



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, September 25, 2025 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/87270367774>

Call into Webinar: 253-215-8782 | **Webinar ID:** 872 7036 7774

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

State law, RCW 42.17A.555, does not allow the use of public facilities to promote or oppose ballot measures. Promoting or opposing the City's levy lid lift ballot measure during a council meeting would be use of a public facility in violation of state law. This includes comments made during the Public Comment section of a Council meeting. The statute, however, does not limit your ability to support or oppose a ballot measure on your own time using your own resources.

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. PROCLAMATIONS

A. Recognizing October 2025 as Breast Cancer Awareness Month

B. Recognizing October 2025 as Freedom to Read Month

6. CONSENT CALENDAR

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

A. City Expenditures for the Period Ending 9/25/2025

B. Resolution 25-2029/Authorizing Mayor to Sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2025-2026

7. ORDINANCES AND RESOLUTIONS FOR INTRODUCTION / REFERRAL

A. Resolution 25-2030/Adoption of the Americans with Disability Act (ADA) Grievance Procedures

8. COUNCIL DISCUSSION AND ACTION

9. OTHER BUSINESS

10. COUNCIL COMMITTEE REPORTS

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

11. ADJOURN

FUTURE SCHEDULE

- Thursday, October 9, 2025, 6:00 p.m. City Council Work Session – *hybrid meeting (City Hall and via Zoom)*
- Thursday, October 9, 2025, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, October 16, 2025, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*
- Monday, October 20, 2025, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, October 23, 2025, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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



PROCLAMATION

WHEREAS, while considerable progress has been made in the fight against breast cancer, it remains the most commonly diagnosed cancer among women and the second leading cause of death among women in the United States; and

WHEREAS, every two minutes a woman is diagnosed with breast cancer, and 30% of new women's cancer diagnoses will be for breast cancer; and

WHEREAS, 1 out of every 8 women in the United States will be diagnosed with breast cancer during her lifetime; and

WHEREAS, over the past decade, breast cancer rates in women have increased 1% annually, with the steepest increase in women under 50; and

WHEREAS, in 2025, an estimated 316,950 new cases of invasive breast cancer are expected to be diagnosed in women in the U.S. and 59,080 new cases of non-invasive (in situ) breast cancer; and

WHEREAS, men can also get breast cancer, and an estimated 2,800 men will be diagnosed with it in 2025; and

WHEREAS, overall deaths have decreased by 44% since 1989 and there are more than four million breast cancer survivors in the United States, including those still being treated and those who have completed treatment; and

WHEREAS, we display pink ribbons, wear pink clothing, and our police department wears pink patches and badges to raise awareness, we also support those in our community that are courageously fighting breast cancer and honor the lives lost to the disease; and

WHEREAS, this October, we recognize breast cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease; and

WHEREAS, Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education, early detection, prevention, and regular screening.

NOW, THEREFORE, the Mayor and Council of the City of Lake Forest Park do hereby proclaim the month of October 2025 as

BREAST CANCER AWARENESS MONTH

in the City of Lake Forest Park and I commend this observance to all citizens and encourage all women and men to learn more about this disease.

Signed this 25th day of September 2025

Thomas French, Mayor



PROCLAMATION

WHEREAS, the American Library Association's Banned Books Week celebrates the Freedom to Read as observed each year as a reminder to Americans not to take their freedom for granted; and

WHEREAS, the freedom to read is essential to our democracy, and reading is among our greatest freedoms; and

WHEREAS, privacy is essential to the exercise of that freedom, and the right to privacy is the right to open inquiry without having the subject of one's interest judged, examined, or scrutinized by others; and

WHEREAS, the freedom to read is protected by our Constitution and intellectual freedom is essential to the preservation of a free society and a creative culture; and

WHEREAS, all library books and resources should be accessible for the interest, information, and enlightenment of all people of the community the library serves; and

WHEREAS, no books or resource materials should be excluded or censored because of the origin, background, or views of those contributing to their creation no matter how controversial the topic such as culture, religion, love, war, science and technology, to name a few; and

WHEREAS, libraries should challenge censorship in the fulfillment of their responsibility to provide free access of all expressions of ideas and information; and

WHEREAS, conformity limits the range and variety of inquiry and expression on which our democracy and culture depend; and

WHEREAS, the American Library Association's Office of Intellectual Freedom has found a dramatic increase in book challenges in the last several years, with 2023 having the highest number since ALA started collecting censorship data 20 years ago, with 4,240 unique titles, and 2,452 unique titles challenged in 2024; and

WHEREAS, the most common reasons for challenges are false claims of illegal obscenity for minors; inclusion of LGBTQIA+ characters or themes; and dealing with topics of race, racism, inclusivity, equity and social justice; and

WHEREAS, most of the book challenges happen in public libraries, 55%, with school libraries at 38%, schools 5%, and higher education libraries and other institutions 2%; and

WHEREAS, some individuals, groups, and public authorities work to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries of materials reflecting the diversity of society; and

WHEREAS, community members can show support and celebrate the freedom to read by visiting the American Library Association's website where one can find the top 10 list of 2024 challenged books and statement on book censorship; and

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

FREEDOM TO READ MONTH

and encourage all citizens of the City of Lake Forest Park to learn more about book censorship and support people's right to read on all perspectives without restriction.

Signed this 25th day of September 2025

Tom French, Mayor

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
09/25/25

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, a Pre-paid Accounts Payable Dated 09/16/2025 CLAIM FUND Check No. 88164 in the amount of \$25,992.82, an Accounts Payable Dated 9/25/25 CLAIM FUND Check Nos. 88165 through 88248 in the amount of \$695,631.50, a 9/8/25 PAYROLL FUND ACH transaction in the amount of \$203,336.85, and a 9/8/25 DIRECT DEPOSIT transaction in the amount of \$228,065.95 are approved for payment this 25th day of September 2025.

- Additional approved transactions are:**
ACH transaction US Bank Statement in the amount of \$41,285.93
ACH transaction Elavon in the amount of \$1,088.94
ACH transaction Invoice Cloud in the amount of \$2,270.40
ACH transaction State of Washington in the amount of \$13,504.61
ACH transaction Wex Bank-Chevron in the amount \$89.13

Total approved claim fund transactions: \$1,211,266.13

City Clerk

Mayor

Finance Committee

Accounts Payable

Blanket Voucher Approval Document

User: sschindele
Printed: 09/15/2025 - 9:53AM
Warrant Request Date: 9/16/2025
DAC Fund:

Batch: 00016.09.2025 - AP 09.16.25

CLAIM VOUCHER
CITY OF LAKE FOREST PARK
17425 BALLINGER WAY NE
LAKE FOREST PARK, WASHINGTON 98155



Section 6, ItemA.

Line	Claimant	Voucher No.	Amount
1	PACE Engineers, Inc.	000088164	25,992.82
Page Total:			\$25,992.82
Grand Total:			\$25,992.82

Accounts Payable

Blanket Voucher Approval Document

User: sschindele
Printed: 09/19/2025 - 10:55AM
Warrant Request Date: 9/25/2025
DAC Fund:



Section 6, ItemA.

