



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, January 09, 2025 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

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

Join Zoom Webinar: <https://us06web.zoom.us/j/82939518103>
Call into Webinar: 253-215-8782 | Webinar ID: 829 3951 8103

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

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending the meeting in person, there is a sign-in sheet located near the entrance to the Council Chambers. Simply fill the form out and the Mayor will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

Written comments will be submitted to the Council if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the City Council the next day. The City Clerk will read your name and subject matter into the record during Public Comments.

As allowed by law, the Council may add and take action on items not listed on the agenda. For up-to-date information on agendas, please visit the City's website at www.cityofflp.gov

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

AGENDA

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

*The Council will not be accepting online public comments. This portion of the agenda is set aside for the public to address the Council on agenda items or any other topic the Council might have purview or control over. If the comments are of a nature that the Council does not have influence or control over, then the Mayor may request the speaker suspend their comments. The Council may direct staff to follow up on items brought up by the public. **Comments are limited to a three (3) minute time limit.***

5. **PROCLAMATIONS**

- [A.](#) Honoring the Life & Legacy of President Jimmy Carter
- [B.](#) Martin Luther King Jr. Day 2025
- [C.](#) Celebrating the Bald Eagle

6. **PRESENTATIONS**

- A. Introduction of K9 Officer Bella
- B. Life-Saving Award presented to Officer Frankie Montague and Sergeant Rob Gross
- [C.](#) Seattle City Light - storm response and infrastructure overview

7. **CONSENT CALENDAR**

The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Calendar in its normal sequence on the agenda.

- [A.](#) December 12, 2024 City Council Work Session Minutes
- [B.](#) December 12, 2024 City Council Meeting Minutes
- [C.](#) City Expenditures for the period ending 12/26/2024 (*pre-paid*)
- [D.](#) City Expenditures for the period ending 1/9/2025
- [E.](#) Resolution 25-1993/Authorizing an Interlocal Agreement for Jail Services Between the City of Lynnwood and the City of Lake Forest Park

- F.** Resolution 24-1994/Authorizing the Mayor to Sign an Agreement with PAWS for Animal Sheltering Services

8. ORDINANCES AND RESOLUTIONS FOR ACTION

- A.** Resolution 25-1995/Supporting the addition of a Healthy Streets Initiative within the Neighborhood Traffic Calming Program and Adopting a Healthy Streets Map
- B.** Resolution 25-1996/Confirming the appointment of Rebecca Dickinson as the Public Works Director
- C.** Resolution 25-1997/Adopting the Capital Improvement Plan for 2025-2030

9. COUNCIL DISCUSSION AND ACTION

10. OTHER BUSINESS

11. COUNCIL COMMITTEE REPORTS

- A.** Councilmember Reports
- B.** Mayor's Report
- C.** City Administrator's Report

12. ADJOURN

FUTURE SCHEDULE

- Thursday, January 16, 2025, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*
- Monday, January 20, 2025 – Martin Luther King Jr. Day, City Hall closed
- Thursday, January 23, 2025, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, January 23, 2025, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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



PROCLAMATION HONORING THE LIFE AND LEGACY OF PRESIDENT JIMMY CARTER

WHEREAS, The City of Lake Forest Park recognizes and honors outstanding individuals whose leadership, public service, and humanitarian efforts have made a profound and positive impact on our nation and the world; and

WHEREAS, James Earl “Jimmy” Carter Jr. served as the 39th President of the United States from 1977 to 1981, championing human rights, peace, and diplomacy, and seeking thoughtful solutions to global challenges; and

WHEREAS, President Carter’s commitment to humanitarian work, including the establishment of the Carter Center and his decades of service with Habitat for Humanity, set an extraordinary example of compassion, volunteerism, and devotion to human dignity; and

WHEREAS, during his lifetime, President Carter was celebrated for his efforts in advancing world health, resolving conflicts, and promoting democracy, culminating in his receipt of the Nobel Peace Prize in 2002; and

WHEREAS, President Carter’s humility, dedication to public service, and tireless work for the betterment of humankind have inspired generations of leaders and citizens—including those in the City of Lake Forest Park—to live with integrity, pursue peaceful resolutions, and extend a helping hand to the most vulnerable among us; and

WHEREAS, upon his passing, our community pays tribute to President Carter’s enduring vision of an America and a world guided by respect, generosity, and unity.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby solemnly proclaim our admiration and gratitude for the life and legacy of President Jimmy Carter. We celebrate his remarkable contributions to our country and the global community, and we encourage all residents to reflect on his enduring example of service, compassion, and leadership.

Signed this 9th day of January, 2025

Thomas French, Mayor



PROCLAMATION

WHEREAS, the Reverend Martin Luther King, Jr. has inspired this country and the world with his vision and dedication to freedom and equality; and

WHEREAS, Martin Luther King, Jr. became the voice of the American civil rights movement in the 1950s and 1960s with eloquent speeches and nonviolent action that resulted in landmark legislation—the Civil Rights Act of 1964; and

WHEREAS, Martin Luther King, Jr. was assassinated on April 4, 1968, at 39 years of age; and

WHEREAS, the voice of Martin Luther King, Jr. was not silenced, and his faith and courage in proclaiming the message of liberty and justice for all lives on; and

WHEREAS, federal legislation signed into law on November 2, 1983, established a legal holiday to be celebrated on the third Monday in January honoring the life of civil rights leader Martin Luther King, Jr., who was born on January 15, 1929.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim Monday, January 20, 2025, as

MARTIN LUTHER KING JR. DAY

in the City of Lake Forest Park, and I urge all citizens to join in this special observance.

Signed this 9th day of January, 2025

Thomas French, Mayor



PROCLAMATION BALD EAGLES

WHEREAS, the Bald Eagle has long stood as an enduring symbol of freedom, strength, and the indomitable spirit of the United States of America, having been designated a national emblem in 1782; and

WHEREAS, on December 24, 2024, the Bald Eagle was officially declared the national bird of the United States; and

WHEREAS, the Bald Eagle once faced the threat of extinction but has made a remarkable recovery through the dedicated efforts of conservationists, policymakers, and communities nationwide, demonstrating the power of environmental stewardship; and

WHEREAS, Lake Forest Park, located amid the natural beauty of the Pacific Northwest, is proud to provide habitats supporting a wide variety of wildlife, including Bald Eagles that grace our skies and enrich our ecosystem; and

WHEREAS, the presence of Bald Eagles in our community reminds us of the ongoing need to protect and preserve the rich biodiversity of our waterways, forests, and open spaces for the benefit of current and future generations; and

WHEREAS, the citizens of Lake Forest Park take pride in fostering a spirit of environmental responsibility and respect for all wildlife, including the majestic Bald Eagle.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim our admiration and gratitude for the Bald Eagle as a cherished symbol of our national heritage and a beacon of conservation success as we urge all citizens to join in this recognition.

Signed this 9th day of January, 2025

Thomas French, Mayor

Seattle City Light Storm Response and System Reliability

Presentation to Lake Forest Park City Council | January 9, 2025



City Light Attendees



Dawn Lindell
General Manager and
Chief Executive Officer



Andrew Strong
Environmental,
Engineering, and Project
Delivery Officer



Mike Haynes
Chief Operating
Officer



Craig Smith
Chief Customer Officer

City Light Snapshot

- 512,403 Meters
- 9.02 Million Megawatt-hours
- 458,770 Residential Service Agreements
- 51,893 Commercial Service Agreements
- Service area 131 square miles
- Population served: about 961,000
- In 2005 SCL is first utility to achieve 100% net carbon neutrality – for both generation and operation

SERVICE TERRITORY & SUBSTATIONS

Shoreline

Lake Forest Park

Seattle

Unincorporated King County

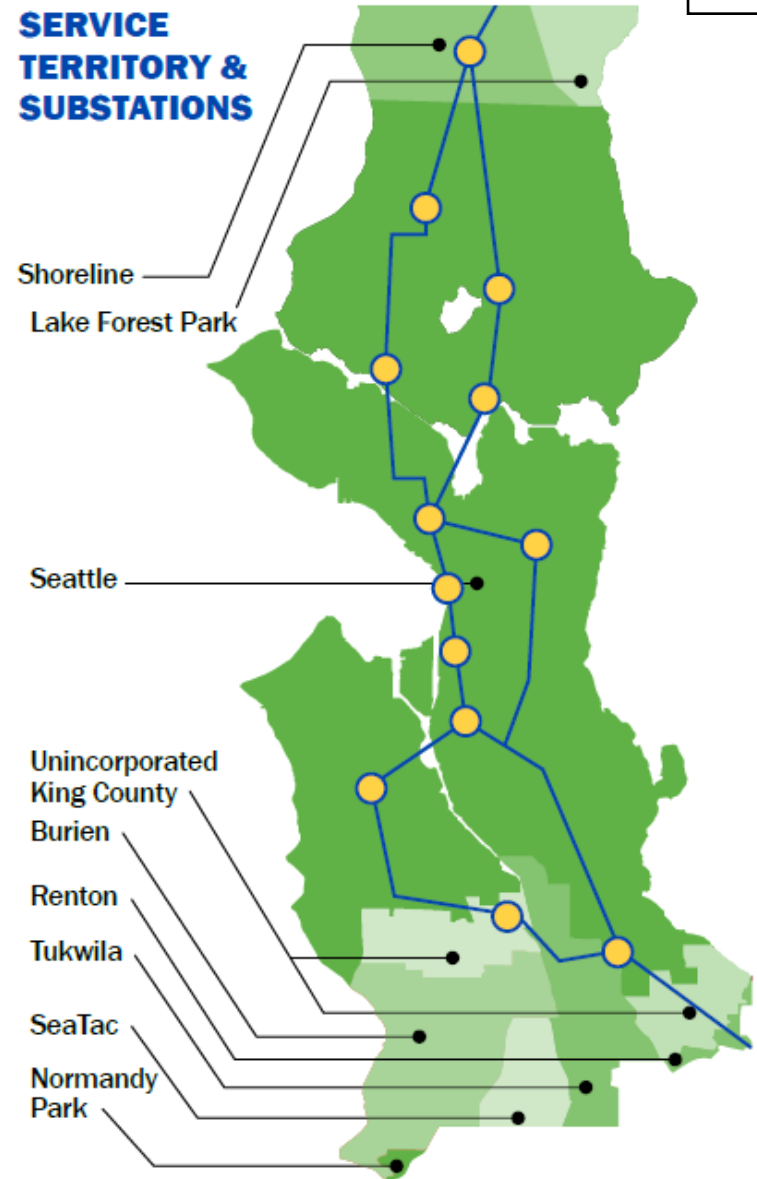
Burien

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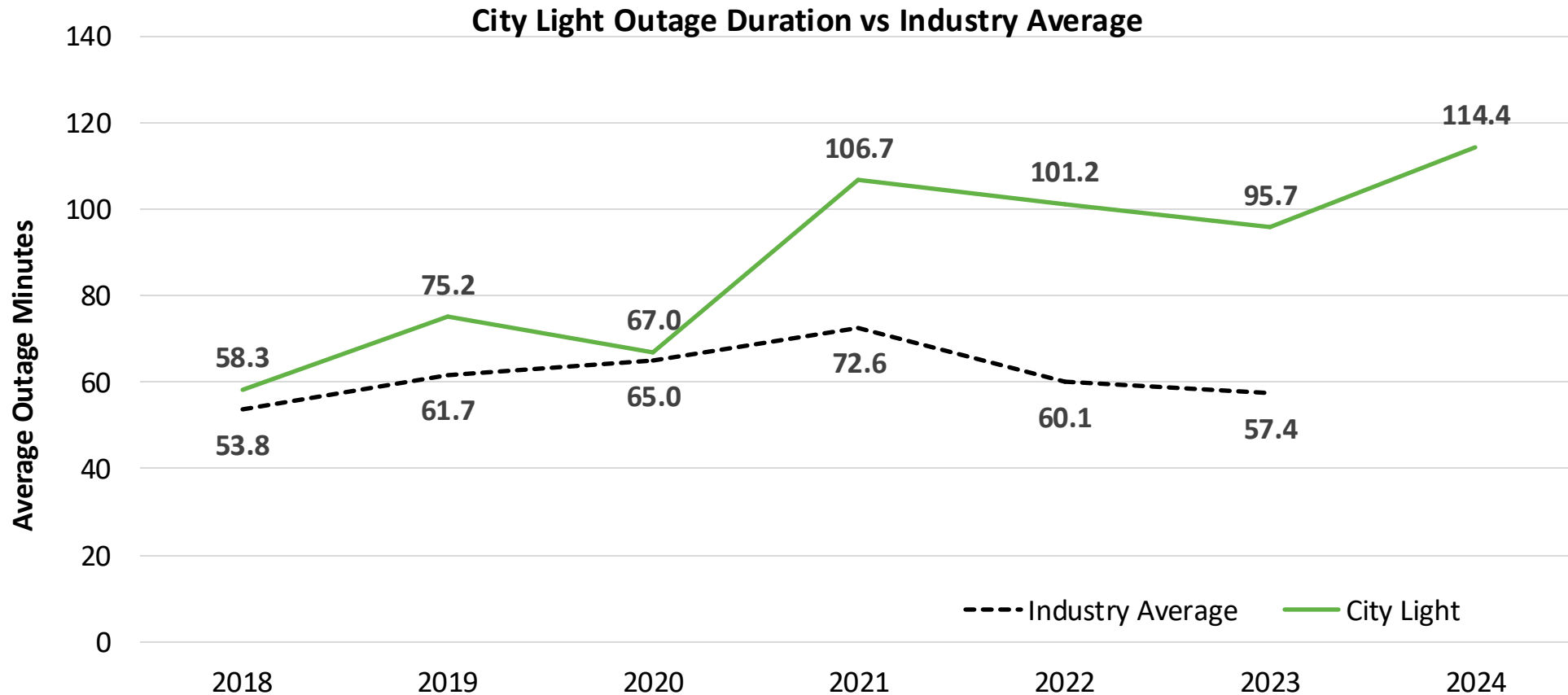
Tukwila

SeaTac

Normandy Park



Reliability Compared to Other Large Municipal Utilities



*Industry average as reported by the Omaha Public Power Corporate Key Indicator Benchmarking Study. It includes 14 public power utilities.

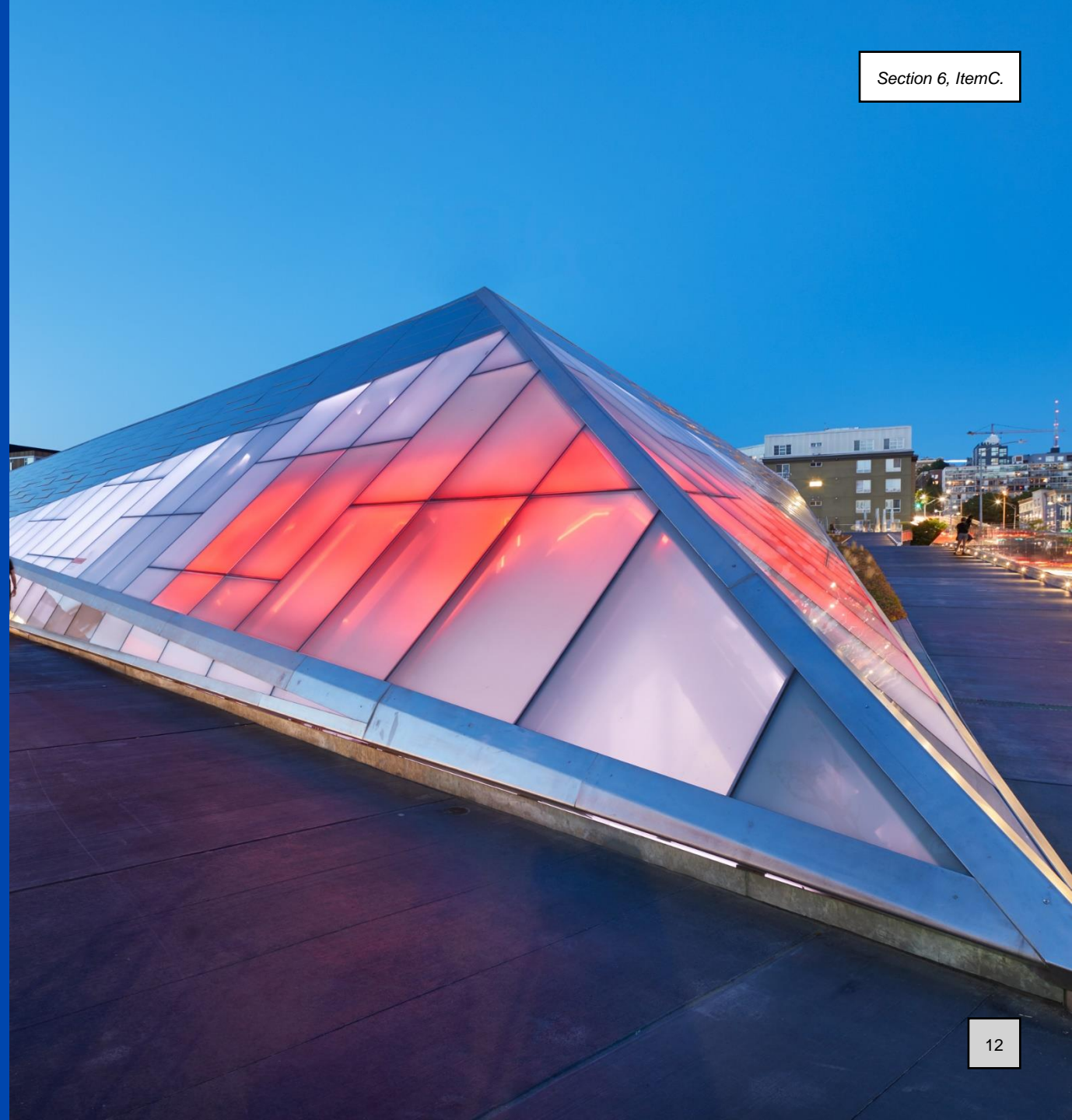
Higher Rate Increases Across the Region

RESIDENTIAL RATE INCREASES & PROPOSALS

Utility	2023	2024	2025	2026
Seattle City Light	3.4%	5.5%	4.1%	4.8%
Puget Sound Energy	8.7%	1.7%	6.9%	9.6%
Snohomish PUD	2.0%	5.8%	4.9%	?
Tacoma Power	3.9%	3.9%	6.5%	6.5%
Portland General	7.0%	18.0%	5.5%	?
Avista - Washington	5.0%	2.0%	1.7%	4.4%

Electric Grid Investments & Reliability

Andrew Strong, Environmental,
Engineering, and Project
Delivery Officer



City Light Distribution System

- Description of Lake Forest Park's Distribution System
- Substation and Distribution System Investments
- Tree Wire Inquiry



Lake Forest Park – General Outage Information

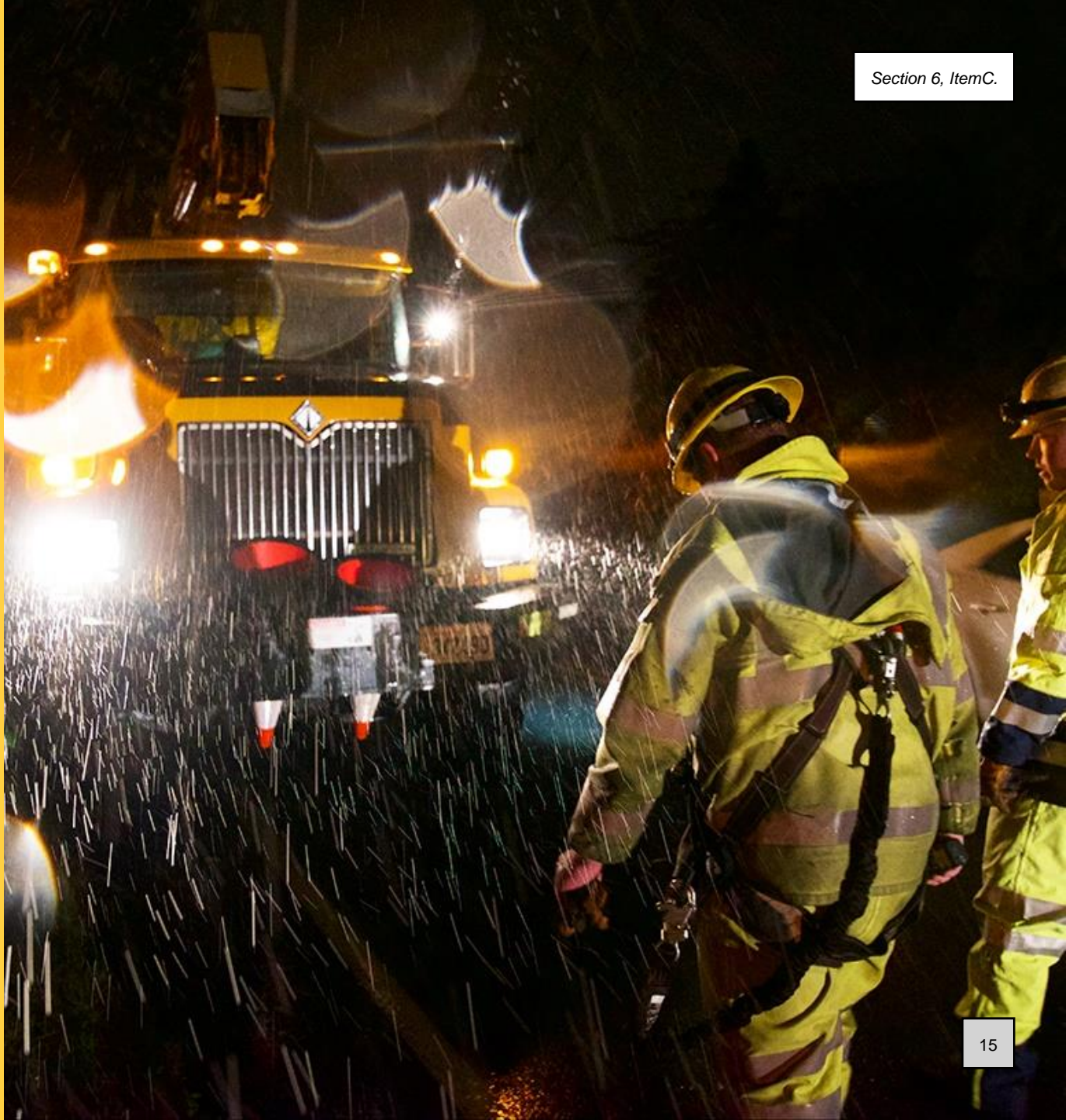
In the past 4 years, unscheduled outages were caused by:

- Trees/bird/animals - 60%
- Equipment failure – 30%
- Other (car/pole, fire) – 10%



November 19, 2024 Storm Overview and After-Action Review

Mike Haynes, Chief
Operating Officer



November 19 - 24 Bomb Cyclone Incident Overview

- Total Number of Outages
- Service Area Coordination Efforts
- Incident Management Team Activation
- Restoration Prioritization



SCL Response Phase

- Twice-daily Incident Management Team Calls
- Mutual Assistance
- Regional Coordination Efforts
- Sheltering and warming



SCL Recovery Phase

- Final System Restoration
- Mutual Aid Demobilization
- Debris Removal and cleanup
 - Oil spills
 - Old wire and poles
- FEMA- Public Assistance Program
 - Labor and Material Information collection



