and implement measures to reduce vehicle speeds and improve neighborhood safety.

**Local Road Safety Plan:** Provides data-driven analysis of collision trends and identifies priority safety improvements.

**Pavement Preservation Program:** Guides investments in maintaining and extending the life of roadway infrastructure in a cost-effective manner.

**Multimodal Improvement Plan:** Identifies opportunities to enhance connectivity across different modes of travel, supporting a more balanced and resilient transportation system.

**ADA Transition Plan:** Identifies existing barriers to users of all abilities to ensure projects meet the needs of the whole community.



These plans collectively inform which projects are included in the TIP, how they are prioritized, and how they are designed. By integrating these efforts, the TIP ensures that individual projects contribute to a cohesive and comprehensive transportation strategy.

## Key Components of the TIP

A typical TIP includes:

- Project List: Description of each project, including scope, location, and expected benefits.
- Cost Estimates: Preliminary budgets for each project phase (planning, design, construction).
- Funding Sources: Identification of anticipated funding (local funds, grants, partnerships).
- Timeline: Estimated schedule for project implementation.

## Annual Update Process

Each year, the City reviews and updates the TIP to:

- Reflect completed, ongoing, or delayed projects
- Incorporate new priorities or emerging needs
- Adjust funding assumptions based on current revenues and grant opportunities

Public input and Council direction are key components of this update process.

## Conclusion

The Transportation Improvement Plan is a critical tool for guiding Lake Forest Park’s transportation investments. By prioritizing projects, ensuring funding eligibility, and aligning with community goals, the TIP enables the City to maintain a safe, efficient, and sustainable transportation system.



# Washington State TIP Requirements

## What the law requires:

Under RCW 35.77.010, cities in Washington must:

- Prepare a six-year list of transportation projects showing what the City plans to build or improve.
- Update the list every year to keep it current.
- Include estimated costs, funding sources, and timing for each project.
- Hold at least one public hearing before adopting the plan.
- Submit the adopted program to the state (Washington State Department of Transportation) after approval.

Additional related provisions in RCW 35.77 outline how cities classify streets, report expenditures, and coordinate transportation planning efforts.

## Why this matters:

These requirements ensure that cities plan ahead, remain transparent with the public, and stay eligible for state and federal transportation funding.

## Helpful Resources for Councilmembers:

- RCW 35.77.010 (Six-Year Transportation Program Requirement)
- RCW 35.77 (City Streets and Transportation Statutes)
- Washington State Department of Transportation (WSDOT) – guidance on transportation planning and funding programs
- Transportation Improvement Board (TIB) – funding programs that require TIP inclusion

Citizen engagement is key to reviewing, prioritizing, and adopting the City's Transportation Improvement Plan.



# TRANSPORTATION IMPROVEMENT PLAN

Six Year TIP



# Programs

## CITY OF KENMORE 2024-2029 Transportation Improvement Program

Project name	Ped	Funding	Year							202
			Prior Years	2024	2025	2026	2027	2028	2029	
SR 522 West B (West boundary to 61st Ave NE)	NA	Local	\$ -							\$
		Federal/State	\$ 50,000	\$ 400,000	\$ 800,000	\$ 750,000				\$ 1
		Unsecured		\$ 250,000	\$ 1,250,000	\$ 1,500,000				\$ 3
		Subtotal	\$ 50,000	\$ 650,000	\$ 2,050,000	\$ 2,250,000	\$ -	\$ -	\$ -	\$ 4
ADA Transition Program	NA	Local (incl. Utilities)	\$ 500,000	\$ 15,000	\$ 250,000	\$ 825,000	\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 2
		Federal/State								\$
		Unsecured								\$
		Subtotal	\$ 500,000	\$ 15,000	\$ 250,000	\$ 825,000	\$ 250,000	\$ 1,000,000	\$ 250,000	\$ 2
Pavement Preservation Program	NA	Local (incl. Utilities)	\$ 7,953,224		\$ 1,070,000	\$ 150,000	\$ 1,520,000	\$ 200,000	\$ 1,520,000	\$ 4
		Federal/State	\$ 1,275,351							\$
		Unsecured								\$
		Subtotal	\$ 9,228,575	\$ -	\$ 1,070,000	\$ 150,000	\$ 1,520,000	\$ 200,000	\$ 1,520,000	\$ 4
61st Ave NE Sidewalk Replacement Project, Phase 1	NA	Local (incl. Utilities)	\$ 139,070	\$ 15,000	\$ 92,918					\$
		Federal/State	\$ 230,000	\$ 137,500	\$ 996,765					\$ 1
		Unsecured								\$
		Subtotal	\$ 369,070	\$ 152,500	\$ 1,089,683	\$ -	\$ -	\$ -	\$ -	\$ 1
NE 170th St Sidewalk (70th - 72nd)	36	Local	\$ 25,000	\$ 175,000						\$
		Unsecured								\$
		Subtotal	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$
NE 181st St Sidewalk Project (61st Ave NE - 63rd Ave NE) - South Side	10, 44	Local	\$ 1,500			\$ 50,000				\$
		Federal/State	\$ 50,000							\$ 1
		Unsecured								\$
		Subtotal	\$ 51,000	\$ 314,514	\$ 1,113,631	\$ 50,000	\$ -	\$ -	\$ -	\$ 1
Lower Swamp Creek Bridge Replacement	NA	Local	\$ 50,000							\$
		Federal/State								\$
		Unsecured			\$ 225,000	\$ 300,000	\$ 3,930,000	\$ 75,000		\$ 4
		Subtotal	\$ 50,000	\$ -	\$ 225,000	\$ 300,000	\$ 3,930,000	\$ 75,000	\$ -	\$ 4
NE Arrowhead Drive (NE 151st St - 64th Ave NE) Sidewalk Project	74	Local	\$ 1,000	\$ 25,000	\$ 25,000	\$ 50,000	\$ 270,712	\$ 10,000		\$
		Federal/State	\$ 50,000	\$ 236,832	\$ 190,000	\$ 1,320,623	\$ 200,000			\$ 1
		Unsecured								\$
		Subtotal	\$ 51,000	\$ 261,832	\$ 215,000	\$ 1,370,623	\$ 270,712	\$ 10,000	\$ -	\$ 1
80th Ave NE (SR522-NE 185th) Pedestrian and Bicycle Project	38, 51, 52, 107, 108, 117	Local	\$ 1,000	\$ 25,000	\$ 25,000	\$ 146,016	\$ 135,000	\$ 15,000		\$
		Federal/State	\$ 50,000	\$ 285,000	\$ 285,000	\$ 1,602,636				\$ 1
		Unsecured								\$
		Subtotal	\$ 51,000	\$ 310,000	\$ 310,000	\$ 1,748,652	\$ 135,000	\$ 15,000	\$ -	\$ 2
Simonds Rd (NE 152nd - 88th Ave) Sidewalk Project	1	Local								\$
		Federal/State								\$
		Unsecured			\$ 51,000	\$ 280,000	\$ 690,000	\$ 10,000		\$ 1
Subtotal	\$ -	\$ -	\$ 51,000	\$ 280,000	\$ 690,000	\$ 10,000	\$ -	\$ 1		

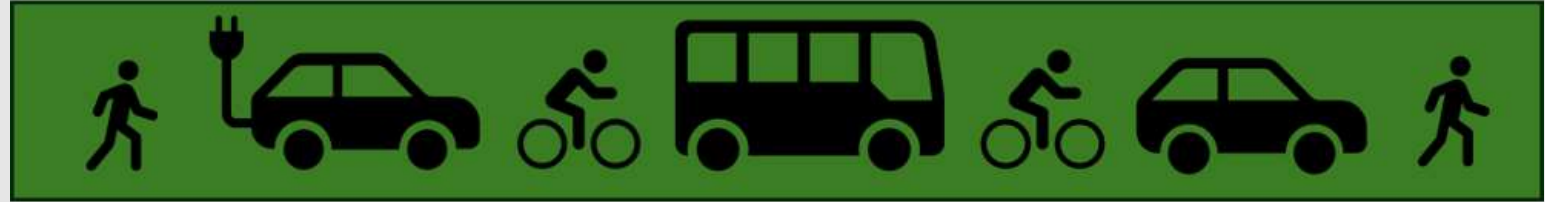
# Projects

## What is a TIP?

a multi-year planning document that identifies and prioritizes transportation projects within a jurisdiction

