



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, March 12, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

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

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

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

HOW TO PARTICIPATE WITH ORAL COMMENTS:

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

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

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

As allowed by law, the Council may add and take action on items not listed on the agenda. For up-to-date information on agendas, please visit the City's website at www.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. However, the Mayor or Council may not respond to comments from the public. If the comments are of a nature that the Council does not have influence or control over, then the Mayor or presiding officer 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. FINAL CONFIRMATION

A. Appointing Josh Anderson to the Lake Forest Park Parks & Recreation Advisory Board Position 6 (*partial term*)

B. Appointing Hina Shahid to the Lake Forest Park Planning Commission Position 7 (*partial term*)

6. PROCLAMATIONS

A. Recognizing March 2026 as Red Cross Month

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. February 12, 2026 City Council Regular Meeting Minutes

B. City Expenditures for the Period Ending March 12, 2026

C. Resolution 26-2067/Revival of the Police Department Motors Unit, purchase of a traffic enforcement police motorcycle and training of one motor officer (final touch)

8. ORDINANCES AND RESOLUTIONS FOR ACTION

A. Resolution 26-2066/Authorizing the Mayor to Sign a Second Amendment and Extension to the Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage (2nd Touch)

9. COUNCIL DISCUSSION AND ACTION

10. OTHER BUSINESS

11. COUNCIL COMMITTEE REPORTS

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

FUTURE SCHEDULE

- Thursday, March 19, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*
- Monday, March 23, 2026, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, March 26, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

12. ADJOURN

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.

Section 5, Item A.



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Submission #55

Print Resend e-mails

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Submission information

Form: [City of Lake Forest Park Boards and Commissions Application](#)

Submitted by Visitor (not verified)

Wed, 05/07/2025 - 3:05pm

73.181.149.231

First Name

Joshua

Last Name

Anderson

Home Address

[Redacted]

Mailing Address (if different from above)

Phone Number

[Redacted]

Do you own property in Lake Forest Park?

No

Email


Board, Commission, Committee

Parks and Recreation Advisory Board

Years a Resident of this Municipality

9

Experience/Professional Expertise/Education (Please provide dates of education and experience.)

Emergency Medicine & Wildland Fire Medical Training (Ongoing 2013 - 2021)

Fire Science & Hazardous Materials Training (Ongoing 2018–2021)

Professional Experience:

Owner/Manager, Vulpine Taproom & The Burrow Café (2019–Present)

Lead operations, community partnerships, event programming, and staff management for two hospitality businesses in Lake Forest Park. Focus on civic integration, inclusive hiring, and supporting nonprofit causes through in-kind contributions and fundraising efforts.

Emergency Medical Services / Fire Service (2011–2019)

Served for approximately eight years in EMS and fire service roles, developing deep experience in crisis management, team leadership, and public safety.

Current or Prior Experience on Boards/Commissions/Committees

Lead Organizer, GeekFest Beer Garden & Community Engagement Program (2024)

Collaborate with local event organizers and nonprofits to develop a licensed beer and wellness space with art, D&D entertainment, and inclusive programming.

Planning Partner, Obliteride – Fred Hutch Cancer Research Fundraiser (2025 - Present)

Partner with local nonprofits and businesses to create community events raising funds for cancer research, including managing donations, staffing, and brand partnership alignment.

Community Liaison, Third Place Commons & Lake Forest Park Farmers Market (2021 - Present)

Represent business and common interest of Third Place Commons as liaison for local business and cooperation, coordination and co-marketing of sidewalk artists events and collaboration with local business owners

Civic Activities and Memberships (Roles with fraternal, business, church, or social groups-please provide dates)

Organizer & Host, Charity Nights for Obliteride (2024–Present)

Led week-long fundraising events at Vulpine and The Burrow in support of Fred Hutch, including trivia, a neighborhood bike ride, industry collaborations, and live music. Donations directed to the LFP Cancer Crushers team.

Partner, Pack the Park 5K & Paws in the Park (2024–Present)

Engaged in planning efforts with city representatives to support vendor coordination, charitable promotions, and operational planning for both the 5K and companion pet-friendly event.

Contributor, Local School Fundraisers (2021 - Present)

Donated items and collaborated with staff and parent organizers to support fundraising efforts at Lake Forest Park area schools.

Participant, Farmers Market Engagement (2025)

Supported seasonal community activation through branded discounts and on-site sales, including launching The Burrow's mobile espresso cart for the 2024 market season.

Host, Public Community Events (2021 - Present)

Facilitated regular public-facing events including trivia nights, run club, and art jams, offering an inclusive space for local residents, creatives, and industry professionals.

Reasons for Wanting to Serve

I am invested in the health, identity, and inclusion of Lake Forest Park. As a local business owner, former first responder, and community event organizer, I have spent the last several years creating welcoming public spaces where

Section 5, Item A.

people feel safe, seen, and connected. Serving on the Parks & Recreation Advisory Board would allow me to expand that impact—by collaborating on equitable programming, preserving natural spaces, and helping the city continue to grow with care and intention. I believe parks and civic gathering spaces are essential to wellness, and I want to help steward them for the greater good of the neighborhood.

Are you able to attend evening meetings?

Yes

Resume, Education, etc. (Optional)

[Previous submission](#) [Next submission](#)

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[Municode - Connecting You and Your Community](#)



LAKE FOREST PARK WASHINGTON

Search Meeting Files

Submission #72

[Print](#) [Resend e-mails](#)

[Previous submission](#) [Next submission](#)

Submission information

Form: [City of Lake Forest Park Boards and Commissions Application](#)
Submitted by Visitor (not verified)
Sat, 01/24/2026 - 3:27pm
107.116.255.139

First Name

Hina

Last Name

Shahid

Home Address

[REDACTED]

Mailing Address (if different from above)

Phone Number

[REDACTED]

Do you own property in Lake Forest Park?

Yes

Email

[REDACTED]

Board, Commission, Committee

Planning Commission

Years a Resident of this Municipality

4

Experience/Professional Expertise/Education (Please provide dates of education and experience.)

I hold a Master's degree in Interior Design and Design Management, with a professional background that bridges the built environment, strategic planning, and community-focused development. I currently work in real estate technology, where I lead product design initiatives and contribute to long-term roadmap planning, cross-functional alignment, and strategic visioning. My experience includes deep collaboration across design, engineering, marketing, and leadership teams to translate complex goals into actionable, user-centered outcomes. In addition, I co-own a small business in Lake Forest Park, giving me firsthand insight into the needs and challenges of local businesses and neighborhoods. I am well versed in branding, marketing strategy, and facilitating workshops that build alignment among diverse stakeholders. Together, my education, professional expertise, and local business involvement equip me to thoughtfully contribute to planning decisions that balance growth, and community well-being.

Current or Prior Experience on Boards/Commissions/Committees

I have also been actively involved in both local and international design organizations, serving as an officer and chair within a design-focused nonprofit. In these leadership roles, I have led initiatives, guided strategic priorities, and successfully delivered outcomes that supported the organization's mission and community impact. I have also been a mentor for small business owners at Ventures non-profit (based in Seattle).

Civic Activities and Memberships (Roles with fraternal, business, church, or social groups- please provide dates)

I run a small book club and am part of friends of Lake forest park library.

Reasons for Wanting to Serve

Lake Forest Park is my chosen home and where I have decided to raise my family and invest in the community. I am motivated to serve on the Planning Commission because I care deeply about how the city grows and how today's decisions shape its future.

Lake Forest Park has significant potential for thoughtful economic growth while preserving its natural assets—our parks, lake, and streams. I believe we have an opportunity to build a thriving, inclusive community that supports affordable housing, welcomes younger families, plans for an aging population, and encourages local businesses. I would value the opportunity to contribute to planning decisions that balance sustainability, growth, and community well-being.

Are you able to attend evening meetings?

Section 5, Item B.

Yes

Resume, Education, etc. (Optional)

[Previous submission](#)

[Next submission](#)

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PROCLAMATION

WHEREAS, the American Red Cross has been dedicated to serving people in need since its founding by Clara Barton on May 21, 1881 and we honor our neighbors who make its humanitarian mission possible; and

WHEREAS, every day, their acts of kindness change lives, bringing relief, comfort and hope when help can't wait. This compassionate spirit runs deep in our community, just as it has for 145 years through the American Red Cross; and

WHEREAS, today, those who serve in the Northwest Region, light the way during emergencies — whether it's delivering shelter, food and comfort after disasters; providing a safe, lifesaving blood supply for patients; assisting military members, veterans and their families with 24/7 global support; or empowering individuals with skills like first aid and CPR that save lives; and

WHEREAS, these collective efforts are a powerful reminder that the strength of our community lies in our shared commitment to one another; and

WEHREAS, we celebrate our local heroes and resolve to continue lifting each other up, so no one faces an emergency alone.

