cityoflfp.gov

# CITY OF LAKE FOREST PARK
# CITY COUNCIL REGULAR MEETING

## Thursday, November 12, 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.cityoflfp.gov

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

**AMENDED**

# 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 Dianna Lee Sumpter

6. **FINAL CONFIRMATION**

   **A.** Appointing Zach Hill to the Lake Forest Park Planning Commission Position 6 *(partial term)*

7. **PROCLAMATIONS**

   **A.** Recognizing November 2026 as the Month of Movember

8. **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.** City Expenditures for the Period Ending November 12, 2026

**B.** October 8, 2026 City Council Regular Meeting Minutes

**C.** October 22, 2026 City Council Regular Meeting Minutes

## 9. OLD BUSINESS

**A.** 2027-2028 Biennial Budget and related items (Action requested on the following items:)

**B.** Ordinance 26-1325/Adopting the Biennial Budget for 2027-2028

**C.** Ordinance 26-1300/Levying Property Tax for Calendar Year 2027

**D.** Ordinance 26-1321/Levying the General Taxes for the Fiscal Year commencing on January 1, 2027 on all property that is subject to taxation

**E.** Resolution 26-2103/Setting the Sewer Utility Rates for 2027

**F.** Resolution 26-2104/Setting Surface Water Rates for 2027

**G.** Resolution 26-2107/Authorizing the Mayor to Sign the Purchased Services Agreement with Ventilation Power Cleaning, Inc. for Catch Basin Inspection Services (Second presentation)

**H.** Resolution 26-2108/Authorizing the Mayor to Sign Task Order 002: Guardrail Slope Stabilization Design Support with GeoEngineers, Inc. (Second presentation)

**I.** Resolution 26-2109/Authorizing the Mayor to Sign the Water Quality Combined Financial Assistance Agreement with the Department of Ecology for Community Based Private-Public Partnership (CBP3) Grant (Second presentation)

**J.** Resolution 26-2110/Authorizing the Mayor to Sign Task Order 2 with Otak, Inc. for the 37th Ave NE Missing Link Project Design (Second presentation)

**K.** Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement *(Third Presentation/Action)*

## 10. NEW BUSINESS

**A.** Resolution 26-2112/Authorizing the Mayor to Sign Amendment No. 3 to AG-24-026 with Facet NW, Inc. for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project (First presentation)

**B.** Resolution 26-2111/Authorizing the Mayor to enter into a second amendment to the Contract for Public Defense Services with Stewart MacNichols Harmell, Inc., P.S. (First presentation)

**C.** Resolution 26-2113/Authorizing the Mayor to sign the Second Amendment to the Interlocal Agreement for Regional Emergency Management, known as the North Shore Emergency Management Coalition (First presentation)

**D.** Resolution 26-2114/Authorizing the Mayor to Sign the Professional Services Agreement for 2027-2028 State Legislative Advocacy Services with Gordon Thomas Honeywell Government Relations (First presentation)

**E.** 2027-2028 State Legislative Agenda (First presentation)

## 11. COUNCIL DISCUSSION AND ACTION

A. **AMENDED -** Letter to King County Council regarding King County Metro Route 372

**12. COUNCILMEMBER REPORTS**

**13. MAYOR'S REPORT**

**14. CITY ADMINISTRATOR'S REPORT**

A. November 12, 2026 City Administrator's Report

**15. OTHER BUSINESS**

**16. EXECUTIVE SESSION**

**A.** Executive Session - Consideration of the acquisition of real estate purchase or lease pursuant to RCW 42.30.110(1)(b)

**17. ADJOURN**

**FUTURE SCHEDULE**

- Thursday, November 19, 2026, 6:00 p.m. Budget & Finance Committee Meeting (or Special City Council Meeting) – *hybrid meeting (City Hall and via Zoom)*

- Thursday, December 10, 2026, 6:00 p.m. City Council Work Session – *hybrid meeting (City Hall and via Zoom)*

- Thursday, December 10, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, December 17, 2026, 6:00 p.m. Budget & Finance Committee 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.*

LAKE FOREST PARK
WASHINGTON

Search Meeting Files

# Submission #76

Print Resend e-mails

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Submission information

Form: City of Lake Forest Park Boards and Commissions Application
Submitted by Visitor (not verified)
Tue, 09/01/2026 - 4:03pm
[redacted]

**First Name**
Zach

**Last Name**
Hill

**Home Address**
[redacted]

**Mailing Address (if different from above)**

**Phone Number**
[redacted]

**Do you own property in Lake Forest Park?**
Yes

**Email**
hillzj@gmail.com

**Board, Commission, Committee**

Planning Commission



**Years a Resident of this Municipality**
7

**Experience/Professional Expertise/Education (Please provide dates of education and experience.)**
12 years as an executive sales leader for technology startups.
UW Business School Graduate, 2000. Minor in Anthropology.

**Current or Prior Experience on Boards/Commissions/Committees**
While this would be my first municipal commission appointment, I serve on the leadership committees for local LFP Scout Pack 850 and Troop 348, and bring extensive professional experience collaborating with executive boards and corporate advisory committees.

**Civic Activities and Memberships (Roles with fraternal, business, church, or social groups- please provide dates)**
Scouting America Pack 850, Treasurer and Committee Member, 2022 - Current
Scouting America Troop 348, Advancement Coordinator and Committee Member, 2023 - Current
Shorelake Soccer Coach, 2024 - Current
Rokka Ski School Instructor (Volunteer): 2016-2021
Mt. Hood Volunteer Ski Patrol, 2009-2011

**Reasons for Wanting to Serve**
As an active community volunteer, youth soccer coach, Scout leader, and father of two boys in local LFP schools, I am deeply invested in the long-term vitality, safety, and inclusivity of Lake Forest Park. I am seeking to serve on the Planning Commission to bring a collaborative, data-driven perspective to our city’s evolving land-use policies.

My priorities align directly with the key choices facing our community: balancing state middle housing mandates with vital watershed protections, expanding safe neighborhood walkability and public space access, and cultivating vibrant, walkable commercial hubs. Having my own property directly impacted by the SR 522 expansion gives me a clear, personal appreciation for how infrastructure and land-use decisions touch residents' daily lives.

Professionally, I bring 12 years of executive sales leadership in technology startups. My career has centered on data-driven growth planning and negotiating complex trade-offs across diverse stakeholders, boards, and leadership teams. I want to leverage this experience to help build consensus and ensure LFP grows into a more inclusive, accessible, and resilient community for future generations.

**Are you able to attend evening meetings?**
Yes

**Resume, Education, etc. (Optional)**
zach_hill_cv.pdf

Previous submission Next submission

Home Logout Dashboard

# Zach Hill

Lake Forest Park, Washington 98155 | [redacted] | hillzj@gmail.com | linkedin.com/in/hillzj

## Summary

A dynamic executive leader and Lake Forest Park resident with over a decade of experience leading cross-functional teams, facilitating stakeholder alignment, and executing data-driven strategic planning. Proven expertise in balancing competing organizational priorities, negotiating trade-offs, managing budgets, and implementing scalable long-term plans. An active community volunteer seeking to apply executive governance experience and local advocacy to support thoughtful, inclusive, and resilient land-use planning in LFP.

## Civic and Community Service

**Scouting America**
Lake Forest Park Pack 850 - Active Parent, Committee Member, Treasurer: Manage financial planning, annual budgeting and resource allocation for local youth programming. 2022-Present.
Lake Forest Park Troop 348: Advancement Coordinator & Committee Member. Coordinate educational advancement milestones and administrative logistics. 2023-Present.
Wood Badge Training: Completed advanced adult leadership course, 2025

**Shorelake Soccer Club**
Volunteer Youth Soccer Coach. Lead youth teams, promoting teamwork, safety and community engagement. 2024- Present

**Rokka Ski School**
Volunteer Ski Instructor. Taught youth skiing fundamentals and outdoor safety. 2016-2021

## Core Governance & Leadership Skills

- **Strategic & Master Planning:** Data-driven forecasting, long-term resource allocation, roadmap prioritization.
- **Stakeholder Negotiation:** Consensus-building across boards, multi-disciplinary teams, and external partners.
- **Policy & Process Design:** Re-architecting legacy frameworks into structured, repeatable, transparent processes.
- **Fiscal Management:** Budget creation, financial analysis, operational oversight.

## Executive Experience

DEFECTDOJO, *Cybersecurity Vulnerability Management (AI/ML)*, Seattle, Washington
**Chief Revenue Officer,** Nov 2023 - Feb 2026

- Managed cross-functional operational initiatives, using data-driven platforms to guide organizational planning and resource distribution.
- Partnered with product, marketing, and channel partners to align strategic growth priorities with stakeholder requirements.
- Designed and configured analytics tools to support objective, data-informed decision-making.

PICA8 (acquired by FS.com), *Network Management*, Seattle, Washington
**Vice President, Sales,** Dec 2022 - Sept 2023

- Partnered directly with Product engineering teams to translate customer feedback into structured roadmap priorities.
- Re-engineered market segmentation strategies and organizational playbooks to drive sustainable pipeline growth.

AIRGAP NETWORKS, *Zero-Trust Network Segmentation*, Seattle, Washington
**Chief Revenue Officer,** Apr 2022 - Sept 2022

- Transitioned organizational operations from founder-led initiatives to structured, function-led management processes.
- Designed end-to-end performance metric models to improve forecasting accuracy and operational oversight.

NEUVECTOR (acquired by SUSE), *Kubernetes Security*, Seattle, Washington
**Vice President, Sales,** Apr 2021 - Apr 2022

- Led multi-region, global team expansions and process optimizations, leading to a successful corporate acquisition.

MEDIAPRO (acquired by KNOWBE4), *Cybersecurity Training*, Seattle, Washington
**Senior Vice President, Sales,** Jan 2020 - Mar 2021

- Re-architected operational playbooks to stabilize growth through standardized, repeatable procedures.

DOMAINTOOLS (acquired by BATTERY VENTURES), *Cyber Threat Intelligence*, Seattle, WA, Jan 2015 - Jan 2020
**Senior Vice President, Global Sales & Marketing,** 2019-2020

- Scaled organization from $1.5M to $25M through disciplined strategic planning, renewal programs, and cross-functional leadership.
- Presented regularly to executive boards, leading global expansion across US, EMEA, and APAC regions.

LEXISNEXIS, Seattle, Washington
**Account Executive, Large Law,** 2012-2014

- Served on the company Sales Advisory Board to provide strategic feedback to executive leadership. Managed multi-state territorial accounts.

## EDUCATION

UNIVERSITY OF WASHINGTON, Seattle, Washington. 1996-2000.
**B.A., Business Administration, Minor in Anthropology**

# PROCLAMATION

**WHEREAS**, the global charity Movember Foundation's vision is to have an everlasting impact on the face of men's health; and

**WHEREAS**, the Movember community of over 5 million men and women have raised over $1.3 billion, funding over 1,320 programs in 20 countries – this work is saving and improving the lives of men affected by prostate cancer, testicular cancer and mental health problems; and

**WHEREAS**, men are dying on average 4.5 years earlier than women and for largely preventable reasons; and

**WHEREAS**, 1 in 8 men will be diagnosed with prostate cancer in his lifetime and treatment options for prostate cancer vary depending on a man's age, stage and grade of his cancer, as well as his other existing medical conditions; and

**WHEREAS**, testicular cancer is the most common cancer in males between the ages of 15 and 34: and

**WHEREAS**, 1 in 5 adults in the U.S. will experience a mental health problem in any given year and roughly 100 men in the U.S. die by suicide every day; and across the world, one man dies by suicide every minute of every day, with males accounting for 69% of all suicides; and

**WHEREAS**, "MOVING" can reduce your risk of heart disease, diabetes, and cancer by up to 50% and lower your risk of early death by up to 30%; and

**WHEREAS**, Lake Forest Park joins communities across our nation to challenge men to grow, and women to support, a moustache or to make a commitment to get active and MOVE, both of which spark conversations and raise vital funds and awareness for men's health.

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

## MONTH OF MOVEMBER

and urge all members of our community to join in recognizing this significant occasion and join the movement to change the face of men's health

Signed this 12th day of November 2026

_____

Thomas French, Mayor

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
11/12/26

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, an Accounts Payable Dated 11/12/2026 CLAIM FUND Check Nos. 89881 through 89962 in the amount of $425,627.07, a 10/23/26 PAYROLL FUND ACH transaction in the amount of $205,704.67, and a 10/23/26 DIRECT DEPOSIT transaction in the amount of $235,562.05, are approved for payment this 12th day of November 2026.

**Additional approved transactions are:**
ACH transaction Elavon in the amount of $1,291.68

Total approved claim fund transactions: $868,185.47

City Clerk

Mayor

Finance Committee

# Accounts Payable

## Check Register Totals Only

User: sschindele
Printed: 11/5/2026 - 11:29 AM
Batch: 00012.11.2026 - AP 11.12.26

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|---|---|---|---|---|---|
| 89881 | 11/12/2026 | ALLBATT | ALL BATTERY SALES & SERVICE | 288.17 | 89881 |
| 89882 | 11/12/2026 | ALLTRAFF | ALL TRAFFIC SOLUTIONS INC. | 4,400.00 | 89882 |
| 89883 | 11/12/2026 | ALVARADO | NATALIE ALVARADO-LOPEZ | 89.61 | 89883 |
| 89884 | 11/12/2026 | ALWAYSAS | ALWAYS ACTIVE SERVICES LLC | 6,780.00 | 89884 |
| 89885 | 11/12/2026 | ARETELAW | ARETE LAW GROUP | 1,831.50 | 89885 |
| 89886 | 11/12/2026 | ASPECT | ASPECT CONSULTING, LLC | 17,239.00 | 89886 |
| 89887 | 11/12/2026 | BAOM | MARIE BAO | 280.00 | 89887 |
| 89888 | 11/12/2026 | BASLER | ANTHONY CARL BASLER | 280.00 | 89888 |
| 89889 | 11/12/2026 | BUENAVIS | BUENAVISTA SERVICES INC | 5,940.00 | 89889 |
| 89890 | 11/12/2026 | CADMAN | CADMAN MATERIALS INC | 203.83 | 89890 |
| 89891 | 11/12/2026 | CAMPBELE | ERIN CAMPBELL | 750.00 | 89891 |
| 89892 | 11/12/2026 | CENTERFO | CENTER FOR HUMAN SERVICES | 6,750.00 | 89892 |
| 89893 | 11/12/2026 | CENTURY2 | CENTURY LINK | 114.10 | 89893 |
| 89894 | 11/12/2026 | CINTASFI | CINTAS FIRST AID & SAFETY | 276.10 | 89894 |
| 89895 | 11/12/2026 | LFPUTIL | CITY OF LAKE FOREST PARK | 1,183.80 | 89895 |
| 89896 | 11/12/2026 | LYNNWOOD | CITY OF LYNNWOOD | 36,467.27 | 89896 |
| 89897 | 11/12/2026 | SHORECIT | CITY OF SHORELINE | 6,838.25 | 89897 |
| 89898 | 11/12/2026 | CMHEAT | CM HEATING | 231.00 | 89898 |
| 89899 | 11/12/2026 | CONFIDAT | CONFIDENTIAL DATA DISPOSAL | 160.00 | 89899 |
| 89900 | 11/12/2026 | DATABAR | DATABAR | 572.93 | 89900 |
| 89901 | 11/12/2026 | DAVIDEVA | DAVID EVANS & ASSOCIATES INC | 1,881.49 | 89901 |
| 89902 | 11/12/2026 | DEARMORE | ROBERT DEARMORE | 158.41 | 89902 |
| 89903 | 11/12/2026 | DTGENTER | DTG ENTERPRISES, INC | 107.50 | 89903 |
| 89904 | 11/12/2026 | WATERSHE | FACET INC | 2,443.62 | 89904 |
| 89905 | 11/12/2026 | GALLS | GALLS, LLC | 808.85 | 89905 |
| 89906 | 11/12/2026 | GODSILWI | GODSIL WILLIAM | 829.85 | 89906 |
| 89907 | 11/12/2026 | GORDONTH | GORDON THOMAS HONEYWELL | 3,245.00 | 89907 |
| 89908 | 11/12/2026 | GRAINGER | GRAINGER | 238.93 | 89908 |
| 89909 | 11/12/2026 | GRAY&OS | GRAY & OSBORNE INC | 930.60 | 89909 |
| 89910 | 11/12/2026 | GULATIP | GULATI PUNEETA | 140.00 | 89910 |
| 89911 | 11/12/2026 | GUTWEINA | AUSTIN GUTWEIN | 248.55 | 89911 |
| 89912 | 11/12/2026 | HALTERMA | JESSICA HALTERMAN | 272.32 | 89912 |
| 89913 | 11/12/2026 | HILLP | PHILLIP HILL | 251.00 | 89913 |
| 89914 | 11/12/2026 | HOFMANM | MARK HOFMAN | 532.38 | 89914 |
| 89915 | 11/12/2026 | HOPESTRC | HOPESTREAM COMMUNITY | 2,500.00 | 89915 |
| 89916 | 11/12/2026 | ICMA | ICMA MEMBERSHIP RENEWAL | 1,200.00 | 89916 |
| 89917 | 11/12/2026 | INFOBIPV | INFOBIP VOICE INC | 1,049.48 | 89917 |
| 89918 | 11/12/2026 | IWORQ | IWORQ SYSTEMS | 16,900.00 | 89918 |
| 89919 | 11/12/2026 | JETCITY | JET CITY PRINTING INC | 49.64 | 89919 |
| 89920 | 11/12/2026 | JOHNSONC | JOHNSON CONTROLS BUILDING | 2,413.61 | 89920 |
| 89921 | 11/12/2026 | KCNETWRK | KING COUNTY FINANCE | 824.00 | 89921 |
| 89922 | 11/12/2026 | KCROAD | KING COUNTY FINANCE | 8,707.52 | 89922 |
| 89923 | 11/12/2026 | KCVICTIM | KING COUNTY FINANCE | 588.44 | 89923 |
| 89924 | 11/12/2026 | KCJAILWK | Dept Of Adult And Juvenile Det KINC | 3,622.24 | 89924 |
| 89925 | 11/12/2026 | PUBSAFPS | Public Safety Psychological Services, | 480.00 | 89925 |
| 89926 | 11/12/2026 | McGuireM | MOLLY MCGUIRE | 160.00 | 89926 |
| 89927 | 11/12/2026 | MCNAMARA | MCNAMARA INDUSTRIES INC | 320.60 | 89927 |
| 89928 | 11/12/2026 | MONTAGUE | FRANCISCO MONTAGUE | 850.00 | 89928 |
| 89929 | 11/12/2026 | NAVIA-1 | NAVIA BENEFIT SOLUTIONS | 307.64 | 89929 |
| 89930 | 11/12/2026 | NORTHUTI | NORTHSHORE UTILITY DISTRICT | 18,955.50 | 89930 |

| Check | Date | Vendor No | Vendor Name | Amount | |
|---|---|---|---|---|---|
| 89931 | 11/12/2026 | OFFICEDE | OFFICE DEPOT INC | 134.27 | 89931 |
| 89932 | 11/12/2026 | PACOFFA | PACIFIC OFFICE AUTOMATION | 77.52 | 89932 |
| 89933 | 11/12/2026 | PLATT | PLATT ELECTRIC SUPPLY, INC. | 191.91 | 89933 |
| 89934 | 11/12/2026 | PRINTWE | PRINTWEST, INC. | 1,307.53 | 89934 |
| 89935 | 11/12/2026 | PUBSAFTE | PUBLIC SAFETY TESTING, INC. | 4,837.17 | 89935 |
| 89936 | 11/12/2026 | PSE | PUGET SOUND ENERGY | 537.74 | 89936 |
| 89937 | 11/12/2026 | ROBHALF | ROBERT HALF INTERNATIONAL, | 441.81 | 89937 |
| 89938 | 11/12/2026 | ROBERTSS | SARAH ROBERTS | 90,000.00 | 89938 |
| 89939 | 11/12/2026 | ROTARYC | ROTARY CLUB OF LAKE FOREST | 131.00 | 89939 |
| 89940 | 11/12/2026 | SAFEBUIW | SAFEBUILT WASHINGTON, LLC | 12,295.30 | 89940 |
| 89941 | 11/12/2026 | SCARABWE | SCARABWERKS LLC | 567.12 | 89941 |
| 89942 | 11/12/2026 | SECURITE | SECURITE GUN CLUB, LLC | 551.50 | 89942 |
| 89943 | 11/12/2026 | UB*00811 | City of Shoreline | 3,205.02 | 89943 |
| 89944 | 11/12/2026 | SHOREHIS | SHORELINE HISTORICAL MUSEU | 2,400.00 | 89944 |
| 89945 | 11/12/2026 | SHORELFS | SHORELINE-LAKE FOREST PARK | 9,937.50 | 89945 |
| 89946 | 11/12/2026 | SNOCOBED | SNOHOMISH CO SHERIFF'S OFFIC | 10,100.99 | 89946 |
| 89947 | 11/12/2026 | STAPLES | STAPLES ADVANTAGE | 374.29 | 89947 |
| 89948 | 11/12/2026 | STATEFIN | STATE TREASURERS OFFICE | 49,321.29 | 89948 |
| 89949 | 11/12/2026 | SMHINC | STEWART MACNICHOLS HARME | 45,750.00 | 89949 |
| 89950 | 11/12/2026 | CANINER | THE CANINE RESOURCE CENTER | 780.00 | 89950 |
| 89951 | 11/12/2026 | PARTWORK | THE PART WORKS INC. | 472.11 | 89951 |
| 89952 | 11/12/2026 | TKELEVAT | TK ELEVATOR CORPORATION | 1,040.20 | 89952 |
| 89953 | 11/12/2026 | TRANSPO | TRANSPO GROUP USA INC | 613.75 | 89953 |
| 89954 | 11/12/2026 | TRITEC | TRI-TEC COMMUNICATIONS, INC | 709.34 | 89954 |
| 89955 | 11/12/2026 | TUSCAN | TUSCAN ENTERPRISES, INC, | 165.60 | 89955 |
| 89956 | 11/12/2026 | UTILUND | UTILITIES UNDERGROUND LOCA | 136.62 | 89956 |
| 89957 | 11/12/2026 | VENTILAT | VENTILATION POWER CLEANING | 4,862.24 | 89957 |
| 89958 | 11/12/2026 | WALKERJ | JEROME WALKER | 61.27 | 89958 |
| 89959 | 11/12/2026 | WASTDOEC | WASHINGTON STATE DEPARTME | 11,775.00 | 89959 |
| 89960 | 11/12/2026 | DEPTTRAN | WASHINGTON STATE DEPARTME | 543.12 | 89960 |
| 89961 | 11/12/2026 | WASTEMGT | Columbia Ridge Landfill WASTE MA | 10,385.63 | 89961 |
| 89962 | 11/12/2026 | ZALDIBAR | ZALDIBAR | 227.50 | 89962 |
| | | | Check Total: | 425,627.07 | |

# Clearing House

## Electronic AP Proof List

User: tandrus@cityoflfp.gov
Printed: 10/30/2026 - 4:07PM
Sort By: Vendor Name
Batch: 00003.10.2026

| Source | Vendor | Name | Transfer/Route | Check Digit | Account Number | Amount |
|---|---|---|---|---|---|---|
| AP5 523-10-2026 | ZAWC | AWC, | / | | | 1,660.05 |
| AP5 523-10-2026 | ZEMPSEC | EMPLOYMENT SECURITY DEPT., | / | | | 1,706.25 |
| AP5 523-10-2026 | Z401AL | ICMA RETIREMENT TRUST 401, VANTA | / | | | 767.05 |
| AP5 523-10-2026 | ZICMA | ICMA RETIREMENT TRUST 401, VANTA | / | | | 40,769.74 |
| AP5 523-10-2026 | Z457 | ICMA RETIREMENT TRUST 457, VANTA | / | | | 11,185.99 |
| AP5 523-10-2026 | ZLFPIRS | LAKE FOREST PARK/IRS, | / | | | 47,185.64 |
| AP5 523-10-2026 | ZLEOFF | LAW ENFORCEMENT RETIREMENT, | / | | | 18,045.31 |
| AP5 523-10-2026 | LEOFFTR | LEOFF TRUST, | 1251/0008 | 9 | 1006025589 | 41,570.35 |
| AP5 523-10-2026 | ZGUILD | LFP EMPLOYEE GUILD, | 3250/7076 | 0 | 163061510 | 925.00 |
| AP5 523-10-2026 | PFLTRUST | LFP PFL TRUST ACCOUNT, | / | | | 3,781.83 |
| AP5 523-10-2026 | TEAMDR | NATIONAL D.R.I.V.E., | 0519/0039 | 5 | 0068922026 | 4.45 |
| AP5 523-10-2026 | NAVIAFSA | NAVIA - FSA, | / | | | 29.17 |
| AP5 523-10-2026 | NAVIA | NAVIA BENEFIT SOLUTIONS, INC., | / | | | 609.80 |
| AP5 523-10-2026 | ZPERS | PUBLIC EMPLOYEES RETIREMENT, | / | | | 23,586.80 |
| AP5 523-10-2026 | ZTEAM | TEAMSTERS LOCAL UNION #117, | 1250/0002 | 4 | 000077967719 | 292.95 |
| AP5 523-10-2026 | ZEMPWACA | WA.CARES TAX, | / | | | 1,442.65 |
| AP5 523-10-2026 | ZL&I | WASHINGTON STATE DEPARTMENT OF | / | | | 11,647.42 |
| AP5 523-10-2026 | ZWATWT | WASHINGTON TEAMSTERS WELFARE | / | | | 494.22 |
| Records Printed: | 18 | | | | | 205,704.67 |

# Bank Reconciliation

## Checks by Date

User: sschindele
Printed: 11/05/2026 - 11:44AM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 10/23/2026 To 10/23/2026
Print ACH Checks: True

| Check No | Check Date | Name | Comment | Module | Clear Date | Amount |
|---|---|---|---|---|---|---|
| 0 | 10/23/2026 | | DD 00523.10.2026 | PR | | 235,562.05 |
| | | | | | Total Check Count: | 1 |
| | | | | | Total Check Amount: | 235,562.05 |

# Clearing House

## Electronic AP Proof List

User: sschindele
Printed: 11/05/2026 - 11:31AM
Sort By: Vendor Name
Batch: 00001.11.2026

| Source | Vendor | Name | Transfer/Route | Check Digit | Account Number | Amount |
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| AP5 012-11-2026 | ELAVON | ELAVON, | / | | | 1,291.68 |
| Records Printed: 1 | | | | | | 1,291.68 |

# CITY OF LAKE FOREST PARK
# CITY COUNCIL REGULAR MEETING MINUTES
## October 8, 2026

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

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

**Councilmembers absent**: Ellyn Saunders

**Staff present**: Tom French, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Leslie Peterson, Finance Director; Diego Zanella, Police Chief; Nova Heaton, Public Works Director; Rebecca Dickinson, Program Executive; Katie Phillips, Project Manager; Mark Hofman, Community Development Director; Shannon Moore, HR Director; Matt McLean, City Clerk

**Others present**: 18 visitors

## CALL TO ORDER

Mayor French called the regular City Council meeting of October 8, 2026, to order at 7:00 p.m.

## FLAG SALUTE

Mayor French led the Pledge of Allegiance.

## ADOPTION OF AGENDA

***Vice Chair Goldman moved*** to approve the agenda as presented. ***Deputy Mayor Furutani seconded. The agenda was adopted by unanimous consent.***

## PUBLIC COMMENTS

Mayor French invited comments from the public.

The following people submitted written comments:
Regarding Sound Transit critical area permits – Julie Turnell, Dina Clagg
Regarding the sidewalk on 37th Ave NE by Brookside Elementary – Aron Golden

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

DRAFT

## PROCLAMATIONS

### Recognizing October 2026 as Domestic Violence Awareness Month

Cmbr. Rosenau read the proclamation.

## CONSENT CALENDAR

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

A. September 21, 2026 Committee of the Whole Meeting Notes
B. September 24, 2026 City Council Special Work Session Minutes
C. September 24, 2026 City Council Regular Meeting Minutes
D. An Accounts Payable dated 10/8/2026 Claim Fund Check Nos. 89789 through 89832 in the amount of $156,791.05, a 9/23/2026 Payroll Fund ACH transaction in the amount of $195,505.84, and a 9/23/2026 Direct Deposit transaction in the amount of $222,420.54. Additional approved ACH transactions: US Bank Statement, $26,389.74. Total approved claim fund transactions: $601,107.17.

## OLD BUSINESS

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

Ms. Phillips gave a brief presentation and responded to Council questions.

This will be brought back at a future meeting.

### 2026 Police Commander Salary Schedule Market Adjustment *(Second Presentation)*

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

### Reallocation of 1.0 FTE Support Services Officer Position *(Second Presentation)*

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

## NEW BUSINESS

### Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement *(First Presentation)*

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

This will be brought back at a future meeting.

**Amending the Lake Forest Park Municipal Code Chapter 10.06, Automated Traffic Safety Cameras, Regarding Fines *(First Presentation)***

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

This will be brought back at a future meeting.

## COUNCIL DISCUSSION AND ACTION

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

Mayor French opened a discussion on the 2027-2028 Biennial Budget with staff available to answer Council questions. Discussion topics included:

- Revenue ideas
- Potential cuts

## COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they had attended.

Mayor French gave a brief report.

Administrator Hill gave a brief report.

## OTHER BUSINESS

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

## ADJOURNMENT

There being no further business, Mayor French adjourned the meeting at 9:11 p.m.

_____

Tom French, Mayor

_____

Matt McLean, City Clerk

DRAFT

# CITY OF LAKE FOREST PARK
# CITY COUNCIL REGULAR MEETING MINUTES
## October 22, 2026

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

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

**Councilmembers absent**: none

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

**Others present**: Alice Darnton, Regional Mgr. – King County Library System (KCLS)
Katie Boyes, Librarian Information Services Mgr. – KCLS
18 visitors

### CALL TO ORDER

Mayor French called the regular City Council meeting of October 22, 2026, to order at 7:00 p.m.

### FLAG SALUTE

Mayor French led the Pledge of Allegiance.

### ADOPTION OF AGENDA

***Cmbr. Riddle moved*** to approve the agenda. ***Vice Chair Goldman seconded.***

***Deputy Mayor Furutani moved*** to amend the agenda, moving item 7.A Swearing in of Lake Forest Park Police Chief Diego Zanella to precede item 5 Public Hearing. ***Cmbr. Riddle seconded. The motion to adopt the agenda as amended carried unanimously.***

### PUBLIC COMMENTS

Mayor French invited comments from the public.

Tom Hoffmonn provided comments regarding the 6-inch threshold for tree permits.

Cmbr. Rosenau arrived at 7:05 p.m.

DRAFT

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

**PRESENTATION**

**Swearing in of Lake Forest Park Police Chief Diego Zanella**

Mayor French administered the oath of office to Diego Zanella.

Commander Adams and Chief Zanella shared brief comments.

**PUBLIC HEARING**

**Public Hearing on the Preliminary Budget for 2027-2028, 2027 Property Tax Levy, 2027 General Taxes, 2027 Sewer Utility Rates, and 2027 Surface Water Rates**

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

Mayor French open the Public Hearing for public comments.

Bryce James asked questions regarding a sewer bond, King County property tax calculations, and surface water rates.

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

Administrator Hill responded to questions raised during the public hearing.

**PROCLAMATIONS**

**Recognizing November 11, 2026 as Veterans Day**

Mayor French read the proclamation.

**Recognizing November 2026 as Native American Heritage Month**

Vice Chair Goldman read the proclamation.

**PRESENTATIONS**

**King County Library System Update**

Ms. Darnton and Ms. Boyes from King County Libraries gave a brief presentation and responded to Council questions.

DRAFT

**Council's Role in Reviewing Sound Transit Permit Applications**

Attorney Pratt gave a brief presentation and responded to Council questions.

Cmbr. Saunders left the meeting at 8:03 p.m.

**CONSENT CALENDAR**

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

A. September 28, 2026 City Council Special Meeting Minutes
B. October 1, 2026 City Council Special Work Session Minutes
C. October 8, 2026 City Council Work Session Minutes
D. October 15, 2026 Budget & Finance Committee Minutes
E. An Accounts Payable dated 10/22/2026 Claim Fund Check Nos. 89833 through 89880 in the amount of $1,082,912.87, a 10/8/2026 Payroll Fund ACH transaction in the amount of $238,286.87, and a 10/8/2026 Direct Deposit transaction in the amount of $235,693.64. Additional approved transactions: Invoice Cloud, $1,229.30; State of Washington, $11,788.01; State of Washington, $770.40; Wex Bank, $302.59. Total approved transactions: $1,570,983.68.
F. Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project

**OLD BUSINESS**

**Ordinance 26-1322/Amending the 2026 Budget Positions and Salary Schedule Incorporated in Ordinance 24-1299 Adopting the 2025-2026 Biennial Budget *(Third Presentation)***

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

> ***Vice Chair Goldman moved*** to adopt Ordinance 26-1322/Amending the 2026 Budget Positions and Salary Schedule Incorporated in Ordinance 24-1299 Adopting the 2025-2026 Biennial Budget. ***Cmbr. Riddle seconded. The motion to adopt Ordinance 26-1322 carried unanimously.***

**Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement *(Second Presentation)***

Administrator Hill introduced the item and responded to Council questions.

This will be brought back at a future meeting.

DRAFT

**Ordinance 26-1323/Amending the Lake Forest Park Municipal Code, Creating Chapter 3.90, Strategic Opportunity Fund *(Second Presentation)***

Clerk McLean introduced the item and responded to Council questions.

There was Council consensus to place this item on the consent calendar at the next meeting.

**Ordinance 26-1324/Amending Section 10.06.050 of the Lake Forest Park Municipal Code, Automated Traffic Cameras – Fines *(Third Presentation)***

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

Vice Chair Goldman moved to table Ordinance 26-1324 and revisit it following New Business items. There was Council consensus.

**NEW BUSINESS**

**Washington Department of Ecology Community-Based Public-Private Partnerships (CBP3) Grant *(First Presentation)***

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

This will be brought back at future meetings.

Cmbr. Goode left the meeting at 9:20 p.m.

**Guardrail Slope Stabilization Design Recommendations *(First Presentation)***

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

This will be brought back at future meetings.

**2026-2027 Catch Basin Inspection Services *(First Presentation)***

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

This will be brought back at future meetings.

**Otak Task Order 2 for the 37th Avenue NE Missing Link Project *(First Presentation)***

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

This will be brought back at future meetings.

DRAFT

## OLD BUSINESS

### Ordinance 26-1324/Amending Section 10.06.050 of the Lake Forest Park Municipal Code, Automated Traffic Cameras – Fines *(Third Presentation)*

Mayor French reopened discussion on Ordinance 26-1324.

> ***Deputy Mayor Furutani*** moved to adopt Ordinance 26-1324/Amending Section 10.06.050 of the Lake Forest Park Municipal Code, Automated Traffic Cameras – Fines. ***Cmbr. Riddle seconded. The motion to adopt Ordinance 26-1324 carried unanimously.***

## COUNCIL DISCUSSION AND ACTION

### Comprehensive Financial Management Policies Update Discussion

Cmbr. Riddle opened discussion on the proposed updates to the Comprehensive Financial Management Policies.

There was Council consensus to bring this forward for approval at the next meeting with a resolution.

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

Cmbr. Riddle opened a discussion on the 2027-2028 Biennial Budget with staff available to answer Council questions. Discussion topics included:

- Additional revenue from adopting Ordinance 26-1324
- Public Safety sales tax
- Utility tax increase

## COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they had attended.

Mayor French gave a brief report.

Clerk McLean gave a brief report.

## CLOSED SESSION

### Closed Session – Collective Bargaining, per RCW 42.130.14(4)(b)

Mayor French announced they would be going into Closed Session at 10:10 p.m. for approximately 15 minutes regarding collective bargaining per RCW 42.130.140(4)(b).

DRAFT

Council returned from Closed Session at 10:25 p.m. No action was taken.

**ADJOURNMENT**

There being no further business, Mayor French adjourned the meeting at 10:25 p.m.

_____
Tom French, Mayor

_____
Matt McLean, City Clerk

DRAFT

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Finance Department |
| **Contact Person** | Leslie Peterson, Finance Director |
| **Title** | 2027-2028 Biennial Budget and related items |

**Legislative History**

- September 10, 2026 – 2027-2032 Capital Improvement Plan
- September 17, 2026 – 2027-2028 Projected Revenues
- September 24, 2026 – Mayor's Preliminary 2027-2028 Biennial Budget
- October 22, 2026 – Public Hearing on the 2027-2028 Biennial Budget, 2027 Property Tax Levy, 2027 General Taxes
- November 12, 2026

**Attachments:**

1. Ordinance 26-1325/Adopting the 2027-2028 Biennial Budget and attachments
2. Ordinance 26-1320/Adopting the 2027 Property Tax Levy
3. Ordinance 26-1321/Adopting the 2027 General Taxes
4. Resolution 26-2103/Adopting the 2027 Sewer Rate
5. Resolution 26-2104/Adopting the 2027 Surface Water Rate

**Executive Summary**

The Mayor's Preliminary 2027-2028 Biennial Budget is balanced as required by law. Balancing the 2027-2028 biennial budget has only been possible through proposed increases to certain utility rates, the use of unallocated fund balance, and utilization of the 2026 anticipated ending fund balance, also

commonly referred to as the City's unallocated ending fund balance.

In the previous biennial budgeting process, the City Council took commendable steps to close the gap between general fund expenditures and revenues. The Council's approval of a forward-thinking investment policy has also resulted in additional interest income across all funds. Regrettably, all that good and difficult work was quickly negated by inflation, significant increases in jail and dispatch expenditures, and increases in necessary consultant services.

The City is proposing to use $4.5 million in unallocated fund balance in the general fund, and forecast projections show future year expenditures drastically outpacing revenues, as we have been discussing for over five years. The City Council has begun exploring potential new sources of revenue due to the limitations of the 1% cap on property tax revenues which will generate $21,751 in new revenue for 2027.

Property Tax Increase for 2027:

The preliminary budget does include increasing the allowable levy limit by the1% which equates to $21,751 for 2027. Although the City approves a biennial budget the property taxes must be approved by Council on an annual basis.

See the table below for the financial makeup to match the ordinances presented in the packet.

| | |
|---|---|
| 2026 Regular Property Tax Levy | $3,564,937 |
| Limit Factor 1% | $35,649 |
| **Subtotal** | **$3,600,586** |
| New Construction | $7,918 |
| Re-levy prior year refunds | $9,819 |
| **Subtotal** | **$3,618,323** |
| *New Levy* | *$950,819* |
| **Estimated 2027 Property Tax Levy** | **$4,569,142** |

Sewer Rate Increases 2027

King County's sewer charges will be increased by 12.75% in 2027, which equals a $7.99 monthly increase in 2027 to the City of Lake Forest Park residents that will have to be passed through as a rate increase. The rate increase will go into effect on January 1, 2027, as stated in Resolution 26-2103.

The City has also included a rate increase of 5% for 2027 based on a 2004 rate study that will go into effect on January 1, 2027. That will increase the sewer rate by $1.18 per month for 2027. Both rate increases, totaling $9.17 for 2027, are included in the 2027-2028 biennial budget. Sewer utility rate increases are also shown on the 2027 User Fee Schedule.

See the sewer rate increases in the table below:

**Sewer Monthly Service**

| Monthly Residential Rates | 2024 | 2025 | 2026 | 2027 |
|---|---|---|---|---|
| King County | 55.11 | 58.28 | 62.66 | 70.65 |
| City | 21.39 | 22.46 | 23.58 | 24.76 |
| Monthly | $ 76.50 | $ 80.74 | $ 86.24 | $ 95.41 |
| | | | | |
| Monthly Increase: | $ 3.62 | $ 4.24 | $ 5.50 | $ 9.17 |
| Total Increase: | 5.0% | 5.5% | 6.8% | 10.6% |
| | | | | |
| County Portion | 5.75% | 5.75% | 7.50% | 12.75% |
| City Portion | 3.0% | 5.0% | 5.0% | 5.0% |

## Commercial & Multi-Family

**Sewer Monthly Service**

| Commercial & Multi-Family | 2024 | 2025 | 2026 | 2027 |
|---|---|---|---|---|
| King County | $ 6.95 | $ 7.35 | $ 7.90 | $ 8.91 |
| City | $ 4.33 | $ 4.55 | $ 4.77 | $ 5.01 |
| | 11.28 | 11.90 | $ 12.68 | $ 13.92 |
| | $ 0.50 | $ 0.62 | $ 0.78 | $ 1.25 |
| | 4.7% | 5.5% | 6.5% | 9.8% |

Surface Water Rate Increases 2027 and 2028

To address the ongoing maintenance and operations costs associated with the City's surface water infrastructure, the 2027-2028 budget includes a 10% increase in surface water rate, which equals a $2.99 monthly increase in 2027 and a $3.28 increase for Lake Forest Park residents in 2028. A portion of this increase is dedicated to an NPDES Project Manager position that is being funded due to increasing federal stormwater requirements and operational demands.

The table below shows the annual amount that will be charged for Surface Water on homeowner's property tax bill within City limits. Surface Water utility rate increases are shown on the 2027 User Fee Schedule.

| Surface Water | | | | |
|---|---|---|---|---|
| class | class description | type | 2027 Rate | 2028 Rate |
| 1 | single family residential | house | $ 394.03 | $ 433.43 |
| | | mobile home | $ 394.03 | $ 433.43 |
| 2 | very light (0-10 IA) | commercial unit | $ 394.03 | $ 433.43 |
| 3 | light (10-20% IA) | commercial unit | $ 947.10 | $ 1,041.81 |
| 4 | moderate (20-45% IA) | commercial unit | $ 1,904.78 | $ 2,095.26 |
| | | condo unit | $ 1,904.78 | $ 2,095.26 |
| 5 | moderately heavy (45-65% | commercial unit | $ 3,678.15 | $ 4,045.96 |
| | | condo unit | $ 3,678.15 | $ 4,045.96 |
| 6 | heavy (65-85% IA) | commercial unit | $ 4,663.30 | $ 5,129.63 |
| | | condo unit | $ 4,663.30 | $ 5,129.63 |
| 7 | very heavy (85-100% IA) | commercial unit | $ 6,108.32 | $ 6,719.15 |
| | | condo unit | $ 6,108.32 | $ 6,719.15 |

**Background**

The City adopts a biennial budget every other year in even-numbered years. The budget process begins with the Mayor proposing a budget, followed by City Council deliberations on the Mayor's proposal and public hearings. The City Council can make any changes that it desires to the Mayor's proposal and when the City Council has a budget that it is satisfied with, then the City Council moves to adopt the budget. The budget ordinance will be the result of this process. The budget must be adopted by December 31 to ensure the continuity of city services.

The currently proposed budget will continue existing levels of service for all city services. The Mayor's Preliminary 2027-2028 Biennial Budget and video recordings of the Budget and Finance Committee budget deliberations are all posted and available on the City's website and YouTube channel.

**Fiscal & Policy Implications**

The proposed 2027-2028 budget ordinance will provide funding for city services through December 31, 2028. The proposed budget is balanced using an unallocated ending fund balance to supplement where ongoing revenues lag ongoing expenditures and maintain reserves in accordance with the City's adopted financial policy.

**Staff Recommendation**

Adopt Ordinance 26-1325/Adopting the 2027-2028 Biennial Budget and attachments

Adopt Ordinance 26-1320/Adopting the 2027 Property Tax Levy

Adopt Ordinance 26-1321/Adopting the 2027 General Taxes

Adopt Resolution 26-2103/Adopting the 2027 Sewer Rate

Adopt Resolution 26-2104/Adopting the 2027 Surface Water Rate

# Mayor's Proposed 2027-2028 Biennial Budget

*General Government, Utilities, Capital, and Enterprise Funds*



**CITY OF LAKE FOREST PARK**

17425 Ballinger Way NE | Lake Forest Park | WA | 98155

Telephone 206-368-5440 | www.cityofLFP.gov

GOVERNMENT FINANCE OFFICERS ASSOCIATION

# *Distinguished Budget Presentation Award*

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## City of Lake Forest Park
## Washington

For the Biennium Beginning

**January 01, 2025**

Christopher P. Morrill

**Executive Director**

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# MAYOR'S BUDGET LETTER

*Mayor*
Tom French

17425 Ballinger Way NE
Lake Forest Park, WA 98155-5556
Phone: 206-368-5440
Fax: 206-364-6521
Email: cityhall@cityofLFP.gov

*Councilmembers*
Tracy Furutani
Larry Goldman
Paula Goode
Matt Muilenburg
Semra Riddle
Josh Rosenau
Ellyn Saunders

**2027-2028 Mayor's Biennial Budget Letter**

Honorable City Council:

It is my pleasure to present the administration's proposed 2027-2028 Budget. The proposed budget is balanced as required by law. Achieving this balance has only been possible through the utilization of the anticipated 2026 unallocated ending fund balance (savings).

In previous biennial budgeting processes, the city council took steps to close the gap between general fund expenditures and revenues. However, due to the 1% limit on property tax increases set by state law, these incremental steps have been unable to offset the impacts of unfunded state mandates, increased costs related to all aspects of public safety, rising costs across all sectors of professional services, and 24% inflation over the past four years.

**Revenue**

This city prides itself on providing exceptional service to its residents. Our police department, public works department, and city hall staff serve the elected officials and residents well with limited resources.

Despite all the good work by council and the administration, general fund expenditures in the proposed 2027-2028 biennium outpace revenues by $4.5M. There is nothing new in this budget, this is status quo yet has continued reliance on savings to pay for ongoing costs. It does not fund additional needs identified by the administration to continue providing quality service to the public.

# MAYOR'S BUDGET LETTER

The city council has effectively implemented all available councilmanic means of generating additional general fund revenue. With the cap on property tax revenue growth at one percent, the administration supports the city council's decision to place a ballot measure on the November 2026 ballot to seek a modest voter-approved property tax increase to support existing, ongoing city operations.

**Multi-modal safety**

With a fully staffed public works department and a dedicated traffic safety officer position, the city is beginning to move the needle on multi-modal safety improvements. The separated pedestrian pathway along NE 201st Place near Horizon View Park is scheduled to be installed this Fall. Additionally, the engineering team's workplan includes walkway projects at Lake Forest Park Elementary and Brookside Elementary, a dedicated bicycle lane along NE 178th Street, and crosswalk improvements with flashing beacons, one on NE 178th Street near 40th Ave. NE and another on Ballinger Way, west of 35th Ave. NE. I know you share my excitement, with the city's first roundabout at Ballinger Way and 40th Place NE having begun construction during the first week of August.

Readers of this letter may ask how the city is moving forward with these projects given the budget challenges noted above. All these projects are supported by a mix of funds restricted to providing such improvements, not available to support the general fund. Examples are state grant funding, funds generated by the city's car tab fees, the city's portion of real estate and excise taxes, and fines collected from the new 24/7 traffic safety cameras on NE 178th Street.

**Capital Projects**

Two large projects will move forward during the 2027/2028 biennium. The city's new lakefront park is fully funded utilizing restricted parks funds and grants. The project is in final design and early permitting has begun, with construction anticipated to begin in 2027. The city's new sewer lift station is fully funded utilizing the city's sewer utility fees. Final design will begin in 2027 with construction anticipated to begin in 2029.

**Stormwater**

The city's public works director is currently drafting a new job description for the position of stormwater coordinator, authorized by council in the previous biennial budget. It has been determined that this position would best support the city as a field inspector, with the clerical and reporting duties of the position being supported by the director and administrative assistant.

# MAYOR'S BUDGET LETTER

**Requests Included**

A couple of requests have been included in the proposed budget that have no impact on the general fund.

- New court software to support scheduling of interpreter services. The annual cost of this software will be reimbursed by the state.
- Public Works administrative assistant increased to full-time. This increase would provide support to the public works director, project engineers, and the updated stormwater coordinator position. The increased salary and benefits would be supported by the various enterprise funds based on the assigned tasks.

**Requests Withheld**

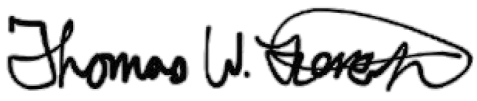
While the positions noted below could provide value to the city, and the city council's strategic plan update is long overdue, to limit the increase of the deficit between general fund revenues and expenditures, the following are not included in this proposed budget.

- Increasing Public Records Specialist to 1.0 FTE ($32,000 per year value)
- New Facilities Maintenance Specialist 1.0 FTE ($97,000 per year value)
- City Council Strategic Plan ($50,000 one-time cost)

**In Closing**

The staff and I truly appreciate the collaborative relationship the administration and council enjoy and look forward to a robust discussion during this budget process. General fund revenues again fall well short of expenditures, even though this city runs very lean operations. If the ballot measure is not successful this November, the administration will begin working with the council to identify where service levels can be reduced to lengthen the time one-time revenues will last to support necessary ongoing operations.

Respectfully submitted,



Mayor Thomas French

# OVERVIEW

## 2027-2028 PROPOSED BUDGET

- Budget Overview
- Community Profile
- Organizational Chart
- Financial Organization (Fund Structure)
- Summary Financial Policies
- Budget Process
- Adopted 2027-2028 Biennial Budget Calendar

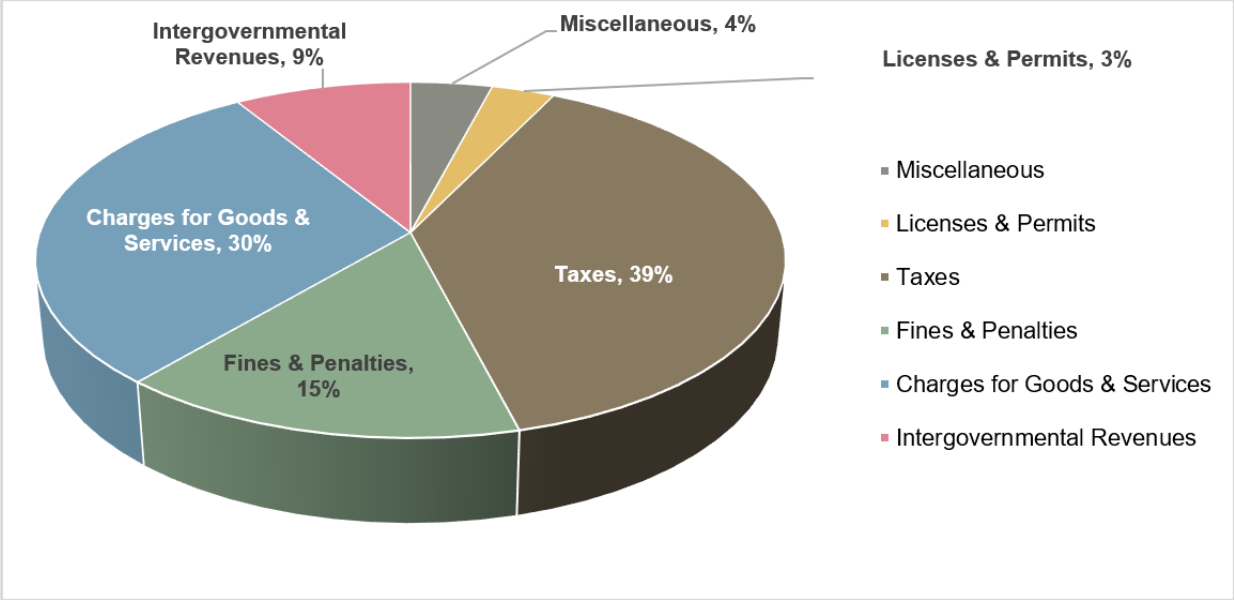
# BUDGET OVERVIEW

The Proposed 2027-2028 Biennial Budget (the Budget) is comprised of 18 funds with total budgeted revenues of $66,475,019 and budgeted expenditures of $70,190,504. The City is projected to begin the 2027-2028 biennium with a beginning fund balance of $30,595,542 for all funds. The projected ending fund balance for the 2027-2028 biennium is $26,880,057 for all funds. The 2027-2028 budget is aligned with, and makes investments in, the City's priorities. The budget is balanced consistent with the definition in the Comprehensive Financial Management Policies (Financial Policies). Most budgeted funds maintain minimum fund balance targets as found in the Financial Policies for all budgeted funds. However, based on current projections, the 2028 General Fund ending fund balance will fall below the minimum fund balance target.

## BUDGETED REVENUES

Each of the City's revenues is categorized into one of six revenue types: taxes, licenses & permits, intergovernmental revenues, charges for goods & services, fines & penalties and miscellaneous.

*Citywide Revenues by Category, All Funds*




Taxes include property and real estate taxes, sales tax, business tax, utility tax, and franchise fees, among others. Taxes are projected to be the largest total revenue in the 2027-2028 budget at a little over $20.6 million in revenue for the biennium. The second largest budgeted revenue type is charges for goods & services, with a budgeted value of about $18 million. Charges for goods & services include utility revenues and other user

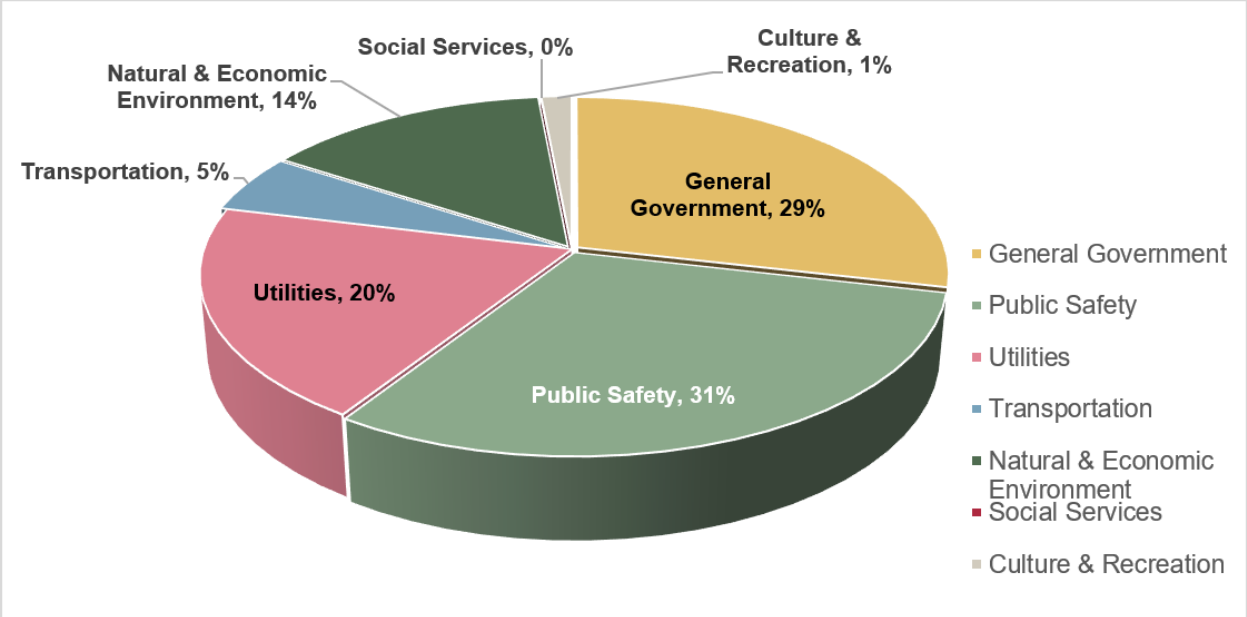
# BUDGET OVERVIEW

fees. Fines & penalties are budgeted to be the third largest revenue source at over $9 million. This revenue primarily comes from traffic safety camera fines. Intergovernmental revenues are projected to be the fourth largest revenue source during the biennium budgeted at over $5.4 million; intergovernmental revenues are primarily state shared revenues and grants. Licenses & permits and miscellaneous revenues round out the revenue picture for the biennium, with $1.9 million and $2.5 million, respectively. Revenue projections for the biennium are conservative for the 2027-2028 budget.

## BUDGETED EXPENDITURES

Each of the City's expenditures is classified into one of eight expenditure categories: general government, public safety, utilities, transportation, natural & economic environment, social services, culture & recreation, and miscellaneous. The largest spending category during the 2027-2028 biennium is public safety, with budgeted expenditures of over $16.3 million. The second largest expenditure category is general government, with budgeted expenditures of almost $14.8 million for the biennium. Next largest is utilities, at over $10.5 million, followed by natural & economic environment at almost $7.7 million. Transportation is budgeted at a little over $2.8 million. Culture & recreation is budgeted at slightly over $799,000, and social services is budgeted at $10,000. Miscellaneous expenditures are not budgeted in the 2027-2028 biennium.

*Citywide Expenditures by Category, All Funds*



# BUDGET OVERVIEW

Most operating expenditures are budgeted with inflation-related increases; however, many costs continue to outpace inflation, including health care premiums, legal services, and capital improvement project costs. Overall, the City's expenditures continue to exceed its ongoing revenues, even with the City Council's recent implementation of new General Fund revenue sources in the last biennium.

# COMMUNITY PROFILE



## GEOGRAPHY

The City of Lake Forest Park is in north King County, Washington, just north of Seattle city limits along the shore of Lake Washington. The City's proximity to the major urban center of Seattle, however, does not define its character. Lake Forest Park is a community known for streets that meander along creeks, a dense tree canopy, and a green natural landscape that give the City a tranquil suburban feel despite its proximity to Seattle.

Two state highways, SR 104 and SR 522, travel through the City, carrying thousands of commuters daily, but they do not significantly impact its character. The City is completely built out, with no unincorporated areas on or near its borders and very few undeveloped parcels within the City. Lake Forest Park shares borders with Seattle, Shoreline, Mountlake Terrace, Brier, and Kenmore. The City is approximately three and one-half square miles.

## COMMUNITY HISTORY

Lake Forest Park was founded as a planned residential community in the early 1900s. At the time, points north of Lake Forest Park along Lake Washington were accessible only by boat, and Lake Forest Park was at the end of the road that traveled north from Seattle. By 1914, a road had been built all the way around Lake Washington, and Lake Forest Park was no longer at the end of the road. Single-family residential development continued in the area known as Lake Forest Park, and in 1961, the area known as Lake Forest Park incorporated as a City. The City continued to grow over the subsequent decades through development and annexations of unincorporated areas along the City's borders. The most recent annexations occurred in the 1990s and are likely the last, as no unincorporated areas remain along the City's borders.

## THE GOVERNMENT

Lake Forest Park uses the mayor-council form of government. This form of government is characterized by an elected Mayor, who serves as the chief executive of the local government's executive branch. The Mayor is responsible for the City's daily operations and for appointing department heads, subject to confirmation by the City Council.

# COMMUNITY PROFILE

The City Council is a seven-member elected body that serves as the legislative branch of government. City Councilmembers serve staggered four-year terms. The City Council is responsible for setting city policy, adopting the biennial budget, and establishing short- and long-range goals and plans.

The budget process is divided into two distinct phases: phase one is the development of the Mayor's Preliminary Budget; phase two is the Council's deliberations on the budget. From a purely technical perspective, the two phases of the budget process are mutually exclusive. More about the budget process can be found in the section of this budget document titled "The Budget Process."

Lake Forest Park is considered a full-service local government as the City provides a full range of local government services including public safety, utilities, municipal court, and enterprise activities. Nearly all services are performed by employees, as opposed to contracted third parties. Operating departments of the City, in order of employee count, are as follows: Police, Public Works, Community Development, Municipal Court, Finance & IT, Municipal Services, and Executive & HR. The City employs approximately 72 employees.

## DEMOGRAPHICS[1]

The 2020 Census found the population of Lake Forest Park to be 13,630. 4.8% of the Lake Forest Park population was under the age of 5 and 18.2% was over the age of 65, slightly over 75% of the population was between the ages of 5 and 64. 77.9% of the Lake Forest Park population identified as white in the 2020 census; 8.3% identified as Asian; almost 6% identified as two or more races; Hispanic, American Indian and Alaska Native, and Black or African American made up 3.3%, 0.3%, and 6.8%, respectively. The 2020 Census counted 5,565 housing units in the City, nearly 79.7% of which were owner-occupied. The median household income in Lake Forest Park was $144,000.

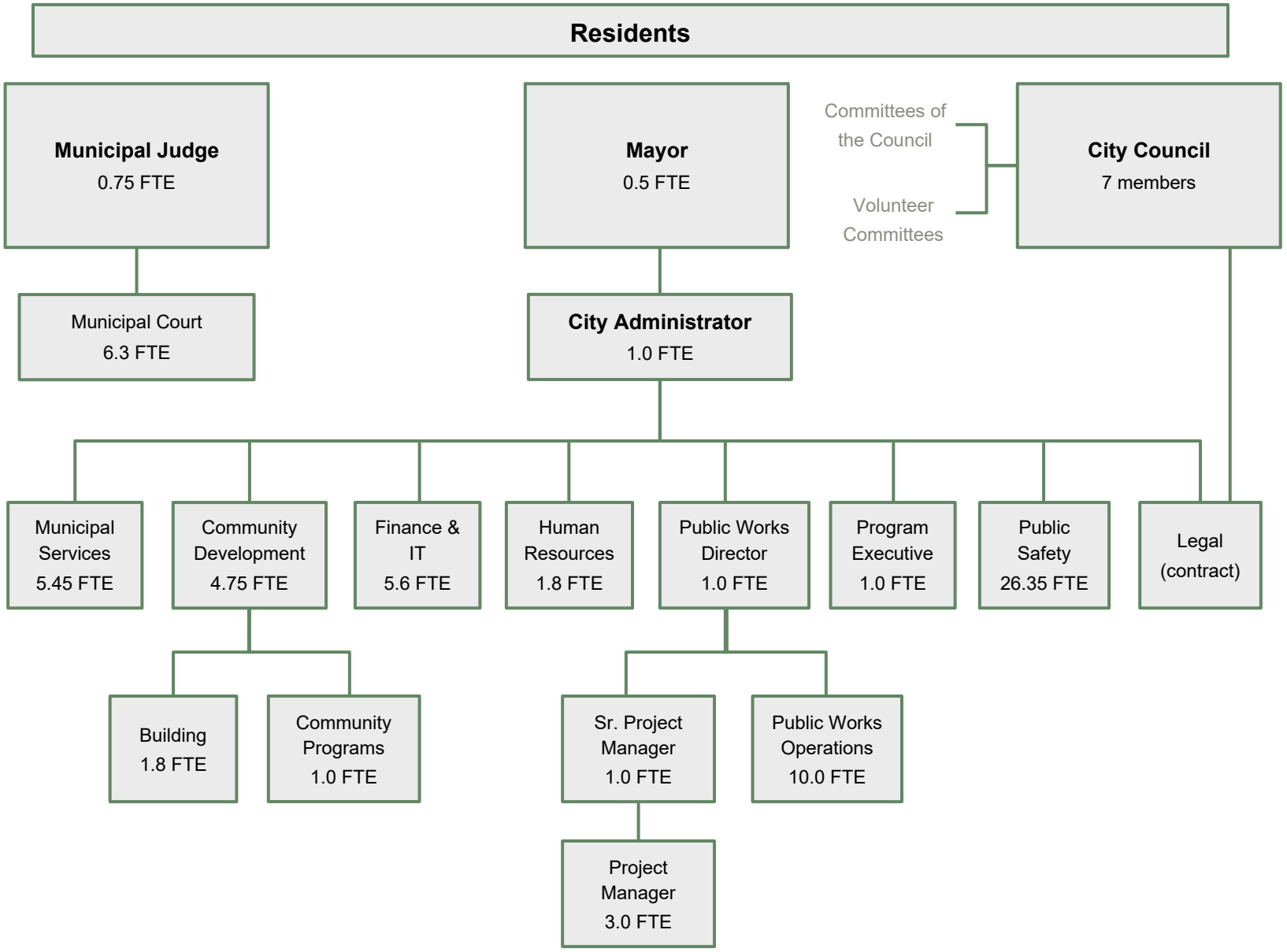
[1] Source of information is the United States Census Bureau www.census.gov

# COMMUNITY PROFILE

*Comparative Statistics, Neighboring Cities*

| | Brier | Kenmore | Lake Forest Park | Mountlake Terrace | Seattle | Shoreline |
|---|---|---|---|---|---|---|
| **Population, 2025 est.** | 6,597 | 24,249 | 13,191 | 25,430 | 784,777 | 66,542 |
| **Density (Population per Sq. Mile)** | 2,987 | 3,890 | 3,876 | 5,248 | 8,792 | 5,037 |
| **Housing Units** | 2,413 | 9,589 | 5,565 | 9,202 | 368,308 | 24,043 |
| **Owner-Occupied Housing Unit Rate** | 89.8% | 69.3% | 80.6% | 56.9% | 43.7% | 66.3% |
| **Median Value of Owner-Occupied Housing Units** | 866,600 | 920,800 | 953,200 | 667,300 | 938,600 | 811,100 |
| **Median Household Income (2024 dollars)** | 132,045 | 139,764 | 159,904 | 107,687 | 123,860 | 112,751 |
| **Percent in Poverty (2024 est.)** | 6.7% | 5.7% | 4.0% | 7.0% | 9.9% | 8.8% |
| **Percent of 25 and Older with Bachelor's Degree or Higher** | 50.6% | 61.8% | 66.0% | 43.0% | 68.4% | 52.8% |
| **Total Retail Sales per Capita (2022)** | 368 | 6,193 | 4,434 | 9,301 | 105,624 | 21,461 |

# ORGANIZATION CHART



# ORGANIZATION CHART

## ACCESSIBLE ORGANIZATION CHART

FTE = full-time equivalent

**Executive Branch**

- Mayor (0.5 FTE)
    - City Administrator (1.0 FTE)
        - Municipal Services (5.45 FTE)
        - Community Development (4.75 FTE)
            - Building (1.8 FTE)
            - Community Programs (1.0 FTE)
        - Finance & IT (5.6 FTE)
        - Human Resources (1.8 FTE)
        - Public Works Director (1.0 FTE)
            - Senior Project Manager (1.0 FTE)
                - Project Manager (3.0 FTE)
            - Public Works Operations (10.0 FTE)
        - Program Executive (1.0 FTE)
        - Public Safety (26.35 FTE)
        - Legal (contract)

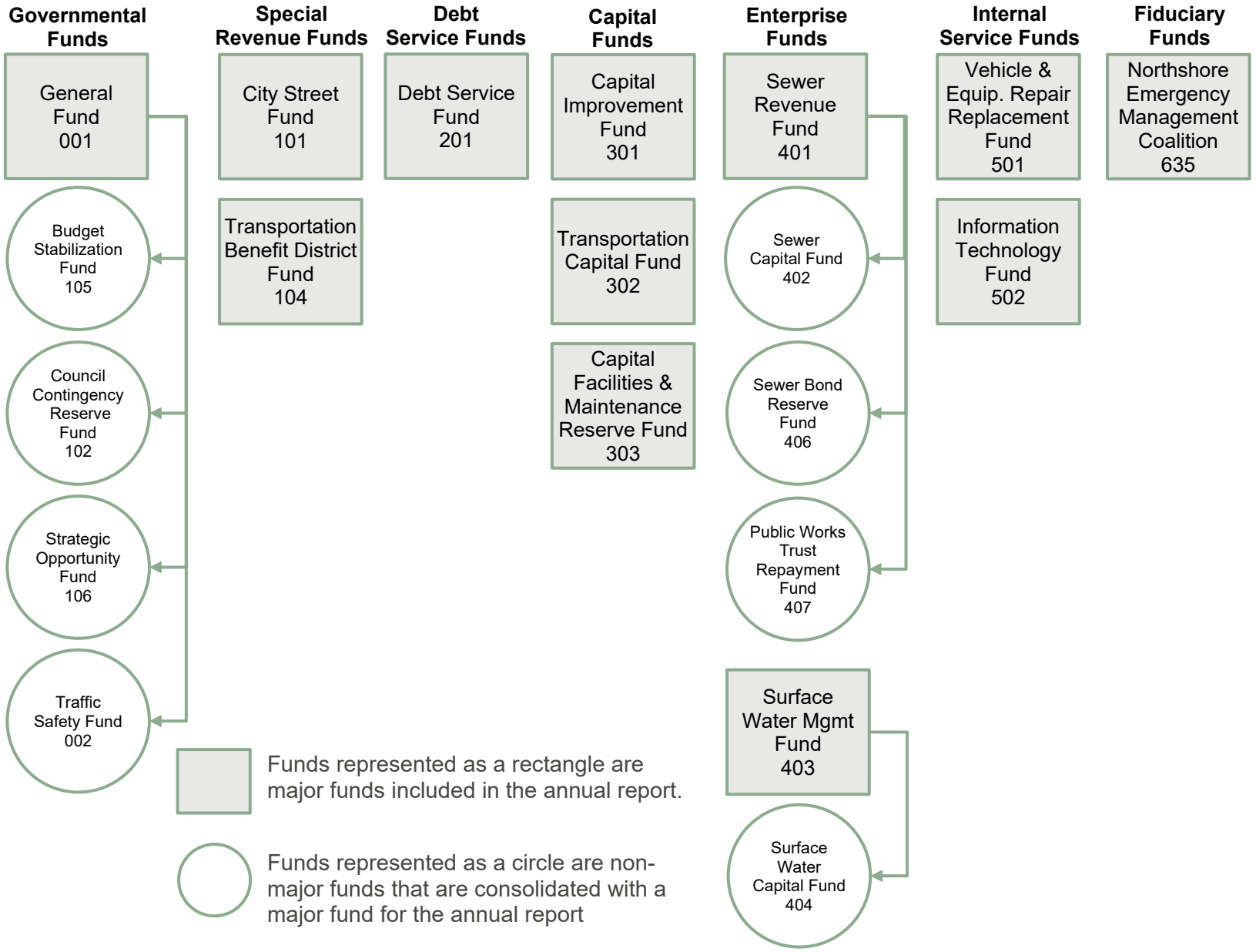
**Legislative Branch**

- City Council (7 members)
    - Committees of the Council
    - Volunteer Committees

**Judicial Branch**

- Municipal Judge (0.75 FTE)
    - Municipal Court (6.3 FTE)

# FINANCIAL ORGANIZATION (FUND STRUCTURE)



# FINANCIAL ORGANIZATION (FUND STRUCTURE)

## ACCESSIBLE FUND STRUCTURE

The following lists outline the fund structure for Lake Forest Park and are organized by fund type. The fund structure is prescribed by the Washington State Budgeting and Reporting System (BARS) and is unrelated to the organizational structure. Each fund name is followed by its fund number.

*Denotes a non-major fund that is consolidated with a major fund for the annual report.

**Governmental Funds**

- General Fund – 001
  - Budget Stabilization Fund* – 105
  - Council Contingency Reserve Fund* – 102
  - Strategic Opportunity Fund* – 106
  - Traffic Safety Fund* – 002

**Special Revenue Funds**

- City Street Fund – 101
- Transportation Benefit District Fund – 104

**Debt Service Funds**

- Debt Service Fund – 201

**Capital Funds**

- Capital Improvement Fund – 301
- Transportation Capital Fund – 302
- Capital Facilities and Maintenance Reserve Fund – 303

**Enterprise Funds**

- Sewer Revenue Fund – 401
  - Sewer Capital Fund* – 402
  - Sewer Bond Reserve Fund* – 406
  - Public Works Trust Repayment Fund* – 407
- Surface Water Management Fund – 403
  - Surface Water Capital Fund* – 404

**Internal Service Funds**

- Vehicle & Equipment Repair Replacement Fund – 501
- Information Technology Fund – 502

# FINANCIAL ORGANIZATION (FUND STRUCTURE)

**Fiduciary Funds**

- Northshore Emergency Management Coalition – 635

# SUMMARY FINANCIAL POLICIES

The Summary Financial Management Policies is a brief summary of the financial policies adopted by the City Council that directs the work of the administration for financial matters. The Comprehensive Financial Management Policies (the Policies) is the detailed document of financial policies; some of the matters addressed in the comprehensive policy are absent in this summary. The complete Comprehensive Financial Management Policies can be found in the appendix.




## FUND ACCOUNTING AND THE BUDGETING, ACCOUNTING AND REPORTING SYSTEM

The City of Lake Forest Park utilizes the fund accounting method of accounting and keeps its books and records on the cash basis of accounting. The City uses the Budgeting, Accounting and Reporting System (BARS) for Cash Basis Entities published by the Washington State Auditor's Office for accounting and reporting matters. The use of fund accounting and BARS for accounting and reporting are dictated by state statute. Appropriate internal controls will be designed and maintained to ensure the safeguarding of city assets and the quality of reporting.

## LONG-RANGE FINANCIAL PLANNING

The primary tool for long-range financial planning is the six-year financial forecast that includes projected revenues and expenses for six years beginning on the first day of the current biennium. The City updates the six-year financial forecast each year during biennial budget development or during the mid-biennial budget review and adjustment. The policies dictate the use of prudent assumptions in the development and updating of the six-year financial forecast.

## BIENNIAL BUDGET DEVELOPMENT AND ADOPTION

The City adopts a biennial, or two-year, budget in even-numbered years. Biennial budgets begin in odd-numbered years. Budgets are developed at the line-item level of revenue and expense but are adopted at the fund level, meaning that a single revenue and a single

# SUMMARY FINANCIAL POLICIES

expense are adopted for each of the City's funds. The adopted budget includes a schedule of staff positions.

The city budget implements City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council. The Mayor, working with their administration, develops a "Mayor's Preliminary Budget" that is presented to the City Council for consideration of changes and adoption. The City Council may make any changes to the Mayor's Preliminary Budget that the Council desires. Ultimately, the City Council is responsible for adopting the final biennial budget.

The Finance Director is responsible for the management of the budget process and subsequent budget status reporting to departments and the City Administrator. Budget monitoring is the responsibility of all Department Directors and the City Administrator.

## FUND BALANCES AND RESERVES

The Policies establish fund balance reserves for all the City's operating funds. For the purposes of the Policies, operating funds are those with payroll expenses. All operating funds have a minimum fund balance target of eight percent (8%) except as noted below:

- General Fund, 16%
- Street Fund, 16%
- Sewer Utility Fund, 16%
- Surface Water Utility, 16%

The City recently updated the Comprehensive Financial Management Policies to calculate the minimum fund balance targets as a percentage of current year revenue (less identified one-time revenues) or expenditure, whichever is greater. General Fund ending fund balance is calculated as the sum of ending fund balances in the General Fund, the Budget Stabilization Fund, the Council Contingency Fund, the Strategic Opportunity Fund, and the Traffic Safety Fund.

## REVENUES

The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles. Revenue forecasts will be prepared using prudent assumptions. One-time revenues will be identified during budget development and in the six-year financial forecast. Grant revenue will be included in future resources when staff determines that the revenue is likely to be received.

# SUMMARY FINANCIAL POLICIES

## EXPENDITURES AND CONTRACTS

Department Directors have primary responsibility for purchasing and expenditures for their respective departments in accordance with the adopted budget and purchasing policy. Purchasing and contracting rules and requirements are contained in the purchasing policy and related legislation.

Expenditures are reviewed by a member of the City Council prior to the payment being released to the vendor, except in the case of a “prepaid batch” and/or payroll. A prepaid batch is a batch of checks that are paid in advance of City Council review due to the Council’s meeting schedule. Amounts paid in a prepaid batch are subject to the same purchasing policy and staff approval process as a normal check batch.

## DEBT

Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital projects or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.

## INVESTMENTS

The City will utilize the Washington State Local Government Investment Pool (LGIP) and the City’s bank as its primary investment vehicles. Both accounts are considered short-term investments, meaning the funds can easily be deposited or withdrawn. These two accounts accrue interest at a minimal level.

In recent years, the City updated the Comprehensive Financial Management Policies to expand the investment option for longer-term investments using government agency bonds to assist in diversifying the City’s cash. The change was made in response to a Council discussion around future resiliency.

All short-term and long-term investments fully comply with state law as allowable investments for City monies.

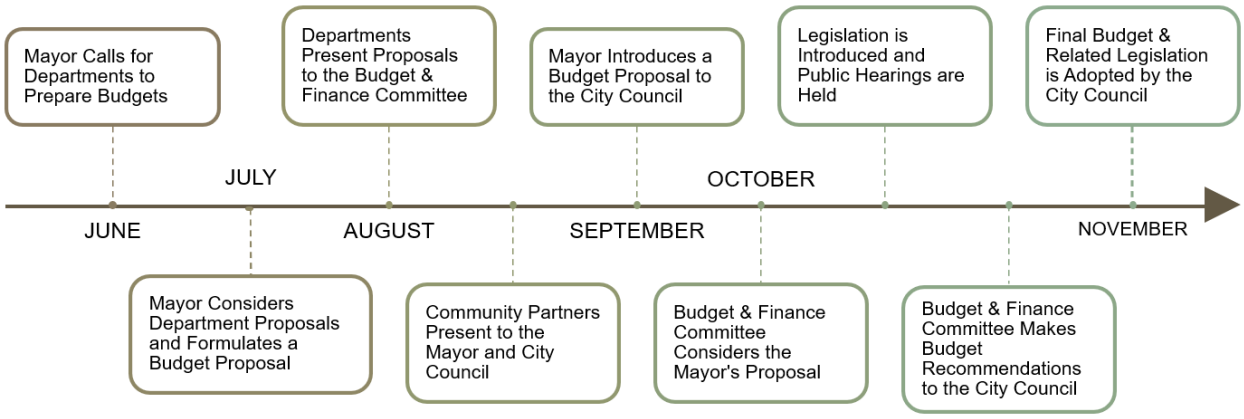
## ASSETS

Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than $5,000 and having a useful life in excess of one year. Assets with a value or cost under $5,000, but more than $300, are defined as small and attractive assets. A Fixed Asset Policy and a Small and Attractive Asset Policy maintain accountability for the City’s non-cash assets.

COMPLETE COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES (linked)

# BUDGET PROCESS

The City adopts a biennial, or two-year, budget in even-numbered years. Biennial budgets begin in odd-numbered years. In the simplest form, the budget process can be divided into two distinct phases: development of the Mayor's Preliminary Budget and development of the City Council's Budget. In actuality, there are many steps in each phase.




## PHASE ONE: DEVELOPMENT OF THE MAYOR'S PRELIMINARY BUDGET

### Step One: The Budget Calendar

The budget process kicks off with the budget calendar. The Administration works with the Budget & Finance Committee to draft a budget calendar which assigns dates to each milestone in the budget process.

### Step Two: Mayor Communicates Budget Priorities and Calls for Department Budget Requests

The Administration begins the budget process by determining budget priorities, which it then communicates to departments. Next, the City Administrator instructs department heads to prepare a budget request for their respective department for the biennium. The Finance Department works with departments to prepare preliminary revenue estimates. Step Two is completed in late May to allow a month for department budget preparation.

### Step Three: Department Presentations to the Budget Team

The third step of the budget process is the department presentations to the administration's budget team: the Mayor, City Administrator and Finance Director. This step of the process occurs when the Mayor is considering department budget proposals.

# BUDGET PROCESS

Department presentations help to inform the Mayor's decisions about the budget and occur in July.

**Step Four: Creation of the Mayor's Preliminary Budget**

Next, the Mayor communicates to the Finance Department what to include in the Mayor's Preliminary Budget. The Finance Department prepares the Mayor's Preliminary Budget and begins the exercise of balancing the budget. Step four occurs in the August timeframe. The Mayor's Preliminary Budget is presented to City Council Members during a council meeting in September with a presentation by the City Administrator and Finance Director.

**Step Five: Transmittal of Mayor's Preliminary Budget**

Step five of the budget process is the Mayor's presentation of the Mayor's Preliminary Budget to the City Council at an open public meeting. The City Council's deliberations on the budget officially start immediately after the Mayor releases their preliminary budget. It should be noted that the Council is generally gathering data and considering the budget in advance of the official release of the Mayor's Preliminary Budget.

## PHASE TWO: DEVELOPMENT OF THE CITY COUNCIL'S BUDGET AND BUDGET ADOPTION

**Step Six: Studying the Mayor's Proposed Budget and Information Gathering**

The second phase of the budget process kicks off with the City Council, sitting as the Budget & Finance Committee, studying the Mayor's Proposed Budget, asking questions, and gathering information. The Budget & Finance Committee also solicits feedback and information from the community in the form of public hearings. The Budget & Finance Committee schedules a meeting for public comment prior to the start of Council deliberations in late September.

**Step Seven: Budget & Finance Committee Makes Budget Recommendations to the City Council**

After review of the Mayor's Proposed Budget, consideration of the City Council's priorities and goals, and input from the community, the Budget & Finance Committee makes budget recommendations to the City Council.

# BUDGET PROCESS

**Step Eight: City Council Deliberations, Finalize the Council's Budget**

At this point, the City Council works with the Finance Department to create a final version of the budget and prepares the budget for adoption. Final public hearings must occur before the City Council calls for a vote on the budget.

**Step Nine: Budget Adoption**

The final step of the budget process is for the City Council to call for a vote to adopt the budget. The budget is adopted by a majority vote of the City Council. Final public hearings and votes on the property tax levy rate, utility rates, and the user fee schedule generally occur around the same time as the budget but are technically subject to different timelines. The City Council's Budget is anticipated to be adopted mid-November.



## AMENDING A BUDGET

Budgets are developed based on a set of predictions about the future. A City budget is a living document and, since it is impossible to know what will happen in the future, adjustments to the adopted budget are frequently required once the budgetary period is underway. A formal change to an adopted budget is known as a budget amendment, e.g. when the City receives a grant award. Budgets are adopted at the fund level, as opposed to the line-item or department level, therefore budget amendments are also made at the fund level.

Budget amendments originate with the Administration (the Mayor and staff) and must be passed by a majority of the City Council at an open public meeting. Budget amendments do not require public hearings and do not have specific timelines associated with them. However, it is best practice to formally amend a budget before an expenditure is allocated (amend before you spend). A budget amendment must be passed before the last day of the budgetary period to become effective for that adopted fiscal period.

# ADOPTED 2027-2028 BUDGET CALENDAR

| Date | | Description | Time | Meeting Type |
|---|---|---|---|---|
| 5/15/2026 | Friday | Call for Department Budget Requests Issued by Administration | - | N/A |
| 7/1/2026 | Wednesday | Department Budget Requests Due to Administration | - | N/A |
| 7/9/2026 | Thursday | Discuss Draft Budget Calendar for 2027-2028 for future adoption | 6:00 PM | City Council Work Session |
| 7/9/2026 | Thursday | *Community Partners (Human Services) Presentations 1 of 2* | 7:00 PM | City Council Meeting |
| 7/13/2026 | Monday | Administration Reviews Department Proposals | - | N/A |
| 7/16/2026 | Thursday | Budget 101 & Finalize Budget Calendar for 2027-2028 Biennial Budget | 6:00 PM | Budget & Finance Meeting |
| 7/23/2026 | Thursday | *Community Partners (Human Services) Presentations 2 of 2* | 7:00 PM | City Council Meeting |
| 7/28/2026 | Tuesday | Department Presentations to Mayor & City Administrator | | N/A |
| 7/30/2026 | Thursday | Department Presentations to Mayor & City Administrator (Continued) | | N/A |
| 8/13/2026 | Thursday | Revenue & Expenditure Fiscal Year End Projections for 2025-2026 Biennium<br>Adopt Budget Calendar - if not already adopted | 6:00 PM | City Council Work Session |
| 8/20/2026 | Thursday | Budget & Finance Committee - **Cancelled**: Fall Break | | |
| 8/24/2026 | Monday | COW - **Cancelled**: Fall Break | | |
| 8/27/2026 | Thursday | City Council Meeting - **Cancelled**: Fall Break | | |
| 9/10/2026 | Thursday | Special Budget & Finance Meeting: Capital Improvement Projects | 6:00 PM | Special Budget & Finance Meeting |
| 9/10/2026 | Thursday | Mayor's Proposed Budget Presented to City Council | 7:00 PM | City Council Meeting |
| 9/17/2026 | Thursday | Mayor's Proposed Revenue Projection Overview | 6:00 PM | Budget & Finance Meeting |
| 9/21/2026 | Monday | Detailed Department Presentations of Mayor's Proposed Budget | 6:00PM | Committee of the Whole |
| 9/24/2026 | Thursday | Continued Department Presentations of Mayor's Proposed Budget | 6:00 PM | City Council Special Work Session |
| *9/28/2026* | Monday | *Public Comment After the Mayor's Proposed 2027-2028 Biennial Budget is presented &<br>City Council Budget Deliberations and Recommendations* | *6:00 PM* | Special Council Meeting |
| 10/1/2026 | Thursday | City Council Budget Deliberations and Recommendations | 6:00 PM | Special Work Session |
| 10/8/2026 | Thursday | Continued City Council Budget Deliberations and Recommendations | 6:00 PM | City Council Work Session |
| 10/15/2026 | Thursday | City Council Budget Deliberations and Recommendations | 6:00 PM | Budget & Finance Meeting |
| 10/22/2026 | Thursday | Public Hearings - Property Tax Levy, Rates, and Budget Related Items | 7:00 PM | City Council Meeting |
| *11/12/2026* | Thursday | *Final Public Hearings on Property Tax Levy, Rates, and Budget Related Items<br>Adoption of Budget, Property Tax Levy, Rates, and all Budget Related Items* | *7:00 PM* | City Council Meeting |
| 11/19/2026 | Thursday | Additional Final Adoption Date, if needed | 6:00 PM | Special City Council Meeting |

# FINANCIAL AND EMPLOYMENT INFORMATION

## 2027-2028 PROPOSED BUDGET

- Consolidated Financial Schedule
- Revenue Forecast
- Schedule of Fund Balances
- Debt
- Budgeted Positions & Salary Schedule

# CONSOLIDATED FINANCIAL SCHEDULE

The consolidated financial schedules display the budget in a format consistent with the Budgeting, Accounting and Reporting System (BARS) and are consistent with the presentation of financial information in the City's annual financial statements. The City uses cash-basis budgeting, which is also how the financials are reported to the Washington State Auditor's Office annually.




The data presented in these schedules combines revenue and expenditure budget data into broad categories and/or functional areas, allowing readers to see the budget data in a format that is easy to understand at a glance. Similarly, the city's separate funds, or accounting entities, are consolidated by fund type for ease of understanding. Fund categories are found in columns; revenue and expenditure information are found in rows.

# CONSOLIDATED FINANCIAL SCHEDULE

## Consolidated Financial Schedule for the Biennium Ending December 31, 2028:

| | General | General Sub-Funds | Special Revenue | Capital | Enterprise/ Utility | Internal Service | Total |
|---|---|---|---|---|---|---|---|
| **Beginning Cash and Investments**[1] | | | | | | | |
| Fund Balance | $7,584,653 | $4,658,030 | $2,880,546 | $5,430,005 | $8,552,675 | $1,489,634 | $30,595,542 |
| **Total Beginning Cash and Investments** | **$7,584,653** | **$4,658,030** | **$2,880,546** | **$5,430,005** | **$8,552,675** | **$1,489,634** | **$30,595,542** |
| **Operating Revenues** | | | | | | | |
| Taxes | $20,674,151 | - | $1,507,137 | $1,600,000 | - | - | $23,781,288 |
| License and Permits | $1,313,430 | - | $580,000 | - | $42,554 | - | $1,935,984 |
| Intergovernmental Revenues | $637,357 | - | $470,000 | $1,520,000 | $2,797,659 | - | $5,425,016 |
| Charges for Goods and Services | $2,112,313 | - | - | $- | $14,741,505 | $1,509,902 | $18,363,720 |
| Fines and Penalties | $5,066,810 | $4,300,000 | - | - | - | - | $9,366,810 |
| Miscellaneous Revenue | $1,225,400 | $152,400 | $111,600 | $316,800 | $596,600 | $104,400 | $2,507,200 |
| **Total Operating Revenues** | **$31,029,462** | **$4,452,400** | **$2,668,737** | **$3,436,800** | **$18,178,318** | **$1,614,302** | **$61,380,019** |
| **Nonoperating Revenues** | | | | | | | |
| Debt Proceeds | - | - | - | $2,500,000 | - | - | $2,500,000 |
| Transfers-In | - | - | $1,115,000 | $1,460,000 | - | - | $2,575,000 |
| Other Resources | $20,000 | - | - | - | - | - | $20,000 |
| **Total Nonoperating Revenues** | **$20,000** | **-** | **$1,115,000** | **$3,960,000** | **-** | **-** | **$5,095,000** |
| **TOTAL REVENUES** | **$31,049,462** | **$4,452,400** | **$3,783,737** | **$7,396,800** | **$18,178,318** | **$1,614,302** | **$66,475,019** |
| **Operating Expenditures** | | | | | | | |
| General Government | $11,308,657 | $2,086,927 | $351,265 | $293,223 | $1,107,409 | $128,743 | $15,276,224 |
| Public Safety | $14,989,483 | $1,333,000 | - | - | - | - | $16,322,483 |
| Utilities | - | - | - | - | $10,505,471 | - | $10,505,471 |
| Transportation | - | - | $2,280,886 | $200,600 | - | $356,042 | $2,837,528 |
| Natural and Economic Environment | $4,411,300 | - | - | - | $3,231,182 | - | $7,642,482 |
| Social Services | $10,000 | - | - | - | - | - | $10,000 |
| Culture and Recreation | $799,494 | - | - | - | - | - | $799,494 |
| **Total Operating Expenditures** | **$31,518,933** | **$3,419,927** | **$2,632,151** | **$493,823** | **$14,844,062** | **$484,785** | **$53,393,682** |
| **Nonoperating Expenditures** | | | | | | | |
| Debt Service | $22,200 | - | - | $472,000 | - | - | $494,200 |
| Capital Expenditures | $93,400 | $20,000 | - | $7,444,938 | $4,905,000 | $1,264,284 | $13,727,622 |
| Transfers Out | $1,115,000 | $360,000 | $1,100,000 | - | - | - | $2,575,000 |
| **Total Nonoperating Expenditures** | **$1,230,600** | **$380,000** | **$1,100,000** | **$7,916,938** | **$4,905,000** | **$1,264,284** | **$16,796,822** |
| **TOTAL EXPENDITURES** | **$32,749,533** | **$3,799,927** | **$3,732,151** | **$8,410,761** | **$19,749,062** | **$1,749,069** | **$70,190,504** |
| Increase (Decrease) in Cash and Investments | $(1,700,072) | $652,473 | $51,586 | $(1,013,961) | $(1,570,744) | $(134,767) | $(3,715,486) |
| **Ending Cash and Investments** | | | | | | | |
| Fund Balance | **$5,844,581** | **$5,310,502** | **$2,932,132** | **$4,416,043** | **$6,981,931** | **$1,354,867** | **$26,880,057** |
| **Total Ending Cash and Investments** | **$5,844,581** | **$5,310,502** | **$2,932,132** | **-** | **$6,981,931** | **$1,354,867** | **$26,880,057** |

[1]Beginning cash and investments are estimates, actual results may vary from the amounts contained in this schedule.

# FOUR-YEAR CONSOLIDATED SCHEDULE

**Four-Year Consolidated Financial Schedule for the Four-Year Period Ending December 31, 2028:**

| | General | | Special Revenue | | Capital | | Enterprise/Utility | | Internal Service | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2025-2026 | 2027-2028 | 2025-2026 | 2027-2028 | 2025-2026 | 2027-2028 | 2025-2026 | 2027-2028 | 2025-2026 | 2027-2028 | 27-28 Total |
| **Beginning Cash and Investments[1]** | | | | | | | | | | | |
| Fund Balance, Reserved | $1,995,054 | $4,658,030 | $2,423,450 | $2,880,546 | $4,975,755 | $5,430,005 | $8,965,139 | $8,552,675 | $1,627,565 | $1,489,634 | $25,937,512 |
| Fund Balance, Unreserved | $10,316,028 | $7,584,653 | - | - | - | - | - | - | - | - | $4,658,030 |
| **Total Beginning Cash and Investments** | **$12,311,082** | **$12,242,683** | **$2,423,450** | **$2,880,546** | **$4,975,755** | **$5,430,005** | **$8,965,139** | **$8,552,675** | **$1,627,565** | **$1,489,634** | **$30,595,542** |
| **Operating Revenues** | | | | | | | | | | | |
| Taxes | $17,489,279 | $18,549,012 | $1,495,200 | $1,507,137 | $1,829,490 | $1,600,000 | - | - | - | - | $23,781,288 |
| License and Permits | $1,313,429 | $1,313,430 | $551,482 | $580,000 | - | - | $30,000 | $42,554 | - | - | $1,935,984 |
| Intergovernmental Revenues | $1,558,362 | $637,357 | $464,031 | $470,000 | $5,262,364 | $1,520,000 | $396,341 | $2,797,659 | $27,237 | - | $5,425,016 |
| Charges for Goods and Services | $2,151,575 | $2,112,313 | - | - | - | - | $12,691,127 | $14,741,505 | $1,570,646 | $1,509,902 | $18,363,720 |
| Fines and Penalties | $8,924,654 | $8,566,810 | - | - | - | - | - | - | - | - | $9,366,810 |
| Miscellaneous Revenue | $1,252,926 | $1,377,800 | $169,167 | $111,600 | $363,199 | $316,800 | $535,963 | $596,600 | $93,981 | $104,400 | $2,507,200 |
| **Total Operating Revenues** | **$32,690,224** | **$35,481,862** | **$2,679,880** | **$2,668,737** | **$7,455,053** | **$3,436,800** | **$13,653,431** | **$18,178,318** | **$1,691,864** | **$1,614,302** | **$61,380,019** |
| **Nonoperating Revenues** | | | | | | | | | | | |
| Debt Proceeds | - | - | - | - | - | $2,500,000 | - | - | - | - | $2,500,000 |
| Transfers-In | $2,600,000 | - | $295,000 | $1,115,000 | $1,116,000 | $1,460,000 | $818,000 | - | - | - | $2,575,000 |
| Other Sources | $52,148 | $20,000 | - | - | - | - | - | - | - | - | $20,000 |
| **Total Nonoperating Revenues** | **$2,652,148** | **$20,000** | **$295,000** | **$1,115,000** | **$1,116,000** | **$3,960,000** | **$818,000** | **-** | **-** | **-** | **$5,095,000** |
| **TOTAL REVENUES** | **$35,342,373** | **$35,501,862** | **$2,974,880** | **$3,783,737** | **$8,571,053** | **$7,396,800** | **$14,471,431** | **$18,178,318** | **$1,691,864** | **$1,614,302** | **$66,475,019** |
| **Operating Expenditures** | | | | | | | | | | | |
| General Government | $12,165,152 | $13,395,584 | $377,438 | $351,265 | $721,810 | $293,223 | $1,080,418 | $1,107,409 | $162,451 | $128,743 | $15,276,224 |
| Public Safety | $15,418,678 | $16,322,483 | - | - | - | - | - | - | - | - | $16,322,483 |
| Utilities | - | - | - | - | - | - | $8,722,435 | $10,505,471 | - | - | $10,505,471 |
| Transportation | - | - | $1,574,346 | $2,280,886 | $116,716 | $200,600 | - | - | $282,000 | $356,042 | $2,837,528 |
| Natural and Economic Environment | $4,781,748 | $4,411,300 | - | - | - | - | $2,803,430 | $3,231,182 | - | - | $7,642,482 |
| Social Services | $8,936 | $10,000 | - | - | - | - | - | - | - | - | $10,000 |
| Culture and Recreation | $758,685 | $799,494 | - | - | - | - | - | - | - | - | $799,494 |
| **Total Operating Expenditures** | **$33,133,198** | **$34,938,861** | **$1,951,784** | **$2,632,151** | **$838,526** | **$493,823** | **$12,606,282** | **$14,844,062** | **$444,451** | **$484,785** | **$53,393,682** |
| **Nonoperating Expenditures** | | | | | | | | | | | |
| Debt Service | $16,779 | $22,200 | - | - | - | $472,000 | $240,805 | - | - | - | $494,200 |
| Capital Expenditures | $1,431,652 | $113,400 | - | - | $6,028,277 | $7,444,938 | $1,218,808 | $4,905,000 | $1,385,345 | $1,264,284 | $13,727,622 |
| Transfers-Out | $2,414,886 | $1,475,000 | $566,000 | $1,100,000 | $1,250,000 | - | $818,000 | - | - | - | $2,575,000 |
| **Total Nonoperating Expenditures** | **$3,863,316** | **$1,610,600** | **$566,000** | **$1,100,000** | **$7,278,277** | **$7,916,938** | **$2,277,613** | **$4,905,000** | **$1,385,345** | **$1,264,284** | **$16,796,822** |
| **TOTAL EXPENDITURES** | **$36,996,514** | **$36,549,461** | **$2,517,784** | **$3,732,151** | **$8,116,803** | **$8,410,761** | **$14,883,895** | **$19,749,062** | **$1,829,795** | **$1,749,069** | **$70,190,504** |
| Increase (Decrease) in Cash and Investments | $(1,654,141) | $(1,047,599) | $457,096 | $51,586 | $454,250 | $(1,013,961) | $(412,464) | $(1,570,744) | $(137,931) | $(134,767) | $(3,715,486) |
| | | | | | | | | | | | |
| **TOTAL ENDING CASH AND INVESTMENTS** | **$10,656,941** | **$11,195,084** | **$2,880,546** | **$2,932,132** | **$5,430,005** | **$4,416,043** | **$8,552,675** | **$6,981,931** | **$1,489,634** | **$1,354,867** | **$26,880,057** |

[1]Beginning cash and investments are estimates, actual results may vary from the amounts contained in this schedule.

# REVENUE FORECAST

## REVENUE POLICY

The City's Revenue Policy (the Policy) states that the City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.

The Policy continues that, where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the Budget & Finance Committee on a periodic basis.

With respect to grant revenue, the Policy states that grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.

## REVENUE FORECAST DEVELOPMENT

The City forecasts revenue for each line item of revenue expected to be received during the biennium. Each revenue is forecasted using one of three forecasting methods: the application of trend analysis, utilization of trusted economists' estimates, and actual amounts pledged by the funding agencies or programs.



**Trend Analysis**

Trend analysis is a method used to predict what will happen in the future based on what has happened in the past. The use of trend analysis begins by removing unusual or one-time events from prior period results. Next, an average of the prior period results is calculated, that average is the starting point for the forecast for future periods. If unusual, or one-time, events are expected in the upcoming periods, those items are added in; the result is the projected amount for the upcoming period. Trend analysis is used to forecast many types of revenue the City receives including utility taxes, permit fees and revenue from franchise agreements.

# REVENUE FORECAST

**Economists' Estimates**

Many of the City's revenue projections are calculated by applying forecasts established by trusted sources to the City's data. King County and the City of Seattle publish a variety of forecasts established by their economists on a periodic basis. Since the City of Lake Forest Park is located within King County and borders the City of Seattle, Lake Forest Park can expect to have a similar experience as those entities. As such, staff utilizes the estimates established by those trusted economists to forecast several revenue sources. However, staff also consider factors that are unique to the City of Lake Forest Park in its forecasts of these items.

**Projections Based on Actuals**

Several of the City's revenue sources are received from other governmental agencies, including the State of Washington. In many cases, the funding agency publishes the amount that the City will receive in advance of making payment of those amounts. When the funding agency publishes the amount of the future payment as either a lump sum, or an amount that is based on a known value, like population, the City refers to this type of projection as "actual". An example is Liquor Board Profits that are distributed by the state to cities based on population. The City forecasts Liquor Board Profit Revenue by multiplying the per capita distribution amount by the published population of Lake Forest Park, the result is the forecasted Liquor Board Profit Revenue.

The schedules on the following pages display revenue projections for the biennium and include a column labeled "Method". The method column indicates which projection method was used to project the revenue for the biennium; "T" represents trend analysis, "E" represents economists' estimates, and "A" represents projections based on actuals.

# REVENUE FORECAST

## GENERAL FUND

### General Fund: Taxes

General Fund taxes account for approximately 67% of General Fund revenue. The largest tax received is property tax which accounts for 31% of General Fund revenues. Another significant tax is sales and use tax which accounts for almost 14% of General Fund revenues. Additional tax revenue sources include utility taxes on sewer, surface water, and solid waste.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Property Tax | T | $7,161,227 | $7,046,357 | $9,503,987 |
| Sales and Use Tax | T | $3,560,204 | $4,108,617 | $4,295,249 |
| Affordable/Supportive Housing | A | $21,000 | $22,751 | $23,200 |
| Local Criminal Justice / State | T | $1,013,338 | $995,079 | $1,035,280 |
| Business Tax | A | $830,000 | $917,218 | $935,000 |
| Solid Waste Collection Tax | T | $315,386 | $395,210 | $426,534 |
| Utility Tax | T | $946,916 | $919,102 | $1,030,099 |
| Seattle City Light Contract Fee | T | $1,083,956 | $1,293,087 | $1,337,924 |
| Utility Tax Sewer | A | $800,187 | $820,704 | $978,366 |
| Utility Tax Surface Water | A | $340,825 | $340,824 | $426,054 |
| Utility Tax Solid Waste | A | $522,792 | $599,461 | $645,170 |
| Leasehold Excise Tax | A | - | $1,646 | $3,293 |
| Admission Tax | T | $42,808 | $29,224 | $33,997 |
| **TOTAL TAXES** | | **$16,638,638** | **$17,489,279** | **$20,674,151** |

# REVENUE FORECAST

**General Fund: Licenses & Permits**

General Fund licenses and permits account for approximately 6.2% of General Fund revenues. Construction and development permits are the largest revenue source in this category and account for approximately 43% of license and permit revenue. Other significant revenues in this category include utility franchise fees (excluding electric utility franchise fees) and business license fees.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Cable Television Franchise Fee | T | $392,930 | $336,097 | $315,000 |
| Telecommunication Franchise | T | - | $7,500 | $5,000 |
| Business Licenses | T | $171,700 | $171,700 | $189,880 |
| Construction Permits | T | $462,000 | $490,612 | $480,000 |
| Stride (BRT Project) | | | | $600,000 |
| Land Use Permits | T | $120,000 | $82,601 | $80,000 |
| Plumbing Permits | T | $40,150 | $55,062 | $67,000 |
| Mechanical Permits | T | $90,200 | $109,261 | $112,000 |
| Concealed Weapon Permit / City | T | $4,800 | $4,713 | $4,800 |
| Credit Card Fee | T | $16,000 | $16,358 | $16,750 |
| Other Licenses / Permits | T | $51,122 | $39,524 | $43,000 |
| **TOTAL LICENSES AND PERMITS** | | **$1,348,902** | **$1,313,429** | **$1,913,430** |

# REVENUE FORECAST

## General Fund: Intergovernmental

Intergovernmental revenues account for over 2% of General Fund revenues and are comprised of revenues received from other governments, primarily the State of Washington. Major revenues in this category include shared liquor and marijuana tax revenues received from the state.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Bulletproof Vest Partnership | A | $5,000 | $4,995 | $5,000 |
| EMPG Grant | E | $44,000 | $37,787 | $40,000 |
| WASPC Behavioral Health Grant | A | $7,005 | $9,959 | - |
| WAAOC Interpreter Grant | A | $14,470 | $14,470 | $16,000 |
| Court Equipment/software grant | A | - | - | $3,000 |
| Traffic Safety Commission Grant | A | $43,478 | $43,478 | - |
| DOC State GMA Comp Plan Grant | A | $525,000 | $615,099 | - |
| Multimodal Transportation City | E | $35,288 | $34,418 | $34,936 |
| Criminal Justice - Population | E | $10,999 | $11,511 | $12,181 |
| CJ - Special Programs | E | $38,496 | $38,495 | $39,500 |
| Marijuana Excise Tax Distribution | A | $46,555 | $45,371 | $54,500 |
| DUI Distribution | T | $3,000 | $3,000 | $3,800 |
| Liquor Excise Tax | A | $180,379 | $180,379 | $185,641 |
| Liquor Board Profits | A | $210,570 | $203,489 | $205,500 |
| Local Hazardous Waste Grant | A | $11,670 | $19,359 | $18,000 |
| KC Waste Reduction Recycling | A | $18,504 | $18,752 | $19,000 |
| KC Waterworks Grant | A | $7,500 | $7,500 | - |
| **TOTAL INTERGOVERNMENTAL** | | **$1,201,913** | **$1,388,062** | **$637,057** |

# REVENUE FORECAST

## General Fund: Charges for Goods & Services

Charges for goods & services is a category of revenues that account for the recovery of costs associated with providing certain services. Services that generate revenue for this category include finance/accounting, human resources and information technology services provided by the General Fund to other funds of the City. Charges for those services are accounted for in this category and comprise about 6.8% of General Fund revenue. Revenue received for passport processing is accounted for in this category and accounts for approximately 30% of charges for goods & services revenue.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| AWC Wellness Grant | | - | $300 | $300 |
| Court Administrative Fees | | $1,000 | $266 | $1,000 |
| Interfund Svc. From Fund Surface Water | T | $185,210 | $205,270 | $219,823 |
| Interfund Svc. From Fund Sewer Utility | T | $372,180 | $338,453 | $362,448 |
| Interfund Svc. From Fund Streets | T | $175,556 | $154,400 | $165,346 |
| Interfund Svc. From Fund Transportation Capital | T | $66,909 | $75,360 | $80,702 |
| Interfund Svc. From Capital Improvement | T | $9,300 | $8,077 | $8,650 |
| Interfund Svc. From Replacement Fund | T | $8,105 | $7,604 | $8,143 |
| Shared Service From 502 | | $6,312 | $12,685 | $13,586 |
| NSF Fees | | $2,800 | $6,160 | $6,800 |
| Development Tech. Surcharge | T | $60,000 | $63,775 | $68,000 |
| Printing Copies | | $2,400 | $1,786 | $2,200 |
| Police Services OT | | $630,000 | $643,975 | $500,000 |
| Notary Services | T | $3,000 | $5,934 | $6,300 |
| Passport Revenue | T | $567,181 | $587,479 | $635,000 |
| Adult Probation Services | T | $40,000 | $25,100 | $20,000 |
| Television/Cable Sub. Fee | T | $15,000 | $11,035 | $9,800 |
| Support Service From TBD | T | $4,809 | $4,216 | $4,515 |
| Animal Control Reimbursement | T | $8,000 | - | - |
| **TOTAL CHARGES FOR GOODS & SERVICES** | | **$2,157,762** | **$2,151,875** | **$2,112,613** |

# REVENUE FORECAST

## General Fund: Fines & Penalties

The City accounts for its fines & penalties in this category. The largest single revenue in this category is traffic safety camera fines, which account for approximately 93% of the revenue. Other revenues accounted for in this category include fines and penalties levied by the Lake Forest Park Municipal Court for infractions, fines and penalties issued within City limits.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Other Civil Penalties | T | $550 | $966 | $1,000 |
| Traffic Infraction Penalties | T | $140,090 | $262,339 | $273,000 |
| Traffic Safety Camera Fines | T | $4,381,800 | $3,806,000 | $4,714,760 |
| Local/JIS Account | T | $5,000 | $8,939 | $7,000 |
| Legislative Assessment | T | $4,500 | $500 | $1,000 |
| Civil Parking Infraction Penalties | T | $3,300 | $19,270 | $21,500 |
| DUI Fines | T | $8,000 | $7,293 | $9,500 |
| Other Criminal Traffic Misdemeanor | T | $22,500 | $19,364 | $18,000 |
| Emergency Services | | $550 | $164 | $550 |
| Other Crim. Non-Traffic Fines | T | $7,500 | $11,640 | $14,500 |
| Court Fines & Forfeits | T | $9,450 | $4,646 | $6,000 |
| Court Costs Recouped | | - | $50 | - |
| **TOTAL FINES AND PENALTIES** | | **$4,583,240** | **$4,141,171** | **$5,066,810** |

# REVENUE FORECAST

## General Fund: Miscellaneous

The miscellaneous category includes revenues that are not classified elsewhere and includes interest income. The miscellaneous revenue category accounts for less than 3% of the General Fund. The City diversified its investment portfolio to include government agency bonds with the goal of providing a more predictable and sustainable interest income for current and future budgets.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Investment Interest | T | $643,000 | $889,748 | $532,800 |
| Sales Tax Interest-State Treas | T | $16,000 | $11,955 | $12,000 |
| Facility Rental Fees | A | $600 | $2,325 | $1,600 |
| Donations | | - | $92 | - |
| Donations-Public Safety | | - | $51 | - |
| City Forestry Account | T | $10,000 | $16,231 | $20,000 |
| Sales of Surplus | | $3,000 | - | - |
| P-Card Rebate | A | $26,000 | $24,749 | $26,000 |
| Forfeits / Asset Seizure | T | $1,000 | - | - |
| Restitution | | $30,500 | $30,839 | $1,000 |
| State Opioid Settlement | | $30,000 | $26,524 | $18,000 |
| Miscellaneous Operating | T | - | $2,611 | $5,000 |
| Police Miscellaneous Revenue | | - | $1,861 | $5,000 |
| Miscellaneous Court Fees | T | $14,370 | $15,345 | $3,000 |
| Miscellaneous Revenue | A | $5,000 | - | $1,000 |
| Insurance Recoveries | | - | $29,190 | - |
| Sale of Property | | - | $22,959 | $10,000 |
| Insurance Recoveries - Capital Assets | | - | - | $10,000 |
| **TOTAL MISCELLANEOUS** | | **$779,470** | **$1,074,504** | **$645,400** |

# REVENUE FORECAST

## General Fund: Non-Major (Sub) Funds

Traffic Safety Fund

New traffic safety cameras were introduced along NE 178th Street in 2024 following state legislation allowing such cameras in areas identified as school walk zones. The revenues generated are restricted by law to traffic safety operations and improvements and may not support the City's General Fund. Currently, these revenues support police and court operations to issue and adjudicate the citations, the construction of the City's first roundabout, early design of multimodal improvements near Brookside and Lake Forest Park Elementary schools, and a beacon supported crosswalk design on NE 178th Street and Ballinger Way NE.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| **TRAFFIC SAFETY FUND** | | | | |
| Traffic Safety Camera Fines | T | $8,000,000 | $4,783,483 | $4,300,000 |
| **TOTAL TRAFFIC SAFETY** | | **$8,000,000** | **$4,783,483** | **$4,300,000** |
| **COUNCIL CONTINGENCY RESERVE FUND** | | | | |
| Investment Interest | T | $44,000 | $51,445 | $48,000 |
| **TOTAL COUNCIL CONTINGENCY** | | **$44,000** | **$51,445** | **$48,000** |
| **BUDGET STABILIZATION FUND** | | | | |
| Investment Interest | T | $18,500 | $24,625 | $14,400 |
| **TOTAL BUDGET STABILIZATION** | | **$18,500** | **$24,625** | **$14,400** |
| **STRATEGIC OPPORTUNITY FUND** | | | | |
| Dept of Commerce State Grant Lakefront Prop. | | - | $270,000 | - |
| Investment Interest | T | $54,500 | $54,500 | $90,000 |
| Transfer From Gen. Fund (001) | | - | $1,600,000 | - |
| Transfer from Fund (301) Capital Imp Fund | | $1,000,000 | $1,000,000 | - |
| **TOTAL STRATEGIC OPPORTUNITY** | | **$1,054,500** | **$2,924,500** | **$90,000** |

# REVENUE FORECAST

## SPECIAL REVENUE FUNDS

### City Street Fund

Street Fund revenues are made up mainly of three revenue sources: right-of-way permits for construction purposes, fees paid for the use of the City owned right-of-way by utilities operating in the city, and amounts received from the State for gas tax distributions. Right-of-way construction revenue accounts for approximately 6% of total Street Fund revenue, right-of-way utility franchise accounts for approximately 34% of total Street Fund revenue, and gas tax revenue accounts for approximately 35% of total Street Fund revenue. The transfer from the General Fund supports the Street Lights and accounts for slightly under 21% of the Street Fund revenue. Interest income and other miscellaneous revenues account for the remainder of the Street Fund revenue.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| ROW Permits – Construction | T | $90,000 | $71,450 | $90,000 |
| ROW Rev./Utility Franchise | T | $475,000 | $480,032 | $490,000 |
| Gas Taxes (MVET Cities) | A | $499,893 | $464,031 | $470,000 |
| Investment Interest | T | $50,000 | $57,958 | $36,000 |
| Transfer From Gen. Fund (001) | A | $295,000 | $295,000 | $1,115,000 |
| **TOTAL** | | **$1,409,893** | **$1,368,471** | **$2,201,000** |

# REVENUE FORECAST

## Transportation Benefit District Fund

The Transportation Benefit District Fund is primarily funded from a council voted vehicle tab fee for residents. The vehicle tab fees directly fund the City's Capital Road Overlay and ADA (Americans with Disabilities Act) Ramp Program. Currently, the City partners with King County to stretch all funds collected with the buying power of King County's road maintenance division.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| TBD Vehicle Fees-State | T | $1,058,659 | $1,035,374 | $1,041,000 |
| TBD Vehicle Fees-Sales Tax .1% | | $402,669 | $459,827 | $466,137 |
| Investment Interest | T | $54,000 | $111,209 | $75,600 |
| **TOTAL** | | **$1,515,328** | **$1,606,409** | **$1,582,737** |

# REVENUE FORECAST

## CAPITAL FUNDS

**Capital Improvement Fund**

Approximately 60% of Capital Improvement Fund revenue comes from Real Estate Excise Tax (REET I) on home sales within the City limits estimated for the upcoming biennium at $800,000. The other approximately 40% comes from the King County Parks Levy and investment interest earned on the cash balance.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Real Estate Excise Tax I | T | $650,000 | $914,745 | $800,000 |
| Recreation & Conservation State Grant | | $1,554,551 | $1,284,551 | - |
| King County Parks Levy | T | $308,000 | $317,401 | $520,000 |
| King County Youth Amateur Sports Grant | | $25,000 | $25,000 | - |
| Investment Interest | T | $140,000 | $72,250 | $108,000 |
| **TOTAL** | | **$2,677,551** | **$2,613,946** | **$1,428,000** |

# REVENUE FORECAST

**Transportation Capital Fund**

The Transportation Capital Fund has budgeted revenues of over $5.3 million dollars for the Proposed 2027-2028 Budget. A significant portion of the revenues received by the Transportation Capital Fund are project related one-time grants. In the Proposed 2027-2028 Budget one-time project revenues consist of $2.87 million in grant funds from the State Transportation Improvement Board (TIB) and $601,120 from the Washington State Department of Transportation (WSDOT). The project being funded is a Roundabout at State Route 104 and 40th Place NE. Real Estate Excise Tax (REET II) is expected to generate revenue of $800,000 during the biennium. The Transportation Benefit District contracts with the Transportation Capital Fund to provide annual overlay services; this transaction generates $1.1M of revenue during the biennium.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Real Estate Excise Tax II | T | $650,000 | $914,745 | $800,000 |
| WSDOT Grants RAB | | $601,120 | $601,120 | - |
| State Transportation Improvement Board RAB | | $2,878,367 | $2,878,387 | $1,000,000 |
| LFP Water District for RAB | A | $155,905 | $155,905 | - |
| Investment Interest | T | $177,000 | $216,764 | $108,000 |
| Public Works GO Loan RAB | | $2,000,000 | - | $2,500,000 |
| Transfer From Traffic Safety Fund (002) | | $300,000 | $300,000 | $360,000 |
| Transfer From TBD (104) Overlay/ADA Ramps | A | $800,000 | $566,000 | $1,100,000 |
| **TOTAL** | | **$7,562,393** | **$5,632,921** | **$5,868,000** |

# REVENUE FORECAST

## Capital Facilities & Maintenance Reserve Fund

The capital facilities and maintenance reserve fund is primarily funded by interfund transfers from the capital improvement fund which is primarily Real Estate Excise Tax (REET I) revenue. The remaining revenue is generated by interest income.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| Investment Interest | T | $59,000 | $74,185 | $100,800 |
| Trans. From Capital Fund | A | $250,000 | $250,000 | |
| **TOTAL** | | **$309,000** | **$324,185** | **$100,800** |

# REVENUE FORECAST

## ENTERPRISE FUNDS

**Sewer Revenue Fund & Sewer Capital Fund**

The Sewer Revenue Fund is funded by charges to customers for sewer service. Sewer utility charges provide over 89% of the sewer fund revenue. Charges include late fees, utility taxes, and other charges related to sewer connections. The sewer utility also earns interest on the daily cash balance in the fund.

