



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, November 13, 2025 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

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

Join Zoom Webinar: <https://us06web.zoom.us/j/87091829890>

Call into Webinar: 253-215-8782 | Webinar ID: 870 9182 9890

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. **PROCLAMATIONS**

A. Recognizing November 2025 as the Month of Movember

6. **PRESENTATIONS**

A. King County Parks

7. **PUBLIC HEARINGS**

A. Public Hearing on Ordinance 25-1312/Adopting a New Climate Element with Greenhouse Gas Reduction and Resilience Sub-elements into the 2024 Comprehensive Plan Update

- Staff presentation
- Questions from Council
- Open the public hearing for comments (3 minutes per speaker)
- Staff address questions that may have been presented during public comments and from the Council.

B. Ordinance 25-1312/Adoption of a New Climate Element with Greenhouse Gas Reduction and Resilience Sub-elements into the City of Lake Forest Park 2024 Comprehensive Plan Update

8. **CONSENT CALENDAR**

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

A. October 16, 2025 Budget & Finance Committee Meeting Minutes

- B. October 23, 2025 City Council Regular Meeting Minutes
- C. City Expenditures for the Period Ending November 13, 2025
- D. Resolution 25-2042/SeaShore Transportation Forum Agreement
- E. Resolution 25-2043/Authorizing the Mayor to Sign an Interlocal Agreement with Yakima County Technology Services for Offsite Data Storage

9. ORDINANCES AND RESOLUTIONS FOR COUNCIL DISCUSSION

- A. Resolution 25-2039/Authorizing the Mayor to sign the first amendment to the Contract for Public Defense Services with Stewart MacNichols Harmell, Inc., P.S.
- B. 2025-2026 Mid-Biennial Budget Adjustment (Amendment)
- C. Resolution 25-2047/Adopting 2026 User Fee Schedule

10. ORDINANCES AND RESOLUTIONS FOR ACTION

- A. Resolution 25-2038/Confirming Jennifer Johnson Grant as the Municipal Judge and adopting Amendment No. 1 to the Employment Agreement dated December 15, 2021
- B. Resolution 25-2041/Declaring Certain Vehicles as Surplus Property and Authorizing Their Sale at Public Auction or by Direct Sale
- C. Resolution 25-2040/Authorizing the Mayor to Sign the Agreement for 2026-2027 Federal Legislative Advocacy Services with The Johnston Group
- D. Resolution 25-2044/Authorizing the Mayor to Sign an Agreement between the City of Lake Forest Park and Teamsters Local No. 117 (representing maintenance workers)

11. COUNCIL DISCUSSION AND ACTION

12. OTHER BUSINESS

13. COUNCIL COMMITTEE REPORTS

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

14. ADJOURN

FUTURE SCHEDULE

- Thursday, November 20, 2025, 6:00 p.m. City Council Special Meeting – *hybrid meeting (City Hall and via Zoom)*
- Monday, November 24, 2025, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, November 27, 2025 – Thanksgiving Day, City Hall closed

- Friday, November 28, 2025 – Native American Heritage Day, City Hall closed

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

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

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

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

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

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

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

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

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

MONTH OF NOVEMBER

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

Signed this 13th day of November 2025

Tom French, Mayor

Burke Gilman Trail in Lake Forest Park

Asset Improvements Project

Trail Traffic Calming

Design Speed Increases

High Visibility Yield Signs at NE 165th

Speed Limit Sign Study

Pathway Markings



NE 147th Street Trail Improvements

Section 6, Item A.



NE 165th Street Trail Improvements

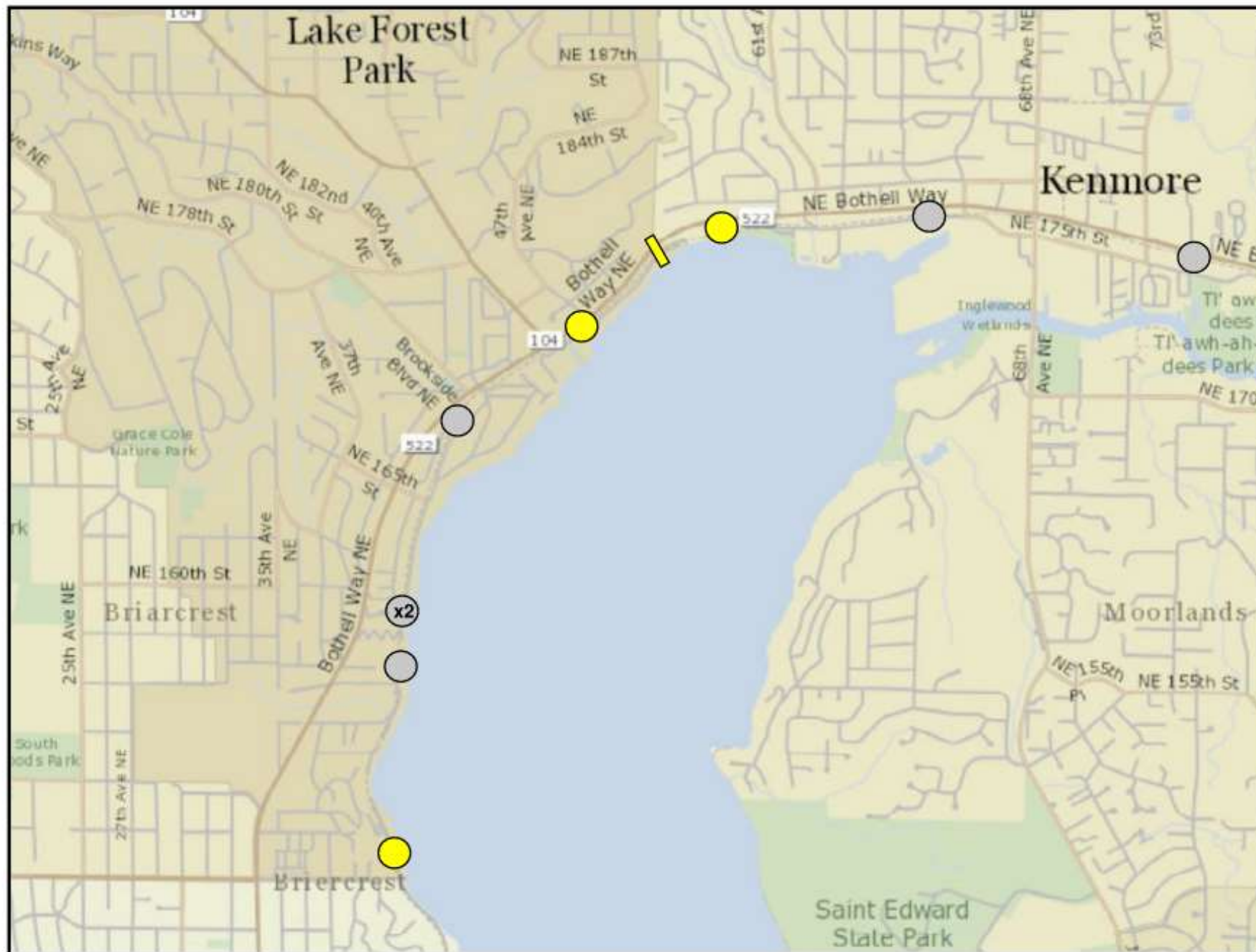
Section 6, Item A.






NE 153rd Street Drainage Improvements

Section 6, Item A.

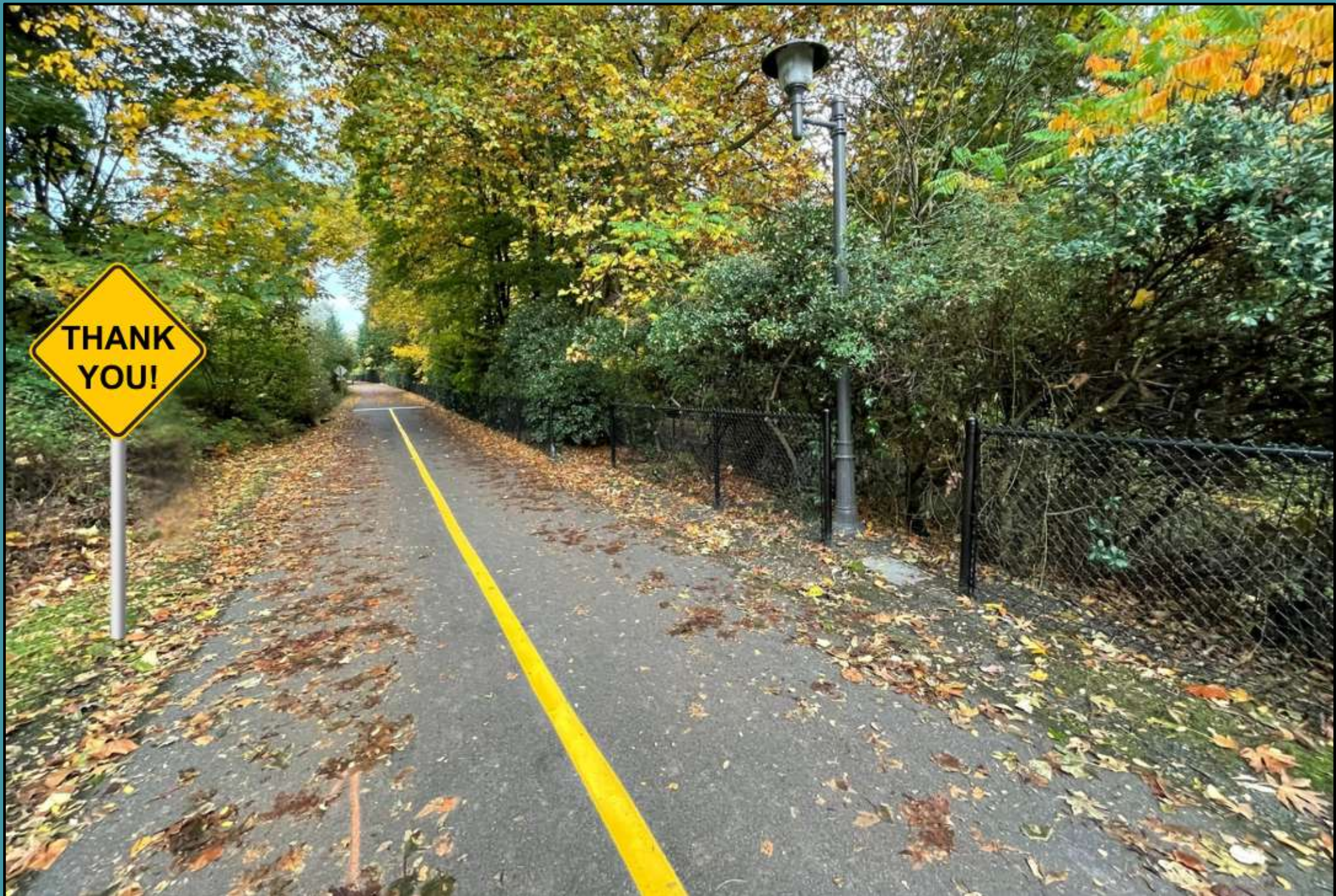




-  Existing Speed Limit Sign
-  Proposed "SLOW" Marking
-  Proposed Speed Limit and "Use Bell or Voice to Pass Sign"



SLOW





CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Community Development Department
Contact Person	Mark Hofman, AICP, Community Development Director
Title	Ordinance 25-1312/Adoption of a New Climate Element with Greenhouse Gas Reduction and Resilience Sub-elements into the City of Lake Forest Park 2024 Comprehensive Plan Update

Legislative History

- | | |
|-----------------------------------|---|
| • First Presentation Ord. 25-1312 | October 23, 2025, City Council Meeting |
| • Public Hearing Ord. 25-1312 | November 13, 2025, City Council Meeting |

Attachments:

1. Ordinance No. 25-1312, adopting the new Climate Element with greenhouse gas reduction and resilience sub-elements into the City of Lake Forest Park 2024 Comprehensive Plan Update.
2. Draft Climate Element (Volume I and II) as recommended to the City Council by the Planning Commission on October 14, 2025.

Executive Summary

The City of Lake Forest Park is required to conform to the State of Washington's Growth Management Act (Chapter 36. 70A RCW) and to “fully plan” as provided in that Act. RCW 36.70A.130 of the Growth Management Act (GMA) requires continuing review and evaluation of comprehensive plans and, for cities in King County, required review and adoption of revised (Periodic Update) comprehensive plans and development regulations compliant with the GMA by December 31, 2024. The City Council of the City of Lake Forest Park enacted Ordinance No. 1306 on December 12, 2024, adopting the City’s GMA complying “2024 Comprehensive Plan Update”, fully satisfying the Periodic Update requirement.

The addition of a Climate Element, with greenhouse gas reduction and resilience sub-elements, to the Comprehensive Plan is now required under (House Bill) HB 1181, as adopted by the Washington State Legislature in 2023, and the city is required to adopt such a Climate Element by December 2029. The city received grant funding to perform the required climate planning early through the WA State Department of Commerce, due to resources made available from the WA Climate Commitment Act.

The City collaboratively developed a draft Climate Element with greenhouse gas reduction and resilience sub-elements, utilizing the enabling grant funding, through a contract for planning services with Cascadia Consulting Group, Inc. and initial input from a temporary task force, the Climate Policy Advisory Team (CPAT). An extensive engagement strategy was implemented to include numerous public meetings, a

public survey, workshops, and public outreach at community events. The input from these engagement efforts was utilized to prepare the Climate Element amendment to the Comprehensive Plan. The proposed ordinance amends the “2024 Comprehensive Plan Update” for the City of Lake Forest Park, as required under the WA State Growth Management Act for climate planning.

Background

The City’s temporary climate planning task force, CPAT, was specifically formed for the climate amendment effort and was comprised of members balanced from existing commissions and committees - Tree Board, Climate Action Committee, and the Planning Commission. The CPAT held public and open house meetings regarding amendments to the Comprehensive Plan on December 18, 2024, and January 21, February 12, March 11, April 15, May 14, and June 2, 2025. A draft of the climate goals and policies for amendment to the Comprehensive Plan was forwarded to the Planning Commission for review as required by City code.

The City’s Planning Commission then held regular public meetings regarding the draft climate amendments to the Comprehensive Plan on June 10, July 8, August 12, September 9, and October 14, 2025. Additionally, the Planning Commission held a noticed public hearing on October 14, 2025, taking testimony from the community regarding the amendments, and made its formal recommendation for adoption to the City Council with a supportive Letter of Transmittal. The City Council held a public meeting on October 23, 2025, to receive and review the Commission’s recommended Climate Element. A noticed public hearing to receive additional public comment on the amendments is scheduled for the November 13, 2025, meeting of the City Council.

In accordance with the requirements set forth in RCW 36.70A.106, the City provided the Washington State Department of Commerce notice of the City’s intent to adopt the proposed amendments on September 17, 2025 (Submittal ID 2025-S-9878). This required 60-day comment period at Commerce ends on November 16, 2025, and any/all comments received will be reviewed and considered by the City Council prior to adoption. The City received a comment email on October 27, 2025, from WA State Department of Commerce staff. The comment email was shared with the City Council to consider the information and accommodate and incorporate as deemed applicable. The Commerce comments included a statement that “Lake Forest Park’s Climate Element includes a high level of consistency with RCW 36.70A.070(9) and with [Commerce’s Climate Element Intermediate Planning Guidance](#), including goals and policies that: protect and enhance natural areas, community resiliency, and address natural hazards to foster resiliency to climate impacts; reduce greenhouse gas emissions and vehicle miles traveled; and, draw attention to the climate impacts such as heat and drought, which are consistent with climate resilience planning guidance.

In accordance with the State Environmental Policy Act (SEPA), the City’s responsible SEPA official issued a Determination of Nonsignificance (DNS) on October 20, 2025, pursuant to WAC 197-11-340. No comments were received as a result of the public and agency notice of the threshold determination for a DNS. The local appeal period for the DNS determination expires on November 12, 2025.

The Climate Element, a new chapter in the Comprehensive Plan that builds on the 2024 Periodic Update effort, will strengthen the City’s approach to climate resilience and greenhouse gas (GHG) reduction and will help Lake Forest Park to: prepare for climate-related risks such as extreme heat, flooding, wildfire smoke, and landslides; protect important community assets such as parks, neighborhoods, businesses, and infrastructure; reduce greenhouse gas emissions and improve energy efficiency; and look for climate strategies with co-benefits for the community, such as improved air quality, lower energy costs, safer transportation options, and healthier natural spaces

The City of Lake Forest Park Comprehensive Plan Climate Element fulfills the requirements of RCW 36.70A.070(9) and RCW 36.70A.095 to plan for reductions in greenhouse gas emissions and enhance

community resiliency to the adverse impacts of climate change. The Climate Element also aligns with the WA State Department of Commerce’s Climate Planning Guidance.

Fiscal & Policy Implications

Adoption of the Climate Element amendments to the Comprehensive Plan will have no direct fiscal impact. The climate amendment effort was supported by existing professional staff and considerable grant funds from the WA State Department of Commerce, due to the State’s Climate Commitment Act. The climate goal and policy amendments will inform future City decisions and budgeting into the Plan’s planning period through 2044.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt Ordinance 25-1312	The Climate Element and greenhouse gas reduction and resilience sub-elements (Volume I and II) will be added to the City of Lake Forest Park “2024 Comprehensive Plan Update”, amending the Comprehensive Plan, as required under the WA State Growth Management Act.
<ul style="list-style-type: none">• Do not adopt Ordinance 25-1312	The Climate Element and greenhouse gas reduction and resilience sub-elements (Volume I and II) will not be added to the City of Lake Forest Park “2024 Comprehensive Plan Update” and the City’s Comprehensive Plan will require climate amendments prior to December of 2029 as required under the WA State Growth Management Act.

Staff Recommendation

After a public hearing at the City Council, review and adopt proposed Ordinance No. 25-1312.

ORDINANCE NO. 25-1312**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING A NEW CLIMATE ELEMENT WITH GREENHOUSE GAS REDUCTION AND RESILIENCE SUB-ELEMENTS INTO THE “2024 COMPREHENSIVE PLAN UPDATE” FOR THE CITY OF LAKE FOREST PARK; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake Forest Park (“City”) is required to “fully plan” under the Washington State Growth Management Act (“GMA”) pursuant to section RCW 36.70A.040; and

WHEREAS, RCW 36.70A.130 of the GMA requires continuing review and evaluation of comprehensive plans and, for cities in King County, required review and adoption of revised comprehensive plans and development regulations compliant with the GMA (the “Periodic Update”) by December 12, 2024; and

WHEREAS, the City Council enacted Ordinance No. 1306 adopting the City’s “2024 Comprehensive Plan Update” (“Comprehensive Plan”) on December 12, 2024, as the required Periodic Update; and

WHEREAS, the City has established a process and criteria for making modifications to the City’s Comprehensive Plan in Chapter 18.01 of the Lake Forest Park Municipal Code, Comprehensive Plan and Amendments, including text and map amendments in accordance with the GMA; and

WHEREAS, the addition of a Climate Element, with greenhouse gas reduction and resilience sub-elements, to the Comprehensive Plan is required under House Bill 1181, as adopted by the Washington State Legislature in 2023, and the City is required to adopt such a Climate Element by December 2029; and

WHEREAS, the City collaboratively developed a draft Climate Element with greenhouse gas reduction and resilience sub-elements, utilizing grant funding from the Washington State Department of Commerce (“Department of Commerce”) made possible by the Washington Climate Commitment Act; and through input from a Climate Policy Advisory Team (“CPAT”), public survey, public workshops, and public outreach at community events; and

WHEREAS, the CPAT, the City’s temporary task force specifically formed for the climate amendment effort, held public and open house meetings regarding amendments

to the Comprehensive Plan on December 18, 2024, and January 21, February 12, March 11, April 15, May 14, and June 2, 2025; and

WHEREAS, public input and feedback were critical to the development of a Climate Element and to ensuring the plan and policies reflect the Lake Forest Park community, the City developed and implemented an engagement strategy to reach Lake Forest Park's community members to meaningfully hear feedback and integrate community input, and Findings from this process informed the development of actionable goals and policies; and

WHEREAS, the Climate Element, a new chapter in the Comprehensive Plan that builds on the 2024 Periodic Update effort, will strengthen the City's approach to climate resilience and greenhouse gas (GHG) reduction and will help Lake Forest Park to: prepare for climate-related risks such as extreme heat, flooding, wildfire smoke, and landslides; protect important community assets such as parks, neighborhoods, businesses, and infrastructure; reduce greenhouse gas emissions and improve energy efficiency; and look for climate strategies with co-benefits for the community, such as improved air quality, lower energy costs, safer transportation options, and healthier natural spaces; and

WHEREAS, the Climate Element fulfills the requirements of RCW 36.70A.070(9) and RCW 36.70A.095 to plan for reductions in greenhouse gas emissions and enhance community resiliency to the adverse impacts of climate change; the Climate Element also aligns with the Washington State Department of Commerce's Climate Planning Guidance; and

WHEREAS, the City's Planning Commission held regular public meetings regarding the Climate Element on June 10, July 8, August 12, September 9, and October 14, 2025; and

WHEREAS, the Planning Commission held a properly noticed public hearing on October 14, 2025, taking testimony from the community regarding the proposed Climate Element; and

WHEREAS, on October 14, 2025, the Planning Commission voted unanimously to recommend City Council adoption of the Climate Element; and

WHEREAS, the City Council held public meetings to review and analyze the Climate Element during regular and special meetings on October 23, November 13, and November 20, 2025; and

WHEREAS, the City Council held a public hearing on November 13, 2025, taking testimony from community members regarding the Climate Element; and

WHEREAS, in accordance with the requirements set forth in RCW 36.70A.106, the City provided the Department of Commerce notice of the City's intent to adopt the proposed amendments on September 17, 2025 (Submittal ID 2025-S-9878); and

WHEREAS, the City received a comment email from Department of Commerce staff, considered the information, and incorporated changes to the Climate Element as applicable; and

WHEREAS, Department of Commerce comments included a statement that "Lake Forest Park's Climate Element includes a high level of consistency with RCW 36.70A.070(9) and with Commerce's Climate Element Intermediate Planning Guidance, including goals and policies that: protect and enhance natural areas, community resiliency, and address natural hazards to foster resiliency to climate impacts; reduce greenhouse gas emissions and vehicle miles traveled; and, draw attention to the climate impacts such as heat and drought, which are consistent with climate resilience planning guidance; and

WHEREAS, in accordance with the State Environmental Policy Act (SEPA), the City's Responsible Official issued a Determination of Nonsignificance (DNS) on October 20, 2025, pursuant to WAC 197-11-340; no comments were received and the local SEPA appeal period expired on November 12, 2025, with no local appeal filed; and

WHEREAS, the City has complied with all State procedural requirements of the GMA and SEPA, and desires to adopt the Climate Element into the City's Comprehensive Plan.

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

Section 1. ADOPTION OF A NEW COMPREHENSIVE PLAN CLIMATE ELEMENT. The City Council adopts a Climate Element with greenhouse gas reduction and resilience sub-elements as set forth in Exhibit A, attached hereto and incorporated by reference, as an amendment to the City of Lake Forest Park "2024 Comprehensive Plan Update".

Section 2. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this [click here](#) to enter day of month. day of [Click here to enter month.](#), 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:

Adopted:

Posted:

Published:

Effective:



City of Lake Forest Park Climate Element

Review Draft
June-October 2025



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Volume 1 | Goals & Policies



Introduction

The Lake Forest Park Comprehensive Plan Climate Element guides the future of climate change action and resilience in the City of Lake Forest Park. It includes policies that reduce the city’s contributions to climate change and that will support Lake Forest Park’s communities in preparing for and withstanding climate impacts into the future.

Amendments to Washington’s Growth Management Act (GMA) in 2023 newly require a Climate Element within cities’ comprehensive plans. The Climate Element fulfills the requirements of RCW 36.70A.070(9) and RCW 36.70A.095 to plan for reductions in greenhouse gas emissions and enhance community resiliency to the adverse impacts of climate change. The Element also aligns with the Department of Commerce’s Climate Planning Guidance.

The policies within this Element (Volume I) represent opportunities to prioritize the Lake Forest Park communities’ health and well-being, protect and expand valuable ecosystems, and shape an innovative and efficient future for the city.

The Climate Element Background Analysis (Volume II) contains background data and analysis that provide the foundation for the Climate Element goals and policies. Major topics addressed in the Climate Element Background Analysis (Volume II) include:

- Planning context,
- Public participation,
- Climate change in Lake Forest Park,
- Greenhouse gas emissions in Lake Forest Park.



Goals and Policies: Resilience Sub-Element



Goal CE-1: Smoke and Heat Resilience

Enhance community resilience to wildfire smoke and extreme heat by strengthening infrastructure, public and emergency services, and natural areas to reduce impacts on residents, workers, and critical services.

Policy CE-1.1: Integrate cooling low-impact development measures, such as trees, vegetation, permeable pavement, and other heat-resistant infrastructure near high-traffic transportation areas with elevated temperatures. Prioritize tree varieties that are drought- and heat-tolerant and increase biodiversity within the city.

Low impact development (LID) is a stormwater and land use strategy that strives to mimic hydrologic processes before the area was developed or disturbed. LID measures emphasize conservation, use of on-site natural features, site planning, and integration of stormwater management practices into project design. Rain gardens and permeable hardscapes are examples of LID measures.

Policy CE-1.2: Strengthen Lake Forest Park’s critical areas and wildlife habitats by prioritizing natural cooling strategies such as planting shade-providing trees, expanding native vegetation, preserving and restoring wetlands and riparian buffers along creeks, adding shaded water sources, and creating connected habitat corridors to support salmon passage and ecological resilience.

Critical areas are defined by the Growth Management Act and municipal code and refer to wetlands, streams, areas with a critical recharging effect on aquifers used for potable water, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas such as erosion hazard areas, landslide hazard areas, seismic hazard areas, and steep-slope hazard areas.

Policy CE-1.3: Partner with local community groups, school districts, libraries, and government agencies to expand access to cooling and clean air resources during extreme heat and wildfire smoke events—especially for low-income households, older adults, people with disabilities, and those with respiratory conditions. Support initiatives such as education on do-it-yourself (DIY) clean air shelters (example, HEPA filter box fans), air conditioner (A/C) and air purifier rebates, cooling kits, and improved infrastructure in public spaces.



Policy CE-1.4: Develop or support public education campaigns to raise awareness of heat risks and connect residents with available resources during heat waves, ensuring widespread distribution through multiple channels such as online, community centers, local events, and multilingual outreach.

Policy CE-1.5: Establish or partner to support resilience hubs that provide cooling, clean air, and essential services during extreme heat, wildfire smoke, and other natural hazard events, and serve as year-round community support and resource centers.

***Resilience hubs** are trusted, community-serving facilities that support communities in everyday life and before, during, and after an emergency. Although climate change affects everyone, low-income communities and communities of color are disproportionately impacted by climate-related events. Resilience hubs help neighbors access resources and services and build trust and community cohesion in their day-to-day lives.*



Goal CE-2: Environmental Justice

Advance environmental justice and community well-being by prioritizing equitable climate policies, inclusive decision-making, and access to healthy, resilient environments for all residents.

Policy CE-2.1: Prioritize neighborhoods facing higher exposure to climate impacts and pollution to receive resilience investments such as increased tree canopy, canopy retention, and green infrastructure, which help mitigate environmental stresses and improve quality of life.

Policy CE-2.2: Support monitoring of urban forestry’s climate impacts, focusing on high-risk and underserved areas. Protect **exceptional heritage** trees, expand canopy coverage, and partner with King County’s heat mapping to guide resilience planning.

Policy CE-2.3: Support nonprofit organizations that provide education and engagement in forest conservation strategies while also prioritizing the protection of natural areas and ecosystems, with a focus on safeguarding local waterways and local salmon species.

Policy CE-2.4: Provide all residents, especially vulnerable populations, an opportunity to learn about climate impacts, influence policy decisions, and co-develop equitable emissions reduction and climate adaptation strategies that reflect community needs and priorities.

***Vulnerable populations** are groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to adverse socioeconomic factors and sensitivity factors. Includes, but is not limited to racial or ethnic minorities, earners of low incomes, and populations disproportionately impacted by environmental harms.*





Goal CE-3: Drought and Flood Resilience

Preserve and protect Lake Forest Park water resources by advancing drought and flood resilience.

Policy CE-3.1: Integrate water conservation and protection strategies into City planning to address drought, extreme heat, and other climate-related risks impacting water resources in Lake Forest Park.

Policy CE-3.2: Coordinate with water providers in Lake Forest Park and explore collaboration with the Saving Water Partnership to provide financial incentives such as rebates or tax credits for residents and businesses to install water-saving technologies and systems, including cisterns, drip irrigation, leak detection kits, and smart irrigation controllers.

Policy CE-3.3: Promote drought resilience and water efficiency in urban planning through compact development, minimized impervious surfaces, and the use of water-saving design strategies to reduce runoff and promote efficient land use.

Policy CE-3.4: Encourage the use of green infrastructure and low-impact development measures to manage stormwater runoff and flooding, which pollutes waterways and puts community health, infrastructure, and property at risk, amid increasing storm intensities.

Policy CE-3.5: Collaborate with local partners to restore floodplains and improve stream and river connectivity as a strategy to reduce flood risk.

Policy CE-3.6: Integrate flood resilience into the planning, investment, and maintenance of transportation infrastructure—including roads, sidewalks, trails, parks, and transit—and water infrastructure in Lake Forest Park to reduce future flood risk and ensure these assets remain safe, accessible, and functional during and after flood events.

Policy CE-3.7: Collaborate with water providers to plan and implement resilience measures for critical water infrastructure such as wells and reservoirs in flood-prone areas to reduce vulnerability to flooding and other climate-related hazards.

Policy CE-3.8: Partner with local agencies, water providers, and community organizations to apply sediment control practices, enhance watershed stability, and support water quality and storage.

Policy CE-3.9: Coordinate with land managers and community partners to implement erosion and landslide control techniques—including mulching, native grass seeding, and silt fencing—to stabilize soils and safeguard local waterways.





Policy CE-3.10: Support inclusive public education and outreach programs on flood risk and water conservation, prioritizing support for communities in flood-prone areas.

Goal CE-4: Emergency Management

Strengthen emergency response systems to climate hazards by improving coordination, infrastructure, and community preparedness.

Policy CE-4.1: Develop a comprehensive waste management plan to address debris removal and waste disposal in post-emergency scenarios, in partnership with local waste services, emergency management agencies, and regional partners. Ensure alignment with the Comprehensive Emergency Management Plan (CEMP).

Policy CE-4.2: Encourage on-site energy storage and backup systems for neighborhoods, businesses, and municipal buildings, while ensuring that resilience strategies provide equitable access for low-income households, seniors, and others at higher risk during power outages.

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Policy CE-4.3: Collaborate with the Puget Sound Clean Air Agency (PSCAA) and other regional partners to enhance real-time air quality monitoring and community guidance to protect public health during smoke events, building on existing communication systems and expanding outreach efforts to reach more residents, especially vulnerable populations.

Policy CE-4.4: Coordinate with state and local agencies (example, King County Emergency Management, Public Health – Seattle & King County, first responder agencies, and community-



based organizations) to monitor risks such as wildfire and heat, identify risk areas, develop targeted response plans, and ensure equitable access to education, outreach, resources, and recovery assistance. Prioritize clear, proactive communication and access to information before emergencies occur.

Policy CE4.5: Take steps to maintain reliability of the power grid to withstand climate-exacerbated extreme weather events, such as by maintaining trees near power lines and undergrounding power lines where feasible.

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Goals and Policies: Greenhouse Gas (GHG) Emissions Reduction Sub-Element



Goal CE-5: Buildings and Energy

Reduce emissions from buildings by supporting low-carbon building energy sources and energy-efficient building design and retrofits.

- Policy CE-5.1:** Encourage adoption of standards for sustainability, environmental design, and energy conservation in public buildings.
- Examples of **green building standards** the City could adopt include Leadership in Energy & Environmental Design (LEED), Living Building Challenge Green Globes, and the National Green Building Standard.*
- Policy CE-5.2:** Implement renewable energy sources and reduce energy use, refrigerant emissions, and potable water consumption in City buildings and operations.
- Policy CE-5.3:** Participate in regional efforts to create a state-wide clean energy policy and use the legislative agenda to advocate for clean energy projects in Washington.
- Policy CE-5.4:** Work with regional partners and stakeholders to seek and support funding for programs that focus on energy efficiency, clean energy technology, building electrification updates, weatherization, and community solar—emphasizing support for rentals, lower-income households that are currently energy burdened.
- Policy CE-5.5:** Build on existing utility-provided energy efficiency and building electrification programs and initiatives through expanding outreach and education programs. Educate residents about incentives for emerging clean energy technology, such as tax exemptions for solar installations. Increase resident awareness of existing technology such as solar arrays, heat pumps, and other energy efficient home heating/cooling and water heating systems.
- Policy CE-5.6:** ~~Support~~ Streamline permitting and approval processes for energy efficiency upgrades, building electrification retrofits, and clean energy projects, with the goal of reducing GHG emissions from buildings while maintaining grid affordability, capacity and reliability.





Goal CE-6: Alternatives to Driving

Promote and enhance alternatives to single-occupancy vehicle travel.

Policy CE-6.1: Prioritize, develop, and maintain mobility hubs in the Town Center and other transportation-efficient locations, especially near overburdened communities that lack sustainable transportation options.

Mobility hubs are locations where people can access multiple types of transportation modes in a central location (such as bike share, public transit, micro mobility devices). Often located adjacent to transit stops and stations, mobility hubs serve as a transfer point for multiple transportation modes and offer first and last mile connections between the hub and one's origin or destination.