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

RED CROSS MONTH

in the City of Lake Forest Park and encourage all residents to reach out and support its humanitarian mission.

Signed this 12th day of March 2026

Tom French, Mayor

CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
February 12, 2026

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

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

Councilmembers absent: Ellyn Saunders

Staff present: Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney (via Zoom); Lindsey Vaughn, Finance Director; Mike Harden, Police Chief; Mark Hofman, Community Development Director; Cory Mattson, Community Programs Planner; Matt McLean, City Clerk

Others present: Nova Heaton, Public Works Director Appointee
25 visitors

CALL TO ORDER

Deputy Mayor Furutani called the regular City Council meeting of February 12, 2026, to order at 7:00 p.m.

FLAG SALUTE

Cmbr. Muilenburg led the Pledge of Allegiance.

ADOPTION OF AGENDA

Vice Chair Goldman moved to amend the agenda and move item 10.A Resolution 26-2061/Reaffirming the City of Lake Forest Park’s Commitment to Community Policing, De-Escalation, and the Protection of Constitutional Rights to follow item 7. Proclamations. **Cmbr. Riddle seconded. The motion to approve the agenda as amended carried unanimously.**

PUBLIC COMMENTS

Deputy Mayor Furutani invited comments from the public.

- Julian Andersen in support of Resolution 26-2061.
- Sally Yamasaki in support of Resolution 26-2061 and advocating for traffic safety on 40th Ave NE and NE 182nd St.
- Emily Hallowell on pedestrian safety on 40th Ave NE.

- 1 • Sarah Phillips in support of Resolution 26-2061.
- 2 • Dana Campbell in support of Darwin Day proclamation; Resolution 26-2061; pedestrian
- 3 safety on 40th Ave NE and NE 182nd St.
- 4 • Jeff Jensen in support of Darwin Day proclamation & echoes previous comments.
- 5 • Liz Hawkins on traffic calming on 40th Ave NE.
- 6 • Alan Kiest on Resolution 26-2061.
- 7 • Ken Kassoover on Resolution 26-2061.

8
9 Deputy Mayor Furutani read the following names into the record that provided written
10 comments:

- 11 – In support of Resolution 26-2061:
- 12 • Alan Kiest
- 13 • Joel Paisner
- 14 • Elizabeth Moehrke
- 15 • Rick Bender
- 16 • David & Jean Farkas
- 17
- 18
- 19 – Matt & Mary Swenson regarding traffic safety on 40th Ave NE.
- 20
- 21 – Kim Josund in support of Darwin Day proclamation.
- 22

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

25
26 **FINAL CONFIRMATION**

27
28 **Appointing Mike Veteransneck to the Lake Forest Park Parks and Recreation Advisory Board**
29 **Position No. 7 (partial term)**

30
31 Ms. Mattson introduced Mike Veteransneck.

32
33 Council interviewed Parks and Recreation Advisory Board candidate Mike Veteransneck.

34
35 **Vice Chair Goldman moved** to appoint Mike Veteransneck to the Parks and Recreation
36 Advisory Board. **Cmbr. Rosenau seconded. The motion carried unanimously.**

37
38 **PRESENTATION**

39
40 **Parks & Recreation Advisory Board Work Plan for 2026**

41
42 Chair Tyler Ditman gave a brief presentation and responded to Council questions.

43

1 **PROCLAMATIONS**

2

3 **Recognizing February 19, 2026 as a Day of Remembrance**

4

5 Deputy Mayor Furutani read the proclamation.

6

7 **Recognizing February 12, 2026 as International Darwin Day**

8

9 Cnbr. Rosenau read the proclamation.

10

11 **ORDINANCES AND RESOLUTIONS FOR COUNCIL DISCUSSION**

12

13 **Resolution 26-2061/Reaffirming the City of Lake Forest Park’s Commitment to Community Policing, De-Escalation, and the Protection of Constitutional Rights**

14

15
16 Cnbr. Rosenau opened a Council discussion regarding Resolution 26-2061/Reaffirming the City
17 of Lake Forest Park’s Commitment to Community Policing, De-escalation, and the Protection of
18 Constitutional Rights.

19

20 **Cnbr. Muilenburg moved** to table Resolution 26-2061/Reaffirming the City of Lake
21 Forest Park’s Commitment to Community Policing, De-Escalation, and the Protection of
22 Constitutional Rights to the February 26, 2026 City Council Meeting. **Cnbr. Goode**
23 **seconded. The motion carried unanimously.**

24

25 **CONSENT CALENDAR**

26

27 **Cnbr Riddle moved** to approve the Consent Calendar. **Cnbr. Muilenburg seconded. The**
28 **motion to approve the Consent Calendar carried unanimously.**

29

30 A. Consider Reappointments to the City’s Advisory Bodies with terms expiring 2/28/2029:
31 Cherie Finazzo, Planning Commission Position 4, second full term; Sam Castic, Planning
32 Commission Position 6, second full term; Mark Phillips, Tree Board Position 3, first full
33 term; Richard Saunders, Tree Board Position 4, first full term; Maurice Jones Jr., Parks
34 and Recreation Advisory Board Position 5, first full term; Tyler Dittman, Parks and
35 Recreation Advisory Board Position 4, special appointment to additional term.

36 B. January 22, 2026 City Council Regular Meeting Minutes

37 C. An Accounts Payable dated 2/12/2026 Claim Fund Check Nos. 88778 through 88842 in
38 the amount of \$413,843.20, a 1/8/2026 Payroll Fund ACH transaction in the amount of
39 \$250, 906.66, a 1/23/2026 Payroll Fund ACH transaction in the amount of \$198,052.83,
40 a 1/23/2026 Direct Deposit transaction in the amount of \$226,410.51, and a 2/6/2026
41 Direct Deposit transaction in the amount of \$260,352.13. Additional approved
42 transactions: State of Washington, \$770.40; State of Washington, \$9,148.89; US Bank,
43 \$85,918.10. Total approved claim fund transactions: \$1,485,402.72.

44

1 **ORDINANCES AND RESOLUTIONS FOR INTRODUCTION/REFERRAL**

2
3 **Resolution 26-2063/Authorizing the Mayor to Sign Amendment No. 1 to AG-24-026 with**
4 **Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental**
5 **Review, and Permitting Project**

6
7 Ms. Mattson gave a brief introduction and responded to Council questions.

8
9 **Vice Chair Goldman moved** to waive the three-touch rule regarding Resolution 26-
10 2063/ Authorizing the Mayor to Sign Amendment No. 1 to AG-24-026 with Facet for the
11 Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and
12 Permitting Project and place the item on Consent Calendar for the February 26, 2026
13 City Council Meeting. **Cmbr. Riddle seconded. The motion carried unanimously.**

14
15 **ORDINANCES AND RESOLUTION FOR ACTION**

16
17 **Resolution 26-2064/Confirming the Appointment of Nova Heaton as the Public Works**
18 **Director**

19
20 Administrator Hill gave a brief introduction. Council interviewed Ms. Heaton.

21
22 **Vice Chair Goldman moved** to approve Resolution 26-2064/Confirming the
23 Appointment of Nova Heaton as the Public Works Director. **Cmbr. Riddle seconded.**

24
25 **Cmbr. Rosenau moved** to waive the three-touch rule regarding Resolution 26-2064.
26 **Cmbr. Riddle seconded. The motion to waive the three-touch rule carried unanimously.**

27
28 **The motion to approve Resolution 26-2064 carried unanimously.**

29
30 **OTHER BUSINESS**

31
32 **Cmbr. Muilenburg moved** to excuse Cmbr. Saunders. **Cmbr. Rosenau seconded. The**
33 **motion carried with Deputy Mayor Furutani dissenting.**

34
35 **COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS**

36
37 Councilmembers reported on meetings they had attended.

38
39 Administrator Hill gave a brief report.

40
41

1 **ADJOURNMENT**

2
3 There being no further business, Deputy Mayor Furutani adjourned the meeting at 8:52 p.m.

4
5
6 _____
7 Tracy Furutani, Deputy Mayor

8
9
10 _____
11 Matt McLean, City Clerk

DRAFT

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
03/12/26

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, Voided Check Nos. 88897 through 88904, an Accounts Payable Dated 03/12/2026 CLAIM FUND Check Nos. 88905 through 88944 in the amount of \$569,340.30, and a 02/23/26 DIRECT DEPOSIT transaction in the amount of \$215,121.06, are approved for payment this 12th day of March 2026.