## Funding plan

# Purpose



Long Range Planning



Project Prioritization



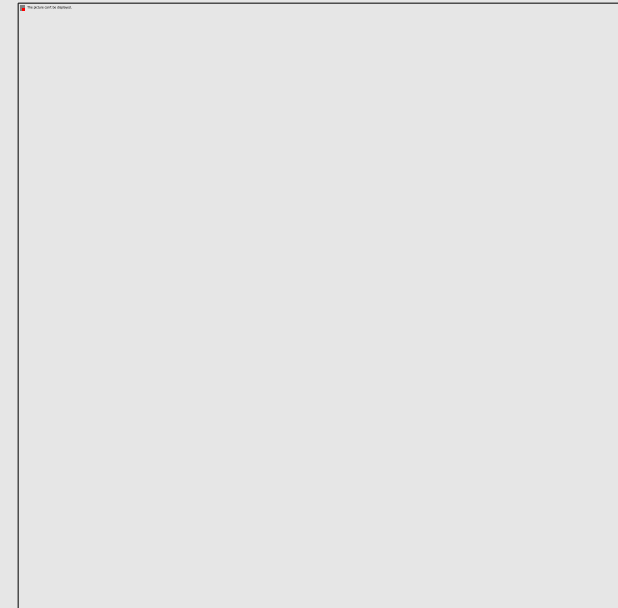
Funding Eligibility

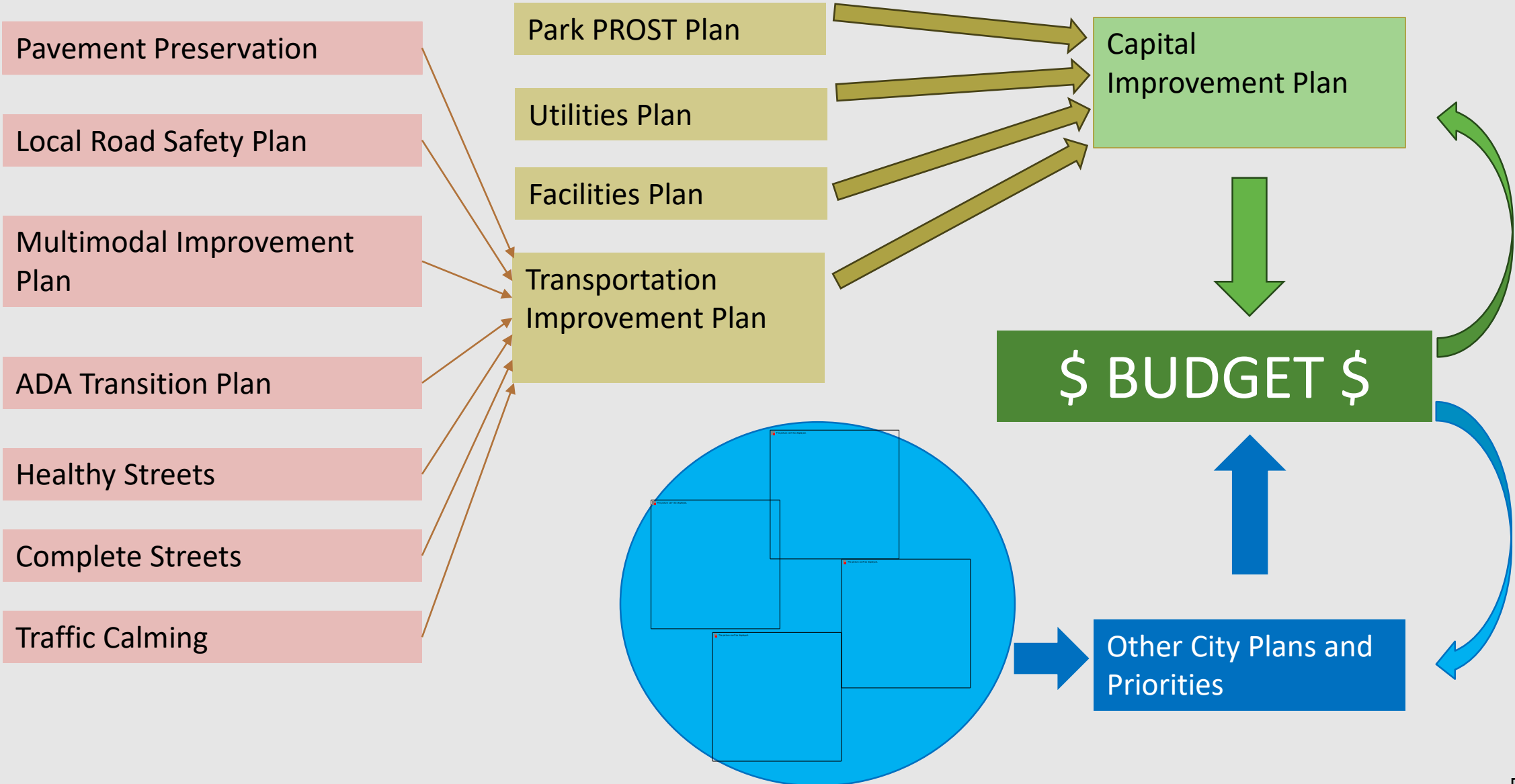


Transparency and Accountability



Coordination







Project Data				Funding Needs										
Project ID	Project Title	Description	Area/Address	2027	2028	2029	2030	2031	2032	6-Year Total	Funding Status	Local Funds	State Funds	Federal Funds
<b>HS</b>	<b>Healthy Streets Program (HS)</b>	<b>Implementation of the Healthy Streets Program</b>	<b>City Wide Program</b>	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 360,000.00				
HS - 01	Block A	Community determined location	Street A	\$ 60,000.00						\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 02	Block B	Community determined location	Street B		\$ 60,000.00					\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 03	Block C	Community determined location	Street C			\$ 60,000.00				\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 04	Block D	Community determined location	Street D				\$ 60,000.00			\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 05	Block E	Community determined location	Street E					\$ 60,000.00		\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 06	Block F	Community determined location	Street F						\$ 60,000.00	\$ 60,000.00	Funded	Healthy Streets	None	None
<b>PP</b>	<b>Pavement Preservation Program (PP)</b>	<b>Resurfacing of existing roads</b>	<b>City Wide Program</b>	\$ 750,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000.00				
PP - 01	30th Ave NE	Surface Overlay	182nd to 185th	\$ 250,000.00						\$ 250,000.00	Funded	TBD	None	None
PP - 02	45th Ave NE	Surface Overlay	Bothell Way to Shore Dr	\$ 200,000.00						\$ 200,000.00	Funded	TBD	None	None
PP - 03	NE 165th Street	Surface Overlay	37th Ave NE to Beach Drive	\$ 300,000.00						\$ 300,000.00	Funded	TBD	None	None
PP - 04	35th Ave NE	Surface Overlay and spot repairs	SR 104 to 40th PL NE		\$ 950,000.00					\$ 950,000.00		TBD		
PP - 05	40th PL NE	Surface Overlay and spot repairs	35th Ave NE to 197th St			\$ 500,000.00				\$ 500,000.00		TBD		
PP - 06	NE 197th St/201st Pl/203rd Pl	Surface Overlay and spot repairs	40th Pl NE to 45th Ave NE				\$ 800,000.00			\$ 800,000.00		TBD		
PP - 07	NE Perkins Way	In coord with MMIP project	178th St to City Limits					\$ 500,000.00	\$ 500,000.00	\$ 2,000,000.00		TBD		
<b>GR</b>	<b>Guardrail Management Program (GR)</b>	<b>Maintenance and Repair</b>	<b>City Wide Program</b>	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 750,000.00	Funded		None	None
<b>ADA</b>	<b>ADA Improvement Plan</b>	<b>Remove and replace ADA ramps</b>	<b>City Wide Program</b>		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 500,000.00				
ADA - 01	SR 104 and NE 175th St	ADA improvements associated with the SR 104 Phase 2 Complete Streets	Intersection Ramps							\$ -				
ADA - 02	30th Ave NE	ADA improvements in conjunction with the Pavement Preservation Program	Intersection Ramps	\$ 50,000.00						\$ 50,000.00				
ADA - 03	NE 165th Street	ADA improvements in conjunction with the Pavement Preservation Program	Intersection Ramps	\$ 50,000.00						\$ 50,000.00				
ADA - 04	45th Ave NE	ADA improvements in conjunction with the Pavement Preservation Program	Intersection Ramps	\$ 50,000.00						\$ 50,000.00				
<b>TC</b>	<b>Traffic Calming Program (TC)</b>	<b>Projects from the Traffic calmin program</b>	<b>City Wide Program</b>	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 900,000.00				
TC - 01	Ballinger Way RRFB	Pedestrian Crossing signal for transit stop	9115 SR 104							\$ -				
TC - 02	NE 185th St Traffic Calming	Intersection improvements to reduce speeds, improve pedestrian access, and reduce crossing width. Partnered with fish passage culvert #90.	Intersection SR 104 and 35th Ave NE											
TC - 03	Briarcrest Neighborhood NE 158th St	Traffic calming	from 35th Ave NE to city limits											
TC - 04	Briarcrest Neighborhood NE 160th St	Traffic calming	from 35th Ave NE to city limits											
TC - 05	NE Perkins Way Corridor Study	Traffic calming, multimodal improvements, bike stabilization, road reconstruction, stormwater improvements	Bookside Blvd NE to City Limits											
<b>LRSP</b>	<b>Local Road Safety Plan (LRSP)</b>	<b>Projects identified in the LRSP</b>	<b>City Wide Program</b>											
LRSP - 01	NE 178th St and SR 104 Safety Project	EB left turn restriction (Interim until SR 104 Complete Streets)	NE 178th St and SR 104											
LRSP - 02	SR 522 Speed Limit Reduction	Reduce speed limit on SR 522 to 35 MPH	Within city limits											
<b>CS</b>	<b>Complete Streets Program</b>	<b>Projects that support multimodal improvements</b>	<b>City Wide Program</b>							\$ -				
CS - 01	Lower SR 104 Complete Streets Part I	Pavement restoration and ped/bike/transit facilities	SR 104 LFPWD Waterline Project											

STILL BEING DEVELOPED

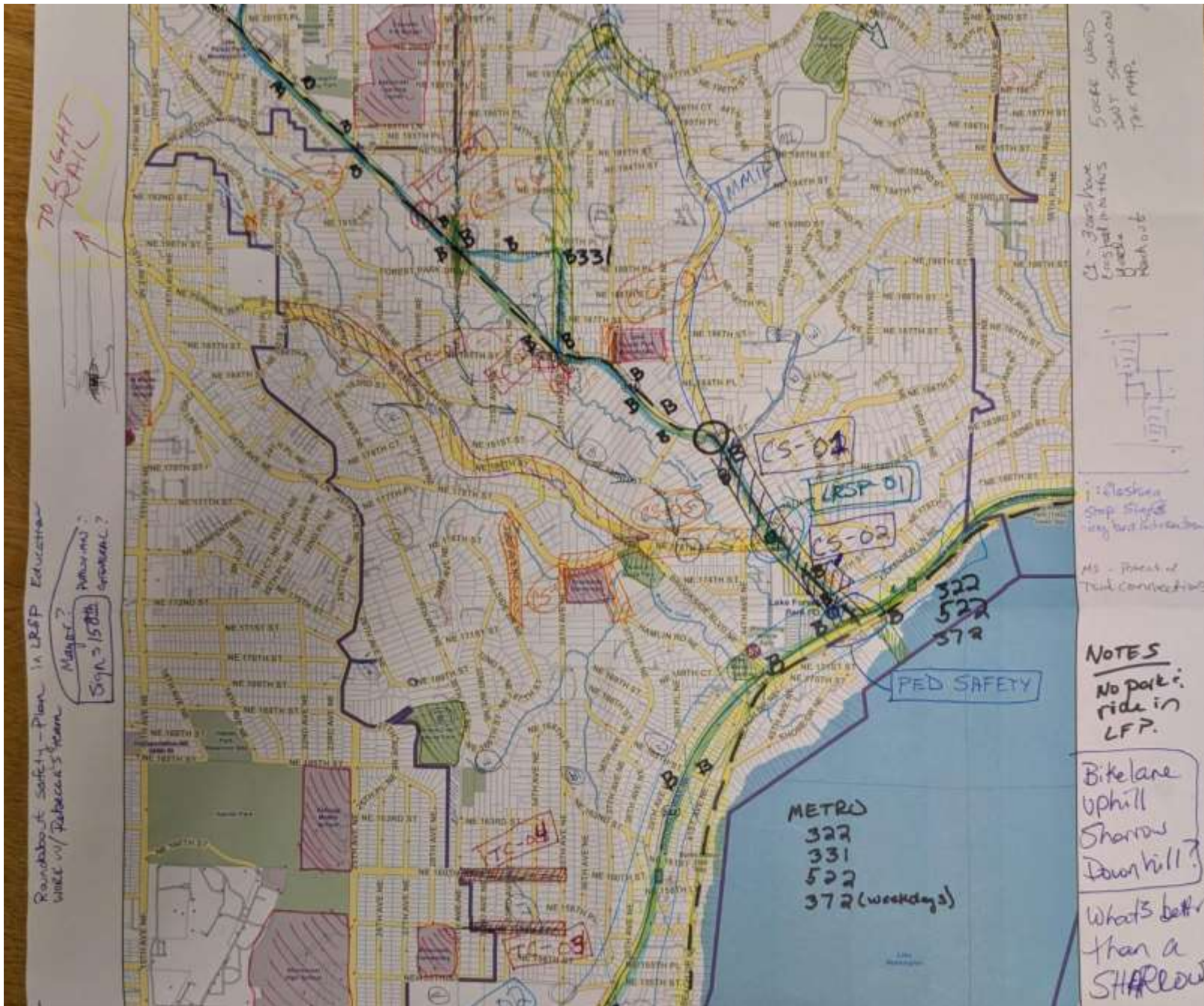
# Connections Pathways 20+ year Plan

The transportation improvement plan is intended to continue to evolve and grow with our community.

This version will spark conversation, input, and updates.

Next year it will be better, stronger, and more comprehensive.

Got ideas!? Send them to me. [nheaton@cityofflp.gov](mailto:nheaton@cityofflp.gov)





# CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

**Meeting Date**                      May 14, 2026

**Originating Department**      Public Works

**Contact Person**                  Nova Heaton, Public Works Director

**Title**                                      Resolution 26-2073/Authorizing the Mayor to sign the Purchased Services Agreement with Buenavista Services, Inc. for Janitorial Services

## Legislative History

- First Presentation – May 14, 2026

## Attachments:

1. Resolution 26-2073/Authorizing the Mayor to sign the Purchased Services Agreement with Buenavista Services, Inc. for Janitorial Services
2. AG-26-016/Service Agreement with Buenavista Services, Inc. for Janitorial Services
3. Exhibit A - Scope of Work
4. Exhibit B - Cost Proposal

## Executive Summary

Staff recommends approval of a janitorial services contract with Buenavista Services LLC for cleaning services at City Hall and the Public Works building. The contractor was selected through a competitive Request for Proposals (RFP) process. The selected vendor demonstrated strong past performance, competitive pricing, and reliability.

## Background

The City issued a competitive RFP to solicit proposals for janitorial services for municipal facilities. Proposals were evaluated based on the following criteria:

- Demonstrated past performance on similar contracts
- Cost competitiveness
- Reliability and service quality

Staff conducted reference checks to verify vendor performance, responsiveness, and overall service satisfaction. Buenavista Services LLC was selected as the most qualified vendor based on these criteria.

This contract represents a continuation of existing janitorial services included in the City's adopted budget. The agreement reflects current best practices in service delivery, contract standards, and performance expectations.

**Fiscal & Policy Implications**

The proposed contract cost is \$5,940 per month. The total cost for the remainder of 2026 is \$47,520, which is within the existing budget for janitorial services.

Future fiscal impacts include:

- **2027 Annual Cost:** \$71,280
- **2028 Annual Cost:** \$71,280

These amounts will be incorporated into upcoming budget proposals.

There are no new policy implications. The contract aligns with existing procurement policies and supports ongoing operational needs for maintaining City facilities.

**Staff Recommendation**

To avoid a lapse in janitorial services, Staff requests that, on May 14, 2026, the City Council waive its three-touch rule, adopt Resolution 26-2073 approving the janitorial services contract with Buenavista Services LLC for municipal facilities, and authorize the Mayor to execute the agreement.

**RESOLUTION NO. 26-2073**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE SERVICES AGREEMENT WITH BUENAVISTA SERVICES, INC., FOR JANITORIAL SERVICES**

---

**WHEREAS**, the City of Lake Forest Park is in need of janitorial services for cleaning services at City Hall and the Public Works building; and

**WHEREAS**, after a competitive Request for Proposals process, Buenavista Services, Inc. was selected for its past performance, competitive pricing, and reliability; and

**WHEREAS**, the City Attorney has reviewed and approved the proposed agreement and scope of work.

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

Section 1. AUTHORIZATION. The Services Agreement with Buenavista Services, Inc., for janitorial services is approved, and the Mayor is authorized to sign the contract in substantially the same form attached hereto 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/clerk errors, references, resolution numbering, section/subsection numbers and any references thereto.