Policy CE-6.2: Support expansion of bicycle rack and locker capacity at appropriate transit stops, mobility hubs, and park & rides in a manner that meets Community Protection through Environmental Design guidelines.

Policy CE-6.3: Support collaboration among neighboring cities to promote streamlined and connected alternative transit options, including a shared-use electric bicycle or scooter program that provide transportation between cities.

Policy CE-6.4: Develop a connected and complete multimodal network that prioritizes access to key destinations throughout Lake Forest Park—including transit stations, parks, trails, and the Town Center—and that provides safe access for all ages and abilities. Implement the Safe Streets and Town Center Connections Plans to ensure safe, efficient, and direct pedestrian and bicycle access to major community hubs and transit services.

Policy CE-6.5: Expand Lake Forest Park's "Safe Routes to School Program" participation, including an education and encouragement component, and continue to apply for local, state, and federal grants to enhance safe routes to schools.

Safe Routes to School is a program for projects within two miles of primary, middle, and high schools to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school.

Policy CE-6.6: Create and support outreach and education initiatives and materials that inform the community about transit travel options, in partnership with community groups.

~~**Policy CE-6.7:** Explore pricing for on-street parking and publicly owned off-street parking based on demand, time of day, and location.~~





Goal CE-7: Electric Vehicles

Facilitate a transition to electric vehicles by expanding charging and education.

Policy CE-7.1: ~~Align with existing building codes and regulations to draft an electric vehicle (EV) charging plan and~~ Support the expansion of electric vehicle charging infrastructure throughout the community, including municipal buildings, multifamily and affordable housing developments, major commercial areas, parking garages, parks, and other community-serving locations to advance transportation decarbonization.

Policy CE-7.2: ~~Determine funding sources and establish clear priorities and prioritization criteria to support a phased~~ Transition of the City fleet to electric vehicles starting with high-use, high-emissions, and cost-inefficient vehicles.

Policy CE-7.3: Promote the use of electric off-road equipment in City operations and among community members by providing educational resources, guiding access to available funding or rebate programs, and incorporating electric equipment options into City operations where feasible.

***Electric off-road equipment** can include electric versions of excavators, forklifts, skid steer loaders, utility vehicles, backhoes, ride-on or push mowers, agricultural tractors, and compact wheel loaders.*

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Goal CE-8: Climate-Friendly Development

Promote development that advances climate planning, resilience, and greenhouse gas emissions reduction.

Policy CE-8.1: Foster transit-oriented development by increasing density in areas that are well-served by transit and prioritize infill development through the zoning and permitting process.

***Transit-oriented development** is an approach to creating dense, walkable residential neighborhoods with easy access (e.g., within a radius of up to 0.5 miles) to public transportation and commercial/retail uses.*

Policy CE-8.2: ~~Implement~~ Explore opportunities for complementary, mixed land use zoning in ~~low-density residential neighborhoods~~ to promote cycling and walking and to reduce driving.



Policy CE-8.3: Reduce parking minimums near transit-oriented development to encourage sustainable transportation choices, reduce development costs, and improve housing affordability.

Policy CE-8.34: Incentivize developments, including affordable housing and rental units, that use clean energy or reduce energy consumption, including affordable housing and rental units.



Goal CE-9: Waste Management

Reduce waste generation and increase recycling and composting.

Policy CE-9.1: Set and achieve specific goals around waste generation and periodically measure waste via waste characterization studies, in partnership with the City's waste collection service provider.

Policy CE-9.2: Focus on reducing generation and disposal of high-emissions materials, such as organic waste, via outreach and support for composting at homes and businesses. Consider creating a food rescue and/or food waste prevention technical assistance program to support the state's goal of 50% food waste reduction by 2030.

Policy CE-9.3: Facilitate the City's 70% recycling rate goal (as adopted by King County) and expand current recycling efforts, such as the battery recycling program at City Hall.

Policy CE-9.4: Incentivize reuse and recycling of construction and demolition waste.



Policy CE-9.5: Support equitable outreach and engagement around waste reduction (including reuse and repair), recycling, and composting in partnership with the City's waste collection service provider.



Volume II | Background Analysis



Introduction

Climate change refers to significant, long-term changes in temperature, precipitation patterns, and other atmospheric conditions that are primarily driven by human activities such as the burning of fossil fuels and deforestation. In Washington State, the effects are already evident—from hotter summer temperatures and increased wildfire risks to more frequent and intense storms. In response, the Washington State Legislature enacted House Bill 1181 in 2023, amending the Growth Management Act (GMA) to require local governments to integrate climate change considerations into their comprehensive planning processes. This mandate introduces a Climate Element, comprising two sub-elements:

The **Resilience Sub-Element** is mandatory for all fully planning counties and cities under the GMA. It is aimed at enhancing climate preparedness, response, and recovery efforts and includes identifying and managing risks associated with climate hazards such as flooding, wildfires, and extreme weather events.

The **Greenhouse gas (GHG) Emissions Reduction Sub-Element** is mandatory for the state's 11 most populous counties and their cities with populations over 6,000 as of April 1, 2021, which includes Lake Forest Park. This sub-element focuses on establishing goals and policies to reduce GHG emissions and vehicle miles traveled, contributing to the state's overarching goal of reducing GHG emissions by 95% by 2050.

Incorporating climate change into long-term plans enables communities to proactively address and adapt to the inevitable impacts of a changing climate and ultimately safeguard public health, infrastructure, and ecosystems. This climate planning can help lead to long-term economic benefits, such as reduced disaster recovery costs and enhanced energy efficiency. It also provides an opportunity to address environmental justice by ensuring that vulnerable and overburdened communities receive the support and resources they need to thrive in the face of climate challenges.

The policies within this Climate Element promote community well-being, address key climate vulnerabilities, and aim to reduce emissions from the sectors in the city that are the largest contributors. By implementing these policies, the City and community can take decisive steps toward achieving the state's climate objectives and ensuring a livable and thriving environment for all.

This chapter provides further information about the background information used to develop the updated goals and policies in the Climate Element:

- Planning context,
- Public participation,
- Climate change in Lake Forest Park,
- Greenhouse gas emissions in Lake Forest Park.



Planning Context

Several strategic and issue-specific plans have been developed to address climate change, hazard mitigation, and sustainability needs throughout the city. These issue-specific plans informed the development of the Climate Element goals and policies, and they collectively reflect Lake Forest Park’s commitment to fostering sustainability and resilience. These plans include:

- 2008: The Legacy 100-Year Vision
- 2013: Lake Forest Park Shoreline Master Program
- 2017: Safe Streets: Recommendations for Improving Safety and Connections to Transit and Amenities
- 2018: Parks, Recreation, Open Space, & Trails Plan
- 2018: Safe Highways Report
- 2018: Safe Streets: Town Center Connections
- 2019: King County Comprehensive Solid Waste Management Plan
- 2019: King County Hazard Mitigation Plan, Lake Forest Park Annex
- 2023: Stormwater Management Program Plan
- 2024: Urban Forest Ecosystem Services and Values Report
- 2024: Lake Forest Park Climate Action Plan

Aligning the Climate Element with these plans ensures that goals and policies reflect both immediate priorities and the community’s long-term vision. Of this list, the Climate Action Plan and the Legacy 100-Year Vision were particularly informative for the Climate Element and are described in further detail below.

Lake Forest Park Climate Action Plan (2024)

The Climate Action Plan contains robust policies on climate resilience and GHG emissions reduction. It acts as a roadmap for the Lake Forest Park community to address climate change by setting goals to reduce community-wide emissions, enhance ecosystem health and carbon sequestration, and increase the Lake Forest Park community’s resilience to climate impacts. The Climate Action Plan was developed by the Climate Action Committee (Resolution number 1836 and 1844) through extensive research and the engagement of the broad Lake Forest Park community and adopted by the City Council on June 13, 2024.

The **Climate Action Plan** is available online at <https://www.cityoflfp.gov/DocumentCenter/View/11748/LFP-Climate-Action-Plan?bidId=>

Lake Forest Park Legacy 100-Year Vision (2008)

The Lake Forest Park *Legacy 100-Year Vision* provides a framework to begin to integrate sustainability, resilience, and equity into the Comprehensive Plan by focusing on green infrastructure. The *Vision* notes that green infrastructure “encompasses a wide range of



landscape elements, including: natural areas—such as wetlands, woodlands, waterways, and wildlife habitat; public and private conservation lands—such as nature preserves, wildlife corridors, greenways, and parks; and outdoor recreation and trail networks.”

The *Vision* identifies existing green infrastructure, sets goals for how this green infrastructure will be enhanced in the next century, and identifies projects that can be undertaken in the near-term. This visionary document, which incorporates extensive community feedback, influences several elements of the Comprehensive Plan, including Climate; Environmental Quality & Shorelines; and Parks, Trails, & Open Space.

The **Legacy 100-Year Vision** is available online at www.cityofflp.gov/DocumentCenter/View/362

Supporting Technical Materials

Several activities, including technical and qualitative analyses and community engagement, were conducted to ensure that the Climate Element is grounded in the city's planning context, up-to-date local data, and community priorities, as well as to ensure alignment with the Washington State Department of Commerce climate planning guidelines. The following technical materials resulting from these activities contain further details about the City's methods and results:

- Engagement Strategy
- Climate Impacts Summary
- Policy Audit Memorandum and Policy Audit Workbook
- Climate Vulnerability Assessment
- GHG Summary Memorandum
- Vehicle Miles Traveled (VMT) Study
- GHG Wedge Memorandum
- Climate Element Policy Workbook

These **technical materials** are available at <https://cityofflp.gov/696/2025-Comprehensive-Plan-Climate-Element>

Public Participation

The Climate Element has been developed collaboratively with a community-based Climate Planning Advisory Team (CPAT) and using input from City staff, youth, and the public through engagement initiatives. This inclusive process underscores the City's commitment to developing a comprehensive and actionable plan that addresses the unique challenges presented by climate change.

Community engagement in 2024-2025 was critical to developing the Climate Element. The City built upon the methods used during the public participation program that occurred during the Comprehensive Plan update in 2023–2024. The project team developed and implemented



engagement strategies to reach Lake Forest Park’s community members to meaningfully hear feedback and integrate community input. Findings from the community engagement informed the development of actionable policies.

Between October 2024 and June 2025, the City conducted the following engagement initiatives:

1. **Climate Policy Advisory Team.** The City established the CPAT to shape the strategies and policies by advising the City throughout the Climate Element development process (Resolution No 24-1948, Section 2). The CPAT included representatives from Planning Commission, the Climate Action Committee, and Tree Board. The CPAT met 9 times between October 2024 and June 2025, where they reviewed supporting materials and content, provided feedback on draft goals, and helped to shape policies for the Climate Element.
2. **Webpage.** The City shared information about the Climate Element project, background information, and opportunities for engagement on a project webpage.
3. **Community Survey.** The City hosted an online survey to learn about Lake Forest Park community members’ understanding of climate change, experience of climate impacts, and about potential Climate Element policy areas. The City distributed survey invitation postcards to all Lake Forest Park residential addresses.
4. **Group Interviews with Youth.** Group interviews were conducted with the Environmental Club and the Interact Club at Shorecrest High School to gather youth perspectives on the actions that Lake Forest Park should prioritize to reduce greenhouse gas emissions and strengthen resilience to climate hazards, and outcomes from the interviews informed the Climate Element.
5. **Community Open House.** The City held one in-person public open house to engage the broad public on the Climate Element. The open house provided an opportunity for participants to share feedback on the draft policies, voice concerns, and identify priorities to shape the final Climate Element. The community open house was advertised through the City’s listserv, newsletter, emailed notices, and postings at community gathering places.

In June 2025 and beyond, the City will conduct the following additional engagement initiatives:

6. **Public Comment Period.** The City will launch the public comment period June 16 through August 11, 2025 to support the Climate Element review and adoption process.
7. **Planning Commission Meetings.** Staff will present the draft Climate Element to Planning Commission in the latter half of 2025.
8. **City Council Meetings and Hearings.** Staff will present the draft Climate Element to City Council in the latter half of 2025.



Climate Change in Lake Forest Park

Lake Forest Park is already seeing the impacts of climate change, including rising temperatures, wildfire smoke, and flooding. These climate impacts affect the city’s infrastructure and natural resources, as well as the health of Lake Forest Parks’ communities. Lake Forest Park community members who responded to the community survey expressed concerns about wildfire smoke, severe storms, and heatwaves, and they noted experiencing those climate impacts firsthand.

Rising Temperatures and Extreme Heat. Average summertime temperatures are projected to increase. This increase can harm public health, damage infrastructure, and threaten wildlife habitat.

Wildfires and Smoke. Wildfire risk and wildfire smoke are expected to increase. Wildfires can harm property, wildlife, and public safety. Wildfire smoke worsens air quality and exacerbates health problems, such as asthma.

Changing Precipitation and Flooding. Extreme rain events are expected to increase in the winter, leading to more water in Lyon and McAleer Creeks that may result in more flooding, landslides, and erosion. Flooding and landslides can damage homes, businesses, roads, and infrastructure such as stormwater systems, sewer lines, and other utilities.

Drought and Water Supply. Summer rainfall is projected to decrease, which will make drought conditions worse, reduce water availability, and harm fish and wildlife habitat through lower and warmer streamflows in Lyon and McAleer Creeks.

Community Vulnerability to Climate Change

Everyone in Lake Forest Park will be affected by climate change, but some individuals and groups are at greater risk because they are considered more vulnerable to a range of economic, social, and built environment factors. People with health conditions like asthma, diabetes, or heart disease may also face greater risks. Additionally, those with limited income, language barriers, or no access to healthcare may have a harder time preparing for and recovering from extreme weather. Some potentially vulnerable populations are described in



[Table ~~Table 1~~](#). Individuals or groups are more likely to be particularly vulnerable to climate change impacts if they experience more than one category of vulnerability, live in areas that are particularly susceptible to climate impacts like extreme heat or wildfires, and/or live in areas with outdated infrastructure.

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Table 1: Potential Vulnerable Communities in Lake Forest Park and Example Vulnerability Considerations

Vulnerable Populations	Percent of Residents ¹	Example Vulnerability Considerations
Total non-white residents	27.5%	Communities of color often face disproportionate health risks linked to exposures to environmental hazards and may be more vulnerable to health effects associated with climate impacts due to racialized health and socioeconomic disparities. ² For example, in 2021, the asthma mortality rate in the United States was more than twice as high for black individuals than for white individuals. ³
Renter-occupied housing units	19.2%	The cost burden for renter households is higher than for owner households in Lake Forest Park, and renting is more common among non-white households in the city, according to the racially disparate impacts analysis conducted for the Comprehensive Plan in 2024. Renters typically have less ability to take actions such as making energy efficiency upgrades and adding air conditioning.
People in poverty	3.6%	People with low incomes have fewer economic resources to cope with potential climate impacts like property loss and health impacts. ⁴
People with disabilities (under 65 years old)	4.2%	People with disabilities (such as those with low vision, blindness, hearing loss, or mobility issues) may face barriers in evacuating during extreme weather events. ⁴
Youth under 5 years old	3.9%	Young children are especially vulnerable to the harmful impacts of extreme heat and wildfire smoke. ⁴
Seniors 65 years or older	18.1%	Seniors tend to have reduced mobility and higher susceptibility to heat-related illnesses. ⁴

¹ U.S. Census Bureau, “QuickFacts Lake Forest Park city, Washington,” 2024. <https://www.census.gov/quickfacts/fact/table/lakeforestparkcitywashington/PST045224>

² Berberian AG, Gonzalez DJX, Cushing LJ. “Racial Disparities in Climate Change-Related Health Effects in the United States.” Curr Environ Health Rep. 2022. <https://pmc.ncbi.nlm.nih.gov/articles/PMC9363288/>

³ U.S. Center for Disease Control, “Most Recent National Asthma Data,” 2021. https://www.cdc.gov/asthma/most_recent_national_asthma_data.htm

⁴ Gamble, J.L., et al. U.S. Global Change Research Program. “Ch. 9: Populations of Concern.” In: The impacts of climate change on human health in the United States: A scientific assessment, 2016: 252. <https://health2016.globalchange.gov/downloads#populations-of-concern>



Infrastructure Vulnerability to Climate Change

Climate vulnerability is the degree that a community or system is at risk of harm from hazards or impacts driven by climate change. In Lake Forest Park, the climate vulnerability of infrastructure overall is medium. The types of infrastructure with the highest vulnerability are transportation and water resources.

***Transportation and Economy.** Key elements of transportation and economic infrastructure include SR 104, SR 522, bus routes, bridges, and the City Center. These aspects of the city have generally high overall vulnerability because they intersect with flood-prone areas, heat islands, and landslide-risk zones—all of which are likely to cause damage and disruptions. Much of SR 522, all bridges, the City Center, and Third Place Commons overlap with areas in the city that have higher-than-average surface temperatures ([Figure 1. Transportation assets and heat severity. Map by Cascadia Consulting Group.](#))*

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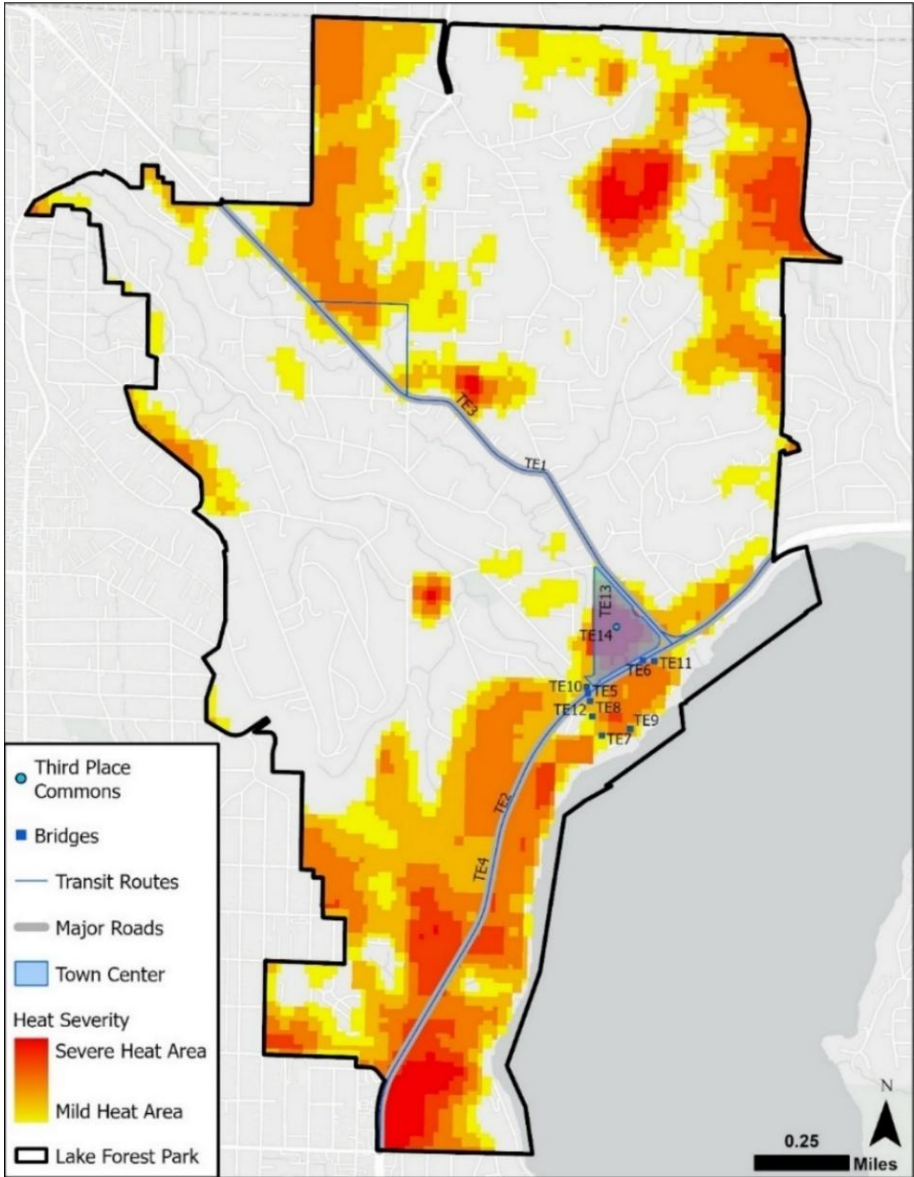


Figure 1).



Water Resources. Water resources—including drinking water, stormwater, and sewer systems—can enhance water quality and ensure that residents have drinkable water. As climate change drives longer and more intense drought conditions and heatwaves, water systems could see reductions in water storage as well as increases in demand, while more intense precipitation events could lead to increased stormwater runoff that can potentially overwhelm stormwater and wastewater systems. Water resources have high vulnerability to climate hazards overall and face the most risk from landslides and flooding out of all climate hazards. All water resource assets are located within at least 500 meters of a landslide hazard zone ([Figure 2](#)).

Critical Facilities. Critical facilities include the library, police and fire stations, schools, City Hall, and the city’s only grocery store. These facilities provide essential services and serve as emergency shelters, gathering spaces, or cooling centers. Climate hazards could directly damage critical facilities or block access to the facilities through obstructed roads. In Lake Forest Park, critical facilities have medium overall vulnerability to climate hazards. The library, police station, City Hall, and grocery store are highly exposed to extreme heat because they are located within the Town Center plaza, which has very few trees to provide shade and lots of asphalt and concrete surfaces to absorb heat (



[Figure 3](#)Figure 3).

Community Resources and Housing. Community resources include trails, parks, and streams that provide opportunities for recreation, community gathering, and time outside. Community resources may be impacted by climate impacts but may also help residents and the city manage impacts. For example, parks can help residents manage extreme heat events by providing a cool place to rest. Community resources and housing in Lake Forest Park have medium vulnerability overall and out of all climate hazards, they are most at risk of damage and disruption from the climate hazard of landslides. Grace Cole Nature Reserve, Horizons View Park, creeks, low-income housing, and urban trails are all located within or intersect with landslide hazard areas ([Figure 4](#)Figure 4).

Field Code Changed

Figure 14. Transportation assets and heat severity.
Map by Cascadia Consulting Group.

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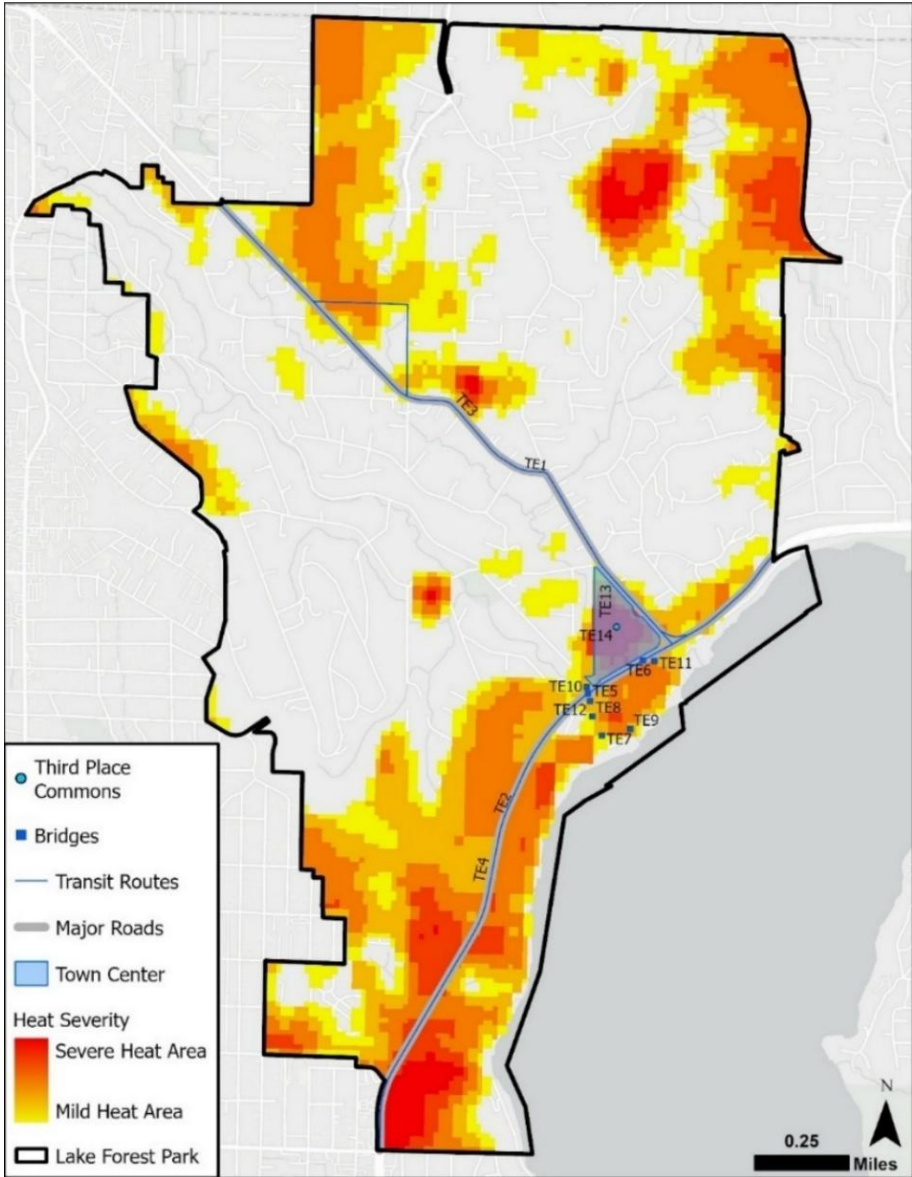


Figure 2. Water resource assets in landslide risk areas.
Map by Cascadia Consulting Group.



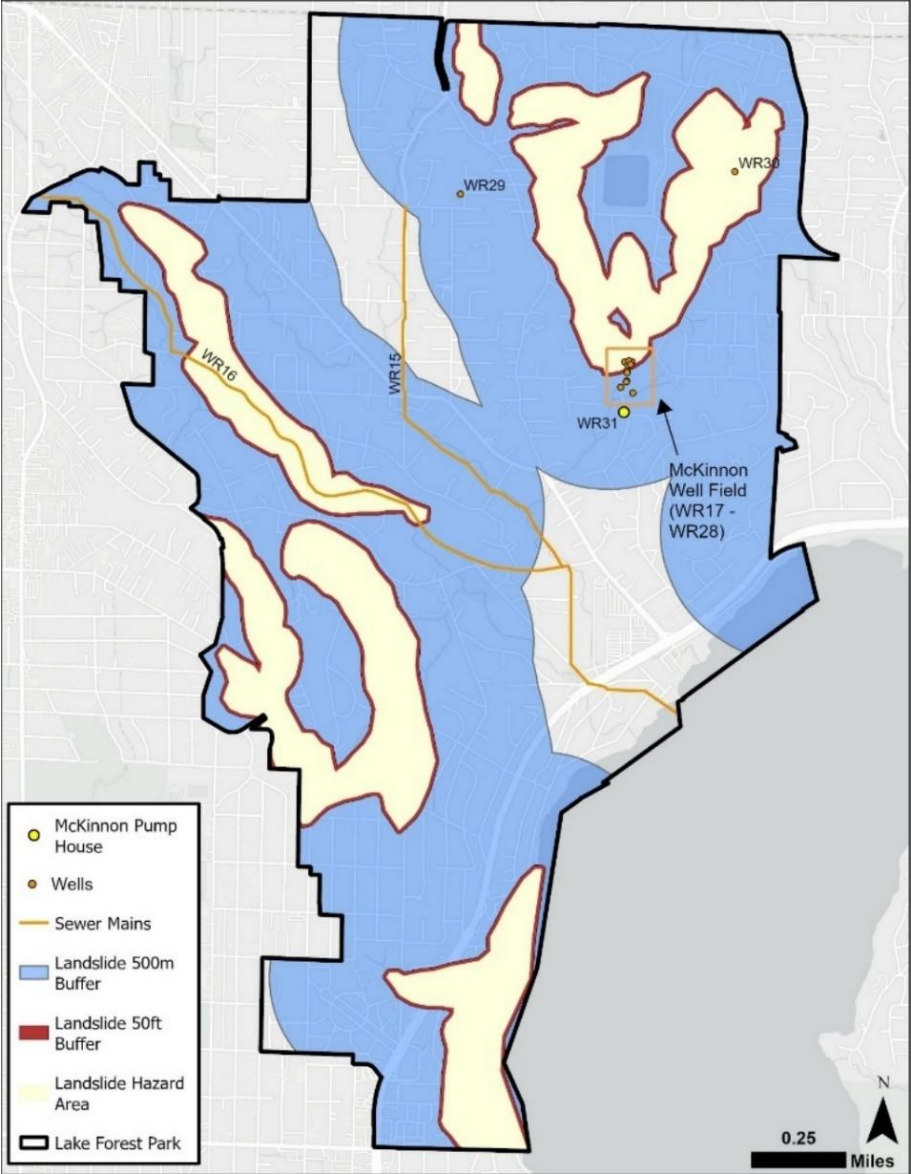


Figure 33. Locations of critical facilities relative to heat severity areas.
Map by Cascadia Consulting Group.

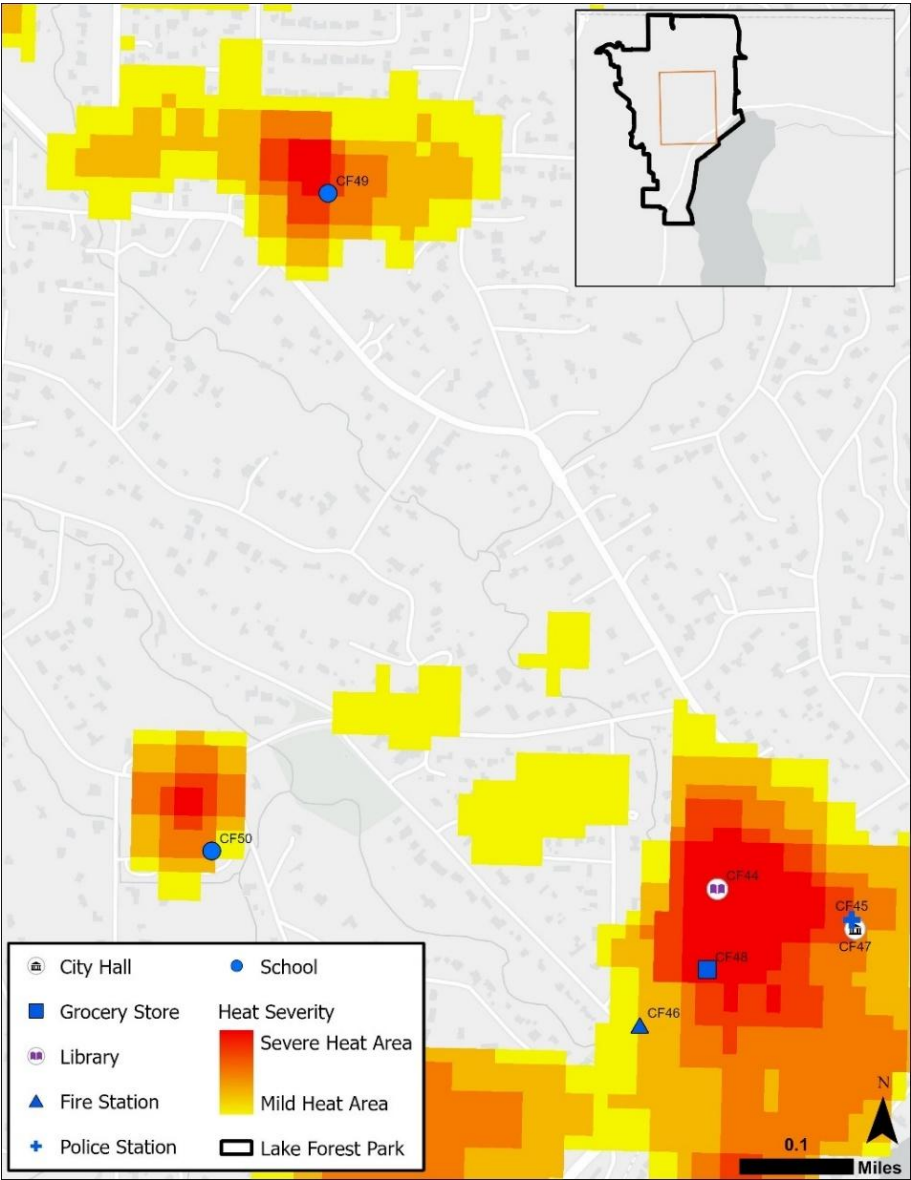
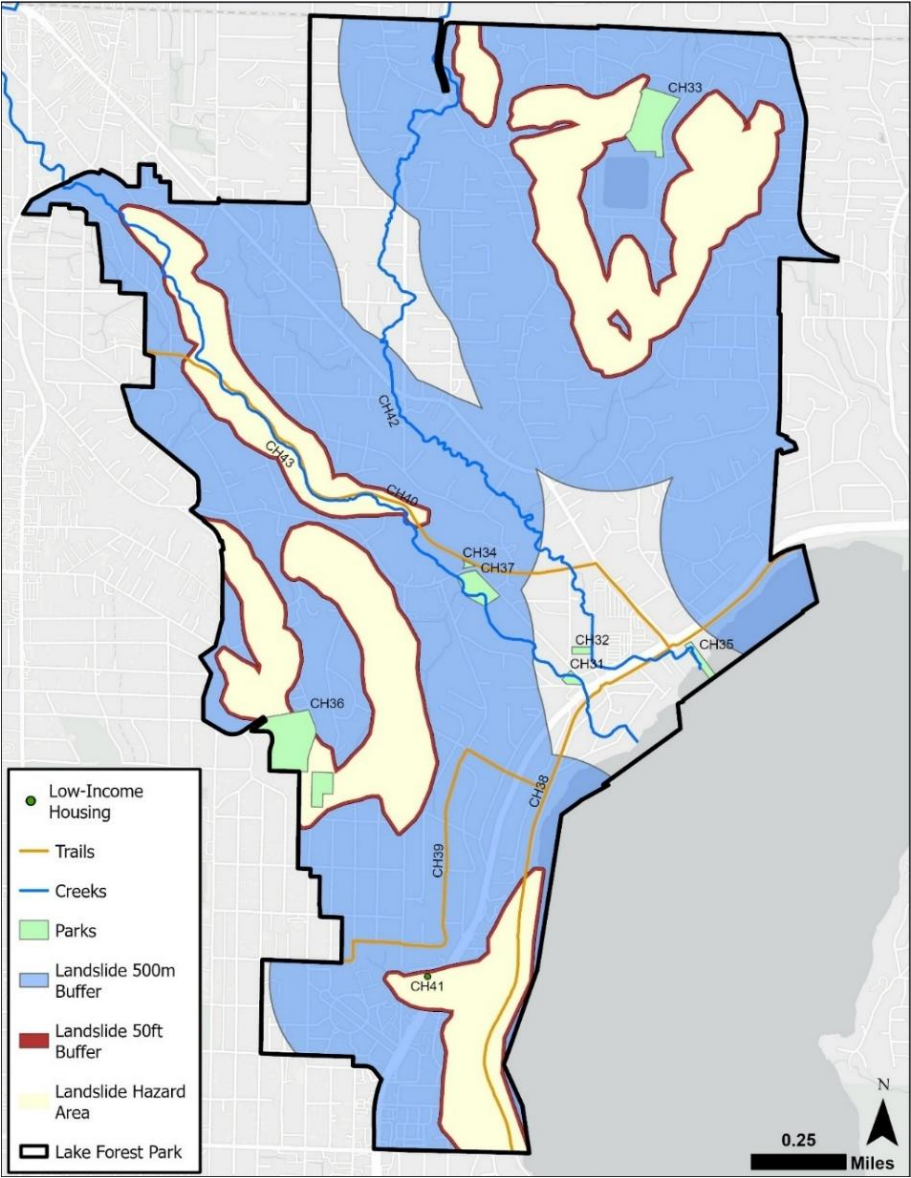


Figure 4. Map of community resources and landslide exposure.
Map by Cascadia Consulting Group.