Batch: 00025.09.2025 - AP 09.25.25

CLAIM VOUCHER
CITY OF LAKE FOREST PARK
17425 BALLINGER WAY NE
LAKE FOREST PARK, WASHINGTON 98155

Line	Claimant	Voucher No.	Amount
1	AB Pest Control LLC	000088165	545.99
2	All Decks Inc	000088166	36.69
3	All Traffic Solutions Inc.	000088167	380.73
4	Amazon Capital Services Inc	000088168	309.33
5	American Traffic Solutions Inc.	000088169	82,884.00
6	Applied Concepts, Inc.	000088170	201.30
7	Aurora Rents, Inc.	000088171	124.70
8	Basler,Anthony Carl	000088172	140.00
9	Calportland Company	000088173	50.00
10	Cellebrite, Inc	000088174	15,497.15
11	Century Link	000088175	112.61
12	Chae-Lee,Nicole G	000088176	140.00
13	Chuck Olson Inc	000088177	17.64
14	City of Lynnwood	000088178	3,174.00
15	City of Normandy Park	000088179	788.00
16	City of Snoqualmie	000088180	500.00
17	City of Sunnyside	000088181	1,389.15
18	Code Publishing Company	000088182	1,448.80
19	Coral Sales Co.	000088183	9,170.62
20	Correct Equipment, Inc	000088184	59.56
21	DataQuest, LLC	000088185	513.00
22	Elavon	000000000	1,088.94
23	Facet, Inc.	000088186	58,988.75
24	Galls, LLC	000088187	66.13
25	Gordon Thomas Honeywell Gov't. Affairs, LLC	000088188	3,245.00
26	Home Depot Credit Services,Department 32 - 2501271310	000088189	406.88
27	Insight Public Sector, Inc.	000088190	136.50
28	Intercom Language Services Corp	000088191	170.00
29	Invoice Cloud	000000000	2,270.40
30	Jet City Printing, Inc.	000088192	63.97
31	Jim's U Fish	000088193	2,647.20
32	Johnston Group, LLC	000088194	3,925.00
33	Jordan,Thomas	000088195	91.47
34	KDH Consulting, Inc	000088196	7,052.19
35	King County Dept of Natural Resources & Parks	000088197	1,803.00
36	King County Finance	000088202	85.86
37	King County Finance	000088198	10.67
38	King County Finance	000088201	8,693.33

Page Total: \$208,228.56

Line	Claimant	Voucher No.	Section 6, ItemA.
39	King County Finance	000088200	824.00
40	King County Finance	000088199	15,247.63
41	King County Finance & Business	000088203	237,374.44
42	King County Pet License	000088204	100.00
43	Kirkland Police Department	000088205	530.09
44	Lake Forest Park Water Dist	000088206	1,667.33
45	Legend Data Systems, Inc.	000088207	110.30
46	LEPS-PSS, PLLC	000088208	480.00
47	LFP Municipal Court	000088209	85.00
48	Loomis	000088210	498.08
49	Madrona Law Group, PLLC	000088211	19,637.00
50	MGP XI-A Town Center Lake Forest LLC	000088212	8,696.37
51	National Center for State Courts	000088213	990.00
52	Noah, Tim	000088214	1,000.00
53	Norcom 911	000088215	118,574.50
54	NP Language Services	000088216	140.00
55	Office Depot, Inc.	000088217	1,587.94
56	Ostrer, Allison	000088218	140.00
57	PACE Engineers, Inc.	000088219	6,634.75
58	Peerless Network, Inc	000088220	1,040.22
59	Petersen, Scott	000088221	395.00
60	PROCOM, LLC	000088222	194.00
61	Puget Sound Energy	000088223	434.88
62	Puget Sound Executive Services, Inc.	000088224	696.00
63	Puratep, Apantree	000088225	140.00
64	Red Carpet Building Maint. Inc.	000088226	3,531.15
65	Republic Services	000088227	195.31
66	Robert Half International, Inc.	000088228	6,054.52
67	SAFEbuilt Washington, LLC	000088229	9,547.83
68	Secure Court Solutions LLC	000088230	1,232.00
69	Smarsh	000088231	2,471.32
70	Staples Advantage	000088232	974.88
71	State Auditor's Office	000088233	3,475.00
72	State of Washington	000000000	13,504.61
73	State Treasurer's Office	000088234	7,566.21
74	Stericycle, Inc.	000088235	65.75
75	The Emblem Authority	000088236	999.00
76	Tonal Systems Inc	000088237	7,004.05
77	Transpo Group USA Inc	000088238	7,800.00
78	TransUnion Vantage Data	000088239	1.07
79	USI, Inc.	000088240	93.32
80	Utilities Underground Location Ctr.	000088241	91.80
81	Washington Association of Sheriffs & Police Chiefs	000088242	75.00
82	Washington Criminal Justice Training Commission	000088243	1,300.00
83	Washington State Department of Licensing	000088244	36.00
84	Washington State Patrol	000088245	63.00
85	Waste Management Northwest	000088246	3,792.91
86	Wex Bank - Chevron	000000000	89.13
87	Zanella, Diego	000088247	81.55
88	Zubelli, Christina	000088248	140.00

Page Total: \$487,402.94

Line

Claimant

Voucher No.

Section 6, ItemA.

Page Total: \$0.00

Grand Total: \$695,631.50

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
Printed: 9/19/2025 11:28 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	NAVIA	Navia Benefit Solutions, Inc.	09/08/2025	537.41
ACH	NAVIAFSA	Navia - FSA	09/08/2025	62.50
ACH	PFLTRUST	LFP PFL Trust Account	09/08/2025	3,045.18
ACH	TEAMDR	National D.R.I.V.E.	09/08/2025	4.45
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	09/08/2025	1,689.80
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	09/08/2025	9,043.44
ACH	ZAWC	AWC	09/08/2025	43,938.56
ACH	ZEMPSEC	Employment Security Dept.	09/08/2025	644.84
ACH	ZEMPWACA	Wa.Cares Tax	09/08/2025	991.91
ACH	ZGUILD	LFP Employee Guild	09/08/2025	925.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	09/08/2025	38,619.40
ACH	ZL&I	Washington State Department of Labor & I	09/08/2025	7,602.86
ACH	ZLEOFF	Law Enforcement Retirement	09/08/2025	15,950.62
ACH	ZLFPIRS	Lake Forest Park/IRS	09/08/2025	53,765.01
ACH	ZPERS	Public Employees Retirement	09/08/2025	18,291.80
ACH	ZTEAM	Teamsters Local Union #117	09/08/2025	216.67
ACH	ZWATWT	Washington Teamsters Welfare Trust	09/08/2025	8,007.40
Total for 9/8/2025:				203,336.85
Report Total (17 checks):				203,336.85

Bank Reconciliation

Section 6, ItemA.

Checks by Date

User: sschindele
Printed: 09/19/2025 - 11:35AM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 09/08/2025 To 09/08/2025
Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	9/8/2025		DD 00508.09.2025	PR		228,065.95
Total Check Count:						1
Total Check Amount:						228,065.95

Accounts Payable

Section 6, ItemA.