**PASSED BY A MAJORITY VOTE** of the members of the City of Lake Forest Park City Council this \_\_\_\_ day of May 2026.

APPROVED:

\_\_\_\_\_  
Tom French  
Mayor

ATTEST/AUTHENTICATED:

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

FILED WITH THE CITY CLERK: May 5, 2026  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.: 26-2073

**CITY OF LAKE FOREST PARK**  
**SERVICE AGREEMENT**  
**Agreement Title: Contractor Services with**  
**Buenavista Services, Inc. for Janitorial Services**

**THIS AGREEMENT** made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **BUENAVISTA SERVICES, INC.**, a Washington corporation (the "Contractor"), effective the last date signed below.

Contractor Business: Buenavista Services, Inc.

Contractor Address: 8609 164<sup>th</sup> St Ct E, Puyallup WA 98375

Contractor Phone: 425-246-8121

Contact Name Billy Jauregui

Contractor e-mail: info@buenavistainc.com

Federal Employee ID No.: 71-1028871

Authorized City Representative Jessica Howard, jhoward@cityofflp.gov  
for this contract:

**WHEREAS**, the City desires to contract for Janitorial Services; and

**WHEREAS**, public convenience and necessity require the City to obtain the services of a Contractor with experience to perform this work; and

**WHEREAS**, the City finds that Buenavista Services, Inc. is qualified and experienced in Janitorial Services.

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

**1. Employment of Contractor.** The City retains the Contractor to provide the services described in **Exhibit A** incorporated herein, for the City Hall & Public Works Building Janitorial Services ("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 Contractor 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 Billy Jauregui. The project manager(s) shall not be replaced without the prior written consent of the City.

The term of this Agreement shall be from May 18, 2026, through April 30, 2027. The parties may enter into four (4) one-year (1-year) extensions of the Agreement upon the same terms as provided herein, except as mutually agreed otherwise.

## **2. Compensation.**

A. The total compensation to be paid to Contractor for the Work in Exhibit A, including all services and expenses, shall be as provided in **Exhibit B** attached hereto, shall not exceed seventy-one thousand, two hundred and eighty (\$71,280.00) as shown on Exhibit A, Scope of Work, and shall be full compensation for the Exhibit A Work. Contractor shall invoice the City monthly as provided in Exhibit B.

B. Contractor shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

C. The rates shown on proposal shall be consistently applied and remain firm throughout the first twelve months of the contract. In the event that the contract term is extended, the Contractor's employees' wages shall be altered annually to recognize and follow the most recently promulgated increases in prevailing wages. Pursuant to WAC 296-127-023, the City shall be responsible for the cost of increases in employee wages to achieve prevailing wages. Surcharges for fuel, hazardous material disposal, or similar will not be allowed.

## **3. Request for Payment.**

Not more than once every thirty days the Contractor shall send electronically to [ap@cityoffp.gov](mailto:ap@cityoffp.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. Temporary Employees.**

Contractor will not hire temporary-type employees hired on the spot through an employment agency that have not been properly trained. In no case shall any hires be made without background checks made by the Lake Forest Park Police Department which shall include but not be limited to NCIC (National Crime Information Center) check and finger printing.

## **5. Best Modern Practices.**

The highest standards of cleanliness shall be maintained. It is the intent of these specifications that City facilities present a consistently clean condition at the end of each building servicing. The services outlined in these specifications are to be considered as minimum requirements but in no instance are they to limit the level of cleanliness. All work shall be performed and completed in accordance with the best modern practices. No detail necessary for safe and regular completion of the work shall be omitted, although specific

mention thereof may not be made in these specifications. Best modern practices include use of “green” products to the greatest extent possible.

## **6. Services Bought From Different Supplier.**

A. Should the Contractor be unable to or refuse to supply service, on any given day, against this predetermined work schedule to which the Contractor has agreed and the City is forced to do the work the materials and/or services bought from a different contractor, the difference in the proposal price of the services and that paid to the new contractor, in order to do the work, shall be charged to and paid for by the Contractor for these services.

B. Contractor shall not, however, be responsible for delays in service due to unavoidable mechanical breakdowns, strikes, inability to secure component materials, acts of nature, and fire (“Excused Delays”); provided, however, the City’s Authorized City Representative for this Agreement is notified in writing by the Contractor of such pending or actual Excused Delays. In the event of any Excused Delay, the date of service completion shall be extended for a period equal to the time lost due to the reason for the delay.

## **7. Prevailing Wage.**

A. This Contract is subject to the requirements of Chapter 39.12 RCW, as it may be amended, relating to prevailing wages. Prevailing rate shall be paid on public works and building service maintenance contracts. No worker, laborer or mechanic employed in the performance of any part of this contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Contract is available online at <https://secure.lni.wa.gov/wagelookup/> and by this reference made a part of this Contract as though fully set forth herein. The prevailing wage rates which were in effect on April 20, 2026 (the date when the bids were due) are the minimum prevailing wage rates which must be paid for the first year of this contract. See Section 2 for prevailing wage paid during extensions, if any, of the Contract.

B. Contractor shall file the L&I form of Intent to Pay Prevailing Wages upon execution of this Contract, and it must be approved by L&I before any payments can be made to Contractor. A copy of the Intent to Pay Prevailing Wages must be readily visible to workers at the worksite. Contractor shall file an Affidavit of Wages Paid prior to final payment on this Contract at the end of the initial term and at the end of each extension executed.

## **8. Bond.**

Pursuant to RCW 39.08.010, Contractor shall provide to the City upon execution of this Agreement, a performance and payment bond in the amount of \$72,000.00 with a surety company authorized to do business in Washington.

**5. Termination of Contract.** City may terminate this Agreement by sending a written notice of termination to Contractor (“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

Contractor shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Contractor's material breach, the Contractor 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 Contractor actual notice in a timely manner.

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

**7. Indemnification.** The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**8. Insurance.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. No Limitation. The Contractor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance. The Contractor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General

Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

C. Minimum Amounts of Insurance. The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

D. Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage.

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

G. Notice of Cancellation.

The Contractor shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance.

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

I. City Full Availability of Contractor Limits.

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Agreement or whether any certificate

of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

- 9. Independent Contractor.** The Contractor is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Contractor shall not acquire any rights or status regarding the City.
- 10. Employment.** The Contractor warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Contractor, 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 Contractor shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Contractor's records and documents with respect to all matters covered by this Agreement.
- 12. City of Lake Forest Park Business License.** Contractor shall obtain a City of Lake Forest Park business license before performing any Work.
- 13. Compliance with Federal, State and Local Laws.** Contractor 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 Contractor 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 Contractor.
- 17. Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.
- 18. Notices.**

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

City of Lake Forest Park  
Attn: Nova Heaton  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155

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

Buenavista Services, Inc.  
Attn: Billy Jauregui  
8609 164<sup>th</sup> St Ct E  
Puyallup, WA 98375

**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 Contractor have executed this Agreement on the last date signed below.

**CITY OF LAKE FOREST PARK**

**BUENAVISTA SERVICES, INC.**

\_\_\_\_\_  
Tom French, Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST

\_\_\_\_\_  
Matt McLean, City Clerk  
Date: \_\_\_\_\_

APPROVE AS TO FORM

\_\_\_\_\_  
Kim Adams Pratt, City Attorney  
Date: \_\_\_\_\_

## EXHIBIT A SCOPE OF WORK

### A. CITY HALL/POLICE STATION/COUNCIL CHAMBERS - JANITORIAL SERVICES

#### 1. AREAS TO BE CLEANED:

17425 Ballinger Way NE

- **City Hall/Council Chambers (Municipal Court):** Clean all interior spaces.
- **Police Station:** Clean all office areas except locked rooms, the evidence room, and the sally port.

**2. FREQUENCY OF SERVICE:** designated below as 2/W or 6/W (number of times per week), 1/M (once per month), or 1/Y, 2/Y, 3/Y (number of times per year).

#### Common Spaces, Offices, Corridors, & Misc. Rooms

- Empty waste receptacles. Replace plastic liners as needed – any liner with food on it shall be replaced. Check non-commercial paper shredders and empty as necessary. 6/W
- Empty compost bins on the first and second floors of City Hall. 6/W
- Empty all recycling containers; recycle contents.  
(deposit in exterior recycle dumpster provided to City) 6/W
- Damp clean lunchroom tables and counters using sanitizer. Wipe down chairs if needed.  
Remove stains. 6/W
- Clean interior and exterior glass on all building entrances. 6/W
- Spot clean interior glass in partitions and doors. 6/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handles, stainless steel corner protectors and railings. Sanitize these surfaces. 6/W
- Walls: remove spots, stains and marks to hand height. (70") 6/W
- Vacuum all carpeted areas to walls moving chairs and garbage cans (anything light and easy to move) including under desks and put back items moved. All visible dirt, dust and soil to be removed. 6/W
- Spot clean carpet areas to remove spilled or soiled spots. 6/W
- Dust, sweep or mop all hard flooring. Damp mop kitchen floor (using a cleaning agent). 6/W
- Clean and sanitize all sinks and counter tops. 6/W
- Clean and sanitize all customer service countertops and windows. (interior and exterior) 6/W
- Stairs: sweep/damp mop/vacuum (as appropriate). For non-concrete, finished steps, remove visible marks. 6/W
- Dust and clean customer service countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, windowsills, door frames, picture and artwork frames, molding, counters, sanitizer dispensers and battery depository. 1/M
- Clean and remove marks from metalwork anywhere in building, including, but not limited to, nameplates, trim and handles. 1/M
- Dust tops of all office partitions. 1/M
- Vacuum under chair carpet protectors and clean, as needed (visible dirt or stains). 1/M
- Remove black marks and scuffs from floors. 1/M

- Remove dust and cobwebs from ceiling areas. 1/M
- Dust or vacuum and spot clean all supply and return air grilles and diffusers, high or low, to remove all visible dust and dirt and fingerprints. 1/M
- Dust grove in decorative wood wall adjacent to stairway. 2/Y
- Damp clean base moldings once per year in July. 1/Y
- Clean, in the appropriate manner (vacuum or wash) all window blinds once per year in April. 1/Y

### **Restroom Areas:**

*NOTE: CLEANING TOOLS USED IN RESTROOMS SHALL NOT BE UTILIZED IN GENERAL OFFICE AND OTHER AREAS (i.e: rags, mops, sponges, gloves etc.)*

- Using a germicidal cleaner, clean and sanitize all restroom fixtures including, but not limited to, toilet seats, toilet bowls, base of toilet, urinals and sinks. 6/W
- Damp wipe and polish all glass and mirrors. 6/W
- Clean and sanitize all flush rings, drain and overflow outlets. 6/W
- Clean and polish all chrome fittings. 6/W
- Damp wipe all counters, doors, etc. using a germicidal cleanser and sanitize 6/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handle, etc. 6/W
- Remove spots, stains and splashes from wall area adjacent to hand basins. 6/W
- Damp mop all floors using a germicidal cleaner. 6/W
- Pay particular attention to stains under urinals when cleaning the grout and tile. 6/W
- Refill all dispensers from City stock. 6/W
- Empty all containers and disposals and insert liners as required. 6/W
- Empty and sanitize interior of sanitary containers. 6/W
- Wash and sanitize exterior of all dispensers and containers. 6/W
- Spot clean all walls, doors and partitions as needed. 6/W
- Machine scrub all restroom floors using a detergent three times per year – Jan, May, Oct. 3/Y

### **Carpet Cleaning 2/Y**

- Vacuum floors
- Target stains with a pre-wash solution.
- Steam clean carpets.
- Extract excess moisture using extraction machine.
- Let dry under fans.

### **Floor Stripping & Sealing 2/Y**

- Use a floor scrubber and chemical stripper to remove existing layers of sealer, stains, and scuff marks from the floors.

*Note: While we make every effort to remove all stains and marks from the floors, we will not be held responsible for any remaining marks remaining after application of the described cleaning process.*

- Neutralize the chemical stripper using vinegar.
- Rinse the floors with water and let air dry for at least two hours.
- Apply two (2) to three (3) coats of sealer.

**B. PUBLIC WORKS BUILDING - JANITORIAL SERVICES**

**1. AREAS TO BE CLEANED:**

19201 Ballinger Way NE

**Public Works Building:** Clean all areas.

**2. FREQUENCY OF SERVICE:** designated below as 2/W or 6/W (number of times per week), 1/M (once per month), or 1/Y, 2/Y, 3/Y (number of times per year).