After Action Review

- Implementation of process improvements
- Communication and Outreach

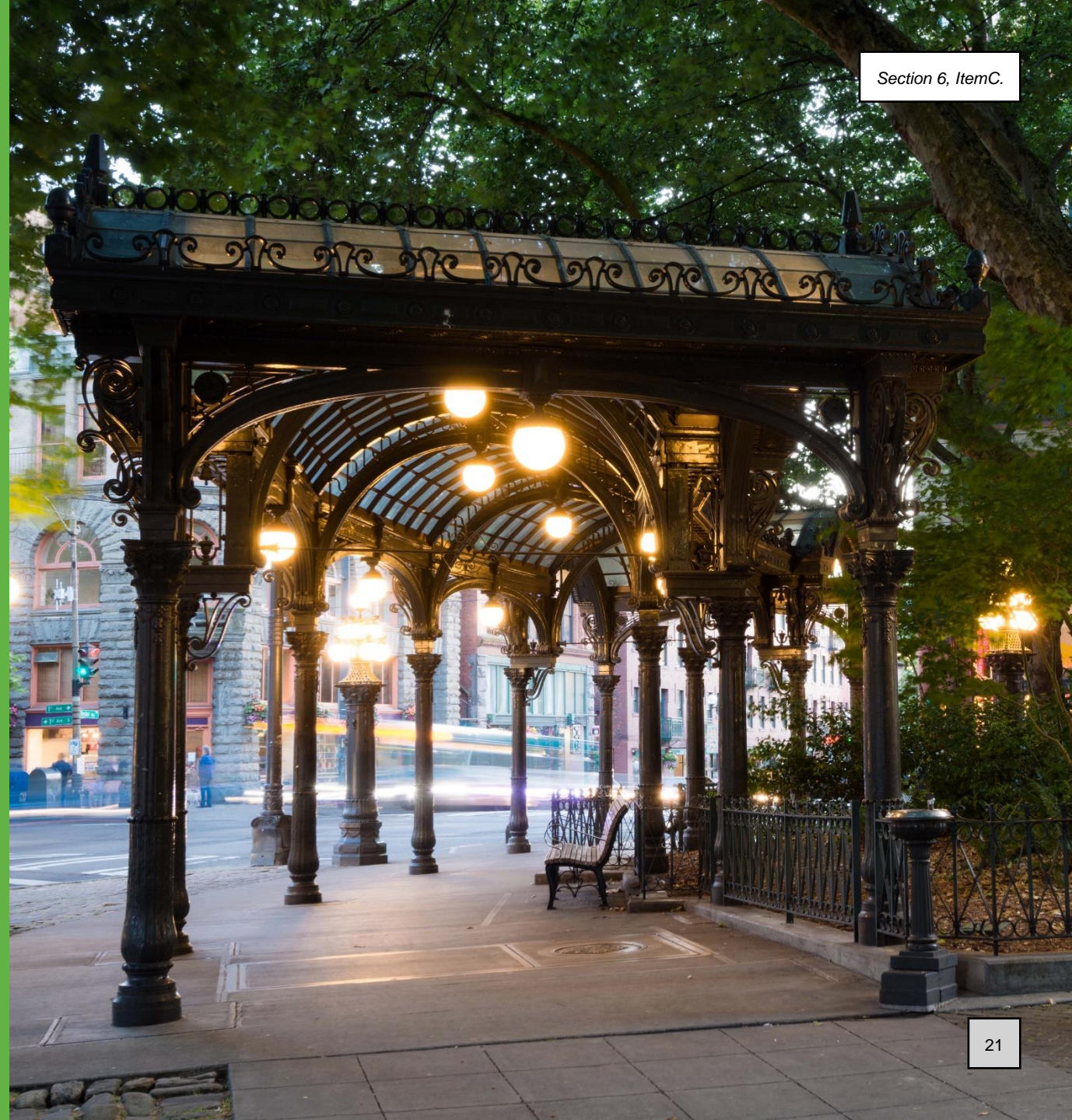


Resources for Customers

- The Small Business Administration (SBA) approved Gov. Jay Inslee's request for a disaster declaration
- SBA declaration makes low-interest federal loans available to Washington businesses and residents affected by the storm
- Applicants may apply online and receive additional disaster assistance information at www.SBA.gov/disaster

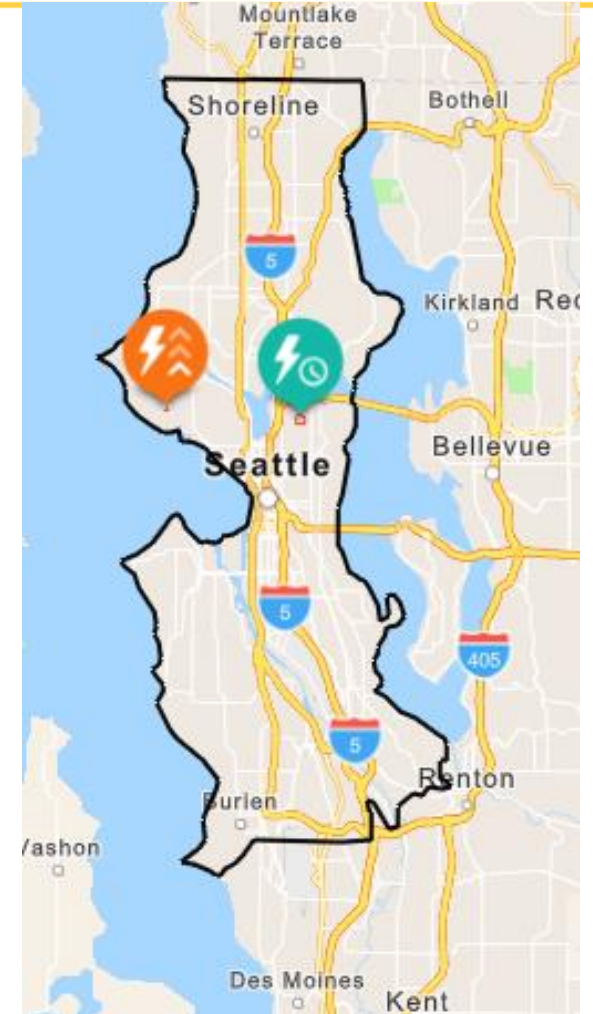
Technology Investments

Dawn Lindell, General Manager & CEO



Technology Investments

- Advanced Distribution Management System
- Outage Management System Improvements
 - Inbound Outage Reporting
 - Improved Outage Map with Estimated Time of Restoration (ETOR)
 - Customer ETOR updates



THANK YOU



Seattle City Light



seattle.gov/city-light    

Mission, Vision, and Values

Mission

Seattle City Light safely provides our customers with affordable, reliable, and environmentally responsible energy services.

Vision

Create a shared energy future by partnering with our customers to meet their energy needs in whatever way they choose.

Values



Customers First



Environmental Stewardship



Equitable Community Connections



Operational and Financial Excellence



Safe and Engaged Employees

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**CITY OF LAKE FOREST PARK
CITY COUNCIL WORK SESSION MEETING MINUTES
December 12, 2024**

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

Councilmembers present: Lorri Bodi, Deputy Mayor; Tracy Furutani, Vice Chair; Paula Goode (via Zoom), Jon Lebo, Semra Riddle

Councilmembers absent: Larry Goldman, Ellyn Saunders

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Mark Hofman, Community Development Director; Katie Phillips, Project Manager; Matt McLean, City Clerk

Others present: Cristina Haworth, Project Manager with Otak
2 visitors

CALL TO ORDER

Mayor French called the December 12, 2024 City Council work session meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

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

COUNCIL DISCUSSION TOPICS

2024 Lake Forest Park Comprehensive Plan Update

Director Hofman gave a brief overview on the status of the Comprehensive Plan update.

Cristina Haworth gave a presentation summarizing the comments received from government agencies and responded to council questions.

Electric Vehicle Chargers at City Hall

Project Manager Phillips presented the item and, along with Administrator Hill, responded to questions. The consensus of the Council was to direct the Administration to explore the feasibility of installing electric vehicle chargers at City Hall.

1 **ADJOURNMENT**

2
3 There being no further business, Mayor French adjourned the meeting at 6:52 p.m.

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7 _____
8 Tom French, Mayor

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11 _____
12
13 Matt McLean, City Clerk

DRAFT

**CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
December 12, 2024**

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

Councilmembers present: Lorri Bodi, Deputy Mayor; Tracy Furutani, Council Vice Chair; Larry Goldman (via Zoom), Paula Goode (via Zoom), Jon Lebo, Semra Riddle

Councilmembers absent: Ellyn Saunders

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Mike Harden, Police Chief; Lindsey Vaughn, Finance Director; Mark Hofman, Community Development Director; Cory Mattson, Environmental & Sustainability Specialist; Matt McLean, City Clerk

Others present: Shoreline Fire Chief Matt Cowan; Amber Mikluscak with Facet 18 visitors

CALL TO ORDER

Mayor French called the December 12, 2024 City Council regular meeting to order at 7:00 p.m.

FLAG SALUTE

Cmbr. Riddle led the Pledge of Allegiance.

ADOPTION OF AGENDA

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

PUBLIC COMMENTS

Mayor French invited comments from the audience.

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

PUBLIC HEARING – Resolution 24-1992/Concerning Shoreline Fire Department Northshore Fire Department Proposition 1 to Create a Regional Fire Authority

1 Chief Cowan gave a presentation on the proposed Regional Fire Authority (RFA) and responded
2 to Council questions.

3
4 Mayor French opened the public hearing.

5
6 The following people provided comments:

- 7 • Eric Adman – support Proposition 1
- 8 • David Maehren – oppose Proposition 1
- 9 • Phillippa Kassover – support Proposition 1

10
11 Vice Chair Furutani read the following names into the record who provided written comments:

- 12 • Charlie Kimball – support Proposition 1
- 13 • Erik Ingraham – support Proposition 1
- 14 • Nathan Herzog – take no stance on Proposition 1

15
16 There being no one else wishing to speak, Mayor French closed the public hearing.

17
18 **Discussion, consideration and/or action on Resolution 24-1992/Concerning Shoreline Fire**
19 **Department Northshore Fire Department Proposition 1 Creating a Regional Fire Authority**

20
21 Council discussed Proposition 1 and Chief Cowan responded to questions.

22
23 **Cmbr. Riddle moved** to approve Resolution 24-1992/In Support of Shoreline Fire
24 Department Northshore Fire Department Proposition 1. **Cmbr. Furutani seconded. The**
25 **motion to approve Resolution 24-1992 in support carried unanimously.**

26
27 **PRESENTATIONS - Update on the Lakefront Park Plan**

28
29 Specialist Mattson and Amber Mikluscak with Facet gave a brief presentation and responded to
30 Council questions.

31
32 **CONSENT CALENDAR**

33
34 **Cmbr. Furutani moved** to approve the Consent Calendar. **Cmbr. Riddle seconded. The**
35 **motion to approve the Consent Calendar carried unanimously.**

- 36
- 37 A. November 4, 2024 City Council Special Meeting Minutes
- 38 B. November 7, 2024 City Council Special Work Session Minutes
- 39 C. November 7, 2024 City Council Special Meeting Minutes
- 40 D. November 14, 2024 City Council Special Meeting Minutes
- 41 E. December 2, 2024 City Council Special Meeting Minutes
- 42 F. Pre-paid Accounts Payable dated 11/21/2024 Claim Fund Check Nos. 86953 through
- 43 87001 in the amount of \$573,936.62, an 11/8/2024 Direct Deposit transaction in the

- 1 amount of \$185,224.06. Additional approved ACH transactions: Invoice Cloud,
- 2 \$2,195.70. Total approved claim fund transactions: \$761,356.38
- 3 G. Accounts Payable date 12/12/2024 Claim Fund Check Nos. 87002 through 87077 in the
- 4 amount of \$575,283.89, an 11/8/2024 Payroll Fund ACH transaction in the amount of
- 5 \$173,049.82, an 11/8/2024 Payroll Fund ACH transaction in the amount of \$177,620.71
- 6 and a 12/6/2024 Direct Deposit transaction in the amount of \$181,768.53. Additional
- 7 approved transactions are: Elavon, \$1,115.12; State of Washington, \$14,100.85; Wex
- 8 Bank – Chevron, \$512.88; US Bank Credit Card, \$40,509.21.
- 9 H. 2025-2026 King County Regional Homelessness Authority Memorandum of
- 10 Understanding
- 11 I. Resolution 24-1976/Authorizing the Mayor to Sign the Interlocal Agreement for
- 12 Regional Emergency Management, known as the Northshore Emergency Management
- 13 Coalition

14
15 **RESOLUTION 24-1986/Authorizing the Mayor to Sign an Agreement with Accord Contractors,**
16 **LLC for the Material Bin Covers Construction**

17
18 **RESOLUTION 24-1987/Authorizing the Mayor to Sign the Professional Services Agreement**
19 **with PACE Engineers, Inc. for Material Bin Covers Construction Management Services**

20
21 Administrator Hill gave a brief presentation and responded to Council questions.

22
23 **Deputy Mayor Bodi moved** to waive the three-touch rule regarding Resolution
24 1986/Authorizing the Mayor to Sign an Agreement with Accord Contractors, LLC for the
25 Material Bin Covers Construction. **Cmbr. Riddle seconded. The motion to waive the**
26 **three-touch rule carried unanimously.**

27
28 **Deputy Mayor Bodi moved** to approve Resolution 24-1986. **Cmbr. Riddle seconded. The**
29 **motion to approve Resolution 24-1986 carried unanimously.**

30
31 **Cmbr. Riddle moved** to waive the three-touch rule on Resolution 24-1987/Authorizing
32 the Mayor to Sign the Professional Services Agreement with PACE Engineers, Inc. for
33 Material Bin Covers Construction Management Services. **Deputy Mayor Bodi seconded.**
34 **The motion to waive the three-touch rule carried unanimously.**

35
36 **Cmbr. Riddle moved** to approve Resolution 24-1987. **Deputy Mayor Bodi seconded. The**
37 **motion to approve Resolution 24-1987 carried unanimously.**

38
39 **Mayor French called for a six-minute recess.**

40
41 Cmbr. Goldman arrived via Zoom at 8:35 p.m.

42
43 **RESOLUTION 24-1991/Adopting the 2025-2026 Lake Forest Park State Legislative Agenda**
44

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

2
3 **Cmbr. Furutani moved** to waive the three-touch rule regarding Resolution 24-
4 1991/Adopting the 2025-2026 Lake Forest Park State Legislative Agenda. **Cmbr. Riddle**
5 **seconded. The motion to waive the three-touch rule carried unanimously.**

6
7 **Cmbr. Furutani moved** to approve Resolution 24-1991. **Cmbr. Goode seconded. The**
8 **motion to approve Resolution 24-1991 carried unanimously.**

9
10 **ORDINANCE 24-1303/Amending Chapter 16.26 of the Lake Forest Park Municipal Code in**
11 **Accordance with Amendments to State Law Adopted in Senate Bill 5290**

12
13 Director Hofman gave a brief presentation.

14
15 **Cmbr. Furutani moved** to adopt Ordinance 24-1303/Amending Chapter 16.26 of the
16 Lake Forest Park Municipal Code in Accordance with Amendments to State Law Adopted
17 in Senate Bill 5290. **Deputy Mayor Bodi seconded. The motion to adopt Ordinance 24-**
18 **1303 carried unanimously.**

19
20 **ORDINANCE 24-1306/Adopting the “2024 Comprehensive Plan Update” as the**
21 **Comprehensive Plan for the City of Lake Forest Park**

22
23 Director Hofman gave a brief overview of the Comprehensive Plan update process.

24
25 **Cmbr. Lebo moved** to adopt Ordinance 24-1306/Adopting the “2024 Comprehensive
26 Plan Update” as the Comprehensive Plan for the City of Lake Forest Park. **Deputy Mayor**
27 **Bodi seconded. The motion to adopt Ordinance 24-1306 carried unanimously.**

28
29 **RESOLUTION 24-1990/Adopting the City of Lake Forest Park City Council Meeting Calendar for**
30 **2025**

31
32 Clerk McLean presented the proposed meeting calendar for 2025.

33
34 **Cmbr. Riddle moved** to approve Resolution 24-1990/Adopting the City of Lake Forest
35 Park City Council Meeting Calendar for 2025 scheduling the January Committee of the
36 Whole on January 23, 6:00 p.m. and the June Budget & Finance Committee meeting on
37 June 26, 6:00 p.m. **Cmbr. Furutani seconded. The motion to approve Resolution 24-**
38 **1990 as amended carried unanimously.**

39
40 **COUNCIL DISCUSSION AND ACTION**

41
42 **Cmbr. Furutani moved** to approve the Settlement Agreement between the City of Lake Forest
43 Park and Jeffrey Perrigo. **Cmbr. Riddle seconded. The motion to approve the Settlement**
44 **Agreement carried unanimously.**

1 Deputy Mayor Bodi moved to excuse Cmr. Saunders. Cmr. Furutani seconded. The motion
2 carried with Cmr. Riddle dissenting.

3
4 Council consensus to hold a joint Special Meeting with City of Shoreline Council June 9, 2025.

5
6 **COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS**

7
8 Councilmembers reported on meetings they had attended.

9
10 Mayor French gave a brief report.

11
12 **CLOSED SESSION – Collective Bargaining per RCW 42.130.140(4)(b)**

13
14 The City Council went into a Closed Session at 9:25 p.m. for approximately 15 minutes to
15 discuss Collective Bargaining pursuant to RCW 42.130.140(4)(b).

16
17 Mayor French extended the closed session for 10 minutes.

18
19 Mayor French extended the closed session for 5 minutes.

20
21 The Council returned from the Closed Session at 9:55 p.m. No announcements were made,
22 and no action was taken.

23
24 **ADJOURNMENT**

25
26 There being no further business, Mayor French adjourned the meeting at 9:55 p.m.

27
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31 _____
32 Tom French, Mayor

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35 _____
36 Matt McLean, City Clerk

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
12/26/2024

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, a Pre-paid Accounts Payable Dated 12/13/24 CLAIM FUND Check Nos. 87078 through 87079 in the amount of \$118,692.30, a Pre-paid Accounts Payable Dated 12/26/24 CLAIM FUND Check Nos 87080 through 87149 in the amount of \$576,235.21 a 12/06/24 PAYROLL FUND ACH transaction in the amount of \$175,397.62 and an 12/23/24 DIRECT DEPOSIT transaction in the amount of \$174,398.61, are approved for payment this 26th day of December 2024.

Additional approved transactions are:

- ACH transaction Invoice Cloud in the amount of \$1,175.25
- ACH transaction US Bank Credit Card in the amount of \$55,295.46

Total approved claim fund transactions: \$1,101,194.45

City Clerk

Mayor

Finance Committee

Bank Reconciliation

Checks by Date

User: tbaker@cityofflp.gov
 Printed: 12/26/2024 - 9:25AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	12/26/2024	Invoice Cloud		AP		1,175.25
87080	12/26/2024	AARD Pest Control, Inc		AP		142.29
87081	12/26/2024	All Battery Sales & Service Inc.		AP		147.54
87082	12/26/2024	Mindy Allen		AP		1,800.00
87083	12/26/2024	Aurora Rents, Inc.		AP		1,879.52
87084	12/26/2024	Bridge Latino LLC		AP		1,000.00
87085	12/26/2024	Brown Bear Car Wash		AP		12.00
87086	12/26/2024	Century Link		AP		106.87
87087	12/26/2024	City of Kenmore		AP		10,223.50
87088	12/26/2024	City of Lake Forest Park		AP		764.76
87089	12/26/2024	CM Heating		AP		80.00
87090	12/26/2024	Code Publishing Company		AP		118.58
87091	12/26/2024	Curtis Blue Line / LN Curtis & Sons		AP		376.57
87092	12/26/2024	Databar		AP		2,191.04
87093	12/26/2024	Brian and Jennifer Demers		AP		7.65
87094	12/26/2024	Facet, Inc.		AP		823.75
87095	12/26/2024	First American Title Insurance Company		AP		318.50
87096	12/26/2024	Rouzbeh Ghorbani		AP		20.00
87097	12/26/2024	Gray & Osborne, Inc.		AP		8,506.38
87098	12/26/2024	Insight Public Sector, Inc.		AP		24,295.35
87099	12/26/2024	Elizabeth Jette		AP		121.44
87100	12/26/2024	Johnston Group, LLC		AP		3,925.00
87101	12/26/2024	KCDA Purchasing Co-op.		AP		153.60
87102	12/26/2024	King County Finance		AP		17,642.78
87103	12/26/2024	King County Finance		AP		824.00
87104	12/26/2024	King County Finance		AP		2,035.29
87105	12/26/2024	King County Finance		AP		20.84
87106	12/26/2024	King County Finance & Business		AP		226,502.10
87107	12/26/2024	King County Radio Communication Ser		AP		2,208.21
87108	12/26/2024	Lake Forest Park Animal Hospital		AP		540.90
87109	12/26/2024	Law Enforcement Targets, Inc.		AP		455.58
87110	12/26/2024	Madrona Law Group, PLLC		AP		14,644.00
87111	12/26/2024	Clara Monette		AP		162.18
87112	12/26/2024	Francisco Montague		AP		88.00
87113	12/26/2024	Shannon Moore		AP		23.92
87114	12/26/2024	Northshore Utility District		AP		9,802.22
87115	12/26/2024	Oasis Homes LLC		AP		40.00
87116	12/26/2024	Office Depot, Inc.		AP		104.80
87117	12/26/2024	Olympic Environmental Resources, Inc.		AP		30,000.00
87118	12/26/2024	O'Reilly Automotive Stores, Inc.		AP		82.79
87119	12/26/2024	Pacific Air Control, Inc.		AP		352.96
87120	12/26/2024	Pacific Office Automation		AP		211.21
87121	12/26/2024	Donald Pageot		AP		15.30
87122	12/26/2024	Peerless Network, Inc		AP		1,040.15
87123	12/26/2024	Plywood Supply, Inc.		AP		682.69
87124	12/26/2024	Printwest, Inc.		AP		3,011.77

Check No	Check Date	Name	Comment	Module	Clear Date	
87125	12/26/2024	ProForce Law Enforcement		AP		4,176.84
87126	12/26/2024	Puget Sound Energy		AP		396.15
87127	12/26/2024	Puget Sound Executive Services, Inc.		AP		632.00
87128	12/26/2024	Apantree Puratep		AP		140.00
87129	12/26/2024	Red Carpet Building Maint. Inc.		AP		3,206.15
87130	12/26/2024	Sarah Roberts		AP		60,216.03
87131	12/26/2024	SCJ Alliance		AP		14,610.50
87132	12/26/2024	Milton Sigelmann		AP		132.78
87133	12/26/2024	SKS Law, PLLC		AP		2,325.00
87134	12/26/2024	Snohomish Co Sheriff's Office		AP		22,866.47
87135	12/26/2024	Staples Advantage		AP		75.36
87136	12/26/2024	State Treasurer's Office		AP		1,477.11
87137	12/26/2024	Stewart MacNichols Harmell, Inc., P.S.		AP		10,000.00
87138	12/26/2024	TheSolvGroup.com		AP		53.31
87139	12/26/2024	Transpo Group USA Inc		AP		4,162.50
87140	12/26/2024	Transportation Solutions Inc		AP		74,980.15
87141	12/26/2024	USI, Inc.		AP		125.85
87142	12/26/2024	Utilities Underground Location Ctr.		AP		76.56
87143	12/26/2024	Kelly Vedder		AP		30.82
87144	12/26/2024	Washington Association of Sheriffs & P		AP		1,200.00
87145	12/26/2024	Washington State Department of Licens		AP		183.00
87146	12/26/2024	Washington State Patrol		AP		148.00
87147	12/26/2024	Waste Management Northwest		AP		7,363.60
87148	12/26/2024	Diego Zanella		AP		96.00
87149	12/26/2024	Paul Zemtseff		AP		55.00

	Total Check Count:	71
	Total Check Amount:	577,410.46

Bank Reconciliation

Checks by Date

User: tbaker@cityofflp.gov
Printed: 12/26/2024 - 9:27AM
Cleared and Not Cleared Checks

Section 7, Item C.



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
87078	12/13/2024	Gray & Osborne, Inc.		AP		5,226.49
87079	12/13/2024	RW Lockwood Construction Inc		AP		113,465.81
Total Check Count:						2
Total Check Amount:						118,692.30

Accounts Payable

Checks by Date - Summary by Check Date

User: tandrus@cityoflfp.gov
 Printed: 12/16/2024 10:54 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	12/06/2024	2,183.18
ACH	NAVIA	Navia Benefit Solutions, Inc.	12/06/2024	672.09
ACH	NAVIAFSA	Navia - FSA	12/06/2024	133.34
ACH	PFLTRUST	LFP PFL Trust Account	12/06/2024	1,797.06
ACH	TEAMDR	National D.R.I.V.E.	12/06/2024	4.45
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	12/06/2024	1,688.53
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	12/06/2024	10,079.26
ACH	ZAWC	AWC	12/06/2024	40,171.10
ACH	ZDREAHE	Dream Ahead	12/06/2024	100.00
ACH	ZEMPSEC	Employment Security Dept.	12/06/2024	509.78
ACH	ZEMPWACA	Wa.Cares Tax	12/06/2024	818.37
ACH	ZGUILD	LFP Employee Guild	12/06/2024	1,025.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	12/06/2024	31,038.70
ACH	ZL&I	Washington State Department of Labor & I	12/06/2024	5,949.08
ACH	ZLEOFF	Law Enforcement Retirement	12/06/2024	15,449.84
ACH	ZLFPIRS	Lake Forest Park/IRS	12/06/2024	32,712.56
ACH	ZPERS	Public Employees Retirement	12/06/2024	21,529.72
ACH	ZTEAM	Teamsters Local Union #117	12/06/2024	252.72
ACH	ZWATWT	Washington Teamsters Welfare Trust	12/06/2024	9,282.84
Total for 12/6/2024:				175,397.62
Report Total (19 checks):				175,397.62

Bank Reconciliation

Checks by Date

User: tbaker@cityofflp.gov
Printed: 12/26/2024 - 9:40AM
Cleared and Not Cleared Checks

Section 7, Item C.