Checks by Date - Summary by Check Date

User: sschindele
Printed: 9/19/2025 11:40 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
92503791	WRPA	Washington Recreation & Park Assoc.	09/11/2025	615.00
92506311	LANDSEND	Lands' End	09/11/2025	1.59
92506312	NEOGOV	GovernmentJobs.com, Inc	09/11/2025	350.00
92506313	NEOGOV	GovernmentJobs.com, Inc	09/11/2025	225.00
92509381	COSTCO	Costco Warehouse	09/11/2025	239.94
92509383	AMAZON	Amazon Capital Services Inc	09/11/2025	6.55
92509384	AMAZON	Amazon Capital Services Inc	09/11/2025	11.93
92509385	AMAZON	Amazon Capital Services Inc	09/11/2025	29.42
92509386	JEMELLSW	JME Ellsworth	09/11/2025	65.83
92527512	ADOBE	Adobe Inc.	09/11/2025	549.09
92527513	AMAZON	Amazon Capital Services Inc	09/11/2025	176.47
92527514	PADDLE	Paddle.net	09/11/2025	22.02
92527515	VEEAM	Veeam Software	09/11/2025	4,226.25
92527516	AMAZON	Amazon Capital Services Inc	09/11/2025	8.79
92527517	LENOVO	Lenovo Global Technology, Inc.	09/11/2025	1,777.40
92527519	AMAZON	Amazon Capital Services Inc	09/11/2025	546.14
92527881	GUARDSEC	Guardian Security	09/11/2025	177.16
92527882	NWCASCA	Northwest Cascade, Inc.	09/11/2025	185.05
92527883	NORTHCIT	North City Water District	09/11/2025	125.84
92527885	NORTHCIT	North City Water District	09/11/2025	103.04
92527886	NORTHCIT	North City Water District	09/11/2025	370.46
92527887	SOUNDSEC	Sound Security Inc. (Sonitrol)	09/11/2025	2,060.69
92527889	INTEGPHN	Integra Telecom, Inc.	09/11/2025	1,258.63
92529901	HILTONB	Hilton Baltimore	09/11/2025	50.00
92529902	HILTONB	Hilton Baltimore	09/11/2025	80.31
92529904	BROBEAR	Brown Bear Car Wash	09/11/2025	19.85
92533461	BUDGETBL	Budget Blinds of Bothell	09/11/2025	366.00
92557001	APA	American Planning Association	09/11/2025	450.00
92557002	BLUEBEAM	Bluebeam Inc	09/11/2025	485.32
92557003	INTLCODE	International Code Council, Inc.	09/11/2025	958.65
92557004	WESTACE	Westlake Hardware WA-153	09/11/2025	5.50
92560681	WFOA	Washington Finance Officers Association	09/11/2025	225.00
92560682	WFOA	Washington Finance Officers Association	09/11/2025	225.00
92568881	LEIRA	Washington Law Enforcement and Records	09/11/2025	950.00
92568882	CHEWY	Chewy.com	09/11/2025	111.71
92568883	BROBEAR	Brown Bear Car Wash	09/11/2025	13.23
92568884	BROBEAR	Brown Bear Car Wash	09/11/2025	13.23
92568885	MARRIOTT	Portland Marriott Downtown	09/11/2025	553.83
92589531	AMAZON	Amazon Capital Services Inc	09/11/2025	48.92
92589532	AMAZON	Amazon Capital Services Inc	09/11/2025	350.45
92589534	COSTCO	Costco Warehouse	09/11/2025	82.65
92589535	AMAZON	Amazon Capital Services Inc	09/11/2025	29.14
92589536	AMAZON	Amazon Capital Services Inc	09/11/2025	18.30
92589537	AMAZON	Amazon Capital Services Inc	09/11/2025	71.46
92596351	MARCUSWI	The Marcus Whitman Hotel	09/11/2025	571.26
92599151	FEDEXFRE	FedEx Freight	09/11/2025	38.34
92599152	MANTLE	Mantle Clothing, LLC	09/11/2025	413.25

				Section 6, ItemA.
Check No	Vendor No	Vendor Name	Check Date	
92599153	BROBEAR	Brown Bear Car Wash	09/11/2025	13.23
92599154	BROBEAR	Brown Bear Car Wash	09/11/2025	13.23
92599155	BROBEAR	Brown Bear Car Wash	09/11/2025	13.23
92599156	BROBEAR	Brown Bear Car Wash	09/11/2025	13.23
92599157	TRUPANIO	Trupanion	09/11/2025	114.38
92599158	TIMBERLV	Timberline Veterinary	09/11/2025	529.05
92599159	TIMBERLV	Timberline Veterinary	09/11/2025	96.80
95809382	KCRECORD	King County Records Office	09/11/2025	311.66
95827884	NORTHCIT	North City Water District	09/11/2025	75.35
95827888	SOUNDSEC	Sound Security Inc. (Sonitrol)	09/11/2025	2,062.56
95829903	HILTONB	Hilton Baltimore	09/11/2025	1,257.25
925275110	AMAZON	Amazon Capital Services Inc	09/11/2025	51.83
925275111	WASABI	Wasabi Technologies, Inc	09/11/2025	103.41
925275112	AMAZON	Amazon Capital Services Inc	09/11/2025	51.83
925275113	LENOVO	Lenovo Global Technology, Inc.	09/11/2025	2,036.77
925278810	WESTACE	Westlake Hardware WA-153	09/11/2025	237.18
925278811	LEXISNEX	LexisNexis Risk Data Mgmt. Inc.	09/11/2025	140.81
925278812	LEXISNEX	LexisNexis Risk Data Mgmt. Inc.	09/11/2025	140.81
925278813	SMARSH	Smarsh	09/11/2025	2,471.32
925278814	SEALIGHT	Seattle City Light	09/11/2025	20.28
925278815	SEALIGHT	Seattle City Light	09/11/2025	39.15
925278816	SEALIGHT	Seattle City Light	09/11/2025	321.35
925278817	SEALIGHT	Seattle City Light	09/11/2025	39.19
925278818	SEALIGHT	Seattle City Light	09/11/2025	20.56
925278819	SEALIGHT	Seattle City Light	09/11/2025	3,820.52
925278820	STERICYL	Stericycle, Inc.	09/11/2025	65.75
925278821	PACTOP	Pacific Topsoils, Inc.	09/11/2025	444.51
925278822	NWCASCA	Northwest Cascade, Inc.	09/11/2025	201.55
925278823	NATBARRI	National Barricade Co. LLC	09/11/2025	215.42
925278824	NATBARRI	National Barricade Co. LLC	09/11/2025	366.25
925278826	NWCASCA	Northwest Cascade, Inc.	09/11/2025	439.07
925278827	NWCASCA	Northwest Cascade, Inc.	09/11/2025	526.11
925278828	NWCASCA	Northwest Cascade, Inc.	09/11/2025	185.05
925278829	SOUNDSEC	Sound Security Inc. (Sonitrol)	09/11/2025	2,062.56
925278830	NORTHCIT	North City Water District	09/11/2025	55.29
925889533	AMAZON	Amazon Capital Services Inc	09/11/2025	43.62
925991510	TRUPANIO	Trupanion	09/11/2025	114.38
925991511	TIMBERLV	Timberline Veterinary	09/11/2025	33.38
925991512	AMAZON	Amazon Capital Services Inc	09/11/2025	24.24
925991513	FEDEXFRE	FedEx Freight	09/11/2025	84.27
Total for 9/11/2025:				38,120.12
925278825	VERIZWIR	Verizon Wireless	12/31/2150	3,165.81
Total for 12/31/2150:				3,165.81
Report Total (88 checks):				41,285.93

Clearing House

Electronic AP Proof List

User: sschindele
Printed: 09/19/2025 - 11:10AM
Sort By: Vendor Name
Batch: 00003.09.2025



Source	Vendor	Name	Transfer/Route	Check Digit	Account Number	Amount
AP5 025-09-2025	ELAVON	Elavon,	/			1,088.94
AP5 025-09-2025	INVCLLOUD	Invoice Cloud,	/			2,270.40
AP5 025-09-2025	STATETAX	State of Washington,	1250/0010	5	153501701202	13,504.61
AP5 025-09-2025	WEXBANK	Wex Bank - Chevron,	/			89.13
Records Printed: 4						16,953.08



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 25, 2025
Originating Department	Court
Contact Person	Julie Espinoza, Court Administrator
Title	Resolution 25-2029/Authorizing Mayor to Sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2025-2026

Legislative History

- September 25, 2025City Council Regular Meeting

Attachments:

- Resolution 25-2029
- Interagency Agreement AOC2772

Executive Summary

This is an interagency agreement to provide reimbursement funds for interpreter services for court interpreters and language access service expenses. The Lake Forest Municipal Court has been using this program since 2022, and this will continue the service through 2026.

Background

Several years ago, the Washington State Administrative Office of the Courts (AOC) introduced the Interpreter Reimbursement program. The purpose of the program is to assist courts with the expenses incurred when providing interpreters for court-related matters.

Lake Forest Park Municipal Court is one of the courts that is invited to participate in the reimbursement program. This is due in part to the court’s active participation and compliance with the King County Municipal Courts Language Access Plan and regional Payment Policy.

We recommend that the Council support Lake Forest Park Municipal Court’s participation in the Interpreter Reimbursement Program. We continue to provide certified court interpreters to all court customers who access justice in our court. This is a one-touch request as it is time-sensitive and routine for the Court.