Greenhouse Gas Emissions in Lake Forest Park

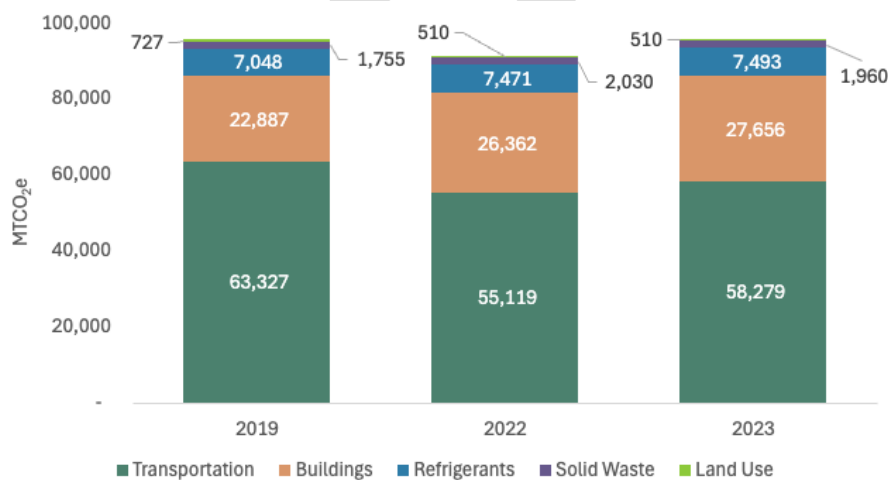
Climate change is primarily caused by burning fossil fuels, including natural gas and gasoline, to heat and cool homes and to power cars and other vehicles. As part of the Climate Element development process, the City conducted two studies—one study at the community scale and another study for municipal operations—to understand what emissions the city contributes to climate change.

Emissions Overview

Within City operations and across the community, transportation has been the most significant source of greenhouse gas (GHG) emissions (Figure 5).

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Figure 5. 2019, 2022, and 2023 communitywide GHG emissions, by source (MTCO₂e).



Lake Forest Park’s municipal operations. In 2023, the City’s vehicle fleet (71%) was the greatest contributor to municipal GHG emissions, followed by refrigerants (23%), solid waste generation and disposal (5%), and electricity (1%). Municipal operations are also included in the communitywide emissions estimates below and make up less than 1% of total community emissions.



Lake Forest Park community. In 2023, the community—which includes residents, visitors, businesses, and municipal operations—generated 95,897 metric tons of carbon dioxide equivalent (MTCO₂e), a measure of GHG emissions. Emissions came from transportation (61% of total emissions), buildings and energy (29%), refrigerants (8%), solid waste (2%), and land use, primarily from tree loss (less than 1%).⁵

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- **Community transportation** (61% of total emissions) includes on-road vehicles (24% of total emissions), air travel (30% of total emissions), and off-road equipment (7% of total emissions).
- **Buildings and energy** (29% of total emissions) includes electricity (3% of total emissions), natural gas (22% of total emissions), and fuel oil and propane (4% of total emissions).

Emissions Data

Lake Forest Park’s inventories **followed the protocols that represent the industry standard** for quantifying emissions from communities and local governments. The communitywide inventory followed both ICLEI’s U.S. Community Protocol for Accounting and Reporting of GHG Emissions (USCP) and The Greenhouse Gas Protocol’s Global Protocol for Community-Scale Greenhouse Gas Inventories (GPC). Lake Forest Park’s 2023 municipal operations inventory was performed in alignment with the Local Government Operations Protocol (LGOP). Following these protocols helps to ensure the inventories are replicable, consistent, and accurate.

The GHG inventories used **locally specific data** as much as possible, based on data availability. For example, to calculate emissions from buildings and energy, the project team used local natural gas and electricity usage data provided by utilities. When local data is not available, data is applied from a regional or national scale according to the GHG inventory protocols above. For example, to calculate air travel emissions, emissions from Seattle-Tacoma International Airport (SEA) were attributed to individual cities using the volume of fuel loaded onto all planes departing from SEA, in combination with passenger survey data, population, and household income data from the U.S. Census.

*The full **GHG Summary Memorandum**, is available at <https://cityoflfp.gov/696/2025-Comprehensive-Plan-Climate-Element>*

⁵ Percentages are rounded to the nearest whole number. While the total may not appear to equal sum of the parts, each percentage is independently calculated to be the most accurate rounded amount.



Emissions Reduction Targets

The City of Lake Forest Park is aiming for the following **emissions reduction targets** (compared to the 2019 baseline year):

- 50% by 2030
- 75% by 2040
- 95% and net zero by 2050

With the development of this Climate Element, the **City and CPAT updated the City’s GHG emissions reduction targets to compare against a 2019 baseline**, rather than 2007, to have a baseline year for which there is measurable data. Lake Forest Park’s GHG emissions reduction targets align with the regional targets set by King County-Cities Climate Collaboration (K4C) and Washington state, although K4C and Washington state’s targets use a 1990 baseline (**Error! Reference source not found,Table 2Table 3**).

Table 23. K4C and Washington state emissions targets.

Target Year	K4C	Washington State
2030	50%	50%
2040	75%	70%
2050	95%	95% and net zero

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GHG Emissions from Vehicles

To better understand the transportation emissions and how people are currently traveling within Lake Forest Park and to destinations outside of the city, the City conducted a study of vehicle-miles-traveled (VMT) and a travel market assessment. The following results focus on VMT and GHG emissions from on-road transportation sources within Lake Forest Park’s city limits.

Passenger vehicles contribute the most to overall VMT in Lake Forest Park. Key takeaways related to VMT, including all vehicle trips that start and/or end in Lake Forest Park include:

- **Passenger vehicle VMT increased between 2022 and 2023 but emissions decreased slightly due to electric vehicles making up a larger share of total miles.** Between 2019 and 2023, the number of vehicle trips per person increased, reflecting shifts in travel behavior after the COVID-19 pandemic, including a greater reliance on private vehicles over shared modes, like transit. Between 2022 and 2023, electric vehicle miles increased more than gasoline-powered vehicle miles. Although average trip lengths decreased between 2019 and 2023, the rise in trip frequency suggests that Lake Forest Park is not yet on a clear path toward meaningful VMT reduction.



- **The majority of trips in Lake Forest Park are interjurisdictional, meaning the trips either start or end in Lake Forest Park and include a neighboring city.** Over 85% of all vehicle trips are interjurisdictional trips, making them the dominant contributor to total VMT.
- **Non-work trips by residents are the most frequent trip type and the top contributor to overall VMT.** While most of these trips are interjurisdictional, non-work trips by residents also account for the highest number of trips within Lake Forest Park and have overall shorter trip lengths, with about 30% of trips that are 2 miles or less and an additional 40% of trips that are between 2 and 5 miles.
- **Work trips contribute disproportionately to overall VMT in Lake Forest Park.** The bulk of VMT from work trips comes from interjurisdictional trips between 3 and 18 miles. These commutes contribute significantly to the total on-road emissions footprint.
- **Non-work trips by visitors occur in similar volumes as work trips but contribute far less to total VMT.** These trips are typically shorter than work trips because visitor trips usually originate from neighboring jurisdictions, with people traveling to destinations within Lake Forest Park, such as the Town Center. In contrast, employment centers are often located further away.



Contributions of State and Federal Policies

Addressing greenhouse gas emissions requires the combined efforts of local, state, federal, and regional policy change. There are a number federal, state, and regional policies that advance GHG emissions reductions and will support the City of Lake Forest Park in meeting GHG emissions reduction targets:

- Washington State Energy Code (SB 5854)
- Washington Clean Buildings Act (HB 1257)
- Federal Vehicle Regulations (CAFE)
- Washington Clean Fuel Standard (HB 1091)
- Washington Zero Emission Vehicle (ZEV) Standards



- Washington Hydrofluorocarbon Policies (HB 1112 & HB 1050)
- Washington Clean Energy Transformation Act (CETA)
- Washington Climate Commitment Act (E2SSB 5126)

The GHG emissions reduction sub-element goals seek to address Lake Forest Park’s remaining emissions after accounting for the reductions driven by these state and federal policies. Local policies that help the city reduce emissions from on-road transportation and natural gas use in buildings will be especially critical in the coming decades, as these will increasingly make up a large percentage of remaining emissions. Implementing the Utilities Element goal U-5: Climate Commitment will advance Lake Forest Park’s ability to meet its GHG emissions reduction targets by supporting the transition from fossil fuels to electricity in new and existing buildings. Remaining emissions ~~would~~ need to be addressed through stronger ~~and more ambitious~~ policy or other advancements at the state, federal, or local level.



Glossary

Please note that this glossary is provided for reference during Planning Commission review and will ultimately be incorporated into the overall Comprehensive Plan Glossary.

Term	Definition
Climate resilience	The ongoing process of anticipating, preparing for, and adapting to changes in climate and minimizing negative impacts to our natural systems, infrastructure, and communities. Codified in RCW 70A.65.010.
Critical areas	As defined by the Growth Management Act and municipal code, these refer to wetlands, streams, areas with a critical recharging effect on



Term	Definition
	aquifers used for potable water, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas such as erosion hazard areas, landslide hazard areas, seismic hazard areas, and steep-slope hazard areas. Codified in RCW 36.70A.030.
Environmental justice	The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies. Environmental justice includes addressing disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm. Codified in RCW 70A.02.010.
Green building standards	Examples of green building standards include Leadership in Energy & Environmental Design (LEED), Living Building Challenge Green Globes, and the National Green Building Standard.
Greenhouse gas emissions	Gases, such as carbon dioxide, methane, and nitrous oxide, that trap some of the Earth's outgoing energy, thus retaining heat in the atmosphere and contributing to climate change.
Low impact development (LID)	A stormwater and land use strategy that strives to mimic hydrologic processes before the area was developed or disturbed. LID measures emphasize conservation, use of on-site natural features, site planning, and integration of stormwater management practices into project design. Rain gardens and permeable hardscapes are examples of LID measures.
Mobility hubs	Locations where people can access multiple types of transportation modes in a central location (such as bike share, public transit, micro mobility devices). Often located adjacent to transit stops and stations, mobility hubs serve as a transfer point for multiple transportation modes and offer first and last mile connections between the hub and one's origin or destination.
Overburdened community	A geographic area where vulnerable populations face multiple environmental harms and health impacts that combine to further increase burdens. Codified in RCW 70A.02.010.
Resilience hubs	Trusted, community-serving facilities that support communities in everyday life and before, during, and after an emergency. Although climate change affects everyone, low-income communities and communities of color are disproportionately impacted by climate-related events. Resilience hubs help neighbors access resources and services and build trust and community cohesion in their day-to-day lives.



Term	Definition
Safe Routes to School	A program for projects within two miles of primary, middle, and high schools to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school.
Transit-oriented development	An approach to creating dense, walkable residential neighborhoods with easy access (e.g., within a radius of up to 0.5 miles) to public transportation and commercial/retail uses.
Vulnerable populations	Groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to adverse socioeconomic factors and sensitivity factors. Includes, but is not limited to racial or ethnic minorities, earners of low incomes, and populations disproportionately impacted by environmental harms. Codified in RCW 36.70A.030.

DRAFT



CITY OF LAKE FOREST PARK
BUDGET AND FINANCE COMMITTEE MEETING MINUTES
October 16, 2025

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

Budget & Finance Committee members present: Jon Lebo, Chair; Semra Riddle, Vice Chair; Paula Goode (via Zoom)

Budget & Finance Committee members absent: none

Other Councilmembers present: Tracy Furutani, Larry Goldman, Ashton McCartney

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Jessica Halterman, Deputy City Clerk

Others present: 0 visitors

CALL TO ORDER

Vice Chair Riddle called the October 16, 2025, Budget and Finance Committee meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

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

DIRECTOR’S REPORT

September 2025 Budget Monitoring Dashboard

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

NEW BUSINESS

Update on contract renewals for the Magistrate Judge, Prosecutor Services, and Public Defender Services for the Municipal Court

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

1 **PUBLIC COMMENT**

2
3 Vice Chair Riddle invited comments from the public.

4
5 There being no one in the audience wishing to speak, Vice Chair Riddle closed Public Comment.

6
7 **ADJOURNMENT**

8
9 There being no further business, Vice Chair Riddle adjourned the meeting at 6:44 p.m.

10
11
12
13
14 _____
15 Semra Riddle, Vice Chair

16
17
18
19 _____
20 Jessica Halterman, Deputy City Clerk

CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
October 23, 2025

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, Jon Lebo, Ashton McCartney (via Zoom), Semra Riddle, Ellyn Saunders (via Zoom)

Councilmembers absent: none

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

Others present: 13 visitors

CALL TO ORDER

Mayor French called the regular City Council meeting of October 23, 2025, to order at 7:00 p.m.

FLAG SALUTE

Mayor French led the Pledge of Allegiance.

ADOPTION OF AGENDA

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

PUBLIC COMMENT

Mayor French invited comments from the public.

The following people provided public comment:

- Sarah Phillips – gave an update on the Climate Hub
- Bryce James – advocating for citizen committees for long-term projects and programs
- Nate Herzog – regarding City communications around Proposition 1

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

1 **PROCLAMATIONS**

2
3 ***Recognizing November 11, 2025 as Veteran’s Day***

4
5 Deputy Mayor Furutani read the proclamation.

6
7 ***Recognizing November 2025 as Native American Heritage Month***

8
9 Vice Chair Goldman read the proclamation.

10
11 **PRESENTATIONS**

12
13 ***Cascadia Consulting Group – Comprehensive Plan Amendment regarding Climate Element***

14
15 Director Hofman introduced the item and consultants from Cascadia Consulting Group.

16
17 Ms. Doty and Ms. Siebert gave a brief presentation and, along with staff, responded to Council
18 questions.

19
20 **CONSENT CALENDAR**

21
22 **Deputy Mayor Furutani moved** to approve the Consent Calendar. **Cmbr. Riddle**
23 **seconded. The motion to approve the Consent Calendar carried unanimously.**

- 24
25 A. October 2, 2025 City Council Special Meeting Minutes
26 B. October 9, 2025 City Council Work Session Minutes
27 C. October 9, 2025 City Council Regular Meeting Minutes
28 D. A Pre-Paid Accounts Payable dated 10/17/2025 Claim Fund Check No. 88307 in the
29 amount of \$10,943.47, an Accounts Payable dated 10/23/2025 Claim Fund Check Nos.
30 88308 through 88371 in the amount of \$509,557.23, a 10/8/2025 Payroll Fund ACH
31 transaction in the amount of \$207,711.29, and a 10/8/2025 Direct Deposit transaction
32 in the amount of \$211,907.11. Additional approved transactions: Elavon, \$1,353.13;
33 Invoice Cloud, \$1,275.90; State of Washington, \$8,834.59; State of Washington,
34 \$1,540.80; Wex Bank-Chevron, \$338.58. Total approved transactions: \$953,462.10.
35 E. Resolution 25-2035/Cancelling Certain Checks not Presented to the City for Payment
36 within One Year of being Issued and Turning Over Said Checks to the State Pursuant to
37 RCW 39.53.040
38 F. Resolution 25-2037/Authorizing the Mayor to Sign the 2025-2027 Agreement with the
39 King County Extension Master Gardener Program for Volunteer Stewardship of the
40 Demonstration Garden at Pfingst Animal Acres Park
41

ORDINANCES AND RESOLUTIONS FOR INTRODUCTION/REFERRAL

Resolution 25-2036/Authorizing the Mayor to Sign the Agreement Between Washington State Recreation and Conservation Office and the City of Lake Forest Park for Development Funding for the Future Lakefront Park Property

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

Deputy Mayor Furutani moved to waive the three-touch rule regarding Resolution 25-2036/Authorizing the Mayor to Sign the Agreement Between Washington State Recreation and Conservation Office and the City of Lake Forest Park for Development Funding for the Future Lakefront Park Property. Cmbr. Riddle Seconded. The motion to waive the three-touch rule carried unanimously.

Deputy Mayor Furutani moved to approve Resolution 25-2036. Cmbr. Saunders seconded. The motion to approve Resolution 25-2036 carried unanimously.

OTHER BUSINESS

COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they had attended.

Mayor French gave a brief report.

ADJOURNMENT

There being no further business, Mayor French adjourned the meeting at 8:26 p.m.

Tom French, Mayor

Matt McLean, City Clerk

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
11/13/25

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, Voided Check Nos. 88372 through 88406, an Accounts Payable Dated 11/13/25 CLAIM FUND Check Nos. 88407 through 88475 in the amount of \$696,154.98, and a 10/23/25 DIRECT DEPOSIT transaction in the amount of \$212,086.61 are approved for payment this 11th day of November 2025.

Additional approved transactions are:
ACH transaction US Bank in the amount of \$56,517.11

Total approved claim fund transactions: \$964,758.70

City Clerk

Mayor

Finance Committee



Accounts Payable

Check Register Totals Only

User: sschindele
Printed: 11/7/2025 - 12:54 PM
Batch: 00013.11.2025 - AP 11.13.25

Check	Date	Vendor No	Vendor Name	Amount	Voucher
88407	11/13/2025	AARDPEST	AARD Pest Control, Inc	142.29	88,407
88408	11/13/2025	ALLBATT	All Battery Sales & Service Inc.	166.71	88,408
88409	11/13/2025	AMERTRAF	American Traffic Solutions Inc.	74,186.54	88,409
88410	11/13/2025	AXON	Axon Enterprise, Inc.	9,011.77	88,410
88411	11/13/2025	BASLER	Anthony Carl Basler	437.50	88,411
88412	11/13/2025	CANONUSA	Canon U.S.A.	1,312.57	88,412
88413	11/13/2025	CASCONGR	Cascadia Consulting Group, Inc.	4,681.49	88,413
88414	11/13/2025	CENTURY2	Century Link	113.07	88,414
88415	11/13/2025	CINTASFI	Cintas First Aid & Safety	196.45	88,415
88416	11/13/2025	SUNNYSID	City of Sunnyside	1,852.20	88,416
88417	11/13/2025	BUDCLARY	Clary Longview, LLC	60,107.80	88,417
88418	11/13/2025	COMPASST	Compass Tinting, LLC	331.50	88,418
88419	11/13/2025	CRASHCHA	Crash Champions LLC	5,749.53	88,419
88420	11/13/2025	DATABAR	Databar	2,265.44	88,420
88421	11/13/2025	DEARMORE	Robert Dearmore	140.00	88,421
88422	11/13/2025	EASLINC	EASL, Inc	8,000.00	88,422
88423	11/13/2025	ECOELECT	Eco Electric, Plumbing, Heating & Ai	231.00	88,423
88424	11/13/2025	ENUMPD	Enumclaw Police Department	298.06	88,424
88425	11/13/2025	WATERSHE	Facet, Inc.	26,264.34	88,425
88426	11/13/2025	FCI	Financial Consultants International Inc	20,690.82	88,426
88427	11/13/2025	GALLS	Galls, LLC	1,012.31	88,427
88428	11/13/2025	GORDONTH	Gordon Thomas Honeywell Gov't. Aff	3,245.00	88,428
88429	11/13/2025	GRAY&OS	Gray & Osborne, Inc.	1,361.26	88,429
88430	11/13/2025	GULATIP	Puneeta Gulati	252.00	88,430
88431	11/13/2025	HARRINGS	Sheila Harrington	140.00	88,431
88432	11/13/2025	HENSHAWM	Michael Henshaw	106.09	88,432
88433	11/13/2025	HOPESTRC	Hopestream Community	2,500.00	88,433
88434	11/13/2025	INNOVAC	New Restoration & Recovery LLC Inr	2,336.32	88,434
88435	11/13/2025	CONFIDAT	James Santerelli Enterprises	106.00	88,435
88436	11/13/2025	JETCITY	Jet City Printing, Inc.	49.64	88,436
88437	11/13/2025	PACWESTM	Joshua Green Corp.	238.02	88,437
88438	11/13/2025	KALEABA	Kaleab Law PLLC	126.00	88,438
88439	11/13/2025	KCJAILWK	King County Finance	2,835.76	88,439
88440	11/13/2025	KCROAD	King County Finance	3,722.89	88,440
88441	11/13/2025	KCSEWER	King County Finance & Business	236,966.48	88,441
88442	11/13/2025	KCPET	King County Pet License	245.00	88,442
88443	11/13/2025	KCRADIO	King County Radio Communication S	2,147.55	88,443
88444	11/13/2025	KOMITASL	Komitas LLC	352.96	88,444
88445	11/13/2025	PUBSAFPS	LEPS-PSS, PLLC	160.00	88,445
88446	11/13/2025	LFPCOURT	LFP Municipal Court	545.00	88,446
88447	11/13/2025	NOMAND	Diana Noman	200.00	88,447
88448	11/13/2025	NORTHUTI	Northshore Utility District	19,905.17	88,448
88449	11/13/2025	NOLANGUA	NP Language Services	140.00	88,449
88450	11/13/2025	OFFICEDE	Office Depot, Inc.	126.70	88,450
88451	11/13/2025	OLYMPICE	Olympic Environmental Resources, In	2,750.00	88,451
88452	11/13/2025	PACOFFFA	Pacific Office Automation	77.17	88,452
88453	11/13/2025	PATSTREE	Pat's Trees & Landscape Inc.	5,008.58	88,453
88454	11/13/2025	PLYWOOD	Plywood Supply, Inc.	449.04	88,454
88455	11/13/2025	PRINTWE	Printwest, Inc.	1,719.98	88,455
88456	11/13/2025	PUBSAFTE	Public Safety Testing, Inc.	414.00	88,456

Check	Date	Vendor No	Vendor Name	Amount	Section 8, Item C.
88457	11/13/2025	PSE	Puget Sound Energy	562.22	88,457
88458	11/13/2025	ROBHALF	Robert Half International, Inc.	1,175.72	88,458
88459	11/13/2025	ROBERTSS	Sarah Roberts	79,743.15	88,459
88460	11/13/2025	SECURECO	Secure Court Solutions LLC	1,736.00	88,460
88461	11/13/2025	SNOCOBED	Snohomish Co Sheriff's Office	15,997.37	88,461
88462	11/13/2025	STAPLES	Staples Advantage	623.30	88,462
88463	11/13/2025	SVINTHX	Xiangli Yi Svinth	140.00	88,463
88464	11/13/2025	PARTWORK	The Part Works Inc.	1,015.63	88,464
88465	11/13/2025	TRANSP0	Transpo Group USA Inc	1,606.25	88,465
88466	11/13/2025	TRANSSOL	Transportation Solutions Inc	64,000.95	88,466
88467	11/13/2025	TRITECH	Tri-Tech Forensics, Inc.	122.00	88,467
88468	11/13/2025	TUSCAN	Tuscan Enterprises, Inc,	1,636.47	88,468
88469	11/13/2025	UNITRENT	United Rentals	723.13	88,469
88470	11/13/2025	VMSTRUCT	V + M Structural Design, Inc.	5,136.25	88,470
88471	11/13/2025	VEDDERK	Kelly Vedder	50.70	88,471
88472	11/13/2025	VENTILAT	Ventilation Power Cleaning, Inc.	834.31	88,472
88473	11/13/2025	WASTDOEC	Washington State Department of Ecology	11,646.00	88,473
88474	11/13/2025	WASTEMGT	Waste Management Northwest	3,637.53	88,474
88475	11/13/2025	ZALDIBAR	Eduardo Zaldibar	350.00	88,475
Check Total:				696,154.98	

Bank Reconciliation

Section 8, Item C.

Checks by Date

User: sschindele
Printed: 11/07/2025 - 1:08PM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 10/23/2025 To 10/23/2025
Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	10/23/2025		DD 00523.10.2025	PR		212,086.61
Total Check Count:						1
Total Check Amount:						212,086.61

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
 Printed: 11/7/2025 1:10 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
102503791	BIG5SPOR	Big 5 Sporting Goods	10/15/2025	99.35
102503792	QFC	Quality Food Centers	10/15/2025	15.58
102503793	UBER	UBER	10/15/2025	8.12
102503794	ORCA	ORCA	10/15/2025	3.00
102503795	UBER	UBER	10/15/2025	29.94
102503796	UBER	UBER	10/15/2025	5.39
102503797	POTBELLY	POTBELLY	10/15/2025	16.28
102503798	UBER	UBER	10/15/2025	31.64
102503799	JOJOSHA	JOJOS Shake Bar	10/15/2025	24.04
102506311	JOBTARGE	JOBTARGET	10/15/2025	314.00
102506312	JOBTARGE	JOBTARGET	10/15/2025	170.00
102506313	APWA	American Public Works Association	10/15/2025	845.00
102506314	NEXTMOV	Next Move Group	10/15/2025	495.00
102506315	AMAZON	Amazon Capital Services Inc	10/15/2025	202.92
102506316	SAFEWAY	Safeway	10/15/2025	37.44
102506317	STARBUCK	Starbucks Store #373	10/15/2025	40.00
102509381	DOL	Vehicle Washington State Department of Li	10/15/2025	64.00
102510101	SPARTASP	Spartas Pizza & Pasta House	10/15/2025	554.41
102527511	AMAZON	Amazon Capital Services Inc	10/15/2025	26.04
102527512	AMAZON	Amazon Capital Services Inc	10/15/2025	551.46
102527513	ADOBE	Adobe Inc.	10/15/2025	549.09
102527514	AMAZON	Amazon Capital Services Inc	10/15/2025	44.32
102527515	GODADDY	GoDaddy	10/15/2025	42.26
102527516	ADOBE	Adobe Inc.	10/15/2025	8.82
102527517	AMAZON	Amazon Capital Services Inc	10/15/2025	110.42
102527518	SMARTSHE	Smartsheet Inc.	10/15/2025	1,257.42
102527519	GRAHL	Grahl	10/15/2025	349.75
102527881	WESTACE	Westlake Hardware WA-153	10/15/2025	271.93
102527882	NORTHCIT	North City Water District	10/15/2025	125.84
102527883	INTEGPHN	Integra Telecom, Inc.	10/15/2025	1,260.26
102527884	NWCASCA	Northwest Cascade, Inc.	10/15/2025	201.55
102527885	SEALIGHT	Seattle City Light	10/15/2025	19.32
102527886	SEALIGHT	Seattle City Light	10/15/2025	3,552.72
102527887	SEALIGHT	Seattle City Light	10/15/2025	39.59
102527888	SEALIGHT	Seattle City Light	10/15/2025	250.36
102527889	PACTOP	Pacific Topsoils, Inc.	10/15/2025	444.60
102529901	REPUBLIC	Republic Services	10/15/2025	600.00
102529902	DANNER	Danner	10/15/2025	218.20
102529903	MARCUSWI	The Marcus Whitman Hotel	10/15/2025	403.02
102529904	AMAZON	Amazon Capital Services Inc	10/15/2025	85.99
102534641	GODADDY	GoDaddy	10/15/2025	48.91
102534642	DOMINOS	Domino's Pizza	10/15/2025	125.52
102534643	192BREW	192 Brewing Co	10/15/2025	100.00
102534644	PERFSYST	Performance Systems Integration	10/15/2025	1,469.92
102537910	HOTELLAN	Hotel Landy	10/15/2025	625.52
102557001	APA	American Planning Association	10/15/2025	768.00
102557002	BROBEAR	Brown Bear Car Wash	10/15/2025	13.23

				Section 8, Item C.
Check No	Vendor No	Vendor Name	Check Date	
102557003	BROBEAR	Brown Bear Car Wash	10/15/2025	33.09
102568881	CHEWY	Chewy.com	10/15/2025	111.71
102568882	MUNIRES	Municipal Research & Services Center	10/15/2025	45.00
102568883	CHEWY	Chewy.com	10/15/2025	111.71
102575110	WASABI	Wasabi Technologies, Inc	10/15/2025	104.26
102578810	SUMMITLA	Summit Law Group PLLC	10/15/2025	600.00
102578811	SUMMITLA	Summit Law Group PLLC	10/15/2025	943.00
102578812	NWCASCA	Northwest Cascade, Inc.	10/15/2025	815.00
102578813	NWCASCA	Northwest Cascade, Inc.	10/15/2025	526.11
102578814	NWCASCA	Northwest Cascade, Inc.	10/15/2025	439.07
102578815	SEALIGHT	Seattle City Light	10/15/2025	39.78
102578816	LEXISNEX	LexisNexis Risk Data Mgmt. Inc.	10/15/2025	145.03
102578817	VERIZWIR	Verizon Wireless	10/15/2025	2,499.43
102578818	NWCASCA	Northwest Cascade, Inc.	10/15/2025	185.05
102578819	NATBARRI	National Barricade Co. LLC	10/15/2025	1,416.80
102578820	NATBARRI	National Barricade Co. LLC	10/15/2025	93.76
102578821	SEALIGHT	Seattle City Light	10/15/2025	23,895.37
102578822	SEALIGHT	Seattle City Light	10/15/2025	288.48
102578823	SEATIMEA	The Seattle Times	10/15/2025	310.75
102578824	SMARSH	Smarsh	10/15/2025	2,471.32
102578825	STERICYL	Stericycle, Inc.	10/15/2025	65.75
102578826	SUMMITLA	Summit Law Group PLLC	10/15/2025	779.00
102578827	SUMMITLA	Summit Law Group PLLC	10/15/2025	1,440.00
102589531	AMAZON	Amazon Capital Services Inc	10/15/2025	36.65
102589532	AMAZON	Amazon Capital Services Inc	10/15/2025	29.76
102589533	AMAZON	Amazon Capital Services Inc	10/15/2025	40.54
102589534	AMAZON	Amazon Capital Services Inc	10/15/2025	27.56
102589535	AMAZON	Amazon Capital Services Inc	10/15/2025	20.84
102599151	ARNOLDSA	Arnold's Appliance	10/15/2025	1,181.31
102599152	CHPRECIS	C&H Precision Weapons	10/15/2025	184.19
102599153	CHPRECIS	C&H Precision Weapons	10/15/2025	47.38
102599154	BROWNEL	Brownells, Inc.	10/15/2025	34.17
102599155	TRUPANIO	Trupanion	10/15/2025	114.38
102599156	SYMBOLA	Symbol Arts, LLC	10/15/2025	91.00
999999915	PACPRE	Pacific Premier	10/15/2025	829.69
Total for 10/15/2025:				56,517.11
Report Total (82 checks):				56,517.11



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Administration
Contact Person	Phillip Hill, City Administrator
Title	Resolution 25-2042/SeaShore Transportation Forum Agreement

Legislative History

- First PresentationNovember 13, 2025 Regular Meeting
-

Attachments:

- Resolution 25-2042
 - SeaShore Transportation Forum Agreement
-

Executive Summary

Resolution 25-2042 would authorize the Mayor to sign a new agreement to continue membership in the SeaShore Transportation Forum.

Background

The SeaShore Transportation Forum was initially formed in response to the King County Metro Transit Long Range Policy Framework, adopted in 1993, that divided Metro service into three geographic subareas for the purpose of allocating new transit service subsidy. The “Seattle-North King County” subarea created for this purpose included only King County and the cities of Seattle, Shoreline, and Lake Forest Park. The mission of the SeaShore Transportation Forum has been, and continues to be, serving “as an interjurisdictional forum for information-sharing, advocacy, and coordination to resolve transportation issues, and to establish priorities for implementing integrated multi-modal transportation projects and programs consistent with the goals of the Growth Management Act.” The SeaShore Transportation Forum Agreement (Agreement) before the Council includes updates regarding Snohomish County limited voting member status, King County Council representation, and annual reporting requirements for funds collected.