**Common Spaces, Offices, Corridors, & Misc. Rooms**

- Empty waste receptacles. Replace plastic liners as needed – any liner with food on it shall be replaced. Check non-commercial paper shredders and empty as necessary. 2/W
- Empty all recycling containers; recycle contents. (deposit in exterior recycle dumpster provided to City) 2/W
- Damp clean lunchroom tables and counters using sanitizer. Wipe down chairs if needed. Remove stains. 2/W
- Clean interior and exterior glass on all building entrances. 2/W
- Spot clean interior glass in partitions and doors. 2/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handles, stainless steel corner protectors and railings. Sanitize these surfaces. 2/W
- Walls: remove spots, stains and marks to hand height. (70") 2/W
- Vacuum all carpeted areas to walls moving chairs and garbage cans (anything light and easy to move) including under desks and put back items moved. All visible dirt, dust and soil to be removed. 2/W
- Spot clean carpet areas to remove spilled or soiled spots. 2/W
- Dust, sweep or mop all hard flooring. Damp mop kitchen floor (using a cleaning agent). 2/W
- Clean and sanitize all sinks and counter tops. 2/W
- Clean and sanitize all customer service countertops and windows. (interior and exterior) 2/W
- Stairs: sweep/damp mop/vacuum (as appropriate). For non-concrete, finished steps, remove visible marks. 2/W
- Dust and clean customer service countertops unless covered with papers, all furniture including chairs, tables, filing cabinets, bookcases, shelves, windowsills, door frames, picture and artwork frames, molding, counters, sanitizer dispensers and battery depository. 1/M
- Clean and remove marks from metalwork anywhere in building, including, but not limited to, nameplates, trim and handles. 1/M
- Dust tops of all office partitions. 1/M
- Vacuum under chair carpet protectors and clean, as needed (visible dirt or stains). 1/M
- Remove black marks and scuffs from floors. 1/M
- Remove dust and cobwebs from ceiling areas. 1/M
- Dust or vacuum and spot clean all supply and return air grilles and diffusers, high or low, to remove all visible dust and dirt and fingerprints. 1/M
- Dust grove in decorative wood wall adjacent to stairway. 2/Y
- Damp clean base moldings once per year in July. 1/Y

- Clean, in the appropriate manner (vacuum or wash) all window blinds once per year in April.  
1/Y

**Restroom Areas:**

*NOTE: CLEANING TOOLS USED IN RESTROOMS SHALL NOT BE UTILIZED IN GENERAL OFFICE AND OTHER AREAS (i.e: rags, mops, sponges, gloves etc.)*

- Using a germicidal cleaner, clean and sanitize all restroom fixtures including, but not limited to, toilet seats, toilet bowls, base of toilet, urinals and sinks. 2/W
- Damp wipe and polish all glass and mirrors. 2/W
- Clean and sanitize all flush rings, drain and overflow outlets. 2/W
- Clean and polish all chrome fittings. 2/W
- Damp wipe all counters, doors, etc. using a germicidal cleanser and sanitize 2/W
- Remove fingerprints from doors, frames, light switches, kick and push plates, handle, etc. 2/W
- Remove spots, stains and splashes from wall area adjacent to hand basins. 2/W
- Damp mop all floors using a germicidal cleaner. 2/W
- Pay particular attention to stains under urinals when cleaning the grout and tile. 2/W
- Refill all dispensers from City stock. 2/W
- Empty all containers and disposals and insert liners as required. 2/W
- Empty and sanitize interior of sanitary containers. 2/W
- Wash and sanitize exterior of all dispensers and containers. 2/W
- Spot clean all walls, doors and partitions as needed. 2/W
- Machine scrub all restroom floors using a detergent three times per year – Jan, May, Oct. 3/Y

**Floor Stripping & Sealing 2/Y**

- Use a floor scrubber and chemical stripper to remove existing layers of sealer, stains, and scuff marks from the floors.  
*Note: While we make every effort to remove all stains and marks from the floors, we will not be held responsible for any remaining marks remaining after application of the described cleaning process.*
- Neutralize the chemical stripper using vinegar.
- Rinse the floors with water and let air dry for at least two hours.
- Apply two (2) to three (3) coats of sealer.

**C. SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES**

**Furnished by the City:**

- Electrical power at existing outlets for the Contractor to operate such equipment as necessary to perform the work
- Water as necessary
- Materials and supplies such as:
  - hand soap
  - paper towels

- toilet paper
- toilet seat covers
- wastebasket and trash can liners
- urinal mats
- urinal screens and cakes

The City will work with the Contractor to provide storage for supplies and equipment in City buildings. Closets and the stored equipment shall be kept clean and in an orderly manner by the Contractor. The City will replenish paper supplies in storage areas as needed. The City will not be responsible in any way for damage to the Contractor's stored supplies materials, replacement parts, or equipment but will exercise due care in working around those items to prevent any damage.

**Furnished by the Contractor:**

The Contractor shall supply all necessary tools, equipment, waxes, strippers, cleaners, brooms, mops, buckets, buffers and all other tools and supplies that may be utilized, but not stated, in the work request as being supplied by the Contractor. Equipment must be professional or commercial grade and materials shall be first quality, shall give good service and shall give results satisfactory to the City. Contractor shall supply SDS sheets for all supplies maintained in the building. Only approved environmentally safe biodegradable cleaning supplies will be used. All cleaning supplies and/or chemicals must be preapproved by the Public Works Director or designee.

**D. MAINTENANCE HOURS**

**City Hall/Council Chambers (Municipal Court)/Police Station:** available for cleaning after 5:00 p.m. Monday through Sunday, except during Council Meetings (schedule provided annually by January 31). The building is available for cleaning during any City scheduled holiday (see Section E).

**Public Works Building:** 6:00 p.m. – 5:00 a.m. Monday through Sunday.

**E. CITY HOLIDAYS**

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day Following Thanksgiving
- Christmas Day

~~biodegradable cleaning supplies will be used. All cleaning supplies and/or chemicals must be pre-approved by the Public Works Director or designee.~~

**EXHIBIT B**

~~**EXHIBIT C**~~

**PERSONAL/PROFESSIONAL SERVICES AGREEMENT**

**ATTACHMENT I**

**COST PROPOSAL AND SIGNATURE SHEET**

**Contractors must possess a valid Washington State Business License at the time of Proposal submittal as required by State law.**

Proposal of: Buenkuisa Services Inc Date: 04/14/2026  
Address: 8609 16th St Ct E Puyallup, WA 98275

Proposer offers to provide the following janitorial services per the specifications contained herein:

**DESCRIPTION**

The City of Lake Forest Park ("City") is seeking proposals from qualified vendors to provide janitorial services to select city facilities, located as noted in Exhibit A – Facilities List of this request for proposal. Materials used for cleaning must meet the approval of the Procurement/Contracts Analyst.

The successful firm shall furnish all labor, materials, and cleaning equipment.

Proposal shall be based on cleaning frequency established under Exhibit B – Scope of Work of this request for proposal.

The square footage of City facilities as noted in Exhibit A – Facilities List, of this request for proposal.

Item No	QTY	UNIT	Description	Price
1	1	Each	Monthly charge for thorough cleaning of Public Facilities per Exhibit A and Exhibit B, to include all labor, taxes, cleaning equipment and supervision (prevailing wage).	\$ <u>5,460.00</u>
2	1	Each	Monthly charge for thorough cleaning of Public Works Facilities per Exhibit A and Exhibit B, to include all labor, taxes, cleaning equipment and supervision (prevailing wage).	\$ <u>480.00</u>

**Payment terms will be net 30 days from receipt of properly submitted invoice**



# CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

**Meeting Date**                      May 14, 2026

**Originating Department**      Executive

**Contact Person**                  Phillip Hill, City Administrator

**Title**                                      Resolution 26-2074/Authorizing the mayor to execute a contract for Prosecution Services with Sarah Roberts, PLLC

### Legislative History

- First Presentation - May 14, 2026

### Attachments:

1. Resolution 26-2074 authorizing the mayor to execute a contract for Prosecution Services with Sarah Roberts, PLLC
2. Contract AG-26-015
3. Original Contract (AG-01-002) & Amendment No. 1 (AG-03-001)

### Executive Summary

This proposed contract replaces the existing contract from 2001 and later amended in 2003 to provide for an inflationary adjustment in January each year, by the same percentage increase provided to the City's non-represented salaried employees.

Due to the changing legal landscape, the needs of the municipal court, and the city's introduction of several types of traffic safety cameras, over the last 20+ years, it was determined that a new contract best serves all parties involved.

### Background

Since 2001, Sarah Roberts ,PLLC has provided prosecuting attorney service for the city. The services provided have and continue to be to the satisfaction of the municipal court, police department, and administration.

The proposed contract has been drafted with the scope of services attached as Exhibit A. Section 3 of the exhibit details the services to be provided in the flat fee. By way of example, it calls out specific software to be utilized, required reporting to the police department, processes to be followed, hearings to attend and conduct, professional standards to be maintained, and records documentation. Section 5 identifies the times when the prosecuting attorney’s presence is required, to ensure smooth operations of the court.

Contract Amendment 1 from 2003 notes a flat fee of \$5,500 and introduced a provision for cost-of-living adjustments (COLA) tied to those received by the city’s non-represented salaried employees. There have been no further amendments to account for the increased caseload related to the city’s implementation of traffic safety cameras, the addition of a second traffic officer and traffic support officer. Additionally, standard business operational costs and those of implementing technology have not been captured in the annual COLA’s over the past 23-years.

Court cases in 2011 totaled 2,852; in 2018 there were 16,869; and in 2024 there were 34,302 the large increase a result of the 24/7 traffic safety camera on NE 178<sup>th</sup> Street. The prosecutor’s office handled 252 criminal filings in 2024, 382 criminal filings in 2025 and there have been 133 criminal filings to date in 2026. Traffic safety cameras are additional workload not reflected in these numbers as they do not rise to the level of criminal activity. Other traffic violations that do rise to the level of criminal activity are Driving Under the Influence (DUI/DWI), reckless driving, hit-and-run, driving with a suspended or revoked license, and vehicular assault.

**Fiscal & Policy Implications**

The current contract provides for \$9,126 per month flat fee, with a cost escalator each year tied to the cost-of-living adjustment provided to the city’s non-represented salaried employees. This fee is well below market and has not been adjusted to account for the additional work added to the prosecutor’s office over the years.

The proposed contract provides for \$18,000 per month flat fee, \$3,000 of which is specifically for prosecution services related to traffic camera violations other than for stoplight violations and school speed zone violations. A cost-of-living provision is included and tied to the June-to-June Seattle-Tacoma-Bellevue Consumer Price Index, with a minimum of 2% and a maximum of 5%.

**Alternatives**

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> <li>Approve the contract with Sarah Roberts PLLC</li> </ul>	<p>The contract will provide the city with the needed prosecutorial services and reporting structure desired.</p>
<ul style="list-style-type: none"> <li>Do not approve the contract with Sarah Roberts PLLC</li> </ul>	<p>The administration will evaluate options for prosecutorial services and report back to council.</p>

**Staff Recommendation**

Review the proposed contract and provide the administration with any requests for clarification and/or additional information. This is the first touch; no action is requested.

**RESOLUTION NO. 26-2074**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH SARAH ROBERTS, PLLC, FOR PROSECUTION SERVICES**

---

**WHEREAS**, the City of Lake Forest Park is authorized under the laws of the State of Washington, including the Revised Code of Washington, to prosecute violations of its municipal code and certain state laws occurring within its jurisdiction; and

**WHEREAS**, the Lake Forest Park Municipal Code establishes offenses requiring prosecution services; and

**WHEREAS**, the City of Lake Forest Park contracts for prosecution services at Lake Forest Park Municipal Court; and

**WHEREAS**, since 2001, Sarah Roberts has provided the City of Lake Forest with prosecution services and wishes to continue to provide that service; and

**WHEREAS**, the City seeks to renew the contract with Sarah Roberts, PLLC for a term ending on December 31, 2027, with the possibility of four (4) additional one (1) year extensions; and

**WHEREAS**, the City Attorney has reviewed and approved the proposed contract and scope of work.

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

Section 1. CONTRACT APPROVED. The contract with Sarah Roberts, PLLC, for prosecution services is approved, and the Mayor is authorized to sign the contract in substantially the same form as provided in the attached 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/clerkal errors, references, resolution numbering, section/subsection numbers and any references thereto.