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	12/23/2024		DD 00523.12.2024	PR		174,398.61
Total Check Count:						1
Total Check Amount:						174,398.61

Accounts Payable

Checks by Date - Summary by Check Date

User: tbaker@cityofflp.gov
 Printed: 12/26/2024 9:34 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
112406311	DOLLARTR	Dollar Tree	12/13/2024	6.64
112406312	ALBERTSO	Albertsons	12/13/2024	10.96
112406313	SOCHR	Society for Human Resource Mgmt.	12/13/2024	264.00
112406314	AWCWORK	Association of Washington Cities	12/13/2024	200.00
112406315	NEOGOV	GovernmentJobs.com, Inc	12/13/2024	125.00
112406316	SOUTHFOB	South Fork Baking Co	12/13/2024	44.89
112409381	AWCCONF	Association of Washington Cities	12/13/2024	240.00
112427511	ADOBE	Adobe Inc.	12/13/2024	496.17
112427512	MICROSOF	Microsoft Corporation	12/13/2024	230.30
112427513	AMAZON	Amazon	12/13/2024	28.93
112427514	AMAZON	Amazon	12/13/2024	1,102.66
112427515	AMAZON	Amazon	12/13/2024	159.94
112427516	AMAZON	Amazon	12/13/2024	127.94
112427517	WASABI	Wasabi Technologies, Inc	12/13/2024	33.01
112427881	NWCASCA	Northwest Cascade, Inc.	12/13/2024	201.55
112427882	GUARDSEC	Guardian Security	12/13/2024	170.35
112427883	SEALIGHT	Seattle City Light	12/13/2024	32.66
112427884	STERICYL	Stericycle, Inc.	12/13/2024	20.72
112427885	NWCASCA	Northwest Cascade, Inc.	12/13/2024	725.00
112427886	SOUNDSEC	Sound Security Inc. (Sonitrol)	12/13/2024	1,951.89
112427887	INTEGPHN	Integra Telecom, Inc.	12/13/2024	897.05
112427888	SEATIMEA	The Seattle Times	12/13/2024	1,544.00
112427889	PACTOP	Pacific Topsoils, Inc.	12/13/2024	419.90
112429901	FBINAA	FBI National Academy FBINAA	12/13/2024	114.95
112429902	HILTOLY	Hilton Garden inn	12/13/2024	404.19
112434641	4IMPRINT	4imprint, Inc.	12/13/2024	669.42
112434642	HOMEDEPC	Department 32 - 2501271310 Home Depot	12/13/2024	198.48
112457001	ADOBE	Adobe Inc.	12/13/2024	260.99
112457002	DREAMING	Dreaming In Color Ent.	12/13/2024	3,675.00
112457003	WESTACE	Westlake Hardware WA-153	12/13/2024	80.87
112457004	WESTACE	Westlake Hardware WA-153	12/13/2024	7.93
112460681	WFOA	Washington Finance Officers Association	12/13/2024	500.00
112468881	VISTAPRI	VistaPrint	12/13/2024	148.89
112468882	HILTOLY	Hilton Garden inn	12/13/2024	404.19
112470331	AMAZON	Amazon	12/13/2024	81.52
112470332	CLEARVIN	Clearview Nursery & Stone	12/13/2024	103.58
112470333	COSTCO	Costco Warehouse	12/13/2024	194.45
112478810	SMARSH	Smarsh	12/13/2024	2,471.32
112478811	SEALIGHT	Seattle City Light	12/13/2024	240.47
112478812	SEALIGHT	Seattle City Light	12/13/2024	23,107.90
112478813	LEXISNEX	LexisNexis Risk Data Mgmt. Inc.	12/13/2024	140.81
112478814	NWCASCA	Northwest Cascade, Inc.	12/13/2024	439.07
112478815	NWCASCA	Northwest Cascade, Inc.	12/13/2024	526.11
112478816	SUMMITLA	Summit Law Group PLLC	12/13/2024	7,167.00
112478817	VERIZWIR	Verizon Wireless	12/13/2024	3,083.23
112478818	GOODTOGO	Good To Go	12/13/2024	5.45
112478819	NWCASCA	Northwest Cascade, Inc.	12/13/2024	185.05

Check No	Vendor No	Vendor Name	Check Date	Section 7, ItemC.
112478820	NWCASCA	Northwest Cascade, Inc.	12/13/2024	201.55
112489531	RESIDENC	Residence Inn	12/13/2024	997.00
112499151	FBILEEDA	FBI-LEEDA	12/13/2024	50.00
112499152	AMAZON	Amazon	12/13/2024	260.57
112499153	SKDTACTI	SKD Tactical	12/13/2024	66.13
112499154	SUREFIRE	SureFire, LLC	12/13/2024	71.59
112499155	HILTOLY	Hilton Garden inn	12/13/2024	404.19
Total for 12/13/2024:				55,295.46
Report Total (54 checks):				55,295.46

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
1/9/2025

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 1/9/25 CLAIM FUND Check Nos. 87150 through 87155 in the amount of \$848,943.01 is approved for payment this 9th day of January 2025.

Total approved claim fund transactions: \$848,943.01

City Clerk

Mayor

Finance Committee

Bank Reconciliation

Checks by Date

User: tbaker@cityofflp.gov
Printed: 01/03/2025 - 9:05AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
87150	1/9/2025	CivicPlus		AP		15,967.07
87151	1/9/2025	King County Finance & Business		AP		238,598.32
87152	1/9/2025	Norcom 911		AP		118,574.50
87153	1/9/2025	Sound Cities Association		AP		10,673.12
87154	1/9/2025	WA Multi-City Business License & Tax		AP		17,848.00
87155	1/9/2025	Washington Cities Insurance Authority		AP		447,282.00
Total Check Count:						6
Total Check Amount:						848,943.01

The City of Lynnwood embarked on constructing a new, state-of-the-art jail facility designed to address the shortcomings of the original jail. The updated facility includes significant improvements, including increased capacity, advanced security features, and enhanced living and working conditions. One of the most notable upgrades is the expanded size of the facility, which will now house 84 beds, nearly double the 46 beds in the old jail. This increased capacity ensures the jail can meet the growing demands of its partner jurisdictions while providing a reliable and modernized solution for short-term incarceration. They also upgraded their medical services and a mental health services component similar to our Connections Crisis Response Center.

While Lake Forest Park used Lynnwood Jail for services, they often did not accept inmates for us because of limited space and various medical issues. With the new jail facility, that should be significantly reduced.

The new Lynnwood Jail is set to begin accepting inmates in 2025, marking the start of a renewed partnership with Lake Forest Park. This Interlocal Agreement (ILA) reestablishes Lynnwood as a provider of jail services for our city.

Key Benefits of the New Facility

- **Increased Capacity:** The expansion to 84 beds will allow the facility to better serve the needs of partner cities and reduce its reliance on alternative jails.
- **Proximity and Accessibility:** Lynnwood Jail is conveniently located closer to Lake Forest Park and other jails, offering a practical and time-saving alternative to jails in King or Snohomish counties.
- **Cost-Effective Services:** Lynnwood Jail has lower operational costs than other county jails, making it an economical solution for inmate bookings and housing.
- **Modernized Capabilities:** State-of-the-art technology, improved safety features, and contemporary correctional standards ensure better conditions for inmates and staff.

The reopening of the Lynnwood Jail strengthens the longstanding relationship between Lake Forest Park and Lynnwood. The renewed ILA underscores the importance of maintaining cost-effective and reliable jail services for the region. By leveraging the updated facility’s proximity, expanded capacity, and lower costs, Lake Forest Park can continue to meet its public safety obligations efficiently.

Alternatives

Lake Forest Park also uses the King and Snohomish County Jails for booking services. Lynnwood Jail is a better option, as the transport officer does not have to navigate Everett and Seattle traffic. However, the King and Snohomish County Jails are much busier and suffer from staffing shortages. Felonies are always booked into KCJ (Not SCJ or Lynnwood).

Another option for jail services that the City is not currently using is SCORE Jail in Des Moines. This jail is in South King County and is a further drive past King County Jail in Seattle traffic. Using SCORE would increase the time off patrol duties, higher gas mileage, vehicle wear and tear, and longer times to be seen in court.

Fiscal & Policy Implications

The city anticipates decreased expenses from using Lynnwood Jail services.

2025 Booking Fee:

King County	\$293.28
Snohomish County	\$147.19
Lynnwood Jail	\$100.00

2025 Daily Maintenance Fee

King County	\$293.28
Snohomish County	\$204.85
Lynnwood Jail	\$198.00

2025 Video Court

King County	N/A
Snohomish County	\$243.81
Lynnwood Jail	\$100.00

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Do not approve the ILA for Lynnwood Jail. 	<p>Continue using Snohomish and King County jails exclusively and forgo the cost savings from using Lynnwood Jail.</p>
<ul style="list-style-type: none"> • Approve the ILA for Lynnwood Jail. 	<p>The city will use Lynnwood Jail services for 2025 to 2027 as well as Snohomish and King County when necessary.</p>

Staff Recommendation

Approval of Resolution 25-1993.

RESOLUTION NO. 25-1993

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF LYNNWOOD, WASHINGTON, AND CITY OF LAKE FOREST PARK FOR INMATE HOUSING JAIL SERVICES

WHEREAS, the City of Lake Forest Park and City of Lynnwood have been parties to an interlocal Agreement for jail services since 1997; and

WHEREAS, the City of Lynnwood stopped jail services in 2021 with the City of Lake Forest Park as it built a new jail facility; and

WHEREAS, the City of Lynnwood has completed the new jail facility and is ready to offer jail services again; and

WHEREAS, the City of Lake Forest Park desires to begin using the new City of Lynnwood jail facility; and

WHEREAS, the city attorney has reviewed and approved the form of the Agreement as drafted.

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

Section 1. AUTHORIZATION. The Interlocal Agreement between the City of Lake Forest Park and City of Lynnwood for inmate housing jail services is approved, and the Mayor is authorized to sign the Interlocal Agreement in substantially the same format as attached hereto as Attachment 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 Lake Forest Park City Council this January 9, 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: **25-1993**

**INTERLOCAL AGREEMENT FOR JAIL SERVICES
BETWEEN THE CITY OF LYNNWOOD and CITY OF LAKE FOREST PARK**

This INTERLOCAL AGREEMENT IS FOR JAIL SERVICES BETWEEN THE CITY OF LYNNWOOD and the CITY OF LAKE FOREST PARK. This "Agreement", is made and entered into this 1st day of January 2025, by the City of LYNNWOOD, a municipal corporation of the State of Washington ("Lynnwood"), and the CITY OF LAKE FOREST PARK, a municipal corporation of the State of Washington (individually, a "Party" and collectively, the "Parties").

RECITALS

- A. Lynnwood, through the Lynnwood Police Department Detention Division ("Corrections") currently maintains and operates a correctional facility known as the Lynnwood Jail (the "Jail"). In order to assist other jurisdictions, the Lynnwood Jail, from time to time, will enter into interlocal agreements to confine in the Jail persons from other jurisdictions.
- B. The Lynnwood Jail has the statutory power and authority to maintain and operate a correctional facility and to confine inmates therein.
- C. A participating jurisdiction who desires to confine, in the Jail, persons who have been arrested, detained, or convicted by that municipality for a criminal offense, and the Lynnwood Jail is willing to furnish its Jail facilities and personnel in exchange for payment from said Party for fees and costs, all as more fully described in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Lynnwood Jail and the CITY OF LAKE FOREST PARK agree as follows:

ARTICLE 1 - PURPOSE

This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW and Chapter 70.48 RCW. The purpose and intent of this Agreement is for the CITY OF LYNNWOOD and CITY OF LAKE FOREST PARK, to work together efficiently and effectively in order that the Lynnwood Jail may provide the CITY OF LAKE FOREST PARK, with Jail Services (the "Services"), as defined in Section 4 below, based on the rules and conditions set forth in the Jail's policies, procedures, rules and regulations and in this Agreement and any attachments hereto.

ARTICLE 2 - EFFECTIVE DATE AND DURATION

2.1 This Agreement shall govern jail services beginning on January 1st, 2025 (hereafter "Effective Date"), through December 31, 2026, unless earlier terminated pursuant to the provisions of Section 12 or 13, PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed annually by written notification from the City of Lynnwood to the Party no later than ninety (90) days prior to the expiration of the applicable contract Term.

2.2 This Agreement shall be filed with Lynnwood's Procurement Office or listed on either Party's website or other electronically retrievable public source, as provided by RCW 39.34.040.

ARTICLE 3 - ADMINISTRATORS

3.1 Each Party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such Party's participation in this Agreement. The Parties' initial Administrators shall be the following individuals:

Lynnwood Police Administrator:	City of LAKE FOREST PARK Administrator
Lynnwood Jail Manager	Name:
City of Lynnwood Police Department	Title:
19321 44 th Ave W Lynnwood, WA 98036	Address:

Either Party may change its Administrator at any time by delivering written notice of such Party's new Administrator to the other Party within 45 days of designation.

ARTICLE 4 – LYNNWOOD’S ACCEPTANCE OF INMATES, MEDICAL TREATMENT, JAIL SERVICES, AND REMOVAL OF INMATES

4.1 Acceptance of Inmates

As described in this section and subject to the conditions set forth in Section 4 below, Lynnwood will accept contract agency Inmates for purposes of confinement and hold such inmates until such time as they are lawfully discharged from custody pursuant to law, the terms of a judicial Order of Commitment, and/or returned to the custody of the responsible city. Upon Lynnwood’s request, the CITY OF LAKE FOREST PARK shall, at its expense, retake any of their inmates within twelve (12) hours after receipt of such request. In the event the confinement of any contracted agency inmate is terminated for any reason, the CITY OF LAKE FOREST PARK shall, at its expense, retake such inmate from Lynnwood Jail.

4.2 Jail Services

Lynnwood agrees to provide the CITY OF LAKE FOREST PARK with jail services, including the confinement of that agency’s inmates in the Lynnwood Jail, as specified in this Agreement. The CITY OF LAKE FOREST PARK acknowledges that these services will be provided under the operational management of the Lynnwood Jail.

4.3 CITY OF LAKE FOREST PARK Inmates

The CITY OF LAKE FOREST PARK shall be responsible for delivering their Inmates to the Jail, ensuring compliance with applicable laws and regulations regarding the transport and transfer of inmates fit for incarceration. Lynnwood, in turn, shall accept and confine that agency’s Inmates in accordance with the terms outlined herein.

4.4 Effect of Ordinance, Policies, Procedures, Rules, and Regulations

The Jail will be administered by the Lynnwood Police Department in accordance with the ordinances, policies, procedures, rules and regulations of the Lynnwood Police Department and Lynnwood Jail and in accordance with the rules and regulations of any agency of the State of Washington empowered to make rules governing the administration of municipal jails. The CITY OF LAKE FOREST PARK and its inmates shall be subject to Lynnwood ordinances, policies, procedures, rules and regulations relating to Jail operations, including any emergency security rules imposed by the Jail Manager, or their designee as identified by the Chief of Police, PROVIDED, HOWEVER, that nothing in this Agreement shall be construed as creating, modifying, or expanding any duty on the part of Lynnwood except as specifically provided herein. Nothing in this Agreement shall be interpreted as a delegation by Lynnwood, or its judicial and law enforcement agencies, to the CITY OF LAKE FOREST PARK, of Lynnwood’s duty to supervise Lynnwood Inmates.

4.5 Access to contracted bed Inmates

The CITY OF LAKE FOREST PARK, its officers, employees, or agents, may interview its inmates inside the confines of the Jail subject to necessary operational and security rules and regulations. Interview rooms will be made available on an equivalent basis to all jurisdictions with inmates confined in the Jail.

4.6 Transport of contracted bed Inmates

The CITY OF LAKE FOREST PARK shall provide or arrange for transportation and security of its inmates to and from the Lynnwood Jail, including to and from in-person court appearances, except when (a) Lynnwood determines, in its sole discretion, that emergency transportation is necessary in order to secure medical and/or psychiatric evaluation or treatment, or (b) Lynnwood determines, in its sole discretion, that transportation is required to support the orderly operation of the Jail. The CITY OF LAKE FOREST PARK shall attempt to provide the Lynnwood Jail with at least twenty-four (24) hours' notice prior to transporting a contracted agency Inmate from the Jail. In any case in which Lynnwood is required to transport the inmate pursuant to subsection (a) or (b) of this paragraph, Lynnwood shall be reimbursed by the contracting agency for any actual expense incurred in transport of an inmate if, in fact, transportation of an inmate by Lynnwood becomes necessary. Such transportation shall be calculated based upon the time required for transport at the correction officer over time rate of \$70.00 per hour.

4.7 Video Court

For the fee set forth in Section 10.5, Lynnwood will provide the CITY OF LAKE FOREST PARK with use of the Jail's "Video Court" services, which include, by way of example but not by way of limitation, the following types of services: use of Lynnwood's video camera(s), audio technology, and the video courtroom facility; scheduling inmates for appearances by video; and escorting of inmates to and from the video courtroom.

The City shall have the discretion to set the date, time, and duration of the contracting city's Video Court proceedings. The Lynnwood Jail, in its sole discretion, will establish a maximum number of contracted Inmates for each video courtroom calendar based upon operational limitations. The CITY OF LAKE FOREST PARK will provide the Lynnwood Jail with a proposed Video Court Schedule within thirty (30) days after execution of this Agreement. The Lynnwood Jail may change or cancel the agency's Video Court Schedule by providing them with at least seven (7) calendar days' written notice. Lynnwood will deliver contracted Inmate(s) to a video courtroom prior to the Inmate(s) hearing time so that the contracted jurisdiction Inmate(s) may prepare for the hearing and meet with his or her respective legal counsel.

When feasible, the CITY OF LAKE FOREST PARK shall provide the Lynnwood Jail with all paperwork requiring the signature of that agency's Inmate(s) at least thirty (30) minutes before the start of the jurisdiction's scheduled Video Court time. In the event of a technical problem that the Parties are unable to repair in a timely manner, the Parties shall work together to reschedule the impacted hearings to be reheard as soon as practicable and at minimum, within two (2) judicial days.

4.8 Medical Treatment

- (A) Inmates shall receive medical, behavioral health counseling, and dental treatment when emergent and necessary to safeguard their health while housed in the Jail. Lynnwood shall provide routine medical services in the Lynnwood Jail. The CITY OF LAKE FOREST PARK shall be responsible for any and all medical, dental, or mental health costs including but not limited to prescriptions, appliances, supplies, emergency transport associated with the delivery of any emergency and/or medical service provider to the contracted agency inmates.
- (B) If Lynnwood becomes aware that a contract agency inmate is in need of medical health care requiring the assistance of a medical health care services provider, then Lynnwood shall make reasonable efforts to notify the CITY OF LAKE FOREST PARK prior to obtaining said service. If the CITY OF LAKE FOREST PARK is contacted and does not authorize Lynnwood to obtain the service, then they shall, within one hour, pick up the inmate from the Jail. Provided, in the case of emergency, Lynnwood may notify the CITY OF LAKE FOREST PARK after the service has been provided.
- (C) An adequate record of all such services shall be kept by Lynnwood in accordance with HIPAA regulations for the contract agency to review at its request. Any medical or dental services of major consequence shall be reported to the CITY OF LAKE FOREST PARK as soon as time permits.
- (D) The CITY OF LAKE FOREST PARK shall be responsible for any and all costs incurred by or on behalf of a CITY OF LAKE FOREST PARK inmate requiring hospitalization. If necessary, the CITY OF LAKE FOREST PARK shall reimburse Lynnwood the dollar-for-dollar amount expended, or cost incurred by Lynnwood in providing the same. Upon payment from the contracted agency for the inmate's health care expense, Lynnwood will assign to the CITY OF LAKE FOREST PARK, if requested, any and all right to reimbursement for medical expenses authorized under RCW 70.48.130. Except in emergencies, the CITY OF LAKE FOREST PARK will be notified by a duty supervisor at the Lynnwood Police Department prior to the inmate's transfer to a hospital and nothing herein shall preclude the CITY OF LAKE FOREST PARK from retaking the ill or injured inmate. In the event a contracting agency inmate is taken by emergency to a hospital, Lynnwood shall notify the CITY OF LAKE FOREST PARK designee as soon as possible of transport, the contracting agency is responsible for providing security during any time of hospitalization.

4.9 Community Corrections

Lynnwood does not offer a contracted Community Corrections Program or alternatives to confinement. The term "Community Corrections Program" and "alternatives to confinement" includes but is not limited to: Electronic Home Detention, Work Education Release, and Work Crew.

If the CITY OF LAKE FOREST PARK wishes to provide a Community Corrections Program and/or "alternatives to confinement" options for contracted agency Inmates, they shall not book such Inmates into the Lynnwood Jail.

4.10 Administrative Booking

Upon request by the arresting officer, and when not otherwise prohibited by statute, court rule or court order, the CITY OF LAKE FOREST PARK may administratively book and immediately release that Inmate. The CITY OF LAKE FOREST PARK shall have the option of completing an administrative book and release at the Lynnwood Jail or transporting their inmate to another jail. Lynnwood further reserves the right to administratively book and immediately release a contracting agency Inmate when, in the sole discretion of the Lynnwood jail Manager, or their designee, the Lynnwood Jail is unable to accept that agency's Inmate for housing and when such action is not otherwise prohibited by statute, court rule or court order.

4.11 Removal of contracting Inmate from Jail

An inmate from the CITY OF LAKE FOREST PARK, legally confined in the Lynnwood Jail, shall not be removed from the Jail by any person except:

- (A) When requested by that jurisdiction's Police Department in writing authorizing such release;
- or
- (B) Upon court order in those matters in which said court has jurisdiction over such inmate;
- (C) For appearance in the court in which a contracted inmate is charged;
- (D) In compliance with a Writ of Habeas Corpus;
- (E) For interviews by contracted attorney or member of that agency's Police Department; or
- (F) If the inmate has served their sentence, or the charge pending against said inmate has been dismissed, or bail or other recognizance has been posted as required by the courts; or
- (G) For other scheduled court appearance, including those for which they are not being held; or
- (H) For medical care and court ordered evaluations.

ARTICLE 5 - PAYMENT PROCEDURES

5.1 Invoice Submission

Lynnwood shall submit monthly invoices to the CITY OF LAKE FOREST PARK for jail services rendered. Invoices shall include the number of contracted Inmates, the duration of their stay, medical services, and any corresponding charges or fees.

5.2 Payment Terms

Payments for jail services provided under this Agreement shall be due within thirty (30) calendar days of issuance of the monthly electronic invoice. Late payments may accrue interest at a rate of 3% per month.

5.3 Records

Each Party may request verification of records to validate charges.

ARTICLE 6 - INSURANCE

6.1 Liability Insurance

Lynnwood shall maintain appropriate liability insurance coverage to protect against claims arising out of the provision of jail services. The Agency shall maintain liability insurance covering its employees and agents involved in the transportation and transfer of Agency Inmates.

ARTICLE 7 - INDEMNIFICATION

7.1 Defense and Indemnification

Lynnwood shall indemnify and hold harmless the CITY OF LAKE FOREST PARK and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liabilities, losses, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of Lynnwood its officers, agents, and employees, or any of them relating to or arising out of services performed pursuant to this Agreement. In the event any such suit based upon such a claim, action, loss, or damages is brought against the contracting agency. Lynnwood shall defend the same at its sole cost and expense; provided that Lynnwood reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the CITY OF LAKE FOREST PARK, and its officers, agents, and employees, or any of them, or jointly against that jurisdiction and Lynnwood and their respective officers, agents, and employees, or any of them, the CITY OF LAKE FOREST PARK shall satisfy the same.