Total approved claim fund transactions: \$784,461.36

City Clerk

Mayor

Finance Committee

Accounts Payable

Check Register Totals Only



User: sschindele
 Printed: 2/27/2026 - 11:26 AM
 Batch: 00012.03.2026 - AP 03.12.26

Check	Date	Vendor No	Vendor Name	Amount	Voucher
88905	03/12/2026	AARDPEST	AARD Pest Control, Inc	109.30	88905
88906	03/12/2026	AGUIRRER	Raul Aguirre	280.00	88906
88907	03/12/2026	ALLBATT	All Battery Sales & Service Inc.	203.89	88907
88908	03/12/2026	AMINEF	Amine EL Fajri	140.00	88908
88909	03/12/2026	BASLER	Anthony Carl Basler	210.00	88909
88910	03/12/2026	BEAVERS	Beavers Northwest	866.64	88910
88911	03/12/2026	CADMAN	Cadman Materials, Inc.	704.47	88911
88912	03/12/2026	CANONUSA	Canon U.S.A.	1,313.76	88912
88913	03/12/2026	CINTASFI	Cintas First Aid & Safety	79.07	88913
88914	03/12/2026	CONSOR	Conсор North America, Inc.	39,038.32	88914
88915	03/12/2026	DAMANYDE	Damany Degrant	136.00	88915
88916	03/12/2026	DTGENTER	DTG Enterprises, Inc	51.75	88916
88917	03/12/2026	GALLS	Galls, LLC	848.49	88917
88918	03/12/2026	WHISTLE	Attn: Accounts Receivable GCP WW	756.61	88918
88919	03/12/2026	HOMEDEPO	Department 32 - 2501271310 Home D	28.71	88919
88920	03/12/2026	CONFIDAT	James Santerelli Enterprises	80.00	88920
88921	03/12/2026	JOHNSONC	Johnson Controls Building Solutions I	3,714.41	88921
88922	03/12/2026	KimY	Younghee Kim	140.00	88922
88923	03/12/2026	KCLIQUER	King County Finance	920.06	88923
88924	03/12/2026	KCNETWRK	King County Finance	1,610.05	88924
88925	03/12/2026	KCPROPTX	King County Finance	8,301.78	88925
88926	03/12/2026	KCROAD	King County Finance	476,149.88	88926
88927	03/12/2026	PUBSAFPS	LEPS-PSS, PLLC	480.00	88927
88928	03/12/2026	LFP COURT	LFP Municipal Court	2,167.00	88928
88929	03/12/2026	NORTHUTI	Northshore Utility District	6,575.69	88929
88930	03/12/2026	NOLANGUA	NP Language Services	140.00	88930
88931	03/12/2026	PACEENG	PACE Engineers, Inc.	418.50	88931
88932	03/12/2026	PACOFFA	Pacific Office Automation	112.49	88932
88933	03/12/2026	PEERLESS	Peerless Network, Inc	1,050.60	88933
88934	03/12/2026	PIRTEK	Pirtek Woodinville	604.00	88934
88935	03/12/2026	PRINTWE	Printwest, Inc.	1,719.98	88935
88936	03/12/2026	PSE	Puget Sound Energy	286.03	88936
88937	03/12/2026	SECURECO	Secure Court Solutions LLC	1,447.27	88937
88938	03/12/2026	STEPHANB	Stephanie Butler LICSW, PLLC	540.00	88938
88939	03/12/2026	SMHINC	Stewart MacNichols Harmell, Inc., P.S	11,250.00	88939
88940	03/12/2026	TRANSPO	Transpo Group USA Inc	2,913.75	88940
88941	03/12/2026	VALERIEM	Valerie Marino	354.72	88941
88942	03/12/2026	VELOCITY	Velocity Systems	805.00	88942
88943	03/12/2026	WALLYS	Wally's Towing, Inc.	164.24	88943
88944	03/12/2026	WRAPTECH	Wrap Technologies, Inc	2,627.84	88944
Check Total:				569,340.30	

Bank Reconciliation

Checks by Date

User: sschindele
 Printed: 02/27/2026 - 11:42AM
 Bank Accounts: PPOperat
 System:



Cleared and Not Cleared Checks
 Check Date: From 02/23/2026 To 02/23/2026
 Print ACH Checks: True

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	2/23/2026		DD 00523.02.2026	PR		215,121.06
Total Check Count:						1
Total Check Amount:						215,121.06

- *Operational Efficiency & Access:* Motorcycles are more fuel-efficient and can access areas that standard patrol cars cannot, including narrow streets, sidewalks, and off-road terrain, e.g. the Burke Gilman trail, Horizon View Park, and the parks around schools.
- *Faster Response Times:* Due to superior maneuverability in high-density or congested areas, these units often arrive at calls faster than patrol cars.
- *Community Policing Tool:* Officers on motorcycles are often more approachable, creating better, more positive interactions with the public. Great for community events and outreach.
- *Visual Deterrent:* The public is aware that traffic motorcycle officers' job is writing tickets. That awareness leads to less traffic violations when a motors unit is seen, and when pulled over, the expectation of a ticket is much more likely.

The City of Lake Forest Park operated a traffic motorcycle unit from 2002 through 2018, spanning approximately 15 years and staffed by three dedicated motor officers during that period: Officer Kokesh (May 2002–January 2005), Officer Huston (June 2005–September 2012), and Officer Wingrove (November 2013–May 2018).

Following 2018, no eligible officer was available to assume the motorcycle assignment. Just under two years later, the pandemic significantly impacted department operations, resulting in the suspension of both the Traffic and K-9 assignments due to staffing constraints and operational priorities.

This request does not seek authorization for an additional police officer FTE (full-time employee). An existing patrol officer would be assigned to the motorcycle unit. Patrol coverage would be maintained, with the added benefit of dedicated traffic enforcement. Motorcycle operations would be seasonal and weather-dependent; during non-riding periods, the officer would continue regular patrol duties.

The department would purchase a BMW police motorcycle which is the industry standard. BMW police motorcycles are purpose-built law enforcement platforms offering superior stability, integrated safety technology, officer ergonomics, and electrical capacity for modern policing equipment. Their design enhances officer safety, operational efficiency, and long-term fleet reliability, making them a leading industry standard for traffic enforcement units.

1. Built Specifically for Law Enforcement.

The RT-P is not just a civilian bike with lights added. It's factory-designed for police use — including integrated emergency lighting, radio wiring harnesses, reinforced charging systems, and switchgear laid out for one-handed operation while riding.

2. Superior Handling & Balance.

BMW's boxer engine design keeps the center of gravity low. That translates to exceptional stability at both high speeds and during low-speed maneuvering — critical for escorts, parades, congestion enforcement, and urban traffic work. Officers consistently report better balance during slow-speed cone courses compared to heavier alternatives.

3. Officer Ergonomics & Fatigue Reduction.

Traffic motors aren't short rides, they're full shifts in the saddle. The riding position, wind protection, heated grips/seat, and adjustable controls reduce fatigue and improve long-term comfort. Less fatigue equals better decision-making and safer operation.

4. Advanced Safety Technology - Modern BMW police motorcycles include:

- ABS Pro (cornering ABS)
- Traction control

- Dynamic stability systems
- Engine braking control

5. Performance.

The 1250cc engine provides strong torque for rapid acceleration when merging into traffic or initiating enforcement. It's smooth, predictable, and built for sustained highway speeds.

6. Electrical Capacity for Equipment.

Traffic units carry radar, radios, in-car video integration, emergency lighting, and MDT connectivity. BMW's upgraded alternator output is designed to support law-enforcement electrical loads without reliability issues.

7. Resale & Lifecycle Value.

Despite a higher upfront cost, BMW police motors often retain strong resale value and demonstrate long service life, helping offset total cost of ownership.

Included in the purchase of the police outfitted motorcycle, would be the required protective equipment necessary to safely deploy a motor officer. Motorcycle assignments expose officers to increased roadway risk, making specialized safety gear essential. Standard protective equipment includes a DOT-approved motorcycle helmet, armored riding jacket and pants, reinforced gloves, over-the-ankle riding boots, high-visibility outerwear, and body armor designed for motorcycle use. These items are purpose-built to reduce injury severity in the event of a crash while ensuring visibility and operational readiness. Providing proper protective equipment aligns with best practices for officer safety, risk management, and professional traffic-enforcement operations.

With the department's traffic units now rebuilt and stabilized, reinstating the motorcycle assignment would directly support the City's strong and ongoing emphasis on traffic safety. Given the ever-increasing commuter traffic traveling between the east and west sides of Lake Washington through Lake Forest Park city limits, a motorcycle unit would serve as an effective enforcement tool and a valuable force multiplier in a variety of response scenarios.

Reestablishing motorcycle enforcement (and potentially bicycle enforcement in the future) demonstrates the City's commitment to traffic safety and reinforces the Police Department's role in protecting the community.

Funding Source:

Total Cost: Not to exceed \$50,000 plus 5% salary increase for the traffic assignment established by the collective bargaining agreement (CBA).