The Sewer Capital Fund is funded through a transfer from the Sewer Revenue Fund; therefore, the utility charges are funding operations and maintenance in addition to funding future infrastructure capital needs. The final debt payment was paid in 2025, providing for the allocation of future funds to sewer capital projects such as the Beach Drive Lift station that is currently in the design phase. All funds accrue interest income on the current cash balances.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| **SEWER UTILITY FUND** | | | | |
| Licenses and Permits | T | $30,000 | $30,000 | $42,554 |
| Utility Charges | T | $8,106,871 | $8,041,871 | $9,059,012 |
| Sewer Service Charge - Utility Tax | | $800,187 | $800,187 | $905,901 |
| Late Charges - Utility Bills | T | $50,000 | $50,000 | $50,000 |
| Investment Interest | T | $65,000 | $65,000 | $86,400 |
| Sewer Certificate Fee | T | $1,000 | $1,000 | $1,400 |
| **TOTAL** | | **$9,053,058** | **$8,988,058** | **$10,145,266** |
| **SEWER CAPITAL FUND** | | | | |
| Investment Interest | T | $201,000 | $201,000 | $252,000 |
| Transfer From Sewer Fund | A | $250,000 | $250,000 | - |
| **TOTAL** | | **$451,000** | **$451,000** | **$252,000** |
| **SEWER BOND RESERVE FUND** | | | | |
| Investment Interest | T | $6,000 | $4,875 | $10,800 |
| **TOTAL** | | **$6,000** | **$4,875** | **$10,800** |
| **PUBLIC WORKS TRUST REPAYMENT FUND** | | | | |
| Excise Tax Revenue | T | $56,500 | $56,499 | $30,000 |
| Connection Charges | T | $50,000 | $50,000 | $40,000 |
| Investment Interest | T | $34,000 | $34,000 | $32,400 |
| Transfer From Sewer Utility | A | $168,000 | $168,000 | - |
| **TOTAL** | | **$308,500** | **$308,499** | **$102,400** |

# REVENUE FORECAST

## Surface Water Management Fund & Surface Water Capital Fund

The Surface Water Management Fund is funded by user fees. The user fees are billed to property owners for surface water management through King County's property tax statements and accounts for 93% of the revenue. The remaining 7% is from interest income, utility tax, and miscellaneous revenue.

The Surface Water Capital Fund is funded by a combination of transfers from the Surface Water Management Fund and grants received from third parties.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| **SURFACE WATER UTILITY FUND** | | | | |
| Surface Water Service Charge - Utility Tax | | $340,825 | $340,823 | $426,054 |
| Muni. Stormwater Grant (DOE) | A | $127,836 | $127,835 | - |
| Utility Service Charges | T | $3,408,246 | $3,408,246 | $4,260,539 |
| Investment Interest | T | $64,000 | $88,590 | $162,000 |
| **TOTAL** | | **$3,940,907** | **$3,965,494** | **$4,848,592** |
| **SURFACE WATER CAPITAL FUND** | | | | |
| Muni. Stormwater Grant (DOE) | A | $85,000 | $85,000 | - |
| WSDOT Grant | A | $133,506 | $133,506 | - |
| Department of Commerce #1 | A | - | - | $1,032,259 |
| Department of Commerce #2 | A | - | - | $1,765,400 |
| L90 Grants: Dept of Comm, LFPWD, WSDOT | A | $3,070,000 | $50,000 | - |
| Investment Interest | A | $85,000 | $85,000 | $21,600 |
| Trans From Surface Water (403) | A | $400,000 | $400,000 | - |
| **TOTAL** | | **$3,773,506** | **$753,506** | **$2,819,259** |

# REVENUE FORECAST

## INTERNAL SERVICES FUNDS

### Vehicle & Equipment Repair & Replacement Fund

The Vehicle & Equipment Repair & Replacement Fund is funded through interfund transfers by the City's main operating funds such as the General, Street, Sewer, Surface Water and Transportation Capital Funds. The Police Department is fully funded by the General Fund and the Public Works Department is split across all operating funds.

### Information Technology Replacement Fund

The Information Technology Replacement Fund is also funded through interfund transfers by the City's main operating funds such as the General, Street, Sewer, Surface Water and Transportation Capital Funds.

| Description | Method | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget |
|---|---|---|---|---|
| **VEHICLE & EQUIPMENT REPAIR & REPLACEMENT FUND** | | | | |
| Interfund Svc. From Fund General Fund | T | $391,576 | $391,576 | $436,792 |
| Interfund Svc. From Fund Streets | T | $164,198 | $164,198 | $161,464 |
| Interfund Svc. From Fund Surface Water | A | $158,730 | $158,730 | $145,866 |
| Interfund Svc. From Fund Sewer Utility | A | $170,066 | $170,066 | $159,346 |
| Interfund Svc. From Fund Transportation Capital | A | $26,992 | $26,992 | $26,992 |
| Investment Interest | T | $61,000 | $60,999 | $82,800 |
| Interfund from GF Fund 002 | A | $219,886 | $219,886 | - |
| Insurance Other Recoveries | | - | $12,039 | - |
| **TOTAL** | | **$1,192,448** | **$1,214,430** | **$1,013,260** |
| **INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND** | | | | |
| Interfund Svc. From Fund General Fund | A | $372,110 | $372,110 | $489,362 |
| Interfund Svc. From Fund Streets | A | $14,474 | $14,474 | $19,940 |
| Interfund Svc. From Fund Surface Water | A | $24,304 | $24,304 | $30,394 |
| Interfund Svc. From Fund Sewer Utility | A | $15,840 | $15,840 | $19,238 |
| Interfund Svc. From Fund Transportation Capital | A | $12,470 | $12,470 | $20,508 |
| Investment Interest | T | $11,000 | $11,000 | $21,600 |
| **TOTAL** | | **$450,198** | **$450,198** | **$601,042** |

# SCHEDULE OF FUND BALANCES

## DEFINITIONS

Fund Balance: the amount of cash and investments available at the end of the year or reporting period.

Minimum Fund Balance Target: the minimum target amount of cash and investments that, by policy, should be available at year end in designated funds.

Balanced Budget: A budget situation where budgeted resources are equal to or greater than budgeted expenditures.

## SCHEDULE OF FUND BALANCES

The City is projected to begin the 2027-2028 biennium with a beginning fund balance of $30,595,542 for all funds. The projected ending fund balance for the biennium is $26,880,057 for all funds. The following schedule of beginning and ending fund balances displays the change in fund balance for each fund included in the 2027-2028 biennial budget. It should be noted that the projected beginning fund balances on January 1, 2027, are *projected* estimates based on the 2025-2026 budget trends and the actual beginning fund balances will vary. The final beginning balances are available after the audited financial statements are published.

# SCHEDULE OF FUND BALANCES

*Projected Ending Fund Balance Analysis*

| Fund No. | Fund | Proposed Beginning Fund Balance 1/1/2027 | 2027-2028 Revenue | 2027-2028 Expenditure | Projected Ending Fund Balance 12/31/2028 | Minimum Fund Balance Target Achieved, Yes No? |
|---|---|---|---|---|---|---|
| 001 | General | $7,584,653 | $31,049,462 | $32,749,533 | $5,884,581 | Yes |
| 002 | Traffic Safety | $1,032,913 | $4,300,000 | $3,799,927 | $1,532,985 | n/a |
| 101 | Street | $329,873 | $2,201,000 | $2,177,636 | $353,237 | Yes |
| 102 | Council Contingency | $862,702 | $48,000 | - | $910,702 | n/a |
| 104 | Transportation Benefit Dist. | $2,550,673 | $1,582,737 | $1,554,515 | $2,578,895 | n/a |
| 105 | Budget Stabilization | $379,386 | $14,400 | - | $393,786 | n/a |
| 106 | Strategic Opportunity Fund | $2,383,029 | $90,000 | - | $2,473,029 | n/a |
| 301 | Capital Improvement | $1,527,160 | $1,428,000 | $8,649 | $2,946,511 | n/a |
| 302 | Transportation Capital | $3,265,123 | $5,868,000 | $8,242,112 | $891,011 | n/a |
| 303 | Capital Facilities Maintenance | $637,721 | $100,800 | $160,000 | $578,521 | n/a |
| 401 | Sewer Utility | $887,237 | $10,145,266 | $10,674,607 | $357,897 | Yes |
| 402 | Sewer Capital | $4,379,136 | $252,000 | $1,800,000 | $2,831,136 | n/a |
| 403 | Surface Water Utility | $1,532,250 | $4,848,592 | $4,069,455 | $2,311,387 | Yes |
| 404 | Surface Water Capital | $1,001,068 | $2,819,259 | $3,205,000 | $615,327 | n/a |
| 406 | Sewer Bond Reserve | $123,119 | $10,800 | - | $133,919 | n/a |
| 407 | PW Trust Fund Repayment | $629,866 | $102,400 | - | $732,266 | n/a |
| 501 | Vehicle & Equip. Replacement | $1,296,101 | $1,013,260 | $1,157,483 | $1,151,878 | n/a |
| 502 | Information Technology Fund | $193,534 | $601,042 | $591,586 | $202,990 | n/a |
| | TOTAL CASH & INVESTMENTS | $30,595,542 | $66,475,019 | $70,190,504 | $26,880,057 | |

# SCHEDULE OF FUND BALANCES

## EXPLANATION OF SIGNIFICANT CHANGES IN FUND BALANCE

Changes in fund balance are expected during every biennium. Below are the funds that are projected to draw-down their respective fund balance during the biennium by more than ten percent, along with a brief explanation of the reason for the draw-down.

**General Fund**

The General Fund is projected to use approximately $1.7 million in unallocated ending fund balance for the 2027-2028 budget. The City is meeting the ending fund balance requirement of 16% per the City's Comprehensive Financial Management Policies (see appendix for full document). The overall expenditures in the General Fund are increasing from police dispatch, jail costs, increases in salaries for non-represented employees, the Police Guild, and Teamsters in addition to health care costs increasing at 11-14% for 2027. Overall, the inflationary pressures are showing up across all categories and the increasing costs are having a significant impact on the General Fund.

**Street Fund**

The Street Fund supports the maintenance and operations performed by the Public Works team including pothole patching, crack sealing, roadway shoulder maintenance, snowplowing, sanding, de-icing and daily operations. The maintenance needs shift with the seasons.

The Street Fund Operations budget continues to show signs of the impacts of decreasing revenues and inflationary pressures. Right-of-way permits have been declining in recent years and are projected to remain flat over the next two years. The remaining revenue to this fund comes from the General Fund, in support of street light maintenance and other maintenance needs.

**Transportation Capital Fund**

The main project in the Transportation Capital Fund is the Ballinger Way NE (SR 104) & 40$^{th}$ Place NE Roundabout Project. The current projected construction costs for the Roundabout Project greatly exceed the original cost estimates. The Public Works Department has been awarded grants to assist in covering a large portion of the outstanding balance for the Roundabout Project and was awarded $2.5M in general obligation debt, to assist in funding the increased costs of the capital project. One-time capital improvements are considered normal justification for a fund balance reduction.

# SCHEDULE OF FUND BALANCES

**Capital Facilities Maintenance Fund**

Facilities replacements and improvements are the primary contributors to the decrease in fund balance for the Capital Facilities Fund. These improvements are considered facility capital projects and represent a normal justification for a draw-down.

**Sewer Utility Fund**

King County's wastewater treatment costs are increasing at 12.75% for 2027 and another 10% (proposed) for 2028. In the Mayor's Proposed Budget, the proposed City increase is 5% for both 2027 and 2028 to catch up and keep up with ongoing increasing costs. The Sewer Fund is categorized as an enterprise fund, meaning that the fund is required to support itself with the sewer rates being charged to residents. For example, revenues from rate paying customers less the actual expenditures on an annual basis would ideally be a positive number. When the annual number is positive, the additional funding supports future Sewer Capital Projects such as the Beach Drive lift station.

**Surface Water Utility Fund**

The same operational challenges are present for the Surface Water Fund as was previously stated in the Sewer Utility Fund description. Some additional permitting requirements for the National Pollution Discharge Elimination System permit (NPDES) significantly increased in the previous budget and required the implementation of a 10% rate increase for basic operational support and an additional 5% to support a new NPDES Project Manager to assist in supporting the City with NPDES compliance. The proposed budget includes a 10% rate increase for 2027 and 2028 to support ongoing operations, NPDES permitting (to stay in compliance with the Department of Ecology) and future Surface Water Capital Projects.

**Surface Water Capital Fund**

The Capital Improvement Plan includes culvert costs with design and right-of-way (ROW) acquisition for the L90 culvert project. The construction of the L90 culvert project is currently fully funded. The Surface Water Capital Fund is also supporting the construction of material bin covers for the Public Works Facility. The City is also partnering with Shoreline through an interlocal agreement for the NE 195$^{th}$ St. & Ballinger Way NE (SR 104) Culvert Replacement Project. As noted above, capital projects are a normal use of fund balance.

# DEBT

## DEBT POLICY

The City's debt policy states that debt may be utilized to address short-term cash flow needs and to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages. The debt policy also requires that debt is used prudently in a manner that avoids any adverse impact on the City's credit rating or ability to issue additional debt. The Policy requires that prior to the issuance of any debt, staff perform significant analysis to ensure that all policy requirements are met and that the Mayor and City Council are well aware of long-term effects of the debt issuance.

## DEBT LIMIT




External restrictions on the issuance of debt also exist. The State Constitution sets limits for the amount of general obligation debt that a city can issue (hereinafter referred to as the Statutory Debt Limit). The Statutory Debt Limits were enacted based on the legislature's perception of what is safe and reasonable. The statutory debt limit for cities is the combination of non-voted and voted debt. Limits are currently set at 1.5% of assessed value for non-voted debt and 2.5% of assessed value for voted debt. It should be noted that voted refers to a vote of the public. Non-voted debt is councilmanic, meaning that it requires only a vote of the City Council. It should also be noted that additional debt is allowed for specific purposes associated with a local government. These purposes include debt associated with certain utilities and open space, parks, and economic development facilities.

## DEBT LIMIT CALCULATION

The following table is the City of Lake Forest Park Debt Limit Calculation. The values in the table are exclusive of the aforementioned specific purpose debt.

*Debt Limit Calculation Table*

| 2026 Assessed Valuation | Non-Voted Percent Limit | Non-Voted Limit | Voted Percent Limit | Voted Limit | Combined Limit |
|---|---|---|---|---|---|
| $5,141,340,302 | 1.5% | $77,120,105 | 2.5% | $128,533,508 | $205,653,612 |

# DEBT

## CURRENT DEBT

The following table shows the City's current debt and debt payment schedule. The City's current outstanding debt is non-voted debt, subject to the 1.5% limit.

*Schedule of Outstanding Debt and Payment Schedule*

| Year | TIB Roundabout (Principal) | TIB Roundabout (Interest) | Total Debt |
|---|---|---|---|
| **2027** | | | |
| **2028** | $123,316.25 | $3,562.50 | $128,906.75 |
| **Total** | **$123,316.25** | **$3,562.50** | **$128,906.75** |

The City's current outstanding debt is less than 1% of the total debt capacity. The 2027-2028 budget recognizes the $2.5M loan from the Transportation Improvement Board, in 2028, to support construction of the SR104 & 40th Place NE roundabout.

# BUDGETED POSITIONS & SALARY SCHEDULE

Employment positions and salaries are authorized during the budget process. The official document adopted by the City Council during the budget process is the Budgeted Positions and Salary Schedule (the Schedule). The Schedule is organized by department and contains a column labeled FTE which represents the number of Full Time Equivalent (FTE) positions authorized in the budget. The City utilizes a six-step salary range for most positions, except the following: elected officials, positions subject to an employment agreement, and certain Police Department positions. Step 1 indicates the lowest pay for a position; Step 6 indicates the highest pay for a position. Employees move through the steps based on merit; merit increases are available to employees on their anniversary date as established in the employee's annual performance evaluation. Amounts on the Schedule are monthly.

The Proposed 2027-2028 Budget (the Budget) authorizes 71.30 FTEs; the count at adoption of the 2025-2026 budget was 66.15 FTEs. The following table is comparative and displays the overall and department level employment for eight years. The adopted Budgeted Positions and Salary Schedule is found on subsequent pages.

**Six-Year Schedule of Authorized Positions by Department**

| Department | 2023 | 2024 | 2025 | 2026 | 2027-2028 | *Fully Funded by 002* | Proposed 2027-2028 |
|---|---|---|---|---|---|---|---|
| **Executive** | 2.5 | 2.5 | 2.5 | 4.3 | 4.3 | | 4.3 |
| **Municipal Court** | 4.3 | 4.3 | 6.3 | 6.3 | 7.05 | *2.0* | 7.05 |
| **Municipal Services** | 4.85 | 5.35 | 5.35 | 5.35 | 5.45 | | 5.45 |
| **Finance & Information Systems** | 4.6 | 4.6 | 4.6 | 4.6 | 4.6 | | 4.6 |
| **IS Manager** | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | | 1.0 |
| **Community Development** | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | | 1.0 |
| **Planning** | 3.75 | 3.75 | 3.75 | 4.75 | 4.75 | | 4.75 |
| **Building** | 1.8 | 1.8 | 1.8 | 1.8 | 1.8 | | 1.8 |
| **Community Services: to Police** | 0.35 | 0.35 | 0 | 0 | | | |
| **Police** | 23 | 23 | 25.35 | 25.35 | 25.35 | *2.0* | 25.35 |
| **Emergency Management** | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | | 1.0 |
| **Public Works** | 12.5 | 12.5 | 13.5 | 13.5 | 15.0 | | 15.0 |
| **Total Budgeted FTE's** | **60.65** | **61.15** | **66.15** | **68.95** | **71.30** | ***4.0*** | **71.30** |

# BUDGETED POSITIONS & SALARY SCHEDULE

## 2027 BUDGETED POSITIONS & MONTH SALARY SCHEDULE

Monthly salary amounts shown are based on a 1.0 full-time equivalent (FTE) – except the Municipal Court Judge and Mayor.

| Department & Position | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **Legislative** | | | | | | | |
| Councilmembers | 7.00 | | | | | | $800.00 |
| **Executive** | | | | | | | |
| Mayor | 0.50 | | | | | | $3,000.00 |
| City Administrator (Contract) | 1.00 | | | | | | $20,104.77 |
| Program Executive (LTE) | 1.00 | $13,765.85 | $14,177.96 | $15,065.27 | $15,950.86 | $16,836.27 | $17,723.75 |
| Human Resources Director | 1.00 | $12,173.94 | $12,985.51 | $13,797.03 | $14,608.69 | $15,420.32 | $16,231.91 |
| Human Resources Specialist | 0.80 | $6,818.04 | $7,270.03 | $7,726.51 | $8,179.25 | $8,634.97 | $9,087.71 |
| **Total Executive FTE** | **4.30** | | | | | | |
| **Judicial** | | | | | | | |
| Municipal Court Judge (Contract) | 0.75 | | | | | | $14,557.75 |
| Court Administrator | 1.00 | $9,678.73 | $10,324.10 | $10,969.46 | $11,614.82 | $12,260.17 | $12,905.58 |
| Senior Judicial Specialist | 2.00 | $5,938.49 | $6,335.23 | $6,729.44 | $7,126.18 | $7,520.38 | $7,917.14 |
| Judicial Specialist | 3.40 | $5,302.22 | $5,656.46 | $6,008.43 | $6,362.66 | $6,714.63 | $7,068.87 |
| Probation Officer | 0.30 | $7,039.57 | $7,509.81 | $7,980.07 | $8,447.96 | $8,918.20 | $9,386.20 |
| Pro Tem Judge | | $75/hour | | | | | |
| **Total Judicial FTE** | **7.05** | | | | | | |
| **Municipal Services Department** | | | | | | | |
| City Clerk | 1.00 | $9,116.29 | $9,722.86 | $10,331.03 | $10,939.44 | $11,547.39 | $12,153.97 |
| Deputy City Clerk | 1.00 | $6,522.94 | $6,957.66 | $7,394.54 | $7,829.26 | $8,263.98 | $8,698.70 |
| Public Records Specialist | 0.85 | $6,818.04 | $7,270.03 | $7,726.51 | $8,179.25 | $8,634.97 | $9,087.71 |
| Administrative Specialist | 1.00 | $5,717.11 | $6,101.20 | $6,482.69 | $6,861.58 | $7,243.06 | $7,624.56 |
| Passport Acceptance Agent | 1.60 | $4,802.20 | $5,121.04 | $5,439.89 | $5,761.18 | $6,082.45 | $6,400.90 |
| **Total Municipal Services FTE** | **5.45** | | | | | | |
| **Finance/Info. Systems Department** | | | | | | | |
| Finance Director | 1.00 | $12,863.40 | $13,720.84 | $14,578.45 | $15,436.06 | $16,293.64 | $17,149.86 |
| Information Systems Manager | 1.00 | $10,168.30 | $10,846.14 | $11,524.09 | $12,202.01 | $12,879.84 | $13,557.78 |
| Finance Manager | 1.00 | $8,921.38 | $9,516.19 | $10,110.96 | $10,705.72 | $11,300.49 | $11,895.25 |
| Finance Specialist | 2.00 | $6,031.30 | $6,430.39 | $6,830.82 | $7,233.39 | $7,635.95 | $8,038.51 |
| Accounting Clerk | 0.60 | $5,418.80 | $5,779.91 | $6,141.01 | $6,502.12 | $6,863.23 | $7,224.33 |
| **Total Finance/Info. Systems FTE** | **5.60** | | | | | | |
| **Community Development: Planning & Building Department** | | | | | | | |
| Community Development Director | 1.00 | $12,673.54 | $13,518.10 | $14,362.66 | $15,208.94 | $16,053.49 | $16,898.05 |
| Senior Planner | 1.00 | $8,417.49 | $8,978.96 | $9,538.09 | $10,101.93 | $10,661.05 | $11,222.53 |
| Associate Planner | 1.00 | $7,366.83 | $7,858.34 | $8,349.84 | $8,840.50 | $9,331.33 | $9,822.45 |

# BUDGETED POSITIONS & SALARY SCHEDULE

| Department & Position | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| Assistant Planner | 0.00 | $6,285.23 | $6,703.94 | $7,122.65 | $7,541.36 | $7,960.05 | $8,378.76 |
| Community Programs Planner | 1.00 | $7,049.60 | $7,519.94 | $7,990.28 | $8,459.81 | $8,929.50 | $9,399.47 |
| Climate Coordinator | 1.00 | $7,288.70 | $7,744.97 | $8,199.99 | $8,650.18 | $9,106.03 | $9,561.34 |
| Urban Forest Planner | 0.75 | $7,979.73 | $8,512.01 | $9,042.06 | $9,576.57 | $10,106.62 | $10,638.90 |
| Building Inspector (New) | 1.00 | $7,049.60 | $7,519.94 | $7,990.28 | $8,459.81 | $8,929.50 | $9,399.47 |
| Building Official | 0.00 | $9,278.53 | $9,897.07 | $10,515.65 | $11,134.21 | $11,752.78 | $12,371.35 |
| Permit Coordinator | 0.80 | $6,167.41 | $6,578.28 | $6,989.39 | $7,400.39 | $7,811.38 | $8,222.37 |
| Permit Technician | 0.00 | $5,418.80 | $5,779.91 | $6,141.01 | $6,502.12 | $6,863.23 | $7,224.33 |
| **Total Community Development FTE** | **7.55** | | | | | | |
| **Emergency Management** | | | | | | | |
| Emergency Manager | 1.00 | $9,090.45 | $9,338.37 | $9,586.29 | $9,834.22 | $10,082.13 | $11,433.29 |
| **Total Emergency Management FTE** | **1.00** | | | | | | |
| **Police Department** | | | | | | | |
| Police Chief (Contract) | 1.00 | | | | | $18,605.17 | $19,163.33 |
| Commander | 2.00 | $10,769.64 | $11,489.07 | $12,205.57 | $12,923.48 | $13,641.50 | $15,408.32 |
| Sergeant 2 | 4.00 | | | | | | $11,575.20 |
| Sergeant 1 | 0.00 | | | | | | $10,998.00 |
| Police Officer | 10.00 | $7,830.16 | $8,450.00 | $9,121.84 | $9,785.36 | | |
| Detective | 2.00 | $8,613.18 | $9,295.00 | $10,034.02 | $10,763.90 | | |
| Traffic Officer | 2.00 | $8,221.67 | $8,872.50 | $9,577.93 | $10,274.63 | | |
| Support Services Officer | 1.00 | $6,222.32 | $6,667.44 | $7,109.44 | $7,564.96 | | |
| Transport Officer | 0.40 | $6,222.32 | $6,667.44 | $7,109.44 | $7,564.96 | | |
| Property & Evidence Tech | 0.60 | $6,222.32 | $6,667.44 | $7,109.44 | $7,564.96 | | |
| Records Specialist | 2.00 | $6,002.88 | $6,218.16 | $6,431.36 | $6,642.48 | $6,852.56 | $7,065.76 |
| Domestic Violence Advocate | 0.35 | $6,514.47 | $6,949.94 | $7,382.89 | $7,818.36 | $8,251.31 | $8,686.80 |
| **Total Police FTE** | **25.35** | | | | | | |
| **Public Works Department** | | | | | | | |
| Public Works Director | 1.00 | $13,765.85 | $14,177.96 | $15,065.27 | $15,950.86 | $16,836.27 | $17,723.75 |
| Senior Project Manager | 1.00 | $9,752.14 | $10,287.82 | $10,930.64 | $11,574.00 | $12,217.24 | $12,860.45 |
| Project Manager | 2.00 | $8,170.94 | $8,713.77 | $9,258.97 | $9,804.17 | $10,349.38 | $10,892.22 |
| Public Works Superintendent | 1.00 | $8,310.76 | $8,865.82 | $9,419.20 | $9,972.59 | $10,527.64 | $11,967.50 |
| Stormwater Program Coordinator | 1.00 | $7,288.70 | $7,744.97 | $8,199.99 | $8,650.18 | $9,106.03 | $9,561.34 |
| PW Admin. Assistant | 1.00 | $5,418.80 | $5,779.91 | $6,141.01 | $6,502.12 | $6,863.23 | $7,224.33 |
| Lead Maintenance Worker | 1.00 | $7,570.01 | $7,837.17 | $8,104.36 | $8,371.50 | $8,638.69 | $8,905.89 |
| Maintenance Worker | 5.00 | $6,881.82 | $7,124.71 | $7,367.60 | $7,610.46 | $7,853.36 | $8,096.27 |
| Seasonal Maintenance Worker (Hourly) | 2.00 | $24.89 | $26.45 | $27.99 | $29.56 | $31.11 | $33.18 |
| **Total Public Works FTE** | **15.00** | | | | | | |
| **TOTAL BUDGETED POSITIONS** | **71.30** | | | | | | |

# BUDGETED POSITIONS & SALARY SCHEDULE

## 2028 BUDGETED POSITIONS & MONTH SALARY SCHEDULE

Monthly salary amounts shown are based on a 1.0 full-time equivalent (FTE) – except the Municipal Court Judge and Mayor.

| Department & Position | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **Legislative** | | | | | | | |
| Councilmembers | 7.00 | | | | | | $800.00 |
| **Executive** | | | | | | | |
| Mayor | 0.50 | | | | | | $3,000.00 |
| City Administrator (Contract) | 1.00 | | | | | | $20,707.92 |
| Program Executive (LTE) | 1.00 | $14,178.82 | $14,603.30 | $15,517.23 | $16,429.38 | $17,341.36 | $18,255.47 |
| Human Resources Director | 1.00 | $12,539.15 | $13,375.07 | $14,210.95 | $15,046.95 | $15,882.92 | $16,718.87 |
| Human Resources Specialist | 0.80 | $7,022.58 | $7,488.13 | $7,958.30 | $8,424.62 | $8,894.02 | $9,360.34 |
| **Total Executive FTE** | **4.30** | | | | | | |
| **Judicial** | | | | | | | |
| Municipal Court Judge (Contract) | 0.75 | | | | | | $14,994.48 |
| Court Administrator | 1.00 | $9,969.09 | $10,633.82 | $11,298.55 | $11,963.26 | $12,627.97 | $13,292.74 |
| Senior Judicial Specialist | 2.00 | $6,116.65 | $6,525.28 | $6,931.32 | $7,339.97 | $7,745.99 | $8,154.65 |
| Judicial Specialist | 3.40 | $5,461.29 | $5,826.15 | $6,188.68 | $6,553.54 | $6,916.07 | $7,280.93 |
| Probation Officer | 0.30 | $7,250.76 | $7,735.11 | $8,219.47 | $8,701.40 | $9,185.75 | $9,667.79 |
| Pro Tem Judge | | $75/hour | | | | | |
| **Total Judicial FTE** | **7.05** | | | | | | |
| **Municipal Services Department** | | | | | | | |
| City Clerk | 1.00 | $9,389.77 | $10,014.55 | $10,640.96 | $11,267.62 | $11,893.81 | $12,518.59 |
| Deputy City Clerk | 1.00 | $6,718.63 | $7,166.39 | $7,616.37 | $8,064.13 | $8,511.89 | $8,959.66 |
| Public Records Specialist | 0.85 | $7,022.58 | $7,488.13 | $7,958.30 | $8,424.62 | $8,894.02 | $9,360.34 |
| Administrative Specialist | 1.00 | $5,888.63 | $6,284.23 | $6,677.17 | $7,067.43 | $7,460.36 | $7,853.29 |
| Passport Acceptance Agent | 1.60 | $4,946.26 | $5,274.67 | $5,603.08 | $5,934.01 | $6,264.93 | $6,592.93 |
| **Total Municipal Services FTE** | **5.45** | | | | | | |
| **Finance/Info. Systems Department** | | | | | | | |
| Finance Director | 1.00 | $13,249.30 | $14,132.47 | $15,015.80 | $15,899.14 | $16,782.45 | $17,664.36 |
| Information Systems Manager | 1.00 | $10,473.35 | $11,171.52 | $11,869.81 | $12,568.07 | $13,266.24 | $13,964.51 |
| Finance Manager | 1.00 | $9,189.02 | $9,801.68 | $10,414.29 | $11,026.89 | $11,639.50 | $12,252.10 |
| Finance Specialist | 2.00 | $6,212.24 | $6,623.30 | $7,035.75 | $7,450.39 | $7,865.03 | $8,279.67 |
| Accounting Clerk | 0.60 | $5,581.37 | $5,953.31 | $6,325.24 | $6,697.18 | $7,069.13 | $7,441.06 |
| **Total Finance/Info. Systems FTE** | **5.60** | | | | | | |
| **Community Development: Planning & Building Department** | | | | | | | |
| Community Development Director | 1.00 | $13,053.74 | $13,923.64 | $14,793.54 | $15,665.21 | $16,535.09 | $17,404.99 |
| Senior Planner | 1.00 | $8,670.02 | $9,248.33 | $9,824.24 | $10,404.99 | $10,980.88 | $11,559.21 |
| Associate Planner | 1.00 | $7,587.83 | $8,094.09 | $8,600.34 | $9,105.71 | $9,611.27 | $10,117.12 |

# BUDGETED POSITIONS & SALARY SCHEDULE

| Department & Position | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| Assistant Planner | 0.00 | $6,473.79 | $6,905.06 | $7,336.33 | $7,767.60 | $8,198.85 | $8,630.12 |
| Community Programs Planner | 1.00 | $7,261.09 | $7,745.54 | $8,229.99 | $8,713.60 | $9,197.39 | $9,681.46 |
| Climate Coordinator | 1.00 | $7,507.36 | $7,977.32 | $8,445.99 | $8,909.68 | $9,379.21 | $9,848.18 |
| Urban Forest Planner | 0.75 | $8,219.12 | $8,767.37 | $9,313.32 | $9,863.87 | $10,409.82 | $10,958.07 |
| Building Inspector (New) | 1.00 | $7,261.09 | $7,745.54 | $8,229.99 | $8,713.60 | $9,197.39 | $9,681.46 |
| Building Official | 0.00 | $9,556.89 | $10,193.98 | $10,831.12 | $11,468.24 | $12,105.37 | $12,742.49 |
| Permit Coordinator | 0.80 | $6,352.44 | $6,775.63 | $7,199.07 | $7,622.40 | $8,045.72 | $8,469.04 |
| Permit Technician | 0.00 | $5,581.37 | $5,953.31 | $6,325.24 | $6,697.18 | $7,069.13 | $7,441.06 |
| **Total Community Development FTE** | **7.55** | | | | | | |
| **Emergency Management** | | | | | | | |
| Emergency Manager | 1.00 | $9,363.16 | $9,618.52 | $9,873.87 | $10,129.24 | $10,384.60 | $11,776.29 |
| **Total Emergency Management FTE** | **1.00** | | | | | | |
| **Police Department** | | | | | | | |
| Police Chief (Contract) | 1.00 | | | | | | $19,738.23 |
| Commander | 2.00 | $11,092.73 | $11,833.74 | $12,571.74 | $13,311.18 | $14,050.74 | $15,870.57 |
| Sergeant 2 | 4.00 | | | | | | $11,922.46 |
| Sergeant 1 | 0.00 | | | | | | $11,327.94 |
| Police Officer | 10.00 | $8,065.06 | $8,703.50 | $9,395.50 | $10,078.92 | | |
| Detective | 2.00 | $8,871.57 | $9,573.85 | $10,335.04 | $11,086.81 | | |
| Traffic Officer | 2.00 | $8,468.32 | $9,138.68 | $9,865.27 | $10,582.87 | | |
| Support Services Officer | 1.00 | $6,408.99 | $6,867.46 | $7,322.72 | $7,791.91 | | |
| Transport Officer | 0.40 | $6,408.99 | $6,867.46 | $7,322.72 | $7,791.91 | | |
| Property & Evidence Tech | 0.60 | $6,408.99 | $6,867.46 | $7,322.72 | $7,791.91 | | |
| Records Specialist | 2.00 | $6,182.97 | $6,404.70 | $6,624.30 | $6,841.75 | $7,058.14 | $7,277.73 |
| Domestic Violence Advocate | 0.35 | $6,709.90 | $7,158.44 | $7,604.38 | $8,052.91 | $8,498.85 | $8,947.40 |
| **Total Police FTE** | **25.35** | | | | | | |
| **Public Works Department** | | | | | | | |
| Public Works Director | 1.00 | $14,178.82 | $14,603.30 | $15,517.23 | $16,429.38 | $17,341.36 | $18,255.47 |
| Senior Project Manager | 1.00 | $10,044.70 | $10,596.45 | $11,258.56 | $11,921.22 | $12,583.76 | $13,246.26 |
| Project Manager | 2.00 | $8,416.06 | $8,975.18 | $9,536.74 | $10,098.30 | $10,659.86 | $11,218.99 |
| Public Works Superintendent | 1.00 | $8,560.09 | $9,131.80 | $9,701.78 | $10,271.76 | $10,843.47 | $12,326.53 |
| Stormwater Program Coordinator | 1.00 | $7,507.36 | $7,977.32 | $8,445.99 | $8,909.68 | $9,379.21 | $9,848.18 |
| PW Admin. Assistant | 1.00 | $5,581.37 | $5,953.31 | $6,325.24 | $6,697.18 | $7,069.13 | $7,441.06 |
| Lead Maintenance Worker | 1.00 | $7,797.11 | $8,072.29 | $8,347.49 | $8,622.64 | $8,897.85 | $9,173.06 |
| Maintenance Worker | 5.00 | $7,088.28 | $7,338.45 | $7,588.63 | $7,838.77 | $8,088.96 | $8,339.15 |
| Seasonal Maintenance Worker (Hourly) | 2.00 | $25.64 | $27.24 | $28.83 | $30.45 | $32.04 | $34.18 |
| **Total Public Works FTE** | **15.00** | | | | | | |
| **TOTAL BUDGETED POSITIONS** | **71.30** | | | | | | |

# OPERATING DEPARTMENT INFORMATION

## 2027-2028 PROPOSED BUDGET

- City Council
- Executive
- Legal
- Municipal Services
- Finance & Information Systems
- Community Services
- Municipal Court
- Police
- Other Criminal Justice
- Community Development: Planning
- Community Development: Building
- Public Works

# CITY COUNCIL

## GUIDING PRINCIPLES

Collaboration – We achieve greater results through collaborative engagement of each other and the communities around us.

Equity – Our actions provide all people with access to a good quality of life.

Accountability – We are committed to addressing the concerns and priorities of Lake Forest Park through transparent community engagement, decisions, and actions.




**Top Row: Josh Rosenau, Ellyn Saunders, Paula Goode, Tracy Furutani**
**Bottom Row: Semra Riddle, Matt Muilenberg, Larry Goldman**

Stewardship – We are effective, efficient, financially prudent, and innovative stewards of the public's resources, and strive to achieve sustainable results through continuous improvement.

Integrity – We uphold the high standards, skills, competencies, and integrity of our professions in doing the work of City government.

## WHAT WE DO

The City Council serves as the legislative and governing body of the City of Lake Forest Park. The Council enacts ordinances, approves the budget, sets policy, confirms appointments, and grants franchise agreements.

Regularly scheduled meetings of the Council are held at City Hall on the second and fourth Thursdays of the month, with Work Sessions the second Thursday and Committee of the Whole set for the Monday before the fourth Thursday. Meeting agendas and minutes are available online at the City's website: www.cityoflfp.gov.

**Ongoing Functions:**

- Review and develop City policy on all issues affecting the City
- Adopt resolutions and ordinances
- Review and approve the biennial City Budget

# CITY COUNCIL

- Grant franchise agreements
- Represent the City on State and regional boards, commissions, and task forces

## CITY COUNCIL GOALS

The City Council is most effective in looking at the future of Lake Forest Park. This has been done through its retreat and strategic plan development process. City Council Strategic Plan goals are:

- Mobility – Providing, maintaining, and enhancing a safe, accessible, and integrated mobility system, emphasizing bicycle, walking, safe streets and transit connectivity, consistent with the character of Lake Forest Park.
- Healthy Environment – Ensuring the community and environmental health of Lake Forest Park through the effective policies that protect lands, waters, trees, and wildlife and promote human health.
- Community Vitality – Creating a sense of community pride and identity in order to create and maintain thriving neighborhoods and vibrant business districts where people can gather, engage, and grow together.
- Public Safety and Access to Justice – Maintaining a safe community and an accessible justice system through fair, equitable and customer service driven systems.
- Accountable and Engaged Government – Delivering a financially sustainable, model government that is responsive to the people of Lake Forest Park.

These goals will be furthered in the 2027-2028 biennium through continued implementation of a city-wide mobility plan, actions taken to protect our environment, and supporting neighborhoods through programs like healthy streets.

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $134,400 | $134,400 | $134,400 | 0.0% |
| Employee Benefits | $11,850 | $11,850 | $12,953 | 9.3% |
| Supplies | $2,000 | $544 | $2,000 | 0.0% |
| Professional Services | $6,000 | $6,363 | $6,000 | 0.0% |
| Communications: Legislative Act. | $2,000 | $500 | $2,000 | 0.0% |
| Travel Exp. (lodging, meals) | $2,500 | $3,707 | $2,500 | 0.0% |
| Training | $2,500 | $1,724 | $2,500 | 0.0% |
| **Total** | **$161,250** | **$159,087** | **$162,353** | **0.7%** |

# EXECUTIVE

## MISSION




The mission of the Executive Department is to support and carry out the mission of the City of Lake Forest Park by way of providing exceptional council support, administrative oversight, and services to a wide variety of clients, including residents, taxpayers, City Council, other governments, volunteers, and our employees, within the resources given. We strive to do so with care, integrity, and as a team.

## WHAT WE DO

The Executive Department is responsible for the overall administration of the affairs of the City. This includes implementing the policies and codes of the City and representing the City with the public and other governmental agencies. The Department also coordinates support of the City Council and makes recommendations to the council regarding adoption of new policies and codes, as well as items for approval by the governing body, such as contracts, interlocal agreements, and other activities requiring the consent of the council.

This is accomplished through the provision of four programs: Administration, Human Resources, Public Information and Risk Management.

## ADMINISTRATION

The Mayor of the City of Lake Forest Park is the chief executive officer and, by statute, is responsible for carrying out the policies, contracts and agreements approved by the City Council. The Mayor presides at all meetings of the City Council, submits the annual budget proposal to the City Council, and serves as the ceremonial head of the City. The Mayor serves as the appointing authority, with council confirmation, for the Municipal Judge and Civil Service Commission, as well as the other city commissions, the City Administrator, and department heads.

Since the Mayor is a part-time position, internal operations of the City are delegated to the City Administrator, who, under direction of the Mayor, serves as the chief operating officer. The City Administrator manages the municipal affairs of the City and supervises all administrative staff.

# EXECUTIVE

## ADMINISTRATION KEY 2025-2026 ACCOMPLISHMENTS

During the past biennium, managing the stability of city resources has been key:

- Continued working with Sound Transit on the SR-522 BRT system to ensure the needs of Lake Forest Park are addressed.
- Federal & State advocacy for parks, surface water and street enhancements.
- Continued supporting the Northshore Emergency Management Coalition (NEMCo) agreement between Shoreline Fire, Northshore Utility District, City of Kenmore and Lake Forest Park.
- Along with the four partner cities, continued supporting the Regional Crisis Response Agency (RCR), overseeing the organization through monthly board meetings and annual principal assembly meetings.
- Completed the purchase of property to expand Five Acre Woods park. Obtained funding to reimburse the City for 80% of the purchase price.
- Working with the City's federal lobbyist, secured $2.0M in funds to support the proposed community center construction at the new Lakefront Park.
- Continued supporting public safety with traffic speed studies, traffic camera studies and pedestrian improvement studies.
- Supported the onboarding of three councilmembers.
- Supported two City Council retreats focusing on priorities and financial sustainability.

## HUMAN RESOURCES




The Human Resources Director heads the human resources programs, which include responsibilities such as recruitment and staffing, classification and compensation needs, benefits and leave administration, employee and labor relations, performance management, workforce training, workplace safety, employee recognition and wellness programs, and updating and overseeing compliance with the personnel policies and regulations.

## HUMAN RESOURCES KEY 2025-2026 ACCOMPLISHMENTS

- Successful labor negotiations with Teamsters and the Police Guild.

# EXECUTIVE

- Expanded city employee wellness efforts to further promote increased physical movement, improved mental health, and stress management.
- Facilitated the recruitment and hiring of the following positions:
  - Administrative Assistant – Public Works (2)
  - Administrative Specialist
  - Associate Planner
  - Building Official
  - Climate Coordinator
  - Court Clerk (4)
  - Court Clerk (Per-Diem)
  - Detective (3)
  - Finance Director
  - Finance Specialist
  - Human Resources Specialist
  - Judicial Specialist (3)
  - Maintenance Worker (3)
  - Passport Acceptance Agent (2)
  - Permit Technician (2)
  - Police Chief
  - Police Officer (entry/exceptional/lateral) (6)
  - Probation Officer
  - Program Executive - LTE
  - Public Records Specialist
  - Public Works Director
  - Public Works Superintendent (2)
  - Seasonal Maintenance Worker (5)
  - Senior Judicial Specialist (2)
  - Senior Planner
  - Senior Project Manager
  - Sergeant (2)
  - Stormwater Program Coordinator
  - Support Services Officer
  - Traffic Support Services Officer
  - Urban Forest Planner (2)
- Recruiting efforts continue for the following positions: Emergency Manager, Public Works Superintendent, Property & Evidence Technician, Community Development Director, Finance Specialist – Payroll, Police Officer, and Police Commander\.

# EXECUTIVE

- Participated in the Police Department's Sergeant promotional processes.
- Lead strategic efforts to create upward mobility and career growth opportunities within the City (for example: creation of the Associate Planner and Senior Judicial Specialist positions)
- Performed an internal Form I-9 audit to ensure compliance.
- Increased employee participation in workplace Safety Committee to maintain a safety culture and reduce the risk of accidents and injuries in the workplace.
- Streamlined Human Resources records management and completed internal records retention audit.
- Received the Association of Washington Cities Well-City Award for 2024 and 2025, resulting in a 2% insurance benefits cost reduction realized by both the City and participating employees in 2025 and 2026.
- Completed compensation analysis for non-represented staff, implementing market adjustments as needed for city positions.
- Organized several opportunities for employees to engage in their benefit offerings and learn more about their plans through on-line trainings and in-person presentations.

## RISK MANAGEMENT PROGRAM




The Human Resources Director acts as the City's Risk Manager and the City Administrator is the alternate. The risk management program consists of placement of liability, property/auto and fidelity coverage through membership in the Washington Cities Insurance Authority. This includes coordination of compliance with the member compact, coordination of management and employee training, proper and timely reporting of incidents and claims, and claims management oversight.

## RISK MANAGEMENT KEY 2025-2026 ACCOMPLISHMENTS

- Successful completion of the 2025 member compact and audit (Public Works).
- Coordination of risk-oriented training for staff members, many provided directly by WCIA, and requested training reimbursements.
- Maintenance of vehicle and property schedules.
- Management of open claims in partnership with WCIA.

# EXECUTIVE

## DEPARTMENT STAFFING

Full-Time Equivalent (FTE)

| | 2025 | 2026 | 2027-2028 |
|---|---|---|---|
| **Department Employee Count** | 3.0 | 4.3 | 4.3 |

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $980,000 | $980,000 | $1,120,000 | 14.3% |
| Employee Benefits | $320,000 | $320,000 | $370,000 | 15.6% |
| Office / Operating Supplies | $5,000 | $5,496 | $5,000 | 0.0% |
| Small Tools and Equipment | $48,000 | $38,000 | $5,000 | -89.6% |
| Professional Services | $216,000 | $399,015 | $222,000 | 2.8% |
| Communications | $12,000 | $18,114 | $12,000 | 0.0% |
| Travel Exp. (lodging, meals) | $10,000 | $6,706 | $10,000 | 0.0% |
| Dues / Subscriptions | $16,000 | $14,773 | $16,000 | 0.0% |
| Training | $7,000 | $9,238 | $7,000 | 0.0% |
| Volunteer & Staff Recognition | $20,000 | $19,262 | $20,000 | 0.0% |
| Mayor's Reserve | $2,500 | $1,000 | $2,500 | 0.0% |
| **Total** | **$1,636,500** | **$1,811,604** | **$1,789,500** | **9.3%** |

## CITY MEMBERSHIPS

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Association of WA Cities | $32,653 | $27,511 | $25,000 | -23.4% |
| Puget Sound Regional Council | $14,000 | $13,331 | $13,500 | -3.6% |
| Sound Cities Association | $22,175 | $21,650 | $23,300 | 5.1% |
| SeaShore Transportation Forum | $1,000 | $200 | $700 | -30.0% |
| Puget Sound Clean Air Agency | $30,000 | $28,754 | $30,800 | 2.7% |
| OMWBE | $1,000 | $1,160 | $1,250 | 25.0% |
| North Urban Human Svcs Alliance | $2,000 | $2,180 | $2,200 | 10.0% |
| KC Regional Homelessness Auth. | $35,500 | $36,468 | $38,000 | 7.0% |
| **Total** | **$138,328** | **$131,254** | **$134,750** | **-2.6%** |

# LEGAL

## OVERVIEW

City legal services are provided through a contract City Attorney from an outside legal firm specializing in municipal law. With oversight from the Executive Department, a variety of legal services are provided.

Prosecuting Attorney and Public Defense services are provided under separate contracts.

## WHAT WE DO



- Legal consultation during City Council meetings
- Conferences with staff on various City issues, such as:
  - Land use
  - Public records requests
  - Bond issues
  - Utility issues
  - Business licensing
- Resolution and ordinance development and review
- Review and draft city contracts and other legal agreements
- Review and draft city purchase and sale agreements
- Provide legal advice on land use and zoning issues
- Provide legal advice on personnel and labor negotiations issues
- Represent the City on claims and litigation not covered by the risk pool

## EXPLANATION OF LEGAL SERVICES BUDGET

Legal Services is adequately budgeted for a normal year. The budget reflects the average, week-to-week legal services needs for the City, including City Council meeting support; Planning Commission support; assistance with legal documents such as resolutions, ordinances and contracts; lawsuits; and personnel issues.

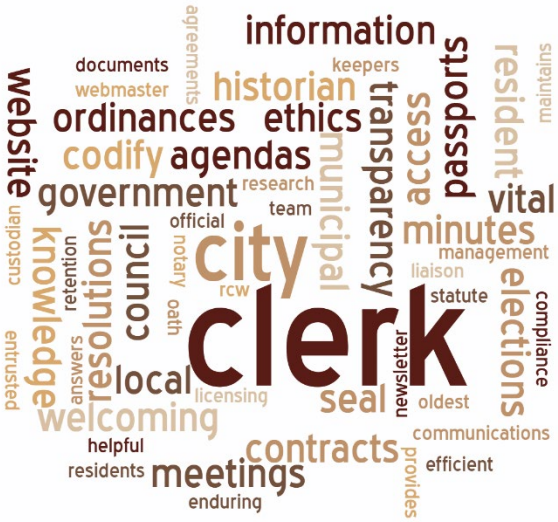
The 2025-2026 legal period to date has included defending litigation, supporting involved land use issues and complex public records requests. The legal expenses are in line with the adopted budget and are anticipated to be similar in the 2027-2028 biennium.

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Other Legal Services | $320,000 | $560,190 | $370,000 | 15.6% |

# MUNICIPAL SERVICES

## MISSION




The City of Lake Forest Park Municipal Services Department is dedicated to delivering efficient, courteous, and service-oriented support to the public, the city council, and staff. We are committed to creating a welcoming environment for all residents and visitors while ensuring effective management of the legislative process and the safekeeping of city records. Our department provides comprehensive services, including passport acceptance and photo services, with a focus on transparency, compliance with the Washington Open Public Meetings Act and Public Records Act, and enhancing communication through timely and accurate dissemination of information via our website, newsletters, and public engagement platforms.

## WHAT WE DO

Municipal Services provides access to City services, information, and records. The Department also provides Passport Acceptance Services to anyone who requires those services.

Staff members assist and support residents, the Mayor, City Council, and staff through:

- City Hall Reception – assist visitors and callers; process incoming and outgoing mail; process and issue pet licenses and solicitors, special event and facility use permits; process payments for sewer utility, business licenses, and other services as needed
- Public records requests – coordinate and respond to all requests within five business days
- Passport Services – Passport Acceptance Agents accept new passport applications and provide photo services for applicants
- Council meeting support – staff all council meetings; prepare, coordinate, distribute, and post agenda materials, ordinances, resolutions, minutes, and recordings electronically; publish and post notices
- Contracts and agreements – prepare approved documents, initiate/complete signing process, maintain centralized files

# MUNICIPAL SERVICES

- Records management – retain official City documents; coordinate with Regional Archives for storage and archiving of permanent records; prepare Citywide and department-specific policies and procedures; coordinate with each City department on retention and disposition of paper and electronic records; maintain records, disaster plans, and supplies
- Communications – prepare and issue newsflashes and social media postings; serve as webmaster for the City website; maintain Municipal Services and History webpages; assist departments with website and communications updates
- Edit and distribute quarterly *LFP Times* newsletter and monthly eNewsletter
- Municipal Code update – submit ordinances to update the electronic code upon adoption of ordinances
- Notary services – provided to the public for a fee, set by resolution




## ONGOING FUNCTIONS

- Provide information and services to residents by preparing, posting and distributing notices, agendas, meeting summaries and informational materials related to City activities; responding to requests for public records; processing contracts, permits, and licenses
- Provide passport application and photo services to the public
- Provide staff support for administration and City Council from meeting preparation through completion of minutes, ordinances, resolutions, and other documents
- Manage official records in accordance with the state records retention schedule
- Increase access to City information by preparing and posting to the City website Council meeting agenda packets, approved meeting minutes, ordinances, resolutions, recordings, contracts, and franchises

## KEY 2025-2026 ACCOMPLISHMENTS

**City Council Support**

- Provided staff support at all Council regular meetings, work sessions, committees of the whole, budget & finance committees, retreats, and special meetings
- Prepared action minutes, ordinances, resolutions, contracts and agreements, correspondence, publications and other documents

# MUNICIPAL SERVICES

**Records Management / Public Disclosure**

- Improved response times to public records requests in compliance with the Public Records Act
- Coordinated with all City departments in cleaning up archived records
- Updated Annual Citywide Essential Records Protection Plan and Records Disaster Plan

**Passport Services**

- Added two additional Saturday agents
- Expanded the hours that passport services are offered




**Reception Services**

- Provided notary services by fee as requested
- Continued to assist departments citywide with administrative support as needed

**Communications Services**

- Overhauled the City Newsletter to be more informative for the public
- Continued regular updates to the website
- Provided dedicated website depositories for specific projects
- Served as webmaster; prepared and issued newsflashes and social media postings
- Coordinated, wrote, and edited the quarterly City newsletter for printing and distribution
- Coordinated and prepared the monthly City eNews for distribution
- Programmed local government TV channel
- Uploaded and managed all city council and advisory board meeting videos on YouTube to increase public participation

## 2027-2028 PLANNED ACTIVITIES

- Update City Records Management Manual
- Research and implement more self-service options on the website to increase staff efficiency and better serve the public, including updating the search function to pull from the website, agendas and minutes, and municipal code
- Complete ADA requirements for the city website

# MUNICIPAL SERVICES

- Explore a citywide electronic records storage solution, including a document index, to respond to public records requests more efficiently
- Move more records, audio, and video to the Washington State Digital Archives
- Continue to provide access to City services and records as required by state law
- Continue to emphasize teamwork and training opportunities

## DEPARTMENT STAFFING SUMMARY

Full Time Equivalent (FTE)

| | 2025-2026 | 2027-2028 |
|---|---|---|
| **Department Employee Count** | 5.35 | 5.45 |

## DEPARTMENT BUDGET SUMMARY

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $986,000 | $986,000 | $1,126,000 | 14.2% |
| Overtime | $2,400 | $2,400 | $4,000 | 66.7% |
| Employee Benefits | $423,000 | $423,000 | $405.000 | -4.3% |
| Office / Operating Supplies | $64,600 | $24,289 | $37,000 | -42.7% |
| Small Tools & Equipment | - | $563 | - | |
| Taxes & Assessments (Passport) | $10,000 | $8,417 | $14,000 | 40.0% |
| Professional Services | $24,000 | $15,650 | $66,000 | 175.0% |
| LFP Code Update | $8,400 | $7,014 | $12,000 | 42.9% |
| Postage Equipment Sales Tax | $600 | $477 | $600 | 0.0% |
| Communications (incl. Postage) | $32,000 | $53,730 | $71,000 | 121.9% |
| Newsletter | $44,500 | $35,553 | $36,000 | -19.1% |
| Communications / Internet | $32,000 | $8,858 | - | -100.0% |
| Travel Exp. (lodging, meals) | $2,400 | $3,081 | $3,500 | 45.8% |
| Advertising | $14,000 | $7,266 | $5,000 | -64.3% |
| Insurance | $275,048 | $261,575 | $303,180 | 10.2% |
| Dues / Subscriptions | - | $7,931 | $8,000 | |
| Training | $4,800 | $3,400 | $3,450 | -28.1% |
| Postage Equipment Lease | $5,300 | $4,463 | $4,500 | -15.1% |
| Election/Voter Costs | $118,000 | $198,000 | $157,000 | 18.0% |
| **Total** | **$2,047,048** | **$2,051,667** | **$2,256,230** | **10.2%** |

# FINANCE & INFORMATION SYSTEMS

## MISSION

To provide high-quality finance and technology services that are responsive to our internal and external customer needs, deliver the services that the community desires, and demonstrate the careful stewardship of resources.

## WHAT WE DO

Finance and Information Systems is responsible for all financial and technological aspects of the City government including:



- Budget Preparation and Administration
- Financial Reporting and Audit Representation
- Investment and Debt Management
- Treasury and Disbursements
- Business Tax and License Program
- Utility Billing and Accounting
- Payroll Processing and Accounting
- Information and Technology Services

## KEY 2025-2026 ACCOMPLISHMENTS

The Finance & Information Systems Department performed all daily finance and IT/IS functions during the 2025-2026 biennium and completed several additional projects aligned with our mission.

- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the 2025-2026 budget document
- Continued implementing a diversified investment strategy with approval of the Budget & Finance Committee for the City to increase stability and predictability of the investment interest supporting all funds
- Completed Financial, Accountability, and Attestation Audits through the Washington State Auditor's Office for the years of 2023 and 2024
- Supported a Public Safety Levy effort by providing factual information
- Continued modifying and improving the monthly financial reporting dashboard; posted new reporting to the website monthly to increase ongoing financial transparency

# FINANCE & INFORMATION SYSTEMS

- Supported (alongside Human Resources) an unusually high number of employee transitions
- Assisted the Municipal Court with month-end reconciliations and audits
- Information Systems (IS) Manager supported the Municipal Court, navigating a challenging legacy system switch
- IS Manager supported Community Development through a software transition
- Assisted the Police Department with the dispatch transition to NORCOM seamlessly, within a very limited time frame
- Replaced the offsite backup server to support backups and disaster recovery
- IS Manager led the Criminal Justice Information Services (CJIS) audit for 2025
- Implemented a routine replacement schedule for aging computers including mobile laptops in all Police vehicles
- Retrofitted the ceiling microphone and audio interface system in the Emergency Operations Center for an improved hybrid experience and recordings of City Meetings

## 2027-2028 PLANNED ACTIVITIES

Finance and IS will be working on several process improvement opportunities during the biennium in our ongoing effort to streamline Department operations.



- Increase financial transparency by improving reporting to the City Council and the community
- Submit the 2027-2028 adopted budget for the Distinguished Budget Award
- Creating and improving financial & information technology policies
- Information Technology replacement schedule for all hardware and software
- Work with the Public Works Department to improve coordination between the budget and the Capital Improvement Project Plan
- Create/update standard operating procedures for all Finance Positions
- Assist with the City's long-range financial plan
- Identify new revenue streams

# FINANCE & INFORMATION SYSTEMS

## DEPARTMENT STAFFING SUMMARY

Full Time Equivalent (FTE)

| | 2025-2026 | 2027-2028 |
|---|---|---|
| **Department Employee Count** | 4.6 | 4.6 |
| **Information Systems Manager** | 1.0 | 1.0 |

## DEPARTMENT BUDGET SUMMARY

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $1,308,500 | $1,195,317 | $1,284,000 | -1.9% |
| Overtime | $3,000 | $5,000 | $3,000 | 0.0% |
| Employee Benefits | $434,000 | $366,290 | $503,000 | 15.9% |
| Office / Operating Supplies | $9,000 | $11,399 | $12,500 | 38.9% |
| Professional Services | $50,000 | $51,777 | $99,038 | 98.1% |
| Banking Services | $13,800 | $22,099 | $24,500 | 77.5% |
| Communications | $12,300 | $13,817 | $14,800 | 20.3% |
| Travel Exp. (lodging, meals) | $8,000 | $3,549 | $8,000 | 0.0% |
| Advertising | $500 | $500 | $500 | 0.0% |
| Dues / Subscriptions | $7,500 | $7,577 | $6,500 | -13.3% |
| Training | $8,000 | $3,663 | $8,000 | 0.0% |
| Municipal Auditor Expenses | $60,000 | $104,000 | $65,000 | 8.3% |
| **Total** | **$1,914,600** | **$1,784,988** | **$2,028,838** | **6.0%** |

# COMMUNITY SERVICES

## MISSION




To provide a variety of programs and services that support the quality of life in Lake Forest Park including human services, parks and recreation, conservation and recycling, volunteer organizations and management, and public outreach and education.

## WHAT WE DO

### Human Services

The City contracts with human services agencies around north King County to provide services for Lake Forest Park residents. The City's Community Partners are: Shoreline Senior Center, Center for Human Services, Hang Time program at Kellogg Middle School, ShoreLake Arts, Friends of Third Place Commons, Shoreline Historical Museum, and City of Shoreline.

### Parks and Recreation

The City supports and maintains eight public parks as well as three properties that have been purchased for future development of public park space. Art programs, volunteer activities, and clean-up events are offered throughout the year. The City also contracts with the City of Shoreline through an interlocal agreement to allow Lake Forest Park residents access to discounted and early registration to participate in Shoreline's recreation programs. Recreation scholarships are offered to low-income residents who qualify. The City's Parks and Recreation Advisory Board has helped increase pickleball play around the City and supported planning and community engagement for the new Lakefront Park.

### Conservation and Recycling



The City implements "best conservation practices" for lawn and garden maintenance. With grant funding, the City has been able to provide educational outreach materials and giveaways to promote environmental consciousness and earth friendly habits for residents to implement in their homes. The City also provides educational opportunities regarding conservation, recycling and reusing through its annual green fair, farmer's market events, community events and with the distribution of literature and publications on the City website and social media. The

# COMMUNITY SERVICES

City also receives waste reduction and recycling grants that are used for a variety of waste reduction and stormwater best practices and activities.

## ADMINISTRATION

The Community Programs Planner is responsible for coordinating community services programs and activities in the City along with administering the human services contracts and programs. The Community Programs Planner also serves as the liaison to the Parks and Recreation Advisory Board, park volunteers, and oversees the conservation and recycling education, grants, parks and recreation, art installation projects, development of the Lakefront Park, and volunteer programs and services.

## KEY 2025-2026 ACCOMPLISHMENTS

**Human Services Programs**

- Hundreds of residents used the Senior Center for activities and services throughout the year, now with in-person, online, and delivery options
- Thousands of hours of counseling and family services provided to residents through Center for Human Services
- ShoreLake Arts brought back Battle of the Bands along with adding new events – Arts in the Park and Listen Here! Teen Showcase – to Lake Forest Park
- Third Place Commons continues to offer in-person and online programs, while enhancing their programing and filling the commons back up
- LFP residents continued to enroll in recreation programs and use Hang Time at Kellogg Middle School run by the City of Shoreline
- Continued to develop and improve volunteer participation and commitment to City sponsored events, activities, and parks programs
- New community partnership with the Shoreline Historical Museum who helped with the Parks Board Lakefront History Project
- The Parks Board partnered with a local PTA to put story book signs in LFP Parks for a summer reading program, in partnership with the LFP Library
- The LFP Yard Sale Day was created to take place annually in September by the Parks Board

**Grant Funded Programs**

- More than 2,500 pounds of batteries recycled
- Promotion of waste reduction and recycling programs through educational giveaways at community events

# COMMUNITY SERVICES

- Continued partnership with the City of Kenmore in a joint city Recycling Collection Event that included hazardous waste recycling

**Community Events in 2025-2026**



- Picnic in the Park
- Paws in the Park
- Arts in the Park
- Concert in the Park
- Battle of the Bands
- Listen Here! Teen Showcase
- Green Fair
- Family Day at the LFP Farmer's Market
- LFP Garden Tour
- LFP Yard Sale Day
- Recycling Collection Event with City of Kenmore
- Volunteer Work Parties at Grace Cole Nature Park, Five Acre Woods, the Master Gardener Demonstration Garden at Pfingst Animal Acres Park, and a new work party group at Blue Heron Park

## 2027-2028 PLANNED ACTIVITIES

- Continuing Human Service contracts with Community Partners funding requests
- Increase environmental education through community events programs
- Continued growth of community events (Picnic in the Park, Family Day at the Farmer's Market, Battle of the Bands, Listen Here! Teen Showcase, Concerts in the Parks, Earth Smart Green Fair, Paws in the Park, and more) with educational outreach on environmental issues
- Continued planning, design, and construction of the new Lakefront Park
- Creating a summer concert in the park series

## DEPARTMENT BUDGET SUMMARY

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $165,500 | $165,500 | $213,000 | 28.7% |
| Overtime | $3,800 | $3,800 | $4,000 | 5.3% |
| Employee Benefits | $58,500 | $58,500 | $56,500 | -3.4% |

# COMMUNITY SERVICES

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Community Events: Supplies, City of LFP | $20,000 | $19,012 | $20,000 | 0.0% |
| Waste Reduction / Recycling Grant | - | $23,081 | $22,000 | |
| Office / Operating Supplies | $600 | $600 | $600 | 0.0% |
| Small Tools & Equipment | - | - | $30,000 | |
| Shoreline/LFP Senior Center | $74,750 | $74,750 | $79,500 | 6.4% |
| Kellogg MS After School Program: Hang Time, City of Shoreline | $20,000 | $21,838 | $20,000 | 0.0% |
| Drug & Alcohol Prevention: Center for Human Services | $54,000 | $54,000 | $54,000 | 0.0% |
| Recreation Programs: Shoreline Parks & Rec. | $35,200 | $33,015 | $35,200 | 0.0% |
| Local Hazardous Waste Grant | $11,670 | $8,815 | $18,000 | 54.2% |
| Community Events: Services, City of LFP | $40,000 | $39,694 | $40,000 | 0.0% |
| Regional Crisis Response Agency | $245,000 | $244,537 | $275,000 | 12.2% |
| Community Development: 3rd Place Commons | $70,000 | $70,000 | $90,000 | 28.6% |
| Lake Forest Park Arts Council (ShoreLake Arts) | $60,000 | $52,500 | $60,000 | 0.0% |
| Shoreline Historical Museum | $19,200 | $19,200 | $19,200 | 0.0% |
| Opioid Prevention: Hopestream Community | $20,000 | $20,000 | $20,000 | 0.0% |
| Communications | $6,000 | $6,000 | $6,000 | 0.0% |
| Travel Exp. (lodging, meals) | $2,000 | $- | $- | |
| Dues / Subscriptions | $3,000 | $2,050 | $2,000 | 0.0% |
| Training | $3,000 | $2,930 | $3,000 | 0.0% |
| King County Alcohol Program | $9,200 | $7,936 | $9,000 | -2.2% |
| Aquatic Study | - | - | $10,000 | |
| **Total** | **$921,420** | **$930,605** | **$1,090,000** | **18.3%** |

# MUNICIPAL COURT

## OVERVIEW

The Municipal Court is organized under RCW 3.50 as a limited jurisdiction court to hear misdemeanor and gross misdemeanor crimes and civil infractions committed within its geographical boundaries. The Court is open to the public Monday and Wednesday, 8:30 a.m. to 5:00 p.m. and Tuesday and Thursday, 9:00 a.m. to 5:00 p.m. The Court is closed to the public daily from 12:30 p.m. to 1:30 p.m. and on Fridays. The Court hears cases from the bench twice a week and jury trials are held monthly during a four-day jury term. Residents living in the 98155 ZIP code may be called as jurors for the Lake Forest Park Municipal Court.

The Presiding Judge exercises general administrative supervision over the Court, the court staff, and the probation officer. The Presiding Judge is appointed by the Mayor and confirmed by the City Council for a four-year term pursuant to RCW 3.50.040. The Court Administrator oversees daily court operations and implementation of policies and procedures.

## DUTIES OF THE PRESIDING JUDGE

- Supervise the business of the Court to assure the expeditious and efficient handling of all cases including photo infractions
- Develop and coordinate statistical and management information for the Court
- Review and develop all policies, procedures, and forms needed to carry out the function of the Court
- Accounting, auditing, procurement, and disbursement of Court funds
- Preparation and control of the Court's biennial budget
- Promulgation of local court rules
- Supervision of the court-monitored probation programs and the professional probation officer
- Prepare and disseminate information to the public about the Court's activities

Presiding Judge Jennifer Grant was reappointed to a second four-year term beginning January 2026. She is an active member of the District and Municipal Court Judge's Association (DMCJA).

Court Administrator Julie Espinoza is an active member of the District and Municipal Court Management Association (DMCMA). She is currently working on becoming a Certified Court Executive (CCE) through the National Center for State Courts (NCSC). She continues to serve as the Court liaison to the City Administration.

# MUNICIPAL COURT

## KEY 2025-2026 ACCOMPLISHMENTS

- Successful implementation of CLJ-CMS (Enterprise Justice, Judge Edition, and Enterprise Supervision), a major Washington State judicial technology modernization project aimed at replacing the aging DISCIS/JIS case management system used by district and municipal courts for nearly 40 years
- First Municipal Court in King County with photo enforcement to onboard with EJ
- Updated Local Court Rules & enhanced court website to simplify access to justice
- Updated Local Court Rules to enforce electronic filing via eFile & Serve
- Implementation of a new payment system, Defendant Access
- Implementation of text messaging notifications to delinquent account holders from Collection Agency Linebarger
- Received Interpreter & Equipment Reimbursements from AOC
- Continued Hybrid Criminal Court Hearings and Remote (Zoom) Infraction Hearings
- Court Administrator obtained Certified Court Manager (CCM) certification through NCSC and completed five of seven courses required to obtain Certified Court Executive (CCE) certification
- Entered an MOU and participated in the expansion of the King County Interjurisdictional Warrant Quashing Program
- LFP Youth Court remained active under the supervision of advisor Bo Jordan. LFP Youth Court, comprised of students from Shorecrest and Shorewood High Schools, presided over numerous hearings and attended the Washington State Youth Court Conference at Seattle University School of Law.

## 2025-2026 STAFFING CHANGES

- Alina Bezugla hired as probation officer
- Madeleine Parpart, Jamie Allred, and Sophia Clair hired as judicial specialists
- Stevie Craig hired as senior judicial specialist
- Loyce Weishaar promoted to senior judicial specialist
- Barkot Birtu onboarded as volunteer and hired as judicial specialist

## 2025-2026 INTERAGENCY AGREEMENTS AND REIMBURSEMENTS

- Interagency Agreement with AOC for Interpreter Reimbursement up to 50%
- Interagency Agreement with AOC for Reimbursement on the *Blake* Decision
- Interagency Agreement with Lynnwood City Jail to house inmates at $204 per day and hold all hearings via Zoom
- Interagency Agreement with Sunnyside Jail to house inmates at $78 per day

# MUNICIPAL COURT

## 2025-2026 COURTROOM & SAFETY IMPROVEMENTS

- Staff completed CJI Security Training & Enterprise Justice Training, Judge Edition, and Enterprise Supervision Training
- Armed security provided by LFPPD and Puget Sound Executive Service, Inc. (PSES) for in-person court hearings
- Courtroom open to the public for in-person criminal court hearings
- Continued Video Criminal Court Hearings in response to *State v Luthi* when in-custody defendants are transported to the Municipal Court

## 2025-2026 UPDATES & IMPROVEMENTS REQUESTED

- Reorganization of court staff and additional staffing to facilitate efficient processing of court filings and case management
- Reorganization of court footprint to facilitate efficient processing of court filings and case management
- Increase probation officer's FTE to allow for adequate time to process probation matters
- Support Youth Court
- Increased pro tem budget to attract and retain quality pro tem judges
- Authority to contract with Moli, an interpreter scheduling service, to reduce clerk time scheduling and invoicing interpreter services

## 2027-2028 PLANNED ACTIVITIES

- Maximize the internal integrated processes and capabilities of Enterprise Justice, Enterprise Supervision, eFiling, and other court systems to streamline court processes
- Integrate payment processing through Enterprise Justice with vendor nCourt
- Integrate collections professing through Enterprise Justice with vendor Linebarger, et al., LLP

## DEPARTMENT STAFFING SUMMARY

Full Time Equivalent (FTE)

| | 2025-2026 | 2027-2028 |
|---|---|---|
| **Department Employee Count** | 6.30 | 7.05 |

# MUNICIPAL COURT

## DEPARTMENT BUDGET SUMMARY

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $946,500 | $946,500 | $1,136,000 | 20.0% |
| Security Detail Overtime | $76,000 | $76,000 | $77,000 | 1.3% |
| Overtime | $14,870 | $14,870 | $4,000 | -73.1% |
| Employee Benefits | $281,000 | $281,000 | $396,000 | 40.9% |
| Security Detail Benefits | $27,000 | $4,607 | $29,000 | 7.4% |
| Court Supplies | $15,000 | $17,742 | $15,000 | 0.0% |
| Probation Supplies | $1,000 | $1,000 | $500 | -50.0% |
| Youth Court Supplies | $3,600 | $4,579 | $3,600 | 0.0% |
| Small Tools & Equipment | $6,500 | $6,721 | $6,250 | -3.8% |
| Professional Services: Security, Loomis | $30,000 | $38,377 | $30,000 | 0.0% |
| Bank Charges | $5,000 | $7,783 | $5,000 | 0.0% |
| Communications | $24,000 | $35,747 | $24,000 | 0.0% |
| Travel Exp. (lodging, meals) | $10,000 | $10,000 | $5,000 | -50.0% |
| Insurance | $65,277 | $62,080 | $71,953 | 10.2% |
| Repair & Maintenance | $1,000 | $1,000 | $1,000 | 0.0% |
| Dues / Subscriptions | $7,000 | $37,460 | $7,000 | 0.0% |
| Training | $8,000 | $9,608 | $8,000 | 0.0% |
| Jury Service | $9,000 | $9,000 | $9,000 | 0.0% |
| Interpreters | $13,000 | $50,694 | $50,000 | 284.6% |
| Salaries: Pro Tem | $17,000 | $17,000 | $26,000 | 52.9% |
| Employee Benefits: Pro Tem | $2,000 | $1,092 | $2,000 | 0.0% |
| Probation Costs | $20,000 | $37,968 | $30,000 | 50.0% |
| Machinery & Equipment | $41,000 | $54,190 | $26,500 | -35.4% |
| **Total** | **$1,623,747** | **$1,725,036** | **$1,962,804** | **20.9%** |

# PUBLIC SAFETY

## MISSION

To develop and support a team of professionals which consistently seeks and finds innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance security and safety in our community. To support this mission, we work in strong partnership with the community.

## VALUES

Our department values the sanctity of all life. We strive for the equal, equitable, and compassionate application of law enforcement services for all, and the universal acceptance of all people. We endeavor for the highest level of training and diversity for our police staff and maintain partnerships within our community and local governments to provide urgently needed resources for those in need.

## WHAT WE DO

The Police Department is responsible for maintaining law and order. It provides services to the community under the direction of the Police Chief. With a full-time staff of 24, the Department provides for the preservation of life, protection of property, prevention of crime, apprehension of criminals, and facilitation of traffic. Most of the officers are in the patrol division. Additionally, there are two professional support staff, four patrol sergeants, two division commanders, a traffic unit, and a criminal investigation unit.

## DEPARTMENT GOALS

The Police Department has identified four goals for the work of the Department:

1. Reduce crime and collision loss in our community.
2. Provide quality services and innovative policing strategies delivered through excellent customer service.
3. Provide employees with the necessary resources. Encourage continuous learning, professional development, collaboration, and respect for diversity while ensuring employees have the tools needed to perform their duties effectively and in accordance with organizational values and policies.
4. Provide emergency management oversight for City infrastructures.

## DIVISIONS

The Lake Forest Park Police Department is organized into three divisions:

# PUBLIC SAFETY

- Patrol Operations
- Support Services
- Emergency Management

## Patrol Operations

Led by a Division Commander, this division provides professional police services to the Lake Forest Park community members—twenty-four hours a day, seven days a week. The division consists of four squads in the Patrol Section, the Traffic Unit, and a K9 Narcotics Unit. Other functions include Special Weapons and Tactics/Hostage Negotiations (SWAT/HNT), gang/graffiti investigations and drone operations.

## Support Services

Led by a Division Commander, this division assists in the daily operations of police support services. The division strives for quality customer experience through the delivery of services that enhance the overall mission of the Department. The division consists of the Investigations Unit, Professional Services, Jail Transports, Accreditation, the Records Unit, Training, and the Evidence/Property Unit.



## Emergency Management

Managed by an Emergency Manager with oversight from the Chief of Police, responsibilities include coordinating the Northshore Emergency Management Coalition (NEMCo), supervision of the Emergency Manager as they interface with the King County Department of Emergency Management, and networking with neighboring emergency management professionals. The division organizes emergency drills for the City, ensures compliance with the National Incident Management System (NIMS), and provides command oversight during emergencies within the City. Additionally, the division ensures the Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan (HMP) are updated.



# PUBLIC SAFETY








## DEPARTMENT FUNCTIONS

- Providing Patrol Operations, Support Services, and Emergency Management as major functions of the Police Department.
- Develop and update a yearly operations plan that focuses on crime reduction, providing quality services and innovative policing strategies, ensuring employee accountability, and providing emergency management oversight.
- Strengthen relationships with our schools for emergency response planning and exercises.
- Development of community partnerships through the Community Traffic Safety Program, Block Watch, extra patrol requests, local community groups, and positive police/community member interactions.
- Enhance public transparency and public disclosure through paperless systems.
- Promote community education through crime prevention presentations in partnership with volunteer Block Watch Captains.
- Continual training to build a team of professionals that engage the community at all levels of service.
- Reinforce community communication efforts delivered through a variety of formats, including the city website, social media accounts, media releases, neighborhood meetings, Shop with a Cop, Safety Fair, Community Police Academy, and National Night Out.







# PUBLIC SAFETY

## 2027-2028 PLANNED ACTIVITIES

- Increase proactive law enforcement activities linked to the Operational Plan
- Continue traffic safety and calming objectives
- Reduce persons and property related crimes
- Increase community engagement
- Continue exploring solutions for more accountability to the public
- Offer two Community Police Academies per year for better understanding and outreach to our community

## 2027-2028 STAFFING LEVELS

The current authorized staffing for the department includes 21 commissioned officers, 2 specially commissioned support officers, 2 civilian records staff, 1 emergency manager, and 1 domestic violence advocate. The leadership team consists of the chief of police, 2 division commanders, and 4 patrol sergeants. There is an identified need for 1 additional police supervisor to address administrative and operational demands.

Among the 12 patrol officers, there are specialized units that include 3 traffic officers, one K9 officer, and 2 SWAT officers (one SWAT team operator and one hostage negotiator). Additionally, the department has 2 detectives on staff.

Crisis response will continue to be supported by Crisis Navigators from the RCR Agency, while volunteer services are provided by 2 Police Chaplains. These adjustments and additions are intended to enhance the department's ability to meet the needs of the community more effectively.

## 2027-2028 EQUIPMENT NEEDS

- Police Vehicle Replacement Plan:
  - 2027: one admin vehicle, one patrol vehicle
  - 2028: one patrol vehicle
- Ballistic Vest Replacement Plan (50% grant funded):
  - 2027: three replacements, two new hire or turnover
  - 2028: five replacements, two new hire or turnover

# PUBLIC SAFETY

- Capital Improvements:
  - Security fencing for patrol vehicles to improve safety of police department parking and access
  - Carport for patrol vehicles and improved lighting
  - Exhaust venting (HVAC) in holding cells
  - Traffic enforcement tools
- Technology Improvements:
  - E-bikes for Burke Gilman Trail and Town Center patrol
  - Explore transitions from gas to hybrid and electric for PD fleet
  - Electric vehicle charging stations for future vehicles
  - Software updates for current Unmanned Aerial Vehicle (UAV) for collision investigations, emergency management, search and rescue, vehicle pursuit interdictions, in-progress calls and perimeter safety overwatch
  - Less lethal and additional safety tools (WRAP system, “Grappler” pursuit intervention system)
  - Automated License Plate Readers (ALPR’s) for investigations and increased case closure
  - Virtual reality training
  - Software for policy, training and accreditation assurance

## CALLS FOR SERVICE

*“Calls for Service”* are received by dispatch and entered as many different call types. A total of 174 different call types that have been combined into these 15 broad categories (Norcom added several more categories in the merge).

- For example, the call type category of “*Burglary/Theft*” includes:
  - *Burglary, Forgery, Fraud, Identity Theft, Motor Vehicle Recovery, Motor Vehicle Theft, Robbery, Vehicle Prowl, Theft, Possession of Stolen Property*

# PUBLIC SAFETY

| Dispatcher Call Type | 2021 | 2022 | 2023 | 2024 | 2025 | Percent Change | Trend |
|---|---|---|---|---|---|---|---|
| *Information / 911* | 206 | 152 | 131 | **137** | **102** | **-26%** | ↓ |
| *Alarms* | 218 | 242 | 189 | **217** | **130** | **-40%** | ↓ |
| *Assault/Fights/Harassment* | 46 | 34 | 23 | **51** | **50** | **-2%** | ↓ |
| *Burglary/Theft* | 348 | 452 | 263 | **226** | **370** | **64%** | ↑ |
| *Disturbance/Noise* | 145 | 150 | 158 | **141** | **144** | **2%** | ↑ |
| *Domestic* | 43 | 46 | 23 | **36** | **55** | **53%** | ↑ |
| *Investigations* | 1180 | 1336 | 1269 | **1047** | **937** | **-11%** | ↓ |
| *Juvenile* | 21 | 28 | 30 | **23** | **19** | **-17%** | ↓ |
| *Liquor/Narcotics* | 11 | 23 | 27 | **31** | **36** | **16%** | ↑ |
| *Miscellaneous* | 1059 | 1022 | 1156 | **2137** | **2159** | **1%** | ↑ |
| *Parking* | 232 | 195 | 173 | **85** | **82** | **-4%** | ↓ |
| *Property* | 81 | 76 | 56 | **65** | **55** | **-15%** | ↓ |
| *Public Service* | 2721 | 2566 | 2666 | **2103** | **1823** | **-13%** | ↓ |
| *Traffic* | 2726 | 3228 | 3209 | **3302** | **5538** | **68%** | ↑ |
| *Trespass* | 39 | 58 | 56 | **33** | **40** | **21%** | ↑ |

*Incidents include officer-initiated police contact*

Call types are assigned by the dispatcher and may or may not reflect the true nature of the call or report type completed by the officer. For example, a traffic stop incident type could change to a DUI report based on the officer's investigation.

| Officer Call Type | 2021 | 2022 | 2023 | 2024 | 2025 |
|---|---|---|---|---|---|
| *Incidents* | 9082 | 9608 | 9429 | 9634 | **11540** |
| *Case Reports* | 613 | 809 | 740 | 661 | **624** |
| *Arrests* | 146 | 230 | 201 | 178 | **201** |
| *Traffic Stops* | 1837 | 2477 | 2593 | 1876 | **3778** |
| *Traffic Infractions* | 767 | 976 | 907 | 623 | **1664** |
| *Criminal Traffic* | 152 | 173 | 212 | 140 | **263** |
| *Drug Arrests* | 14 | 12 | 13 | 2 | **13** |
| *Domestic Incidents* | 62 | 80 | 54 | 64 | **66** |
| *DUI Arrests* | 22 | 28 | 19 | 11 | **31** |
| *Fraud/Forgery/ID* | 30 | 35 | 44 | 24 | **25** |
| *Graffiti* | 16 | 25 | 25 | 7 | **3** |
| *Malicious Mischief* | 62 | 99 | 93 | 71 | **42** |
| *Vehicle Prowls* | 26 | 36 | 55 | 40 | **33** |

# PUBLIC SAFETY

## PHOTO ENFORCEMENT

**Traffic Safety Photo Enforcement Program**




The City of Lake Forest Park currently operates Traffic Safety Enforcement Camera Systems around its schools, and at three locations on SR 522/Bothell Way NE. These systems are a safety measure designed to reduce and prevent speeding and collisions. Since its beginning in 2009, the goal of the program has been pedestrian safety in our school zones and collision reduction on SR 522. The program is used as a force-multiplier, adding to the good behavior of drivers and enforcement capacity of the Police Department. The system enables Police Department staff, which is typically running at minimum levels, to perform other functions that address a wide range of public safety tasks.

The City currently operates three red-light camera locations. These include SR 522 at SR 104, SR 522 at NE 170th Street, and SR522 at NE 165th Street. Additionally, the City operates four school zone camera locations, which include LFP Elementary School (35th Ave NE), (40th PL NE), and Brookside Elementary School (NE 178th St), (37th Ave NE).

In 2024, NE 178$^{th}$ St. between 25$^{th}$ Ave. NE to State Route 104 was designated as a School Walk Zone, allowing for automated traffic safety cameras to monitor for speed violations at all times of the day. The section of NE 178$^{th}$ St. that is monitored for the 25-mph speed limit is the same stretch currently monitored for speed violations during school hours.

In 2019, the City upgraded the system technology and installed easy to read signs. The redesign and upgrade of the school zone locations enabled the cameras to capture the flashing beacon in the violation video package. This redesign elevated the City program to a best-practice design. The upgrade ensured the City has the industry's latest technology: a next-generation, non-invasive 3-D tracking radar that measures the distance, angle, and speed of up to 32 vehicles per approach.

The use of photo enforcement technology in traffic management has become increasingly prevalent in cities across the country. These systems, which include red light cameras and speed cameras, are designed to capture traffic violations automatically. However, the process of managing and authorizing these tickets is resource-intensive, requiring significant time and effort from law enforcement officers and Municipal Court personnel.

# PUBLIC SAFETY

**Demand on our Police and Municipal Court**

The captured footage is first reviewed by our patrol officers. Officers must scrutinize each violation to ensure the accuracy of the violation, verifying details such as vehicle registration and confirming the infraction. This step is crucial as it ensures that only lawful tickets are processed, reducing the likelihood of errors or disputes. The reviewing officer may be called into Court for disputes just like a regular ticket violation.

Each ticket requires careful review, which can take anywhere from a few minutes to several minutes per violation, depending on the complexity of the case. With the additional traffic support officer (TSO) authorized in the 2025-2026 budget, review of each potential infraction is completed largely by a TSO. However, given the high volume, patrol officers are also required to help review the captured footage, impacting their available time for other duties. Once a violation is verified, officers authorize the issuance of the ticket.

After the ticket is issued, the Municipal Court takes over the processing of the violation. This includes recording the violation in the system, tracking the payment of fines, and managing any appeals or disputes. The court also handles the scheduling and management of any litigation that may arise from contested tickets. Processing these tickets places additional demands on court resources, particularly when handling cases that proceed to litigation.

The process of managing photo enforcement tickets is a complex and time-consuming task that requires significant coordination between our police department and municipal court. The high volume of tickets processed daily demands the collective effort of patrol officers and court staff, impacting their overall workload and time management. At a time where staffing has been a significate issue, this adds additional complexity. The Municipal Court plays a crucial role in ensuring that these tickets are processed accurately and fairly, while also managing the financial and legal aspects of each violation. Effective resource management and process optimization are essential to maintaining the efficiency and effectiveness of photo enforcement programs.

# PUBLIC SAFETY

## Collisions

| Location | 2021 | 2022 | 2023 | 2024 | 2025 | 5-Yr Total |
|---|---|---|---|---|---|---|
| BROOKSIDE ELEM | 1 | 0 | 1 | 2 | 1 | 5 |
| LFP ELEMENTARY | 1 | 2 | 0 | 1 | 0 | 4 |
| SR522 / NE 165TH ST | 4 | 2 | 5 | 3 | 3 | 17 |
| SR522 / NE 170TH ST | 6 | 7 | 16 | 6 | 5 | 40 |
| SR522 /SR104 | 19 | 10 | 6 | 12 | 6 | 53 |
| **Total** | **31** | **21** | **28** | **24** | **15** | **119** |

## Citations

| Location | 2021 | 2022 | 2023 | 2024 | 2025 | 5-Yr Total |
|---|---|---|---|---|---|---|
| BROOKSIDE ELEM | 13,394 | 7,543 | 8,663 | 31,254 | 35,684 | 96,538 |
| LFP ELEMENTARY | 9,621 | 5,442 | 6,076 | 4,333 | 5,930 | 31,402 |
| SR522 / NE 165TH ST | 2,507 | 3,018 | 3,282 | 3,001 | 2,366 | 14,174 |
| SR522 / NE 170TH ST | 1,988 | 2,423 | 2,168 | 1,775 | 1,412 | 9,766 |
| SR522 /SR104 | 3,053 | 3,274 | 3,246 | 3,404 | 3,030 | 16,007 |
| **Total** | **30,563** | **21,700** | **23,435** | **43,767** | **48,422** | **167,887** |

## Violations

| Location | 2021 | 2022 | 2023 | 2024 | 2025 | 5-Yr Total |
|---|---|---|---|---|---|---|
| BROOKSIDE ELEM | 16,646 | 9,979 | 11,119 | 56,092 | 42,349 | 136,185 |
| LFP ELEMENTARY | 12,085 | 7,256 | 7,997 | 5,984 | 7,662 | 40,984 |
| SR522 / NE 165TH ST | 3,689 | 4,295 | 4,711 | 4,183 | 3,415 | 20,293 |
| SR522 / NE 170TH ST | 6,488 | 6,853 | 5,716 | 5,103 | 4,495 | 28,655 |
| SR522 /SR104 | 5,822 | 6,462 | 6,659 | 6,737 | 6,337 | 32,017 |
| **Total** | **44,730** | **34,845** | **36,202** | **78,099** | **64,258** | **258,134** |

# PUBLIC SAFETY

## DEPARTMENT STAFFING

Full Time Equivalent (FTE)

| | 2025-2026 | 2027-2028 |
|---|---|---|
| **Department Employee Count** | 25.35 | 25.35 |
| **Emergency Manager** | 1.00 | 1.00 |

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| **Police Department Operations** | | | | |
| Salaries | $5,676,500 | $5,826,500 | $6,502,000 | 14.5% |
| Overtime | $658,000 | $757,999 | $660,000 | 0.3% |
| Employee Benefits | $2,177,000 | $2,217,000 | $2,811,000 | 29.1% |
| LEOFF 1 Expenses | $37,000 | $37,000 | $40,000 | 8.1% |
| Uniform Expenses | $60,000 | $65,509 | $70,400 | 17.3% |
| Police: Dry Cleaning Contract | $3,000 | $3,517 | $3,000 | 0.0% |
| Police: Badges & Vests | $13,600 | $17,740 | $20,000 | 47.1% |
| Supplies: General | $47,206 | $27,948 | $25,000 | -47.0% |
| Operations: Vehicle Supplies | $60,250 | $58,219 | $64,000 | 6.2% |
| K-9 Narcotics | $10,000 | $14,421 | - | -100% |
| State Opioid Settlement Expenses | - | $2,000 | - | |
| Fuel | $70,000 | $83,757 | $90,000 | 28.6% |
| Small Tools & Equipment | $45,505 | $27,952 | $4,000 | -91.2% |
| Professional Services | $30,000 | $34,064 | $26,000 | -13.3% |
| Copier Rental Sales Tax | $1,000 | $1,202 | $1,600 | 60.0% |
| Communications | $154,000 | $128,921 | $154,000 | 0.0% |
| Travel Exp. (lodging, meals) | $27,000 | $22,747 | $30,000 | 11.1% |
| Insurance | $358,073 | $340,534 | $394,697 | 10.2% |
| Vehicle Repair & Maintenance | $103,100 | $130,266 | $130,000 | 26.1% |
| Office Equipment: Repair & Maint. | $3,000 | $8,559 | $3,000 | 0.0% |
| Operations: Repair & Maintenance | $4,000 | $6,500 | $5,000 | 25.0% |
| Dues / Subscriptions | $78,972 | $89,529 | $84,000 | 6.4% |
| Training | $60,000 | $53,956 | $70,000 | 16.7% |
| Marine Patrol | $50,000 | $68,838 | $70,000 | 40.0% |
| Call Out Services: SWAT | $11,000 | $5,296 | $11,600 | 5.5% |
| Safe Harbor Expenses (DV) | $1,000 | $1,000 | $1,000 | 0.0% |
| Copier Rental | $10,400 | $12,316 | $17,700 | 70.2% |

# PUBLIC SAFETY

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Computer Hardware / Software | $14,000 | $11,204 | $12,500 | -10.7% |
| Machinery & Equipment | $20,000 | $12,386 | $4,400 | -78.0% |
| **Total Police Operations** | **$9,783,605** | **$10,066,881** | **$11,304,897** | **15.5%** |
| **Technology** | | | | |
| Supplies: General | $8,000 | $8,000 | $8,400 | 5.0% |
| Software | $11,000 | $11,000 | $11,000 | 0.0% |
| Equipment / Hardware | $10,000 | $10,000 | $10,000 | 0.0% |
| Dues / Subscriptions | $20,000 | $20,000 | $20,000 | 0.0% |
| Training | $5,000 | $5,000 | $5,000 | 0.0% |
| Capital Outlay: Hardware/Software | - | $9,011 | - | |
| **Total Police Technology** | **$54,000** | **$63,011** | **$54,400** | 1% |
| **Crime Watch** | | | | |
| Supplies | $6,000 | $6,499 | $6,000 | 0.0% |
| Community Oriented Policing Prgm | $4,000 | $3,006 | $4,000 | 0.0% |
| **Total Crime Watch** | **$10,000** | **$9,505** | **$10,000** | **0.0%** |
| **Emergency Management** | | | | |
| Professional Services | $171,206 | $171,206 | $181,409 | 6.0% |
| Kenmore: EMPG (Pass Through) | $20,000 | $18,894 | $20,000 | 0.0% |
| **Total Emergency Management** | **$191,206** | **$190,100** | **$201,409** | **5.3%** |
| **Traffic Safety Camera Program** | | | | |
| Traffic Camera Service Fee | $1,676,797 | $1,676,797 | $1,570,317 | -6.4% |
| Professional Services | $7,000 | $7,000 | - | -100% |
| **Total Traffic Safety Camera** | **$1,683,797** | **$1,683,797** | **$1,570,317** | **-6.7%** |
| **Dispatch** | | | | |
| Contracted Services | $960,313 | $960,313 | $819,060 | -14.7% |
| **Total Dispatch** | **$960,313** | **$960,313** | **$819,060** | **-14.7%** |
| **Civil Service Commission** | | | | |
| Supplies | $2,000 | $2,000 | $2,000 | 0.0% |
| Professional Services | $20,000 | $20,000 | $30,000 | 50.0% |
| Travel Exp. (lodging, meals) | $2,000 | $2,000 | $2,000 | 0.0% |
| Training | $1,000 | $1,000 | $1,000 | 0.0% |
| **Total Civil Service Commission** | **$25,000** | **$25,000** | **$35,000** | **40.0%** |
| **Animal Control** | | | | |
| Animal Control Services | $13,000 | $13,000 | $15,000 | 15.4% |
| **Total Animal Control** | **$13,000** | **$13,000** | **$15,000** | **15.4%** |

# TRAFFIC SAFETY

## OVERVIEW




The City accounts for its fines and penalties in this category. The largest single revenue in this category is Traffic Safety Camera Fines, which account for approximately 95% of the revenue. Other revenues accounted for in this category include fines and penalties levied by the Lake Forest Park Municipal Court for infractions, fines, and penalties issued within the City limits.

Revenue from the City's red light and school speed zone traffic safety cameras will continue to be designated as general fund revenue and may be used as designated by the City Council. As with the 2025-2026 budget, the revenue generated in 2027-2028 from the School Walk Zone cameras at Brookside Elementary will continue to be restricted to Traffic Safety activities and the costs associated with operating the traffic safety cameras, defined in RCW 46.63.220(13) as:

> (i) Traffic safety activities related to construction and preservation projects and maintenance and operations purposes including, but not limited to, projects designed to implement the complete streets approach as defined in RCW 47.04.010, changes in physical infrastructure to reduce speeds through road design, and changes to improve safety for active transportation users, including improvements to access and safety for road users with mobility, sight, or other disabilities; and (ii) The cost to administer, install, operate, and maintain the automated traffic safety cameras, including the cost of processing infractions.

This dedicated revenue will support the City's ongoing efforts to enhance traffic safety, enforcement, and related programs throughout the community.

Due to the restricted nature of these revenues, the City will continue using sub-fund 002 within the General Fund to track the revenues and expenditures related to these cameras. As part of the Mayor's proposed budget, anticipated revenue, expenditures for salaries in the police department and municipal court to administer the program, as well as the professional services costs associated with the Verramobility contract are included. Any traffic safety activities potentially supported by this fund will be brought to Council for consideration during the biennium.

# TRAFFIC SAFETY

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries: Court | $431,000 | $391,141 | $595,000 | 38.1% |
| Salaries: Police | $941,500 | $949,000 | $857,000 | -9.0% |
| Salaries: Public Works | $228,000 | $228,000 | $652,000 | 186.0% |
| Employee Benefits: Court | $111,500 | $100,446 | $198,000 | 77.6% |
| Employee Benefits: Police | $464,500 | $437,500 | $406,000 | -12.6% |
| Employee Benefits: Public Works | $108,000 | $108,000 | $210,000 | 94.4% |
| Overtime: Court | - | - | $4,000 | |
| Overtime: Police | - | $74,489 | $70,000 | |
| Supplies: Court | $3,500 | $3,500 | $3,000 | -14.3% |
| Small Tools & Equipment: Court | $20,000 | $26,046 | $20,000 | 0.0% |
| Uniform Expenses: Police | - | $2,244 | - | |
| Traffic Camera Service Fee | $912,000 | $912,000 | $360,927 | -60.4% |
| Professional Services | $3,000 | $39,000 | $60,000 | 1900.0% |
| Travel & Meals | - | $2,000 | $4,000 | |
| Traffic Calming Transfer to (302) | $300,000 | $300,000 | $360,000 | 20.0% |
| Transfer to (501) | $219,886 | $219,886 | - | -100.0% |
| **Total** | **$3,742,886** | **$3,791,252** | **$3,799,927** | **1.5%** |

# OTHER CRIMINAL JUSTICE

## OVERVIEW



- The City contracts for prosecutor and public defender services. Neither is an employee of the court and both are under the direction of the Executive branch.
- The City contracts for detention services with King County, the City of Lynnwood, and the City of Sunnyside. In an effort to save costs, the City uses one of the detention centers depending upon the type and length of sentencing.

## PROSECUTOR

The prosecuting attorney has provided services for the City since 2001. This budget reflects the new contract approved by council in 2026 and projects inflationary increases in prosecution costs in 2027 and 2028 which, by contract, is based on the June-to-June Seattle-Tacoma-Bellevue Consumer Price Index, with a minimum COLA of 2% and a maximum of 5%.

## PUBLIC DEFENDER

The Public Defender began providing services for the City in 2019. The contract for services was renewed through the 2026 calendar year. A successor agreement will be considered by council later in 2026, for 2027, to account for the increasing costs related to meeting the State Supreme Courts limits on the number of cases each public defender can represent in any given year.

## DETENTION AND ELECTRONIC HOME MONITORING

The budgeted actual amount reflects the Municipal Court using home detention in some sentencing when criteria are met. In the past 5 years, the cost of jail services has risen significantly. The 2027-2028 budget reflects those increases, plus inflation.

# OTHER CRIMINAL JUSTICE

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Prosecutor | $270,410 | $265,033 | $370,580 | 37.0% |
| Public Defender | $297,000 | $379,169 | $379,169 | 27.7% |
| Jail Expenses | $950,000 | $950,000 | $980,000 | 3.2% |
| Elec. Monitoring / Work Release | $20,000 | $5,778 | $20,000 | 0.0% |
| **Total** | **$1,537,410** | **$1,599,979** | **$1,749,749** | **13.8%** |

# COMMUNITY DEVELOPMENT – PLANNING

## MISSION

To serve all people in a responsive, professional and courteous manner and help ensure that Lake Forest Park continues to be a healthy, safe, attractive, and enjoyable place to live, work and visit.




## WHAT WE DO

Under the direction of the Community Development Director, the Planning Division of the Community Development Department plays a key role in shaping the future of the City's built environment and preserving its natural environment. Planning serves residents directly in response to inquiries at the counter, over the phone, site visits, and via email and indirectly by ensuring that all development activity conforms to the City's adopted policies, plans and regulations.

**Planning Counter Assistance**

The community and City place a high priority on providing timely, accurate information on policy, land use, climate, and construction standards to the public. Planning responsibilities and workload continue to justify having senior planner, associate planner, climate coordinator, and urban forest planner positions. Planning is expected to provide regular counter service during the work week, and review land use permits in a timely manner. The Department is also expected to support the City Council, Planning Commission, Tree Board, and other temporary task force bodies as needed.

Planning is responsible for keeping development code update items and long-range planning initiatives moving through the public engagement and adoption process. Examples of these long-range items are the Comprehensive Plan, Shoreline Master Program, Critical Areas Ordinance, Subdivision Ordinance, and Environmental Review. Transparency, public participation, information transfer, and public comment are supported by the Planning Division.

**Development Compliance Review and Inspection**

Planning staff work together to ensure all new development proposals comply with the City's land use and construction codes. The cost of this work is offset by permit fees, which cover the staff time involved in assuring compliance, public notification of complex

# COMMUNITY DEVELOPMENT – PLANNING

projects, and construction inspections. Certain applications require a public hearing before the City's Hearing Examiner, which the department also supports.

Department staff continue to be very busy working with applicants who wish to improve their property or create new residential development while preserving critical areas and tree canopy. Permitting for a planned public shoreline access park on Lake Washington continues and Sound Transit's planned Bus Rapid Transit improvements on SR 522 will generate a significant amount of active permitting review for the Department over the 2027-2028 biennium.

**Long-Range Planning and Land Use Code Update**

The Department prepares land use plans and code amendments at the direction of the Mayor and City Council. In some cases, these projects require the assistance of planning consultants, whose work is directed by the department. The draft plans or regulations are reviewed by the Planning Commission, which is supported by the department. The Commission usually makes recommendations to the Mayor and City Council regarding updates to the Comprehensive Plan and land use codes. Through this process, the Commission also provides an important forum for community participation.

Initiatives Reviewed by Planning Commission during 2025-2026:

- Growth Management Act Periodic Update of the Comprehensive Plan
- Climate Element of the Comprehensive Plan with Greenhouse Gas Emissions Reduction & Resiliency Sub-Elements
- Certification and implementation of the 2024 Comprehensive Plan Periodic Update
- Middle Housing Development Regulations to meet legislative mandates
- Codification, closure, and implementation of Sign Code updates

Land Use Initiatives Anticipated during 2027-2028:

- Critical Areas Ordinance review and update
- Shoreline Master Program review and update
- Climate coordination to implement adopted policies and goals.

**Code Enforcement Investigation and Follow-up**

This program involves responding to code enforcement requests. Response includes direct site visits to view and document violations, posting and mailing of notices, communicating with both violators and complainants, supporting voluntary compliance and ensuring full and proper permitting occurs when applicable. These activities are not offset by permit fees.

# COMMUNITY DEVELOPMENT – PLANNING

**Tree Permit Processing**

The Urban Forest Planner's hours are currently set at 30 hours/week which allows adequate time to ensure that permit recipients fulfill required tree preservation and replacement conditions. Increasing the position's hours in the 2027-2028 biennium is not requested but could be reviewed in the future to ensure tree issues are highly prioritized. The recruitment of a highly qualified, responsive, certified arborist addressed tree policy and code implementation reduced the need for consulting arborists and allows more time to engage in community forest planning with the public and Tree Board.

**Tree Board Support and Future Tree Inventory**

Tree Board members have played an important role in the completion, review, and implementation of policies and regulations, as again called for in the May 2024 Urban Forest Ecosystem Services and Values Report. The Urban Forest Planner and Tree Board assisted with policy updates in amendments to the Comprehensive Plan and will play a key role in a future tree inventory. These efforts are helpful in determining planned and future amendments to the tree regulations in the municipal code.

**Climate Coordination**

In 2026, the City recruited a highly qualified and experienced Climate Coordinator. In the 2027-2028 biennium the Climate Coordinator will implement the short, medium and long-range policies and goals adopted by the Climate Element of the Comprehensive Plan. Grant and other funding opportunities will be explored and pursued. Regional cooperation and partnerships will be maximized, as the City acts as a leader in the region for issues and programs that affect the natural environment and respond to climate changes.