Fiscal & Policy Implications

The Court will be reimbursed up to \$5,248 for interpreter services.

Alternatives

<i>Options</i>	<i>Results</i>
• Approve	Court could receive reimbursement for interpreter services
• Deny	Court would receive no reimbursement for interpreter services

Staff Recommendation

Approve Resolution 25-2029/Authorizing Mayor to Sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2025-2026.

RESOLUTION NO. 25-2029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE INTERAGENCY AGREEMENT WITH THE WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS FOR LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM FOR THE PERIOD 2025-2026

WHEREAS, the City of Lake Forest Park Municipal Court seeks to improve access to the Court for limited English proficient, deaf, and hard of hearing persons in accordance with RCW Chapters 2.42 and 2.43; and

WHEREAS, the Washington State Administrative Office of Courts will provide reimbursement costs to the City of Lake Forest Park for costs related to the use of interpreter services; and

WHEREAS, the City of Lake Forest Park and the Washington State Administrative Office of the Courts have negotiated a new Interagency Agreement to provide for reimbursement costs to the City for interpreter services.

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

Section 1. AUTHORIZATION. The Mayor is authorized to sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2025-2026 in substantially the same form as attached hereto as Exhibit A.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 25th day of September 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK: September 4, 2025
PASSED BY THE CITY COUNCIL: September 25, 2025
RESOLUTION NO.: 25-2029

EXHIBIT A



**INTERAGENCY AGREEMENT
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AOC2772
AND
LAKE FOREST PARK MUNICIPAL COURT
FOR
LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM (LAIRP)**

1. PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the State of Washington acting by and through the Washington State Administrative Office of the Courts, hereinafter referred to as "AOC or Procuring Agency," and Lake Forest Park Municipal Court, referred to as "Court or Agency". The AOC and the Agency may be referred to individually as a "Party" and collectively as the "Parties".

2. DEFINITIONS

For purposes of this agreement, the following definitions shall apply:

- a. "Credentialed Interpreter" means an interpreter who is Credentialed by the Administrative Office of the Courts, as defined in RCW 2.43.020 (1) or an interpreter certified by the Office of the Deaf and Hard of Hearing (ODHH) pursuant to WAC 388-818-500, *et. seq.* The names and contact information of AOC-certified interpreters are found, and incorporated herein by reference, at <http://www.courts.wa.gov/programs/orgs/pos/interpret/> The names and contact information of ODHH-certified interpreters are found, and incorporated herein by reference, at: <https://fortress.wa.gov/dshs/odhhapps/Interpreters/CourtInterpreter.aspx>
- b. "Qualified Interpreter" means a non-credentialed interpreter who is qualified on the record by a judicial officer.
- c. "Legal proceeding" means any proceeding in any court, and in any type of hearing before a judicial officer, an administrative law judge, or before an administrative board, commission, agency, or licensing body of the state or any political subdivision, as defined in RCW 2.43.020 (4).

- d. "Qualifying Event" means a proceeding or event for which an interpreter is appointed by an appointing officer pursuant to RCW 2.42 and/or RCW 2.43.

3. PURPOSE

The purpose of this Agreement is to partner with individual local courts in improving access to the Court for Limited English Proficient (LEP), deaf, hard of hearing, and deaf/blind (D/HH/DB) individuals in accordance with RCW Chapters 2.42 and 2.43.

- a. These funds are intended to address each court's following needs:
 - i. Financial Need – i.e., the gap between the court's available financial resources and the costs to meet its need for credentialed, and qualified interpreters, and the implementation of the Court's language access plan; and
 - ii. Need for Court Interpreters – i.e., the public's right to access the court, and the court's responsibility to provide court credentialed, and qualified interpreters as required by RCW Chapters 2.42 and 2.43.
 - iii. Need for Language Access in General –i.e., translations, customer service, technology enabling remote interpreting, and other things that are necessary for courts to provide fair and equitable access for LEP and D/HH/DB individuals.

THEREFORE, IT IS MUTUALLY AGREED THAT:

4. STATEMENT OF WORK

The Court shall:

- a. Ensure that the interpreter funding is used only for language access purposes and for reimbursement of costs paid to credentialed and qualified interpreters for Qualifying Events pursuant to **Appendix A**, which is incorporated in this agreement.
- b. Track and provide interpreter cost and usage data through the web application provided by the AOC Language Access and Interpreter Reimbursement Program, reflecting information about the Court's interpreter and language access costs and services.
- c. Provide the AOC Project Manager with a list of all users who require access to submit data to the Language Access and Interpreter Reimbursement Program web application.
- d. Work with the AOC Language Access Team, the Interpreter and Language Access Commission, and neighboring courts to identify and implement best and promising practices for providing language access and interpreter services.
- e. Encourage its staff overseeing interpreter services at the court to attend trainings (in person and/or online) provided by the AOC Interpreter and Language Access Commission and Language Access Team.
- f. Elect to pay for interpreter services, if necessary, that are not in accordance with the provisions of **Appendix A** as set forth; while such payments will not be

reimbursed, Court still commits to entering data into the application for these interpreter services, irrespective of their eligibility for reimbursement.

- g. Have a Language Access Plan (LAP) in place to participate in this program.
 - i. The Court must submit the most recent version of their LAP to the AOC Project Manager by **December 1, 2025**, at LAP@courts.wa.gov.
 - ii. The Court agrees to work with the AOC LAP Coordinator to update and revise the LAP for final approval by the AOC.
 - iii. The Court certifies that they will exercise reasonable due diligence in maintaining and updating their LAP as require by law.

5. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on **July 1, 2025**, and end on **June 30, 2026**, unless terminated sooner or extended, as provided herein.

6. COMPENSATION

AOC will reimburse the Court a total compensation not to exceed **\$5,248** for payments made during the period from **July 1, 2025**, through **June 30, 2026**, related to the purpose of this agreement.

Procuring Agency may extend the term of this Contract or increase funds by mutual written amendment. Such amendment shall be on the same terms and conditions as set forth in this Contract.

7. INVOICES; BILLING; PAYMENT

The Court will submit properly prepared itemized invoices quarterly through the web application on an A19 form to AOC Program Manager. The Data shall be submitted electronically to the AOC as described in Subsection 4.b., above, and in conjunction with the quarterly invoice. The Court shall maintain sufficient backup documentation of expenses under this Agreement observing the following:

- a. The Court shall receive payment for its costs for interpreter and language access services as set forth in **Appendix A**, and incorporated herein.
- b. The Court shall not be reimbursed for interpreter services costs for Qualifying Events or other goods and services set forth in **Appendix A** until properly-completed A19 invoices, corresponding data (*See subsection 4.b.*), and the AOC approved LAP (*See subsection 4.g.*), are received and approved by AOC, pursuant to the following schedule:
 - i. Reflecting Qualifying and non-qualifying Events, and any goods or services purchased, occurring between July 1, 2025 and September 30, 2025, must be received by the AOC no later than December 31, 2025.
 - ii. Reflecting Qualifying and non-qualifying Events, and any goods or services,

- ## 8. REVENUE SHARING

- 23

9. AGREEMENT MANAGEMENT

The Program Manager and Agency Program Manager noted below shall be responsible for and shall be the contact people for all communications and billings regarding the performance of this Contract. The parties may change administrators by written notice.

AOC Program Manager	Agency Program Manager
Tae Yoon PO Box 41170 Olympia, WA 98504-1170 Interpreterreimbursement@courts.wa.gov (360) 705-5281	Julie Espinoza Court Administrator 17425 Ballinger Way NE Lake Forest Park, WA 98155 jespinoza@cityoflfp.gov (206) 368-5440

10. RECORDS, DOCUMENTS, AND REPORTS

- a. Records Retention. The Agency shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or contract. The agency will retain all books, records, documents, and other material relevant to this contract as required, a minimum of six (6) years after end of period of performance (including all amendments to extend) or termination of the agreement or as otherwise specified and make them available for inspection by persons authorized under this provision. If any litigation, claim, or audit is commenced prior to the expiration of the required retention period, such period shall extend until all such litigation, claims, or audits have been resolved.
- b. Public Records. It is the policy of the Administrative Office of the Courts to facilitate access to its administrative public records. This Agreement and related records are subject to disclosure under General Court Rule 31.1. For additional information, please contact the AOC Public Records Officer.

11. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the AOC. Data shall include, but not be limited to, reports, documents, pamphlets,

advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

12. RESPONSIBILITY OF THE PARTIES

Each party to this Agreement assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third-party claims.

13. DISPUTE RESOLUTION

To the extent practicable, the Parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The Parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot reasonably be resolved, it may be escalated within each organization. In such circumstance, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall appoint a member of a dispute resolution board within Thurston County and those two appointed members will select a third. The Board shall employ dispute resolution measures and its result is binding. Both parties agree that, the existence of a dispute notwithstanding, the Parties will continue without delay to carry out all respective responsibilities under this Agreement that are not affected by the dispute.

14. GENERAL PROVISIONS

- a. Amendment or Modification. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto. In revenue sharing procedures AOC will issue a unilateral amendment.
- b. Appendix. All appendices referred to herein are deemed to be incorporated in this Agreement in their entirety.
- c. Assignment. The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.
- d. Authority. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and

performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

- e. Captions & Headings. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- f. Conformance. If any provision of this Agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.
- g. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the Parties shall not affect the validity thereof so long as all the Parties hereto execute a counterpart of this Agreement.
- h. Electronic Signatures. An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- i. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- j. Governing Law. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law principles that would provide for the application of the laws of another jurisdiction.
- k. Independent Capacity. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.
- l. Jurisdiction & Venue. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- m. No Agency. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.

- n. Right of Inspection. The Agency shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the State of Washington at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this agreement.
- o. Severability. If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
- p. Termination for Cause. If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.
- q. Termination for Convenience. Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.
- r. Termination for Non-Availability of Funds. AOC's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, AOC, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. AOC may also elect to suspend performance of the Agreement until AOC determines the funding insufficiency is resolved. AOC may exercise any of these options with no notification restrictions, although AOC will make a reasonable attempt to provide notice.

In the event of termination or suspension, AOC will reimburse eligible costs incurred by the Agency through the effective date of termination or suspension. Reimbursed costs must be agreed to by AOC and the Agency. In no event shall AOC's reimbursement exceed AOC's total responsibility under the agreement and any amendments.

- s. Suspension for Convenience. AOC may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the Agency a minimum of seven (7) calendar days before the suspension date. Agency shall resume

performance on the first business day following the suspension period unless another day is specified in writing by AOC prior to the expiration of the suspension period.

- t. Waiver. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**WASHINGTON STATE ADMINISTRATIVE
OFFICE OF THE COURTS**

**Lake Forest Park Municipal Court
LAIRP**

Signature

Date

Signature

Date

Dawn Marie Rubio

Name

Tom French

Name

State Court Administrator & Director

Title

Title

APPENDIX A

WASHINGTON STATE LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM FUNDING

FUNDING CONDITIONS AND PAYMENT STRUCTURE

The Language Access and Reimbursement Program funding conditions and payment structure shall be as follows:

1. GENERAL FUNDING CONDITIONS

The Washington State Administrative Office of the Courts (AOC), will reimburse courts under this Agreement for the cost of spoken language interpretation and sign language interpretation and other goods and services that improve language access in the courts for Limited English Proficient (LEP), deaf, and hard of hearing persons. This includes interpreters credentialed by AOC (certified or registered), or otherwise court-qualified interpreters appointed pursuant to RCW 2.42 and RCW 2.43 under the following conditions listed under Section 2 "Qualifying Interpreter Events."

It also includes goods and services that improve language access, listed under Section 3 "Language Access Goods and Services".

Courts shall work with AOC staff in determining whether an expense that is not explicitly mentioned below, qualifies as a reimbursable expense under the Agreement.

2. QUALIFYING INTERPRETING EVENTS

A. Spoken Language Interpreters Qualifying Events

AOC will reimburse courts for 50% of the actual expenses for services of WA state AOC-credentialed or otherwise court-qualified interpreters pursuant to RCW 2.43 that meet one of the following conditions:

- a) If there is at least one WA state AOC credentialed interpreter in the language being used, then reimbursement will only be provided for using an AOC credentialed interpreter who is credentialed in that language.
- b) Compensation for interpreters for languages for which neither a certified interpreter nor registered interpreter is offered will be reimbursed where the interpreter has been qualified on the record pursuant to RCW 2.43.
- c) Courts will not be reimbursed for events using non-AOC credentialed interpreters if there is one or more WA state AOC credentialed interpreter listed for the language being used.

B. Sign Language Interpreters Qualifying Events

AOC will reimburse courts for 50% of the actual expenses for services of American Sign Language (ASL) interpreters and Certified Deaf Interpreters (CDI) pursuant to RCW 2.42 when the interpreter is listed with the Department of Social and Health Services, Office of Deaf and Hard of Hearing (DSHS, ODH) as a court-certified interpreter.

The Office of Deaf and Hard of Hearing (ODHH) at the Department of Social and Health Services (DSHS) maintains a list of Certified Court Sign Language Interpreters. This list includes American Sign Language (ASL) interpreters and Certified Deaf Interpreters (CDI). To qualify for reimbursement, and event using an ASL and/or CDI interpreter from this list must be used.

Certified interpreters are listed under three categories:

- Specialist Certificate: Legal – SC: L
- RID Certification with SC: L written test
- Intermediary Interpreters (Deaf Interpreter)

The most up to date list can be found here:
<https://fortress.wa.gov/dshs/odhhapps/Interpreters/CourtInterpreter.aspx>

C. Staff Interpreters (Salaried Staff)

Reimbursement will be provided for salaried staff meeting the Qualifying Event conditions for 50% of the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

D. Telephonic and Video Remote Interpreting and Services for Legal Proceedings

AOC will reimburse 50% of the costs for using certified, registered, or otherwise qualified interpreters operating by telephone or video for court proceedings. The services must meet the Qualifying Event conditions for the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

3. LANGUAGE ACCESS GOODS AND SERVICES

Courts can request reimbursement for 100% of the costs for goods and services that will help increase language access in the Court.

Courts shall submit documents related to reimbursement claims under goods and services, including original and translated materials for translation services, and applicable invoices for other goods and services, upon request by the AOC.

The items listed below are common goods and services that courts have used to increase language access and will be improved for reimbursement.

- Translation services
- Telephonic interpreter services for events outside of court proceedings
- Portable video device(s) for video remote interpreting
- Equipment used for simultaneous interpretation
- Staff training on language access, interpreting, or bilingual skills improvement
- Interpreter scheduling software fees
- Printed signage for language assistance purposes

Items or services not listed above must be pre-approved (via email) by Language Access and Interpreter Reimbursement Program Coordinator prior to purchase or they may not qualify for reimbursement under the Program.

4. SCOPE OF REIMBURSEMENT FUNDING

Reimbursement payment under this Agreement will only be made to the Court when the cost is paid out of the budget or budgets, in the case of multi-court collaborative applicants of the Court responsible for full payment.

5. PAYMENT STRUCTURE

A. Reimbursement Rate

a) Spoken Language Interpreters

AOC will reimburse the Court for 50% of the cost of AOC credentialed, or otherwise court-qualified interpreters providing services under this Agreement.

b) Sign Language Interpreters

AOC will reimburse the Court for 50% of the cost of certified interpreters providing services under this Agreement.

c) Staff Interpreters (Salaried Staff)

AOC will reimburse the Court for 50% of the cost of AOC credentialed staff interpreters.

d) Contracted Interpreters

The cost of credentialed or otherwise qualified contract interpreters who are paid other than on an hourly basis, for example, on a half-day of flat rate basis, will be reimbursed at 50%.

e) Remote Interpreting

AOC will reimburse the Court for 50% of the cost of using credentialed or

otherwise qualified interpreters providing interpretation by telephone or video for legal proceedings.

f) Cancellation Fees

AOC will reimburse the Court for 50% of cancellation fees paid to interpreter.

g) Goods and Services

AOC will reimburse the Court for 100% of the approved cost of goods and services related to language access in courts.