The CITY OF LAKE FOREST PARK shall indemnify and hold harmless Lynnwood and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liabilities, losses, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission CITY OF LAKE FOREST PARK, its officers, agents, and employees, or any of them relating to or arising out this Agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against Lynnwood, the CITY OF LAKE FOREST PARK shall defend the same at its sole cost and expense; provided that Lynnwood reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against Lynnwood, and its officers, agents, and employees, or any of them, or jointly against the City and the CITY OF LAKE FOREST PARK and their respective officers, agents, and employees, or any of them, Lynnwood shall satisfy the same.

Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, Chapter 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. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

Liability Related to Lynnwood Ordinances, Policies, Rules, and Regulations

In executing this Agreement, the CITY OF LYNNWOOD does not assume liability or responsibility for or in any way release the CITY OF LAKE FOREST PARK from any liability or responsibility which arises in whole or in part from the existence or effect of that jurisdiction's ordinances, policies, rules, or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such, the CITY OF LAKE FOREST PARK ordinance, policy, rule or regulation is at issue, they shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the CITY OF LAKE FOREST PARK, Lynnwood or both, shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

Article 8 - CONDITIONS OF ACCEPTANCE OF CITY OF LAKE FOREST PARK INMATES

8.1 Conditions

Lynnwood shall provide services to the CITY OF LAKE FOREST PARK subject to the conditions set forth in this section. Should the Lynnwood Jail, in its sole discretion, decline to accept or retain custody of a contracted agency Inmate for any of the reasons identified in this agreement, the Lynnwood Jail shall notify the arresting officer in person or the contracting city's law enforcement agency of the non-acceptance and the reason for the non-acceptance.

Acceptance of a CITY OF LAKE FOREST PARK Inmate into the Lynnwood Jail shall be conditioned upon the following:

8.2 Obligation to Abide by Policies and Procedures

The contracting agency, its officers, employees, and agents shall follow all Lynnwood Jail policies and procedures.

8.3 Documentation for Legal Basis for Confinement

Absent proper documentation providing a legal basis for confining the CITY OF LAKE FOREST PARK's Inmate, Lynnwood will have no obligation to receive said Inmate into custody. Proper documentation for purposes of this section means an arrest warrant, judicial Order of Commitment, other order of a court of competent jurisdiction, a probable cause statement from the arresting officer and/or properly completed criminal citation.

8.4 Healthcare Clearance

The Lynnwood Jail will have no obligation to receive into custody or retain custody of a contracting agency Inmate absent a determination, on an ongoing basis, by Jail medical staff that the agency's Inmate (a) is medically and psychiatrically able to be housed in the Jail, and (b) does not need medical and/or psychiatric attention that would require treatment at a hospital or other type of health care facility. At all times, the Lynnwood Jail's Police Administrator, or their designee, shall have final authority to determine whether a CITY OF LAKE FOREST PARK's Inmate is medically and/or psychiatrically fit for Jail.

8.5 Population Limits

The Lynnwood Jail shall have the right to return the contracting agency's Inmates back to the CITY OF LAKE FOREST PARK's custody if the Jail reaches the Maximum Allowable Population Level (the "MAPL"). The MAPL refers to the greatest number of inmates that can be held in the Jail in a safe, secure, and humane manner. The MAPL applies to the overall number of inmates but may also be applied to specific populations of inmates (i.e. security level, medical need, mental health need, etc.). The Lynnwood Chief of Police, or their designee, shall determine, in their sole discretion, the MAPL. Every effort will be made to manage the MAPL, including booking restrictions. In the event that the MAPL is reached, and Lynnwood determines that inmates must be removed from the Jail, priority for removal shall be as follows:

- (A) Inmates from out-of-County jurisdictions in reverse order from the date of execution of the respective jurisdictions' interlocal agreements with the Lynnwood Jail; then
- (B) Inmates from out-of-Lynnwood jurisdictions, in reverse order from the date of execution of the respective jurisdictions' interlocal agreements with the Lynnwood; then
- (C) Inmates confined on Lynnwood charges or commitments.

The Lynnwood Jail Manager shall have final authority on MAPL reduction measures, and in the event the Lynnwood Jail determines that the CITY OF LAKE FOREST PARK Inmate(s) shall be removed from the Jail according to this priority schedule, the Lynnwood jail will provide seventy-two (72) hours' notice to remove contract agency Inmates.

8.6 Earned Early Release

Lynnwood will release the CITY OF LAKE FOREST PARK Inmate(s) in accordance with applicable statutes governing the calculation of jail commitments, including with respect to earned release time pursuant to Chapter 9.94A.729 RCW and Chapter 9.92.151 RCW.

ARTICLE 9 – PAYMENT FOR SERVICES

9.1 Proportional Billing

Lynnwood employs proportional billing practices when invoicing jurisdictions for Services. Attached hereto as Exhibit A, and incorporated herein by this reference, is an explanation of Lynnwood's proportional billing practices. Commensurate with these practices, the CITY OF LAKE FOREST PARK shall be invoiced only its proportionate share of the applicable Fees and Costs, as defined in Section 10 below, for a contracted Inmate under either of the following circumstances:

- (A) The CITY OF LAKE FOREST PARK Inmate (a) is being held on criminal misdemeanor or gross misdemeanor charge(s) (whether or not formally arraigned) or on a warrant or court order issued by that agency's municipal or district court, (b) is not being held on any active contracting agency felony charge, and (c) cannot be removed by a federal agency without regard to local charges; OR
- (B) The CITY OF LAKE FOREST PARK Inmate is being held (a) on criminal misdemeanor or gross misdemeanor charge(s) (whether formally arraigned) or on a warrant or court order

issued by that agency's municipal court, and (b) by the State of Washington for violation of the Offender Accountability Act, and the CITY OF LAKE FOREST PARK has declined to transfer custody to the State of Washington.

ARTICLE 10 – FEES AND COSTS

10.1 Definitions

Booking: means the act of registering, screening, and examining inmates for confinement in the Jail.;

Administrative Booking, pursuant to Section 4.10, means the act of inventorying and safekeeping inmates' personal property, maintaining all computerized records of arrest, performing warrant checks, and all other activities associated with processing an inmate for confinement.

The rates and fees are as follows:

10.2 Daily Housing Rate

In consideration of the jail services provided by the Lynnwood Jail, the CITY OF LAKE FOREST PARK agrees to pay a daily housing rate of \$198.00 per agency Inmate per day. This rate shall cover the cost of incarceration, including but not limited to accommodation, meals, visitation, electronic media, communication, and basic medical services.

10.3 Booking Fee

The CITY OF LAKE FOREST PARK shall pay a one-time booking fee of \$100 for each contracting Inmate who undergoes the administrative booking process. This fee is intended to cover the administrative costs associated with intake screening, medical screening, re-entry services, and scheduling wellness exams when admitting contracting Inmates into the Jail.

10.4 Advanced Medical Treatment

Advanced Medical Treatment is any treatment requiring additional medical visits beyond screening, medication, or scheduled wellness checks. Each CITY OF LAKE FOREST PARK Inmate requiring medical care in addition to, or beyond the scope of care provided by in-facility contracted medical services will be contacted and/or billed per section 4.6.

10.5 Video Court Fee

Agencies may elect their inmates to attend court proceedings remotely for an additional \$100 fee for each court appearance. This fee shall cover attendance for scheduled video court hearings, inmate movement, and security unless the contracting agency elects to transport their inmates to and from court through scheduled borrow out requests. Agencies transporting their housed inmates to and from court do not incur an additional fee.

10.6 Invoicing and Payment

The Lynnwood Jail shall provide the contracting agency with monthly invoices detailing the number of contracted Inmates, the duration of their stay, and the corresponding charges. Payment by the CITY OF LAKE FOREST PARK for services rendered under this Agreement shall be made within thirty (30) calendar days of issuance of electronic invoice.

Should the Parties renew this Agreement beyond December 31, 2026, additional annual increases shall be calculated pursuant to Section 10.7.

10.7 Rate increases

Beginning January 1, 2025, the Booking Fees and Daily Housing Rates listed in Sections 10.2 and 10.3 shall increase on January 1st of each proceeding calendar year during the term of this Agreement. The Lynnwood Jail shall provide the contracting agency notice of the Booking Fee and Daily Housing Rate increase by July 1st of each preceding year.

ARTICLE 11 – TERMINATION FOR CONVENIENCE, DEFAULT, AND REMEDIES

11.1 Termination for Convenience

Either Party may terminate this Agreement for convenience upon providing written notice to the other Party at least thirty (30) calendar days prior to the intended termination date.

11.2 Default

If either Lynnwood or the CITY OF LAKE FOREST PARK fails to perform any act or obligation required to be performed by it hereunder, the other Party shall deliver written notice of such failure to the non-performing Party. The non-performing Party shall have fifteen (15) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said fifteen (15) day period, then the non-performing Party shall not be in Default if it commences cure within said fifteen (15) day period and thereafter diligently pursues cure to completion.

11.3 Remedies

In the event of a Party's Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 12 above, the non-Defaulting Party shall have the right to exercise any or all rights and remedies available to it in law or equity. In addition, if the CITY OF LAKE FOREST PARK fails to make payment on an outstanding invoice within the time to cure and the Lynnwood Jail has not disputed the invoice as provided in Section 10.6, the Lynnwood Jail shall have no further right under this Agreement to deliver custody to or otherwise house THE CITY OF LAKE FOREST PARK Inmates at the Jail and shall, at the Lynnwood Jail's request, remove all contracted agency Inmates from the Jail within seventy two (72) hours . Thereafter, the Lynnwood Jail may, in its sole discretion, accept CITY OF LAKE FOREST PARK Inmates to the Jail if all outstanding invoices are paid.

ARTICLE 12 – EARLY TERMINATION

12.1 Lack of Funding

In the event that funding from any source is withdrawn, reduced, limited, or not appropriated after the effective date of this Agreement, this Agreement may be terminated by Lynnwood immediately by delivering written notice to the CITY OF LAKE FOREST PARK. The termination notice shall specify the date on which the Agreement shall terminate.

12.2 Calculation of Costs Due Upon Early Termination

Upon early termination of this Agreement as provided in this Section 12.1, the CITY OF LAKE FOREST PARK shall pay the Lynnwood Jail for all Services performed up to the date of termination. Lynnwood shall notify the contracting agency within thirty (30) calendar days of the date of termination of all remaining costs. No payment shall be made by the CITY OF LAKE FOREST PARK for any expense incurred or services performed following the effective date of termination unless authorized in writing by that agency.

ARTICLE 13 - DISPUTE RESOLUTION

In the event differences between the Parties should arise over the terms and conditions of this Agreement, the Parties shall use their best efforts to resolve those differences through their Administrators on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the Parties. If mediation is not successful, either of the Parties may institute legal action for specific performance of this Agreement or for damages. The prevailing Party in any legal action shall be entitled to a reasonable attorneys' fee and court costs.

ARTICLE 14 – NOTICES

All notices required to be given by any Party to the other Party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

ARTICLE 15 - MISCELLANEOUS

15.1 Entire Agreement: Amendment

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the Party against whom such modification is sought to be enforced.

15.2 Conflicts between Attachments and Text

Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

15.3 Governing Law and Venue

This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing Party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

15.4 Interpretation

This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

15.5 Severability

If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

15.6 No Waiver

A Party's forbearance or delay in exercising any right or remedy with respect to a Default by the other Party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either Party of any particular Default constitute a waiver of any other Default or any similar future Default.

15.7 No Assignment

This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other party, which may be granted or withheld in such Party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

15.8 Warranty of Authority

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

15.9 Independent Contractor

Lynnwood will perform all Services under this Agreement as an independent contractor and not as an agent, employee, or servant of the CITY OF LAKE FOREST PARK. Lynnwood shall be solely responsible for control, supervision, direction, and discipline of its personnel, who shall be employees and agents of Lynnwood and not the contracting agency. Lynnwood has the express right to direct and control Lynnwood's activities in providing the Services in accordance with the specifications set out in this Agreement. Lynnwood shall only have the right to ensure performance.

15.10 No Joint Venture

Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other joint enterprise between the Parties.

15.11 No Separate Entity Necessary

The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

15.12 Ownership of Property

Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with its performance under this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

15.13 No Third-Party Beneficiaries

This Agreement and each and every provision hereof is for the sole benefit of the CITY OF LAKE FOREST PARK and Lynnwood. No other persons or Parties shall be deemed to have any rights in, under or to this Agreement.

15.14 Force Majeure

In the event either Party's performance of any of the provisions of this Agreement become impossible due to circumstances beyond that Party's control, including without limitation, force majeure, strikes, embargoes, shortages of labor or materials, governmental regulations, acts of God, war or other strife, that Party will be excused from performing such obligations until such time as the Force Majeure event has ended and all facilities and operations have been repaired and/or restored.

15.15 Execution in Counterparts

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

SIGNATURES

City of LAKE FOREST PARK

City of LYNNWOOD

By: _____

By:  _____

Printed:

Printed: Christine Frizzell

Title:

Title: Mayor

Date: Click or tap to enter a date.

Date: 12/16/2024

Approved as to Form:

Approved as to Form:

By: _____

By:  _____

Printed:

Printed: Lisa Marshall

Title:

Title: City Attorney

Date: Click or tap to enter a date.

Date: 12/16/2024

Attest:

Attest:

By: _____

By:  _____

Printed:

Printed: Luke Lonie

Title:

Title: City Clerk

Date: Click or tap to enter a date.

Date: 12/16/2024

EXHIBIT A

Proportionate Billing

The City uses a proportional billing process to calculate fees and charges for each inmate. As a result, if multiple jurisdictions have an open charge on an individual inmate, the jurisdictions will each share equally the fees and costs as long as an open charge persists for that jurisdiction. When a contracting jurisdiction's charge is closed, that jurisdiction drops from the proportional billing process, and the proportional billing is recalculated without that jurisdiction.

Each day the City shall examine the open charges for each active booking and apply uniform rules for determining billable charges and identifying the billable jurisdiction.

The procedure employed by the City for determining the billable charges and responsible jurisdictions is outlined below and references the City's billing system. The procedure continues in sequence through the outlined series of steps only so far as needed to isolate a billable charge and determine the jurisdiction responsible for payment.

- If there is one confirmed misdemeanor charge from one jurisdiction, invoice 100% of cost to the CITY OF LAKE FOREST PARK.
- If there is more than one confirmed misdemeanor charges from more than one jurisdiction, invoice each jurisdiction in equal shares.
- If a jurisdiction has multiple confirmed open misdemeanor charges, the jurisdiction is only invoiced as one element of the proportional billing process.

Example: If City A has one confirmed open misdemeanor and City B has two confirmed open misdemeanor charges, all at the same time, each city is billed for fifty percent (50%) of the Fees and Costs for that inmate.

Drop jurisdictions with closed charges.

Example: The City of X has one open misdemeanor charge, and the City of Y has one open misdemeanor charge. If City Y 's charge is closed, City X is billed for one hundred percent (100%) of the Fees and Costs for that inmate from then on.



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date January 9, 2025

Originating Department Police

Contact Person Chief Mike Harden

Title Resolution 24-1994/Authorizing the Mayor to Sign an Agreement with PAWS for Animal Sheltering Services

Legislative History

- First Presentation – January 9, 2025

Attachments:

1. Resolution 25-1994
2. Purchased Services Agreement between City of Lake Forest Park and Progressive Animal Welfare Society, Inc. for Animal Sheltering Services
3. AG-21-049 – PAWS Agreement for services 2022-2024

Executive Summary

The Lake Forest Park Police Department (PD) uses the Progressive Animal Welfare Society for animal control and shelter services. Their current contract expired at the end of 2024, and PD would like to continue to use their services for 2025-2026.

Background

PD has been using PAWS for many years. PAWS has an excellent reputation in animal control and animal welfare communities and has performed exceptionally well over the past years for LFP. PAWS continues to have the capacity to continue services for LFP and is closer and more convenient for staff and citizens than the King County shelter.

They have decided to increase their fees starting in 2025 from \$220/animal to \$238/animal and from \$20/animal to \$25/animal per night for boarding. PAWS has agreed to keep the 2024 rates for the months of January and February, with the new rates going into effect in March, 2025.

The 2025-2026 PAWS intake rates will increase as follows:

Fees are payable to PAWS by LFP as follows:

Fees Charged Pursuant to the Services Agreement:		
Fee	Amount	Description
Administrative Fee for Animals	\$238	Fee for each Animal (for example: stray or impounded dog, cat, accepted by the PAWS Companion Animal Shelter.
Boarding (per day)	\$25	Payable for each night an Animal is held by PAWS at the contracting municipality's request beyond the 10 day stray hold, per I.F.3
Additional Fee for Failure to Provide Veterinary Care	\$200	Per section I.E., payable if contracting municipality= delivers an Animal in need of urgent veterinary care to the PAWS Companion Animal Shelter without prior authorization from PAWS.
Urgent and Necessary Veterinary Costs	Varies, up to \$300	Payable to PAWS for direct costs incurred for urgent and necessary veterinary care at intake, per I.E., up to a total \$300 per Animal if payable by contracting municipality, or, actual cost of invoiced care if paid by the Animal's owner.
DOA Disposal Fee	\$45	For non-private cremation and disposal of deceased animals.

Fiscal & Policy Implications

Current budgeted allotments are sufficient to handle the increase in fees.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Approve the contract 	PD will continue to use PAWS
<ul style="list-style-type: none"> • Not approve the contract 	PD will need to find a different service for animal control and shelter services

Staff Recommendation

As this is a routine contract, staff recommends waiving the three-touch rule and adopting the Resolution authorizing the Mayor to sign the contract with PAWS.

RESOLUTION NO. 25-1994

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT WITH PROGRESSIVE ANIMAL WELFARE SOCIETY (PAWS) FOR ANIMAL SHELTERING SERVICES

WHEREAS, the current Agreement for Sheltering Services with the Progressive Animal Welfare Society (PAWS) expired December 31, 2024; and

WHEREAS, the City desires to continue using PAWS for animal sheltering and has negotiated a new agreement for the period 2025-2026; and

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 Agreement for Animal Sheltering Services with the Progressive Animal Welfare Society in substantially the same form attached 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 _____, 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: January 6, 2025
PASSED BY THE CITY COUNCIL: RESOLUTION NO.: 25-1994

CITY OF LAKE FOREST PARK PURCHASED SERVICES AGREEMENT
Agreement Title: Animal Sheltering Services

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **PROGRESSIVE ANIMAL WELFARE SOCIETY, Inc.** (the "Vendor" or "PAWS"), is dated the last date signed below.

Vendor Business: **Progressive Animal Welfare Society (PAWS)**

Vendor Address: 15305 44th Ave West, Lynnwood, WA 98087

Vendor Phone: (425) 412-4031

Vendor Fax: (425) 742-5711

Contact Name: Jennifer Convy, Sr. Director PAWS
Companion Animal Services

Vendor e-mail: iconvy@paws.org

Authorized City Representative for this contract: Mike Harden, Chief of Police

WHEREAS, the City desires to retain the services of a vendor for animal shelter services; and

WHEREAS, the City has established, by ordinance, regulations regarding animals within the City limits; and

WHEREAS, the City has determined that the award of this contract falls within the single source exemption in the City's Purchasing Policy, Resolution 24-1956, given the unique nature and location of the services needed by the City; and

WHEREAS, City staff has determined that the Vendor is qualified to perform the work detailed in Exhibit A.

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

1. Employment of Vendor. The City retains the Vendor to provide the services described in Exhibit A incorporated herein, for Animal Sheltering 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 Vendor 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.

Exhibit A Work shall commence on the last date signed below and continue until December 31, 2026, unless extended in writing by the parties or terminated as provided herein.

2. Compensation.

A. Services will be paid at the rates set forth in Exhibit B beginning March 1, 2025. Prior that the rates in the prior agreement between the Parties will be charged.

B. At least ninety (90) days prior to the end of each year, PAWS may request the intake fee to be adjusted based on the Seattle Area Consumer Price Index for All Urban Consumers (CPI-U) from the previous year's June-to-June Seattle Area CPI-U. In the event that the CPI-U index decreases, the intake fee shall remain unchanged. Any positive adjustment shall be based on the previous year's June-to-June Seattle Area CPI-U index value. In the event the CPI-U index increases over five percent (5%) the adjustment shall be limited to five percent (5%). Any approved changes shall be pursuant to Section 15.

3. Request for Payment.

A. Not more than once every thirty days the Vendor shall send electronically to ap@cityofflp.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. Termination of Contract. Either party may terminate this Agreement by sending a written notice of termination ("Notice") that specifies a termination date ("Termination Date") at least sixty (60) days after the date of the Notice. Upon receipt of the Notice by Vendor, the Vendor shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Vendor's material breach, the Vendor shall be paid or reimbursed for all work performed 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 Vendor actual notice in a timely manner.

5. Assignment of Contract – Subcontractors. Neither Vendor nor City shall assign this contract or sub-contract this contract without the prior written consent of the other Party.

6. Indemnification. The Vendor 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 Vendor and the City, its officers, officials, employees, and volunteers, the Vendor's liability hereunder shall be only to the extent of the Vendor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Vendor'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.

Vendor 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 Vendor pursuant to this paragraph.

7. Insurance.

A. Insurance Term.

The Vendor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Vendor'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 Vendor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Vendor 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 Vendor'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 Vendors, 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 Vendor'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 Vendor 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 Vendor Limits.

If the Vendor 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 Vendor, irrespective of whether such limits maintained by the Vendor 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 Vendor.

F. Other Insurance Provision.

The Vendor'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 Vendor'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 Vendor 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 Vendor before commencement of the work. Upon request by the City, the Vendor shall furnish certified copies of all required insurance policies, including endorsements, required in this Contract and evidence of all subcontractor's coverage.

I. Subcontractors' Insurance.

The Vendor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Vendor-provided insurance as set forth herein, except the Vendor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor from the City.

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

9. Employment. The Vendor warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Vendor, 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.

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

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

12. Compliance with Federal, State and Local Laws. Vendor 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.

13. Waiver. Any waiver by the Vendor 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.

14. 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.

15. 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 Vendor.

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

17. Notices.

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

City of Lake Forest Park
Attn: Mike Harden, Chief of Police
17425 Ballinger Way NE
Lake Forest Park, WA 98155

b. Notices to the Vendor shall be sent to the following address:

PAWS
Attn: Jennifer Convy, Sr. Director PAWS Companion Animal Services
15305 44th Avenue West
Lynnwood, WA 98087

18. 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.

19. 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 Vendor have executed this Agreement as of the date first above written

CITY OF LAKE FOREST PARK WASHINGTON	PROGRESSIVE ANIMAL WELFARE SOCIETY, Inc. (PAWS)
By: _____ Thomas French, Mayor	By: _____
Date: _____	Typed/Printed Name: _____
	Its _____
	Date: _____
ATTEST:	
By: _____ Matthew McLean, City Clerk	
Date: _____	
APPROVED AS TO FORM:	
By: _____ Kim Adams Pratt, City Attorney	
Date: _____	

EXHIBIT A SCOPE OF WORK

- A. PAWS shall provide the services described herein for Animals found or living in the City of Lake Forest Park (City) that are delivered to the PAWS Companion Animal Shelter (CAS).
- B. For purposes of this Agreement “Animal” refers to a dog, cat, kitten or puppy.
- C. Companion Animal Shelter (CAS) services provided by PAWS shall include:
1. Receiving, sheltering, and holding stray animals at facilities operated by PAWS, provided that PAWS determines that capacity is available at the time of delivery. Sheltering will include daily care, feeding and basic routine veterinary services. Appendix A is a current list of services provided by the PAWS. Appendix A is provided solely for illustrative purposes. PAWS services (including without limitation those described in Appendix A) may, at the sole discretion of PAWS, change from time to time without prior notice to the City.
 2. Making a reasonable effort at the time of intake to verify each stray Animal’s ownership status when delivered by finder to PAWS, including scanning for microchips, checking for identification, and requesting information pertaining to how the Animal was found. The City is responsible for pursuing any payment directly from any individual later discovered to have provided incorrect or incomplete or false information about an Animal’s ownership.
 3. Providing owner notification and releasing Animals to their owners. When any identified Animal is impounded, PAWS will attempt to give notice to the owner by telephone. The notice shall inform the owner of the impounding of such Animal, the reason for impounding and the time period during which the Animal can be claimed prior to disposition and any fees to redeem Animal from PAWS. It shall, however, be the entire responsibility of the owner to ascertain that the Animal has been impounded and to take such measures as the owner deems fit for redeeming the Animal. PAWS shall not be responsible for inadvertently failing to notify an Animal owner.
 4. Disposing of Animals, including through adoption, transfer or humane destruction of Animals not claimed by an owner, in accordance with the provisions of the City’s laws and regulations and PAWS internal procedures, and the provisions of this Agreement. In the event of a conflict between any such provisions, the parties will engage in discussions and mutually agree which controls. PAWS reserves the right to use reasonable and humane alternatives to euthanasia.
 5. Disposing of dead Animals delivered to PAWS by the City’s animal control officer or designee. The City will pay for Dead-on-Arrival (DOA) Animals in accordance with Exhibit B to the Agreement.
- D. PAWS reserves the right to refuse acceptance of any Animal, where, in the opinion of the Shelter Manager or designee, CAS does not have facilities, capacity, or expertise appropriate or available to accommodate the needs of the Animal.
- E. Prior to the City’s animal control officer or designee delivering an Animal to PAWS, any reasonably apparent, urgent, or necessary veterinary care shall have been already arranged and paid for by the City. In the event an Animal in need of such veterinary care is delivered to PAWS by an officer or designee without prior notification and authorization by PAWS, and veterinary care was not provided, the City agrees to pay and will be billed for (1) the cost of such care and any direct cost

incurred by PAWS to provide such care in an amount up to \$300, and (2) a \$200 additional fee. However, if PAWS provides advance authorization to the city to deliver the Animal to PAWS, the additional \$200 fee will not apply.