The purpose of this Agreement is to recognize the SeaShore Transportation Forum as the transportation board for the north King-south Snohomish County area to share information, build

consensus, and provide advice on plans, programs, policies, and priorities for countywide, regional, state, and federal transportation decisions.

The voting members of this Forum consists of:

Full Voting Members	Number of Representatives
City of Lake Forest Park	2
City of Seattle	2
City of Shoreline	2
King County	3
Limited Voting Members	Number of Representatives
Snohomish County	1
Mountlake Terrace	1
Edmonds	1

King County will continue to be the Lead Agency for receipt and disbursement of funds collected through annual dues, and general administrative and program support for the SeaShore Transportation Forum. King County assumes responsibility for wage and benefit costs of its staff performing Lead Agency responsibilities to the extent that King County appropriates such funds, and King County, in its sole discretion, determines the level of staffing available based upon funding.

The SeaShore Transportation Forum members pay a minimum of \$100 per full voting representative in annual dues to remain members in good standing. This Agreement takes effect when adopted by the governing bodies of all parties and executed by the authorized representatives of all parties and remains in effect until December 31, 2027, unless terminated earlier. The Agreement is automatically extended upon the same terms or conditions for another term commencing January 1, 2028 and ending no later than December 31, 2029.

Fiscal & Policy Implications

Continued membership in the forum results in yearly dues of \$200.

Staff Recommendation

Approve Resolution 25-2042 Authorizing the Mayor to sign the new agreement to continue membership in the SeaShore Transportation Forum.

RESOLUTION NO. 25-2042

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, AUTHORIZING
THE MAYOR TO SIGN THE SEASHORE
TRANSPORTATION FORUM AGREEMENT

WHEREAS, the City of Lake Forest Park, along with Seattle, Shoreline, and King County, has been a member of the SeaShore Transportation Forum, which serves as an interjurisdictional forum for information-sharing, advocacy, and coordination to resolve transportation issues, and to establish priorities for implementing integrated multi-modal transportation projects and programs consistent with the goals of the Growth Management Act; and

WHEREAS, the current SeaShore Transportation Forum Agreement expires December 31, 2025; and

WHEREAS, the proposed SeaShore Transportation Agreement (Agreement) would be in place through December 31, 2027, with an extension through 2029; provides Snohomish County limited voting member status; allocates King County Council representation by district; and provides annual reporting requirements for funds collected;

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

Section 1. SEASHORE TRANSPORTATION FORUM AGREEMENT. The Mayor is hereby authorized to sign the SeaShore Transportation Forum Agreement, 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, numbering, section/subsection numbers and any references thereto.

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

APPROVED:

Thomas French

Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2042

SeaShore Transportation Forum Agreement

Parties to Agreement

- City of Lake Forest Park
- City of Seattle
- City of Shoreline
- King County

Transmitted to parties for approval and signature on _____.

THIS AGREEMENT is made and entered into by and among the CITY OF LAKE FOREST PARK, hereafter called “Lake Forest Park”; the CITY OF SEATTLE, hereafter called “Seattle”; the CITY OF SHORELINE, hereafter called “Shoreline”; and KING COUNTY, a legal subdivision of the State of Washington, hereafter called “King County”, as members of the SeaShore Transportation Forum.

WHEREAS, the parties to this agreement recognize that multi-jurisdictional transportation planning and coordinated transportation plans benefit their citizens; and

WHEREAS, the SeaShore Transportation Forum has served as the central forum for information sharing, consensus building, and coordination to develop recommendations for transportation policies, projects and programs for the north King and south Snohomish County area;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1.0 Purpose of this Agreement

The purpose of this Agreement is to recognize the SeaShore Transportation Forum as the transportation board for the north King and south Snohomish County area to share information, build consensus, and provide advice on plans, programs, policies and priorities for countywide, regional, state and federal transportation decisions.

2.0 Members and Voting

Members shall have full voting rights, limited voting rights or shall be non-voting members, as follows:

- 2.1 Members with Full Voting Rights: Only jurisdictions which are signatories to this agreement shall have full voting rights on all of the following issues before the SeaShore Transportation Forum, unless otherwise noted, including:
1. Administrative issues, such as additional members and use of dues.
 2. Identification of projects for the regional competition, if prescribed by the process approved by the King County caucus of the Transportation Policy Board.
 3. Recommendations to Sound Transit on policies, capital and service plans, and implementation.
 4. Recommendations to King County on Metro Transit planning, development, and implementation of products and services.
 5. Recommendations to WSDOT on policies, programs, and projects.
 6. Recommendations to the PSRC on plans, policies, programs and projects such as Transportation 2040 updates and regional funding policies, strategies, or programs.
 7. Recommendations to the State Legislature and state committees and commissions established by the Legislature on transportation policy, budgets, priorities, legislative proposals, and studies.
 8. Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.
 9. Letters of support for transportation projects.

- 2.2 Members with Limited Voting Rights: The SeaShore Transportation Forum may add members with limited voting rights on the issues such as those listed below by unanimous vote of the parties to this agreement in attendance at a regular meeting.
1. Recommendations to WSDOT on policies, programs, and projects.
 2. Recommendations to the PSRC on plans, policies, programs, and projects such as Transportation 2040 updates and regional funding policies, strategies or programs.
 3. Recommendations to the State Legislature and state committees and commissions established by the Legislature on transportation policy, budgets, priorities, legislative proposals, and studies.
 4. Recommendations to the federal delegation on federal legislation including reauthorization and funding priorities and other transportation-related programs.

2.2a Such members and voting rights, if any, shall be listed in operating procedures to be adopted by the SeaShore Transportation Forum.

2.3 Non-Voting Members: The SeaShore Transportation Forum may add non-voting members by unanimous vote of the parties to this agreement in attendance at a regular meeting. The SeaShore Transportation Forum may remove non-voting members by a unanimous vote of the parties to the agreement at a regular meeting.

2.3a Such members shall be included in operating procedures to be adopted by the SeaShore Transportation Forum.

3.0 Representation and Conduct

3.1 Representation of city and county members shall be as follows:

Full Voting Members	Number of Representatives/Votes
City of Lake Forest Park	2

City of Seattle	2
City of Shoreline	2
King County	3
Limited Voting Members	Number of Representatives/Votes
Snohomish County	1
Mountlake Terrace	1
Edmonds	1

3.2 Elected officials shall be appointed to the SeaShore Transportation Forum by their cities and counties for a one-year term. King County representation shall be a maximum of two Councilmembers representing districts in Seattle and North King County and the King County Executive.

3.3 Each city or county participating member may appoint an alternate for a one-year term. Designated alternates may vote in place of designated voting representatives in the absence of the designated representative.

4.0 Operating Procedures

4.1 The SeaShore Transportation Forum shall adopt operating procedures to specify limited voting members and non-voting members, if any, dues for limited and non-voting members, if any, and operational issues such as election of officers, formation of subcommittees and rules of order. A chair(s) and vice-chair(s) or co-chairs shall be elected per the operating procedures and shall be responsible for setting meeting agenda, running meetings, and any other activities identified in the operating procedures.

5.0 Lead Agency

5.1 King County will be the Lead Agency for receipt and disbursement of funds collected through annual dues, and general administrative and program support for the SeaShore Transportation Forum (Forum). King County assumes wage and benefit costs of its staff performing Lead Agency responsibilities to the extent that King County appropriates such funds. The Lead Agency, in its sole discretion, shall determine the level of staffing available based upon funding.

5.2 Lead Agency responsibilities may be limited to: maintaining the Forum membership rosters and distribution lists; arranging for Forum meetings, including scheduling, agendas and rooms; collecting, administering and disbursing Forum dues; providing Forum meeting support to the chair(s) and vice chair(s) or co-chairs; attending Forum meetings; and preparing Forum meeting summaries.

6.0 Financing and Cost Sharing Guidelines

6.1 Annual Review of Financing: The SeaShore Transportation Forum shall determine by June 30 of each year whether annual dues of \$100 per voting representative will be required of the SeaShore Transportation Forum member jurisdictions for the following year. Additionally, King County will provide the SeaShore Transportation Forum a status update on funds collected and funds remaining by June 30 of each year.

6.2 Yearly Dues: The Lead Agency may bill annually at the end of each year, and dues are to be paid within ninety days after receipt of the invoice. Members not in good standing shall lose voting rights until the required dues are paid. Additional dues above \$100, and any dues required by limited or

non-voting members, will be determined by the SeaShore Transportation Forum as prescribed in the operating procedures. Revenue from dues shall be used for refreshments, room rentals, speaker fees, special events, public education, or other expenses authorized by the SeaShore Transportation Forum. The designated Lead Agency shall not be required to pay yearly dues.

6.3 Additional financial contributions: If additional financial contributions beyond an increase in dues are determined to be necessary, costs shall be shared among all voting members, with an option for King County to recuse itself from further financial obligations. Recused members may not vote on determining the additional financial contribution or uses for the additional funds.

6.4 Modification to Agreement Required: If additional funds are determined to be necessary, a modification to this agreement specifying cost-sharing, purpose, scope of work, administration, collection and disbursement of funds and other details is required in order to obligate a member jurisdiction to funding participation.

7.0 Withdrawal of a Party from this Agreement

Each party, for its convenience and without cause or for any reason whatsoever, may withdraw from participation in this Agreement by providing written notice, sent certified mail, return receipt required, to the chair(s) of the SeaShore Transportation Forum at least thirty (30) days in advance of the effective date of the withdrawal. A withdrawing party shall not be entitled to a refund of any payments to the SeaShore Transportation Forum and shall pay any dues required to be paid under this Agreement for costs which had been obligated prior to the effective date of the withdrawal. All obligations other than dues cease upon withdrawal.

Each party's funding to perform its obligations under the Agreement, beyond the current appropriation year, is conditional upon appropriation by the party's governing body of sufficient funds. Should such an appropriation not be approved for a future year, a party may exercise its right to withdraw from the Agreement.

8.0 Duration

This Agreement shall take effect upon being duly adopted by the governing bodies of all parties and executed by the authorized representatives of all parties. This Agreement shall remain in effect until December 31, 2027, provided that unless terminated earlier in accordance with Section 9.0, this Agreement shall be automatically extended upon the same terms or conditions for another term commencing January 1, 2028, and ending no later than December 31, 2029.

9.0 Termination

All parties to this Agreement must agree to terminate this Agreement in order for such termination to be effective. If all parties desire to terminate this Agreement, they shall execute a Statement of Termination. Upon termination, no party shall be required to make any additional contributions. Any remaining funds shall be refunded to the parties to this Agreement according to Section 11.0.

10.0 Real and Personal Property

The acquisition of real property is not anticipated under this Agreement. Any personal property acquired pursuant to this Agreement shall be held by the Lead Agency. In the event this Agreement expires or is

terminated in accordance with Section 8.0 or 9.0, any personal property other than cash shall remain with the Lead Agency.

11.0 Return of Funds

At such time as this Agreement expires without being extended or revised, or is terminated in accordance with Section 9.0, any unexpended and uncommitted funds shall be distributed proportionately to those parties to this Agreement at the time of termination based on each party's percentage share of the total balance at the time of termination.

12.0 Filing

This Agreement shall be filed with the King County Department of Records and Elections.

13.0 Legal Relations

13.1 The parties shall comply with all applicable state and federal laws and regulations.

13.2 This Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement. No employees or agents of one party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees of any other party.

13.3 Each party shall defend, indemnify and hold harmless the other party and all of its officials, employees, principals and agents from all claims, demands, suits, actions, and liability of any kind whatsoever which arise out of, are connected with, or are incident to any negligent acts of the first party, its contractor, and/or employees, agents, and representatives in performing the first party's obligations under this Agreement. The parties agree that their obligations under this paragraph extend to claims made against one party by the other party's own employees. For this purpose, the parties, by mutual negotiation, hereby waive any immunity that, as respects the other party only, would otherwise be available against such claims under the industrial insurance provisions of RCW Title 51. In the event either party incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section, against the other party, all such fees, costs and expenses shall be recoverable by the prevailing party.

13.4 The provisions of this Section shall survive and remain applicable to each of the parties notwithstanding any termination or expiration of this Agreement and notwithstanding a party's withdrawal from this Agreement.

14.0 Entirety and Modifications

14.1 This Agreement merges and supersedes all prior negotiations, representations and agreements between the parties relating to the subject matter hereof and constitutes the entire agreement between the parties.

14.2 This Agreement may be modified or extended only by written instrument signed by all the parties hereto.

15.0 Counterparts

The signature pages of this Agreement may be executed in any number of counterparts, each of which shall be an original. For purposes of this Agreement, a duly authorized electronic signature constitutes an original signature.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and delivered by its duly authorized officer or representative as of the date set forth below its signature.

City of Lake Forest Park By: _____	City of Shoreline By: _____	City of Seattle By: _____
_____ Date: _____	_____ Date: _____	_____ Date: _____
_____	_____	_____

King County
By: _____

Date: _____



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Finance Department
Contact Person	Aaron Emmons, Information Systems Manager
Title	Resolution 25-2043/Authorizing the Mayor to Sign an Interlocal Agreement with Yakima County Technology Services for Offsite Data Storage

Legislative History

- First PresentationNovember 13, 2025 Regular Meeting

Attachments:

- Resolution 25-2043
- Interlocal Agreement with Yakima County Technology Services

Executive Summary

The proposed Interlocal Agreement with Yakima County Technology Services (“ILA”) provides a needed data storage solution and offsite disaster recovery server site. The ILA is for a one-year term and costs \$6,500. The City has entered into ILAs with Yakima County Technology Services (“Yakima County”) for these services since 2020.

In 2019, the City began looking for another information technology data storage solution when the Washington State Archives facility eliminated the option to store backup tapes for cities. It was also recognized that the City lacked an offsite disaster recovery server. Such servers are considered a best practice in the event of a cyberattack or a natural disaster. Implementing an offsite disaster recovery server improves the City’s resiliency to and minimizes the downtime or loss resulting from an unexpected cyberattack or natural disaster.

Background

The City needed an offsite backup and disaster recovery server in a location far enough away not to be affected by the same natural disaster. Yakima County offers this service to multiple other cities

throughout Western Washington. The City has created an excellent working relationship with the Information Technology team at Yakima County.

Fiscal & Policy Implications

The ILA with Yakima County costs will increase to \$6,500 in 2026. The increased costs are due to adding one additional rack unit, totaling 3 racks, and also increasing the dedicated internet access.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the Resolution authorizing the Interlocal Agreement with Yakima County's Technology Services	Provides a disaster recovery offsite backup storage facility in the event of an emergency that moves the City a step closer to the ideal best practice recommendations.
<ul style="list-style-type: none">• Do not approve the Resolution	Risk losing data in the event of a natural disaster or a cyberattack, and potentially incurring greater expense because other offsite options are more expensive.

Staff Recommendation

Adopt the Resolution Authorizing the Mayor to Sign an Interlocal Agreement with Yakima County Technology Services for Offsite Data Storage.

RESOLUTION NO. 25-2043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, AUTHORIZING
THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT
WITH YAKIMA COUNTY INFORMATION TECHNOLOGY
SERVICES

WHEREAS, the City of Lake Forest Park (“City”) requires business related technology services that Yakima County Information Technology Services (“County”) is able to supply; and

WHEREAS, this Interlocal Agreement between the City and County provides these needed services at the cost-effective annual rate of \$6,500.

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

Section 1. APPROVAL. The Mayor is authorized to sign the Interlocal Agreement with Yakima County Information Technology Services in substantially the form attached hereto as Exhibit A.

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

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

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2043



Yakima County Information Technology Services

Yakima County Technology Building
217 North 1st Street
Yakima, WA 98901

Phone: (509)574-2000 - FAX: (509)574-2001

Internet: www.co.yakima.wa.us

INTER-LOCAL AGREEMENT

Yakima County Information
Technology Services
217 N First Street
Yakima, WA 98901

Agency

City of Lake Forest Park

Street Address

17425 Ballinger Way NE

City, State, Zip

Lake Forest Park, WA 98155

1. Purpose

This Inter-Local Agreement Number, 2026-005 (ILA) is executed by Yakima County Information Technology Services (YCITS) and City of Lake Forest Park (the City). This ILA sets forth the obligations of the parties with respect to YCITS' provision of business related technology services. The City will be referred to in this document as 'the Customer', and Yakima County will be referred to as 'the County'.

2. Term and Termination

The term of this ILA is effective upon the date of execution by both parties and shall remain in full force and effect for one year (January 1, 2026 through December 31, 2026). Renewal will occur upon Customer signing a new Inter-Local Agreement Attachment C: Service Locations and Costs form which the county will send out yearly. The attachment C renewal form will include any price changes.

This ILA will not be in effect during any period of interruption to YCITS' processing capability which is caused by a disaster, as declared by the Director of YCITS.

3. Scope of Agreement

The scope of this agreement includes the Inter-Local Agreement and Attachment A: Terms of Service Services, Locations and Costs, Attachment B: Disclosure, and Attachment C: Services, Locations and Costs.

All information and data produced by and for the Customer is the property of the Customer who is solely responsible for its stewardship, retention and production, according to the applicable laws and statutes of the State of Washington. Data and information will be made available to the Customer in an agreed to form suitable to migration, should this ILA be terminated.

4. Service Costs, Billing and Termination Liability

The Customer agrees to pay YCITS all nonrecurring costs (purchase, configuration and installation) and recurring yearly costs, fees, and charges associated with the Services that are requested. The rates for the yearly charges for the 2026 fiscal year are listed in Attachment C.

YCITS will bill the Customer:

Annual ☒ Monthly ☐ Quarterly ☐

for these services, with billing commencing on the date of acceptance of services to that site. Recurring yearly costs for services are recalculated each year. By signing attachment C yearly, the Customer agrees to pay for services at that year's prices.

5. Information Technology Services Help Desk

The YCITS Help Desk is staffed 8 hours per day, 5 days a week. The Help Desk telephone number is 509-574-2000.

There may be some shifts during normal business hours when a technician is not immediately available. If the phone is busy or if the technician is away from the phone working on other problems, the caller will be asked to leave a voice mail message.

Helpdesk tickets can also be created by sending an email with a description of the problem in the body of the email to TS-Help@co.yakima.wa.us.

6. Network Maintenance

YCITS reserves the right to schedule and to perform system maintenance as necessary. Notification is typically provided by e-mail five days in advance unless an emergency exists.

7. Problem Management

Problem Reporting

The YCITS Help Desk will collect information from the Customer and open an electronic trouble ticket. Information needed for problem reporting and tracking will include:

- a. name of person reporting problem
- b. return call telephone number
- c. person and location experiencing the problem
- d. description of the problem
- e. when the problem started

The YCITS Help Desk typically refers problem tickets to technicians, during working hours, within ½ hour of initial receipt of the problem report. All requests for service should be routed through the County help desk.

Most problems will be resolved during business hours. Those issues that are deemed to be critical in nature may be addressed after hours when approved by YCITS.

Problem Resolution

A problem will be considered resolved when the service becomes fully functional again and service performance is acceptable to the Customer.

8. Inter-local Agreement Changes

The ILA may be modified at any time upon mutual written agreement of the parties. All such modifications will be made as an amendment to the ILA and will take precedence over the original ILA. No modifications will be effective until they are attached to the Inter-Local Agreement and mutually executed by both parties.

9. Indemnification/Hold Harmless

- a. **City Held Harmless.** The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this ILA. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.
- b. **County Held Harmless.** The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this ILA. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
- c. **Waiver Under Washington Industrial Insurance Act.** The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

10. Insurance

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and /or injuries to persons arising out of its activities associated with this ILA as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying party to the indemnified party(s). Each party shall provide the other with a certificate of insurance or letter of self-insurance annually as the case may be.

11. Compliance with Laws

In the performance of its obligations under this ILA, each party shall comply with all applicable federal, state, and local laws, rules, and regulations, and each party shall be solely responsible and liable for its own compliance.

12. Recording

Consistent with RCW 39.34.040, this ILA shall be filed for recording upon full execution or posted on the parties' respective websites listed by subject matter.

13. Authorization/Acceptance

This ILA constitutes the entire agreement between the parties and supersedes all other communication, written or oral, related to the subject matter of this ILA. Customer hereby authorizes YCITS to perform the services described. The Parties hereby acknowledge and accept the terms and conditions of the ILA.

14. Miscellaneous

- a. Entire Agreement. This ILA constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein.
- b. Severability. If any provision of this ILA or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this ILA and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.
- c. Default. In the event either of the parties defaults on the performance of any terms of this ILA or either party places the enforcement of this ILA in the hands of an attorney, or files a lawsuit, each party shall pay all its own attorneys' fees, costs, and expenses. The venue of any action arising out of this ILA shall be in the State of Washington, in and for King County.
- d. Waiver. Failure of either party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
- e. Assignability. The rights, duties, and obligations of any Party to this ILA shall not be assignable.

15. Contact Information

ILA management and correspondence regarding this ILA should be directed to:

Customer Contact		YCITS Contact	
Name	Lindsey Vaughn	Name	Dale Panattoni
Agency Name	City of Lake Forest Park	Agency Name	Yakima County Information Technology Services
Street Address	17425 Ballinger Way NE	Street Address	217 N. First Street
City, State, Zip	Lake Forest Park, WA 98155	City, State, Zip	Yakima WA 98901
Phone:	206 368-5440	Phone:	509-574-2005
Email:	lvaughn@cityoflfp.gov	Email:	dale.panattoni@co.yakima.wa.us

Here is the list of address of all servicing location (s).

Servicing Location (s) Address:	
1	1216 South 18th Street Yakima, WA 98901 (SDC)

Please provide a point of contact to coordinate technical services, maintenance windows, planned outages and unexpected issues.

Technical Customer Contact	
Name	Aaron Emmons
Position	
Telephone	206 368-5440
Alternate Phone:	
Email:	aemmons@cityofflp.gov

Please provide the point of contact for billing.

Billing Customer Contact	
Name	
Street Address	17425 Ballinger Way NE
City, State, Zip	Lake Forest Park, WA 98155
Phone:	206 368-5440
Email:	ap@cityofflp.gov

Attachment A ILA City of Lake Forest Park 2026-005

Terms of Service

- 1. Ownership of equipment:**
 - a. Customer will be the owner of all equipment.
 - b. County will be steward of all network equipment regardless of ownership.
- 2. Purchase of equipment:**
 - a. If owned by Customer, then Customer must pay vendor in full.
 - b. If County owned, County must pay and bill as appropriate.
- 3. Maintenance of equipment:**
 - a. Maintenance will be defined as those activities required to keep the domain running at peak efficiency. This will include configuration, repair and troubleshooting.
- 4. Administration of equipment:**
 - a. County to administer domain operations.
 - b. Replacement funding
 - i. If County owned, County responsibility
 - ii. If Customer owned, Customer responsibility
 - c. Administration costs
 - i. Included in Customer rates for normal administration
 - ii. Billable for extraordinary operations
 1. Negotiated prior to operation taking place
 2. Billed at then current rates
- 5. Specific deliverables:**
 - a. Operations
 - i. County agrees to provide all services listed in Attachment C on a best effort basis. County maintains emergency outage protocols, alternate network pathways and spare equipment but does not guarantee operational uptime or speed of data transmission.
 - ii. The Customer agrees to provide a list of persons authorized to approve operational changes in services to include user accounts, security settings, for additions, modifications and deletions.
 - iii. The Customer agrees to provide a mutually agreed upon individual contact for service delivery issues.
 - iv. The Customer agrees to provide adequate workspace, furniture and phone for on-site county workstation support personnel.
 - v. The Customer agrees to provide a site location acceptable to the County for placing County equipment related to the delivery of services provided for in this ILA.
 - vi. Virus protection will be purchased by the Customer, installed at the computer level, and it is the Customer's responsibility to keep virus definition files updated to the latest version. It shall be the responsibility of the County to keep the virus definition files updated to the latest version, if said service is contracted with the County.
 - vii. County and the Customer agree to cooperate together in good faith to accomplish operational goals that benefit the Customer and County constituents.
- 6. Administration:**
 - a. Inform County Information Technology Services Admin regarding any changes of status in writing

- i. Email will work as long as it has all of the required elements.
 - 1. What is changing
 - 2. When is it scheduled to change
 - 3. Who will be affected
 - 4. How will they be affected
 - 5. Who will make the change
 - 6. Why is change necessary
 - 7. How long will the change take
 - 8. CC will be sent to all persons for all changes.

b. Hours of operations

Normal Business hours:	8:00 AM to 5:00 PM Monday through Friday
Critical business hours:	To be determined with Customer

c. Troubleshooting after business hours

- i. Call Out
 - 1. Specific procedures will be provided to the Customer in writing.
 - 2. Updates will be provided by County as necessary.
 - 3. All initial calls will be directed to County Help Desk at 574-2000 at all hours.
- ii. Response time window
 - 1. 30 Minutes from time of initial call to first returned call.
 - 2. Subsequent actions will be based upon County's priority matrix which will be provided to the Customer.
- iii. Response procedures will be provided to the Customer in writing and updated as necessary by County
- iv. Troubleshooting by County that is found to be caused by the Customer will be reimbursed at the Customer's expense.
- v. Mileage will be charged and reimbursed at current county rate, if appropriate.
- vi. Access to the Customer's facilities and equipment to be ensured by the Customer and arranged in advance.
- vii. Hourly charge for a call out outside of normal business hours is identified in Attachment C.

Attachment B ILA City of Lake Forest Park 2026-005

Disclosure

1. Nondisclosure of Confidential and Personal Information

The County acknowledges that some of the material and information that may come into its possession or knowledge in connection with this contract or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW, or other state or federal statutes ("confidential information"). Confidential information includes, but is not limited to, certain names, certain addresses, Social Security numbers, financial profiles, credit card information, certain medical data, agency source code or object code, agency security data, or information identifiable to an individual that relates to any of these types of information. The County agrees to hold confidential information in strictest confidence and not to make use of confidential information for any purpose other than the performance of this ILA, to release it only to authorized employees or subcontractors requiring such information for the purposes of carrying out this ILA or as required by law, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without Customer's express written consent or as provided by law unless such disclosure is required by law. The County agrees to release such information or material only to employees or subcontractors who have signed a non-disclosure agreement, the terms of which have been previously approved by Customer. The County agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

"Personal information" including, but not limited to, "protected health information" (PHI) under the Health Insurance Portability and Accountability Act (HIPAA), individuals' social security numbers collected, used, or acquired in connection with this ILA shall be protected against unauthorized use, disclosure, modification or loss.

HIPAA establishes national minimum standards for the use and disclosure of certain health information. The County must comply with all HIPAA requirements and rules when determined applicable by the Customer. If Customer determines that (1) Customer is a "covered entity" under HIPAA, and that (2) the County will perform "business associate" services and activities covered under HIPAA, then at Customer's request, Yakima County agrees to execute Customer's business associate contract in compliance with HIPAA.

The County shall ensure its directors, officers, employees, subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein.

The County and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as otherwise required by law.

Any breach of this provision may result in termination of the ILA and demand for return of all personal information. The County agrees to indemnify and hold harmless the Customer for any damages related to both: (1) the County's unauthorized use of personal information and (2) the unauthorized use of personal information by unauthorized persons as a result of the County's failure to sufficiently protect against unauthorized use, disclosure, modification, or loss.

2. Compelled Disclosure of Information

Notwithstanding anything in the foregoing to the contrary, the County may disclose data pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the County promptly notifies, to the extent practicable, the Customer in writing of such demand for disclosure so that the Customer, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the information; provided that the County will disclose only that portion of the requested information that, in the written opinion of its legal counsel, it is required to disclose. The County agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the Customer with respect to any such request for a protective order or other relief. Notwithstanding the foregoing, if the Customer is unable to obtain or does not seek a protective order and the County is legally requested or required to disclose such information, disclosure of such information may be made without liability.

APPROVED
Yakima County Information Technology
Services

APPROVED
City of Lake Forest Park

Signature
Dale A. Panattoni, Director

Signature
Tom French, Mayor

Date

Date

Attachment C

ILA - City of Lake Forest 2026-005

Services, Locations, and Costs

Annual Cost of Services Provided to Customer

by Yakima County

Prepared On: 10-29-2025

Description Of Services Offered	Quantity	Unit Cost	Annual Cost
Datacenter Rack Space			
Rack space - full rack	0	\$ 10,694.25	\$ -
Rack space - 1/3 rack (14u)	0	\$ 4,189.50	\$ -
Rack space - per U	3	\$ 336.00	\$ 1,008.00
Dedicated Internet Access			
Dedicated Internet Access (10Mbps). Includes static IP /29 (5	0	\$ 1,320.00	\$ -
Dedicated Internet Access (25Mbps). Includes static IP /29 (5	0	\$ 2,310.00	\$ -
Dedicated Internet Access (50Mbps). Includes static IP /29 (5			
addresses).			
Circuit ID: INT545	0	\$ 3,850.00	\$ -
Dedicated Internet Access (100Mbps). Includes static IP /29 (5	1	\$ 5,492.00	\$ 5,492.00
Dedicated Internet Access (500Mbps). Includes static IP /29 (5	0	\$ 11,000.00	\$ -
Dedicated Internet Access (1Gbps). Includes static IP /29 (5	0	\$ 13,750.00	\$ -
Static IP Address	0	\$ 240.00	\$ -
Dedicated Ethernet Access			
Dedicated Ethernet 10 Mbps.	0	\$ 1,320.00	\$ -
Dedicated Ethernet 25 Mbps.	0	\$ 4,620.00	\$ -
Dedicated Ethernet 100 Mbps.	0	\$ 15,400.00	\$ -
Dedicated Ethernet 500 Mbps.	0	\$ 19,800.00	\$ -
Dedicated Ethernet 1Gbps.	0	\$ 22,440.00	\$ -
E-Mail Licensing			
Email Administration (1-5 mailboxes). Not to exceed 8 hours/year	0	\$ 517.50	\$ -
Email Administration (6-15 mailboxes). Not to exceed 16 hours/year	0	\$ 1,035.00	\$ -
Email Administration (16-30 mailboxes). Not to exceed 24 hours/year	0	\$ 1,552.50	\$ -
Email Administration (31-50 mailboxes). Not to exceed 32 hours/year	0	\$ 2,070.00	\$ -
FireEye email protection	0	\$ 31.78	\$ -
Microsoft Email license - E2 Includes MFA, EMS, and P2 licenses	0	\$ 196.00	\$ -
Application Licensing			
Acella Permit Management System - per license?	0	\$ 726.00	\$ -
MS PowerBI License	0	\$ 203.06	\$ -
Backup Administration	0	\$ 517.50	\$ -
Beast licensing by Porter Lee	0	\$ 1,076.35	\$ -
Beast Support	0	\$ 947.60	\$ -
Data Storage Backup - per Tb	0	\$ 50.00	\$ -
Dedicated Virtual Server	0	\$ 2,060.00	\$ -
Desktop Support	0	\$ 1,165.18	\$ -
Desktop Telephone	0	\$ 575.00	\$ -

Duo	0	\$	29.46	\$	-
Firewall setup, maintenance, and operations	0	\$	517.50	\$	-
Malware Bytes	0	\$	24.62	\$	-
MDT Support	0	\$	517.50	\$	-
Microsoft desktop software license - E3/G3	0	\$	444.34	\$	-
Netmotion Vendor Support	0	\$	109.18	\$	-
Ricoh AX	0	\$	105.55	\$	-
Ricoh Kofax	0	\$	61.15	\$	-
Security Cameras Software license	0	\$	9.17	\$	-
Server Support	0	\$	1,552.50	\$	-
Smartnet for Cisco	0	\$	123.60	\$	-
Veeam Backup license	0	\$	66.05	\$	-
Workday ERP License	0	\$	726.87	\$	-
Total				\$	6,500.00

Rates are reviewed and adjusted annually. Call out for support outside of normal business hours will be charged at \$200/hour with one hour minimum. After hours support may require additional costs for overtime and other expenses.

Only services and/or support items listed are included in this agreement. YCITS has the right to decline any work requests not listed in this agreement. Accepted requests made by the customer to YCITS for items not listed in this agreement will be charged at \$150/hour at quarter hour increments for services provided during working hours. Outside normal business hours will be charged \$200/hour in quarter hour increments, with a minimum one hour charge. Other services and support may be negotiated upon request.

APPROVED
Yakima County Information Technology

APPROVED
City of Lake Forest

Signature
Dale A. Panattoni, Director

Signature
Tom French, Mayor

Date

Date



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 25-2039/Authorizing the Mayor to sign the first amendment to the Contract for Public Defense Services with Stewart MacNichols Harmell, Inc., P.S.

Legislative History

- First Presentation: October 16, 2025 – City Council Budget & Finance Committee
 - Second Presentation: November 13, 2025 – Regular Meeting
-

Attachments:

1. Resolution 25-2039 approving the First Amendment to the Agreement for Firm Services between the City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S.
 2. Contract # AG-23-078
-

Executive Summary

In 2018, the City selected Stewart MacNichols Harmell, Inc., P.S. (Stewart MacNichols Harmell) to provide public defense services in the City’s Municipal Court. The contract was renewed in 2023 for an additional 3-year term with the possibility of extensions.

Section 2.5.2, Renegotiation Due to Change in Rule or Standard, of the current contract provides that the agreement may be renegotiated at the option of either party if the Washington State Supreme Court, the Washington State Bar Association or the City significantly modifies the Standards for Indigent Defense adopted. The State Supreme Court has significantly amended the standards for public defense representation and therefore the Administration and Stewart MacNichols Harmell have negotiated the proposed amendment to the contract, which increases the compensation to be paid.