## DEPARTMENT STAFFING

Full Time Equivalent (FTE)

| | 2025 | 2026 | 2027-2028 |
|---|---|---|---|
| **Department Employee Count** | 4.75 | 5.75 | 5.75 |

# COMMUNITY DEVELOPMENT – PLANNING

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $1,058,000 | $1,058,000 | $1,272,000 | 20.2% |
| Overtime | $4,000 | $4,000 | $4,000 | 0.0% |
| Employee Benefits | $341,500 | $341,500 | $496,000 | 45.2% |
| Office / Operating Supplies | $5,000 | $3,039 | $5,000 | 0.0% |
| Small Tools & Equipment | $3,000 | $1,809 | $3,000 | 0.0% |
| Professional Services | $775,000 | $1,436,409 | $250,000 | -67.7% |
| Engineering Services | $70,000 | $45,179 | $70,000 | 0.0% |
| Communications | $8,000 | $12,790 | $8,000 | 0.0% |
| Travel Exp. (lodging, meals) | $6,000 | $2,203 | $6,000 | 0.0% |
| Advertising | $7,000 | $46,307 | $15,000 | 114.3% |
| Dues / Subscriptions | $3,000 | $1,628 | $3,000 | 0.0% |
| Training | $5,000 | $8,155 | $5,000 | 0.0% |
| Developer Projects: Sound Transit | - | $5,840 | - | |
| Tree Acct: Operating Supplies | $1,000 | $1,000 | $2,000 | 100.0% |
| Tree Acct: Professional Svcs. | $13,000 | $5,000 | $10,000 | -23.1% |
| **Total** | **$2,299,500** | **$2,972,859** | **$2,149,000** | **-6.5%** |

# COMMUNITY DEVELOPMENT – BUILDING

## MISSION

Serve all residents in a responsive, positive and courteous manner to ensure that Lake Forest Park continues to be a healthy, safe, attractive, and enjoyable place to live, work and visit.



## WHAT WE DO

Under the direction of the Community Development Director, the City's Building Official and Permit Coordinator work in concert with the Planning Division to ensure development is reviewed and permitted correctly from concept to occupancy.

The Building Division serves residents directly at the building and planning counter and online to ensure that all development activities conform to the City's adopted plans and regulations. The primary duties of the Building Official are administrative decisions and interpretations for building codes, plan review and project inspections.

**Development and Building Compliance Review and Inspection**

This program involves reviewing development projects to ensure each complies with the City's land use and building codes. The cost of this work is offset by permit fees which cover the staff time involved in assuring code compliance, public notification of complex projects, and onsite construction inspections. The Division supports compliance reviews that require a public hearing before the City's Hearing Examiner. Coordination with the Planning Division before permit issuance is key in implementing policy and regulations for critical areas, trees, and shoreline management.

**Code Enforcement Investigation and Follow-up**

This program involves responding to code enforcement requests. Response includes site visits to document violations, posting and mailing notices, communicating with both violators and complainants, supporting voluntary compliance and ensuring full and proper permitting. These activities are not offset by permit fees.

**Planning & Building Counter Assistance**

The City places a high priority on providing timely, accurate information on land use and construction standards for our residents. Department staff routinely assist customers

# COMMUNITY DEVELOPMENT – BUILDING

with questions and permit intakes as well as fielding thousands of inquiries by phone and email.

## DEPARTMENT STAFFING

Full Time Equivalent (FTE)

| | 2025-2026 | 2027-2028 |
|---|---|---|
| **Department Employee Count** | 1.8 | 1.8 |

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Salaries | $401,500 | $151,499 | $351,000 | -12.6% |
| Overtime | $2,000 | $2,000 | $2,000 | 0.0% |
| Employee Benefits | $151,000 | $101,000 | $152,000 | 0.7% |
| Office / Operating Supplies | $6,000 | $4,499 | $6,000 | 0.0% |
| Small Tools & Equipment | $5,000 | $1,000 | $5,000 | 0.0% |
| Professional Services | $10,000 | $507,436 | $40,000 | 300.0% |
| Fire Marshall Inspections | $2,500 | $1,209 | $2,500 | 0.0% |
| Communications | $1,750 | $858 | $2,000 | 14.3% |
| Training | $4,000 | $1,000 | $4,000 | 0.0% |
| Dues / Subscriptions | $1,800 | $2,719 | $1,800 | 0.0% |
| **Total** | **$585,550** | **$773,220** | **$566,300** | **-3.3%** |

# PUBLIC WORKS

## MISSION

Protect and strengthen the City's essential infrastructure by efficiently operating, maintaining, and improving streets, sanitary sewers, parks, public facilities, and surface water systems.

## WHAT WE DO

The Public Works Department provides a broad range of essential services that support the safety, functionality, and quality of life for the Lake Forest Park community. The department is responsible for the operation, maintenance, and repair of the City's streets, surface water infrastructure, sanitary sewer system, parks, buildings, and grounds, while also providing 24/7 emergency response. Additionally, Public Works delivers engineering services, long-term capital planning, fleet management, civil permit review and development support, and coordination for community events. These services are funded through four primary funds: General Fund, Street Fund, Surface Water Utility Fund, and Sewer Utility Fund.

**Engineering**

*Funding Source: General Fund/Other*



The Public Works Engineering Department is responsible for planning, developing, and managing the City's public infrastructure to support safe, reliable, and sustainable community services. The department oversees the design and construction of capital improvement projects, ensuring projects are delivered in compliance with applicable regulations, within budget, and on schedule.

Engineering staff lead long-term infrastructure planning by identifying future capital needs, preparing capital improvement plans, pursuing grant funding opportunities, and developing strategies to maintain and enhance the City's transportation, utility, and public facilities. This proactive planning helps ensure infrastructure investments meet the community's current and future needs.

# PUBLIC WORKS

The department is also responsible for evaluating and improving the safety and functionality of the City's transportation system through traffic calming initiatives, traffic safety studies, and multimodal transportation improvements. These efforts include analyzing traffic conditions, responding to community concerns, implementing measures to improve pedestrian and bicycle safety, and enhancing accessibility for all users of the transportation network.

In addition, the department manages the review of private development proposals to ensure compliance with City standards, engineering requirements, and development regulations. This includes reviewing construction plans, coordinating with developers and consultants, and inspecting public infrastructure improvements associated with new development.

Through project management, infrastructure planning, transportation safety initiatives, multimodal improvements, and development review, the Public Works Engineering Department protects the City's public assets, supports responsible growth, enhances mobility and safety, and provides efficient, high-quality services to residents, businesses, and visitors.

**Facility Maintenance**

*Funding Source: General Fund/Other*

The Public Works Department maintains City Hall, the Public Works Office, and the Public Works Maintenance Shop. Building maintenance includes routine inspections, repairs, custodial services, HVAC maintenance, plumbing and electrical repairs, security and life-safety system upkeep, building systems monitoring, and coordination of specialized maintenance and capital improvements. Services are delivered through a combination of in-house staff and qualified contractors.

In addition to routine maintenance, Public Works provides 24/7 emergency response to address facility failures, weather-related impacts, utility disruptions, and other urgent situations that could affect City operations or public safety. This helps ensure City facilities remain safe, functional, and reliable while providing a productive environment for employees and welcoming spaces for residents and visitors.

# PUBLIC WORKS

## Parks Maintenance

*Funding Source: General Fund*



The Public Works team preserves, maintains, and enhances nearly 40 acres of parks and open spaces, providing safe, attractive, and accessible recreational opportunities for residents and visitors. Staff care for the City's landscape assets, including trees, shrubs, annual plantings, lawns, athletic fields, irrigation systems, and more than six miles of trails and pathways. The team also inspects, repairs, and maintains park amenities such as playground equipment, picnic shelters, benches, drinking fountains, tennis courts, viewing decks, boardwalks, parking areas, signage, and other site furnishings to ensure they remain safe, functional, and welcoming.

Beyond routine maintenance, Public Works supports long-range parks planning and capital improvement projects that preserve and enhance the City's recreational assets. The department works in partnership with community organizations and volunteers, including the Master Gardeners and the Stewardship Foundation, to improve park landscapes, restore natural areas, and expand stewardship opportunities. Public Works also coordinates facility preparation and operational support for the many community events, recreational programs, and public gatherings hosted throughout the City's parks each year, helping ensure successful and enjoyable experiences for residents and visitors alike.

## Streets

*Funding Source: Street Fund*

The Street Fund supports the operation, maintenance, preservation, and improvement of the City's transportation system. Public Works performs a wide range of services, including pothole repair, crack sealing, roadway shoulder maintenance, guardrail repair, snow removal, sanding, de-icing, street sweeping, traffic sign and pavement marking maintenance, and annual pavement overlays. These ongoing maintenance activities help extend the useful life of roadway assets, improve safety, and reduce long-term replacement costs.

# PUBLIC WORKS

In addition to routine maintenance, the Street Fund supports engineering, traffic operations, and long-range transportation planning. Public Works develops and implements pavement preservation strategies, manages capital improvement projects, and plans for a safe, connected, and resilient multimodal transportation network that accommodates pedestrians, bicyclists, transit users, motorists, and people of all ages and abilities. Funding also supports the design and construction of sidewalks, pathways, and other transportation improvements that enhance mobility, accessibility, and connectivity throughout the community.



A portion of street maintenance and transportation improvement activities is funded through the Transportation Benefit District in accordance with its adopted transportation improvement plan, providing additional resources to preserve infrastructure and advance the City's long-term transportation goals.

**Surface Water Utility**

*Funding Source: Surface Water Utility Fund*

The Surface Water Utility Fund supports the operation, maintenance, preservation, and improvement of the City's stormwater system to reduce flooding, protect public infrastructure, improve water quality, and enhance the health of local streams and wetlands. Public Works maintains an extensive network of stormwater facilities, including pipes, culverts, ditches, catch basins, detention and water quality facilities, outfalls, and natural drainage channels. The fund also supports geographic information system (GIS) mapping and asset management, routine inspections, street sweeping, vegetation management, and maintenance activities that keep the system functioning effectively.

Surface Water Utility funding also provides for engineering, long-range planning, and the design and construction of capital improvement projects, including culvert replacements, fish passage improvements, drainage system upgrades, and other projects that improve system capacity, reduce flood risks, and restore aquatic habitat while meeting state and federal regulatory requirements.

In addition, the utility funds implementation of the City's Stormwater Management Program, which protects water quality through public education and outreach, community involvement, development review, illicit discharge detection and elimination, water quality

monitoring, and ongoing system inspections and maintenance. The fund also supports programs that encourage residents to participate in protecting Lake Forest Park's streams, wetlands, and natural environment.

**Sewer Utility**

*Funding Source: Sewer Utility Fund*

The Public Works Department operates, maintains, and improves the City's sanitary sewer utility to protect public health, safeguard the environment, and provide reliable wastewater service to residents and businesses throughout Lake Forest Park. The utility is responsible for maintaining approximately 225,000 feet of gravity sewer main, 11,000 feet of pressure main, and two sewer lift stations. Public Works performs routine inspections, cleaning, preventive maintenance, emergency repairs, and asset management activities to ensure the continued reliability and long-term performance of the sewer system.

The department also maintains and services grinder pumps that convey wastewater from properties where gravity service is not feasible. To ensure uninterrupted wastewater service during electrical outages, Public Works maintains backup power capabilities and emergency response procedures that keep critical lift stations and grinder pump systems operational during storms and other emergency events.

In addition to daily operations, the Sewer Utility Fund supports engineering, long-range infrastructure planning, regulatory compliance, and capital improvements that preserve system reliability and accommodate future community needs. The department works closely with local water and sewer districts, neighboring jurisdictions, King County Wastewater Treatment Division (Metro), the Washington State Department of Ecology, and Public Health – Seattle & King County to coordinate system operations, meet regulatory requirements, protect water quality, and ensure the safe and efficient conveyance and treatment of wastewater.

## KEY 2025-2026 ACCOMPLISHMENTS

**Engineering**

- Managed the design and construction of City capital improvement projects from planning through construction.
- Reviewed and approved right-of-way permits to support safe and efficient construction activities within the public right-of-way.

# PUBLIC WORKS

- Evaluated neighborhood traffic concerns and implemented traffic calming measures to improve roadway safety.
- Completed timely engineering review of civil permit applications and development proposals, ensuring compliance with City engineering standards and supporting responsible growth.
- Completed the design and bidding process for the SR 104/40th Avenue NE Roundabout project, positioning the project for construction.



- Developed and adopted the City's Road Safety Action Plan, establishing a data-driven strategy to improve safety for all roadway users and enhance competitiveness for future grant funding.
- Prepared and adopted the City's Six-Year Transportation Improvement Program (TIP), identifying and prioritizing future transportation investments.
- Advanced multimodal transportation planning by incorporating pedestrian, bicycle, and ADA accessibility improvements into transportation projects.
- Continued coordination with regional agencies, consultants, developers, and other City departments on transportation and infrastructure projects.

**Facilities and Parks**

- Provided year-round maintenance and operations for all City parks and public facilities.
- Completed black mold remediation and building repairs at City Hall following water intrusion.
- Replaced fencing at Animal Acres Park.
- Installed a covered bicycle storage area at the Police Department.

# PUBLIC WORKS

- Completed the Police Department locker room remodel.
- Partnered with community volunteer groups to complete park maintenance and improvement projects.
- Completed trail improvements at Horizon View Park.
- Installed wind screening at the Horizon View Park pickleball courts.

## Streets

- Completed the annual pavement overlay program.
- Installed and maintained mobility and traffic safety signage recommended by the Traffic Calming Group and Traffic Engineer.
- Removed hazardous and fallen trees throughout the City.
- Maintained the street network through pavement repairs, snow and ice response, street sweeping, and routine maintenance.
- Maintained and refreshed pavement markings to improve roadway safety.
- Maintained safe intersection sight distance through vegetation management.




## Surface Water Utility

- Maintained compliance with the NPDES Phase II Municipal Stormwater Permit issued by the Washington State Department of Ecology.
- Completed annual inspections, maintenance, and cleaning of catch basins, stormwater facilities, and regulated bypass structures.
- Continued implementation of the City's stormwater public education and outreach program using community-based social marketing.
- Prioritized basin planning efforts through implementation of the Stormwater Management Action Plan (SMAP).
- Continued participation in the Lake Ballinger-McAleer Creek Watershed Forum and regional watershed coordination efforts.
- Maintained approximately nine miles of roadside drainage ditches.
- Swept more than 3,000 lane miles of City streets to improve stormwater quality.

# PUBLIC WORKS

- Initiated and advanced stormwater capital improvement projects.

**Sewer Utility**

- Provided sewer utility service to approximately 3,700 residential properties.
- Completed more than 600 hours of sewer and stormwater utility locates.
- Operated and maintained two sanitary sewer lift stations.
- Maintained 51 residential sewer grinder pump systems.

## 2027-2028 PLANNED ACTIVITIES

**Engineering**

- Continue delivery of the City's Capital Improvement Program through project design, bidding, and construction management.
- Advance construction of the SR 104/40th Avenue NE Roundabout project.
- Implement recommendations identified in the Road Safety Action Plan.
- Update transportation planning documents as needed and pursue state and federal grant opportunities.
- Continue engineering review of development proposals and right-of-way permits.
- Expand multimodal transportation improvements that enhance pedestrian, bicycle, and ADA accessibility.
- Continue evaluating and implementing neighborhood traffic calming measures.

**Facilities and Parks**

- Provide year-round maintenance and operations for all City parks and public facilities.
- Continue partnering with volunteer groups on park maintenance and improvement projects.
- Review and update the Parks, Recreation, Open Space, & Trails (PROST) Plan.
- Continue or begin master planning for all parks facilities.
- Continue invasive vegetation removal throughout City parks.
- Comprehensive facilities master plan.

# PUBLIC WORKS



## Streets

- Continue roadway maintenance, resurfacing, and pavement preservation activities.
- Respond to winter weather and storm events while maintaining essential transportation services.
- Install and maintain mobility and traffic safety signage recommended by the Traffic Calming Group and Traffic Engineer.
- Assess and remove hazardous trees.
- Maintain pavement markings, street sweeping, and pavement repairs.
- Maintain safe sight distance at intersections.

## Surface Water Utility

- Maintain compliance with the 2025–2030 NPDES Phase II Municipal Stormwater Permit.
- Complete annual inspections and maintenance of stormwater facilities and regulated bypass systems.
- Initiate a comprehensive stormwater system planning study to update asset management, capital planning, and utility rate forecasts.
- Advance priority stormwater capital improvement projects as funding becomes available.
- Pursue federal, state, and county grant funding to replace undersized and deficient culverts.
- Continue participation in regional watershed planning and coordination efforts.
- Continue integrating stormwater assets into the City's GIS platform.
- Construct covered material storage bins at the Public Works facility.

## Sewer Utility

- Continue proactive maintenance of the City's sewer collection system.
- Coordinate with King County Wastewater Treatment Division to ensure reliable regional sewer service.
- Continue implementation of the fats, oils, and grease (FOG) reduction program.
- Initiate a comprehensive sewer system planning study to update asset management, capital planning, and utility rate forecasts.
- Continue integrating sewer utility assets into the City's GIS platform.

# PUBLIC WORKS

## DEPARTMENT STAFFING

Full Time Equivalent (FTE)

| | 2025-2026 | 2027-2028 |
|---|---|---|
| **Department Employee Count** | 13.50 | 15.00 |

## DEPARTMENT BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| **Parks: General Fund** | | | | |
| Salaries | $286,900 | $355,000 | $340,000 | 18.5% |
| Salaries: Seasonals | $15,000 | $42,999 | $46,345 | 209.0% |
| Overtime | $3,000 | $12,000 | $8,000 | 166.7% |
| On-Call Services | $5,000 | $8,000 | $8,000 | 60.0% |
| Employee Benefits | $95,000 | $127,499 | $123,000 | 29.5% |
| Safety Clothing / Boots | $1,000 | $2,655 | $3,000 | 200.0% |
| Employee Benefits: Seasonals | $6,500 | - | $8,698 | 33.8% |
| Office Supplies | $5,300 | $2,078 | $3,000 | -43.4% |
| Operating Supplies | $8,000 | $12,606 | $20,000 | 150.0% |
| Small Tools & Equipment | $8,000 | $29,963 | $40,000 | 400.0% |
| Professional Services | $30,000 | $17,360 | $20,000 | -33.3% |
| Communications | $8,000 | $7,741 | $9,000 | 12.5% |
| Travel Exp. (lodging, meals) | $500 | $1,041 | $1,500 | 200.0% |
| Equipment Rental | $4,000 | $2,500 | $5,000 | 25.0% |
| Insurance | $27,700 | $30,845 | $35,751 | 29.1% |
| Utilities | $55,000 | $67,150 | $85,000 | 54.5% |
| Repairs & Maintenance | $110,000 | $36,259 | $40,000 | -63.6% |
| Dues / Subscriptions | $1,000 | $1,397 | $1,200 | 20.0% |
| Training | $2,000 | $1,592 | $2,000 | 0.0% |
| **Total Parks** | **$671,900** | **$758,685** | **$799,494** | **19.0%** |
| **Facilities: General Fund** | | | | |
| Salaries | $71,000 | $140,003 | $168,000 | 136.6% |
| Salaries: Seasonals | $12,000 | $28,500 | $31,563 | 163.0% |
| Overtime | $2,500 | $6,500 | $4,000 | 60.0% |
| On-Call Services | $1,500 | $2,000 | $2,000 | 33.3% |
| Employee Benefits | $23,100 | $48,500 | $51,000 | 120.8% |
| Safety Clothing / Boots | $600 | $1,800 | $3,000 | 400.0% |
| Employee Benefits: Seasonals | $4,800 | $3,000 | $5,799 | 20.8% |
| Office Supplies | $600 | $1,361 | $2,000 | 233.3% |
| Operating Supplies | $21,000 | $29,323 | $30,000 | 42.9% |
| Small Tools & Equipment | $3,000 | $4,619 | $5,000 | 66.7% |

# PUBLIC WORKS

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Property Assessments | $20,000 | $24,356 | $17,300 | -13.5% |
| Janitorial Contract | $90,000 | $95,490 | $160,000 | 77.8% |
| Professional Services | $35,000 | $99,302 | $100,000 | 185.7% |
| Communications | $2,000 | $2,136 | $3,300 | 65.0% |
| Travel Exp. (lodging, meals) | $1,000 | $567 | $1,000 | 0.0% |
| Equipment Rental | $1,500 | $1,901 | $2,000 | 33.3% |
| Insurance | $6,832 | $7,998 | $8,817 | 29.0% |
| Utilities: P.W. Facilities | $25,000 | $21,189 | $30,000 | 20.0% |
| Utilities: City Hall | $130,000 | $113,469 | $140,000 | 7.7% |
| Repairs & Maintenance | $46,000 | $211,432 | $220,000 | 378.3% |
| Emergency Management | $1,000 | $1,000 | $2,000 | 100.0% |
| Dues & Subscriptions | $200 | $571 | $1,000 | 400.0% |
| Training | $400 | $954 | $1,500 | 275.0% |
| Security Monitoring Software | - | - | $50,000 | |
| **Total Facilities** | **$499,032** | **$845,971** | **$1,039,279** | **108.3%** |
| **Street Maintenance** | | | | |
| Road Surface Maintenance | $67,000 | $62,440 | $70,000 | 4.5% |
| Repairs & Maintenance | - | $13,259 | - | |
| Shoulder Maintenance | $20,000 | $10,000 | $20,000 | 0.0% |
| Structure Maintenance | $13,000 | $6,500 | $13,000 | 0.0% |
| Traffic / Pedestrian Maintenance | - | $7,630 | - | |
| Street Lighting Maintenance | $295,000 | $292,807 | $315,000 | 6.8% |
| Sign Replacement | $15,000 | $21,443 | $30,000 | 100.0% |
| Sign Maintenance | $50,000 | $58,832 | $60,000 | 20.0% |
| Pavement Marking / Striping | $40,000 | $57,965 | $60,000 | 50.0% |
| Snow Plowing / Sanding | $80,000 | $54,101 | $80,000 | 0.0% |
| Roadside Maintenance | $80,000 | $109,555 | $90,000 | 12.5% |
| Professional Services | $60,000 | $64,172 | $70,000 | 16.7% |
| Total Street Maintenance | **$720,000** | **$758,702** | **$808,000** | **12.2%** |
| **Street Operations** | | | | |
| Salaries | $569,000 | $394,618 | $520,000 | -8.6% |
| Salaries: Seasonals | $85,500 | $59,942 | $90,689 | 6.1% |
| Overtime | $17,000 | $34,079 | $14,000 | -17.6% |
| On-Call Services | $15,000 | $32,036 | $15,000 | 0.0% |
| Employee Benefits | $216,500 | $151,240 | $193,000 | -10.9% |
| Safety Clothing / Boots | $1,500 | $5,753 | $5,000 | 233.3% |
| Employee Benefits: Seasonals | $19,500 | - | $17,397 | -10.8% |
| Office Supplies | $600 | $702 | $1,000 | 66.7% |
| Operating Supplies | $12,000 | $15,172 | $15,000 | 25.0% |

# PUBLIC WORKS

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Small Tools & Equipment | $10,000 | $5,686 | $10,000 | 0.0% |
| Professional Services | $30,000 | $24,020 | $30,000 | 0.0% |
| Communications | $12,000 | $12,346 | $13,000 | 8.3% |
| Travel Exp. (lodging, meals) | $1,500 | $1,078 | $1,500 | 0.0% |
| Equipment Rental | $3,000 | $1,500 | $3,000 | 0.0% |
| Insurance | $54,251 | $51,593 | $59,800 | 10.2% |
| Utilities | $15,000 | $18,723 | $27,000 | 80.0% |
| Dues / Subscriptions | $1,500 | $1,191 | $1,500 | 0.0% |
| Training | $1,500 | $5,962 | $6,000 | 300.0% |
| Interfund Svc. to GF (001) | $175,556 | $154,400 | $165,346 | -5.8% |
| Interfund Svc. to Replacement (501) | $202,454 | $202,454 | $161,464 | -20.2% |
| Interfund Svc. to Replacement (502) | $16,390 | $16,390 | $19,940 | 21.7% |
| **Total Street Operations** | **$1,459,751** | **$1,188,888** | **$1,369,636** | **-6.2%** |
| **Engineering Operations** | | | | |
| Lobbying Activity | $104,545 | $104,545 | - | -100.0% |
| Interfund Svc. to GF (001) | $66,908 | $66,908 | $80,702 | 20.6% |
| Interfund Svc. to Replacement (501) | $33,132 | $33,132 | $23,364 | -29.5% |
| Interfund Svc. to Replacement (502) | $13,544 | $12,470 | $20,508 | 51.4% |
| Office / Operating Supplies | - | $300 | $600 | |
| Professional Services | - | $50,000 | $100,000 | |
| Travel Exp. (lodging & meals) | $3,500 | - | - | -100.0% |
| Training | $3,500 | - | - | -100.0% |
| Salaries | $225,500 | $287,500 | $379,310 | 68.2% |
| Overtime | $6,000 | $6,000 | $4,000 | -33.3% |
| Employee Benefits | $81,500 | $99,499 | $92,234 | 13.2% |
| Insurance | $15,180 | $14,437 | $16,733 | 10.2% |
| **Total Engineering Operations** | **$553,309** | **$674,791** | **$717,451** | **29.7%** |
| **Sewer Utility** | | | | |
| Salaries | $709,500 | $709,500 | $933,000 | 31.5% |
| Salaries: Seasonals | $75,500 | $29,160 | $31,563 | -58.2% |
| Overtime | $20,000 | $20,000 | $14,000 | -30.0% |
| On-Call Services | $10,000 | $10,000 | $10,000 | 0.0% |
| Employee Benefits | $267,000 | $275,999 | $372,000 | 39.3% |
| Safety Clothing / Boots | $1,500 | $2,216 | $3,000 | 100.0% |
| Employee Benefits: Seasonals | $7,000 | - | $5,799 | -17.2% |
| Office Supplies | $1,500 | $915 | $1,500 | 0.0% |
| Operating Supplies / Materials | $15,000 | $8,526 | $15,000 | 0.0% |
| Small Tools & Equipment | $12,000 | $6,000 | $12,000 | 0.0% |

# PUBLIC WORKS

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| King County Wastewater Treatment (METRO) | $5,925,044 | $5,990,044 | $7,188,053 | 21.3% |
| Professional Services | $110,000 | $93,725 | $110,000 | 0.0% |
| Legal Expenses | - | $5,000 | - | |
| Communications | $18,000 | $13,346 | $18,000 | 0.0% |
| Travel Exp. (lodging, meals) | $1,000 | $828 | $1,000 | 0.0% |
| Advertising | $1,000 | $500 | $1,000 | 0.0% |
| Equipment Rental | $2,000 | $1,000 | $2,000 | 0.0% |
| Insurance | $57,742 | $54,914 | $63,649 | 10.2% |
| Utilities | $9,000 | $4,865 | $9,000 | 0.0% |
| Repairs / Maintenance | $100,000 | $65,124 | $100,000 | 0.0% |
| Dues / Subscriptions | $10,000 | $6,136 | $10,000 | 0.0% |
| Training | $5,000 | $3,800 | $5,000 | 0.0% |
| Sewer Utility Tax to GF (001) | $800,187 | $820,705 | $978,365 | 22.3% |
| Taxes / Assessments | $223,952 | $223,952 | $250,000 | 11.6% |
| Interfund Svc. to GF (001) | $372,180 | $336,769 | $362,448 | -2.6% |
| Interfund Svc. to Replacement (501) | $208,322 | $208,322 | $158,992 | -23.7% |
| Interfund Svc. to Replacement (502) | $17,936 | $17,936 | $19,238 | 7.3% |
| Transfer to Sewer Utility Capital (402) | $250,000 | $250,000 | - | -100.0% |
| Transfer to PW Trust Repayment (407) | $168,000 | $168,000 | - | -100.0% |
| Taxes / Assessments: PW Trust Repayment (407) | $2,000 | $2,000 | - | -100.0% |
| Repayment of PW Trust Loan: Principal | $239,607 | $239,607 | - | -100.0% |
| Repayment of PW Trust Loan: Interest | $1,198 | $1,198 | - | -100.0% |
| **Total Sewer Utility** | **$9,398,363** | **$9,327,283** | **$10,674,607** | **13.6%** |
| **Surface Water Utility** | | | | |
| Salaries | $1,066,500 | $1,087,500 | $1,241,000 | 16.4% |
| Salaries: Seasonals | $99,500 | $99,499 | $105,471 | 6.0% |
| Overtime | $21,000 | $21,000 | $20,000 | -4.8% |
| On-Call Services | $14,000 | $14,000 | $14,000 | 0.0% |
| Employee Benefits | $424,500 | $430,500 | $473,000 | 11.4% |
| Safety Clothing / Boots | $8,000 | $7,801 | $9,000 | 12.5% |
| Employee Benefits: Seasonals | $22,000 | $22,000 | $20,296 | -7.7% |
| Office Supplies | $5,000 | $2,606 | $5,000 | 0.0% |
| Operating Supplies | $16,000 | $15,016 | $16,000 | 0.0% |
| Small Tools & Equipment | $7,000 | $3,500 | $7,000 | 0.0% |
| Taxes & Assessments | $58,500 | $64,743 | $80,000 | 36.8% |
| Surface Water Utility Tax to GF (001) | $360,824 | $360,823 | $371,542 | 3.0% |

# PUBLIC WORKS

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Prof. Services / Engineering | $300,000 | $264,006 | $300,000 | 0.0% |
| County Administration Billing | $50,000 | $48,744 | $55,000 | 10.0% |
| Communications | $30,000 | $15,123 | $30,000 | 0.0% |
| Travel Exp. (lodging, meals) | $3,000 | $2,041 | $3,000 | 0.0% |
| Equipment Rental | $5,000 | $2,500 | $5,000 | 0.0% |
| Insurance | $77,943 | $74,126 | $85,915 | 10.2% |
| Utilities | $1,500 | $756 | $1,500 | 0.0% |
| System Maintenance & Operation | $500,000 | $453,226 | $500,000 | 0.0% |
| Street Drainage Maintenance | $130,000 | $72,515 | $20,000 | -84.6% |
| Neighborhood Surface Water | $20,000 | $10,000 | $130,000 | 550.0% |
| Repairs & Maintenance | $30,000 | $51,059 | $50,000 | 66.7% |
| Dues / Subscriptions | $50,000 | $33,974 | $50,000 | 0.0% |
| Training | $10,000 | $7,196 | $10,000 | 0.0% |
| Interfund Svc. to GF (001) | $185,209 | $185,209 | $219,823 | 18.7% |
| Interfund Svc. to Replacement (501) | $204,368 | $204,638 | $216,514 | 5.9% |
| Interfund Svc. to Replacement (502) | $27,524 | $27,524 | $30,394 | 10.4% |
| Transfer to Surface Water Capital (404) | $400,000 | $400,000 | - | -100.0% |
| **Total Surface Water Utility** | **$4,127,368** | **$3,981,624** | **$4,069,455** | **-1.4%** |

# NON-OPERATING DEPARTMENT INFORMATION

## 2027-2028 PROPOSED BUDGET

- Vehicle and Equipment Replacement
- Information Technology Replacement
- Fixed and Capital Assets

# VEHICLE & EQUIPMENT REPAIR & REPLACEMENT FUND

## PURPOSE

The purpose of the Vehicle & Equipment Repair & Replacement Fund is to support and carry out the mission of the City by setting aside funds for the purchase, replacement, operation and repair of major City assets such as vehicles, machinery and major equipment.



## WHAT WE DO




Vehicle and equipment services plan for the purchase and replacement of the City's vehicles and equipment. The services provided include planning for the maintenance and operating costs associated with those assets.

Most often purchases of new or replacement equipment are made by utilizing contracts secured by Washington State Department of Enterprise Services (DES). DES contracts with vendors after a competitive bidding process has been performed. The utilization of these contracts ensures that the City gets the best pricing on its purchases and satisfies the requirements of the City's purchasing policy. The City contracts with Northshore Utility District through an interlocal agreement for vehicle and equipment maintenance and repair. The City also purchases fuel from Northshore Utility District.

## FUND BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Interfund Svc. to GF (001) | $8,104 | $8,104 | $8,143 | 0.5% |
| Info.Svc. & Equip. Replacement | - | $5,535 | $6,000 | |
| Public Works: Fuel | $68,000 | $68,000 | $68,000 | 0.0% |
| Public Works Equipment: Maintenance | $214,000 | $214,000 | $288,042 | 34.6% |
| PD Vehicles: Replacement | $348,580 | $398,580 | $377,000 | 8.2% |
| PW Equipment: Replacement | $100,000 | $100,000 | $66,000 | -34.0% |
| PW Vehicles: Replacement | $510,338 | $510,338 | $344,298 | -32.5% |
| **Total** | **$1,249,022** | **$1,304,557** | **$1,157,483** | **-7.3%** |

# INFORMATION TECHNOLOGY FUND

## PURPOSE

The purpose of the Information Technology Internal Service Fund is to support and implement the mission of the City with a specific fund for Information Systems (IS) needs. The fund will improve the tracking of IS expenditures and enterprise technology projects resulting in better stewardship and awareness of technology needs.

LAKE FOREST PARK
INFORMATION SYSTEMS

## DESCRIPTION

Information Systems infrastructure, maintenance and capital projects make up a significant portion of the City's budget. With a separate fund dedicated to IS, the process to forecast expenditures and track costs will be straightforward and more transparent.



Oversight of capital equipment replacements, professional services, enterprise software maintenance and licensing, computer equipment replacement cycles and larger technology projects will all be included in the IS Internal Service Fund. Technology plays an important role for the City. Whether it be Public Safety, Finance or Communication, this fund will assist in managing these important resources.

## FUND BUDGET

| Description | 2025-2026 Adopted Budget | 2025-2026 Projected | 2027-2028 Budget | % Change |
|---|---|---|---|---|
| Capital Equipment Replacement: Hardware | $99,000 | $99,000 | $160,000 | 61.6% |
| Computer Software | $275,000 | $275,000 | $303,400 | 10.3% |
| Professional Services | $134,500 | $134,500 | $114,600 | -14.8% |
| Shared Svc. to GF (001) | - | $6,312 | $13,586 | |
| Computer / Grant | - | $2,427 | - | |
| Subscriptions | - | $8,000 | - | |
| **Total** | **$508,500** | **$525,238** | **$591,586** | **16.3%** |

# FIXED & CAPITAL ASSETS

The City relies on a wide variety of long-lasting assets to provide the services our community depends on every day. These include roads, sidewalks, parks, public buildings, vehicles, heavy equipment, traffic signals, utility infrastructure, and many of the tools used by city employees to maintain and improve our community. These investments are known as fixed and capital assets because they provide value for many years rather than being used up in a single year.

Under the City's Financial Policies, a fixed or capital asset is generally defined as land, buildings, equipment, infrastructure, or improvements to existing assets that cost more than $5,000 and have an expected useful life of more than one year.

Investing in these assets allows the City to maintain safe and reliable public services while planning responsibly for the future. Replacing aging equipment before it becomes unreliable, preserving streets before they require costly reconstruction, and upgrading public facilities all help reduce long-term costs and improve the quality of services provided to residents.

The 2027-2028 budget includes funding for both recurring and project-specific capital investments.

Recurring investments include scheduled replacement of vehicles and equipment, pavement preservation and street overlay programs, technology upgrades, and other routine purchases that help keep City operations running efficiently. These investments are planned well in advance and are based on the expected service life of existing assets.

Project-specific investments are generally identified in the City's six-year Capital Improvement Plan (CIP). The CIP is the City's long-range roadmap for major infrastructure projects such as transportation improvements, park enhancements, facility upgrades, and utility system improvements. While most major capital projects are included in the CIP, not every item in the CIP results in a standalone capital asset, and some recurring capital purchases are budgeted separately from the CIP.

Every two years, as part of the budget process, the City reviews and updates the six-year Capital Improvement Plan. The City Council and Administration work together to evaluate community needs, infrastructure conditions, available funding, grant opportunities, and long-term priorities to determine which projects should move forward during the upcoming biennium.

# FIXED & CAPITAL ASSETS

Not every project identified in the Capital Improvement Plan has funding immediately available. Including projects in the six-year plan allows the City to establish priorities, pursue grants and partnerships, coordinate with regional agencies, and be prepared to move projects forward as funding becomes available. This proactive approach helps ensure that the City's infrastructure continues to meet the needs of residents today while preparing for future growth.

## CAPITAL FACILITIES MAINTENANCE FUND

The Capital Facilities Maintenance Fund provides funding to preserve, repair, and improve City-owned buildings and facilities. These investments help ensure that City Hall, the Public Works Facility, parks, and other public facilities remain safe, functional, and efficient for both employees and the public.

The 2027-2028 budget continues the City's commitment to maintaining its existing facilities while making strategic investments that extend the life of public buildings and reduce future maintenance costs. Planned projects include facility repairs, building system improvements, energy efficiency upgrades, and other capital improvements that support reliable public services. The fund also supports long-term planning for future facility needs, including infrastructure that will accommodate the City's evolving operational requirements.

## CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund supports major projects that enhance the City's public facilities, parks, and community spaces. These projects are typically one-time investments that improve public amenities, replace aging infrastructure, or expand recreational opportunities for residents.

The 2027-2028 budget includes funding for projects identified in the City's Capital Improvement Plan, including improvements that are supported through grants and other outside funding sources whenever possible. By leveraging grant funding, the City is able to complete important community projects while reducing the impact on local taxpayers.

## TRANSPORTATION CAPITAL FUND

The Transportation Capital Fund provides funding for major transportation projects that improve safety, mobility, and accessibility throughout the City. Projects funded through

# FIXED & CAPITAL ASSETS

this program include roadway improvements, pedestrian and bicycle facilities, traffic safety enhancements, ADA accessibility upgrades, and preservation of the City's transportation infrastructure.

The 2027-2028 budget continues investments in transportation projects identified in the City's Transportation Improvement Program. Funding supports major capital improvements, roadway preservation, ADA improvements, and safety projects designed to provide safer travel for people walking, biking, driving, and using transit. The fund also leverages state and federal grants whenever possible to maximize local transportation dollars and accelerate delivery of priority projects.

## SEWER CAPITAL FUND

The Sewer Capital Fund supports long-term investments in the City's wastewater collection system. These projects help ensure reliable sewer service, protect public health, reduce the risk of system failures, and maintain compliance with environmental regulations.

The 2027-2028 budget includes capital projects that improve the reliability and resilience of the City's sewer infrastructure. Planned investments include replacement and rehabilitation of aging facilities, upgrades to lift stations and related equipment, and improvements that support continued service to existing and future customers while reducing long-term maintenance costs.

## SURFACE WATER CAPITAL FUND

The Surface Water Capital Fund provides funding for projects that protect streams, lakes, and wetlands while reducing flood risks and maintaining the City's stormwater infrastructure. Projects include culvert replacements, stream restoration, drainage improvements, water quality enhancements, and other investments that improve the health and resilience of the City's watershed.

These capital investments also support the City's compliance with its Municipal Stormwater Permit under the National Pollutant Discharge Elimination System (NPDES). The permit requires the City to implement programs and construct improvements that reduce stormwater pollution, protect water quality, improve fish habitat, and manage runoff in ways that benefit both the community and the environment.

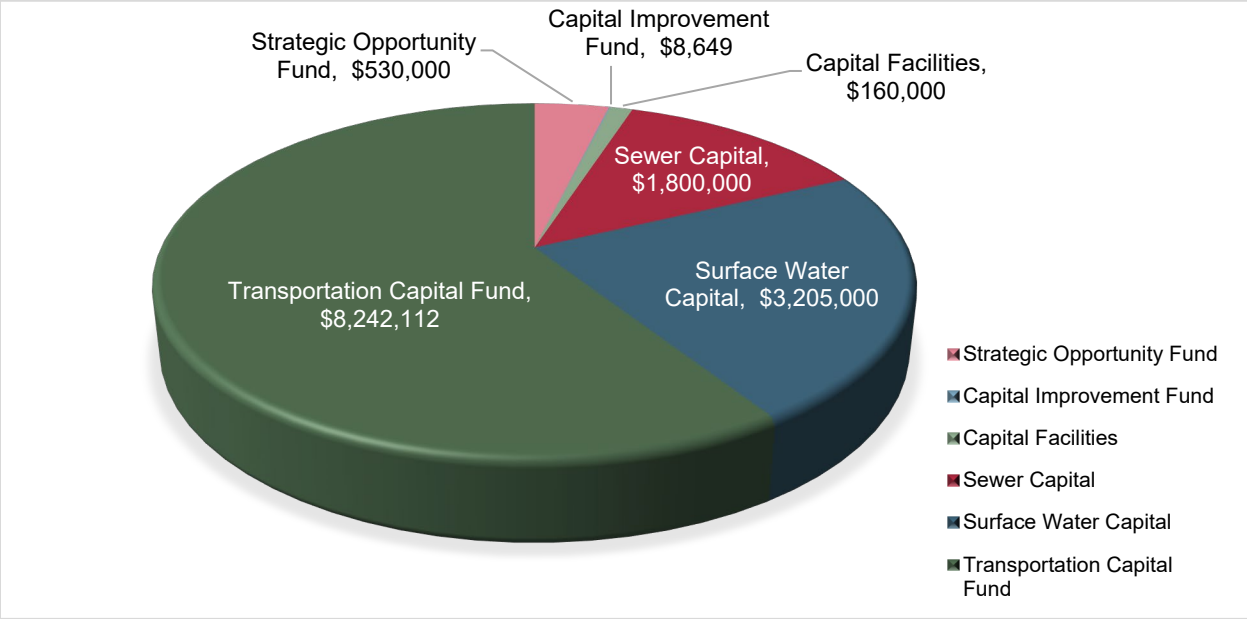
# FIXED & CAPITAL ASSETS

The 2027-2028 budget continues investments in projects identified in the Surface Water Capital Improvement Program, including grant-funded projects that improve fish passage, reduce flooding, and replace aging drainage infrastructure. By securing state and federal grant funding, the City is able to complete significant environmental and infrastructure improvements while minimizing the use of local revenue.

## STRATEGIC OPPORTUNITY FUND

The Strategic Opportunity Fund includes $30,000 for an update to the Parks, Recreation, Open Space & Trail Plan, $500,000 to complete Phase 2 design for the Lakefront Park Property, and $1.6 Million in unallocated funds to be held for future opportunities not yet identified. Expenditure of unallocated funds will require future council deliberation and action.

*Budgeted Capital Expenditures by Fund*




The schedule on the following page lists capital projects budgeted in the 2027-2028 biennium and includes the budgeted value and the funding source or fund that is financially responsible for the project.

More information regarding fixed and capital asset expenditures can be found in the previous sections titled Vehicle & Equipment Repair & Replacement Fund and Information Systems Fund, as well as in the Capital Improvement Plan that is available on the City's website (www.cityoflfp.gov).

# FIXED & CAPITAL ASSETS

## SCHEDULE OF 2027-2028 CAPITAL IMPROVEMENT PROJECTS

**2027 Total Project Costs**: $9,315,092

**2028 Total Project Costs**: $8,230,000

| Project Title | 2027-2028 Projected Cost | Funding Source | Grant Funding Source or additional notes |
|---|---|---|---|
| City Hall Facilities | $450,000.00 | Capital Facilities | |
| Public Works Office Building | $25,000.00 | Capital Facilities | |
| Public Works Maintenance Shop | $5,000.00 | Capital Facilities | |
| City Hall ATS Installation | $10,000.00 | Capital Facilities | |
| Horizon View Park Improvements | $40,000.00 | Capital Improvement | |
| Master Plan - Existing Parks and Trail Systems (PROST Update) | $350,000.00 | Capital Improvement | |
| Existing Parks and Trail Systems Improvements | $40,000.00 | Capital Improvement | |
| Lakefront Park Development - Construction | $2,440,092.00 | Capital Improvement | Strategic Opportunity Fund |
| Annual Street Overlay Program | $750,000.00 | Transportation Capital | |
| ADA Ramp Design and Construction | $50,000.00 | Transportation Capital | |
| Brookside Sidewalk - Design and Construction (Sound Transit Project) | $550,000.00 | Transportation Capital | |
| Safe Streets Equipment | $20,000.00 | Transportation Safety | |
| Traffic Safety Projects - Safe Streets | $310,000.00 | Transportation Safety | |
| SR 522 Speed Limit Reduction | $5,000.00 | Transportation Safety | |
| Driver Safety Education Program | $10,000.00 | Transportation Safety | |
| Healthy Streets Program | $120,000.00 | Transportation Safety | |
| 37th Ave Sidewalk (LFP Elementary) - Construction | $335,000.00 | Transportation Safety | Safe routes to schools (applied) |
| SR 104 and 40th Pl. NE Roundabout | $5,475,000.00 | Transportation Capital | |
| NE 178th St Safety Project | $285,000.00 | Transportation Safety | Transportation Improvement Board (applied) |
| NE 178th St and SR 104 Safety Project (Design and planning) | $150,000.00 | Transportation Capital | |
| SR 104 190th Transit Connection Project | $500,000.00 | Transportation Safety | |
| NE Perkins Way | $90,000.00 | Transportation Safety | |
| Guardrail Replacement (Design and Construction) | $150,000.00 | Transportation Capital | |
| Beach Drive Sewer Lift Stations - Design | $1,300,000.00 | Sewer Capital | |
| Beach Drive Sewer Lift Stations - Construction | $500,000.00 | Sewer Capital | |
| Culvert L90 Replacement | $3,085,000.00 | Surface Water Capital | Grant Funding |
| Stormwater Facility Retrofit | $500,000.00 | Surface Water Capital | |
| **Total CIP** | **$17,545,092.00** | | |

# 6-YEAR CAPITAL IMPROVEMENT PLAN

The following tables contain the Capital Improvement Plan (CIP) summaries for the next three biennia: 2027-2028, 2029-2030, and 2031-2032. The tables display the project number, name, driving source (action plan), and indicate the planned allocation and which capital fund is paying for the project. Funding with an asterisk has project funding challenges. Projects numbered 1-10 are Facilities projects, numbers 11-21 are Parks projects, 22-28 are Transportation projects, 39-24 are Sewer Projects, and numbers 44-60 are Surfacewater projects. After the summary tables, detailed pages are provided for each project.

Action Plan acronyms:

- ST – Strategic Plan
- CAP – Climate Action Plan
- PROST – Parks, Recreation, Open Space, and Trails Plan
- SS – Safe Streets
- SH – Safe Highways
- CP – Comprehensive Plan
- CRS – Culvert Replacement Study
- X – Emergency Project

## 2027-2028 CAPITAL IMPROVEMENT PLAN

| Project # | PROJECTS | Action Plan | Capital Improvement 2027 | Transportation Capital 2027 | Capital Facilities 2027 | SWM Capital 2027 | Sewer Capital 2027 | Transportation Safety 2027 | County / State / Federal Grant Funding Revenue 2027 | Capital Improvement 2028 | Transportation Capital 2028 | Capital Facilities 2028 | SWM Capital 2028 | Sewer Capital 2028 | Transportation Safety 2028 | County / State / Federal Grant Funding Revenue 2028 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | City Hall Facilities | ST | | | 150,000 | | | | | | | 300,000 | | | | |
| 2 | Public Works Office Building | ST | | | | | | | | | | 25,000 | | | | |
| 3 | Public Works Maintenance Shop | ST | | | | | | | | | | 5,000 | | | | |
| 4 | PW Facility EV Chargers | CAP | | | | | | | | | | | | | | |
| 5 | PW Bins Rooftop Solar Panels | CAP | | | | | | | | | | | | | | |
| 6 | PW Facility Rooftop Solar Panels | CAP | | | | | | | | | | | | | | |
| 7 | City Hall EV Chargers | CAP | | | | | | | | | | | | | | |
| 8 | City Hall Parking Lot Solar Panels | CAP | | | | | | | | | | | | | | |
| 9 | City Hall ATS Installation | | | | 10,000 | | | | | | | | | | | |
| 10 | City Hall Rooftop Solar Panels | CAP | | | | | | | | | | | | | | |
| 11 | McKinnon Creek Trail | PROST | | | | | | | | | | | | | | |
| 12 | Animal Acres Park Restoration | PROST | | | | | | | | | | | | | | |
| 13 | Horizon View Park Improvements | PROST | 40,000 | | | | | | | | | | | | | |
| 14 | Master Plan - Park Properties for Development (Sims) | PROST | | | | | | | | | | | | | | |
| 15 | Master Plan - Park Properties for Development (SPU) | PROST | | | | | | | | | | | | | | |
| 16 | Park Property Improvements (Sims) (Animal Acres - Annexation) | PROST | | | | | | | | | | | | | | |
| 17 | Park Property Improvements (SPU) (5 Acre Woods) | PROST | | | | | | | | | | | | | | |
| 18 | Master Plan - Existing Parks and Trail Systems (PROST Update) | PROST | 350,000 | | | | | | | | | | | | | |
| 19 | Existing Parks and Trail Systems Improvements | PROST | | | | | | | | 40,000 | | | | | | |
| 20 | Lakefront Park Development - Design | PROST | | | | | | | | | | | | | | |
| 21 | Lakefront Park Development - Construction | PROST | | | 2,440,092 | | | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN

| Project # | PROJECTS | Action Plan | Capital Improvement 2027 | Transportation Capital 2027 | Capital Facilities 2027 | SWM Capital 2027 | Sewer Capital 2027 | Transportation Safety 2027 | County / State / Federal Grant Funding Revenue 2027 | Capital Improvement 2028 | Transportation Capital 2028 | Capital Facilities 2028 | SWM Capital 2028 | Sewer Capital 2028 | Transportation Safety 2028 | County / State / Federal Grant Funding Revenue 2028 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 22 | Annual Street Overlay Program | ST | | 750,000 | | | | | | | | | | | | |
| 23 | ADA Ramp Design and Construction | ST | | 50,000 | | | | | | | | | | | | |
| 24 | Brookside Sidewalk - Design and Construction (Sound Transit Project) | | | | | | | | | | 550,000 | | | | | |
| 25 | Safe Streets Equipment | | | | | | | 10,000 | | | | | | | 10,000 | |
| 26 | Traffic Safety Projects - Safe Streets | SS | | | | | | 200,000 | | | | | | | 110,000 | |
| 27 | SR 522 Speed Limit Reduction | | | | | | | 5,000 | | | | | | | | |
| 28 | Driver Safety Education Program | | | | | | | 5,000 | | | | | | | 5,000 | |
| 29 | Healthy Streets Program | | | | | | | 60,000 | | | | | | | 60,000 | |
| 30 | 37th Ave Sidewalk (Brookside Elementary) - Design | SS | | | | | | | | | | | | | | |
| 31 | 37th Ave Sidewalk (LFP Elementary) - Construction | | | | | | | 85,000 | 250,000 | | | | | | | |
| 32 | 37th Ave Sidewalk (LFP Elementary) - Design | SS | | | | | | | | | | | | | | |
| 33 | SR 104 and 40th Pl. NE Roundabout | SH | | 3,000,000 | | | | | | | 2,475,000 | | | | | |
| 34 | NE 178th St Safety Project | | | | | | | 85,000 | 200,000 | | | | | | | |
| 35 | NE 178th St and SR 104 Safety Project (Design and planning) | | | | | | | | | | 150,000 | | | | | |
| 36 | SR 104 190th Transit Connection Project | | | | | | | | | | | | | | 100,000 | 400,000 |
| 37 | NE Perkins Way | | | | | | | | | | | | | | 90,000 | |
| 38 | Guardrail Replacement (Design and Construction) | | | 75,000 | | | | | | | 75,000 | | | | | |
| 39 | Beach Drive Sewer Lift Stations - Design | | | | | | 1,300,000 | | | | | | | | | |
| 40 | Beach Drive Sewer Lift Stations - Construction | | | | | | | | | | | | | 500,000 | | |
| 41 | Master Plan - Sanitary Sewer System - Data Collection | | | | | | | | | | | | | | | |
| 42 | Master Plan - Sanitary Sewer System - Data Analysis and Reporting | | | | | | | | | | | | | | | |
| 43 | Sanitary Sewer System - CIPP and Structure Improvements | | | | | | | | | | | | | | | |
| 44 | Culvert L70 Replacement - Design | CRS | | | | | | | | | | | | | | |
| 45 | Culvert L70 Replacement - Construction | CRS | | | | | | | | | | | | | | |
| 46 | Culvert L90 Replacement | CRS | | | | | | | | | | | 3,085,000 | | | |
| 47 | Culvert L110 Replacement - Design | CRS | | | | | | | | | | | | | | |
| 48 | Culvert L110 Replacement - Construction | CRS | | | | | | | | | | | | | | |
| 49 | Brookside/35th Avenue Culvert Replacement - Design | | | | | | | | | | | | | | | |
| 50 | Brookside/35th Avenue Culvert Replacement - Construction | | | | | | | | | | | | | | | |
| 51 | 35th Ave NE Drainage Improvements | X | | | | | | | | | | | | | | |
| 52 | 28th Ave NE Culvert Temporary Repair | X | | | | | | | | | | | | | | |
| 53 | 28th Ave NE Culvert Replacement | X | | | | | | | | | | | | | | |
| 54 | Stormwater Facility Retrofit | CP | | | | 250,000 | | | | | | | 250,000 | | | |
| 55 | Master Plan - Stormwater & Surface Water Systems - Data Collection | CP | | | | | | | | | | | | | | |
| 56 | Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting | CP | | | | | | | | | | | | | | |
| 57 | Stormwater & Surface Water Systems - CIPP and Structure Improvements | CP | | | | | | | | | | | | | | |
| 58 | NE 195th St & SR 104 Culvert | CP | | | | | | | | | | | | | | |
| 59 | Material Bins | | | | | | | | | | | | | | | |
| 60 | Misc SW Projects - Replace SW crossings | ST | | | | | | | | | | | | | | |
| | **FUND TOTALS** | | **390,000.00** | **3,875,000.00** | **2,600,092.00** | **250,000.00** | **1,300,000.00** | **450,000.00** | **450,000.00** | **40,000.00** | **3,250,000.00** | **330,000.00** | **3,335,000.00** | **500,000.00** | **375,000.00** | **400,000.00** |

# CAPITAL IMPROVEMENT PLAN

## 2029-2030 CAPITAL IMPROVEMENT PLAN

**2029 Total Project Costs:** $7,445,000

**2030 Total Project Costs:** $8,095,000

| Project # | PROJECTS | Action Plan | Capital Improvement 2029 | Transportation Capital 2029 | Capital Facilities 2029 | SWM Capital 2029 | Sewer Capital 2029 | Transportation Safety 2029 | State / Federal / County Grant Funding Revenue 2029 | Capital Improvement 2030 | Transportation Capital 2030 | Capital Facilities 2030 | SWM Capital 2030 | Sewer Capital 2030 | Transportation Safety 2030 | State / Federal / County Grant Funding Revenue 2030 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | City Hall Facilities | ST | | | 300,000 * | | | | | | | 300,000 * | | | | |
| 2 | Public Works Office Building | ST | | | 25,000 | | | | | | | 25,000 | | | | |
| 3 | Public Works Maintenance Shop | ST | | | 5,000 | | | | | | | 5,000 | | | | |
| 4 | PW Facility EV Chargers | CAP | | | | | | | | | | | | | | |
| 5 | PW Bins Rooftop Solar Panels | CAP | | | | | | | | | | 250,000 * | | | | |
| 6 | PW Facility Rooftop Solar Panels | CAP | | | | | | | | | | | | | | |
| 7 | City Hall EV Chargers | CAP | | | | | | | | | | | | | | |
| 8 | City Hall Parking Lot Solar Panels | CAP | | | | | | | | | | | | | | |
| 9 | City Hall ATS Installation | | | | | | | | | | | | | | | |
| 10 | City Hall Rooftop Solar Panels | CAP | | | | | | | | | | | | | | |
| 11 | McKinnon Creek Trail | PROST | | | | | | | | | | | | | | |
| 12 | Animal Acres Park Restoration | PROST | | | | | | | | | | | | | | |
| 13 | Horizon View Park Improvements | PROST | | | | | | | | | | | | | | |
| 14 | Master Plan - Park Properties for Development (Sims) | PROST | | | | | | | | | | | | | | |
| 15 | Master Plan - Park Properties for Development (SPU) | PROST | | | | | | | | | | | | | | |
| 16 | Park Property Improvements (Sims) (Animal Acres - Annexation) | PROST | | | | | | | | | | | | | | |
| 17 | Park Property Improvements (SPU) (5 Acre Woods) | PROST | | | | | | | | | | | | | | |
| 18 | Master Plan - Existing Parks and Trail Systems (PROST Update) | PROST | | | | | | | | | | | | | | |
| 19 | Existing Parks and Trail Systems Improvements | PROST | 40,000 | | | | | | | 40,000 | | | | | | |
| 20 | Lakefront Park Development - Design | PROST | | | | | | | | | | | | | | |
| 21 | Lakefront Park Development - Construction | PROST | | | | | | | | | | | | | | |
| 22 | Annual Street Overlay Program | ST | | 400,000 | | | | | | | 400,000 | | | | | |
| 23 | ADA Ramp Design and Construction | ST | | 100,000 | | | | | | | 150,000 | | | | | |
| 24 | Brookside Sidewalk - Design and Construction (Sound Transit Project) | | | | | | | | | | | | | | | |
| 25 | Safe Streets Equipment | | | | | | | 10,000 | | | | | | | 10,000 | |
| 26 | Traffic Safety Projects - Safe Streets | SS | | | | | | 500,000 | | | | | | | 50,000 | |
| 27 | SR 522 Speed Limit Reduction | | | | | | | | | | | | | | | |
| 28 | Driver Safety Education Program | | | | | | | 5,000 | | | | | | | 5,000 | |
| 29 | Healthy Streets Program | | | | | | | 60,000 | | | | | | | 60,000 | |
| 30 | 37th Ave Sidewalk (Brookside Elementary) - Design | SS | | | | | | | | | | | | | | |
| 31 | 37th Ave Sidewalk (LFP Elementary) - Construction | | | | | | | | | | | | | | | |
| 32 | 37th Ave Sidewalk (LFP Elementary) - Design | SS | | | | | | | | | | | | | | |
| 33 | SR 104 and 40th Pl. NE Roundabout | SH | | | | | | | | | | | | | | |
| 34 | NE 178th St Safety Project | | | | | | | | | | | | | | | |
| 35 | NE 178th St and SR 104 Safety Project (Design and planning) | | | 1,200,000 * | | | | | | | | | | | | |
| 36 | SR 104 190th Transit Connection Project | | | | | | | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN

| Project # | PROJECTS | Action Plan | Capital Improvement 2029 | Transportation Capital 2029 | Capital Facilities 2029 | SWM Capital 2029 | Sewer Capital 2029 | Transportation Safety 2029 | State / Federal / County Grant Funding Revenue 2029 | Capital Improvement 2030 | Transportation Capital 2030 | Capital Facilities 2030 | SWM Capital 2030 | Sewer Capital 2030 | Transportation Safety 2030 | State / Federal / County Grant Funding Revenue 2030 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 37 | NE Perkins Way | | | 1,200,000 * | | | | | | | 2,300,000 * | | | | | |
| 38 | Guardrail Replacement (Design and Construction) | | | 125,000 | | | | | | | 125,000 | | | | | |
| 39 | Beach Drive Sewer Lift Stations - Design | | | | | | | | | | | | | | | |
| 40 | Beach Drive Sewer Lift Stations - Construction | | | | | | 2,500,000 * | | | | | | | 2,500,000 * | | |
| 41 | Master Plan - Sanitary Sewer System - Data Collection | | | | | | | | | | | | | 100,000 | | |
| 42 | Master Plan - Sanitary Sewer System - Data Analysis and Reporting | | | | | | | | | | | | | | | |
| 43 | Sanitary Sewer System - CIPP and Structure Improvements | | | | | | 250,000 | | | | | | | 250,000 | | |
| 44 | Culvert L70 Replacement - Design | CRS | | | | | | | | | | | | | | |
| 45 | Culvert L70 Replacement - Construction | CRS | | | | | | | | | | | | | | |
| 46 | Culvert L90 Replacement | CRS | | | | | | | | | | | | | | |
| 47 | Culvert L110 Replacement - Design | CRS | | | | | | | | | | | | | | |
| 48 | Culvert L110 Replacement - Construction | CRS | | | | | | | | | | | | | | |
| 49 | Brookside/35th Avenue Culvert Replacement - Design | | | | | 225,000 | | | | | | | 125,000 | | | |
| 50 | Brookside/35th Avenue Culvert Replacement - Construction | | | | | | | | | | | | 500,000 * | | | |
| 51 | 35th Ave NE Drainage Improvements | X | | | | | | | | | | | | | | |
| 52 | 28th Ave NE Culvert Temporary Repair | X | | | | | | | | | | | | | | |
| 53 | 28th Ave NE Culvert Replacement | X | | | | | | | | | | | | | | |
| 54 | Stormwater Facility Retrofit | CP | | | | 50,000 | | | | | | | 50,000 | | | |
| 55 | Master Plan - Stormwater & Surface Water Systems - Data Collection | CP | | | | | | | | | | | 100,000 | | | |
| 56 | Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting | CP | | | | | | | | | | | | | | |
| 57 | Stormwater & Surface Water Systems - CIPP and Structure Improvements | CP | | | | 200,000 | | | | | | | 50,000 | | | |
| 58 | NE 195th St & SR 104 Culvert | CP | | | | | | | | | | | | | | |
| 59 | Material Bins | | | | | | | | | | | | | | | |
| 60 | Misc SW Projects - Replace SW crossings | ST | | | | 250,000 | | | | | | | 250,000 | | | |
| | **FUND TOTALS** | | **40,000.00** | **3,025,000.00** | **330,000.00** | **725,000.00** | **2,750,000.00** | **575,000.00** | **-** | **40,000.00** | **2,975,000.00** | **580,000.00** | **1,075,000.00** | **2,850,000.00** | **575,000.00** | **-** |

# CAPITAL IMPROVEMENT PLAN

## 2031-2032 CAPITAL IMPROVEMENT PLAN

**2031 Total Project Costs:** $5,480,000

**2032 Total Project Costs:** $5,330,000

| Project # | PROJECTS | Action Plan | Capital Improvement 2031 | Transportation Capital 2031 | Capital Facilities 2031 | SWM Capital 2031 | Sewer Capital 2031 | Transportation Safety 2031 | State / Federal / County Grant Funding Revenue 2031 | Capital Improvement 2032 | Transportation Capital 2032 | Capital Facilities 2032 | SWM Capital 2032 | Sewer Capital 2032 | Transportation Safety 2032 | State / Federal / County Grant Funding Revenue 2032 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | City Hall Facilities | ST | | | 300,000 * | | | | | | | 300,000 * | | | | |
| 2 | Public Works Office Building | ST | | | 25,000 | | | | | | | 25,000 | | | | |
| 3 | Public Works Maintenance Shop | ST | | | 5,000 | | | | | | | 5,000 | | | | |
| 4 | PW Facility EV Chargers | CAP | | | | | | | | | | | | | | |
| 5 | PW Bins Rooftop Solar Panels | CAP | | | | | | | | | | | | | | |
| 6 | PW Facility Rooftop Solar Panels | CAP | | | | | | | | | | | | | | |
| 7 | City Hall EV Chargers | CAP | | | | | | | | | | | | | | |
| 8 | City Hall Parking Lot Solar Panels | CAP | | | | | | | | | | 250,000 | | | | |
| 9 | City Hall ATS Installation | | | | | | | | | | | | | | | |
| 10 | City Hall Rooftop Solar Panels | CAP | | | 400,000 | | | | | | | | | | | |
| 11 | McKinnon Creek Trail | PROST | | | | | | | | | | | | | | |
| 12 | Animal Acres Park Restoration | PROST | | | | | | | | | | | | | | |
| 13 | Horizon View Park Improvements | PROST | | | | | | | | | | | | | | |
| 14 | Master Plan - Park Properties for Development (Sims) | PROST | | | | | | | | | | | | | | |
| 15 | Master Plan - Park Properties for Development (SPU) | PROST | | | | | | | | | | | | | | |
| 16 | Park Property Improvements (Sims) (Animal Acres - Annexation) | PROST | | | | | | | | | | | | | | |
| 17 | Park Property Improvements (SPU) (5 Acre Woods) | PROST | | | | | | | | | | | | | | |
| 18 | Master Plan - Existing Parks and Trail Systems (PROST Update) | PROST | | | | | | | | | | | | | | |
| 19 | Existing Parks and Trail Systems Improvements | PROST | 50,000 | | | | | | | 50,000 | | | | | | |
| 20 | Lakefront Park Development - Design | PROST | | | | | | | | | | | | | | |
| 21 | Lakefront Park Development - Construction | PROST | | | | | | | | | | | | | | |
| 22 | Annual Street Overlay Program | ST | | 500,000 | | | | | | | 500,000 | | | | | |
| 23 | ADA Ramp Design and Construction | ST | | 150,000 | | | | | | | 150,000 | | | | | |
| 24 | Brookside Sidewalk - Design and Construction (Sound Transit Project) | | | | | | | | | | | | | | | |
| 25 | Safe Streets Equipment | | | | | | | 10,000 | | | | | | | 10,000 | |
| 26 | Traffic Safety Projects - Safe Streets | SS | | | | | | 500,000 | | | | | | | 500,000 | |
| 27 | SR 522 Speed Limit Reduction | | | | | | | | | | | | | | | |
| 28 | Driver Safety Education Program | | | | | | | 5,000 | | | | | | | 5,000 | |
| 29 | Healthy Streets Program | | | | | | | 60,000 | | | | | | | 60,000 | |
| 30 | 37th Ave Sidewalk (Brookside Elementary) - Design | SS | | | | | | | | | | | | | | |
| 31 | 37th Ave Sidewalk (LFP Elementary) - Construction | | | | | | | | | | | | | | | |
| 32 | 37th Ave Sidewalk (LFP Elementary) - Design | SS | | | | | | | | | | | | | | |
| 33 | SR 104 and 40th Pl. NE Roundabout | SH | | | | | | | | | | | | | | |
| 34 | NE 178th St Safety Project | | | | | | | | | | | | | | | |
| 35 | NE 178th St and SR 104 Safety Project (Design and planning) | | | | | | | | | | | | | | | |
| 36 | SR 104 190th Transit Connection Project | | | | | | | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN

| Project # | PROJECTS | Action Plan | Capital Improvement 2031 | Transportation Capital 2031 | Capital Facilities 2031 | SWM Capital 2031 | Sewer Capital 2031 | Transportation Safety 2031 | State / Federal / County Grant Funding Revenue 2031 | Capital Improvement 2032 | Transportation Capital 2032 | Capital Facilities 2032 | SWM Capital 2032 | Sewer Capital 2032 | Transportation Safety 2032 | State / Federal / County Grant Funding Revenue 2032 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 37 | NE Perkins Way | | | | | | | | | | | | | | | |
| 38 | Guardrail Replacement (Design and Construction) | | | 125,000 | | | | | | | 125,000 | | | | | |
| 39 | Beach Drive Sewer Lift Stations - Design | | | | | | | | | | | | | | | |
| 40 | Beach Drive Sewer Lift Stations - Construction | | | | | | | | | | | | | | | |
| 41 | Master Plan - Sanitary Sewer System - Data Collection | | | | | | | | | | | | | | | |
| 42 | Master Plan - Sanitary Sewer System - Data Analysis and Reporting | | | | | | 100,000 | | | | | | | | | |
| 43 | Sanitary Sewer System - CIPP and Structure Improvements | | | | | | 500,000 | | | | | | | 500,000 | | |
| 44 | Culvert L70 Replacement - Design | CRS | | | | 250,000 | | | | | | | | | | |
| 45 | Culvert L70 Replacement - Construction | CRS | | | | | | | | | | | 2,500,000 * | | | |
| 46 | Culvert L90 Replacement | CRS | | | | | | | | | | | | | | |
| 47 | Culvert L110 Replacement - Design | CRS | | | | | | | | | | | | | | |
| 48 | Culvert L110 Replacement - Construction | CRS | | | | | | | | | | | | | | |
| 49 | Brookside/35th Avenue Culvert Replacement - Design | | | | | | | | | | | | | | | |
| 50 | Brookside/35th Avenue Culvert Replacement - Construction | | | | | 2,000,000 * | | | | | | | | | | |
| 51 | 35th Ave NE Drainage Improvements | X | | | | | | | | | | | | | | |
| 52 | 28th Ave NE Culvert Temporary Repair | X | | | | | | | | | | | | | | |
| 53 | 28th Ave NE Culvert Replacement | X | | | | | | | | | | | | | | |
| 54 | Stormwater Facility Retrofit | CP | | | | 50,000 | | | | | | | 50,000 | | | |
| 55 | Master Plan - Stormwater & Surface Water Systems - Data Collection | CP | | | | | | | | | | | | | | |
| 56 | Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting | CP | | | | 100,000 | | | | | | | | | | |
| 57 | Stormwater & Surface Water Systems - CIPP and Structure Improvements | CP | | | | 100,000 | | | | | | | 50,000 | | | |
| 58 | NE 195th St & SR 104 Culvert | CP | | | | | | | | | | | | | | |
| 59 | Material Bins | | | | | | | | | | | | | | | |
| 60 | Misc SW Projects - Replace SW crossings | ST | | | | 250,000 | | | | | | | 250,000 | | | |
| | **FUND TOTALS** | | **50,000.00** | **775,000.00** | **730,000.00** | **2,750,000.00** | **600,000.00** | **575,000.00** | **-** | **50,000.00** | **775,000.00** | **580,000.00** | **2,850,000.00** | **500,000.00** | **575,000.00** | **-** |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## CITY HALL FACILITIES (1)

**Description:** Mini projects have been identified to address the maintenance and operational upgrades of City Hall. Including re-striping the parking lot.

**Background:** Updated facility maintenance plan for City Hall proposed for 2027, continuing maintenance and operations upgrades proposed in 2028. Examples of projects include; Alternative Energy/Sustainability Investments, Entry Canopy Replacement, Replace RTU-2-25 ton Rooftop Units, Exterior Insulation Upgrade, Roof Membrane Replacement, Generator Replacement, Secure Parking at City Hall, and Sally Port Improvements. Projects are based on the 2013 LFP City Hall Maintenance Plan and 2018 City Hall Security Assessment.

**Policy Basis:** City Council recognizing the need to create a City Hall Projects Reserve Fund to maintain the City Hall facility.

**Total Project Cost:** $1,650,000
**Method of Financing:** City Capital Fund (REET I)
**City Funding %:** 100%
**In-House Costs Reimbursed:** No
**Estimated Annual Maintenance Costs:** $3,000/year
**Change from Prior CIP:** All City Hall facilities projects have been consolidated to this sheet.
**Project Start Date:** Ongoing
**Anticipated Completion Date:** Ongoing
**Project Status:** Ongoing
**Project Priority:** High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $1,650,000 | | $150,000 | $300,000 | $300,000 | $300,000 | $300,000 | $300,000 | |
| **TOTAL** | $1,650,000 | $0 | $150,000 | $300,000 | $300,000 | $300,000 | $300,000 | $300,000 | $0 |
| **Estimated Staff Hours** | 1,650 | | 150 | 300 | 300 | 300 | 300 | 300 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $1,650,000 | | $150,000 | $300,000 | $300,000 | $300,000 | $300,000 | $300,000 | $0 |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $1,650,000 | $0 | $150,000 | $300,000 | $300,000 | $300,000 | $300,000 | $300,000 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## PUBLIC WORKS OFFICE BUILDING (2)

**Description:** This project will provide funding for building improvements to maintain and enhance the functionality and comfort of the structure for the Public Works operational staff. Improvements to the interior, updated amenities, and structural elements including a new roof, deck replacement, and painting are part of the overall project.

**Background:** The Public Works structure is a residential, two-story home that is not well-suited to Public Works operations. The City has struggled to make the existing residential structure meet our needs for many years and we continue to make improvements to maintain a pleasant working environment.

**Policy Basis:** Mobility, Community Vitality
**Total Project Cost:** $125,000
**Method of Financing:** City Capital Fund (REET I)
**City Funding %:** 100%
**In-House Costs Reimbursed:** No
**Estimated Annual Maintenance Costs:** N/A
**Change from Prior CIP:** None
**Project Start Date:** Not Scheduled
**Anticipated Completion Date:** Not Scheduled
**Project Status:** Not Scheduled
**Project Priority:** Medium – Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $125,000 | | $0 | $25,000 | $25,000 | $25,000 | $25,000 | $25,000 | |
| **TOTAL** | $125,000 | $0 | $0 | $25,000 | $25,000 | $25,000 | $25,000 | $25,000 | $0 |
| **Estimated Staff Hours** | 125 | 0 | 0 | 25 | 25 | 25 | 25 | 25 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $125,000 | | $0 | $25,000 | $25,000 | $25,000 | $25,000 | $25,000 | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $125,000 | $0 | $0 | $25,000 | $25,000 | $25,000 | $25,000 | $25,000 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## PUBLIC WORKS MAINTENANCE SHOP (3)

**Description:** Provide better organization for equipment, small tools, and new battery powered tools with physical improvements to the shop.

**Background:** The Public Works Maintenance Shop houses some of our vehicles, our small equipment, tools, signs, barricades, and a wide array of supplies needed for the various types of projects completed by Public Works. Projects will provide for better organization within the Public Works Maintenance Shop and improvements to equipment and small tool storage.

**Policy Basis:** Increased efficiency
**Total Project Cost:** $30,000
**Method of Financing:** City Capital Fund (REET I)
**City Funding %:** 100%
**In-House Costs Reimbursed:** No
**Estimated Annual Maintenance Costs:** None
**Change from Prior CIP:** N/A
**Project Start Date:** Pending
**Anticipated Completion Date:** Ongoing
**Project Status:** Ongoing
**Project Priority:** Medium – Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $30,000 | | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | |
| **TOTAL** | $30,000 | $0 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | |
| **Estimated Staff Hours** | 30 | 0 | 5 | 5 | 5 | 5 | 5 | 5 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $30,000 | $0 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $0 |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $30,000 | $0 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## PUBLIC WORKS MATERIAL BINS COVERS SOLAR PANELS (5)

**Description**: Installation of solar panels on Material Bins Covers at the Public Works Maintenance Facility. The solar panels will complement the EV chargers that are planned for installation and will increase our use of renewable energy while reducing our utility expenses.

**Background**: The newly adopted Climate Action Plan includes a goal to electrify the City's fleet and to become more environmentally conscience and reduce the City's carbon footprint. The installation of solar panels on the material bins covers will assist with meeting the goal of reducing our carbon footprint while also reducing our utility expenses.

**Policy Basis**: Mobility, Healthy Environment
**Total Project Cost**: $250,000
**Method of Financing**: City Capital Fund (REET I)
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: N/A
**Project Start Date**: 2027
**Anticipated Completion Date**: 2027
**Project Status**: City is identifying potential outside funding sources
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $250,000 | | | | | $250,000 | $0 | $0 | |
| **TOTAL** | $250,000 | $0 | $0 | $0 | $0 | $250,000 | $0 | $0 | |
| **Estimated Staff Hours** | 250 | 0 | 0 | 0 | 0 | 250 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $250,000 | $0 | $0 | $0 | $0 | $250,000 | $0 | $0 | $0 |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $250,000 | $0 | $0 | $0 | $0 | $250,000 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## CITY HALL PARKING LOT SOLAR PANELS (8)

**Description**: Installation of solar panels on the City Hall's Parking Lot. The solar panels will provide renewable electricity for City Hall and enable the installation of public EV charging stations.

**Background**: The newly adopted Climate Action Plan includes a goal to be more environmentally conscience and reduce the City's carbon footprint. The installation of solar panels in City Hall's will assist with meeting the goal of reducing our carbon footprint, reducing our utility expenses, and offer EV charging to our residents.

**Policy Basis**: Mobility, Healthy Environment
**Total Project Cost**: $250,000
**Method of Financing**: City Capital Fund (REET I)
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: N/A
**Project Start Date**: 2028
**Anticipated Completion Date**: 2028
**Project Status**: City is identifying potential outside funding sources
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $250,000 | | | | | | $0 | $250,000 | |
| **TOTAL** | $250,000 | $0 | $0 | $0 | $0 | $0 | $0 | $250,000 | |
| **Estimated Staff Hours** | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 250 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $250,000 | $0 | $0 | $0 | $0 | $0 | $0 | $250,000 | $0 |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $250,000 | $0 | $0 | $0 | $0 | $0 | $0 | $250,000 | $0 |
| **REVENUES** | | | | | | | | | |
| | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## CITY HALL ATS INSTALLATION (9)

**Description:** Installation of ATS (Automatic Transfer Switch) at City Hall.
**Background:** The City experienced a large power outage and transfer from generator power to utility power did not occur correctly. This failure caused multiple power-related equipment malfunctions that required both repair and replacement. Most corrective work was completed in 2025, and the remaining work is planned for completion in 2027.
**Policy Basis:** Community Vitality
**Total Project Cost:** $10,000
**Method of Financing**: City Capital Fund (REET I)
**City Funding %:** 100%
**In-House Costs Reimbursed:** No
**Estimated Annual Maintenance Costs:** TBD
**Change from Prior CIP:** N/A
**Project Start Date:** 2025
**Anticipated Completion Date:** 2027
**Project Status:** In progress
**Project Rating:** Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $10,000 | | $10,000 | | | | | | |
| **TOTAL** | $10,000 | $0 | $10,000 | $0 | $0 | $0 | $0 | $0 | |
| **Estimated Staff Hours** | 10 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $10,000 | | $10,000 | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $10,000 | $0 | $10,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## HORIZON VIEW PARK IMPROVEMENTS (13)

**Description:** Complete upgrades to park facilities including improvements to the playground area, resurfacing and restoring the tennis courts and soccer field, irrigation improvements for maintenance, and parking lot restriping.

**Background:** Located at the highest point in Lake Forest Park (198th St. & 47th Ave. NE), Horizon View Park is 8.44 acres of land that supports activities such as: basketball, tennis, soccer, dog walking, picnicking, running/walking and child's play at the playground. Among the many frequent visitors to the park, the facility is consistently utilized by the Shorelake Soccer Club, who conducts team practices at the park's soccer field.

**Policy Basis:** Community Vitality
**Total Project Cost:** $40,000
**Method of Financing:** Youth Sports Facilities Grant
**City Funding %:** 0%
**In-House Costs Reimbursed:** No
**Estimated Annual Maintenance Costs:** None
**Change from Prior CIP:** None
**Project Start Date:** 2027
**Anticipated Completion Date:** 2027
**Project Status:** City is identifying potential outside funding sources
**Project Rating:** Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $40,000 | | $40,000 | | | | | | |
| **TOTAL** | $40,000 | $0 | $40,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 90 | 0 | 90 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $40,000 | | $40,000 | $0 | $0 | $0 | $0 | $0 | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | $0 | $0 | $0 | $0 | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $40,000 | $0 | $40,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| Youth Sports Facilities Grant | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## MASTER PLAN – EXISTING PARKS & TRAIL SYSTEMS (18)

**Description:** Update the existing master plan (PROST) for the City's existing parks and trail systems to reflect recent improvements and further describe future improvements that reflect the needs of the community.

**Background:** This work builds on the previous work such as the PROST plan, complete streets, and the multimodal improvement plan. Incorporating work completed and outlining additional goals and improvements that support the desire for increased multimodal transportation and better connectivity expressed by the Council and the community.

**Policy Basis:** Healthy Environment, Community Vitality, 100-Yr Legacy Plan

**Total Project Cost:** $350,000

**Method of Financing:** King County Parks Levy, King County Conservation Futures Grant, King Conservation District Grant, Other grants to be determined

**City Funding %:** 0% - 60%

**In-House Costs Reimbursed:** To Be Determined

**Estimated Annual Maintenance Costs:** TBD

**Change from Prior CIP:** New Project

**Project Start Date:** 2027

**Anticipated Completion Date:** 2027

**Project Status:** City will identify potential outside funding sources

**Project Rating:** Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $350,000 | | $350,000 | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Acquisition | $0 | | | | | | | | |
| Construction | $0 | | | | | | | | |
| **TOTAL** | $350,000 | $0 | $350,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 784 | 0 | 784 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $350,000 | | $350,000 | $0 | $0 | $0 | $0 | $0 | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $350,000 | $0 | $350,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## EXISTING PARKS & TRAIL SYSTMES IMPROVEMENTS (19)

**Description:** Funding for minor projects dedicated to improving and maintaining existing park properties throughout the City.
**Background:** Projects focus on repairing or replacing damaged or outdated pavement, equipment, irrigation, and other park facilities. Work should target reducing long term maintenance and improving the usability of the areas.
**Policy Basis:** Healthy Environment, Community Vitality, 100-Yr Legacy Plan
**Total Project Cost:** $220,000
**Method of Financing:** King County Parks Levy, King County Conservation Futures Grant, King Conservation District Grant, Other grants to be determined
**City Funding %:** 100%
**In-House Costs Reimbursed:** To Be Determined
**Estimated Annual Maintenance Costs:** TBD
**Change from Prior CIP:** New Project
**Project Start Date:** TBD
**Anticipated Completion Date:** TBD
**Project Status:** City will identify potential outside funding sources to supplement city funds.
**Project Rating**: Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $220,000 | | | $40,000 | $40,000 | $40,000 | $50,000 | $50,000 | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Acquisition | $0 | | | | | | | | |
| Construction | $0 | | | | | | | | |
| **TOTAL** | $220,000 | $0 | $0 | $40,000 | $40,000 | $40,000 | $50,000 | $50,000 | $0 |
| **Estimated Staff Hours** | 493 | 0 | 0 | 90 | 90 | 90 | 112 | 112 | 0 |
| **FUND SOURCE** | **Total** | **Previous** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **Future** |
| Capital Improvement | $220,000 | | $0 | $40,000 | $40,000 | $40,000 | $50,000 | $50,000 | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $220,000 | $0 | $0 | $40,000 | $40,000 | $40,000 | $50,000 | $50,000 | $0 |
| **REVENUES** | **Total** | **Previous** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **Future** |
| | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## LAKEFRONT PARK PROPERTY DEVELOPMENT (20 & 21)

**Description:** Development of the Lakefront Park on Lake Washington to convert the property to a recreational facility integrated with the Lyon Creek Preserve.

**Background:** The City acquired the Turner property on Beach Drive in 2021 with the intent to convert it into a public waterfront space. Design was completed in 2025, and staff are continuing to finalize permitting. Construction is proposed for 2027. Once completed, the site will provide public water access and serve as a venue for community meetings and gatherings.

**Policy Basis:** Healthy Environment, Community Vitality, 100-Yr Legacy Plan

**Total Project Cost:** $2,440,092

**Method of Financing:** King County Parks Levy, King County Conservation Futures Grant, King Conservation District Grant, Other grants to be determined

**City Funding %:** 0% - 60%

**In-House Costs Reimbursed:** TBD

**Estimated Annual Maintenance Costs:** TBD

**Change from Prior CIP:** Construction funding

**Project Start Date:** TBD

**Anticipated Completion Date:** 2028

**Project Status:** City is identifying potential outside funding sources

**Project Rating:** High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $2,440,092 | | $2,440,092 | | | | | | |
| **TOTAL** | $2,440,092 | $0 | $2,440,092 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 5,466 | 0 | 5,466 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $2,440,092 | | $2,440,092 | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $2,440,092 | $0 | $2,440,092 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## ANNUAL STREET OVERLAY (22)

**Description:** Annual street overlay program for pavement preservation.
**Background:** The City's streets are periodically assessed for their overall health and given a Pavement Condition Index (PCI) from 0-100 with the higher score indicating a structurally sound street. Annually, the City selects streets that qualify for the overlay program.
**Policy Basis:** Mobility
**Total Project Cost:** $2,550,000
**Method of Financing:** Transportation Capital Fund (REET II)
**City Funding %:** 100%
**In-House Costs Reimbursed:** 0
**Estimated Annual Maintenance Costs:** This is an ongoing maintenance activity.
**Change from Prior CIP:** No change
**Project Start Date:** Annual Program
**Anticipated Completion Date:** Annual Program
**Project Status:** Ongoing
**Project Rating:** Medium – High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $2,550,000 | | $750,000 | $0 | $400,000 | $400,000 | $500,000 | $500,000 | |
| **TOTAL** | $2,550,000 | $0 | $750,000 | $0 | $400,000 | $400,000 | $500,000 | $500,000 | $0 |
| **Estimated Staff Hours** | 2,423 | 0 | 713 | 0 | 380 | 380 | 475 | 475 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $2,550,000 | | $750,000 | $0 | $400,000 | $400,000 | $500,000 | $500,000 | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $2,550,000 | $0 | $750,000 | $0 | $400,000 | $400,000 | $500,000 | $500,000 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## ADA RAMPS (23)

**Description:** ADA ramps on sidewalks increase safety for all LFP residents.
**Background:** ADA ramps are required by federal law and must be upgraded concurrently with street overlays. This funding will be used for the design and construction of ADA compliant ramps in conjunction with our Overlay program.
**Policy Basis:** Mobility
**Total Project Cost:** $600,000
**Method of Financing:** Transportation Capital Fund (REET II), State/Federal Funding
**City Funding %:** 100%
**In-House Costs Reimbursed:** No
**Estimated Annual Maintenance Costs:** None
**Change from Prior CIP:** None
**Project Start Date:** Annual Program
**Anticipated Completion Date:** Annual Program
**Project Status:** Ongoing
**Project Rating:** High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $600,000 | | $50,000 | $0 | $100,000 | $150,000 | $150,000 | $150,000 | |
| **TOTAL** | $600,000 | $0 | $50,000 | $0 | $100,000 | $150,000 | $150,000 | $150,000 | $0 |
| **Estimated Staff Hours** | 942 | 0 | 79 | 0 | 157 | 236 | 236 | 236 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $600,000 | $0 | $50,000 | $0 | $100,000 | $150,000 | $150,000 | $150,000 | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $600,000 | $0 | $50,000 | $0 | $100,000 | $150,000 | $150,000 | $150,000 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## BROOKSIDE SIDEWALK AT SR-522 (24)

**Description:** Create a safe sidewalk from Northshore Fire Station #57 to SR522 on the east side of Brookside Boulevard.
**Background:** Through Sound Transit Stride Program Station Access Allowance Funding, the City has agreed to design and install a section of sidewalk providing safer access to SR522 and increasing multimodal connectivity.
**Policy Basis:** Mobility
**Total Project Cost:** $550,000
**Method of Financing:** Sound Transit Reimbursement
**City Funding %:** 100%
**In-House Costs Reimbursed:** Yes
**Estimated Annual Maintenance Costs:** None
**Change from Prior CIP:** None
**Project Start Date:** 2028
**Anticipated Completion Date:** 2028
**Project Status:** Planning
**Project Rating:** Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $100,000 | | | $100,000 | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $450,000 | | | $450,000 | | | | | |
| **TOTAL** | $550,000 | $0 | $0 | $550,000 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 1,232 | 0 | 0 | 1,232 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $550,000 | | $0 | $550,000 | $0 | $0 | $0 | $0 | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $550,000 | $0 | $0 | $550,000 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| Sound Transit Access Funds | $550,000 | | $0 | $550,000 | $0 | $0 | $0 | $0 | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## SAFE STREET EQUIPMENT (25)

**Description:** Review, design, and installation of traffic improvements, including signage, pedestrian and bicycle enhancements, and other traffic-calming measures.
**Background**: This project is part of the ongoing traffic calming efforts being completed by Public Works in conjunction with the Police Department.
**Policy Basis**: 2017 Safe Streets Study
**Total Project Cost**: $60,000
**Method of Financing**: Transportation Capital Fund (REET II)
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: New project
**Project Start Date**: Annual Program
**Anticipated Completion Date**: Annual Program
**Project Status:** Ongoing
**Project Rating**: Medium – Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $60,000 | | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | |
| **TOTAL** | $60,000 | $0 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $0 |
| **Estimated Staff Hours** | 94 | 0 | 16 | 16 | 16 | 16 | 16 | 16 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $60,000 | | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | |
| **TOTAL** | $60,000 | $0 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## SAFE STREET PROJECTS (26)

**Description**: Projects to promote traffic safety, reduced speeds, pedestrian safety, and other traffic calming measures to improve city streets.
**Background**: This fund is for projects that improve safety on city streets.
**Policy Basis**: Safe Streets Study
**Total Project Cost**: $2,310,000
**Method of Financing**: Transportation Capital Fund (REET II)
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: New project
**Project Start Date**: Annual Program
**Anticipated Completion Date**: Annual Program
**Project Status**: City to pursue funding for construction improvements
**Project Rating:** Medium – Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $450,000 | | $50,000 | $0 | $100,000 | $100,000 | $100,000 | $100,000 | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $1,860,000 | | $150,000 | $110,000 | $400,000 | $400,000 | $400,000 | $400,000 | |
| **TOTAL** | $2,310,000 | $0 | $200,000 | $110,000 | $500,000 | $500,000 | $500,000 | $500,000 | $0 |
| **Estimated Staff Hours** | 3,627 | 0 | 314 | 173 | 785 | 785 | 785 | 785 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $2,310,000 | $0 | $200,000 | $110,000 | $500,000 | $500,000 | $500,000 | $500,000 | |
| **TOTAL** | $2,310,000 | $0 | $200,000 | $110,000 | $500,000 | $500,000 | $500,000 | $500,000 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## SR-522 SPEED LIMIT REDUCTION (27)

**Description**: City initiative to work with the Washington State Department of Transportation to reduce and revise the speed limit on SR 522 to 30 MPH through the city limits.
**Background**: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
**Policy Basis**: Safe Streets Study
**Total Project Cost**: $5,000
**Method of Financing**: Transportation Capital Fund (REET II)
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: New project
**Project Start Date**: 2027
**Anticipated Completion Date:** 2027
**Project Status**: Planning
**Project Rating**: Medium – Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $5,000 | | $5,000 | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $0 | | | | | | | | |
| **TOTAL** | $5,000 | $0 | $5,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $5,000 | | $5,000 | $0 | $0 | $0 | $0 | $0 | |
| **TOTAL** | $5,000 | $0 | $5,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## DRIVER SAFETY EDUCATION PROGRAM (28)

**Description**: Education and outreach programs aimed at reducing high-risk driving behaviors and preventing serious accidents, supporting the City's Vision Zero commitment to eliminating severe and fatal crashes.
**Background**: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
**Policy Basis**: Safe Streets Study
**Total Project Cost**: $30,000
**Method of Financing**: Transportation Capital Fund (REET II)
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: New project
**Project Start Date**: Annual Program
**Anticipated Completion Date**: Annual Program
**Project Status**: Planning
**Project Rating**: Medium – Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $12,000 | | $2,000 | $2,000 | $2,000 | $2,000 | $2,000 | $2,000 | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $18,000 | | $3,000 | $3,000 | $3,000 | $3,000 | $3,000 | $3,000 | |
| **TOTAL** | $30,000 | $0 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $0 |
| **Estimated Staff Hours** | 47 | 0 | 8 | 8 | 8 | 8 | 8 | 8 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $30,000 | | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | |
| **TOTAL** | $30,000 | $0 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## HEALTHY STREETS PROGRAM (29)

**Description**: Funding to support the Council-adopted Healthy Streets Program, which provides resources for installing traffic-calming devices, distributing safety information, and conducting community outreach efforts.
**Background**: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
**Policy Basis**: Safe Streets Study
**Total Project Cost**: $360,000
**Method of Financing**: Transportation Capital Fund (REET II)
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: New project
**Project Start Date**: Annual Program
**Anticipated Completion Date**: Annual Program
**Project Status**: Planning
**Project Rating**: Medium – Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $60,000 | | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $300,000 | | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 | $50,000 | |
| **TOTAL** | $360,000 | $0 | $60,000 | $60,000 | $60,000 | $60,000 | $60,000 | $60,000 | $0 |
| **Estimated Staff Hours** | 565 | 0 | 94 | 94 | 94 | 94 | 94 | 94 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $360,000 | | $60,000 | $60,000 | $60,000 | $60,000 | $60,000 | $60,000 | |
| **TOTAL** | $360,000 | $0 | $60,000 | $60,000 | $60,000 | $60,000 | $60,000 | $60,000 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## 37TH AVENUE NE SIDEWALK AT LFP ELEMENTARY (31)

**Description**: Installation of new sidewalks and upgraded crosswalks along 37th Ave NE adjacent to Lake Forest Park Elementary to improve pedestrian safety and access.
**Background**: There have been numerous resident requests for enhanced pedestrian facilities on this route leading to Lake Forest Park Elementary.
**Policy Basis**: Safe Streets Study
**Total Project Cost**: $85,000
**Method of Financing**: Future Grant Opportunities or Transportation Capital Fund (REET II)
**City Funding %**: 15%
**In-House Costs Reimbursed**: Yes 15% city match
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: New Project
**Project Start Date**: 2026
**Anticipated Completion Date**: 2027
**Project Status**: Staff have applied for state funding
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $85,000 | | $85,000 | | | | | | |
| **TOTAL** | $85,000 | $0 | $85,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 190 | 0 | 190 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $85,000 | | $85,000 | $0 | $0 | $0 | $0 | $0 | |
| **TOTAL** | $85,000 | $0 | $85,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | $0 | | | | $0 | $0 | $0 | $0 | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## SR-104/40TH PLACE NE ROUNDABOUT (33)

**Description:** Design and construction of a roundabout on SR 104 at 40th Place NE.
**Background**: The four-legged, skewed intersection has a number of safety shortcomings related to its geometry, volume of traffic, and lack of pedestrian amenities.
**Policy Basis**: Mobility
**Total Project Cost**: $8,625,000
**Method of Financing:** Future Grant Opportunities or Transportation Capital Fund (REET II)
**City Funding %**: 46%
**In-House Costs Reimbursed**: Yes
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: Ongoing
**Project Start Date**: 2020
**Anticipated Completion Date**: 2028
**Project Status**: Construction
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $800,000 | | | | | | | | |
| Design & Permitting | $1,000,000 | $1,000,000 | | | | | | | |
| Permitting | $750,000 | | | | | | | | |
| Right-of-way Acquisition | $600,000 | $600,000 | | | | | | | |
| Construction | $5,475,000 | | $3,000,000 | $2,475,000 | | | | | |
| **TOTAL** | $8,625,000 | $1,600,000 | $3,000,000 | $2,475,000 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 5,214 | 1,600 | 1,980 | 1,634 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund & Loan | $5,475,000 | | $3,000,000 | $2,475,000 | $0 | $0 | $0 | $0 | |
| Transportation Safety Fund | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $5,475,000 | $0 | $3,000,000 | $2,475,000 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| **Grant Funding** | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## NE 178TH STREET SAFETY PROJECT (34)

**Description**: Restriping NE 178th St to accommodate bike lanes on both sides of the street, removing on-street parking, and installing an RRFB at the 40th Ave NE intersection, along with minor sidewalk improvements.

**Background**: There have been repeated community requests for improved safety at this intersection. The route is identified in the Bike and Pedestrian Improvement Plan as a designated bicycle corridor, is adjacent to a park and a school, and is also highlighted in the City's Safety Plan as a priority location for enhancements to support non-motorized users.

**Policy Basis**: Safe Streets Study
**Total Project Cost**: $85,000
**Method of Financing**: Future Grant Opportunities or Transportation Capital Fund (REET II)
**City Funding %**: 15%
**In-House Costs Reimbursed**: Yes 15% city match
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: New Project
**Project Start Date**: 2026
**Anticipated Completion Date**: 2027
**Project Status**: Staff have applied for state funding
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $85,000 | | $85,000 | | | | | | |
| **TOTAL** | $85,000 | $0 | $85,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 190 | 0 | 190 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $85,000 | | $85,000 | $0 | $0 | $0 | $0 | $0 | |
| **TOTAL** | $85,000 | $0 | $85,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## NE 178TH ST & SR-104 SAFETY PROJECT (35)

**Description**: Temporary intersection improvements at NE 178th and SR 104 to restrict left turns onto the highway from NE 178th, reducing conflict points and improving overall safety at the intersection.

**Background**: There have been repeated community requests for improved safety at this intersection. The project is highlighted in the City's Safety Plan as a priority location for enhancements.

**Policy Basis**: Safe Streets Study
**Total Project Cost**: $1,350,000
**Method of Financing**: Future Grant Opportunities or Transportation Capital Fund (REET II)
**City Funding %**: 15%
**In-House Costs Reimbursed**: Yes 15% city match
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: New Project
**Project Start Date**: 2028
**Anticipated Completion Date**: 2029
**Project Status**: Staff will apply for state funding.
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $150,000 | | | $150,000 | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $1,200,000 | | | | $1,200,000 | | | | |
| **TOTAL** | $1,350,000 | $0 | $0 | $150,000 | $1,200,000 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 3,024 | 0 | 0 | 336 | 2,688 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $1,350,000 | | $150,000 | $0 | $1,200,000 | $0 | $0 | $0 | |
| **TOTAL** | $1,350,000 | $0 | $150,000 | $0 | $1,200,000 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## SR-104 & NE 190TH ST TRANSIT CONNECTION PROJECT (36)

**Description**: Installation of a crosswalk, including appropriate signage or pedestrian-activated signaling, to provide safe pedestrian crossing at this intersection, which includes bus stops along the City's primary transit corridor.
**Background**: There have been repeated community requests for improved safety at this intersection. The project is highlighted in the City's Safety Plan as a priority location for enhancements.
**Policy Basis**: Safe Streets Study
**Total Project Cost**: $100,000
**Method of Financing**: Future Grant Opportunities or Transportation Capital Fund (REET II)
**City Funding %**: 15%
**In-House Costs Reimbursed**: Yes 15% city match
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: New Project
**Project Start Date**: 2028
**Anticipated Completion Date**: 2029
**Project Status**: Staff will apply for state funding.
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $100,000 | | | $100,000 | | | | | |
| **TOTAL** | $100,000 | $0 | $0 | $100,000 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 224 | 0 | 0 | 224 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| Transportation Safety Fund | $100,000 | | $0 | $100,000 | $0 | $0 | $0 | $0 | |
| **TOTAL** | $100,000 | $0 | $0 | $100,000 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| | | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## NE PERKINS WAY IMPROVEMENTS (37)

**Description**: Engineering study to identify the optimal design for Perkins Way that improves safety and balances traffic needs, environmental impacts, non-motorized users, and costs.
**Background**: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
**Policy Basis**: Safe Streets Study
**Total Project Cost**: $3,590,000
**Method of Financing**: Transportation Capital Fund (REET II)
**City Funding %**: 100%
**In-House Costs Reimbursed**: None
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: New project
**Project Start Date**: Annual Program
**Anticipated Completion Date**: Annual Program
**Project Status**: City to pursue funding for construction improvements.
**Project Rating**: Medium – Low

| EXPENDITURES | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $90,000 | | | $90,000 | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $3,500,000 | | | | $1,200,000 | $2,300,000 | | | |
| **TOTAL** | $3,590,000 | $0 | $0 | $90,000 | $1,200,000 | $2,300,000 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 5,636 | 0 | 0 | 141 | 1,884 | 3,611 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $3,590,000 | | | $90,000 | $1,200,000 | $2,300,000 | $0 | $0 | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $3,590,000 | $0 | $0 | $90,000 | $1,200,000 | $2,300,000 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| TBD | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## GUARDRAIL REPLACEMENT PROGRAM (38)

**Description**: Design and construction of failed guardrail segments throughout the City.
**Background**: In the past, King County assisted with the repairs and replacement of guardrails for the City. That service is no longer offered by the County leading the City to procure the design and installation independently
**Policy Basis**: Mobility
**Total Project Cost**: $750,000
**Method of Financing**: Transportation Capital Fund (REET II)
**City Funding %**: 100
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: Ongoing
**Project Start Date**: 2025
**Anticipated Completion Date**: Ongoing
**Project Status**: Pending
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $130,000 | | $5,000 | $5,000 | $30,000 | $30,000 | $30,000 | $30,000 | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $620,000 | | $70,000 | $70,000 | $120,000 | $120,000 | $120,000 | $120,000 | |
| **TOTAL** | $750,000 | $0 | $75,000 | $75,000 | $150,000 | $150,000 | $150,000 | $150,000 | $0 |
| **Estimated Staff Hours** | 495 | 0 | 50 | 50 | 99 | 99 | 99 | 99 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $750,000 | | $75,000 | $75,000 | $150,000 | $150,000 | $150,000 | $150,000 | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $750,000 | $0 | $75,000 | $75,000 | $150,000 | $150,000 | $150,000 | $150,000 | $0 |
| **REVENUES** | | | | | | | | | |
| | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## BEACH DRIVE SEWER LIFT STATION (39 & 40)

**Description**: Two lift stations on Beach Dr. NE are nearing the end of their useful lives. The project will construct a single new lift station to replace both existing facilities and upgrade sewage conveyance within the basin. An emergency generator will also be installed to ensure reliable operation during power outages.
**Background**: This sewer system was installed by Lake City Sewer District in the 1960s.
**Policy Basis**: 1999 Sewer Comprehensive Plan
**Total Project Cost**: $1,800,000
**Method of Financing**: Sewer Capital Fund
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: TBD
**Change from Prior CIP**: Ongoing
**Project Start Date**: 2026
**Anticipated Completion Date**: 2028
**Project Status**: Pending
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $1,300,000 | | $1,300,000 | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $500,000 | | | $500,000 | | | | | |
| **TOTAL** | $1,800,000 | $0 | $1,300,000 | $500,000 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 1,206 | 0 | 871 | 335 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $1,800,000 | | $1,300,000 | $500,000 | $0 | $0 | $0 | $0 | |
| **TOTAL** | $1,800,000 | $0 | $1,300,000 | $500,000 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| **State/Federal Funding** | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## SANITARY SEWER MASTER PLAN (41 & 42)

**Description**: Perform a system master plan for our sanitary sewer system to identify a complete set of sewer assets, the condition of those assets, and those assets are within the City's right-of-way or easements are in place or are needed.
**Background**: This sewer system was installed by Lake City Sewer District in the 1960s.
**Policy Basis**: 1999 Sewer Comprehensive Plan
**Total Project Cost**: $200,000
**Method of Financing**: Sewer Capital Fund
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: N/A
**Project Start Date**: TBD
**Anticipated Completion Date**: TBD
**Project Status**: Pending
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $200,000 | | | | | $100,000 | $100,000 | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $0 | | | | | | | | |
| **TOTAL** | $200,000 | $0 | $0 | $0 | $0 | $100,000 | $100,000 | $0 | $0 |
| **Estimated Staff Hours** | 134 | 0 | 0 | 0 | 0 | 67 | 67 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $200,000 | | $0 | $0 | $0 | $100,000 | $100,000 | $0 | |
| **TOTAL** | $200,000 | $0 | $0 | $0 | $0 | $100,000 | $100,000 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## SANITY SEWER SYSTEM IMPROVEMENTS (43)

**Description**: Funding to complete repairs and maintenance to the existing sewer system.
**Background**: This sewer system was installed by Lake City Sewer District in the 1960s.
**Policy Basis**: 1999 Sewer Comprehensive Plan
**Total Project Cost**: $1,000,000
**Method of Financing**: Sewer Capital Fund
**City Funding %**: 100%
**In-House Costs Reimbursed:** No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: N/A
**Project Start Date**: TBD
**Anticipated Completion Date**: TBD
**Project Status**: Pending
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $1,000,000 | | | | $250,000 | $250,000 | $250,000 | $250,000 | |
| **TOTAL** | $1,000,000 | $0 | $0 | $0 | $250,000 | $250,000 | $250,000 | $250,000 | $0 |
| **Estimated Staff Hours** | 670 | 0 | 0 | 0 | 168 | 168 | 168 | 168 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $0 | | | | | | | | |
| Sewer Capital Fund | $1,000,000 | | $0 | $0 | $250,000 | $250,000 | $250,000 | $250,000 | |
| **TOTAL** | $1,000,000 | $0 | $0 | $0 | $250,000 | $250,000 | $250,000 | $250,000 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## CULVERT L70 REPLACEMENT (44 & 45)

**Description**: Replacement of culvert L70 at the Lyon Creek crossing of 40th Avenue NE.
**Background**: In 2017 the City completed a Culvert Replacement Study on Lyon Creek, in response to prior flood events, 2007 being the most recent. The study revealed that many of the City's culverts are aging, undersized and barriers to fish passage and outlined a systematic approach to replace culverts L70-L155. Replacement of culverts downstream of L70 were replaced in 2015.
**Policy Basis**: 2017 Lyon Creek Culvert Replacement Study - Preliminary Design Report
**Total Project Cost**: $2,750,000
**Method of Financing**: City, Grant Funding
**City Funding %**: 25%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: Surface Water Capital Fund, Grants
**Change from Prior CIP**: New Project
**Project Start Date**: 2027
**Anticipated Completion Date**: 2029
**Project Status**: City is seeking outside funding opportunities
**Project Rating**: Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $250,000 | | | | | | $250,000 | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $2,500,000 | | | | | | | $2,500,000 | |
| **TOTAL** | $2,750,000 | $0 | $0 | $0 | $0 | $0 | $250,000 | $2,500,000 | |
| **Estimated Staff Hours** | 4,483 | 0 | 0 | 0 | 0 | 0 | 408 | 4,075 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $2,750,000 | $0 | $0 | $0 | $0 | $0 | $250,000 | $2,500,000 | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $2,750,000 | 0 | 0 | 0 | 0 | $0 | 250,000 | 4,075 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Grant | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## CULVERT L90 REPLACEMENT (46)

**Description**: Replacement of the L90 culvert (NE 185th Street) with a fish passage culvert.

**Background**: In 2009 the City completed a Flood Reduction Planning study that was initiated in response to a significant flooding event in 2007. The planning study revealed that many of the City's culverts are aging, undersized and barriers to fish passage and outlined a systematic approach to replace each of them. Since 2009, the City has ambitiously sought funding for culvert replacement projects and completed five culvert replacements valued at over $7 million - four of the culverts were not owned by the City and were very complex leading to higher costs per culvert. With the regional flooding issue resolved, the City now focuses its attention on structurally deficient culverts and fish barrier culverts.

WSDOT replaced culvert L100 across SR 104 (west of 35th) in 2025 and 2026. The City has successfully obtained grant funding to finance the design and construction phases of the City's project.

**Policy Basis**: 2009 Lake Forest Park Flood Reduction Planning Study
**Total Project Cost**: $3,085,000
**Method of Financing**: Grants
**City Funding %**: <5%
**In-House Costs Reimbursed**: Yes
**Estimated Annual Maintenance Costs**: Surface Water Capital Fund, Grants
**Change from Prior CIP**: Construction to start in 2028
**Project Start Date**: 2017
**Anticipated Completion Date**: 2028
**Project Status**: Pending WSDOT completion of L100
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $3,085,000 | | | $3,085,000 | | | | | |
| **TOTAL** | $3,085,000 | $0 | $0 | $3,085,000 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 5,029 | 0 | 0 | 5,029 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $3,085,000 | | | $3,085,000 | | | | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $3,085,000 | $0 | $0 | $3,085,000 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| **State Capital Budget** | $3,070,000 | | | $3,070,000 | | | | | |
| **TOTAL** | $3,070,000 | $0 | $0 | $3,070,000 | $0 | $0 | $0 | $0 | $0 |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## BROOKSIDE/35TH AVE NE CULVERT REPLACEMENT (49 & 50)

**Description**: Replacement of the culvert on 35th Avenue NE along Brookside Elementary School.
**Background**: The culvert along the north side of Brookside Elementary is a small culvert that serves as the access point for the rear parking lot to the school. With the realignment of the creek in this area due to the school's construction, the creek maintains a very flat slope which causes sediment to collect. Every year, King County is scheduled to perform sediment removal along this section of the creek.
**Policy Basis**: Stormwater Study
**Total Project Cost**: $2,850,000
**Method of Financing:** City, Grant Funding
**City Funding %**: 25%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: Surface Water Capital Fund, Grants
**Change from Prior CIP**: New Project
**Project Start Date**: 2029
**Anticipated Completion Date**: 2032
**Project Status**: City is seeking outside funding opportunities
**Project Rating**: Low

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $350,000 | | | | $225,000 | $125,000 | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $2,500,000 | | | | | $500,000 | $2,000,000 | | |
| **TOTAL** | $2,850,000 | $0 | $0 | $0 | $225,000 | $625,000 | $2,000,000 | $0 | $0 |
| **Estimated Staff Hours** | 4,646 | | 0 | 0 | 367 | 1,019 | 3,260 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $2,850,000 | | | | $225,000 | $625,000 | $2,000,000 | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $2,850,000 | $0 | $0 | $0 | $225,000 | $625,000 | $2,000,000 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| King County Flood Control Dist. | $0 | | | | | | | | |
| Loan/Bond | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## STORMWATER FACILITY RETROFIT (54)

**Description**: Design and construction of stormwater retrofit projects to treat previously untreated stormwater within the city, in accordance with NPDES permit requirements.

**Background**: The NPDES permit requires cities to implement retrofit projects that treat previously untreated stormwater and improve the health of local streams, rivers, and lakes. Funding for this project must be identified by March 2027 to meet permit compliance expectations.

**Policy Basis**: Surface Water Maintenance
**Total Project Cost**: $500,000
**Method of Financing**: SWM Capital
**City Funding %**: 100%
**In-House Costs Reimbursed**: TBD
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: None
**Project Start Date**: 2027
**Anticipated Completion Date**: 2028
**Project Status**: City is identifying possible outside funding sources
**Project Rating**: Medium

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $125,000 | | $125,000 | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $375,000 | | $125,000 | $250,000 | | | | | |
| **TOTAL** | $500,000 | $0 | $250,000 | $250,000 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 815 | 0 | 408 | 408 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $500,000 | | $250,000 | $250,000 | $0 | $0 | $0 | $0 | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $500,000 | $0 | $250,000 | $250,000 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| **State/Federal Funding** | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## STORMWATER SYSTEM MASTER PLAN (55 & 56)

**Description**: Perform a system master plan for the stormwater system to identify a complete set of assets, the condition of those assets, and those assets are within the City's right-of-way or easements are in place or are needed.

**Background**: The existing stormwater system is aged and recent issues with crossings have indicated that a comprehensive look at the whole system is recommended to determine long term planning needs.