**PASSED BY A MAJORITY VOTE** of the members of the City of Lake Forest Park City Council this \_\_\_\_ day of May 2026.

APPROVED:

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Tom French  
Mayor

ATTEST/AUTHENTICATED:

---

Matt McLean  
City Clerk

FILED WITH THE CITY CLERK: May 8, 2026  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.: 26-2074

**CITY OF LAKE FOREST PARK**  
**AGREEMENT FOR PROSECUTION SERVICES**

THIS AGREEMENT is made and entered into by and between the **City of Lake Forest Park**, a Washington municipal corporation, hereinafter referred to as the “City,” and **Sarah Roberts, PLLC**, hereinafter referred to as the “Attorney” (and collectively the “Parties”), dated the last date signed below.

Attorney Address:	17553 15 <sup>th</sup> Ave NE, Shoreline, WA 98155
Attorney Phone:	206-364-2965
Contact Name:	Sarah Roberts
Attorney E-mail:	sarahmroberts@outlook.com
Authorized City Representative for this contract:	Phillip Hill, City Administrator phill@cityofLFP.gov

**WHEREAS**, public convenience and necessity require the City to obtain the services of a prosecuting attorney; and

**WHEREAS**, the City desires to retain the services of the Attorney to provide prosecution services for the City; and

**WHEREAS**, the City finds that the Attorney is qualified and experienced in providing prosecuting attorney services;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

**1. SCOPE OF SERVICES TO BE PERFORMED BY THE ATTORNEY**

The Attorney shall perform the services outlined in Exhibit A attached and incorporated herein as the same may be amended from time to time by written mutual consent (the “Prosecution Services”). In performing these Prosecution Services, the Attorney shall always comply with all federal, state and local laws, court rules and local ordinances applicable to the performance of such services. In addition, these Services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional and ethical standards of conduct and performance of the Washington State Bar Association.

**2. TERM**

- a. The term of this Agreement shall commence May 1, 2026, and end at midnight on December 31, 2027.
- b. The Agreement will automatically renew for up to four (4) additional terms in one-

year increments for a total possible life of five terms (6 years).

### **3. COMPENSATION**

- a. The City shall pay for Prosecution Services in the amounts described in Exhibit A. The amounts in Exhibit A cover all fees, infrastructure, systems and support necessary to perform the services agreed to herein.
- b. Each year, beginning January 1<sup>st</sup>, the rate set out in Exhibit A will be subject to a Cost-of-Living Adjustment (COLA) by the annual percentage growth in the June-to-June Seattle-Tacoma-Bellevue Consumer Price Index for All Urban Consumers, with a minimum COLA of 2% and a maximum of 5%.
- c. The City shall pay the Attorney for services rendered after receipt of a monthly itemized invoice. Payments will be processed within 30 (thirty) calendar days from receipt by the City. The Attorney shall submit all invoices for Exhibit A work electronically to [ap@cityofflp.gov](mailto:ap@cityofflp.gov).
- d. The Attorney shall complete and return a W- 9 to the City prior to contract execution by the City.

### **4. TERMINATION**

- a. The City reserves the right to terminate this Agreement at any time, with or without cause by giving sixty (60) calendar days' notice to Attorney in writing. If the City intends to terminate the Agreement at the end of the current term, written notice shall be sent sixty (60) calendar days prior to the end of the current term. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, and reports, or other material prepared by the Attorney pursuant to this Agreement shall be submitted to the City.
- b. In the event this Agreement is terminated by the City, the Attorney shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such amounts due the City, if any, shall be deducted from the final payment due the Attorney. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.
- c. The Attorney reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid, within 30 days.
- d. If the Attorney is unavailable to perform the Professional Services, the City may, at its option, cancel this Agreement immediately.
- e. Termination on Cessation of the Municipal Court. In the event that the City chooses in its sole discretion to terminate its Municipal Court Services and contract with King County District Court instead, the City may terminate this Agreement by providing written notice to the Attorney and this Agreement will terminate within sixty (60) days, or such other time as the City and the Attorney may agree, but in no event shall the Agreement

extend beyond (1) year after written notice by the City to the Attorney.

- f. In the event of termination of this Agreement, the following obligations shall survive and continue: The provisions of sections 5 and 7.

## **5. OWNERSHIP OF DOCUMENTS, RECORD RETENTION, AND PUBLIC RECORDS**

- a. All documents, recordings, data, and other products or materials produced by the Attorney in connection with the services rendered under this Agreement shall be considered property of the City. All such documents and materials shall be forwarded to the City at its request and may be used by the City as it sees fit.
- b. The Attorney shall preserve the confidentiality of all City documents and data accessed as required by Federal and State law and will preserve the confidentiality of Attorney's work product as governed by the Rules of Professional Conduct as promulgated by the Washington State Bar Association.
- c. Records Retention. The Attorney shall retain all case files in accordance with Washington State Law, including Chapter 40.14 RCW, and the Prosecuting Attorneys Records Retention Schedule in the Local Government Common Records Retention Schedule, as amended. The case files shall be maintained in an organized fashion and the Attorney shall maintain an index of all case files that shall include, at a minimum: the name of the defendant, the type of case, and the date of filing acting on the matter.
- d. Public Records Act.
- (i) General. This Agreement and all public records associated with this Agreement shall be available for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW ("PRA"). The Attorney shall conduct, to the extent that public records then in the custody of the Attorney are needed by the City to respond to a disclosure request under the PRA, as determined solely by the City; the Attorney agrees to make those records promptly available to the City. The Attorney shall maintain the records with an index and in an organized fashion and shall provide assistance to the City in determining whether any portion of the public record may fall within an exemption to disclosure, such as: identification of confidential informants, ongoing investigations, witnesses, or attorney client privilege or work product.
- (ii) Proprietary or Personal. If the Attorney considers any record or a portion of this contract or any other record to be personal, proprietary or otherwise exempt or protected from disclosure under the PRA, the Attorney shall clearly identify the record or any portion of the record that Attorney believes to be protected or exempt. If the City subsequently receives a disclosure request under the PRA to inspect or copy such information identified by the Attorney but determined by the City to require release pursuant to the PRA, the City's sole obligation shall be to notify the Attorney of the request and the date that the record will be released to the requester

unless the Attorney obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If the Attorney fails to timely obtain a court order enjoining disclosure, the City will release the requested record on the date specified. The City shall not be liable to the Attorney for any records that the City releases in compliance with the PRA, in compliance with this section, or in compliance with an order of a court of competent jurisdiction.

- (iii) The Attorney's failure to respond and timely provide requested records to the City after receiving notice from the City of a public records request shall be considered a material breach of the Agreement.

## **6. INDEPENDENT CONTRACTOR RELATIONSHIP**

- a. The Attorney is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Attorney and the City during the period of the services shall be that of an independent contractor, not employee. The Attorney, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Attorney shall have no obligation to work any particular hours or particular schedule, unless otherwise indicated in the Scope of Work where scheduling of attendance or performance is critical to completion, and shall retain the right to designate the means of performing the services covered by this Agreement, and the Attorney shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Attorney is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- b. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Attorney or any employee of the Attorney.

## **7. GIFTS**

The City's Purchasing Code of Ethics and Washington State law prohibit City officers and employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance, the Attorney shall not give a gift of any kind to City officials or employees.

## **8. PROFESSIONAL AND BUSINESS LICENSES**

- a. The Attorney, at their sole expense, shall obtain and keep in force any and all necessary licenses, including licenses to practice law within the State of Washington, permits, and tax certificates.

- b. As mandated by LFPMC 5.02.030, the Attorney shall obtain a City of Lake Forest Park Business License prior to performing any services and maintain the business license in good standing throughout the term of its Agreement with the City.

## **9. INSURANCE**

- a. Types and Amounts. Attorney shall obtain insurance of the types described below during the term of this Agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that Attorney's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Attorney's insurance (except for professional liability insurance).
  - i) Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided.
  - ii) Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with a limit of no less than \$2,000,000 each occurrence and \$2,000,000 general aggregate. The City shall be named as an additional insured on this policy. The Attorney shall submit to the City a copy of the insurance certificate and relevant endorsement(s) as evidence of insurance coverage acceptable to the City.
  - iii) Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Attorney use of motor vehicles.
- b. Verification of Coverage. Attorney shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements under this Agreement before commencement of the work.
- c. Notice of cancellation. The Attorney shall provide the City with written notice of any policy cancellation within two business days of its receipt of such notice.
- d. Failure to maintain. Failure on the part of the Attorney to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement.
- e. Tail coverage. The Attorney shall provide the City with proof of insurance for "tail coverage" no later than December 31 of the year of termination of the Agreement. The purpose of "tail coverage" is to provide insurance coverage for all claims that might arise from occurrences during the term of the Agreement or extension(s) thereof, but not filed during the term of the Agreement.

## **10. FORCE MAJEURE**

Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice, but no more than two (2) working days after the event, of the impediment and its effect on the ability to perform; failure to provide such notice shall preclude recovery under this provision.

## **11. SUCCESSORS AND ASSIGNS**

Neither the City nor the Attorney shall assign, transfer, or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other. This Agreement gives no rights or benefits to anyone other than the City and the Attorney and has no third-party beneficiaries.

## **12. NONDISCRIMINATION**

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age (except minimum age and retirement provisions), race, color, creed, national origin, citizenship or immigration status (except if authorized by federal or state law, regulation, or government contract), marital status, sexual orientation, honorably discharged veteran or military status, the presence of any sensory, mental, or physical handicap or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), citizenship or immigration status (except if authorized by federal or state law, regulation, or government contract), marital status, sexual orientation, honorably discharged veteran or military status, the presence of any sensory, mental or physical handicap, or the use of a trained dog guide or service animal by a person with a disability.

## **13. NOTICES**

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such

party), and given personally; by registered or certified mail, return receipt requested; or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

Notices to the City:

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

Notices to the Attorney:

Sarah Roberts, PLLC  
Attn: Sarah Roberts  
2400 NW 80<sup>th</sup> St., #284  
Seattle, WA 98117-4449  
sarahmroberts@outlook.com

**14. NONWAIVER OF BREACH**

The failure of the City to insist upon strict performance of any of the terms and conditions contained in this Agreement or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of such terms and conditions and the same shall be and remain in full force and effect.

**15. GOVERNING LAW VENUE**

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington and the rules of the Washington State Supreme Court and the Washington State Bar Association, as applicable. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for reasonable Attorney's fees and costs from the other party. Venue for an action arising out of this Agreement shall be in King County Superior Court.

**16. SEVERABILITY**

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Attorney, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

**17. ENTIRE AGREEMENT**

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

**18. CAPTIONS**

The titles of sections or any other parts of this Agreement are for convenience only and do not define or limit the contents.

**19. COUNTERPART ORIGINALS**

This Agreement may be executed in any number of counterpart originals, each of which shall be deemed to constitute an original agreement, and all of which shall constitute one agreement. The execution of one counterpart by a Party shall have the same force and effect as if that Party had signed all other counterparts.

**20. AUTHORITY TO EXECUTE**

Each person executing this Agreement on behalf of a Party represents and warrants that they are fully authorized to execute and deliver this Agreement on behalf of the Party for which they are signing. The Parties hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein and that this Agreement is enforceable **in** accordance with its terms.