Background

Per RCW 10.101.005, the right to effective legal representation for indigent persons is guaranteed by the U.S. Constitution and the Washington State Constitution. When an individual has a right to counsel but is indigent, the government is required to provide a competent public defense attorney to represent that person. The Municipal Court and the Administration have been pleased with the services provided and recommend amending the current contract with Stewart MacNichols Harmell. Reductions in the caseload allowed per attorney, to be implemented over the next 10 years, as ordered by the State Supreme Court, and a highly competitive market have resulted in the proposed fee for services increasing from \$10,000 per month to \$11,250 per month for the first 45 cases appointed each calendar quarter, plus \$750 per case over 45 cases in any given quarter. In 2024 there were a total of 217 cases, with 2025 on track to log 224 cases. Based on 224 cases, this will result in a total annual increase to this contract of roughly \$50,000.

Additionally, the compensation for any superior court appeals, Section 2.4.8, is proposed to increase from \$750 per occurrence, to \$1,000 per occurrence. No appeals to superior court have been filed while Stewart MacNichols Harmell has been the City’s public defense attorney.

The term of the proposed contract amendment is for one year, which will allow for further negotiation as the impacts of the State Supreme Court’s decision come into focus.

Fiscal & Policy Implications

The adopted budget only anticipated inflationary costs. The increase included in the proposed contract amendment exceeds the budgeted amount which will need to be reconciled in an upcoming budget amendment.

Alternatives

Options	Results
<ul style="list-style-type: none">Approve the proposed contract amendment	The City will continue to provide public defense as required per RCW 10.101.005
<ul style="list-style-type: none">Do not approve the proposed contract amendment	The city would be in violation of RCW 10.101.005, requiring that the city provide public defense for indigent defendants, and will need to start the process of finding a law firm to provide such services

Staff Recommendation

Approve Resolution 25-2038/Authorizing the Mayor to sign the amendment to the contract for Public Defense Services with Stewart MacNichols Harmell, Inc., P.S., with an effective date of December 31, 2025.

RESOLUTION NO. 25-2039**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH STEWART MACNICHOLS HARMELL, INC., P.S. FOR PUBLIC DEFENSE SERVICES**

WHEREAS, the Sixth Amendment to the U.S. Constitution grants all criminal defendants the right to an attorney; and

WHEREAS, if a defendant cannot afford an attorney, the defendant will be granted one by the governing body; and

WHEREAS, the City of Lake Forest Park is the governing body that contracts for public defense services to provide counsel for indigent criminal defendants at Lake Forest Park Municipal Court; and

WHEREAS, in 2018, the City selected Stewart MacNichols Harmell, Inc., P.S. to provide public defense services after a competitive Request for Proposals (RFP) process and in 2023 entered into a new contract for a 3-year term with the possibility of extensions; and

WHEREAS, the 2023 contract included a provision for renegotiation due to a change in rules or standards for providing public defense services; and

WHEREAS, recently, the Washington State Supreme Court significantly amended the standards for public defense representation, causing the need to amend the contract for public defense services.

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

Section 1. AMENDMENT APPROVED. The Amendment to the contract with Stewart MacNichols Harmell, Inc., P.S. for public defense services is approved, and the Mayor is authorized to sign the amendment to the contract in substantially the same form as provided in the attached Exhibit A.

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

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

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: November 7, 2025
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2039

**First Amendment to the
Agreement for Firm Services between the
City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S.
Contract # AG-23-078**

This First Amendment to the Firm Services Agreement entered into between the City of Lake Forest Park and Stewart MacNichols Harmell, Inc. P.S., AG-23-078 (the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 2.5 and 11 of the Agreement.

1. Section 2 of the Agreement is amended to read as follows:

2. Compensation. Effective January 1, 2026, the City shall pay to the Public Defender for services rendered under this Agreement the lump sum of \$11,250.00 per month ("Lump Sum"). The Lump Sum represents compensation for a) representation of persons appointed to Public Defender at arraignments, pretrials appearances, motions, bench trials, jury trials, sentencings, review hearings, and RALJ appeals to King County Superior Court; b) representation of unrepresented persons at arraignments and bail hearing calendars; c) availability to meet with and represent clients at all in-custody hearings; and d) providing the Lake Forest Park Police Department with multiple telephone numbers to provide 24-hour contact with an attorney for emergency legal counsel (i.e., persons requesting to speak to an attorney prior to answering questions or submitting to a breath test).

The Lump Sum covers the cost of providing the services described in a) – d) above for the first 45 cases appointed each quarter (January – March, April – June, July – September, October – December). Additional appointed cases will be billed at \$750.00 per case.

The above compensation amounts represent the salary and benefits necessary to provide Public Defense services through the undersigned counsel as supplemented in Section 2.4 below, along with all infrastructure, support, and systems necessary to comply with the Standards including by way of illustration and not limitation, training, research, secretarial and office facilities. As provided in Subsection 2.5 and its sub paragraphs below, the parties will periodically review staffing in light of changes in court rule and case load in order to adjust staffing based on experience. The parties believe that they have provided sufficient capacity to ensure that, in all respects and at all times, public defense service will comply with the Standards and have an adequate reserve capacity for each attorney. The Public Defender additionally agrees and promises that he/she will devote his/her full effort to the performance of this Agreement and will undertake no private practice of law or other public contract that would conflict with or impede his/her ability to perform under this agreement or reduce the case count available to each Attorney.

2. Subsection 2.4.8 is amended to read as follows:

2.4.8 Superior Court Appeals. Compensation of \$1000.00 for any appeal to Superior Court where a brief is filed, including an Anders Brief.

3. Section 3 of the Agreement is amended to read as follows:

3. Term. The term of this Agreement shall be from January 1, 2026, through December 31, 2026, unless sooner terminated as provided herein. The Agreement may be extended for two (2) additional one (1) year terms at the mutual agreement of the parties.

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

DATED this _____ day of _____, 2025.

CITY OF LAKE FOREST PARK

Stewart MacNichols Harmell, Inc. P.S.

By: _____

By: _____

Thomas French

Printed Name: _____

Title: Mayor

Title: Partner

Dated: _____

Dated: _____

ATTEST/AUTHENTICATED:

Matt McLean, City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt, City Attorney

AG-23-078

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

Contract Title: Primary Public Defender Services: Stewart MacNichols Harmell, Inc., P.S.

Contract #: 23-078

WHEREAS, the City of Lake Forest Park, Washington (hereinafter "City") and Stewart MacNichols Harmell, Inc., P.S. (hereinafter "Public Defender") enter into this Agreement for Firm Services (the "Agreement") for the provision of public defense services that will comply with the City's adopted Standards for Indigent Defense.

NOW THEREFORE, in consideration of the mutual benefits to be derived and the promises contained herein, the City and the Public Defender enter into this Agreement.

1. Scope of Services, Standards and Warranties. The Public Defender will provide indigent defense services in misdemeanor cases in accordance with the standards adopted by the City in Resolution 1459 as the same exists or is hereafter amended (hereinafter "Standards"). The Public Defender warrants that each individual employed by the Public Defender to perform services under this Agreement has read and is fully familiar with the provisions of the Standards adopted by the City. Compliance with these Standards goes to the essence of this Agreement.

1.1 The Public Defender, and every attorney and/or intern performing services under this Agreement, shall certify compliance with Supreme Court Rule governing case load quarterly with the Lake Forest Park Municipal Court on the form established for that purpose by court rule. A copy of each and every such certification shall be provided to the City contemporaneously with filing. The Public Defender and every attorney and/or intern warrants that he/she shall conform to the case load limitations not only with respect to services under this Agreement but also with respect to his/her practice as a whole, including other contracts for public defense and/or private practice.

1.2 The Public Defender will maintain contemporaneous records on a daily basis documenting all work performed on each assigned case. The Public Defender will maintain and provide to the City a quarterly report detailing the information provided below in 1.2.1 – 1.2.7 so long as consistent with the attorney-client privilege and any protective order entered by a court of competent jurisdiction:

1.2.1 the number of cases assigned during the period;

1.2.2 the disposition of cases assigned indicating the number of cases dismissed, the number of cases in which charges were reduced, the number of cases tried, and the number of cases disposed of by plea;

1.2.3 the number of cases in which a motion was filed with the Court as well as cases in which a motion was brought to the prosecutor and a reduced sentence or dismissal was negotiated;

1.2.4 the number of cases in which an investigator was utilized;

1.2.5 the number of cases which were set for trial including cases in which the defendant failed to appear;

1.2.6 the number and type of criminal cases handled outside of this contract (including cases assigned by another public entity); and

1.2.7 the percentage of the Public Defender's practice spent on civil or non-criminal matters.

1.3 The Public Defender warrants that his/her proposal, reflected in Section 2, Compensation, reflects all infrastructure, support, administrative services, routine investigation, and systems necessary to comply with the Standards except as provided in Section 2.4 below.

1.4 The Public Defender promises that he/she will promptly notify the City if any circumstance, including change in rule or law, renders it difficult or impossible to provide service in compliance with the Standards.

2. Compensation. Effective January 1, 2024, the City shall pay to the Public Defender for services rendered under this Agreement the lump sum of ten thousand dollars (\$10,000.00) per month. The basis of this lump sum payment represents compensation for all matters assigned involving representation at arraignments, pre-trial appearances, motions, bench trials, jury trials, sentencing, status conferences and review hearings.

The compensation amount represents the salary and benefits necessary to provide Public Defense services through the undersigned counsel as supplemented in Section 2.4 below, along with all infrastructure, support, and systems necessary to comply with the Standards including by way of illustration and not limitation, training, research, secretarial and office facilities. As provided in Section 2.5 and its sub paragraphs below, the parties will periodically review staffing in light of changes in court rule and case load in order to adjust staffing based on experience. The parties believe that they have provided sufficient capacity to ensure that, in all respects and at all times, public defense service will comply with the Standards and have an adequate reserve capacity for each attorney. The Public Defender additionally agrees and promises that he/she will devote his/her full effort to the performance of this Agreement and will undertake no private practice of law or other public contract that would conflict with or impede his/her ability to perform under this agreement or reduce the case count available to each Attorney.

2.1 Case Counts. Based upon case counts previously maintained for the City, current estimates for annual case counts for all indigent cases filed by the City is approximately 256 cases per year. As provided in the Standards, the case counts also include the Public Defender's appearance at arraignment calendars and status conferences. The terms "case" and "credit" shall be defined in accordance with the Washington State Supreme Court rule and Washington Office of Public Defense guidelines. The City adopts an un-weighted case count.

2.2 Adjustment; Internal Allocation. As provided in the Standards, case counts may be revised upwards based upon a variety of factors. Upon the Public Defender's request, the City

shall review any particular case with the Public Defender to determine whether greater weighting should be assigned, and upward revisions shall not be unreasonably refused. The annual caseload shall be reviewed annually on or about June 30 each year.

2.3 Base Compensation. Except as expressly provided in Section 2.4, the cost of all infrastructure, administrative, support and systems as well as standard overhead services necessary to comply with the established standards are included in the base payment provided in Section 2.1 above.

2.4 Payments in Addition to the Base Compensation. The City shall pay for the following case expenses when reasonably incurred and approved by the Court from funds available for that purpose:

2.4.1 Discovery. For post-conviction relief cases, discovery includes the cost to obtain copies of defense and prosecution files, and court records and transcripts.

2.4.2 Preauthorized Expenses. Case expenses may be requested by the Public Defender and preauthorized by order of the Court. Unless the services are performed by Public Defender's staff or subcontractors, such expenses include, but are not limited to:

- (i) investigation expenses;
- (ii) medical and psychiatric evaluations;
- (iii) expert witness fees and expenses;
- (iv) interpreters;
- (v) polygraph, forensic and other scientific tests;
- (vi) unusually extensive computerized legal research; and
- (vii) any other non-routine expenses the Court finds necessary and proper for the investigation, preparation, and presentation of a case. In the event any expense is found by the Court to be outside of its authority to approve, the Public Defender may apply to the Contract Administrator for approval, such approval not to be unreasonably withheld.

2.4.3 Lay Witness Fees. Lay witness fees and mileage incurred in bringing defense witnesses to court, but not including salary or expenses of law enforcement officers required to accompany incarcerated witnesses.

2.4.4 Copying Client Files. The cost, if it exceeds \$25, of providing one copy of a client's or former client's case file upon client's or client's appellate, post-conviction relief or habeas corpus attorney's request, or at the request of counsel appointed to represent the client when the client has been granted a new trial.

2.4.5 Copying Direct Appeal Transcripts Supreme Court Rules for the Administration of Courts of Limited Jurisdiction RALJ Appeals. The cost, if it exceeds \$25, of making copies of direct appeal transcripts for representation in post-conviction relief cases. Public Defender is limited to no more than two copies.

2.4.6 Records. To the extent such materials are not provided through discovery, medical, school, birth, DOL, and other similar records, and 911 and emergency communication recordings and logs, when the cost of an individual item does not exceed \$75.

2.4.7 Process Service. The normal, reasonable cost for the service of a subpoena.

2.4.8 Superior Court Appeals. Compensation of \$750.00 for any appeal to the Superior Court where a brief is filed, including an Anders Brief.

2.5 Review and Renegotiation.

2.5.1 Due to Increases or Decreases in Case Load. The City and the Public Defender shall, at the option of either party, renegotiate this Agreement if there is a significant increase or decrease in the number of cases assigned. Significant "decrease" shall mean a change of more than ten percent (10%) in the number of cases assigned. If cases are estimated to approach or exceed THREE HUNDRED TWENTY-SIX (326) cases per year or EIGHTY-TWO (82) cases per quarter, the parties may renegotiate this Agreement to increase case coverage and compensation to Public Defender. At the request of either party, the City and Public Defender will periodically review case assignment trends, requests for additional credits and any other matters needed to determine contract compliance or necessary contract modifications. Public Defender shall promptly notify the City when quarterly caseloads can reasonably be anticipated to require use of overflow or conflict counsel to assure that cases assigned to Public Defender remain within the limits adopted in this contract and comply with state and local standards.

2.5.2 Renegotiation Due to Change in Rule or Standard. This Agreement may be renegotiated at the option of either party if the Washington State Supreme Court, the Washington State Bar Association or the City significantly modifies the Standards for Indigent Defense adopted.

3. Term. The term of this Agreement shall be from the date of execution for a three (3) year initial term through December 31, 2026, unless sooner terminated as provided herein. The Agreement may be extended for two (2) additional one (1) year terms at the mutual agreement of the parties.

3.1 For Cause. This Agreement may be terminated for good cause for violation of any material term of this Agreement. "Material term" shall include any violation indicating a failure to provide representation in accordance with the rules of court, the ethical obligations established by the Washington State Bar Association, the willful disregard of the rights and best interests of the client, a willful violation of the Standards, or violation of the provisions of Section 6 relating to insurance, conviction of a criminal charge, and/or a finding that the license of the Attorney or any Public Defender providing service under this Agreement has been suspended or revoked. Any violation of the other provisions of this Agreement shall be subject to cure. Written notice of violation shall be provided to the Public Defender who shall have thirty (30) business days to cure the violation. Failure to correct the violation will give rise to termination for cause at the City's

discretion. In lieu of terminating this Agreement, the City may agree in writing to alternative corrective measures.

3.2 Termination on Mutual Agreement. The parties may agree in writing to terminate this Agreement at any time. Unless otherwise agreed to in writing, termination or expiration of this Agreement does not affect any existing obligation or liability of either party.

3.3 Termination on Cessation of the Municipal Court. In the event that the City chooses in its sole discretion to terminate its Municipal Court, this Agreement shall expire following one (1) year written notice by the City to the Public Defender.

3.4 Obligations Survive Termination. In the event of termination of this Agreement, the following obligations shall survive and continue:

3.4.1 Representation. The compensation established in this Agreement compensates Public Defender for services relating to each and every assigned case. Therefore, in the event this Agreement is terminated, the Public Defender will continue to represent clients on assigned cases until a case is concluded on the trial court level (e.g. plea, trial, dismissal).

3.4.2 The provisions of sections 1 and 5, as well as this subsection 3.4 survive termination as to the Public Defender. The City shall remain bound by the provisions of section 2.4 with respect to additional costs incurred with respect to cases concluded after the termination of this Agreement.

4. Nondiscrimination. Neither the Public Defender nor any person acting on behalf of the Public Defender, shall, by reason of race, creed, color, national origin, sex, sexual orientation, honorably discharged doctrine or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, discriminate against any person who is qualified and available to perform the work to which the employment relates, or in the provision of services under this agreement.

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

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

6. Insurance and City Business License. The Public Defender shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Public Defender's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Public Defender's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

- A. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Public Defender shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
- B. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$2,000,000 per occurrence, at least \$2,000,000 in the general aggregate, and \$2,000,000 products-completed operations aggregate limit.
- C. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
- D. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
- E. The Public Defender shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
- F. Before the Public Defender performs any Work, Public Defender shall provide the City with a Certificate of Insurance acceptable to the City evidencing the above-required insurance and naming the City of Lake Forest Park, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Public Defender's obligations to fulfill the requirements.
- G. Public Defender shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Public Defender shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.
- H. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Public Defender insurance in the name of the Public

Defender and deduct the cost of providing and maintaining such insurance from any sums due to Public Defender under this Agreement, or the City may demand Public Defender to promptly reimburse the City for such cost.

7. Work Performed by Public Defender. In addition to compliance with the Standards, in the performance of work under this Agreement, Public Defender shall comply with all federal, state and municipal laws, ordinances, rules and regulations which are applicable to Public Defender's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

8. Work Performed at Public Defender's Risk. Public Defender shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work hereunder, and shall take all protections reasonably necessary for that purpose. All work shall be done at the Public Defender's risk, and the Public Defender shall be responsible for any loss or damage to materials, tools, or other articles used or held in connection with the work. Public Defender shall also pay its employees all wages, salaries and benefits required by law and provide for taxes, withholding and all other employment related charges, taxes or fees in accordance with law and IRS regulations.

9. Independent Contractor. The relationship of the Public Defender to the City by reason of this Agreement shall be that of an independent contractor. This Agreement does not authorize the Public Defender to act as the agent or legal representative of the City for any purpose whatsoever and neither the Public Defender nor its employees shall be deemed employees of the City. The Public Defender is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the City or to bind the City in any manner or thing whatsoever.

10. Personal Services, No Subcontracting. This Agreement has been entered into in consideration of the Public Defender's particular skills, qualifications, experience, and ability to meet the Standards incorporated in this Agreement. Therefore, Attorney's on behalf of the Public Defender have personally signed Exhibit A to this Agreement below to indicate that he/she is bound by its terms. This Agreement shall not be subcontracted without the express written consent of the City and refusal to subcontract may be withheld at the City's sole discretion. Any assignment of this Agreement by the Public Defender without the express written consent of the City shall be void.

11. Modification. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by the duly authorized representatives of the City and the Public Defender. An additional attorney may be added to this Agreement by adding his or her signature to Exhibit A to this Agreements.

12. Entire Agreement; Prior Agreement Superseded. The written provisions in terms of this Agreement, together with any exhibit attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statement(s) shall not be effective or construed as entering into or forming a part of, or altering in any manner whatsoever, this

Agreement. Upon execution, this Agreement shall supersede any and all prior agreements between the parties.

13. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in the Agreement or such other address as may be hereinafter specified in writing:

CITY OF LAKE FOREST PARK:

Phillip Hill ICMA-CM
City Administrator
17425 Ballinger Way NE
Lake Forest Park, WA 98155

PUBLIC DEFENDER:

Jeff MacNichols, Partner
Stewart MacNichols Harmell, Inc., P.S.
655 West Smith Street, Suite 210
Kent, WA 98032

13. Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of such covenants, agreements, or options and the same shall be and remain in full force and effect.

14. Resolutions of Disputes, Governing Law. Should any dispute, misunderstanding or conflict arise as to the terms or conditions contained in this Agreement, the matter shall be referred to the Contract Administrator, whose decision shall be final. Provided, however, that any complaint regarding any violation of the Standards or which relate to any manner whatsoever to trial strategy or an ongoing case, shall be referred to the Judge of the City’s Municipal/District Court or to the Washington State Bar Association as appropriate. Nothing herein shall be construed to obligate, require or permit the City, its officers, agents, or employees to inquire into any privileged communication between the Public Defender and any indigent defendant. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for reasonable attorney’s fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington and the rules of the Washington Supreme Court as applicable. Venue for an action arising out of this Agreement shall be in King County Superior Court.


IN WITNESS WHEREOF, the parties have executed this Agreement on the 2nd day of January, 2024.

CITY OF LAKE FOREST PARK

By: 
Jeff Johnson, Mayor


Date: 12/14/2023

ATTEST/AUTHENTICATED:

By: 
Matt McLean, City Clerk

APPROVED AS TO FORM:

CITY ATTORNEY

By: 
Kim Adams Pratt, City Attorney

PUBLIC DEFENDER

By: 

Title: PARTNER

Date: 12/28/23

EXHIBIT A

The undersigned Attorneys hereby personally warrants and certifies that as a condition of their performance of this Agreement on behalf of the Public Defender, they will commit to providing the services under this Agreement in accordance with the Standards set forth in sections 1, 4, and 7, and that the Attorney's personal warranty of that performance shall survive the Agreement in accordance with subsection 3.4 of this Agreement.

Signed: 

ATTORNEY: KEN HARNICK 29256
Print Name

Signed: 

ATTORNEY: Kat Eberdt 61338
Print Name

Background

The City adopts a biennial budget covering two years. Local governments that choose to adopt biennial budgets are required by state law to perform an in-depth review mid-way through the budget cycle to identify any significant discrepancies between projected figures and actual financial results. A mid-biennial budget adjustment should be considered if significant differences are identified. Mid-biennial budget adjustments serve to ‘true-up’ the adopted budget to match actual performance. Budgets are living documents created with the best information available at the time of adoption. Budget adjustments, or amendments, are a normal part of managing local government finances.

Fiscal & Policy Implications

General Fund: Within the general fund, there are four direct pass-through items for the Police Department. The first is third-party overtime reimbursement for security services provided, which generates revenue for the city. This revenue is directly passed through to expand the overtime budget to cover Police overtime salaries and benefits. The remaining three are all grant pass-throughs. The Police Department also received a state grant that the Police Department is using these funds to pay for an additional Star Chase subscription, new office chairs, and upgrades to the sally port and evidence room. Additionally, they received another grant to replace aging Automatic External Defibrillators (AEDs), which will cover the cost to purchase updated AEDs for City Hall. Lastly, the Police Department received a third health and wellness grant, which will be used to purchase additional gym equipment.

The Police Collective Bargaining Agreement (CBA) was agreed to and adopted by the City Council after the budget was approved, and the actual cost impact on the budget needs to be amended to reflect what was approved for 2025 and 2026. Due to the high number of retirements and separations, the department requires an amendment for the amount paid within the 2025 fiscal year for the approved payroll balances per the approved CBA. An additional amendment may also be necessary in 2026, as the City is aware of planned retirements within the Police Department. The turnover in the Police Department also increases demand for uniforms, badges, vests, and expanded police training budgets, all totaling \$45,000.

The expansion of the Court Probation Officer position from 0.2 to 0.3 full-time equivalent was adopted during the 2025-2026 regular budget process but was unintentionally excluded and needs to be corrected. The judicial demand resulting from the addition of the School Walk Zone camera has increased the Municipal Court’s need to boost its full-time employee count and adjust wages through a market adjustment. A more tiered organizational approach is being proposed, including changing the title of Court Clerk to Judicial Specialist. As the department grows, there is also a new need to add a Senior Judicial Specialist position for consideration. Additionally, the court was awarded reimbursement for overtime due to the system outage in late 2024, and there is a request to expand the current overtime line item to cover an upcoming software upgrade scheduled for the second quarter of next year.

Laserfiche was included in the originally adopted budget (Court/Municipal Services departments), but the actual cost exceeded the initial budget, and the budget needs to be increased by an additional \$12,000, which was brought forward at a Budget & Finance Meeting earlier this spring.

Executive Department Professional Services: The City negotiated labor contracts with the Police Guild and Teamsters, and also hired a temporary employee to assist the Human Resources Department with its demanding workload. The original request to fund a HR Specialist at .8 full-time equivalent was included in the Mayor’s Proposed Budget and is being reconsidered for the Mid-Biennial Budget discussion, as the ongoing need remains.

Municipal Services: Passports are steady and exceeding revenue projections; therefore, the city is requesting to expand both revenue and operational supplies, including taxes (directly linked to passport revenue) and postage increases for the department.

Contracts within the General Fund: The proposed increases for the Prosecutor and Public Defender contracts amount to an estimated \$98,000 for 2026.

Facilities: The City Hall facilities faced some unexpected health and safety issues that needed urgent attention at the start of 2025. The budgets for professional services and repairs and maintenance are being increased to cover the additional unforeseen health and safety costs.

Decisions in the General Fund: The Human Resources Specialist position, which was not funded in the original budget, is being proposed due to the operational need for the City. This need arises from the high turnover and ongoing human resources support required for conducting interviews, managing health care benefits, negotiations, handling personnel issues, evaluating all positions' market adjustments, and supporting union interpretation and disputes.

Traffic Safety Fund: The increase in traffic safety camera activity and ticket volume compelled the Court to redesign its work area to accommodate more employees and to amend budgets for certain supplies, equipment, and professional services. The fund is also supporting the purchase of two police vehicles, an expense approved by the Council that was not included in the original adopted budget.

Due to the high volume of School Walk Zone traffic infractions, the Judge’s salary is increasing by .15 FTE, along with a growing budget for the Pro Tem Judges, which will be funded by the traffic safety fund.

Capital Improvement Fund: The City is acquiring a park on 35th Avenue NE, Lake Forest Park.

Sewer Utility Fund: The City originally adopted a resolution that included King County’s wastewater treatment charge that was internally adopted at a 7% increase in the rate. However, King County adopted an increased rate of 7.5% per ordinance number 19942. The City is proposing to increase the rate to capture the pass-through amount that the City will be charged by King County.

The residential sewer rate will now be \$86.24 per month which is an increase of \$5.50 from the adopted 2025 sewer rate of \$80.74. The commercial and multifamily sewer rate will increase from \$11.90 to \$12.68 increasing by \$0.78.

Sewer Monthly Service		
Residential	80.74	86.24
Sewer Excise Tax	22.46	23.58
Commercial / Multi-Family Residential (per ccf)	11.90	12.68

Surface Water Utility & Capital Fund: The requested increase is due to the Public Works Yard Material Bin Covers Project change order, which resulted from the Project exposing contaminated soils on the construction site that required proper remediation.

Surface water rates were included to increase by 15% in the 2025-2026 adopted budget. The 15% increase includes 10% for operational needs and 5% to fund the Stormwater Program Manager position, which supports the NPDES Department of Ecology permit and regulation requirements.

Surface Water					
Class	Class Description	Type	2026 Surface Water Rate	10% Service Tax	Total 2026 Surface Water Rate
1	single family residential	house	\$ 358.21	\$ 35.82	\$ 394.03
2	very light (0-10 IA)	commercial unit	\$ 358.21	\$ 35.82	\$ 394.03
3	light (10-20% IA)	commercial unit	\$ 861.00	\$ 86.10	\$ 947.10
4	moderate (20-45% IA)	commercial unit	\$ 1,731.62	\$ 173.16	\$ 1,904.78
5	moderately heavy (45-65% IA)	commercial unit	\$ 3,343.77	\$ 334.38	\$ 3,678.14
6	heavy (65-85% IA)	commercial unit	\$ 4,239.36	\$ 423.94	\$ 4,663.30
7	very heavy (85-100% IA)	commercial unit	\$ 5,553.02	\$ 555.30	\$ 6,108.32

Vehicle & Equipment Replacement Fund: During the initial budget discussions, the City allocated the revenue portion of the vehicle and equipment replacement fund and set it aside for a broader discussion on the fleet strategy for the Public Works and Police Departments. The City has now determined that the Fund will purchase of three police patrol vehicles and a transport van, along with an F-150, a Chevy 2500, and an F-550 for the Public Works Department. The maintenance costs are for the repair and replacement of the large sweeper head.

Information Technology Fund: The city is appropriately funding the creation of a separate Information Technology Fund to establish a responsible replacement schedule for equipment that has exceeded its useful life. Expanding professional services is necessary to support KDH Consulting for system maintenance and covering City employee time off, in addition to increases in the Yakima Interlocal Agreement. A significant portion of the city's hardware, such as computers, monitors, printers, and docking stations, has surpassed the recommended useful life and needs replacement. Computer software costs for Office 365 were underestimated during the initial budgeting due to available information at the time. Two new items not originally budgeted are SysAid, a web-based tracking system, and Pace Scheduling, which improves timecard entry efficiency for the Teamsters and Non-represented staff.

Multiple Funds: The Teamsters Union Agreement is currently being finalized, and salary and benefits are being adjusted because the approved contract exceeded the original estimates included in the 2025-2026 adopted budget. The funds involved include the general, street, sewer, and surface water funds. Additionally, the overtime budgets for all funds were set at an unreasonably low amount and need to be increased to meet the demand for community events, storm response, and on-call support, among other needs.

GENERAL FUND 001				
Title	Revenue(R) /Expend.(E)	2025-2026	Total Revenue	Total
		Adjustment Amount		Expenditure
Police Services: Overtime Reimbursed for Security Services pass through (2025)	R	\$ 280,000	\$ 280,000	
Police CSPA Grant (pass through)	R	\$ 43,478	\$ 43,478	
Court: AOC Interpreter Grant Reimbursement	R	\$ 5,500	\$ 5,500	
Miscellaneous Court: Overtime Reimbursement from 2024 pass through	R	\$ 13,870	\$ 13,870	
Police: Health & Wellness Grant	R	\$ 7,005	\$ 7,005	
Police Grant: AED's	R	\$ 7,500	\$ 7,500	
KC Waste Reduction Recycling Grant 2025 & 2026	R	\$ 18,504	\$ 18,504	
Passport Revenue	R	\$ 80,000	\$ 80,000	
Judgements & Settlements: Republic	R	\$ 30,500	\$ 30,500	
General Fund Revenue Adjustment Total		\$ 486,357	\$ 486,357	

GENERAL FUND 001				
Title	Revenue(R)/Expend.(E)	2025-2026	Total Revenue	Total
		Adjustment Amount		Expenditure
Executive Department Salaries: Human Resources Specialist Salary .8 FTE	E	\$ 99,500		\$ 99,500
Executive Department HR Specialist Benefit	E	\$ 40,000		\$ 40,000
Community Development: Climate Coordinator Salary 1.0 FTE	E	\$ 111,500		\$ 111,500
Community Development: Climate Coordinator Benefits	E	\$ 40,000		\$ 40,000
Executive Professional Services: 2 Negotiations, HR Support	E	\$ 50,000		\$ 50,000
Municipal Services Department Salaries	E	\$ 8,000		\$ 8,000
Municipal Services Department Benefits	E	\$ 1,000		\$ 1,000
Municipal Services: Office Supplies, taxes, communications, & postage	E	\$ 46,000		\$ 46,000
Finance Department Salaries	E	\$ 22,500		\$ 22,500
Finance Department Benefits	E	\$ 8,000		\$ 8,000
Judicial Salaries	E	\$ 45,500		\$ 45,500
Judicial Benefits	E	\$ 22,000		\$ 22,000
Court Overtime: Reimbursement for overtime	E	\$ 13,870		\$ 13,870
Police Salaries per CBA 2025 & 2026, plus 2025 retirements/separations	E	\$ 160,500		\$ 160,500
Police Overtime (Pass-through supported by outside revenue)	E	\$ 280,000		\$ 280,000
Police Benefits per CBA 2025 & 2026, plus 2025 retirements/separations	E	\$ 21,000		\$ 21,000
Police Department: CSPA Grant Pass-through	E	\$ 43,478		\$ 43,478
Police Dept: Health and wellness grant equipment	E	\$ 7,005		\$ 7,005
Police Dept: AED grant pass through	E	\$ 7,500		\$ 7,500
Police Uniforms	E	\$ 20,000		\$ 20,000
Police Badges & Vests	E	\$ 5,000		\$ 5,000
Police Training	E	\$ 20,000		\$ 20,000
Court/Municipal Services: Laserfische	E	\$ 12,000		\$ 12,000
Prosecutor	E	\$ 48,000		\$ 48,000
Public Defender	E	\$ 50,000		\$ 50,000
Parks Employee Salaries Teamsters	E	\$ 52,500		\$ 52,500
Parks Overtime	E	\$ 6,000		\$ 6,000
Parks Employee Benefits Teamsters	E	\$ 12,500		\$ 12,500
Parks: Equipment Purchase Gate for Lyon Creek Preserve	E	\$ 15,000		\$ 15,000
Facilities Employee Salaries Teamsters	E	\$ 31,000		\$ 31,000
Facilities Overtime	E	\$ 4,500		\$ 4,500
Facilities Employee Benefits Teamsters	E	\$ 6,000		\$ 6,000
Facilities: Professional Services	E	\$ 55,000		\$ 55,000
Facilities: Repairs & Maintenance	E	\$ 100,000		\$ 100,000
General Fund Expenditure Adjustment Total		\$ 1,464,853		\$ 1,464,853
Total Net Change to the General Fund		\$ (978,496)		
TRAFFIC SAFETY FUND 002				
Title	Revenue(R)/Expend.(E)	2025-2026	Total Revenue	Total
		Adjustment Amount		Expenditure
Salaries - Court	E	\$ 58,500		\$ 58,500
Employee Benefits - Court	E	\$ 27,000		\$ 27,000
Court: Supplies	E	\$ 3,500		\$ 3,500
Court: Small Tools & Equipment	E	\$ 20,000		\$ 20,000
Professional Services	E	\$ 3,000		\$ 3,000
Transfer OUT to Vehicle Replacement Fund 501 for Police Vehicles	E	\$ 169,886		\$ 169,886
Traffic Safety Fund Expenditure Adjustment Total		\$ 281,886		\$ 281,886
Total Net Change to the Traffic Safety Fund		\$ (281,886)		

STREET FUND 101				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
	R		\$ -	
Street Revenue Total		\$ -	\$ -	
Employees Salaries: Teamsters	E	\$ 100,000		\$ 100,000
Employee Overtime	E	\$ 7,000		\$ 7,000
Employees Benefits: Teamsters	E	\$ 24,000		\$ 24,000
Street Expenditure Total		\$ 131,000		\$ 131,000
Total Net Change to the Street Fund		\$ (131,000)		
CAPITAL IMPROVEMENT FUND 301				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
Capital Improvement Fund Revenue Adjustment Total		\$ -	\$ -	\$ -
Park Acquisition	E	\$ 300,000		\$ 300,000
Park Acquisition additional expenses	E	\$ 15,000		\$ 15,000
Capital Improvement Fund Expenditure Adjustment Total		\$ 315,000	\$ -	\$ 315,000
Total Net Change to the Transportation Benefit District Fund		\$ (315,000)		
TRANSPORTATION CAPITAL FUND 302				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
	R		\$ -	
Transportation Capital Fund Revenue Adjustment Total		\$ -	\$ -	
Safe Streets Early Action: Early Action		\$ 300,000		\$ 300,000
Transportation Capital Fund Expenditure Adjustment Total		\$ 300,000		\$ 300,000
Total Net Change to the Transportation Capital Fund		\$ (300,000)		
SEWER OPERATION FUND 401				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
King County's Wastewater Utility Charge	R	\$ 40,000	\$ 40,000	
Sewer Operation Fund Revenue Adjustment Total		\$ 40,000	\$ 40,000	
Employee Salaries: Teamsters	E	47,000		\$ 47,000
Employee Overtime	E	8,000		\$ 8,000
Employee Benefits: Teamsters	E	27,000		\$ 27,000
King County METRO Wastewater Treatment Charges	E	\$ 40,000		\$ 40,000
Sewer Operation Fund Expenditure Adjustment Total		\$ 202,000		\$ 122,000
Total Net Change to the Sewer Operation Fund		\$ (82,000)		
SURFACE WATER OPERATIOND FUND 403				
Title		<u>2025-2026</u> Budget Amount	Total Revenue	<u>Total</u> Expenditure
Surface Water Operations Revenue Adjustment Total		\$ -	\$ -	
Employee Salaries: Teamsters	E	\$ 117,500		\$ 117,500
Employee Overtime	E	\$ 5,000		\$ 5,000
Employee Benefits: Teamsters	E	\$ 26,500		\$ 26,500
Surface Water Operation Fund Expenditure Adjustment Total		\$ 149,000		\$ 149,000
Total Net Change to the Surface Water Fund		\$ (149,000)		

SURFACE WATER CAPITAL FUND 404			
Title		<u>2025-2026</u> Budget Amount	<u>Total</u> Revenue Expenditure
Surface Water Capital Revenue Adjustment Total		\$ -	\$ -
Public Works Yard Materials Bin Cover Change Order Cont. Soils, etc.	E	\$ 133,000	\$ 133,000
Surface Water Capital Fund Expenditure Adjustment Total		\$ 133,000	\$ 133,000
Total Net Change to the Surface Water Capital Fund		(133,000)	
VEHICLE & EQUIPMENT REPLACEMENT FUND 501			
Title		<u>2025-2026</u> Budget Amount	<u>Total</u> Revenue Expenditure
Transfer In FromTraffic Safety Fund 002	R	\$ 169,886	\$ 169,886
Vehicle and Equipment Revenue Adjustment Total		\$ 169,886	\$ 169,886
Public Works Equipment: Maintenance Sweeper Brush Head replacement	E	\$ 34,000	\$ 34,000
PD Vehicle Replacement	E	\$ 348,580	\$ 348,580
Public Works Vehicles: Replacement	E	\$ 510,338	\$ 510,338
Vehicle & Equipment Fund Expenditure Adjustment Total		\$ 892,918	\$ 892,918
Total Net Change to the Vehicle & Equipment Fund		\$ (723,032)	
INFORMATION TECHNOLOGY FUND 502			
Title		<u>2025-2026</u> Budget Amount	<u>Total</u> Revenue Expenditure
Transfer In From General Fund 001	R		\$ -
Information Technology Revenue Adjustment Total		\$ -	\$ -
Professional Services: KDH Consulting and Yakima ILA cost increase	E	\$ 35,000	\$ 35,000
Hardware: Computers, Monitors, Docking Stations, and Peripherals	E	\$ 30,000	\$ 30,000
Computer Software: Microsoft O365, SysAid, and Pace Scheduling System	E	\$ 50,000	\$ 50,000
Information Technology Fund Expenditure Adjustment Total		\$ 115,000	\$ 115,000
Total Net Change to the IT Fund		\$ (115,000)	

Please see the table below that shows allocation changes by fund.