The 5% salary increase is not included in the adopted 2025-2026 biennial budget. This will require a budget amendment, billing the additional pay to the Traffic Safety Fund 002.

Funding Source: Traffic fund (002)

City General Fund Impact: None

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Authorize the purchases, training and pay raise.	City will make the purchases and reestablish motorcycle enforcement.
<ul style="list-style-type: none">• Do not authorize the purchases, training and pay raise.	City will not move forward with purchases or reestablishing motorcycle enforcement.

Staff Recommendation:

Adopt Resolution 26-2067 Authorizing Purchase of One Traffic Enforcement Police Motorcycle, Establishing an Assignment of One Motor Officer at LFPPD, Authorizing Purchase of Motors Equipment, and Authorizing the Expense for Basic Training

RESOLUTION NO. 26-2067

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE CHIEF OF POLICE TO REESTABLISH THE POSITION OF ONE MOTOR OFFICER AT LFPPD; FUND THE PAY INCREASE; AND PURCHASE ONE TRAFFIC ENFORCEMENT POLICE MOTORCYCLE, ADDITIONAL ENFORCEMENT EQUIPMENT, PROTECTIVE CLOTHING, AND MOTOR OFFICER'S BASIC TRAINING.

WHEREAS, the City of Lake Forest Park Police Department has had a motorcycle traffic officer from 2002 to 2018; and

WHEREAS, the City of Lake Forest Park Police Department, from 2018 to 2025, had no trained motorcycle officers, no police service motorcycle, and no staff position designated for such service; and

WHEREAS, in 2026 we have staff that are eligible to be trained in the motorcycle traffic unit; and

WHEREAS, the City of Lake Forest Park desires to re-establish a Police Motors Unit with one current police officer operating one police motorcycle in the service of enforcing traffic laws; and

WHEREAS, the funding for this unit is to be from the "002" traffic safety fund, not to exceed \$50,000 in equipment fees.

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

Section 1. AUTHORIZATION. The City Council authorizes the Chief of Police to assign an existing patrol officer the position of traffic motor officer at Lake Forest Park PD with an increase in pay; and purchase one traffic enforcement police motorcycle, additional police equipment for use with the motorcycle, protective clothing, and basic motor training. All equipment items purchased shall not exceed \$50,000. The equipment purchase and pay raise shall be paid for from the 002 Traffic Safety Fund.

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 12th day of March 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean, City Clerk

FILED WITH THE CITY CLERK: February 26, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2067

BMW RT-P Motor Pricing Form - Page 2

See Special Notation Comment



Quotation for:
City of Lake Forrest Park

Per	Dealer Installed Options / Retrofits	BMW P/N	Order #	Retail	Total Retail
0	Shift Assistant Pro (hardware)	23 00 1 543 107	0	\$95.73	\$0.00
0	Screw Torx drive (order two)	07 12 9 904 977	0	\$2.46	\$0.00
0	Enabling Code	77 15 8 395 839	0	\$45.00	\$0.00
0	LED Additional Headlight (order 2)	63 17 9 898 785	0	\$183.65	\$0.00
0	Fillister Head Screw (order 2)	07 12 9 907 398	0	\$3.36	\$0.00
0	Fillister Head Screw (order 2)	07 12 9 907 377	0	\$9.36	\$0.00
0	Hex Nut With Plate (order 2)	07 11 9 905 544	0	\$1.11	\$0.00
0	Bracket, Left (order 1)	77 51 5 A89 145	0	\$97.51	\$0.00
0	Bracket, Right (order 1)	77 51 5 A89 146	0	\$97.51	\$0.00
1	Extra Ignition Key - Keyless Fob Transmitter	66 12 5 A94 F18	1	\$454.69	\$454.69
0	Heated Seat - Low TBD	52 53 5 A78 7B8	0	\$740.82	\$0.00
0	Heated Seat - High TBD	52 53 5 A78 7C0	0	\$740.82	\$0.00
1	Tire Pressure Gauge	82 12 0 140 377	1	\$32.12	\$32.12
1	BMW Battery Charger	61 43 2 408 594	0	\$134.24	\$134.24
0	Motorcycle Charging Plug	61 43 2 411 680	0	\$22.64	\$0.00

Note: Prices subject to change without notice. Always verify accuracy of part pricing before submitting quotations.
 Final price is always determined by the selling authorized BMW Motorcycle dealer.

Additional Accessories - Page 3

Qty	Item Description	BMW P/N	Order #	Retail	Total Retail
Per	Additional Accessories				
Engine Protection					
1	Rocker Cover Protection Left Side (order 1)	77 14 5 A6E 645	1	\$81.53	\$81.53
1	Rocker Cover Protection Right Side (order 1)	77 14 5 A6E 646	1	\$81.53	\$81.53
4	Body Screw W/O collar (order 4)	46 63 8 568 780	4	\$5.80	\$23.20
4	Body Screw W/collar (order 4)	46 63 8 550 994	4	\$6.59	\$26.35
1	Gromet (order 4)	11 84 5 B38 938	1	\$4.06	\$4.06
1	Bush (order 1)	11 84 8 544 832	1	\$7.06	\$7.06
1	Large Skid Plate (order 1)	11 84 7 914 425	1	\$342.42	\$342.42
2	Fillister Head Screws (order 2)	07 12 9 907 402	2	\$3.08	\$6.16
1	Engine Guard Holder (order 1)	11 84 8 829 202	1	\$27.18	\$27.18
1	Skid Plate Holder Front (order 1)	11 84 5 A64 A34	1	\$40.68	\$40.68
1	Skid Plate Holder Rear (order 1)	11 84 5 A64 A35	1	\$40.68	\$40.68
4	Fillister Head Screw (order 4)	07 12 9 907 383	4	\$3.60	\$14.40
2	Spacer Bush (order 2)	11 84 5 A6A 026	2	\$4.80	\$9.60
4	Clip Nut (order 4)	07 14 7 693 887	4	\$3.61	\$14.45
4	Grommet (order 4)	13 53 1 341 283	4	\$4.15	\$16.61
4	Bush (order 4)	11 84 8 544 832	4	\$7.06	\$28.24
Adjustable Footrest System					
0	Rider Foot Peg Left	46 71 5 A73 D11	0	\$75.20	\$0.00
0	Rider Foot Peg Right	47 71 5 A73 D12	0	\$75.20	\$0.00
0	Footbrake Lever, adjustable	77 23 5 A73 F61	0	\$219.20	\$0.00
0	Gearshift Lever, adjustable	77 25 5 A73 C87	0	\$219.20	\$0.00
0	Pin (order 2)	46 717 675 691	0	\$18.21	\$0.00
0	Circlip (order 2)	07 11 9 909 941	0	\$2.76	\$0.00

Note: Prices subject to change without notice. Always verify accuracy of part pricing before submitting quotations.
Final price is always determined by the selling authorized BMW Motorcycle dealer.



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date March 12, 2026

Originating Department Community Development

Contact Person Mark Hofman, Community Development Director

Title Resolution 26-2066/Authorizing the Mayor to Sign a Second Amendment and Extension to the Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage (2nd Touch)

Legislative History

- First Presentation – February 26, 2026
- Second Presentation – March 12, 2026

Attachments:

1. Resolution 26-2066
2. Proposed Second Amendment to AG-24-056 – Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage
3. Amendment No. 1 to AG-24-056 – Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage, Dated November 18, 2024
4. AG-24-056 – Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage

Executive Summary

The City of Lake Forest Park currently contracts with a consultant for municipal building services coverage to augment existing staff during vacancies in positions and times of heavy permitting demand. The current Professional Services Agreement, AG-24-056 (Attachment 4), with SAFEbuilt Washington, LLC is dated November 18, 2024, ran through December 31, 2025, and states a not to exceed amount of thirty-thousand dollars (\$30,000) for a specified scope of work and at specific rates and fee amounts. A First Amendment to this Agreement (Attachment 3), signed by the City on November 16, 2025, increased the total compensation to an amount not to exceed one-hundred twenty thousand dollars (\$120,000) and extended the Term of the Agreement to March 31, 2026. For the purposes stated

below, the proposed Second Amendment (Attachment 2) extends the Term of Agreement to March 31, 2027, replaces Exhibits A and B with an updated schedule of fees for services, and requests an additional compensation of one-hundred twenty thousand dollars (\$120,000) for the extended time period, increasing the not to exceed amount to \$240,000.

Background

The City of Lake Forest Park’s long-time Building Official retired in late 2024 and a recruitment to fill the vacancy was initiated. To assist city staff with building permit plans reviews, inspections, and technical building code information assistance for the duration of the vacancy, the city initially utilized an existing consultant (BHC Consultants) under contract with the city for many years. BHC served the community in a backup capacity prior to the Building Official’s retirement. On November 1, 2024, BHC notified the City in writing that they did not have the capacity in this area of service to adequately serve the city’s interim needs and gave 30-days’ notice to discontinue services.