B. Travel Time and Mileage

AOC will reimburse the Court at 50% of the cost of interpreter travel time and mileage.

Interpreter travel time is reimbursable if a required party fails to appear. "Failure to appear" means a non-appearance by the LEP or deaf or hard of hearing client, attorneys, witnesses, or any necessary party to a hearing, thereby necessitating a cancellation or continuance of the hearing. The Court can be reimbursed for 50% of the cancellation fees paid to the interpreter.



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 25, 2025
Originating Department	Community Development
Contact Person	Mark Hofman, Community Development Director
Title	Resolution 25-2030/Adoption of the Americans with Disability Act (ADA) Grievance Procedures

Legislative History

- First PresentationSeptember 25, 2025 Regular Meeting

Attachments:

- Resolution 25-2030
- Exhibit A – ADA Grievance Procedure

Executive Summary

This resolution establishes a formal grievance process under the Americans with Disabilities Act (ADA), as required by federal law. The process ensures a timely and fair way to handle complaints of alleged discrimination based on disability in the City’s services, programs, and activities.

Background

Title II of the ADA requires local governments to establish grievance procedures to resolve complaints related to disability access and accommodation. Implementing this procedure affirms the City’s commitment to accessibility and ensures transparency for residents and visitors. The ADA Grievance Procedure attached as Exhibit A explains how individuals can file complaints, how these complaints will be reviewed, and how decisions will be communicated.

Fiscal & Policy Implications

Adopting the grievance procedure has minimal financial impact. Staff time will be needed to manage the process. This step enhances the City’s compliance with federal law and lowers liability risks.

Alternatives

Options	Results
• Approve the Resolution	The ADA Grievance Procedures are adopted
• Do not approve the Resolution	Provide further direction to staff

Staff Recommendation

Approve Resolution 25-2030 adopting the ADA Grievance Procedure.

RESOLUTION NO. 25-2030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING AN ADA GRIEVANCE PROCEDURE PURSUANT TO THE AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED.

WHEREAS, the Americans with Disabilities Act of 1990, as amended (ADA) requires state and local governments to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging actions prohibited by Title II of the ADA; and

WHEREAS, the City of Lake Forest Park is committed to compliance with the ADA and ensuring equal access to services, programs, and activities for individuals with disabilities; and

WHEREAS, the adoption of a grievance procedure will provide a clear, fair, and accessible process for addressing complaints and resolving disputes related to ADA compliance.

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

Section 1. ADOPTION. The City of Lake Forest Park hereby adopts the “Grievance Procedure under the Americans with Disabilities Act,” attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. IMPLEMENTATION. The City Administrator or designee shall implement the grievance procedure and designate an ADA Coordinator responsible for overseeing the process and ensuring compliance with ADA requirements.

Section 3. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____, 2025.

APPROVED:

Thomas French, Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2030

City of Lake Forest Park

Grievance Procedure under the Americans with Disabilities Act

(Adopted September 2025)

This Grievance Procedure is established to comply with the Americans with Disabilities Act of 1990, as amended (ADA). It can be used by anyone who wants to file a complaint alleging discrimination based on disability in the provision of services, activities, programs, facilities, or benefits by the City of Lake Forest Park. These procedures do not apply to employment-related disability discrimination complaints. Using these procedures is not required before pursuing other remedies, such as filing a complaint with the U.S. Department of Justice.

Filing a Complaint

If you believe you have been subjected to unlawful discrimination based on a disability, submit a written complaint or complete the ADA Grievance Form as soon as possible, but no later than 60 calendar days after the alleged violation.

The ADA Grievance Form or written complaint may be submitted to:

City of Lake Forest Park – City Clerk’s Office
17425 Ballinger Way NE
Lake Forest Park, WA 98155
Phone: (206) 368-5440
TTY: Washington Relay 7-1-1
Hours: Monday–Friday, 9:00 a.m. to 5:00 p.m.

Alternative means of filing complaints, such as personal interviews or audio/video recordings, will be made available for persons with disabilities upon request to the ADA Coordinator.

Complaint Information

The written complaint should include, if applicable:

- Name, address, and contact information of the person alleging discrimination
- Name and contact information of the complainant's representative, if any
- Description of the service, activity, program, facility, or benefit alleged to be inaccessible
- Date and location of the incident that led to this grievance
- City department and/or personnel involved

Processing the Complaint

- Within 15 calendar days after receipt, the City's ADA Coordinator or designee will meet with the complainant to discuss the complaint and potential resolutions.
- Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing, or in an accessible format if required. The response will explain the City's position and present options for resolution.

Appeal

If the complainant is not satisfied with the response, they may request reconsideration within 15 calendar days of receiving it. Appeals should be submitted in writing to the City Administrator.

- The City Administrator will meet with the complainant to review the matter within 15 calendar days of receiving the appeal.
- The City Administrator will issue a written decision, or in an accessible format if required, within 15 calendar days of the meeting. This decision is final.

Recordkeeping

All written complaints received and responses issued by the City ADA Coordinator and/or City Administrator will be retained by the City of Lake Forest Park for at least six (6) years.

Appendix A

ADA Complaint Form – City of Lake Forest Park
Americans with Disabilities Act of 1990, 42 USC § 12101
Washington's Law Against Discrimination, Chapter 49.60 RCW

Complainant Contact Information:

Name: _____

Street Address/City/State/Zip: _____

Work Phone #: _____ Home/Cell #: _____ Message #: _____

Email Address: _____

Additional Mailing Address (if applicable): _____

Aggrieved Party (if different from complainant):

Name: _____

Street Address/City/State/Zip: _____

Phone #: _____ Email: _____

Relationship to Complainant: _____

Incident Information:

Department or Agency (if known): _____

Address/Location (if known): _____

Date(s) of Incident: _____

Primary Type of Disability: _____

Statement of Complaint: (Explain clearly what happened, who was involved, and where it happened. Attach additional sheets if needed.)

City Staff Contacted (if any):

Witnesses:

Other Complaints or Lawsuits Filed (if any):

Resolution Sought:

I affirm that the foregoing information is true to the best of my knowledge and belief. I understand that all information becomes a matter of public record after the filing of this complaint.

Complainant Signature: _____ Date: _____

Aggrieved Party Signature: _____ Date: _____

City Administrator Report City of Lake Forest Park

Date: September 25, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department



Notable Incidents:

Welfare check

A mother, who was driving back from Children's Hospital, called 911 to advise that her 12-year-old autistic son was hitting his head on the window. As the patrol officers contacted the RP, her son calmed down. The officers followed the RP to her residence.

A mentally challenged person called 911 and spoke with one of the officers on the phone for half an hour without explaining what kind of problem she was reporting.

An elderly female walked away from an assisted living residence. She was found sleeping on the porch of a nearby residence.

Suspicious

A community member called 911 stating that she locked herself in the closet because there were "people in the house". The reporting party was having problems in forming sentences. Officers spoke with the husband who stated that everything was fine and added that his wife is suffering from mental health issues and they are trying to work with a social worker at the hospital.

As one of the officers was working on a traffic emphasis on 35th and 195th, a motorist approached the patrol vehicle, rolled down the window, and spit on the patrol car. The officer stopped the vehicle and the driver said she had a “Esophageal Spasm” and had to spit.

A disturbance was initiated by a well-known person who has mental health issues. No crime.

Two subjects were creating a disturbance at the Safeway store. One of them was a missing person out of Renton. His brother came and picked him up.