Fund No.	Fund Name	Actual Beginning Fund Balance	Adopted 2025-2026		Proposed 2025-2026 Amended Budget		Projected 2026 Ending Fund Balance
			Adopted Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	\$ 10,316,028.28	\$ 26,110,786.57	\$ 26,992,986.49	\$ 26,597,143.71	\$ 28,457,839.49	\$ 8,455,332.50
002	Traffic Safety Fund	\$ 42,682.46	\$ 8,000,000.00	\$ 3,360,500.00	\$ 8,000,000.00	\$ 3,642,386.00	\$ 4,400,296.46
101	Street Fund	\$ 908,991.97	\$ 1,409,893.03	\$ 2,048,751.26	\$ 1,409,893.03	\$ 2,179,751.26	\$ 139,133.74
102	Council Contingency Fund	\$ 811,257.21	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ 855,257.21
104	Transportation Benefit District	\$ 1,514,458.06	\$ 1,515,327.93	\$ 804,809.07	\$ 1,515,327.93	\$ 804,809.07	\$ 2,224,976.92
105	Budget Stabilization Fund	\$ 354,761.40	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 373,261.40
106	Strategic Opportunity Fund	\$ 786,353.55	\$ 554,500.00	\$ 530,000.00	\$ 554,500.00	\$ 530,000.00	\$ 810,853.55
301	Capital Improvement Fund	\$ 817,024.53	\$ 1,368,000.00	\$ 951,431.00	\$ 1,368,000.00	\$ 1,266,431.00	\$ 918,593.53
302	Transportation Capital Fund	\$ 2,912,476.83	\$ 7,562,392.62	\$ 8,720,311.00	\$ 7,562,392.62	\$ 9,020,311.00	\$ 1,454,558.45
303	Facilities Maintenance Fund	\$ 1,246,253.10	\$ 309,000.00	\$ 945,000.00	\$ 309,000.00	\$ 945,000.00	\$ 610,253.10
401	Sewer Utility Fund	\$ 1,231,461.57	\$ 8,948,058.38	\$ 8,901,291.00	\$ 8,988,058.38	\$ 9,023,291.00	\$ 1,196,228.95
402	Sewer Capital Fund	\$ 4,186,507.32	\$ 451,000.00	\$ 3,074,000.00	\$ 451,000.00	\$ 3,074,000.00	\$ 1,563,507.32
403	Surface Water Utility Fund	\$ 1,548,379.82	\$ 3,813,070.60	\$ 3,838,615.00	\$ 3,813,070.60	\$ 3,987,615.00	\$ 1,373,835.42
404	Surface Water Capital Fund	\$ 1,316,374.31	\$ 3,640,000.00	\$ 3,160,000.00	\$ 3,640,000.00	\$ 3,293,000.00	\$ 1,663,374.31
406	Sewer Bond Reserve	\$ 118,244.33	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 124,244.33
407	PW Trust Fund Repayment Fund	\$ 564,171.88	\$ 308,500.00	\$ 242,805.00	\$ 308,500.00	\$ 242,805.00	\$ 629,866.88
501	Replacement Fund	\$ 1,386,227.82	\$ 972,562.00	\$ 356,105.00	\$ 1,142,448.00	\$ 1,249,023.00	\$ 1,279,652.82
502	Information Technology Fund	\$ 241,337.23	\$ 450,198.00	\$ 393,500.00	\$ 450,198.00	\$ 508,500.00	\$ 183,035.23

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt budget amendment ordinance	Align the budget to reflect additional revenues and expenditures
<ul style="list-style-type: none">• Do not adopt budget amendment ordinance	Keep the budget appropriations as currently adopted and not align the budget numbers to reflect the current financial allocations.

Staff Recommendation

Review the proposed budget ordinances and resolutions:

- Ordinance 25-1311/Amending the 2025-206 Budget
- Resolution 25-2045/Adopting the 2026 Surface Water Rate
- Resolution 25-2046/Adopting the 2026 Sewer Utility Rate

RESOLUTION NO. 25-2045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, SETTING THE
SURFACE WATER UTILITY RATES FOR 2026

WHEREAS, the City has reviewed the surface water utility revenue and operational expenditures that are needed to retain the current level-of-service standards for surface water management services, to continue compliance with the Endangered Species Act and other unfunded mandates, to continue with best management practices, to continue to develop the City’s surface water management program, and to address the capital repair and improvement of the City’s surface water management systems; and

WHEREAS, the City has determined that the annual surface water utility fees should be increased by fifteen percent (15.0%) in order to retain and improve upon the current level-of-service standards for surface water management services; and

WHEREAS, 5% of the increase is specifically dedicated to fund a Stormwater Program Coordinator employee to assist the City in meeting the federal surface water requirements, and to set aside amounts annually to support long-term capital improvement needs of the City’s surface water infrastructure.

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

Section 1. SURFACE WATER UTILITY RATES. The City hereby sets the surface water utility rates according to the fee schedule attached hereto as Exhibit A, to be effective on January 1, 2026, and to remain in effect until revised by future Council action.

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

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

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2045

Exhibit A

Surface Water					
Class	Class Description	Type	2026 Surface Water Rate	10% Service Tax	Total 2026 Surface Water Rate
1	single family residential	house	\$ 358.21	\$ 35.82	\$ 394.03
2	very light (0-10 IA)	commercial unit	\$ 358.21	\$ 35.82	\$ 394.03
3	light (10-20% IA)	commercial unit	\$ 861.00	\$ 86.10	\$ 947.10
4	moderate (20-45% IA)	commercial unit	\$ 1,731.62	\$ 173.16	\$ 1,904.78
5	moderately heavy (45-65% IA)	commercial unit	\$ 3,343.77	\$ 334.38	\$ 3,678.14
6	heavy (65-85% IA)	commercial unit	\$ 4,239.36	\$ 423.94	\$ 4,663.30
7	very heavy (85-100% IA)	commercial unit	\$ 5,553.02	\$ 555.30	\$ 6,108.32

RESOLUTION NO. 25-2046**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, SETTING THE
SEWER UTILITY RATES FOR 2026**

WHEREAS, pursuant to Section 13.08.090 of the Lake Forest Park Municipal Code, the City Council establishes rates for sanitary sewer services by resolution; and

WHEREAS, the City of Lake Forest Park has a sewer rate structure where a portion of the rate is for King County treatment charges, and a portion is for the operation and maintenance of the City's sewer infrastructure; and

WHEREAS, in 2004, the City completed a study of the sewer rates for operation, maintenance, and for the long-term replacement of the sewer system infrastructure; and

WHEREAS, the study recommended that the City's portion of the sewer rates be increased and a portion of the revenue be set aside in a new fund for future capital replacement of the City's sewer system; and

WHEREAS, the City Council adopted sewer utility rates for 2025 and 2026 in Resolution 24-1980, which reflected an anticipated 7% increase by King County in its treatment charge for 2026; and

WHEREAS, King County has now increased its treatment charge by 7.5% for 2026; and

WHEREAS, the City's portion of the sewer rate will increase by 5% in 2026 to keep up with rising operational costs that exceeded the previous biennium's rate increases; and

WHEREAS, the City Council has determined that it is in the best interests of the City to increase the City's portion of the sewer rates in 2026, and to increase the City's sewer rate charge to account for the full increase in the King County treatment charge.

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

Section 1. The sewer rates listed in Resolution 24-1980 for the year 2026 are hereby repealed.

Section 2. Effective January 1, 2026, the following classification of sewer use and schedule of rates and charges for sanitary sewer service are adopted, for properties located within the boundaries of the City of Lake Forest Park as now or hereafter determined:

Class No.	Description	Rate
I.	Residential (single-family and housing units with four or less residential units per building),	\$80.74 \$86.24 per month per unit
II.	Multi-family Residential (housing units with five or more units per building)	\$11.90 \$12.68 per hundred cubic feet (ccf) per month
III.	Commercial	\$11.90 \$12.68 per hundred cubic feet (ccf) per month per unit of business

Section 3. SEVERABILITY. Should any portion of this resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution or its application to other persons or circumstances.

Section 4. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution, including, but not limited to, the correction of scrivener’s/clerical errors, references, resolution numbering, section/subsection numbers, and any references thereto.

Section 5. EFFECTIVE DATE. This resolution shall take effect immediately after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____ day of November, 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2046

ORDINANCE NO. 25-1311

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE ADOPTED BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2025-2026, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.34 RCW, provides for the biennial adoption of the City of Lake Forest Park’s budget and provides procedures for the filing of the proposed budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, a budget for fiscal years 2025-2026 was adopted by Ordinance No. 24-1299; and

WHEREAS, the budget maintains levels of service for most City services and makes strategic investments in areas aligned with the City Council’s strategic plan goal areas; and

WHEREAS, the City is required by Chapter 35A.34 RCW to review all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, the budget for fiscal years 2025-2026 is being amended for the mid-biennial budget adjustment.

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

Section 1. AMENDMENT. The 2025-2026 budget is hereby amended as follows:

Fund No.	Fund Name	Adopted 2025-2026			Proposed 2025-2026 Amended Budget		Projected 2026 Ending Fund Balance
		Actual Beginning Fund Balance	Adopted Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	\$ 10,316,028.28	\$ 26,110,786.57	\$ 26,992,986.49	\$ 26,597,143.71	\$ 28,457,839.49	\$ 8,455,332.50
002	Traffic Safety Fund	\$ 42,682.46	\$ 8,000,000.00	\$ 3,360,500.00	\$ 8,000,000.00	\$ 3,642,386.00	\$ 4,400,296.46
101	Street Fund	\$ 908,991.97	\$ 1,409,893.03	\$ 2,048,751.26	\$ 1,409,893.03	\$ 2,179,751.26	\$ 139,133.74
102	Council Contingency Fund	\$ 811,257.21	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ 855,257.21
104	Transportation Benefit District	\$ 1,514,458.06	\$ 1,515,327.93	\$ 804,809.07	\$ 1,515,327.93	\$ 804,809.07	\$ 2,224,976.92
105	Budget Stabilization Fund	\$ 354,761.40	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 373,261.40
106	Strategic Opportunity Fund	\$ 786,353.55	\$ 554,500.00	\$ 530,000.00	\$ 554,500.00	\$ 530,000.00	\$ 810,853.55
301	Capital Improvement Fund	\$ 817,024.53	\$ 1,368,000.00	\$ 951,431.00	\$ 1,368,000.00	\$ 1,266,431.00	\$ 918,593.53
302	Transportation Capital Fund	\$ 2,912,476.83	\$ 7,562,392.62	\$ 8,720,311.00	\$ 7,562,392.62	\$ 9,020,311.00	\$ 1,454,558.45
303	Facilities Maintenance Fund	\$ 1,246,253.10	\$ 309,000.00	\$ 945,000.00	\$ 309,000.00	\$ 945,000.00	\$ 610,253.10
401	Sewer Utility Fund	\$ 1,231,461.57	\$ 8,948,058.38	\$ 8,901,291.00	\$ 8,988,058.38	\$ 9,023,291.00	\$ 1,196,228.95
402	Sewer Capital Fund	\$ 4,186,507.32	\$ 451,000.00	\$ 3,074,000.00	\$ 451,000.00	\$ 3,074,000.00	\$ 1,563,507.32
403	Surface Water Utility Fund	\$ 1,548,379.82	\$ 3,813,070.60	\$ 3,838,615.00	\$ 3,813,070.60	\$ 3,987,615.00	\$ 1,373,835.42
404	Surface Water Capital Fund	\$ 1,316,374.31	\$ 3,640,000.00	\$ 3,160,000.00	\$ 3,640,000.00	\$ 3,293,000.00	\$ 1,663,374.31
406	Sewer Bond Reserve	\$ 118,244.33	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 124,244.33
407	PW Trust Fund Repayment Fund	\$ 564,171.88	\$ 308,500.00	\$ 242,805.00	\$ 308,500.00	\$ 242,805.00	\$ 629,866.88
501	Replacement Fund	\$ 1,386,227.82	\$ 972,562.00	\$ 356,105.00	\$ 1,142,448.00	\$ 1,249,023.00	\$ 1,279,652.82
502	Information Technology Fund	\$ 241,337.23	\$ 450,198.00	\$ 393,500.00	\$ 450,198.00	\$ 508,500.00	\$ 183,035.23

Section 2. AMENDMENT. The 2025 & 2026 Amended Budgeted Positions and Salary Schedules and full-time employee authorization are attached as Exhibit A.

Section 3. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ____day of November 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced: _____
Adopted: _____
Posted: _____
Published: _____

Effective: _____

2026 Preliminary Budgeted Positions and Salary Schedule*Amounts on this schedule are monthly*

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7						\$ 800.00
Executive							
Mayor	0.5						\$ 3,000.00
City Administrator	1						\$ 19,136.47
Human Resources Director	1	\$ 11,475.10	\$ 12,240.09	\$ 13,005.03	\$ 13,770.09	\$ 14,535.13	\$ 15,300.14
Human Resources Specialist	0	\$ 6,492.71	\$ 6,898.50	\$ 7,302.76	\$ 7,710.25	\$ 8,116.39	\$ 8,545.00
	2.5						
Judicial							
Municipal Court Judge *	0.75					\$ 14,131.00	\$ 14,557.75
Court Administrator *	1	\$ 8,949.36	\$ 9,546.09	\$ 10,142.82	\$ 10,739.54	\$ 11,336.26	\$ 11,933.03
Senior Judicial Specialist *	2	\$ 5,765.53	\$ 6,150.71	\$ 6,533.43	\$ 6,918.62	\$ 7,301.34	\$ 7,686.54
Judicial Specialist *	3	\$ 5,147.79	\$ 5,491.71	\$ 5,833.42	\$ 6,177.34	\$ 6,519.06	\$ 6,862.98
Probation Officer	0.3	\$ 6,834.54	\$ 7,291.08	\$ 7,747.64	\$ 8,201.90	\$ 8,658.45	\$ 9,112.82
Pro-tem Judge *		\$65 per hour					
	7.05						
Municipal Services Department							
City Clerk	1	\$ 8,195.15	\$ 8,740.44	\$ 9,287.15	\$ 9,834.09	\$ 10,380.61	\$ 10,925.90
Deputy City Clerk	1	\$ 6,332.95	\$ 6,755.01	\$ 7,179.16	\$ 7,601.22	\$ 8,023.28	\$ 8,445.34
Public Records Specialist	0.85	\$ 6,619.46	\$ 7,058.28	\$ 7,501.46	\$ 7,941.01	\$ 8,383.47	\$ 8,823.02
Administrative Specialist	1	\$ 5,550.60	\$ 5,923.49	\$ 6,293.87	\$ 6,661.73	\$ 7,032.10	\$ 7,402.48
Passport Acceptance Agent	1.5	\$ 4,662.33	\$ 4,971.89	\$ 5,281.44	\$ 5,593.37	\$ 5,905.29	\$ 6,214.47
	5.35						
Finance/Info. Systems Department							
Finance Director	1	\$ 12,243.86	\$ 13,060.01	\$ 13,876.31	\$ 14,692.61	\$ 15,508.89	\$ 16,323.87
Information Systems Manager	1	\$ 9,584.60	\$ 10,223.53	\$ 10,862.56	\$ 11,501.56	\$ 12,140.49	\$ 12,779.51
Finance Manager	1	\$ 8,171.26	\$ 8,716.06	\$ 9,260.82	\$ 9,805.57	\$ 10,350.33	\$ 10,895.08
Finance Specialist	2	\$ 5,855.63	\$ 6,243.10	\$ 6,631.87	\$ 7,022.70	\$ 7,413.54	\$ 7,804.38
Accounting Clerk	0.6	\$ 5,022.73	\$ 5,358.89	\$ 5,692.87	\$ 6,029.01	\$ 6,362.99	\$ 6,696.97
	5.6						
Community Development: Planning & Building Department							
Community Development Director	1	\$ 11,946.02	\$ 12,742.10	\$ 13,538.19	\$ 14,335.88	\$ 15,131.95	\$ 15,928.03
Senior Planner	1	\$ 7,820.40	\$ 8,342.05	\$ 8,861.52	\$ 9,385.36	\$ 9,904.82	\$ 10,426.47
Associate Planner	0	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Assistant Planner	1	\$ 6,102.17	\$ 6,508.68	\$ 6,915.19	\$ 7,321.70	\$ 7,728.21	\$ 8,134.72
Community Programs Planner	1	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Climate Coordinator	0	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
Urban Forest Planner	0.75	\$ 7,747.31	\$ 8,264.09	\$ 8,778.70	\$ 9,297.64	\$ 9,812.25	\$ 10,329.03
Building Official	1	\$ 9,008.28	\$ 9,608.81	\$ 10,209.37	\$ 10,809.91	\$ 11,410.47	\$ 12,011.02
Permit Coordinator	0	\$ 5,813.38	\$ 6,200.66	\$ 6,588.17	\$ 6,975.58	\$ 7,362.98	\$ 7,750.37
Permit Technician	0.8	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
	6.55						
Emergency Management							
Emergency Manager	1	\$ 8,825.68	\$ 9,066.38	\$ 9,307.07	\$ 9,547.78	\$ 9,788.48	\$ 11,100.28
	1						

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Department							
Police Chief	1						\$ 17,537.16
Commander	2	\$ 9,769.27	\$ 10,421.87	\$ 11,071.82	\$ 11,723.04	\$ 12,374.36	\$ 13,977.07
Sergeant 2	4						\$ 11,130.00
Sergeant 1	0						\$ 10,575.00
Police Officer	9	\$ 7,529.00	\$ 8,125.00	\$ 8,771.00	\$ 9,409.00		
Detective	2	\$ 8,281.90	\$ 8,937.50	\$ 9,648.10	\$ 10,349.90		
Traffic Officer *	2	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
K-9 Officer	1	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
Support Services Officer *	2	\$ 5,983.00	\$ 6,411.00	\$ 6,836.00	\$ 7,274.00		
Records Specialist	2	\$ 5,772.00	\$ 5,979.00	\$ 6,184.00	\$ 6,387.00	\$ 6,589.00	\$ 6,794.00
Domestic Violence Advocate	0.35	\$ 6,324.73	\$ 6,747.51	\$ 7,167.85	\$ 7,590.64	\$ 8,010.98	\$ 8,433.78
	25.35						
Public Works Department							
Public Works Director	1	\$ 13,364.90	\$ 13,765.01	\$ 14,626.47	\$ 15,486.27	\$ 16,345.89	\$ 17,207.53
Senior Project Manager	1	\$ 9,147.92	\$ 9,650.41	\$ 10,253.41	\$ 10,856.90	\$ 11,460.29	\$ 12,063.65
Project Manager	1	\$ 7,932.95	\$ 8,459.97	\$ 8,989.29	\$ 9,518.62	\$ 10,047.94	\$ 10,574.97
Public Works Superintendent	1	\$ 8,068.70	\$ 8,607.59	\$ 9,144.86	\$ 9,682.12	\$ 10,221.01	\$ 11,618.93
Stormwater Program Coordinator	1	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
PW Admin. Assistant	0.5	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
Lead Maintenance Worker	1	\$ 7,349.52	\$ 7,608.91	\$ 7,868.31	\$ 8,127.67	\$ 8,387.08	\$ 8,646.49
Maintenance Worker	5	\$ 6,681.38	\$ 6,917.19	\$ 7,153.01	\$ 7,388.79	\$ 7,624.62	\$ 7,860.45
Seasonal Maintenance Worker (Hourly)	2	\$ 24.17	\$ 25.68	\$ 27.18	\$ 28.70	\$ 30.20	\$ 32.22
	13.5						
Total Adjusted 2026 Positions	66.90						

New Position

Updated Title

Market Adjustment

*Fully/Partially funded by Traffic Safety

Mid-Biennial Budget Adjustment

2026 PRELIMINARY BUDGETED POSITIONS AND SALARY
SCHEDULE

MPE Salary Review & Market Adjustment

			2025 Mid-Bi Budget Recommendations for MPE Positions
Department	2025 FTE	Position	
Judicial	1.0	Court Administrator	9.00%
Judicial	4.5	Court Clerk	5.00%
→ Municipal	0.85	Public Records Specialist	12.00%
→ Public Works	1.0	PW Superintendent	14.00%
→ Finance	2.0	Finance Specialist	6.00%

Judicial Court Staffing & Operational Needs

The case filing work for parking/photo enforcement is in addition to a Court Clerk's criminal aspect of the position's job duties.

	Court Administrator	Clerk/Judicial Assistant	Jan. 2025 - Sept. 2025 Parking/Photo Enforcement	Jan. 2025 - Oct. 2025 Parking/Photo Enforcement
Federal Way Municipal	1.00	11.75	8,175	
Kent Municipal (and Maple Valley) Δ	1.00	17.25	5,462	
Marysville Municipal	1.00	9.00	6,467	Total
Edmonds Municipal Δ	1.00	5.00	17,308	case
Des Moines Muni (and Normandy Park)	1.00	6.00	16,716	filing
Everett Municipal	1.00	13.50	28,933	per JIS
Bothell	1.00	4.00	11,080	
Puyallup Municipal (Staffs Milton Municipal Ct)Δ	1.00	9.00	28,707	
Fife Municipal	1.00	8.00	26,940	
Kirkland Municipal (and other jurisdictions) Δ	1.00	15.00	32,424	37,874
Lake Forest Park Municipal Court	1.00	4.50	37,338	4,131
Lynnwood Municipal	1.00	9.00	42,571	47,876

Section 9, Item B.

Judicial Court Staffing & Operational Needs

Municipal
Judge

Court
Administrator

- **New** Senior Judicial Specialist
- Court Clerk

Recommendation: Reclassify 1.0 FTE of the current Court Clerk FTE and 1.0 FTE of the future Court Clerk FTE (for a total of 2.0 FTE) to a new Senior Judicial Specialist position.

- - Support growing needs of the Court.
- - Attract and retain experienced individuals.
- - Succession planning / career growth.

New Positions

HR Specialist

- Filled 55 positions between Jan. 2024 – Nov. 2025.
- Multiple retirements expected over the next few years.
- Potential increased FTE due to additional traffic cameras.
- Management of 2 Collective Bargaining Agreements.
- Increased support of PD recruitment (recruitment events, Civil Service support, upcoming promotional processes).
- Department of one.

Climate Coordinator

- FTE and job description to be determined.

Job Title Changes

Recommendations:

- Court Clerk – new title: “Judicial Specialist”
- Accounting Supervisor – new title: “Finance Manager”

Questions?

TO: City Council
FROM: HR Director Moore
CC: City Administrator Hill, Finance Director Vaughn
DATE: 11/13/2025
RE: 2025 Mid-Bi Considerations Memo

1. MPE Salary Review & Market Adjustment

The following positions were identified as being below market during an annual review of salary survey data¹. Specifically, it is requested that Council consider adjusting the positions listed below to align with market and help support efforts to attract and retain employees within these high-impact roles of the organization.

2025 Mid-Bi Budget Recommendations for				
Department	2025 FTE	Position	MPE Positions	Comments
Judicial	1.0	Court Administrator	9.00%	
Judicial	4.5	Court Clerk	5.00%	Update job title to "Judicial Specialist"
Municipal	0.85	Public Records Specialist	12.00%	
Public Works	1.0	PW Superintendent	14.00%	Conditional offer pending
Finance	2.0	Finance Specialist	6.00%	

2. New Senior Judicial Specialist Position

Background: Municipal Court data pulled January 2025 – October 2025 shows the Lake Forest Park Municipal Court (5.50 Court Administrator and Court Clerk FTE) with the second highest number of parking/photo enforcement case filings within Washington State with a total of 42,523. Lynnwood Municipal (10.00 Court Administrator and Court Clerk FTE) is number one with a total of 47,876 case filings and Kirkland Municipal (16.00 Court Administrator and Court Clerk FTE) is third highest with 37,874 case filings. These filings are in addition to the criminal aspect² of the Court Clerk/Judicial Specialist role.

To best support the operational demands of the Court, hiring and retaining employees with experience has been identified as a critical staffing need. Based on staffing size, volume of case filings, employee demographics, and anticipated needs of the department, it is recommended that Council consider a proposal to reclassify 1.0 FTE of the current Court Clerk FTE and 1.0 FTE of the future Court Clerk FTE (for a total of 2.0 FTE) to a new *Senior Judicial Specialist position*. This change would help support the growing needs of the Court, attract and retain experienced individuals, and support succession planning within the City.

¹ Salary information sourced from AWC's 2025 Salary Survey.

² The criminal aspect requires extensive knowledge of court practices and legal requirements; performs all in-court clerk functions; verifies all appropriate paperwork has been processed with the Court thereby reducing court liability; maintains warrant control; performs duties mandated by domestic violence, firearms, and DUI legislature; maintains FTA control with DOL; arranges timely transport of defendants; and ensures accurate reporting/records with police agencies, jails, Washington State Patrol, DOL, and other jurisdictions.

2026 Proposed Salary Step Schedule:

Senior Judicial Specialist	2	\$	5,765.53	\$	6,150.71	\$	6,533.43	\$	6,918.62	\$	7,301.34	\$	7,686.54
Judicial Specialist	3	\$	5,147.79	\$	5,491.71	\$	5,833.42	\$	6,177.34	\$	6,519.06	\$	6,862.98

3. New HR Specialist Position

The recommended HR ratio for an organization with under 100 employees is approximately 2.70 FTE; this ratio, however, does not include consideration of additional factors such as the number of labor groups within an organization and impacts of current and future needs of an organization. Based on the ongoing workload demands within HR, along with the continued projected recruiting needs of the City, it is Administration’s hope that Council will consider reevaluating our earlier request to approve additional FTE and hire a new HR Specialist position. This new position’s FTE would be as follows:

- Effective 01/01/26, approval to add 0.8 FTE (for a total of 1.8 FTE within the HR department).
- Should staffing levels increase above 70 – 80 employees, add an additional 0.2 FTE to support operational and business needs (for a total of 2.0 FTE within the HR department).

2026 proposed salary step schedule:

Human Resources Specialist	0	\$	6,492.71	\$	6,898.50	\$	7,302.76	\$	7,710.25	\$	8,116.39	\$	8,545.00
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4. Job Title Changes

To align with industry standards and describe the position more accurately, the following job title changes are recommended to the following job descriptions (Note: there are no other changes to the job description):

- Update “Court Clerk” job title to “Judicial Specialist”
- Update “Accounting Supervisor” to “Finance Manager”



Mid-Biennial Budget

City of Lake Forest Park
Lindsey Vaughn, Finance Director



General Fund 001

- Grant Pass Throughs
 - Police Department
 - WASPC grant for accredited agencies \$43,478
 - Health & Wellness \$7,005
 - AED replacement equipment \$7,500
 - Judicial Department
 - Overtime Reimbursement from 2024 \$13,870
 - Requesting to expand overtime for a software upgrade in second quarter
 - Interpreter Grant 50% reimbursement \$5,500
- Pass Through (Revenue to Expenditure)
 - Police Overtime 3rd party reimbursement for security services \$280,000
- Revenue
 - KC Waste Reduction Recycling \$18,504
 - Passport Revenue \$80,000
 - Municipal Services expenses expanded supplies, passport taxes & assessments, postage
 - Republic Contract Obligation \$30,500

General Fund Expenses

- Executive Professional Services 2 union negotiations and HR support \$50,000
- Municipal Services supplies, taxes & assessments, communications, and postage \$46,000
- Laserfische \$12,000 onetime setup costs
- Contracts:
 - Public Defender \$50,000 estimated cost from previous caseload numbers
 - Prosecutor \$48,000
 - Judge Grant's increase to traffic safety fund + Pro Tem hours
- Police Department:
 - Salaries & Benefits CBA plus buyouts of \$128,000 in 2025, with more retirements known in 2026 \$181,500
 - Turnover Costs of Uniforms, Badges & Vests, and Training \$45,000
- Facilities
 - Professional Services \$55,000
 - Repairs & Maintenance \$100,00
- Salaries & Benefits: Market Adjustments recommended for some non-represented positions Judicial department, Finance Specialist, Public Records Specialist, Public Works Superintendent (multiple funds), position title updates
- *Discussion:* HR Specialist Position \$139,500 and proviso Climate Coordinator \$151,500

Multiple Funds

- Teamsters Collective Bargaining Agreement
 - General Fund
 - Parks
 - Facilities
 - Street Fund
 - Sewer Fund
 - Surface Water Fund

- Overtime: Budgeted too lean across all funds to respond to weather events, call outs, special events, and city community events

Traffic Safety Fund

- Judicial Department Salaries & Benefits
 - Municipal Judge increased from .6 to .75
 - Pro Tem increase of .1 FTE
 - Market Adjustment for Judicial Department

- Expenses:
 - Reorganization of department furniture due to increasing personnel \$26,500
 - Police Vehicles 2 vehicles for traffic safety \$169,886

Street Fund 101

- Teamsters Collective Bargaining Agreement
 - Salaries & Benefits true up
- Non-Represented Public Works Superintendent
- Overtime adjustment



Capital Improvement Fund 301

Transportation Capital Fund 302

Capital Improvement Fund 301

- Park Acquisition \$300,000
- Park Acquisition
 - Additional purchase expenses \$15,000

Transportation Capital Fund 302

- Safe Streets Early Action:
 - Funded from Traffic Safety Fund 002
 - Revenue already budgeted
 - Allocating the \$300,000 expense to Safe Streets Early Action

Sewer Utility Operations Fund 401

Surface Water Fund 403

Sewer Utility Operations Fund 401

- King County Wastewater Utility Charge
 - Pass through from KC to LFP \$40,000
 - increased to 7.5%

Sewer Residential Rate

King County	\$62.66
LFP	<u>\$23.58</u>
Total Monthly	\$86.24 x 2 = \$172.48 bimonthly
Total with service tax	\$189.73 (\$17.25 bimonthly)

- Teamsters Salary & Benefits

Sewer Commercial/ Multifamily Rate

King County	\$7.90
LFP	<u>\$4.77</u>
Total Monthly	\$12.68

Total with service tax **\$13.95**

Surface Water Fund 403

- Increase 15%
 - 10% operational
 - 5% Stormwater Program Coordinator
- Material Bin Cover Capital Project
 - Change Orders \$133,000

Internal Service Funds

Vehicle & Equipment Repair and Replacement Fund 501

- Revenue funded in original budget
- Transfer from Traffic Safety Fund \$169,886
- Expense allocations:
 - PW Equipment Sweeper Brush Head \$34,000
 - Police Vehicle Replacement \$348,580
 - Public Works Replacement \$510,338

Information Technology Fund 502

- Expense Allocations:
 - Professional Services \$35,000
 - Hardware \$30,000
 - Software \$50,000



2026 User Fee Schedule

User Fee Schedule

- **Passport Fees**
 - Photo Fee increased from \$20 to \$25
 - Added Digital Photo Fee
- **Building Fees** following August 2025 International Code Council, Building Valuation
 - Standard Home increased from \$168.65/sq. ft to \$170.80/sq. ft
 - Utility Building/ Garage increased from \$67.54/sq. ft to \$69.64/sq. ft
 - Noted the addition of outside Consultant Fees as a pass-through cost

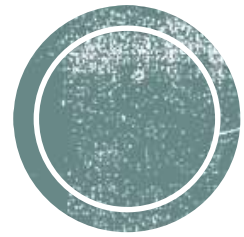
Sewer Monthly Service

Residential	80.74	86.24
Sewer Excise Tax	22.46	23.58
Commercial / Multi-Family Residential (per ccf)	11.90	12.68
Lien Filing and Removal Fee		185

Surface Water Utility Assessments

Single Family Residential		311.49	358.21
Class	% Impervious Surface		
Very Light	0%-10%	311.49	358.21
Light	11%-20%	748.70	861.00
Medium	21%-45%	1,505.76	1,731.62
Medium High	46%-65%	2,907.62	3,343.77
High	66%-85%	3,686.40	4,239.36
Very High	86%-100%	4,828.71	5,553.02

The amount billed includes a service tax of 10% calculated on the gross revenue of the stormwater and surface water services



Questions?