- F. PAWS agrees to provide Animal Shelter Services for stray Animals delivered to PAWS for the following periods:
1. Seventy-two (72) hours from the hour of delivery for unlicensed stray Animals and currently licensed stray Animals that do not display a license tag or traceable, registered microchip with current owner contact information.
 2. Ten days (240 hours) from delivery for (a) currently licensed stray Animals displaying a license tag and/or traceable, registered microchip with current owner contact information and (b) impounded Animals with a known owner at the time the Animal is delivered to PAWS by a Participating Jurisdiction's animal control officer or designee.

At the written request of the City, for a period longer than that set forth in F.1 or F.2. In such cases, the City agrees to pay PAWS the daily boarding fee, starting with the 11th day from the date of delivery.

- G. Unless otherwise specified by the City, PAWS will release an impounded stray Animal to any person who claims to be and has evidence of the ownership of such Animal.
- H. PAWS has no obligation to release an Animal to its owner until fees associated with the Animal have been paid. Regardless of the foregoing sentence, PAWS, may, in its sole discretion, release an Animal to its owner upon accepting less than the full amount of fees owed, if it is in the best interest of the Animal and the operations of PAWS. All fees collected by PAWS will be retained by PAWS.
- I. Title 6 of the Lake Forest Park Municipal Code (LFPMC) regulates Animals within the City and can be viewed at [Title 6 ANIMALS](#). The City shall notify PAWS within thirty (30) days of amendments to the LFPMC that affect the Scope of Work in Exhibit A.
- J. PAWS shall have the authority to immediately adopt, transfer to rescue, or compassionately euthanize stray and impounded Animals after the period(s) provided in section F if not claimed as provided in sections G and H. The proceeds of the adoption shall belong to PAWS. Any such adoption or other final disposition by PAWS shall be in accordance with PAWS internal procedures.
- K. PAWS shall not sell or donate any Animal for the purpose of scientific research or testing.

**EXHIBIT B
FEE SCHEDULE**

Fees are payable to PAWS by Participating Jurisdiction as follows:

Fees Charged Pursuant to the Services Agreement:		
Fee	Amount	Description
Administrative Fee for Animals	\$238	Fee for each Animal (for example: stray or impounded dog, cat, accepted by the PAWS Companion Animal Shelter.
Boarding (per day)	\$25	Payable for each night an Animal is held by PAWS at the contracting municipality's request beyond the 10 day stray hold, per I.F.3
Additional Fee for Failure to Provide Veterinary Care	\$200	Per section I.E., payable if contracting municipality= delivers an Animal in need of urgent veterinary care to the PAWS Companion Animal Shelter without prior authorization from PAWS.
Urgent and Necessary Veterinary Costs	Varies, up to \$300	Payable to PAWS for direct costs incurred for urgent and necessary veterinary care at intake, per I.E., up to a total \$300 per Animal if payable by contracting municipality, or, actual cost of invoiced care if paid by the Animal's owner.
DOA Disposal Fee	\$45	For non-private cremation and disposal of deceased animals.

Appendix A

ILLUSTRATIVE SERVICES LIST

Services provided to contracting municipalities:

- Shelter animals at companion animal facilities operated by PAWS, including holding for dangerous dog, bite quarantine and cruelty investigations within moderation and evaluated on a case-by-case basis by the PAWS Shelter Manager or Shelter Director. There may be a separate fee structure for a dangerous dog and acceptance is determined on a case-by-case basis.
- Research animal identification/microchips, provide owner notification
- Return animals to owners (Owners reclaiming animals pay fees set by PAWS.)
- Deceased animal disposal, animal remains holding upon request

Optional services that may be provided to Participating Jurisdiction if requested by Participating Jurisdiction and PAWS agrees.

AG-21-049

Contract No. _____
 Brief Description: Animal Sheltering

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

This Agreement is entered into by and between the City of Lake Forest Park, Washington, a municipal corporation hereinafter referred to as the "CITY," and the Progressive Animal Welfare Society, Inc., hereinafter referred to as the "PAWS."

WHEREAS, the City desires to retain the services of a vendor for animal shelter services, and

WHEREAS, the City has established by ordinance regulations regarding animals within the City limits, and

WHEREAS, the City has selected PAWS to perform the above-mentioned services;

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

1. Scope of Services to be Performed by PAWS.

PAWS shall perform the services outlined in Exhibit A. In performing these services, PAWS shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation.

A. Services will be paid at the rate set forth in Exhibit A, including all fees and those reimbursable expenses (if any) listed in Exhibit A.

B. The City shall pay PAWS for services rendered after receipt of a billing voucher in the form set forth on Exhibit B. NO PAYMENT WILL BE ISSUED WITHOUT A BILLING VOUCHER. PAWS shall send billing vouchers electronically to Accounting Supervisor, ap@ci.lake-forest-park.wa.us. Payments will be processed within 30 (thirty) days from receipt of billing voucher. PAWS shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City. PAWS shall complete and return a W-9 to the City prior to contract execution by the City. No payment will be issued without a Taxpayer Identification Number on file.

3. Term.

The term of this Agreement shall commence January 1st, 2022 and ends at midnight on the 31st day of December 2024.

4. Termination.

A. The City reserves the right to terminate this Agreement at any time, with or without cause, by giving sixty (60) days' notice to PAWS in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and

7. Hold Harmless.

PAWS shall indemnify, defend, and hold harmless the City, its officers, agents and employees and volunteers, from and against any and all claims, injuries, damages, losses, suits, or liability, 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. It is further specifically and expressly understood that the indemnification provided herein constitutes PAWS 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.

The City shall indemnify, defend, and hold harmless the PAWS, its officers, agents and employees and volunteers, from and against any and all claims, injuries, damages, losses, suits or liability, 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 PAWS. It is further specifically and expressly understood that the indemnification provided herein constitutes the City's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

PAWS shall obtain insurance of the types described below during the term of this Agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that 1) PAWS' insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of PAWS' insurance (except for professional liability insurance); and 2) PAWS' insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

- A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to the Agreement involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.
- B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with combined single limits not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate. The City shall be named as an additional insured on this policy. PAWS shall submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage acceptable to the City.
- C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves PAWS' use of motor vehicles.

9. Delays.

PAWS is not responsible for delays caused by factors beyond PAWS' reasonable control. When such delays beyond PAWS' reasonable control occur, the City agrees PAWS is not responsible for damages, nor shall PAWS be deemed to be in default of the Agreement.

10. Successors and Assigns.

Neither the City nor PAWS shall assign, transfer, or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other. Provided, however, PAWS retains the right to utilize assigned agents to provide animal care through established programs, such as Foster Care or its Placement Partner Program. No delegation or subcontracting of performance of any services, with or without the City's prior written consent, shall relieve PAWS of responsibility to perform services in accordance with this Agreement. PAWS shall be fully responsible for the performance, acts, and omissions of PAWS employees, and any other person who performs or furnishes any services in furtherment of this Agreement.

11. Nondiscrimination.

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status, sexual preference, gender identity or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification, or any other status protected under federal or state law. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age [except minimum age] and retirement provisions, marital status, sexual preference, gender identity or in the presence of any sensory, mental, or physical handicap, or any other status protected under federal or state law.

12. Notices.

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as may be modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City of Lake Forest Park:
City Administrator
City of Lake Forest Park
17425 Ballinger Way NE
Lake Forest Park, WA
98155
206-368-5440

PAWS:
Director of Companion Animal Services
Progressive Animal Welfare Society, Inc.
PO Box 1037
Lynnwood, WA 98046
(425) 412-4029

13. Governing Law and Venue.

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Any dispute arising out of any alleged breach of this Agreement shall first be submitted to non-binding mediation for resolution. If the dispute is not resolved in mediation,

the dispute shall be subject to mandatory and binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. Venue of any such proceeding shall be in King County, Washington.

14. General Administration and Management.

The City's contract manager shall be Phillip Hill, City Administrator, or his designee.

15. Severability.

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

16. Entire Agreement.

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


17. 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.

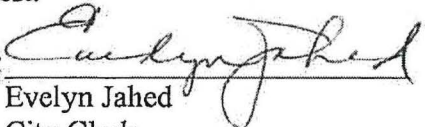
This Agreement is entered into by the parties on the last date signed below.

CITY OF LAKE FOREST PARK

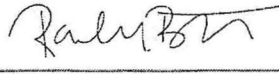
PAWS

By: 
Name: Jeff Johnson
Title: Mayor
Date: 12/9/2021

By: 
Name: Heidi Wills Yamada
Title: Chief Executive Officer
Date: 12/16/21

Attest:
By: 
Evelyn Jahed
City Clerk

Approved as to form:

By: 
for Kim Adams Pratt
City Attorney

Attachments: Exhibits A, B, W-9 (Request for Taxpayer Identification Number and Certification)

EXHIBIT A**SCOPE OF WORK****1. Services Provided**

PAWS shall independently provide the following services to the City:

- A. PAWS shall furnish animal shelter services to the City. Animal shelter services shall include sheltering and holding of dogs and cats at facilities operated by PAWS, releasing animals to owners, and disposing of animals that are not claimed by owners after the period prescribed by City ordinance, in a responsible and lawful manner (including adoption or destruction). PAWS, at its discretion, may decline to provide disposal services for residents of the City when the deceased animal in question is owned by the resident or his/her immediate family, and/or has been euthanized by a private veterinarian.
- B. PAWS shall provide veterinary care at the discretion of PAWS' Director of Companion Animal Services or, in his or her absence, his or her designated representative (collectively, "Manager" or "Shelter Manager"). If agreed upon by the Shelter Manager and a licensed veterinarian, ill or injured stray animals, whether licensed or not, whose owners cannot be notified, because the animal has no identification that is traceable or the owner cannot be reached by a single phone call, may be euthanized if the animal is in pain that cannot be relieved by such care as the shelter staff can reasonably provide. PAWS shall have a policy and procedure to follow to euthanize the animal and to reach the owner. When reasonably possible, PAWS shall recover costs from the owner of the animal for such veterinary treatment prior to release of the animal or euthanasia procedure.
- C. PAWS agrees to abide by and strictly follow any and all procedures of Title 6 of the Lake Forest Park Municipal Code, as now or hereafter amended, regulating animals, particularly the provisions of Title 6 related to the duration of impoundment, before disposing of any animals. PAWS and the City agree that Title 6, as now or hereafter amended, is incorporated by reference and shall be part of this Agreement as if set forth in full herein. The City shall provide PAWS with current copies of all applicable policies, procedures, and City ordinances upon execution and the agreement and, at least thirty (30) days prior to the effective date thereof, copies of any amendments affecting PAWS' performance under this Agreement.
- D. If any animal is brought to PAWS by a City official or a Lake Forest Park Animal Control Officer and then claimed by its owner during the applicable holding period, the owner will be solely responsible for paying any and all reasonable fees and costs charged by PAWS for its care and sheltering of the animal. PAWS may choose not to release any sheltered animal to any person until PAWS is reasonably satisfied that the person has paid all applicable, shelter and other fees related to housing and caring for any animal and has evidence of the ownership of said animal.
- E. PAWS will hold unlicensed stray dogs and cats for a period of seventy-two (72) hours from time of delivery, except as provided herein. Stray dogs and cats bearing a current license issued within the State of Washington or positively identified by a Lake Forest Park Animal Control Officer or City Official, or by a traceable microchip, shall be held for a period of ten (10) days. PAWS shall be responsible for delivering notification to owners that their licensed dog or cat has been impounded, unless notification has already been done by a City official or a Lake Forest Park Animal Control Officer, and PAWS has been provided

evidence of such notification. Such notice may be based on information provided by the City in accordance with the City's Animal Control policies and procedures. Attempts of notification shall be made by telephone and/or US Mail using information on the pet's licensing record, if available, or as otherwise provided by the City. PAWS shall release animals to owners within the applicable holding period prescribed herein in accordance with the procedures outlined in Section 1.D of this Scope of Work.

- F. PAWS shall dispose of animals not claimed by an owner once the applicable holding period prescribed herein has expired, either by release for adoption, euthanasia, or transfer to another agency in accordance with applicable laws and terms of this Agreement. PAWS shall not sell any animals to research institutes or licensed dealers for research purposes. Animals held under RCW 16.52.085 will be held for fifteen (15) business days before any disposition of the animal by PAWS.

Any animal not redeemed by its owner during the prescribed holding period or which, in the opinion of a licensed veterinarian or the Shelter Manager, is suffering from serious injury or disease, may be humanely destroyed, or in the discretion of the Shelter Manager may be held for a longer period and redeemed by any person upon payment of reasonable medical and holding costs. Animals deemed dangerous by the City shall not be released to their owners without a court order.

- G. If not claimed by an owner during the applicable holding period, an animal immediately becomes the property of PAWS. Disposition of the animal is then at PAWS' discretion, provided however, that PAWS shall not dispose of an animal while any legal proceedings of which it has notice and relating to the disposition of that animal are pending or in contravention of any court order of which it has notice. Persons adopting animals brought to PAWS and otherwise subject to the provisions of this Agreement will be solely responsible for paying any and all reasonable fees and cost charged by PAWS for its care and sheltering of the animal, in addition to applicable licensing fees, microchipping charges or other fees that PAWS, in its discretion, may charge.
- H. PAWS reserves the right to refuse all animals other than dogs or cats, where, in PAWS' opinion, it does not have the facilities appropriate or available to accommodate the needs of such animal. PAWS further reserves the right to refuse any animal if the animal shelter is at its maximum capacity. The Manager shall have the authority to make such determinations. The Manager can decline an owned animal that needs to be placed on "bite quarantine" if the City's Animal Control Officer approves that the animal can remain at the owner's house or be housed at another boarding facility or veterinary clinic at the owner's sole expense.

2. Compensation

In consideration of PAWS performing the services contemplated by this Agreement, the City agrees to pay an intake fee of \$220.00 for each animal brought to PAWS from the City's jurisdiction for the year 2022. For the years 2023-2024, the intake fee rate will be increased by the June 2022 to June 2023 Seattle-Bellevue-Tacoma CPI-u or 3%, whichever is less. The intake fee dollar amount will be rounded up to the nearest dollar.

For animals that are brought to PAWS by City officials or Lake Forest Park Animal Control Officers and released to their owners prior to the applicable holding period expiring pursuant to Section 1.E. of the Scope of Work, PAWS will attempt to recover the intake fee from the animal's

owner. However, if PAWS is not successful in recovering either the entire intake fee or a portion of the fee, the balance of this intake fee amount will be billed to the City. This includes licensed or unlicensed stray animals found within the City limits of Lake Forest Park and brought to PAWS by a City Official or a Lake Forest Park Animal Control Officer.

PAWS may also charge the City a per day fee of Twenty Dollars (\$20.00) per animal for animals held, at the City's written request, beyond the time periods specified in Section 1.E. of this Scope of Work. In the event of legal proceedings or court order, the City will provide PAWS with prompt written notice of the same and direct that the animal shall be held until further notice.

The above-mentioned payments shall be the sole compensation for work performed and/or services rendered by PAWS, and for supervision, labor, supplies, materials, equipment or use thereof, and for all other expenses and incidentals necessary to complete all the services required by this Agreement.

Each month, PAWS shall submit a properly executed invoice to the City to request payment pursuant to Section 1 of this Scope of Work. Said invoices shall indicate the total number of animals handled during the month for the City. Expenditures under this Agreement that are determined by audit to be ineligible for reimbursement and for which payment has been made to PAWS shall be refunded to the City within 30 days of notification. PAWS shall maintain adequate records to support billings. Said records shall be maintained for a period of at least three (3) years after completion of this Agreement by PAWS.

3. Work and Facility Inspection

The City reserves the right, upon reasonable notice, to inspect, review and approve the work and facilities of PAWS to assure that it has been completed as specified, prior to payment.

4. Representations

PAWS represents and warrants that it has the requisite training, skill and experience necessary to provide the services and is appropriately accredited and licensed by all applicable agencies and governmental entities.

5. Property and Confidential Information

PAWS shall not, without the prior written consent of the City, disclose to third parties information it obtains from the City that is not otherwise subject to public disclosure unless:

- The information is in the public domain at the time of disclosure by PAWS;
- The information is also received by PAWS from a third party who does not have an obligation to keep the same confidential; or
- The information is subject to court order or lawfully issued subpoena.

6. Collaboration

The City and PAWS will collaborate to promote responsible guardianship and attempt to reduce future sheltering and animal control costs. The City will continue to support the community's movement to a safer and more humane environment by participating with PAWS as follows:

- a) The City will continue to ensure that information on lost/found pets and licensing information is presented on the City website including appropriate links to PAWS and animal control providers.

b) The City will work with PAWS to be visible in the community through appropriate and available city events and educational information. Examples of the type of events that offer collaborative opportunities follow:

Example: The City will sponsor an annual “license and microchip day” event. PAWS will be responsible for performing the microchipping of cats and dogs on this day at their shelter facility under the supervision of a licensed veterinarian. The City will bear the costs of the microchips for City residents at the approximate cost of five dollars (\$5) each. The City will promote the event encouraging pet owners to get their pet licensed and microchipped on the same day.

Example: The City will sponsor an annual low-cost “spay and neuter” day at PAWS which focuses on the prevention of litters and reduces free-roaming cat populations. As a sponsor of this event the City promote the event encouraging low-income pet owners to get their pet spayed/neutered and benefit from the lower priced licenses (it is ½ the fee compared to the licenses for unaltered pets).



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date January 9, 2025

Originating Department Executive

Contact Person Phillip Hill, City Administrator
Chief Mike Harden

Title Resolution 25-1995/Supporting the addition of a Healthy Streets Initiative within the Neighborhood Traffic Calming Program and Adopting a Healthy Streets Map

Legislative History

- First Presentation – August 14, 2023, City Council Committee of the Whole
- Second Presentation – February 8, 2024, City Council Regular Meeting
- Third Presentation – May 20, 2024, City Council Committee of the Whole
- Fourth Presentation – June 13, 2024, City Council Regular Meeting
- Fifth Presentation – January 9, 2025, City Council Regular Meeting

Attachments:

1. Resolution 25-1995
2. Healthy Streets map

Executive Summary

Following initial discussions in August 2023 and February 2024 regarding the concept of a healthy streets program for the City of Lake Forest Park, Councilmembers Riddle and Goldman worked with Administration and Chief Harden, in conjunction with the city’s traffic engineering consultant to identify streets within the city that are appropriate for the application of a healthy streets program.

The attached map identifies the streets that, based on discussion with the council, were determined appropriate for such a program. The program would be implemented through the city’s Traffic Calming

Group, providing that group with another tool to address residents' traffic calming requests. Healthy Streets solutions could be implemented where it is otherwise cost-prohibitive to re-engineer a road with improvements such as chicanes, speed pillows, or bulb-outs or where digital speed signs are likely to prove ineffective due to the roadway's geometries.

As with other traffic calming requests, a petition signed by 70% of the neighbors on the section of roadway to be considered for a Healthy Street designation would be required before review by the Traffic Calming Group. There would be no penalties or enforcement of a Healthy Street designation by the city.

It is anticipated that improvements related to a Healthy Street designation would be limited primarily to signage at the entrance to the neighborhood and possible street artwork or other enhancements to visually indicate that the space de-emphasizes the automobile. Possible physical improvements would be submitted for review by the Traffic Calming group, as safety and/or maintenance considerations may require review.

Background

Healthy Streets are closed to pass through traffic, but open to people walking, rolling, biking, and playing. This program aims to open more public space for people to use, improving community and individual health.

During the COVID pandemic, cities realized the long-understood benefit of de-emphasizing the automobile in favor of other modes of transportation. The stay-at-home order provided an opportunity to utilize narrow, residential streets for multi-modal transportation without the worry of conflicts with automobiles.

The map of streets proposed for this program focuses on local streets and access roads. All classifications of arterial streets, high traffic streets serving commercial, multifamily, schools or churches, and cul-de-sac or dead-end streets, are proposed as not eligible for this program.

Fiscal & Policy Implications

This program is not anticipated to have any significant fiscal implications. The Traffic Calming Group currently meets regularly to review traffic calming requests, and this program will add another possible solution that would be less costly than re-engineering a road.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Adopt the Healthy Streets Initiative and the Healthy Streets Map 	<p>The city's Traffic Calming Group and residents will be provided a resource identifying streets eligible for the Healthy Street Initiative</p>
<ul style="list-style-type: none"> Do not adopt the Healthy Streets Initiative and Healthy Streets Map 	<p>The Traffic Calming Group will work to prepare a new map based on council feedback</p>

Staff Recommendation

Adopt Resolution 25-1995, adopting the Healthy Streets Initiative and the Lake Forest Park Healthy Streets Map as presented.

RESOLUTION NO. 25-1995

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, SUPPORTING THE ADDITION OF A HEALTHY STREETS INITIATIVE WITHIN THE NEIGHBORHOOD TRAFFIC CALMING PROGRAM TO INCREASE SAFETY AND ENJOYMENT OF RESIDENTS ON THEIR STREETS.

WHEREAS, the City recognizes the importance for everyone to enjoy shared public spaces; and

WHEREAS, the City has many public residential streets where residents enjoy taking walks, walking their pets, socializing with neighbors, and playing with friends; and

WHEREAS, vehicles traveling at excessive speeds or traveling near pedestrians can create unsafe conditions, therefore discouraging people from using their streets for nonmotorized uses; and

WHEREAS, many of these public residential streets do not qualify for or would require cost prohibited traffic calming measures through the City's Neighborhood Traffic Calming Program; and

WHEREAS, the Neighborhood Traffic Calming Program would benefit from having another option when current options are too costly or would produce an undesirable outcome; and

WHEREAS, the opening of two Link Light Rail stations in Shoreline will potentially increase traffic through our City, a portion of which may utilize residential neighborhood streets; and

WHEREAS, the Lake Forest Park Police Department is committed to the Washington Traffic Safety Commission Target Zero initiative to reduce traffic deaths and serious injuries to zero by 2030; and

WHEREAS, "Healthy Streets" is a term used to describe streets that are designated as places open to people walking, rolling, biking, and playing while not allowing vehicles other than those operated by local residents, guests, emergency services, deliveries, and other essential vehicles to utilize Healthy Streets; and

WHEREAS, designating certain residential streets as a Healthy Street can promote more pedestrian friendly streets.

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

SECTION 1. ADOPT. The City Council of the City of Lake Forest Park, Washington, supports the inclusion of a Healthy Streets initiative to increase pedestrian safety and the enjoyment of residents on their streets and directs the administration to include Healthy Streets as a possible solution to address requests for traffic calming that provides for the following.

1. Publish Attachment A, the Lake Forest Park Healthy Streets map, on the City's Website identifying which streets may apply for the Healthy Streets Initiative.
2. Establish standard signage that communicates that Healthy Streets allows only local vehicular traffic, emergency services, and other essential vehicles.
3. Establish standard features such as signage, street artwork, or other improvements to indicate entrances to Healthy Streets visually.
4. Report implementation capital costs to the City Council.