During that 30-day notice period, staff conducted a regional search for available and qualified consultants that could perform the essential building services duties in a timely manner. Several firms were considered. Most of those firms were not specialists in broad municipal building services and could only perform a limited range of duties and workload. SAFEbuilt was identified and recommended as a well-qualified consultant in this region that could step in with the capacity in short notice to perform building services.

In August 2025, an in-house Building Official was hired and began building services work at the city. The Community Development Department initiated an electronic permit tracking and review system in July 2025 and continued to implement the program into 2026. The city’s Building Official was primarily focused on implementation of the electronic tracking and permit issuance process. The primary building services of permit inspections and plan reviews continued under SAFEbuilt to present. In January 2026, the city’s Building Official notified the city of retirement and left service as of January 30, 2026. The recruitment for a Building Official thus continues at the city and the need for interim municipal building services remains present. The plan review and inspection duties are an essential daily service provided by the city. The proposed compensation amendment and extension to the Agreement would ensure those core services will be provided until the vacancy is filled by a highly qualified and experienced candidate.

Fiscal & Policy Implications

Permit fees collected and existing budgeted salaries for vacant positions in the Community Development Department offset this expense for contracting with the consultant for building services.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Adopt the Second Amendment to AG-24-056 for compensation and extension. 	Municipal building services will continue to be provided during the recruitment for Building Official.
<ul style="list-style-type: none"> Not Adopt the Second Amendment to AG-24-056 for compensation and extension. 	Municipal building services levels of service will lapse.

Staff Recommendation

Approve Resolution 26-2066 authorizing the Mayor to sign the amendment to avoid a lapse in levels of service.

RESOLUTION NO. 26-2066

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A SECOND AMENDMENT AND EXTENSION TO THE PROFESSIONAL SERVICES AGREEMENT WITH SAFEbuilt WASHINGTON, LLC FOR MUNICIPAL BUILDING SERVICES COVERAGE

WHEREAS, municipal building services encompass building permit plan reviews, inspections, and assistance with technical building code information, constituting essential core duties provided daily by the City for the community; and

WHEREAS, the City of Lake Forest Park currently has a vacancy for the Building Official position, and the recruitment process remains active; and

WHEREAS, the City of Lake Forest Park currently contracts with a consultant for municipal building services to support existing staff during staff vacancies and periods of high permitting demand; and

WHEREAS, the current Professional Services Agreement, AG-24-056, with SAFEbuilt Washington LLC, is dated November 18, 2024, and runs through December 31, 2025; and

WHEREAS, on April 16, 2025, Parties instituted the First Amendment to the Agreement, amending: Section 2.A (Compensation) to increase the not exceed amount from thirty thousand dollars (\$30,000) to one hundred twenty thousand dollars (\$120,000) for a specified scope of work, with defined rates and fee amounts; and extended the term of the Agreement in Section 1 through March 31, 2026; and

WHEREAS, the Second Amendment to Professional Services Agreement AG-24-056 extends the Term of Agreement to March 31, 2027, increases compensation one hundred twenty thousand dollars \$120,000 for the extended period, increases the not exceed amount of compensation from one hundred twenty thousand dollars (\$120,000) to two hundred forty thousand dollars (\$240,000) for a specified scope of work, with defined rates and fee amounts, and replaces Exhibits A and B with an updated schedule of fees for services; and

WHEREAS, a proposed amendment for compensation, rates, and an extension of the Agreement's Term would ensure that core building services are provided until a highly qualified and experienced candidate fills the Building Official vacancy.

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

Section 1. AUTHORIZATION. The Mayor is hereby authorized to execute the second Amendment to AG-24-056, Professional Services Agreement with SAFEbuilt Washington, LLC, for continued municipal building services coverage, in substantially the same form as attached hereto as Exhibits A and B.

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 March, 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2066

**SECOND AMENDMENT OF
PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF LAKE FOREST PARK
AND SAFEbuilt WASHINGTON, LLC**

THIS SECOND AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT is made effective as of the date of the last signature below by and between City of Lake Forest Park, (City) and SAFEbuilt Washington, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). City and Consultant shall be jointly referred to as the "Parties".

RECITALS AND REPRESENTATIONS

WHEREAS, Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on November 18, 2024; and

WHEREAS, on April 16, 2025, Parties instituted First Amendment to the Agreement amended Section 2.A (Compensation) and extended the term of the Agreement in Section 1 through March 31, 2026; and

WHEREAS, pursuant to Section 1, changes to services that are mutually agreed upon between Parties shall be made in writing as a signed and fully executed amendment to the Agreement; and

WHEREAS, Parties hereto now desire to amend the Agreement as set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

1. The above recitals are acknowledged as true and correct and are incorporated herein.
2. The Term of the Agreement is hereby extended for an additional one (1)-year period, through March 31, 2027.
3. Amend Section 2. Compensation. A. as follows:
The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed two hundred forty-thousand dollars (\$240,000) at the rates and fee amounts as shown on Exhibit B, Fee Schedule for Services, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.
4. Exhibit A and Exhibit B (List of Services and Fee Schedule for Services) to the Agreement are hereby replaced in their entirety with Exhibits A-1 and B-1 attached hereto and incorporated herein by reference.
5. All other conditions and terms of the original Agreement and First Amendment not specifically amended herein, shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

SAFEbuilt Washington, LLC

By: _____

Name: Matthew K. Causley

Title: Chief Operations Officer

Date: _____

City of Lake Forest Park

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A-1 LIST OF SERVICES

1. LIST OF SERVICES

As-Requested Building Official Services (on-call as needed)

- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- ✓ Provide Building Code interpretations for final approval
- ✓ Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for reporting for Municipality – frequency and content to be mutually agreed upon
- ✓ Responsible for client and applicant satisfaction
- ✓ Issue stop-work notices for non-conforming activities related to provided services – as needed

As-Requested Building, Plumbing, Mechanical, Energy code Inspection Services

- ✓ Consultant utilizes an educational, informative approach to improve the customer's experience.
- ✓ Perform code compliance inspections to determine that construction complies with approved plans
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy or provide an electronic version of the inspection results and discuss inspection results with site personnel

As-Requested Plan Review Services

- ✓ Provide plan review services electronically
- ✓ Review plans for compliance with adopted building codes, local amendments or ordinances
- ✓ Be available for pre-submittal meetings by appointment
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Communicate plan review findings and recommendations in writing
- ✓ Return a set of finalized plans and all supporting documentation

- ✓ Provide review of plan revisions and remain available to applicant after the review is complete

Reporting Services

- ✓ Consultant will work with Municipality to develop a mutually agreeable reporting schedule and format

2. MUNICIPAL OBLIGATIONS

- ✓ Municipality will issue permits and collect all fees
- ✓ Municipality will provide Consultant with a list of requested inspections and supporting documents
- ✓ Municipality will intake plans, and related documents and submit electronically to Consultant

3. TIME OF PERFORMANCE

- ✓ Consultant will perform Services during normal business hours excluding Municipal holidays
- ✓ Services will be performed on an as-requested basis
- ✓ Consultant representative(s) will be available by phone and email

Deliverables			
PRE-SUBMITTAL MEETINGS	Provide pre-submittal meetings to applicants by appointment		
PLAN REVIEW TURNAROUND TIMES	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
	✓ Residential within	7 business days	5 business days or less
	✓ Tenant Improvements within	10 business days	7 business days or less
	✓ Commercial within (up to \$2M in valuation)	10 business days	7 business days or less
	✓ Commercial within (\$2M+ to \$5M in valuation)	15 business days	10 business days or less
✓ Commercial within (\$5M+ in valuation)	21 business days	15 business days or less	
✓ Stand-alone permits (plumbing & mechanical)	5 business days	5 business days or less	

EXHIBIT B –2 FEE SCHEDULE FOR SERVICES

1. FEE SCHEDULE

- ✓ Municipality and Consultant will review the Municipal Fee Schedule and valuation tables annually to discuss making adjustments to reflect increases in the costs incurred by Consultant to provide Services.
- ✓ Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly and flat rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service Fee Schedule:	
Inspection Services <ul style="list-style-type: none"> • Building, Mechanical, Plumbing, Energy Code 	\$115.00 per hour- one (1) hour minimum**
Inspection services (eligible & optional/virtual) Inspection types utilized: <ul style="list-style-type: none"> • Water heater replacement • HVAC replacement • Re-roofs of residential projects • Minor corrections for previous on-site inspection • Residential Porches/Decks • Small Projects <ul style="list-style-type: none"> ✓ (fences that require building permit) ✓ (exterior remodels) ✓ (interior remodels) • Residential Rooftop Solar (photovoltaic) • Residential Gas Line Installations (<i>if allowed</i>) • Parking Shade Structures • Detached Storage Sheds <ul style="list-style-type: none"> ✓ (that requires a building permit) • Residential Addition/Alteration re-inspections • Follow-up Inspections for corrections (must verify with inspector or Building Official)	\$80 per inspection and/or type
Plan Review Services – Residential & Commercial: Initial plan review Up-to two (2) re-reviews	Residential & Commercial plan review 40% of city plan review fee with initial review and 2 re-reviews. ##