Malicious Mischief

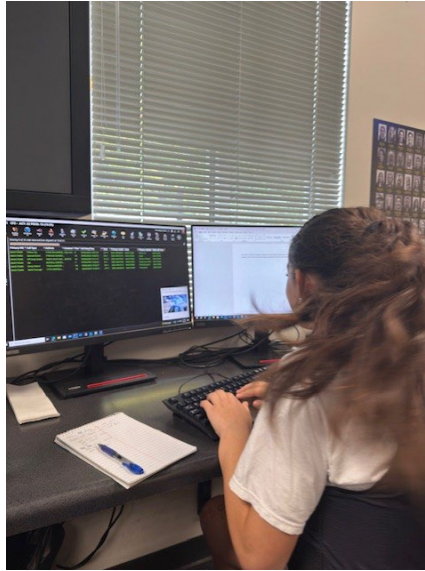
The tree in a pot located in front of the city hall appeared to be vandalized and called in by city staff. It turned out that it was a “spontaneous combustion” (for real).



The officers on the call had a little fun, as one of the officers' daughters conducted a crime scene and reported as follows:

“The following was an investigation conducted with the assistance of aspiring crime scene investigator “Luciana”: Case # 2025-08071. We used a thermal heat gun to determine the surface temperature of the soil as, 80 degrees with an ambient temperature of 74 degrees at approximately 1510 hrs. The internal soil at 93 degrees, getting hotter as we went deeper, and the cement pot being 98 degrees. It should be taken into consideration that the ambient temperature on September 5th at around the same time was 92 degrees. Because the cement pot was 98 degrees with an ambient temperature of 74 degrees, it is safe to presume that the cement pot temperature was 116 degrees or higher yesterday around the same time.

Additionally, CCTV footage shows that the cleaning crew poured water into the pot on September 5th at around 1800 hrs. At the time of the reading, the soil was still considerably damp which would significantly lower the temperature. After doing research, we found that when soil decomposes, it generates heat which could lead to spontaneous combustion of potting soil as can be referenced in various online sources including, this local news article. [Spontaneous combustion of soil in flower pot sparks house fire – KIRO 7 News Seattle](#)



Crime Scene Investigator "Luciana"

Theft

Theft of packages. The victim had the video of the suspect from the ring camera. Case sent to detectives.

A person called 911 stating that somebody emptied her prescription bottle as she was in the Taco Bell bathroom. A review of the video showed that she didn't bring any bag inside Taco Bell.

Theft from porch on the 3600 block of NE 145th ST. No leads.

An unknown male stole an expensive item from a garage sale. No leads.

A suspicious male went to a garage sale and asked questions about jewelry. Possibly related to the previous call.

Juvenile Problem

A parent called in their autistic child did not want to go to school and was yelling and screaming. Officers talked to the child and calmed him down. This week patrol had to respond three times to this residence.

Disturbance

Some neighbors called the police stating that there was a possible verbal domestic incident in progress. It turned out that it was a male who was yelling at the TV as he was watching a soccer game.

A detained person in the back of a patrol vehicle started to spit during the transport to jail. The vehicle had to be taken out of service to clean. Referred to the prosecutor.

Assist

LFPPD officers assisted the fire department with an injured construction worker on 185th and 35th who had a leg pinned under a large log/tree.

Harassment

The reporting party's nephew, who has Aspergers, was upset about family's political views decided to send an alarming email to everybody. The family didn't want to press charges but wanted the police to know about his behavior.

Domestic Violence

Possible domestic incident (in progress) in the Third Place Books parking lot. During the investigation it was determined that this was only verbal. Both subjects were warned.

MV prowl

A motor vehicle prowling occurred near the Sheridan Beach Community Club. No leads.

Traffic Collision Temporarily Disrupts Burke-Gilman Trail Near NE 151st Street

A portion of the Burke-Gilman Trail near NE 151st Street was temporarily closed around 2:45 p.m. following a collision involving a cyclist who crashed into a residential garage door.

According to initial reports, a husband and wife were cycling in the area when the woman struck a nearby garage. First responders arrived quickly, provided on-scene medical aid, and transported the bicyclist to the hospital. Sadly, the bicyclist succumbed to her injuries and died at the hospital a few days later.

Lake Forest Park



Traffic Safety

Traffic Safety Highlights

Emphasis Patrols:

- From Ballinger Way NE to 35th Ave. NE via NE 190th St.
- Continued emphasis on 55th Ave. NE, from the county line to NE 193rd St. – to support overflow from 61st St./Pl. NE closure
- 4900blk of NE 193rd St. – New speed limit sign installed
- NE 197th St./NE 201st Pl. from 40th Pl. NE to NE 203rd Pl.
- The intersection of NE 201st Pl. and 47th Ave. NE –
- Emphasis on 40th Pl. NE –School Zone patrol

School Zone patrol:

Emphasis at the schools the first two weeks, with all-hands on deck. Traffic Officer Johnson and crossing guard support at 40th Pl NE and NE 185th St. All staff bringing awareness of the school-zone times, slowing speed violators, assisting/educating proper crossing procedures, building relationships with community.

Incidents:

- A young driver was observed speeding and tailgating at NE 185th and flagged to slow down, moments later at 40th Pl NE and Ballinger Way, Det. Teschlog was traveling south bound on Ballinger and observed same driver going around a vehicle on the left making an illegal pass.
- Driver traveling illegally in the HOV lane and did not have insurance. Driver said, “Kids late to school!”

School Visits & Culvert Detour (First Two Weeks)

During the first two weeks of the new school year, LFPPD officers made a sustained, high-visibility presence at our campuses and along school routes. Officers greeted students at arrival and dismissal, checked in with principals and office staff, and monitored crosswalks and bus zones. **The goal was simple: be seen, be approachable, and keep traffic moving safely.**

The positive interactions we saw on playgrounds, in drop-off loops, and at crosswalks reinforce the partnership we share with our schools. Continue to periodically patrol around the school grounds and visit with the kids.

**SR 104 & 35th Ave NE Culvert Replacement/Closure**

The WSDOT culvert replacement at SR 104 (Ballinger Way NE) and 35th Ave NE launched with a rocky first morning, creating confusion and congestion through nearby neighborhoods. In coordination with WSDOT and our city staff, we addressed signage placement, message clarity, and traffic flow.

Our officers had targeted enforcement on NE 190th St, NE 195th St, and 35th Ave NE. Those focused details, paired with the corrected detour signage, have significantly improved compliance and steadied traffic flow through the corridor.

We are now **about the halfway point** of the project. While conditions have improved markedly since day one, we will maintain pressure on the corridor until work is complete.

Patrol Continue to:

- Targeted enforcement: Ongoing emphasis patrols for speeding, stop compliance, and local-access adherence on NE 190th, NE 195th, and 35th Ave NE.
- Radar speed trailer: Continues to rotate through the affected streets to calm speeds and provide driver feedback.
- High-visibility deterrence: Marked patrol units and spot checks remain present during peak hours to reinforce safe driving behavior.

LFPPD Supports Supreme Court Justice Sotomayor's Visit



On September 12th, U.S. Supreme Court Justice Sonia Sotomayor visited Lake Forest Park to present her book "Just Shine" at Third Place Books. The event drew a sold-out crowd of 750 attendees.

Security for the Justice was led by Commander Zanella and federal agents, with additional support from LFPPD Officers. Our uniformed officers assisted

throughout the evening, along with NSM SWAT Team, and our NEMCo partners, which provided site security oversight to ensure smooth operations. We also partnered with the King County Sheriff's Office K9 Bomb Squad, who played a critical role in pre-event sweeps and ongoing safety assurance.