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 January, 2025.

APPROVED:

Tom French
Mayor

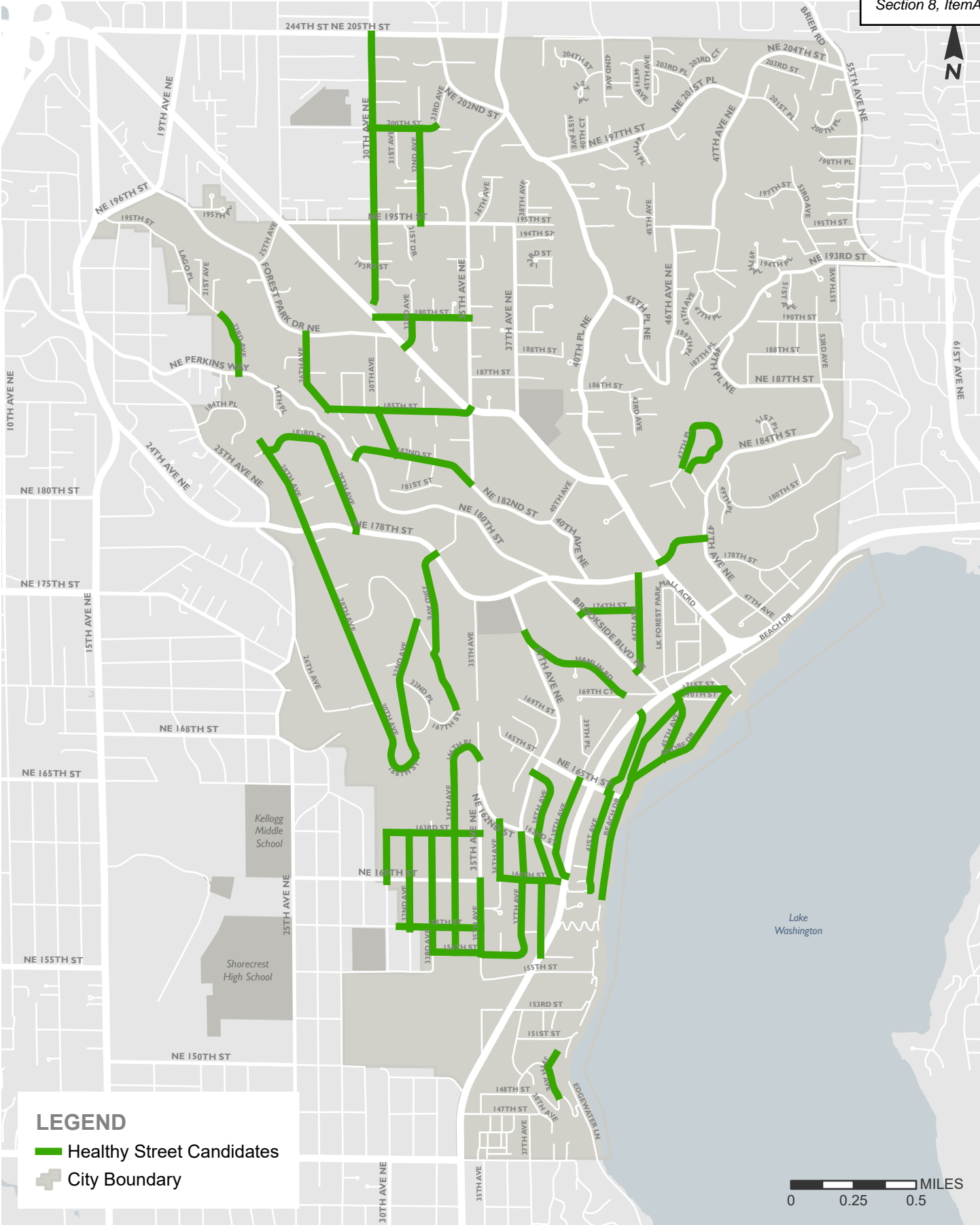
ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-XXXX

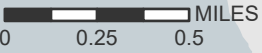
Attachment A: Healthy Streets Map

Resolution No. 25-1995



LEGEND

- Healthy Street Candidates
- City Boundary



Healthy Street Candidates

Lake Forest Park - On Call

DRAFT



FIGURE

XX 93



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date January 9, 2025

Originating Department Executive

Contact Person Phillip Hill, City Administrator

Title Resolution 25-1996/Confirming the appointment of Rebecca Dickinson as the Public Works Director

Legislative History

- First Presentation - January 9, 2025, City Council Regular Meeting

Attachments:

1. Rebecca Dickinson Cover Letter & Resume
2. Resolution No. 25-1996 confirming the appointment

Executive Summary

The administration interviewed two applicants for the vacant Public Works Director position on November 19, 2024. Rebecca Dickinson was the unanimous pick of the three interview panels.

Background

The administration has been recruiting for the Public Works Director position. Two candidates were interviewed by three panels consisting of city staff, the city attorney, three council members, and the mayor. The three panels recommended hiring Rebecca Dickinson as the city’s new Public Works Director.

Section 2.08.170 establishes the position and allows the mayor to appoint an individual to it, subject to confirmation by a majority of the city council.

Fiscal & Policy Implications

The 2025/2026 biennial budget provides sufficient budget for this position.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt Resolution 25-1996 confirming the Mayor’s appointment of Rebecca Dickinson as the Public Works Director.	Ms. Dickinson will begin working for the city on January 27, 2025.
<ul style="list-style-type: none">• Do not adopt Resolution 25-1996 confirming the Mayor’s appointment of Rebecca Dickinson as the Public Works Director.	The administration would continue recruiting for the position.

Staff Recommendation

Adopt Resolution 25-1996 confirming the Mayor’s appointment of Rebecca Dickinson as the Public Works Director.

Rebecca Dickinson

To Whom it May Concern,

Please review the attached resume in consideration for a position with your organization.

With over 25 years' experience in land development & construction projects I believe that you will find my qualifications and experience to be a good fit for this position.

I provide steady leadership and am a reliable, highly capable professional with the ability to work calmly under intense pressure in varying conditions.

Thank you for your time and commitment in reviewing the enclosed material. Feel free to contact me at the above telephone number or email address, if you require additional information.

Sincerely,

Rebecca Dickinson

Rebecca Dickinson

Summary

Highly accomplished and talented **Professional** with extensive experience in large land development projects, Healthcare Planning, Design & Construction, real estate acquisition, marketing & sales, master planning, and project management. Architectural, electrical, civil, and transportation engineering with significant tenure with various government and private agencies. Fifteen years direct experience in Healthcare PD&C, OSHPD Construction Projects.

Positive, resourceful problem solver with solid track record for utilizing resources effectively. Intelligent, goal-oriented, effective leader who adapts quickly and confidently to change.

Qualifications & Certifications

- Master Planning & Commercial/Industrial Land Development, Real Estate
- Medical, Hospital, Healthcare, Master Planning. Planning, Design, Construction, leading design process/programming of consulting architects and engineers and hospital user groups
- Leadership role overseeing work of more than 200 professional consultants to design financial institution
- Experienced in applying current principles, practices, methods and techniques of architecture, electrical engineering, and civil engineering
- Directly facilitates and oversees large-scale land development projects & ground-up construction projects
- Highly skilled reading, reviewing, and interpreting construction plans architectural, civil, and electrical
- Adept multi-tasker
- Knowledgeable with federal and state laws, ordinances, policies, and standards governing construction, engineering, and architectural practices
- Certified in Project Management
- Strong ability to coordinate, implement and oversee a variety of largescale projects concurrently
- Trained in FEMA methodology for rapid visual screening of buildings for potential seismic hazards and selection and layout of retaining walls
- Proficient in AutoCAD, GPS, GIS, Word, Outlook, Excel, Access, and MS Project

Community Professional Involvement

Northern California Influential Construction Leaders
TRI General Improvement District (TRI-GID), McCarran, Nevada
Board of Trustees
Architectural Review Committee
TRI General Improvement District (Wild Horses), McCarran, Nevada Board
of Trustees

Professional Experience

Consultant – 4/2024 – present

Tract, Director Land Development 10/2023 – April 2024
Large Land Development projects (10,000 acres+)

Blockchains' Inc., Director Land Development & Real Estate 07/2021 – December 2023

\$250M land sale, 2023

- Evaluating land, engineering, marketing, and strategizing the sale of 67,000 acres of raw industrial land in Nevada
- **Originally hired to construct Smart City Development Project (67,000 acres)**
- Overseeing the development & construction of several cadential projects in the US & Switzerland
- Proactively networking & developing solid community & government agency relationships
- Overseeing project designs from their initial phase through completion
- Interacting with county and state while overseeing land development projects
- Applying knowledge of construction practices, contract administration, infrastructure planning, and program management
- Supervising/coordinating & developing scope of work and leading a variety of consulting teams
- Overseeing, developing & leading the execution of project & Planning efforts
- Collaborating with legal division to negotiate construction, engineering, and other related contracts
- Monitoring compliance across points of project, including contract, environmental, and government compliance

Renown Health, Senior Capital Project Manager, Owner Representative 10/19 – 7/2021

- **Directed & oversaw Design Process of Campus Master Plan (\$500M)**
- Evaluated user needs & developed design and programming plan that supported institutional master planning effort
- Hired appropriate consultants through Request for Qualifications (RFQ) and Request for Proposals (RFP) processes & hiring process
- Developed program & led consultants in project design, reviewed plans for scope alignment, constructability
- Negotiated contracts for services to be performed
- Reviewed and approved progress billings; resolve disputes and claims, contract documents (drawing and specifications)

Consultant Owner Rep – Stanford Healthcare and UCSF Medical Center Campuses 7/18 – 10/10
Project Budgets \$500M - \$1B each

- Development of Campus Facility Master Plans and Land Development, Ground-up Construction (Hospitals)
- Evaluated staff's needs based on institutional facilities master plan and budget
- Determined appropriate delivery method for proposed project CMAR, Design/Bid/Build, Design Build, Design Assist, IPD and Guaranteed Maximum Price

- Selected appropriate consultants through Request for Qualifications

County of San Mateo, San Mateo, California 01/2013 – 07/2018

County Manager's Office, Project development Unit and Department of Public Works Capital Project Manager

- Utilized architectural planning and design methodology to construct Capital Improvement Projects, Master Planning
- Implemented succinct understanding of building construction materials and methods
- Applied structural, mechanical and electrical engineering principles as they relate
- Analyzed department and others' needs for ground up or remodeled facilities
- Prepared contract agreements for construction and remodeling projects
- Managed large complex construction projects from inception to completion
- Established and maintained cooperative working relationships with internal staff & consultants
- Anticipated problems and resolved disputes effectively
- Collected, analyzed and interpreted data; applied architectural and/or engineering techniques
- Reviewed and recommended designs and contract documents for program compliance
- Acquired grants to support sustainability projects

City of Seattle, Seattle, Washington 02/2015 – 11/2017

Senior Capital Project Manager

- Utilized architectural and civil planning design methodology to construct complex capital improvement projects
- Determined and refined project scope, estimate, and budget
- Negotiated contracts, change order, and memorandums
- Oversaw projects from commencement to completion

State of Hawaii Department Transportation, Oahu, Hawaii 06/2012 – 09/2012

Civil Engineer

- Designed, constructed and project managed transportation projects

City of Palo Alto, Palo Alto, California 12/2009 – 06/2010

Electrical Engineering Estimator

- Estimated job costs and materials related to electrical engineering projects
- Performed electrical engineering assignments and needs assessments, for compilation of project materials • Compiled estimate fees
- Engineered and estimated electrical and fiber optic installations and acted as project manager for fiber optic and electrical construction
- Designed electrical transformers

Puget Sound Energy, Olympia, Washington 09/2008 – 04/2009

Municipal Construction Planner

Master Planning related to electrical, gas & civil engineering infrastructure improvements

- Reviewed, interpreted, and designed complex details related to engineering plans for Governmental Entities, Public Works Departments and their consultants
- Acted as initial point of contact & collaborative team member for local cities, counties, and state transportation departments when new construction projects were proposed
- Facilitated communications between jurisdictions, PSE departments and PSE's service providers
- Identified conflicts on infrastructure extension projects and determined extent of effect on PSE facilities

- Developed avoidance strategies including negotiations of mitigating proposals related to PSE infrastructure

City of Olympia, Olympia, Washington 05/2006 – 09/2008

Project Manager/Engineer/Plans Examiner/Expert Witness (from construction commencement through built phase)

- Reviewed engineering plans for commercial development, compatibility with existing systems, materials, locations, grade, size and general engineering feasibility
- Analyzed water/sewer mains, storm drainage systems, street and sidewalk construction, planned residential developments, subdivisions, and all commercial developments for compliance
- Calculated plan check fees and associated permitting fees
- Coordinated and communicated process of project with developers, engineers, and inspectors
- Participated in weekly pre-submission conferences with developers and consultants
- Analyzed RFP's, RFQ's, bid process, CO's and punch lists
- Expert witness testimony on behalf of department in legal proceedings

Public Utility District (PUD) 3, Shelton, Washington 04/1991 – 05/2006

Electrical Engineer

- Utilized knowledge of engineering, surveying, drafting principles and computerized drafting design (CAD) for new and existing construction of distribution electrical facilities
- Performed development and design of electrical installations utilizing current guidelines, engineering principles, practices, and theories
- Compiled estimates and researched right-of-way permits and easements
- Performed pre-construction meetings and provided onsite guidance
- Reviewed project with contractors, commercial and residential applicants to ensure projects requirements were met
- Worked collaboratively with other utilities & government agencies to accommodate and streamline installation processes
- Ensured engineering and design work were in adherence to codes, construction practices & safety practices

RESOLUTION NO. 25-1996

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, CONFIRMING THE APPOINTMENT BY THE MAYOR OF REBECCA DICKINSON AS THE PUBLIC WORKS DIRECTOR

WHEREAS, the administration recruited a new Public Works Director; and

WHEREAS, a selection committee consisting of the Mayor, City Administrator, Finance Director, Community Development Director, Human Resources Director, City Clerk, City Attorney, Public Works Superintendent, and three Council Members performed interviews for the position of Public Works Director; and

WHEREAS, section 2.08.170 of the Lake Forest Park Municipal Code requires the appointment of the Public Works Director by the Mayor and confirmation by the City Council; and

WHEREAS, the Mayor has extended an employment offer to Rebecca Dickinson and she has accepted the Mayor’s offer; and

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

Section 1. CONFIRMATION. The City Council confirms the appointment by the Mayor of Rebecca Dickinson as the Public Works Director of Lake Forest Park.

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, numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 9th day of January 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

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



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date January 9, 2025

Originating Department Administration

Contact Person Phillip Hill, City Administrator

Title Resolution 25-1997/Adopting the Capital Improvement Plan for 2025-2030

Legislative History

- First Presentation January 9, 2025, Work Session
- Second Presentation January 9, 2025, Regular Meeting

Attachments:

1. Resolution 25-1997
2. Capital Improvement Plan for 2025-2030

Executive Summary

Resolution 25-1997 would adopt the six-year Capital Improvement Plan for 2025-2030.

Background

The 2025-2030 Capital Improvement Plan (CIP) is a module set to achieve the goals of the City’s 2024 Comprehensive Plan. The CIP document describes planned activities which address enhancements in areas of healthy environment, public streets, governmental facilities, public schools and parks. This is a living document, which aligns with the current visions and goals of the community and Administration. It provides a directive for City staff and will be updated biennially.

Over the next biennium and beyond, this CIP endeavors to construct culvert projects moving up stream on Lyon Creek, continue the street overlay program, begin the sewer lift station replacement, and upgrades at City parks and conduct maintenance at City facilities. The City also plans to initiate projects such as: the SR104 Roundabout and begin design for sidewalk improvements around Brookside and Lake Forest Park Elementary schools.

Fiscal & Policy Implications

CIP projects are included in the 2025-2026 budget based on the expected funding packages. Project specific funding assumptions can be found on individual project sheets. Consistent with policy, projects with a value greater than \$50,000 require City Council approval. Any such project will be brought to the City Council for approval, with a funding package, before the commencement of the project. Many projects partially rely on outside funding; any such project will be reevaluated if the outside funding does not materialize.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the proposed CIP	The administration will use the adopted CIP as a guide to prioritize projects
<ul style="list-style-type: none">• No Action	The administration will continue to work on a new draft of the CIP

Staff Recommendation

Adopt Resolution 25-1997` adopting the 2025-2030 Capital Improvement Plan

RESOLUTION NO. 25-1997

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING A CAPITAL IMPROVEMENT PLAN UPDATE FOR 2025 - 2030

WHEREAS, the 2025-26 biennial budget includes expenditures outlined in the 6-Year 2025-2030 Capital Improvement Plan (“CIP”); and

WHEREAS, the biennial budget ordinance does not itself adopt the CIP; and

WHEREAS, the 2025-2030 Capital Improvement Plan includes several new and refined projects that are consistent with the adopted 2024 Comprehensive Plan and its goals, which provides additional focus and direction for City capital investments; and

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

Section 1. CIP ADOPTED. The City Council of the City of Lake Forest Park hereby adopts the 2025-2030 Capital Improvement Plan, attached hereto as Exhibit A, and reserves the right to amend it from time to time.

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 9th day of January, 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

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

DRAFT

City of Lake Forest Park - Capital Improvement Plan - 2025/26

	PROJECTS	* Action Plan	2025						2026					
			Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State / Federal / County Grant Funding Revenue	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State / Federal / County Grant Funding Revenue
Facilities	1 City Hall Facilities	ST			300,000						300,000			
	2 Public Works Office Building	ST			25,000						25,000			
	3 Public Works Facilities	ST			5,000						5,000			
	4 PW Facility EV Chargers	CAP			135,000						75,000			
	5 PW Bins Rooftop Solar Panels	CAP												
	6 PW Facility Rooftop Solar Panels	CAP												
	7 City Hall Parking Lot Solar Panels	CAP												
	8 City Hall Rooftop Solar Panels	CAP												
Parks	9 McKinnon Creek Trail	PROST												
	11 Animal Acres Park Restoration	PR,ST												
	12 Horizon View Park Improvements	PR,ST												
	13 Master Plan - Park Properties for Development (Sims)	PR,ST	100,000											
	14 Master Plan - Park Properties for Development (SPU)	PR,ST	200,000											
	15 Park Property Improvements (Sims) (Animal Acres - Annexation)	PR,ST												
	16 Park Property Improvements (SPU) (5 Acre Woods)	PR,ST												
	17 Master Plan - Existing Parks and Trail Systems	PR,ST	250,000							250,000				
	18 Existing Parks and Trail Systems Improvements	PR,ST												
	19 Lakefront Park Development - Design	PR,ST			500,000									
20 Lakefront Park Development - Construction	PR,ST			192,131						7,744,339				
Transportation	21 Annual Street Overlay Program	ST		550,000						550,000				
	22 ADA Ramp Design and Construction	ST		200,000						200,000				
	23 Brookside Sidewalk - Design and Construction (Sound Transit Project)							60,000					200,000	
	24 Safe Streets Study (Traffic Calming)	SS		100,000						100,000				
	25 37th Ave Sidewalk (Brookside Elementary) - Design	SS								400,000				
	26 37th Ave Sidewalk (LFP Elementary) - Design	SS								250,000				
	27 SR 104 and 40th Pl. NE Roundabout	SH		3,245,000				3,767,000						
	28 Guardrail Replacement (Design and Construction)			100,000						150,000				
Sewer	29 Beach Drive Sewer Lift Stations - Design							500,000						
	30 Beach Drive Sewer Lift Stations - Construction											2,574,000		
	31 Master Plan - Sanitary Sewer System - Data Collection											400,000		
	32 Master Plan - Sanitary Sewer System - Data Analysis and Reporting													
	33 Sanitary Sewer System - CIPP and Structure Improvements													
Stormwater - Surface Water	34 Culvert L70 Replacement - Design	CRS												
	35 Culvert L70 Replacement - Construction	CRS												
	36 Culvert L90 Replacement	CRS											3,070,000	
	37 Culvert L110 Replacement - Design	CRS												
	38 Culvert L110 Replacement - Construction	CRS												
	39 Brookside/35th Avenue Culvert Replacement - Design													
	40 Brookside/35th Avenue Culvert Replacement - Construction													
	41 35th Ave NE Drainage Improvements	CP												
	42 28th Ave NE Culvert Temporary Repair	CP												
	43 28th Ave NE Culvert Replacement	CP												
	44 Stormwater Facility Retrofit	CP				440,000								
	45 Master Plan - Stormwater & Surface Water Systems - Data Collection	CP										400,000		
	46 Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting	CP												
	47 Stormwater & Surface Water Systems - CIPP and Structure Improvements	CP												
	48 NE 195th St & SR 104 Culvert	CP												
	49 Misc SW Projects - Replace SW crossings	ST											250,000	

LEGEND

XXXXX	Projects Based on Available funds from Traffic Camera Revenues
XXXXX	Projects with Funding Challenges

City of Lake Forest Park Capital Improvement Plan - 2025-2030 (Mayor's Proposed)

PROJECTS		# Action Plan	2027					2028							
			Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State / Federal / County Grant Funding Revenue	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State / Federal / County Grant Funding Revenue	
Facilities	1	City Hall Facilities	ST			300,000						300,000			
	2	Public Works Office Building	ST			25,000						25,000			
	3	Public Works Facilities	ST			5,000						5,000			
	4	PW Facility EV Chargers	CAP												
	5	PW Bins Rooftop Solar Panels	CAP			125,000									
	6	PW Facility Rooftop Solar Panels	CAP			150,000									
	7	City Hall Parking Lot Solar Panels	CAP									250,000			
	8	City Hall Rooftop Solar Panels	CAP												
Parks	9	McKinnon Creek Trail	PROST												
	11	Animal Acres Park Restoration	PR,ST												
	12	Horizon View Park Improvements	PR,ST												
	13	Master Plan - Park Properties for Development (Sims)	PR,ST												
	14	Master Plan - Park Properties for Development (SPU)	PR,ST												
	15	Park Property Improvements (Sims) (Animal Acres - Annexation)	PR,ST							600,000					
	16	Park Property Improvements (SPU) (5 Acre Woods)	PR,ST							350,000					
	17	Master Plan - Existing Parks and Trail Systems	PR,ST												
	18	Existing Parks and Trail Systems Improvements	PR,ST							750,000					
	19	Lakefront Park Development - Design	PR,ST												
	20	Lakefront Park Development - Construction	PR,ST				2,440,092								
Transportation	21	Annual Street Overlay Program	ST		600,000						600,000				
	22	ADA Ramp Design and Construction	ST		200,000						200,000				
	23	Brookside Sidewalk - Design and Construction (Sound Transit Project)													
	24	Safe Streets Study (Traffic Calming)	SS		100,000						100,000				
	25	37th Ave Sidewalk (Brookside Elementary) - Design	SS												
	26	37th Ave Sidewalk (LFP Elementary) - Design	SS												
	27	SR 104 and 40th Pl. NE Roundabout	SH												
	28	Guardrail Replacement (Design and Construction)			150,000						150,000				
Sewer	29	Beach Drive Sewer Lift Stations - Design													
	30	Beach Drive Sewer Lift Stations - Construction													
	31	Master Plan - Sanitary Sewer System - Data Collection													
	32	Master Plan - Sanitary Sewer System - Data Analysis and Reporting						250,000							
	33	Sanitary Sewer System - CIPP and Structure Improvements										250,000			
Stormwater - Surface Water	34	Culvert L70 Replacement - Design	CRS				372,000								
	35	Culvert L70 Replacement - Construction	CRS									1,308,000			
	36	Culvert L90 Replacement	CRS												
	37	Culvert L110 Replacement - Design	CRS												
	38	Culvert L110 Replacement - Construction	CRS												
	39	Brookside/35th Avenue Culvert Replacement - Design					200,000								
	40	Brookside/35th Avenue Culvert Replacement - Construction										550,000			
	41	35th Ave NE Drainage Improvements	CP												
	42	28th Ave NE Culvert Temporary Repair	CP												
	43	28th Ave NE Culvert Replacement	CP				250,000								
	44	Stormwater Facility Retrofit	CP												
	45	Master Plan - Stormwater & Surface Water Systems - Data Collection	CP												
	46	Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting	CP				150,000								
	47	Stormwater & Surface Water Systems - CIPP and Structure Improvements	CP				200,000								
	48	NE 195th St & SR 104 Culvert	CP									500,000			
	49	Misc SW Projects - Replace SW crossings	ST				250,000					250,000			