	<ul style="list-style-type: none"> • Then rate is \$120 per hr. w/ 1 hr. min. and also same hourly rate for changes to previously approved plans. • Projects with construction valuations of \$20k or less are at hourly plan review rate.
<p>Additional Plan Review Fee – Residential & Commercial:</p> <ul style="list-style-type: none"> • After initial & two (2) re-reviews • Projects with construction valuations of \$20k or less • Other Building Plan Reviews not listed or changes to previously approved plans. • Stand-alone mechanical or plumbing permits • Meetings of plans examiner outside of plan review % of fee plan review work. 	\$120.00 per hour – one (1) hour minimum
Structural Engineering Plan Review	\$165.00 per hour – one (1) hour minimum
Fire Related/Fire Code (suppression, alarm, associated) Plan Review	\$165.00 per hour – one (1) hour minimum
Building Official Services (on-call as needed)	\$155.00 per hour- one (1) hour minimum
After Hours/Emergency Inspection Services	\$135.00 per hour – two (2) hour minimum**
<p>**Hourly inspection time tracked will include travel time from Consultant’s base location to Municipality or first inspection site up to 45 (0.45) minutes away. Time tracked will end when the inspector completes the last scheduled inspection and leaves Municipality or last inspection back to Consultant’s base location up to 45 (0.45) minutes away. Overall tracked time will also include all travel time between inspection sites, total roundtrip travel as described, and all administrative work related to inspection support.</p>	
<p>###Use the latest Building Valuation Data Sheet published by the International Code Council to determine the project valuation by the building official’s/consultant’s determination. When a specific building type or occupancy is not noted in the valuation table, the building official/consultant is authorized to use the classification type noted in the table that most closely resembles the proposed type of building or determine a valuation type independently. The building official/consultant is authorized to use a contractor’s bid price estimate in instances other than new construction, provided such bid estimate lists all materials and included labor cost, excluding sales tax, for such project.</p> <p>The footnotes of b, c, and d found in the Building Valuation Data Sheet published by the International Code Council are not considered as part project valuations determined.</p> <p>For all consultants plan review work the city’s plan review fee is presumed to be sixty-five percent of the city’s established and adopted building permit fee. The city’s plan review fee is a separate fee from the city’s building permit fee and is in addition to the building permit fee. Consultants plan review fee(s) as prescribed above are subject to city’s plan review fee as prescribed here.</p>	

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: Consultant Services with
SAFEbuilt Washington, LLC for Municipal Building Services Coverage**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **SAFEbuilt Washington, LLC**, a wholly owned subsidiary of SAFEbuilt, LLC, (the "Consultant"), a Washington corporation, dated this 18th day of November, 2024.

Consultant Business: SAFEbuilt Washington, LLC
Consultant Address: 444 N. Cleveland, Suite 444, Loveland, CO 80537
Consultant Phone: 425-213-2612
Contact Name: David Spencer
Consultant e-mail: dspencer@safebuilt.com
Federal Employee ID No.: 81-0927666
Authorized City Representative Mark Hofman, AICP, Community Development
for this contract: Director

WHEREAS, the City desires to contract with a consultant for municipal building services coverage to augment existing city staff during vacancies in positions and times of heavy permitting demand; and

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

WHEREAS, the City finds that SAFEbuilt Washington, LLC is qualified and experienced in building services for local governments, including plan review; permit inspections; and assistance with building official interpretations and implementation of applicable building codes.

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

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

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

The project manager(s) of the Work shall be David Spencer and/or Bobby Thomas & Amber Green. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2025, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure

to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed **thirty-thousand dollars (\$ 30,000.00)** at the rates and fee amounts as shown on Exhibit B, Fee Schedule for Services, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

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

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

3. Request for Payment.

A. Not more than once every thirty days the Consultant 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. Work Product. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibits A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk. For the avoidance of doubt, nothing in this Agreement shall be understood to grant City rights to pre-existing intellectual property of Consultant, including Consultant software and licensed software, or to any improvements thereto.

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

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

7. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all third party claims, injuries, damages, losses or suits including attorney fees, to the extent arising out of or in connection with the intentionally wrongful or negligent performance of this Agreement by Consultant or any party for which it is legally responsible, except for injuries and damages caused by the sole or active negligence of the City. Consultant's obligations under this Agreement are contingent upon timely receipt of notice of the claim for which indemnification is sought, such that defense of the claim is not prejudiced, and the reasonable assistance of the indemnitee in connection with the defense of the claim.

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

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

C. **Minimum Amounts of Insurance.** The Consultant 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.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

D. Other Insurance Provision. The Consultant'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 Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

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

F. Verification of Coverage.

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

G. Notice of Cancellation.

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance.

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

I. Public Entity Full Availability of Consultant Limits.

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

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

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

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

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

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

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

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

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

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

18. Notices.

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

City of Lake Forest Park
Attn: Mark Hofman, AICP, Community Development Director
17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

SAFEbuilt Washington, LLC
444 North Cleveland Avenue, Suite 444
Loveland, Colorado, 80537
Attn: Matt Causley, VP Professional Services

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

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

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written

<p>CITY OF LAKE FOREST PARK WASHINGTON</p> <p>By: <u>Thomas French</u> <small>Thomas French (Nov 21, 2024 12:52 PST)</small> Thomas French, Mayor</p> <p>Date: <u>11/21/2024</u></p>	<p>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</p> <p>SAFEbuilt WASHINGTON, LLC</p> <p>By: <u>Matt Causley</u> <small>Matt Causley (Nov 19, 2024 15:33 CST)</small></p> <p>Typed/Printed Name: <u>Matt Causley</u></p> <p>Its <u>Chief Operations Officer</u></p> <p>Date: <u>11/19/2024</u></p>
<p>ATTEST:</p> <p><u>Matthew McLean</u> Matthew McLean, City Clerk</p> <p>Date: <u>11/21/2024</u></p>	
<p>APPROVED AS TO FORM:</p> <p><u>Kim Adams Pratt</u> <small>Kim Adams Pratt (Nov 18, 2024 14:52 PST)</small> Kim Adams Pratt, City Attorney</p> <p>Date: <u>11/18/2024</u></p>	

EXHIBIT A – LIST OF SERVICES

1. LIST OF SERVICES

As-Requested Building Official Services (on-call as needed)

- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- ✓ Provide Building Code interpretations for final approval
- ✓ Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for reporting for Municipality – frequency and content to be mutually agreed upon
- ✓ Responsible for client and applicant satisfaction
- ✓ Issue stop-work notices for non-conforming activities related to provided services – as needed

As-Requested Building, Plumbing, Mechanical, Energy code Inspection Services

- ✓ Consultant utilizes an educational, informative approach to improve the customer’s experience.
- ✓ Perform code compliance inspections to determine that construction complies with approved plans
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy or provide an electronic version of the inspection results and discuss inspection results with site personnel

As-Requested Plan Review Services

- ✓ Provide plan review services electronically or in the traditional paper format
- ✓ Review plans for compliance with adopted building codes, local amendments or ordinances
- ✓ Be available for pre-submittal meetings by appointment
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Communicate plan review findings and recommendations in writing
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Provide review of plan revisions and remain available to applicant after the review is complete

Reporting Services

- ✓ Consultant will work with Municipality to develop a mutually agreeable reporting schedule and format

2. MUNICIPAL OBLIGATIONS

- ✓ Municipality will issue permits and collect all fees
- ✓ Municipality will provide Consultant with a list of requested inspections and supporting documents
- ✓ Municipality will intake plans, and related documents submit electronically to Consultant

3. TIME OF PERFORMANCE

- ✓ Consultant will perform Services during normal business hours excluding Municipal holidays
- ✓ Services will be performed on an as-requested basis
- ✓ Consultant representative(s) will be available by phone and email

Deliverables			
PRE-SUBMITTAL MEETINGS	Provide pre-submittal meetings to applicants by appointment		
PLAN REVIEW TURNAROUND TIMES	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
✓ Residential within	7 business days	5 business days or less	
✓ Tenant Improvements within	10 business days	7 business days or less	
✓ Commercial within (up to \$2M in valuation)	10 business days	7 business days or less	
✓ Commercial within (\$2M+ to \$5M in valuation)	15 business days	10 business days or less	
✓ Commercial within (\$5M+ in valuation)	21 business days	15 business days	
✓ Stand-alone permits (plumbing & mechanical)	5 business Days	5 business Days	