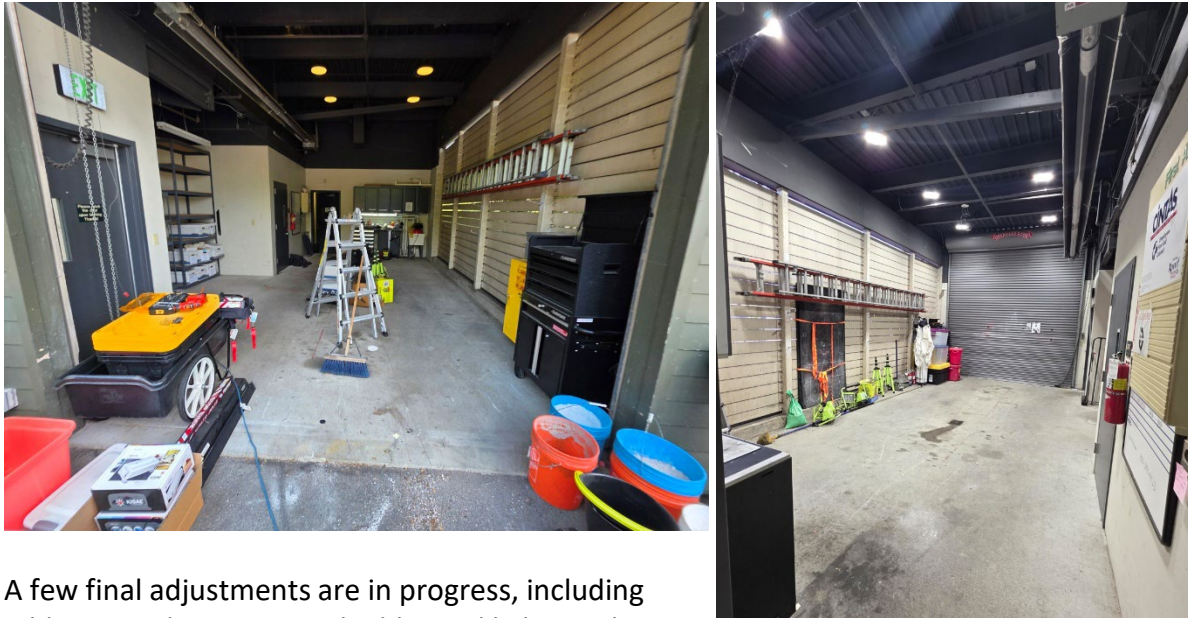
The security detail ran from 5:30 p.m. to 10:00 p.m. Attendees and organizers alike commented on how safe, well-organized, and welcoming the event was. Chief Harden personally greeted Justice Sotomayor and welcomed her to the city. Thanks to the collaboration of multiple agencies and the professionalism of all involved, the evening was both secure and memorable for everyone present.

Sally Port improvement



On August 28th, staff completed a major clean-out of the police department's sally port (garage where vehicles are searched from warrants) and the storage trailers, clearing the way for long awaited changes.

On September 8th, replacement lighting was installed, bringing huge improvement to the work environment. For the first time in years, officers now have a well-lit space that is safer and more functional, allowing them to see clearly without working in the dim lighting environment.



A few final adjustments are in progress, including adding switches to control additional lights and exploring a dimmer option. Once the lighting phase is complete, the next steps will include fresh paint, new flooring, and updates to the gun-cleaning station, along with evaluating additional storage options.

These upgrades reflect our commitment to creating a safe, efficient, and professional workspace for our officers. Hugh thanks to our public works director for continuing to be a great partner in fixing our aging facility.

COMMUNITY PREPAREDNESS FAIR



Saturday, October 11, 2025

Time: 10:00 am to 2:00 pm

Location: Third Place Commons

17171 Bothell Way NE, Lake Forest Park, WA

Are You Prepared for an Emergency or a Disaster?

NEMCo is sponsoring a free community event:

- Presentations
- Displays
- Resource materials
- Hands-on demos

RAFFLE PRIZES! — RAFFLE PRIZES! — RAFFLE PRIZES!

Family Preparedness Plans

Water — Sanitation — Shelter — Fire suppression

First aid — Emergency radio — Drones

PARTICIPANTS :



King County

EVENT SPONSORS:



SCAN ME

FOR MORE EVENTS AND INFORMATION VISIT,
WEBSITE: NORTHSHOREEMC.COM



VOLUNTEERS TRAINED TO PROVIDE EMERGENCY
PREPAREDNESS AND AMATEUR RADIO COMMUNICATION
SERVICES TO THE NORTHSHORE COMMUNITIES

II. Internal City Information

Public Works

The Public Works Department took delivery of a new Chevy Silverado pickup last week after being checked out by our mechanic. This is another exciting step in updating the department's fleet!



Finance

The City of Lake Forest Park has received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for its 2025–2026 biennial budget.

This national honor is one of the most prominent in public finance, presented to governments whose budget documents meet rigorous criteria for clarity, transparency, and effective financial planning. Lake Forest Park has earned the distinction before, demonstrating its ongoing focus on accountability and strong fiscal practices.



The award also reflects the work of the City Council, Administration, and Finance Department. Together, these teams strive to provide residents with financial information that is accessible, understandable, and transparent.

III. Council Information

Community Development Department

Climate Element amendment to the Comprehensive Plan

The Draft Climate Element developed by the Climate Policy Advisory Team (CPAT) in early 2025 was received and is now fully reviewed by the Planning Commission. A noticed public hearing will be held at the Commission's regular meeting on October 14, followed by a formal recommendation to City Council. The Climate Element amendments will then be shared with the City Council as an introduction by the Community Development Director at Committee of the Whole on October 20. A full presentation by Cascadia to facilitate Council review and discussion will be given at the regular Council meeting October 23. Thereafter, it is anticipated that a noticed public hearing will be held on November 13 and final action by the Council going into December. The climate planning grant is already fully reimbursed by the WA State Department of Commerce and the grant agreement is closed. The Cascadia consulting services contract runs through December 2025. This climate planning effort will be completed in 2025 to enable the next round of docketing amendments to the Comprehensive Plan, primarily for housing and transportation policy items and implementation measures.

IV. Response to Citizen and Council Comments

V. Contract Reporting

AG-25-038: EConorthwest – Automated traffic safety camera equity analysis; NTE \$12,000.

VI. Legislative Update

VII. Community Events

Upcoming Events
in
Lake Forest Park

Picnic in the Park!
Saturday, Sept 6 | 11 AM – 3 PM
Pfingst Animal Acres Park
Sept 6
EVENT PAGE
tinyurl.com/wr6ens9a

Enjoy live music, kids' activities, food trucks, a petting zoo, big rigs, and more – fun for all ages!

LFP's Yard Sale Day
Saturday, Sept 13 | 9 AM – 3 PM
All Over Lake Forest Park
Sept 13
EVENT PAGE
tinyurl.com/3r8mhnm2

Get ready to buy, sell, and explore at LFP's city-wide Yard Sale Day – host your own sale or hunt for bargains across the neighborhood!

25th Birthday Party
at the Commons
Sept 27

Paws in the Park
Oct 18
Stay tuned for more event details!

Halloween
at the Commons
Oct 31

www.CityofLFP.gov
@city_of_lake_forest_park
City of Lake Forest Park

VIII. Upcoming City Sponsored Events**IX. Meetings Calendar****Tree Board Meeting (hybrid meeting)****October 1, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)****Climate Action Committee Meeting (hybrid meeting)****October 7, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)**

City Council Work Session (hybrid meeting)**October 9, 2025, 6:00 PM - 7:00 PM City Hall and via Zoom****[More Details](#)****City Council Regular Meeting (hybrid meeting)****October 9, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)****Planning Commission Meeting (hybrid meeting)****October 14, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)****North King County Coalition on Homelessness****October 16, 2025, 1:00 PM - 2:30 PM****[More Details](#)****City Council Budget & Finance Committee Meeting (hybrid meeting)****October 16, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom****[More Details](#)****City Council Regular Meeting (hybrid meeting)****October 23, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)****City Council Committee of the Whole Meeting (hybrid meeting)****October 27, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom****[More Details](#)****Parks and Recreation Advisory Board Meeting (hybrid meeting)****October 28, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)**