City of Lake Forest Park Capital Improvement Plan - 2025-2030 (Mayor's Proposed)

PROJECTS		# Action Plan	2029					2030							
			Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State / Federal / County Grant Funding Revenue	Capital Improvement	Transportation Capital	Capital Facilities	SWM Capital	Sewer Capital	State / Federal / County Grant Funding Revenue	
Facilities	1	City Hall Facilities	ST			300,000						300,000			
	2	Public Works Office Building	ST			25,000						25,000			
	3	Public Works Facilities	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 Parking Lot Solar Panels	CAP												
	8	City Hall Rooftop Solar Panels	CAP			400,000									
Parks	9	McKinnon Creek Trail	PROST												
	11	Animal Acres Park Restoration	PR,ST												
	12	Horizon View Park Improvements	PR,ST												
	13	Master Plan - Park Properties for Development (Sims)	PR,ST												
	14	Master Plan - Park Properties for Development (SPU)	PR,ST												
	15	Park Property Improvements (Sims) (Animal Acres - Annexation)	PR,ST												
	16	Park Property Improvements (SPU) (5 Acre Woods)	PR,ST												
	17	Master Plan - Existing Parks and Trail Systems	PR,ST												
	18	Existing Parks and Trail Systems Improvements	PR,ST												
	19	Lakefront Park Development - Design	PR,ST												
	20	Lakefront Park Development - Construction	PR,ST												
Transportation	21	Annual Street Overlay Program	ST		650,000						650,000				
	22	ADA Ramp Design and Construction	ST		200,000						200,000				
	23	Brookside Sidewalk - Design and Construction (Sound Transit Project)													
	24	Safe Streets Study (Traffic Calming)	SS		100,000						100,000				
	25	37th Ave Sidewalk (Brookside Elementary) - Design	SS												
	26	37th Ave Sidewalk (LFP Elementary) - Design	SS												
	27	SR 104 and 40th Pl. NE Roundabout	SH												
	28	Guardrail Replacement (Design and Construction)			150,000						150,000				
Sewer	29	Beach Drive Sewer Lift Stations - Design													
	30	Beach Drive Sewer Lift Stations - Construction													
	31	Master Plan - Sanitary Sewer System - Data Collection													
	32	Master Plan - Sanitary Sewer System - Data Analysis and Reporting													
	33	Sanitary Sewer System - CIPP and Structure Improvements						250,000							
Stormwater - Surface Water	34	Culvert L70 Replacement - Design	CRS												
	35	Culvert L70 Replacement - Construction	CRS												
	36	Culvert L90 Replacement	CRS												
	37	Culvert L110 Replacement - Design	CRS				618,181								
	38	Culvert L110 Replacement - Construction	CRS									4,437,070			
	39	Brookside/35th Avenue Culvert Replacement - Design													
	40	Brookside/35th Avenue Culvert Replacement - Construction													
	41	35th Ave NE Drainage Improvements	CP												
	42	28th Ave NE Culvert Temporary Repair	CP												
	43	28th Ave NE Culvert Replacement	CP												
	44	Stormwater Facility Retrofit	CP												
	45	Master Plan - Stormwater & Surface Water Systems - Data Collection	CP												
	46	Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting	CP												
	47	Stormwater & Surface Water Systems - CIPP and Structure Improvements	CP												
	48	NE 195th St & SR 104 Culvert	CP				500,000					500,000			
	49	Misc SW Projects - Replace SW crossings	ST				250,000					250,000			

City Hall Facilities

Description	Mini projects have been identified to address the maintenance and operational upgrades of City Hall.
Background	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 recognized the need to create a City Hall Projects Reserve Fund to maintain the City Hall facility.
Total Project Cost	\$1,800,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	\$3,000/yr
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 Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$1,800,000		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	
TOTAL	\$1,800,000	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$0

Estimated Staff Hours	1,800		300	300	300	300	300	300	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$1,800,000		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$0
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$1,800,000	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding	\$0								

Public Works Office Building	
Description	This project will provide funding for bulding 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 include 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	\$110,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	N/A
Change from Prior CIP	None
Project Start Date	Not Scheduled
Anticipated Completion Date	Not Scheduled
Project Status	Pending
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$110,000		\$25,000	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	
TOTAL	\$110,000	\$0	\$25,000	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0

Estimated Staff Hours	110	0	25	25	15	15	15	15	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								\$0
Transportation Capital Fund	\$0								\$0
Capital Facilities	\$110,000		\$25,000	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	
SWM Capital Fund	\$0								\$0
Sewer Capital Fund	\$0								\$0
TOTAL	\$110,000	\$0	\$25,000	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding									

Public Works Maintenance Shop

Description	Provide better organization with 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 and also 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 with 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 Maint. Costs	None
Change from Prior CIP	N/A
Project Start Date	Pending
Anticipated Completion Date	Ongoing
Project Status	Ongoing
Project Rating	Medium - Low

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
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
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
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	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding	\$0								

Public Works Facility EV Chargers

Description	Installation of 10 Level 2 EV charging ports at our Public Works Facility in preparation for fleet electrification.
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 transition from fossil fuels to electricity, for the vehicles that are EV available, will assist in reaching that goal. Tangentially, a conversion to EVs will reduce our overall operations and maintenance expenses.
Policy Basis	Mobility, Healthy Environment
Total Project Cost	\$210,000
Method of Financing	City Capital Fund (REET I), Commerce Grant
City Funding %	65%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	N/A
Project Start Date	TBD
Anticipated Completion Date	TBD
Project Status	Pending
Project Rating	Medium

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$210,000		\$210,000		\$0	\$0	\$0	\$0	
TOTAL	\$210,000	\$0	\$210,000	\$0	\$0	\$0	\$0	\$0	

Estimated Staff Hours	210	0	210	0	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$210,000	\$0	\$210,000	\$0	\$0	\$0	\$0	\$0	\$0
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$210,000	\$0	\$210,000	\$0	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding	\$75,000		\$75,000						

Public Works Material Bins Covers Solar Panels									
Description	Installation of solar panels on Material Bins Covers at the Public Works Maintenance Facility. The solar panels will compliment 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	\$125,000								
Method of Financing	City Capital Fund (REET I)								
City Funding %	100%								
In-House Costs Reimbursed	No								
Estimated Annual Maint. 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								
EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$125,000				\$125,000	\$0	\$0	\$0	
TOTAL	\$125,000	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	
Estimated Staff Hours	125	0	0	0	125	0	0	0	0
FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$125,000	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$125,000	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0
REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future

Public Works Facility Building Solar Panels									
Description	Installation of solar panels on the Public Works Maintenance Facility building. The solar panels will compliment 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 public works facility building 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	\$150,000								
Method of Financing	City Capital Fund (REET I)								
City Funding %	100%								
In-House Costs Reimbursed	No								
Estimated Annual Maint. 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								
EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$150,000				\$150,000	\$0	\$0	\$0	
TOTAL	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	
Estimated Staff Hours	150	0	0	0	150	0	0	0	0
FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$150,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0
REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future

City Hall Parking Lot Solar Panels

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 Maint. 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

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
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
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
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	Total	Previous	2025	2026	2027	2028	2029	2030	Future

City Hall Rooftop Solar Panels

Description	Installation of solar panels on the City Hall's Rooftop. The solar panels will provide renewable electricity for City Hall.
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 on City Hall's rooftop will assist with meeting the goal of reducing our carbon footprint, reducing our utility expenses, and provide more reliable power.
Policy Basis	Mobility, Healthy Environment
Total Project Cost	\$400,000
Method of Financing	City Capital Fund (REET I)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	N/A
Project Start Date	2029
Anticipated Completion Date	2029
Project Status	City is identifying potential outside funding sources
Project Rating	Medium

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$400,000						\$400,000		
TOTAL	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	

Estimated Staff Hours	400	0	0	0	0	0	400	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$400,000						\$400,000		
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future

Master Plan for Park Property Development (Sims)

Description	Development of the recently acquired property at 17450 37th Ave NE to convert to a public nature park with an active recreation element.
Background	Acquisition of the 17450 37th Ave NE increased the size of Pfingst Animal Acres Park from 3.85 acres to over 5 acres providing a very large natural central park in Lake Forest Park. It will be connected by sidewalks on all sides, ample street and off-street parking while providing nature trail connection between Brookside Boulevard and Brookside Elementary School. The property could be used as an outdoor classroom due to its immediate proximity to the elementary school and its amazing location at the convergence of two salmon-bearing streams. The property also has a large outdoor fireplace and an upland area suitable for active outdoor recreation.
Policy Basis	Healthy Environment, Community Vitality, 100-Yr Legacy Plan
Total Project Cost	\$100,000
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 Maint. Costs	TBD
Change from Prior CIP	New Project
Project Start Date	TBD
Anticipated Completion Date	TBD
Project Status	City is identifying potential outside funding sources
Project Rating	Low

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$100,000				\$100,000				
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
TOTAL	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0

Estimated Staff Hours	224	0	0	0	224	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$100,000		\$100,000						
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future

Master Plan for Park Property Development - SPU Property									
Description	Development of the recently acquired property at 19021, 19031 40th Place NE (Parcels 4022902320, 4022902270) to convert the properties to a public nature park that may include active recreation elements.								
Background	Seattle Public Utilities (SPU) accepted the City's \$1 million purchase offer for the two undeveloped parcels near the intersection of 40th Place NE and 45th Place NE. Initial funding for acquisition comes from an internal line of credit combined with grant funding from King County Conservation Futures. The properties have an area of 5.6 acres with a dense tree canopy and extensive sensitive areas. The City's successful offer is a culmination of a cooperative effort by the City Council, Mayor, Lake Forest Park Stewardship Foundation and conservation-minded residents.								
Policy Basis	Healthy Environment, Community Vitality, 100-Yr Legacy Plan								
Total Project Cost	\$200,000								
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	TBD								
Estimated Annual Maint. Costs	TBD								
Change from Prior CIP	New Project								
Project Start Date	TBD								
Anticipated Completion Date	TBD								
Project Status	City is identifying potential outside funding sources								
Project Rating	Low								
EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$200,000				\$200,000				
Permitting	\$0								
Acquisition	\$0								
Construction	\$0								
TOTAL	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0
Estimated Staff Hours	448	0	0	0	448	0	0	0	0
FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$200,000		\$0		\$200,000				
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$200,000	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0
REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future

Master Plan - Existing Parks and Trail Systems

Description	Develop a Master Plan for the City's existing parks and trail systems including the connections between facilities with respect to providing pedestrian access.
Background	This Master Plan will builds on the previous work such as the PROST plan, but is not an update of the plan. Instead, our Parks and Trail Systems need to be supplemented with enhanced access from Park to Park via safe walkways, pathways, and other means of travel that accommodates and supports the community's and Council's desire for increased multi-model transportation and better connectivity.
Policy Basis	Healthy Environment, Community Vitality, 100-Yr Legacy Plan
Total Project Cost	\$30,000
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 Maint. 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
Project Rating	Low

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$30,000		\$30,000						
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Acquisition	\$0								
Construction	\$0								
TOTAL	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	67	0	67	0	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$30,000		\$30,000						
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future

Lakefront Park Property Development

Description	Development of the recently acquired Turner property along Lake Washington to convert the existing residential property to a recreational facility and integrate with the Lyon Creek Preserve.
Background	Acquisition of the Turner property on Beach Drive finalize in 2021 and will be converted to a public space with the open carport and some of the cabins demolished and the main house, garage, and cabin 6 will be remodeled and converted to public spaces. Conceptual designs were created and an overall plan is being developed leading to the restoration and construction of a new public space providing water access to the public and a venue for meetings and other gatherings
Policy Basis	Healthy Environment, Community Vitality, 100-Yr Legacy Plan
Total Project Cost	\$8,436,470
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 Maint. Costs	TBD
Change from Prior CIP	New Project
Project Start Date	TBD
Anticipated Completion Date	TBD
Project Status	City is identifying potential outside funding sources
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$500,000		\$500,000						
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$7,936,470		\$192,131	\$7,744,339					
TOTAL	\$8,436,470	\$0	\$692,131	\$7,744,339	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	18,898	0	1,550	17,347	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$8,436,470		\$692,131	\$7,744,339					
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$8,436,470	\$0	\$692,131	\$7,744,339	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future

Annual Street Overlay	
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	\$300,000
Method of Financing	1
City Funding %	100%
In-House Costs Reimbursed	0
Estimated Annual Maint. 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

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$1,800,000		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	
TOTAL	\$1,800,000	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$0

Estimated Staff Hours	1,710	0	285	285	285	285	285	285	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$1,800,000		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$1,800,000	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
TBD	\$0								

ADA Ramps

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 Maint. Costs	None
Change from Prior CIP	None
Project Start Date	Annual Program
Anticipated Completion Date	Annual Program
Project Status	Ongoing
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$600,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
TOTAL	\$600,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0

Estimated Staff Hours	942	0	157	157	157	157	157	157	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$600,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$600,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
TBD	\$0								

Brookside Sidewalk at SR522	
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 increasing safer mobility.
Policy Basis	Mobility
Total Project Cost	\$260,000
Method of Financing	Sound Transit Reimbursement
City Funding %	0
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	None
Change from Prior CIP	None
Project Start Date	2025
Anticipated Completion Date	2026
Project Status	Pending
Project Rating	Medium

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$60,000		\$60,000						
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$200,000			\$200,000					
TOTAL	\$260,000	\$0	\$60,000	\$200,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	582	0	134	448	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$260,000		\$60,000	\$200,000					
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$260,000	\$0	\$60,000	\$200,000	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Sound Transit Access Funds	\$260,000		\$60,000	\$200,000		\$0	\$0		

Safe Streets Study: Early Action Investments	
Description	Small street safety improvement projects as depicted in the upcoming Safe Streets study, mostly additional speed radar signs and rapid flashing beacon crosswalk signs.
Background	This project is an outcome of the recommended project list resulting from the Safe Streets Study.
Policy Basis	2017 Safe Streets Study
Total Project Cost	\$300,000
Method of Financing	Transportation Capital Fund (REET II)
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. 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

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$300,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
TOTAL	\$300,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0

Estimated Staff Hours	471	0	79	79	79	79	79	79	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$300,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$300,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
TBD	\$0								

Design for Sidewalk - 37th Ave NE (Brookside)	
Description	Sidewalk between NE 178th St. to NE 165th St. on 37th Ave NE. Sidewalk will be near Brookside Elementary School.
Background	There have been numerous citizen requests for enhanced pedestrian facilities on this route leading to Brookside Elementary.
Policy Basis	Mobility
Total Project Cost	\$400,000
Method of Financing	Pedestrian Access Funds
City Funding %	0
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	None
Project Start Date	TBD
Anticipated Completion Date	TBD
Project Status	Pending
Project Rating	Medium

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$400,000			\$400,000					
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
TOTAL	\$400,000	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	896	0	0	896	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$400,000			\$400,000					
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$400,000	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
	\$0								

Design for Sidewalk - 37th Ave NE (LFP)	
Description	Sidewalks in the vicinity of Lake Forest Park Elementary at 37th Avenue NE, just north of SR 104 to NE 195th Street and NE 187th Street, 35th Avenue NE to 37th Avenue NE
Background	There have been numerous citizen requests for enhanced pedestrian facilities on this route leading to Lake Forest Park Elementary.
Policy Basis	2017 Safe Streets Study
Total Project Cost	\$250,000
Method of Financing	Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %	TBD
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	New Project
Project Start Date	TBD
Anticipated Completion Date	TBD
Project Status	N/A
Project Rating	Medium

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$250,000			\$250,000					
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$0								
TOTAL	\$250,000	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	560	0	0	560	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$250,000			\$250,000					
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$250,000	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
	\$0				\$0	\$0	\$0	\$0	

SR 104/40th PI Roundabout	
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	\$7,012,000
Method of Financing	Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %	46
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	Ongoing
Project Start Date	2020
Anticipated Completion Date	2026
Project Status	Pending
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$7,012,000		\$7,012,000						
TOTAL	\$7,012,000	\$0	\$7,012,000	\$0	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	4,628	0	4,628	0	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Future Grant Opportunities	\$3,767,000		\$3,767,000						

Guardrail Replacement Program	
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 practice is no longer offered by the County leading the City to procure the design and installation independently.
Policy Basis	Mobility
Total Project Cost	\$850,000
Method of Financing	Transportation Capital Fund (REET II)
City Funding %	100
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	Ongoing
Project Start Date	2025
Anticipated Completion Date	Ongoing
Project Status	Pending
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$175,000		\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$675,000		\$75,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	
TOTAL	\$850,000	\$0	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$0

Estimated Staff Hours	561	0	66	99	99	99	99	99	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$850,000		\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$850,000	\$0	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
	\$0								

Beach Drive Sewer Lift Station

Description	Two lift stations on Beach Dr. NE are near the end of their useful lives. One new lift station will replace both lift stations and upgrade the sewage conveyance in this basin. An emergency generator will also be installed.
Background	This sewer system was installed by Lake City Sewer District in the 1960s.
Policy Basis	1999 Sewer Comprehensive Plan
Total Project Cost	\$3,074,000
Method of Financing	Sewer Capital Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	The project has been moved from 2018-2019 to the 2025-2026
Project Start Date	2025
Anticipated Completion Date	2026
Project Status	Pending
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$500,000		\$500,000						
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$2,574,000			\$2,574,000					
TOTAL	\$3,074,000	\$0	\$500,000	\$2,574,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	2,060	0	335	1,725	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$3,074,000			\$3,074,000			\$0	\$0	
TOTAL	\$3,074,000	\$0	\$0	\$3,074,000	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding	\$0								

Sanitary Sewer System Master Plan

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	\$400,000
Method of Financing	Sewer Capital Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	None
Change from Prior CIP	N/A
Project Start Date	TBD
Anticipated Completion Date	TBD
Project Status	Pending
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$500,000			\$250,000	\$250,000				
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$500,000					\$250,000	\$250,000		
TOTAL	\$1,000,000	\$0	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$0	\$0

Estimated Staff Hours	670	0	0	168	168	168	168	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$1,000,000			\$250,000	\$250,000	\$250,000	\$250,000	\$0	
TOTAL	\$1,000,000	\$0	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding	\$0								

Culvert L70 Replacement

Section 8, Item C.

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. The study ranked L70 as Low priority based on level of deficiencies, thus this project is not set to initiate until 2024.
Policy Basis	2017 Lyon Creek Culvert Replacement Study - Preliminary Design Report
Total Project Cost	\$1,680,000
Method of Financing	
City Funding %	
In-House Costs Reimbursed	No
Estimated Annual Maint. 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

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$372,000				\$372,000				
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$1,308,000					\$1,308,000			
TOTAL	\$1,680,000					\$1,308,000			

Estimated Staff Hours	2,132	0	0	0	0	2,132	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$1,308,000					\$1,308,000			
Sewer Capital Fund	\$0								
TOTAL	\$1,308,000	0	0	0	0	\$1,308,000	0	0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Grant									

Culvert L80-90 Replacement

Section 8, Item C.

Description	Replacement of culverts L80 (35th Avenue NE) and L90 (NE 185th Street) along with restoration of culvert creek channel within the private property at 18503 Ballinger Way NE. This project has changed by removing Culvert L80 from the project scope.
Background	<p>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.</p> <p>WSDOT is committed to replacing culvert L100 across SR 104 (west of 35th) with construction expected in 2025. LFP is working with WSDOT to restore the creek by replacing L100 and L90 culverts in consecutive years limited the construction's impact to the community. The City has successfully obtained grant funding to finance the design and construction phases of the City's project.</p>
Policy Basis	2009 Lake Forest Park Flood Reduction Planning Study
Total Project Cost	\$3,070,000
Method of Financing	Grants
City Funding %	<5%
In-House Costs Reimbursed	Yes
Estimated Annual Maint. Costs	Surface Water Capital Fund, Grants
Change from Prior CIP	Construction to start in 2026
Project Start Date	2017
Anticipated Completion Date	2026
Project Status	Pending WSDOT competition of L100
Project Rating	Medium

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$3,070,000			\$3,070,000					
TOTAL	\$3,070,000	\$0	\$0	\$3,070,000	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	5,004	0	0	5,004	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$3,070,000			\$3,070,000					
Sewer Capital Fund	\$0								
TOTAL	\$3,070,000	\$0	\$0	\$3,070,000	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State Capital Budget	\$3,070,000			\$3,070,000					
Total	\$3,070,000	\$0	\$0	\$3,070,000	\$0	\$0	\$0	\$0	\$0

Culvert L110 Replacement

Section 8, Item C.

Description	Replacement of culvert L110, Lyon Creek crossing at the intersection of 35th Avenue NE & NE 190th
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. The study ranked L110 as High priority based on level of deficiencies, but is in line with other culvert projects already in process of design/construction.
Policy Basis	2017 Lyon Creek Culvert Replacement Study - Preliminary Design Report
Total Project Cost	\$5,055,252
Method of Financing	
City Funding %	
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	Surface Water Capital Fund, Grants
Change from Prior CIP	New Project
Project Start Date	2023
Anticipated Completion Date	2026
Project Status	City is seeking outside funding opportunities
Project Rating	Low

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$618,181						\$618,181		
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$4,437,070								\$4,437,070
TOTAL	\$5,055,252	\$0	\$0	\$0	\$0	\$0	\$618,181	\$0	\$4,437,070

Estimated Staff Hours	8,240		0	0	0	0	1,008	0	7,232
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FUND SOURCE	Total	Previous	2019	2020	2021	2022	2023	2024	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$5,055,252		\$0	\$0	\$0	\$0	\$618,181	\$0	\$4,437,070
Sewer Capital Fund	\$0								
TOTAL	\$5,055,252	\$0	\$0	\$0	\$0	\$0	\$618,181	\$0	\$4,437,070

REVENUES	Total	Previous	2019	2020	2021	2022	2023	2024	Future
King County Flood Control Dist.									
Loan/Bond									
Loan Payment	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Brookside/#35th Avenue Culvert Replacement

Section 8, Item C.

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	
Total Project Cost	\$750,000
Method of Financing	
City Funding %	
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	Surface Water Capital Fund, Grants
Change from Prior CIP	New Project
Project Start Date	2027
Anticipated Completion Date	2028
Project Status	City is seeking outside funding opportunities
Project Rating	Low

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$200,000				\$200,000				
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$550,000					\$550,000			
TOTAL	\$750,000	\$0	\$0	\$0	\$200,000	\$550,000	\$0	\$0	\$0

Estimated Staff Hours	1,223		0	0	326	897	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
King County Flood Control Dist.									
Loan/Bond									
Loan Payment	\$0								

Stormwater Facility Retrofit Project	
Description	Project proposes to install a vault in the parcel between Ballinger Way NE and 32nd Avenue NE which avoids impacts to the critical root zone of large trees.
Background	The NPDES Phase II permit required that a Stormwater Management Action Plan (SMAP) be completed in 2023. One of the action items from the SMAP is install a treatment vault to treat stormwater before it reaches Lyon Creek.
Policy Basis	NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
Total Project Cost	\$440,000
Method of Financing	Possible Washington State Department of Ecology Grant, and Lake Forest Park Surface Water Capital Fund
City Funding %	TBD
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	TBD
Change from Prior CIP	New Project
Project Start Date	2025
Anticipated Completion Date	2026
Project Status	Ongoing
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$40,000		\$40,000						
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$400,000		\$400,000						
TOTAL	\$440,000	\$0	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0

Estimated Staff Hours	717	0	717	0	0	0	0	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$440,000		\$440,000						
Sewer Capital Fund	\$0								
TOTAL	\$440,000	\$0	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
	\$0								

Stormwater System Master Plan	
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	\$400,000
Method of Financing	Surface Water Capital Fund
City Funding %	100%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	None
Change from Prior CIP	N/A
Project Start Date	2026
Anticipated Completion Date	2027
Project Status	Pending
Project Rating	High

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$400,000			\$400,000					
Design	\$150,000				\$150,000				
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$950,000				\$200,000	\$250,000	\$250,000	\$250,000	
TOTAL	\$1,500,000	\$0	\$0	\$400,000	\$350,000	\$250,000	\$250,000	\$250,000	\$0

Estimated Staff Hours	1,005	0	0	268	235	168	168	168	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$1,500,000			\$400,000	\$350,000	\$250,000	\$250,000	\$250,000	
Sewer Capital Fund	\$0						\$0	\$0	
TOTAL	\$1,500,000	\$0	\$0	\$400,000	\$350,000	\$250,000	\$250,000	\$250,000	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding	\$0								

NE 195th Street and SR 104 Culvert Replacement

Section 8, Item C.