Signatures on following page

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the date last signed:

**CITY OF LAKE FOREST PARK**

\_\_\_\_\_  
Tom French, Mayor  
Date: \_\_\_\_\_

ATTEST

\_\_\_\_\_  
Matt McLean, City Clerk  
Date: \_\_\_\_\_

APPROVE AS TO FORM

\_\_\_\_\_  
Kim Adams Pratt, City Attorney  
Date: \_\_\_\_\_

**SARAH ROBERTS, PLLC**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## EXHIBIT A Prosecution Services

### A. Scope of Services

1. Attorney shall ensure that Prosecution Services are provided on behalf of the City for individuals charged with misdemeanor or gross misdemeanors and civil infractions filed by the City of Lake Forest Park in Lake Forest Park Municipal Court. The Attorney's representation of the City will extend through final disposition and shall include any appeals filed, motions to vacate, and post-conviction probation violations or sentence notification. If a defendant fails to appear at a mandatory hearing, the Attorney's representation will continue while the case remains active. Representation shall include all counts arising from a single transaction or event and or charged in a single complaint.
2. Attorney shall provide all supplies and equipment and shall provide an adequate number of attorneys and support staff to efficiently manage the court calendar in a manner which avoids unnecessary delays in completing the calendar, or unnecessary periods in custody. Sufficient attorneys shall be provided to prosecute cases during vacation and illness.
3. The following are Prosecution Services included in the Flat Fee (see section B. below):
  - Obtain access to TraCS provided by WSP and utilize such access to review criminal citations (NOCC) referred by City's police department and charging documents with the court.
  - Review criminal filings for charging decision and provide decision to LFPPD records for processing for cases that were not direct filed by LFPPD. Prosecutor will provide monthly reports to LFPPD records on status of cases referred to prosecutor that were not direct filed.
  - Contact officers regarding specific cases and request additional information/clarification;
  - Prepare, file and serve charging documents;
  - Submit written request for bail and/or conditions on matters where a determination of probable cause (PC) must be made no later than 48 hours following a person's arrest when court holds a hearing on days/times other than Monday or Wednesday mornings.
  - Review defendant's criminal history
  - Prepare pleas and pleadings;
  - Provide discovery to defense counsel and pro se individuals (the court clerk shall not be required to provide discovery to pro se individuals) pursuant to CrRLJ 4.7 and IRLJ 3.1; provide discovery re Automated Traffic Safety Camera Infractions to defense counsel and pro se individuals.
  - Negotiate cases with private and public defense counsel;
  - Meet and/or communicate with witnesses and victims;
  - Research and draft written motions and briefing for pretrial and trial issues;
  - Subpoena witnesses for criminal trials;
  - Subpoena speed measuring device experts;

- Prepare witnesses for in-court testimony;
  - Meet with the Domestic Violence Victims Advocate to discuss all domestic violence incidents reported in the City of Lake Forest Park;
  - Prepare jury instructions;
  - Discuss specific cases with the Probation Officer to obtain/provide input;
  - Attend and conduct the following hearings:
    - arraignment hearings
    - pre-trial hearings
    - sentencing hearings
    - motion hearings including pretrial motions
    - motion to vacate conviction (may be reviewed administratively by court upon Attorney review and approval as to form.)
    - probation review hearings
    - in-custody hearings
    - warrant quash and expired warrant hearings
    - Jury readiness hearings and CrRLJ 3.5 and 3.6 motion hearings
    - bench trials
    - vehicle impound hearings that require the presence of a police officer
    - contested infraction hearings when private counsel has served a Notice of Appearance on the Attorney
    - contested infraction hearings that require the presence of a police officer and/or a speed measuring device expert
    - contested photo enforcement hearings that require the presence of a police officer and/or a speed measuring device expert
    - contested photo enforcement hearings when private counsel has served a notice of appearance on the attorney
    - jury trial appearances
  - Keep apprised of current caselaw and legislative updates.
  - Consult with the City Administrator and the Municipal Court regarding administrative matters, high profile cases, suggested changes to the Lake Forest Park Municipal Code, performance, monitor performance benchmarks, other issues of common concern.
  - Discussion with the City Administrator at the end of each annual term of the Agreement to discuss any issues with the Agreement or services provided over the preceding year.
  - Attorney shall maintain records documenting all Prosecution Services performed under this Agreement.
4. This Agreement does not include the following services:
- Appearing at any mitigation hearings in Court involving Automated Traffic Safety Cameras.
  - Representation at in-custody hearings held at any jail or custodial facility outside of City Hall
  - Domestic Violence Advocacy Services

5. The Attorney's presence is required as follows:

Every Monday and Wednesday from 9:00 a.m to 1:00 p.m and the day immediately following a legal holiday when the holiday falls on a Monday or Wednesday that results in court closure

On the first Monday of the month from 1:00 p.m. to 5:00 p.m. and the Monday two weeks following attend and conduct contested traffic infraction hearings when private counsel has served a Notice of Appearance on Attorney or when a police officer or speed measuring device expert has been subpoenaed. The Attorney's presence on photo enforcement hearings is required when an attorney has filed a notice of appearance or when a police officer or speed measuring device expert has been subpoenaed. The attorney's presence on vehicle impound hearings is required when the presence of a police officer is required.

One Wednesday per month from 1:00 p.m. to 5:00 p.m. attend and conduct Jury readiness hearings and CrRLJ 3.5 and 3.6 motion hearings. If the Court deems it necessary to set additional hearings listed in paragraph 3, above, the Attorney will appear between 1:00 p.m. and 5:00 p.m. on one additional Wednesday afternoon per month.

## B. Compensation

1. Flat Fee. The City shall pay the Attorney the sum of Eighteen Thousand Dollars (\$18,000.00) per month as a flat fee for the services described in Section A above (the "Flat Fee"). Three thousand Dollars (\$3,000) per month of the Flat Fee is specifically for prosecution services related to traffic camera violations other than for stoplight violations and school speed zone violations.
2. Other Fees. In addition to the Flat Fee, the City agrees to compensate the Attorney the following for professional services in addition to those described in Section A as follows:
  - (i) The City agrees to compensate the Attorney at a rate of Five Hundred and 00/100 Dollars \$500.00 per hour at 6-minute increments for any appearances in court beyond the Monday and Wednesday appearances identified in Section A ("Court Appearance Rate"). The Court Appearance Rate shall cover all special set matters scheduled by the court and/or Municipal Court Judge requiring mandatory appearance of the Attorney.
  - (ii) The City agrees to compensate the Attorney at a rate of Two Hundred Fifty Dollars and 00/100 (\$250.00) per hour for all jury trials held on Tuesday, Thursday, and Friday ("Jury Trial Rate"). Jury trial appearances on Monday and Wednesday are included in the Flat Fee and shall not be billed separately.
  - (iii) The City agrees to compensate the Attorney at a rate of Three Hundred Dollars and 00/100 (\$300.00) per hour for time incurred in researching and drafting appellate briefs for Lake Forest Park Municipal Court cases in King County Superior Court and the Court of Appeals, all mandatory court appearances associated with each of these

appeals, including readiness hearings and oral arguments.

(iv) Any appeals to the Washington State Supreme Court or Federal Court are not covered in this Agreement and will be separately negotiated between the City and Attorney. Attorney shall consult with the City before initiating appeals to Washington State Supreme Court or Federal Court.

3. Conflict. In the event that a conflict of interest arises in the prosecution of specific cases or specific defendants barring the Attorney's involvement in the case, the City shall obtain and pay for outside legal representation for the City.

### **C. Associated Counsel**

1. Any counsel associated with, contracted or employed by the Attorney shall have the authority to perform the services set forth in this Exhibit A. Attorney and all associates or attorneys who perform the services set forth in this Agreement shall be admitted to the practice pursuant to the rules of the Supreme Court of the State of Washington and will at all times remain members in good standing of the Washington State Bar.
2. Attorney shall be responsible for this Agreement, notwithstanding that other counsel may be employed or associated by the Attorney to perform services hereunder. The Attorney shall actively supervise associated and employed counsel throughout the term of this Agreement and during any renewals or extensions, to ensure that all cases are promptly and effectively handled. Sufficient counsel shall be provided to prosecute cases during vacation and illness.

### **D. City Responsibilities**

To facilitate the Prosecution Services provided under the Agreement, the City has the following responsibilities:

1. The City agrees to provide to Attorney direct access to the ATSC portal to allow access to all relevant documents the Municipal Court Judge deems necessary to provide to defendants in discovery. If Attorney is unable to access the necessary documents, the City agrees to provide these documents to Attorney through the police department.
2. The City's police department will provide electronic copies of all police reports, certified copy of driving record, body worn camera video, in-car camera video and any additional evidence to the Attorney.
3. The City shall notify Attorney of any amendments or adoptions to the Lake Forest Park Municipal Code that may relate to the Prosecution Services.

ORIGINAL #1

**AMENDMENT No. 1  
to  
CONTRACT FOR LEGAL SERVICES  
Prosecuting Attorney**

ORIGINAL  
AGREEMENT  
MUNI SVCS DEPT COPY  
Sarah Roberts  
&  
City of LFP  
AG-03-001

This agreement between the City of Lake Forest Park, a municipal corporation ("City") and Sarah Roberts ("Attorney") is dated this 23<sup>rd</sup> day of June 2003.

**Whereas**, the Attorney provides the City services as City Prosecutor pursuant to a written contract, dated August 22, 2001; and

**Whereas**, the City and the Attorney desire to amend the terms and conditions of their written agreement; now, therefore,

1. Section 5 of the Contract for Legal Services, dated August 22, 2001, is amended to read as follows:

"5. The City shall pay to the Prosecutor the sum of Five Thousand Five Hundred Dollars (\$5,500.00) per month as a flat fee for the services outlined above in Section 4, 'Services.' This fee also includes appearances in court on Mondays from 9:00 a.m. to 5:00 p.m. and Wednesday from 9:00 a.m. to 5:00 p.m. Prosecutor shall be available for court from 9:00 a.m. to 5:00 p.m. on the day immediately following a legal holiday on which court would have been held.

Compensation will be adjusted for inflation effective the first day of each calendar year by the same percentage increase provided to the City's non-represented salaried employees for a cost of living adjustment.

In addition to the flat monthly fee, the City agrees to compensate the Prosecutor at a rate of \$250.00 per half-day for any appearance beyond the Monday and Wednesday appearances defined in the first paragraph of this Section 5. This fee shall cover all special set matters scheduled by the court and or Judge requiring the appearance of the Prosecutor. This fee shall also cover the Prosecutor's appearance at Jury trials held on Tuesday, Thursday, and Friday. Jury trial appearance on Monday and Wednesday shall not be billed separately and shall be included in the flat fee as defined in the first paragraph of this Section 5.

The City agrees to compensate the Prosecutor at a rate of \$100.00 per hour for time incurred in researching and drafting appellate briefs and for all mandatory court appearances associated with each appeal, including readiness hearing and oral argument. The Prosecutor shall submit a monthly itemization of billable hours to the City with the Prosecutor's monthly billing statement."

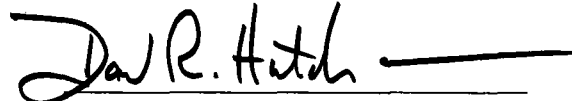
2. The effective date of this amendment to Section 5 of the Contract for Legal Services is July 1, 2003.

3. In all other respects the Contract for Legal Services, dated August 22, 2001, remains in full force and effect.

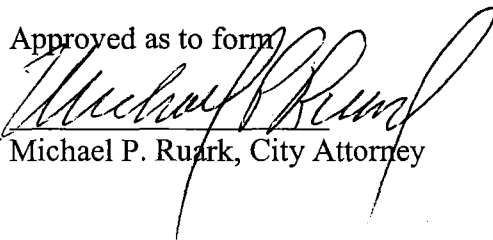
ATTORNEY

CITY OF LAKE FOREST PARK

  
Sarah Roberts

  
David R. Hutchinson, Mayor

Approved as to form

  
Michael P. Ruark, City Attorney

**ORIGINAL**



**CONTRACT FOR LEGAL SERVICES  
Prosecuting Attorney**

**ORIGINAL  
AGREEMENT**  
MUNI SVCS DEPT COPY  
Sarah Roberts  
&  
City of LFP  
AG-01-002

This Agreement between the City of Lake Forest Park, a municipal corporation, ("City") and Sarah Roberts ("Attorney") is dated this 22<sup>nd</sup> day of August 2001.

**CONTRACT TERMS**

1. **Employment.** The City employs Attorney as Prosecuting Attorney for the City and the Attorney accepts such employment commencing July 31, 2001 on the following terms and conditions:
  
2. **Term.** The Attorney holds the position and shall serve as Prosecuting Attorney at the pleasure of the Mayor.
  
3. **Review.** A review of the terms of this contract shall be made annually each October starting in 2002 to coincide with the budget year.
  
4. **Services.**

The Prosecutor shall provide prosecution services to the City including:

**Court appearance** for arraignment calendars, pre-trial calendars, pretrial motions calendars, bench trial calendars, sentencing hearings, probation review hearings, contested infraction hearings where private counsel has served a Notice of Appearance on the Prosecutor, contested infraction hearings that require the presence of a police officer and tow hearings that require the presence of a police officer.

**Court preparation includes:** Review criminal filings for charging decision; contact officers regarding specific cases and request additional information/clarification; prepare, file and serve charging documents; review defendant’s criminal history; provide discovery to defense counsel pursuant to CrRLJ 4.7; negotiate cases with private and public defense counsel; meet with witnesses and victims; research and draft written motions and briefing for pretrial and trial issues; subpoena witnesses; meet with the Domestic Violence Victims Advocate to discuss all domestic violence incidents reported in the City of Lake Forest Park; prepare witnesses for in-court testimony; prepare jury instructions; discuss specific cases with the Probation Officer to obtain/provide input; keep apprised of current caselaw and legislative updates.