**Policy Basis**: NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
**Total Project Cost**: $200,000
**Method of Financing**: Surface Water Capital Fund
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: N/A
**Project Start Date**: 2030
**Anticipated Completion Date**: 2032
**Project Status**: Pending
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $200,000 | | | | | $100,000 | $100,000 | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $0 | | | | | | | | |
| **TOTAL** | $200,000 | $0 | $0 | $0 | $0 | $100,000 | $100,000 | $0 | $0 |
| **Estimated Staff Hours** | 134 | 0 | 0 | 0 | 0 | 67 | 67 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $200,000 | $0 | $0 | $0 | $0 | $100,000 | $100,000 | $0 | |
| Sewer Capital Fund | $0 | | | | | | $0 | $0 | |
| **TOTAL** | $200,000 | $0 | $0 | $0 | $0 | $100,000 | $100,000 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## STORMWATER SYSTEM IMPROVEMENTS (57)

**Description**: Funding to complete system repairs and improvements to the existing stormwater system.
**Background**: The existing stormwater system is aged and recent issues with crossings have indicated that a comprehensive look at the whole system is recommended to determine long term planning needs.
**Policy Basis**: NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
**Total Project Cost**: $400,000
**Method of Financing**: Surface Water Capital Fund
**City Funding %**: 100%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: N/A
**Project Start Date**: 2030
**Anticipated Completion Date**: 2032
**Project Status**: Pending
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $400,000 | | | | $200,000 | $50,000 | $100,000 | $50,000 | |
| **TOTAL** | $400,000 | $0 | $0 | $0 | $200,000 | $50,000 | $100,000 | $50,000 | $0 |
| **Estimated Staff Hours** | 268 | 0 | 0 | 0 | 134 | 34 | 67 | 34 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $400,000 | $0 | $0 | $0 | $200,000 | $50,000 | $100,000 | $50,000 | |
| Sewer Capital Fund | $0 | | | | | | $0 | $0 | |
| **TOTAL** | $400,000 | $0 | $0 | $0 | $200,000 | $50,000 | $100,000 | $50,000 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## MATERIAL BINS COVERS – PUBLIC WORKS FACILITY (59)

**Description**: Construct permanent covers/roof structure with lighting over the materials bins at the public works facility to reduce impacts from public works activities and material storage on the stormwater system and comply with state regulations.
**Background**: The NPDES Phase II permit requires that the materials bins be covered to prevent sediment from traveling into the stormwater system from the materials piles.
**Policy Basis**: NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
**Total Project Cost**: $0
**Method of Financing**: Washington State Department of Ecology Grant, Lake Forest Park Surface Water Capital Fund
**City Funding %**: 83%
**In-House Costs Reimbursed**: No
**Estimated Annual Maintenance Costs**: $500/yr
**Change from Prior CIP**: Construction has been moved to 2021. The source of funding has changed from a combination of state/federal funding to Surface Water Capital.
**Project Start Date**: 2012
**Anticipated Completion Date**: 2021
**Project Status**: Ongoing
**Project Rating**: High

| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $0 | | | | | | | | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $0 | | | | | | | | |
| **TOTAL** | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Estimated Staff Hours** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | $0 | | |
| Capital Facilities | $0 | $0 | | | | | | | |
| SWM Capital Fund | $0 | | | | | | $0 | | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# CAPITAL IMPROVEMENT PLAN PROJECTS

## MICELLANEOUS STORMWATER PROJECTS (60)

**Description**: Design and reconstruction failed culverts that have been identified by the Stormwater Master Plan or known areas of concern.

**Background**: Throughout the years, staff and residents have periodically encountered culverts that have been compromised and need to be replaced due to age, degradation, or damage. This project aims to address those conditions by repairing or replacing the culverts in a systematic way based on anecdotal and empirical data.

**Policy Basis**: Surface Water Maintenance
**Total Project Cost**: $1,000,000
**Method of Financing**: SWM Capital
**City Funding %**: 100%
**In-House Costs Reimbursed**: TBD
**Estimated Annual Maintenance Costs**: None
**Change from Prior CIP**: None
**Project Start Date**: Pending
**Anticipated Completion Date**: Pending
**Project Status**: City is identifying possible outside funding sources
**Project Rating**: Medium

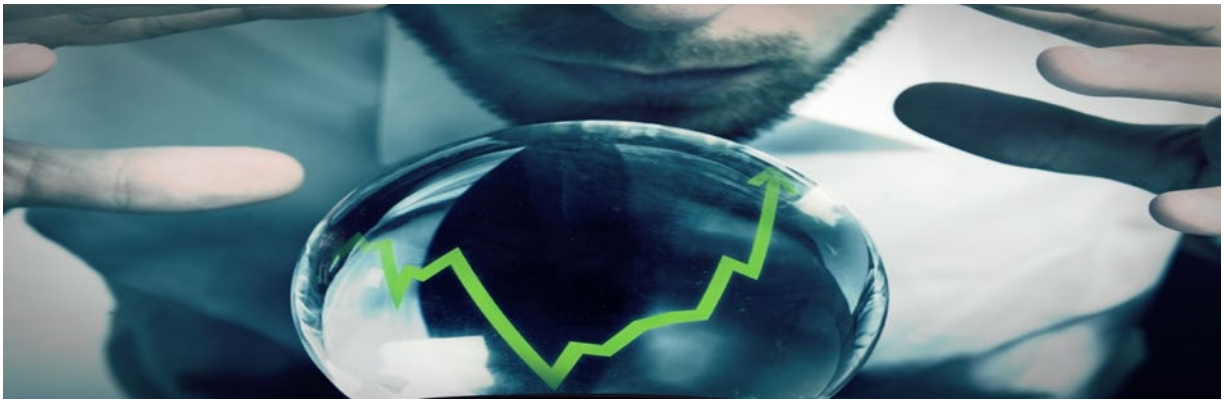
| | Total | Previous | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | Future |
|---|---|---|---|---|---|---|---|---|---|
| **EXPENDITURES** | | | | | | | | | |
| Project Development/Planning | $0 | | | | | | | | |
| Pre-design | $0 | | | | | | | | |
| Design | $300,000 | | | | $75,000 | $75,000 | $75,000 | $75,000 | |
| Permitting | $0 | | | | | | | | |
| Right-of-way Acquisition | $0 | | | | | | | | |
| Construction | $700,000 | | | | $175,000 | $175,000 | $175,000 | $175,000 | |
| **TOTAL** | $1,000,000 | $0 | $0 | $0 | $250,000 | $250,000 | $250,000 | $250,000 | $0 |
| **Estimated Staff Hours** | 1,630 | 0 | 0 | 0 | 408 | 408 | 408 | 408 | 0 |
| **FUND SOURCE** | | | | | | | | | |
| Capital Improvement | $0 | | | | | | | | |
| Transportation Capital Fund | $0 | | | | | | | | |
| Capital Facilities | $0 | | | | | | | | |
| SWM Capital Fund | $1,000,000 | | | | $250,000 | $250,000 | $250,000 | $250,000 | |
| Sewer Capital Fund | $0 | | | | | | | | |
| **TOTAL** | $1,000,000 | $0 | $0 | $0 | $250,000 | $250,000 | $250,000 | $250,000 | $0 |
| **REVENUES** | | | | | | | | | |
| State/Federal Funding | $0 | | | | | | | | |

# APPENDIX

## 2027-2028 PROPOSED BUDGET

- Six-Year Financial Forecast
- Comprehensive Financial Management Policies
- Glossary
- Acronyms

# SIX-YEAR FINANCIAL FORECAST



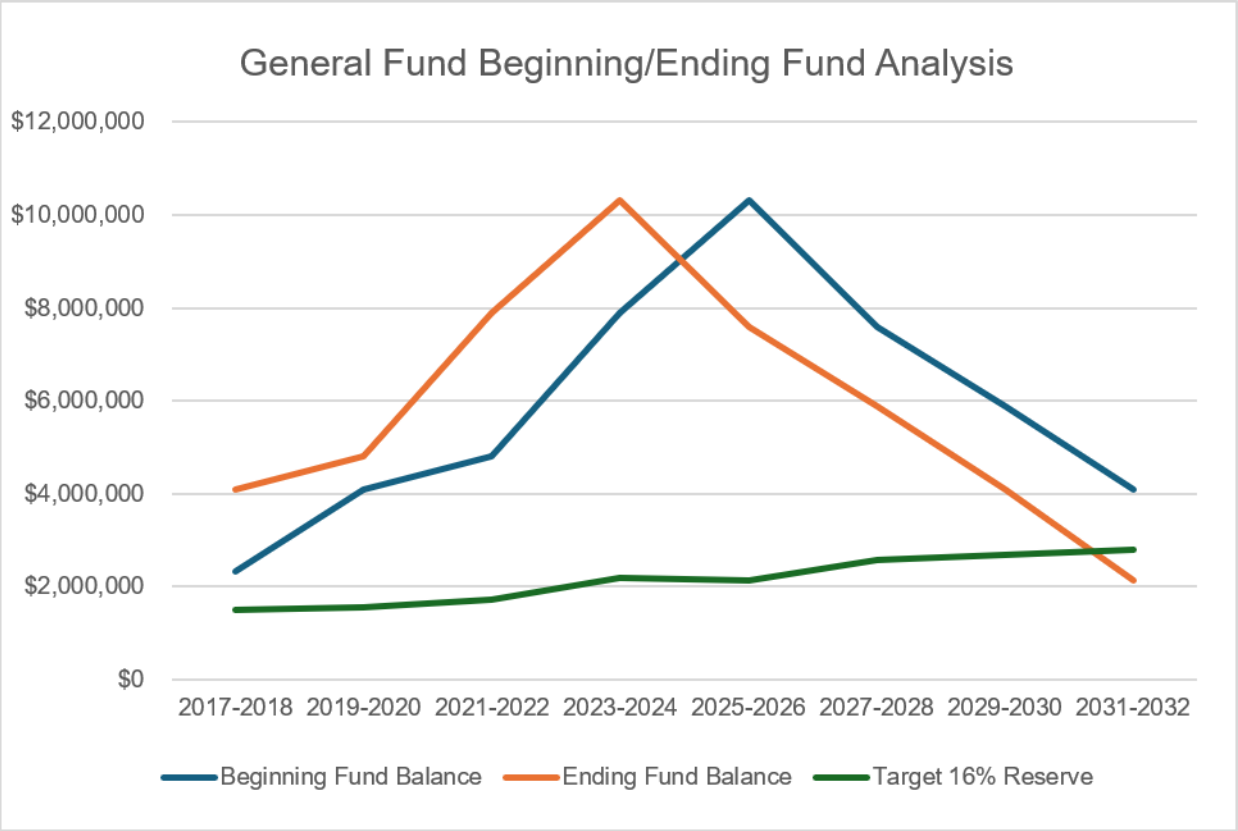
The City utilizes a six-year financial forecast (the “forecast”) as one of its long-range financial planning tools; the Comprehensive Financial Management Policies call for an update of the forecast during budget development and during the budget process. The Comprehensive Financial Management Policies state that prudent revenue and expenditure assumptions will be used in the development of the forecast.

The forecast displays line-item level detail for all budgeted funds for a six-year period. The forecast includes the line-item detail used in the 2027-2028 biennial budget development and applies an annual “projection factor” to the line items to estimate subsequent years’ revenue and expenditures.

Beginning and ending fund balances are included for each budgeted fund to show the effects of the prior year revenues and expenditures on fund balance; beginning fund balance is the first line item under each fund title.

# SIX-YEAR FINANCIAL FORECAST

This graph gives a visual representation of General Fund beginning and ending fund balances from 2017-2032 followed by a table of the dollar amounts.




| Biennium | Beginning Fund Balance | Ending Fund Balance | Target 16% Reserve |
|---|---|---|---|
| **2017-2018** | $2,315,720 | $4,078,519 | $1,486,385 |
| **2019-2020** | $4,078,519 | $4,812,962 | $1,545,428 |
| **2021-2022** | $4,812,962 | $7,879,903 | $1,723,686 |
| **2023-2024** | $7,879,903 | $10,316,028 | $2,192,216 |
| **2025-2026** | $10,316,028 | $7,584,653 | $2,127,502 |
| **2027-2028** | $7,584,653 | $5,884,582 | $2,570,043 |
| **2029-2030** | $5,884,582 | $4,087,402 | $2,672,844 |
| **2031-2032** | $4,087,402 | $2,136,347 | $2,779,758 |

# SIX-YEAR FINANCIAL FORECAST

## ASSUMPTIONS

The following are notable assumptions used in the development of the forecast.

New Baseline: Expenditures used in the forecast assume that levels of service and the costs to provide services will remain constant throughout the six-year period. Inflation is accounted for in the forecast. The new baseline represents the budgeted amount for the current biennium, after one-time items have been removed. Capital Improvement Plan (CIP): Projects from the adopted CIP are included for all six years of the forecast.

Healthcare Costs: Healthcare costs are projected to increase by a biennial projection factor of 11 - 14% to all represented and non-represented employee benefits.

Inflation: The rate of inflation used in the forecast is based on economist's estimates/projections for the six-year period. The projected annual inflation was calculated as the average of economists' estimates for the six-year period and is applied beginning with year three of the forecast. The calculated annual value for inflation is 2.64%, the annual value is compounded and applied to the biennial amounts in the forecast, the compounded rate is 5.37%. The City is continuing to use the compounded rate of 5.37% in the current six-year forecast.

One-Time Items: One-time items occurring during the 2027-2028 biennium have been removed and are not presented in subsequent years of the forecast.

Sales Tax and Related: Revenues from sales tax are projected to grow at a faster rate than inflation based on economist's estimates. The annual rate of increase used in the forecast is 3.5%.

## FORECAST SCHEDULE NOTES

Rounding: The forecast displays a level of detail that is used in budget development but is not present in the adopted budget document. Some amounts may differ slightly from other schedules in the budget document due to the high level of detail in the forecast and the effects of rounding.

Capital Improvement Plan (CIP): Amounts forecasted for capital funds are based on the adopted CIP and in some cases include operations, which are not included in the CIP. The complete adopted CIP document can be found on the City's website at www.cityoflfp.gov.

100% Projection Factor: Some line items in the schedule have a projection factor of 0.0% which indicates that the line item is either not reoccurring and/or is not expected to increase at the rate of inflation.

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | |
| Property Tax | $ 9,503,987 | | $ 9,503,987 | $ 9,765,346 | ######### | $10,309,825 | 2.75% |
| Sales and Use Tax | $ 4,295,249 | | $ 4,295,249 | $ 4,601,071 | $ 4,928,667 | $ 5,279,588 | 7.12% |
| Affordable/Supportive Housing | $ 23,200 | | $ 23,200 | $ 24,446 | $ 25,759 | $ 27,142 | 5.37% |
| Local Criminal Justice / State | $ 1,035,280 | | $ 1,035,280 | $ 1,108,992 | $ 1,187,952 | $ 1,272,534 | 7.12% |
| Business Tax | $ 935,000 | | $ 935,000 | $ 1,001,572 | $ 1,072,884 | $ 1,149,273 | 7.12% |
| Solid Waste Collection Tax | $ 426,534 | | $ 426,534 | $ 449,439 | $ 473,574 | $ 499,005 | 5.37% |
| Utility Tax | $ 1,030,099 | | $ 1,030,099 | $ 1,085,415 | $ 1,143,702 | $ 1,205,119 | 5.37% |
| Sewer Utility Tax | $ 978,366 | | $ 978,366 | $ 1,027,284 | $ 1,078,649 | $ 1,132,581 | 5.00% |
| Surface Water Utility Tax | $ 426,054 | | $ 426,054 | $ 447,357 | $ 469,724 | $ 493,211 | 5.00% |
| Solid Waste Utility Tax | $ 645,170 | | $ 645,170 | $ 690,331 | $ 738,655 | $ 790,360 | 7.00% |
| Sea. City Light Contract Fee | $ 1,337,924 | | $ 1,337,924 | $ 1,409,771 | $ 1,485,475 | $ 1,565,245 | 5.37% |
| Leasehold Excise Tax | $ 3,293 | | $ 3,293 | $ 3,293 | $ 3,293 | $ 3,293 | 0.00% |
| Admission Tax | $ 33,997 | | $ 33,997 | $ 36,417 | $ 39,010 | $ 41,788 | 7.12% |
| **Taxes** | **$ 20,674,151** | **$ -** | **$20,674,151** | **$21,650,734** | **#########** | **$23,768,964** | |
| Cable Television Franchise Fee | $ 315,000 | | $ 315,000 | $ 331,916 | $ 349,739 | $ 368,520 | 5.37% |
| Telecommunication Franchise | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Solid Waste Franchise Fee | $ - | | $ - | $ - | $ - | $ - | 5.37% |
| Business Licenses | $ 189,880 | | $ 189,880 | $ 200,077 | $ 210,821 | $ 222,142 | 5.37% |
| Construction Permits | $ 480,000 | | $ 480,000 | $ 492,000 | $ 504,300 | $ 516,908 | 2.50% |
| King County Trail Application | $ - | | $ - | $ - | $ - | $ - | 5.37% |
| Land Use Permits | $ 80,000 | | $ 80,000 | $ 84,296 | $ 88,823 | $ 93,592 | 5.37% |
| Plumbing Permits | $ 67,000 | | $ 67,000 | $ 70,598 | $ 74,389 | $ 78,384 | 5.37% |
| Mechanical Permits | $ 112,000 | | $ 112,000 | $ 118,014 | $ 124,352 | $ 131,029 | 5.37% |
| Concealed Weapon Permit / City | $ 4,800 | | $ 4,800 | $ 5,058 | $ 5,329 | $ 5,616 | 5.37% |
| Credit Card Fee | $ 16,750 | | $ 16,750 | $ 17,649 | $ 18,597 | $ 19,596 | 5.37% |
| Other Licenses / Permits | $ 43,000 | | $ 43,000 | $ 45,309 | $ 47,742 | $ 50,306 | 5.37% |
| **Licenses & Permits** | **$ 1,313,430** | **$ -** | **$ 1,313,430** | **$ 1,370,185** | **$ 1,429,644** | **$ 1,491,942** | |
| Bulletproof Vest Partnership | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| EMPG Grant | $ 40,000 | | $ 40,000 | $ 42,148 | $ 44,411 | $ 46,796 | 5.37% |
| WAAOC Interpreter Grant | $ 16,000 | | $ 16,000 | $ 16,859 | $ 17,765 | $ 18,718 | 5.37% |
| Court Computer Eq Grant | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Multimodal Transportation City | $ 34,936 | | $ 34,936 | $ 36,812 | $ 38,789 | $ 40,872 | 5.37% |
| Criminal Justice - Population | $ 12,181 | | $ 12,181 | $ 12,835 | $ 13,524 | $ 14,250 | 5.37% |
| CJ - Special Programs | $ 39,500 | | $ 39,500 | $ 41,621 | $ 43,856 | $ 46,211 | 5.37% |
| Marijuana Excise Tax Distrib. | $ 54,500 | | $ 54,500 | $ 57,427 | $ 60,510 | $ 63,760 | 5.37% |
| DUI Distribution | $ 3,800 | | $ 3,800 | $ 4,004 | $ 4,219 | $ 4,446 | 5.37% |
| Liquor Excise Tax | $ 185,641 | | $ 185,641 | $ 195,609 | $ 206,114 | $ 217,182 | 5.37% |
| Liquor Board Profits | $ 205,500 | | $ 205,500 | $ 216,535 | $ 228,163 | $ 240,416 | 5.37% |
| Local Hazardous Waste Grant | $ 18,000 | | $ 18,000 | $ 18,967 | $ 19,985 | $ 21,058 | 5.37% |
| KC Waste Reduction Recycling | $ 19,000 | | $ 19,000 | $ 20,020 | $ 21,095 | $ 22,228 | 5.37% |
| AWC Wellness Grant | $ 300 | | | $ - | $ - | $ - | 5.37% |
| **Intergovernmental** | **$ 637,357** | **$ -** | **$ 637,057** | **$ 671,267** | **$ 707,314** | **$ 745,297** | |
| Court Administrative Fees | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Interfund Svc. From Fund (403) | $ 219,823 | | $ 219,823 | $ 231,627 | $ 244,066 | $ 257,172 | 5.37% |
| Interfund Svc. From Fund (401) | $ 362,448 | | $ 362,448 | $ 381,912 | $ 402,420 | $ 424,030 | 5.37% |
| Interfund Svc. From Fund (101) | $ 165,346 | | $ 165,346 | $ 174,225 | $ 183,581 | $ 193,440 | 5.37% |
| Interfund Svc. From Fund (302) | $ 80,702 | | $ 80,702 | $ 85,036 | $ 89,603 | $ 94,414 | 5.37% |
| Interfund Svc. From (301) | $ 8,650 | | $ 8,650 | $ 9,114 | $ 9,603 | $ 10,119 | 5.37% |
| Interfund Svc. From (501) | $ 8,143 | | $ 8,143 | $ 8,580 | $ 9,041 | $ 9,527 | 5.37% |
| Shared Service From Fund (502) | $ 13,586 | | $ 13,586 | $ 14,316 | $ 15,084 | $ 15,894 | 5.37% |
| NSF Fees | $ 6,800 | | $ 6,800 | $ 7,165 | $ 7,550 | $ 7,955 | 5.37% |
| Development Tech. Surcharge | $ 68,000 | | $ 68,000 | $ 71,652 | $ 75,499 | $ 79,554 | 5.37% |
| Printing Copies | $ 2,200 | | $ 2,200 | $ 2,318 | $ 2,443 | $ 2,574 | 5.37% |
| Police Services OT | $ 500,000 | | $ 500,000 | $ 526,850 | $ 555,142 | $ 584,953 | 5.37% |
| Notary Services | $ 6,300 | | $ 6,300 | $ 6,638 | $ 6,995 | $ 7,370 | 5.37% |
| Passport Rev. (Passport/Photo) | $ 635,000 | | $ 635,000 | $ 669,100 | $ 705,030 | $ 742,890 | 5.37% |
| Adult Probation Services | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Television/Cable Sub. Fee | $ 9,800 | | $ 9,800 | $ 10,326 | $ 10,881 | $ 11,465 | 5.37% |
| Support Service From TBD (104) | $ 4,515 | | $ 4,515 | $ 4,757 | $ 5,012 | $ 5,282 | 5.37% |
| **Charges for Goods & Services** | **$ 2,112,313** | **$ -** | **$ 2,112,313** | **$ 2,225,744** | **$ 2,345,267** | **$ 2,471,207** | |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Other Civil Penalties | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Traffic Infraction Penalties | $ 273,000 | | $ 273,000 | $ 287,660 | $ 303,107 | $ 319,384 | 5.37% |
| Traffic Safety Camera Fines | $ 4,714,760 | | $ 4,714,760 | $ 5,115,515 | $ 5,550,333 | $ 6,022,112 | 8.50% |
| Local/JIS Account | $ 7,000 | | $ 7,000 | $ 7,376 | $ 7,772 | $ 8,189 | 5.37% |
| School Safety Speed | $ - | | $ - | $ - | $ - | $ - | 5.37% |
| Legislative Assessment | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Civil Parking Infraction Penal | $ 21,500 | | $ 21,500 | $ 22,655 | $ 23,871 | $ 25,153 | 5.37% |
| DUI Fines | $ 9,500 | | $ 9,500 | $ 10,010 | $ 10,548 | $ 11,114 | 5.37% |
| Other Crim.Traffic Misdemeanor | $ 18,000 | | $ 18,000 | $ 18,967 | $ 19,985 | $ 21,058 | 5.37% |
| Emergency Services | $ 550 | | $ 550 | $ 580 | $ 611 | $ 643 | 5.37% |
| Other Crim. Non-Traffic Fines | $ 14,500 | | $ 14,500 | $ 15,279 | $ 16,099 | $ 16,964 | 5.37% |
| Court Fines & Forfeits | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| **Fines & Penalties** | **$ 5,066,810** | **$ -** | **$ 5,066,810** | **$ 5,486,470** | **$ 5,941,209** | **$ 6,433,977** | |
| Investment Interest | $ 532,800 | | $ 532,800 | $ 561,411 | $ 591,559 | $ 623,326 | 5.37% |
| Sales Tax Interest-State Treas | $ 12,000 | | $ 12,000 | $ 12,644 | $ 13,323 | $ 14,039 | 5.37% |
| Facility Rental Fees | $ 1,600 | | $ 1,600 | $ 1,686 | $ 1,776 | $ 1,872 | 5.37% |
| City Forestry Account | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| P-Card Rebate | $ 26,000 | | $ 26,000 | $ 27,396 | $ 28,867 | $ 30,418 | 5.37% |
| Restitution/ Judgements & Settlements | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| State Opioid Settlement | $ 18,000 | $ 20,000 | | $ - | $ - | $ - | 5.37% |
| Miscellaneous Revenue Operating | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Police Miscellaneous Revenue | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Miscellaneous Court Fees | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Misc Revenue Non operating | $ 1,000 | | | | | | |
| **Miscellaneous** | **$ 625,400** | **$ 20,000** | **$ 606,400** | **$ 638,964** | **$ 673,276** | **$ 709,431** | |
| **Total General Fund Revenue** | **$ 31,049,462** | **$ 20,000** | **$31,030,162** | **$32,043,364** | **#########** | **$35,620,819** | |
| Internal Svc. To Fund (501) | $ 436,792 | | $ 436,792 | $ 460,248 | $ 484,963 | $ 511,006 | 5.37% |
| Internal Svc to Fund 502 | $ 489,362 | | $ 489,362 | $ 515,641 | $ 543,331 | $ 572,508 | 5.37% |
| Transfer to Street Fund (101) | $ 1,115,000 | | $ 1,115,000 | $ 1,174,876 | $ 1,237,966 | $ 1,304,445 | 5.37% |
| **Total General Fund Transfer Out** | **$ 2,041,154** | **$ -** | **$ 2,041,154** | **$ 2,150,764** | **$ 2,266,260** | **$ 2,387,958** | |
| Salaries | $ 134,400 | | $ 134,400 | $ 141,617 | $ 149,222 | $ 157,235 | 5.37% |
| Employee Benefits | $ 12,953 | | $ 12,953 | $ 14,010 | $ 15,153 | $ 16,390 | 8.16% |
| Supplies | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Professional Services | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| Communication-Legislative Act. | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Travel Exp. (lodging, meals) | $ 2,500 | | $ 2,500 | $ 2,634 | $ 2,776 | $ 2,925 | 5.37% |
| Conference - Training | $ 2,500 | | $ 2,500 | $ 2,634 | $ 2,776 | $ 2,925 | 5.37% |
| **Total City Council Expense** | **$ 162,353** | **$ -** | **$ 162,353** | **$ 171,433** | **$ 181,030** | **$ 191,174** | |
| Salaries | $ 1,120,000 | | $ 1,120,000 | $ 1,180,144 | $ 1,243,518 | $ 1,310,295 | 5.37% |
| Employee Benefits | $ 370,000 | | $ 370,000 | $ 400,192 | $ 432,848 | $ 468,168 | 8.16% |
| Office/Operating Supplies | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Small Tools and Equipment | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Professional Services | $ 222,000 | $ 41,000 | $ 181,000 | $ 190,720 | $ 200,961 | $ 211,753 | 5.37% |
| Communications | $ 12,000 | | $ 12,000 | $ 12,644 | $ 13,323 | $ 14,039 | 5.37% |
| Travel Exp. (lodging, meals) | $ 10,000 | | $ 10,000 | $ 10,537 | $ 11,103 | $ 11,699 | 5.37% |
| Dues / Subscriptions | $ 16,000 | | $ 16,000 | $ 16,859 | $ 17,765 | $ 18,718 | 5.37% |
| Training | $ 7,000 | | $ 7,000 | $ 7,376 | $ 7,772 | $ 8,189 | 5.37% |
| Volunteer & Staff Recognition | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Mayor's Reserve | $ 2,500 | | $ 2,500 | $ 2,500 | $ 2,500 | $ 2,500 | 0.00% |
| **Total Executive Expense** | **$ 1,789,500** | **$ 41,000** | **$ 1,748,500** | **$ 1,852,583** | **$ 1,963,098** | **$ 2,080,459** | |
| Other Legal Services | $ 370,000 | | $ 370,000 | $ 389,869 | $ 410,805 | $ 432,865 | 5.37% |
| **Total Legal Services Expense** | **$ 370,000** | **$ -** | **$ 370,000** | **$ 389,869** | **$ 410,805** | **$ 432,865** | |
| Salaries | $ 1,126,000 | | $ 1,126,000 | $ 1,186,466 | $ 1,250,179 | $ 1,317,314 | 5.37% |
| Overtime | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Employee Benefits | $ 405,000 | | $ 405,000 | $ 438,048 | $ 473,793 | $ 512,454 | 8.16% |
| Office/Operating Supplies | $ 37,000 | | $ 37,000 | $ 38,987 | $ 41,080 | $ 43,287 | 5.37% |
| Taxes & Assessments (Passport) | $ 14,000 | | $ 14,000 | $ 14,752 | $ 15,544 | $ 16,379 | 5.37% |
| Professional Services | $ 66,000 | | $ 66,000 | $ 69,544 | $ 73,279 | $ 77,214 | 5.37% |
| LFP Code Update | $ 12,000 | | $ 12,000 | $ 12,644 | $ 13,323 | $ 14,039 | 5.37% |
| Postage Equipment Sales Tax | $ 600 | | $ 600 | $ 632 | $ 666 | $ 702 | 5.37% |
| Communications | $ 71,000 | | $ 71,000 | $ 74,813 | $ 78,830 | $ 83,063 | 5.37% |
| Newsletter | $ 36,000 | | $ 36,000 | $ 37,933 | $ 39,970 | $ 42,117 | 5.37% |
| Travel Exp. (lodging, meals) | $ 3,500 | | $ 3,500 | $ 3,688 | $ 3,886 | $ 4,095 | 5.37% |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Advertising | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Insurance | $ 303,180 | | $ 303,180 | $ 319,461 | $ 336,616 | $ 354,693 | 5.37% |
| Dues / Subscriptions | $ 8,000 | | $ 8,000 | $ 8,430 | $ 8,882 | $ 9,359 | 5.37% |
| Training | $ 3,450 | | $ 3,450 | $ 3,635 | $ 3,830 | $ 4,036 | 5.37% |
| Postage Equipment Lease | $ 4,500 | | $ 4,500 | $ 4,742 | $ 4,996 | $ 5,265 | 5.37% |
| **Total Municipal Service Expense** | **$ 2,099,230** | **$ -** | **$ 2,099,230** | **$ 2,223,259** | **$ 2,354,869** | **$ 2,494,544** | |
| Election/Voter Costs | $ 157,000 | | $ 157,000 | $ 165,431 | $ 174,315 | $ 183,675 | 5.37% |
| **Total Election Expense** | **$ 157,000** | **$ -** | **$ 157,000** | **$ 165,431** | **$ 174,315** | **$ 183,675** | |
| Association of WA Cities | $ 25,000 | | $ 25,000 | $ 26,343 | $ 27,757 | $ 29,248 | 5.37% |
| Puget Sound Regional Council | $ 13,500 | | $ 13,500 | $ 14,225 | $ 14,989 | $ 15,794 | 5.37% |
| Sound Cities Association | $ 23,300 | | $ 23,300 | $ 24,551 | $ 25,870 | $ 27,259 | 5.37% |
| SeaShore Transportation Forum | $ 700 | | $ 700 | $ 738 | $ 777 | $ 819 | 5.37% |
| Puget Sound Clean Air Agency | $ 30,800 | | $ 30,800 | $ 32,454 | $ 34,197 | $ 36,033 | 5.37% |
| OMWBE | $ 1,250 | | $ 1,250 | $ 1,317 | $ 1,388 | $ 1,462 | 5.37% |
| NUHSA - N. Urban H.S. Alliance | $ 2,200 | | $ 2,200 | $ 2,318 | $ 2,443 | $ 2,574 | 5.37% |
| Regional Housing Authority: Restricted Funds | $ 38,000 | | $ 38,000 | $ 40,041 | $ 42,191 | $ 44,456 | 5.37% |
| **Total Membership Expense** | **$ 134,750** | **$ -** | **$ 134,750** | **$ 141,986** | **$ 149,611** | **$ 157,645** | |
| Salaries | $ 1,284,000 | | $ 1,284,000 | $ 1,352,951 | $ 1,425,604 | $ 1,502,159 | 5.37% |
| Overtime | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Employee Benefits | $ 503,000 | | $ 503,000 | $ 544,045 | $ 588,439 | $ 636,455 | 8.16% |
| Office / Operating Supplies | $ 12,500 | | $ 12,500 | $ 13,171 | $ 13,879 | $ 14,624 | 5.37% |
| Professional Services | $ 99,038 | | $ 99,038 | $ 104,356 | $ 109,960 | $ 115,865 | 5.37% |
| Banking Services | $ 24,500 | | $ 24,500 | $ 25,816 | $ 27,202 | $ 28,663 | 5.37% |
| Communications | $ 14,800 | | $ 14,800 | $ 15,595 | $ 16,432 | $ 17,315 | 5.37% |
| Travel Exp. (lodging, meals) | $ 8,000 | | $ 8,000 | $ 8,430 | $ 8,882 | $ 9,359 | 5.37% |
| Advertising | $ 500 | | $ 500 | $ 527 | $ 555 | $ 585 | 5.37% |
| Dues / Subscriptions | $ 6,500 | | $ 6,500 | $ 6,849 | $ 7,217 | $ 7,604 | 5.37% |
| Training | $ 8,000 | | $ 8,000 | $ 8,430 | $ 8,882 | $ 9,359 | 5.37% |
| Municipal Auditor Expenses | $ 65,000 | | $ 65,000 | $ 68,491 | $ 72,168 | $ 76,044 | 5.37% |
| **Total Finance and Audit Expense** | **$ 2,028,838** | **$ -** | **$ 2,028,838** | **$ 2,151,820** | **$ 2,282,552** | **$ 2,421,542** | |
| Salaries | $ 1,136,000 | | $ 1,136,000 | $ 1,197,003 | $ 1,261,282 | $ 1,329,013 | 5.37% |
| Overtime | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Security Detail Overtime | $ 77,000 | | $ 77,000 | $ 81,135 | $ 85,492 | $ 90,083 | 5.37% |
| Employee Benefits | $ 396,000 | | $ 396,000 | $ 428,314 | $ 463,264 | $ 501,066 | 8.16% |
| Security Detail OT Benefits | $ 29,000 | | $ 29,000 | $ 31,366 | $ 33,926 | $ 36,694 | 8.16% |
| Court Supplies | $ 15,000 | | $ 15,000 | $ 15,806 | $ 16,654 | $ 17,549 | 5.37% |
| Probation Supplies | $ 500 | | $ 500 | $ 527 | $ 555 | $ 585 | 5.37% |
| Youth Court Supplies | $ 3,600 | | $ 3,600 | $ 3,793 | $ 3,997 | $ 4,212 | 5.37% |
| Small Tools & Equipment | $ 6,250 | | $ 6,250 | $ 6,586 | $ 6,939 | $ 7,312 | 5.37% |
| Prof. Svcs.-Security, Loomis, Laserfische | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Bank Charges | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Communications | $ 24,000 | | $ 24,000 | $ 25,289 | $ 26,647 | $ 28,078 | 5.37% |
| Travel Exp. (lodging, meals) | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Insurance | $ 71,954 | | $ 71,954 | $ 75,818 | $ 79,889 | $ 84,179 | 5.37% |
| Repair & Maintenance | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Dues - Subscriptions | $ 7,000 | | $ 7,000 | $ 7,376 | $ 7,772 | $ 8,189 | 5.37% |
| Training | $ 8,000 | | $ 8,000 | $ 8,430 | $ 8,882 | $ 9,359 | 5.37% |
| Witness Fee (Court) | $ - | | $ - | $ - | $ - | $ - | 5.37% |
| Jury Service | $ 9,000 | | $ 9,000 | $ 9,483 | $ 9,993 | $ 10,529 | 5.37% |
| Interpreters | $ 50,000 | | $ 50,000 | $ 52,685 | $ 55,514 | $ 58,495 | 5.37% |
| Salaries - Pro Tem | $ 26,000 | | $ 26,000 | $ 27,396 | $ 28,867 | $ 30,418 | 5.37% |
| Employee Benefits - Pro Tem | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Probation Costs | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Machinery & Equipment | $ 26,500 | $ 26,500 | $ - | $ - | $ - | $ - | 5.37% |
| **Total Court Expense** | **$ 1,962,804** | **$ 26,500** | **$ 1,936,304** | **$ 2,052,141** | **$ 2,175,166** | **$ 2,305,844** | |
| Prosecutor | $ 370,580 | | $ 370,580 | $ 390,480 | $ 411,449 | $ 433,544 | 5.37% |
| Public Defender | $ 265,109 | | $ 265,109 | $ 279,345 | $ 294,346 | $ 310,153 | 5.37% |
| **Total Other CJ Expense** | **$ 635,689** | **$ -** | **$ 635,689** | **$ 669,825** | **$ 705,795** | **$ 743,696** | |
| Salaries | $ 6,502,000 | | $ 6,502,000 | $ 6,851,157 | $ 7,219,065 | $ 7,606,728 | 5.37% |
| Overtime | $ 660,000 | | $ 660,000 | $ 695,442 | $ 732,787 | $ 772,138 | 5.37% |
| Employee Benefits | $ 2,811,000 | | $ 2,811,000 | $ 2,961,951 | $ 3,121,007 | $ 3,288,606 | 5.37% |
| LEOFF 1 Expenses | $ 40,000 | | $ 40,000 | $ 42,148 | $ 44,411 | $ 46,796 | 5.37% |
| Uniform Expenses | $ 70,400 | | $ 70,400 | $ 74,180 | $ 78,164 | $ 82,361 | 5.37% |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Police - Dry Cleaning Contract | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Police - Badges & Vests | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Supplies - General | $ 25,000 | | $ 25,000 | $ 26,343 | $ 27,757 | $ 29,248 | 5.37% |
| Operations / Vehicle Supplies | $ 64,000 | | $ 64,000 | $ 67,437 | $ 71,058 | $ 74,874 | 5.37% |
| K-9 Narcotics | $ - | | $ - | $ - | $ - | $ - | 5.37% |
| Fuel | $ 90,000 | | $ 90,000 | $ 94,833 | $ 99,926 | $ 105,292 | 5.37% |
| Small Tools & Equipment | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Professional Services | $ 26,000 | | $ 26,000 | $ 27,396 | $ 28,867 | $ 30,418 | 5.37% |
| Copier Rental Sales Tax | $ 1,600 | | $ 1,600 | $ 1,686 | $ 1,776 | $ 1,872 | 5.37% |
| Communications | $ 154,000 | | $ 154,000 | $ 162,270 | $ 170,984 | $ 180,166 | 5.37% |
| Travel Exp. (lodging, meals) | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Insurance | $ 394,697 | | $ 394,697 | $ 415,892 | $ 438,225 | $ 461,758 | 5.37% |
| Vehicle Repair & Maintenance | $ 130,000 | | $ 130,000 | $ 136,981 | $ 144,337 | $ 152,088 | 5.37% |
| Office Equip.- Repair & Maint. | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Operations Repair/Maintenance | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Dues / Subscriptions | $ 84,000 | | $ 84,000 | $ 88,511 | $ 93,264 | $ 98,272 | 5.37% |
| Training | $ 70,000 | | $ 70,000 | $ 73,759 | $ 77,720 | $ 81,893 | 5.37% |
| Marine Patrol | $ 70,000 | | $ 70,000 | $ 73,759 | $ 77,720 | $ 81,893 | 5.37% |
| Call Out Services - SWAT | $ 11,600 | | $ 11,600 | $ 12,223 | $ 12,879 | $ 13,571 | 5.37% |
| Safe Harbor Expenses (DV) | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Copier Rental | $ 17,700 | | $ 17,700 | $ 18,650 | $ 19,652 | $ 20,707 | 5.37% |
| Computer Hardware/Software | $ 12,500 | | $ 12,500 | $ 13,171 | $ 13,879 | $ 14,624 | 5.37% |
| Machinery & Equipment | $ 4,400 | | $ 4,400 | $ 4,636 | $ 4,885 | $ 5,148 | 5.37% |
| **Total Police Department Expense** | **$ 11,304,897** | **$ -** | **$11,304,897** | **$11,911,970** | **#########** | **$13,225,666** | |
| Supplies - General | $ 8,400 | | $ 8,400 | $ 8,851 | $ 9,326 | $ 9,827 | 5.37% |
| Software | $ 11,000 | | $ 11,000 | $ 11,591 | $ 12,213 | $ 12,869 | 5.37% |
| Equipment / Hardware | $ 10,000 | | $ 10,000 | $ 10,537 | $ 11,103 | $ 11,699 | 5.37% |
| Dues / Subscriptions | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Training | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| **Total Police Technology Expense** | **$ 54,400** | **$ -** | **$ 54,400** | **$ 57,321** | **$ 60,399** | **$ 63,643** | |
| Supplies | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| Comm. Oriented Policing Prog. | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| **Total Crime Watch Expense** | **$ 10,000** | **$ -** | **$ 10,000** | **$ 10,537** | **$ 11,103** | **$ 11,699** | |
| Professional Services | $ 181,409 | | $ 181,409 | $ 191,151 | $ 201,415 | $ 212,231 | 5.37% |
| Kenmore - EMPG | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| **Total Emergency Management Expense** | **$ 201,409** | **$ -** | **$ 201,409** | **$ 212,225** | **$ 223,621** | **$ 235,630** | |
| Traffic Camera Service Fee | $ 1,570,317 | | $ 1,570,317 | $ 1,654,643 | $ 1,743,497 | $ 1,837,123 | 5.37% |
| **Total Traffic Camera Expense** | **$ 1,570,317** | **$ -** | **$ 1,570,317** | **$ 1,654,643** | **$ 1,743,497** | **$ 1,837,123** | |
| Contracted Services | $ 819,060 | | $ 819,060 | $ 863,044 | $ 909,389 | $ 958,223 | 5.37% |
| **Total Dispatch Expense** | **$ 819,060** | **$ -** | **$ 819,060** | **$ 863,044** | **$ 909,389** | **$ 958,223** | |
| Supplies | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Professional Services | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Travel Exp.(lodging, meals) | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Training | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| **Total Civil Service Expense** | **$ 35,000** | **$ -** | **$ 35,000** | **$ 36,880** | **$ 38,860** | **$ 40,947** | |
| Animal Control Services | $ 15,000 | | $ 15,000 | $ 15,806 | $ 16,654 | $ 17,549 | 5.37% |
| Tree Acct. Operating Supplies | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Tree Acct. Professional Svcs. | $ 10,000 | | $ 10,000 | $ 10,537 | $ 11,103 | $ 11,699 | 5.37% |
| **Total Environmental Service Expense** | **$ 27,000** | **$ -** | **$ 27,000** | **$ 28,450** | **$ 29,978** | **$ 31,587** | |
| Jail Expenses | $ 980,000 | | $ 980,000 | $ 1,032,626 | $ 1,088,078 | $ 1,146,508 | 5.37% |
| Elec. Monitor/Wk. Release | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| **Total Detention Expense** | **$ 1,000,000** | **$ -** | **$ 1,000,000** | **$ 1,053,700** | **$ 1,110,284** | **$ 1,169,906** | |
| Salaries | $ 213,000 | | $ 213,000 | $ 224,438 | $ 236,490 | $ 249,190 | 5.37% |
| Overtime | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Employee Benefits | $ 56,500 | | $ 56,500 | $ 61,110 | $ 66,097 | $ 71,491 | 8.16% |
| Community Events - Supplies | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Waste Reduction / Recycle Grant | $ 22,000 | | $ 22,000 | $ 23,181 | $ 24,426 | $ 25,738 | 5.37% |
| Office / Operating Supplies | $ 600 | | $ 600 | $ 632 | $ 666 | $ 702 | 5.37% |
| Small Tools & Equipment | $ 30,000 | | | | | | |
| Senior Services | $ 79,500 | | $ 79,500 | $ 83,769 | $ 88,268 | $ 93,008 | 5.37% |
| Middle - After School Prog. Hang Time | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Drug & Alcohol Prevention: CHS | $ 54,000 | | $ 54,000 | $ 56,900 | $ 59,955 | $ 63,175 | 5.37% |
| Recreation Programs -Shoreline Parks & Rec | $ 35,200 | | $ 35,200 | $ 37,090 | $ 39,082 | $ 41,181 | 5.37% |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Local Hazardous Waste Grant | $ 18,000 | | $ 18,000 | $ 18,967 | $ 19,985 | $ 21,058 | 5.37% |
| Community Events - Services | $ 40,000 | | $ 40,000 | $ 42,148 | $ 44,411 | $ 46,796 | 5.37% |
| Regional Crisis Response Agency | $ 275,000 | | $ 275,000 | $ 289,768 | $ 305,328 | $ 321,724 | 5.37% |
| Community Development: 3rd Place | $ 90,000 | | $ 90,000 | $ 90,000 | $ 90,000 | $ 90,000 | 0.00% |
| Lake Forest Park Arts Council | $ 60,000 | | $ 60,000 | $ 63,222 | $ 66,617 | $ 70,194 | 5.37% |
| Historical Society *New | $ 19,200 | | $ 19,200 | $ 19,200 | $ 19,200 | $ 19,200 | 0.00% |
| Opioid Prevention: Hopestream | $ 20,000 | | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | 0.00% |
| Communications | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| Travel Exp. (lodging, meals) | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Dues / Subscriptions | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Training | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Aquatic Study | $ 10,000 | | $ 10,000 | | | | 5.37% |
| **Total Community Programs Expense** | **$ 1,081,000** | **$ -** | **$ 1,051,000** | **$ 1,091,540** | **$ 1,144,923** | **$ 1,201,311** | |
| King County Alcohol Program | $ 9,000 | | $ 9,000 | $ 9,483 | $ 9,993 | $ 10,529 | 5.37% |
| **Total Public Health Expense** | **$ 9,000** | **$ -** | **$ 9,000** | **$ 9,483** | **$ 9,993** | **$ 10,529** | |
| Salaries | $ 1,272,000 | | $ 1,272,000 | $ 1,340,306 | $ 1,412,281 | $ 1,488,120 | 5.37% |
| Overtime | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Employee Benefits | $ 496,000 | | $ 496,000 | $ 536,474 | $ 580,250 | $ 627,598 | 8.16% |
| Office / Operating Supplies | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Small Tools & Equipment | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Professional Services | $ 250,000 | | $ 250,000 | $ 263,425 | $ 277,571 | $ 292,476 | 5.37% |
| Engineering Services | $ 70,000 | | $ 70,000 | $ 73,759 | $ 77,720 | $ 81,893 | 5.37% |
| Communications | $ 8,000 | | $ 8,000 | $ 8,430 | $ 8,882 | $ 9,359 | 5.37% |
| Travel Exp. (lodging, meals) | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| Advertising | $ 15,000 | | $ 15,000 | $ 15,806 | $ 16,654 | $ 17,549 | 5.37% |
| Dues / Subscriptions | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Training | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Salaries | $ 351,000 | | $ 351,000 | $ 369,849 | $ 389,710 | $ 410,637 | 5.37% |
| Overtime | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Employee Benefits | $ 152,000 | | $ 152,000 | $ 164,403 | $ 177,819 | $ 192,328 | 8.16% |
| Office / Operating Supplies | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| Small Tools & Equipment | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Professional Services | $ 40,000 | | $ 40,000 | $ 42,148 | $ 44,411 | $ 46,796 | 5.37% |
| Fire Marshall Inspections | $ 2,500 | | $ 2,500 | $ 2,634 | $ 2,776 | $ 2,925 | 5.37% |
| Communications | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Training | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Dues / Subscriptions | $ 1,800 | | $ 1,800 | $ 1,897 | $ 1,999 | $ 2,106 | 5.37% |
| **Total Planning and Building Expense** | **$ 2,703,300** | **$ -** | **$ 2,703,300** | **$ 2,866,546** | **$ 3,040,034** | **$ 3,224,434** | |
| Salaries | $ 340,000 | | $ 340,000 | $ 358,258 | $ 377,496 | $ 397,768 | 5.37% |
| Salaries - Seasonals | $ 46,345 | | $ 46,345 | $ 48,834 | $ 51,456 | $ 54,219 | 5.37% |
| Overtime | $ 8,000 | | $ 8,000 | $ 8,430 | $ 8,882 | $ 9,359 | 5.37% |
| On-Call Services | $ 8,000 | | $ 8,000 | $ 8,430 | $ 8,882 | $ 9,359 | 5.37% |
| Employee Benefits | $ 123,000 | | $ 123,000 | $ 133,037 | $ 143,893 | $ 155,634 | 8.16% |
| Safety Clothing / Boots | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Employee Benefits - Seasonals | $ 8,698 | | $ 8,698 | $ 9,165 | $ 9,657 | $ 10,176 | 5.37% |
| Office Supplies | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Operating Supplies | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Small Tools & Equipment | $ 40,000 | | $ 40,000 | $ 42,148 | $ 44,411 | $ 46,796 | 5.37% |
| Professional Services | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Communications | $ 9,000 | | $ 9,000 | $ 9,483 | $ 9,993 | $ 10,529 | 5.37% |
| Travel Exp. (lodging, meals) | $ 1,500 | | $ 1,500 | $ 1,581 | $ 1,665 | $ 1,755 | 5.37% |
| Equipment Rental | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Insurance | $ 35,751 | | $ 35,751 | $ 37,671 | $ 39,693 | $ 41,825 | 5.37% |
| Utilities | $ 85,000 | | $ 85,000 | $ 89,565 | $ 94,374 | $ 99,442 | 5.37% |
| Repairs & Maintenance | $ 40,000 | | $ 40,000 | $ 42,148 | $ 44,411 | $ 46,796 | 5.37% |
| Dues / Subscriptions | $ 1,200 | | $ 1,200 | $ 1,264 | $ 1,332 | $ 1,404 | 5.37% |
| Training | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| **Total Park Expense** | **$ 799,494** | **$ -** | **$ 799,494** | **$ 845,858** | **$ 894,993** | **$ 947,068** | |
| Salaries | $ 168,000 | | $ 168,000 | $ 177,022 | $ 186,528 | $ 196,544 | 5.37% |
| Salaries - Seasonals | $ 31,563 | | $ 31,563 | $ 33,258 | $ 35,044 | $ 36,926 | 5.37% |
| Overtime | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| On-Call Services | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Employee Benefits | $ 51,000 | | $ 51,000 | $ 55,162 | $ 59,663 | $ 64,531 | 8.16% |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Safety Clothing / Boots | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Employee Benefits - Seasonals | $ 5,799 | | $ 7,000 | $ 7,376 | $ 7,772 | $ 8,189 | 5.37% |
| Office Supplies | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Operating Supplies | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Small Tools & Equipment | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Property Assessments | $ 17,300 | | $ 17,300 | $ 18,229 | $ 19,208 | $ 20,239 | 5.37% |
| Janitorial Contract | $ 160,000 | | $ 160,000 | $ 168,592 | $ 177,645 | $ 187,185 | 5.37% |
| Professional Services | $ 100,000 | | $ 100,000 | $ 105,370 | $ 111,028 | $ 116,991 | 5.37% |
| Communications | $ 3,300 | | $ 3,300 | $ 3,477 | $ 3,664 | $ 3,861 | 5.37% |
| Travel Exp. (lodging, meals) | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Equipment Rental | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Insurance | $ 8,817 | | $ 8,817 | $ 9,290 | $ 9,789 | $ 10,315 | 5.37% |
| Utilities - P.W. Facilities | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Utilities - City Hall | $ 140,000 | | $ 140,000 | $ 147,518 | $ 155,440 | $ 163,787 | 5.37% |
| Repairs & Maintenance | $ 220,000 | | $ 220,000 | $ 231,814 | $ 244,262 | $ 257,379 | 5.37% |
| Emergency Management | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Dues & Subscriptions | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Training | $ 1,500 | | $ 1,500 | $ 1,581 | $ 1,665 | $ 1,755 | 5.37% |
| Security Monitoring Software | $ 50,000 | | $ 50,000 | $ 52,685 | $ 55,514 | $ 58,495 | 5.37% |
| **Total Facilities Expense** | **$ 1,039,279** | **$ -** | **$ 1,040,480** | **$ 1,097,776** | **$ 1,158,266** | **$ 1,222,129** | |
| STRIDE PW | $ 600,000 | | | | | | |
| **Total Big 5 Project Management Expense** | **$ 600,000** | **$ -** | $ - | $ - | $ - | $ - | |
| **Total General Fund Expense** | **$ 32,635,473** | **$ 67,500** | **$31,939,174** | **$33,709,084** | **#########** | **$37,579,299** | |
| **TRAFFIC SAFETY FUND** | | | | | | | |
| Traffic Safety Camera Fines | $ 4,300,000 | | $ 4,300,000 | $ 4,300,000 | $ 4,300,000 | $ 4,300,000 | 0.0% |
| Investment Interest | $ - | | | | | | |
| **Total Traffic Safety Revenue** | **$ 4,300,000** | | **$ 4,300,000** | **$ 4,300,000** | **$ 4,300,000** | **$ 4,300,000** | |
| Salaries - Court | $ 595,000 | | $ 595,000 | $ 626,952 | $ 660,619 | $ 696,094 | 5.37% |
| Court OT | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Salaries - Police | $ 857,000 | | $ 857,000 | $ 903,021 | $ 951,513 | $ 1,002,609 | 5.37% |
| Salaries - Police OT | $ 70,000 | | $ 70,000 | $ 73,759 | $ 77,720 | $ 81,893 | 5.37% |
| Salaries - Project Manager, PW | $ 652,000 | | $ 652,000 | $ 687,012 | $ 723,905 | $ 762,779 | 5.37% |
| Employee Benefits - Court | $ 198,000 | | $ 198,000 | $ 208,633 | $ 219,836 | $ 231,641 | 5.37% |
| Employee Benefits - Police | $ 406,000 | | $ 406,000 | $ 427,802 | $ 450,775 | $ 474,982 | 5.37% |
| Employee Benefits - Public Works | $ 210,000 | | $ 210,000 | $ 221,277 | $ 233,160 | $ 245,680 | 5.37% |
| Traffic Camera Service Fee | $ 360,927 | | $ 360,927 | $ 380,309 | $ 400,732 | $ 422,251 | 5.37% |
| Professional Services | $ 60,000 | | $ 60,000 | $ 63,222 | $ 66,617 | $ 70,194 | 5.37% |
| Traffic Calming Transfer OUT to 302 | $ 360,000 | | $ 360,000 | $ 720,000 | $ 1,440,000 | $ 2,880,000 | 100.00% |
| Travel & Meals | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |
| Court Supplies | $ 3,000 | | $ 3,000 | | | | |
| Small Tools & Equipment | $ 20,000 | | $ 20,000 | | | | |
| **Total Traffic Safety Expense** | **$ 3,799,927** | | **$ 3,799,927** | **$ 4,320,416** | **$ 5,233,759** | **$ 6,877,484** | |
| **STREET FUND** | | | | | | | |
| R.O.W. Permits - Construction | $ 90,000 | | $ 90,000 | $ 94,833 | $ 99,926 | $ 105,292 | 5.37% |
| ROW Rev. / Utility Franchise | $ 490,000 | | $ 490,000 | $ 516,313 | $ 544,039 | $ 573,254 | 5.37% |
| Gas Taxes (MVET Cities) | $ 470,000 | | $ 470,000 | $ 495,239 | $ 521,833 | $ 549,856 | 5.37% |
| Investment Interest | $ 36,000 | | $ 36,000 | $ 37,933 | $ 39,970 | $ 42,117 | 5.37% |
| Transfer From Gen. Fund (001) | $ 1,115,000 | | $ 1,115,000 | $ 1,174,876 | $ 1,237,966 | $ 1,304,445 | 5.37% |
| **Total Street Fund Revenue** | **$ 2,201,000** | **$ -** | **$ 2,201,000** | **$ 2,319,194** | **$ 2,443,734** | **$ 2,574,963** | |
| Road Surface Maintenance | $ 70,000 | | $ 70,000 | $ 73,759 | $ 77,720 | $ 81,893 | 5.37% |
| Shoulder Maintenance | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Structure Maintenance | $ 13,000 | | $ 13,000 | $ 13,698 | $ 14,434 | $ 15,209 | 5.37% |
| Street Lighting Maintenance | $ 315,000 | | $ 315,000 | $ 331,916 | $ 349,739 | $ 368,520 | 5.37% |
| Sign Replacement | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Sign Maintenance | $ 60,000 | | $ 60,000 | $ 63,222 | $ 66,617 | $ 70,194 | 5.37% |
| Pavement Marking / Striping | $ 60,000 | | $ 60,000 | $ 63,222 | $ 66,617 | $ 70,194 | 5.37% |
| Snow Plowing / Sanding | $ 80,000 | | $ 80,000 | $ 84,296 | $ 88,823 | $ 93,592 | 5.37% |
| Roadside Maintenance | $ 90,000 | | $ 90,000 | $ 94,833 | $ 99,926 | $ 105,292 | 5.37% |
| Professional Services | $ 70,000 | | $ 70,000 | $ 73,759 | $ 77,720 | $ 81,893 | 5.37% |
| Salaries | $ 520,000 | | $ 520,000 | $ 547,924 | $ 577,348 | $ 608,351 | 5.37% |
| Salaries - Seasonals | $ 90,689 | | $ 90,689 | $ 95,559 | $ 100,691 | $ 106,098 | 5.37% |
| Overtime | $ 14,000 | | $ 14,000 | $ 14,752 | $ 15,544 | $ 16,379 | 5.37% |
| On-Call Services | $ 15,000 | | $ 15,000 | $ 15,806 | $ 16,654 | $ 17,549 | 5.37% |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Employee Benefits | $ 193,000 | | $ 193,000 | $ 208,749 | $ 225,783 | $ 244,207 | 8.16% |
| Safety Clothing / Boots | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Employee Benefits - Seasonals | $ 17,397 | | $ 17,397 | $ 18,331 | $ 19,316 | $ 20,353 | 5.37% |
| Office Supplies | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Operating Supplies | $ 15,000 | | $ 15,000 | $ 15,806 | $ 16,654 | $ 17,549 | 5.37% |
| Small Tools & Equipment | $ 10,000 | | $ 10,000 | $ 10,537 | $ 11,103 | $ 11,699 | 5.37% |
| Professional Services | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Communications | $ 13,000 | | $ 13,000 | $ 13,698 | $ 14,434 | $ 15,209 | 5.37% |
| Travel Exp. (lodging, meals) | $ 1,500 | | $ 1,500 | $ 1,581 | $ 1,665 | $ 1,755 | 5.37% |
| Equipment Rental | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Insurance | $ 59,800 | | $ 59,800 | $ 63,011 | $ 66,395 | $ 69,960 | 5.37% |
| Utilities | $ 27,000 | | $ 27,000 | $ 28,450 | $ 29,978 | $ 31,587 | 5.37% |
| Dues / Subscriptions | $ 1,500 | | $ 1,500 | $ 1,581 | $ 1,665 | $ 1,755 | 5.37% |
| Training | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| Interfund Svc. To Fund (001) | $ 165,346 | | $ 165,346 | $ 174,225 | $ 183,581 | $ 193,439 | 5.37% |
| Interfund Svc. To (501) | $ 161,464 | | $ 161,464 | $ 170,135 | $ 179,271 | $ 188,898 | 5.37% |
| Internall Svc to Fund 502 | $ 19,940 | | $ 19,940 | $ 21,011 | $ 22,139 | $ 23,328 | 5.37% |
| **Total Street Fund Expense** | **$ 2,177,636** | **$ -** | **$ 2,177,636** | **$ 2,299,960** | **$ 2,429,292** | **$ 2,566,044** | |
| **COUNCIL CONTINGENCY FUND** | | | | | | | |
| Investment Interest | $ 48,000 | | $ 48,000 | $ 50,578 | $ 53,294 | $ 56,155 | 5.37% |
| **Total CC Fund Revenue** | **$ 48,000** | **$ -** | **$ 48,000** | **$ 50,578** | **$ 53,294** | **$ 56,155** | |
| **TRANSPORTATION BENEFIT DISTRICT FUND** | | | | | | | |
| TBD Vehicle Fees-State | $ 1,041,000 | | $ 1,041,000 | $ 1,051,410 | $ 1,061,924 | $ 1,072,543 | 1.00% |
| TBD Sales Tax .01% | $ 466,137 | | $ 466,137 | $ 491,169 | $ 517,544 | $ 545,336 | 5.37% |
| Investment Interest | $ 75,600 | | $ 75,600 | $ 79,660 | $ 83,937 | $ 88,445 | 5.37% |
| **Total TBD Revenue** | **$ 1,582,737** | **$ -** | **$ 1,582,737** | **$ 1,622,238** | **$ 1,663,406** | **$ 1,706,325** | |
| Support Service To G.F. (001) | $ 4,515 | | $ 4,515 | $ 4,757 | $ 5,013 | $ 5,282 | 5.37% |
| Roadway Maint. To Fund -302 ** Loan Payment | $ 450,000 | | $ 450,000 | $ 474,165 | $ 499,628 | $ 526,458 | 5.37% |
| Transfer to Fund (302) | $ 1,100,000 | | $ 1,100,000 | $ 1,159,070 | $ 1,221,312 | $ 1,286,897 | 5.37% |
| **Total TBD Expense** | **$ 1,554,515** | **$ -** | **$ 1,554,515** | **$ 1,637,992** | **$ 1,725,953** | **$ 1,818,636** | |
| **BUDGET STABILIZATION FUND** | | | | | | | |
| Interest | $ 14,400 | | $ 14,400 | $ 15,173 | $ 15,988 | $ 16,847 | 5.37% |
| **Total Budget St. Fund Revenue** | **$ 14,400** | **$ -** | **$ 14,400** | **$ 15,173** | **$ 15,988** | **$ 16,847** | |
| **STRATEGIC OPPORTUNITY FUND** | | | | | | | |
| Interest | $ 90,000 | | $ 90,000 | $ 94,833 | $ 99,926 | $ 105,292 | 5.37% |
| **Total Strat. Opportunity Fund Revenue** | | **$ -** | **$ 90,000** | **$ 94,833** | **$ 99,926** | **$ 105,292** | |
| Parks Master Plan | | | $ 30,000 | | | | |
| Lake Front Park Property Development | | | $ 500,000 | | | | |
| **Total Strat. Opportunity Expense** | **$ -** | **$ -** | **$ 530,000** | **$ -** | **$ -** | **$ -** | |
| **CAPITAL IMPROVEMENT FUND** | | | | | | | |
| Real Estate Excise Tax I | $ 800,000 | | $ 800,000 | $ 842,960 | $ 888,227 | $ 935,925 | 5.37% |
| K.Co. Parks Levy | $ 520,000 | | $ 520,000 | $ 547,924 | $ 577,348 | $ 608,351 | 5.37% |
| Investment Interest | $ 108,000 | | $ 108,000 | $ 113,800 | $ 119,911 | $ 126,350 | 5.37% |
| **Total Capital Improv. Revenue** | **$ 1,428,000** | **$ -** | **$ 1,428,000** | **$ 1,504,684** | **$ 1,585,485** | **$ 1,670,626** | |
| Interfund Svc. To Fund (001) | $ 8,649 | | $ 8,649 | $ 9,113 | $ 9,603 | $ 10,119 | 5.37% |
| **Total Capital Improv. Expense** | **$ 8,649** | **$ -** | **$ 8,649** | **$ 9,113** | **$ 9,603** | **$ 10,119** | |
| **TRANSPORTATION CAPITAL FUND** | | | | | | | |
| Real Estate Excise Tax II | $ 800,000 | | $ 800,000 | $ 842,960 | $ 888,227 | $ 935,925 | 5.37% |
| WSDOT Grant for RAB | $ - | $ 618,381 | $ - | $ - | $ - | $ - | 5.37% |
| State Trans. Imp. Board-Design RAB | $ 1,000,000 | $ 2,435,382 | $ - | $ - | $ - | $ - | 5.37% |
| LFP Water District for RAB | $ - | $ 155,905 | $ (155,905) | $ (155,905) | $ (155,905) | $ (155,905) | |
| Investment Interest | $ 108,000 | | $ 108,000 | $ 113,800 | $ 119,911 | $ 126,350 | 5.37% |
| Public Works GO Loan RAB | $ 2,500,000 | | $ 2,500,000 | $ 2,500,000 | $ 2,500,000 | $ 2,500,000 | |
| Transfer From Traffic Safety Fund (002) | $ 360,000 | | $ 360,000 | $ 360,000 | $ 360,000 | $ 360,000 | |
| Transfer From Fund (104) | $ 1,100,000 | | $ 1,100,000 | $ 1,159,070 | $ 1,221,312 | $ 1,286,897 | 5.37% |
| **Total Transportation Capital Revenue** | **$ 5,868,000** | **$ 3,209,668** | **$ 4,712,095** | **$ 4,819,925** | **$ 4,933,545** | **$ 5,053,266** | |
| Interfund Svc. To GF (001) | $ 80,702 | | $ 80,702 | $ 85,036 | $ 89,602 | $ 94,414 | 5.37% |
| Interfund Svc. To Replacement (501) | $ 23,364 | | $ 23,364 | $ 24,619 | $ 25,941 | $ 27,334 | 5.37% |
| Internal Svc to IT Fund 502 | $ 20,508 | | $ 20,508 | $ 21,609 | $ 22,770 | $ 23,992 | 5.37% |
| Office / Operating Supplies | $ 600 | | $ 600 | $ 632 | $ 666 | $ 702 | 5.37% |
| Professional Services | $ 100,000 | | $ 100,000 | $ 105,370 | $ 111,028 | $ 116,991 | 5.37% |
| Salaries | $ 379,310 | | $ 379,310 | $ 399,679 | $ 421,142 | $ 443,757 | 5.37% |
| Overtime | $ 4,000 | | $ 4,000 | $ 4,215 | $ 4,441 | $ 4,680 | 5.37% |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Employee Benefits | $ 92,234 | | $ 92,234 | $ 97,187 | $ 102,406 | $ 107,905 | 5.37% |
| Insurance | $ 16,733 | | $ 16,733 | $ 17,632 | $ 18,579 | $ 19,577 | 5.37% |
| Travel Exp. (lodging & meals) | $ 3,500 | | | | | | |
| Training | $ 3,500 | | | | | | |
| Roadway Overlays (REET 2) | $ 800,000 | | $ 800,000 | $ 842,960 | $ 888,227 | $ 935,925 | 5.37% |
| Safe Streets Study, Pro Svcs | $ 100,000 | | $ 100,000 | $ 105,370 | $ 111,028 | $ 116,991 | 5.37% |
| Safe Streets /Eq | $ 10,000 | | | | | | |
| SR 104/40th Pl RAB | $ 5,935,661 | $ 7,012,000 | $ - | $ - | $ - | $ - | 5.37% |
| Trans to Debt Service Fund (PW Loan) | $ 472,000 | | | | | | |
| Guardrail Replacement | $ 200,000 | | $ 200,000 | $ 210,740 | $ 222,057 | $ 233,981 | 5.37% |
| **Total Transportation Capital Expense** | **$ 8,242,112** | **$ 7,012,000** | **$ 1,817,451** | **$ 1,915,049** | **$ 2,017,887** | **$ 2,126,247** | |
| **CAPITAL FACILITIES MAINTENANCE FUND** | | | | | | | |
| Investment Interest | $ 100,800 | | $ 100,800 | $ 106,213 | $ 111,917 | $ 117,927 | 5.37% |
| **Total Capital Facilities Maint. Revenue** | **$ 100,800** | **$ -** | **$ 100,800** | **$ 106,213** | **$ 111,917** | **$ 117,927** | |
| City Hall Facilities Project | $ 160,000 | $ 331,000 | $ (171,000) | $ (180,183) | $ (189,859) | $ (200,054) | 5.37% |
| **Total Capital Facilities Maint. Expense** | **$ 160,000** | **$ 331,000** | **$ (171,000)** | **$ (180,183)** | **$ (189,859)** | **$ (200,054)** | |
| **SEWER UTILITY FUND** | | | | | | | |
| Licenses and Permits | $ 42,554 | | $ 42,554 | $ 44,839 | $ 47,247 | $ 49,784 | 5.37% |
| Utility Charges | $ 9,059,012 | | $ 9,059,012 | $ 9,557,257 | ######### | $10,637,466 | 5.50% |
| Sewer Service Charge - Utility Tax | $ 905,901 | | $ 905,901 | $ 955,726 | $ 1,008,291 | $ 1,063,747 | 5.50% |
| Late Charges - Utility Bills | $ 50,000 | | $ 50,000 | $ 52,685 | $ 55,514 | $ 58,495 | 5.37% |
| Investment Interest | $ 86,400 | | $ 86,400 | $ 91,040 | $ 95,929 | $ 101,080 | 5.37% |
| Sewer Certificate Fee | $ 1,400 | | $ 1,400 | $ 1,475 | $ 1,554 | $ 1,638 | 5.37% |
| **Total Sewer Utility Revenue** | **$ 10,145,266** | **$ -** | **$10,145,266** | **$10,703,022** | **#########** | **$11,912,210** | |
| Salaries | $ 933,000 | | $ 933,000 | $ 983,102 | $ 1,035,895 | $ 1,091,522 | 5.37% |
| Salaries - Seasonals | $ 31,563 | | $ 31,563 | $ 33,258 | $ 35,044 | $ 36,926 | 5.37% |
| Overtime | $ 14,000 | | $ 14,000 | $ 14,752 | $ 15,544 | $ 16,379 | 5.37% |
| On-Call Services | $ 10,000 | | $ 10,000 | $ 10,537 | $ 11,103 | $ 11,699 | 5.37% |
| Employee Benefits | $ 372,000 | | $ 372,000 | $ 402,355 | $ 435,187 | $ 470,699 | 8.16% |
| Safety Clothing / Boots | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Employee Benefits - Seasonals | $ 5,799 | | $ 5,799 | $ 6,110 | $ 6,439 | $ 6,784 | 5.37% |
| Office Supplies | $ 1,500 | | $ 1,500 | $ 1,581 | $ 1,665 | $ 1,755 | 5.37% |
| Operating Supplies/Materials | $ 15,000 | | $ 15,000 | $ 15,806 | $ 16,654 | $ 17,549 | 5.37% |
| Small Tools & Equipment | $ 12,000 | | $ 12,000 | $ 12,644 | $ 13,323 | $ 14,039 | 5.37% |
| METRO Charges | $ 7,188,053 | | $ 7,188,053 | $ 7,574,051 | $ 7,980,778 | $ 8,409,346 | 5.37% |
| Professional Services | $ 110,000 | | $ 110,000 | $ 115,907 | $ 122,131 | $ 128,690 | 5.37% |
| Communications | $ 18,000 | | $ 18,000 | $ 18,967 | $ 19,985 | $ 21,058 | 5.37% |
| Travel Exp. (lodging, meals) | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Advertising | $ 1,000 | | $ 1,000 | $ 1,054 | $ 1,110 | $ 1,170 | 5.37% |
| Equipment Rental | $ 2,000 | | $ 2,000 | $ 2,107 | $ 2,221 | $ 2,340 | 5.37% |
| Copier Rental | $ - | | $ - | $ - | $ - | $ - | |
| Insurance | $ 63,649 | | $ 63,649 | $ 67,067 | $ 70,668 | $ 74,463 | 5.37% |
| Utilities | $ 9,000 | | $ 9,000 | $ 9,483 | $ 9,993 | $ 10,529 | 5.37% |
| Repairs & Maintenance | $ 100,000 | | $ 100,000 | $ 105,370 | $ 111,028 | $ 116,991 | 5.37% |
| Dues & Subscriptions | $ 10,000 | | $ 10,000 | $ 10,537 | $ 11,103 | $ 11,699 | 5.37% |
| Training | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| METRO Charges (DNU) | $ - | | $ - | $ - | $ - | $ - | 5.37% |
| Taxes & Assessments | $ 250,000 | | $ 250,000 | $ 263,425 | $ 277,571 | $ 292,476 | 5.37% |
| Sewer Utility Tax Tr to GF | $ 978,365 | | $ 978,365 | $ 1,056,634 | $ 1,141,165 | $ 1,232,458 | 8.00% |
| Interfund Svc. To GF (001) | $ 362,448 | | $ 362,448 | $ 381,911 | $ 402,420 | $ 424,030 | 5.37% |
| Interfund Svs. To Fund (501) | $ 158,992 | | $ 158,992 | $ 167,530 | $ 176,526 | $ 186,006 | 5.37% |
| Internal Svc to Fund 502 | $ 19,238 | | $ 19,238 | $ 20,271 | $ 21,360 | $ 22,507 | 5.37% |
| **Total Sewer Utility Expense** | **$ 10,674,607** | **$ -** | **$10,674,607** | **$11,283,943** | **#########** | **$12,611,642** | |
| **SEWER CAPITAL FUND** | | | | | | | |
| Investment Interest | $ 252,000 | | $ 252,000 | $ 265,532 | $ 279,791 | $ 294,816 | 5.37% |
| **Total Sewer Capital Revenue** | **$ 252,000** | **$ -** | **$ 252,000** | **$ 265,532** | **$ 279,791** | **$ 294,816** | |
| Beach Dr. Sewer Lift Station Design | $ 1,800,000 | | $ 1,800,000 | $ 1,896,660 | $ 1,998,511 | $ 2,105,831 | 5.37% |
| **Total Sewer Capital Expense** | **$ 1,800,000** | **$ -** | **$ 1,800,000** | **$ 1,896,660** | **$ 1,998,511** | **$ 2,105,831** | |
| **SURFACE WATER UTILITY FUND** | | | | | | | |
| Surface Water Service Charge - Utility Tax | $ 426,054 | | $ 426,054 | $ 448,933 | $ 473,041 | $ 498,443 | 5.37% |
| Utility Service Charges | $ 4,260,539 | | $ 4,260,539 | $ 4,686,592 | $ 5,155,252 | $ 5,670,777 | 10.00% |
| Investment Interest | $ 162,000 | | $ 162,000 | $ 170,699 | $ 179,866 | $ 189,525 | 5.37% |
| **Total Surface Water Utility Revenue** | **$ 4,848,592** | **$ -** | **$ 4,848,592** | **$ 5,306,225** | **$ 5,808,158** | **$ 6,358,745** | |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| Salaries | $ 1,241,000 | | $ 1,241,000 | $ 1,307,642 | $ 1,377,862 | $ 1,451,853 | 5.37% |
| Salaries - Seasonal | $ 105,471 | | $ 105,471 | $ 111,135 | $ 117,103 | $ 123,391 | 5.37% |
| Overtime | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| On-Call Services | $ 14,000 | | $ 14,000 | $ 14,752 | $ 15,544 | $ 16,379 | 5.37% |
| Employee Benefits | $ 473,000 | | $ 473,000 | $ 511,597 | $ 553,343 | $ 598,496 | 8.16% |
| Safety Clothing / Boots | $ 9,000 | | $ 9,000 | $ 9,483 | $ 9,993 | $ 10,529 | 5.37% |
| Employee Benefits - Seasonal | $ 20,296 | | $ 20,296 | $ 21,386 | $ 22,534 | $ 23,744 | 5.37% |
| Office Supplies | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Operating Supplies | $ 16,000 | | $ 16,000 | $ 16,859 | $ 17,765 | $ 18,718 | 5.37% |
| Small Tools & Equipment | $ 7,000 | | $ 7,000 | $ 7,376 | $ 7,772 | $ 8,189 | 5.37% |
| Taxes & Assessments | $ 80,000 | | $ 80,000 | $ 84,296 | $ 88,823 | $ 93,592 | 5.37% |
| Surface Water Utility Tax to GF | $ 371,542 | | $ 371,542 | $ 391,494 | $ 412,517 | $ 434,669 | 5.37% |
| Prof. Services/Engineering | $ 300,000 | | $ 300,000 | $ 316,110 | $ 333,085 | $ 350,972 | 5.37% |
| County Adnim Billing | $ 55,000 | | $ 55,000 | $ 57,954 | $ 61,066 | $ 64,345 | 5.37% |
| Communications | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Travel Exp. (lodging, meals) | $ 3,000 | | $ 3,000 | $ 3,161 | $ 3,331 | $ 3,510 | 5.37% |
| Equipment Rental | $ 5,000 | | $ 5,000 | $ 5,269 | $ 5,551 | $ 5,850 | 5.37% |
| Insurance | $ 85,915 | | $ 85,915 | $ 90,529 | $ 95,390 | $ 100,513 | 5.37% |
| Utilities | $ 1,500 | | $ 1,500 | $ 1,581 | $ 1,665 | $ 1,755 | 5.37% |
| System Maintenance & Operation | $ 500,000 | | $ 500,000 | $ 526,850 | $ 555,142 | $ 584,953 | 5.37% |
| Street Drainage Maintenance | $ 20,000 | | $ 20,000 | $ 21,074 | $ 22,206 | $ 23,398 | 5.37% |
| Neighborhood Surface Water | $ 130,000 | | $ 130,000 | $ 136,981 | $ 144,337 | $ 152,088 | 5.37% |
| Repairs & Maintenance | $ 50,000 | | $ 50,000 | $ 52,685 | $ 55,514 | $ 58,495 | 5.37% |
| Dues / Subscriptions | $ 50,000 | | $ 50,000 | $ 52,685 | $ 55,514 | $ 58,495 | 5.37% |
| Training | $ 10,000 | | $ 10,000 | $ 10,537 | $ 11,103 | $ 11,699 | 5.37% |
| Interfund Svc. To GF (001) | $ 219,823 | | $ 219,823 | $ 231,627 | $ 244,066 | $ 257,172 | 5.37% |
| Interfund Svc.To Fund (501) | $ 216,514 | | $ 216,514 | $ 228,141 | $ 240,392 | $ 253,301 | 5.37% |
| Interfund Svc to Fund 502 | $ 30,394 | | $ 30,394 | $ 32,026 | $ 33,746 | $ 35,558 | 5.37% |
| **Total Surface Water Expense** | **$ 4,069,455** | **$ -** | **$ 4,069,455** | **$ 4,301,182** | **$ 4,546,429** | **$ 4,806,010** | |
| **SURFACE WATER CAPITAL FUND** | | | | | | | |
| Department of Commerce | $ 1,032,259 | | $ 1,032,259 | $ 1,087,691 | $ 1,146,100 | $ 1,207,646 | 5.37% |
| Department of Commerce #2 | $ 1,765,400 | | | | | | |
| Investment Interest | $ 21,600 | | $ 21,600 | $ 22,760 | $ 23,982 | $ 25,270 | 5.37% |
| **Total Surface Water Capital Revenue** | **$ 2,819,259** | **$ -** | **$ 1,053,859** | **$ 1,110,451** | **$ 1,170,082** | **$ 1,232,916** | |
| Lobbying Activity | $ 100,000 | | $ 100,000 | $ 105,370 | $ 111,028 | $ 116,991 | 5.37% |
| Culvert L90 Design | $ 85,000 | | $ 85,000 | $ 89,565 | $ 94,374 | $ 99,442 | 5.37% |
| Culvert L90 Construction | $ 3,000,000 | $ 3,070,000 | $ (70,000) | $ (73,759) | $ (77,720) | $ (81,893) | 5.37% |
| 35th Ave Drainage - Construction | $ 20,000 | | | | | | |
| **Total Surface Water Capital Expense** | **$ 3,205,000** | **$ 3,070,000** | **$ 115,000** | **$ 121,176** | **$ 127,683** | **$ 134,539** | |
| **SEWER BOND RESERVE FUND** | | | | | | | |
| Investment Interest | $ 10,800 | $ 6,000 | $ 4,800 | $ 5,058 | $ 5,329 | $ 5,616 | 5.37% |
| **Total Inventment interest revenue** | **$ 10,800** | **$ 6,000** | **$ 4,800** | **$ 5,058** | **$ 5,329** | **$ 5,616** | |
| Excise Tax Revenue | $ 30,000 | | $ 30,000 | $ 31,611 | $ 33,309 | $ 35,097 | 5.37% |
| Connection Charges | $ 40,000 | | $ 40,000 | $ 42,148 | $ 44,411 | $ 46,796 | 5.37% |
| Investment Interest | $ 32,400 | | $ 32,400 | $ 34,140 | $ 35,973 | $ 37,905 | 5.37% |
| **Total Sewer Bond Reserve Revenue** | **$ 102,400** | **$ -** | **$ 102,400** | **$ 107,899** | **$ 113,693** | **$ 119,798** | |
| **VEHICLE EQUIP. & REPLACEMENT FUND** | | | | | | | |
| Interfund Svc. From Fund (001) | $ 436,792 | | $ 436,792 | $ 460,248 | $ 484,963 | $ 511,006 | 5.37% |
| Interfund Svc. From Fund (101) | $ 161,464 | | $ 161,464 | $ 170,135 | $ 179,271 | $ 188,898 | 5.37% |
| Interfund Svc. From Fund (403) | $ 145,866 | | $ 145,866 | $ 153,699 | $ 161,953 | $ 170,649 | 5.37% |
| Interfund Svc. From Fund (401) | $ 159,346 | | $ 159,346 | $ 167,903 | $ 176,919 | $ 186,420 | 5.37% |
| Interfund Svc. From Fund (302) | $ 26,992 | | $ 26,992 | $ 28,441 | $ 29,969 | $ 31,578 | 5.37% |
| Investment Interest | $ 82,800 | | $ 82,800 | $ 87,246 | $ 91,931 | $ 96,868 | 5.37% |
| **Total Replacement Fund Revenue** | **$ 1,013,260** | **$ -** | **$ 1,013,260** | **$ 1,067,672** | **$ 1,125,006** | **$ 1,185,419** | |
| Interfund Svc. To General Fund | $ 8,143 | | $ 8,143 | $ 8,580 | $ 9,041 | $ 9,527 | 5.37% |
| Info.Svc. & Equip. Replacement | $ 6,000 | | $ 6,000 | $ 6,322 | $ 6,662 | $ 7,019 | 5.37% |
| Public Works - Fuel | $ 68,000 | | $ 68,000 | $ 71,652 | $ 75,499 | $ 79,554 | 5.37% |
| Public Works Equip. - Maint. | $ 288,042 | | $ 288,042 | $ 303,510 | $ 319,808 | $ 336,982 | 5.37% |
| PD Vehicle Replacement | $ 377,000 | | $ 377,000 | $ 397,245 | $ 418,577 | $ 441,055 | 5.37% |
| PW Equipment - Replacement | $ 66,000 | | $ 66,000 | $ 69,544 | $ 73,279 | $ 77,214 | 5.37% |
| PW Vehicles - Replacement | $ 344,298 | | $ 344,298 | $ 362,787 | $ 382,268 | $ 402,796 | 5.37% |
| **Total Replacement Fund Expense** | **$ 1,157,483** | **$ -** | **$ 1,157,483** | **$ 1,219,640** | **$ 1,285,134** | **$ 1,354,146** | |

# SIX-YEAR FINANCIAL FORECAST

| Description | 2027-2028 Proposed | One Time Items for Removal for 6 Year | New Baseline | 2029-2030 | 2031-2032 | 2033-2034 | Projection Factor |
|---|---|---|---|---|---|---|---|
| **INFORMATION TECHNOLOGY FUND** | | | | | | | |
| Interfund Svc. From Fund (001) | $ 489,362 | | $ 489,362 | $ 515,641 | $ 543,331 | $ 572,508 | 5.37% |
| Interfund Svc. From Fund (101) | $ 19,940 | | $ 19,940 | $ 21,011 | $ 22,139 | $ 23,328 | 5.37% |
| Interfund Svc. From Fund (403) | $ 30,394 | | $ 30,394 | $ 32,026 | $ 33,746 | $ 35,558 | 5.37% |
| Interfund Svc. From Fund (401) | $ 19,238 | | $ 19,238 | $ 20,271 | $ 21,360 | $ 22,507 | 5.37% |
| Interfund Svc. From Fund (302) | $ 20,508 | | $ 20,508 | $ 21,609 | $ 22,770 | $ 23,992 | 5.37% |
| Investment Interest | $ 21,600 | | $ 21,600 | $ 22,760 | $ 23,982 | $ 25,270 | 5.37% |
| **Total IT Replacement Fund Revenue** | **$ 601,042** | **$ -** | **$ 601,042** | **$ 633,318** | **$ 667,327** | **$ 703,163** | |
| Shared Services to 001 | $ 13,586 | | | | | | |
| Hardware | $ 160,000 | | $ 160,000 | $ 168,592 | $ 177,645 | $ 187,185 | 5.37% |
| Computer Software | $ 303,400 | | $ 303,400 | $ 319,693 | $ 336,860 | $ 354,949 | 5.37% |
| Professional Services | $ 114,600 | | $ 114,600 | $ 120,754 | $ 127,239 | $ 134,071 | 5.37% |
| **Total IT Replacement Fund Expense** | **$ 591,586** | **$ -** | **$ 578,000** | **$ 609,039** | **$ 641,744** | **$ 676,206** | |

# COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES

## Comprehensive Financial Management Policies

**Resolution 1761**
February 13, 2020

**Resolution 26-2106**
November 5, 2026

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Purchasing Policy (Resolution 24-1956)

The City's Comprehensive Financial Management Polices serves as a Mayor and Council-approved framework for the financial planning, budgeting accounting reporting and other financial management practices. The purpose of these policies is to ensure the City operates in a prudent manner, using sound fiscal policies to ensure the safekeeping of the City's assets and provide the delivery of services to the community.

## Director of Finance

1. The Director of Finance is designated as the City's Chief Financial Officer and City Treasurer.

2. The Director of Finance is designated as the City's Auditing Officer pursuant to RCW 42.24.080 and as such will be responsible for the review of all claims and certification that the goods have been received or the services rendered and that the claims are valid and should be paid by the City.

## City Funds

The City shall utilize "governmental fund accounting" as the organizational structure for its financial activities. The following funds have been established for budgeting, accounting and reporting.

OPERATING FUNDS

1. The *General Fund (001)* is the general operating fund of the City. It accounts for all financial resources and transactions, except those required to be accounted for in another fund.

2. The *City Street Fund (101)* is required by state law to account for State-shared Motor Vehicle Fuel Tax revenue distributed on a per capita basis for transportation maintenance or capital improvements (RCW 47.24.040).

3. The *Surface Water Management Fund (403)* accounts for fees charged to all property owners for cost and expense of maintaining and operating surface and stormwater management facilities, including cost and expense of planning, designing, establishing, acquiring, developing, constructing and improving any such facilities, or to pay or secure the payment of all or any portion of any issue of general obligation or revenue bond issued for such purpose. (LFPMC 13.16.100).

4. The *Sewer Revenue Fund (401)* accounts for collections from property owners connected to the City's sewer system. Expenditures include payment to King County and for City sewer system operating costs (LFPMC 13.08.090 (G)).

5. The *Transportation Benefit District Fund (104)* accounts for revenues authorized by RCW 36.73 and supports the Street Overlay program, snow removal and street sweeping. It can be used to support local and regional transportation plans (LFPMC 3.80).

6. The *Traffic Safety Fund (002)* accounts for fees collected from all traffic safety cameras except traffic safety cameras used in school speed zones and used to detect stoplight violations. Funds are used to fund traffic safety activities (LFPMC 3.87).

DEBT SERVICE FUNDS

7. Periodically the City may administratively create one or more debt service funds pursuant to a debt issuance. Any such funds are to be created administratively, are governed by the agreement necessitating the fund, and if created pursuant to a debt issuance approved by the City Council, do not require separate council action.

RESERVE FUNDS

8. The *Council Contingency Reserve Fund (102)* is established per RCW 35A.34.250 and 35A.34.260 for capital purchases or for operating shortfalls due to unforeseen cost increases or unanticipated revenue losses (LFPMC 3.68).

9. The *Budget Stabilization Fund (105)* is established as a subsidiary fund to the General Fund and accounts for transfers from the General Fund in accordance with chapter 3.88 LFMPC. The City Council may authorize transfers during Biennial Budget adoption or Mid-biennial Adjustment to the Adopted Budget between the parent and subsidiary fund to mitigate fluctuations in General Fund revenues and expenditures in order to provide for uninterrupted public services (LFPMC 3.88).

10. The *Strategic Opportunity Fund (106)* is established as a subsidiary fund to the General Fund for revenue approved by the City Council designated for strategic, time-sensitive, or opportunistic municipal initiatives, including real property acquisitions, capital project match funding and project development. Revenues may include General Fund transfers, interfund loans, capital contributions, and state or federal grants. Expenditures and interfund financing from this fund shall be authorized by the City Council during budget adoption or by separate Council action (LFPMC 3.90).

CAPITAL FUNDS

11. The *Capital Improvement Fund (301)* accounts for the excise tax on the sale of real property within the City, the King County Parks Levy, grants and other sources. Real Estate Excise Tax (REET) proceeds are restricted pursuant by State law. Expenditures from the Fund are for facility and parks capital projects (RCW 82.46.035).

12. The *Capital Facilities and Maintenance Reserve Fund (303)* is for the purpose of providing a reserve account for anticipated major maintenance and repairs to City Hall and the Public Works Facility. Transfers to the account for City Hall maintenance and repairs shall be from REET. Transfers to the account for Public Works facility maintenance and repairs shall be made from various

funds in rough proportion to the annual percentage of maintenance-worker hours dedicated to the work supported by those various funds. (LFPMC 3.85)

13. The *Transportation Capital Fund (302)* accounts for REET and other sources for transportation capital projects (RCW 82.46.035).

14. The *Surface Water Capital Fund (404)* accounts for transfers of storm water fees for capital improvements to the City's surface water drainage system (LFPMC 3.84).

15. The *Sewer Capital Fund (402)* accounts for new connection charges and transfers from the Sewer Revenue Fund for capital improvements to the City's sanitary sewer system (LFPMC 3.70).

16. The *Vehicle and Equipment Repair Replacement Fund (501)* accounts for the expenditures for the repair, maintenance and replacement of major City assets such as vehicles, machinery, and major equipment (LFPMC 3.64).

17. The *Information Technology Fund* (502) accounts for expenditures for the cost, maintenance, and operation of information systems equipment including hardware, software, and professional services as well as equipment replacements and larger technology projects (LFPMC 3.86).

AGENCY FUNDS

18. Periodically the City may administratively create one or more agency funds to support regional coalitions of two or more local entities created by an interlocal agreement where the City has agreed to act as the finance fiduciary. Any such funds are governed by the agreement creating the coalition.

## Financial Planning and Budget

1. The Director of Finance shall develop a financial planning calendar that will provide for the timely update of the six-year financial forecasts for all City funds to adopt the City's biennial budget and Capital Improvement Plan. The six-year forecast will also be updated during the mid-biennial budget review and adjustment.

2. A six-year financial forecast shall be prepared and updated on a biennial basis for all City funds as a multi-year financial planning tool. The financial forecast shall be integrated in the City's biennial operating capital budgeting process.

3. The City will use prudent revenue and expenditure assumptions in the development of the six-year financial forecast and budgets for all City funds.

4. The City budget will implement City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council.

5. When budgeting for the General Fund, the Recommended Biennial Budget proposed by the Mayor shall be a two-year balanced budget. For the purposes of this policy, a balanced budget is defined as total biennial resources (fund balance, plus projected revenue) that is greater than or equal to approved biennial expenditures, plus the calculated minimum fund balance, if applicable, for each fund. The published budget overview will identify whether the adopted budget is balanced.

6. The relationship between the General Fund and Capital Improvement Plan (CIP) budgets will be incorporated into the financial forecasts and the biennial Budget Process. Maintenance and operating costs associated with new CIP projects shall be estimated and included for each project within the CIP. Such costs should be included in the operating budgets when the projects are complete.

7. The City shall prepare and adopt its budget on a biennial basis and shall comply with the provisions of state law with respect to the biennial budget process. The adopted biennial budget will include one revenue and one expenditure amount for the biennium for each of the City's funds; budget appropriations unspent in the first year of the biennium will automatically carry over to the second year of the budget unless adjusted by an ordinance adopted by the City Council. The Director of Finance shall be responsible for the management of the City's biennial budget development process. The Director of Finance shall provide timely and accurate budget monitoring reports to Department Directors on a regular basis and quarterly budget monitoring reports to the Budget and Finance Committee.

8. Department Directors have primary responsibility for the development, implementation, management, and monitoring of their respective budgets in accordance with direction from the Mayor. Any significant variances from the adopted budget shall be reported by department directors to the city administrator in a timely manner.

9. The biennial budget process and materials shall be developed in a manner to provide information in a readily understandable manner, and to the greatest extent possible avoid jargon, acronyms, and the like.

10. One-time resources shall be identified and should be used to support one-time expenditures. Ongoing expenditures should be supported by ongoing resources.

11. Budgeted staff positions (part-time, full-time, and temporary) will be included in the biennial Budget.

12. In accordance with State law, the City Council will adopt the biennial budget at the fund level. The Mayor is authorized to transfer budgeted amounts within any fund.

13. The City shall exhaust restricted funds to finance uses authorized by State or local law before General Fund resources are used to finance those activities. Restricted fund balance reserves should not be exhausted below the minimum fund balance reserve required by this policy.

## Fund Balances and Reserves

1. Operating funds of the city have a minimum fund balance target equal to 30 days operating expense (based on the adopted biennial budget) or eight percent (8%) of total estimated current year revenue or expenditures, whichever is greater, except as noted below[1].

   - General Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
   - Street Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
   - Sewer Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
   - Surface Water Utility Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater

   Current year revenue is defined as total estimated (budgeted) resources less beginning fund balances and one-time revenues. Current year expenditures is defined as total estimated (budgeted) expenses. Projected variances from the minimum fund targets shall be disclosed during the biennial budget process or during the current year if unanticipated circumstances occur that negatively impact current year revenue and/or expenditure projections. Fund Balance targets may be modified by Council action.

2. The Council Contingency Reserve should be maintained in accordance with RCW 35A.33.145 to cover unforeseen issues. (LFPMC 3.68)

3. The Budget Stabilization Fund should be maintained to provide for General Fund operating reserves in accordance with ch. 3.88 LFPMC.

4. The Strategic Opportunity Fund should be maintained for strategic, time-sensitive, or opportunistic municipal initiatives in accordance with ch. 3.90 LFPMC.

## Accounting

1. The City will maintain an accounting and financial reporting system that fully meets governmental accounting professional standards and State of Washington budgeting, accounting, and reporting requirements as established in the cash basis Budgeting Accounting and Reporting System (BARS) Manual.

2. Financial procedures shall be maintained to assure appropriate internal controls are in place to protect city assets. This includes recording all purchased fixed assets in the fixed asset inventory system at the time of purchase. This enables the City to have timely and accurate financial reporting of its assets.

[1] Operating funds, for the purpose of the minimum fund balance target, is any fund with payroll expense coded directly to the fund in the year that the target is calculated.

3. The City will report the results of operations using the cash basis of accounting allowed by the State for reporting.

## Financial Reporting

1. The City shall prepare and submit in a timely manner an annual financial report to the Washington State Auditor's Office in accordance with the standards established for such reports.

## Revenues

1. The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.

2. Where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the Budget and Finance Committee on a periodic basis.

3. Grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.

4. Investment Interest shall be credited to the appropriate City funds based on the monthly cash balances.

## Expenditures and Contract Management

1. The City shall implement procedures for purchasing, credit card usage, and contract management consistent with the policy framework established in this section.

2. The Department Directors have primary responsibility for purchasing and expenditures for their respective budgets in accordance with the adopted biennial budget. Any significant variances from the adopted budget shall be reported by department directors to the City Administrator in a timely manner.

3. Subject to competitive bidding requirements, the administration/staff is granted the authority to execute contracts for goods and services up to a contract value of $50,000 for Public Works and $30,000 for all others. Staff is allowed to exercise this authority only when the purchase is consistent with the type of acquisition routinely and regularly included in a line item in the current year adopted budget. Contracts or services that could reasonably be defined as carrying out policy provisions in the budget are not subject to the aforementioned contracting authority.

4. In the case of significant damage or threat to public infrastructure or public facilities that require immediate action to prevent significant future loss or threat to property

or to public safety and meets the definition of "emergency" in RCW 39.04.280(3), a contract of up to $100,000 is authorized. Reasonable attempts will be made to follow the Small Works Roster process authorized in Resolution No. 617.

5. City claims payments will be reviewed by a member of the City Council (Currently the Budget and Finance Committee Chair). The Councilmember review is intended to provide for a general, high-level review of claims to assure that adequate documentation is being maintained and the initiating department along with the Finance Department are doing appropriate due diligence in their review activities.

6. The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.

## Debt

1. Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.

2. When evaluating the use of non-voted (councilmanic) debt and the associated debt service obligations, an analysis shall be performed to determine the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles. Debt may be considered when there is sufficient projected discretionary revenue to service the debt.

3. Voted and non-voted (councilmanic) debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating or ability to issue subsequent or additional debt.

4. Upon the issuance of any debt, the City will establish the appropriate procedures to assure compliance with bond/debt covenants and applicable federal, State and local laws, policies and regulations.

## Investments

1. Purpose: Invest the City of Lake Forest Park funds in a manner which will provide the highest investment return consistent with a high degree of security while meeting the necessary cash flow demands of the City and conforming to all state statutes governing the investment of public funds.

2. Objective: The purpose of this document is to identify those funds that are considered available for investment, to invest funds to the fullest extent possible, and to formalize the investment-related activities to assure the highest return with maximum security. In order of priority to invest the City's funds are the following: safety, liquidity, and return on investment (yield).

a. Safety: Investments of the City will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification is a key component to ensuring the safety of the City's investment portfolio.

b. Liquidity: The City's investments will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

c. Return on Investment (yield): The City's investment portfolio shall be designed with the objective of attaining a market rate of return given the City's risk constraints and cash flow requirements.

3. Delegation of Authority & Responsibility: The Designated Investment Officer will be the Finance Director. The Budget & Finance Committee must approve all investment strategies that are eventually implemented by the Finance Director. The Alternative Investment Officer in the event the Finance Director position is vacant, or in the event that the Finance Director is absent and/or unavailable to implement a Committee decision, will be the City Administrator. The Alternate Investment Officer will be required to follow the same guidelines as the Designated Investment Officer.

4. Authorized Investments types for Diversification:

   a. Washington State Local Government Investment Pool (LGIP) – Max 100%

   b. City's designated Bank – Max 100%

   c. Government Agency Bonds – Max 60%, Target 50%

   Diversifying funds using a balance of both short and longer term investment types enhances the investment portfolio of the City. For the longer term investments the maturity dates will be strategically laddered not to exceed a 5 year maturity date.

5. Reporting: The Finance Director, or designee, shall provide the Budget & Finance Committee a quarterly investment report for regular reporting.

## Assets

1. Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than $5,000 and having a useful life in excess of one year. Assets with a value or cost under $5,000, but more than $500 are not defined as fixed assets and are subject to the Small and Attractive Asset Policy.

2. Small and Attractive Assets are safeguarded by a Small and Attractive Asset Policy designed to ensure controls over items that might not be noticed immediately after disappearance. The Policy maintains accountability for items that do not meet the criteria of a fixed asset. In certain cases the Administration may classify items below the threshold as small and attractive, despite having a value or cost below the threshold.

## Appendix

CITY OF LAKE FOREST PARK
CREDIT CARD POLICY

Purpose

The purpose of this policy is to establish guidelines and rules for the use of credit cards by City officials and employees. This policy shall be interpreted to provide for the use of credit cards by authorized persons to the fullest extent allowed by law including RCWs 43.09.2855 and 42.24.115.

Definitions

As used in this policy, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer. Credit cards include cards imprinted with a specific named individual user, cards imprinted with a specific named city department, and cards issued for use by the City with a specific vendor.

Issuance, use and control of credit cards.

A. The City adopts the following system for the issuance, use and control of credit cards by City officials and employees. The Finance Director is authorized to obtain City credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.

    1. Issuance and Use. Credit cards may be issued to the City of Lake Forest Park and used by authorized City officials and employees for purchasing goods, services, supplies and other items from vendors; incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the City. Each card imprinted with the name of an individual must be “signed for” by that individual using the City’s card user agreement.

    2. Authorization and Control. Upon authorization from the Finance Director or designee, City officials and employees may obtain a credit card from the Finance Director who shall maintain a ledger of individuals and departments receiving credit cards, including the date the card was received. The Finance Director shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.

    3. Credit card limits shall be set administratively for each card, reflecting among other things purchases expected to be made during a typical billing cycle and additional credit capacity needed in an emergency or other contingency.

    4. Payment of Bills. The Finance Director shall establish a procedure for the prompt payment of all credit card bills on or before the due date.

5. Unauthorized Charges. No official or employee shall use the City-issued credit card for non-City business purposes. No charge(s) shall exceed amounts established and available in the City budget.
6. Prohibited Uses. Cash advances on credit cards are prohibited.

B. Expenses incident to authorized travel may be charged to a City-issued credit card provided the official or employee returns to the City with credit card receipts in accordance with the City travel policies and procedures.

C. Failure to provide detailed documentation as required by the policy will result in the user being responsible for the charge. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City with the City having the right to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company. Misuse of a City credit card may result in disciplinary action up to and including termination and legal action.

D. The Finance Director is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The Finance Director may deliver a revocation order to the credit card company with the City not being liable for any future costs incurred after the date of revocation. Credit cards are to be returned to the City immediately upon ending employment.

E. The Finance Director is authorized to adopt any additional rules or policies necessary to implement the provisions of this policy.

# CITY OF LAKE FOREST PARK STRATEGIC PLAN

In the Spring of 2026, the City Council held their annual retreat to reflect upon accomplishments under the existing Strategic Plan and determine priorities for the coming biennium as informed by the plan. The 2016-2020 Strategic Plan identified five categories of focus which remain relevant and continue to play a significant role in the priorities of the City. They are Mobility, Healthy Environment, Community Vitality, Public Safety & Access to Justice and Accountable & Engaged Government.

Top priorities from the 2026 retreat were city finances, roads & walkways, and parks which remain in line with the previous strategic plan. These priorities were integral to the 2027-2028 budgeting process as the City Council explored programs and additional staff to deliver multi-modal improvements throughout the City at an increased pace. Additionally, city finances were a discussion topic as ongoing budget challenges continued, resulting in a levy lid lift being submitted to and approved by voters. The levy was structured such that the new revenue will not cover the entire deficit, but will be supplemented by city reserves, in recognition of the burden on taxpayers in an unstable economy.

During the 2027-2028 biennium, the City will complete a roundabout capital project to calm traffic and increase pedestrian safety at a busy intersection along a school route, and a separated pedestrian pathway along NE 201st Place near Horizon View Park is scheduled to be installed in early 2027. Additionally, the engineering team's workplan includes walkway projects at Lake Forest Park Elementary and Brookside Elementary, a dedicated bicycle lane along NE 178th Street, and crosswalk improvements with flashing beacons, one on NE 178 Street near 40th Ave. NE and another on Ballinger Way NE, west of 35th Ave. NE.

With passage of the levy lid lift, the City is now in a positive financial position. Moving forward, the City will continue its practice of being fiscally responsible, while providing the services and improvements the community expects and deserves. The administration and council will hold annual retreats prior to each biennial budget, at a minimum, to ensure that the budget addresses priorities of the Council and aligns with the Strategic Plan.



Phillip Hill, ICMA | CM
City Administrator



Leslie Peterson, CPA
Finance Director

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# THE

# LAKE FOREST PARK CITY COUNCIL

# RETREAT

**March 26th, 2024**

**Summary Report**

## Introduction

The Lake Forest Park City Council held a retreat on March 23rd, 2024, at St. Edwards State Park in Kenmore, Washington. The purpose of this retreat was to review and discuss key policy issues and to set City Council Goals for 2025 and 2026. The following agenda, set by an agenda setting team, guided the discussions during this council retreat:

1. City Finances
2. Roads and Walkways
3. Parks
4. City Finances
5. City Council Goals for 2025 and 2026

The following report is a summary of the discussions and outcomes of the retreat (a complete recording of this retreat was made and is retained by City officials as well as a copy of the retreat workbook) The retreat was guided by a set of ground rules (see Appendix Two):

## City Finances

The first discussion topic focused on a review and discussion of the city budget and finances, including the construct of the 2023/2024 Biennial Budget. Staff reviewed the mid-biennial budget adjustment and a range of review sources such as ARPA and opioid funds. It was noted that new state legislation now allows for levy generated funds supplanting existing funding structures in certain categories. The public safety benefits and revenue possibilities from traffic cameras were noted and discussed. Staff next reviewed the estimated budget projections, the structure of the financial organizational chart and various regulations associated with various funds. It was noted that it would be useful to add a column to the fund structure that notes the difference between what expenditures and revenues were planned in the budget and what actually occurred, particularly as it relates to unexpected expenses.

It was noted that if the City Council desires to consider a city-wide levy, this discussion should happen soon. Various other revenue sources were discussed such as user fees, traffic cameras, and the value of a grant writer to secure outside grant funding, and the role of “one time” funds in sustaining the city budget. It was noted that over the years projections of the revenue-expense line crossing has always been averted by various means.

## Roads and Walkways

The next discussion module focused on city roads and walkways. Staff provided a presentation and overview of the over 55 miles of public roads within the city. Currently $500,000 is allocated annually to repair roads. The system for evaluating the condition of roads, Pavement Condition Index (PCI), was presented and discussed. In addition, the participants discussed the walkway system within the city. It was noted that the school district has identified and mapped the various “safe routes” within the city that connects to various schools. Participants reviewed photos of roads, discussed requirements for striping, curb heights and other multimodal options. Innovative approaches to facilitating safety on roadways such as conversions to one-way traffic were discussed.

The importance of Equity in determining road repairs etc. was noted and discussed by the participants. The importance of considering underserved populations within the city when evaluating road improvements was discussed particularly as it relates to grant funding was noted. The possible impacts of water springs and underflows was noted and discussed. After a long discussion the participants agreed to the following:

**Agreement one: Staff will create and present to the City Council a street repair and improvement matrix that would be used for analysis, rating, and determining which streets will receive improvements. This matrix will include but not be limited to Equity considerations, eligibility for grant support, PCI ratings, mobility ratings etc.**

## Parks

The next discussion module focused on city parks. A staff presentation included an overview of the Lakefront Park Project, parks master plan over the next couple of years, some of the maintenance costs and areas that do not have access to parks. It was noted that Operations and Maintenance (O & M) should include both renewal and security costs. It was noted that the park’s master plan should include an equity component. It was also noted that developing a way for citizens to donate to city parks, such as an endowment system, and conservations easements etc. would be important to consider. It was noted that a proposed city ordinance to allow for donations was currently being developed and would come before the City Council in the near future. It was noted that there is a connection between walkways, parks and streets and creating this

larger view would prove useful in future planning and development. Specific areas in the city such as Perkins Way were discussed. Finally, it was noted that more data such as that which can be provided by a robust GIS system would be useful in both planning efforts and receiving grant support.

## City Council Goals for 2024-2026

The final portion of the retreat was devoted to setting City Council Goals for 2025-26. The following process was used to identify goals:

1. Review of Goal Guide (see appendix three).
2. Silent writing of goals
3. Posting goals on work sheets
4. Round Robin explanation-discussion of each goal
5. Paired comparison Ranking.

## 2025-26 City Council Goals

1. **Develop a Mobility Infrastructure Program that includes roads, sidewalks, walkways. Such a program should consider, safety, fiscal impacts, equity and opportunities for creating connections throughout the city. (58 points)**

2. **Hire a Grant and GIS employee(s) to create detailed data on a range of projects and issues that would increase ability to acquire grant funding. (56 points).**

3. **Increase the availability of housing in the city with an emphasis on affordability, diversity, and increased ADU's. Such an initiative could include the creation of land bank/trade options and other ways to acquire support for accomplishment. (49 points).**

4. **Create a Financial Sustainability Plan using a process that includes citizen committees/outreach, community education, and consideration of a range of ways to enhance revenues and expenditure efficiencies. (46 points).**

5. **Improve multimodal safety through the collection and analysis of safety related data. (46 points)**

6. **Hire a Climate Plan Administrator to oversee the implementation of the Climate Action Plan. (38 points).**

7. **Redesignate Perkins Way as a one-way westbound to enhance safety and create increased area for walkways. (25 points).**

8. **Improve safety through improvements on SR 522 and other areas (such as 40th and 178th), including lighted crosswalks, community connections and possible speed cameras. (15 points).**

9. **Increase the detail of the Critical Areas Inventory through more accurate details of wetlands and unstable slopes etc. (8 points).**

10. **Identify and reduce areas within the city that have frequent police and fire calls/service uses. (4 points).**

## Appendix One
## Retreat Participants

Mayor
Tom French

Deputy Mayor
Lorri Bodi

Vice Chair
Tracy Furutani

Councilmember
Larry Goldman

Councilmember
Paula Goode

Councilmember
Jon Lebo

Councilmember
Semra Riddle

Councilmember
Ellyn Saunders

City Administrator
Phillip Hill

Court Administrator
Julie Espinoza

Police Chief
Mike Harden

Community Development Director
Mark Hofman

City Clerk
Matt McLean

Human Resources Director
Shannon Moore

Public Works Director
Jeff Perrigo

Finance Director
Lindsey Vaughn

Facilitator
Michael Pendleton

**Appendix Two**

# Retreat Ground Rules

- ☐ **Empower The Facilitator**
- ☐ **Be On Time**
- ☐ **Respect For Others And Their Views**
- ☐ **Speak Only For Yourself And Not Others**
- ☐ **Seek Facilitator Acknowledgment Before Speaking**
- ☐ **Share Air Time**
- ☐ **One conversation at a time**
- ☐ **Listening is Sign of Respect**
- ☐ **Move On-Avoid Saying the Same Thing Twice**
- ☐ **Seek Positive Outcomes and a Positive Experience**

**Appendix Three**

# A Guide To The Nature of a Board of Director's Goal

The goals of an organizations policy board should communicate the current and future areas of emphasis from among the larger array of organizational services, activities and issues.

**The purpose of goals are:**

1. To address a need and/or opportunity
2. To communicate the policy boards priorities and areas of emphasis
3. To provide meaningful direction to the organization
4. To inform an organizational work-plan and operational budget
5. To establish organizational performance expectations and a basis for organizational accountability

**There are two types of board goals:**

1. Content Goals: these are goals that specify an intention to establish policy, complete a project, or an event, etc.

   Example of a board content goal: Implement an Economic Development Program to provide improved employment opportunities in the community and enhance a diversified tax base for the city.