EXHIBIT B – FEE SCHEDULE FOR SERVICES

1. FEE SCHEDULE

- ✓ Municipality and Consultant will review the Municipal Fee Schedule and valuation tables annually to discuss making adjustments to reflect increases in the costs incurred by Consultant to provide Services.
- ✓ Beginning January 01, 2026 and annually thereafter, the hourly and flat rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service Fee Schedule:	
Inspection Services <ul style="list-style-type: none"> • Building, Mechanical, Plumbing, Energy Code 	\$110.00 per hour- one (1) hour minimum**
Plan Review Services – Residential & Commercial: Initial plan review Up-to two (2) re-reviews	Residential & Commercial plan review 37% of city plan review fee with initial review and 2 re-reviews. Then rate is \$115 per hr. w/ 1 hr. min. and also same hourly rate for changes to previously approved plans.
Additional Plan Review Fee – Residential & Commercial: <ul style="list-style-type: none"> • After two (2) re-reviews • Other Building Plan Reviews not listed or changes to previously approved plans. • Stand-alone mechanical or plumbing permits • Meetings of plans examiner outside of plan review % of fee plan review work. 	\$115.00 per hour – one (1) hour minimum
Structural Engineering Plan Review	\$165.00 per hour – one (1) hour minimum
Fire Related/Fire Code (suppression, alarm, associated) Plan Review	\$165.00 per hour – one (1) hour minimum
Building Official Services (on-call as needed)	\$145.00 per hour- one (1) hour minimum
After Hours/Emergency Inspection Services	\$135.00 per hour – two (2) hour minimum
**Hourly inspection time tracked will include travel time from Consultant’s base location to Municipality or first inspection site up to ½ (0.5) hour away. Time tracked will end when the inspector completes the last scheduled inspection and leaves Municipality or last inspection back to Consultant’s base location up to ½ (0.5) hour away. Overall time tracked will also include all travel time between inspection sites, total roundtrip travel as described, and all administrative work related to inspection support.	











SAFEbuilt-LFP Municipal Building Services PSA AG-24-056


Final Audit Report


2024-11-21


Created:	2024-11-18
By:	Jessica Halterman (jhalterman@cityofffp.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdwS7eAUhPH8TN1qXMqCYFYHYeRuj-ITI


"SAFEbuilt-LFP Municipal Building Services PSA AG-24-056" History

-  Document created by Jessica Halterman (jhalterman@cityofffp.gov)
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-  Document emailed to Kim Adams Pratt (kim@madronalaw.com) for signature
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-  Email viewed by Kim Adams Pratt (kim@madronalaw.com)
2024-11-18 - 10:50:23 PM GMT
-  Document e-signed by Kim Adams Pratt (kim@madronalaw.com)
Signature Date: 2024-11-18 - 10:52:01 PM GMT - Time Source: server
-  Document emailed to Matt Causley (matt@mtcinspectors.com) for signature
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-  Email viewed by Matt Causley (matt@mtcinspectors.com)
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-  Document e-signed by Matt Causley (matt@mtcinspectors.com)
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-  Document emailed to Thomas French (tfrench@cityofffp.gov) for signature
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 Agreement completed.
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Amendment No. 1 to the
Professional Services Agreement between the
City of Lake Forest Park and SAFEbuilt Washington, LLC
Dated November 18, 2024

This First Amendment to the Professional Services Agreement between the City of Lake Forest Park and SAFEbuilt Washington, LLC, AG-24-056 (hereafter the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 1 of the Agreement.

- 1. Section 2.A of the Agreement is hereby amended as follows:

Compensation

The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed one hundred twenty thousand dollars (\$120,000) at the rates and fee amounts as shown on Exhibit B, Fee Schedule for Services, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

- 2. Extending the term of the Agreement in Section 1:

The term of the Agreement shall be extended to March 31, 2026.

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

CITY OF LAKE FOREST PARK

SAFE BUILT WASHINGTON, LLC

Signed: Thomas French
Thomas French (Apr 16, 2025 13:14 PDT)

Signed: Matt Causley
Matt Causley (Apr 14, 2025 19:47 EDT)

Printed Name: Thomas French

Printed Name: Matt Causley

Title: Mayor

Title: Chief Operations Officer

Dated: 04/16/2025

Dated: 04/14/2025

AG-24-056 SAFEBuilt Amend. No. 1

Final Audit Report

2025-04-16

Created:	2025-04-11
By:	Jessica Halterman (jhalterman@cityoffp.gov)
Status:	Signed
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"AG-24-056 SAFEBuilt Amend. No. 1" History

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-  Document emailed to Matt Causley (matt@mtcinspectors.com) for signature
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-  Email viewed by Matt Causley (matt@mtcinspectors.com)
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-  Document emailed to Thomas French (tfrench@cityoffp.gov) for signature
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-  Email viewed by Thomas French (tfrench@cityoffp.gov)
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-  Document e-signed by Thomas French (tfrench@cityoffp.gov)
Signature Date: 2025-04-16 - 8:14:17 PM GMT - Time Source: server
-  Agreement completed.
2025-04-16 - 8:14:17 PM GMT

City Administrator Report

City of Lake Forest Park

Date: March 12, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

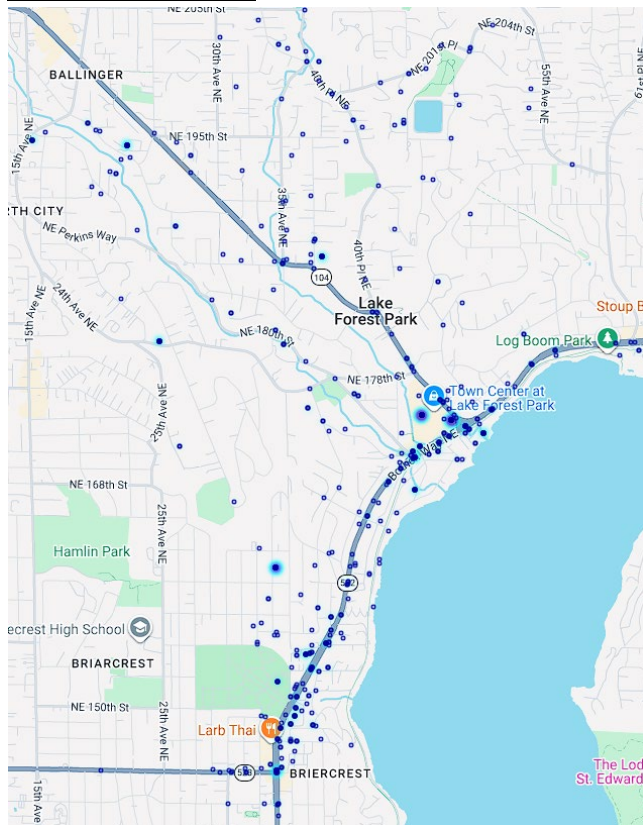
CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department



Police incidents heatmap for February 2026:
Each blue dot is an incident generated by dispatch or an officer.

This map represents **896** Call Incidents in **February**

Traffic Stats are in the Traffic Safety Section

Behavioral Health	88
Questionable Activity	37
Warrants	24
911	20
Contact of a Person	19
Welfare Check	11
Theft	7
MV Prowl	6
Alarm	6
Drugs	5
Domestic Violence	5
Disturbance	5
Adult Protective Services	5
Fraud	3
Vehicle Theft	3

Case Reports Taken for February 2026

Warrant Arrest	9
Informational Report	6
Trespass	5
Adult Protective Services	5
Vehicle Prowl	5
Domestic Incident	4
Theft	3
Vehicle Theft	3
Behavioral Health	2

VUCSA (Drugs)	2
DUI (Driving under the Influence)	2
Ordinance	2
Malicious Mischief	1
Assist Outside Agency	1
Civil Dispute	1
Sexual Assault	1
Child Protective Services	1
Suspicious Circumstances	1

Total – 57

Notable Incidents:**MV Theft**

A community member called 911 and advised that somebody had stolen his vehicle that was parked on the 3700 block of NE 153rd St. There are no leads at this time.

Officers responded to an attempted vehicle theft in the same area as the previous call. The suspect damaged the vehicle door handle.

A community member called 911 and advised that somebody had stolen his vehicle that was parked in proximity to the other stolen vehicle. The victim might have a video of the theft. Investigation in progress.

Disturbance

Officers responded to a residence where a 77-year-old male with Alzheimer's had become violent. APS was already involved and the subject was transported to the Hospital (ITA).

MV Prowl

Officers responded to a vehicle prowling in progress in the 19000 block of 15th Ave NE. Unfortunately, the suspect left before the arrival of the officers. Some checks were stolen from the vehicle. No leads at this time.