**Consultation with City Personnel:** The Prosecutor shall be available for telephone contact with the Police Department on a 24-hour basis to discuss investigation procedures and apprise officers of applicable statutes and caselaw when appropriate. The Prosecutor shall update the Police Department on legislative changes and judicial interpretation of current law. The Prosecutor shall provide a minimum of one hour of formal police training when requested to do so by the Chief of Police. The Prosecutor shall also make herself reasonably available to other City personnel for discussions regarding interpretation of City code provisions utilized in criminal prosecution and provide suggestions regarding specific land use violation investigations.

**Bi-Monthly Reports:** The Prosecutor shall provide no less frequently than bi-monthly reports to the City Administrator, Mayor and City Council. These reports should, at a minimum, identify and report on the following subjects: legislative changes impacting the prosecution of violators; pending cases involving violations of the municipal code; legal ruling from the municipal court or appellate courts that impact police investigations or prosecution. The reports should also summarize the status of pending appeals whether initiated by defense counsel or the prosecutor. Pending cases involving unusual, interesting or high profile issues; issues regarding the necessity for police or code enforcement staff training should be identified and key issues summarized. The prosecutor should also identify any recommendations for changes to the LFPMC.

5. **Compensation.** The City shall pay to the Prosecutor the sum of Six Thousand Five Hundred Dollars (\$6,500.00) per month as a flat fee for the services outlined above in Section 1, “Scope of Services.” This fee also includes appearances in court on Mondays from 9:00 a.m. to 5:00 p.m. and Wednesdays from 9:00 a.m. to 5:00 p.m. Prosecutor shall be available for court from 9:00 a.m. to 5:00 p.m. on the day immediately following the legal holiday.

In addition to the flat monthly fee, the City agrees to compensate the Prosecutor at a rate of \$250 per half-day for any appearances in court beyond the Monday and Wednesday appearances defined in the first paragraph of this section (4). This fee shall cover all special set matters scheduled by the court and/or Judge requiring the appearance of the Prosecutor. This fee shall also cover the Prosecutor’s appearance at Jury trials held on Tuesday, Thursday, and Friday. Jury Trial appearance on Monday and Wednesday shall not be billed separately and shall be included in the flat fee as defined in the first paragraph of this section (4).

The City agrees to compensate the Prosecutor at a rate of \$100 per hour for time incurred in researching and drafting appellate briefs and for all mandatory court appearances associated with each appeal, including readiness hearings and oral argument. The prosecutor shall submit a monthly itemization of billable hours to the City with the Prosecutor’s monthly billing statement.

6. **City Responsibilities.**

A. The City shall provide the Attorney with a small private work space within City Hall, basic office furnishings (desk, chair, file cabinet, bookshelf), a telephone, mail, mailing address, voice mail, and access to a copy machine and fax.

The City shall provide Prosecutor with a copy of the Municipal Code and amendment at no expense to the Prosecutor.

B. The City shall be responsible for the costs of prosecution and shall reimburse the Attorney for any reasonable out-of-pocket expenses, other than travel to and from the

courthouse, associated with the performance of her duties as allowed by applicable City policy and the adopted budget.

C. The City's police department will provide two copies of the police reports to the Prosecutor.

7. **Association of Counsel:** Any attorney associated with or employed by the Prosecutor shall have the authority to perform the services called for herein and the Prosecutor may employ such attorney at the Prosecutor's expense. The City reserves the right to notify the Prosecutor that an associated attorney is not performing to the City's satisfaction. If performance is not satisfactory within three months of the date notice originally given, the city may require attorney to use other associated counsel.
8. **Prosecutor Conflict of Interest:** In the event that a conflict of interest arises in the Prosecution of specific cases or specific defendants barring the Prosecutor's involvement in the case, the City shall obtain and pay for outside legal representation for the City.
9. **Contract Administrator.** The City Administrator shall administer this contract and the Attorney shall contact the City Administrator concerning issues regarding this contract.
10. **Status of Attorney.** The Attorney is an independent contractor responsible for all employment taxes, benefits, and other costs of doing business.
11. **Insurance.** The Attorney shall obtain and maintain professional liability insurance with coverage in the amount of not less than \$500,000.
12. **Termination.** The Attorney serves at the pleasure of the Mayor, but shall receive no less than thirty days' notice of termination. The Attorney may resign at any time, but agrees to continue to serve for a period of ninety days or until a replacement is secured, whichever is less. Notice under this paragraph shall be in writing to the Attorney's office at the City and to the City at the office of the City Administrator.

ATTORNEY

  
\_\_\_\_\_  
Sarah Roberts

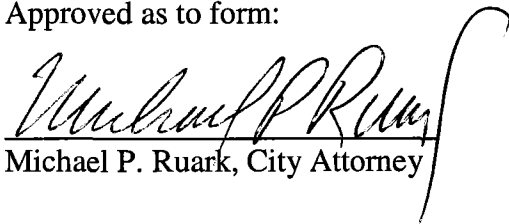
8/22/01  
Date

CITY OF LAKE FOREST PARK

  
\_\_\_\_\_  
David R. Hutchinson, Mayor

8/22/01  
Date

Approved as to form:

  
\_\_\_\_\_  
Michael P. Ruark, City Attorney

# City Administrator Report

## City of Lake Forest Park

Date: May 14, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

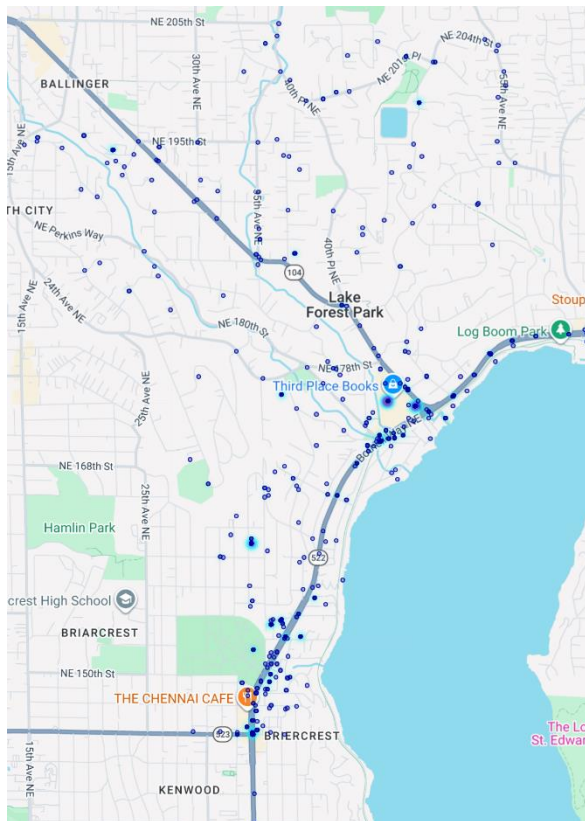
CC: Honorable Mayor Tom French  
Leadership Team

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



#### Police incidents heatmap for April 2026:

Each blue dot is an incident generated by dispatch or an officer.

This map represents **858** Call Incidents in **April**

*\*Traffic Stats are in the Traffic Safety Section\**

Behavioral Health	59
Questionable Activity	45
911	33
Contact of a Person	28
Warrants	27
Welfare Check	20
Theft	15
Alarm	13
Noise Complaint	9
Disturbance	9
Civil	6
Trespass	4
Animal	4
Drugs	3
Harassment	2

**Case Reports Taken for April 2026**

Theft	11
Warrant arrest	8
DUI	4
Trespass	4
Domestic	3
Property, found	3
Traffic offenses	3
Behavioral Health	2
Recovered Property	2
Property, lost	2
Death investigation	2

Malicious Mischief	2
Harassment	2
Order Violation	1
Child Protective Services	1
Disturbance	1
Assist Outside Agency	1
MV prowl	1
Fraud	1
Warning, trespass	1
APS	1
Informational report	1

<b>Total – 57</b>
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**Notable Incidents:****Hit & Run**

A community member advised the police that a white older SUV swerved into his lane and collided with his driver door causing some damage. The SUV fled the scene. No leads at this time.

**Assist**

Officers responded to a welfare check where an unhoused person was sleeping under some cardboard boxes in the proximity of Starbucks. They tried to provide him with resources, unfortunately, he refused.

Officers assisted the fire department with a CPR in progress. The patient eventually became responsive.

**Theft**

Officers responded to a theft in progress at Safeway. They tried to conduct a traffic stop on the suspect's vehicle, but the suspect failed to yield to the police. Officers did not initiate a pursuit although the loss was several hundreds of dollars.

Officers responded to Ross for a theft in progress where the suspects were three juveniles. One of them was caught and trespassed.

Officers responded to a theft that had just occurred at Safeway. The suspect left before the officers' arrival.

Officers responded to a theft in progress at Ross. When the suspects saw the officers, they decided not to “buy” the items anymore.

Officers responded to a theft in progress at Safeway. The suspect was caught and arrested.

Officers responded to a theft that had just occurred at Brookside Elementary. An after-school program instructor discovered that somebody had stolen her birth certificate and her vehicle registration from her briefcase. Investigation in progress.

Officers responded to a theft in progress at Safeway. The suspect was caught, arrested and booked into jail.

Officers responded to a theft in progress at the Seven S Market where a subject had taken several packs of cigarettes and didn't pay. The officers were not able to locate the subject.

Officers responded to a theft in progress at Safeway. The suspect was caught and arrested but could not be booked due to large wounds on his legs.

#### **Disturbance**

Officers responded to a disturbance in progress where Safeway security was arguing with a subject who was smoking marijuana inside the store. The officers trespassed the subject from the store.

#### **Fraud**

Medicaid fraud. The officers forwarded the case to the State Attorney General.

A community member wanted to let the police know that she was the victim of a phone fraud where the suspect, who pretended to be an FBI agent, asked her to send \$30,000 to an address in Ohio. After sending the money, she realized that this was a fraud. Investigation in progress.

#### **Violation of Order**

Officers were called by a community member who stated that her daughter was violating a protection order where she was the victim. Officers responded, verified the order, and arrested the daughter.

#### **MV Prowl**

Officers responded to a vehicle prowl that had occurred during the night on the 15000 block of 34<sup>th</sup> Ave NE. No leads.

#### **Disturbance**

Officers were called to Third Place Books due to a person yelling at employees for no reason. She was trespassed.

**Behavioral Health**

A community member called 911 regarding his drug addicted daughter who was having a violent maniac episode. Officers were able to restrain her without use of force. She was sent to the hospital.

**Welfare check**

Officers checked on an adult female in crisis with the assistance of RCR personnel. Eventually the person in crisis was transported to Connections.

Officers assisted a person who was in the middle of a crisis and was walking in the bus lane towards Kenmore.

Officers responded to a residence where a community member had suicidal thoughts. He was transported to the Hospital for evaluation.

**Death Report**

Officers responded to a residence where an unconscious 83-year-old female was on the floor. Unfortunately, they were not able to resuscitate her.

Officers conducted a welfare check at the Sheridan Beach Terrace Apts. Upon entering the apartment, they saw a deceased female laying on the ground. It was determined that this was an overdose. The medical examiner confirmed the officers' assessment.

Officers were called to check on a dead person inside a motorhome. It was determined that there was no crime.

**Recovered Property**

Officers conducted a traffic stop on a stolen vehicle. The driver was arrested for driving a stolen vehicle and ID theft. A search of the vehicle revealed that there was a substantial amount of drugs under the driver's seat.

**Harassment**

Officers responded to a DV Harassment incident between roommates that is connected to a similar incident in Snohomish. Investigation in progress.

**Suspicious**

Officers responded to a residence where the homeowner stated that there were two suspicious subjects in his backyard, but they had left before the officer's arrival. A drone was launched but the officers were unable to locate the two subjects.

Officers assisted a community member who was on drugs. The subject explained that the night before, a "hookup from Grindr" possibly spiked his cocaine with meth and now he was feeling paranoid. The subject didn't want to press charges and stated that a friend was going to take him to the hospital.

An officer saw a person walking in the proximity of 15000 block of Bothell Way with blood on his face and his hands. Upon contact, the subject explained that he had just fallen on the sidewalk. The fire department was called, and they took over the scene.

### **Soliciting**

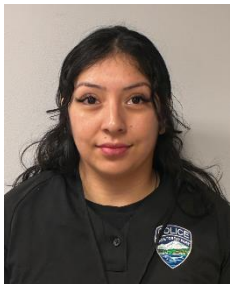
Officers contacted a male who was soliciting without a Solicitor's Permit. He was warned. There were two calls regarding the same subject.

### **DUI**

Officers stopped a driver who was driving erratically. The subject was clearly under the influence of alcohol. He was arrested and booked.

Officers found a parked vehicle with the driver slumped over the steering wheel. The subject was under the influence of alcohol but did not want to do the field sobriety tests or provide a breath sample. He was arrested and a blood warrant was approved. Eventually he was arrested for DUI.