2. Process Goals: these are goals that specify an intention to engage in or establish a procedure, organizational practice, or process to reach a decision and/or desired outcome.

   Example of a board process goal: To establish a structured procedure for community involvement during Council working committee meetings.

**Characteristics of Effective Board of Director Goals:**

1. Level of detail: the most effective board goals are centered on the "abstract-specific detail spectrum". Effective goals are not so vague as to be useless and not so specific as to constitute "micro-management".

Example of an abstract board goal: To establish a warm and safe feeling in our community.

Example of a "centered" board goal: Plan and build a Community Center to serve the needs of our youth, seniors, and general citizenry in partnership with other community organizations.

Example of a "micro-management" board goal: To place a 45,000 square foot fire station on the corner of 5th and Vine that will house 3 truck companies in the next twelve months.

3. Attainability: effective board goals are given both adequate resources (funds etc.) and a realistic timeframe for accomplishment.

4. Organizational Compatibility: effective board goals are consistent with the mission of the organization, current policy and integrate into the existing organizational work-plan taking into account on-going activities and commitments.

5. Accountability Features: effective board goals provide the basis for monitoring progress and determining completion such as benchmarking and a clear definition of accomplishment.

6. Parsimonious: effective board goals reflect the view that fewer goals done well is preferred to many goals done poorly. Experienced boards of directors realize that goals should not and cannot reflect the full array of organizational activities and services. All members of the organization realize and accept that important organizational activities and services may not be reflected in goals selected by the board of directors but will continue to accomplish the organizational mission.





CITY OF LAKE FOREST PARK

# STRATEGIC PLAN



2016-2020





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# INTRODUCTION

The draft strategic plan outlines the short and mid-term priorities that will be delivered by the City to achieve our long-term goals and vision. It does not identify every service or each initiative that the City delivers, but it should help all of us better understand what we are doing, why it is important, and how we address the needs of the community leads to long term positive impact on items we care about deeply in our city.

Much of what you will find in this document is not new—it is just brought together in one place:

- Who we want to be as a community;
- What is important to us; and
- What we deliver.

This document has also given us a chance to identify where we, your elected Councilmembers and Mayor, as well as City Staff, see opportunites to better align service delivery and policy.

The highest priorities for opportunities has become the "*Service and Policy Growth Initiatives for the 2015-2016 Biennium*" that you will find in each of the policy / services sections of the draft document.

# II VISION & VALUES



***We seek to be:***

Trusted stewards of the public's resources, partnering locally and regionally to support and enhance the environment and quality of life in Lake Forest Park aligned with achieving our Comprehensive Plan Vision

***We will get there by:***

Delivering services and managing resources, including the public's trust, in ways that are viewed as a model for local government.



***What is important to us:***

**Collaboration** We achieve greater results through collaborative engagement of each other and the communities around us.

**Equity** Our actions provide all people with real access to a good quality of life.

**Accountability** We are committed to addressing the concerns and priorities of Lake Forest Park through transparent community engagement, decision and actions, through continuous improvement.

**Stewardship** We are effective, efficient, financially prudent and innovative stewards of the public's resources, and strive to achieve sustainable results.

**Integrity** We resolve to do what is right for our citizens individually and our community as a whole, despite any political, social, or economic pressures to do otherwise. We will strive to be deliberate and transparent in our leadership actions and avoid reactionary responses to issues or events.

**Service Ethic** We deliver our programs and services in a manner that respects the customer and community while seeking positive and efficient solutions in the delivery of City business. We uphold the high standards, skills, competencies, and integrity of our professions in doing the work of City government.

*Our goals for community outcomes:*



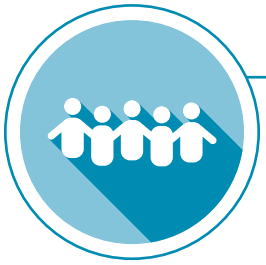
### MOBILITY

Providing, maintaining and enhancing a safe, accessible and integrated mobility system, emphasizing bicycle, walking, safe streets and transit connectivity, consistent with the character of Lake Forest Park.



### HEALTHY ENVIRONMENT

Ensuring the community and environmental health of Lake Forest Park through the effective policies that protect lands, waters, trees, and wildlife, promoting human health while managing the effects of climate change on a local level.



### COMMUNITY VITALITY

Creating a sense of community pride and identity in order to facilitate and maintain thriving neighborhoods and vibrant business districts where people can gather, engage and grow together.



### PUBLIC SAFETY & ACCESS TO JUSTICE

Maintaining a safe community and an accessible justice system through fair, equitable and responsive service driven systems.

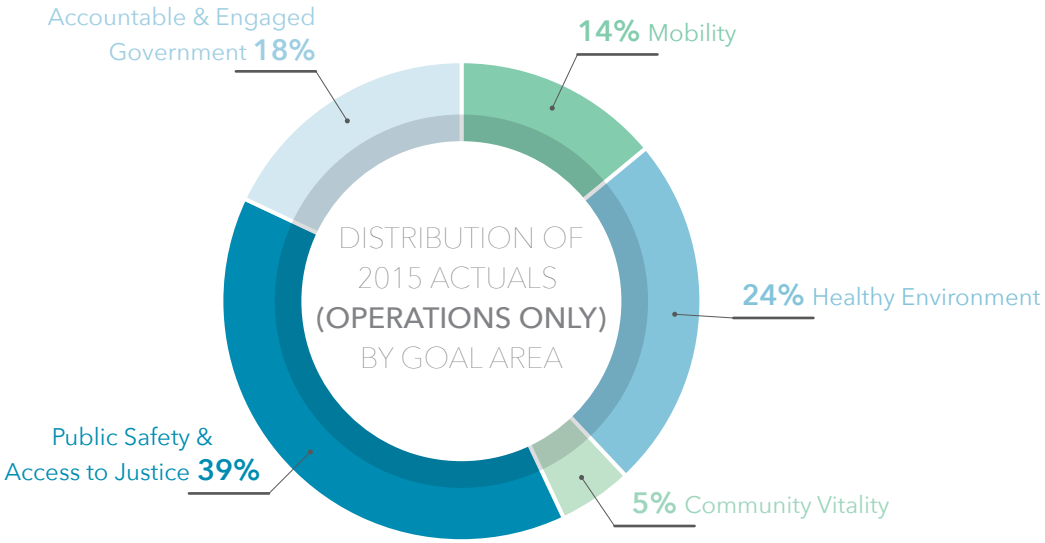


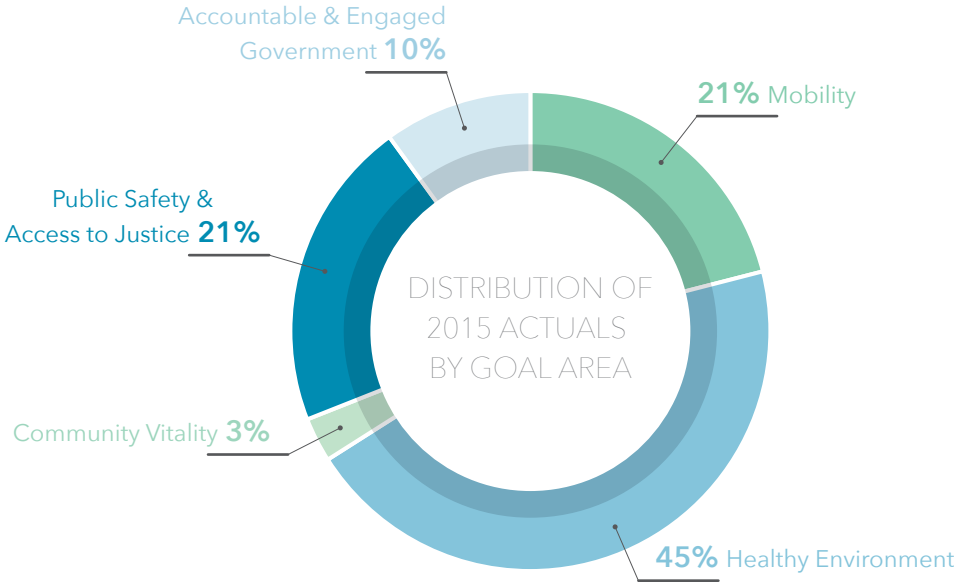
### ACCOUNTABLE & ENGAGED GOVERNMENT

Delivering a financially sustainable, publicly transparent, model government that is responsive to the people of Lake Forest Park.

*The following discussions answer the question: How do we deliver on our goals?*

The following charts display 2015 spending by strategic plan goal. The first chart displays spending on government operations, excluding capital. The second chart shows total spending by goal including spending on capital.



III

# GOALS, SERVICES & INITIATIVES





# I. MOBILITY

Lake Forest Park's transportation system is defined by two heavily travelled state routes that connect with winding minor arterials and local streets serving residential neighborhoods. Current King County Metro and Sound Transit bus service mostly travels north/south along SR 522 (Bothell Way) with some limited east/west service along SR 104 (Ballinger Way) and to the Horizon View neighborhood.

Popular walking routes exist throughout the city, although many routes do not have sidewalks on one or both sides of the road. The heavily used Burke-Gilman bicycle and walking trail parallels the Lake Washington shoreline. Other bicycle routes have been identified throughout the city, but lack wayfinding signage. Most of these bicycle routes are shared with automobiles, and lack road markings.

## *WE DELIVER MOBILITY THROUGH...*

*Providing, maintaining and enhancing a safe, accessible and integrated mobility system, emphasizing bicycling, walking, safe streets and transit connectivity, consistent with the character of Lake Forest Park.*

*Working with regional and state transportation to protect, maintain and improve mobility in Lake Forest Park.*

### *Current (On-Going) Services:*

1. Manage the city's 102 total lane miles streets through pavement preservation and overlay programs with a goal of maintaining at least a seventy percent Pavement Condition Index on city streets.
2. Increase pedestrian and bicycle connections in Lake Forest Park by:
    - » Completing Burke Gilman Trail to Interurban Trail Connection.
    - » Working with community to design environmentally sensitive pedestrian connections on City rights of way.
    - » Improve intersection/pedestrian crossings each year to achieve current accessibility standards.
3. Enhance traffic, pedestrian and bicycle safety through public education, increased patrols, use of traffic cameras, and use of speed trailer.
4. Meet with regional and state groups- intergovernmental activity.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

### *Service & Policy Growth Initiatives for the 2015–2016 Biennium:*

1. In partnership with WSDOT and adjacent jurisdictions, develop a Multi-modal Transportation Plan for the State route/primary travel corridors within Lake Forest Park to prepare for potential ST3 funding and projects on SR 522, including a park-and-ride facility and mitigation of cut-through traffic in residential areas.
2. Develop a pedestrian, bicycle and transit connections plan that addresses intra-city connections, safety, traffic calming, wayfinding signage, and access to transit.

**Sound Transit 3 (ST3)**, a ballot measure for the region's voters to consider in November 2016, represents the next set of mass transit investments to keep our region moving to destinations throughout the region.



## II. HEALTHY ENVIRONMENT

From its very beginning, our City's natural environment has been its defining characteristic. Named for its location on the shore of Lake Washington and the abundance of streams, ravines, wetlands and robust tree canopy, our city has been committed to protecting this valuable ecosystem and green infrastructure to create economic and health benefits for our citizens. Effective environmental protection requires strategy that acknowledges the critical interdependence of the various contributing local, regional and global ecosystems, as well as their relationship to the built environment. What we build, where we build, and how we build it has a lasting effect on the health of our citizens, community, region and planet.

The city has strived to maintain a healthy tree canopy through urban forestry planning and an adopted tree ordinance, as well as public education. The city's land use policies and permitting functions are designed to protect environmentally sensitive areas and to preserve natural areas in response to

### WE DELIVER A HEALTHY ENVIRONMENT THROUGH...

*Ensuring the community and environmental health of Lake Forest Park through the effective policies that protect lands, waters, trees, and wildlife, and promotinge human health while managing the effects of climate change on a local level.*

community objectives, including protecting wildlife habitat and providing our citizens with outdoor gathering spaces and walking trails.

The city has established land use policies for housing and commercial growth through its Comprehensive Plan. The city also works to restore stream habitat, and replace and repair culverts to promote stream health. We also maintain a sanitary sewer system that protects human health and the environment, and engages with local water districts to ensure safe water quality for citizens.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

### *Current (On-Going) Services:*

1. Maintain and enhance water and sewer infrastructure through fiscally sustainable plans and franchise agreements that provide for effective, safe and environmentally sound utilities for the city.
2. Systematically implement National Pollutant Discharge Elimination System (NPDES) permit requirements in order to achieve compliance by 2018, including evaluation of strategies for water quality testing and fish counts in Lyon and McAleer creeks.
3. Manage an inspection and permitting system wherein growth pays for its associated costs, while protecting environmental health of the City through the policies of the Comprehensive Plan and responsive code enforcement.
4. Educate and engage the community regarding the value of a healthy environment.

The **NPDES** permit program addresses water pollution by regulating point sources that discharge pollutants to waters of the United States. Created in 1972 by the Clean Water Act, the NPDES permit program is authorized to state governments by EPA to perform many permitting, administrative, and enforcement aspects of the program.

### *Service & Policy Growth Initiatives for the 2015–2016 Biennium:*

1. Develop a Healthy Creeks Plan for the strategic and systematic investment in the restoration of Lyon Creek and McAleer Creek in order to improve water quality, provide for regular native fish spawning while also reducing the impact of water on roads and roadbeds.
2. Review policies and programs supporting the maintenance of the City's tree canopy.
3. Identify opportunities for environmentally sound infrastructure improvements.




# III. COMMUNITY VITALITY

Lake Forest Park has a wide range of community strengths and assets, including its parks, a local library, and the widely acclaimed Third Place Commons, a space donated by the privately-owned shopping mall which acts as a forum for hundreds of community activities and events each year. This place is managed and programmed by a non-profit organization partly funded by the city. Third Place Commons also sponsors the popular Farmers' Market in the summer months, including programs that offer low-income seniors and families access to fresh, healthy produce.

The city collaborates with neighboring jurisdictions and the school district to offer a wide range of human services, including a Senior Center, recreational opportunities for children and youth, and services for victims of domestic violence. Services are also available for citizens needing mental health services, drug and alcohol treatment, family support and counseling, transportation, or those who experience housing or food insecurity.

## WE DELIVER COMMUNITY VITALITY THROUGH...

*Creating a sense of community pride and identity in order to facilitate and maintain thriving neighborhoods and vibrant business districts where people can gather, engage and grow together.*

It is the goal of the city to foster a balanced and sustainable local economy that supports a good quality of life for Lake Forest Park residents. The city has limited areas of commercial activity, however new opportunities for mixed-use residential and commercial development may become available if the SR 522 corridor is re-developed via the Sound Transit 3 ballot measure.

The city already has an enviable reputation as a desirable place to live but lacks a city-owned facility for community-building activities, recreational programming, active outdoor recreation infrastructure, and has very few city-sponsored community events. It is the goal of the city to create more opportunities for citizens to gather and celebrate our community identity.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

### *Current (On-Going) Services:*

1. Provide Human Services (for youth, seniors, Arts, recreation and personal/family resources) in partnership with local area providers evaluating the accessibility of services to Lake Forest Park residents.
2. Partner with Friends of Third Place Commons to provide for an actively programmed community space.
3. Administer, coordinate and celebrate volunteers in support of City services.
4. Maintain city parks, open space and trails in a responsible and environmentally sustainable manner.
5. Collaborate with neighboring jurisdictions and the school district to offer a wide range of human services.

### *Service & Policy Growth Initiatives for the 2015–2016 Biennium:*

1. Establish a community engagement Task Force to identify and recommend community events for implementation by the City.
2. Develop a parks, recreation and open space plan that includes service levels, maintenance and acquisition policies, and addresses active park, play field and playground needs.
3. Initiate a Town Center Sub-Area Plan that addresses the need for community gathering/event/activity spaces.



## IV. PUBLIC SAFETY & ACCESS TO JUSTICE

Lake Forest Park is committed to a strong public safety system and is dedicated to the fair and impartial administration of justice and provides equal access for all individuals. The City values fairness, education, accessibility, engagement with the community and feeling safe at home and in the neighborhood. Our public safety efforts and judicial system work together to ensure that our community is one of the safest places to work and live in the Puget Sound Region.

Our police department focuses on reducing crime and traffic collisions, providing quality policing and excellent customer service through an ethical, innovative, knowledgeable and diverse workforce, and providing emergency management oversight for the city. Our police department is a valued and effective partner with regional law enforcement agencies and recognized as a leader in effective community policing. The department maintains strong and effective relationships with citizens through the use of electronic and social media, effecting the reduction of crime within the city.

### WE DELIVER PUBLIC SAFETY & ACCESS THROUGH...

*Maintaining a safe community and an accessible justice system through fair, equitable and responsive service driven systems.*

As the third branch of government, the Municipal Court provides fair and equal access to justice, administers justice effectively, affords a fair and proficient hearing process, delivering a level of customer service that meets the needs and expectations of the people we serve.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

### *Current (On-Going) Services:*

1. General policing services in order to decrease crime rates, increase traffic safety, and enhance the community's feeling of safety through the provision of:
    - » Crime prevention and investigation
    - » Traffic safety and enforcement
    - » Administer a traffic safety photo enforcement program
    - » Neighborhood patrols
    - » Dedicated response to calls for service within our community Education and awareness
    - » Community policing and neighborhood watch
    - » Emergency response management
2. The Municipal Court is organized as a limited jurisdiction court to hear misdemeanor crimes and civil infractions. In addition to managing case flow, trial date certainty and collection of monetary penalties, the court also:
    - » Manages a Youth Court Program.
    - » Supervise a Probation Department, which includes Pre-Trial Supervision Program, Enhanced Probation, Release and Planning Services (RAPS).
    - » Electronic hearing option for customers.

### *Service & Policy Growth Initiatives for the 2015–2016 Biennium:*

1. Analyze various levels of service between the City's minimum police staffing and optimal staffing and develop cost and benefit information to inform budget, funding and community outreach decisions.
2. Analyze capacity for staffing a major emergency or event.
3. Evaluate Court Security.
4. Review capacity of the Release and Planning Services (RAPS) Program.
5. Regional partnerships.



## V. ACCOUNTABLE & ENGAGED GOVERNMENT

The Lake Forest Park City Council serves as the legislative and governing body of the city. The council enacts ordinances, approves the budget, sets policy, confirms appointments, and grants franchises. During its twice monthly general meetings and regular work sessions, the council conducts itself and its meetings as a model of respect, transparency, inclusiveness and encourages a collegial environment.

The Mayor of Lake Forest Park is the chief executive officer and ceremonial head of the city, presides at meetings of the city council, submits the annual budget, and is responsible for carrying out the policies, contracts, and agreements approved by city council. Since the Mayor is a part-time position, internal operations of the city are delegated to the City Administrator, who serves as the chief operating officer. Other internal operations functions are Human Resources, responsible for negotiating collective bargaining agreements and staff recruitment, and legal consultation provided through a contract City Attorney and Public Defender.

### *WE DELIVER AN ACCOUNTABLE & ENGAGED GOVERNMENT THROUGH...*

*Delivering a financially sustainable, collaborative, publicly transparent, model government that is responsive to the people of Lake Forest Park.*

The City also relies on a system of community volunteers through commissions, task forces and committees. These volunteers provide functional exploration of ideas and community-based recommendations in support of achieving the comprehensive planning vision and strategic plan vision of the City. LFP also is gifted with a robust volunteer corps who support and augment City staff in the delivery of programs and services.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

Departments reporting to the City Administrator and responsible for significant public engagement and outreach include:

- Municipal Services keeps the record of City Council proceedings, provides residents with access to City services, information and records.
- Finance manages accounting, budget development, business licensing, utility billing, including on-line utility bill payment, and manages information technology services.
- Planning and Building who are responsible for managing the city's long range planning process, Development Services, including review and inspection, Planning and Building services for residents and contractors, Code Enforcement investigation and follow-up, Tree Removal and replacement ordinance compliance, and Right of Way permit processing and inspection.
- Public Works maintains and develops of public streets, sanitary sewers, parks, public facilities and surface water infrastructure (culverts, storm water drainage).
- Engineering provides technical support to the Mayor and all city departments to support operations and capital improvement projects for transportation, traffic control, drainage, and sewer systems.

Responsibility for communications within the city, with local jurisdictional and agency partners, and with Lake Forest Park citizens is distributed among city departments. The Finance office and IT professional are responsible for the functions of the website. Content development responsibilities are distributed throughout the city's departments.

### *Current (On-Going) Services:*

1. City Council governance.
2. Actively seek regional, state, federal and private grant funding for capital projects.
3. Achieve zero non-standard audit findings for state and federal audits.
4. Provide department and service accountability through the executive office.
5. Provide adequate and understandable financial oversight of funds and appropriations such that funds do not exceed their approved appropriations.
6. Maintain all public records and achieve public disclosure requests consistent with State standards.
7. Meet community needs for passport issuance and renewal services with 30 minute processing goals.

### *Service & Policy Growth Initiatives for the 2015–2016 Biennium:*

1. Develop and implement a City of Lake Forest Park Strategic Plan through a robust approach community engagement.
2. Implement a citywide communications plan to increase accountability and consistency in timeliness and quality of communications content.
3. Identify and plan for increased use of online services for those doing business with City departments.
4. Identify service gaps with between city service to ensure cross-functional collaboration in problem solving.
5. Identify and develop regional relationships to promote the policies, values and goals of Lake Forest Park.

# APPENDIX I

# DEPARTMENT: LEVEL WORK PROGRAM

### *Goal–Mobility*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Safe Highways–SR 522/104/ ST3 Strategy** | Council | **State Route Corridor Plan (Safe Highways):**<br>» The City will pursue safe and accessible highways by way of planning, public outreach, advocacy and funding.<br>» Legislative repurposing of $475,000 for SR 522 & SR 104 planning;<br>» Scoping of SR 522 & SR 104 corridor plan that includes a balance of local livability and robust highway connections to the ST Link Light Rail stations at 145th Street, 185th Street and 226th Street balanced with limited incentive to use other surface streets.<br>» Include 145th/Bothell Way Intersection Improvement as a project. (This intersection is in four jurisdictions and is key to safety, transit and traffic flows).<br>» The City will involve Sound Transit, WSDOT and its own citizens in equal measure in pursuit of the most thoughtful and reasonable plan.<br>**Sound Transit 3:**<br>» The City will remain actively engaged in the ST3 candidate project, selection and voter question process.<br>» The City will remain in a cooperative and collaborative posture with neighboring jurisdictions to assure a reasonable and equitable outcome for the north Lake Washington cities.<br>**State Route 522 & 104 Rebuild:**<br>» The City will work with Sound Transit and WSDOT to assure that work in the respective rights of way is coordinated in time frame and construction contract. | 2016–2018 |

### *Goal–Mobility*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Safe Streets–Transportation CIP Master Plan** | Engineering | **Local Transportation System Master Planning (Safe Streets):**<br><br>The City will develop a master plan for the development and "finishing" of streets for connection to the state system, for safe pedestrian and bicycle connectivity to key nodes around the City including the town center, Southern Gateway and 3 elementary schools.<br><br>The master plan will consider:<br>» Reasonable connections to neighboring jurisdictions and the regional Burke Gilman Trail.<br>» Funding options and will engage our citizens in a cost/benefit discussion to help determine funding options.<br>» Traffic calming to address cross-community, vehicle through-trips<br><br>In the development of the plan, the staff will:<br>» Employ all reasonable federal, state, and regional grant funding options in order to mitigate the community "lift" to upgrade local facilities.<br>» Examine and bring options to the City Council for street development standards to require development to pay its fair share of the build-out of the transportation system. | 2016–2017 |
| **Annual Asphalt Overlay** | Public Works | Street overlay for pavement preservation, by priority based on pavement ratings and inspection.<br><br>The most recent pavement rating report identified that LFP roads are deteriorating and need up to $1 million/year in overlays for a decade to achieve pavement condition goal. | Sep. 2016 and ongoing |
| **ADA Ramps** | Engineering | ADA ramps are required by federal law and must be upgraded concurrent with overlays, chip sealing and street projects. Sidewalk availability limits the application of this priority. | 2016 |
| **BGT/Interurban Connector** | Public Works | Connect the Interurban Trail to the Burke Gilman Trail through Lake Forest Park to promote regional transportation corridors. | 2016 |
| **Local Connections & Trails** | Public Works | Design and construct trails along City Rights of Way to safely provide pedestrian connections. All connections must not compromise environmentally sensitive areas. | Ongoing |

### *Goal—Healthy Environment*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **LFP Creek Restoration Plan** | Surface Water/ Engineering | Develop a creek and fish habitat restoration strategy and plan that includes an analysis of:<br>» Culvert repair and replacement current costs, values and strategic packaging of phases that can attract the broadest funding as balanced against the City matching funding; Options for hatcheries, planting and other strategies for restoring historic native fish runs;<br>» Testing, reporting and development of a broad-based strategy for improvement of water quality<br><br>Develop at least annual reports to the City Council on stream health. | 2016–2017 for a 2015–2025 Plan |
| **Parks, Recreation & Open Space Plan** | Public Works | **Parks, recreation and open space plan that includes an analysis of:**<br><br>Service Levels:<br>» The ability of the current park system to meet the needs of the citizens;<br>» The ability of current recreation facilities to meet the needs of the citizens, especially youth and seniors;<br><br>Maintenance:<br>» The needs and ability of the City to operate and maintain the current system of parks;<br>» Development of operation and maintenance metrics to allow the Council to determine the systemic cost of prospective acquisitions;<br><br>Acquisitions:<br>» The development of a criteria-based system for acquiring park, recreation or open space properties;<br>» An analysis of grant options or P&R District options for acquiring system properties | 2016 |
| **Comprehensive Plan Completion and Regulatory Updates** | Planning & Building | » Tree Ordinance update<br>» Code Enforcement ordinance update<br>» Sensitive Areas update<br>» Low Impact Development Regulations | 2016 |

### *Goal—Healthy Environment*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Evaluate Emerging Parks & Recreation Acquisition Options** | Public Works | *Dependent upon outside funding strategies for acquisition*<br><br>Development of a park plans including some active recreation and funding strategies for planning, site construction and maintenance.<br><br>Emerging sites include Palmer Property and 5 Acre Woods | 2016 |
| **Materials Bins Covers** | Public Works | Material bin covers and lighting for the Public Works outdoor storage bins. | 2020 |
| **Beach Drive Lift Stations** | Engineer | Plan for replacement of two lift stations on Beach Drive with a single new lift station while upgrading sewage conveyance in this basin. Evaluate need for Sheridan Beach Sewer Reliability Study at time of project | 2016–2017 |
| **NPDES 2 Compliance** | Public Works; Planning | Continue compliance with the NPDES permit. The new permit became effective on January 1, 2013 and requires a number of code revisions, public outreach programs, staff training opportunities, et al. | 2013–2018 |

### *Goal—Community Vitality*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Town Center District Sub-area Plan (phase 1)** | Council; Executive; Engineering | Develop a sub-area plan that establishes a town center district—creating a vision for adapting the Town Center area and the surrounding areas to a transit-orient, community center for Lake Forest Park. | 2016–2018 |
| **Communications** | Council; Executive | Development of a citywide communications plan including:<br>» Outreach,<br>» Two-way communications,<br>» Expansion of web-site offerings,<br>» Social media "real-time" strategies, and<br>» Mass media communications. | 2016–2017 |
| **Continue Social Media Development** | Coordination with all Departments | Expand use of social media to enhance contemporaneous posts of more information.<br>*Current highly successful efforts include Police (pilot) and Public Works* | 2016 |
| **Tennis Court Lights** | Public Works | Tennis Court, lighting restoration–LFP Elementary | Unknown |

### *Goal—Public Safety and Justice*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Evaluation of Long-Term Police Staffing** | Police | Factors include:<br>» Aging department and high, near-term, turnover rates;<br>» Added emphasis on community-based approaches;<br>» Increased safety needs surrounding SR 522 volumes and camera-based enforcement; and<br>» Response time and call response service-level expectations | 2016 |
| **Active Shooter Enterprise–Wide Emergency Plan** | Police | Develop detailed planning and response guide for City Hall active shooter events and support development of planning and response guides for key citywide sites. | 2016 |
| **Emergency Management Transition** | Police | Implement the Northshore Emergency Management Coalition (NEMCo) with Kenmore, Northshore Fire District and Northshore Utility District to meet emergency management goals and requirements. | 2016 |
| **Portable Radio Replacement** | Police; Public Works | Develop a purchase strategy for the Police Department and Public Works portable radios consistent with implementation of the King County Public Safety Emergency Radio System Network (PSERN) implementation. | 2017–2018 |
| **Dispatch Service Delivery** | Police | Develop a long-term strategy for Police Dispatch Services consistent with regional E911 system planning. | Ongoing |

### *Goal—Accountable and Engaged Government*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Strategic Planning Process;** | Council; Executive | Develop a Strategic Plan to guide City priorities and objectives.<br>» Analyze service priorities, delivery and gaps.<br>» Develop clear and understandable data that helps Council and citizens understand sustainability and prioritization.<br>» Develop strategic plan financial plan<br>» Develop and build coalitions that show Lake Forest Park to be a model city and model partner.<br>» Develop customer service standards that value excellent service, a high service ethic and strong service training. | 2015–2016 |
| **IT Continuity Plan** | Finance | Develop an IT disaster plan and pursue strategic alliances with other local governments/agencies to provide emergency backup for key IT services. | 2015–2016 |
| **MPE Compensation Study** | All Department Managers; Finance | Conduct the every 5-year compensation study for the non-represented employees (last conducted in 2012). | May 2016–Aug. 2016 |
| **Enterprise Content Management Records Systems** | Municipal Services; I.T. Manager | Evaluate (at a department level) City records management processes and needs.<br>Establish a plan for electronic records management and evaluate Electronic Content Management systems (available through State master contracts) to potentially implement a "cradle to grave" solution. | Oct. 2015–TBD |
| **E-Commerce Phase 2 On-Line Services** | Development Services; Municipal Services; Finance/IT | Expand on the ecommerce launched in 2015 (utility billing) and bring epay and other ecommerce to Municipal Services and Development Services. | Apr. 2016 / Apr. 2017 |

### *Goal—Accountable and Engaged Government*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Major Public Records Response** | Municipal Services; Legal | Develop a coordinated interdepartmental approach for the City Clerk to respond to a request for all records in all forms.<br><br>Use the experience to determine whether there are proactive ways to store and organize records going forward to as converting old records into an economically feasible, easily searchable format.<br>» King County, the Port of Seattle, and most King County cities and towns, including Lake Forest Park, received a public records request for all public records in all forms, including meta-data. | Nov. 2015–TBD |
| **Permit Tracking Software** | Planning | Purchase and install dedicated online permit tracking software with self-help resources. | Q-2 2016 |
| **2016 Streamlining Codes** | Executive | Review City processes, codes, procedures to reduce cycle time, improve customer service and reduce time and cost per activity. Specific identified activities:<br>1. Subdivision codes;<br>2. Tree Regulations;<br>3. Public Services Municipal (Sewer system) code; and<br>4. Code Enforcement | 2015–16 |
| **Admin Services** | Executive; Municipal Services | Evaluate the organization of administrative services departments of the City, reviewing efficacy, decision making and oversight criteria | Feb. 2016–Jul. 2016 |
| **Budget Development Format** | Finance | Utilizing GFOA best practices, prepare 2017–2018 proposed budget document that is consistent with the City's strategic plan and national best practices. Based on results, submit for the GFOA distinguished budget award. | 2016 |
| **2016 Franchise Agreements** | Executive | Assure that planning and negotiation for franchise agreements that come due in 2013 and 2014 are completed prior to expiration, including:<br><br>Comcast 2014; Northshore UD 2018; LFP WD 2018; Seattle City Light 2014; Puget Sound Energy 2014; Republic Solid Waste 2016; and Shoreline WD 2023 (or 2028). | 2014–2015 |

### *Goal—Accountable and Engaged Government*

| *Title* | *Lead Dept.* | *Project Description* | *Timing for Completion* |
|---|---|---|---|
| **Revise Employee Handbook** | Executive/ Depts | » Meet with departments to review policies;<br>» Review rewritten policies with Leadership Team;<br>» Send manual to WCIA vendor for review; and<br>» Complete redraft and prepare for publication. | 2015 |
| **On-Line Business License Application** | Finance | Research whether a product exists that would allow LFP to offer an online business application. | Feb. 2016–Jul. 2016 |
| **Banking RFP** | Finance | Prepare a request for proposals to replace our current banking services agreement. | Jan. 2016–Apr. 2016 |
| **City Hall Efficiency & Security** | Public Works; Planning; Police; Court; Administrator | Continued analysis, design and/or installation of safety projects in City Hall. Current areas of interest are reception and payment counters, and first floor for building permits and passports. | Dec. 2016 Planning, Cost Estimate |
| **Accounting Software Evaluation** | Finance | Evaluate enterprise accounting needs and determine whether changing the enterprise accounting system would be beneficial | Dec. 16 |
| **Active Employee Relations** | Police | Establish labor/management committees identified in labor agreements; plus ramp up interaction and communication with MPE group | Oct. 14 |

# APPENDIX II

# EXPENDITURES BY GOAL AREA (2015 ACTUALS)

## *Goal–Mobility*

| *Services* | *Dept. or Functional Expenditure Area* | *2015 Actual Expenditure ($)* | | |
|---|---|---|---|---|
| | | *Operating* | *Capital* | *Total* |
| **Pavement Management Program** | Streets Operations & Capital | 413,664 | 0 | 413,664 |
| | TBD | 157,289 | 50,000 | 207,289 |
| | Asphalt Overlay | 0 | 208,620 | 208,620 |
| **Pedestrian & Bicycle Facilities** | Engineering Operations | 157,558 | 0 | 157,558 |
| | NE 178th Improvements Project | 0 | 2,104,802 | 2,104,802 |
| **Transportation Safety Education & Enforcement** | Traffic Safety Camera Program (including 35% of Court costs) | 530,320 | 0 | 530,320 |
| **Transportation Safety Education & Enforcement** | Traffic Officer (50% of Traffic Officer Cost) | 75,000 | 0 | 75,000 |
| | **Mobility Totals** | **1,333,831** | **2,363,422** | **3,697,253** |

### *Goal—Healthy Environment*

| Services | Dept. or Functional Expenditure Area | 2015 Actual Expenditure ($) | | |
|---|---|---|---|---|
| | | Operating | Capital | Total |
| **Water & Sewer Infrastructure Operation & Maintenance** | Surface Water Operations & Capital, Sewer Utility Operations & Capital | 1,651,999 | 5,664,607 | 7,316,606 |
| **Implimentation of NPDES permit requirements** | Surface Water Operations (5% of Operations) | 40,173 | 0 | 40,173 |
| **Managing the Inspection & Permitting Systems Consistent with the Comprehensive Plan** | Planning & Building | 677,007 | 0 | 677,007 |
| **Healthy Environment Education** | Community Programs (25% of Employee Costs) | 25,000 | 0 | 25,000 |
| | **Healthy Environment Totals** | **2,394,179** | **5,664,607** | **8,058,786** |

### *Goal—Community Vitality*

| Services | Dept. or Functional Expenditure Area | 2015 Actual Expenditure ($) | | |
|---|---|---|---|---|
| | | Operating | Capital | Total |
| **Human Services Through Community Partners** | Community Service Programs | 137,281 | 0 | 137,281 |
| **Programmed Community Space** | Community Programs, Friends of Third Place | 26,520 | 0 | 26,520 |
| **Community Events** | City Council | 0 | 0 | 0 |
| **Volunteer Program & Recognition** | Executive Department | 1,790 | 0 | 1,790 |
| **Parks and Trails** | Parks Department | 269,790 | 0 | 269,790 |
| | Parks Facilities & Capital | 103,948 | 23,687 | 127,635 |
| | **Community Vitality Totals** | **539,329** | **23,687** | **563,016** |

### *Goal—Public Safety and Access to Justice*

| Services | Dept. or Functional Expenditure Area | 2015 Actual Expenditure ($) | | |
|---|---|---|---|---|
| | | Operating | Capital | Total |
| **General Policing & Traffic Safety** | Police Department | 3,279,819 | 0 | 3,279,819 |
| **Access to Justice, Municipal Court** | Court, Prosecutor, & Public Defender (less 35% of Court for traffic cam enforcement) | 465,388 | 0 | 465,388 |
| **Emergency Management** | Emergency Management | 33,141 | 0 | 33,141 |
| | **Public Safety & Access to Justice Totals** | **3,778,348** | **0** | **3,778,348** |

### *Goal—Accountable and Engaged Government*

| Services | Dept. or Functional Expenditure Area | 2015 Actual Expenditure ($) | | |
|---|---|---|---|---|
| | | Operating | Capital | Total |
| **Governance, Legal, & Administrative Support** | City Council, Legal, Municipal Services, Elections, Memberships | 662,158 | 0 | 662,158 |
| **Seek Grant Funding for Capital Projects** | Engineering and Environmental Programs (20% of Engineer & Manager Cost) | 0 | 54,000 | 54,000 |
| **Department & Service Oversight** | Executive | 425,179 | 0 | 425,179 |
| **Financial and IT Operations, Auditor** | Finance | 291,500 | 0 | 291,500 |
| | Finance | 267,328 | 0 | 267,328 |
| **Records Operations & Archives** | Municipal Services | 65,000 | 0 | 65,000 |
| **Passport Servicing** | Municipal Services | 12,500 | 0 | 12,500 |
| | **Accountable & Engaged Government Totals** | **1,723,665** | **54,000** | **1,777,665** |

# GLOSSARY

**ANNUAL BUDGET** A budget applicable to a single fiscal year

**APPROPRIATION** A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes

**ASSESSED VALUATION** A valuation set upon real estate or other property by a government as a basis for levying taxes

**ASSETS** Resources owned or held by a government which have monetary value

**BALANCED BUDGET** A budget situation where budgeted resources are equal to or greater than budgeted expenditures (Comprehensive Financial Management Policies (2020))

**BIENNIUM** A two-year period

**BOND** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate

**BUDGET** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them

**BUDGET ACCOUNTING AND REPORTING SYSTEM (BARS)** The accounting guide issued by the Washington State Auditor's Office to guide accounting matters for local governments

**BUDGET ADOPTION** The formal legislative process to approve a budget for the budgetary period

**BUDGET AMENDMENT** A change to the adopted budget that is formally adopted by the legislative body

**BUDGETED** Included in the adopted budget

**BUDGET DOCUMENT** The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body

# GLOSSARY

**BUDGET MESSAGE** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body, with certain portions required by law

**CAPITAL IMPROVEMENTS** Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant

**CAPITAL FACILITES PLAN** A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs

**CAPITAL ASSETS** Also known as fixed assets, are land, buildings, equipment and improvements to existing fixed assets costing more than $5,000 and having a useful life greater than one year

**CAPITAL PROJECT** Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increase their useful life; also called capital improvements

**CASH BASIS** A basis of accounting under which transactions are recognized only when cash is received or disbursed

**COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES** The document containing all of the adopted financial policies of the City

**CONSUMER PRICE INDEX (CPI)** A statistical description of price levels provided by the U.S. Department of Labor used as a measure of the increase in cost of living (i.e. economic inflation)

**CONTINGENCY** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted

**COUNCILMANIC** Refers to action that can be taken with a majority vote of the City Council and not requiring a vote of the public, *see NON-VOTED*

**DEBT LIMIT** The maximum amount of gross or net debt which is legally permitted

**DEBT SERVICE** The cost of paying principal and interest on borrowed money according to a predetermined payment schedule

# GLOSSARY

**DEBT SERVICE FUND** A fund used to account for the accumulation of resources for, and the payment of general long term debt principal and interest

**DEFICIT** The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period

**DIRECT COSTS** Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities

**EMPLOYEE BENEFITS** Contributions made by a government to meet commitments or obligations for employee fringe benefits including the government's share of costs for Social Security and the various pension and medical plans

**ENDING FUND BALANCE** The amount of money that a fund has at the end of a year or reporting period

**ENTERPRISE FUND** An accounting entity which the City uses to record and report transactions for its business-type activities; all expenditures must be supported by income dedicated to the fund, most commonly utility funds

**EXPENDITURE/EXPENSE** The amount of money actually spent or budgeted to be spent

**FIDUCIARY FUND** The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds

**FIXED ASSETS** Also known as capital assets, are land buildings, equipment and improvements to existing fixed assets costing more than $5,000 and having a useful life greater than one year

**FRANCHISE** A special privilege granted by a government permitting a monopoly or the continuing use of public property

**FULL-TIME EQUIVALENT POSITION (FTE)** A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year

# GLOSSARY

**FUND** A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity

**FUND ACCOUNTING** A system of accounting that is characterized by the use of accounting entities (funds) to account for resources whose use has been limited by donor, grantor, governmental agencies, governing bodies, or by law

**FUND BALANCE** The total amount of cash and investments available for spending at the end of a year or reporting period

**GENERAL FUND** The primary operation fund of the local government. Most revenues accounted for in the General Fund are unrestricted and can be used for any lawful purpose of government; operating departments include: Police, Municipal Services, Parks, Facilities, Planning, Building, and Municipal Court, among others

**GRANTS** External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility

**INDIRECT COST** A cost necessary for the functioning of the organization as a whole which cannot be directly assigned to one service

**INFRASTRUCTURE** The physical assets of a government (e.g. streets, water, sewer, public buildings and parks)

**INTERFUND SERVICES** Services provided by one fund of the local government for the benefit of another fund for compensation

**INTERGOVERNMENTAL REVENUE** Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes

**INTERNAL SERVICE FUND** An accounting entity which the City uses to record and report transactions for goods and services provided by one department to other City departments on a cost reimbursement basis

**LEVY** (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities; (Noun) The total amount of taxes, special assessments, or service charges imposed by a government

**LIABILITIES** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date

# GLOSSARY

**LIMITED TERM EMPLOYEE** An employment position that is not permanent and expires on a certain date

**LONG-TERM DEBT** Debt with a maturity of more than one year after the date of issuance

**MAINTENANCE** The upkeep of physical properties in condition for use or occupancy

**MAYOR'S PRELIMINARY BUDGET** The budget submitted by the Mayor to the City Council that proposes a funding plan for the upcoming biennium for consideration by the City Council

**MINIMUM FUND BALANCE TARGET** The minimum amount of cash and investments that, by policy, should be left in a fund at the close of the year or budget period

**MISSION STATEMENT** A broad statement of purpose, in terms of meeting public service needs, that a department is organized to meet

**NON-VOTED** Refers to action that can be taken with a majority vote of the City Council and not requiring a vote of the public, *see COUNCILMANIC*

**OBJECTIVE** Something to be accomplished in specific, well-defined, and measurable terms and is achievable withing a specific time frame

**OBLIGATIONS** Amounts which a government may be legally required to meet out of its resources

**OPERATING EXPENSES** The cost for personnel, materials, and equipment required for a department to function; excludes capital and project expenses

**OPERATING REVENUE** Funds that the government receives as income to pay operating expenses; generally excludes one-time and capital revenues

**OTHER FINANCING SOURCES** Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed assets dispositions; classified separately from revenues

**OTHER FINANCING USES** Governmental fund operating transfers-out; classified separately from revenues

# GLOSSARY

**POLICY** A principal or course of action chosen to guide decision making

**PREPAID BATCH** A batch of payments made in advance of City Council review and approval due to the City Council meeting schedule

**PROGRAM** A group of related activities performed by one or more organization units for the purpose of accomplishing a function for which the government is responsible

**PROJECTION** A prediction of the future outcome of a budgetary item

**RESERVE** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

**RESERVED FUND BALANCE** A fund balance that is subject to externally or internally imposed restrictions

**RESOURCES** Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances

**REVENUE** Sources of income financing the operations of government

**REVENUE FORECAST** A set of predictions about future revenues that will be received by the City

**SIX-YEAR FINANCIAL FORECAST** A planning tool that forecasts revenues and expenditures six years into the future to demonstrate the long-range impacts of current levels of services on financial sustainability

**SPECIAL REVENUE FUNDS** Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes

**STAFF** All or any non-elected employees of the City of Lake Forest Park

**STATUATORY DEBT LIMIT** The limit set by State Statute that is the amount of total debt a local government is allowed to have outstanding at any given time

**TAXES** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people; does not include user fees

# GLOSSARY

**UNRESERVED FUND BALANCE** The portion of a fund's balance that is not restricted for a specific purpose and is available for spending on any lawful purpose of government

**USER FEES** The payment of a fee for direct receipt of a public service by the party who benefits from the services

# ACRONYMS

| | |
|---|---|
| **AOC** | Administrative Office of the Courts |
| **APA** | American Planning Association |
| **APWA** | American Public Works Association |
| **ARMA** | Association of Records Management Archives |
| **AWC** | Association of Washington Cities |
| **BARS** | Budgeting Accounting and Reporting System |
| **CAP** | Climate Action Plan |
| **CIP** | Capital Improvement Program |
| **CP** | Comprehensive Plan |
| **CPI** | Consumer Price Index |
| **CRS** | Culvert Replacement Study |
| **CSC** | Community Services Commission |
| **DES** | Washington State Department of Enterprise Services |
| **DOE** | Washington State Department of Ecology |
| **EDC** | Economic Development Commission |
| **ESA** | Endangered Species Act |
| **EOC** | Emergency Operations Center |
| **EQC** | Environmental Quality Commission |
| **ESHB** | Engrossed Substitute House Bill |
| **FTE** | Full-Time Equivalent |
| **GFOA** | Government Finance Officers Association |

# ACRONYMS

| | |
|---|---|
| **GIS** | Geographic Information System |
| **GMA** | Growth Management Act |
| **IDP** | Interim Design Principles |
| **IIMC** | International Institute of Municipal Clerks |
| **IT** | Information Technology |
| **IS** | Information Services |
| **KCCA** | King County Clerks Association |
| **LID** | Low Impact Development |
| **NEMCo** | Northshore Emergency Management Coalition |
| **NPDES** | National Pollutant Discharge Elimination System |
| **NRPA** | National Recreation and Parks Association |
| **PAW** | Planning Association of Washington |
| **PC** | Planning Commission |
| **PROST** | Parks, Recreation, Open Space & Trails Plan |
| **PSAPCA** | Puget Sound Air Pollution Control Authority |
| **PSRC** | Puget Sound Regional Council |
| **RCR** | Regional Crisis Response Agency |
| **REET** | Real Estate Excise Tax |
| **SAO** | State Auditor's Office |
| **SEPA** | State Environmental Policy Act |
| **SH** | Safe Highways |

# ACRONYMS

| | |
|---|---|
| **SS** | Safe Streets |
| **ST** | Sound Transit |
| **SWAT** | Special Weapons and Tactics |
| **SWM** | Surface Water Management |
| **TC** | Transportation Commission |
| **TIB** | Transportation Improvement Board |
| **WASPC** | Washington Association of Sheriffs and Police Chiefs |
| **WCIA** | Washington Cities Insurance Authority |
| **WCPDA** | Washington Cities Planning Directors Association |
| **WFOA** | Washington Finance Officers Association |
| **WMCA** | Washington Municipal Clerks Association |
| **WRPA** | Washington Recreation and Parks Association |
| **WSAMA** | Washington State Association of Municipal Attorneys |
| **WSEMA** | Washington State Emergency Management Association |
| **WSRA** | Washington State Recycling Association |

# ORDINANCE NO. 26-1325

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING THE BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2027-2028, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE**

---

**WHEREAS**, State law, Chapter 35A.34 RCW provides for the biennial adoption of the City of Lake Forest Park's budget and provides procedures for the filing of the proposed budget, deliberations, public hearings, and final fixing of the budget; and

**WHEREAS,** a budget for fiscal years 2027-2028 has been prepared and filed, public hearings have been held for the purpose of fixing the final budget, and the City Council has deliberated and has made adjustments and changes deemed necessary and proper; and

**WHEREAS,** the budget maintains levels of service for most City services and makes strategic investments in areas aligned with the City Council's strategic plan goal areas; and

**WHEREAS,** the City is required by RCW 35A.34.120 to include all revenues and expenditures for each fund in the adopted budget; and

**WHEREAS,** the budget is balanced per City Policy.

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

Section 1. ADOPTING THE BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2027-2028. The City Council adopts the budget for the City of Lake Forest Park for the period January 1, 2027 through December 31, 2028 as determined in the 2027-2028 Mayor's Preliminary Budget and as amended by the City Council (the "Budget").

Section 2. SUMMARY OF REVENUES AND EXPENDITURES. The Budget sets forth totals of estimated revenues and expenditures of each separate fund, and the aggregate totals for all such funds as summarized below:

| Fund No. | Fund | Projected Beginning Fund Balance 1/1/2027 | 2027-2028 Revenue | 2027-2028 Expenditure | Projected Ending Fund Balance 12/31/2028 |
|---|---|---|---|---|---|
| 001 | General | $7,584,653 | $ 31,049,462 | $ 32,763,533 | $ 5,870,581 |
| *002* | *Traffic Safety* | $1,032,913 | $ 4,300,000 | *$ 3,799,927* | *$ 1,532,985* |
| 101 | Street | $329,873 | $ 2,201,000 | $ 2,177,636 | $ 353,237 |
| 102 | Council Contingency | $862,702 | $ 48,000 | $ - | $ 910,702 |
| 104 | Transportation Benefit Dist. | $2,550,673 | $ 1,582,737 | $ 1,554,515 | $ 2,578,895 |
| 105 | Budget Stabilization | $379,386 | $ 14,400 | $ - | $ 393,786 |
| 106 | Strategic Opportunity Fund | $2,383,029 | $ 90,000 | $ - | $ 2,473,029 |
| 202 | PW Debt (202) | $0 | | | $ - |
| 301 | Capital Improvement | $1,527,160 | $ 1,428,000 | $ 8,649 | $ 2,946,511 |
| 302 | Transportation Capital | $3,265,123 | $ 5,868,000 | $ 8,242,112 | $ 891,011 |
| 303 | Capital Facilities Maintenance | $637,721 | $ 100,800 | $ 160,000 | $ 578,521 |
| 401 | Sewer Utility | $887,237 | $ 10,145,266 | $ 10,674,607 | $ 357,897 |
| 402 | Sewer Capital | $4,379,136 | $ 252,000 | $ 1,800,000 | $ 2,831,136 |
| 403 | Surface Water Utility | $1,532,250 | $ 4,848,592 | $ 4,069,455 | $ 2,311,387 |
| 404 | Surface Water Capital | $1,001,068 | $ 2,819,259 | $ 3,205,000 | $ 615,327 |
| 406 | Sewer Bond Reserve | $123,119 | $ 10,800 | $ - | $ 133,919 |
| 407 | PW Trust Fund Repayment | $629,866 | $ 102,400 | $ - | $ 732,266 |
| 450 | Public Works Contract | $0 | | | $ - |
| 501 | Vehicle & Equip. Replacement | $1,296,101 | $ 1,013,260 | $ 1,157,483 | $ 1,151,878 |
| 502 | Information Technology Fund | $193,534 | $ 601,042 | $ 591,586 | $ 202,990 |

Section 3. SALARY SCHEDULES FOR 2027 AND 2028. The salary schedule and full-time employee authorization request submitted to the City Council by the Administration with the Budget is attached in Exhibit A.

Section 4. COPIES OF THE BUDGET TO BE FILED. The City Clerk is directed to transmit a complete copy of the Budget as adopted to the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.34.120.

Section 5. 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 6. 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 7. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

**APPROVED BY A MAJORITY** of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt
City Attorney

Introduced:
Adopted:
Posted:
Published:
Effective:

# EXHIBIT A

## 2027 Amended Positions and Monthly Salary Schedule

*Monthly salary amounts shown are based on a 1.0 full time equivalent (FTE) - except the Municipal Court Judge and Mayor*

| | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **Legislative** | | | | | | | |
| Councilmembers | 7.00 | | | | | | $ 800.00 |
| **Executive** | | | | | | | |
| Mayor | 0.50 | | | | | | $ 3,000.00 |
| City Administrator (Contract) | 1.00 | | | | | | $ 20,104.77 |
| Program Executive (LTE) | 1.00 | $ 13,765.85 | $ 14,177.96 | $ 15,065.27 | $ 15,950.86 | $ 16,836.27 | $ 17,723.75 |
| Human Resources Director | 1.00 | $ 12,173.94 | $ 12,985.51 | $ 13,797.03 | $ 14,608.69 | $ 15,420.32 | $ 16,231.91 |
| Human Resources Specialist | 0.80 | $ 6,818.04 | $ 7,270.03 | $ 7,726.51 | $ 8,179.25 | $ 8,634.97 | $ 9,087.71 |
| | **4.30** | | | | | | |
| **Judicial** | | | | | | | |
| Municipal Court Judge (Contract) | 0.75 | | | | | | $ 14,557.75 |
| Court Administrator | 1.00 | $ 9,678.73 | $ 10,324.10 | $ 10,969.46 | $ 11,614.82 | $ 12,260.17 | $ 12,905.58 |
| Senior Judicial Specialist | 2.00 | $ 5,938.49 | $ 6,335.23 | $ 6,729.44 | $ 7,126.18 | $ 7,520.38 | $ 7,917.14 |
| Judicial Specialist | 3.40 | $ 5,302.22 | $ 5,656.46 | $ 6,008.43 | $ 6,362.66 | $ 6,714.63 | $ 7,068.87 |
| Probation Officer | 0.30 | $ 7,039.57 | $ 7,509.81 | $ 7,980.07 | $ 8,447.96 | $ 8,918.20 | $ 9,386.20 |
| Pro-tem Judge | | $75 per hour | | | | | |
| | **7.05** | | | | | | |
| **Municipal Services Department** | | | | | | | |
| City Clerk | 1.00 | $ 9,116.29 | $ 9,722.86 | $ 10,331.03 | $ 10,939.44 | $ 11,547.39 | $ 12,153.97 |
| Deputy City Clerk | 1.00 | $ 6,522.94 | $ 6,957.66 | $ 7,394.54 | $ 7,829.26 | $ 8,263.98 | $ 8,698.70 |
| Public Records Specialist | 0.85 | $ 6,818.04 | $ 7,270.03 | $ 7,726.51 | $ 8,179.25 | $ 8,634.97 | $ 9,087.71 |
| Administrative Specialist | 1.00 | $ 5,717.11 | $ 6,101.20 | $ 6,482.69 | $ 6,861.58 | $ 7,243.06 | $ 7,624.56 |
| Passport Acceptance Agent | 1.60 | $ 4,802.20 | $ 5,121.04 | $ 5,439.89 | $ 5,761.18 | $ 6,082.45 | $ 6,400.90 |
| | **5.45** | | | | | | |
| **Finance/Info. Systems Department** | | | | | | | |
| Finance Director | 1.00 | $ 12,863.40 | $ 13,720.84 | $ 14,578.45 | $ 15,436.06 | $ 16,293.64 | $ 17,149.86 |
| Information Systems Manager | 1.00 | $ 10,168.30 | $ 10,846.14 | $ 11,524.09 | $ 12,202.01 | $ 12,879.84 | $ 13,557.78 |
| Finance Manager | 1.00 | $ 8,921.38 | $ 9,516.19 | $ 10,110.96 | $ 10,705.72 | $ 11,300.49 | $ 11,895.25 |
| Finance Specialist | 2.00 | $ 6,031.30 | $ 6,430.39 | $ 6,830.82 | $ 7,233.39 | $ 7,635.95 | $ 8,038.51 |
| Accounting Clerk | 0.60 | $ 5,418.80 | $ 5,779.91 | $ 6,141.01 | $ 6,502.12 | $ 6,863.23 | $ 7,224.33 |
| | **5.60** | | | | | | |
| **Community Development: Planning & Building Department** | | | | | | | |
| Community Development Director | 1.00 | $ 12,673.54 | $ 13,518.10 | $ 14,362.66 | $ 15,208.94 | $ 16,053.49 | $ 16,898.05 |
| Senior Planner | 1.00 | $ 8,417.49 | $ 8,978.96 | $ 9,538.09 | $ 10,101.93 | $ 10,661.05 | $ 11,222.53 |
| Associate Planner | 1.00 | $ 7,366.83 | $ 7,858.34 | $ 8,349.84 | $ 8,840.50 | $ 9,331.33 | $ 9,822.45 |
| Assistant Planner | 0.00 | $ 6,285.23 | $ 6,703.94 | $ 7,122.65 | $ 7,541.36 | $ 7,960.05 | $ 8,378.76 |
| Community Programs Planner | 1.00 | $ 7,049.60 | $ 7,519.94 | $ 7,990.28 | $ 8,459.81 | $ 8,929.50 | $ 9,399.47 |
| Climate Coordinator | 1.00 | $ 7,288.70 | $ 7,744.97 | $ 8,199.99 | $ 8,650.18 | $ 9,106.03 | $ 9,561.34 |
| Urban Forest Planner | 0.75 | $ 7,979.73 | $ 8,512.01 | $ 9,042.06 | $ 9,576.57 | $ 10,106.62 | $ 10,638.90 |
| Building Inspector (New) | 1.00 | $ 7,049.60 | $ 7,519.94 | $ 7,990.28 | $ 8,459.81 | $ 8,929.50 | $ 9,399.47 |
| Building Official | 0.00 | $ 9,278.53 | $ 9,897.07 | $ 10,515.65 | $ 11,134.21 | $ 11,752.78 | $ 12,371.35 |
| Permit Coordinator | 0.80 | $ 6,167.41 | $ 6,578.28 | $ 6,989.39 | $ 7,400.39 | $ 7,811.38 | $ 8,222.37 |
| Permit Technician | 0.00 | $ 5,418.80 | $ 5,779.91 | $ 6,141.01 | $ 6,502.12 | $ 6,863.23 | $ 7,224.33 |
| | **7.55** | | | | | | |
| **Emergency Management** | | | | | | | |
| Emergency Manager | 1.00 | $ 9,090.45 | $ 9,338.37 | $ 9,586.29 | $ 9,834.22 | $ 10,082.13 | $ 11,433.29 |
| | **1.00** | | | | | | |

| | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **Police Department** | | | | | | | |
| Police Chief (Contract) | 1.00 | | | | | $ 18,605.17 | $ 19,163.33 |
| Commander | 2.00 | $ 10,769.64 | $ 11,489.07 | $ 12,205.57 | $ 12,923.48 | $ 13,641.50 | $ 15,408.32 |
| Sergeant 2 | 4.00 | | | | | | $ 11,575.20 |
| Sergeant 1 | 0.00 | | | | | | $ 10,998.00 |
| Police Officer | 10.00 | $ 7,830.16 | $ 8,450.00 | $ 9,121.84 | $ 9,785.36 | | |
| Detective | 2.00 | $ 8,613.18 | $ 9,295.00 | $ 10,034.02 | $ 10,763.90 | | |
| Traffic Officer | 2.00 | $ 8,221.67 | $ 8,872.50 | $ 9,577.93 | $ 10,274.63 | | |
| Support Services Officer | 1.00 | $ 6,222.32 | $ 6,667.44 | $ 7,109.44 | $ 7,564.96 | | |
| Transport Officer | 0.40 | $ 6,222.32 | $ 6,667.44 | $ 7,109.44 | $ 7,564.96 | | |
| Property & Evidence Tech | 0.60 | $ 6,222.32 | $ 6,667.44 | $ 7,109.44 | $ 7,564.96 | | |
| Records Specialist | 2.00 | $ 6,002.88 | $ 6,218.16 | $ 6,431.36 | $ 6,642.48 | $ 6,852.56 | $ 7,065.76 |
| Domestic Violence Advocate | 0.35 | $ 6,514.47 | $ 6,949.94 | $ 7,382.89 | $ 7,818.36 | $ 8,251.31 | $ 8,686.80 |
| | **25.35** | | | | | | |
| **Public Works Department** | | | | | | | |
| Public Works Director | 1.00 | $ 13,765.85 | $ 14,177.96 | $ 15,065.27 | $ 15,950.86 | $ 16,836.27 | $ 17,723.75 |
| Senior Project Manager | 1.00 | $ 9,752.14 | $ 10,287.82 | $ 10,930.64 | $ 11,574.00 | $ 12,217.24 | $ 12,860.45 |
| Project Manager | 2.00 | $ 8,170.94 | $ 8,713.77 | $ 9,258.97 | $ 9,804.17 | $ 10,349.38 | $ 10,892.22 |
| Public Works Superintendent | 1.00 | $ 8,310.76 | $ 8,865.82 | $ 9,419.20 | $ 9,972.59 | $ 10,527.64 | $ 11,967.50 |
| Stormwater Program Coordinator | 1.00 | $ 7,288.70 | $ 7,744.97 | $ 8,199.99 | $ 8,650.18 | $ 9,106.03 | $ 9,561.34 |
| PW Admin. Assistant | 1.00 | $ 5,418.80 | $ 5,779.91 | $ 6,141.01 | $ 6,502.12 | $ 6,863.23 | $ 7,224.33 |
| Lead Maintenance Worker | 1.00 | $ 7,570.01 | $ 7,837.17 | $ 8,104.36 | $ 8,371.50 | $ 8,638.69 | $ 8,905.89 |
| Maintenance Worker | 5.00 | $ 6,881.82 | $ 7,124.71 | $ 7,367.60 | $ 7,610.46 | $ 7,853.36 | $ 8,096.27 |
| Seasonal Maintenance Worker (Hourly) | 2.00 | $ 24.89 | $ 26.45 | $ 27.99 | $ 29.56 | $ 31.11 | $ 33.18 |
| | **15.00** | | | | | | |
| **Total Adjusted 2027 Positions** | **71.30** | | | | | | |

## 2028 Amended Positions and Monthly Salary Schedule

*Monthly salary amounts shown are based on a 1.0 full time equivalent (FTE) - except the Municipal Court Judge and Mayor*

| | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **Legislative** | | | | | | | |
| Councilmembers | 7.00 | | | | | | $ 800.00 |
| **Executive** | | | | | | | |
| Mayor | 0.50 | | | | | | $ 3,000.00 |
| City Administrator (Contract) | 1.00 | | | | | | $ 20,707.92 |
| Program Executive (LTE) | 1.00 | $ 14,178.82 | $ 14,603.30 | $ 15,517.23 | $ 16,429.38 | $ 17,341.36 | $ 18,255.47 |
| Human Resources Director | 1.00 | $ 12,539.15 | $ 13,375.07 | $ 14,210.95 | $ 15,046.95 | $ 15,882.92 | $ 16,718.87 |
| Human Resources Specialist | 0.80 | $ 7,022.58 | $ 7,488.13 | $ 7,958.30 | $ 8,424.62 | $ 8,894.02 | $ 9,360.34 |
| | **4.30** | | | | | | |
| **Judicial** | | | | | | | |
| Municipal Court Judge (Contract) | 0.75 | | | | | $ - | $ 14,994.48 |
| Court Administrator | 1.00 | $ 9,969.09 | $ 10,633.82 | $ 11,298.55 | $ 11,963.26 | $ 12,627.97 | $ 13,292.74 |
| Senior Judicial Specialist | 2.00 | $ 6,116.65 | $ 6,525.28 | $ 6,931.32 | $ 7,339.97 | $ 7,745.99 | $ 8,154.65 |
| Judicial Specialist | 3.40 | $ 5,461.29 | $ 5,826.15 | $ 6,188.68 | $ 6,553.54 | $ 6,916.07 | $ 7,280.93 |
| Probation Officer | 0.30 | $ 7,250.76 | $ 7,735.11 | $ 8,219.47 | $ 8,701.40 | $ 9,185.75 | $ 9,667.79 |
| Pro-tem Judge | | $75 per hour | | | | | |
| | **7.05** | | | | | | |
| **Municipal Services Department** | | | | | | | |
| City Clerk | 1.00 | $ 9,389.77 | $ 10,014.55 | $ 10,640.96 | $ 11,267.62 | $ 11,893.81 | $ 12,518.59 |
| Deputy City Clerk | 1.00 | $ 6,718.63 | $ 7,166.39 | $ 7,616.37 | $ 8,064.13 | $ 8,511.89 | $ 8,959.66 |
| Public Records Specialist | 0.85 | $ 7,022.58 | $ 7,488.13 | $ 7,958.30 | $ 8,424.62 | $ 8,894.02 | $ 9,360.34 |
| Administrative Specialist | 1.00 | $ 5,888.63 | $ 6,284.23 | $ 6,677.17 | $ 7,067.43 | $ 7,460.36 | $ 7,853.29 |
| Passport Acceptance Agent | 1.60 | $ 4,946.26 | $ 5,274.67 | $ 5,603.08 | $ 5,934.01 | $ 6,264.93 | $ 6,592.93 |
| | **5.45** | | | | | | |
| **Finance/Info. Systems Department** | | | | | | | |
| Finance Director | 1.00 | $ 13,249.30 | $ 14,132.47 | $ 15,015.80 | $ 15,899.14 | $ 16,782.45 | $ 17,664.36 |
| Information Systems Manager | 1.00 | $ 10,473.35 | $ 11,171.52 | $ 11,869.81 | $ 12,568.07 | $ 13,266.24 | $ 13,964.51 |
| Finance Manager | 1.00 | $ 9,189.02 | $ 9,801.68 | $ 10,414.29 | $ 11,026.89 | $ 11,639.50 | $ 12,252.10 |
| Finance Specialist | 2.00 | $ 6,212.24 | $ 6,623.30 | $ 7,035.75 | $ 7,450.39 | $ 7,865.03 | $ 8,279.67 |
| Accounting Clerk | 0.60 | $ 5,581.37 | $ 5,953.31 | $ 6,325.24 | $ 6,697.18 | $ 7,069.13 | $ 7,441.06 |
| | **5.60** | | | | | | |
| **Community Development: Planning & Building Department** | | | | | | | |
| Community Development Director | 1.00 | $ 13,053.74 | $ 13,923.64 | $ 14,793.54 | $ 15,665.21 | $ 16,535.09 | $ 17,404.99 |
| Senior Planner | 1.00 | $ 8,670.02 | $ 9,248.33 | $ 9,824.24 | $ 10,404.99 | $ 10,980.88 | $ 11,559.21 |
| Associate Planner | 1.00 | $ 7,587.83 | $ 8,094.09 | $ 8,600.34 | $ 9,105.71 | $ 9,611.27 | $ 10,117.12 |
| Assistant Planner | 0.00 | $ 6,473.79 | $ 6,905.06 | $ 7,336.33 | $ 7,767.60 | $ 8,198.85 | $ 8,630.12 |
| Community Programs Planner | 1.00 | $ 7,261.09 | $ 7,745.54 | $ 8,229.99 | $ 8,713.60 | $ 9,197.39 | $ 9,681.46 |
| Climate Coordinator | 1.00 | $ 7,507.36 | $ 7,977.32 | $ 8,445.99 | $ 8,909.68 | $ 9,379.21 | $ 9,848.18 |
| Urban Forest Planner | 0.75 | $ 8,219.12 | $ 8,767.37 | $ 9,313.32 | $ 9,863.87 | $ 10,409.82 | $ 10,958.07 |
| Building Inspector (New) | 1.00 | $ 7,261.09 | $ 7,745.54 | $ 8,229.99 | $ 8,713.60 | $ 9,197.39 | $ 9,681.46 |
| Building Official | 0.00 | $ 9,556.89 | $ 10,193.98 | $ 10,831.12 | $ 11,468.24 | $ 12,105.37 | $ 12,742.49 |
| Permit Coordinator | 0.80 | $ 6,352.44 | $ 6,775.63 | $ 7,199.07 | $ 7,622.40 | $ 8,045.72 | $ 8,469.04 |
| Permit Technician | 0.00 | $ 5,581.37 | $ 5,953.31 | $ 6,325.24 | $ 6,697.18 | $ 7,069.13 | $ 7,441.06 |
| | **7.55** | | | | | | |
| **Emergency Management** | | | | | | | |
| Emergency Manager | 1.00 | $ 9,363.16 | $ 9,618.52 | $ 9,873.87 | $ 10,129.24 | $ 10,384.60 | $ 11,776.29 |
| | **1.00** | | | | | | |

| | FTE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|---|
| **Police Department** | | | | | | | |
| Police Chief (Contract) | 1.00 | | | | | | $ 19,738.23 |
| Commander | 2.00 | $ 11,092.73 | $ 11,833.74 | $ 12,571.74 | $ 13,311.18 | $ 14,050.74 | $ 15,870.57 |
| Sergeant 2 | 4.00 | | | | | | $ 11,922.46 |
| Sergeant 1 | 0.00 | | | | | | $ 11,327.94 |
| Police Officer | 10.00 | $ 8,065.06 | $ 8,703.50 | $ 9,395.50 | $ 10,078.92 | | |
| Detective | 2.00 | $ 8,871.57 | $ 9,573.85 | $ 10,335.04 | $ 11,086.81 | | |
| Traffic Officer | 2.00 | $ 8,468.32 | $ 9,138.68 | $ 9,865.27 | $ 10,582.87 | | |
| Support Services Officer | 1.00 | $ 6,408.99 | $ 6,867.46 | $ 7,322.72 | $ 7,791.91 | | |
| Transport Officer | 0.40 | $ 6,408.99 | $ 6,867.46 | $ 7,322.72 | $ 7,791.91 | | |
| Property & Evidence Tech | 0.60 | $ 6,408.99 | $ 6,867.46 | $ 7,322.72 | $ 7,791.91 | | |
| Records Specialist | 2.00 | $ 6,182.97 | $ 6,404.70 | $ 6,624.30 | $ 6,841.75 | $ 7,058.14 | $ 7,277.73 |
| Domestic Violence Advocate | 0.35 | $ 6,709.90 | $ 7,158.44 | $ 7,604.38 | $ 8,052.91 | $ 8,498.85 | $ 8,947.40 |
| | **25.35** | | | | | | |
| **Public Works Department** | | | | | | | |
| Public Works Director | 1.00 | $ 14,178.82 | $ 14,603.30 | $ 15,517.23 | $ 16,429.38 | $ 17,341.36 | $ 18,255.47 |
| Senior Project Manager | 1.00 | $ 10,044.70 | $ 10,596.45 | $ 11,258.56 | $ 11,921.22 | $ 12,583.76 | $ 13,246.26 |
| Project Manager | 2.00 | $ 8,416.06 | $ 8,975.18 | $ 9,536.74 | $ 10,098.30 | $ 10,659.86 | $ 11,218.99 |
| Public Works Superintendent | 1.00 | $ 8,560.09 | $ 9,131.80 | $ 9,701.78 | $ 10,271.76 | $ 10,843.47 | $ 12,326.53 |
| Stormwater Program Coordinator | 1.00 | $ 7,507.36 | $ 7,977.32 | $ 8,445.99 | $ 8,909.68 | $ 9,379.21 | $ 9,848.18 |
| PW Admin. Assistant | 1.00 | $ 5,581.37 | $ 5,953.31 | $ 6,325.24 | $ 6,697.18 | $ 7,069.13 | $ 7,441.06 |
| Lead Maintenance Worker | 1.00 | $ 7,797.11 | $ 8,072.29 | $ 8,347.49 | $ 8,622.64 | $ 8,897.85 | $ 9,173.06 |
| Maintenance Worker | 5.00 | $ 7,088.28 | $ 7,338.45 | $ 7,588.63 | $ 7,838.77 | $ 8,088.96 | $ 8,339.15 |
| Seasonal Maintenance Worker (Hourly) | 2.00 | $ 25.64 | $ 27.24 | $ 28.83 | $ 30.45 | $ 32.04 | $ 34.18 |
| | **15.00** | | | | | | |
| **Total Adjusted 2028 Positions** | **71.30** | | | | | | |

**ORDINANCE NO. 26-1320**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, LEVYING PROPERTY TAX FOR THE CALENDAR YEAR 2027 AS ALLOWED BY LAW, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

---

**WHEREAS**, the City Council of the City of Lake Forest Park has met and considered the budget for calendar years 2027-2028; and

**WHEREAS**, the City's actual levy amount from the previous year was $3,578,835; and

**WHEREAS,** the population of the City is more than 10,000; and

**WHEREAS,** the City Council held a public hearing on October 22, 2026, pursuant to RCW 84.55.120 regarding consideration of possible increase in property tax revenues; and

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

Section 1. PROPERTY TAX LEVY. The City Council of the City of Lake Forest Park hereby authorizes that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2027 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be $35,649, which is a percentage increase of 1% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increases in the value of state assessed property, any annexations that have occurred and refunds made.

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

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of

scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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

**APPROVED BY A MAJORITY** of the Lake Forest Park City Council this ___ day of _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt
City Attorney

Introduced: October 22, 2026
Adopted:
Posted:
Published:
Effective:

# ORDINANCE NO. 26-1321

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF LAKE FOREST PARK IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2027, ON ALL PROPERTY, BOTH REAL AND PERSONAL IN SAID CITY THAT IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE SERVICES OF THE SEVERAL DEPARTMENTS OF THE CITY FOR THE ENSUING YEAR AS PROVIDED BY LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, the City Council of the City of Lake Forest Park has met and considered its budget for calendar year 2027; and

**WHEREAS,** the City Council held a public hearing on October 22, 2026, to consider the City's 2027 Property Tax Levy pursuant to RCW 84.55.120; and

**WHEREAS**, King County requires the 2027 Property Tax Levies to be submitted by November 30, 2026; and

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

Section 1. REGULAR TAX LEVY. The preliminary assessed valuation of $5,140,801,745 is adopted. A regular property tax for 2027 is hereby levied in the maximum amount of $4,769,162. The total levy amount includes the increase authorized by the voters through Proposition 1, the Public Safety Services Levy Lid Lift, at the November 3, 2026, general election, subject to certification of the election results. The total levy amount includes an additional $200,000 for any additional King County increases resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increases in the value of state assessed property, any annexations that have occurred and refunds made by King County. The final dollar amount of Property Taxes is determined by King County and reduced to the actual amount allowed.

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any

reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

Section 4. EFFECTIVE DATE. This ordinance shall take effect after King County certifies the November 3, 2026 General Election results.

**APPROVED BY A MAJORITY** of the Lake Forest Park City Council this ___ day of _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt
City Attorney

Introduced: October 22, 2026
Adopted:
Posted:
Published:
Effective:

# RESOLUTION NO. 26-2103

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, SETTING THE SEWER UTILITY RATES FOR 2027

---

**WHEREAS,** pursuant to Section 13.08.090 of the Lake Forest Park Municipal Code, the City Council establishes rates for sanitary sewer services by resolution; and

**WHEREAS**, the City of Lake Forest Park has a sewer rate structure where a portion of the rate is for King County treatment charges, and a portion is for the operation and maintenance of the City's sewer infrastructure; and

**WHEREAS**, in 2004, the City completed a study of the sewer rates for operation, maintenance, and for the long-term replacement of the sewer system infrastructure; and

**WHEREAS**, the study recommended that the City's portion of the sewer rates be increased and a portion of the revenue be set aside in a new fund for future capital replacement of the City's sewer system; and

**WHEREAS**, the City's portion of the sewer rate will increase by 5% in 2027 to keep up with rising operational costs that exceeded the previous biennium's rate increases; and

**WHEREAS,** King County has adopted a 12.75% rate increase for 2027 sanitary sewer treatment charges; and

**WHEREAS**, the City Council has determined that it is in the best interests of the City to increase the City's portion of the sewer rates in 2027, and to increase the City's sewer rate charge to account for the full increase in the King County treatment charge.

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

Section 1. Effective January 1, 2027, the following classification of sewer use and schedule of rates and charges for sanitary sewer service are adopted, for properties located within the boundaries of the City of Lake Forest Park as now or hereafter determined:

| Class No. | Description | Rate |
|---|---|---|
| I. | Residential (single-family and housing units with four or less residential units per building), | $95.41 per month per unit |
| II. | Multi-family Residential (housing units with five or more units per building) | $13.81 per hundred cubic feet (ccf) per month |
| III. | Commercial | $13.81 per hundred cubic feet (ccf) per month per unit of business |

Section 2. SEVERABILITY. Should any portion of this resolution, 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 resolution or its application to other persons or circumstances.

Section 3. 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, resolution numbering, section/subsection numbers, and any references thereto.

Section 4. EFFECTIVE DATE. This resolution shall take effect immediately after passage and publication.

**APPROVED BY A MAJORITY** of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2103

**RESOLUTION NO. 26-2104**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, SETTING THE SURFACE WATER UTILITY RATES FOR 2027**

---

**WHEREAS,** the City has reviewed the surface water utility revenue and operational expenditures that are needed to retain the current level-of-service standards for surface water management services, to continue compliance with the Endangered Species Act and other unfunded mandates, to continue with best management practices, to continue to develop the City's surface water management program, and to address the capital repair and improvement of the City's surface water management systems; and

**WHEREAS,** the City has determined that the annual surface water utility fees should be increased by ten percent (10.0%) in order to retain and improve upon the current level-of-service standards for surface water management services; and

**WHEREAS,** a portion of the increase is specifically dedicated to continued funding of a Stormwater Program Coordinator employee to assist the City in meeting the federal surface water requirements, and to set aside amounts annually to support long-term capital improvement needs of the City's surface water infrastructure.

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

Section 1. SURFACE WATER UTILITY RATES. The City hereby sets the surface water utility rates according to the fee schedule attached hereto as Exhibit A, to be effective on January 1, 2027, and to remain in effect until revised by future Council action.

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

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

APPROVED:

_____

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2104

Exhibit A

| Class | Class Description | Type | 2027 Surface Water Rate | 10% Service Tax | Total 2027 Surface Water Rate |
|---|---|---|---|---|---|
| 1 | Single family residential | House | $394.03 | $39.40 | $433.43 |
| 2 | Very light (1-10% IA) | Commercial unit | $394.03 | $39.40 | $433.43 |
| 3 | Light (10-20% IA) | Commercial unit | $947.10 | $94.71 | $1,041.81 |
| 4 | Moderate (20-45% IA) | Commercial unit | $1,904.78 | $190.48 | $2,095.26 |
| 5 | Moderately heavy (45-65% IA) | Commercial unit | $3,678.15 | $367.82 | $4,045.97 |
| 6 | Heavy (65-85% IA) | Commercial unit | $4,663.30 | $466.33 | $5,129.63 |
| 7 | Very heavy (85-100% IA) | Commercial unit | $6,108.32 | $610.83 | $6,719.15 |

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Public Works |
| **Contact Person** | Nova Heaton, Director of Public Works |
| **Title** | Resolution 26-2107/Authorizing the Mayor to Sign the Purchased Services Agreement with Ventilation Power Cleaning, Inc. for Catch Basin Inspection Services |

**Legislative History**

- First Presentation — October 22, 2026 – Regular Meeting
- Second Presentation — November 12, 2026 – Regular Meeting

**Attachments:**

1. Resolution 26-2107/Authorizing the Mayor to Sign the Purchased Services Agreement with Ventilation Power Cleaning, Inc. for Catch Basin Inspection Services
2. Purchased Services Agreement for Catch Basin Inspection Services
3. Proposal from Ventilation Power Cleaning, Inc.

**Executive Summary**

The Department of Public Works (DPW) recommends that the City of Lake Forest Park (City) contract with Ventilation Power Cleaning, Inc. (VPC) for catch basin inspection services. Three qualified vendors submitted proposals for this work and VPC's proposal was the lowest at $49,550.00. Once under contract, VPC will begin their inspection effort for this two-year cycle.

**Background**

The City's Western Washington National Pollutant Discharge Elimination System Phase II Municipal Stormwater Permit (NPDES Permit) administered by the Washington Department of Ecology (Ecology) requires the City to complete biannual inspections of our catch basins. The City maintains about 1,650 catch basins as part of its municipal separate storm system (MS4). The current two-year cycle began on January 1, 2026 and ends on December 31, 2027.

On October 13 of this year, the City sent out a Request for Proposal (RFP) for Drainage Catch Basin Inspection and Data Collection Services for 2026-2027. Three proposals in response to the City's RFP were received on October 27. VPC submitted the proposal with the lowest value at $49,550.00. We recommend contracting with VPC for catch basin inspection services for the 2026-2027 two-year cycle.

**Fiscal & Policy Implications**

The contract will be fully funded by the City's Surface Water Management fund. No additional budget allocations will be required.

**Alternatives**

| ***Options*** | ***Results*** |
|---|---|
| • Approve | The City will contract with the lowest responsive and responsible bidder to complete the work and satisfy the requirement of our NPDES Permit. |
| • Do not approve | The City will not contract to complete the work and the City will be out of compliance with our NPDES Permit. |
| | |

**Staff Recommendation**

Approve Resolution 26-2107 authorizing the Mayor to sign a contract with VPC for catch basin inspection services for the 2026-2027 two-year cycle.

**RESOLUTION NO. 26-xxxx**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A PURCHASED SERVICES AGREEMENT WITH VENTILATION POWER CLEANING, INC. FOR 2026-2027 CATCH BASIN INSPECTION AND DATA COLLECTION SERVICES.**

---

**WHEREAS,** the City requires contractor support to complete routine catch basin inspection services required by the Western WA Phase II Municipal Stormwater Permit administered by the State of Washington Department of Ecology; and

**WHEREAS,** the City published a Request for Proposals for the work on October 13, 2026, and received three (3) bids in response; and

**WHEREAS,** pursuant to the invitation of the City, the Contractor submitted a bid proposal containing an offer; and

**WHEREAS,** the City has determined that the Contractor's offer was the lowest responsive and responsible offer submitted; and

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

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign a purchased services agreement with Ventilation Power Cleaning, Inc., in substantially the same form as included herewith as Attachment 1.

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

**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this ___ day of November 2026.

APPROVED:

_____

Tom French

Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

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

# CITY OF LAKE FOREST PARK
# PURCHASED SERVICES AGREEMENT
# Agreement Title: 2026-2027 Catch Basin Inspection and Data Collection Services

**THIS AGREEMENT,** made and entered into by and between the **CITY OF LAKE FOREST PARK,** a Washington municipal corporation (the "City"), and **VENTILATION POWER CLEANING, INC.** (the "Contractor"), is dated the last date signed below.

| | |
|---|---|
| Contractor Business: | **Ventilation Power Cleaning, Inc.** |
| Contractor Address: | 3914 Leary Way NW, Seattle, WA 98107 |
| Contractor Phone: | 206-634-2750 |
| Contact Name | John Linn |
| Contractor e-mail: | john@ventilationpower.com |
| Federal Employee ID No.: | 91-0843303 |
| Authorized City Representative for this contract: | Katie Phillips, Project Manager, kphillips@cityoflfp.gov |

**WHEREAS**, the City requires contractor support to complete routine catch basin inspection services required by the Western WA Phase II Municipal Stormwater Permit administered by the WA Department of Ecology; and

**WHEREAS,** the City solicited proposals to complete the work on October 13, 2026 and received three responses; and

**WHEREAS,** City staff have evaluated the proposals and determined that the Contractor submitted the lowest responsive and responsible bid and is qualified to complete the required inspections.

**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 2026-2027 Catch Basin Inspection and Data Collection 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 John Linn. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2027, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Contractor shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

**2. Compensation.**

A. The total compensation to be paid to Contractor for the Work in Exhibit A, including all services and expenses, shall not exceed forty-four thousand, five hundred fifty dollars ($49,550.00) as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Contractor shall invoice the City monthly on the basis of the portion of the Work completed each month by the Contractor and subcontractors.

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

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

**3. Request for Payment.**

A. Not more than once every thirty days the Contractor shall send electronically to Katie Phillips, Project Manager, kphillips@cityoflfp.gov and ap@cityoflfp.gov, its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

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

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

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

Contractor shall ensure that each subcontractor shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Contractor pursuant to this paragraph.

**8. Insurance.**

A. Insurance Term

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. No Limitation

The Contractor's maintenance of insurance, its scope of coverage and limits as required herein 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.

C. Minimum Scope of Insurance

The Contractor's required insurance shall be of the types and coverage as stated 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, independent Contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. 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 ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

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

D. 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 and $2,000,000 products-completed operations aggregate limit.

E. 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 Contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

F. 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.

G. Acceptability of Insurers

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

H. 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 endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this Contract and evidence of all subcontractors' coverage.

I. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

J. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

K. 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 Contract 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.

**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. Prevailing Wages.** The work under the Contract may be subject to the prevailing wage requirements of chapter 39.12 RCW, as amended or supplemented. If this Contract is subject to prevailing wage requirements, the Contractor, each of its subcontractor(s) and other person(s) doing any work under the Contract shall pay all laborers, workers or mechanics not less than the prevailing rate of wage for an hour's work in the same trade or occupation in the locality within the State of Washington where such labor is performed as required by law. The prevailing rate of wage to be paid to all workman, laborers or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of the prevailing wage rates for the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this contract as though fully set forth herein. These rates may be accessed on the internet at https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/

Pursuant to RCW 39.12, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor at every tier -- a "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Within fifteen (15) days of the final acceptance of the Contractor's work under this Contract, the Contractor must submit – on behalf of itself and every subcontractor – an "Affidavit of Wages Paid".

**15. 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.

**16. 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.

**17. 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.

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

**19. Notices.**

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

City of Lake Forest Park
Attn: Katie Phillips, Project Manager
17425 Ballinger Way NE
Lake Forest Park, WA 98155
kphillips@cityoflfp.gov

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

Ventilation Power Cleaning, Inc.
Attn: John Linn
3914 Leary Way NW
Seattle, WA 98107
john@ventilationpower.com

**20. 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.

**21. 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.

**Signatures on the following page**

**IN WITNESS WHEREOF**, the City and Contractor have executed this Agreement as of the date first above written

| | ***CONTRACTOR:*** |
|---|---|
| **CITY OF LAKE FOREST PARK WASHINGTON**<br><br>By: _____<br>Tom French, Mayor<br><br>_____<br>Date | **VENTILATION POWER CLEANING, INC.**<br><br>By: _____<br><br>_____<br>(Typed/Printed Name)<br><br>Its _____<br>(Title)<br><br>Date: _____ |
| ATTEST:<br><br>_____<br>Matthew McLean, City Clerk<br><br>Date: _____ | |
| APPROVED AS TO FORM:<br><br>_____<br>Kim Adams Pratt, City Attorney<br><br>Date: _____ | |

# EXHIBIT A: SCOPE OF WORK AND SPECIFICATIONS

A. Location

1. All Work will be performed within the incorporated limits of the City of Lake Forest Park, WA.
2. All Work is expected to occur on public property including City right of way and City-owned parcels. If Work must be performed on private property, the City will obtain Right of Entry from property owners prior to the Contractor's execution of the Work.
3. References herein to the "Work site" are meant to refer to the locations of existing City-maintained catch basin structures where the Contractor will perform the Work. These catch basin locations are shown on the GIS map accessible at this link: https://lfp.maps.arcgis.com/apps/mapviewer/index.html?webmap=de42a9542c1f46629f835412ab2ea7a0
4. Work may be required on uneven terrain, steep slopes, and at other locations that may be difficult to access. However, Work sites are assumed to be accessible on foot and without the need for extensive brush clearing or other site preparation work.

B. General Requirements

1. The Contractor shall perform Work in accordance with these General Requirements. Unless stated otherwise, the cost(s) of any sort whatsoever that may be required to conform to these General Requirements shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
2. The normal hours of Work applicable to this contract shall be eight hours per day within a timeframe beginning no earlier than 7:00 AM and ending no later than 5:00 PM. Normal working hours shall occur Monday to Friday, excluding the following City-observed holidays:

| |
|---|
| New Year's Day |
| Martin Luther King, Jr. Day |
| President's Day |
| Memorial Day |
| Juneteenth |
| Independence Day |
| Labor Day |
| Veterans' Day |
| Thanksgiving Day |
| Day after Thanksgiving |
| Christmas Day |

3. The Contractor shall provide supervision of the Work and shall ensure:
    I. Personnel engaged in the Work shall be qualified and appropriately certified or licensed to perform tasks assigned to them.
    II. Crews assigned to perform Work shall be appropriately sized (number of crew members) and equipped to complete the Work efficiently and in accordance with contract's quality, safety, and other requirements.
    III. Tools and equipment used to perform Work shall be of sufficient design, size, and condition to complete the Work efficiently and in accordance with contract's quality, safety, and other requirements.
4. Protection of Work and Property

I. The Contractor shall be solely and completely responsible for conditions of the Work site, including safety of all persons and property during performance of the Work. This requirement shall apply continuously during the Contract Time and not be limited to normal working hours.

II. The Contractor shall perform the Work in non-destructive fashion and shall restore any damage caused to City or private property to the satisfaction of the property owner at the Contractor's sole expense.

III. The Contractor shall furnish, install, implement, and maintain all necessary safeguards for protection of human health and safety, property, and the environment during performance of the Work. Required safeguards include, but are not limited to:

a) Fences, railing, barricades, lighting, posting of warning signs, and other warnings against hazards.

b) Operational and occupational health and safety practices established by industry standards and applicable regulations (e.g. OSHA, WISHA). The Work is expected to be performed from the ground surface. If confined space entry into structures is required to complete Work, separate payment for this service shall be made under Bid Item #2.

c) All temporary work zone traffic control measures that may be necessary to effect the safe and orderly diversion of vehicular, pedestrian, and bicycle traffic around the Work site. Temporary traffic control shall comply with the latest revision of Part VI of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD). If the use of traffic control flaggers is required, separate payment for this service shall be made under Bid Item #2. Special temporary work zone traffic control requirements for the Contract include:

i. Road closures shall not be implemented as a traffic control measure without the City's prior authorization.

ii. Work within principal arterials, including Ballinger Way NE (SR-104) and Bothell Way NE (SR-522), shall not be performed during the peak traffic volume hours of 7:00-9:30 AM and 2:30-5:00 PM, Monday through Friday.

iii. Contractor shall confirm schedule for Work on principal arterials with DPW prior to initiating this Work. DPW will provide notification of transit agencies as required.

5. Contract Management and Administration

I. Prior to beginning the Work, the Contractor's Project Manager and at least one crew member assigned to complete Work shall attend a Contract kickoff meeting with DPW staff at City Hall.

II. Contractor shall prepare invoices documenting the invoicing period/timeframe, the quantity of Work performed per Contract Task (see Section C) within the invoicing period, and associated fee(s). Invoices shall be submitted to the City on a monthly basis.

III. Prior to submitting invoices to the City for completed Work, Contractor shall perform quality assurance and quality control (QA/QC) review and

adjustments to initial collected data to ensure a high-quality Work product/deliverable.

IV. Contractor shall communicate with DPW staff throughout the Contract as necessary to ensure orderly execution of Work.

V. Continuously monitor the Work and advise DPW of any risks to completing the Work per the scope, budget, and schedule expectations set in the agreement. Adjustments to these expectations will not be authorized in arrears.

C. Contract Task Specifications

The Work generally includes mobilizing to City-maintained catch basins, performing an inspection and collecting structure attribute data as prescribed herein, and documenting inspection/attribute data using the free, ESRI-developed mobile GIS mapping software applications[1] ("Required Apps") described in this Section and Attachment 5.

The specifications for execution, measurement, and payment of the Work are provided in the Contract Tasks (CT) descriptions contained in this Section. The Contract Task numbers in this section correspond to the Bid Item (BI) numbers listed in the Proposal Form (Attachment 2 to the RFP).

1. CONTRACT TASK #1 – Inspect Catch Basins

I. Description

a) This Contract Task includes the Work required to locate and inspect drainage catch basins, and document inspection results.

II. Execution

a) Mobilize to Work sites as identified on maps provided by DPW in the Required Apps (ESRI Field Maps, in this case).

b) Remove the catch basin cover/grate and safely store the grate. Open structures shall not be left unattended.

c) Perform inspection using basic measuring devices (e.g. steel tape measure), flashlights, and other readily-accessible hand tools. Record measurements to the nearest inch.

d) Document inspection using the Required Apps and City-standard inspection forms contained therein. The process of entering inspection data using the Required Apps is explained and illustrated in Attachment 5. In general, the following information will be collected at each structure:

i. Structure type and construction material
ii. Structure interior dimensions
iii. Inlet/cover type and size
iv. Depths from surface to pipe inverts and bottom of structure
v. Pipe sizes, orientations, and types
vi. Existence of water quality or flow control device (y/n)

[1] Required apps include ESRI Field Maps and ESRI Survey123

vii. Indications of structure condition per the King County Surface Water Design Manual's (KCSWDM) Catch Basin Maintenance Standard

Contractor shall provide hardware suitable for running the Required Apps, and DPW will provide the Contractor with the GIS data or temporary login information required to use the Required Apps.

e) Obtain at least one digital photograph of the structure interior, using a flashlight as needed to illuminate the structure. The resulting image file to be provided to DPW (see Section C.1.III.a) shall contain information sufficient to identify the catch basin. This identifying information must be provided using one of the following methods:
   i. Provide an image file named according to the catch basin's "Asset ID" as provided in the City's GIS map
   ii. Provide an image file containing embedded location information, such as latitude and longitude coordinates of the photograph location.

f) Restore cover/grate to its original location on the catch basin frame.

III. Measurement and Payment

a) CT #1 Work will be measured per each catch basin structure for which a complete inspection record is received by DPW. A complete inspection record shall include an ESRI compatible GIS file containing properly completed inspection forms for the catch basin structure and an image file meeting CT #1 specifications.

b) Payment for CT #1 Work shall be remitted at the Bid Item (BI) #1 unit price in the agreement.

c) Payment for CT #1 Work shall be remitted at 0.25 times the BI #1 unit price in the agreement for each catch basin structure which the Contractor confirms is nonexistent. See Attachment 5 for an illustration of how this inspection result will be recorded using the Required Apps.

<u>CONTRACT TASK #2 – Minor Changes</u>

I. Description

b) The Contract Task includes payments or credits for DPW-directed changes to the Work amounting to $5,000.00 or less. At the discretion of DPW, this procedure for Minor Changes may be used in lieu of the more formal procedure outlined in the agreement.

c) If DPW identifies a needed change to the Work, DPW will provide the Contractor a draft Minor Change Order including the location and specifications for the work. As soon as practicable, but within 10 calendar days of receipt of the Minor Change Order, the Contractor shall provide DPW with a written price quote to complete the Minor Change Order work. The price quote shall document the basis of proposed costs as requested by DPW in the Minor Change Order. As soon as practicable, but within 10 calendar days of receipt of the Contractor's price quote, DPW will review the price quote and advise

the Contractor if it is acceptable or rejected. If the Contractor's price quote is accepted, DPW will sign the Minor Change Order. The signed Minor Change Order shall serve as DPW's authorization to proceed with Minor Change Order work.

II. Execution

a) Specifications for execution of CT #2 work will be provided in the City's signed Minor Change Order.

III. Measurement and Payment

a) CT #2 Work will be measured and paid by lump sum (LS) in amounts established in DPW's signed Minor Change Orders. For the purpose of providing a common proposal for all Bidders, the City has entered an amount for "Minor Changes" (BI #2) in the Proposal Form to become a part of the total Price.

**Ventilation Power Cleaning, Inc.**
**3914 Leary Way NW, Seattle, WA 98107**

## EXHIBIT B: PROPOSAL FORM

For the complete performance of all Work required by Contract Documents for that project entitled "**2026-2027 Drainage Catch Basin Inspection and Data Collection Services**", the following Bid is submitted. Show prices in figures only (ink or typed). Show cents to 2 decimal points. Where conflict occurs between the unit price and the extended price specified for any item, the Unit Price shall prevail, and totals shall be corrected to conform thereto. If any Unit Price is left blank, it will be considered no charge for that Bid item/Contract Task, regardless of what has been placed in the Extended Price column.

| **BID SCHEDULE** | | | | | |
|---|---|---|---|---|---|
| | | **CONTRACTOR BID** | | | |
| **BID ITEM / CONTRACT TASK** | **DESCRIPTION** | **UNITS** | **UNIT PRICE** | **QTY** | **EXTENDED PRICE (UNIT PRICE x QTY)** |
| BI #1 | Inspect Catch Basins | EA | $27.00 | 1,650 | $ 44,550.00 |
| BI #2 | Minor Changes | LS | $5,000.00 | 1 | $5,000.00 |
| | | | | | |
| | | | | **TOTAL PRICE** (sum of EXTENDED PRICE subtotals above) | $ 49,550.00 |

| **KEY** | |
|---|---|
| QTY | Quantity |
| EA | Each |
| LS | Lump Sum |

**Ventilation Power Cleaning, Inc.**
Commercial • Institutional • Industrial • Marine
3914 Leary Way Northwest — Seattle, Washington 98107-5042 — (206) 634-2750 — Fax (206) 634-2753

**VENTILATION POWER CLEANING, INC.**
3914 Leary Way NW
Seattle, WA 98107

October 26, 2026

City of Lake Forest Park
Attn: RFP Evaluation Committee
17425 Ballinger Way NE
Lake Forest Park, WA 98155-5556

**RE: 2026–2027 Drainage Catch Basin Inspection and Data Collection Services**

Dear RFP Evaluation Committee:

Ventilation Power Cleaning, Inc. is pleased to submit this proposal to the City of Lake Forest Park for the 2026–2027 Drainage Catch Basin Inspection and Data Collection Services project. We have successfully completed this same scope of work for you as early as 2025.

Established in 1969, Ventilation Power Cleaning, Inc. brings decades of operating history and experience working with cities throughout Washington State. We are committed to providing reliable service, maintaining professional standards, and meeting the needs of municipal clients.

We understand that this project involves inspecting approximately 1,650 City-maintained drainage catch basin structures and collecting accurate attribute data to support the City's stormwater infrastructure management and Municipal Separate Storm Sewer System (MS4) program.

Our company is committed to delivering high-quality, cost-effective services through careful project coordination, efficient scheduling, accurate field documentation, and appropriate quality-control procedures. We recognize the importance of meeting project deadlines, maintaining safe work practices, and communicating promptly with City staff throughout the contract period.

Our longstanding experience serving municipalities throughout Washington State provides a strong foundation for understanding public-sector expectations, project coordination requirements, and the importance of dependable service. We intend to work collaboratively with the City to ensure that the project is completed in accordance with the RFP requirements and the City's expectations.

Thank you for considering Ventilation Power Cleaning, Inc. for this opportunity. We appreciate the opportunity to submit our proposal and look forward to the possibility of working with the City of Lake Forest Park on this important stormwater infrastructure project.

Sincerely,

**Ventilation Power Cleaning, Inc.**
Janice Benner
Authorized Representative: Janice Benner

Title: President

Phone: 206-634-2750

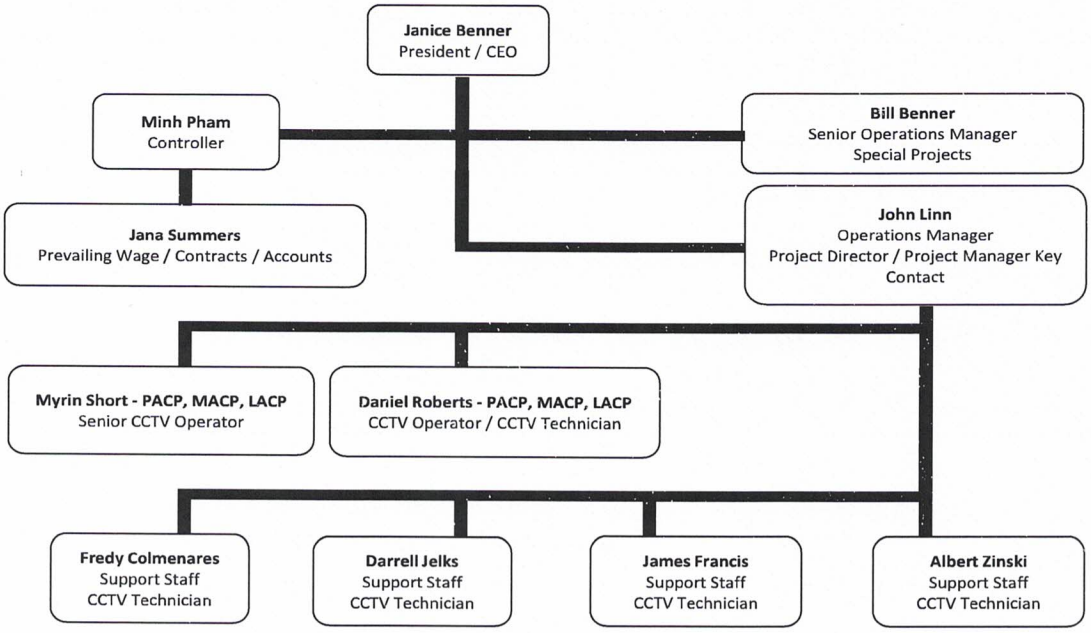
Email: Minh@ventilationpower.com

Ventilation Power Cleaning, Inc.
Commercial • Institutional • Industrial • Marine
3914 Leary Way Northwest — Seattle, Washington 98107-5042 — (206) 634-2750 — Fax (206) 634-2753

# City of Lake Forest Park
# Request for Proposal - Lake Forest Park 2026-2027 Drainage Catch Basin Inspection and Data Collection Services

## Qualification - Organizational Chart

**Ventilation Power Cleaning, Inc. Organization Chart**




**Project Director / Manager / Key Contact: John Linn**

- Liaison between City of Lake Forest Park and VPC Operations
- Schedule personnel, equipment, and applicable subcontractors for project.
- Coordinates traffic control permits from appropriate agency as necessary.
- Notifies City of Lake Forest Park contact of nonconforming assets promptly.

**Controller: Minh Pham**

- Administer accounting for project. Issue COIs & invoices, respond to inquiries.

**Contract & Prevailing Wage Administrator / Accounting: Jana Summers**

- Administer project deliverables (Certified Payrolls, Intents & Affidavits, etc.)

Ventilation Power Cleaning, Inc.
Commercial • Institutional • Industrial • Marine
3914 Leary Way Northwest — Seattle, Washington 98107-5042 — (206) 634-2750 — Fax (206) 634-2753



**Lead CCTV Operator: Myrin Short - PACP, MAPC, LACP**

- Perform & document inspections of District's pipe & manhole assets via CCTV and still photography as applicable. Name files using District's file naming conventions.
- Weekly submittal of specified pipe and manhole inspection data in a NASSCO PACP or MACP compliant MS Access database to the District's Enterprise GIS system.
- Notify Project Director of any irregularities found during pipe or manhole inspection.

**CCTV Operator & Technician: Daniel Roberts – PACP, MACP, LACP**

- Perform & document inspections of District's pipe & manhole assets via CCTV and still photography as applicable. Name files using District's file naming conventions.
- Notify Project Director of any irregularities found during pipe or manhole inspection.
- Alternate/back-up to Lead CCTV for weekly data submittals.

**Team member availability through duration of project:**
Our workers shown on the organizational chart are dedicated/available to execute the work detailed in this RFP. We've discussed and identified all staff vacations planned during this time and have capacity to perform without interruption during all planned (and unanticipated) absences.

## Project organization

Provide all supervision, labor, equipment, materials, technical expertise, safety and service operations to inspect and collect data from approximately 1,650 city-maintained drainage catch basin structures as identified in RFP.

- Provide clear, concise communication throughout project, from contract execution through final acceptance.
- Provide schedule, including applicable site-specific safety and/or flagging plans, and traffic control permits for applicable jurisdictions for upcoming week by 1 PM Friday.
- Submit all required documentation upon project completion.

Ventilation Power Cleaning, Inc.
Commercial • Institutional • Industrial • Marine
3914 Leary Way Northwest — Seattle, Washington 98107-5042 — (206) 634-2750 — Fax (206) 634-2753



**John Linn – Operations & Safety Manager**
**Project Director / Project Manager / Key Contact**

**Ventilation Power Cleaning, Inc.**
**Operations & Safety Manager**

- Master-level experience in underground water and sewer systems, gained over 25 years in various roles at VPC, currently:
  - Operations Manager - Assign vacuum trucks, CCTV trucks, & personnel with a daily, weekly, and monthly outlook.
  - Project Manager – manage staffing, equipment, and customer communications, ensure positive project outcomes.
  - Safety Manager – Ensure all employees have current, appropriate safety training and certifications. Schedule & hold regular safety meetings. Maintain safety logs.
  - CCTV Quality Control - Liaison with CUES on technical matters.
- Previous underground sewer and water system-related positions at VPC include:
  - Vactor truck operator – sewer line jetting, storm line cleaning, industrial vacuuming.

**Certifications**
Class "B" Washington State CDL
Confined Space Supervisor training compliant with OSHA 26 CFR 1910.146
Adult First Aid/CPR/AED training
Bloodborne Pathogens training
Fall protection
Lock out/tag out

Ventilation Power Cleaning, Inc.
Commercial • Institutional • Industrial • Marine
3914 Leary Way Northwest — Seattle, Washington 98107-5042 — (206) 634-2750 — Fax (206) 634-2753



**Myrin Short – Lead CCTV Operator**

**Ventilation Power Cleaning, Inc.**
**Senior CCTV Supervisor and Lead Operator**

- Inspect & document underground sewer system components per NASSCO PACP and MACP standards.

**Puget Construction Services**
**Underground Asset Specialist**

- Inspection & documentation of underground sewer system components per NASSCO PACP, MACP, & LACP standards,
- Manhole restoration specialist
- Myrin gained valuable insight and experience into underground water and sewer systems in an additional role operating vacuum trucks.

**U.S. Army**
**Private First Class, E3**
Bradley Crewmember, Bradley Gunner
Point Vehicle Bradley Fighting Vehicle Gunner

**Certifications**
NASSCO PACP, MACP, & LACP – see attached certificate
Class "B" Washington State CDL
Confined Space Supervisor training compliant with OSHA 26 CFR 1910.146
Adult First Aid/CPR/AED training
Bloodborne Pathogens training
Fall protection
Lock out/tag out

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**Daniel Roberts – Alternate CCTV Operator**
**CCTV Technician**

**Ventilation Power Cleaning, Inc.**
**CCTV Operator / Technician**

- Inspect & document underground sewer system components per NASSCO PACP, MACP, and LACP standards.
- Trained on Cues brand, Granite.net software

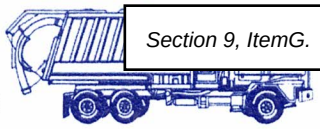
**Applied Professional Services**
**Underground Asset Specialist**

- Inspection & documentation of underground sewer system components per NASSCO PACP, MACP, & LACP standards
- Assist in Ground Penetrating Radar (GPR) scanning and CCTV lateral launch in sewer systems, gaining valuable insight into underground water and sewer systems.

**Certifications**
NASSCO PACP, MACP, & LACP – see attached certificate
Confined Space training
Adult First Aid/CPR/AED training
Fall protection
Lock out / tag out
Respirator use training

# Ventilation Power Cleaning, Inc.

Commercial • Institutional • Industrial • Marine



3914 Leary Way Northwest — Seattle, Washington 98107-5042 — (206) 634-2750 — Fax (206) 634-2753

**VENTILATION POWER CLEANING, INC.**
3914 Leary Way NW
Seattle, WA 98107

October 26, 2026

City of Lake Forest Park
Attn: RFP Evaluation Committee
17425 Ballinger Way NE
Lake Forest Park, WA 98155-5556

**RE: 2026–2027 Drainage Catch Basin Inspection and Data Collection Services**

## Qualifications

Ventilation Power Cleaning has been performing storm drain vacuum maintenance and inspection and data collection services in the Seattle area since 1969. We own and operate a fleet of industrial vacuum units that include vacuum trucks with jetting and flushing capabilities, and specialized hydro-excavating units used in industrial applications. We routinely perform projects of the same scope for various City and municipal entities. We are proud to employ diverse and highly experienced staff members, some of whom have worked here for over 30 years! This experience in our industry is what allows us to guarantee high-quality inspection results with an eye for detail. Collaboration and consistent communication for those we work with is key to a successful and cost conscience project completion.

To ensure consistent, timely, accurate and reliable responses to all City requests and service demands, our organization employs a multi-layered operational framework. We ensure the customer has access to a dedicated Project Manager as the main point of contact. A secondary Account Manager is also assigned to assist the Project Manager and act as point of contact for the city as needed. There is also designated back-up office staff including the Controller, which can be used as needed to cover any planned or unplanned absences, ensuring uninterrupted coverage. We maintain designated communication channels which include office phone lines, mobile phone numbers and priority email. We have well established Standard Operating Procedures (SOP's) for tiered responses. We categorize incoming requests into several tiers to ensure that critical issues receive immediate priority.