Officers responded to a vehicle prowling at the Norr Laken apartment complex. Approx. \$1,500 in welding tools were stolen. No leads at this time.

Officers responded to a vehicle prowling that had occurred during the night. No leads.

Recovery of property

Seattle PD contacted our department stating that they had recovered one of our stolen vehicles.

Welfare Check

A community member advised the police that he saw a person lying on the ground in proximity of 37th Ave NE & 40th PI NE. Upon arrival, the officers saw two people (friends of the subject) assisting their intoxicated friend to get home safely.

DV

Officers responded to a verbal DV in progress between wife and husband. No crime but the two subjects were warned about DV laws in Washington state.

Theft/VUCSA

Officers responded to a theft in progress at Ross. The subject was caught and arrested, and a large amount of drugs were found on her person. K9 Bella conducted a check on the subject's vehicle and alerted for drugs. A search warrant for the vehicle was obtained, and additional drugs were found inside the vehicle. The investigation is in progress.

Officers responded to a theft in progress at Safeway. The suspect was caught, arrested, and transported to the Lynnwood Jail.

Officers responded to a mail theft incident. The victim did not want to cooperate with the police.

Officers responded to a theft in progress at Safeway. Two subjects were caught, arrested and transported to the Lynnwood Jail.

Assist

K9 Bella assisted Shoreline PD with a suspicious vehicle. Positive alert for drugs. Shoreline PD seized the vehicle. The investigation is in progress.

K9 Bella assisted Bothell PD with a suspicious vehicle. Positive alert for drugs. The investigation is in progress.

Officers were called by mall security regarding a subject who was creating a disturbance. The subject was trespassed.

Officers assisted Bothell PD with a DV with weapons incident in progress.

A community member contacted the police regarding some coyotes who are visiting his backyard. He was mainly concerned about his dogs and wanted to know if he could shoot the coyotes. The officers explained the laws that regulate these types of incidents and advised him to contact Fish and Wildlife.

Officers assisted the fire department during an incident where a community member had collapsed on the shoulder of the roadway. The patient was eventually transported to the hospital.

Order Violation

Officers responded to a court order violation in progress. The female subject was arrested and transported to the Lynnwood Jail.

Found Child

A community member called the police stating that he had found an autistic 13-year old boy who was lost and needed help. Officers contacted the child, spoke with his mother on the phone, and transported the child to his grandfather's residence.

Sex Offense

A community member called the police stating that her child was sexually assaulted in 2023. The investigation is in progress.

Suspicious

An officer checked a vehicle that was illegally parked near Ross. The owner the vehicle, who was clearly intoxicated, was warned about not driving in those conditions. K9 Bella was deployed. Positive alert for drugs. The vehicle was impounded and a search warrant was obtained. The investigation is in progress.

Behavioral Health

Officers responded to an incident where a person who has dementia was creating a disturbance. An RCR mental health professional was called and took over the incident.

VUCSA

An officer initiated a traffic stop for expired tabs. Some drug paraphernalia was in plain view, so K9 Bella was put to work. Positive alert for narcotics. The vehicle was seized and a search warrant was obtained. The investigation is in progress.

Fraud/Theft

Officers responded to a fraud in progress at Ross. Two individuals were trying to return some items that they had just stolen. Both subjects were arrested.

Lake Forest Park



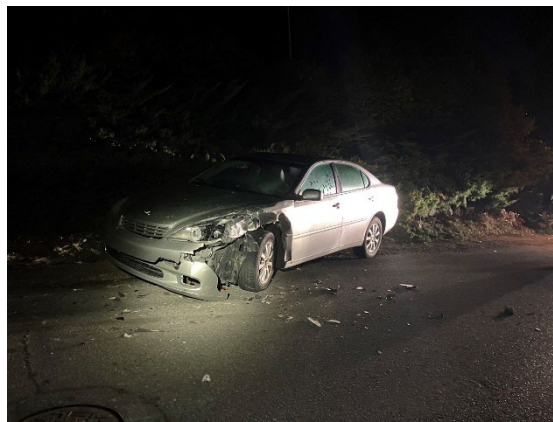
Traffic Safety

Traffic Stops	282
Traffic General	42
Traffic Collisions	13
Abandon Vehicle	4
Hit & Run	3
Impound	1
DUI	2

Traffic Safety Highlights

Hit and Run:

A vehicle was heard doing burnouts on Bothell Way. There was an officer in the area at that time but they did not hear anything. Another officer was flagged down on Brookside, where the driver of a vehicle reported that someone had pulled up beside him, pointed a gun at him, it allegedly jammed, then the reporting driver fled the scene causing damage to the other vehicle. The driver was issued a ticket for driving without insurance, and exchange information was sent to the other driver.



Speed violations:

- 16800-17500/ Bothell Way NE – 55, 57, 58, 59, and two at **60mph**
- 16500blk / Bothell Way NE – 58mph
- Bothell Way and Beach Drive – **64mph in a 35mph zone.**
- 15000-15700blk of Bothell Way NE – 58, 62, and an **82mph!**

Stop sign violations:

- Approximately 8 stops for stop sign violations

Just another basic traffic stop...

- An officer pulls over a vehicle with expired registration, then observes the driver (while driving) hold her cell phone on the outside of the vehicle. Upon approaching the vehicle,

the driver begins screaming at the officer, saying she is recording this and going to post it on Tik Tok. The driver was cited for failure to renew registration, failure to carry insurance, and utilizing a cell phone while driving.

Collision:

- A rear-end collision at Bothell Way and Ballinger Way leaves both vehicles totaled.
- A vehicle traveling southbound on 104, “allegedly” slipped on the metal plate on the roadway, causing the driver to lose control of his Kia. They then ran into the guardrail on the southeast corner of 35th and Ballinger Way. The driver was cited for driving too fast for conditions.



Cell phone:

- Approximately 9 stops for cell phone use. One, the driver was observed at a stop sign on his cell phone. The officer had to shine his spotlight at the vehicle to get the driver’s attention to move forward. The driver was given a criminal citation for failure to transfer the title, no insurance, cellphone violation, and expired registration.

II. Internal City Information

Human Resources:

- The City earned the annual WellCity distinction from Associated Washington Cities (WA) Trust again, earning us a 2% premium discount on medical premiums for another year! A big thank you to staff who participated in last year’s wellness activities to help us achieve the WellCity recognition and premium discount again.
- HR Director Moore and HR Specialist Bray attended AWC’s Health Workplace Summit. The Summit training event includes training/workshops and networking focused on making workplaces healthy places.
- Recruitment and Staffing Updates:
 - HR organized four days of entry level and exceptional police officer oral board panel interviews. The panel met with 24 candidates. Candidates with passing

scores will be sent to the Civil Service Commission for certification on the eligibility list.

- Planning has begun for a Sergeant promotional exam process for Police Department.
- The City welcomes new Urban Forest Planner Christi Bishop and Police Officer Ethan Warner to the team this month.
- Recruitment efforts continue for the Building Official, Climate Coordinator, and Police Officer positions. Climate Coordinator panel interviews are planned for later this month. In addition to City staff, the interview panel will include a Climate Manager from a neighboring agency, community member, and CM Furutani.

Municipal Services:

Passport Agents processed a total of 443 passport applications and took 350 passport photos during the month of February resulting in \$24,000 in revenue. This is a 25% increase in revenue over the same period in 2025 which saw \$19,175 from 389 applications and 278 photos.

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

No new contracts in the reporting period.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

Save The Date!
You are invited to the
LFP Green Fair, April 4!

Learn, Have Fun, & Go Green for FREE!!

Vendors from all different backgrounds will be in attendance supplied with giveaways and able to answer your questions!

Learn to save the Planet
Reduce, Reuse, Recycle, & Be Green!

When?!
Saturday,
April 4, 2026
10 AM to 2 PM

Where?!
Third Place Commons
17171 Bothell Way NE
Lake Forest Park WA 98155

Puget Sound Starts Here

NATURAL YARD CARE

Sponsored By:
King County
as part of the Local Hazardous Waste Management Program in King County

IX. Meetings Calendar

North King County Coalition on Homelessness
March 19, 2026, 1:00 PM - 2:30 PM

City Council Budget & Finance Committee Meeting (hybrid meeting)
March 19, 2026, 6:00 PM - 7:30 PM
City Hall and via Zoom

Committee of the Whole meeting (hybrid meeting)
March 23, 2026, 6:00 PM - 8:00 PM
City Hall and via Zoom

Parks and Recreation Advisory Board Meeting (hybrid meeting)
March 24, 2026, 7:00 PM - 9:00 PM
City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)
March 26, 2026, 7:00 PM - 9:00 PM
City Hall and via Zoom