Description	The culvert at NE 195th Street and SR 104 is undersized and caused flooding issues in the area.
Background	The culvert at NE 195th Street and SR 104 is at the apex of the City of Lake Forest Park, the City of Shoreline and WDOT's jurisdiction. Shoreline has taken the lead on this project and is working with the US Army Corps of Engineers to design and reconstruct the culvert to meet current standards. We have an ILA in place that obviates the City of Lake Forest Park to pay ten percent of the cost of the culvert replacement. The actual costs are not known but we are starting with an overall cost of \$10M.
Policy Basis	ILA regarding a problematic culvert
Total Project Cost	\$1,000,000
Method of Financing	
City Funding %	10%
In-House Costs Reimbursed	No
Estimated Annual Maint. Costs	Surface Water Capital Fund, Grants
Change from Prior CIP	New Project
Project Start Date	2028
Anticipated Completion Date	2030
Project Status	Shoreline is seeking outside funding opportunities
Project Rating	Medium

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Project Development/Planning	\$0								
Pre-design	\$0								
Design	\$0								
Permitting	\$0								
Right-of-way Acquisition	\$0								
Construction	\$1,000,000					\$500,000	\$500,000		
TOTAL	\$1,000,000	\$0	\$0	\$0	\$0	\$500,000	\$500,000	\$0	\$0

Estimated Staff Hours	1,630		0	0	0	815	815	0	0
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
Capital Improvement	\$0								
Transportation Capital Fund	\$0								
Capital Facilities	\$0								
SWM Capital Fund	\$0								
Sewer Capital Fund	\$0								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

REVENUES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
King County Flood Control Dist.									
Loan/Bond									
Loan Payment	\$0								

Misc. Surface Water Projects

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 Maint. 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

EXPENDITURES	Total	Previous	2025	2026	2027	2028	2029	2030	Future
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
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FUND SOURCE	Total	Previous	2025	2026	2027	2028	2029	2030	Future
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	Total	Previous	2025	2026	2027	2028	2029	2030	Future
State/Federal Funding	\$0								

City Administrator Report

City of Lake Forest Park

Date: January 9, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

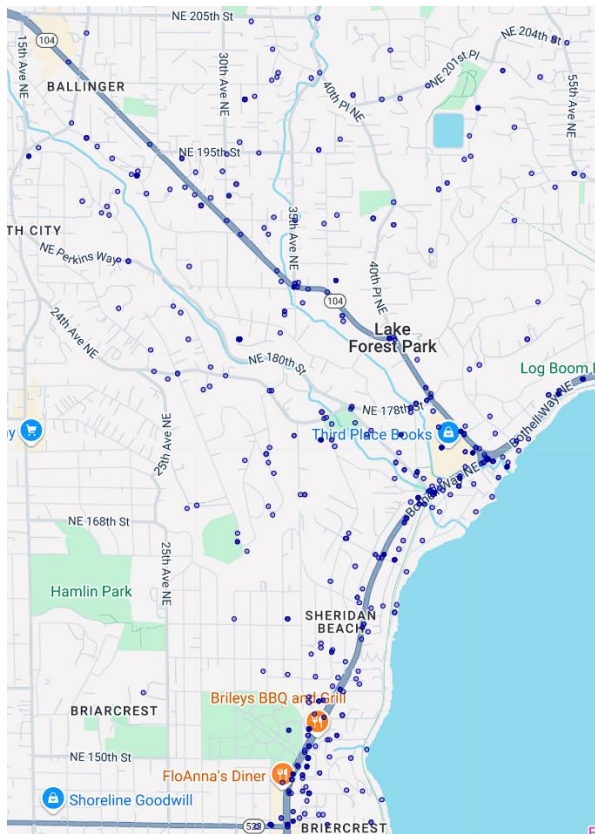
CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department



Police incidents heatmap for December 2024:

Each blue dot is an incident generated by dispatch or an officer. This map represents **923** Call Incidents in **December**

Traffic General	259
Questionable Activity	68
E911	42
LFPPD Warrants	34
Contact of a Person	31
Theft	18
Alarm	17
Disturbance	16
Welfare Check	15
Traffic Collision	10
Behavioral Health	5
Fraud	5
Found Property	5
Recovered Property	5
Hit & Run	5

Case Reports Taken for December 2024

Theft	9	Adult Protective Services	2
Warrant arrest	7	Runaway	2
Vehicle prowl	5	Vehicle theft	2
Behavioral Health	3	Domestic	2
Property	3	Ordinance	1
Trespass	3	Warning, trespass	1
Fraud	3	Informational report	1
Order Violation	3	Missing person	1
Death investigation	2	Child Protective Services	1
Recovered Property	2	Sex Offense, other	1
Malicious mischief	2	Hit-and-run	1

Total – 57

Notable Incidents:

Theft

A vehicle left running in the driveway was stolen by an unknown suspect. No leads at this time.

Welfare check

A citizen called 911 regarding a driver slumped over in a parked vehicle. Language barrier and the subject didn't have a valid license. Officers spoke with the registered owner of the vehicle who confirmed that his younger brother just arrived from Tajikistan.

Theft

Mail theft. Several compromised mailboxes in the 17000 block of Hamlin Rd. NE.

Trespass

Three Native Americans stole alcohol from Albertsons and took off on a bus. PD admin spoke with the supervisor at the Sacred Medicine House.

Recovery Property

Seattle Police recovered one vehicle that was recently stolen from our city.

Theft

Officers responded to a theft in progress at Rite Aid. Three young black males went into the Rite Aid stock room and stole several bottles of alcoholic beverages. They were gone before the arrival of the officers.

Suspicious

A subject came to the PD to report that a malware/virus was sent to his computer, and he felt that he had been “electronically molested”. The officers believed that the subject probably had a behavioral health issue. Additionally, the “crime” occurred in Shoreline.

Malicious Mischief

A suspect tried to unlock a vehicle and broke the car lock.

Juvenile problem

16 years old female upset with her parents regarding her vehicle. She didn't want to stay with the parents. Patrol officers responded and they were able to contact her uncle who stated he could take her to his residence until the situation with the parents was resolved.

Juvenile problem

Four juveniles in Horizon View Park at 2:30 in the morning. Patrol officers responded and located the juveniles. They were released to the parents.

Contact of a Person

Officers contacted a transient who was visibly on drugs. He did not want assistance or services. He admitted of using fentanyl in the last couple of hours.

Contact of a Person

Officers contacted a transient (different one from above) who was soliciting money in front of the mall. He was warned about his behavior. The officers offered him services, but he declined.

Disturbance

Officers were called at the Albertsons store regarding a subject yelling at employees. He was warned about the behavior and asked to leave the premises.

Harassment

A subject, who has problems with her ex-boyfriend, wanted to have an anti-harassment order done. Officers explained the process.

Disturbance

A behavioral health incident involving known family members. RCR has a file on the family. On-scene officers were able to de-escalate the incident.

Assist

A citizen asked our officers to contact CPS regarding a crime that had occurred in King County. RP stated that KCSO did not want to help. Officer Benson contacted CPS and was informed that they will call the reporting party and start a case. The RP was extremely happy about our department taking care of the issue and extremely irate with KCSO.

Missing Juvenile

Officers responded to a missing juvenile case. A family member of a well-known family stated that one of the children left without permission. At first, the family didn't want to report him as missing/runaway juvenile, but they changed their mind as the investigation was progressing. Eventually the kid went back home.

Juvenile runaway

Officers responded to a juvenile runaway report in the north end of the city. It was determined that a 17-year-old female with suicidal ideations has run away from her family home overnight and was refusing to come back home. Through family members, the runaway was located at an unapproved residence in NW Seattle. Officers went to the Seattle address, picked up the juvenile, and brought the juvenile back home. A RCR was called to facilitate the reunion between the juvenile and her family members.

Fraud

Officers responded to a prescription fraud at the Rite Aid pharmacy. The pharmacist advised that she had received a known fraudulent prescription for Oxycodone from a subject and it was expected that the person would come back to pick up the prescription. When the suspect came back, he was arrested for prescription fraud.

Disturbance

Altercation between two friends. Officers responded but the RP did not want to provide specific information. No evident signs of a physical fight were found at the residence.

Hit & Run

A vehicle hit a pedestrian and left. No major injuries. Patrol was able to find the suspect. The suspect came to the station and provided a statement. Investigation in progress.

Welfare check

A citizen called the police because there was an elderly person in a wheelchair slumping over his shoulder in the Third Place Bookstore. Patrol officers responded and spoke with the subject, who stated that he was fine and didn't need any assistance.

Hit & Run

Hit & run where the victim was able to take a picture of the suspect's vehicle. The investigation is in progress.

Suicidal subject

A person made self-harming statements to a friend. Officers responded. He was transported to Swedish in Edmonds.

Attempted theft

Officers were called by Ross' manager regarding to female subjects who appeared to act suspiciously trying to conceal items. The two subjects, clearly on drugs, decided not to steal when they saw the officers and left without buying anything.

Disturbance

Female clearly under the influence of drugs or alcohol in Ross acting belligerent. She left when the officers arrived.

Suspicious

Officers contacted two females behind the town center at 2:00 o'clock in the morning. They met the criteria to stay at Connections in Kirkland. After been transported to the facility, they decided not to go through the intake process. They were released at the scene.

Suspicious

Officers contacted a female subject at 2:00am sleeping in her vehicle in front of Zakks Smoke and Vape. Officers offered resources but she declined.

Juvenile problem

Group of teens egged a residence (Beach Dr NE). Patrol officers found the juveniles and sent them back to the residence to clean up.

Disturbance

Officers responded to multiple calls regarding a homeless (a large male who was yelling) who was creating problems in town. Unable to provide services. Eventually he left town.

Suspicious

Officers were called because somebody had left a dead rat in the RP's mailbox with a note that says, "I respectfully disagree".

Violation of Order

A well-known offender was arrested again. This time for violating a court order.

Prowler

A citizen called the police because somebody was looking inside the neighbor's window with a flashlight. Patrol responded but the prowler was already gone.

Contact of a Person

Officers contacted a transient old female. Officers provided services, hot coffee and snacks. She was offered and connected with resources.

Disturbance

Albertsons' manager called the police because a female subject had decided to lay on the floor and scream at customers for almost an hour. She was trespassed.

Suspicious death

Suspicious attempted suicide. The investigation is in progress.

Theft/drugs

Officers responded to Albertsons regarding a female subject who smoked narcotics inside the store, stole a sandwich and a soda and left. Patrol was unable to find her.

Missing adult

79 years old male with Alzheimer left the house by himself. Patrol conducted an area check. Kenmore PD and Shoreline PD were also advised. Officers created a BOLO and entered the subject as missing person.

Suspicious death

Elderly male found burned to death in his residence. The investigation is in progress, but it appears that it was an accident.

Flooding

Officers spent hours doing traffic control at 35th and Ballinger Way for flooding that occurred on two different days. Public Works, DOT and officers cleared the scene after the flooding recovered.



Shop with a Cop



🌟🌟 10th Annual Shop with a Cop Success! 🌟🌟

Last Saturday, we celebrated our 10th Annual Shop with a Cop event, and it was a heartwarming success! We had the honor of serving 11 Lake Forest Park families, bringing smiles, joy, and holiday cheer to our community.

The fun took place at Target in Woodinville, where we teamed up with our amazing partners from Woodinville PD, King County Sheriff's Office, and neighboring agencies including Redmond PD, Bothell PD, and Washington State Patrol. Together, we helped families pick out gifts and provided food boxes to make this holiday season extra special.

A huge shoutout to the Lake Forest Park Rotary, our generous and gracious sponsor, and to the many Rotarians who joined us as volunteers. Thank you to everyone who participated and helped create unforgettable memories for these families. This event is what the spirit of the season is all about! 💙

Public Works**December 17/18 Storm Event**

- 1) Tree down in the 2500 block of NE 178th Street – caused a power outage to about 1K of people. Being resolved by City Light right now.
- 2) Water over the roadway on SR 104 – Just north of 35th. McAleer Creek backed up on the north side of the culvert that runs underneath SR 104 due to tree debris blocking the culvert. This caused the creek water to overflow and cover all of SR 104, up to a depth of nearly a foot in places. The adjacent Whizz Kids preschool may have interior water damage but that is unknown at this time. Ofc. Robles wisely decided to close the roadway and call out PW. The highway was closed for a period of time until the water receded and was reopened by 0530. The PW supervisor came to the scene and I briefed him of the issue so he may have to do an emergency road closure later to clear out blocking debris.
- 3) PW crew did a great job throughout event with emergency response phase followed by supporting WSDOT working on clean up. PW & Community Development will be following up with WSDOT, and will be monitoring to identify if there will be more issues in this area with future rain and storm events.



I came in at 0445 to assist night shift as they were at minimum staffing and dealing with the road closure.

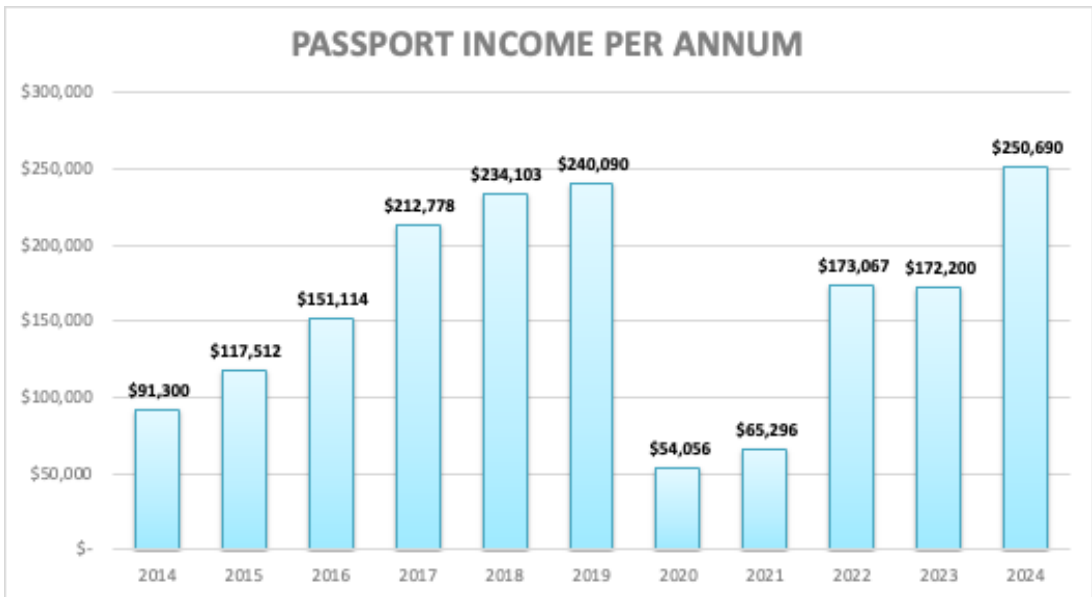
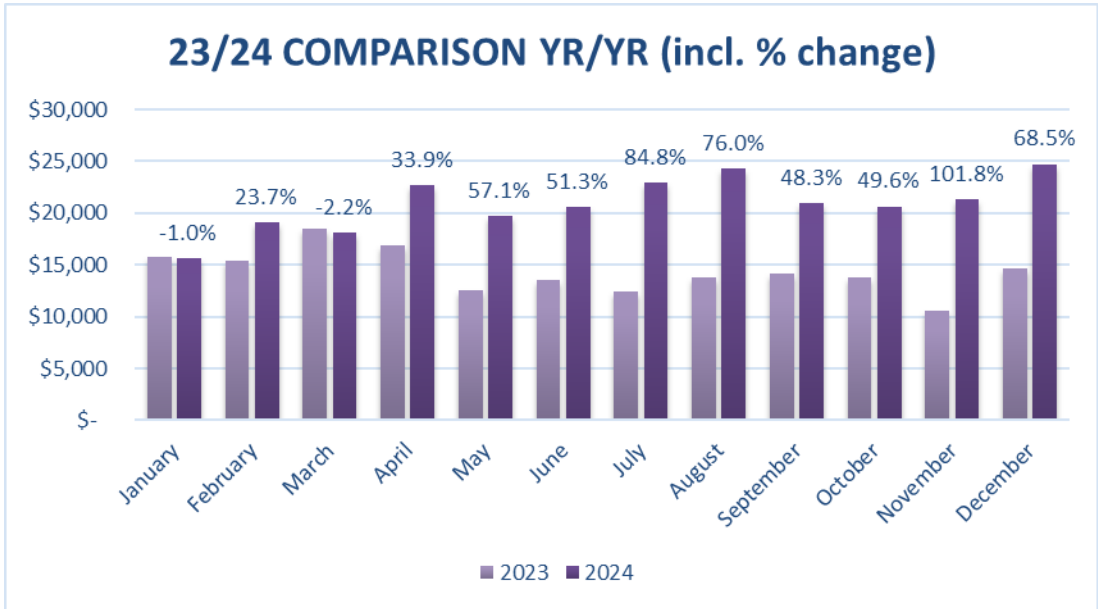
On Monday December 16, Public Works responded to a tree leaning over the road at 19320 47 PL NE. This tree was impacted by the bomb cyclone and due to nearby powerlines could not be cleared by the city's tree contractor. Public Works closed the road and worked with Seattle City Light as their crews removed the tree.



II. Internal City Information

Municipal Services

At the end of 2024, we processed 5,231 passports with 3,396 photos, earning a total revenue of \$250,690. By comparison, in 2023, the total revenue was \$172,200, an increase of \$78,490. Last year was the best year for passport revenue, and 2025 will beat it.



Community Development Department

Comprehensive Plan Periodic Update

The community's periodic update effort for the 2024 Comprehensive Plan Update concluded with the Council's local adoption of a replacement Comprehensive Plan (2015 prior) on December 12, 2024. The 2024 update effort was an intensive, two-year public process, as required under the Growth Management Act (GMA). The Periodic Update was due by December 31, 2024 pursuant to the GMA. The City's Community Development Department staff is now actively working on closing items and actions, including: the city's website and records; publishing, printing, and distribution of copies; WA State Dept. of Commerce review closure; PSRC certification of transportation elements and policies; King County CPPs and their Affordable Housing Commission review; and other steps as needed.

Work on amending the city's newly adopted Comprehensive Plan will continue throughout 2025 with a voluntary annual docketing effort, primarily involving a mandated stand-alone climate element (GMA mandated due for LFP by 2029 but brought forward to 2025 to take advantage of a \$500k grant awarded to the city by the WA State Department of Commerce). One voluntary annual docketing amendment is allowed per year under the State regulations and all the anticipated 2025 LFP amendments will be grouped into this one permissible effort. An Implementation Chapter will likely also be added to the Comprehensive Plan, pursuant to City Council direction carried over from the 2024 periodic update effort.

Chase Bank at Town Center

Chase Bank began a relocation within Town Center to the structure across the parking lot, previously occupied by Bank of America. The complete interior remodel and upgrade of the existing detached building is finished and staff coordinated with the project representatives to issue a final certificate of occupancy (CofO). The CofO allows a public opening when Chase Bank becomes fully operational and makes the active business transition decision. It is anticipated the public opening and business transition will occur soon, in the coming weeks of January or February.

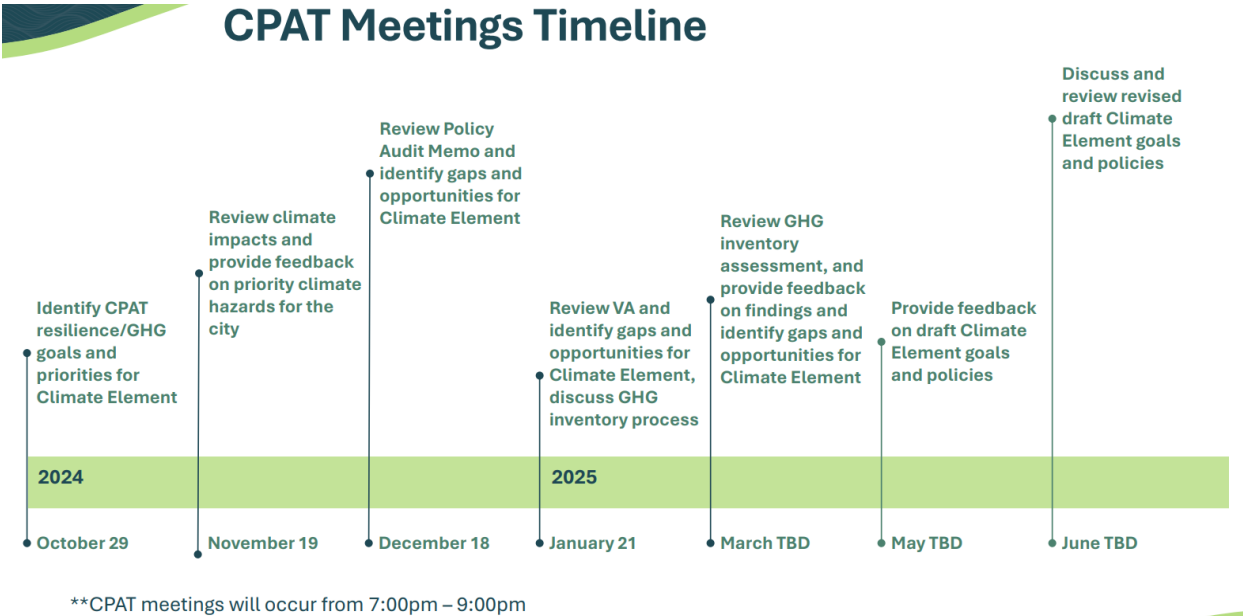
Climate Policy Advisory Team (CPAT) continues work on creation of a new Climate Element

The Climate Policy Advisory Team is temporarily established to advise the city on policy and regulations resulting in the addition of a climate element to the Comprehensive Plan (Resolution No 24-1948, Section 2). The CPAT held three meetings in 2024 and will hold additional regular meetings in 2025 as follows:

October 29, 2024
November 19, 2024
December 18, 2024
January 21, 2024
February 12, 2025
March 12, 2025
April 15, 2025
May 14, 2025
June 2, 2025

July-to December 2025 (TBD)

City staff is beginning work on a municipal greenhouse gas inventory with Cascadia Consulting Group to prepare for January-March activities with the CPAT and to add to a city-wide inventory (by Cascadia at K4C) to inform policy and the anticipated GHG sub-element in 2025. Numerous opportunities will be provided over the coming year for outreach, review and input, and public participation (including a survey, open house, and public hearings). The recommendation from the CPAT will be reviewed by the Planning Commission for a formal recommendation to the City Council, and later all materials and input will be reviewed and considered by the City Council for possible local action in 2025.





Middle Housing Regulations

The Planning Commission is continuing work on drafting and recommending regulations to address recent WA State middle housing mandates for adoption by the City Council by June 30, 2025, to avoid the city becoming subject to a mandated model ordinance after July 1, 2025. The initial draft amendments will be reviewed by the Planning Commission in January and February with the project consultant, SCJ Alliance. The amendments to the city’s development regulations will address duplex residential development and ADUs/DADUs on low density zoned residential lots within the city.

- III. Council Information
- IV. Response to Citizen and Council Comments
- V. Contract Reporting
- No new contracts during the reporting period.
- VI. Legislative Update
- VII. Community Events
- VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

Planning Commission Meeting (hybrid meeting)

January 14, 2025, 7:00 PM - 9:00 PM
City Hall and via Zoom

City Council Budget & Finance Committee Meeting (hybrid meeting)

January 16, 2025, 6:00 PM - 7:30 PM
City Hall and via Zoom

Climate Policy Advisory Team Meeting (hybrid meeting)

January 21, 2025, 7:00 PM - 9:00 PM
City Hall and via Zoom

Tree Board Meeting (hybrid meeting)

January 22, 2025, 7:00 PM - 9:00 PM
City Hall and via Zoom

City Council Committee of the Whole Meeting (hybrid meeting)

January 23, 2025, 6:00 PM - 7:00 PM
City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

January 23, 2025, 7:00 PM - 9:00 PM
City Hall and via Zoom

Parks and Recreation Advisory Board Meeting (hybrid meeting)

January 28, 2025, 7:00 PM - 9:00 PM
City Hall and via Zoom