Ventilation Power Cleaning, Inc.
Commercial • Institutional • Industrial • Marine
3914 Leary Way Northwest — Seattle, Washington 98107-5042 — (206) 634-2750 — Fax (206) 634-2753

**References:**

I. City of Lake Forest Park
   1. Project Name: Drainage Catch Basin Inspection & Data Collection Services
   2. Year Completed: 2025
   3. Short Description: Performed Catch Basins inspections & collected data
   4. Contact Information: Chris Korwel 206-305-4966 & Mark Hofman 206-957-2824

II. City of Woodinville
   1. Project Name:
   2. Year Completed: 2021 & On-going
   3. Short Description: Sediment and vegetation removal. Storm drainage & disposal project
   4. Contact Information: Chista Kouretchian (ChistaK@ci.woodinville.wa.us), Phone 425-877-2288

III. King County Airport
   1. Project Name: CB Cleaning & CCTV Inspection
   2. Year Completed: On-going
   3. Short Description: CB Cleaning & CCTV inspection
   4. Contact Information: Peter Dumaliang (Peter.Dumaliang@kingcounty.gov), Phone 206-477-0212

**Ventilation Power Cleaning, Inc.**
**3914 Leary Way NW, Seattle, WA 98107**

## EXHIBIT B: PROPOSAL FORM

For the complete performance of all Work required by Contract Documents for that project entitled **"2026-2027 Drainage Catch Basin Inspection and Data Collection Services"**, the following Bid is submitted. Show prices in figures only (ink or typed). Show cents to 2 decimal points. Where conflict occurs between the unit price and the extended price specified for any item, the Unit Price shall prevail, and totals shall be corrected to conform thereto. If any Unit Price is left blank, it will be considered no charge for that Bid item/Contract Task, regardless of what has been placed in the Extended Price column.

| **BID SCHEDULE** | | | | | |
|---|---|---|---|---|---|
| | | **CONTRACTOR BID** | | | |
| **BID ITEM / CONTRACT TASK** | **DESCRIPTION** | **UNITS** | **UNIT PRICE** | **QTY** | **EXTENDED PRICE (UNIT PRICE x QTY)** |
| BI #1 | Inspect Catch Basins | EA | $27.00 | 1,650 | $ 44,550.00 |
| BI #2 | Minor Changes | LS | $5,000.00 | 1 | $5,000.00 |
| | | | | | |
| | | | | **TOTAL PRICE** (sum of EXTENDED PRICE subtotals above) | $ 49,550.00 |

| KEY | |
|---|---|
| QTY | Quantity |
| EA | Each |
| LS | Lump Sum |

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 3, 2026 |
| **Originating Department** | Public Works |
| **Contact Person** | Nova Heaton, Director of Public Works |
| **Title** | Resolution 26-2108/Authorizing the Mayor to Sign Task Order 002: Guardrail Slope Stabilization Design Support with GeoEngineers, Inc. |

**Legislative History**

- First Presentation — October 22, 2026 – Regular Meeting
- Second Presentation — November 12, 2026 – Regular Meeting

**Attachments:**

1. Resolution 26-2108/ Authorizing the Mayor to Sign Task Order 002: Guardrail Slope Stabilization Design Support with GeoEngineers, Inc.
2. Task Order 002

**Executive Summary**

The City of Lake Forest Park (City) has been working diligently on guardrail repairs with King County but have exhausted our ability to utilize their public works crews for two critical guardrail repairs given slope stabilization issues. The Public Works Department is performing field reviews with GeoEngineers (one of the City's on-call consultants) to explore alternative methods to stabilize slopes and repair two critical guardrails on 49th Place NE and 40th Avenue NE. The proposed Task Order 002 is for anot to exceed amount of $82,400 and would evaluate subsurface conditions at the two sites and provide geotechnical recommendations for design of retaining walls to stabilize the slopes and protect the roadway.

**Background**

The Public Works Department has been making guardrail and handrail improvements a priority in the City. Two important guardrails and a handrail have been repaired thus far in 2026, but more work is

necessary. Two critical guardrails with unstable slopes have either been struck by a vehicle and/or are falling off slope due to a combination of factors. The City needs engineering expertise to assist in review and design recommendations to occur as part of guardrail replacement on two existing guardrails on 49th Place NE (approximately 150 feet) and 40th Avenue NE (approximately 100 feet).

**Fiscal & Policy Implications**

The City had budgeted over $200,000 in funds for guardrail repairs in 2026 and has spent about $30,000 on repairs thus far. The City anticipates putting out a construction contract in late 2026/early 2027 for repair of these two guardrails. The not-to-exceed cost of this contract is $82,400, which is within the remaining budgeted amount for guardrail.

**Staff Recommendation**

Review the scope of work and bring any questions to staff.

**RESOLUTION NO. 26-2108**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN TASK ORDER 002 FOR GUARDRAIL SLOPE STABILIZATION DESIGN SUPPORT WITH GEOENGINEERS, INC.**

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**WHEREAS,** the City of Lake Forest (City) Park Public Works Department has prioritized guardrail and handrail repairs and replacements in 2026; and

**WHEREAS,** two guardrails at 49th Pl. NE and 40th Ave. NE require repair and are located at the top of steep slopes; and

**WHEREAS,** the City has an on-call agreement with GeoEngineers, Inc. (consultant) for engineering services and staff has determined that the consultant has the required engineering expertise to complete the 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 Task Order 002 for Guardrail Slope Stabilization Design Support with GeoEngineers, Inc., in substantially the form attached hereto as Exhibit A.

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

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

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: October 22, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-xxxx

TASK ORDER
CITY OF LAKE FOREST PARK
ON-CALL ENGINEERING SERVICES

Task Order No. 002

Task Title On-Call Support Services for Guardrail Slope Stabilization Design Support

Consultant GeoEngineers, Inc

Consultant Contact Tim Bailey, PE Phone No. 206-239-3258

City Requester Mike Read Phone No. 206-957-2836

City Project Number

Reimbursable?

☐ Yes, by
(Name, address & phone no. of person/organization who will reimburse the City)

☒ No

**DESCRIPTION OF TASK ASSIGNMENT**

☒ See attached TO 002 Scope of Work

**COMPENSATION** -

☐ Lump Sum – Compensation for these services shall be a lump sum of $

☒ Time and Materials – Compensation for these services will be on a Time and Materials basis, not to exceed $ 82,400 without written authorization.

☐ Approved budget attached (if appliable. Required if costs exceeds $3,000.)

**SHEDULE** – The Consultant shall complete the services described above:

☒ By 12/30/2026 (additional Task Orders may be required based upon support needed by City)
Date

☐ In accordance with the attached schedule.

All provisions of the Agreement for On-Call Engineering Services dated 6/16/2026 shall be in full force and effect for this Task Order.

**APPROVED:**

| **CITY OF LAKE FOREST PARK** | **CONSULTANT** |
|---|---|
| **By** Thomas French | **By** Tim Bailey, PE |
| **Signature** | **Signature** |
| **Title** Mayor | **Title** Associate Geotechnical Engineer |
| **Date** | **Date** |

GeoEngineers
2101 4th Avenue, Suite 950
Seattle, Washington 98121
206.728.2674

October 22, 2026

City of Lake Forest Park
17425 Ballinger Way Northeast
City of Lake Forest Park, Washington 98155

Attention: Michael Read, PE – Senior Project Manager

Subject: Proposal
Geotechnical Engineering Services – Site Exploration and Slope Evaluation
40th Avenue Northeast and 49th Place Northeast Sites
Lake Forest Park, Washington
File No. 0197-013-01

## Introduction and Project Understanding

GeoEngineers, Inc. (GeoEngineers) is pleased to present this proposal to provide preliminary geotechnical engineering services for site reconnaissance and field work preparation at two locations in the City of Lake Forest Park, Washington, that have experienced guardrail failure and slope instability. One site is located near 14716 40th Avenue Northeast (Site 1), and the other is located near 18738 49th Place Northeast (Site 2).

Our understanding of the project is based on information provided by Michael Read with the City of Lake Forest Park (LFP), our site visit on October 16, 2026, and our meeting with LFP and David Evans and Associates (DEA) on October 20, 2026. Based on our site visit and recent meeting, we recommend construction of soldier pile walls to stabilize the roadway and to protect these areas from future instability.

We reviewed geologic maps of the area and available borings nearby. Site 1 is mapped as pre-Fraser glacial and nonglacial deposits, which consist of glacially overridden, interbedded silt, sand, and gravel. Younger lake deposits consisting of silt and clay with local peat and organic material are mapped along the Lake Washington shoreline east of the site. Site 2 is mapped as Vashon advance outwash, which consists of glacially overridden deposits, mostly sand with gravel and some silt. Vashon glacial till, consisting of a mixture of clay, silt, sand, gravel, cobbles, and boulders, is mapped adjacent to and upslope of Site 2.

## Scope of Services

The purpose of our geotechnical services is to evaluate subsurface conditions at the two sites and to provide geotechnical recommendations for design of retaining walls to stabilize the slopes and protect the roadway. Our scope of services includes the following tasks:

1. Clear boring locations with a private locator, in addition to contacting the One-Call utility locate service (One-Call completed under previous scope). We will also clear the boring locations on the roadway with a vactor truck to confirm the borings are clear of utilities. We typically use a vactor truck when drilling borings on roadways to mitigate the risk of drilling close to existing underground utilities.
2. Evaluate soil and groundwater conditions by completing two borings at each site to depths at the tops and bottoms of the slopes. The borings on the roadways (top of slope) will extend to depths of up to 55 feet, and the borings at the base of the slopes will extend to depths of up to 25 feet.
3. Evaluate pertinent physical and engineering characteristics of the subsurface soils based on laboratory tests performed on samples obtained from the borings. The laboratory tests will primarily consist of percent fines, grain-size distribution, and Atterberg Limits (plasticity) for soil classification, as well as pH and resistivity testing to evaluate corrosion potential for design of steel soldier piles.
4. Evaluate sites with respect to LFP environmentally critical areas (City of Lake Forest Park Municipal Code Chapter 16.16) with respect to erosion, landslide, seismic, and steep slope hazard areas.
5. Provide seismic design recommendations consistent with the 2021 International Building Code.
6. Complete slope stability analyses at both sites in accordance to evaluate the existing slopes under static and seismic conditions. Based on our observations, the existing slopes are over-steepened and will not meet required factors of safety for stability. We will also evaluate the required geometry for soldier pile walls to provide adequate stability.
7. Complete geotechnical analysis and develop soldier pile wall lateral earth pressure diagrams and design recommendations for use by DEA in designing a wall at each site.
8. Provide recommendations for soldier pile wall construction and roadway restoration.
9. Provide a written report presenting our findings and recommendations along with supporting field and laboratory data. Our report will first be submitted as a draft for review by LFP and DEA. Our final report will incorporate review comments.
10. Review the project plans and specifications (to be prepared by DEA) to confirm our geotechnical recommendations have been incorporated.
11. Participate in project update meetings as required and provide monthly invoices and progress updates.

We will hire subcontractors to provide private utility locating services, to supply and operate the drilling and vactor equipment, and to provide traffic control services. The drilling will be observed by one of our geotechnical engineers or geologists on a full-time basis. Our representative will obtain samples of the various soils encountered, classify the materials, and maintain a detailed log of each exploration. The geotechnical soil samples will be sealed and taken to our laboratory for additional evaluation and laboratory testing, as appropriate.

We anticipate that the borings can be completed in 3 days (assuming the ROW permits allow sufficient working time to complete one to two borings per day). Borings will be backfilled per Ecology regulations and spoils will be removed from the site. The pavement will be patched with cold mix asphalt or concrete equal to or greater than the existing pavement. Pavement patching with hot mix asphalt is excluded from our scope.

## Terms, Fee Estimate and Schedule

We have the drilling scheduled for November 16 through 18, 2026. We will provide the soldier pile wall lateral earth pressure design parameters to DEA within 1 week of completing all borings, in advance of the geotechnical report. We will provide our draft geotechnical report within 4 weeks of completing all borings. We understand our services need to be completed by the end of 2026 and will support that schedule. If there are delays to permitting for any of the boring locations, we will discuss with LFP and adjust our scope or schedule accordingly.

We propose to conduct our services on a time-and-expense basis in accordance with the terms and rates described in our on-call agreement with LFP and the approved 2026 Schedule of Charges. We estimate that our fee will be as follows:

| SCOPE NUMBER | SCOPE | FEE |
|---|---|---|
| 1 | Subcontracted utility locate and vactor truck (2 half-days). | $5,200 |
| 2 | Subcontracted drilling (four borings, 3 days total). | $21,500 |
| 2 | Subcontracted traffic control (2 days). | $6,900 |
| 2 | Field labor, equipment (3 days of fieldwork, plus mileage, equipment, and office support). | $15,000 |
| 3 | Laboratory testing. | $4,300 |
| 4-9 | Critical areas evaluation, seismic design, slope stability analysis, lateral earth pressure analysis, soldier pile wall construction, and roadway restoration recommendations. Provide draft and final geotechnical reports. | $22,400 |
| 10 | Review plans and specifications. | $3,700 |
| 11 | Participate in project meetings and project management. | $3,400 |
| | **TOTAL** | **$82,400** |

There are no intended third-party beneficiaries arising from the services described in this proposal, and no party other than the party executing this proposal shall have the right to legally rely on the product of our services without prior written permission of GeoEngineers.

This proposal is valid for a period of 60 days commencing from the first date listed above and subject to renegotiation by GeoEngineers, Inc., after the expiration date.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have questions or wish to discuss this proposal, please call Timothy D. Bailey at 206.795.4637.

Sincerely,
GeoEngineers, Inc.

Garrett Timm, PE, LG
Project Geotechnical Engineer

Timothy D. Bailey, PE
Associate Geotechnical Engineer

GDT:TDB:nl

One electronic copy submitted.

Attachments:
Schedule of Charges

Proprietary Notice: The contents of this document are proprietary to GeoEngineers, Inc. and are intended solely for use by our client to evaluate GeoEngineers' capabilities and understanding of project requirements as they relate to performing the services proposed for a specific project. Copies of this document or its contents may not be disclosed to any other parties without the written consent of GeoEngineers.

Disclaimer: Any electronic form, facsimile, or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

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# Attachments

# Schedule of Charges - 2026

## COMPENSATION

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are:

| | | |
|---|---|---|
| **PROFESSIONAL STAFF** | | |
| Staff 1 Scientist | $ | 158/hour |
| Staff 1 Engineer | $ | 166/hour |
| Staff 2 Scientist | $ | 180/hour |
| Staff 2 Engineer | $ | 188/hour |
| Staff 3 Scientist | $ | 206/hour |
| Staff 3 Engineer | $ | 214/hour |
| Project Scientist 1 | $ | 235/hour |
| Project Engineer 1 | $ | 245/hour |
| Project Scientist 2 | $ | 245/hour |
| Project Engineer 2 | $ | 250/hour |
| Senior Engineer/Scientist 1 | $ | 275/hour |
| Senior Engineer/Scientist 2 | $ | 298/hour |
| Associate | $ | 315/hour |
| Principal | $ | 350/hour |
| Senior Principal | $ | 375/hour |
| **TECHNICAL SUPPORT STAFF** | | |
| Administrator 1 | $ | 110/hour |
| Administrator 2 | $ | 128/hour |
| Administrator 3 | $ | 144/hour |
| CAD Technician | $ | 145/hour |
| CAD Designer | $ | 167/hour |
| Senior CAD Designer | $ | 194/hour |
| GIS Analyst | $ | 179/hour |
| Senior GIS Analyst | $ | 195/hour |
| GIS Coordinator | $ | 217/hour |
| *Technician | $ | 130/hour |
| *Senior Technician | $ | 158/hour |
| *Lead Technician | $ | 166/hour |
| Environmental Database Manager | $ | 245/hour |
| Health and Safety Specialist | $ | 156/hour |
| Health and Safety Manager | $ | 208/hour |

*Hours in excess of 8 hours in a day or 40 hours in a week will be charged at one and one-half times the hourly rates listed above.

Contracted professional and technical services will be charged at the applicable hourly rates listed above. Staff time spent providing expert services in disputes, mediation, arbitration and litigation will be billed at one and one-half times the above rates. Time spent in either local or inter-city travel, when travel is in the interest of this contract, will be charged in accordance with the foregoing schedule. A surcharge may be applied to night and weekend work. See proposal for details.

Rates for data storage and web-based access will be provided on a project-specific basis.

### *Associated Project Costs (APC)*

Associated Project Costs (APC) equal to six percent (6%) of professional fees will be assessed. This fee allows GeoEngineers to invest in the necessary infrastructure to ensure we provide our clients with the latest technological and data security standards. The investments include maintaining and advancing technical tools and platforms across all aspects of our business, and strengthening our defenses against cyber threats to ensure data remains secure. These costs are not included in our hourly rates or direct expenses.

| EQUIPMENT | | |
|---|---|---|
| Air Quality Equipment, per Day | $ | 210.00 |
| Air Sparging Field Test, per Day | $ | 110.00 |
| Air/Vapor Monitoring Equipment (PID, 5-Gas Meter), per Day | $ | 110.00 |
| Asbestos Sample Kit, Each | $ | 30.00 |
| Blastmate, per Day | $ | 120.00 |
| D&M Sampler, per Day | $ | 150.00 |
| DO (Dissolved Oxygen) Kit, Each | $ | 25.00 |
| Dynamic Cone Penetrometer, per Day | $ | 45.00 |
| E-Tape (Electric Tape), per Day | $ | 35.00 |
| Electric Density Gauge, per Day | $ | 110.00 |
| Electric Density Gauge, per Week | $ | 430.00 |
| Electric Density Gauge, per Month | $ | 1,400.00 |
| Environmental Exploration Equipment, per Day | $ | 225.00 |
| Field Data Acquisition Equipment (Field Tablet), per Day | $ | 55.00 |
| Field Tablet, per Week | $ | 200.00 |
| Field Tablet, per Month | $ | 750.00 |
| Field Tablet with Cellular, per Day | $ | 75.00 |
| Field Tablet with Cellular, per Week | $ | 300.00 |
| Field Tablet with Cellular, per Month | $ | 1,000.00 |
| Field Gear / Reconnaissance, per Day | $ | 55.00 |
| Gas Detection Meters, per Day | $ | 105.00 |
| Generator, per Day | $ | 110.00 |
| Groundwater Pressure Transducer w/ Datalogger, per Day | $ | 55.00 |
| Groundwater Pressure Transducer w/ Datalogger, per Week | $ | 220.00 |
| Hand Auger, per Day | $ | 100.00 |
| Inclinometer Probe, per Day, 1 Day minimum | $ | 210.00 |
| Interface Probe, per Day | $ | 65.00 |
| Iron Test Kit, Each | $ | 25.00 |
| Laser Level, per Day | $ | 60.00 |
| Low Flow Groundwater Sampling Equipment, per Day | $ | 235.00 |
| Multiparameter Water Quality Meter, per Day | $ | 85.00 |
| Nuclear Density Gage, per Hour, 1/2 Day minimum | $ | 15.00 |
| Peristaltic Pump, per Day | $ | 50.00 |
| pH Probe,/Meter per Day | $ | 20.00 |
| PID, FID or OVA, per Day | $ | 130.00 |
| Rock/Slope Fall Protection/Rigging Equipment, per Day | $ | 700.00 |
| Saximeter, per Day | $ | 60.00 |
| Scuba Diving Gear, per Day/per Diver | $ | 700.00 |
| Shallow Soil Exploration Equipment, per Day | $ | 60.00 |
| Soil Field Screening Equipment, per Day | $ | 20.00 |
| Soil Sample Kit, Each | $ | 20.00 |
| Steam Flow Meter, per Day | $ | 20.00 |
| Strain Gauge Readout Equipment, per Day | $ | 50.00 |
| Surface Water Flow Meter, per Day, 1/2 day minimum | $ | 50.00 |
| Surface Water Quality Monitoring Equipment, per Day | $ | 50.00 |
| Turbidity Meter, per Day | $ | 50.00 |
| Vehicle usage, per Mile, or $30/half-day, whichever is greater | $ | IRS Rate |

Specialized and miscellaneous field equipment not listed above will be quoted on a project-specific basis.

## OTHER SERVICES, SUPPLIES AND SPECIAL TAXES

Charges for services, equipment, supplies and facilities not furnished in accordance with the above schedule, and any unusual items of expense not customarily incurred in our normal operations, are charged at cost plus 15 percent. This includes shipping charges, subsistence, transportation, printing and reproduction, miscellaneous supplies and rentals, surveying services, drilling equipment, construction equipment, watercraft, aircraft, and special insurance which may be required. Taxes required by local jurisdictions for projects in specific geographic areas will be charged to projects at direct cost.

Per diem may be charged in lieu of subsistence and lodging.

Routinely used field supplies stocked in-house by GeoEngineers, at current rates, list available upon request.

In-house testing for geotechnical soil characteristics at current rates, list available upon request.

**All rates are subject to change upon notification.**

# Laboratory Schedule of Charges - 2026

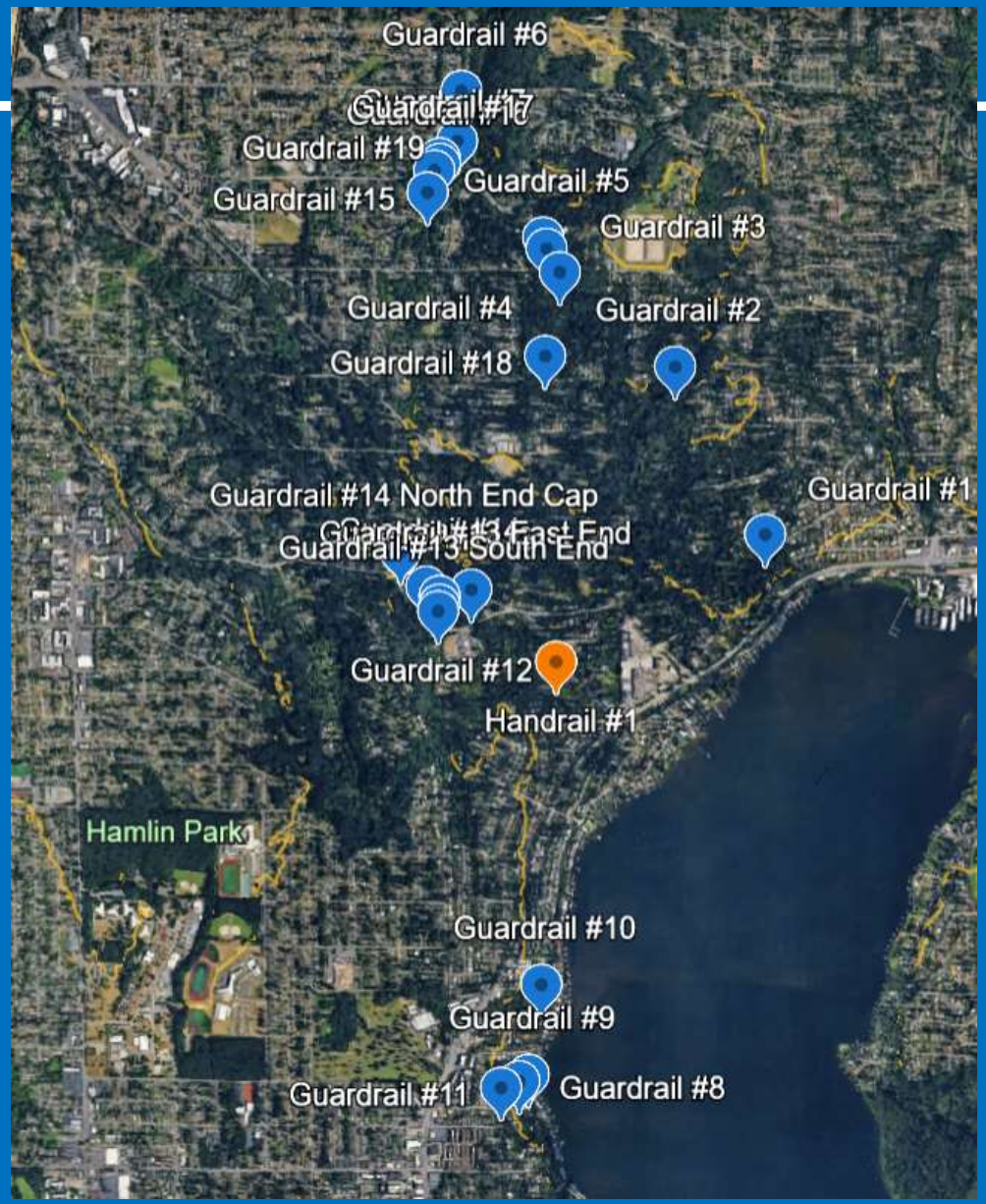
| TYPE OF TEST | | UNIT PRICE |
|---|---|---|
| **Soil Index and Classification Tests** | | |
| Soil Description (ASTM D 2488) | $ | 18 |
| Moisture Content | | |
| Oven (ASTM D 2216) | $ | 24 |
| Moisture/Density (ASTM D 7263, D 2937) | | |
| Rings | $ | 45 |
| Shelby Tubes, waxed chunk | $ | 55 |
| Tubes (liners), chunk | $ | 55 |
| Particle Size Analysis | | |
| Percent Passing No. 200 (ASTM D 1140) | $ | 115 |
| Sieve (ASTM D 422, D 6913, C 136 includes minus 200 Wash, Dry Sieve) | $ | 160 |
| Gravel Sieve (ASTM D 422, D 6913, C 136 includes minus 200 Wash, Dry Sieve) | $ | 230 |
| Hydrometer Only (ASTM D 422, minus #10 fraction) | $ | 190 |
| Combined Sieve and Hydrometer (ASTM D 422-63) | $ | 295 |
| Combined Gravel Sieve and Hydrometer (ASTM D 422-63) | $ | 370 |
| Organic Content (ASTM D 2974) | $ | 90 |
| Atterberg Limits (ASTM D 4318) | $ | 220 |
| Organic | $ | 115 |
| Compaction (ASTM D 698/D 1557, AASHTO T 99/T 180, Methods A, B and C) | | |
| Granular/Cohesive (1 Point) | $ | 140 |
| Granular (4 Point) | $ | 320 |
| Cohesive (4 Point) | $ | 340 |
| **Strength and Consolidation Tests** | | |
| Triaxial Compression | | 145 |
| Unconfined Comp. Strength – UCS (ASTM D 2166) | $ | |
| Unconsolidated Undrained – UU (ASTM D 2850) | $ | 280 |
| Unconsolidated Undrained (back pressure saturation) | $ | 525 |
| Consolidated Undrained – CU (ASTM D 4767) with pore pressure measurement | $ | 655 |
| Consolidated Undrained (3 points, staged) | $ | 1,680 |
| Consolidation (ASTM D 2435) | $ | 710 |
| With Reload | $ | 790 |
| With Reload and Unload | $ | 895 |
| Additional timed load increments, each | $ | 85 |
| Constant Rate of Strain Consolidation (ASTM D 4186) | $ | 1,050 |
| CBR, 1 point with Proctor (ASTM D 1883) | $ | 560 |
| Additional points, each | $ | 170 |
| **Corrosion Tests** | | |
| Soil Resistivity (ASTM G 187) | $ | 80 |
| pH of Soil (ASTM D 4972 / G 51) | $ | 55 |
| **Permeability Tests** | | |
| In triaxial cell with back pressure saturation (ASTM D 5084) | $ | 780 |
| **Soil Sample Preparation** | | |
| Extrusion – Extrude and log (visual classification) Shelby tube sample | $ | 75 |
| Remolding – Remolding a soil sample to desired moisture and density | $ | Hourly |
| Soil – Cement/Lime Treatment | $ | Hourly – negotiated |
| **Aggregate and Rock Tests** | | |
| Point Load Test or Rock Core (ASTM D5731) | $ | 85 |

*Negotiated unit rates or hourly rates will be charged for these procedures.

*Unit prices reflect a typical standard turnaround time of 10 business days for most analyses (with the exception of density and secondary testing). Expedited test results are subject to 50% to 100% surcharge and are subject to lab availability to meet the expedited schedule.

**Not WABO-certified.

All rates are subject to change upon notification.




# Guardrails and Handrails in Lake Forest Park



**City Council Presentation**

**October 22, 2026**

**CURRENTLY TRACKING ABOUT 20 GUARDRAIL/HANDRAIL STRUCTURES**

# LOCATIONS OF GUARDRAIL DESIGN RECOMMENDATIONS

## *18900 Block of 49th Place NE*





Reported as Struck by Vehicle in Winter 2025

Significant Steep Slopes Greater than 1:1

No roadway shoulders

## *14700 Block of 40th Avenue NE*

Significant Steep Slopes With Stabilization Concerns

Greater than 1:1

No roadway shoulders



# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Public Works |
| **Contact Person** | Nova Heaton, Director of Public Works |
| **Title** | Resolution 26-2109/Authorizing the Mayor to Sign the Water Quality Combined Financial Assistance Agreement with the Department of Ecology for Community Based Private-Public Partnership (CBP3) Grant |

## Legislative History

- First Presentation — October 22, 2026 – Regular Meeting
- Second Presentation — November 12, 2026 – Regular Meeting

## Attachments:

1. Resolution 26-2109/Authorizing the Mayor to Sign the Water Quality Combined Financial Assistance Agreement with the Department of Ecology for Community Based Private-Public Partnership (CBP3) Grant
2. Water Quality Combined Financial Assistance Agreement (CBP3 Grant) with Department of Ecology

## Executive Summary

The City of Lake Forest Park (City) has been awarded a $353,990 grant for community-based public-private partnerships (CBP3) by the Washington State Department of Ecology (Ecology). Ecology's CBP3 grants support the planning phase for the implementation of green stormwater solutions that provide water quality and flow control benefits to receiving waters.

## Background

The City's former Stormwater Coordinator applied for Ecology's CBP3 grant in 2025. In June of 2026, the City was awarded a $353,990 CBP3 grant. This grant will be used to plan a pilot program that will provide water quality and flow control benefits to receiving waters, including Lyon Creek, with the implementation of green stormwater solutions.

The City is currently working with Ecology to develop the grant agreement, which is provided here in draft form.

**Fiscal & Policy Implications**

The CBP3 grant is a pass-through grant and does not require a local matching contribution. This grant will be used during the planning phase only. Other grants and/or funding sources will be utilized during the implementation phase.

**Alternatives**

| ***Options*** | ***Results*** |
|---|---|
| • Approve | The City will utilize the CBP3 grant to begin the planning phase for the implementation of future green stormwater solutions. |
| • Do not approve | The City will not begin planning for the implementation of green stormwater solutions at this time. |
| | |

**Staff Recommendation**

Review the grant agreement and provide staff with questions or feedback.

**RESOLUTION NO. 26-2109**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT WITH THE DEPARTMENT OF ECOLOGY FOR COMMUNITY-BASED PRIVATE-PUBLIC PARTNERSHIP (CBP3) GRANT**

---

**WHEREAS,** the City is always seeking new and creative ways to improve local water quality and treat stormwater before it joins the receiving waters of Lyon Creek, McAleer Creek, Lake Washington and others; and

**WHEREAS,** the City seeks to develop a pilot program for green stormwater solutions through public-private partnerships; and

**WHEREAS,** the City applied for and was awarded a $353,990 Community-Based Public-Private Partnership (CBP3) grant from the Department of Ecology.

**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 authorizes the Mayor to sign the grant agreement with the Department of Ecology 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 _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: November 5, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2109

# Agreement WQC-2027-LaFoED-00441

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

City of Lake Forest Park

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY” and the City of Lake Forest Park, hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.

---

**GENERAL INFORMATION**

| | |
|---|---|
| Project Title: | Lake Forest Park CBP3 Program Planning |
| Total Cost: | $353,990.00 |
| Total Eligible Cost: | $353,990.00 |
| Ecology Share: | $353,990.00 |
| Recipient Share: | $0.00 |
| The Effective Date of this Agreement is: | 7/1/2026 |
| The Expiration Date of this Agreement is no later than: | 6/30/2029 |
| Project Type: | Stormwater Activity |

Project Short Description: (600 character limit, includes spaces)

The project will improve water quality in the City of Lake Forest Park by evaluating the feasibility of a Community-Based Public-Private Partnership (CBP3) program for green stormwater infrastructure (GSI) and other best management practices (BMPs). The RECIPIENT will develop the CBP3 program and templates for contracting with private partners to support the future design, construction, and long-term stewardship of BMP projects. The RECIPIENT will also develop outreach and guidance materials to promote the program.

Project Long Description: (8,000 character limit, includes spaces)

The RECIPIENT developed a city-wide Stormwater Management Action Plan (SMAP) in 2023 with funding from Ecology grant WQC-2023-LafoED-00102. The 2023 SMAP indicates that receiving water quality and stormwater flow control are priorities throughout the city. The SMAP receiving water prioritization process determined the Lyon Creek watershed is the top priority for stormwater management actions. Lyon Creek flows from wetlands in south Snohomish County to

Lake Washington. Lyon Creek is designated core summer salmonid habitat. The creek has known aquatic life impairments due to low dissolved oxygen and high temperatures. The creek received poor and fair scores for benthic invertebrate bioassessments. The creek is also impaired due to high bacteria (fecal coliform). Land cover in the Lyon Creek watershed, and most of the city, is predominantly comprised of single-family residential, with some multi-family development and a few commercial areas. Stormwater is conveyed via roadside ditches in much of the residential area.

The RECIPIENT will evaluate the feasibility of establishing a city-wide Community-Based Public-Private Partnership (CBP3) program. A CBP3 is a partnership between a local government and a private entity to collaboratively plan, deliver, and maintain public stormwater projects utilizing alternative procurement methods. Such program could facilitate access to privately owned land, advance stormwater management in the city, and promote community benefits. Components of the program may include green stormwater infrastructure (GSI) practices to encourage private landowners to install rain gardens, cisterns, and permeable pavement on their property. These stormwater management features would increase on-site stormwater infiltration and rainwater storage, which may reduce peak flows, fine sediment, and bacteria loads to stormwater conveyance systems and receiving waters. Components of the program may also include best management practices (BMPs), such as stormwater detention vaults and treatment facilities.

The RECIPIENT will define the CBP3 program elements, including program structure, project types, funding sources, zoning and critical area considerations, external partnerships, contractor procurement procedures, contract structure options, performance measures, reporting approach, and stewardship requirements. The RECIPIENT will convene an internal advisory team to solicit participation from interested internal departments. The internal advisory team will work collectively to define and evaluate the program elements. The RECIPIENT will identify and contact external organizations with appropriate expertise who may serve as partners in implementing design, construction, performance monitoring, maintenance, and stewardship of GSI and BMP projects. The RECIPIENT will produce a CBP3 Program Plan detailing the resulting program elements.

The RECIPIENT will conduct a financial analysis of the CBP3 Program Plan to estimate the cost of program administration. The financial analysis will compare CBP3 models to traditional procurement using a Cost-Benefit Analysis or a Value-for-Money Analysis. The financial analysis will also include identification of potential funding sources for program implementation.

The RECIPIENT will evaluate the legal authorities in the context of contract structure options identified in the CBP3 Program Plan. The RECIPIENT will also evaluate legal authorities in the context of stewardship requirements such as conservation easement or other property restrictions that would ensure maintenance of GSI and BMP installations in the long-term. Following the financial analysis and legal evaluation, the RECIPIENT will conduct a feasibility assessment.

The RECIPIENT will develop community outreach materials such as a website, pamphlets, and postcards and may attend community events to engage residents and gather community feedback about the program. The RECIPIENT will also produce program guidelines for private landowners and contractors.

The RECIPIENT will update the CBP3 Program Plan to reflect final program structure, priority BMP types, estimated program costs, potential funding sources, legal authorities, preferred contract structure, stewardship requirements, and feasibility assessment. Based on the information gathered during program planning, if the CBP3 model is determined to be suitable, the RECIPIENT will develop templates for requests for proposals (RFPs) or requests for qualifications (RFQs), and contracts that can be used to implement GSI and BMP projects. The templates will comply with the RECIPIENT'S procurement procedures.

Overall Goal: (1,000 character limit, includes spaces)

This project will help protect and restore water quality in Washington State by reducing stormwater impacts from infrastructure and development.

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**RECIPIENT INFORMATION**

Commented [LR1]: This information prints automatically from EAGL

Organization Name: City of Lake Forest Park

Mailing Address: 17425 Ballinger Way NE, Lake Forest Park, WA 98155

Physical Address: 17425 Ballinger Way NE, Lake Forest Park, WA 98155

Organization Email:

**Contacts**

| | |
|---|---|
| **Project Manager** | Katie Phillips<br>Project Manager<br><br>17425 Ballinger Way NE<br>Lake Forest Park, WA 98155<br>Email: kphillips@cityoflfp.gov<br>Phone: (206) 957-2836 |
| **Authorized Signatory** | Thomas French<br>Mayor<br><br>17425 Ballinger Way NE<br>Lake Forest Park, WA 98155<br>Email: tfrench@cityoflfp.gov<br>Phone: (206) 957-2836 |
| **Billing Contact** | Katie Phillips<br>Project Manager<br><br>17425 Ballinger Way NE<br>Lake Forest Park, WA 98155<br>Email: kphillips@cityoflfp.gov<br>Phone: (206) 957-2836 |

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**ECOLOGY INFORMATION**

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

**Contacts**

| | |
|---|---|
| **Project Manager** | Lisa Rodgers<br><br>[Address]<br>[City, State Zip]<br>Email: liro461@ecy.wa.gov<br>Phone: (425)229-5512 |
| **Financial Manager** | Sarah Ponte<br><br>[Address]<br>[City, State Zip]<br>Email: spon461@ecy.wa.gov<br>Phone: (564) 669-4701 |
| **Technical Advisor** | |

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RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

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**Washington State Department of Ecology**

_____

Jon Kenning Date
Water Quality
Program Manager

**City of Lake Forest Park**

_____

Thomas French Date
Mayor

_____

Additional City/County Signatories Date
Email Address:

**Commented [LR2]:** List names, titles, and addresses of any other required signatories (e.g., city clerk). These people do not have to have EAGL accounts.

**SCOPE OF WORK**

Task Number: 1 Task Cost: $6,277.00

Commented [LR3]: From application, LFP can modify

Task Title: Grant and Loan Administration

Task Description (3500-Character limit, including spaces):
A. The RECIPIENT must carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and the EAGL (Ecology Administration of Grants and Loans) recipient closeout report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project complies with all applicable procurement, contracting, and interlocal agreement requirements. The RECIPIENT shall preserve documentation demonstrating compliance with permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project. The RECIPIENT shall provide this documentation to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement (1500-Character limit, including spaces):
Properly managed and fully documented project that meets ECOLOGY's grant and loan administrative requirements.

Task Expected Outcome (1500-Character limit, including spaces):
* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Closeout Report.

* Properly maintained project documentation.

**Grant and Loan Administration Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 1.1 | Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly. | |
| 1.2 | Recipient Closeout Report (EAGL Form). | |

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**SCOPE OF WORK**

Task Number: 2 Task Cost: $86,524.00

Commented [LR4]: From application. LFP can modify.

Task Title: CBP3 Program Plan

Task Description (3500-Character limit, including spaces):
The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

A. The RECIPIENT will define the CBP3 Program elements, including:
   i. Program structure
   ii. BMP types
   iii. Public outreach
   iv. Funding sources
   v. Zoning and critical area considerations
   vi. Potential external partnerships
   vii. Contractor procurement procedures
   viii. Contract structure options
   ix. Stormwater, community, and economic performance measures
   x. Reporting approach
   xi. Maintenance and stewardship requirements

B. The RECIPIENT will convene an internal advisory team to solicit participation from interested internal departments. The internal advisory team will work collectively to define and evaluate the program elements.

C. The RECIPIENT will identify and contact external organizations with appropriate expertise who may serve as partners in implementing design, construction, performance monitoring, maintenance, and stewardship of GSI and BMP projects.

D. The RECIPIENT will produce a CBP3 Program Plan detailing the resulting program elements and submit the plan for ECOLOGY review and acceptance.

E. The RECIPIENT will produce a Final CBP3 Program Plan that includes a feasibility assessment and, if the CBP3 model is not feasible, an evaluation of potential alternatives.

Task Goal Statement (1500-Character limit, including spaces):
The RECIPIENT will produce a CBP3 Program Plan detailing the program elements, consider ECOLOGY comments as appropriate and respond to ECOLOGY comments in a timely manner.

Task Expected Outcome (1500-Character limit, including spaces):
The CBP3 Program Plan will provide the RECIPIENT with sufficient guidance to proceed with the financial, legal, and feasibility assessment.

**CBP3 Program Plan Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 2.1 | Signed and dated consultant contract, if procuring services for the project. The contract **must include ECOLOGY's standard contract clauses and/or specification insert**.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |

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| | | |
|---|---|---|
| 2.2 | Draft CBP3 Program Plan.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |
| 2.3 | Responses to ECOLOGY comments on Draft CBP3 Program Plan.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |
| 2.4 | Final CBP3 Program Plan and feasibility assessment.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |

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**SCOPE OF WORK**

Task Number: 3 Task Cost: $126,893.00

Commented [LR5]: From application LFP can modify

Task Title: Financial Analysis, Legal Evaluation, and Feasibility Assessment

Task Description (3500-Character limit, including spaces):
The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

A. The RECIPIENT will conduct a financial analysis of the CBP3 Program Plan to estimate the cost of and potential funding for program administration and design, construction, performance monitoring, maintenance, and stewardship of identified project types.

   The financial analysis will:

   1. Compare CBP3 models to traditional procurement using a Cost-Benefit Analysis or a Value-for-Money Analysis.
   2. Identify revenue sources including one-time funding sources (e.g., grants, settlement awards, appropriated funds), explore financing models, and evaluate the use of private financing.

B. The RECIPIENT will evaluate the legal authorities and procurement rules in the context of contract structure options identified in the CBP3 Program Plan. The RECIPIENT will conduct this evaluation in consultation with the internal advisory team.

C. The RECIPIENT will evaluate legal authorities in the context of stewardship requirements such as conservation easement or other property restrictions that would ensure maintenance and stewardship of projects in the long-term.

D. The RECIPIENT will assess feasibility of the CBP3 Program in the context of financial analysis and legal authorities. The RECIPIENT will include the results of the feasibility assessment in the Final CBP3 Program Plan.

Task Goal Statement (1500-Character limit, including spaces):
Evaluate financial and legal feasibility of implementing a residential GSI program.

Task Expected Outcome (1500-Character limit, including spaces):
Research and conclusions as to financial and legal considerations for a residential GSI program.

**Financial Analysis and Legal Evaluation Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 3.1 | Signed and dated consultant contract, if procuring services for the project. The contract **must include ECOLOGY's standard contract clauses and/or specification insert**.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |
| 3.2 | Financial Analysis Results Memorandum.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |
| 3.3 | Legal Evaluation Results Memorandum.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |

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**SCOPE OF WORK**

Task Number: 4 Task Cost: $37,585.00

Commented [LR6]: Amount from "program launch" in application. LFP can modify

Task Title: Community Outreach

Task Description (3500-Character limit, including spaces):
The RECIPIENT shall ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

A. The RECIPIENT will develop community outreach materials such as a website, pamphlets, and postcards and may attend community events to engage residents and gather community feedback about the program.
B. The RECIPIENT will produce a short set of program guidelines for private landowners and contractors.

Task Goal Statement (1500-Character limit, including spaces):
The RECIPIENT will engage the local community in the development and future implementation of the CBP3 Program.

Task Expected Outcome (1500-Character limit, including spaces):
The RECIPIENT will develop community outreach materials and program guidelines to engage program partners and gather community feedback.

**Community Outreach Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 4.1 | Copies of or links to community outreach materials. Upload to EAGL and notify ECOLOGY Project Manager. | |
| 4.2 | CBP3 Program Guidelines for private landowners and contractors. Upload to EAGL and notify ECOLOGY Project Manager. | |
| 4.3 | Summary of community outreach efforts and results. Upload to EAGL and notify ECOLOGY Project Manager. | |

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**SCOPE OF WORK**

Task Number: 5 Task Cost: $92,034.00

Commented [LR7]: From application. LFP can modify.

Task Title: Development of RFP/RFQ and Performance Contract

Task Description (3500-Character limit, including spaces):
The RECIPIENT shall ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

The RECIPIENT will prepare and submit a draft RFP or RFQ, and draft performance-contract to ECOLOGY that include the following, at a minimum, and consider and incorporate ECOLOGY feedback as appropriate. If the CBP3 model is not feasible, the RECIPIENT will proceed with the task described in section 5C.

A. The RECIPIENT will develop a draft Request for Proposal (RFP) or Request for Qualifications (RFQ) annotated to highlight any outstanding items and decisions. The draft RFP will include a high-level project description, scope expectations, private partner obligations and milestones, monitoring and verification requirements, tools that will be used to define bidder obligations (e.g., site screening tool or form), project failure and remediation plans, and payment terms.
B. The RECIPIENT will develop a draft performance-based contract to highlight any outstanding items and decisions. The contract will include performance measures, financial assurances, real estate assurances, outcome-based payment terms, project management plan, monitoring, reporting, and verification requirements, long-term stewardship responsibilities, and project failure and remediation plans.
C. If the CBP3 model is not feasible, the RECIPIENT will document the process leading to that determination and describe possible alternatives in the Final CBP3 Program Plan.

Task Goal Statement (1500-Character limit, including spaces):
Develop a RFP/RFQ and contract in a timely manner.

Task Expected Outcome (1500-Character limit, including spaces):
RFP/RFQ and contract that can be used to launch the implementation of the CBP3 program.

**Development of RFP/RFQ and Performance Contract Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 5.1 | Draft RFP or RFQ.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |
| 5.2 | Draft Contract.<br>Upload to EAGL and notify ECOLOGY Project Manager. | |

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**SCOPE OF WORK**

Task Number: 6 Task Cost: $4,677.00

Commented [LR8]: From application. LFP can modify.

Task Title: Project Close Out

Task Description (3500-Character limit, including spaces):
The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

A. The RECIPIENT will submit the Recipient Closeout Report (RCOR) in EAGL in accordance with Task 1.

B. The RECIPIENT will submit an Outcomes Summary using the ECOLOGY template.

Task Goal Statement (1500-Character limit, including spaces):
The RECIPIENT will complete all close out submittals in a timely manner.

Task Expected Outcome (1500-Character limit, including spaces):
* Timely and complete submittal of Recipient Closeout Report and Outcomes Summary.

**Project Closeout Deliverables**

| Number | Description | Due Date |
|---|---|---|
| 6.1 | Outcomes Summary.<br>Upload to EAGL and notify ECOLOGY. | |

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**BUDGET** (EAGL WILL GENERATE THIS SECTION BASED ON PROJECT TYPE/PARAMETERS, ETC. IT MIGHT BE HELPFUL FOR THE RECIPIENT TO USE THE BUDGET TABLE TO PLAN OUT THEIR BUDGET).

**Funding Distribution**

Funding Title: CBP3
Funding Type: Grant
Funding Effective Date: 7/1/2026
Funding Expiration Date: 6/30/2029
Funding Source: State – Community-Based Public-Private Partnership Program

Recipient Match %: 0
InKind Interlocal Allowed: No
InKind Other Allowed: No
Is this Funding Distribution used to match a federal grant? No

Indirect Rate: 30%

| Stormwater Financial Assistance Program | Task Total | Recipient Amount | ECY Amount |
|---|---|---|---|
| 1. Grant and Loan Administration | | | |
| 2. Task Title | | | |
| 3. Task Title | | | |
| 4. Task Title | | | |
| 5. Task Title | | | |
| 6. Project Close Out | | | |
| Total | | | |

| Funding Distribution Name | Recipient Match | Recipient Share | Ecology Share | Total |
|---|---|---|---|---|
| **CBP3** | **0** | **$0** | **$353,990.00** | **$353,990.00** |
| **Total** | | **$** | **$** | **$** |

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Application Budget Worksheet (not for EAGL, but do not delete from this draft document)

**Funding Offer:**

| CBP3 Grant Offer | SRF Standard Loan Offer | SRF Forgivable Principal Loan Offer | [Other WQC Funding] Offer | **Total Funding Offer** |
|---|---|---|---|---|
| **$353,990.00** | 0 | 0 | 0 | **$353,990.00** |

**Does the funding offer amount shown in the following forms all match?**

| | |
|---|---|
| Offer Letter uploaded in EAGL: | Yes |
| EAGL Offer Form: | Yes |
| Published Offer List: | Yes |

**Was the funding offer less than the amount requested because of ineligible items? Please describe.**

| |
|---|
| No |

**Any other comments / concerns / etc? Please describe.**

| |
|---|
| |

**Application Budget (copy content from "Scope of Work – FOR APPLICATION" form in EAGL)**

| Task | Budget in App | Notes |
|---|---|---|
| 1. Grant and Loan Administration | $6,277.00 | |
| 2. Define Program Concept, Scope, and Outcomes | $86,524.00 | |
| 3. Financial analysis and Legal Evaluation | $126,893.00 | |
| 4. Program RFP and Contract Development | $92,034.00 | |
| 5. Performance-Based Program Launch | $37,585.00 | |
| 6. Project Close Out | $4,677.00 | |
| **Total** | **$353,990.00** | |

**Agreement Budget**

| Task | Revised Budget | Notes |
|---|---|---|
| 1. Grant and Loan Administration | $6,277.00 | |
| 2. CBP3 Program Plan | $86,524.00 | |
| 3. Financial Analysis, Legal Evaluation, and Feasibility Assessment | $126,893.00 | |
| 4. Community Outreach | $37,585.00 | |
| 5. Development of RFP/RFQ and Performance Contract | $92,034.00 | |
| 6. Project Close Out | $4,677.00 | |
| **Total** | **$353,990.00** | |

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## Agreement Specific Terms And Conditions

N/A

## Water Quality Program Special Terms and Conditions (As of August 2026)

### SECTION 1: DEFINITIONS.

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this Agreement:

"**Administration Charge**" means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology's cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

"**Administrative Requirements**" means the effective edition of ECOLOGY's Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this Agreement.

**"Agreement"** means the formal, written contractual document that details the terms and conditions, scope of work, budget, and schedule of the grant or loan, that is signed by the authorized signatories of the RECIPIENT and ECOLOGY.

"**Annual Debt Service**" for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

"**Average Annual Debt Service**" means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

**"Accrued Interest"** means the interest incurred as loan funds are disbursed.

"**Acquisition**" means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

**"Build American Buy American (BABA)"** means a portion of the Infrastructure Investment and Jobs Act and establishes a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022.

**"Bipartisan Infrastructure Law (BIL)"** means funding to improve drinking water, wastewater and stormwater infrastructure.

"**Centennial Clean Water Program**" means the state program funded from various state sources.

"**Contract Documents**" means the contract between the RECIPIENT and the construction contractor for construction of the project.

**"Construction Materials"** means an article, material, or supply (other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; aggregate binding agents or additives; or non-permanent products) that is or consists primarily of, non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), (including optic glass), lumber, and drywall.

"**Cost Effective Analysis**" means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

**"Davis Bacon Prevailing Wage Act"** means the federal law mandating on-site workers on public works projects be paid certain wages, benefits, and overtime (also known as "prevailing wage" on all government-funded construction,

alteration, and repair projects.

"**Defease**" or "**Defeasance**" means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

"**Effective Date**" means the earliest date on which eligible costs may be incurred.

"**Effective Interest Rate**" means the total interest rate established by Ecology that includes the Administrative Charge.

"**Estimated Loan Amount**" means the initial amount of funds loaned to the RECIPIENT.

"**Estimated Loan Repayment Schedule**" means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount and the estimated schedule for completion of the project.

"**Equivalency**" means the amount of State Revolving Fund (SRF) funding each funding cycle equivalent to the EPA grant to Ecology.

**"Equivalency Project"** means State Revolving Fund (SRF) funded project(s) designated by ECOLOGY to receive federal funding and meet additional federal requirements.

"**Expiration Date**" means the latest date on which eligible costs may be incurred.

"**Final Accrued Interest**" means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through such time as the loan is officially closed out and a final loan repayment schedule is issued.

"**Final Loan Amount**" means all principal of and accrued interest on the loan from the Project Start Date through the Project Completion Date.

"**Final Loan Repayment Schedule**" means the schedule of loan repayments over the term of the loan based on the Final Loan Amount and the initiation of operation or completion date, whichever comes first.

"**Forgivable Principal**" means the portion of a loan that is not required to be paid back by the borrower.

"**General Obligation Debt**" means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

"**General Obligation Payable from Special Assessments Debt**" means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all the taxable property within the boundaries of the RECIPIENT.

"**Gross Revenue**" means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defease or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

"**Guidelines**" means the ECOLOGY's Funding Guidelines that that correlate to the State Fiscal Year in which the project is funded.

"**Initiation of Operation Date**" means the actual date the facility financed with proceeds of the loan begins to operate for its intended purpose. (For loans only)

**"Iron and Steel Products"** means products made primarily of iron or steel including but may not be limited to: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and

restraints, valves, structural steel, reinforced precast concrete, and construction materials.

"**Loan**" means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund (Centennial) Loan made pursuant to this loan Agreement.

"**Loan Amount**" means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

"**Loan Fund**" means the special fund created by the RECIPIENT for the repayment of the principal of and interest on the loan.

"**Loan Security**" means the mechanism by which the RECIPIENT pledges to repay the loan.

"**Loan Term**" means the repayment period of the loan.

"**Maintenance and Operation Expense**" means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

**"Manufactured Products"** means, items and construction materials composed in whole or in part of non-ferrous metals such as aluminum plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concreate; glass, including optical fiber; and lumber.

**"Produced in the United States"** means for iron and steel products, that all manufacturing processes, from the initial melting state through the application of coatings, occurred in the United States.

"**Net Revenue**" means the Gross Revenue less the Maintenance and Operation Expense.

"**Original Engineer's Estimate**" means the engineer's estimate of construction costs included with bid documents.

**"Prevailing Wage"** means hourly wage, usual benefits, and overtime paid in the largest city in each county, to the majority of workers, laborers, and mechanics performing the same work. The rate is established separately for each county.

"**Principal and Interest Account**" means, for a loan that constitutes Revenue-Secured Debt, the account created in the loan fund to be first used to repay the principal of and interest on the loan.

"**Project**" means the project described in this Agreement.

"**Project Completion Date**" means the date specified in the Agreement on which the Scope of Work will be fully completed and is the last day eligible costs can be incurred. This term is only used in loan agreements.

"**Project Schedule**" means that schedule for the project specified in the Agreement.

"**Revenue-Secured Debt**" means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

"**Reserve Account**" means, for a loan that constitutes a Revenue Secured Debt and if specifically identified as a term and condition of the funding Agreement, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

"**Risk-Based Determination**" means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

**"Scope of Work"** means the tasks and activities constituting the project.

"**Section 319**" means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

"**Senior Lien Obligations**" means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan Agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan Agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

"**State Water Pollution Control Revolving Fund (Revolving Fund)**" means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

"**Termination Date**" means the effective date of ECOLOGY's termination of the Agreement.

"**Termination Payment Date**" means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

"**Total Eligible Project Cost**" means the sum of all costs associated with a water quality project that have been determined to be eligible for ECOLOGY grant or loan funding, including any required recipient match.

"**Total Project Cost**" means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

**"Unique Entity Identity Identifier (UEI)"** means a 12-character alphanumeric ID assigned by SAM.gov. to an entity doing business with or receiving funds from the federal government. This number replaces the DUNS number.

"**ULID**" means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

"**ULID Assessments**" means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

"**Utility**" means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

## SECTION 2: CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this Agreement by reference and are available on ECOLOGY's Water Quality Program website.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets or in accordance with the standards in Chapter 43.09.200 RCW "Local Government Accounting – Uniform System of Accounting."

B. Architectural and Engineering Services: The RECIPIENT certifies by signing this Agreement that the requirements of Chapter 39.80 RCW, "Contracts for Architectural and Engineering Services," have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.

C. Acquisition: The following provisions shall be in force only if the project described in this Agreement is an acquisition project:

a. Evidence of Land Value and Title. The RECIPIENT shall submit documentation of the cost of the property rights and the type of ownership interest that has been acquired.

b. Legal Description of Real Property Rights Acquired. The legal description of the real property rights purchased with funding assistance provided through this Agreement (and protected by a recorded conveyance of rights to the State of Washington) shall be incorporated into the Agreement before final payment.

c. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT shall execute the document necessary to convey certain rights and responsibilities to ECOLOGY, on behalf of the State of Washington. The documents required will depend on the project type, the real property rights being acquired, and whether or not those rights are being acquired in perpetuity (see options below). The RECIPIENT shall use language provided by ECOLOGY, to record the executed document in the County where the real property lies, and to provide a copy of the recorded document to ECOLOGY.

Documentation Options:

1. Deed of Right. The Deed of Right conveys to the people of the state of Washington the right to preserve, protect, and/or use the property for public purposes consistent with the fund source. RECIPIENTs shall use this document when acquiring real property rights that include the underlying land. This document may also be applicable for those easements where the RECIPIENT has acquired a perpetual easement for public purposes. The RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the deed of right.

2. Assignment of Rights. The Assignment of Rights document transfers certain rights such as access and enforcement to ECOLOGY. The RECIPIENT shall use this document when an easement or lease is being acquired for water quality and habitat conservation. The Assignment of Rights requires the signature of the underlying landowner and must be incorporated by reference in the easement document.

3. Easements and Leases. The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the easement or lease document, thereby eliminating the requirement for a separate document. Language will depend on the situation; therefore, the RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the easement or lease.

d. Real Property Acquisition and Relocation Assistance.

1. Federal Acquisition Policies. See Section 4 of this Agreement for requirements specific to Section 319 and SRF funded projects.

2. State Acquisition Policies. When state funds are part of this Agreement, the RECIPIENT agrees to comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policy of the State of Washington, Chapter 8.26 RCW, and Chapter 468-100 WAC.

3. Housing and Relocation. In the event that housing and relocation costs, as required by federal law set out in subsection (1) above and/or state law set out in subsection (2) above, are involved in the execution of this project, the RECIPIENT agrees to provide any housing and relocation assistance required.

e. Hazardous Substances.

1. Certification. The RECIPIENT shall inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and certify:

i. No hazardous substances were found on the site, or

ii. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site is deemed “clean.”

2. Responsibility. Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D.

3. Hold Harmless. The RECIPIENT will defend, protect and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.

f. Restriction On Conversion Of Real Property And/Or Facilities To Other Uses

The RECIPIENT shall not at any time convert any real property (including any interest therein) or facility acquired, developed, maintained, renovated, and/or restored pursuant to this Agreement to uses other than those purposes for which funds were approved without prior approval of ECOLOGY. For acquisition projects that are term limited, such as one involving a lease or a term-limited restoration, renovation or development project or easement, this restriction on conversion shall apply only for the length of the term, unless otherwise provided in written documents or required by applicable state or federal law. In such case, the restriction applies to such projects for the length of the term specified by the lease, easement, deed, or landowner agreement.

D. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

E. Electronic Fund Transfers: Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email SupplierRegistration@ofm.wa.gov.

F. Equipment Purchase: Equipment purchases over $10,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase. All equipment purchases over $10,000 and not included in a contract for work being completed on the funded project, must also be reported on the Equipment Purchase Report in EAGL.

G. Funding Recognition: The RECIPIENT must inform the public about any ECOLOGY or EPA funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Contact your Ecology Project Team to determine the appropriate recognition for your project.

H. Growth Management Planning: The RECIPIENT certifies by signing this Agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

I. Interlocal: The RECIPIENT certifies by signing this Agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this Agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.

J. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this Agreement.

K. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

L. Project Status Evaluation: ECOLOGY may evaluate the status at any time. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

M. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this Agreement shall be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State and specific requirements outlined in the Water Quality Funding Guidelines. Technical assistance, proposed practices, or project designs that do not meet these standards may be eligible if approved in writing by ECOLOGY.

## SECTION 3: CONDITIONS APPLY TO SECTION 319 AND CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this Agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form is available on the Water Quality Program website and must be completed and submitted to Ecology. (This form is used for Section 319 (federal) funds only)

2. "Section 319 Initial Data Reporting" form must be completed in EAGL.

A. Data Reporting: The RECIPIENT must complete the "Section 319 Initial Data Reporting" form in EAGL before this Agreement can be signed by Ecology. This form is used to gather general information about the project for EPA.

B. Funding Recognition and Outreach: In addition to Section 2.G of these Special Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at https://www.epa.gov/aboutepa/using-epa-seal-and-logo. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable. (Applies to both the Section 319 funded projects and the Centennial match projects)

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this Agreement: (Applies to Section 319 funded projects only)

"This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use."

C. Load Reduction Reporting: The RECIPIENT shall complete the "Section 319 Annual Load Reduction Reporting" form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on best management practices (BMPs) installed and associated pollutant load reductions that were funded as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA's assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this Agreement by the expiration date. (For Section 319 funded projects only)

## SECTION 4: CONDITIONS APPLY TO ALL FEDERAL FUNDING AGREEMENTS, INCLUDING SECTION 319, STATE REVOLVING FUND (SRF) EQUIVALENCY PROJECTS, AND SEWER OVERFLOW AND STORMWATER REUSE MUNICIPAL GRANT (OSG).

A. Acquisitions: RECIPIENTs shall comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970)--Public Law 91-646, as amended by the Surface Transportation and Uniform Relocation Assistance Act, PL 100-17-1987, and applicable regulations and procedures of the federal agency implementing that Act.

B. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends $1,000,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse's Internet Data Entry System available at: https://www.fac.gov/.

C. Archaeological Resources and Historic Properties (Section 106): This requires completion of the Ecology Cultural Resources Review Form, coordination with Ecology Cultural Resources staff, and receipt of the Ecology Final Determination prior to any property acquisition and above and below ground disturbing activities.

D. Architectural and Engineering Services Procurement: The RECIPIENT must procure architectural and engineering services in accordance with the federal requirements in Chapter 11 of Title 40, U.S.C. (see https://uscode.house.gov/view.xhtml?path=/prelim@title40/subtitle1/chapter11&edition=prelim).

E. Build America, Buy America, Pub. L. No. 117-58, 70901-52: The RECIPIENT shall ensure that all the iron and steel, manufactured products, and construction materials used in the Project are to be produced in the United States ("Build America, Buy America Requirements") unless the RECIPIENT has requested and obtained a waiver from the cognizant Agency pertaining to the Project or the Project is otherwise covered by a general applicability waiver. The RECIPIENT shall require that all contractors and subcontractors utilized for the Project include this American Iron and Steel requirement in all subcontracts and purchase agreements. ECOLOGY reserves the right to request documentation of RECIPIENT'S compliance with this provision.

F. Utilization of Disadvantaged Business Enterprises (DBE), 40 CFR Part 33. The RECIPIENT agrees to comply with the following requirements of the Environmental Protection Agency's Disadvantaged Business Enterprise Program for procurement activities pertaining to this Agreement as described below.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. Pursuant to 40 CFR 33.301, the RECIPIENT agrees to make good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. The specific six good faith efforts can be found at: 40 CFR 33.301 (a)-(f). For Agreements that are for the benefit of Native Americans, the RECIPIENT must solicit and recruit Native American organizations and Native American-owned economic enterprises and give them preference in the award process prior to undertaking the six good faith efforts (40 CFR 33.304). If recruiting efforts are unsuccessful, the RECIPIENT must follow the six good faith efforts.

Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR Section 33.302 (a)-(d) and (i).

The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors, engineers, vendors, and any other entity for work or services pertaining to this Agreement.

"The Contractor will not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies."

Bidder List, 40 CFR Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. Refer to 40 CFR 33.501 (b) and (c) for specific requirements and exemptions.

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTs shall ensure that loan funds provided under this Agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7. Systems or products funded under this Agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions

that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website.

I. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). RECIPIENTs may search the Hotel-Motel National Master List at https://apps.usfa.fema.gov/hotel/ to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

J. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this Agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes, or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and subcontracts more than $2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act and make such records available for review upon request. Wage determinations and instructions for their use can be found at https://sam.gov/.

The RECIPIENT also agrees, by signing this Agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves “public work” and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW and make such records available for review upon request. Where conflicts arise between the State prevailing wage rates and Davis-Bacon Act prevailing wage requirements the more stringent requirement shall govern. Washington State prevailing wage rates can be found at https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/.

The RECIPIENT shall periodically interview a sufficient number of employees entitled to the Davis-Bacon Act prevailing wages (covered employees) to verify that Contractors or subcontractors are paying the appropriate wage rates. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The RECIPIENT must use Standard Form 1445 (SF 1445) or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from EPA on request.

The RECIPIENT shall establish and follow an interview schedule based on its assessment of the risks of noncompliance with the Davis-Bacon Act posed by Contractors or subcontractors and the duration of the contract or subcontract. RECIPIENTs must conduct more frequent interviews if the initial interviews or other information indicates that there is a risk that the Contractor or subcontractor is not complying with the Davis-Bacon Act. RECIPIENTs shall immediately conduct necessary interviews in response to an alleged violation of the prevailing wage requirements. All interviews shall be conducted in confidence.

K. Trafficking in Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of trafficking in persons. This includes, but is not limited to, the procurement of a commercial sex act or forced labor. The RECIPIENT shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

L. Unique Entity Identity Identifier (UEI): The RECIPIENT agrees to register with and make their registration public in the System for Award Management (SAM.gov). The RECIPIENT will be assigned a UEI and agree to include their UEI Number under their organization’s information in EAGL. The UEI number must be entered into EAGL before a funding Agreement is signed.

## SECTION 5: CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this Agreement is signed by ECOLOGY:

1. Underwriting (Financial Capability Assessment) documentation, upon request.

2. Opinion of RECIPIENT's Legal Counsel – Form available on the Ecology website must be completed and uploaded to the General Uploads form in EAGL.

3. Authorizing Ordinance or Resolution – Must be uploaded to the General Uploads form in EAGL.

4. Federal Funding Accountability and Transparency Act (FFATA) Form (Required for all federally funded SRF Equivalency projects – Form available on the Ecology website must be completed and uploaded to the General Uploads form in EAGL.

5. CWSRF Federal Reporting Information form – Must be completed in EAGL.

6. Fiscal Sustainability Plan (Asset Management) Certification Form (Only required if the project includes construction of a wastewater or stormwater facility construction) – Must be completed in EAGL.

7. Cost and Effectiveness Analysis Certification Form (Required for all projects receiving SRF Loan funding) – Must be completed in EAGL.

8. State Environmental Review Process (SERP) Documentation (Required for treatment works projects only) – Must be uploaded to the Environmental and Cultural Review form in EAGL.

A. Alteration and Eligibility of Project: During the term of this Agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes, or which would cause a violation of any covenant, condition, or provision herein.

B. American Iron and Steel, P.L. 113-76, Consolidated Appropriations Act 2014, Section 436: This loan provision applies to projects for the construction, alteration, maintenance, or repair of a "treatment works" as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States unless the RECIPIENT has requested and obtained a waiver from the cognizant Agency pertaining to the Project or the Project is otherwise covered by a general applicability waiver. The RECIPIENT shall require that all contractors and subcontractors utilized for the Project include this American Iron and Steel requirement in all subcontracts and purchase agreements. ECOLOGY reserves the right to request documentation of RECIPIENT'S compliance with this provision.

C. Authority of RECIPIENT: This Agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT's authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this Agreement shall be signed by ECOLOGY.

D. Equivalency Projects: ECOLOGY designated equivalency project and alternative designated equivalency project RECIPIENTs agree to accept federal funds and the federal requirements that accompany the funds. This includes all the requirements in Section 4 and this Section.

E. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this Agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

F. Funding Recognition and Outreach: The RECIPIENT agrees to comply with the EPA SRF Signage Guidance to enhance public awareness of EPA assistance agreements nationwide. Signage guidance can be found at:

https://ecology.wa.gov/water-shorelines/water-quality/water-quality-grants-and-loans/cwsrf-funding-requirements#sign.

G. Insurance: The RECIPIENT shall at all times carry fire and extended insurance coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Litigation Authority: No litigation is now pending, or to the RECIPIENT's knowledge, threatened, seeking to restrain, or enjoin:

(i) the execution of this Agreement; or

(ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or

(iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or

(iv) in any manner questioning the proceedings and authority under which the Agreement, the loan, or the project are authorized. Neither the corporate existence, or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this Agreement has been repealed, revoked, or rescinded.

I. Loan Interest Rate and Terms: This loan Agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan Agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a "Loan Amount") shall bear interest based on the interest rate identified in this Agreement as the "Effective Interest Rate," per annum, calculated on the basis of a 365-day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments, semiannually, over the term of this loan "Loan Term" as outlined in this Agreement.

J. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all other Agreements and obligations on its part, contained herein, shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all the covenants, Agreements, and attachments contained herein.

2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.

3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt of the RECIPIENT payable from special assessments to be imposed within the constitutional and statutory tax

limitations provided by law without a vote of the electors of the RECIPIENT on all the taxable property within the boundaries of the RECIPIENT.

4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.

6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

(i) The Loan Amount with interest

(ii) Any other obligations of the RECIPIENT to ECOLOGY under this Agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this Agreement, the first semiannual payment of principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:
Department of Ecology
Cashiering Unit
P.O. Box 47611
Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager.

No change to the amount of the semiannual principal and interest payments shall be made without a mutually signed amendment to this Agreement. The RECIPIENT shall continue to make semiannual payments based on this Agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended Agreement.

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2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this Agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.

3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.

4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

K. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this Agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and Utility Local Improvement District (ULID) Assessments in the ULID (if used to secure the repayment of this loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the Loan Fund and used to pay the principal of and interest on the loan.

L. Maintenance and Operation of a Funded Utility: The RECIPIENT shall, at all times, maintain and keep the funded Utility in good repair, working order, and condition.

M. Opinion of RECIPIENT's Legal Counsel: The RECIPIENT must submit an "Opinion of Legal Counsel to the RECIPIENT" to ECOLOGY before this Agreement will be signed. ECOLOGY will provide the form.

N. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this Agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and

subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes, or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and subcontracts more than $2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act and make such records available for review upon request.

The RECIPIENT also agrees, by signing this Agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves "public work" and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW and make such records available for review upon request.

The RECIPIENT shall periodically interview a sufficient number of employees entitled to the Davis-Bacon Act prevailing wages (covered employees) to verify that Contractors or subcontractors are paying the appropriate wage rates. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The RECIPIENT must use Standard Form 1445 (SF 1445) or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from EPA on request.

The RECIPIENT shall establish and follow an interview schedule based on its assessment of the risks of noncompliance with the Davis-Bacon Act posed by Contractors or subcontractors and the duration of the contract or subcontract. RECIPIENTs must conduct more frequent interviews if the initial interviews or other information indicates that there is a risk that the Contractor or subcontractor is not complying with the Davis-Bacon Act. RECIPIENTs shall immediately conduct necessary interviews in response to an alleged violation of the prevailing wage requirements. All interviews shall be conducted in confidence.

O. Progress Reports: RECIPIENTS funded with State Revolving Fund Loan or Forgivable Principal shall include the following verification statement in the "General Comments" text box of each progress report.

> "We verified that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:
> - The Davis-Bacon Act, 29 CFR, prevailing wage requirements, certified weekly payroll, etc.
> - The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33
> - The American Iron and Steel Act (Buy American)
> - The Build America Buy America Act (BABA) (equivalency projects only)"

P. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

> Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this Agreement, true and correct. There is no material adverse information relating to the RECIPIENT, the project, the loan, or this Agreement known to the RECIPIENT, which has not been disclosed in writing to ECOLOGY.
>
> Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this Agreement and to undertake the project identified herein.
>
> Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan Agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan Agreement. Any changes in the RECIPIENT's financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for

payment.

Q. Sale or Disposition of Funded Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the funded Utility or any real or personal property comprising a part of the funded Utility unless:

1. The facilities or property transferred are not material to the operation of the funded Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the funded Utility or are no longer necessary, material, or useful to the operation of the funded Utility; or

2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the funded Utility; or

3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the funded Utility from the portion of the funded Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.

4. Expressed written Agreement by the ECOLOGY.

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

R. Sewer-Use Ordinance or Resolution for Funded Wastewater Facility Projects: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.

2) Prohibit inflow of stormwater into separated sewer systems.

3) Require that new sewers and connections be properly designed and constructed.

S. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan Agreement for insufficient ECOLOGY or RECIPIENT funds.

2. For Failure to Commence Work. ECOLOGY may terminate this loan Agreement for failure of the RECIPIENT to commence project work.

3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan Agreement when any loan repayment becomes 60 days past due.

4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance in full by the RECIPIENT of all its obligations under this loan Agreement. The RECIPIENT shall be in default of its obligations under this loan Agreement if, in the opinion of ECOLOGY, the RECIPIENT has unjustifiably failed to perform any obligation required of it by this loan Agreement.

Procedures for Termination. If this loan Agreement is terminated prior to project completion, ECOLOGY shall provide to the RECIPIENT a written notice of termination at least five working days prior to the effective date of termination (the

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"Termination Date"). The written notice of termination by the ECOLOGY shall specify the Termination Date and, when applicable, the date by which the RECIPIENT must repay any outstanding balance of the loan and all accrued interest (the "Termination Payment Date").

Termination and Default Remedies

No Further Payments. On and after the Termination Date, or in the event of a default event, ECOLOGY may, at its sole discretion, withdraw the loan and make no further payments under this Agreement.

Repayment Demand. In response to an ECOLOGY initiated termination event, or in response to a loan default event, ECOLOGY may at its sole discretion demand that the RECIPIENT repay the outstanding balance of the Loan Amount and all accrued interest.

Interest after Repayment Demand. From the time that ECOLOGY demands repayment of funds, amounts owed by the RECIPIENT to ECOLOGY shall accrue additional interest at the rate of one percent per month, or fraction thereof.

Accelerate Repayments. In the event of a default, ECOLOGY may, in its sole discretion, declare the principal of and interest on the loan immediately due and payable, subject to the prior lien and charge of any outstanding Senior Lien Obligation upon the Net Revenue. That is, the loan is not subject to acceleration so long as any Senior Lien Obligations are outstanding. Repayments not made immediately upon such acceleration will incur Late Charges.

Late Charges. All amounts due to ECOLOGY and not paid by the RECIPIENT by the Termination Payment Date or after acceleration following a default event, as applicable, shall incur late charges.

Intercept State Funds. In the event of a default event and in accordance with Chapter 90.50A.060 RCW, "Defaults," any state funds otherwise due to the RECIPIENT may, at ECOLOGY's sole discretion, be withheld and applied to the repayment of the loan.

Property to ECOLOGY. In the event of a default event and at the option of ECOLOGY, any personal property (equipment) acquired under this Agreement may, in ECOLOGY's sole discretion, become ECOLOGY's property. In that circumstance, ECOLOGY shall reduce the RECIPIENT's liability to repay money by an amount reflecting the fair value of such property.

Documents and Materials. If this Agreement is terminated, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT shall, at the option of ECOLOGY, become ECOLOGY property. The RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Collection and Enforcement Actions. In the event of a default event, the state of Washington reserves the right to take any actions it deems necessary to collect the amounts due, or to become due, or to enforce the performance and observance of any obligation by the RECIPIENT, under this Agreement.

Fees and Expenses. In any action to enforce the provisions of this Agreement, reasonable fees and expenses of attorneys and other reasonable expenses (including, without limitation, the reasonably allocated costs of legal staff) shall be awarded to the prevailing party as that term is defined in Chapter 4.84.330 RCW.

Damages. Notwithstanding ECOLOGY's exercise of any or all the termination or default remedies provided in this Agreement, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and/or the state of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

T. User-Charge System for Funded Utilities: The RECIPIENT certifies that it has the legal authority to establish and implement a user-charge system and shall adopt a system of user-charges to assure that each user of the funded utility shall pay its proportionate share of the cost of operation and maintenance, including replacement during the design life of the project. The user-charge system will include provisions for a connection charge.

In addition, the RECIPIENT shall regularly evaluate the user-charge system, at least annually, to ensure the system provides adequate revenues necessary to operate and maintain the funded utility, to establish reserves to pay for replacement, and to repay the loan.

## General Federal Conditions

**If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.**

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than $30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.

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· Receives more than $25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov/> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov/>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov/>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

- As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232 <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management (SAM) <https://sam.gov/SAM/> exclusion list.

## General Terms And Conditions (03/11/2026 Version)

1. ADMINISTRATIVE REQUIREMENTS

a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (Administrative Requirements for Recipients of Ecology Grants and Loans (Yellow Book) March 2026)

b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.

c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.

d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (https://ocio.wa.gov/policy/accessibility) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with

disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

• Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.

* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

• For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

• Keep the IDP at the project site.
• Make the IDP readily available to anyone working at the project site.
• Discuss the IDP with staff, volunteers, and contractors working at the project site.
• Implement the IDP when Cultural Resources or human remains are found at the project site.

c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

• Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.

d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

• Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.

e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.

b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.

c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.

d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, Statewide Registration Services - Office of Financial Management. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email SupplierRegistration@ofm.wa.gov.
h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:
a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.
ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.
If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.
RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.
ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:
a) RECIPIENT notifies the funding program of an appeal request.
b) Appeal request must be in writing and state the disputed issue(s).
c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
d) ECOLOGY reviews the RECIPIENT's appeal.
e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.
The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.
The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.
Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.
Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.
Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS
a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:
• Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
• Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
• Submit the QAPP to ECOLOGY for review and approval before the start of the work.
b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: http://www.ecy.wa.gov/eim.
c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW
This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.

b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.

c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.

d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.

b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.

c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.
RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING
a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
c) RECIPIENT shall use ECOLOGY's provided progress report format.
d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS
a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

a) Be kept in a manner which provides an audit trail for all expenditures.

b) Be kept in a common file to facilitate audits and inspections.

c) Clearly indicate total receipts and expenditures related to this Agreement.

d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.
For more suggestions visit the Washington State Procurement Manual web page, Green Purchasing, Green Purchasing | Department of Enterprise Services (DES).

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.
Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.
Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.
In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.
If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.
RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination
All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.
Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY
RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER
Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

**End of Terms and Conditions**

DRAFT

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Public Works |
| **Contact Person** | Nova Heaton, Director of Public Works |
| **Title** | Resolution 26-2110/Authorizing the Mayor to Sign Task Order 2 with Otak, Inc. for the 37th Ave NE Missing Link Project Design |

## Legislative History

- First Presentation — October 22, 2026 – Regular Meeting
- Second Presentation — November 12, 2026 – Regular Meeting

## Attachments:

1. Resolution 26-2110/Authorizing the Mayor to Sign Task Order 2 with Otak, Inc. for the 37th Ave NE Missing Link Project Design
2. Otak Task Order 2 for 37th Ave NE Sidewalk Improvements

## Executive Summary

The Department of Public Works (DPW) recommends that the City of Lake Forest Park (City) approve of Task Order 2, under AG-26-024, for Otak to provide engineering design services for the 37th Ave NE Missing Link Project (Project). Task Order 2 is for a not to exceed amount of $89,000. The Project will provide upgraded pedestrian facilities along the frontage of Lake Forest Park Elementary prior to the 2027-2028 school year.

## Background

Lake Forest Park Elementary does not have sidewalk facilities along their frontage. There are existing sidewalk facilities on SR 104 that end at the start of the school property. There is an existing crosswalk on 37th Ave NE. Our project will create a continuous sidewalk along the frontage of the school that connects to the existing sidewalk on SR 104. Our project will also relocate the existing crosswalk to be aligned with the existing pedestrian walk into campus and will install new lighting, ADA ramps, and a Rectangular Rapid Flashing Beacon (RRFB) at the new crossing.

DPW staff have connected with Lake Forest Park Elementary staff about our Project and have received positive feedback. These improvements will provide a safer environment for pedestrians accessing the school.

DPW staff have applied for grants from the Transportation Improvement Board (TIB) and from the Washington State Department of Transportation's (WSDOT) Safe Routes to School (SRTS) program for construction funding of this Project. Council approved $60,000 of funding for design of this project in the 2026 budget amendment. DPW staff have solicited scope and fee estimates from our on-call engineers at Otak and DEA. Otak's fee estimate was the lowest at $89,000. Although this amount is greater than the approved budget for 2026, there is a proposed $85,000 in the proposed 2027/2028 budget for the potential grant match funding.

**Fiscal & Policy Implications**

It is DPW's expectation that we will be awarded grant funds that will support the cost of design and construction of this Project.

**Alternatives**

| ***Options*** | ***Results*** |
|---|---|
| • Approve | The City will execute Task Order 2 and Otak will provide design services for the 37th Ave Missing Link Project. |
| • Do not approve | The City will not execute Task Order 2 and the City will need to contract for design services for the 37th Ave Missing Link Project with a separate consultant, at a later date. |
| | |

**Staff Recommendation**

Review Resolution 26-2110 and Task Order 2 and provide staff with questions or feedback.

**RESOLUTION NO. 26-2110**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN TASK ORDER 2 WITH OTAK, INC. FOR THE 37TH AVENUE MISSING LINK PROJECT DESIGN**

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**WHEREAS,** Safe Routes to School and multimodal safety have long been Council priorities; and

**WHEREAS,** the missing sidewalk segment on 37th Avenue NE along Lake Forest Park Elementary's frontage was identified in the Capital Improvement Plan to further Safe Routes to School and improve pedestrian safety around the school; and

**WHEREAS,** staff have contacted engineering firms with an active on-call contract with the City to provide design services for the 37th Avenue Missing Link Project; and

**WHEREAS,** Otak, Inc. submitted the lowest fee estimate and was determined to be qualified to carry out the 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 Task Order 2 with Otak, Inc. for the 37th Avenue Missing Link Project, in substantially the form included as Attachment 1.

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

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

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____

Matt McLean
City Clerk

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

TASK ORDER
CITY OF LAKE FOREST PARK
ON-CALL ENGINEERING SERVICES

Task Order No. 002

Task Title On-Call Support Services Roster

Consultant Otak, Inc

Consultant Contact Paul Riemann, PE Phone No. 425-250-5203

City Requester Katie Phillips Phone No. 206-957-2812

City Project Number _____

Reimbursable?

☐ Yes, by _____
(Name, address & phone no. of person/organization who will reimburse the City)

☒ No

**DESCRIPTION OF TASK ASSIGNMENT**

☒ See attached TO 002 Scope of Work

**COMPENSATION -**

☐ Lump Sum – Compensation for these services shall be a lump sum of $ _____

☒ Time and Materials – Compensation for these services will be on a Time and Materials basis, not to exceed $ 89,000 without written authorization.

☐ Approved budget attached (if appliable. Required if costs exceeds $3,000.)

**SHEDULE** – The Consultant shall complete the services described above:

☒ By 12/30/2027 (additional Task Orders may be required based upon support needed by City)
Date

☐ In accordance with the attached schedule.

All provisions of the Agreement for On-Call Engineering Services (LFP AG-26-024) dated 6/16/2026 shall be in full force and effect for this Task Order.

**APPROVED:**

| **CITY OF LAKE FOREST PARK** | **CONSULTANT** |
|---|---|
| **By** Thomas French | **By** Nico Vanderhorst, PE |
| **Signature** _____ | **Signature** _____ |
| **Title** Mayor | **Title** Principal |
| **Date** _____ | **Date** _____ |

# City of Lake Forest Park

***Professional Services Agreement***

***On-Call Engineering Services Roster (LFP #: AG-26-024)***

Otak Project No. 22942.A02

## Task Order 2 - 37th Avenue NE Sidewalk Improvements

The general provisions and clauses of the Engineering Services agreement (LFP #: AG-26-024) dated June 23, 2026, between the City of Lake Forest Park (City) and Otak, Inc. (Consultant) shall be in full force and effect for this task assignment.

## Description of Project

The City wishes to install a new crosswalk and other safety enhancement devices, such as advance warning standard flashing beacons, marked crosswalk, rectangular rapid flashing beacons (RRFB), and/or ADA curb ramps to improve safety of pedestrians crossing to 37th Avenue NE, beginning just north of SR 104 and continuing north to NE 187th Street. The City has received numerous citizen requests for enhanced pedestrian facilities on this route leading to the elementary school. Refer to the conceptual design depicted on Attachment 1.

This project will provide professional services for conducting topographic survey, preliminary design, environmental and permit review, and final design engineering to prepare final plans, specifications, and estimates (PS&E) for the following proposed improvements:

- Sidewalks in the vicinity of Lake Forest Park Elementary School at 37th Avenue NE, just north of SR 104 to NE 187th Street;
- New pedestrian crossing at the frontage of Lake Forest Park Elementary School with a solar RRFB;
- Proposed curb ramps at the two existing school driveways along the east side of 37th Avenue NE; and
- Adjustments to existing sewer and storm drainage structure frames and grates to match finish grade.

## 1. Project Management

### 1.1. Coordination with City of Lake Forest Park

Consultant will coordinate with City on a regular basis keeping the City's project manager informed about project progress, project issues, and overall project schedule. Consultant will assist in scheduling project related meetings, reviews, and other coordination activities needed to keep the project moving forward. Regular communication with the City will occur on a weekly basis.

## 1.2. Coordination Meetings with City

Consultant will attend a project kickoff meeting with City personnel to introduce project team members, to discuss project goals and requirements, to review the project schedule and upcoming deliverables, and to discuss other topics.

In addition, a total of three project coordination meetings with City personnel will occur on a regular basis to review progress and schedule, and to discuss project related issues and current topics. Attendance will include Consultant's project manager and project engineer along with designated City staff.

For each meeting, Consultant will prepare a brief agenda and will prepare meeting notes. All meetings are assumed to be 60-minute meetings that will be held virtually using MS Teams.

## 1.3. Project Monitoring and Reporting

Project management will include the coordination of design team members, internal project scheduling, and the preparation of monthly progress reports and monthly billing statements. Monthly progress reports will include information on major activities, anticipated actions, and outstanding issues to be resolved.

**TASK 1 DELIVERABLES**

- Meeting agenda and meeting notes
- Monthly progress reports and monthly invoices

**TASK 1 ASSUMPTIONS**

- See below.

# 2. Survey and Basemapping

- Consultant will perform surveying and mapping along the project site. Control will be on Washington State Plane North Zone and NAVD 88. The detailed design survey limits will be from centerline to 15 feet beyond the east right-of-way (ROW) of 37th Avenue, except at the location of the new sidewalk on the west side of 37th Avenue and the proposed RRFB, which will extend to the west ROW of 37th Avenue. Surveying and mapping will include constructed and natural topographic features.
- Topographic features include, but are not limited to, roadway including curbs, edge of pavement, driveways, signs, mailboxes, fences, 6-inch DBH and larger trees, striping, surface utilities, rim/invert elevations, and pipe sizes of inlets and manholes. Consultant will not obtain pipe sizes and invert elevations of manholes in active roadways where traffic control is needed.
- The detailed design survey area is approximately 580 linear feet.
- Consultant will recover a sufficient amount of monuments to resolve the ROW of 37th Avenue NE.

**TASK 2 DELIVERABLE**

- 2026 Civil 3D drawing

**TASK 2 ASSUMPTIONS**

- City will obtain rights of entry from the school district property prior to the commencement of the survey work.
- City will obtain rights of entry from the other affected properties prior to the commencement of the survey work.
- Survey work can be done within the existing ROW without flaggers and traffic control.

- The City will provide Consultant with appropriate project and site data, including record drawings and applicable site data, for Consultant's review and use.
- Utility potholing is not included in this scope of services.
- Utility locates are not included in this scope of services. Utility locates will be requested by the City of Lake Forest Park and will be depicted by applicable utility owners on the site for Otak to survey in the field via a single survey mobilization.
- The topographic survey will be available to the project team in February 2027. The 30% design will be completed using NearMap or Bing imagery.

## 3. Environmental and Permitting

- Not included

## 4. Coordination with Utilities

Consultant will perform limited communications with the following existing utility owners:

- King County Roads / Traffic – RRFB; one meeting assumed

Meetings shall be virtual meetings, each of which is assumed to be 30 minutes in duration. Consultant will prepare a brief meeting agenda and meeting notes for each meeting.

**TASK 4 DELIVERABLES**

- Meeting agenda and meeting notes

**TASK 4 ASSUMPTIONS**

- See below.

## 5. 30% Design

Perform preliminary engineering and geometric design of the project for the crosswalk and pedestrian crossing site locations. See Attachment 2 for a preliminary sheet list.

- 30% Plans. Prepare and deliver a 30% plan set consisting of the engineering drawings for the site. Consultant will prepare 30% level civil design plans for the proposed sidewalk layout. Plans will be prepared to current City standards.
- 30% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 30% design.
- Storm Drainage Memorandum. A cursory review of existing threshold discharge area(s) for the site will be conducted and area quantities of new and replaced surfaces and pollution generating and non-pollution generating surfaces will be reviewed. The applicability of storm drainage minimum requirements will be reviewed and documented in a brief technical memorandum.
- The 30% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 60% civil plans.

**TASK 5 DELIVERABLES**

- 30% Plans
- 30% Opinion of Construction Cost

- 30% Storm Drainage Memorandum (draft)

**TASK 5 ASSUMPTIONS**

- See below.

## 6. 60% Design

Perform a 60% engineering and geometric design of the project for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 60% Plans. Prepare and deliver a 60% plan set consisting of the engineering drawings for the site.
- 60% Special Provisions. Identify special provisions and technical specifications for the 60% design and provide an outline summary of anticipated and applicable special provisions.
- 60% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 60% design.
- 60% Storm Drainage Memorandum. Incorporate the 60% design into an updated Storm Drainage Memorandum, including incorporation of City comments to the previous version.
- The 60% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 90% civil plans.

**TASK 6 DELIVERABLES**

- 30% Review comment responses
- 60% Plans
- 60% Opinion of Construction Cost
- 60% Special Provisions (index only)
- 60% Storm Drainage Memorandum (final)

**TASK 6 ASSUMPTIONS**

- See below.

## 7. 90% Design

Perform a 90% engineering and geometric design of the project for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 90% Plans. Prepare and deliver a 90% plan set consisting of the engineering drawings for the site.
- 90% Special Provisions. Develop special provisions and technical specifications for the 90% design.
- 90% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 90% design.
- The 90% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 100% civil plans.

**TASK 7 DELIVERABLES**

- 60% Review comment responses
- 90% Plans

- 90% Opinion of Construction Cost
- 90% Special Provisions (technical chapters)

**TASK 7 ASSUMPTIONS**

- See below.

## 8. Final (100%) Ad-Ready PS&E

Finalize the design documents and produce a final (100%) sealed project design for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 90% Review comment responses
- 100% Plans. Prepare and deliver a 100% plan set consisting of the engineering drawings for the site.
- 100% Special Provisions. Develop special provisions and technical specifications for the 100% design.
- 100% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the final design.
- Final (100%) Plans will be stamped and signed by Consultant.

**TASK 8 DELIVERABLES**

- 90% Review comment responses
- 100% Plans
- 100% Opinion of Construction Cost
- 100% Special Provisions (technical chapters)

**TASK 8 ASSUMPTIONS**

- See below.

## 9. Advertisement and Bid Period Support

- Consultant will assist the City in soliciting construction bids, including preparation of the bid advertisement for the City's use, and coordination with Builder's Exchange regarding bidding documents if desired.
- The City will advertise for bids, distribute and track contract documents, collect document fees (if applicable), accept and process questions from bidders, distribute addenda, attend and facilitate bid opening, prepare, and distribute the bid tabulation, and evaluate bids received.
- Consultant will further assist the City in responding to any bidder questions during the bidding period and providing clarifications to the City, as required. Clarifications will be issued informally or in the form of bid addenda.

## 10. Construction Engineering Support

- Not included

## Overall Assumptions

- Design Criteria: The design and associated documents will be based on the requirements of the City of Lake Forest Park Standard Specifications and Details, Washington State Department of Transportation

(WSDOT) Design Manual, 2026 King County Surface Water Design Manual, WSDOT Local Agency Guidelines, MUTCD, and AASHTO design guidelines.

- Permits and Cultural Resources EZ / Project Form: Request to initiate consultation for Governor's Executive Order 21-02 (GEO 21-02) projects: The City will prepare (or has prepared) an EZ form for submission by the City to the Department of Archaeology and Historic Preservation (DAHP) including related documents and information. A cultural survey or other reporting is not included. The City will serve as lead review/permitting agency for this project and will perform all permitting support for this project. Any permitting agency submittals, if required, will be by others. The City will pay all required permit fees.
- Community Involvement: The City will lead community involvement/outreach. Consultant is not expected to participate in city council meetings, tree-board meetings, school district meetings, or other meetings.
- Existing Utilities: Utility relocations, if determined to be needed, will be performed by others and designed and constructed separately by others. Relocation of existing fire hydrants, existing SCL power poles, and existing overhead electric and communications facilities is not anticipated and is not included.
- Storm Drainage Review: A formal TIR per the King County Surface Water Design Manual is assumed to not apply. Hydrologic modeling will use Western Washington Hydrologic Model (WWHM). Area of impervious surfaces for project improvements will be calculated and any triggered storm drainage minimum requirements will be itemized. The project is assumed to consist of new and impervious surfaces of such area quantities that do not trigger flow control requirements for the project. The project is also assumed to consist of non pollution-generating impervious surfaces of such area quantities that do not trigger runoff treatment requirements for the project. If storm drainage minimum requirements are triggered for runoff treatment, flow control, and/or downstream analyses, then such activities and analyses will be addressed via a separate task order authorization.
- Utility Structure Adjustments: Storm drainage design includes adjustment of existing catch basin frame and grate to finish grade, as necessary. Sanitary sewer manhole frame and lid assemblies and municipal water valve lids, if applicable, will be adjusted to finish grade. Existing storm drainage collection and conveyance facilities shall be protected in place.
- Roadway Pavement: Reconstruction of existing roadway pavements, where necessary, will match the location and pavement structural section of existing conditions.
- Existing Power Poles: Sidewalks will be narrowed and/or adjusted in alignment to accommodate existing power poles that shall remain in their existing locations. The confined geometric conditions at the existing SCL power pole at the southwest and southeast areas of the site may require a non-compliant sidewalk design. Consultant will develop a sidewalk geometric design at these areas for review and approval by the City.
- Existing Mature Trees / Tree Preservation: The City will provide the arborist support to the Consultant to ascertain and determine tree removal/preservation strategies where proposed sidewalks interface with existing mature trees. Sidewalks will be narrowed and/or adjusted in alignment to accommodate existing large trees that shall remain in their existing locations. The confined area at the northeast portion of the project site where large trees exist within City ROW may require a non-compliant sidewalk design. Consultant will work with the City to determine a design that best manages these conditions including the possible requirement to remove one or more trees. The Consultant will coordinate with the City's arborist support to determine the tree removal/preservation strategy for this area of the site. Otak will review and identify appropriate landscape architecture restoration work associated with landscaping.

- Geotechnical and Structural: Consultant shall provide structural support and design of RRFB pole foundations. The project does not anticipate walls or structures. Hazardous materials associated with existing soils and groundwater conditions are not anticipated and are not included.
- RRFB Pedestrian Crossing:
  - Consultant will depict the RRFB equipment on project plans and specify its location and associated signing. Consultant will design the pedestrian crossing and the RRFB pole foundations per King County requirements.
  - King County will design and install the RRFB and will check for adequate sunlight exposure for proper performance. In coordination with King County, siting of the facility and the solar panel sizing will be reviewed and validated.
  - Consultant will provide coordination with King County regarding this project element, as directed by the City, to a maximum of 5 hours.
  - Consultant will provide coordination with Seattle City Light regarding this project element, as directed by the City, to a maximum of 5 hours.
- Street Lighting: It is our understanding Seattle City Light will design and construct (install) a new overhead luminaire to the existing power pole to serve the proposed RRFB pedestrian crossing. An illumination analysis is not included in this scope of services.
- Roadway Signage: Consultant will specify sign relocation as necessary for existing city signage to accommodate sidewalk and RRFB crossing improvements. Consultant will design and specify new signage for the RRFB crossing.
- Real Property: Project elements are anticipated to be completed within existing City ROW and any temporary construction easements on adjacent private properties are not anticipated. Temporary construction access to school property is assumed to be granted to the city without the need for a temporary construction easement. ROW acquisition services are not included.
- Technical Specifications (Special Provisions): The City will provide administrative elements and chapters for the project manual. Consultant will provide all technical elements. Specifications will be based on the 2026 (or current) edition of the WSDOT Standard Specifications with the APWA supplement, current amendments, and City requirements. Special Provisions will address technical work, as well as issues such as inconvenience to the neighborhood and traveling public, allowable work hours, construction phasing, utility coordination, and other items specific to the needs of the City. The specifications will be prepared to adhere to City funding requirements. The 60% design deliverable will include outline specifications.
- Cost Estimating: A Summary of Quantities will be prepared for bid quantities anticipated, which will be used as the basis for the Engineer's Construction Cost Estimate. The engineering estimates of anticipated construction costs will be prepared using historical unit prices from similar projects, other current cost data, and recent City projects if available. Cost estimating of multiple project configurations or options is not included. Cost estimating of utility relocations and/or utility services, if applicable, is not included.
- Construction Engineering Support: Construction support and inspection services are not included in this scope of services but may be added later at the discretion of the City.
- Consultant project manager shall notify City's project manager, in writing, of any out-of-scope and/or budgetary issues that are inconsistent with this scope of services. Budget is assigned on the attached hour/fee estimate according to the various subtasks and during execution of the work, Consultant may transfer budget between tasks if necessary.

## Compensation

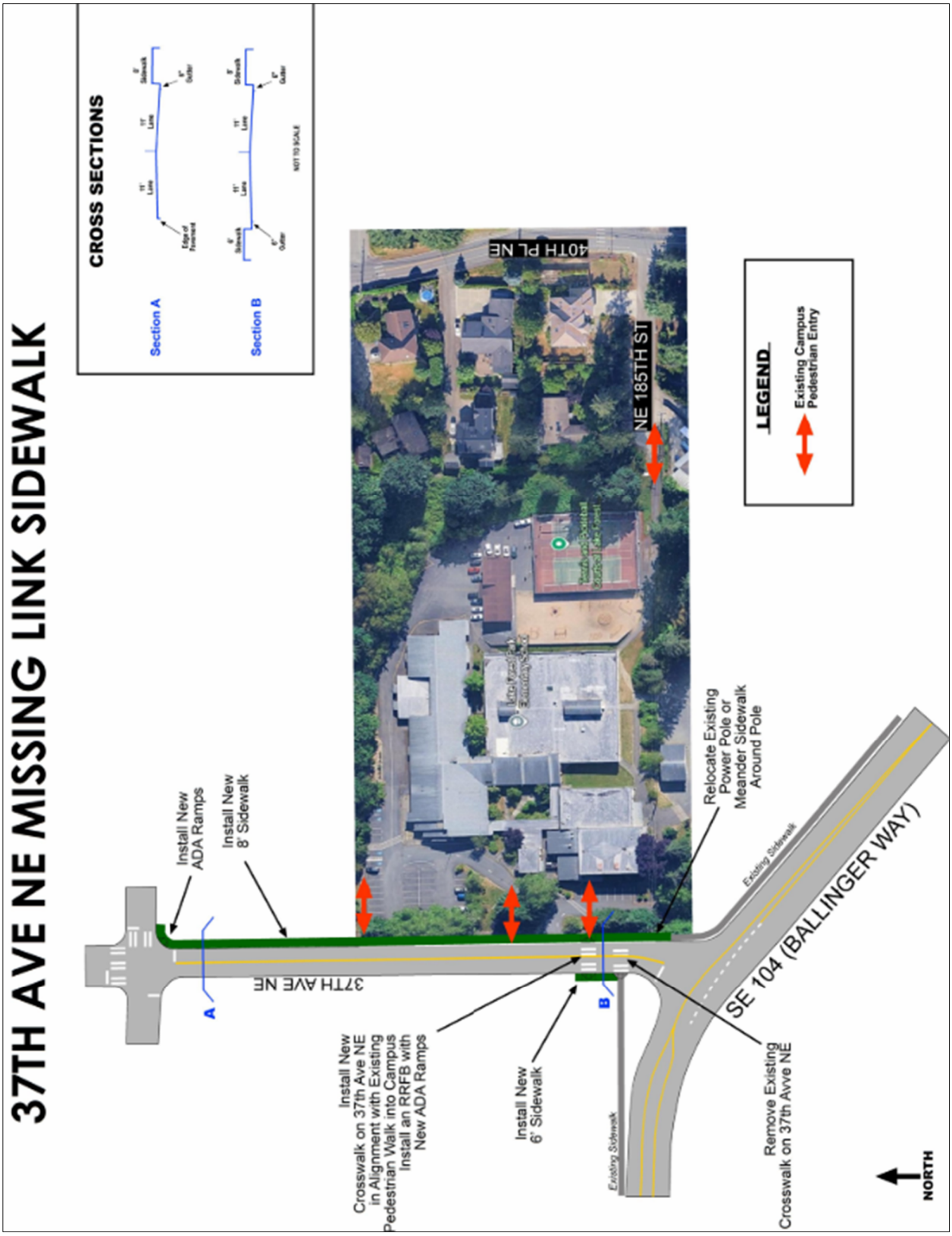
- A not-to-exceed budget is established for this task, as shown in the attached hour/fee estimate.
- Budget reviews shall be completed with City periodically to determine if a new task order or addendum is applicable and/or required.

## Time for Completion

Consultant will not begin work under the terms of this task order until authorized in writing by the City. It is anticipated that services provided under this task order will be completed by the end of September 2027. The anticipated project schedule is as follows. Timelines and durations are approximate and are subject to change.

| Item | Anticipated Completion Date |
|---|---|
| Task Order 2 Approval | Dec 2026 |
| Project Kickoff and Work Plan | Jan 2027 |
| Project Survey | Jan/Feb 2027 |
| 30% Design Deliverable / Draft Storm Drainage Memorandum | Jan 2027 |
| 60% Design Deliverable / Final Storm Drainage Memorandum | Feb 2027 |
| 90% Design Deliverable | Mar 2027 |
| 100% Final / Ad-Ready PS&E | Apr 2027 |
| Advertisement and Bid Period Support | May 2027 |
| Task Order Completion | Sep 2027 |

## Attachment 1: Project Limits / Preliminary Site Plan



## Attachment 2: Sheet Index (Preliminary)

| No | Sheet No | Sheet Title | Orig | Scale (Full Size) | 30 PCT | 60 PCT | 90 PCT | Final |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| 1 | CV-1 | Cover Sheet | Otak | N/A | X | X | X | X |
| 2 | GN-01 | General Notes and Legend | Otak | N/A | X | X | X | X |
| | | | | | | | | |
| 3 | RS-01 | Typical Sections | Otak | N/A | | X | X | X |
| | | | | | | | | |
| 4 | SP-01 | Alignment and Site Prep Plan - 01 | Otak | 1:20 | X | X | X | X |
| | | | | | | | | |
| 5 | SW-01 | Sidewalk Plan / Profile - 01 | Otak | 1:5 | X | X | X | X |
| 6 | SW-02 | Sidewalk Plan / Profile - 02 | Otak | 1:5 | X | X | X | X |
| 7 | SW-03 | Sidewalk Plan / Profile - 03 | Otak | 1:5 | X | X | X | X |
| 8 | SW-04 | Sidewalk Plan / Profile - 04 | Otak | 1:5 | X | X | X | X |
| | | | | | | | | |
| 9 | PD-01 | Pedestrian Crossing Plan | Otak | 1:5 | X | X | X | X |
| | | | | | | | | |
| 10 | TC-1 | Traffic Control Plan | Otak | 1:50 | | | X | X |
| 11 | TC-2 | Traffic Control Details | Otak | N/A | | | X | X |
| | | | | | | | | |
| 12 | DET-01 | Details - 01 (Civil / Structural) | Otak | N/A | | X | X | X |
| 13 | DET-02 | Details - 02 (Landscape) | Otak | N/A | | | X | X |
| | | | | | | | | |
| 14 | ST-01 | Standard Plans - 01 | Otak | N/A | | X | X | X |
| 15 | ST-02 | Standard Plans - 02 | Otak | N/A | | X | X | X |
| 16 | ST-03 | Standard Plans - 03 (if needed) | Otak | N/A | | X | X | X |
| | | | | | | | | |
| | | | | | | | | |

# City of Lake Forest Park – On-Call Engineering Services Roster

## Task 2 - 37th Avenue NE Sidewalk Improvements

*Hours and Fee Estimate*

*LFP #: AG-26-024; Otak Project # 22942.A02*

*October 19, 2026*

| Task | Description | Engineer 9 | Engineer 8 | Engineer 5 | Engineer 3 | Engr. Tech V | Scientist 6 | Scientist 3 | Surveyor 6 | Survey Crew Chief 3 | Survey Field Tech 3 | Survey Data Analyst 4 | Project Coord-inator 3 | Total Hours | Total Budget by Task |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | |
| **001** | **Project Management** | | | | | | | | | | | | | | |
| | Project Management | 2 | 4 | 4 | | | 2 | | 2 | | | | | 14 | $3,730.00 |
| | City Progress Meetings and Coordination | | 6 | 8 | | | 2 | | 2 | | | | | 18 | $4,468.00 |
| | Project Accounting, Set up, and Invoicing | | 2 | 2 | | | | | | | | | 4 | 8 | $1,588.00 |
| | | | | | | | | | | | | | | | |
| **002** | **Survey and Basemapping** | | | | | | | | | | | | | | |
| | Survey and Basemapping | | | | 2 | | | | 16 | 32 | 32 | 20 | | 102 | $15,054.00 |
| | Records Review | | | | 2 | | | | 2 | | | | | 4 | $790.00 |
| | | | | | | | | | | | | | | | |
| **003** | **Environmental and Permitting** | | | | | | | | | | | | | | |
| | DAHR EZ Form | | | | | | | | | | | | | | |
| | SEPA | | | | | | | | | | | | | | |
| | Other | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| **004** | **Coordination with Utilities** | | | | | | | | | | | | | | |
| | SCL Coordination | | 1 | 2 | 2 | | | | | | | | | 5 | $996.00 |
| | King County Roads (RRFB) | | 1 | 2 | 2 | | | | | | | | | 5 | $996.00 |
| | | | | | | | | | | | | | | | |
| **005** | **30% Design** | | | | | | | | | | | | | | |
| | 30% Civil Design / 30% Plans | | 2 | 16 | 32 | 16 | | | | | | | | 66 | $10,700.00 |
| | Structural Engineering (RRFB Fnd) | | | 2 | 2 | | | | | | | | | 4 | $686.00 |
| | Landscape / Restoration | | | | | | 2 | 2 | | | | | | 4 | $700.00 |
| | Opinion of Cost | | | 4 | 12 | | | | | | | | | 16 | $2,452.00 |
| | Storm Drainage Memo (Draft) | | | 4 | 8 | | | | | | | | | 12 | $1,912.00 |
| | | | | | | | | | | | | | | | |
| **006** | **60% Design** | | | | | | | | | | | | | | |
| | 60% Civil Design / 60% Plans | | 2 | 2 | 32 | 20 | | | | | | | | 56 | $8,396.00 |
| | Structural Engineering (RRFB Fnd) | | | 2 | 4 | 2 | | | | | | | | 8 | $1,260.00 |
| | Landscape / Restoration | | | | | 2 | 2 | 6 | | | | | | 10 | $1,556.00 |
| | Opinion of Cost / Specifications Outline | | 2 | 4 | 8 | | | | | | | | | 14 | $2,532.00 |
| | Storm Drainage Memo (Final) | | | 4 | 8 | | | | | | | | | 12 | $1,912.00 |
| | | | | | | | | | | | | | | | |
| **007** | **90% Design** | | | | | | | | | | | | | | |
| | 90% Civil Design / 90% Plans | | 2 | 2 | 32 | 20 | | | | | | | | 56 | $8,396.00 |
| | Structural Engineering (RRFB Fnd) | | | 2 | 4 | 2 | | | | | | | | 8 | $1,260.00 |
| | Landscape / Restoration | | | | | 2 | 2 | 6 | | | | | | 10 | $1,556.00 |
| | Opinion of Cost / Specifications | | 2 | 4 | 16 | | | 2 | | | | | 2 | 26 | $4,164.00 |
| | | | | | | | | | | | | | | | |

## City of Lake Forest Park – On-Call Engineering Services Roster
## Task 2 - 37th Avenue NE Sidewalk Improvements

*Hours and Fee Estimate*
*LFP #: AG-26-024; Otak Project # 22942.A02*
*October 19, 2026*

| Task | Description | Engineer 9 | Engineer 8 | Engineer 5 | Engineer 3 | Engr. Tech V | Scientist 6 | Scientist 3 | Surveyor 6 | Survey Crew Chief 3 | Survey Field Tech 3 | Survey Data Analyst 4 | Project Coord-inator 3 | Total Hours | Total Budget by Task |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **008** | **Final / Ad-Ready PS&E** | | | | | | | | | | | | | | |
| | Final Plans | 2 | 2 | 2 | 12 | 12 | | 2 | | | | | | 32 | $5,470.00 |
| | Special Provisions | | 2 | 2 | 4 | | | | | | | | 2 | 10 | $1,852.00 |
| | | | | | | | | | | | | | | | |
| **009** | **Advertisement and Bid Period Support** | | | | | | | | | | | | | | |
| | Support to the City | | 2 | 2 | 2 | | | | | | | | | 6 | $1,306.00 |
| | Bidder Questions (if applicable) | | 2 | 4 | 4 | | | | | | | | | 10 | $1,992.00 |
| | Addenda (if applicable) | | 2 | 4 | 4 | 4 | | | | | | | | 14 | $2,600.00 |
| | | | | | | | | | | | | | | | |
| **010** | **Construction Engineering Support** | | | | | | | | | | | | | | |
| | Not Included | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | *Total Hours* | 4 | 34 | 78 | 192 | 80 | 10 | 18 | 22 | 32 | 32 | 20 | 8 | 530 | |
| | *Negotiated Billing Rate* | $357.00 | $310.00 | $208.00 | $135.00 | $152.00 | $212.00 | $138.00 | $260.00 | $152.00 | $90.00 | $144.00 | $138.00 | | |
| | *Total Labor Cost* | *$1,428* | *$10,540* | *$16,224* | *$25,920* | *$12,160* | *$2,120* | *$2,484* | *$5,720* | *$4,864* | *$2,880* | *$2,880* | *$1,104* | | ***$88,324.00*** |
| | | | | | | | | | | | | | | | |
| | ***Reimbursables Expenses*** | | | | | | | | | | | | | | |
| | *Utility Locates* | | | | | | | | | | | | | | ***$0.00*** |
| | *Mileage/Travel* | | | | | | | | | | | | | | ***$50.00*** |
| | **Project Total** | | | | | | | | | | | | | | **$88,374.00** |

| | |
|---|---|
| **Say** | **$89,000.00** |

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Executive |
| **Contact Person** | Phillip Hill, City Administrator |
| **Title** | Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement *(second presentation)* |

**Legislative History**

- First Presentation – October 8, 2026 Regular City Council Meeting
- Second Presentation – October 22, 2026 Regular City Council Meeting
- Action – November 12, 2026 Regular City Council Meeting

**Attachments:**

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

**Executive Summary**

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

**Background**

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

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

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

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

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

**Fiscal & Policy Implications**

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

**Alternatives**

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

**Staff Recommendation**

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

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AG-23-008

# Memorandum of Understanding

Between

The King County Regional Homelessness Authority

and

The City of Lake Forest Park, Washington

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

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

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

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

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

**Contact Information**

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

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

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



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

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY, a Washington governmental administrative agency

By: DocuSigned by: FCA0B8F04F54443...