Thank you



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Finance Department
Contact Person	Lindsey Vaughn
Title	Resolution 25-2047/Adopting 2026 User Fee Schedule

Legislative History

- First PresentationNovember 13, 2025, Regular Meeting

Attachments:

- Resolution 25-2047
- 2026 User Fee Schedule with Markups

Executive Summary

The City updates the User Fee Schedule annually for the various user fees that are charged for City services. The proposed update includes increases for passport photos, adding a new digital passport photo fee, sewer rates, surface water management fees, and building fees.

Background

The City reviews the User Fee Schedule annually during biennial or mid-biennial budget proceedings and requests input from all departments. The purpose of this annual review is to ensure that the user fees are appropriate and consistent with policy and accurately recover costs incurred by the City.

Passport Fees

The City is increasing the passport photo fee to capture increasing costs. The City is also adding a new digital photo fee to offer photo services for those who are eligible to renew their U.S. passport online.

Building Fee Updates

The building code fees are based on the International Code Council Building Valuation Table of August 2025 and are being updated to stay in compliance with current code for the standard home and utility building and/or garage. The administration fee for building permits under \$500 will be removed at \$120 and note the change to align with the \$145 current administration fee.

Sewer Utility Rate

The proposed Sewer Utility Rate increase for 2026 has two portions of the proposed increase. King County's portion of the sewer utility rate is set to increase by 7.5% in 2026 (per King County Ordinance 19942) and will be a pass-through for all residential and commercial customers. The City is requesting to increase the City's portion of the sewer rate by 5% for 2026 for increasing costs related to operations, maintenance, and future capital infrastructure needs.

The 2026 Sewer Utility Rate will increase the Residential sewer rate from \$80.74 to \$86.24, a total increase of \$5.50 per month. The Commercial/Multi-Family Residential rate per hundred cubic feet (ccf) increases from \$11.90 to \$12.68, a total increase of \$0.78 per month. The table below details the sewer utility rate increases:

Class No.	Description	Rate
I.	Residential (single-family and housing units with four or less residential units per building),	\$80.74 \$86.24 per month per unit
II.	Multi-family Residential (housing units with five or more units per building)	\$11.90 \$12.68 per hundred cubic feet (ccf) per month
III.	Commercial	\$11.90 \$12.68 per hundred cubic feet (ccf) per month per unit of business

The sewer also has a 10% service tax meaning the total monthly fee for residential customers will be \$94.86.

Surface Water Management Fee

The proposed surface water rate increase for 2026 is 15% - 10% for operational purposes and 5% for the Stormwater Program Coordinator. The stormwater and surface water service tax of 10% is included in addition to the 2026 surface water rate as shown in the table below.

Surface Water					
Class	Class Description	Type	2026 Surface Water Rate	10% Service Tax	Total 2026 Surface Water Rate
1	single family residential	house	\$ 358.21	\$ 35.82	\$ 394.03
2	very light (0-10 IA)	commercial unit	\$ 358.21	\$ 35.82	\$ 394.03
3	light (10-20% IA)	commercial unit	\$ 861.00	\$ 86.10	\$ 947.10
4	moderate (20-45% IA)	commercial unit	\$ 1,731.62	\$ 173.16	\$ 1,904.78
5	moderately heavy (45-65% IA)	commercial unit	\$ 3,343.77	\$ 334.38	\$ 3,678.14
6	heavy (65-85% IA)	commercial unit	\$ 4,239.36	\$ 423.94	\$ 4,663.30
7	very heavy (85-100% IA)	commercial unit	\$ 5,553.02	\$ 555.30	\$ 6,108.32

Fiscal & Policy Implications

The 2026 User Fee Schedule increases allow the City to charge appropriately to cover expenses for City services on an annual basis.

Alternatives

Options	Results
<ul style="list-style-type: none">• Adopt the user fee schedule with current updates	User fees will be established for 2026, and full cost recovery will be achieved
<ul style="list-style-type: none">• Do not increase any fees	Will not achieve full cost recovery, and alternate measures may need to be taken for financial stability.

Staff Recommendation

Adopt Resolution 25-2047 establishing the 2026 User Fee Schedule

RESOLUTION NO. 25-2047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, ESTABLISHING
2026 USER FEES FOR PERMITS AND SERVICES

WHEREAS, the City Council of the City of Lake Forest Park has determined that establishing fees for various services, applications, and permits by resolution allows for the centralization of such fees and charges; and

WHEREAS, the City Council has determined that the annual review and adjustment of some of the fees for City services, applications, and permits are appropriate to aid in the cost recovery of providing services; and

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

Section 1. AMENDMENT. The City Council of the City of Lake Forest Park approves the fee schedule attached as Exhibit A, which shall remain in effect until revised by future Council action.

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

Section 3. EFFECTIVE DATE. This fee schedule in this Resolution shall go into effect on January 1, 2026.

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

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2047

2026 User Fee Schedule DRAFT

		Fees
Licensing & Permits		
Adult Cabaret License Application	\$	1,500
Adult Cabaret Manager License		250
Adult Cabaret Entertainer License		200
Business License, Calendar Year (Non-refundable)		
Business located in the City		40
Business located outside of the City		80
Coin operated Amusement Devices		60
Initiative Filing		250
Referendum Filing		250
(to be refunded if the ordinance is overturned)		
Open House Sign Removal Fee		25
Outdoor Promotion Permit		50
Secondhand Dealer Permit		70
Solicitor Permit		100
Services		
Returned Payment Fee		40
Fingerprinting		20
False Alarm Fines		
1st offense		52
2nd offense		103
Notary services (per notarial certificate)		15
Personal Floatation Device Fine		25-50
Pet License Fees		
Altered		30
Unaltered		60
Juvenile		15
Senior Discount		15
Replacement Tag		5
Transfer Fee		3
Service Animal		No fee
Passport Fees		
City Processing Fee		35
City Photo Fee	20	25
Digital Photo Fee		10
Photocopies, Records / Reports		
Accident Reports (non-participants)		10
Certified Copies		10
Photocopy of paper records, or printed copies of electronic records (per page)		0.15
Electronic copy of scanned paper records (per page)		0.10
Duplication of Audio Recording		10
Audio/Video Disc		10
Sending of electronic files		0.10/GB
Copies requiring outside copy services or copies of electronic records onto other storage		At Cost
Body worn camera recordings/footage		0.60/minute of staff review
Credit Card Transaction Fee ¹ - whichever is greater		\$1.95 or 2.95%
¹ The credit card transaction fee is charged for payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.		
Municipal Court		
<i>Municipal Court fees are set by the Court based on the actual costs incurred, subject to a maximum set by State statute. The Municipal Court may adjust the court fees from time to time to correlate to actual costs incurred and/or changes in State law concerning the maximum fee that may be charged.</i>		
Sewer Monthly Service		
Residential	80.74	86.24
Sewer Excise Tax	22.46	23.58
Commercial / Multi-Family Residential (per ccf)	44.90	12.68

2026 User Fee Schedule DRAFT

	Fees
Lien Filing and Removal Fee	185
Credit Card Transaction Fee ¹	3.95
¹ The credit card transaction fee is charged for sewer payments made by credit card. The fee is charged by the third party transaction processor and is not remitted to the City.	
<i>The amount billed includes a service tax of 10% calculated on the gross revenue of the sewer services</i>	
Sanitary Sewer	
Copy of Sewer Comp. Plan	
Color	125
Black and White	45
Sewer Availability	100
Onsite Wastewater License Application Fee	25
Sewer Connection	
Single Family	5,034
Multi-Family	
Each Additional Unit	
5/8" x 3/4" Meters	5,034
3/4" x 3/4" Meters	7,551
1" Meters	12,584
1 1/2" Meters	25,169
2" Meters	40,270
3" Meters	80,541
4" Meters	125,845
Sewer Permit (2 inspections)	300
Sanitary Sewer Grinder Pump Review	300
Additional Inspection	100
Credit Card Transaction Fee - A credit card transaction fee will be added to all sewer availability, sewer permit review and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all sewer availability, sewer permit review and inspection fees.	10%
<i>Surcharge is not applied to Sewer Connection Fees.</i>	
Streets	
Street Excavation (2 inspections)	200
Additional Inspection	100
Street and Alley Vacation Fee	500
Right-of-Way Permit	250
(may be waived by City Council)	
Telecommunications Right-of-Way (ROW) Rental Fee	
Master Use Permit Application Fee	2,500
Master Use Permit Renewal Fee	2,500
Lease Application Fee	2,500
Lease Renewal Fee	2,500
City Property-Minimum Monthly Rent	825
Credit Card Transaction Fee - A credit card transaction fee will be added to all right-of-way and street excavation permit and inspection fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all right-of-way and street excavation permit and inspection fees.	10%
Land Use	
For land use, development, and surface water and drainage plan reviews and applications that exceed the scope of the established fees, the applicant will be responsible for reimbursement of the actual costs of specialty consultant or staff review. For land use, development, and surface water and drainage plan applications for City projects the application fee is \$0.	
Administrative Appeal	500
(refunded if appeal is sustained and the administrative decision is overturned)	
Administrative Variance	500
Copy of Comprehensive Plan	80
Comprehensive Plan Amendment	No extra charge for Rezone 3,000
Conditional Use Application	2,500
Land Clearing/Grading/Excavation/ Filing	
Major	300
Minor	120

2026 User Fee Schedule DRAFT

	Fees
Tree Permits	120
Corridor Tree Permit (\$120 per tree (plus consultant review costs and Urban Forest Planner review costs))	
Urban Forest Planner Review - Based on Actual Cost (per hour)	95
Land Use Public Notice & Signage (per notice)	250
Boundary Line Adjustment	2,000
Property Profile, Pre-application meetings, special requests (per hour), minimum 0.5	100
Rezone Application	3,000
No extra charge for Comp. Plan Amend.	
SEPA / Regulatory Review	
Checklist	750
EIS administration/supervision/preparation	5,000
Critical Area Work Permit	
Major	550
Minor	85
Tree-related	125
Critical Area and Tree Reasonable Use Exception (plus review consultant costs)	4,000
Public Agency and Utility Exception (plus review consultant costs)	3,500
Copy of Shoreline Master Plan	15
Shoreline Substantial Development Permit	3,500
Shoreline Conditional Use Permit	3,500
Shoreline Variance	3,500
Shoreline Exemption	500
Shortplat Application	4,000 flat fee
Subdivision	12,000 + 300 per lot
Variance	2,500
Wireless Communication Facility Permit (not requiring conditional use)	2,000
Zoning/Land Use Code Text Amendment	3,500
Town Center Design Review	
Major (plus all notice, review consultant, hearing examiner costs)	4,000
Minor (plus review consultant costs)	2,000
Commercial site development permit	
Type I Review (Hearing Examiner)	3,500
Type III Review (Code Administrator)	2,000
Credit Card Technology Fee - A credit card technology fee will be added to all land use permit fees paid by credit card.	3%
Development Review Technology Surcharge - A technology surcharge will be added to all land use permit fees.	10%

Building Fees

Building Permit Base Fees for standard home and utility/garage are based on the International Code Council, Building Valuation Table (below, **August 2025**).

Standard Home	168.65/sq. ft.	170.80/sq. ft.
Custom Home (a home designed for a particular lot)		206.65/sq. ft.
Utility/Garage	67.54/sq. ft.	69.64/sq. ft.
Add \$120 Fee to Permit Fees Less Than \$500.00		
Administration Permit Fee (for permits under \$500.00)		145
Plan Review Fee (plus hourly for additional or consultant reviews)		65% of Building Permit
Plan Review (hourly)		145
Additional Inspections (hourly)		145
State Surcharge (Single Family)		6.50
State Surcharge (Multi-Family)		25 + 2 for each unit
State Surcharge (Commercial)		25
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.		3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.		10%
Corridor Retaining Wall is based on the Building Permit Fee Table (plus consultant review costs and staff review costs)		

Building Valuation Table

Project Valuation in Dollars	Fees in dollars
\$0.00 to \$1,000	\$71.37

2026 User Fee Schedule DRAFT**Fees**

\$1,001 to \$2,000	\$71.37 for the first \$1,000.00 plus \$5.49 for each additional \$100 or fraction thereof to and including \$2,000
\$2,001 to \$25,000	\$126.27 for the first \$2,000.00 plus \$23.06 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00
\$25,001 to \$50,000	\$656.65 for the first \$25,000.00 plus \$16.47 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00
\$50,001 to \$100,000	\$1,068.40 for the first \$50,000.00 plus \$10.98 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00
\$100,001 to \$500,000	\$1,617.40 for the first \$100,000.00 plus \$9.88 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00
\$500,001 to \$1,000,000	\$5,569.40 for the first \$500,000.00 plus \$8.78 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00
\$1,000,001 to \$5,000,000	\$9,959.40 for the first \$1,000,000.00 plus \$5.49 for each additional \$1,000.00 or fraction thereof to and including \$5,000,000.00
\$5,000,001 and up	\$31,919.40 for the first \$5,000,000.00 plus \$4.39 for each additional \$1,000.00 or fraction thereof

Mechanical Permit Fees

Permit Base Fee	150
Furance	30
A/C or Heat Pump	30
Gas Hot Water Heater Installation/vent / expansion tank	30
Gas Log Fireplace Insert	30
Gas Piping - up to 10 outlets	30
Gas piping - each additional outlet	5
Gas range - piping hookup	30
Residential hood >400 CFM	30
Commercial hood: Class 1 hood	30
Dryer exhaust duct	30
Vent/duct Installation, relocation, or replacement vent	30
New/removal/replacement of ducting	30
Installation, relocation of boiler or absorption system	30
Installation, relocation of compressor or absorption system	30
Appliance or equipment regulated by IMC	30
Plan Review (hourly)	145
Additional Inspections (hourly)	145
State Surcharge (Single Family)	6.50
State Surcharge (Multi-Family)	25 + 2 for each unit
State Surcharge (Commercial)	25
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.	10%

Plumbing Permit Fees

Permit Base Fee	150
Sinks	30
Toilets	30
Showers	30
Tubs	30
Washing machine	30
Hot Tub/Spa	30
Other Plumbing fixtures on one trap	30
Electric Water Heater Installation/vent/expansion	30
Hot /Cold rough-in addition or alteration	30
Waste & vent rough-in addition or alteration	30
Water service line	30
Lawn sprinkler on any one meter (backflow device)	30
Each addition or alteration of drainage	30
Waste (sewage ejector pump)	30
Grease Trap	30
Backflow protective device	30

2026 User Fee Schedule DRAFT

	Fees
Heat pump	30
Hydronic heating (loop vent system)	30
Commerical Projects Plan Review (required - hourly)	145
Grease Interceptor Plan Review (required - hourly)	145
Plan Review (hourly)	145
Additional Inspections (hourly)	145
State Surcharge (Single Family)	6.50
State Surcharge (Multi-Family)	25 + 2 for each unit
State Surcharge (Commercial)	25
Credit Card Transaction Fee - A credit card transaction fee will be added to all building, mechanical, and plumbing permit fees paid by credit card.	3%
Development Review Technology Surcharge -A technology surcharge will be added to all building, mechanical, and plumbing permit fees.	10%

Surface Water and Drainage Plan Review Fees

Single Family Building Permit	
Requiring Engineering Plan	600
Without Engineering Plan	300
Multi-family site development	per 1,000 sq. ft of impervious surface
Commercial site development	per 1,000 sq. ft of impervious surface
Land Use Permits*	
Subdivisions / Shortplats (per lot)	500
Reasonable use exemptions (per lot)	500
Conditional Use Permit (per lot)	500
Variances (per lot)	500
* These would be preliminary review fees, where additional drainage review fees may be applied for future development or to other permit applications necessary for development.	

Surface Water Utility Assessments

Single Family Residential	311.49	358.21
Class	% Impervious Surface	
Very Light	0%-10%	311.49 358.21
Light	11%-20%	748.70 861.00
Medium	21%-45%	1,505.76 1,731.62
Medium High	46%-65%	2,907.62 3,343.77
High	66%-85%	3,686.40 4,239.36
Very High	86%-100%	4,828.71 5,553.02

The amount billed includes a service tax of 10% calculated on the gross revenue of the stormwater and surface water services

Facility Fees

Lake/Forest Room	
Evening Use (6 p.m. - 10 p.m.)	50
Emergency Operations Center (EOC) Room	
Evening Use (6 p.m. - 10 p.m.)	50
Council Chambers	
Evening Use (6 p.m. - 10 p.m.)	50 per hour + 50 setup/cleanup fee
<i>The fee for use of the Lake/Forest Room or Emergency Operations Center by other governmental organizations and non-profit organizations may be waived or negotiated.</i>	

Special Events

Non-profit (501c3 organizations, neighborhood block parties, etc.)	
1-30 Participants	No Permit Required
31-250 Participants	No Charge/ Permit Required



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 25-2038/Confirming Jennifer Johnson Grant as the Municipal Judge and adopting Amendment No. 1 to the Employment Agreement dated December 15, 2021

Legislative History

- First Presentation – October 16, 2025, City Council Budget & Finance Meeting
- Second Presentation/Action – November 13, 2025, City Council Regular Meeting

Attachments:

1. Resolution 25-2038/Confirming Jennifer Johnson Grant as the Municipal Judge and adopting Amendment No. 1 to the Employment Agreement dated December 15, 2021
2. Employment Agreement AG-21-045
3. Amendment No. 1 to AG-21-045

Executive Summary

In November 2021, the Mayor appointed and the City Council confirmed Jennifer Johnson Grant as Municipal Judge for the Lake Forest Park Municipal Court for a four-year term. Over the past four years, Judge Grant, supported by a professional staff, has effectively carried out the court's mission to provide "fair and impartial administration of justice and equal access for all individuals." The proposed Resolution would confirm the reappointment of Judge Grant for a second four-year term and amend the employment contract between Judge Grant and the City.

The proposed Amendment 1 to the existing contract provides as follows:

- Article 1 would extend the term of the agreement for an additional four-year term.
- Article 3 would amend the list of work a Pro Tem Judge could be assigned, to include addressing the increased traffic safety camera infraction workload and provide that a Pro Tem

Judge may work up to 4 hours per week when the court work exceeds the Judge's 30 hours per week.

- Article 4 would increase the total hours for the Judge from 24 to 30 hours per week.

Background

Section 2.12.170 of the Lake Forest Park Municipal Code provides that the Presiding Judge of the Municipal Court shall be appointed by the Mayor, subject to confirmation by the City Council.

The current contract allows the Judge's position to be part-time, limited to 24 hours per week (0.60 FTE). Due to the increased workload from the new 24/7 traffic safety cameras, Judge Grant is requesting an increase to 30 hours weekly (0.75 FTE) to handle the additional tasks. Additionally, up to 4 hours per week of time, as needed, for Pro Tem Judges to assist with the traffic camera workload is also being requested. The extra 6 hours per week for the Judge and the 4 hours for Pro Tem Judges are intended to address traffic safety camera infractions, and these hours would be charged to the Traffic Safety Fund 002, while 24 hours per week would be charged to the General Fund 001.

Fiscal & Policy Implications

Per RCW 3.58.010, full-time salaries for district court judges are set by the Washington Citizens' Commission on Salaries for Elected Officials. The finance director and HR director then determine the part-time salary for the city's municipal court judge based on this full-time rate. Salary rates are effective from July 1 through the following June 30. See the table below for the full-time rates in 2025 and 2026, the part-time rates, and the proposed distribution between the General Fund 001 and the Traffic Safety Fund 002.

	Effective 7/1/2025		Effective 7/1/2026	
District Court Judge Salary	\$	226,096.00	\$	232,924.00
0.60 FTE	\$	135,657.60	\$	139,754.40
0.75 FTE	\$	169,572.00	\$	174,693.00
General Fund 001	\$	135,657.60	\$	139,754.40
Traffic Safety Fund 002	\$	33,914.40	\$	34,938.60

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Reappoint Judge Grant 	Judge Grant will serve as the Municipal Court Judge through December 31, 2029.
<ul style="list-style-type: none"> • Do not reappoint Judge Grant 	The administration would work with the City's list of Pro Tem judges to provide services during the search for a new judge.

Staff Recommendation

Approval of Resolution 25-2038 confirming the Mayor's reappointment of Jennifer Johnson Grant as Municipal Judge through December 31, 2029, and authorizing Amendment 1 to the employment contract between the City and Judge Grant.

RESOLUTION NO. 25-2038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, CONFIRMING THE APPOINTMENT BY THE MAYOR OF JENNIFER JOHNSON GRANT AS MUNICIPAL JUDGE AND AUTHORIZING THE MAYOR TO SIGN AN AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH JENNIFER JOHNSON GRANT FOR THE MUNICIPAL JUDGE POSITION

WHEREAS, Jennifer Johnson Grant was appointed as Municipal Court Judge in 2021 for a term ending December 31, 2025; and

WHEREAS, the Mayor nominates Jennifer Johnson Grant as Municipal Court Judge for a term ending December 31, 2029; and

WHEREAS, section 2. 12.170A. of the Lake Forest Park Municipal Code requires appointment of the Municipal Judge by the Mayor and confirmation by the City Council; and

WHEREAS, the Mayor has extended an amendment to the original employment agreement to Jennifer Johnson Grant, and she has accepted the amendment.

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

Section 1. CONFIRMATION. The City Council confirms the appointment by the Mayor of Jennifer Johnson Grant as the Municipal Judge of Lake Forest Park.

Section 2. AUTHORIZATION. The City Council authorizes the Mayor to sign Amendment 1 to the Employment Agreement with Jennifer Johnson Grant for the Municipal Judge position as set forth in Exhibit A.

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

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

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2038

AG-21-045

**CITY OF LAKE FOREST PARK
EMPLOYMENT AGREEMENT**

THIS AGREEMENT between the **CITY OF LAKE FOREST PARK**, King County, Washington, ("City") and Jennifer Johnson Grant ("Judge") relating to their service as City of Lake Forest Park Municipal Judge, is dated this 15th day of December, 2021.

WHEREAS, the Mayor has appointed Jennifer Johnson Grant, a member of the Washington State Bar, to serve as Judge of the City's municipal court; and

WHEREAS, the City Council confirmed that appointment on November 18, 2021; and

WHEREAS, Jennifer Johnson Grant, has accepted the appointment;

NOW, THEREFORE, the City and Jennifer Johnson Grant mutually agree as follows:

ARTICLE 1. JUDGE

Jennifer Johnson Grant accepts the position of Judge of the Municipal Court of the City of Lake Forest Park, in accordance with the provisions of Chapter 2.12 of the Lake Forest Park Municipal Code as supplemented by this Agreement, for a four-year term commencing January 1, 2022 and terminating December 31, 2025. If this Agreement conflicts with any provision of the Code, the Code shall govern.

ARTICLE 2. SERVICES

The Judge shall perform all duties legally prescribed for a judicial officer serving as a Judge of a lawfully constituted Municipal Court according to the requirements of the Code of Judicial Conduct, the General Rules of the Washington Court Rules ("GR"), such other rules as may be prescribed by the Supreme Court of the State of Washington, and according to the Code of Judicial Conduct and Washington State Judges' Ethics Advisory Opinions. The Judge is a "Presiding Judge" within the meaning of GR 29, which governs her duties and authority, notwithstanding any provision herein to the contrary.

The Judge shall hear or assign all cases within the jurisdiction of the City's Municipal Court, and take other actions to fulfill the obligations of the Court as established by State Law or City Ordinances. The Judge shall preside over Court on Monday and Wednesday of each week and any other calendar days set by the Judge with the agreement of the Mayor. The Judge will make themselves available at all times for emergency contact by police, prosecutor and the domestic violence advocate, when needed.

The Judge shall be, and remain, an attorney admitted to practice law before the courts of record for the State of Washington. The Judge must also be a citizen of the United States of America, the State of Washington, and reside in King County. The Judge must immediately

1 report to the City Administrator any change affecting their membership in good standing in the
2 Washington State Bar Association.

3
4 The Judge is charged with assignment of Judges and with Court scheduling, so that the
5 time spent by the Judge together with time spent by Pro Tem judges does not exceed 34 hours
6 per week. Approved educational leave is not included in calculation of judicial time.
7

8 9 **ARTICLE 3. JUDICIAL INDEPENDENCE AND ADMINISTRATION**

10
11 The Legislative, Executive and Judicial branches of government are co-equal. Each
12 branch of government has responsibility for the criminal justice system and each must cooperate
13 with the other to meet its separate responsibility and is fundamental to our system of
14 government.
15

16 The Judicial branch is accorded independence from the Executive and Legislative
17 branches and nothing contained herein shall be construed to interfere with that independence.
18 Furthermore, the Judge is responsible for ensuring that court staff and officials subject to the
19 Judge's direction and control comply with applicable provisions of the Code of Judicial Conduct,
20 court rules, ordinances, and statutes.
21

22 The City is organized as a Mayor-Council municipality, under which the Mayor is
23 primarily accountable to assure that each branch of government cooperates with the other to
24 assure an effective, efficient and just court system. The Judicial branch is accorded independence
25 from the Executive and Legislative branches and nothing contained herein shall be construed to
26 interfere with that independence.
27

28 Although the court employees should be appointed by and serve at the pleasure of the
29 Court, they are City employees subject to City rules and regulations and their salaries, benefits,
30 hours of work and working conditions shall be established by the City Council. Day-to-day
31 personnel management and financial administration of the Court shall be administered by the
32 City's Court Administrator who reports to and acts under the general supervisory authority of the
33 Judge.
34

35 The Judge shall confer with the City Administrator to coordinate administrative activities
36 concerning City procedures, policies, and the budget in an effort to retain and ensure consistency
37 and common practices throughout the City.
38

39 If the Judge chooses to establish a probation department, it shall be in accordance with
40 the Administrative Rules for Courts of Limited Jurisdiction (ARLJ) 11.
41

42 The Judge shall appoint Pro Tem Judges as provided in RCW 3.50.090 and GR 29(f) (12)
43 for (1) vacation, (2) affidavits of prejudice, (3) recusal from a pending case, (4) illness, and (5)
44 approved judicial education and training.
45
46

ARTICLE 4. COMPENSATION AND BENEFITS

The Judge's salary and benefits shall be set and appropriated through the City's budget process and its adopted budget. The Judge's salary shall be the same as that set for District Court Judges, pro-rated to 24-hours per week.

The position is eligible for all employment benefits provided other City half-time non-represented employees as described in the City's Employee Handbook, as the same now exists or may from time to time be amended by the City Council, including but not limited to vacation, sick and related leaves, medical and dental benefits, unemployment compensation, the City's social security replacement program (401A), Medicare, and contributions to the State retirement program.

The Judge's salary and benefits may be increased, but not decreased during her term of office, in accordance with any applicable statutes and/or provisions of the Washington State Constitution.

The employment status of the Judge is considered to be exempt under the regulations of the Fair Labor Standards Act and work hours are approximately 80 hours or more per month.

The City recognizes that the Judge will incur expenses from time to time for the City's benefit and in furtherance of Municipal Court business. The City will reimburse the Judge for all reasonable and necessary business expenses reasonably incurred in performing judicial or administrative duties, in accordance with State of Washington and Federal law. The Judge shall submit to the City, in timely fashion, documentation and expense reports as may be needed to substantiate the propriety of such expenses under City policy and State of Washington and Federal law.

ARTICLE 5. JUDICIAL EDUCATION

The City recognizes the Judge is required to engage in continuing legal education seminars as part of their Washington State Bar Association status and licensing requirements. The City will pay the expenses of the Judge to attend the annual Municipal and District Court Judge's Association Conference. Expenses will be reimbursed under the terms of the City's employee reimbursement policy. Reimbursement for attendance at other meetings or conferences will be made with advance approval by the Mayor.

ARTICLE 6. WORK PRODUCT

All work product, including records, files, documents, e-mails, plans, computer disks, magnetic media or material which may be produced or modified by the Judge while performing the services shall belong to the City. At the termination of this Agreement, copies of files containing the written record of the Judge's services shall be delivered to the City upon request. Until at least 12 months following final payment, the Judge shall provide the City prompt access to (and the City shall have the right to examine, audit and copy) all of the Judge's books, documents, papers, e-mails, and records related to the services. This Agreement

1 notwithstanding, the Judge is familiar with Washington State document retention guidelines and
2 agrees to comply with said guidelines and any Public Records Act request relating to documents
3 in the Judge's possession.

4 5 **ARTICLE 7. ASSIGNMENT OF CONTRACT** 6

7 The Judge shall not assign this contract or assign or subcontract all or any portion of the
8 work, except for the appointment of Pro Tem Judges as provided herein, without prior approval
9 of City.

10 11 **ARTICLE 8. INDEMNIFICATION** 12

13 The Judge shall be deemed to be an official within the meaning of Chapter 2.50 of the
14 Lake Forest Park Municipal Code.

15 16 **ARTICLE 9. TERMINATION** 17

18 This Agreement may be terminated during the Judge's term of office as follows: By the
19 Judge if a minimum of 120 days written notice prior to the effective date of termination is
20 provided, unless otherwise mutually agreed by the parties. By the City only upon action of the
21 Commission on Judicial Conduct or the Washington State Supreme Court as provided in Article
22 IV, Section 31 of the Washington State Constitution.

23 24 **ARTICLE 10. MISCELLANEOUS** 25

26 City and the Judge agree that if either party resort to litigation to enforce this Agreement,
27 the Court in such litigation shall award reasonable costs and expenses, including attorney's fees,
28 and costs and fees incurred on appeal, to the prevailing party.

29
30 This Agreement and the referenced ordinance and court rules contain the entire
31 understanding between City and the Judge relating to professional services. Any prior or
32 contemporaneous agreements, promises, negotiations, or representations not expressly set forth
33 herein are of no force and effect. Subsequent modifications or amendments to this Agreement
34 must be in writing and signed by the parties to this Agreement.

35
36 This contract is non-exclusive, and the City reserves the right to appoint additional judges
37 and to contract for additional court services in the future. Nothing herein shall be interpreted to
38 prohibit such future appointments or to guarantee renewal of this contract, its level of payment,
39 nor the level of cases forwarded to the Judge for future years, regardless of whether the Judge
40 shall be within the term of the original appointment. In the event of any such future
41 reappointment, the City reserves the right to renegotiate any and all provisions of this Agreement
42 for future contract terms.

43
44 In all hiring or employment made possible or resulting from this Agreement, there shall
45 be no unlawful discrimination against any employee or applicant for employment because of sex,
46 age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or

1 physical handicap, unless based upon a bona fide occupational qualification. This requirement
2 shall apply to but not be limited to the following: employment, advertising, layoff or termination,
3 rates, pay or other forms of compensation, and selection for training, including apprenticeship.
4 No person shall be denied or subjected to discrimination in receipt of the benefit of any services
5 or activities made possible by or resulting from this Agreement on the grounds of sex, race,
6 color, creed, national origin, age except minimum age and retirement provisions, marital status,
7 or in the presence of any sensory, mental or physical handicap.

8
9 The Judge shall comply with all applicable Federal, State and Local laws in the
10 performance of this Agreement. For a period of two years after the termination of this
11 Agreement, the Judge shall not appear in the Lake Forest Park Municipal Court or participate in
12 a case adverse to the City.