Officers stopped a driver after he hit the curb multiple times. He was clearly impaired and was arrested for DUI. He provided a breath sample double the legal limit.



### **We Have Hired a New Police Officer!**

Natalie Alvarado-Lopez started May 4 as a police officer with our department. Natalie will begin pre-FTO (training) in the next two weeks and then start field training. Natalie previously worked as a deputy and corrections officer for Snohomish County. Before she worked for the Sheriff's Office, she worked as a behavioral technician. It was her job to assist people with autism to perform day-to-day tasks. She would assist clients with caring for themselves and ensuring they were safe and had the things they needed. Prior to her work there, she was an animal technician for Altasciences. She was responsible for caring for the lab animals. She grew up in Snohomish County and is excited to begin her law-enforcement career with LFPPD. Welcome to the department, Natalie!



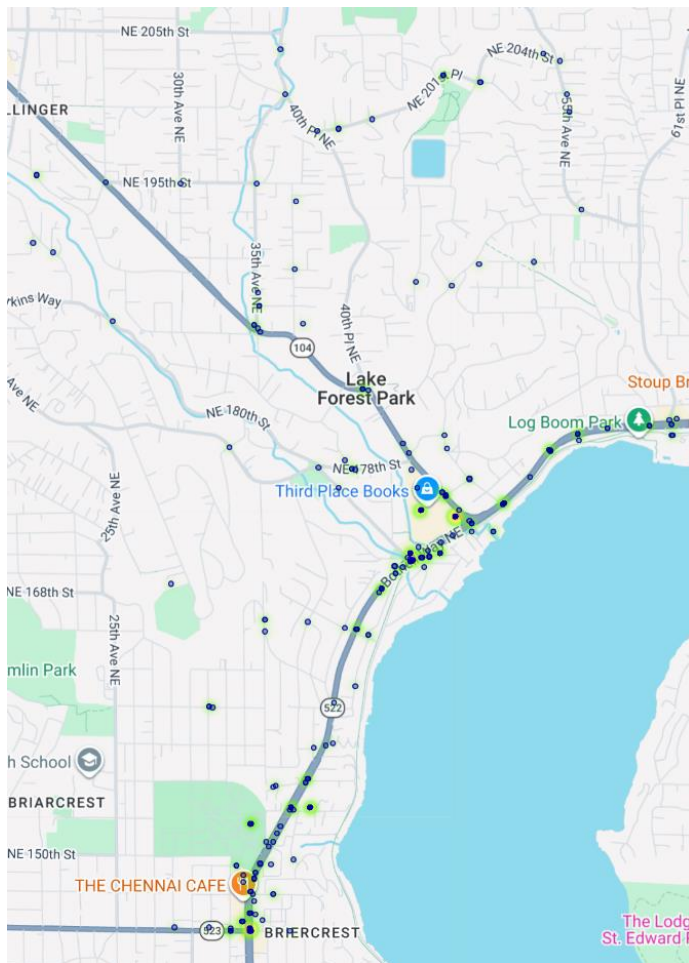
### **New Sergeant!**

Following a competitive promotional process with **four** Lake Forest Park officers testing, Officer Austin Gutwein earned the number one ranking and was promoted to Sergeant. Sgt. Gutwein brings not only years of law enforcement experience with agencies including Seattle and Snoqualmie, but also a remarkable background of service and leadership. He has served in a wide range of assignments, including School Resource Officer, Field Training Officer, Detective, and Defensive Tactics Instructor. Sgt. Gutwein's steady leadership, genuine gratitude, and people-first mindset will be a tremendous asset to the department and the community. Congrats Sgt. Gutwein!

# Lake Forest Park



## Traffic Safety



**Traffic related incidents for April 2026:**

Traffic Stops	233
Traffic General	47
Traffic Collision	15
DUI	5
Impound	3
Hit & Run	3
Abandoned Vehicle	2

Each blue dot is an incident generated by dispatch or an officer.

**Notable violations:**

**Ballinger Way NE** – Over 18 contacts made enforcing cell phone violations, expired registrations, suspended licenses, and more.

**14500-17100blk of Bothell Way** – Over 80 contacts made enforcing bus lane violations, failure to yield to emergency vehicles, no insurance, equipment violations, speeding and more.

A vehicle was stopped for an equipment violation that turned into the driver having no license, gave a false name, found to have suspended license, and had active warrants out of Skagit Co. The driver was advised he would be getting a citation in the mail with a mandatory court date.

**Super expired!**

At the 17200blk of Ballinger Way NE, a vehicle was observed with tabs from 2020. What year is it again?

**Lights:**

At the 6000blk of NE Bothell Way, a vehicle was warned for “2 fast 2 furious rainbow strobing under glow lights.” RCW 46.37.100 improper lights/lamps/reflectors.



Not the actual vehicle

**Collision:**

Vehicle vs. Tree – Passerby saw a vehicle going backwards and crash into a tree. The young driver was shaken up but not injured. The parents arrived and the vehicle was towed.

Vehicle vs. Bicyclist – Bicyclist was struck by a vehicle pulling into a spot. The cyclist received minor injuries and was taken by parents to seek medical aid.

Bicyclist vs. Vehicle – Amazon truck was waiting to turn on 37<sup>th</sup> Ave NE, the bicyclist decided not to wait and go around the amazon truck. When the road was clear, the amazon driver attempted to turn, colliding into the bicyclist.

**Hit-and-Run:**

At the 5400blk of NE 195<sup>th</sup> St, it was determined that a vehicle may have gone off the road into the ditch, got stuck, then while trying to get out of the ditch, drove into a mailbox. The suspect vehicle was not found, and the neighbors put the mailbox back together due to there not being much damage.



In the 3300blk of NE 178<sup>th</sup> St, a vehicle seemed to have issues staying on the road and tested the strength of the guardrail. The vehicle was later found.

## Public Works Department

### Call Outs

- Public Works crews responded to a large fallen tree blocking both lanes of traffic on 28th Ave NE on Friday, April 24. The roadway was cleared that afternoon, with additional debris removal completed the following Monday.



- Crews continued graffiti abatement efforts by removing markings from City-owned signs and fixtures, and coordinating with utility providers regarding graffiti on their equipment. For graffiti associated with power poles and utility boxes operated by Seattle City Light, Seattle has a report system that can be accessed here: [Report Graffiti - Parks | seattle.gov](https://seattle.gov/Departments/SeattleCityLight/ReportGraffiti)
- Gentle reminder that graffiti removal on private property is the responsibility of the property owner.
- Maintenance staff repaired and restored the water fountain at Blue Heron Park. Work is ongoing at Eagle Scout Park, where outdated equipment has made repairs more challenging.
- Staff partnered with community volunteers to remove brush collected during park cleanup efforts.
- Crews performed vegetation management along the race route in preparation for Pack the Park activities.
- Public Works staff met with Beavers Northwest to discuss long-term strategies for protecting infrastructure at Grace Cole Park while supporting a healthy beaver habitat.

- Grace Cole Park updates from James Mead:
  - The last of the Coho fry raised in the 4 local elementary schools were placed in the pond. Ridgecrest Elementary School students, parents and siblings enjoyed a beautiful morning. Wildlife witnessed were Henry Heron, Wood Ducks, Mallards, Hooded Mergansers, woodpeckers and many other bird species. Special thanks go to Jean Reid, Lisa Pedigo and Jeff Jensen from the LFPSF board who assisted in crowd control and fish dispersal.
  - The property owners on the ridge above are taking charge and making an effort to remove ivy from the trees on the slope above 28th. One is doing the work himself, and two owners are paying someone to do the job. Kudos. It's about time owners took charge of removing this blight on our trees on private property. The ivy is taking over in LFP. I wish others would take responsibility for removal and make the trees safer from falling during wind events.
  - We had a successful work party on April 18. The remainder of the wood chips were put on the paths, trees were planted, some trees were protected from our beaver friends, and more ivy removal was completed. Our next work party will be in two weeks on May 16. I hope to see more participation than the usual regulars.
  - Next Friday, Liberty Mutual will be sending a group on their annual Public Service Day at the park. We have hosted them for several years now and they do a great job.

## II. Internal City Information

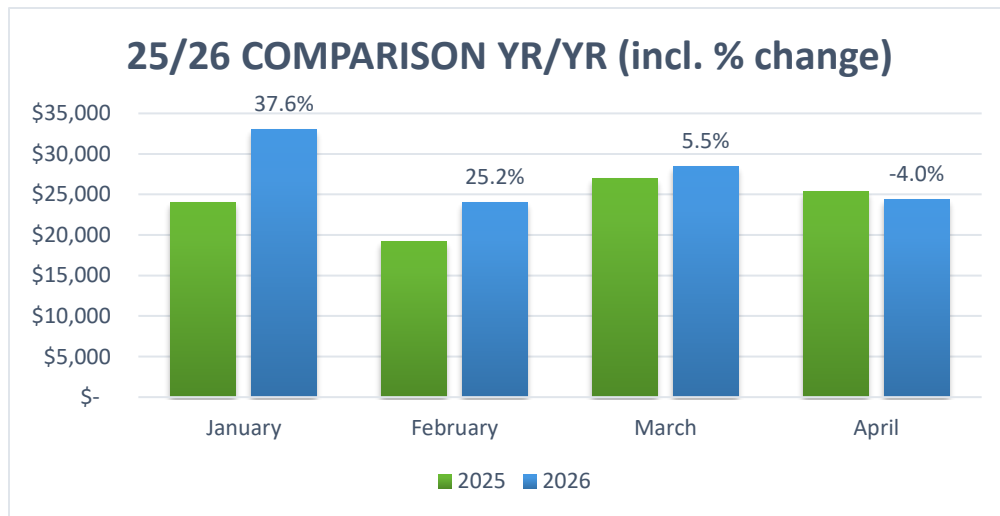
### Human Resources (HR)

- HR Specialist Bray and HR Director Moore completed an internal HR records management and retention project, purging and archiving years of electronic documentation (HR Specialist Bray completed this work with hardcopies last year). Next, the team will begin cleaning up and consolidating the electronic HR documentation for internal employee use. The goal is to create a more user-friendly area in which employees can search for and access benefit information, HR forms, and policy information.
- HB 2345 – Update to Paid Family Medical Leave (PFML): The City currently administers a voluntary plan (VP) for PFML in Washington State. On March 11, 2025, HB 2345 was signed into law and will go into effect Jan. 1, 2027. The change swaps employer contributions through a technical accounting adjustment from the program's medical leave premiums to the family leave portions. While the IRS guidance prompting this legislation did not specifically address voluntary plan employers, the bill does affect premium splits and withholding for all voluntary plans. HR Director Moore will work with CA Hill and Finance Director Vaughn to review our current premium structure to ensure compliance with the updated statutory requirements. More information on this bill can be found here: [New law addresses IRS guidance on state's Paid Family & Medical Leave program | Employment Security Department](#).

- Recruiting & Staffing Updates:** Recruiting remains a heavy task. During the month of April, HR screened 58 applications, conducted six (6) phone interviews, facilitated 10 panel interviews, oversaw a Sergeant promotional testing process, and offers were made to two (2) candidates who start work this month. Two (2) subsequent conditional offers have been made for the City’s temporary Seasonal Maintenance Worker positions and recruitment efforts have begun for a Senior Judicial Specialist position.

**Municipal Services – Passports**

April 2026 saw agents process 475 passport applications and take 319 photos for total revenue of \$24,360. This was a slight decrease year-over-year from April 2025 that took in \$25,380 (520 passports and 359 photos).



**III. Council Information**

**IV. Response to Citizen and Council Comments**

**V. Contract Reporting**

No new contracts during the reporting period.

**VI. Legislative Update**

**VII. Community Events**

**VIII. Upcoming City Sponsored Events**

**Kenmore and Lake Forest Park Recycling Event**  
**May 16, 2026 9am to 3pm**  
**NEW LOCATION - Kenmore Park and Ride and Heron Haven Kenmore Women's Shelter**  
**7346 NE Bothell Way, Kenmore, WA 98028**  
***Please Enter off Bothell Way***

**IX. Meetings Calendar****[City Council Special Meeting - Town Hall](#)**

**May 20, 2026, 6:30 PM - 8:30 PM Third Place Commons**

**[More Details](#)**

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

**May 21, 2026, 1:00 PM - 2:30 PM**

**[More Details](#)**

**[City Council Budget & Finance Committee Meeting \(hybrid meeting\)](#)**

**May 21, 2026, 6:00 PM - 7:30 PM City Hall and via Zoom**

**[More Details](#)**

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

**May 28, 2026, 7:00 PM - 9:00 PM City Hall and via Zoom**

**[More Details](#)**