Name: Marc Dones

Title: Chief Executive Officer

Date: 3/24/2023

City of Lake Forest Park

By: DocuSigned by: Jeff Johnson 1C84501F883544E...

Name: Jeff Johnson

Title: Mayor

Date: 3/27/2023

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

KCRHA
King County Regional Homelessness Authority



# MEMORANDUM

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

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## I. Summary & Recommendation

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

## II. Background

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

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

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

## III. Options

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

**Option 1: Flexible Severe Weather Response**

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

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

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

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

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

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

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

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

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

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

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## IV. Recommendation

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

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# AGREEMENT FOR HOMELESS SERVICES

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

## RECITALS

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

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

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

## ARTICLE I
## DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

## ARTICLE II
## PURPOSE; TERM

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

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

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

## ARTICLE III
## AUTHORITY RESPONSIBILITIES

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

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

## ARTICLE IV
## PARTNER CITY RESPONSIBILITIES

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

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

## ARTICLE V
## DOCUMENTATION OF COSTS; RECORDS; REPORTING

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

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

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

## ARTICLE VI
## COMPLIANCE WITH LAW

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

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

## ARTICLE VII
## INDEMNIFICATION AND INSURANCE

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

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

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

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

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

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

## ARTICLE VIII
## WITHDRAWAL AND TERMINATION

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

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

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

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

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

**Section 2. Effect of Termination, Expiration or Withdrawal.**

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

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

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

## ARTICLE IX
## MISCELLANEOUS

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

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

If to City of Bothell:

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

If to City of Kenmore:

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

If to City of Lake Forest Park:

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

If to City of Shoreline:

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

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If to City of Woodinville:

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

If to the Authority:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Signature Page Follows]

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

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY, a Washington governmental administrative agency

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

CITY OF KENMORE, a Washington Municipality

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

CITY OF LAKE FOREST PARK, a Washington Municipality

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

CITY OF SHORELINE, a Washington Municipality

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

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CITY OF WOODINVILLE, a Washington Municipality

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

CITY OF BOTHELL, a Washington Municipality

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

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# EXHIBIT A
# SERVICES

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

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

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

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

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

- Allowable expenditures

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

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# EXHIBIT B

## FUNDING AND PAYMENT/RESOURCES

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

For the 2023 - 2024 budget cycle:

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

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

For 2025 - 2026 budget cycle:

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

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

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

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# EXHIBIT C

# INTERLOCAL AGREEMENT

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

**Dated December 11, 2019**

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

## RECITALS:

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

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

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

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

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

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

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

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

## ARTICLE I

## DEFINITIONS

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

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

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

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

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

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

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

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

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

"County Executive" means the King County Executive.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“RCW” means the Revised Code of Washington.

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

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

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

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

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

"Seattle Mayor" means the Mayor of Seattle.

"State" means the State of Washington.

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

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

## ARTICLE II

## AUTHORITY FOR KING COUNTY REGIONAL HOMELESSNESS AUTHORITY

### Section 1. King County Regional Homelessness Authority.

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

## ARTICLE III

## DURATION OF AUTHORITY

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

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

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

## ARTICLE IV

## PURPOSE, MISSION AND GUIDING PRINCIPLES OF THE AUTHORITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 4. Initial Start-Up; Scope of Work**

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

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

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

(i) include a theory of change;

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

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

**c**. Develop processes for procurement of services addressing homelessness.

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

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

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

## ARTICLE V

## POWERS OF AUTHORITY

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

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

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

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

**d.** Sue and be sued in its name;

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

**f.** Do anything a natural person may do;

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

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

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

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

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

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

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

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

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

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

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

**r.** Invest and reinvest its monies;

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

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

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

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

## ARTICLE VI

## LIMITS ON AUTHORITY POWERS

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

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

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

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

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

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

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

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

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

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

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

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

**Section 2. Limitation on Liability.**

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

**Section 3. Mandatory Disclaimer.**

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

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

## ARTICLE VII
## BUDGETING AND CONTRACTING

**Section 1. Provision of Funds.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ARTICLE VIII

## ORGANIZATION OF AUTHORITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(6) Approve performance metrics; and

(7) Change the name of the Authority.

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

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

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

(3) Confirm the Chief Executive Officer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(iv) affordable housing finance and/or development;

(v) physical and/or behavioral health care;

(vi) labor unions and workforce;

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

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

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

(x) criminal justice;

(xi) provision of child welfare services;

(xii) provision of youth services; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 3. Right to Indemnification.**

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

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

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

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

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

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

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

**Section 4. Conduct; Code of Ethics.**

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

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

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

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

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

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

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

## ARTICLE IX

## OFFICERS OF AUTHORITY; STAFFING

**Section 1. Implementation Board Officers.**

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

**Section 2. Duties of Officers.**

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

**Section 3. Incapacity of Officers.**

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

**Section 4. Advisory Committee; Committees**.

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

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

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

**Section 5. Chief Executive Officer.**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 6. Office of the Ombuds.**

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

## ARTICLE X

## MEETINGS OF THE AUTHORITY

**Section 1. Time and Place of Meetings.**

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

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

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

**Section 2. Notice of Regular Meetings.**

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

**Section 3. Notice of Special Meetings.**

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

**Section 4. Waiver of Notice.**

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

**Section 5. Agendas.**

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

**Section 6. Open Public Meetings.**

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

**Section 7. Telephonic Participation**

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

**Section 8. Parliamentary Authority.**

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

**Section 9. Minutes.**

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

**Section 10. First Meeting of the Governing Committee.**

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

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

**Section 11. First Meeting of the Implementation Board.**

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

## ARTICLE XI

## MISCELLANEOUS

**Section 1. Geographic Limitation.**

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

**Section 2. Safeguarding of Funds.**

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

**Section 3. Public Records.**

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

**Section 4. Reports and Information; Audits.**

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

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

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

**Section 5. Performance Audit.**

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

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

**Section 7. Nondiscrimination.**

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

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

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

**Section 8. Labor Disputes.**

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

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

**Section 9. Inventory and Property.**

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

**Section 10. Interlocal Cooperation Act.**

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

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

**Section 11. Notice to the Parties.**

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

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

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

**Section 12. Additional Provisions.**

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

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

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

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

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

**e. Counterparts.** This Agreement may be executed in any number of counterparts, each of whom shall be an original, but those counterparts will constitute one and the same instrument.

This Agreement is APPROVED this ___ day of _____, _____.

_____
County Executive, King County

ATTEST:

_____
[County Prosecuting Attorney]

RECEIPT ACKNOWLEDGED BY:

_____
Mayor, City of Seattle

ATTEST:

_____
City Clerk

Hi Phil,

Thanks for your patience.

As a follow-up to our recent conversation, I'm sharing a simple draft withdrawal letter that you can adapt and use to provide formal notice under the ILA, along with some basic communications language in case it is helpful for council materials or other public-facing discussion. The letter can be signed by your Human Service lead or another city representative you choose.

The intent is to keep this straightforward. As KCRHA moves away from administering locally funded service contracts, continuing these ILAs would create a contracting structure that no longer fits the organization's future operating model and, in some cases, could add unnecessary administrative burden for providers. At the same time, this should not be understood as a move away from regional coordination. KCRHA will continue to play a regional role through functions such as HMIS/data, Coordinated Entry, CoC responsibilities, system planning, and other shared infrastructure.

Please feel free to modify the draft materials as needed for your own processes and let me know if there are any questions as you work through the notice process.

Best,
William

>> Additional Content >>>

**Template withdrawal letter**

[Date]
Dr. Kelly Kinnison
Chief Executive Officer
King County Regional Homelessness Authority
400 Yesler Way, Suite 600
Seattle, WA 98104
Dear Dr. Kinnison:
Pursuant to Article VIII, Section 1 of the Agreement for Homeless Services effective January 1, 2023, the City of [CITY NAME] hereby provides written notice of its intention to withdraw from the Agreement.
The City's withdrawal will be effective December 31, 2026.
Please accept this letter as the City's formal notice of withdrawal under the Agreement. The City looks forward to coordinating with KCRHA and the other Partner Cities on any remaining administrative, financial, or contractual closeout activities associated with the Agreement.
Sincerely,
[NAME]
[TITLE]
City of [CITY NAME]

**Communications Support**
**KCRHA Framing**

The decision to wind down the North and East Cities ILAs reflects the broader transition underway at KCRHA, not a change in our commitment to regionalism. As locally funded contracts move back to Seattle and King County, KCRHA is moving away from local contract administration and focusing on the regional infrastructure that helps local-funded services operate as one system. Ending these agreements reduces unnecessary administrative burden for providers, gives cities greater flexibility over their local human-services investments, and aligns contracting responsibility with the organizations that will administer local funding going forward.

***Additional city-specific messaging elements***

**Short public-facing statement**

The City of [CITY] is withdrawing from the North/East Cities Agreement for Homeless Services with KCRHA effective December 31, 2026. This change reflects the broader restructuring of KCRHA's role, including its move away from administering locally funded service contracts. The City remains committed to regional coordination on homelessness and will continue participating in shared regional systems and planning while managing its local human services investments through the City's existing processes.

**Council or staff report language**

The proposed withdrawal is primarily an administrative and governance adjustment. KCRHA is transitioning away from locally funded contract administration as Seattle- and King County-funded service contracts return to those jurisdictions. Continuing the ILA would leave a relatively small set of municipal contracts operating through a structure that no longer aligns with KCRHA's future operating model and could create additional administrative burden for service providers.

Withdrawal from the ILA does not represent a retreat from regional collaboration. The City expects to continue participating in regional homelessness planning, ( [if applicable] data sharing, Coordinated Entry, HMIS) , and other shared system functions while incorporating its local homelessness investments into its broader human services funding framework.

**Talking points for elected officials**

We are changing the administrative structure, not stepping away from regional homelessness work. KCRHA is moving out of the business of managing local service contracts, so it makes sense for our local funding to return to the City's normal human services contracting process. This also simplifies things for providers, many of whom are already transitioning contracts from KCRHA back to Seattle or King County. Maintaining another small contracting relationship through KCRHA would add complexity without providing a clear benefit.

We will still work regionally. The shared infrastructure — data, coordinated access, system planning, federal Continuum of Care work, and cross-jurisdiction coordination — remains important regardless of which public entity holds an individual service contract.

**Very short response to "Why are you leaving KCRHA?"**

We are not leaving the regional homelessness system. We are ending a contracting arrangement that no longer fits the way KCRHA is being structured. Local dollars will be administered locally, while KCRHA continues to support the regional functions that are most effective when they are shared.

**If a city wants to emphasize its Human Services budget**

Ending the ILA will allow the City to incorporate these funds into its broader Human Services budget and contracting process, giving the City greater flexibility to align homelessness investments with other local human services priorities. We intend to do that while continuing to coordinate with KCRHA and neighboring jurisdictions on regional homelessness needs and strategies.

**William Towey** | He/Him
**Associate Deputy, Strategy**
**King County Regional Homelessness Authority**
Email: william.towey@kcrha.org
Mobile: 206-771-2724
Twitter | Facebook | LinkedIn | Instagram




*Email communications with KCRHA employees are public records and may be subject to disclosure*.

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Community Development Department |
| **Contact Person** | Mark Hofman, Community Development Director<br>Cory Mattson, Community Programs Planner |
| **Title** | Resolution 26-2112/Authorizing the Mayor to Sign Amendment No. 3 to AG-24-026 with Facet NW, Inc. for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project |

**Legislative History**

- Passed AG-24-026 June 27, 2024
- Passed Amendment No. 1 February 26, 2026
- Passed Amendment No. 2 May 14, 2026
- First Presentation – Intro of Amendment No. 3 November 12, 2026

**Attachments:**

1. Resolution No. 26-2112/Authorizing the Mayor to Sign Amendment No. 3 to AG-24-026 with Facet NW, Inc. for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project
2. Amendment No. 3 to AG-24-026 with Facet NW, Inc.
3. AG-24-026: Professional Services Agreement for Consultant Services with Facet NW, Inc. for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project
4. Amendment No. 1 to AG-24-026 with Facet NW, Inc.
5. Amendment No. 2 to AG-24-026 with Facet NW, Inc.

**Executive Summary**

In 2024, the City retained Facet NW, Inc. and its teaming partners for “Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project” (AG-24-026). 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 (Project).

This proposed third amendment to the contract includes an extension to December 31, 2027, and budget transfer shifting contract value from future tasks to cover the current expense of extended permitting and design support necessary for the Lakefront Park hearing process. The proposed amendment does not change the overall contract amount with Facet.

**Background**

The SEPA Determination of Nonsignificance with Mitigation Measures for the Project dated October 16, 2025, was appealed and a hearing on the appeal was consolidated with a hearing on conditional use permits and a shoreline substantial development permit. A three-week hearing was held and a decision issued on April 16, 2026, denying the SEPA appeal and remanding other issues back to the City for additional analysis. The City is working on the remanded issues as well as contending with an appeal to the Pollution Control Hearings Board of the permit issued to the City by the State of Washington Department of Fish & Wildlife for pier removal and replacement.

**Fiscal & Policy Implications**

This third amendment does not change the dollar amount of the Phase 2 Facet contract (AG-24-026).

**Alternatives**

| ***Options*** | ***Results*** |
|---|---|
| • Authorize the Mayor to sign the amendment for consultant services with Facet | The consultant will continue Phase 2 of the Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project |
| • Do not authorize the Mayor to sign the amendment for consultant services with Facet | The contract for Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project would not continue with this third amendment. |

**Staff Recommendation**

Approve Resolution 26-2112/Authorizing the Mayor to Sign Amendment No. 3 to AG-24-026 with Facet NW, Inc. for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project.

# RESOLUTION NO. 26-2112

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AMENDMENT NO. 3 TO AG-24-026 WITH FACET NW, INC. FOR CONSULTANT SERVICES FOR THE PHASE 2 LAKEFRONT IMPROVEMENTS FOR DESIGN, ENGINEERING, ENVIRONMENTAL REVIEW, AND PERMITTING PROJECT**

---

**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 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 Project"); and

**WHEREAS,** the City contracted with Facet NW, Inc. for Phase 2 improvements for design, engineering, environmental review, and permitting for the Lakefront Park Project(AG-24-026 or Contract);and

WHEREAS, a third amendment to the Contract extending the Contract termination date to December 31, 2027, and reallocating budget dollars to support the permit and hearing process is needed.

**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. 3 to the Phase 2 Amendment for Consultant Services with Facet for the Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project in substantially the form attached hereto as Exhibit A.

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

**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this 12th day of November, 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: November 3, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:

Amendment No. 3 to the
Professional Services Agreement between the
City of Lake Forest Park and Facet
Dated June 27, 2024

The Amendment No. 3 to the Professional Services Agreement between the City of Lake Forest Park and Facet NW, Inc., (AG-24-026), Amendment No. 1, and Amendment No. 2 (together, the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified pursuant to Section 16 of the Agreement.

1. Section 1 of the Agreement is amended to extend the completion date to no later than December 31, 2027.
2. Task 3.4 and Task 5, shall be removed from the Agreement and the budget for those tasks shall be transferred within the contract to a new task, Task 8, as shown in Table 1 below:

Table 1. AMD 3 – Summary of Budget Transfer

| Task | Current Contract Value | New Contract Value | Net Change |
|---|---|---|---|
| **Tasks to be Removed:** | | | |
| Task 3.4. IFC/Bid Set PS&E | $71,061.00 | $0 | ($71,061.00) |
| Task 5. Bid Support | $28,170.00 | $0 | ($28,170.00) |
| **New Task to be Added:** | | | |
| Task 8. AMD 3 / Additional Permitting & Design Modifications | - | $99,231.00 | $99,231.00 |
| **TASK ORDER TOTAL:** | **$1,203,137.65** | **$1,203,137.65** | **$0** |

3. The Parties agree that after necessary permit approvals, the removed tasks will be rescoped and a contract amendment will be negotiated for City Council consideration.

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

| CITY OF LAKE FOREST PARK | FACET NW, INC. |
| --- | --- |
| Signed: _____ | Signed: _____ |
| Printed Name: Tom French | Printed Name: _____ |
| Title: Mayor | Title: _____ |
| Dated: _____ | Dated: _____ |

FACET

*Formerly DCG/Watershed*

# AMENDMENT # 03

| | |
|---|---|
| Date: | October 21, 2026 |
| To: | Hon. Tom French, Mayor, City of Lake Forest Park |
| Cc: | Cory Mattson, City of Lake Forest Park<br>Mark Hofman, City of Lake Forest Park<br>Erik Davido, Facet |
| From: | Amber Mikluscak |
| Project Name: | Lake Forest Park Lakefront Park Phase 2 |
| Facet Number: | 2303.0384.02 |

## DESCRIPTION

To continue support on the *Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project* ("the Project"), currently under contract between Facet and the City of Lake Forest Park (AG-24-026, executed 6/27/2024), this Amendment (AMD 03) shall extend the contract end date and redistribute funds within the approved project budget. Specifically, this Amendment proposes the following contract changes:

### Contract Extension

- Contract expiration date shall be extended from December 31, 2026 (per AG-24-026, Amendment 1, signed 3/13/2026) to December 31, 2027.
- **The new contract expiration date shall be December 31, 2027.**

### Budget Transfer

- Two tasks, Task 3.4 and Task 5, shall be removed from the contract; and the budget for those tasks shall be transferred within the contract to a new task, Task 8 - See Table 1. After permit approval, removed tasks will be rescoped and added back into the project scope via contract amendment.

**Table 1.** AMD 3 – Summary of Budget Transfer

| Task | Current Contract Value | New Contract Value | Net Change |
|---|---|---|---|
| **Tasks to be Removed:** | | | |
| Task 3.4. IFC/Bid Set PS&E | $71,061.00 | $0 | ($71,061.00) |
| Task 5. Bid Support | $28,170.00 | $0 | ($28,170.00) |
| **New Task to be Added:** | | | |
| Task 8. AMD 3 / Additional Permitting & Design Modifications | - | $99,231.00 | $99,231.00 |
| **TASK ORDER TOTAL:** | **$1,203,137.65** | **$1,203,137.65** | **$0** |

## PAYMENT

There are no changes to the contract amount or payment terms resulting from this amendment.

**Table 2.** Contract Summary

| October 6, 2026<br>CURRENT AMENDMENT | TOTAL CONSULTANT FEES (Labor and Expenses) |
|---|---|
| **AMD 3 – Contract Extension and Budget Transfer** | **$0** |
| **Base Contract Amount:** | **$1,109,805.00** |
| **All Prior Amendments (AMD 1 & 2):** | $93,332.65 |
| **AMENDED CONTRACT TOTAL:** | **$1,203,137.65** |

## TERMS AND CONDITIONS

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

Please sign below and return this document to authorize this amendment. Please do not hesitate to contact us if you have any questions.

Sincerely,

Amber Mikluscak, PLA, GISP
Principal of Landscape Architecture
Facet

Authorized by:

Tom French
Mayor
City of Lake Forest Park

# CITY OF LAKE FOREST PARK
# PROFESSIONAL SERVICES AGREEMENT
# Agreement Title: Consultant Services with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project

**THIS AGREEMENT** made and entered into by and between the **CITY OF LAKE FOREST PARK,** a Washington municipal corporation (the "City"), and **Facet** (the "Consultant"), a Washington corporation, dated this 27th day of June, 2024.

| | |
|---|---|
| Consultant Business: | Facet NW, Inc. |
| Consultant Address: | 9706 4th Ave NE, Suite 300, Seattle, WA 98115 |
| Consultant Phone: | (425)650-1332 |
| Consultant Fax: | (425)827-8136 |
| Contact Name | Erik Davido, President |
| Consultant e-mail: | edavido@facetnw.com |
| Federal Employee ID No.: | 91-1364393 |
| Authorized City Representative for this contract: | Cory Roche, Environmental & Sustainability Specialist |

**WHEREAS**, the City desires to prepare and continue improvements for development, engineering, environmental review, and permitting for the City's Lakefront Park Project Phase 2; and

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

**WHEREAS,** the City finds that Facet is qualified and experienced in preparing and continuing the desired improvement plans and other required work;

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

1. **Employment of Consultant**. The City retains the Consultant to provide the services described in Exhibit A incorporated herein, for the Consultant Services with Facet for the Lakefront Improvements for Design, Engineering, Environmental, and Permitting Project ("collectively "Scope of Work" or the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

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

The project manager(s) of the Work shall be Amber Mikluscak. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than January 31, 2026, unless the completion date is extended in writing by the City ("Completion Date"). Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

**2. Compensation.**

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed One Million, One Hundred and 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 sub-consultants.

B. The full scope of work described in Exhibit A Work shall be authorized in two (2) parts as described below:

1. Part 1 is work from contract beginning through December 31, 2024, or up to a maximum amount of Six Hundred Thousand Dollars ($600,000.00), including labor fees and expenses, whichever occurs first. Consultant shall be authorized to proceed with Part 1 when issued written notice to proceed by the City.

2. Part 2 is the continuation of work from the end of Part 1 through Completion Date and up to the Total Compensation amount. Consultant shall not proceed with Part 2 without express written authorization from the City. The Parties acknowledge that performance of and payment for Part 2 is subject to the City obtaining funding. City is not obligated to proceed with Part 2.

An estimated schedule of the work described in Exhibit A Work is provided as Exhibit B Schedule.

C. Consultant shall be paid in such amounts and in such manner as described in Exhibit A.

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

**3. Request for Payment.**

A. Not more than once every thirty days the Consultant shall send electronically to Cory Roche, Environmental and Sustainability Specialist croche@cityoflfp.gov its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

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

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be

used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

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

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

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

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

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

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

**8. Insurance.**

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

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

Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.

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

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

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

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

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

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Lake Forest Park, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

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

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

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

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

deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

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

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

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

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

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

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

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

**18. Notices.**

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

City of Lake Forest Park
Attn: Cory Roche, Environmental and Sustainability Specialist
17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

Facet
Attn: Amber Mikluscak, Principal of Landscape Architecture
9706 4th Ave NE, Suite 300
Seattle, WA 98115
amikluscak@facetnw.com

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

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

**IN WITNESS WHEREOF**, the City and Consultant have executed this Agreement as of the date first above written

| | ***CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.*** |
|---|---|
| **CITY OF LAKE FOREST PARK WASHINGTON**<br><br>By: Lorri Bodi<br>Lorri Bodi (Jul 1, 2024 16:02 PDT)<br>Lorri Bodi, Deputy Mayor<br><br>Date: June 27, 2024 | **FACET**<br><br>By <br>Typed/Printed Name: Erik Davido<br>Its President<br>Date: 7/2/2024 |
| ATTEST:<br><br>Matthew McLean<br>Matthew McLean (Jun 28, 2024 12:29 PDT)<br>Matthew McLean, City Clerk<br><br>Date:June 27, 2024 | |
| APPROVED AS TO FORM:<br><br>Kim A. Pratt<br>Kim Adams Pratt, City Attorney<br>Date: June 27, 2024 | |

FACET
Formerly DCG / Watershed



LAKE FOREST PARK LAKEFRONT IMPROVEMENTS – PHASE 2
CITY OF LAKE FOREST PARK

# SCOPE OF WORK

## Project Overview

The City of Lake Forest Park (City) has retained Facet and its teaming partners (Consultant) for "Lakefront Improvements Design, Engineering, Environmental, 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 newly acquired single-family residential property into a public waterfront park and integration of the property with an existing waterfront preserve.

This contract outlines the second phase of the Project, hereafter referred to as Phase 2, which will encompass design development, permitting, construction documentation, and bid support. Specific efforts will include project management; outreach and engagement; site assessments; design studies; design services; preparation of plans, specifications, and estimates (PS&E); permitting; and, assistance during contractor bidding.

## Project Team

Facet, the prime consultant, will provide project management, community/stakeholder outreach and engagement, landscape architecture, civil engineering, structural engineering, marine engineering, and environmental documentation and permitting.

The project team will include the following subconsultants: Johnston Architects (architecture); Transportation Solutions, Inc., (traffic design and engineering); HWA Geosciences, Inc., (geotechnical engineering); Elcon Associates, Inc., (electrical engineering); ASM Affiliates (cultural resources); and, DCW Cost Management (cost estimation).

Subconsultant proposals for this phase of work are provided as Attachments A, B, C, D, E, and F.

## Project Schedule

The City and Consultant propose the following timeline for Phase 2 of the Project. A detailed timeline including project milestones and delivery dates will be provided at the beginning of the Project Work and updated monthly throughout the project. **The estimated active duration of Phase 2 will be 18 months.** An estimated breakdown of the work is below. Note, some items will occur concurrently.

*Phase 2: Design Development, Permitting, Construction Documentation, and Bidding (est. July 2024 – January 2026; timeline is contingent on funding and permitting)*

- 50% PS&E – 12 weeks
- Permitting – 52 weeks
- 70% PS&E – 12 weeks
- 100% PS&E – 12 weeks
- IFC/Bid Set PS&E – 8 weeks

- Bid Support – 9 weeks

*Future Phases (Not in Contract): Construction Administration and Post Occupancy/Site Commissioning (est. January 2026 – March 2028; timeline is contingent on funding, permitting, and completion of phase 2)*

- *Construction Administration – 46 weeks*
- *Closeout – 6 weeks*
- *Post Occupancy/Site Commissioning – 52 weeks*

# Scope Summary

The Consultant anticipates providing the following Work elements under this Scope:

- Project management
- Stakeholder outreach and engagement
- Construction Documentation, including Plans, Specifications, and Estimate (PS&E) at 50%, 70%, 100%, and Issue-for-Construction (IFC)/Bid Set completion
- Environmental Documentation and Permitting
- Bid Support
- Sustainability Credential Support
- *Future work anticipated as a contract supplement:*
  - *Construction Administration*
  - *Post-occupancy Support*

## Work Performed by the City

Throughout the duration of the Project, the City will perform services, furnish information, and answer questions as necessary to guide and complete the Project. The following services will be performed by the City:

- Provide accommodations as required for all stakeholder meetings throughout the life of this Scope.
- Provide City's Divisions 0-1 and bid document templates for Public Works Projects.
- Provide the City's drafting standards and library of standard details.
- Provide details, specifications, and finishes for preferred products and installation.
- Review and comment on all deliverables outlined in this Scope.
- Participate in meetings, reviews, and events as outlined in this Scope.

## General Assumptions

The following are general project assumptions for the Scope.

- Phase 2 tasks will be performed in succession as laid out in the detailed project schedule. Delays in the Work completion may result in additional fees and services.
- If active work conducted on the Project extends for a period of more than 18 months, hourly rates may be adjusted to reflect current rates.
- Changes in the detail of Work beyond what is described in this Scope will be made as requested by the City and authorized by amendment as extra work.

- Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.
- The Consultant will invoice the City on a monthly basis as Work is completed. If required, any special reporting of funds, such as may be required by State or Federal funding sources, will be handled entirely by the City.
- The City may supplement staffing needs with experts in particular subject matters (e.g., on-call consultants) to assist in the review process for all interim, draft, and final submittals. The experts will be an extension of City staff and will assist, as needed, in providing comments and the resolution of comment responses as part of the general review process for each submittal.
- All access permissions for completion of the Work will be obtained by the City.
- The Consultant is responsible only for meeting deadlines for their tasks and has no control over those portions of the schedule related to the tasks performed by the City or any third party. The Consultant will work with the City to the greatest extent feasible to maintain the overall Project schedule.
- Imperial units will be used for all project documents.
- The City project manager shall compile and organize all comments received from City departments and other reviewers and provide them to the Consultant as a single cohesive document. Any conflicting comments shall be identified and reconciled by the City project manager prior to delivery to the Consultant.
- Review should be completed in a timely manner, in the duration as specified in the Project Schedule, in one cycle. Consultant is not responsible for delays in Project Schedule resulting from delays in review. During review periods, the Consultant may move forward on tasks that do not rely on review results.
- After the first round of review comments is closed, additional comments received by the Consultant shall be considered as Consultant's additional efforts in communicating, interpreting, and addressing those comments and shall be addressed in the following tasks. Any extra work which is not in Scope and triggered by these additional comments will be through amended Scope.

### Exclusions

- Consultant services not specifically described in this Scope
- Permitting fees
- Printing of plans or specifications for permit submittal or other purposes
- Printing, mailing, distribution, and/or advertisement costs for general outreach, such as postcards, or any engagement or outreach materials intended for use outside of the community workshops
- Bid advertising costs

## Scope of Work – Project Phase 2

The Consultant will provide plans, specifications, and cost estimates (PS&E) for the Project. This package will serve as the bid package contract documents to facilitate construction of the Project. The Work to be completed in Phase 2 is broken down into the following tasks for project reporting, billing, and accounting.

- Task 1 – Project Management
- Task 2 – Stakeholder Engagement
- Task 3 – Design Services
  - 50% PS&E
  - 70% PS&E
  - 100% PS&E
  - Issue-for-Construction (IFC) / Bid Set PS&E
- Task 4 – Environmental Documentation & Permitting
- Task 5 – Bid Support
- Task 6 – Sustainability Credential Support

## Task 1 – Project Management

This Task addresses administration of work from initiation to closure.

### *Project Management Plan Update*

The Consultant will provide an update to the Project Management Plan completed in Phase 1. The plan includes these components:

- Project scope of work
- Project schedule
- Team roles, work assignments and organization
- List of team meetings needed for project coordination
- Communications protocols
- Required reporting for applicable grant funding
- Records management
- Change management and control procedures including Change Log
- Project safety plan
- Quality management plan
- Closeout of project
- Drafts of Consultant's standard templates for meeting agenda and summaries

### *Project Oversight and Reporting*

The Consultant project manager will provide direction to the Project team, including Subconsultants, and conduct Project coordination meetings with appropriate task leaders. The Consultant will coordinate the execution of the Project and meet regularly with the City project manager and staff.

The Consultant will provide direction to the Subconsultants and review their work over the course of the Project. Monthly monitoring of the subconsultant's budget will occur over the course of the Project. Current status, as well as projections, will be developed. Consultant will monitor Subconsultant costs and budgets, and propose corrective actions, if necessary. This may include formal Scope and/or budget modifications which would require City approval in advance.

The Consultant's project manager will monitor the Project planned budget versus actual progress. Consultant will prepare and submit an invoice and brief progress report monthly that reflects progress over the previous billing period and anticipated activities over the next billing period.

The Consultant will provide Quality Assurance / Quality Control (hereafter as QA/QC) in accordance with the Consultant's in-house QA/QC Plan and modified as needed to meet Project specific requirements. The Consultant is responsible for adhering to the QA/QC procedures for all phases of body of work that include but not limited to: computer modeling assumptions, input and output files, analysis approach, design calculations, reports, plans, specifications, and cost estimates; and pertinent information on an ongoing basis. The task entails the periodic review of study criteria, design, and assumptions, as well as concepts and presentation of product format; and documents that the overall Project objectives are being fulfilled.

### Assumptions:

- The Consultant project manager and the City project manager will confer on project progress via telephone on a biweekly basis for the duration of the Project. Progress reports will be comprehensive and will describe all active contracts of the Project, including phases 1 and 2 and early works.
- As part of the biweekly calls with the Consultant project manager and City project manager, the Consultant will check in on quality management to ensure product quality aligns with City's expectations, identifying and making corrective action(s), if needed.
- Consultant invoices will include a summary with a breakdown of hours, tasks, and descriptions of work completed.
- Internal project team coordination meetings will be held on a biweekly basis during Project duration. These meetings will be in addition to the coordination meetings held with the City.
- The Consultant project manager will maintain a reserve to accommodate additional quarterly meetings, either digital or in-person, with the principal-in-charge and City project manager, if needed.

### Deliverables:

- Updated Project Management Plan
- Biweekly meetings with City project manager (Assumes up to 36 meetings)
- Monthly invoices and Progress Reports, including summary of biweekly meetings, emailed to the City in electronic (PDF) format. (Assumes 18 progress reports)
- Monthly updates to the project delivery schedule in electronic (PDF) format, included with monthly progress reports.

## Task 2 – Stakeholder Engagement

This Task address communication and engagement with stakeholders external to the Project Team.

#### *Stakeholder Engagement Plan Update*

The Consultant will update the Stakeholder Engagement Plan developed in Phase 1 that outlines goals for who, when, why, and how stakeholders will be engaged. The plan will reference milestones in the Project Schedule and will outline stakeholder engagement responsibilities and expectations for both the Consultant and City staff. The plan will be submitted for review and approval by the City. Once approved, the Stakeholder Engagement Plan will serve as primary outline for collaborative stakeholder engagement through the duration of the current Project phase.

*Engagement Website*
The Consultant will continue to host and update the public-facing website created in Phase 1 for the duration of the current Project phase. The website will serve as an online headquarters for the public to access project information, participate in virtual engagement activities, and register for or review materials from public engagement events. The Consultant will provide monthly website updates for the duration of the current Project phase.

*Direct Engagement* (up to 16 hours across all staff, including travel)
The Consultant will support the City in the direct engagement of individual stakeholders or members of specific stakeholder groups. Effort is anticipated to be informal small group meetings and communication by phone and email. Direct engagement may be in-person or virtual as resources allow. Direct engagement will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be referenced. Consultant will provide an informal summary of talking points or discussion highlights following each meeting.

*Community Event Support* (up to 12 hours across all staff, including travel)
The Consultant will support the City's engagement at pre-planned community events, such as farmers markets, concerts, picnics, or similar, up to the hours budgeted. Support may include graphics, materials, website updates, attendance, or other effort. Feedback received at community events will be collected, documented, and compiled by City staff. Consultant will not provide notes or summaries for community events.

*Community Workshops (2)*
The Consultant will support the City in the planning and facilitation of two workshops for community members. Workshops will be offered in hybrid format, with both an in-person component and an online survey component. In-person workshops may occur outside of working hours, but not on weekends. Select members of the Consultant Team representing design or technical specialties with direct relevance to the planned workshop focus will be in attendance. The Consultant will prepare and provide materials necessary for successful meeting implementation, such as graphics, presentations, engagement exercises, and hardcopy collateral. All materials and supplies will be billed at cost; as possible and feasible, the City may provide materials and supplies for use at community meetings. Feedback received at community charrettes will be collected, documented, and compiled by the Consultant. Consultant will provide a summary of talking points, discussion highlights, and feedback received following each community workshop.

*Official Meetings (12)*
The Consultant will support the City at a total of twelve (12) pre-scheduled official meetings occurring in-person during and outside of working hours, but not occurring on weekends. Official meetings are assumed to include:

- Up to six (6) meetings of the Parks and Recreation Board (PRAB) (roughly one meeting per quarter for 18-month project duration)
- Up to six (6) meetings of the City Council (roughly one meeting per quarter for 18-month project duration)

A PowerPoint presentation will be developed each quarter for use at the PRAB and Council meetings; refinements or updates may be made prior to each meeting. Official meetings will not require preparation of other custom materials, graphics, or documentation; however, materials already prepared under other tasks may be compiled for reference at official meetings. Consultant will provide a summary of talking points, discussion highlights, and feedback received following each official meeting.

### Assumptions:

- Stakeholder engagement will be a collaboration between Consultant and City staff. Where required or as requested, essential activities, such as scheduling, promotions, printing and mailing, accessibility accommodations, translation services, and direct stakeholder outreach will be led by the City. Attendance and facilitation will be performed jointly by Consultant and City staff, as appropriate. Production of stakeholder engagement materials, including graphics and digital format materials, will be led by the Consultant.
- Consultant stakeholder engagement activities will be limited to the level of effort represented in the Project budget.
- Website hosting fees will be expensed to the project budget for a term of two (2) years from initial website expiration (July 28, 2024). At Project completion and at the City's request, website and domain ownership will be transferred to the City.
- Website maintenance will be provided for the planned project duration of eighteen (18) months.
- Social media and email promotions will be handled by the City using the City's existing accounts. No new or custom social media accounts, email accounts, or campaigns will be performed by the Consultant unless explicitly stated above; however, the Consultant may repost or cross post Project promotions to its existing social media accounts if tagged in the City's posts.
- The Consultant will endeavor to have certain staff members present at specific engagement events; however, based on individual staff commitments and schedules, some substitution of staff may occur. If alternate staff are in attendance, they will be qualified to speak about relevant design or technical issues, and they will be up-to-speed on Project status and issues.

### Deliverables:

- Updated Stakeholder Engagement Plan
- Engagement website, including eighteen (18) months of maintenance and two (2) years of hosting
- Stakeholder meetings, as described above

## Task 3 – Design Services

The Consultant will provide design services adequate to produce plans, specifications, and estimates (PS&E) at the following completion milestones: 50%, 70%, 100% and IFC/Bid. Graphics for interpretive elements will be iterated on the same milestones. Review drafts for interpretive elements will be provided along with each design submittal package.

Each plan set submittal shall provide a graphic description of the proposed work with sufficient detail to show proposed improvements including but not limited to site improvement details, architectural elements, shoreline and dock improvements, Beach Drive frontage right-of-way needs, and impacts to environmental resources and utilities within the project limits.

Plans will be developed in AutoCAD using the topographic survey that shows right-of-way, existing utilities, and surface features. Plans will be developed using City drafting standards, if required. Site plans will be drawn at 1"= 20' or at a scale that will provide sufficient detail to communicate the improvements.

The Plans are anticipated to consist of the following sheets, but not limited to:

| Sheet Title | Est. Sheet Count | % Milestone Where Sheet is First Provided | Prepared by |
|---|---|---|---|
| General Sheets (Cover, Notes, symbols, etc.) | 3 | 50 | Facet |
| Site Survey | 1 | 50 | APS Survey & Mapping |
| TESC Plan | 2 | 50 | Facet |
| Tree Protection Plan | 2 | 50 | Facet |
| Site Demolition Plan | 2 | 50 | Facet |
| Building Demolition Plan | 2 | 50 | JA |
| Site Plan | 1 | 50 | Facet |
| Site Grading Plan* | 4 | 70 | Facet |
| Site Grading Profiles and Details | 4 | 70 | Facet |
| Site Drainage Plan | 4 | 50 | Facet |
| Site Drainage Profiles and Details | 4 | 70 | Facet |
| Site Utilities Plan (water & sewer) | 6 | 50 | Facet |
| Site Utilities Details | 4 | 70 | Facet |
| Site Electrical Plan | 1 | 70 | Elcon |
| Site Electrical Details | 4 | 70 | Elcon |
| Right-of-way Improvement Plan | 2 | 70 | TSI |
| Right-of-Way Channelization and Signage Plan | 4 | 70 | TSI |
| Architectural Demolition and Salvage Plans | 6 | 50 | JA |
| Architectural Drawings | 20 | 50 | JA |
| Architectural Details | 20 | 100 | JA |
| Structural architectural details | 2 | 70 | Facet |
| Dock Drawings** | 2 | 50 | Facet |
| Structural Dock Drawings** | 4 | 50 | Facet |
| Dock Details | 4 | 70 | Facet |
| Site Layout Plan | 2 | 100 | Facet |
| Soil Preparation Plan and Details | 2 | 70 | Facet |
| Lighting and Illumination Plan and Details | 4 | 100 | Facet |
| Site Planting Plan and Details | 5 | 70 | Facet |
| Site Irrigation Plan and Details | 5 | 100 | Facet |

| Sheet Title | Est. Sheet Count | % Milestone Where Sheet is First Provided | Prepared by |
|---|---|---|---|
| Site Details | 10 | 100 | Facet |
| Misc Sheets | 4 | 100 | All |

*Grading for Shoreline Improvements will be prepared to a level of detail for submittal of Section 401 (USACE) permitting

**At 50%, dock drawings shall be prepared to a level of detail suitable for submittal for Section 401 (USACE) Permitting

## Assumptions:

- Unless noted differently above, each plan development will iterate on the milestone schedule of 50%, 70%, 100%, and IFC/Bid Set.
- Graphics for up to three interpretive elements will be provided with the design documentation.
- If included, floating dock features will be provided as performance specified features.
- Comments received from the City's review of each milestone submittal will be incorporated into the subsequent milestone submittal.
- Plan, specifications, and cost estimate deliverables will be administered through the project SharePoint site. City comments will be collected and documented via Bluebeam Sessions, unless otherwise noted. Bluebeam reviews will be conducted at each review milestone of 50%, 70%, 100%, and IFC/Bid Set.
- Specifications will be provided in six-digit specification format.
- Divisions 0 and 1 specifications will be provided by the City in (Word) format.
- Unless specifically stated in this scope, additional disciplines, such as for specialized engineering, are not included. If additional disciplines are required, a change order proposal will be submitted for City approval.
- Applicable public project bid documents and templates will be provided by the City in (Word) format.

## Task 3.1 – 50% PS&E and Site Assessments

Additional traffic, geotechnical, and cultural assessments will be completed to inform the 50% design, including traffic demand/parking study, geotechnical borings, and cultural resource screening. Details of specific assessments proposed are provided in the appendices. The Plans will be provided as outlined above. The 50% plans will include sufficient detail to show proposed improvements for pre-application meeting, applications for federal shoreline permits, and cost estimation. The 50% cost estimate will be updated from the schematic-level design cost.

## Deliverables:

- Geotechnical borings and report
- Traffic engineering studies and report
- Cultural resource inventory and report
- 50% design plans (in electronic PDF format) and outline specifications (MS Word)
- 50% interpretive element concepts (PDF)
- 50% cost estimate (PDF)

### Task 3.2 – 70% PS&E and TIR/Drainage Report

The Plans will be provided as outlined above. The 70% plans will be substantially complete and will include sufficient detail to show proposed improvements for land use permit applications and cost estimation. The 70% cost estimate will be prepared by an outside cost estimator. Required drainage report (TIR Report) will also be provided.

#### Deliverables:

- 70% design plans (in electronic PDF format) and draft specifications (MS Word)
- 70% interpretive graphics (PDF)
- 70% cost estimate (PDF)
- TIR/Drainage Report

### Task 3.3 – 100% PS&E and Structural Calculations

The Plans will be provided as outlined above. The 100% plans will be complete drawings with sufficient detail to show construction of proposed improvements for final permit submittals and cost estimation. The 100% cost estimate will be prepared by an outside cost estimator. Structural calculations for all onsite structures will be provided.

#### Deliverables:

- 100% design plans (in electronic PDF format) and specifications (MS Word)
- 100% interpretive graphics (PDF)
- 100% cost estimate (PDF)
- Structural calculations

### Task 3.4 – IFC/Bid Set PS&E

The Plans will be provided as outlined above, with sufficient detail to show proposed improvements for competitive contractor bidding. The bid set cost estimate (engineer's estimate of probably construction cost) will be updated from the outside cost estimate obtained at 100% design.

#### Assumptions:

- Permit comments received in 100% review will be incorporated into IFC/Bid Set PS&E.

#### Deliverables:

- IFC/Bid Set design plans and specifications (in electronic PDF format)
- IFC/Bid Set interpretive graphics (PDF and fabrication-ready file)
- IFC/Bid cost estimate (PDF and MS Excel)
- IFC/Bid Set PS&E formatted for upload to Builders' Exchange bid portal

## Task 4 – Environmental Documentation and Permitting

### City of Lake Forest Park Permitting

The proposed improvements will require land use permit approval from the City of Lake Forest Park. In advance of formal land use permit submittals, the Consultant will coordinate and attend a pre-application meeting with City staff. The meeting will help to ensure that proposed improvements are permittable and

to determine the precise extent of documentation necessary to acquire permits. Following the pre-application meeting, we anticipate preparing the following documentation and permit packages:

- Zoning Conditional Use Permit (ZCUP). LFPMC 18.54.048 requires a ZCUP for the establishment of a public recreational facility within a residential zoning district. The Consultant will prepare a ZCUP compliance document.
- Shoreline Conditional Use Permit (SCUP). Multiple components of the projects are likely to trigger the need for a SCUP. The Consultant will prepare a SCUP compliance document.
- If necessary, the Consultant will prepare a Public Agency and Utility Exception (PAUE) compliance document.
- Critical Areas Study. Informed by the previously prepared wetland and stream delineation reports, the Consultant will prepare a Critical Areas Study to provide justification to the City that the proposed shoreline and modifications, including dock repairs, will result in equivalent or better protection of the functions provided by the existing condition of the site. The report will address shoreline code requirements and focus on ecological improvements gained through proposed restoration efforts. The study will comply with the requirements of LFPMC 16.16.110.
- SEPA checklist. The Consultant will prepare a State Environmental Policy Act (SEPA) Checklist to accompany the submittal.
- Arborist Report. The Consultant will amend the previously prepared detailed Arborist Report so that it evaluates the impacts of the proposed project on all previously inventoried trees within the project area. The report will be utilized to submit for an applicable Tree Removal and Replacement Permit.
- Following City review of the above-described land use permits, the Consultant will prepare for, and attend, one City Hearing Examiner meeting. The Hearing Examiner will be charged with reviewing and ruling on the consolidated land use permits.

Following Hearing Examiner approval of the various land use permits, the following additional construction permits are anticipated to be required prior to the start of construction:

- Critical Areas Work Permit. The Consultant will prepare the documentation necessary to submit for a Critical Areas Work Permit.
- Demolition Permit. The Consultant will prepare the documentation necessary to submit for a Demolition Permit.
- Building Permit and/or Land Clearing, Grading, and Excavating Permit. The Consultant will prepare the documentation necessary to submit for these permits.

## Federal Permitting

The Consultant will complete and submit a Joint Aquatic Resources Permit Application (JARPA) form for submittal to the U.S. Army Corps of Engineers (Corps) for coverage under Section 404 of the Clean Water Act and Section 10 of the Rivers and Harbors Act. We will also need to demonstrate project compliance with the Endangered Species Act (ESA). This will be accomplished through preparation of a Biological Evaluation in order to assess the project's impact on ESA listed species (Chinook salmon, steelhead trout) within the lake.

## State Permitting

WA Dept. of Ecology (Ecology). The Consultant will submit the aforementioned JARPA to Ecology for coverage under Section 401 of the Clean Water Act. In addition, Ecology will be responsible for review and final approval of the SCUP; we will coordinate, as necessary, with Ecology throughout their review of this permit package.

WA Dept. of Fish and Wildlife (WDFW). The Consultant will submit the aforementioned JARPA to WDFW in order to obtain a Hydraulic Project Approval. This includes one on-site meeting with WDFW.

## NEPA Documentation

If the project receives federal funding, the Consultant will prepare documentation necessary to complete NEPA, including preparation of necessary checklists and discipline reports, including:

- The Consultant will prepare a NEPA Environmental Assessment Checklist in accordance with HUD requirements. This task includes initial coordination with HUD to confirm specific deliverables required for the NEPA process.
- The Consultant will utilize the following documents prepared pursuant to other portions of this scope, as follows:
    - The Biological Evaluation to document compliance with the Endangered Species Act.
    - The Cultural Resources Report to document compliance with Section 106 requirements.
    - The Critical Areas Study and/or JARPA to document compliance with wetland and in-water work requirements.
    - Drainage/water quality report to document compliance with stormwater regulations.
- The Consultant will prepare an Environmental Justice memorandum.
- The Consultant will complete a NEPA Air Quality Checklist.
- The Consultant will complete a NEPA Noise Checklist.

## Response to Comments

Following submittal of permit applications described above, the Consultant will respond as necessary to questions/comments from the City, agencies, tribes, or other stakeholders and revise permit documentation, as necessary. This task is limited to a total of 30 staff hours.

## Utility Coordination

The Consultant will facilitate and document the following utility coordination tasks (up to a total of 32 hours of Consultant effort is assumed):

- Facilitate pre-application and necessary meetings with the following utility jurisdiction:
    - Lake Forest Park Water District (water)
    - Lake Forest Park Sewer District (sanitary sewer)
    - Seattle City Light (power)
    - Puget Sound Energy (gas)
- Identify and coordinate to resolve foreseeable utility impacts that will impact the project development and overall schedule.

- Coordinate with utility agencies to minimize foreseeable conflicts during construction that could impact project schedule, staging, budget, and overall constructability.

### Assumptions:

- Issuance of permits is not guaranteed.
- Gas service will be disconnected; gas service improvements are not included.
- Broadband service and infrastructure are not included. Broadband service will be coordinated by the City directly with the provider.
- Permit fees are not included. Permit fees will be paid by the City directly to the permitting agencies.
- A Level II or III arborist assessment is not included.
- Coordination/authorization from the WA Dept. of Natural Resources is not included.
- If a Cultural Resource Assessment (CRA) is required by the Corps of Engineers to show compliance with Section 106 of the National Historic Preservation Act, the cultural resource reports developed for submittal to RCO will be used for this purpose.
- It is assumed that the proposed work complies with one or more Corps of Engineers Nationwide Permits or a Letter of Permission. Assistance with an application for an Individual Permit is not included.
- Preparation of a water quality monitoring plan is not included.
- Unless noted otherwise, this scope of work is written based upon the codes and regulations in effect at the time of writing. Work that may become necessary as a result of updated or new regulations are not included in this proposal.
- As-built documentation and/or long-term vegetation/shoreline monitoring services that may be required by the City or other regulatory agencies is not included.
- Assistance with a Shoreline Variance or Zoning Variance is not included.
- All necessary utility permits will be acquired by the contractor.
- Right-of-way permits are not included.
- Coordination/authorization with WSDOT is not included.
- Based on preliminary regulatory review, it is assumed that the council-approved preliminary design is generally permittable (as described in the above scope of services), including proposed intrusions into critical areas/buffers; however, actual permit feasibility and acceptance can only be determined by regulators.
- Assistance with revisions to the City's existing Shoreline Master Program is not included.
- Floodplain permits or coordination/authorization with FEMA are not included.
- The following NEPA discipline reports will not be prepared: hazardous waste, air/noise, light/glare, and 4(f).
- It is assumed that the project will qualify for a NEPA Environmental Assessment Checklist. Assistance with a NEPA Environmental Impact Statement is not included.

## Task 5 – Bid Support

Provide support services to assist with contractor selection and contracting. The following services will be provided, up to the amount budgeted for this task:

- Assist with formatting construction documents for City submittal to digital bid advertisement service(s)
- Review and assist with bid addenda
- Attend pre-bid meeting
- Track and respond to RFI's
- Attend bid opening

### Assumptions:

- Bid support is considered an inactive work phase. Recurring project meetings will not be held during the bid advertisement period, which is assumed to be six (6) weeks (up to 30 working days).
- Bid posting and advertisement costs are not included. Bid costs will be paid by the City directly to the appropriate parties.
- Printing of hardcopy plans and specifications for bidders or selected contractor and/or subcontractors is not included.
- Assumes up to 12 RFI on bid package.

## ADDITIONAL SERVICE: Task 6 – Sustainability Credential Support

If included in the project contract, under this additional service task, the Consultant will provide support services to assist with applications for the following sustainability program credentials:

- USGBC Sustainable SITES Initiative
- USGBC LEED for New Buildings
- USGBC LEED for Existing Buildings
- Salmon Safe Certification

The following services will be provided in pursuit of the above listed sustainability programs:

- Monthly sustainability credential meetings with the project team
- Monthly tracking of sustainability credits and efforts
- Coordination with credential program liaisons
- Completion of credential program worksheets
- Submittal of credential program applications

### Assumptions:

- Achievement of credentials is at the discretion of credential programs and cannot be guaranteed by the project team.
- Fees paid directly to credentialling organizations, such as for project registration, review, and final certification, are not included. Fees will be paid directly by the City to appropriate parties.

| Early Work Package Tasks: | Total Consultant Fees |
|---|---|
| Task 1: Project Management<br>▪ Project administration, including subconsultant coordination.<br>▪ Biweekly meetings<br>▪ Monthly tracking and reporting | $ 81,494 |
| Task 2: Stakeholder Engagement<br>▪ Engagement Website<br>▪ Community Event Support<br>▪ Direct Engagement Support<br>▪ Official Meetings<br>▪ Community Workshops | $ 71,932 |
| Task 3: Design Services<br>▪ 50% PS%E and Site Assessments<br>▪ 70% PS%E and TIR/Drainage Report<br>o **Fee Reserve:** Pilot infiltration testing (PIT) geotechnical assessment<br>o **Fee Reserve:** Structural reinforcement for piling foundation design<br>▪ 100% PS%E and Structural Calculations<br>▪ IFC/Bid Set PS&E | $ 750,523 |
| Task 4: Environmental Documentation & Permitting<br>▪ Local permitting<br>▪ State permitting<br>▪ Federal permitting<br>▪ Utility coordination | $ 101,181 |
| Task 5: Bid Support Coordination<br>▪ Format to bid announcement<br>▪ Assist with bid addenda<br>▪ Track and respond to RFI's<br>▪ Pre-bid meeting and bid opening | $ 28,170 |
| **ADD SERVICE:** Task 6: Sustainability Credential Support<br>▪ USGBC Sustainable SITES Initiative<br>▪ USGBC LEED for New Buildings<br>▪ USGBC LEED for Existing Buildings<br>▪ Salmon Safe Certification | $ 76,505 |
| **Phase 2 Fee Total**<br>(Labor, Expenses, Reserves, and Add Services) | **$ 1,109,805** |
| ***Fee Breakdown:*** | |
| ***Base Fee*** *(Labor and expenses)* | *$ 934,687* |
| ***Reserve Fees*** *(May be required by project conditions)* | *$ 98,613* |
| ***Additional Services Fees*** *(Optional services)* | *$ 76,505* |

**Lake Forest Park Lakefront Improvements** / Phase 2: Design Development to Bid Support

**BASIS OF FEE ESTIMATE** / Anticipated Breakdown of Labor Hours and Rates

*Revised 5/24/2024*

City of Lake Forest Park /
Lakefront Improvement Project PHASE 2
*(No. 2303.0384.02)*

| Task # | Task Title | Prime Consultant (Facet) | | | | | | | | | | | | | | | | | Expenses | Prime Consultant Fees | Subconsultants | | | | | | | Subconsultant Fees | Team Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Facet Landscape | | | | Facet Current Planning | | | Facet Marine | | | Facet Civil | | | Facet Structural | | | | | | Architecture / ARTICLE A (Mithun Architects, Inc. Bldg Mech and Plumbing Sub) | Transportation Engineering / ARTICLE B (Transportation Solutions, Inc.) | Geotechnical Engineering / ARTICLE C (GeoResources) | Electrical Engineering / ARTICLE D (Ecen) | Cultura Resources / ARTICLE E (ASM Affiliate) | Cost Estimation / ARTICLE F (DCW Cost Management) | | | |
| | | Project Manager, Senior Landscape Architect | Landscape Architect / LEED GA | Landscape Designer | Graphic Design / Web Coordinator | Senior Environmental Planner | Senior Environmental Planner | Ecologist / Arborist | Senior Marine Engineer | Marine Engineer 4 | Marine Engineer 2 | Senior Civil Engineer, Principal-in-Charge | Civil Engineer Tech 7 | Civil Engineer 4 | Senior Structural Engineer, Principal-in-Charge | Engineer, Structural 5 | Engineer, Structural 2 | Structural Engineer Tech 5 | | | | | | | | | | | |
| | | $198.00 | $172.00 | $139.00 | $126.00 | $250.00 | $174.00 | $151.00 | $249.00 | $183.00 | $140.00 | $312.00 | $193.00 | $165.00 | $319.00 | $218.00 | $140.00 | $151.00 | | | | | | | | | | | |
| 1 | Project Management | | | | | | | | | | | | | | | | | | | $ 50,982.00 | $ 10,000.00 | $ 6,582.00 | $ 11,930.00 | $ 2,000.00 | $ - | $ - | | $ 30,512.00 | $ 81,494.00 |
| 1.1 | Update Project Management Plan | 4 | | | | | | | | | | | | | | | | | | $ 792.00 | | | | | | | | $ - | $ 792.00 |
| 1.2 | Project Oversight and Reporting (PRIME PM ONLY, includes scheduling, ancillary communication, invoicing, budget tracking; assumes 4 hr/mo x18 mo) | 72 | | | | | | | | | | | | | | | | | | $ 14,256.00 | $ 4,500.00 | $ 6,582.00 | $ 11,930.00 | $ 2,000.00 | | | | $ 25,012.00 | $ 39,268.00 |
| 1.3 | Biweekly internal team mtgs (x36 @ 1 hrs ea.) | 36 | 36 | 18 | | 2 | | | 2 | 2 | | 12 | | 36 | | | | | | $ 26,870.00 | $ 5,500.00 | | | | | | | $ 5,500.00 | $ 32,370.00 |
| 1.4 | Biweekly mtgs w/ LFP PM (x36 @ 1 hr ea) | 36 | 4 | | | | | | | | | 4 | | | | | | | | $ 9,064.00 | | | | | | | | $ - | $ 9,064.00 |
| 1.5 | Mileage Expenses (@ 2023 federal rate of ¢67/mi, assumes roundtrip travel from local office) | | | | | | | | | | | | | | | | | | $ - | $ - | | | | | | | | $ - | $ - |
| 1.6 | Printing/Reproduction/Plotting Expenses | | | | | | | | | | | | | | | | | | $ - | $ - | | | | | | | | $ - | $ - |
| 2 | Stakeholder Engagement | | | | | | | | | | | | | | | | | | | $ 51,516.00 | $ 13,000.00 | $ 9,416.00 | $ - | $ - | $ - | $ - | | $ 20,416.00 | $ 71,932.00 |
| 2.1 | Update Stakeholder Engagement Plan | 2 | | | | | | | | | | | | | | | | | | $ 396.00 | | | | | | | | $ - | $ 396.00 |
| 2.2 | Engagement Website (2 hr maint/mo x18mo) | | | | 36 | | | | | | | | | | | | | | | $ 4,536.00 | | | | | | | | $ - | $ 4,536.00 |
| 2.3 | Direct Engagement Mtgs (16 hrs total) | 16 | | | | | | | | | | | | | | | | | | $ 3,168.00 | | | | | | | | $ - | $ 3,168.00 |
| 2.4 | Community Event Support (12 hrs total) | 12 | | | | | | | | | | | | | | | | | | $ 2,376.00 | | $ 3,308.00 | | | | | | $ 3,308.00 | $ 5,684.00 |
| 2.5 | Community Charrettes (x2, inc prep) | 24 | 24 | 32 | 4 | | | | | | | | | | | | | | | $ 13,832.00 | $ 10,000.00 | $ 2,108.00 | | | | | | $ 12,108.00 | $ 25,940.00 |
| 2.6(a) | Official Mtgs w/ CC 4/yr x18mo (Assume 6 mtgs @ 8 hrs/mtg for prep, travel, attendance, and follow up memo) | 48 | 24 | | 1 | | | | | | | | | | | | | | | $ 13,758.00 | $ 2,500.00 | | | | | | | $ 2,500.00 | $ 16,258.00 |
| 2.6(b) | Official Mtgs w/ PRAB x 4/yr x18mo (Assume 6 mtgs @ 6 hrs/mtg for prep, travel, attendance, and follow up memo) | 36 | 18 | | 1 | | | | | | | | | | | | | | | $ 10,350.00 | $ 2,500.00 | | | | | | | $ 2,500.00 | $ 12,850.00 |
| 2.7 | Mileage Expenses (@ 2023 federal rate of ¢67/mi, assumes roundtrip travel from local office) | | | | | | | | | | | | | | | | | | $ 350.00 | $ - | | | | | | | | $ - | $ - |
| 2.8 | Website Expenses (includes hosting, domain fees) x 2yrs | | | | | | | | | | | | | | | | | | $ 600.00 | $ 600.00 | | | | | | | | $ - | $ 600.00 |
| 2.9 | Printing/Reproduction/Plotting Expenses | | | | | | | | | | | | | | | | | | $ 2,500.00 | $ 2,500.00 | | | | | | | | $ - | $ 2,500.00 |
| 3 | Design Services | | | | | | | | | | | | | | | | | | | $ 428,708.00 | $ 156,500.00 | $ 41,629.00 | $ 114,445.00 | $ 30,550.00 | $ 9,500.00 | $ 10,850.00 | | $ 321,815.00 | $ 750,523.00 |
| 3.1 | 50% PS&E and Site Assessments | 16 | 40 | 80 | 8 | | | | 32 | 64 | 192 | 8 | 80 | 40 | | | | | | $ 93,272.00 | $ 22,000.00 | $ 12,204.00 | $ 77,792.00 | | $ 9,800.00 | | | $ 121,796.00 | $ 215,068.00 |
| 3.1A | RESERVE SERVICE: Geotechnical PIT test | | | | | | | | | | | | | | | | | | | $ - | | | $ 36,701.00 | | | | | $ 36,701.00 | $ 36,701.00 |
| 3.2 | 70% PS&E and TIR/Drainage Report | 16 | 60 | 88 | 16 | | | | | | | 14 | 80 | 60 | 13 | 64 | 40 | 40 | | $ 97,092.00 | $ 27,000.00 | $ 14,835.00 | | $ 11,550.00 | | $ 5,250.00 | | $ 58,635.00 | $ 145,727.00 |
| 3.2A | RESERVE SERVICE: Structural Reinforcement / Piling Foundation Design 70% | | | | | | | | | | | | | | 10 | 40 | 20 | 20 | | $ 17,660.00 | | | | | | | | $ - | $ 17,660.00 |
| 3.3 | 100% PS&E, inc. structural calcs | 24 | 60 | 80 | 16 | | | | 32 | 56 | 120 | 4 | 60 | 20 | 18 | 88 | 200 | 80 | | $ 144,232.00 | $ 55,000.00 | $ 8,454.00 | | $ 9,500.00 | | $ 5,600.00 | | $ 78,554.00 | $ 222,786.00 |
| 3.3A | Architecture Mech and Plumbing | | | | | | | | | | | | | | | | | | | $ - | $ 42,000.00 | | | | | | | | |
| 3.3B | RESERVE SERVICE: Structural Reinforcement / Piling Foundation Design 100% | | | | | | | | | | | | | | 10 | 40 | 120 | 80 | | $ 40,720.00 | | | | | | | | $ - | $ 40,720.00 |
| 3.4 | IFC / Bid Set PS&E | 16 | 32 | 40 | 8 | | | | 8 | 16 | 48 | 2 | 40 | 12 | 2 | 8 | 8 | 8 | | $ 41,900.00 | $ 10,000.00 | $ 6,129.00 | | $ 9,500.00 | | | | $ 25,629.00 | $ 67,529.00 |
| 3.4A | RESERVE SERVICE: Structural Reinforcement / Piling Foundation Design IFC/Bid | | | | | | | | | | | | | | 2 | 8 | 4 | 4 | | $ 3,532.00 | | | | | | | | $ - | $ 3,532.00 |
| 3.5 | Mileage Expenses (@ 2023 federal rate of ¢67/mi, assumes roundtrip travel from local office) | | | | | | | | | | | | | | | | | | $ 100.00 | $ 100.00 | | | | | | | | $ - | $ 100.00 |
| 3.6 | Printing/Reproduction/Plotting Expenses | | | | | | | | | | | | | | | | | | $ 200.00 | $ 200.00 | $ 500.00 | | | | | | | $ 500.00 | $ 700.00 |
| 4 | Environmental Documentation & Permitting | | | | | | | | | | | | | | | | | | | $ 89,201.00 | $ 11,600.00 | $ - | $ - | $ 460.00 | $ - | $ - | | $ 11,980.00 | $ 101,181.00 |
| 4.1 | Local / City permitting | 2 | 2 | | | | | | | | | | | | | | | | | $ 740.00 | | | | | | | | $ - | $ 740.00 |
| 4.1.1 | Zoning CUP | | | | | 4 | 16 | | | | | | | | | | | | | $ 3,784.00 | | | | | | | | $ - | $ 3,784.00 |
| 4.1.2 | Shoreline CUP | | | | | 4 | 16 | | | | | | | | | | | | | $ 3,784.00 | | | | | | | | $ - | $ 3,784.00 |
| 4.1.3 | PAUE | | | | | 4 | 16 | | | | | | | | | | | | | $ 3,784.00 | | | | | | | | $ - | $ 3,784.00 |
| 4.1.4 | Critical Areas Study | | | | | 4 | 12 | 24 | | | | | | | | | | | | $ 6,712.00 | | | | | | | | $ - | $ 6,712.00 |
| 4.1.5 | SEPA | | | | | 2 | 12 | | | | | | | | | | | | | $ 2,588.00 | | | | | | | | $ - | $ 2,588.00 |
| 4.1.6 | Arborist Report/Tree Permit | | | 2 | | 2 | 8 | 30 | | | | | | | | | | | | $ 6,700.00 | | | | | | | | $ - | $ 6,700.00 |
| 4.1.7 | Critical Areas Work Permit | | | 2 | | 2 | 10 | | | | | | | | | | | | | $ 2,518.00 | | | | | | | | $ - | $ 2,518.00 |
| 4.1.8 | Hearing Examiner | 6 | | | | 6 | 6 | | | | | | | | | | | | | $ 3,732.00 | $ 1,000.00 | | | | | | | $ 1,000.00 | $ 4,732.00 |
| 4.1.9 | Building/Grading Permit | | | 2 | | 4 | 20 | | | | | | | | | | | | | $ 4,758.00 | $ 10,000.00 | | | | | | | $ 10,000.00 | $ 14,758.00 |
| 4.2 | State Permitting | 1 | 1 | | | | | | | | | | | | | | | | | $ 370.00 | | | | | | | | $ - | $ 370.00 |
| 4.2.1 | Dept. of Ecology - Shoreline CUP | | | | | 4 | 8 | | | | | | | | | | | | | $ 2,392.00 | | | | | | | | $ - | $ 2,392.00 |
| 4.2.2 | Dept. of Ecology - Section 401 | | | | | 4 | 10 | | | | | | | | | | | | | $ 2,740.00 | | | | | | | | $ - | $ 2,740.00 |
| 4.2.3 | Dept. of Fish & Wildlife - HPA | 4 | | | | 4 | 20 | | | | | | | | | | | | | $ 5,272.00 | | | | | | | | $ - | $ 5,272.00 |
| 4.3 | Federal Permitting | 1 | 1 | | | | | | | | | | | | | | | | | $ 370.00 | | | | | | | | $ - | $ 370.00 |
| 4.3.1 | JARPA | | | 3 | | 4 | 16 | | | | | | | | | | | | | $ 4,201.00 | | | | | | | | $ - | $ 4,201.00 |
| 4.3.2 | Biological Evaluation | | | | | 4 | 10 | 32 | | | | | | | | | | | | $ 7,572.00 | | | | | | | | $ - | $ 7,572.00 |
| 4.3.3 | NEPA | | | | | 16 | 64 | | | | | | | | | | | | | $ 15,136.00 | | | | | | | | $ - | $ 15,136.00 |
| 4.4 | Rresponse to Comments | | | | | 6 | 18 | 6 | | | | | | | | | | | | $ 5,538.00 | | | | | | | | $ - | $ 5,538.00 |
| 4.5 | Utility Coord & Permitting | 8 | | | | | | | | | | 8 | | 12 | | | | | | $ 6,060.00 | | | | $ 980.00 | | | | $ 980.00 | $ 7,040.00 |
| 4.6 | Mileage Expenses (@ 2023 federal rate of ¢67/mi, assumes roundtrip travel from local office) | | | | | | | | | | | | | | | | | | $ 250.00 | $ 250.00 | | | | | | | | $ - | $ 250.00 |
| 4.7 | Printing/Reproduction/Plotting Expenses | | | | | | | | | | | | | | | | | | $ 200.00 | $ 200.00 | | | | | | | | $ - | $ 200.00 |
| 5 | Bid Support | | | | | | | | | | | | | | | | | | | $ 16,692.00 | $ 2,500.00 | $ 928.00 | $ - | $ 1,000.00 | $ - | $ - | | $ 11,478.00 | $ 28,170.00 |
| 5.1 | Format to bid announcement | 2 | | 4 | | | | | | | | | | | | | | | | $ 952.00 | | | | | | | | $ - | $ 952.00 |
| 5.2 | Review and assist with bid addenda | 4 | 16 | | | | | | | | | 2 | | 8 | | | | | | $ 5,488.00 | | | | | | | | $ - | $ 5,488.00 |
| 5.3 | Prebid mtg and bid opening | 8 | 4 | | | | | | | 4 | | | | 4 | | | | | | $ 3,664.00 | | | | | | | | $ - | $ 3,664.00 |
| 5.4 | RFI response and tracking | 4 | 8 | | | | | | 2 | 4 | 8 | 2 | | 4 | | 2 | | | | $ 6,238.00 | $ 9,500.00 | $ 978.00 | | $ 1,000.00 | | | | $ 11,478.00 | $ 17,716.00 |
| 5.5 | Mileage Expenses (@ 2023 federal rate of ¢67/mi, assumes roundtrip travel from local office) | | | | | | | | | | | | | | | | | | $ 100.00 | $ 100.00 | | | | | | | | $ - | $ 100.00 |
| 5.6 | Printing/Reproduction/Plotting Expenses | | | | | | | | | | | | | | | | | | $ 250.00 | $ 250.00 | | | | | | | | $ - | $ 250.00 |
| 6 | ADD SERVICE: Sustainability Credential Support | | | | | | | | | | | | | | | | | | | $ 41,349.00 | $ 26,750.00 | $ 5,436.00 | $ - | $ 2,970.00 | $ - | $ - | | $ 35,156.00 | $ 76,505.00 |
| 6.1 | Team sustainability meeting (monthly for SITES/LEED x18 @ 1 hr ea. all disciplines; can be reduced to quarterly if Salmon Safe only) | 18 | 18 | | | | 9 | | | 9 | | 18 | | | | 9 | | | | $ 17,451.00 | $ 4,250.00 | $ 5,436.00 | | $ 2,970.00 | | | | $ 12,656.00 | $ 30,107.00 |
| 6.2(a) | USGBC Sustainable SITES (site work disciplines) | | 18 | | | | | | | 4 | | 18 | | | | | | | | $ 9,444.00 | | | | | | | | $ - | $ 9,444.00 |
| 6.2(b) | *NIC - USGBC Sustainable SITES. Est. Program Fees: $8,000* | | | | | | | | | | | | | | | | | | $ - | $ - | | | | | | | | $ - | $ - |
| 6.3(a) | USGBC LEED for new and existing buildings (building disciplines) | | 18 | | | | | | | 4 | | 4 | | | | 9 | | | | $ 7,038.00 | $ 22,000.00 | | | | | | | $ 22,000.00 | $ 29,038.00 |
| 6.3(b) | *NIC - USGBC LEED for new and existing buildings. Est. Program Fees: $6,700* | | | | | | | | | | | | | | | | | | $ - | $ - | | | | | | | | $ - | $ - |
| 6.4(a) | Salmon-Safe (site work disciplines) | 4 | 24 | | | | | | | | | 8 | | | | | | | | $ 7,416.00 | $ 500.00 | | | | | | | $ 500.00 | $ 7,916.00 |
| 6.4(b) | *NIC - Salmon-Safe. Est. Program fees (estimated): $12,000* | | | | | | | | | | | | | | | | | | $ - | $ - | | | | | | | | $ - | $ - |
| | *Anticipated Labor Hours by Staff Role* | *420* | *408* | *151* | *90* | *76* | *277* | *92* | *76* | *163* | *368* | *104* | *260* | *196* | *55* | *268* | *282* | *232* | *$ 4,550.00* | $ 678,448.00 | $ 228,750.00 | $ 60,034.00 | $ 126,423.00 | $ 37,500.00 | $ 9,800.00 | $ 10,850.00 | | $ 431,357.00 | $ 1,109,805.00 |
| | | Facet Landscape + PM & Outreach | | | | Facet Current Planning | | | Facet Marine | | | Facet Civil | | | Facet Structural | | | | | | Architecture / ATTACHMENT A | Traffic Eng / ATTACHMENT B | Geotechnical / ATTACHMENT C | Electrical Eng / ATTACHMENT D | Cultural Resources / ATTACHMENT E | Cost Estimation / ATTACHMENT F | | | |
| | | $ 213,465.00 | | | | $ 80,046.00 | | | $ 100,273.00 | | | $ 114,968.00 | | | $ 165,496.00 | | | | | | | | | | | | | | | |

Attachments:

- A. Subconsultant Proposal – Johnston Architects (architecture, including building mechanical and plumbing)
- B. Subconsultant Proposal – Transportation Solutions, Inc. (traffic design and engineering)
- C. Subconsultant Proposal – HWA Geosciences, Inc. (geotechnical engineering)
- D. Subconsultant Proposal – Elcon Associates, Inc. (electrical engineering)
- E. Subconsultant Proposal – ASM Affiliates (cultural resources)
- F. Subconsultant Proposal – DCW Cost Management (cost estimation)

ATTACHMENT A.
Subconsultant Proposal
Architecture, inc. Bldg
Mech and Plumbing

**Amber Mikluscak**
**Principal of Landscape Architecture**
**Facet**
9706 4th Ave NE, Suite 300
Seattle, WA 98115

**Date:** May 24, 2024
**Subject:** Lake Forest Park: Lake Front Park Phase 2 Proposal

Dear Amber

Johnston Architects (JA) is looking forward to continuing our work on Lake Front Park and furthering our relationship with Facet.

We understand that this scope of work is for design through bidding but does not include construction administration. We understand the project parameters to be:

- Project duration will be 18 months (roughly July 2024 through January 2026 ~~2025~~) (Correction 6/24/2024 JC/amc)
- Phase 2 is DD through CD's and bid. Do not include CA.
- Cost estimation by outside estimator. Do not include cost estimation.
- PS&E milestones will be as follows:
  - 50% Plans – Due Sept 2024, used for Corps submittal (waterfront only). No specs.
  - 70% Plans and draft specs – Est. due Dec 2025
  - 100% Plans and specs – Est. due Apr 2025
  - IFC (Issue for Construction)/Bid Set – Est. due Nov 2025
- Please assume the following meetings:
  - Eighteen (18) 1-hr virtual mtgs w/ project team over course of the project
  - Four (4) half-day design charrettes w/ design team
  - Two (2) in-person community meetings
  - Four (4) official meetings (CC or PRAB)

The Task breakdown is as follows:

- Task 1 – Project Management
- Task 2 – Stakeholder Engagement
- Task 3 – Design Services
  - 50% PS&E
  - 70% PS&E
  - 100% PS&E
  - IFC / Bid Set PS&E
- Task 4 – Building Permit and 1 HE meeting.
- Task 5 – Bid Support
- JA will contract with a Mechanical and Plumbing consultant for the building systems design.
  - Their scope will be limited to:
    - Concept Narrative for Cost Estimate Support
    - Building Permit Set
    - 100% CDs (includes permit revisions, incorporation of review comments, serves as Bid set)

I am attaching our Fee analysis and below are our 2024 hourly rates.

**Hourly Billing Rates:**

| | |
|---|---|
| Partners | $240 - $285 |
| Principals & Associate Principals | $190 - $240 |
| Architectural Staff IV & Associates | $160 - $190 |
| Architectural Staff III | $130 - $160 |
| Architectural Staff II | $125 - $130 |
| Architectural Staff 1 & Interns | $90 - $125 |

Please let me know if you have any questions or concerns.

Sincerely,



Jack Chaffin, AIA
Partner, Johnston Architects
jchaffin@johnstonarchitects.com

| Lake Front Park: Phase 2 Fee Analysis | | | | | May 24, 2024 |
|---|---|---|---|---|---|
| ITEM | | PROPOSED | | | COMMENTS |
| ARCHITECTURAL BASIC SERVICES | | | | | |
| Project Management | | $ 10,000 | | | |
| Stakeholder Engagement | | $ 15,000 | | | |
| **Design Service** | | | | | |
| 50% | | $ 22,000 | | | |
| 70% | | $ 27,000 | | | |
| 100% | | $ 55,000 | | | |
| Bid Set | | $ 10,000 | | | |
| Bid Support | | $ 9,500 | | | |
| Task 4 Environmental Documentation and Permitting | | $ 11,000 | | | Includes bldg permit and attend HE mtg |
| **TOTAL ARCHITECTURE** | | **$ 159,500** | | $ - | |
| **REIMBURSABLES** | | **$ 500** | | $ - | |
| **ENGINEERING AND SUB-CONSULTANTS** | | **PROPOSED** | | | **COMMENTS** |
| Engineering included under the architectural contract except where noted: | | | | | |
| Mechanical Electrical Plumbing | | $ 42,000 | | | |
| **TOTAL ENGINEERING AND SUB-CONSULTANTS** | | **$ 42,000** | | $ - | |
| **REIMBURSABLES** | | **$ -** | | $ - | |
| **GRAND TOTAL: ARCHITECTURAL, REIMBURSABLES & ENGINEERING** | | **$ 202,000** | | | |
| **ADD SERVICES: LEED** | | | | | |
| Monthly Meetings | | $ 4,250 | | | 18 Meetings |
| LEED For New Buildings | | $ 12,000 | | | Restrooms and Pavilion |
| LEED for Existing Buildings | | $ 10,000 | | | House and Cabin |
| Salmon Safe | | $ 500 | | | 1 Site Visit |
| **TOTAL LEED ARCHITECTURE** | | **$ 26,750** | | | |

ATTACHMENT B:
Subconsultant Proposal
Traffic Engineering

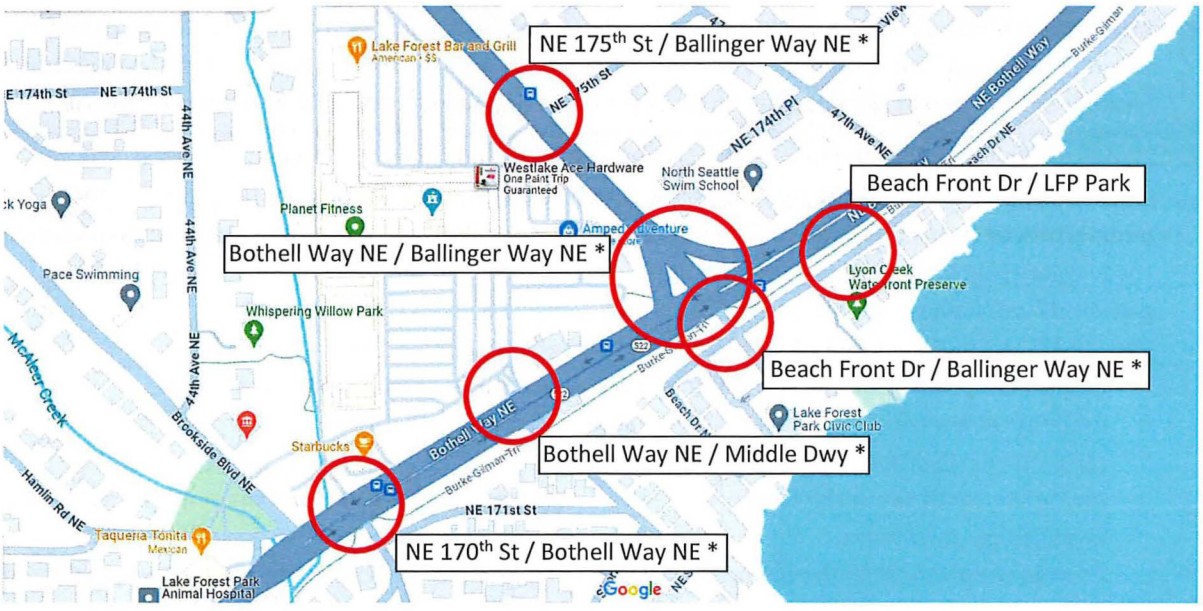
May 28, 2024

**Traffic and Transportation Scope of Services**

**Purpose:** To provide the necessary parking/traffic studies and the signage, channelization/striping and signing plans for the roadway leading to and adjacent to the new park site improvements.

**Traffic / Parking Studies**

- **Trip Generation**. Forecast trip generation using the current ITE Trip Generation Manual data for a public park. Adjust the trip generation based on the anticipated park use, programs, and frequency of events.
- **Parking Generation**. Forecast peak parking demand using the ITE Trip Generation Manual and review "park" parking requirements for at least two other local municipalities. Adjust the parking demand based on the proposed programs and events anticipated at the park.
- **Coordination Meeting with City**. Review trip generation, parking generation, entitlement requirements, and plans for a new parking garage at City Hall with City staff. Also, verify city's staff preferred plan and processes to document shared parking between the park and new parking garage.
- **Data Collection**. Collect peak hour vehicle volumes at up to five intersections, during the 4-6 PM peak hour period and during a weekend peak (establish weekend period via scope with city):
  (1) Beach Front Drive / Ballinger Way NE *
  (2) Bothell Way NE / Ballinger Way NE *
  (3) NE 175th Street / Ballinger Way NE *
  (4) Bothell Way NE / middle driveway *
  (5) Bothell Way NE / NE 170th Street *




- **Traffic Operations Analysis**. Evaluate existing baseline and future traffic conditions without and with the park at year of opening. Compare the traffic operations results against City of Lake Forest standards and provide recommendations to mitigate deficiencies, if any. The operations analysis will include a review of vehicle queueing at Beach Front Drive / LFP Park and on Ballinger Way NE between Bothell Way NE and Beach Front Drive and signal timing at Bothell Way NE / Ballinger Way NE.

- **Safety Analysis**. Compile a crash history to evaluate safety along on Beach Front Drive from the park to Ballinger Way NE and on Ballinger Way NE between Bothell Way NE and Beach Front Drive. Review and provide recommendations for pedestrian and bicycle routes to and from the site from and to the parking at City Hall.
- **Traffic and Parking Studies**. Summarize findings into a traffic and parking study. The traffic study will include output that can be used in a SEPA Checklist. Output from the parking study will be used to provide recommendations for typical park parking quantity needs.
- **Respond to Comments**. Respond to city comments and update the traffic and parking studies as necessary.

Exclusions:

- Parking study for City Hall site.
- Review or preparation of a shared parking agreement for the City Hall site.
- Parking and trip data collection at other similar parks.

**Channelization Design**

- **Stakeholder Coordination Meetings**. Prepare for and attend meetings with project representatives, including the prime consultant, City of Lake Forest Park, WSDOT, Sound Transit, and King County Parks. Stakeholder/Project Coordination meetings will provide an opportunity for input and discussion on matters such as project milestone status updates, submittal delivery schedule, stakeholder feedback, design requirements and input.
- **AutoTurn Exhibits**. Prepare vehicle turning movement exhibits using AutoTurn software to establish and validate minimum turning paths through the park parking area and at its access connection points with Beach Front Rd, and at the intersection of Beach Front Rd, Ballinger Way NE and Bothell Way NE.
- **Design Submittals**. Coordinate with the prime consultant and civil design team to prepare channelization plans within the public roadway right-of-way between the park (frontage) to the intersection of Beach Front Rd / Ballinger Way NE / Bothell Way NE. Channelization plans to include roadway striping layout, striping details, and new and removed signs. Plans will incorporate input gathered from field reconnaissance of the site as well as received from staff of the City of Lake Forest Park and King County Parks as it relates to their ownership of the Burke-Gilman Trail.
  - Prepare and submit design plans and relevant specifications at the 70% level design.
  - Address review comments received on the 70% submittal and prepare and submit plans and relevant specifications at the 100% level design.
  - Revise the 100% submittal to address review comments received and prepare and submit the IFC level design documents.
  - Provide support during the bid process that corresponds to the hours identified in the labor budget.

**Plan Presentation**

- **Engagement Meeting**. Prepare for and attend one (1) in-person engagement meeting with the public, which is expected to include invited persons from properties adjacent to the project site. Preparation for the meeting is expected to involve development of exhibits that convey information about transportation design and issues that may be raised and discussed during the meeting.

**Sustainability Credentials Support**

- **Sustainability Coordination Meetings**. Attend monthly virtual sustainability coordination meetings (estimated to each be 1 hour long) over a period of 18 months and provide input on credit reporting for SITES, LEED, and Salmon Safe based upon the transportation/traffic design work developed for the Project.

**Lakefront Park, Phase 2**
**City of Lake Forest Park**
**Traffic/Transportation Services**

| | | $302 Sr. Engr. Kirk | $225 Sr. Engr. Jeff | $124 Staff Engr. Daniel | $187 Sr. Design Mike | $175 Admin. Jill | Direct Cost * | Total Estimate |
|---|---|---|---|---|---|---|---|---|
| | **Traffic Study** | | | | | | | |
| Task 3 | Trip Generation | | 1 | 4 | | | | $721 |
| Task 3 | Parking Generation | | 1 | 4 | | | | $721 |
| Task 3 | Coordination Mtg. | 1 | 1 | | | | | $527 |
| Task 3 | Data Collection | | 1 | 3 | | | $1,982 | $2,579 |
| Task 3 | Traffic Operations Analysis | | 2 | 4 | | | | $946 |
| Task 3 | Safety Analysis | | 2 | 4 | | | | $946 |
| Task 3 | Traffic and Parking Studies | | 12 | 4 | | | | $3,196 |
| Task 3 | Respond to Comments | 1 | 4 | 1 | | | | $1,326 |
| Task 1 | Project Mgmt. & Admin. | 4 | | | | 2 | | $1,558 |
| | Labor Hours | 6 | 24 | 24 | 0 | 2 | | 56 |
| | Fee Estimate | **$1,812** | **$5,400** | **$2,976** | **$0** | **$350** | **$1,982** | **$12,520** |
| | **Channelization Design** | | | | | | | |
| Task 3 | Stakeholder Coord. Mtgs (8) | 12 | 6 | | | | | $4,974 |
| Task 3 | AutoTurn Exhibits | 2 | 1 | | 8 | | | $2,325 |
| Task 3 | Design 70% PS&E | 16 | 2 | | 32 | | | $11,266 |
| Task 3 | Design 100% PS&E | 10 | 2 | | 20 | | | $7,210 |
| Task 3 | Design IFC / Bid Set PS&E | 8 | 1 | | 12 | | | $4,885 |
| Task 5 | Design Bid Support | 2 | | | 2 | | | $978 |
| Task 1 | Project Mgmt. & Admin. | 12 | | | | 8 | | $5,024 |
| | Labor Hours | 62 | 12 | 0 | 74 | 8 | | 156 |
| | Fee Estimate | **$18,724** | **$2,700** | **$0** | **$13,838** | **$1,400** | **$0** | **$36,662** |
| | **Plan Presentation** | | | | | | | |
| Task 2 | Prep for Engagement Mtg | 6 | | | 8 | | | $3,308 |
| Task 2 | In-Person Meeting | 4 | 4 | | | | | $2,108 |
| | Labor Hours | 10 | 4 | 0 | 8 | 0 | | 22 |
| | Fee Estimate | **$3,020** | **$900** | **$0** | **$1,496** | **$0** | **$0** | **$5,416** |
| | **Sustainability Support** | | | | | | | |
| Task 6 | Prep for Mtgs (beyond design) | | | | | | | $0 |
| Task 6 | Meeting Attendence | 18 | | | | | | $5,436 |
| | Labor Hours | 18 | 0 | 0 | 0 | 0 | | 18 |
| | Fee Estimate | **$5,436** | **$0** | **$0** | **$0** | **$0** | **$0** | **$5,436** |
| | Labor Hours | 96 | 40 | 24 | 82 | 10 | | 252 |
| | Fee Estimate | **$28,992** | **$9,000** | **$2,976** | **$15,334** | **$1,750** | **$1,982** | **$60,034** |
| **Task 1** | **Project Management** | **16** | **0** | **0** | **0** | **10** | **0** | **$6,582** |
| **Task 2** | **Stakeholder Engagement** | **10** | **4** | **0** | **8** | **0** | **0** | **$5,416** |
| **Task 3** | **Design Services** | **50** | **36** | **24** | **72** | **0** | **$1,982** | **$41,622** |
| | Traffic Study | 5 | 25.5 | 24 | 0 | 0 | $1,982 | $12,206 |
| | 70% Design | 21 | 4.5 | 0 | 40 | 0 | 0 | $14,835 |
| | 100% Design | 13 | 3.5 | 0 | 20 | 0 | 0 | $8,454 |
| | IFC/Bid Set PS&E | 11 | 2.5 | 0 | 12 | 0 | 0 | $6,129 |
| **Task 5** | **Bid Support** | **2** | **0** | **0** | **2** | **0** | **$0** | **$978** |
| **Task 6** | **Sustainability Support** | **18** | **0** | **0** | **0** | **0** | **0** | **$5,436** |
| | Labor Hours | **96** | **40** | **24** | **82** | **10** | | **252** |
| | Fee Estimate | **$28,992** | **$9,000** | **$2,976** | **$15,334** | **$1,750** | **$1,982** | **$60,034** |

HWA GeoSciences Inc.
DBE/MWBE

ATTACHMENT C.
Subconsultant Proposal
Geotechnical Engineering

May 2, 2024
HWA Project No. 2024-069-21

Facet
9706 4th Ave NE, Suite 300
Seattle, Washington 98115

Attn: **Amber Mikluscak, P.E.**

Subject: **GEOTECHNICAL ENGINEERING SERVICES**
**Lake Forest Park Lakefront Improvements Project**
**17345 and 17347 Beach Drive Southeast**
**Lake Forest Park, Washington**

Dear Amber,

Thank you for the opportunity to present this proposal from HWA GeoSciences, Inc. (HWA) to provide consulting services for the City of Lake Forest Park's Lakefront Improvements Project. Our scope of work is presented below.

## PROJECT BACKGROUND

Our understanding is that the City of Lake Forest Park (the City) has requested a scope and fee for the design of a new lakefront park on the shore of Lake Washington east of Bothell Way Northeast (SR 522) and Ballinger Way Northeast in Lake Forest Park. The properties are currently owned by the City and that the site area is currently developed with a number of single story residential structures and open areas. The project is anticipated to consist of demolishing or retrofitting some of the existing structures, constructing new permeable pavements, luminaries, small shelter structures, viewing platforms, and a new dock.

Based on a preliminary review of the available geotechnical information, the site is anticipated to be underlain by fill and alluvial soils. Under static conditions, these soils would likely be sufficient to support the proposed improvements. However, due to the proximity to Lake Washington, we anticipate that groundwater will be encountered close to the ground surface and due to the unconsolidated nature of the surficial soils, there are likely to be hazards associated with a seismic event such as liquefaction, liquefaction induced settlement, or lateral spreading. Shallow groundwater also may preclude the use of permeable pavement at the site.

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

May 2, 2024
HWA Project No. 2024-069-21

## SCOPE OF WORK

### Geotechnical Services

### 1.1 HWA Project Management

- ***Project Setup***
- ***Project Coordination Meetings:*** HWA will attend up to four (4) virtual meetings with the City and/or the design team to coordinate work, or to discuss our findings. This is anticipated to include one (1) kickoff meeting and up to three (3) design meetings, each lasting 1 hour.
- ***Project and Contract Management:*** HWA will prepare monthly invoices, and progress reports throughout the duration of the project, which we anticipate to be eighteen (18) months. We will correspond with the design team in the form of emails, and telephone calls, as necessary. We will provide project management for our services, and we will coordinate with and manage all our subcontractors.

### 4.1 Exploration Work Planning

- ***Review Available Geotechnical Information***: Upon notice to proceed, HWA will review available geotechnical information from and in the vicinity of the project site to improve our understanding of the local geological conditions at the site and surrounding areas. This will include a review of geologic maps, HWA's library of geotechnical information in the area, and data from online databases.
- ***Site Reconnaissance and Utility Locates***: HWA will conduct a site reconnaissance of the project site. This reconnaissance will be used to identify geotechnical challenges at the proposed improvements and to assist in planning the geotechnical exploration program. During the site reconnaissance, HWA will mark exploration locations with white paint and stakes, and then notify the one-call utility service. An additional site visit will be performed to verify if the proposed locations of the explorations are clear of utilities prior to mobilizing our equipment.
- ***Plan and Coordinate Subsurface Exploration Program:*** HWA will plan and coordinate the geotechnical exploration program for the project. We propose that this exploration program be split into two phases. The first phase will include up to five (5) geotechnical soil borings advanced to approximately 50 feet below the ground surface to support recommendations for foundations.

  Our understanding is that Facet is considering permeable pavements at the site. Based on the 2019 Stormwater Management Manual for Western Washington permeable pavements require at least one (1) foot of separation from the base of the BMP from the

groundwater table; therefore, up to two (2) of these borings will be completed as permanent groundwater monitoring wells to evaluate groundwater conditions in the vicinity of the proposed infiltration facilities at the site over a period of one year.

Samples collected from the borings will also be used to perform grainsize analysis testing to evaluate if the soils are conducive for infiltration. If our preliminary evaluation of the site indicates infiltration is feasible. Field Pilot Infiltration Testing will be coordinated as a second additional phase of field work and is identified within this proposal as a separate task.

- ***Generate Geotechnical Subsurface Exploration Plan (SEP):*** HWA will prepare a geotechnical SEP for the proposed work. The SEP will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plan will also be used for utility locating clearances and permitting that may be necessary to access the exploration locations. The SEP will be submitted to the City for review and approval. We assume any required permits or rights of entry will be acquired by others at no cost to HWA.
- ***Conduct Geotechnical Borings:*** A truck or track-mounted drill rig equipped with hollow-stem auger tooling will be used to advance up to five (5) geotechnical borings at the site up to a target depth of approximately 50 feet below the existing ground surface. Up to two (2) of these borings will be completed as permanent groundwater monitoring wells to monitor groundwater level fluctuations over a period of one year.

  Standard Penetration Test (SPT) samples will be taken at 2-1/2 to 5-foot intervals throughout each boring. All borings will be monitored and logged under full-time observation of an HWA representative. The borings will be drilled by a licensed geotechnical/well driller under subcontract to HWA.
- ***Generate Exploration Logs and Assign Laboratory Testing:*** Samples retrieved from our explorations will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Selected samples will be tested to determine relevant engineering and index properties. Depending on the type of soils encountered, laboratory testing performed may include moisture content, grain-size distribution, and/or Atterberg limits test. Soil and laboratory test information will be presented in summary logs that will be generated upon completion of our exploration program.
- ***Groundwater Level Monitoring:*** HWA will install a data logging transducer in each of the monitoring wells installed by HWA at the site to record seasonal groundwater levels and monitor groundwater fluctuations over time. The transducers will be set to take groundwater elevation readings every hour and will be recorded for one year to include at least one wet season. As part of this scope, HWA will conduct up to four (4) site visits to download groundwater data from the transducers. The water level information collected

will be used during future phases to assist in developing recommendations for possible stormwater infiltration facilities and construction impacts.

### 4.2 Geotechnical Engineering Design Services

- ***Preliminary Infiltration Screening Analyses:*** HWA will evaluate grain size analyses data of samples obtained from the near surface soils and our explorations logs to evaluate if onsite infiltration of stormwater is feasible.
- ***Generate Seismic Design Parameters***: Based on the geologic information obtained from our field exploration program in the vicinity of the improvements, HWA will determine the Site Class for seismic design and will generate seismic design parameters.
- ***Evaluate Liquefaction and Lateral Spreading Potential:*** HWA will evaluate the susceptibility of the subsurface soils to liquefaction and assess the potential impacts to the proposed improvements.
- ***Evaluate Geologic and Seismic Hazards:*** The site is mapped as a seismic hazard on the City's critical hazard map, HWA will evaluate the site for nearby faults or other geologic hazards and provide a qualitative assessment of their potential impacts to the site.
- ***Develop Recommendations for Foundations:*** HWA will provide recommendations for bearing capacity and the foundation design of the small shelters, overlook structures, luminaires, and other improvements.
- ***Evaluation Foundations for Lateral Loading:*** HWA will evaluate lateral loading of the foundations associated with potential conditions and hazards identified at the site.
- ***Pavement Engineering Analysis and Recommendations:*** HWA will use the collected information regarding soil and groundwater conditions observed at the site to develop recommendations for the pavements at the proposed facility such as subgrade preparation, aggregate base course, and minimum section thicknesses.
- ***Develop Considerations for General Earthwork and Construction:*** HWA will evaluate the site conditions and provide general considerations or recommendations regarding earthwork and construction for the site.
- ***HWA QA/QC:*** HWA will have all design calculations and geotechnical recommendations reviewed by a senior principal prior to distribution to the design team or the City.
- ***Draft Geotechnical Engineering Report:*** HWA will prepare draft geotechnical report to support 50% design. This report will present the results of our field explorations, also it will include:

- A description of the geotechnical site exploration program.
- The logs of the site investigations, including any existing subsurface geotechnical data and the results of any field tests conducted.
- A description of all laboratory tests conducted and the test results.
- A description of the geologic and seismic setting.
- A site plan showing exploration and groundwater monitoring well locations.
- Groundwater monitoring data
- Preliminary recommendations pertaining to infiltration rates, assessment of seismic hazards, design recommendations, and considerations for earthwork and construction.

- ***Respond to Review Comments:*** HWA will respond to review comments in the form of emails to the design team.
- ***Final Geotechnical Engineering Report:*** The report will be finalized at the 100% plans milestone after comments from the City and design team are received.
- ***Miscellaneous Engineering and Support:*** Additional time will be allotted to account for additional efforts within this scope of work, such as plan reviews or alternative evaluations, which may be requested from us by the design team or the City.

## ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for the geotechnical phase:

- All exploration locations will be within the City's rights-of-way or property for which rights of entry have been previously secured. All required permits will be provided by others at no cost to HWA.
- Portions of the site may not be fully accessible for our equipment. Some clearing and preparatory work may be required during our field work to access portions of the site and is permitted.
- Traffic control will not be required.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- Field explorations can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day. Field work for the geotechnical soil borings is estimated to be completed within 3 days.

- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- HWA assumes that recommendations for pile support of the dock can be developed using information collected from our onshore borings advanced during the initial phase of field work. Mobilizing a floating barge with a drill rig or other methods to collect offshore subsurface information is not included within this scope of work.
- Only one round of review of the Geotechnical Engineering Report will be required.
- Ground improvement recommendations are not anticipated; therefore, they are not included within this scope of work.
- Following delivery of the draft report, all soil samples will be disposed of, unless otherwise mutually agreed upon. Long-term storage of soil samples by HWA is not included.

**Optional Field Infiltration Testing Services**

It is our understanding that permeable pavement is the preferred method for managing stormwater runoff at the site. However, if our preliminary evaluation determines that permeable pavement is not a feasible method to manage stormwater, efforts associated with field infiltration testing would not be required. We have separated the efforts associated with field infiltration and developing design infiltration rates into a separate sub task for budgeting purposes. We propose the following scope of services if our initial efforts indicates that permeable pavements may be viable:

**4.3 Pilot Infiltration Tests (PITs)**

- ***Additional Project Management:*** We have included additional time to provide project management for our services, and to coordinate with and manage all our subcontractors.
- ***Additional Utility Locating Site Visit:*** HWA will make an additional site visit to verify that the proposed locations of the PITs are clear of utilities prior to finalizing the exploration plan.
- ***Plan and Coordinate Large Scale PITs:*** HWA will work with local jurisdictions to obtain a hydrant use permit as needed. HWA will work with the local water district to

identify the nearest accessible fire hydrant to the location of the proposed PIT test to supply water to the PITs, or to resupply our subcontracted mobile water truck, as needed. If an accessible hydrant cannot be identified within a reasonable distance of the site, additional water trucks may be required. HWA will contract with a subcontractor to provide the equipment necessary to set up and perform the PIT.

- ***Conduct Pilot Infiltration Test:*** Up to two (2) Pilot Infiltration Tests (PITs) will be conducted within this scope. The PIT tests will be conducted per the 2019 Stormwater Management Manual for Western Washington, approximately at the center of the areas with the highest concentrations of permeable pavement. The exact location of the pilot infiltration tests will be determined based on the site conditions and configuration of existing utilities.

  Our subcontractor will excavate a minimum of a 3 x 4 foot area to the approximate depth of the proposed infiltration facility, up to approximately 4 feet below the existing ground surface. Once the site has been prepared, caution tape and cones will be placed around the excavation while HWA conducts the PIT. Water for the test will be supplied from a nearby hydrant or water truck.

  After the PIT is completed, caution tape and cones will be left in place around the excavation to and the PIT left open to allow the remaining water to drain overnight. The following morning HWA's subcontractor will over excavate the soils within the PIT to evaluate the presence of restrictive layers within the subsurface. Samples will be collected from the base of the PIT and below the PIT.

  After the over excavation is complete, the PIT will be backfilled with the excavated material. Each portion of the Pilot Infiltration Test will be performed under the full time observation of a representative from HWA. Soils removed for the PIT and the over excavation will be logged by HWA's representative.

- ***Generate PIT Log and Assign Laboratory Testing:*** Each of the soil samples retrieved from the PIT test will be sealed in plastic bags and taken to HWA's Bothell, Washington office for further examination and testing. Soil information will be presented in summary PIT logs that will be generated upon completion of our exploration program.

- ***Conduct Infiltration Testing Analysis:*** HWA will evaluate the data obtained from the PIT test and determine an appropriate design infiltration rate for use in design of potential infiltration facilities.

- ***Additional Pavement Engineering:*** HWA will use the collected information regarding soil and groundwater conditions observed at the site to develop recommendations for permeable pavements, in addition the recommendations for pavements in our geotechnical task.

- ***Additional HWA QA/QC:*** HWA has included time for additional QA/QC for this additional task.
- ***Additional Reporting Time:*** HWA has included additional time for updating the geotechnical report related to this additional task.

**ASSUMPTIONS/CONDITIONS**

The following assumptions were made as part of the development of the proposal for this phase:

- All exploration locations will be within the City's rights-of-way or property for which rights of entry have been previously secured. All required permits will be provided by others at no cost to HWA.
- Portions of the site may not be fully accessible for our equipment. Some clearing and preparatory work may be required during our field work to access portions of the site and is permitted.
- Traffic control will not be required.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- Field explorations can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day. Field work for the PITs is estimated to be completed within 3 days.
- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- PITs will be backfilled with the excavated material. The excavated material will be placed back into the pit in loose lifts and periodically compacted during backfilling by tamping the lifts with the excavator bucket, mechanical compaction of the soils is not included as part of the scope of work. Excavations will not be advanced below the water table, if encountered.
- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- Depth of the Pilot Infiltration Tests will be excavated to the approximate depth of the base of the infiltration facility but are limited to approximately 4 feet below the existing ground surface. Excavations beyond this depth would require shoring for safe access to set up the PIT, which is not included within our scope.

- A groundwater mounding analysis is not anticipated to be required for permeable pavement or if the stormwater is diverted to the Lyon creek and is not included within our scope of work.
- Following delivery of the draft report, all soil samples will be disposed of, unless otherwise mutually agreed upon. Long-term storage of soil samples by HWA is not included.

**DELIVERABLES**

- Geotechnical Subsurface Exploration Plan (PDF)
- Draft Geotechnical Engineering Report (PDF)
- Final Geotechnical Engineering Report (PDF)

## Client Responsibilities

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

**PROJECT BUDGET**

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

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

May 2, 2024
HWA Project No. 2024-069-21

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

Sincerely,

**HWA GEOSCIENCES INC.**

William R. Rosso, P.E.
Geotechnical Engineer

Sandy R. Brodahl, P.E.
Geotechnical Engineer, Principal

Attachments: Project Cost Estimate

**Project Cost Estimate**
**LFP Lakefront Improvements Project**
**Lake Forest Park, Washington**
**Prepared for Facet, attn. Amber Mikluscak**

HWA GEOSCIENCES INC.
DBE/MWBE

**HWA Ref:** 2024-069-21
**Date:** 26-Apr-24
**Prepared By:** WRR/SRB

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

**ESTIMATED HWA LABOR:**

| WORK TASKS | 2024 BILLING RATES | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Principal IX | Geotech. Eng. VII | Geotech. Eng. IV | Hydrogeologist IV | Geologist III | CAD | Contracts Administrator | Administrative Support | TOTAL | TOTAL |
| DESCRIPTION | $345.00 | $290.00 | $180.00 | $190.00 | $145.00 | $155.00 | $165.00 | $120.00 | HOURS | AMOUNT |
| **Task 1.1 - Project Management** | | | | | | | | | | |
| Project setup | | | 2 | | | | | 2 | 4 | $600 |
| Project coordination meetings | | 4 | 4 | | | | | | 8 | $1,880 |
| Project and Contract Management | | | 36 | | | | 18 | | 54 | $9,450 |
| **Task 4.1 - Exploration Work Planning** | | | | | | | | | | |
| Review available geotechnical information | | 1 | 4 | | | | | | 5 | $1,010 |
| Site reconnaissance and utility locates (two site visit) | | | 3 | | 6 | 1 | | | 10 | $1,565 |
| Plan and coordinate field exploration program | | 1 | 4 | | | | | 4 | 9 | $1,490 |
| Generate geotechnical subsurface exploration plan (SEP) | | 1 | 4 | | | 4 | | | 9 | $1,630 |
| Conduct geotechnical borings (3 days) | | | 3 | | 27 | | | | 30 | $4,455 |
| Generate boring logs and assign laboratory testing | | 2 | 2 | | 5 | 2 | | | 11 | $1,975 |
| Groundwater data collection/download (up to 4 site visits) | 1 | 1 | 4 | | 12 | | | | 18 | $3,095 |
| **Task 4.2 - Geotechnical Engineering Design Services** | | | | | | | | | | |
| Conduct preliminary infiltration screening | | 1 | 4 | | | | | | 5 | $1,010 |
| Generate seismic design parameters | | 1 | 4 | | | | | | 5 | $1,010 |
| Evaluate liquefaction and lateral spreading potential | | 1 | 6 | | | | | | 7 | $1,370 |
| Evaluate geologic and seismic hazards | | 1 | 6 | | | | | | 7 | $1,370 |
| Develop recommendations for foundations | | 4 | 12 | | | | | | 16 | $3,320 |
| Evaluate foundations for lateral loading | 4 | 2 | 6 | | | | | | 12 | $3,040 |
| Pavement Engineering and Recommendations | 4 | | 2 | | | | | | 6 | $1,740 |
| Develop considerations for general earthwork and construction | | 1 | 4 | | | | | | 5 | $1,010 |
| HWA QA/QC | 4 | 8 | | | | | | | 12 | $3,700 |
| Draft Geotechnical Data Report | 2 | 4 | 16 | | | 2 | | 2 | 26 | $5,280 |
| Respond to Review Comments on Draft Geotechnical Data Report | | 2 | 4 | | | | | | 6 | $1,300 |
| Final Geotechnical Data Report | 2 | 4 | 8 | | | 2 | | 2 | 18 | $3,840 |
| Miscellaneous Engineering and Support | 6 | 12 | 12 | | | | | | 30 | $7,710 |
| **TOTAL LABOR CHARGES:** | 23 | 51 | 150 | 0 | 50 | 11 | 18 | 10 | 313 | **$62,850** |

**LABORATORY TESTING SUMMARY:**

| Test | Est. No. Tests | Unit Cost | Total Cost |
|---|---|---|---|
| Moisture Content w/Description | 35 | $24 | $840 |
| One-Dimensional Consolidation Test | 1 | $950 | $950 |
| Percent Passing #200 Sieve | 7 | $105 | $735 |
| Grain Size Sieve Analysis -wet | 7 | $135 | $945 |
| Combined Grain Size & Hydrometer | 6 | $275 | $1,650 |
| Atterberg Limits | 3 | $260 | $780 |
| **LABORATORY TESTING TOTAL:** | | | **$5,900** |

**ESTIMATED DIRECT EXPENSES:**

| | |
|---|---|
| Mileage: 0.67/mi, 8 round trips at 20 miles/trip | $107 |
| GPS Unit Rental, $75/day, 3 day | $225 |
| Transducer Rental: $600/datalogger, 2 | $1,200 |
| Water Level Indicator: $30/day, 6 days | $180 |
| Laboratory Testing | $5,900 |
| **TOTAL DIRECT EXPENSES:** | **$7,612** |

**ESTIMATED SUBCONSULTANT COSTS:**

| | |
|---|---|
| Private Utility Locate | $500 |
| Drilling Subcontractor - 3 days (5 borings, 250 ft, two permanent wells) | $17,500 |
| Subconsultant Mark-Up (7%) | $1,260 |
| **TOTAL SUBCONSULTANT COSTS:** | **$19,260** |

**PROJECT TOTALS AND SUMMARY:**

| | |
|---|---|
| Geotechnical Services | $89,722 |
| Pilot Infiltration Testing (optional) | $36,701 |
| **GRAND TOTAL:** | **$126,423** |

BASE FEE

**TASK TOTALS AND SUMMARY:**

| | |
|---|---|
| Total Labor Cost | $62,850 |
| Direct Expenses | $7,612 |
| Subconsultant Costs | $19,260 |
| **TOTAL:** | **$89,722** |

BASE FEE

**Project Cost Estimate**
**LFP Lakefront Improvements Project**
**Lake Forest Park, Washington**
**Prepared for Facet, attn. Amber Mikluscak**

HWA GEOSCIENCES INC.
DBE/MWBE

**HWA Ref:** 2024-069-21
**Date:** 26-Apr-24
**Prepared By:** WRR/SRB

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

**ESTIMATED HWA LABOR:**

| WORK TASKS | 2024 BILLING RATES | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Principal IX | Geotech. Eng. VII | Geotech. Eng. IV | Hydrogeologist IV | Geologist III | CAD | Contracts Administrator | Administrative Support | TOTAL | TOTAL |
| DESCRIPTION | $345.00 | $290.00 | $180.00 | $190.00 | $145.00 | $155.00 | $165.00 | $120.00 | HOURS | AMOUNT |
| **Task 4.3 - Pilot Infiltration Testing (optional)** | | | | | | | | | | |
| Additional Project Management | | | 2 | | | | | 2 | 4 | $600 |
| Conduct Additional Utility Locating | | | 1 | | 3 | | | | 4 | $615 |
| Plan and Coordinate Small Scale PITs | 1 | 1 | 4 | | | | | | 6 | $1,355 |
| Conduct Pilot Infiltration Tests (2½ days) | 1 | 1 | 2 | 4 | 24 | | | | 32 | $5,235 |
| Generate PIT Logs and Assign Laboratory Testing | 1 | 1 | 2 | 1 | 2 | | | | 7 | $1,475 |
| Conduct Infiltration Analysis | 1 | | | 4 | | | | | 5 | $1,105 |
| Additional Pavement Engineering Efforts | 4 | | 2 | | | | | | 6 | $1,740 |
| Additional HWA QA/QC | 2 | 1 | | | | | | | 3 | $980 |
| Additional Reporting Time | 2 | 1 | 4 | | | | | | 7 | $1,700 |
| **TOTAL LABOR CHARGES:** | 12 | 5 | 17 | 9 | 29 | 0 | 0 | 2 | 74 | **$14,805** |

**LABORATORY TESTING SUMMARY:**

| Test | Est. No. Tests | Unit Cost | Total Cost |
|---|---|---|---|
| Moisture Content w/Description | 4 | $24 | $96 |
| Percent Passing #200 Sieve | 0 | $105 | $0 |
| Grain Size Sieve Analysis -wet | 0 | $135 | $0 |
| Combined Grain Size & Hydrometer | 6 | $275 | $1,650 |
| | | **LABORATORY TESTING TOTAL:** | **$1,746** |

**ESTIMATED DIRECT EXPENSES:**

| | |
|---|---|
| Mileage: 0.67/mi, 3 round trips at 20 miles/trip | $40 |
| GPS Unit Rental, $75/day, 3 days | $225 |
| Water Level Indicator: $30/day, 3 days | $90 |
| Laboratory Testing | $1,746 |
| **TOTAL DIRECT EXPENSES:** | **$2,101** |

**ESTIMATED SUBCONSULTANT COSTS:**

| | |
|---|---|
| Private Utility Locate | $500 |
| Excavator and Water Truck Subcontractor for PITs - 3 days | $18,000 |
| Subconsultant Mark-Up (7%) | $1,295 |
| **TOTAL SUBCONSULTANT COSTS:** | **$19,795** |

**PROJECT TOTALS AND SUMMARY:**

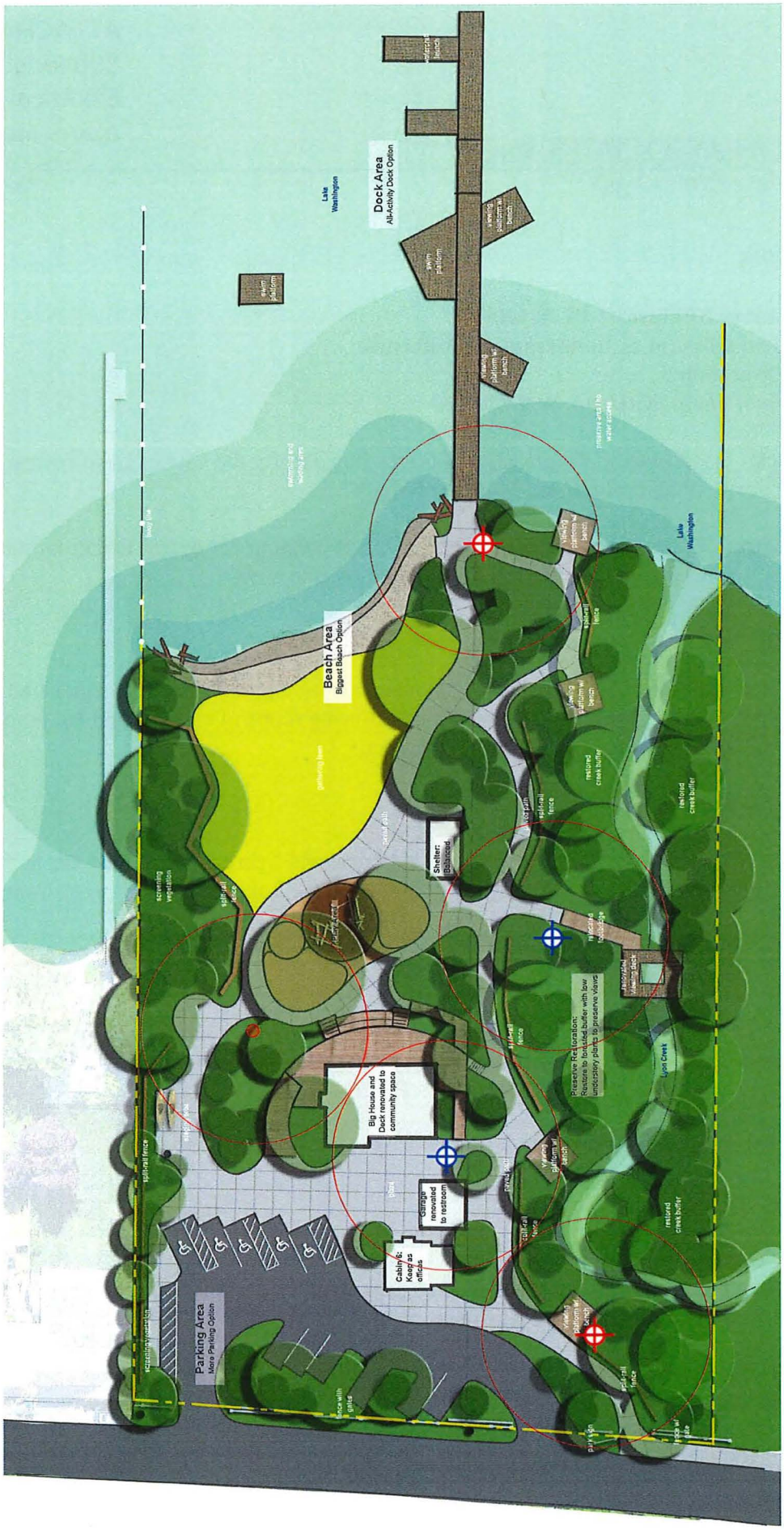
| | |
|---|---|
| Geotechnical Services | $89,722 |
| Pilot Infiltration Testing (optional) | $36,701 |
| **GRAND TOTAL:** | **$126,423** |

RESERVE FEE

**TASK TOTALS AND SUMMARY:**

| | |
|---|---|
| Total Labor Cost | $14,805 |
| Direct Expenses | $2,101 |
| Subconsultant Costs | $19,795 |
| **TOTAL:** | **$36,701** |

RESERVE FEE


Dock Area
All-Activity Dock Option
Beach Area
Biggest Beach Option
Parking Area
More Parking Option
Big House and Deck renovated to community space
Garage renovated to restroom
Cabin 6: Keep as office
Shelter: Relocated
Lake Washington
Lyon Creek
swimming area
gathering lawn
screening vegetation
restored creek buffer
restored habitat
Preserve Restoration: Restore to forested buffer with low understorey plants to preserve views
fence with gate

ATTACHMENT B:
Subconsultant Proposal
Electrical Engineering

ELCON ASSOCIATES, INC.
ENGINEERS–CONSULTANTS

16300 Christensen Rd, Suite 330
Seattle, Washington 98188
Phone: 206.243.5022
www.elcon.com

4/25/2024

**Ms. Amber Mikluscak, PLA, GISP**
**Principal Director of Landscape Architecture**
**DCG/Watershed**
750 6th St South, Kirkland, WA 98033

**Subject:** Electrical Engineering Services Proposal for the City of Lake Forrest Park Lakefront Phase 2 Scope of Work

**Reference:** Your Email dated April 11, 2024, Regarding Scope and Fee Proposal City of Lake Forrest Park Lakefront Site Visit

Dear **Amber,**

Based on your April 11, 2024, email with attachments, and information we gathered during the site visit, we have developed the following scope of services and fee proposal to provide electrical engineering for this project.

***Project Description:***

This project's scope of work is to provide electrical and lighting design services at 50%, 70%, 100%, IFC/Bid Set PS&E, and Bid Support at the Lake Forest Park waterfront project.

***Basic Services Scope of Work:***

Elcon Associates, Inc. will coordinate with DCG/Watershed Seattle City Light (SCL), and City of Lake Forest Park to prepare electrical power and lighting design drawings, specifications, and electrical cost estimate (PS&E).

Expected tasks are outlined below:

***Task 1 – Project Management:***

1. Project Planning and Administration
2. Coordination with design team
3. Coordination with DCG/Watershed personnel
4. Coordination with SCL personnel

***Task 3 – Design Services:***

***70% PS&E***

1. Respond to City's 50% submittal review comments
2. Attend online coordination meeting (1 mtg)

3. Update load calculations
4. Prepare 70% Drawings
    a. Legend, Abbreviations & Gen. Notes
    b. Overall Site Plan
    c. Enlarged Electrical Plan
    d. One-Line Diagram
    e. Lighting Plan
    f. Lighting Schedule/Details/Controls
    g. Panelboard Schedules
5. Estimate of Probable Construction Costs
6. Develop electrical/lighting Specifications
7. QC Review

***100% PS&E***

1. Respond to City's 70% submittal review comments
2. Attend online coordination meeting (1 mtg)
3. Prepare 100% Drawings
    a. Legend, Abbreviations & Gen. Notes
    b. Overall Site Plan
    c. Enlarged Electrical Plan
    d. One-Line Diagram
    e. Lighting Plan
    f. Lighting Schedule/Details/Controls
    g. Panelboard Schedule
4. Estimate of Probable Construction Costs
5. Develop electrical/lighting Specifications
6. QC Review

***IFC / Bid Set PS&E***

1. Respond to City's 100% submittal review comments
2. Attend online coordination meeting (1 mtg)
3. Prepare Bid Set Drawings
    a. Legend, Abbreviations & Gen. Notes
    b. Overall Site Plan
    c. Enlarged Electrical Plan
    d. One-Line Diagram
    e. Lighting Plan
    f. Lighting Schedule/Details/Controls
    g. Panelboard Schedule
4. Estimate of Probable Construction Costs
5. Develop electrical/lighting Specifications
6. QC Review

***Task 5 – Bid Support:***

1. Respond to Bidders' questions
2. Attend online coordination meeting (1 mtg)

*Assumptions:*

- A Time and Materials contract for services will be negotiated and signed and Notice to Proceed (NTP) issued before work will begin.
- Work will be under the direction of DCG/Watershed personnel.
- All electrical design work (70%, 100%, IFC/Bid Set, Bid Support) will be completed in accordance with a mutually agreed upon schedule.
- Probable opinion of electrical costs will be prepared using 2024 RS Mean's Electrical Cost Data.
- All deliverables listed above will be provided electronically in PDF format.
- Any changes to the scope or fee of this agreement shall be documented in writing (email will suffice) before additional work is performed.
- This scope of work does not include CA Support. A new scope/fee will be developed during the construction phase of this project.

We appreciate the opportunity to submit this scope and fee proposal. Please call or e-mail if you have any questions. We look forward to working with you on the electrical design of this project.

Sincerely,
**ELCON ASSOCIATES, INC.**

**Dimitri Siaterlis, PE.**
Principal Electrical Engineer

Estimate for Engineering Services
**Project: City of Lake Forest Park**
Client No: **Lakefront Improvements**
Elcon No: 7030 - S2303O
Phase: Phase 2 - Electrical/Lighting Design
Revision: April 25, 2024

ELCON ASSOCIATES, INC.
ENGINEERS - CONSULTANTS

Budgeted Labor By Category in Manhours

| ENGINEERING SERVICES | Principal | Project Manager | Jr. Engineer | CADD | Clerical | Total |
|---|---|---|---|---|---|---|
| ***Task 1 – Project Management:*** | | | | | | |
| 1. Project Planning and Administration | 8 | | | | 2 | 10 |
| 2. Coordination with design team | 4 | | | | | 4 |
| 3. Coordination with DCG/Watershed personnel | 4 | | | | | 4 |
| 4. Coordination with SCL personnel | 4 | | | | | 4 |
| ***Task 3 – Design Services:*** | | | | | | |
| ***70% PS&E*** | | | | | | |
| 1. Attend online coordination meeting (1 mtg) | | 1 | | | | 1 |
| 2. Prepare load calculations | | | 4 | | | 4 |
| 3. Prepare 70% Drawings | | | | | | |
| a. Legend, Abbreviations & Gen. Notes | | 1 | | 1 | | 2 |
| b. Overall Site Plan | | 4 | | 4 | | 8 |
| c. One-Line Diagram | 1 | 6 | | 6 | | 13 |
| d. Lighting Plan | 1 | 8 | | 8 | | 17 |
| e. Panelboard Schedules | | 8 | | 8 | | 16 |
| 4. Estimate of Probable Construction Costs | | | 8 | | | 8 |
| 5. Develop outline specifications | | 4 | | | 2 | 6 |
| 6. QC Review | 1 | | | | | 1 |
| ***100% PS&E*** | | | | | | |
| 1. Respond to City's 70% review comments | | 1 | | 1 | | 2 |
| 2. Attend online coordination meeting (1 mtg) | | 1 | | | | 1 |
| 3. Prepare 100% Drawings | | | | | | |
| a. Legend, Abbreviations & Gen. Notes | | 1 | | 1 | | 2 |
| b. Overall Site Plan | | 4 | | 4 | | 8 |
| c. Enlarged Electrical Plan | | 4 | | 4 | | 8 |
| d. One-Line Diagram | 1 | 6 | | 6 | | 13 |
| e. Lighting Plan | 1 | 6 | | 6 | | 13 |
| f. Lighting Schedule/Details/Controls | | | 8 | 8 | | 16 |
| g. Panelboard Schedule | | 4 | | 4 | | 8 |
| 4. Estimate of Probable Construction Costs | | | 6 | | | 6 |
| 5. Develop electrical/lighting Specifications | | 6 | | | 2 | 8 |
| 6. QC Review | 1 | | | | | 1 |
| ***IFC / Bid Set PS&E*** | | | | | | |
| 1. Respond to City's 100% review comments | | 1 | | 1 | | 2 |
| 2. Attend online coordination meeting (1 mtg) | | 1 | | | | 1 |
| 3. Prepare Bid Set Drawings | | | | | | |
| a. Legend, Abbreviations & Gen. Notes | | 1 | | 1 | | 2 |
| b. Overall Site Plan | | 2 | | 2 | | 4 |
| c. Enlarged Electrical Plan | | 2 | | 2 | | 4 |
| d. One-Line Diagram | 1 | 2 | | 2 | | 5 |
| e. Lighting Plan | 1 | 2 | | 2 | | 5 |
| f. Lighting Schedule/Details/Controls | | | 4 | 4 | | 8 |
| g. Panelboard Schedule | | 4 | | 4 | | 8 |
| 4. Estimate of probable construction costs | | | 4 | | | 4 |
| 5. Finalize electrical/lighting specifications | | 4 | | | 2 | 6 |
| 6. QC Review | 1 | | | | | 1 |
| ***Task 5 – Bid Support:*** | | | | | | |
| 1. Respond to Bidders' questions | | 4 | | | | 4 |
| 2. Attend online coordination meeting (1 mtg) | | 1 | | | | 1 |
| Total Labor Hours: | 29 | 89 | 34 | 79 | 8 | 239 |
| Labor Rate: Standard Rate | $235.00 | $165.00 | $125.00 | $100.00 | $110.00 | |
| Total Labor Cost: | $6,815 | $14,685 | $4,250 | $7,900 | $880 | $34,530 |

| EXPENSES | | | | | |
|---|---|---|---|---|---|
| | *Travel* | *Trips* | miles | $0.67 | |
| | *Parking* | | | | |
| | | | | | |
| | Total Expenses | | | | |
| TOTAL ESTIMATED FEE | | | | | **$34,530** |

***ADD SERVICE / TASK 6 - Sustainability Credential Support:***

1. Attend monthly coord mtgs (18 mtgs x $165/hr) = $2,970

Est. Total w/ ADD SVC = $37,500

ATTACHMENT E.
Subconsultant Proposal
Cultural Resources

ASM affiliates
Archaeology • History • Ethnography • Architectural History

# Proposal to Conduct a Cultural Resources Assessment

Lake Forest Park Lakefront Improvements Project Phase 2
King County, Washington

April 25, 2024

Prepared by:

ASM Affiliates
26231 72nd Ave NW
Stanwood, WA 98292

Prepared for:

Amber Mikluscak, PLA, GISP
Principal, Director of Landscape Architecture
FacetNW
amikluscak@facetnw.com

Dave Iversen, Director

## Project Introduction

ASM Affiliates, Inc. (ASM) will conduct a cultural resources assessment for the Lakefront Phase 2 Project, Lake Forest Park, King County, Washington. The assessment will include the Lyon Creek Waterfront Preserve Property (Parcel 403010-0050) as well as the section of Beach Drive NE between Ballanger Way and 47th Avenue. All services will be provided in accordance with the Washington State Department of Archaeology and Historic Preservation (DAHP) guidelines, and managed by ASM's archaeologists, architectural historians, and/or historians who exceed the *Secretary of the Interior's Professional Qualification Standards*. All services will be provided on a fixed-fee basis after receipt of signed contract. This proposal shall remain valid for 90 days from today's date.

## Scope of Work

**Project Kickoff** - ASM will participate in one kickoff call to discuss project requirements and confirm project schedule.

**Records Search** - Prior to the initiation of fieldwork, ASM will conduct records searches of site forms and previous cultural resources reports on file at DAHP as well as archival review of other existing documentation that may be useful to determine cultural resources concerns or historical properties located within 1-mi. of the project area. Library and online resources will also be consulted to check historic land survey and patent maps, topographic maps, and other pertinent historical documents. The results of a preliminary desktop review of these data will be presented in a technical memo.

**Field Survey** - Fieldwork will include an intensive survey to examine all exposed ground surfaces for archaeological resources. Subsurface excavation will be conducted using a systematic method to determine if unknown significant sites are present below the ground surface. ASM will conduct subsurface excavations at regular intervals in accessible areas. Shovel test probe (STP) excavations will be used to determine the presence, extent, and structure of subsurface deposits, and assist in the determination of the nature of any identified site boundaries. If necessary, auger probes will be excavated at the base of STPs in areas where project excavation is planned to extend greater than three feet below surface. Sediment from excavations will be screened through ¼-in. hardware mesh. will be documented on ASM forms, which include provenience location, artifact inventory, information on sediment type and color, termination depth, and general observations. The locations of excavations and all identified cultural resources will be documented with submeter accuracy global positioning systems (GPS) handheld devices and included on report quality figures within the technical report.

**Technical Report Preparation** – ASM will present the results of the assessment in an addendum to the technical report prepared or Phase 1 of the project.

## Schedule

ASM will conduct the field survey within 60 days of NTP and a draft report addendum will be submitted for review within 30 days of fieldwork completion. The final report will be submitted within two (2) weeks of receipt of comments to the draft.

## Cost

The fixed-fee cost to complete the field survey and technical report is **$9,800.00**.

# Assumptions

- A maximum of 20 STP excavations will be conducted for the fieldwork;
- No cultural resources will be documented;
- Deliverables will be provided electronically via email;
- NRHP evaluation, data recovery, and/or on-site monitoring for any cultural resources identified will be performed under a separate contract.

# Proposal Acceptance

**Title**: Proposal to Conduct a Cultural Resources Assessment - Lake Forest Park Lakefront Improvements Project Phase 2

**Cost**: $9,800.00

**Accepted by:**

_____ _____
Signature Print Name

_____ _____
Title Date

_____
Company Name

_____
Billing Address

_____
Email Address

_____
Phone

DCW COST MANAGEMENT

415 1st Ave, #9671
Seattle, WA 98109

220 NW 8th Ave
Portland, OR 97209

206 259 2990
www.dcwcost.com
WBE WOSB SCS

# ATTACHMENT F.
# Subconsultant Proposal Cost Estimation

April 24, 2024

Amber Mikluscak
**Facet**
9706 4th Ave NE, Suite 300
Seattle, WA 98115

**RE: Phase 2: Lake Forest Park Lakefront Improvements**

**FP-WA-2023-0099b**
**Add Service**

Dear Amber Mikluscak,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

Trish Drew, CPE, LEED AP

Managing Director

April 24, 2024

## SCHEDULE 1

## DCW COST MANAGEMENT, LLC's Basic Services

**Project Description:**

We understand that the project comprises cost planning for the Phase 2: Lake Forest Park Lakefront Improvements located in Lake Forest, WA. The cost study scope of work includes costing the design documents.

The project comprises three parcels including an existing public preserve and two parcels previously programmed as a single residential property with multiple outbuildings. The project is encumbered by shoreline and critical area regulations, including the shoreline management area of Lake Washington and encumbrances from onsite wetlands and Lyon Creek, a natural salmon-bearing stream.

Early Works Demolition incorporates the demolition of Buildings 1-5 and 9. The existing wood fence between the preserve and Building 1 will be demolished as well. A new chain link fence with 2 gates, privacy panels, and an "about the project" banner will be installed along the frontage of Beach Dr, just inside the property.

A new lakefront park will be developed through site improvements and adaptive reuse of existing structures. Park amenities will include new parking area, paved plaza and paths, viewing platforms, gathering deck, play area, picnic shelter, bathhouse, community flex space, and small city office. A new dock will be constructed for public water access and recreation.

**Detailed Scope of Work:**

**Task 1 – Project Management**

**Task 2 – Stakeholder Engagement**

**Task 3 Design Services**

**Task 3a <u>70% Plans, Specifications and Estimate</u>**

- Prepare an opinion of probable construction costs, including lifecycle costs, during this stage with all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformat II component format.
- This stage includes a maximum of two alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

**Task 3b <u>100% Plans, Specifications and Estimate</u>**

- Prepare an opinion of probable construction costs, including lifecycle costs, during this stage with all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

**Task 4 – Environmental Documentation & Permitting**

**Task 5 – Bid Support**

April 24, 2024

## SCHEDULE 2

## Fee Schedule

**Fee Breakdown**

| | HRS | RATE | SUM |
|---|---|---|---|
| Task 1 – Project Management | 0 | $175 | $ 0.00 |
| Task 2 – Stakeholder Engagement | 0 | $175 | $ 0.00 |
| Task 3a – 70% Plans, Specifications and Estimate | 36 | $175 | $6,300.00 |
| Task 3b – 100% Plans, Specifications and Estimate | 32 | $175 | $5,600.00 |
| Task 4 – Environmental Documentation & Permitting | 0 | $175 | $ 0.00 |
| Task 5 – Bid Support | 0 | $175 | $ 0.00 |
| **SUM Total** | **68** | | **$11,900.00** |

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **$11,900.**

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

**(end of page)**

April 24, 2024

## SCHEDULE 3

### DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

| | **Bill Rate** |
|---|---|
| Directors | $180.00 |
| Specialists | $170.00- $180.00 |
| Cost Estimators* | $160.00 - $150.00 |
| Clerical | $105.00 |
| Deposition and Trial | Additional 50% |

*Primary work performed by Cost Estimators

**Confirmation of Agreement:** This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

*DATE: 4/24/2024*

*By: Trish Drew*

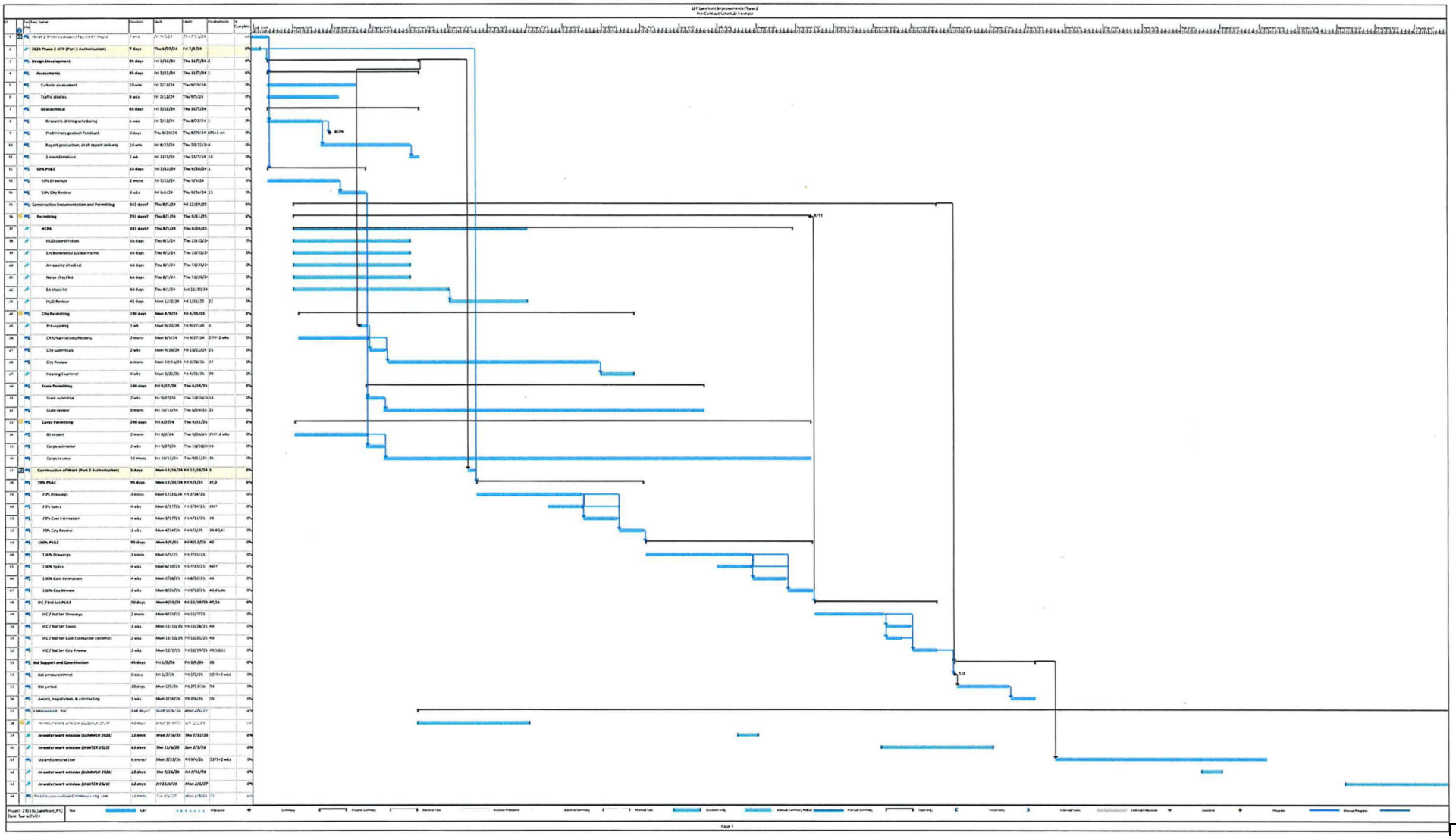
*Its: Managing Director*

Client: Facet

*DATE:*

*By: Amber Mikluscak*

*Its: Principal of Landscape Architecture*



Amendment No. 1 to the
Professional Services Agreement between the
City of Lake Forest Park and Facet
Dated June 27, 2024

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

1. Section 1 of the Agreement is hereby amended to change the completion date as follows:

   Employment of Consultant.

   ...

   Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than ~~January~~ **December** 31, 2026, unless the completion date is extended in writing by the City ("Completion Date"). Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

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

| CITY OF LAKE FOREST PARK | FACET NW, INC. |
|---|---|
| Signed: Tom French (Mar 13, 2026 13:28:13 PDT) | Signed: Erik Davido (Mar 5, 2026 20:00:02 PST) |
| Printed Name: Tom French | Printed Name: Erik Davido |
| Title: Mayor | Title: President |
| Dated: 03/13/2026 | Dated: 03/05/2026 |

Docusign Envelope ID: 2A3F2BC4-9E9D-85DA-83C9-3DFDCDFDE503



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 by: Tom French D9B3F16C4002446... | Signed: Signed by: 75B4A863A833468... |
| Printed Name: Tom French | Printed Name: Amber Mikluscak, PLA, GISP |
| Title: Mayor | Title: Principal |
| Dated: 5/18/2026 | Dated: 5/18/2026 |

Docusign Envelope ID: 2A3F2BC4-9E9D-85DA-83C9-3DFDCDFDE503



FACET

Formerly DCG/Watershed

# EXHIBIT A-1

## AMENDMENT # 02

| | |
|---|---|
| Date: | April 14, 2026 |
| To: | Cory Mattson, City of Lake Forest Park |
| Cc: | Mark Hofman, City of Lake Forest Park<br>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.

Docusign Envelope ID: 2A3F2BC4-9E9D-85DA-83C9-3DFDCDFDE503



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

| Staff Name, Title | Contracted Hourly Rate | Spent Hours | Cost |
|---|---|---|---|
| **Task 7.1: Hearing Preparation** | | | |
| 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 |
| **Reimbursable Expense /** Mileage, Reproduction: | | | $18.13 |
| **Subconsultant Labor Expense /** Transportation Solutions, Inc. (TSI): | | | $7,849.25 |
| **Task 7.2: Hearing Attendance and Coordination** | | | |
| 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 |
| **Subconsultant Labor Expense /** Transportation Solutions, Inc. (TSI): | | | $4,228.00 |
| **TASK ORDER TOTAL:** | | | **$93,332.65** |

## 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.

Docusign Envelope ID: 2A3F2BC4-9E9D-85DA-83C9-3DFDCDFDE503



**Table 2.** Contract Summary

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

## 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,

Amber Mikluscak, PLA, GISP
Principal of Landscape Architecture
Facet

Authorized by:

Tom French
Mayor
City of Lake Forest Park

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Executive |
| **Contact Person** | Phillip Hill, City Administrator |
| **Title** | Resolution 26-2111/Authorizing the Mayor to enter into a second amendment to the Contract for Public Defense Services with Stewart MacNichols Harmell, Inc., P.S. |

## Legislative History

- First Presentation: November 12, 2026 – City Council Regular Meeting

## Attachments:

1. Resolution 26-2111approving the Second Amendment to the Agreement for Firm Services between the City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S.
2. Contract # AG-23-078

## Executive Summary

This proposed second amendment to the City's contract with Stewart MacNichols Harmell, Inc., P.S. ("SMH") for public defense services would increase the amounts paid by the City as follows: a) for 45 cases per quarter, the City would pay SMH a lump sum of $13,500 instead of $11,250; 2) for each case above 45 per quarter, the City would pay $900 for each case instead of $750. The term of the agreement would be extended one year to December 2027, with two additional one-year terms possible if mutual agreed by the parties.

## Background

The Municipal Court and the Administration have been pleased with the services provided and recommend amending the current contract with SMH  The State Supreme Court has ordered a reductions in the caseload allowed per public defense attorney, to be implemented over the next 10-years.  The current contract with SMH provides in section 2.5.2 *Renegotiation Due to Change in Rule or Standard* as follows: "This Agreement may be renegotiated at the option of either party if the Washington State Supreme Court, the Washington State Bar Association or the City significantly modifies the Standards for Indigent Defense adopted."A highly competitive market has resulted in the proposed increase in fees for public defense services provided by SMH.

In 2025 there were a total of 258 cases, with 2026 on track for 300 cases. Based on 300 cases, this will result in 120 more cases than are covered in the base fee, potentially resulting in $108,000 in additional fees, bringing the total contract price in 2027 to approximately $270,000. This represents an increase of $50,000 over 2026. The term of the contract amendment is for one-year, to provide for further negotiation as the impacts of the supreme court decision continue to come into focus.

**Fiscal & Policy Implications**

The increase included in the proposed contract amendment may exceed the budgeted amount depending on caseload. The administration will report to the Budget and Finance Committee on a quarterly basis and if needed, bring a budget amendment forward at the mid-bi budget adjustment.

**Alternatives**

| ***Options*** | ***Results*** |
|---|---|
| • Approve the proposed contract | The city will continue to provide public defense as required per RCW 10.101.005 |
| • Do not approve the proposed contract | The city would be in violation of RCW 10.101.005, requiring that the city provide public defense for indigent defendants, and will need to start the process of finding a law firm to provide such services |
| | |

**Staff Recommendation**

Approve Resolution 26-2111/Authorizing the Mayor to enter into a Contract for Public Defense Services with Stewart MacNichols Harmell, Inc., P.S., with an effective date of January 1, 2027.

# RESOLUTION NO. 26-2111

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A SECOND AMENDMENT TO THE CONTRACT WITH STEWART MACNICHOLS HARMELL, INC., P.S. FOR PUBLIC DEFENSE SERVICES

---

**WHEREAS**, the Sixth Amendment to the U.S. Constitution grants all criminal defendants the right to an attorney; and

**WHEREAS**, if a defendant cannot afford an attorney, the defendant will be granted one by the governing body; and

**WHEREAS**, the City of Lake Forest Park contracts with Stewart MacNichols Harmell, Inc., P.S for public defense services to provide counsel for indigent criminal defendants at Lake Forest Park Municipal Court; and

**WHEREAS**, the State of Washington Supreme Court has ordered a reduction in the caseload of public defenders beginning in 2026 to be implemented over the next 10 years, which has impacted the cost of public defense services. ; and

**WHEREAS**, the City's contract with Stewart MacNichols Harmell, Inc., P.S provides for renegotiation based on repercussions from the Supreme Court's Order;; and

**WHEREAS**, the parties have agreed to a Second Amendment to the contract regarding compensation and a one year extension.

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

Section 1. AMENDMENT APPROVED. The Second Amendment to the contract with Stewart MacNichols Harmell, Inc., P.S. for public defense services is approved, and the Mayor is authorized to sign the amendment to the contract in substantially the same form as provided in the attached Exhibit A.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, 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 November 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2111

**Second Amendment to the**
**Agreement for Firm Services between the**
**City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S.**
**Contract # AG-26-XXX**

This Second~~First~~ Amendment to the Firm Services Agreement entered into between the City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S., AG-23-078~~6-XXX~~ and the First Amendment thereto dated December 17, 2025 (together, the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 2.5 and 11 of the Agreement.

1. Section 2 of the Agreement is amended to read as follows:

   2. Compensation. Effective January 1, 2027, the City shall pay to the Public Defender for services rendered under this Agreement the lump sum of $13,500.00 per month ("Lump Sum"). The Lump Sum represents compensation for a) representation of persons appointed to Public Defender at arraignments, pretrials appearances, motions, bench trials, jury trials, sentencings, review hearings, and RALJ appeals to King County Superior Court; b) representation of unrepresented persons at arraignments and bail hearing calendars; c) availability to meet with and represent clients at all in-custody hearings; and d) providing the Lake Forest Park Police Department with multiple telephone numbers to provide 24-hour contact with an attorney for emergency legal counsel (i.e., persons requesting to speak to an attorney prior to answering questions or submitting to a breath test).

   The Lump Sum covers the cost of providing the services described in a) – d) above for the first 45 cases appointed each quarter (January – March, April – June, July – September, October – December). Additional appointed cases will be billed at $900.00 per case.

   The above compensation amounts represent the salary and benefits necessary to provide Public Defense services through the undersigned counsel as supplemented in Section 2.4 below, along with all infrastructure, support, and systems necessary to comply with the Standards including by way of illustration and not limitation, training, research, secretarial and office facilities. As provided in Subsection 2.5 and its sub paragraphs below, the parties will periodically review staffing in light of changes in court rule and case load in order to adjust staffing based on experience. The parties believe that they have provided sufficient capacity to ensure that, in all respects and at all times, public defense service will comply with the Standards and have an adequate reserve capacity for each attorney. The Public Defender additionally agrees and promises that he/she will devote his/her full effort to the performance of this Agreement and will undertake no private practice of law or other public contract that would conflict with or impede his/her ability to perform under this agreement or reduce the case count available to each Attorney.

~~2. Subsection 2.4.8 is amended to read as follows:~~

~~2.4.8 Superior Court Appeals. Compensation of $1000.00 for any appeal to Superior Court where a brief is filed, including an Anders Brief.~~

**Commented [KA1]:** This isn't an amendment from the 2.4.8 in the first amendment.

~~3.~~2. Section 3 of the Agreement is amended to read as follows:

3. Term. The term of this Agreement shall be from January 1, 2027, through December 31, 2027, unless sooner terminated as provided herein. The Agreement may be extended for two (2) additional one (1) year terms at the mutual agreement of the parties.

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

DATED the last date signed below. ~~this _____ day of _____, 2026.~~

| | |
|---|---|
| CITY OF LAKE FOREST PARK | Stewart MacNichols Harmell, Inc. P.S. |
| By:_____ | By:_____ |
| Thomas French | Printed Name:_____ |
| Title: Mayor | Title: Partner |
| Dated:_____ | Dated:_____ |

ATTEST/AUTHENTICATED:

_____
Matt McLean, City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt, City Attorney

AG-23-078

**CITY OF LAKE FOREST PARK**
**AGREEMENT FOR FIRM SERVICES**
**Contract Title: Primary Public Defender Services: Stewart MacNichols Harmell, Inc., P.S.**
**Contract #:** 23-078

**WHEREAS**, the City of Lake Forest Park, Washington (hereinafter "City") and Stewart MacNichols Harmell, Inc., P.S. (hereinafter "Public Defender") enter into this Agreement for Firm Services (the "Agreement") for the provision of public defense services that will comply with the City's adopted Standards for Indigent Defense.

NOW THEREFORE, in consideration of the mutual benefits to be derived and the promises contained herein, the City and the Public Defender enter into this Agreement.

1. Scope of Services, Standards and Warranties. The Public Defender will provide indigent defense services in misdemeanor cases in accordance with the standards adopted by the City in Resolution 1459 as the same exists or is hereafter amended (hereinafter "Standards"). The Public Defender warrants that each individual employed by the Public Defender to perform services under this Agreement has read and is fully familiar with the provisions of the Standards adopted by the City. Compliance with these Standards goes to the essence of this Agreement.

1.1 The Public Defender, and every attorney and/or intern performing services under this Agreement, shall certify compliance with Supreme Court Rule governing case load quarterly with the Lake Forest Park Municipal Court on the form established for that purpose by court rule. A copy of each and every such certification shall be provided to the City contemporaneously with filing. The Public Defender and every attorney and/or intern warrants that he/she shall conform to the case load limitations not only with respect to services under this Agreement but also with respect to his/her practice as a whole, including other contracts for public defense and/or private practice.

1.2 The Public Defender will maintain contemporaneous records on a daily basis documenting all work performed on each assigned case. The Public Defender will maintain and provide to the City a quarterly report detailing the information provided below in 1.2.1 – 1.2.7 so long as consistent with the attorney-client privilege and any protective order entered by a court of competent jurisdiction:

1.2.1 the number of cases assigned during the period;

1.2.2 the disposition of cases assigned indicating the number of cases dismissed, the number of cases in which charges were reduced, the number of cases tried, and the number of cases disposed of by plea;

1.2.3 the number of cases in which a motion was filed with the Court as well as cases in which a motion was brought to the prosecutor and a reduced sentence or dismissal was negotiated;

1.2.4 the number of cases in which an investigator was utilized;

1.2.5 the number of cases which were set for trial including cases in which the defendant failed to appear;

1.2.6 the number and type of criminal cases handled outside of this contract (including cases assigned by another public entity); and

1.2.7 the percentage of the Public Defender's practice spent on civil or non-criminal matters.

1.3 The Public Defender warrants that his/her proposal, reflected in Section 2, Compensation, reflects all infrastructure, support, administrative services, routine investigation, and systems necessary to comply with the Standards except as provided in Section 2.4 below.

1.4 The Public Defender promises that he/she will promptly notify the City if any circumstance, including change in rule or law, renders it difficult or impossible to provide service in compliance with the Standards.

2. Compensation. Effective January 1, 2024, the City shall pay to the Public Defender for services rendered under this Agreement the lump sum of ten thousand dollars ($10,000.00) per month. The basis of this lump sum payment represents compensation for all matters assigned involving representation at arraignments, pre-trial appearances, motions, bench trials, jury trials, sentencing, status conferences and review hearings.

The compensation amount represents the salary and benefits necessary to provide Public Defense services through the undersigned counsel as supplemented in Section 2.4 below, along with all infrastructure, support, and systems necessary to comply with the Standards including by way of illustration and not limitation, training, research, secretarial and office facilities. As provided in Section 2.5 and its sub paragraphs below, the parties will periodically review staffing in light of changes in court rule and case load in order to adjust staffing based on experience. The parties believe that they have provided sufficient capacity to ensure that, in all respects and at all times, public defense service will comply with the Standards and have an adequate reserve capacity for each attorney. The Public Defender additionally agrees and promises that he/she will devote his/her full effort to the performance of this Agreement and will undertake no private practice of law or other public contract that would conflict with or impede his/her ability to perform under this agreement or reduce the case count available to each Attorney.

2.1 Case Counts. Based upon case counts previously maintained for the City, current estimates for annual case counts for all indigent cases filed by the City is approximately 256 cases per year. As provided in the Standards, the case counts also include the Public Defender's appearance at arraignment calendars and status conferences. The terms "case" and "credit" shall be defined in accordance with the Washington State Supreme Court rule and Washington Office of Public Defense guidelines. The City adopts an un-weighted case count.

2.2 Adjustment; Internal Allocation. As provided in the Standards, case counts may be revised upwards based upon a variety of factors. Upon the Public Defender's request, the City

shall review any particular case with the Public Defender to determine whether greater weighting should be assigned, and upward revisions shall not be unreasonably refused. The annual caseload shall be reviewed annually on or about June 30 each year.

2.3 Base Compensation. Except as expressly provided in Section 2.4, the cost of all infrastructure, administrative, support and systems as well as standard overhead services necessary to comply with the established standards are included in the base payment provided in Section 2.1 above.

2.4 Payments in Addition to the Base Compensation. The City shall pay for the following case expenses when reasonably incurred and approved by the Court from funds available for that purpose:

2.4.1 Discovery. For post-conviction relief cases, discovery includes the cost to obtain copies of defense and prosecution files, and court records and transcripts.

2.4.2 Preauthorized Expenses. Case expenses may be requested by the Public Defender and preauthorized by order of the Court. Unless the services are performed by Public Defender's staff or subcontractors, such expenses include, but are not limited to:

(i) investigation expenses;
(ii) medical and psychiatric evaluations;
(iii) expert witness fees and expenses;
(iv) interpreters;
(v) polygraph, forensic and other scientific tests;
(vi) unusually extensive computerized legal research; and
(vii) any other non-routine expenses the Court finds necessary and proper for the investigation, preparation, and presentation of a case. In the event any expense is found by the Court to be outside of its authority to approve, the Public Defender may apply to the Contract Administrator for approval, such approval not to be unreasonably withheld.

2.4.3 Lay Witness Fees. Lay witness fees and mileage incurred in bringing defense witnesses to court, but not including salary or expenses of law enforcement officers required to accompany incarcerated witnesses.

2.4.4 Copying Client Files. The cost, if it exceeds $25, of providing one copy of a client's or former client's case file upon client's or client's appellate, post-conviction relief or habeas corpus attorney's request, or at the request of counsel appointed to represent the client when the client has been granted a new trial.

2.4.5 Copying Direct Appeal Transcripts Supreme Court Rules for the Administration of Courts of Limited Jurisdiction RALJ Appeals. The cost, if it exceeds $25, of making copies of direct appeal transcripts for representation in post-conviction relief cases. Public Defender is limited to no more than two copies.

2.4.6 Records. To the extent such materials are not provided through discovery, medical, school, birth, DOL, and other similar records, and 911 and emergency communication recordings and logs, when the cost of an individual item does not exceed $75.

2.4.7 Process Service. The normal, reasonable cost for the service of a subpoena.

2.4.8 Superior Court Appeals. Compensation of $750.00 for any appeal to the Superior Court where a brief is filed, including an Anders Brief.

2.5 Review and Renegotiation.

2.5.1 Due to Increases or Decreases in Case Load. The City and the Public Defender shall, at the option of either party, renegotiate this Agreement if there is a significant increase or decrease in the number of cases assigned. Significant "decrease" shall mean a change of more than ten percent (10%) in the number of cases assigned. If cases are estimated to approach or exceed THREE HUNDRED TWENTY-SIX (326) cases per year or EIGHTY-TWO (82) cases per quarter, the parties may renegotiate this Agreement to increase case coverage and compensation to Public Defender. At the request of either party, the City and Public Defender will periodically review case assignment trends, requests for additional credits and any other matters needed to determine contract compliance or necessary contract modifications. Public Defender shall promptly notify the City when quarterly caseloads can reasonably be anticipated to require use of overflow or conflict counsel to assure that cases assigned to Public Defender remain within the limits adopted in this contract and comply with state and local standards.

2.5.2 Renegotiation Due to Change in Rule or Standard. This Agreement may be renegotiated at the option of either party if the Washington State Supreme Court, the Washington State Bar Association or the City significantly modifies the Standards for Indigent Defense adopted.

3. Term. The term of this Agreement shall be from the date of execution for a three (3) year initial term through December 31, 2026, unless sooner terminated as provided herein. The Agreement may be extended for two (2) additional one (1) year terms at the mutual agreement of the parties.

3.1 For Cause. This Agreement may be terminated for good cause for violation of any material term of this Agreement. "Material term" shall include any violation indicating a failure to provide representation in accordance with the rules of court, the ethical obligations established by the Washington State Bar Association, the willful disregard of the rights and best interests of the client, a willful violation of the Standards, or violation of the provisions of Section 6 relating to insurance, conviction of a criminal charge, and/or a finding that the license of the Attorney or any Public Defender providing service under this Agreement has been suspended or revoked. Any violation of the other provisions of this Agreement shall be subject to cure. Written notice of violation shall be provided to the Public Defender who shall have thirty (30) business days to cure the violation. Failure to correct the violation will give rise to termination for cause at the City's

discretion. In lieu of terminating this Agreement, the City may agree in writing to alternative corrective measures.

3.2 Termination on Mutual Agreement. The parties may agree in writing to terminate this Agreement at any time. Unless otherwise agreed to in writing, termination or expiration of this Agreement does not affect any existing obligation or liability of either party.

3.3 Termination on Cessation of the Municipal Court. In the event that the City chooses in its sole discretion to terminate its Municipal Court, this Agreement shall expire following one (1) year written notice by the City to the Public Defender.

3.4 Obligations Survive Termination. In the event of termination of this Agreement, the following obligations shall survive and continue:

3.4.1 Representation. The compensation established in this Agreement compensates Public Defender for services relating to each and every assigned case. Therefore, in the event this Agreement is terminated, the Public Defender will continue to represent clients on assigned cases until a case is concluded on the trial court level (e.g. plea, trial, dismissal).

3.4.2 The provisions of sections 1 and 5, as well as this subsection 3.4 survive termination as to the Public Defender. The City shall remain bound by the provisions of section 2.4 with respect to additional costs incurred with respect to cases concluded after the termination of this Agreement.

4. Nondiscrimination. Neither the Public Defender nor any person acting on behalf of the Public Defender, shall, by reason of race, creed, color, national origin, sex, sexual orientation, honorably discharged doctrine or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, discriminate against any person who is qualified and available to perform the work to which the employment relates, or in the provision of services under this agreement.

5. Indemnification. The Public Defender 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.

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

A. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than $1,000,000 per occurrence. If the City authorizes sublet work, the Public Defender shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
B. Commercial General Liability Insurance on an occurrence basis in an amount not less than $2,000,000 per occurrence, at least $2,000,000 in the general aggregate, and $2,000,000 products-completed operations aggregate limit.
C. Business Automobile Liability Insurance in an amount not less than $1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
D. Professional Errors and Omissions Insurance in an amount not less than $1,000,000 per occurrence and $2,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
E. The Public Defender shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
F. Before the Public Defender performs any Work, Public Defender shall provide the City with a Certificate of Insurance acceptable to the City evidencing the above-required insurance and naming the City of Lake Forest Park, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Public Defender's obligations to fulfill the requirements.
G. Public Defender shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Public Defender shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.
H. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Public Defender insurance in the name of the Public

Defender and deduct the cost of providing and maintaining such insurance from any sums due to Public Defender under this Agreement, or the City may demand Public Defender to promptly reimburse the City for such cost.

7. Work Performed by Public Defender. In addition to compliance with the Standards, in the performance of work under this Agreement, Public Defender shall comply with all federal, state and municipal laws, ordinances, rules and regulations which are applicable to Public Defender's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

8. Work Performed at Public Defender's Risk. Public Defender shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work hereunder, and shall take all protections reasonably necessary for that purpose. All work shall be done at the Public Defender's risk, and the Public Defender shall be responsible for any loss or damage to materials, tools, or other articles used or held in connection with the work. Public Defender shall also pay its employees all wages, salaries and benefits required by law and provide for taxes, withholding and all other employment related charges, taxes or fees in accordance with law and IRS regulations.

9. Independent Contractor. The relationship of the Public Defender to the City by reason of this Agreement shall be that of an independent contractor. This Agreement does not authorize the Public Defender to act as the agent or legal representative of the City for any purpose whatsoever and neither the Public Defender nor its employees shall be deemed employees of the City. The Public Defender is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the City or to bind the City in any manner or thing whatsoever.

10. Personal Services, No Subcontracting. This Agreement has been entered into in consideration of the Public Defender's particular skills, qualifications, experience, and ability to meet the Standards incorporated in this Agreement. Therefore, Attorney's on behalf of the Public Defender have personally signed Exhibit A to this Agreement below to indicate that he/she is bound by its terms. This Agreement shall not be subcontracted without the express written consent of the City and refusal to subcontract may be withheld at the City's sole discretion. Any assignment of this Agreement by the Public Defender without the express written consent of the City shall be void.

11. Modification. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by the duly authorized representatives of the City and the Public Defender. An additional attorney may be added to this Agreement by adding his or her signature to Exhibit A to this Agreements.

12. Entire Agreement; Prior Agreement Superseded. The written provisions in terms of this Agreement, together with any exhibit attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statement(s) shall not be effective or construed as entering into or forming a part of, or altering in any manner whatsoever, this

Agreement. Upon execution, this Agreement shall supersede any and all prior agreements between the parties.

13. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the Agreement or such other address as may be hereinafter specified in writing:

**CITY OF LAKE FOREST PARK:**
Phillip Hill ICMA-CM
City Administrator
17425 Ballinger Way NE
Lake Forest Park, WA 98155

**PUBLIC DEFENDER:**
Jeff MacNichols, Partner
Stewart MacNichols Harmell, Inc., P.S.
655 West Smith Street, Suite 210
Kent, WA 98032

13. Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of such covenants, agreements, or options and the same shall be and remain in full force and effect.

14. Resolutions of Disputes, Governing Law. Should any dispute, misunderstanding or conflict arise as to the terms or conditions contained in this Agreement, the matter shall be referred to the Contract Administrator, whose decision shall be final. Provided, however, that any complaint regarding any violation of the Standards or which relate to any manner whatsoever to trial strategy or an ongoing case, shall be referred to the Judge of the City's Municipal/District Court or to the Washington State Bar Association as appropriate. Nothing herein shall be construed to obligate, require or permit the City, its officers, agents, or employees to inquire into any privileged communication between the Public Defender and any indigent defendant. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for reasonable attorney's fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington and the rules of the Washington Supreme Court as applicable. Venue for an action arising out of this Agreement shall be in King County Superior Court.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 2nd day of January, 2024.

CITY OF LAKE FOREST PARK

By: _____
Jeff Johnson, Mayor
Date: 12/14/2023

ATTEST/AUTHENTICATED:

By: _____
Matt McLean, City Clerk

APPROVED AS TO FORM:

CITY ATTORNEY

By: _____
Kim Adams Pratt, City Attorney

PUBLIC DEFENDER

By: _____

Title: PARTNER

Date: 12/28/23

**EXHIBIT A**

The undersigned Attorneys hereby personally warrants and certifies that as a condition of their performance of this Agreement on behalf of the Public Defender, they will commit to providing the services under this Agreement in accordance with the Standards set forth in sections 1, 4, and 7, and that the Attorney's personal warranty of that performance shall survive the Agreement in accordance with subsection 3.4 of this Agreement.

Signed: _____

ATTORNEY: KEN HARNELL 29256
Print Name

Signed: _____

ATTORNEY: Kat Eberdt 61338
Print Name

**First Amendment to the**
**Agreement for Firm Services between the**
**City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S.**
**Contract # AG-23-078**

This First Amendment to the Firm Services Agreement entered into between the City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S., AG-23-078 (the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 2.5 and 11 of the Agreement.

1. Section 2 of the Agreement is amended to read as follows:

   2. Compensation. Effective January 1, 2026, the City shall pay to the Public Defender for services rendered under this Agreement the lump sum of $11,250.00 per month ("Lump Sum"). The Lump Sum represents compensation for a) representation of persons appointed to Public Defender at arraignments, pretrials appearances, motions, bench trials, jury trials, sentencings, review hearings, and RALJ appeals to King County Superior Court; b) representation of unrepresented persons at arraignments and bail hearing calendars; c) availability to meet with and represent clients at all in-custody hearings; and d) providing the Lake Forest Park Police Department with multiple telephone numbers to provide 24-hour contact with an attorney for emergency legal counsel (i.e., persons requesting to speak to an attorney prior to answering questions or submitting to a breath test).

   The Lump Sum covers the cost of providing the services described in a) – d) above for the first 45 cases appointed each quarter (January – March, April – June, July – September, October – December). Additional appointed cases will be billed at $750.00 per case.

   The above compensation amounts represent the salary and benefits necessary to provide Public Defense services through the undersigned counsel as supplemented in Section 2.4 below, along with all infrastructure, support, and systems necessary to comply with the Standards including by way of illustration and not limitation, training, research, secretarial and office facilities. As provided in Subsection 2.5 and its sub paragraphs below, the parties will periodically review staffing in light of changes in court rule and case load in order to adjust staffing based on experience. The parties believe that they have provided sufficient capacity to ensure that, in all respects and at all times, public defense service will comply with the Standards and have an adequate reserve capacity for each attorney. The Public Defender additionally agrees and promises that he/she will devote his/her full effort to the performance of this Agreement and will undertake no private practice of law or other public contract that would conflict with or impede his/her ability to perform under this agreement or reduce the case count available to each Attorney.

2. Subsection 2.4.8 is amended to read as follows:

   2.4.8 Superior Court Appeals. Compensation of $1000.00 for any appeal to Superior Court where a brief is filed, including an Anders Brief.

3. Section 3 of the Agreement is amended to read as follows:

3. Term. The term of this Agreement shall be from January 1, 2026, through December 31, 2026, unless sooner terminated as provided herein. The Agreement may be extended for two (2) additional one (1) year terms at the mutual agreement of the parties.

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

DATED this 16th day of December 2025.

**CITY OF LAKE FOREST PARK**

By: Tom French
Tom French (Dec 17, 2025 12:06:55 PST)

Tom French

Title: Mayor

Dated: 12/17/2025

**STEWART MACNICHOLS HARMELL, Inc. P.S.**

By: Ken Harmell
Ken Harmell (Dec 17, 2025 09:21:36 PST)

Ken Harmell

Title: Partner

Dated: 12/17/2025

ATTEST/AUTHENTICATED:

Matt McLean

Matt McLean, City Clerk

APPROVED AS TO FORM:

Kim A. Pratt

Kim Adams Pratt, City Attorney

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | November 12, 2026 |
| **Originating Department** | Executive |
| **Contact Person** | Phillip Hill, City Administrator |
| **Title** | Resolution 26-2113/Authorizing the Mayor to sign the Second Amendment to the Interlocal Agreement for Regional Emergency Management, known as the North Shore Emergency Management Coalition |

## Legislative History

- First Presentation/Action – November 12, 2026, Regular City Council Meeting

## Attachments:

1. Resolution 26-2113
2. Second Amendment to the Interlocal Agreement
3. First Amendment to the Interlocal Agreement
4. Interlocal Agreement

## Executive Summary

The Interlocal Agreement (ILA) for Regional Emergency Management, known as the North Shore Emergency Management Coalition (NEMCo), is between the Cities of Lake Forest Park and Kenmore, and the King County Fire District No. 16. Council approved a one-year extension in December 2025, as Kenmore conducted a study to determine next steps for emergency management in that city. Following completion of that study, the city of Kenmore has informed NEMCo that they will be continuing as a member.

The administration was exploring a possible expansion of NEMCo to include the city of Shoreline. Their administration had expressed an interest in joining NEMCo, and the first one-year extension provided the time necessary for the three cities and fire district to explore how this could be accomplished. Ultimately, the City of Shoreline has determined that their current in-house emergency manager meets their needs.

As the cities of Lake Forest Park and Kenmore and King County Fire District No. 16 continued to meet, it was determined that the current NEMCo structure best serves all involved. This Second Amendment to the ILA would retain the status quo with respect to staffing, member's share of costs, and LFP as the fiduciary through December 31, 2027. The only change anticipated in 2027 will be the hiring of a new emergency manager, as the incumbent has taken a position elsewhere.

**Background**

Emergency management involves coordinating and integrating activities to prepare for, respond to, and recover from disasters. This includes coordinating rescue efforts, providing emergency services, establishing predetermined escape and evacuation routes, making sure there are accessible stores of water and food, and opening emergency shelters.

Recognizing the benefits of coordinated actions in a disaster, and the limited resources of each of the founding agencies, NEMCo was formed to provide ongoing training to staff and elected officials, coordinated activation of the Emergency Operations Center (EOC), training of residents through CERT, resource management and preparation of emergency plans.

The largest stand up of the EOC was in response to the Covid Pandemic. While member agencies did not meet in person, online formats were utilized to meet on a weekly basis for updates from state and regional emergency management agencies and to consider appropriate responses and timing of such, while operating in uncharted territory.

**Fiscal & Policy Implications**

The Mayor's proposed budget includes the appropriate allocation to support the city's portion of the NEMCo budget through 2027.

**Alternatives**

| ***Options*** | ***Results*** |
|---|---|
| • Adopt Resolution 26-2113 authorizing the mayor to sign the one-year extension of the NEMCo ILA. | Emergency management will continue to be provided through NEMCo to the member agencies. |
| • Do not adopt Resolution 26-2113 authorizing the mayor to sign the one-year extension of the NEMCo ILA. | Emergency management through NEMCo would not be provided to the city, and the NEMCo may be terminated. |

**Staff Recommendation**

Review the proposed ILA extension through 2027 for NEMCo. Authorizing the mayor to sign the amendment will support continued emergency services to the member agencies through 2027.

# RESOLUTION NO. 26-2113

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT FOR REGIONAL EMERGENCY MANAGEMENT WITH THE CITY OF KENMORE AND KING COUNTY FIRE DISTRICT NO. 16**

---

**WHEREAS,** the cities of Lake Forest Park and Kenmore are adjacent cities located along the north shores of Lake Washington and are both serviced by King County Fire District No. 16; and

**WHEREAS,** the cities of Lake Forest Park and Kenmore are required to establish local organizations for emergency management pursuant to RCW 38.52.070; and

**WHEREAS,** the cities of Lake Forest Park and Kenmore, along with King County Fire District No. 16, agree that it is in the best interest of their local communities to administer and coordinate their emergency management plans and programs; and

**WHEREAS,** these same agencies entered into an interlocal agreement (ILA) in 2024 for Regional Emergency Management forming the joint operation known as the Northshore Emergency Management Coalition (NEMCo); and

**WHEREAS**, the parties had agreed to the first amendment to allow the City of Shoreline to conduct a study about the possibility of joining NEMCo; and

**WHEREAS**, the City of Shoreline has completed this study and has determined that they will continue with the city's current emergency manager; and

**WHEREAS,** the City Council deems it in the best interest of the City of Lake Forest Park to approve the proposed amendment to the Interlocal Agreement maintaining the status quo with respect to staffing, member's share of costs, and LFP as the fiduciary through December 31, 2027.

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

Section 1. AUTHORIZATION. The Mayor is authorized to sign the Second Amendment to the Interlocal Agreement For Regional Emergency Management with the City of Kenmore and King County Fire District No.16, in substantially the form attached as Exhibit A.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of

scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this ___ day of December, 2026.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

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

# Interlocal Agreement for Regional Emergency Management

**Kenmore**
**Lake Forest Park**
**Shoreline Fire Department**

This interlocal agreement for regional emergency management ("Agreement") is made pursuant to the interlocal cooperation act, chapter 39.34 RCW, by and between the following parties.

- The City of Lake Forest Park, a Washington State municipal corporation, ("LFP")
- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
- Shoreline Fire Department, a Washington State special purpose district and municipal corporation, ("Shoreline Fire")

LFP, Kenmore, and Shoreline Fire are also referred to collectively as "Parties" and individually as "Party."

The Parties hereby agree as follows:

**RECITALS:**

A. The Parties entered into an agreement December 2024 for the purpose of regional emergency management to provide a mechanism for the effective administration and coordination of emergency management plans and programs ("Agreement").

B. The First Amendment to the Agreement was executed December 15, 2025, amending Sections 2, 8, 9, 10 and 16,

C. The Agreement needs to be further amended to extend the duration of the agreement, reflect any changes in contribution payments, and timing of reconciliation of expenditures.

D. In order to make these changes, the Agreement needs updating.

**SECOND AMENDMENT TO AGREEMENT:**

1. **Amendment.** Section 2 of the Agreement is hereby amended to read as follows:

   Effective Date and Duration. This Agreement shall take effect January 1, 2025. This Agreement shall remain in effect for a period of 36 months (December 31, 2027 ("Term"). This Agreement replaces the Interlocal Agreement effective between the Parties on January 1, 2017.

2. **Amendment:** Section 9 of the Agreement is hereby amended to read as follows:

   Operating Budget. NEMCo's operating budget of $190,032 for 2027 consists of the costs necessary to employ and retain the services of an Emergency Manager, as well as any other authorized personnel, with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of NEMCo must be approved in advance by the NEMCo Board. The NEMCo Board shall meet in the third quarter of each calendar year to approve and finalize the operating budget for the following calendar year.

3. **Amendment:** Section 10 of the Agreement is hereby amended to read as follows:

   Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of 2027. The Lead Agency shall not send a bill, invoice, or reminder.

4. **Amendment**: Section 11 of the Agreement is hereby amended to read as follows:

   Cost Sharing. Each Party shall be responsible for its own internal costs of participating in NEMCo, such as costs for staff time and facilities used for pre-emergency planning, training, and meeting. All costs incurred by the Lead Agency on behalf of NEMCo shall be shared as follows:

| Party | Total | LFP | Kenmore | Shoreline Fire |
|---|---|---|---|---|
| Percentage share(for Term) | 100% | 45.89% | 45.89% | 8.3% |
| Operating budget 2027 | $190,032 | $87,216 | $87,216 | $15,600 |

5. **Amendment:** Section 16 of the Agreement is hereby amended to read as follows:

   Reconciliation. Within thirty (30) days after the end of the Term, the Lead Agency shall prepare and deliver to the Parties a reconciliation of expenditures and fees collected for the previous calendar year. Any surplus resulting from the reconciliation for 2026 and 2027 shall be either shared by the Parties proportionally, based on the cost-sharing percentages in Section 14 above, shall be credited against the following year's contributions to NEMCo, based on the proportional cost-sharing percentages. The NEMCo Board shall decide which option shall be used during the third quarter budget discussion noted in Section 12 above.

6. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

7. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.

8. **Effective date**. This Amendment shall be effective as of January 1, 2027

DATED this __ day of Month, 202_.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement.

**CITY OF LAKE FOREST PARK**
**By:_____**
**Printed Name:_____**
**Title:_____**

**CITY OF KENMORE**
**BY:_____**
**Printed Name:_____**
**Title:_____**

**SHORELINE FIRE DEPARTMENT**
**By:_____**
**Printed Name:_____**
**Title:_____**

# Interlocal Agreement for Regional Emergency Management

**Kenmore**
**Lake Forest Park**
**King County Fire District 16**

This interlocal agreement for regional emergency management ("Agreement") is made pursuant to the interlocal Cooperation Act, Chapter 39.34 RCW, by and between the following parties:

- The City of Lake Forest Park, a Washington State municipal corporation, ("LFP")
- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
- King County Fire District No. 16, a Washington State special purpose district and municipal corporation, ("KCFD16")

LFP, Kenmore, and KCFD16 are also referred to collectively as "Parties" and individually as "Party."

## RECITALS

1. LFP and Kenmore are adjacent cities located along the north shores of Lake Washington. KCFD16 is a local municipal service provider to LFP and Kenmore (See Exhibit "A" for boundaries of the Parties).

2. Each Party has responsibilities and obligations to prepare for emergencies. Pursuant to RCW 38.52.070, LFP and Kenmore are required to establish local organizations for emergency management. LFP and Kenmore have established a joint local organization for emergency management, as authorized by RCW 38.52.070 (also known as a joint emergency management organization). The same requirement does not apply to KCFD16.

3. The Parties agree that it is in the best interest of their local communities to administer and coordinate their emergency management plans and programs.

## AGREEMENT

To that end, the Parties agree as follows:

1. Purpose. The purpose and intent of this Agreement is to provide an efficient mechanism for the effective administration and coordination of emergency management plans and programs to protect the public peace, health, and safety, as well as to preserve the lives and property of the people served by the Parties, to ensure the continuation of services during emergencies, and the assist in the recovery of the community after disaster events.

2. Effective Date and Duration. This Agreement shall take effect January 1, 2025. This Agreement shall remain in effect for a period of 12 months (December 31, 2025) ("Term").This Agreement replaces the Interlocal Agreement effective between the Parties on January 1, 2017.

3. Termination. Following the end of the Term, this Agreement shall automatically terminate. All Parties are responsible for any residual liabilities, obligations or costs incurred prior to the termination of this Agreement.

4. No Separate Entity. This Agreement establishes a joint operation of the Parties and does not create a separate legal entity. The joint operation shall be called the "Northshore Emergency Management Coalition" or "NEMCo."

5. No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other enterprise between the Parties.

6. Administration. Subject to the directives of the "NEMCo Board" established in Section 11 below, LFP shall serve as the Lead Agency ("Lead Agency") for the Parties and NEMCo personnel. As Lead Agency, LFP shall supervise an employee to serve as the Emergency Manager identified in Section (11), who shall administer and coordinate the joint operation, oversee and supervise all agreements of the Parties made on behalf of NEMCo, act as the direct supervisor for all personnel authorized by NEMCo, and serve as the point of contact for the Parties. The Lead Agency shall be the employer of record for the Emergency Manager and all necessary personnel authorized by NEMCo, as well as contract for goods and services in its own name on behalf of NEMCo. The Lead Agency shall share all reports, documents, and written work products with all Parties.

7. Emergency Manager. The Parties shall be responsible for the appointment and termination of an Emergency Manager. The Emergency Manager shall have experience in the management and operations of an Emergency Operations Center (EOC) and the management and coordination of community volunteer groups such as Community Emergency Response Teams (CERT), RACES, and similar in support of emergency response. The Emergency Manager is an "at will" position and may be terminated from such position upon the unanimous vote of the Board of Directors, with or without cause.

8. Governance. A decision-making body, called the "NEMCo Board of Directors" or "NEMCo Board," shall govern and administer this Agreement and direct the Emergency Manager's actions, functions, and duties to ensure consistency with the terms and conditions of this Agreement, applicable Comprehensive Emergency Management Plans, and other Emergency Management Papers, pursuant to RCW 38.52. Each Party shall appoint a representative to the NEMCo Board and meet at least quarterly. The NEMCo Board may also meet at other times as is determined by its members and, at the request of one Party for a special or emergency meeting, the NEMCo Board shall meet within a reasonable time after the request. The NEMCo Board meetings shall operate in accordance with the traditional 'Robert's Rules of Order' and strive to make decisions by consensus. Voting shall be on a 'one Party, one vote' basis. Other than votes to increase NEMCo's operating budget or expenditures, which require unanimous vote, voting that results in a tie shall be resolved by a weighted vote, using the percentage share of Section 14. All NEMCo Board of Director meetings shall comply with all provisions of the Washington Open Public Meetings Act and Public Records Act. Ch. 42.30 RCW and Ch. 42.56 RCW. A community based advisory committee, called the "Northshore Emergency Management Council" or "NEMCo Council," shall be formed and administered by the Emergency Manager. The NEMCo Council will be comprised of business leaders, emergency service providers, school representatives, community associations, and other key community members from throughout the joint

jurisdictions of the Parties. The NEMCo Council will meet quarterly, under the direction of the Emergency Manager, to discuss and coordinate emergency preparedness efforts with a focus on ensuring a comprehensive and holistic approach to emergency management throughout the jurisdiction of the Parties.

9. Operating Budget. NEMCo's operating budget of $182,722 for 2025 consists of the costs necessary to employ and retain the services of an Emergency Manager, as well as any other authorized personnel, with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of NEMCo must be approved in advance by the NEMCo Board. The NEMCo Board shall meet in the third quarter of each calendar year to approve and finalize the operating budget for the following calendar year.

10. Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of 2025. The Lead Agency shall not send a bill, invoice, or reminder.

11. Cost Sharing. Each Party shall be responsible for its own internal costs of participating in NEMCo, such as costs for staff time and facilities used for pre-emergency planning, training, and meeting. All costs incurred by the Lead Agency on behalf of NEMCo shall be shared as follows:

| Party | Total | LFP | Kenmore | KCFD16 |
|---|---|---|---|---|
| Percentage Share (for Term) | 100% | 45.89% | 45.89% | 8.3% |
| 2025 Operating Budget | $182,722 | $ 83,861 | $83,861 | $15,000 |

12. Finance and Accounting Services. As an additional contribution to NEMCo the Lead Agency will provide finance and accounting services for the Parties, at its own cost, according to this Agreement, and will maintain a separate fund in its accounting system for this purpose.

16. Reconciliation. Within thirty (30) days after the end of the Term, the Lead Agency shall prepare and deliver to the Parties a reconciliation of expenditures and fees collected for the previous calendar year. Any surplus resulting from the reconciliation for 2024 shall be either shared by the Parties proportionally, based on the cost-sharing percentages in Section 14 above, shall be credited against the following year's contributions to NEMCo, based on the proportional cost-sharing percentages. The NEMCo Board shall decide which option shall be used during the third quarter budget discussion noted in Section 12 above. Any surplus resulting from the reconciliation for 2025 shall be shared by the Parties proportionally based on the cost share percentage in Section 14.

13. Ownership of Property. Except as agreed otherwise by the Parties in writing, the title to property owned by a Party and used by NEMCo shall not be transferred to NEMCo or any other Party. The Parties must agree unanimously in advance to the acquisition or lease of new property purchased as part of the overhead for NEMCo discussed in Section 12 above. Unless agreed otherwise by the Parties, such property shall be jointly owned by all Parties and be operated under the oversight of the Emergency Manager. Said property will be inventoried annually by the Emergency Manager, who will provide a report of this inventory during the third quarter NEMCo

Board meeting. Upon the end of the Term, the Parties agree that all assets inventoried by the Emergency Manager shall be returned to the Party that owns them. The Parties agree to dispose of jointly-owned property acquired by NEMCo in a mutually agreeable manner and based on the proportional cost-sharing percentages set forth in Section 14.

14. Joint Emergency Operations Center (EOC). Whenever an EOC activation is necessary in response to a natural or human caused disaster within the city boundaries of LFP or Kenmore, the Parties agree to operate together from a joint facility. Shoreline Fire Station 51, property of KCFD16, has been identified as the primary EOC location, with LFP City Hall being identified as the secondary EOC location. A tertiary EOC location will be maintained at Kenmore City Hall, however this EOC system will be designed to be a mobile EOC to allow for the maximum potential for all Parties to maintain the continuity of operations and/or government during a disaster event. Activation of the EOC should occur whenever circumstances warrant it or when requested by one or more of the Parties. The Emergency Manager will be responsible for maintaining the functionality of all EOC locations, as well as developing and advising the Parties on critical incidents that would warrant various levels of EOC activation.

15. Emergency Management Plans and Programs. To provide a more comprehensive response to a natural or human caused disaster within the boundaries of LFP or Kenmore, the Parties agree that regional emergency management plans, to include a Regional Comprehensive Emergency Management Plan, and emergency response programs, such as the maintenance of a corps of volunteer emergency workers, shall be coordinated by NEMCo. It will be the responsibility of the Emergency Manager to maintain any applicable plans and programs, as well as supervise, train, and retain a group of volunteer emergency workers utilizing FEMA supported programs such as Community Emergency Response Team, Radio Amateur Civil Emergency Service, or Auxiliary Communications Services.

16. Administrative Services. In addition to the space for the primary EOC mentioned in Section 18 above, KCFD16 agrees to provide NEMCo and its authorized personnel with suitable office space, storage for NEMCo property and EOC equipment, appropriate training areas for the education of the community and volunteer corps, and administrative support from its staff, to include the use of community office supplies, printers, and internet. In exchange for these services, KCFD16 will pay a reduced portion of the cost-sharing as reflected in Section 14 above.

17. Mutual aid. During an emergency, each Party, via an authorized representative or through the Emergency Manager, is authorized to request assistance from any other Party for services outside of the regular roles and municipal duties of that Party. The requested Party is not obligated to fulfill any request, but if assistance is rendered, the requesting Party shall pay for the assistance on a time, equipment, and material basis.

18. Regular Agency Operations. Each Party shall continue to fulfill its respective municipal functions and duties without reimbursement from any other Party to this Agreement. Although the Parties are administering and coordinating their emergency management plans and programs under this Agreement, each Party shall retain full responsibility, discretion, and control over the application of these emergency plans, programs, and resources within their jurisdiction.

19. Indemnification. Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless, and indemnify each other Party, its officers, elected officials, agents, and employees while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damage, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's Participation and obligations under this Agreement. Each Party agrees that its obligations under this section extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the Industrial Insurance Act provisions of Title 51 RCW.

20. No Third-Party Beneficiaries. This Agreement is for the sole benefit of the Parties. No other persons shall be deemed to have any rights in, under, or to this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement.

**CITY OF LAKE FOREST PARK**

**By:** Tom French (Dec 13, 2024 17:52 PST)

**Printed Name:** Tom French

**Title:** Mayor

**Date:** 12/13/2024

**CITY OF KENMORE**

**By:** Rob Karlinsey (Dec 13, 2024 16:24 PST)

**Printed Name:** Rob Karlinsey

**Title:** City Manager

**Date:** 12/13/2024

**KING COUNTY FIRE DISTRICT NO. 16**

**By:** Matt Cowan (Dec 16, 2024 11:29 PST)

**Printed Name:** Matt Cowan

**Title:** Fire Chief

**Date:** 12/16/2024

# Interlocal Agreement for Regional Emergency Management

**Kenmore**
**Lake Forest Park**
**King County Fire District 16**

This interlocal agreement for regional emergency management ("Agreement") is made pursuant to the interlocal cooperation act, chapter 39.34 RCW, by and between the following parties.

- The City of Lake Forest Park, a Washington State municipal corporation, ("LFP")
- The City of Kenmore, a Washington State municipal corporation, ("Kenmore")
- King County Fire District No. 16, a Washington State special purpose district and municipal corporation, ("KCFD16")

LFP, Kenmore, and KCFD16 are also referred to collectively as "Parties" and individually as "Party."

The Parties hereby agree as follows:

## RECITALS:

A. The Parties entered into an agreement December 2024 for the purpose of regional emergency management to provide a mechanism for the effective administration and coordination of emergency management plans and programs ("Agreement").

B. The Agreement needs to be amended to extend the duration of the agreement, reflect changes in contribution payments, timing of reconciliation of expenditures and eliminate formation of a community based advisory committee.

C. In order to make these changes, the Agreement needs updating.

## FIRST AMENDMENT TO AGREEMENT:

1. **Amendment.** Section 2 of the Agreement is hereby amended to read as follows:

   Effective Date and Duration. This Agreement shall take effect January 1, 2025. This Agreement shall remain in effect for a period of ~~12~~ 24 months (December 31, 2026, ~~2025~~) ("Term"). This Agreement replaces the Interlocal Agreement effective between the Parties on January 1, 2017.

2. **Amendment.** Section 8 of the Agreement is hereby amended to read as follows:

Governance. A decision-making body, called the "NEMCo Board of Directors" or "NEMCo Board," shall govern and administer this Agreement and direct the Emergency Manager's actions, functions, and duties to ensure consistency with the terms and conditions of this Agreement, applicable Comprehensive Emergency Management Plans, and other Emergency Management Papers, pursuant to RCW 38.52. Each Party shall appoint a representative to the NEMCo Board and meet at least quarterly. The NEMCo Board may also meet at other times as is determined by its members and, at the request of one Party for a special or emergency meeting, the NEMCo Board shall meet within a reasonable time after the request. The NEMCo Board meetings shall operate in accordance with the traditional 'Robert's Rules of Order' and strive to make decisions by consensus. Voting shall be on a 'one Party, one vote' basis. Other than votes to increase NEMCo's operating budget or expenditures, which require unanimous vote, voting that results in a tie shall be resolved by a weighted vote, using the percentage share of Section 14. All NEMCo Board of Director meetings shall comply with all provisions of the Washington Open Public Meetings Act and Public Records Act. Ch. 42.30 RCW and Ch. 42.56 RCW. ~~A community based advisory committee, called the "Northshore Emergency Management Council" or "NEMCo Council," shall be formed and administered by the Emergency Manager. The NEMCo Council will be comprised of business leaders, emergency service providers, school representatives, community associations, and other key community members from throughout the joint jurisdictions of the Parties. The NEMCo Council will meet quarterly, under the direction of the Emergency Manager, to discuss and coordinate emergency preparedness efforts with a focus on ensuring a comprehensive and holistic approach to emergency management throughout the jurisdiction of the Parties.~~

3. **Amendment:** Section 9 of the Agreement is hereby amended to read as follows:

   Operating Budget. NEMCo's operating budget of $182,722 for 2025 and $190,032 for 2026 consists of the costs necessary to employ and retain the services of an Emergency Manager, as well as any other authorized personnel, with approved salary, benefits, and overhead. Any other costs incurred by the Lead Agency or any Party for or on behalf of NEMCo must be approved in advance by the NEMCo Board. The NEMCo Board shall meet in the third quarter of each calendar year to approve and finalize the operating budget for the following calendar year.

4. **Amendment:** Section 10 of the Agreement is hereby amended to read as follows:

   Contribution Payments. The non-Lead Agency Parties shall pay their respective shares of the approved annual operating budget to the Lead Agency by January 31st of 2025 and January 31st of 2026. The Lead Agency shall not send a bill, invoice, or reminder.

5. **Amendment**: Section 11 of the Agreement is hereby amended to read as follows:

   Cost Sharing. Each Party shall be responsible for its own internal costs of participating in NEMCo, such as costs for staff time and facilities used for pre-emergency planning,

training, and meeting. All costs incurred by the Lead Agency on behalf of NEMCo shall be shared as follows:

| Party | Total | LFP | Kenmore | KCFD16 |
|---|---|---|---|---|
| Percentage Share (for Term) | 100% | 45.89% | 45.89% | 8.3% |
| 2025 Operating Budget | $182,722 | $ 83,861 | $83,861 | $15,000 |

| Party | Total | LFP | Kenmore | KCFD16 |
|---|---|---|---|---|
| Percentage Share (for Term) | 100% | 45.89% | 45.89% | 8.3% |
| 2026 Operating Budget | $190,032 | $ 87,216 | $87,216 | $15,600 |

6. **Amendment:** Section 16 of the Agreement is hereby amended to read as follows:

   Reconciliation. Within thirty (30) days after the end of the Term, the Lead Agency shall prepare and deliver to the Parties a reconciliation of expenditures and fees collected for the previous calendar year. Any surplus resulting from the reconciliation for 2024 and 2025 shall be either shared by the Parties proportionally, based on the cost-sharing percentages in Section 14 above, shall be credited against the following year's contributions to NEMCo, based on the proportional cost-sharing percentages. The NEMCo Board shall decide which option shall be used during the third quarter budget discussion noted in Section 12 above. Any surplus resulting from the reconciliation for 2025 and 2026 shall be shared by the Parties proportionally based on the cost share percentage in Section 14.

7. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

8. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this

Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.

9. **Effective date**. This Amendment shall be effective as of January 1, 2026

DATED this 15 day of December, 2025.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement.

**CITY OF LAKE FOREST PARK**
**By:** Thomas French
Thomas French (Dec 16, 2025 15:09:03 PST)
**Printed Name:** thomas french
**Title:** Mayor

**CITY OF KENMORE**
**BY:** Teri P. Killgore
Teri Killgore (Dec 16, 2025 14:14:21 PST)
**Printed Name:** TeriKillgore
**Title:** City Manager

**KING COUNTY FIRE DISTRICT NO. 16**
**By:** Matt Cowan
Matt Cowan (Dec 15, 2025 10:56:36 PST)
**Printed Name:** Matt Cowan
**Title:** Fire Chief

# Amendment No. 1 to NEMCo Agreement

Final Audit Report 2025-12-16

| | |
|---|---|
| Created: | 2025-12-15 |
| By: | Michelle Kang (mkang@kenmorewa.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAw_XkQkVCVXq9xpXULPX35sj6nkuXI581 |

## "Amendment No. 1 to NEMCo Agreement" History

Document created by Michelle Kang (mkang@kenmorewa.gov)
2025-12-15 - 4:57:13 PM GMT

Document emailed to Teri Killgore (tkillgore@kenmorewa.gov) for signature
2025-12-15 - 4:57:16 PM GMT

Document emailed to Thomas French (tfrench@cityoflfp.gov) for signature
2025-12-15 - 4:57:17 PM GMT

Document emailed to Mike Cowan (mcowan@shorelinefire.com) for signature
2025-12-15 - 4:57:17 PM GMT

Email viewed by Mike Cowan (mcowan@shorelinefire.com)
2025-12-15 - 6:54:19 PM GMT

Signer Mike Cowan (mcowan@shorelinefire.com) entered name at signing as Matt Cowan
2025-12-15 - 6:56:34 PM GMT

Document e-signed by Matt Cowan (mcowan@shorelinefire.com)
Signature Date: 2025-12-15 - 6:56:36 PM GMT - Time Source: server

Email viewed by Thomas French (tfrench@cityoflfp.gov)
2025-12-15 - 11:38:33 PM GMT

Document e-signed by Thomas French (tfrench@cityoflfp.gov)
Signature Date: 2025-12-15 - 11:39:00 PM GMT - Time Source: server

Email viewed by Teri Killgore (tkillgore@kenmorewa.gov)
2025-12-16 - 0:11:50 AM GMT

Document e-signed by Teri Killgore (tkillgore@kenmorewa.gov)
Signature Date: 2025-12-16 - 10:14:21 PM GMT - Time Source: server

Agreement completed.

2025-12-16 - 10:14:21 PM GMT

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | Noavember 12, 2026 |
| **Originating Department** | Executive |
| **Contact Person** | Phillip Hill, City Administrator |
| **Title** | Resolution 26-2114/Authorizing the Mayor to Sign the Professional Services Agreement for 2027-2028 State Legislative Advocacy Services with Gordon Thomas Honeywell Government Relations |

## Legislative History

- First Presentation – November 12, 2026

## Attachments:

1. Resolution 26-2114/Authorizing Mayor to Sign the Agreement for 2027-2028 State Legislative Advocacy Services with Gordon Thomas Honeywell Government Relations
2. Consultant Contract (Exhibit A to Resolution)

## Executive Summary

The City needs the support of the state as a funding partner for its future transportation and infrastructure projects. A state government affairs advocate provides the City a better opportunity to receive state support for projects that will benefit Lake Forest Park. The City has worked with a state government relations advocate for several years and has been successful in obtaining funding for a variety of projects. The Administration has negotiated a contract with Gordon Thomas Honeywell Government Relations (GTH) for state advocacy services in 2027 and 2028. Shelly Helder with GTH will serve as the consultant. This City has worked with GTH for more than 10-years. The proposed contract annual fee for each year is $40,104 which reflects a 3% inflation adjustment over the 2025 – 2026 contract.

## Background

GTH has been instrumental in the City receiving funding for fish culverts on Lyon Creek, Five Acre Woods acquisition, construction funding for the SR 104 & 40th Place NE roundabout, Lakefront Property acquisition, and has been instrumental in messaging the city's position and effectuating change in traffic camera legislation and legislation related to one size fits all middle housing legislation.

Since the City began contracting with GTH, it has received over $5 million in direct appropriations from the state. The positive relationships and the momentum created by GTH effort positions City for a successful 2027 and 2028 session.

The full scope of work is included as Exhibit A of the proposed agreement.

**Fiscal & Policy Implications**

The proposed 2027-2028 contract includes a 3% annual fee increase compared to the 2025-2026 contract. The proposed 2027-2028 budget provides funding for this contract in the Surface Water Utility and Transportation Capital Fund. If the City does not wish to continue the contract it may terminate the contract with 30 days' notice.

**Staff Recommendation**

Ask questions of the administration and request any additional information.

**RESOLUTION NO. 26-2114**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT FOR 2027 AND 2028 STATE LEGISLATIVE ADVOCACY SERVICES WITH GORDON THOMAS HONEYWELL GOVERNMENT RELATIONS**

---

**WHEREAS,** the City desires to obtain state governmental affairs services to support its legislative priorities; and

**WHEREAS,** public convenience and necessity require the City to obtain the services of a consultant with experience; and

**WHEREAS,** the City Council desires to enter into a contract with Gordon Thomas Honeywell Government Relations for state government affairs support; 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 Lake Forest Park authorizes the Mayor to sign the contract with Gordon Thomas Honeywell Government Relations for state government affairs support in substantially the form attached as Exhibit A.

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

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

APPROVED:

_____
Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2114

Exhibit A – GTH-Gov 2027

# CITY OF LAKE FOREST PARK
# PROFESSIONAL SERVICES AGREEMENT

**Agreement Title:** State Government Affairs Consultant Contract – 2027 & 2028

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

| | |
|---|---|
| Consultant Business: | Gordon Thomas Honeywell Government Relations |
| Consultant Address: | 1201 Pacific Ave., Suite 2200, Tacoma, WA 98401 |
| Consultant Phone: | 253-620-6500 |
| Consultant Fax: | 253-620-6565 |
| Contact Name | Shelly Helder |
| Consultant e-mail: | shelder@gth-gov.com |
| Federal Employee ID No.: | |
| Authorized City Representative for this contract: | Phillip Hill, City Administrator |

**WHEREAS**, the City desires to obtain state government affairs services to support its legislative priorities for 2027 and 2028; and

**WHEREAS,** public convenience and necessity require the City to obtain the services of a consultant with experience; and

**WHEREAS,** the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

**WHEREAS,** the City desires to engage the Consultant.

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

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

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

The project manager(s) of the Work shall be Shelly Helder and Briahna Murray. The project manager(s) shall not be replaced without the prior written consent of the City.

Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2028, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

**2. Compensation.**

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed forty thousand, one hundred and four ($40,104.00) annually as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

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

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

**3. Request for Payment.**

A. Not more than once every thirty days the Consultant shall send electronically to Account Payable, AP@cityoflfp.gov its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

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

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

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

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

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

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

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

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

**8. Insurance.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**18. Notices.**

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

City of Lake Forest Park
Attn: Phillip Hill, City Administrator
17425 Ballinger Way NE
Lake Forest Park, WA 98155

B. Notices to the Consultant shall be sent to the following address:
Gordon Thomas Honeywell Government Relations
Attn: Shelly Helder
1201 Pacific Ave., Suite 2200
Tacoma, WA 98401
shelder@gth-gov.com

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

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

**IN WITNESS WHEREOF**, the City and Consultant have executed this Agreement as of the date first above written

| | ***CONSULTANT:*** |
|---|---|
| **CITY OF LAKE FOREST PARK WASHINGTON**<br><br>By: _____<br>Thomas French, Mayor<br>_____<br>Date | **Gordon Thomas Honeywell Government Relations**<br><br>By<br>_____<br>Briahna Murray<br><br>Its_____<br>Date: _____ |
| ATTEST:<br><br>_____<br>Evelyn Jahed, City Clerk<br>Date:<br>_____ | |
| APPROVED AS TO FORM:<br><br>_____<br>Kim Adams Pratt, City Attorney<br>Date: _____ | |

EXHIBIT A
SCOPE OF WORK

- Register at the City's lobbyist with the Public Disclosure Commission.
- Assist the city in developing its 2027-28 legislative agenda.
- Lobby to advance items on the city's 2027-28 legislative agenda, with emphasis on securing funding for city projects.
- Monitor state legislation that impacts cities and provide comprehensive bill tracking.
- Monitor actions by state agencies, such as Department of Fish and Wildlife, regarding culvert studies and funding.
- Strengthen relevant legislative relationships between the City, state legislators, and executive offices.
- Meet with the City's legislative delegation on a regular basis before, during, and after the legislative session.
- Meet with key legislators, including relevant committee chairs, before, during and after the legislative session.
- Brief City officials on legislative activity and attend City Council and City staff meetings as requested by the City Administrator or designee.
- Schedule appointments for City officials to meet with the City's legislative delegation and key legislators during visits to Olympia.
- Provide the City with routine written reports during the Legislative Session and daily communication via phone and email as needed.
- Coordinate with the Association of Washington Cities, and other stakeholder groups, as appropriate to advancing the city's legislative priorities.
- Present an end-of-session report that recaps the legislative session in full.
- In the interim months, assist the city in amending its 2027-28 legislative agenda to reflect changes from the 2027 Session, and prepare for the 2028 session and funding cycle.

EXHIBIT B
FEE SCHEDULE

| | |
|---|---|
| January 2027 – State Government Affairs Services | $3,342.00 |
| February 2027 – State Government Affairs Services | $3,342.00 |
| March 2027 – State Government Affairs Services | $3,342.00 |
| April 2027 – State Government Affairs Services | $3,342.00 |
| May 2027 – State Government Affairs Services | $3,342.00 |
| June 2027 – State Government Affairs Services | $3,342.00 |
| July 2027 – State Government Affairs Services | $3,342.00 |
| August 2027 – State Government Affairs Services | $3,342.00 |
| September 2027 - State Government Affairs Services | $3,342.00 |
| October 2027 - State Government Affairs Services | $3,342.00 |
| November 2027 - State Government Affairs Services | $3,342.00 |
| December 2027 - State Government Affairs Services | $3,342.00 |
| **2027 Total** | **$40,104.00** |

| | |
|---|---|
| January 2028 – State Government Affairs Services | $3,342.00 |
| February 2028 – State Government Affairs Services | $3,342.00 |
| March 2028 – State Government Affairs Services | $3,342.00 |
| April 2028 – State Government Affairs Services | $3,342.00 |
| May 2028 – State Government Affairs Services | $3,342.00 |
| June 2028 – State Government Affairs Services | $3,342.00 |
| July 2028 – State Government Affairs Services | $3,342.00 |
| August 2028 – State Government Affairs Services | $3,342.00 |
| September 2028 - State Government Affairs Services | $3,342.00 |
| October 2028 - State Government Affairs Services | $3,342.00 |
| November 2028 - State Government Affairs Services | $3,342.00 |
| December 2028 - State Government Affairs Services | $3,342.00 |
| **2028 Total** | **$40,104.00** |

# CITY OF LAKE FOREST PARK
# CITY COUNCIL
# AGENDA COVER SHEET

| | |
|---|---|
| **Meeting Date** | 11/12/2026 |
| **Originating Department** | Executive |
| **Contact Person** | Phillip Hill, City Administrator |
| **Title** | 2027-2028 State Legislative Agenda |

**Legislative History**

- First Presentation — 09/17/2026 – Legislative Steering Committee
- Second Presentation — 11/05/2026 – City Council Regular Meeting

**Attachments:**

1. Proposed 2027-2028 State Legislative Agenda

**Executive Summary**

Before Council is the proposed 2027-2028 State Legislative Agenda, outlining the top priorities of the City. The priorities are either projects of a regional nature in need of financial support or focused on State policies that have local implications.

**Background**

Prior to upcoming legislative sessions, the City Council adopts a legislative agenda reflecting the priorities of the City and its support of elements of the Association of Washington Cities' and Sound Cities Association legislative agendas that best serve the interests of the City.

The City's Legislative Steering Committee, consisting of the Mayor, Deputy Mayor, Council Vice-Chair, City Administrator, and Finance Director meet with Shelly Helder, Gordon Thomas Honeywell Government Relations, to craft a draft legislative agenda. The draft document is based on discussions between the Mayor and Council throughout the year, regarding priorities of the City.

**Fiscal & Policy Implications**

N/A

**Alternatives**

| *Options* | *Results* |
| --- | --- |
| • | |
| • | |
| | |

**Staff Recommendation**

Review the 2027-2028 State Legislative Agenda and provide feedback.

# City of Lake Forest Park
# State Legislative Agenda 2027-2028

## Maintenance of State Route 104

State Route 104 is a critical corridor that divides the city, yet it is in poor condition and poses safety risks for drivers, bicyclists, and pedestrians. With more than 7,200 vehicles traveling the route each day and 57 crashes over the past five years, the need for investment is clear. WSDOT estimates pavement rehab, including ADA and Complete Streets improvements, will cost $7.5 million, though basic maintenance is estimated at roughly $2 million. The project is not yet on WSDOT's 6 year plan meaning relief is more than 6 years away. Because SR 104 is a state facility, the city cannot undertake the work itself. We urge the state to prioritize funding for this highway and the residents who depend on it every day.

## Park Restrooms

Parks are among the most heavily used public assets but all of LFP's parks lack a basic amenity that determines whether visitors can comfortably stay and fully enjoy them: restroom access. Research consistently shows that access to clean public restrooms extends visitation, improves accessibility for families, seniors, and people with disabilities, and helps ensure parks can be fully utilized by the public. To remedy this, the City proposes installing single-occupancy restrooms at three of the most utilized park facilities: Animal Acres Park, Horizon View Park, and Five Acre Woods Park. The total project cost is $775,000, and the City requests a $600,000 state capital budget investment to help ensure these parks serve residents of all ages and abilities.

## City Financial Challenges

LFP is confronting a growing fiscal crisis as the cost of providing essential public safety services far outpaces the revenue tools available to fund them. Over the past four years, inflation has increased costs by 24%, while expenses outside the city's control have risen by $284,000 for 911 dispatch, $281,787 for jail services, $122,269 for mental health crisis response, and $106,488 for prosecution services. Yet the city's property tax revenue growth is limited to just $35,141. We urge the state to provide sustainable fiscal support and modernize local revenue tools so cities can continue delivering the essential services residents rely upon.

## Policy Positions

**Affordable Housing:** LFP supports the expansion of tools and resources for development of affordable housing at the 30-50% AMI range.

**Fish Culverts:** LFP requests reappropriation of the previously awarded $1.2 million to complete the Lyon Creek Fish passage project and supports state policies that lower project costs and to aid in timely removal of fish blocking barriers.

**Neighborhood Cafes:** LFP supports establishment of statewide standards related to the establishment of neighborhood cafes.

**Route Jurisdiction Transfer:** LFP supports improving the process to transfer state highways from WSDOT to local ownership and control when requested by and mutually agreed upon with the receiving jurisdiction.

**Utility Costs:** LFP supports policies that reduce utility costs for residents, including but not limited to authorizing the use of porch solar programs.

*Lake Forest Park supports those elements of the Association of Washington Cities' Legislative Agenda, Sound Cities Association Agenda, and SeaShore Transportation Forum that best serve the interests of the City.*

DRAFT

*Mayor*
Tom French

17425 Ballinger Way NE
Lake Forest Park, WA 98155-5556
Phone: 206-368-5440
Fax: 206-364-6521
Email: cityhall@cityofLFP.gov
www.cityofLFP.gov

Tracy Furutani
Larry Goldman
Paula Goode
Matt Muilenburg
Semra Riddle
Josh Rosenau
Ellyn Saunders

November 9, 2026

King County Council
516 Third Avenue, Room 1200
Seattle, WA 98104

RE: King County Metro Route 372

Dear County Councilmembers and County Executive Girmay Zahilay:

We, the undersigned, are elected bodies, individual elected officials, and community activists writing to support proposed Ordinance 2026-0218, which would restore service for Metro Route 372 and thus provide a critical transit option for the residents of our communities. We already wrote a letter to this body earlier this summer, and will aim to summarize the relevant points here.

We are avid transit supporters and want to see Metro design a system that complements Sound Transit and serves the community. Our concern is that, taken together, Metro's and Sound Transit's changes have left riders with worse service. There is no longer any all-day direct bus service between Lake City and Lake Forest Park/Kenmore/Bothell (Northshore communities).

We have heard from constituents that the new routing has made it harder to reach the UW Seattle campus, especially the central campus near Stevens Way. What was a direct bus became a bus to a Link station, followed by a Link trip to University District Station, followed by a substantial walk or another bus to central campus. To put it bluntly, asking people to switch from a one-seat trip to a three-seat trip has led to more people driving and higher greenhouse gas emissions, which none of us want. There are similar challenges for residents trying to access grocery stores and pharmacies, of which there have been numerous recent closures along the corridor. We are glad that Metro is studying the ridership along the SR522 corridor. Anecdotally, we have observed that a significant portion of route 72 riders get off at the Lake City Way / 145th Street stop rather than continuing to ride to Shoreline South Station. If this is supported by the data, it would indicate that the new route 72 is not fully meeting ridership needs.

We request that route 372 be restored, as the amendment states, between UW, Lake City, and the Northshore communities. We are mindful that Metro has limited resources, and we would be supportive of ways to ensure that routes 72 and 372 are not overly duplicative with each other. For example, by maintaining the very frequent service on the trunk between UW-Seattle and 145th Street (combined 72 + 372), while having less frequent branches along 145th Street (72) and SR522 (372). This would maintain Metro's level of service while also restoring connectivity and vibrancy for these cities and neighborhoods.

Thank you for your consideration of this proposal and for your continued work to connect our communities.

Sincerely,

On behalf of the City Council of the City of Lake Forest Park

Mayor Thomas French

On behalf of the City Council of the City of Kenmore

Mayor Nigel Herbig

# City Administrator Report

**City of Lake Forest Park**

Date: November 12, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

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

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

## I. Intergovernmental and local issues update

**Police Department**

From October 14 to November 4, 2026, Lake Forest Park Police Department Patrol Officers, Detectives, and Support Services Officers responded to a total of 568 calls for service. These calls included both incidents dispatched by NORCOM and officer-initiated activities. The breakdown below summarizes the types of calls handled during this reporting period:

| | |
|---|---|
| 45 | Behavioral Health Incident |
| 1 | Narcotics investigations |
| 12 | Disturbance |
| 1 | Assault |
| 1 | Domestic Violence Incident |
| 1 | Order violation |
| 2 | Soliciting without permit |
| 4 | Suicide/Suicide Attempt |
| 1 | Death Report |
| 34 | Suspicious Incident |
| 1 | Illegal dumping |
| 2 | Sex Offenses |
| 11 | Theft/Forgery |
| 23 | Warrant Arrest |
| 3 | Harassment |

4 Missing person
3 Juvenile Incident
3 Possession of Stolen Property
84 Request for assistance (by community members, fire department, other police agencies, etc.)
200 Traffic stops, traffic accidents and traffic related calls
132 Miscellaneous calls (alarms, foot patrol, property lost & found, animal problem, etc.)

Lake Forest Park Traffic Safety

**Collisions:**

- On October 24, in the 17800blk of 47th AVE NE, a young driver was taking a drink of their coffee when they lost control of their vehicle and drove straight into a power pole. The airbags were deployed but no injuries were reported.

**Traffic Emphasis:**

- 37th Ave NE from Ballinger Way to NE 195th
- 15100blk of 37th AVE NE
- 19000blk of 35th AVE NE – Radar Trailer on site
- 3200blk of NE 195th ST _ Radar Trailer on site
- 15800blk of 40th PL NE
- 165th and Beach Dr.
- All School Zones

**Motor Unit:**

Congradulations to Ofc. Kelly on completion of Motor Training. He has also completed his post training and is already making contacts with residents.

**Traffic General:**

- A vehicle was seen blocking the HOV lane. When an Officer arrived, an elderly man was trying to find his sister's house but was having issues getting Google Maps to work. The Officer helped him get Google Maps to work and sent him on his way.

# Public Works Department

Public Works staff have continued to address routine maintenance, seasonal preparation, roadway safety, and facility and park improvements throughout the city. The engineering team is working on multiple planning and design projects. Recent activities include the following:

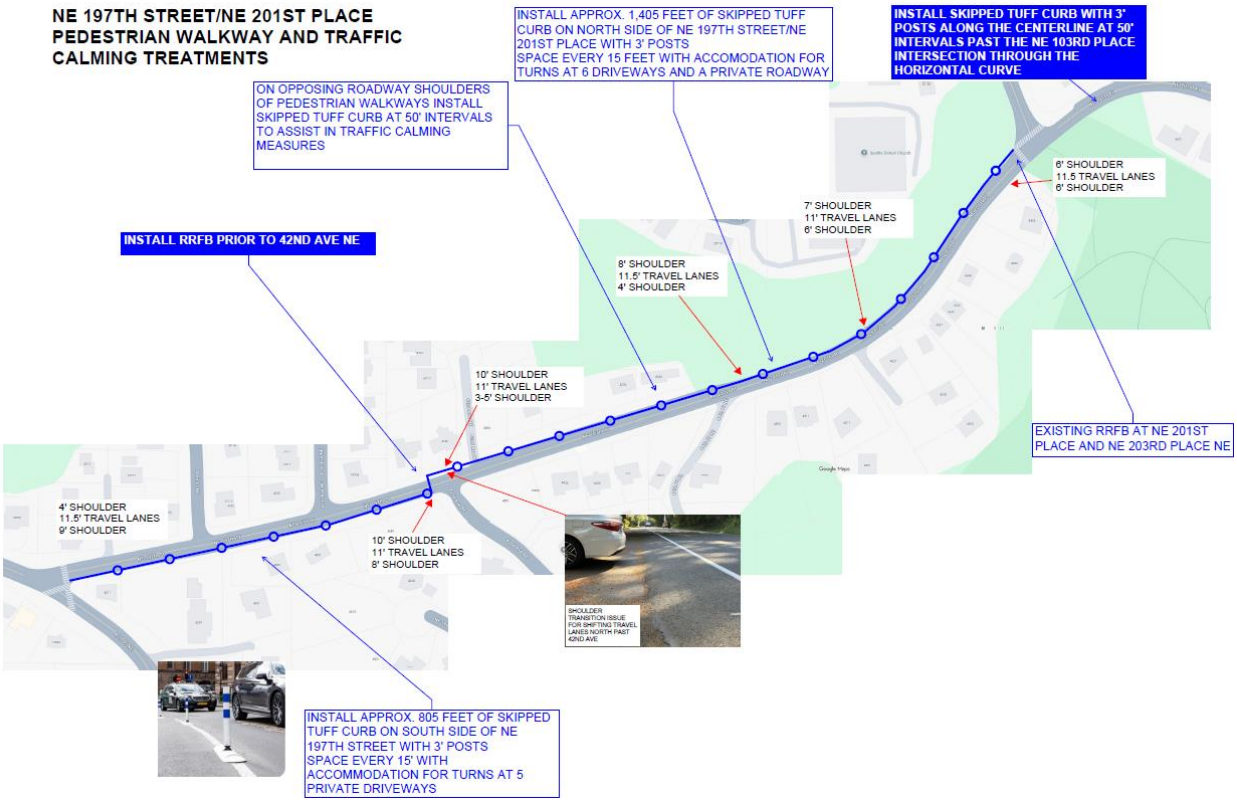
## Engineering

### NE 197th Street / NE 201st Place Pedestrian Walkway and Traffic Calming Project – Progress Update

The city has made progress toward implementing the first phase of pedestrian safety and traffic-calming improvements along NE 197th Street and NE 201st Place. King County Roads has agreed to serve as the City's contractor for the work. Although King County was unable to complete the improvements during the 2026 construction season, the city is coordinating with the County to schedule construction during the first half of 2027.



The first phase will take a slightly different approach to traffic calming, using a combination of skipped Tuff Curb installations and reflective visual barriers (RRFBS) to help define the pedestrian walking areas, increase driver awareness, and encourage slower vehicle speeds. The proposed improvements include approximately 1,405 feet of skipped Tuff Curb along the north side of NE 197th Street/NE 201st Place and approximately 805 feet along the south side of NE 197th Street. The installations will include regularly spaced posts, with accommodation for access to private driveways and turning movements.




The project will also include Rectangular Rapid Flashing Beacons (RRFBs) at the pedestrian crossing near 42nd Avenue NE to improve crossing visibility and driver awareness.

This work represents the initial phase of a larger effort to improve pedestrian safety and traffic conditions along the corridor. In future phases, the city will continue evaluating opportunities for additional shoulder improvements and a potential extension of the pedestrian walkway to further improve connectivity and pedestrian access.

**L90 Culvert Replacement Project – Progress Update**

The city continues to move forward with the L90 Culvert Replacement Project, which will address the undersized culvert carrying Lyon Creek beneath NE 185th Street near the intersection of SR 104 and 35th Avenue NE. The existing culvert creates a barrier to fish passage, and its replacement is intended to improve fish passage and meet current design standards.

The project is currently in the design phase, and the current schedule anticipates completion of design in late 2027 or early 2028, with construction planned for the 2028 summer fish window.

On October 29, 2026, the city hosted a community meeting to discuss the project and gather neighborhood input regarding the future configuration of the intersection and surrounding roadway. The meeting provided a valuable opportunity to hear directly from residents about their experiences, concerns, and priorities for the area.

The city received excellent feedback and learned a great deal from community members about neighborhood access, traffic patterns, and their needs for the intersection. This input will help inform the design process. No final intersection configuration has been selected at this stage, however based on input the city does not anticipate there will be changes to the intersection layout or function.

A community survey remains available for residents who were unable to attend the meeting or who would like to provide additional feedback. The city encourages continued participation as we work through the design process.

L90 Culvert Project | Lake Forest Park, WA - Official Website

The city appreciates everyone who took the time to attend the meeting and share their perspectives. We will be following up with the community soon with an update on the feedback received and the next steps in the project.

Public works engineering team have been awarded $157,750 n grant funding from the Transportation Improvements Board for improvements to the 178th street corridor improvement project.

## Streets, Roads & Right-of-Way Maintenance

- Vegetation Maintenance and Sight-Line Improvements: Public Works staff have been working with property owners to address overgrown vegetation that impacts roadway visibility and impedes sight distance. This work is intended to improve safety for motorists, pedestrians, and cyclists. Residents are reminded that, pursuant to Lake Forest Park Municipal Code 12.02.120, maintenance of vegetation adjacent to public streets and sidewalks is the responsibility of the abutting property owner. This includes keeping trees, shrubs, and other vegetation properly trimmed to maintain adequate sight distance and ensure safe passage along public rights-of-way. The City appreciates the cooperation of property owners in helping maintain safe and accessible streets and pathways throughout the community.
- Illegal Dumping: Removed illegally dumped items from City rights-of-way and public areas.
- More Illegal Dumping: Public Works staff investigated a report of illegal dumping of paint into a stormwater catch basin. There was evidence of white paint on the storm drain, however it had already moved out of our system and into the natural waterways by the time we arrived. Staff followed up with contractors performing work in the surrounding area. This serves as an important reminder that only rain should go down the storm drain. Paint, chemicals, and other pollutants will travel through the stormwater system into local streams, lakes, and ultimately Puget Sound, harming fish and other aquatic life.




- Street Sweeping: Continued extra fall street sweeping to maintain clean roadways and remove accumulated debris. Sir Sweeps-A-Lot is staying busy. https://www.facebook.com/share/v/14t6b5qmpQj/
- Ditch and Shoulder Maintenance: Performed ditch cleanout and roadway shoulder maintenance to improve drainage, maintain roadside conditions, and support roadway safety.

## Parks & Recreation

- Routine Park Maintenance: Continued seasonal mowing and general grounds maintenance throughout City parks.
- LFPE Tennis Courts: Installed new benches at the tennis courts and working with an electrician to find parts and complete repairs to the court lighting to improve the amenities and usability of the facility.

## Facilities, Fleet & Equipment

- City Hall Maintenance: Completed various facility maintenance tasks at City Hall to support the ongoing upkeep and functionality of City facilities.
- Winter Preparation: Conducted shop cleanup and organization in preparation for the winter maintenance season, ensuring equipment and work areas are ready for seasonal operations. Still a long way to go on this task.
- Vehicle Key Management: Organized vehicle keys and completed organizational improvements to support fleet access and day-to-day operations.

## Emergency Response & Public Safety

- Roadway Safety Repairs: Removed broken C-curbing along SR 522 in response to an after hours call.
- Completed a temporary repair of the damaged extruded curb on Hamlin Road to address immediate safety concerns.

- Lumen Manhole Failure – SR 522: Responded to an emergency involving a failed Lumen manhole on SR 522. Public Works staff implemented traffic control and temporary safety measures to protect the traveling public and address the immediate roadway hazard while the issue is being addressed.




## Republic Services News

Sunday, November 15 is America Recycles Day, a national environmental awareness observance held every year. It encourages individuals, schools, businesses, and communities to improve recycling habits, reduce waste, and support responsible materials management.




Recycling in the U.S. has grown from under 7% in 1960 to about 32% today, with national goals aiming for a 50% recycling rate by 2030. Recycling and reuse activities support approximately 681,000 jobs, $37.8 billion in wages, and $5.5 billion in tax revenues annually.
Ways to Participate

- Conduct a home or workplace waste audit
- Learn local recycling rules
- Join community cleanup or collection events
- Promote recycling education at school or work
- Share efforts on social media using #AmericaRecyclesDay

America Recycles Day 2026 continues the long-standing national effort to improve recycling behavior and reduce waste across communities.

## I. Internal City Information

## II. Council Information

## III. Response to Citizen and Council Comments

## IV. Contract Reporting

No new contracts to report.

## V. Legislative Update

## VI. Community Events

## VII. Upcoming City Sponsored Events

## VIII. Meetings Calendar

North King County Coalition on Homelessness
November 19, 2026, 1:00 PM - 2:30 PM

City Council Budget & Finance Committee Meeting (hybrid meeting)
November 19, 2026, 6:00 PM - 7:30 PM City Hall and via Zoom

Parks and Recreation Advisory Board Meeting (hybrid meeting)
December 1, 2026, 4:00 PM - 6:00 PM City Hall and via Zoom

Tree Board Meeting (hybrid meeting)
December 2, 2026, 7:00 PM - 9:00 PM City Hall and via Zoom

Planning Commission Meeting (hybrid meeting)
December 8, 2026, 7:00 PM - 9:00 PM City Hall and via Zoom

City Council Work Session (hybrid meeting)
December 10, 2026, 6:00 PM - 7:00 PM City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)
December 10, 2026, 7:00 PM - 9:00 PM City Hall and via Zoom

North King County Coalition on Homelessness
December 17, 2026, 1:00 PM - 2:30 PM

City Council Budget & Finance Committee Meeting (hybrid meeting)
December 17, 2026, 6:00 PM - 7:30 PM City Hall and via Zoom