13
14 This Agreement shall be interpreted and enforced according to the laws of the State of
15 Washington. Any suit to enforce the provisions of this Agreement shall be brought in King
16 County Superior Court, King County, Washington.

17
18 If any notice is required or desired to be given under this Agreement, such shall be
19 deemed given if sent in writing as provided below or subsequently amended:

20
21 To the Judge:
22 Jennifer Johnson Grant
23 1415 E. Jefferson Street
24 Seattle, WA 98122

25
26 To the City Administrator
27 City of Lake Forest Park,
28 17425 Ballinger Way N.E.,
29 Lake Forest Park, WA 98155.

30
31 The failure of the either party to insist upon strict performance of any of the covenants
32 and agreements contained herein or to exercise any option herein conferred in one or more
33 instances shall not be construed to be a waiver or relinquishment of said covenants, agreements
34 or options, and the same shall be and remain in full force and effect.

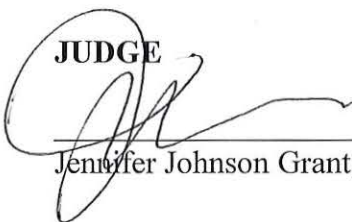
1 Should any provision of this Agreement be declared invalid, illegal, or incapable of being
2 enforced by any court of competent jurisdiction, all of the remaining provisions of this
3 agreement shall nevertheless continue in full force and effect, and no provision shall be deemed
4 to depend upon any other provision unless so expressed herein.
5
6
7

8 **CITY OF LAKE FOREST PARK**

9
10
11 

Jeff Johnson, Mayor

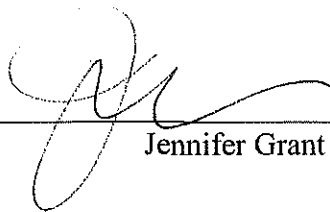
JUDGE



Jennifer Johnson Grant, Judge

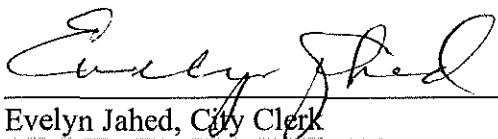
OATH OF OFFICE

I, Jennifer Grant, having been duly appointed as Municipal Court Judge for the City of Lake Forest Park, Washington, do solemnly swear that I will faithfully and impartially perform the duties of the office as prescribed by law and to the best of my ability, and that I will support and maintain the ordinances of the City of Lake Forest Park and the laws and the Constitution of the State of Washington and the United States of America.

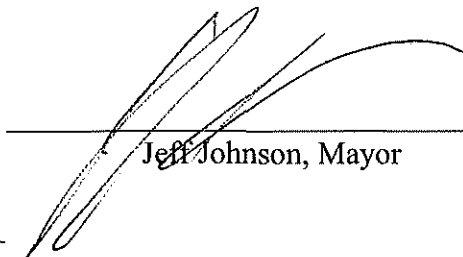


Jennifer Grant

Dated this 15th day of December, 2021



Evelyn Jahed, City Clerk



Jeff Johnson, Mayor

Amendment No. 1 to the
Employment Agreement between the
City of Lake Forest Park and Jennifer Johnson Grant
Dated December 15, 2021

This **First Amendment** to the Employment Agreement between the City of Lake Forest Park and Jennifer Johnson Grant, AG-21-045 (hereafter the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Article 10 of the Agreement.

Whereas, the Mayor has appointed Jennifer Johnson Grant, a member of the Washington State Bar, to serve as Judge of the City's municipal court for a second four-year term, commencing on January 1, 2026, and terminating December 31, 2029; and

Whereas, the City Council confirmed that appointment on November 15, 2025;

Now, therefore, the City and Jennifer Johnson Grant mutually agree to the following contract amendments:

1. Article 1, Judge, is hereby amended to extend the term of the Agreement for an additional four-year term, commencing on January 1, 2026, and terminating December 31, 2029.
2. Paragraph 7 of Article 3, Judicial Independence and Administration, is hereby amended to read as follows:

The Judge shall appoint Pro Tem Judges as provided in RCW 3.50.090 and GR 29(f)(12) for (1) vacation, (2) affidavits of prejudice, (3) recusal from a pending case, (4) illness, ~~and~~ (5) approved judicial education and training, and (6) when necessary to accomplish the work of the Court. The Judge may appoint Pro Tem Judges to work up to 4 hours per week when the work of the Court exceeds the Judges 30 hours per week as provided below.

3. Paragraph 1 of Article 4, Compensation, is hereby amended to read as follows:

The Judge's salary and benefits shall be set and appropriated through the City's budget process and its adopted budget. The Judge's salary shall be the same as that set for District Court Judges, pro-rated to ~~24~~30-hours per week.

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

CITY OF LAKE FOREST PARK

JUDGE

Signed: _____

Signed: _____

Printed Name: Thomas French

Printed Name: Jennifer Johnson Grant

Title: Mayor

Title: Judge

Dated: _____

Dated: _____



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 25-2041/Declaring Certain Vehicles as Surplus Property and Authorizing Their Sale at Public Auction or by Direct Sale

Legislative History

- First Presentation – March 20, 2025, Budget & Finance Committee
- Second Presentation – April 17, 2025, Budget & Finance Committee
- Third Presentation/Action – November 13, 2025

Attachments:

1. Resolution 25-2041/Declaring Certain Vehicles as Surplus Property and Authorizing Their Sale at Public Auction or by Direct Sale
2. Resolution #612, establishing a policy relating to the disposal of surplus other than real estate

Executive Summary

Council authorized the purchase of new vehicles for the police department and public works department. As those new vehicles have come online, the existing vehicles are scheduled to be sold as surplus at auction. The City employs the services of James G. Murphy Company, located in Marysville, when selling surplus property. It should be noted that there are no minimums and no reserves on items sold. Commission is set at 10% and there is also a charge for any necessary moving costs. All but the dump truck will be delivered by City staff. The City's mechanic has cautioned against driving the dump truck on highways given its age and condition, and that it is more suited to farming, or some similar use. It has been confirmed that Murphy's is able to tow this vehicle to auction. Based on current condition of the vehicles, the following estimated values have been provided.

Surplus Vehicles

P-10	\$5,500	(2015 Ford Explorer – Police)
512	\$4,500	(2005 Ford Econoline Van – Police)
E-01	\$1,000	(2011 Ford Explorer – NEMCo)

Recently, the police department has determined a need to retain two vehicles previously declared surplus that were to be sold. One, for use by the NEMCo emergency manager, as the current vehicle's engine recently failed and the vehicle will be auctioned for the residual value. The other would be to provide a take home vehicle for the officer assigned to SWAT, to ensure timely response to call outs across the region. Both vehicles were fitted with new transmissions roughly 20,000 miles ago and have been determined safe and reliable for this moderate use. The officer will utilize one of the newer patrol vehicles when on duty.

The chief has estimated fuel costs for the SWAT vehicle of roughly \$800 per year, within the current budget. The costs associated with the NEMCo vehicle are accounted for in that budget, shared by LFP, Kenmore and Shoreline Fire. The current NEMCo vehicle is owned by the City so any residual value at auction will come to the City.

Retained Vehicles

P-12	\$5,500	(2015 Ford Explorer)
P-14	\$4,500	(2013 Ford Explorer)

Background

Resolution #612 sets policies for disposing of surplus property other than real estate. It determines the approval authority based on the value of the items being disposed of. Any property valued over \$3,000 must be approved by the Council. Because of the potential individual auction value of these items, Council approval is necessary.

The Ford Explorer declared surplus was put into service in 2015, with a 5-year replacement schedule. Due to revenue constraints, this vehicle was kept in service longer, but the nature of police work requires its replacement. The new replacement vehicles have been received and put into service. The two vehicles retained for NEMCo and SWAT, which were put into service in 2013 and 2015, have fewer miles and nearly new transmissions, providing reliable transportation for less intensive use.

The Econoline van was put into service in 2005 and no longer meets the minimum safety and security standards required for inmate transport. Due to its age, design, and lack of structural features such as secure separation, reinforced restraints, and climate or visibility controls, it cannot be effectively retrofitted or modified to meet those requirements. Replacement with a purpose-built transport vehicle is necessary to ensure compliance and safety for both staff and inmates.

Fiscal & Policy Implications

Net proceeds from these sales will be placed in the vehicle replacement fund. These funds will be tracked separately for future purchases, as the police vehicles were purchased through the general fund, and public works vehicles through ratepayer funds.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Surplus the noted vehicles 	The vehicles will be sold, and the net proceeds will be properly accounted.
<ul style="list-style-type: none"> Do not surplus the noted vehicles 	The vehicles will be retained, and council will provide the administration with directions for further action.

Staff Recommendation

Adopt Resolution 25-2041, authorizing the surplus and sale at auction of the listed vehicles.

RESOLUTION NO. 25-2041

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, DECLARING
VEHICLES AS SURPLUS PROPERTY AND AUTHORIZING
THEIR SALE AT PUBLIC AUCTION OR BY DIRECT SALE**

WHEREAS, the City Administrator has identified three vehicles that are no longer in service to the City; and

WHEREAS, the City's policy relating to the disposal of surplus property with a value exceeding \$3,000 requires City Council approval after a recommendation by the City Administrator; and

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

Section 1. APPROVE DISPOSAL OF SURPLUS PROPERTY. The City Council of the City of Lake Forest Park declares that following vehicles are surplus to the needs of the City and authorizes their disposal at public auction or by direct sale:

Vehicle ID	Year	Make	Model	VIN	Plate	Value	Disposal
P-10	2016	Ford	Explorer	1FM5K8AR7GGA86528	57940D	\$ 5,500	Immediate
P-512	2005	Ford	Econoline	1FBNE31L75HA83554	38305D	\$ 4,500	Immediate
E-1	2011	Ford	Explorer	1FMHK8B80BGA47257	50341D	\$ 1,000	Immediate

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 13th day of November 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: October 31, 2025
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2041

RESOLUTION NO. 612

**A RESOLUTION OF THE CITY OF LAKE FOREST PARK,
WASHINGTON ESTABLISHING A POLICY RELATING
TO THE DISPOSAL OF SURPLUS OTHER THAN REAL
ESTATE**

WHEREAS, the City Council of the City of Lake Forest Park finds that the establishment of policies to dispose of surplus property other than real estate is an important element of a fixed assets control system; and

WHEREAS, it is important to establish procedures for disposition of property, other than real estate, which is surplus to the needs of the City. It is the intention of this policy that the procedures set forth here are preferred over others; therefore, special procedures called for under other legislation are to be deemed exceptions to this chapter, and their use is to be limited accordingly; and

WHEREAS, City staff have worked with the Municipal Research & Service Center to review standard municipal practices on this subject; and

WHEREAS, the City Administrator has presented them to the City Council for their review and deliberation.

NOW, THEREFORE, the City Council of the City of Lake Forest Park, Washington, does resolve that the "City of Lake Forest Park Disposal of Surplus Property Other Than Real Estate Policy," attached as Exhibit "A" to this resolution is adopted as the official Policies for the Disposal of Surplus Property Other Than Real Estate.

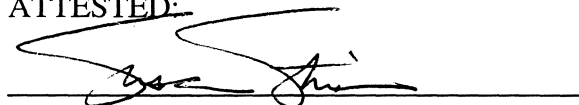
PASSED BY A MAJORITY VOTE of the members of the City of Lake Forest Park City Council this 25th day of January, 2001, and signed into authentication this 30th day of January 30, 2001.

APPROVED:



David R. Hutchinson, Mayor

ATTESTED:


Susan Stine, City Clerk

Posted: January 31, 2001

Exhibit A

City of Lake Forest Park Disposal of Surplus Property Other Than Real Estate Policy

PURPOSE

It is important to establish procedures for disposition of property, other than real estate, which is surplus to the needs of the City. It is the intention of this policy that the procedures set forth here are preferred over others; therefore, special procedures called for under other legislation are to be deemed exceptions to this chapter, and their use is to be limited accordingly.

DEFINITION

Surplus is defined as any tangible material owned by the City which is not needed at present or for foreseeable future job requirements. Items included are those purchased or received as gifts.

RESPONSIBILITY FOR ADMINISTRATION

The City's City Administrator, or such other officer as may from time to time be appointed, is responsible for the administration of this policy. The City Administrator shall coordinate the disposition of surplus property, and shall aid the City Council in determining the best method of disposal.

DETERMINATION OF VALUE

A department wishing to dispose of a single item of surplus property, or a group of items, shall make an estimate of the reasonable market value in "as is, where is" condition. If the department cannot make the estimate, the City Administrator shall determine the reasonable market value.

INITIAL PROCEDURE

A City department responsible for property which it wishes to declare surplus shall provide the City Administrator with a detailed description of the property, its location and condition, and its estimated value. The City Administrator shall then:

- A. Determine if any other department of the City has use for the property. If such a use is found, the City Administrator shall carry out the transfer of ownership and shall ensure that, if necessary, the fund disposing of the property is reimbursed for its reasonable market value,
- B. If the property is not needed by the City, and the estimated value is less than \$500.00 the City Administrator may dispose of the property in one of the approved methods listed herein.

PROCEDURE -- PROPERTY WITH AN ESTIMATED VALUE BETWEEN FIVE HUNDRED AND THREE THOUSAND DOLLARS

The Mayor has authority to direct disposition of surplus property with an estimated value between \$500 and \$3,000. The procedure is as follows:

- A. The Mayor shall examine a report of the City Administrator and shall direct the City Administrator to dispose of the property in one or more specified ways. The Mayor may also impose such reasonable conditions of disposition as shall be in the best interests of the City.
- B. The City Administrator shall then dispose of the property in the manner specified, and shall ensure that the proper fund is credited with any resulting proceeds. Any cost incurred in the sale shall then be paid from the receiving fund. (i.e. auctioneer commission, advertising, etc.)
- C. If the City Administrator cannot dispose of the property in the manner specified, he shall report to the Mayor and make his recommendations for further action.

PROCEDURE -- PROPERTY WITH AN ESTIMATED VALUE OVER THREE THOUSAND DOLLARS

Disposition of surplus property with an estimated value over three thousand dollars must be approved by a majority of the City Council. The procedure is as follows:

- A. The City Council shall consider the report of the City Administrator and shall then give further directions to the City Administrator.
- B. The full Council shall consider the recommendations of its City Administrator, and may then:
 1. Approve the disposition by Resolution;
 2. Approve the disposition with additional special conditions; or
 3. Disapprove the proposed disposition, whereupon it shall give the City Administrator directions for further action.

METHODS OF DISPOSITION

Permissible methods of disposition of surplus property include, but are not limited to:

- A. Public auction;
- B. Solicitation of written bids;
- C. Negotiated sale to one or more designated buyers;
- D. Transfer to another agency of government at or below reasonable market value;
- or
- E. Disposal as trash

POLICY

City employees shall not directly take or dispose of city property other than in their official duties. This includes but is not limited to articles of clothing, supplies, tools and vehicles. Items (including clothing) owned by the city found to be unfit for further service on the job shall be turned in to a designated point within the department. As the number of items turned in are justified, they will be declared surplus and sold as directed by the City Administrator. No city owned item shall be turned over to an individual (employee or other person) for their personal use other than items purchased by employee clothing allotments.

Employees shall not request and will not receive any preferential treatment in the disposal or sale of city surplus material. Likewise, employee shall receive no special prices on the sale of surplus.

Certain City employees are excluded from purchasing items from the City by Washington State law. These include those directly involved in declaring items surplus, elected officials, department heads and those administering the sale. RCW 42.23.030(6)

FOUND ITEMS

Items found by City employees in the course of their duties and not falling into one of the following areas shall be turned in to the department head as a "lost and found" item:

- A. Those that are perishable;
- B. Those that would create a health, sanitary or safety problem if stored;
- C. Those items that would reasonably be considered garbage.

Items found and fitting into one of the above categories may be disposed of as seems reasonable. Other items will be turned in as "lost and found" items.

RCW 63-21-070 specifically disallows employees from personally keeping any property found in the course of employment.



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 13, 2025
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 25-2040/Authorizing the Mayor to Sign the Agreement for 2026-2027 Federal Legislative Advocacy Services with The Johnston Group

Legislative History

- First Presentation/Action – November 13, 2025

Attachments:

1. Resolution 25-2040/Authorizing the Mayor to Sign the Agreement for 2026-2027 Federal Legislative Advocacy Services with The Johnston Group
2. Consultant Contract (Exhibit A)

Executive Summary

The City needs the support of the federal government as a funding partner for its future transportation and infrastructure projects. A federal government affairs advocate provides the City with a better opportunity to receive federal support for projects that will benefit Lake Forest Park. The City has worked with a federal government affairs advocate for several years and has been successful in securing federal support for a variety of projects. The Administration has negotiated a contract with The Johnston Group for federal advocacy services in 2026-2027.

Jake Johnston will serve as the consultant and will be on a retainer of \$3,925/month plus expenses (\$47,100/year), the same amount as during the 2024/2025 contract period. Mr. Johnston brings a wealth of experience. His current client list includes the Cities of Mountlake Terrace and Shoreline.

Background

This will be the City's tenth and eleventh years of contracting with The Johnston Group. The consultant's efforts are focused on the City's legislative agenda, including transportation projects. The City has developed a strong relationship with its federal delegation over the past several years.

Working with Mr. Johnston in 2026 and 2027 will enable the City to continue building and strengthening these relationships. The full scope of work is included in the packet. Highlights of the scope of work include:

- Identify funding needs and review capital improvement plans to identify funding eligibility
- Advise the City about which projects ought to be prioritized for federal grants or appropriations
- Review delegation legislative priorities and their impacts – both positive and negative
- Lobby the congressional delegation to support the City's goals
- Help the City create materials to highlight projects for the delegation
- Draft correspondence from the City to the delegation
- Schedule meetings in Washington, D.C. for City representatives to discuss the City's agenda with the delegation (up to two meetings)
- Issue monthly reports to the City
- Monitor all federal grant availability announcements

Fiscal & Policy Implications

The adopted budget allocates funding for this contract from the Surface Water Utility and Transportation Fund. If the City chooses not to continue the contract, it may terminate it with 30 days' notice, as specified in the contract language.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Authorize the Mayor to sign the agreement 	The City will continue working with the Johnston Group for federal legislative advocacy in 2026/2027.
<ul style="list-style-type: none"> • Do not authorize the Mayor to sign the agreement 	The City will not have a federal legislative advocate.

Staff Recommendation

Move to approve Resolution No. 25-2040 to authorize the Mayor to sign the agreement for 2026-2027 federal legislative advocacy services with The Johnston Group.

RESOLUTION NO. 25-2040

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, AUTHORIZING
THE MAYOR TO SIGN THE AGREEMENT FOR 2026 - 2027
FEDERAL LEGISLATIVE ADVOCACY SERVICES WITH
THE JOHNSTON GROUP**

WHEREAS, the City desires to obtain federal government affairs services to support its legislative priorities; and

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

WHEREAS, the City Council desires to enter into a contract with the Johnston Group for federal government affairs support; and

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

Section 1. AUTHORIZATION . The Lake Forest Park City Council authorizes the Mayor to sign the contract with the Johnston Group for federal government affairs support attached as Exhibit A.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 13th day of November, 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2040

CITY OF LAKE FOREST PARK PROFESSIONAL SERVICES AGREEMENT

Agreement Title: Federal Government Affairs Consultant Contract – 2026 & 2027

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and The Johnston Group, (the "Consultant"), is entered into the last date signed below.

Consultant Business: The Johnston Group

Consultant Address: 2400 NW 80th Street, #191, Seattle, WA 98117

Consultant Phone: 206-240-3133

Consultant Fax:

Contact Name Jake Johnston

Consultant e-mail: jake@johnstongr.com

Federal Employee ID No.: 26-3481324

Authorized City Representative Phillip Hill, City Administrator
for this contract:

WHEREAS, the City desires to obtain federal government affairs services to support its legislative priorities for 2026 and 2027; and

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

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the City desires to engage the Consultant.

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

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

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

The project manager(s) of the Work shall be Jake Johnston. The project manager(s) shall not be replaced without the prior written consent of the City.

Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2027, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed forty-seven thousand one hundred dollars (\$47,100) per year as shown on Exhibit A, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly based on 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 A.

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 Accounting Supervisor, 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 Exhibits 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.

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 thirty (30) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

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

7. Indemnification. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution thereof). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.

2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Lake Forest Park, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

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

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

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

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

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

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

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

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

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and 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: Phillip Hill, City Administrator
City of Lake Forest Park
17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

The Johnston Group
Attn: Jake Johnston
2400 N.W. 80th St., #191
Seattle, WA 98117
Jake@johnstongr.com

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

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

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the last dated signed below.

CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.	
CITY OF LAKE FOREST PARK WASHINGTON	The Johnston Group
By: _____ Thomas French, Mayor	By _____ Jake Johnston
Date _____	Its _____ Date: _____
ATTEST:	
_____ Matt McLean, City Clerk Date: _____	
APPROVED AS TO FORM:	

Kim Adams Pratt, City Attorney

Date: _____

EXHIBIT A

SCOPE OF SERVICES

I. SITUATION ASSESSMENT

The City of Lake Forest Park has established a productive and trusted relationship with its congressional delegation over the past many years. The result is a delegation that actively partners with the City in support of shared goals, whether they be funding for critical infrastructure projects or offering legislative language to modify funding allocations from Department of Transportation grant programs.

The City has identified infrastructure priorities connected to the development of its new Lakefront Park, traffic circles to enhance mobility and safety and the ongoing effort to replace failing fish culverts and seeks federal funding partnerships to bring these projects to completion.

Simultaneously, Congress and the Trump Administration are creating new challenges for cities to obtain federal funding without complying with policy riders that lack legislative authority. We are starting to see states that did not vote for the President and cities that refuse to allow local law enforcement to cooperate with Immigration and Customs Enforcement agents face additional hurdles to using federal funds. These challenges are currently before the courts and the result will determine if the Executive or Legislative branch has primary authority over federal spending.

Despite these challenges, Congress continues to make directed spending available to local communities as the City has seen with \$2 million in federal funding for the Lakefront Community Center included in the House-passed Transportation Appropriations bill.

Our ongoing approach will be focused on reviewing the City's Capital Improvement Plan and identified infrastructure priorities and seeing where federal funding opportunities exist. More, we will be working with the City to obtain the \$2 million in federal appropriations and ensure it comes to the City without policy riders. We will also continue to work on the Federal Transportation Reauthorization bill with the goal of making more federal grant programs accessible to smaller and medium sized cities.

Our 2026 federal agenda goals are:

1. Bring \$2 million in federal Funding to the City of Lake Forest Park for the Lakefront Community Center and avoid policy riders for the funds.
2. Obtain additional small and medium sized city set asides in all grant programs contained in the Transportation Authorization bill.
3. Connect the City leadership with the congressional delegation both in Washington, D.C. and in the City of Lake Forest Park to build strong partnerships in support of the City's goals.
4. Lobby against budget cuts and for policy changes and legislation that would positively benefit the City of Lake Forest Park.

Our 2027 federal agenda will wait until we see the outcomes from the 2026 mid-term elections and can reassess the congressional opportunities.

II. WASHINGTON'S CONGRESSIONAL DELEGATION

With a variety of leadership roles, seniority in both the House and Senate and bipartisan strength in the House, our delegation is extremely well-positioned to be a partner to the City of Lake Forest Park across any number of funding and policy areas.

Our delegation is well positioned on every committee of jurisdiction over transportation and infrastructure in both the House and Senate and has powerful members on the Appropriations Committees, including the Ranking Member of the Senate Appropriations Committee.

With a variety of leadership roles, seniority in both the House and Senate and bipartisan strength in the House, our delegation is extremely well-positioned to bring funding to Lake Forest Park or solve other problems that arise. The Washington State delegation is poised to be one of the strongest in the country – and this strength can be levied to assist the City with its needs and goals.

- **Senator Patty Murray (WA)**
 - *Ranking Member of the Senate Appropriations Committee.*
 - *Member of the Senate Committee on Veterans Affairs.*
 - *Former Chair of the Transportation Appropriations Subcommittee with jurisdiction over transportation spending.*
- **Senator Maria Cantwell (WA)**
 - *Ranking Member of the Commerce, Science and Transportation Committee in the Senate.*
 - *Senior Democrat on the Senate Finance Committee.*
- **Congresswoman Pramila Jayapal (WA)**
 - *Former Chair of the House Progressive Caucus with 101 members (2025).*
 - *Member of the House Judiciary Committee and the House Education and Labor Committee.*
- **Congresswoman Suzan DelBene (WA)**
 - *Chair of the New Democratic Coalition in the House (the coalition of moderate Democrats) with 116 members (2025).*
 - *Chair of the Democratic Congressional Campaign Committee (DCCC), the primary campaign arm of the House Democratic Caucus.*
 - *Member of the House Ways and Means Committee with jurisdiction over tax policy and entitlement health programs like Medicare and Medicaid.*
- **Congressman Rick Larsen (WA)**
 - *Ranking Member of the Transportation Committee.*
- **Congressman Michael Baumgartner (WA)**
 - *Newly elected member of Congress representing Eastern Washington.*
 - *Member of the House Judiciary and Education and the Workforce Committees.*
- **Congressman Dan Newhouse (WA)**
 - *Co-Chair of the House Rural Caucus.*
 - *Member of the House Appropriations Committee.*
- **Congressman Adam Smith (WA)**
 - *Ranking Member of the House Armed Services Committee.*
- **Congresswoman Emily Randall (WA)**
 - *Newly elected member of Congress representing the Olympic Peninsula and Tacoma, Washington.*

- *Member of the House Natural Resources and Oversight and Accountability Committees.*
- **Congresswoman Marilyn Strickland (WA)**
 - *Member of the House Transportation and Infrastructure Committee.*
- **Congresswoman Kim Schrier, MD (WA)**
 - *Member of the House Energy and Commerce Committee with jurisdiction over health policy, telecommunications, energy and environment and climate change.*
- **Congresswoman Marie Gluesenkamp-Perez (WA)**
 - *Co-Chair of the House Blue Dog Caucus (Conservative Democrat Caucus).*

III. DRAFT 2026 Federal Agenda

A brief summary of anticipated opportunities is included below based on our work together over the past years.

1. Bring \$2 million in Federal Funding to the City of Lake Forest Park for the Lakefront Community Center

The City of Lake Forest Park has successfully included \$ 2 million in funding in the House-passed Transportation Appropriations bill under the sponsorship of Rep. Pramila Jayapal with the support of both Senator Murray and Senator Cantwell.

However, Congress has yet to pass its FY'26 appropriations bills and as of this writing, the federal government is shut down absent a budget agreement. For these funds to come to the City, Congress must reconvene and come to agreement on the pending appropriations bills and send them to the White House for the President's signature.

Assuming we navigate these steps, the funds will be announced to the City via a federal Notice of Funding Award through the Department of Housing and Urban Development. We will need to complete this funding application and keep any policy riders away from the award that don't meet with Council approval. Engaging the delegation and following the results of ongoing national litigation will be critical parts of this work.

When complete, we will start to look at what the next projects for the City could be with an eye on submitting another federal funding request in 2027 following the outcome of the 2026 elections.

2. Obtain Additional Small and Medium Sized City Set Asides in Federal Grant Programs

Most federal infrastructure spending has a rural set aside which is critical for small rural communities to be able to access federal dollars. There is no comparable medium sized city set aside. Instead, medium sized cities compete against large cities like Seattle, Portland and Los Angeles for limited resources. Medium sized cities need a defined pool to compete within so as to make federal funds available in a way that they simply aren't in their current status.

The RAISE program is the key federal funding program for larger local infrastructure investments. Yet, all cities compete within the same funding pool, putting smaller and medium sized cities at a competitive disadvantage for funding even as the transit and commuter challenges are similar to those of larger communities. The City has supported efforts to designate a portion of federal

transportation spending for cities between 10,000 and 75,000 in population size. In 2021, as a part of the Bipartisan Infrastructure Bill, the RAISE grant criteria was changed so that half of all funding in the program went to cities below 200,000 in population size. While the City appreciates and supports this action, it puts all but three cities in Washington State in the same competitive pool and is not a true medium sized city set aside.

The issue applies beyond the RAISE program. With dozens of new and augmented federal grant programs for cities funded in the Infrastructure and Climate bills, ensuring these funds are accessible to medium sized cities is a top priority.

As for proof as to why this set aside is needed, since the RAISE program, formerly known as BUILD or TIGER, was created in 2009 through 2021, not a single award was made to a city in Washington State between 10,000 and 75,000 in population size. But after we successfully changed the RAISE grant criteria in 2021, nine cities in Washington State under 100,000 in population size have won RAISE planning and construction grants totaling \$98,780,000.

This funding is a result of the work done by many Washington State cities and sets a good precedent for us to continue to refine population tiers for grant funding. In 2025, the City of Lake Forest Park joined with 38 other Washington Cities in a letter to the delegation about the policy and funding needs in the next Transportation Reauthorization Program, scheduled for 2026.

3. Delegation Meetings

A key part of our engagement moving forward will be to build on the relationships already in place between the City of Lake Forest Park and its Congressional Delegation. This may include meetings in Washington, D.C. between the city and its delegation as well as other federal agencies and offices. We will also meet locally with district-based congressional staff and elected officials. It is possible that some of these meetings take place via videoconference as well as in person.

The Johnston Group will manage these meetings, set up the schedule, work with the city to develop background materials for the meetings, prepare briefing documents for the city in advance of the meetings and handle any follow up. We will also prep city officials for the meetings and develop backgrounders and talking points as needed.

These delegation relationships will be key to the success of many of our strategies this year and in the years ahead.

4. Lobby Against Budget Cuts and for Policy Changes that Would Benefit the City of Lake Forest Park

We will refine and develop this section in more detail as we continue to work together but below are the preliminary keystones of the 2026 federal agenda. Given the current leadership in Congress and in the White House, much of this agenda is defensive in nature as we expect to see proposed reductions in funding for many priorities and programs of importance to the City.

1. **Lobby against cuts to CDBG and HOME funding.** Funding in the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) programs increased by 30% in 2018 after falling to a decade low in 2017 and has been holding relatively steady at that rate

since then. The City should support the CDBG and HOME program at the federal level and lobby against cuts and for increased funding that could be put to use in Lake Forest Park via King County's regional authority.

2. **Lobby for Municipal Tax Policy.** Congress has adjusted various tax policies that have a direct impact on the City of Lake Forest Park, including the New Markets Tax Credit, the Affordable Housing Tax Credit and the State and Local Sales Tax Deduction. These policies, in addition to policies that would negatively value municipal bonding authority, remain under debate in Congress and the City should advocate for strong municipal authority and tax credits that facilitate economic development and meet our region's critical housing needs.
3. **Lobby for Continuing Congressional Earmarking Authority.** Since Congress restored earmarking in 2021, communities and non-profit organizations have seen renewed partnerships with the federal government to fund critical community initiatives. Keeping this critical federal funding tool in place is a priority for the City of Lake Forest Park.
4. **Defend Federal Programs and Funding that Support the City of Lake Forest Park.** Congress and President Trump have strongly supported dramatic budget cuts and program revisions in their first year of control. While the final outcome of these efforts are not yet known as the Federal Budget has not been finalized at the time of this writing, we know that many programs vital to Lake Forest Park are on the chopping block and in need of strong municipal support. These programs include, but are not limited to, funding for climate programs, environmental restoration efforts, non-motorized transportation programs, affordable housing initiatives, food support for low-income families, special education funding and community health programs.
5. **Protecting Federal Grant Funding from Discriminatory and Restrictive Requirements.** President Trump has issued a series of Executive Orders that would make federal funding contingent upon recipients eliminating any programs intended to promote diversity, equity and inclusion policies, among other policy agenda goals. This has led to federal departments issuing grant agreement amendments changing the terms of previously awarded funds as well as any new grant program funding.

The legal authority of this is currently before the courts, most relevant to Lake Forest Park in the pending King County v. Turner litigation. Congress is also developing additional guardrails to restore the authority of the legislative branch over federal spending. Both of these efforts are ongoing and of direct relevance to Lake Forest Park as our pending congressional appropriations for the Lakefront Community Center could be impacted.

The City will carefully monitor both the lawsuits and the federal appropriations language to inform the policies surrounding any future federal funding for the City of Lake Forest Park with the goal of not encumbering any federal funding with extraneous policy goals that would harm the Lake Forest Park community.

6. **Continue to Support the Ballinger Creek Project with the Army Corps of Engineers.** The City has been partnering with Shoreline on an Army Corps of Engineers Section 206 project for Ballinger Creek. In 2022, Representative Pramila Jayapal secured funding for the Army Corps of Engineers to study Ballinger Creek for potential capital improvements and habitat restoration. This project started in 2023 and is leading to identification of specific capital projects. The City has supported

ongoing and increased funding for this program, as well as this project's ongoing inclusion in federal appropriations.



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date November 13, 2025

Originating Department Public Works

Contact Person Phillip Hill, City Administrator

Title Resolution 25-2044/Authorizing the Mayor to Sign an Agreement between the City of Lake Forest Park and Teamsters Local No. 117 (representing maintenance workers)

Legislative History

- First Presentation October 10, 2024 – closed session
- Second Presentation December 12, 2024 – closed session
- Third Presentation June 12, 2025 – closed session
- Fourth Presentation September 11, 2025 – closed session
- Action November 13, 2025 – regular meeting

Attachments:

1. Resolution 25-2044 authorizing the Collective Bargaining Agreement between the City of Lake Forest Park and Teamsters Local No. 117 dated January 1, 2025, through December 31, 2027.
2. Collective Bargaining Agreement between the City of Lake Forest Park and Teamsters Local No. 117 dated January 1, 2025, through December 31, 2027.

Executive Summary

The City Administration and Teamsters Local No. 117 (representing maintenance workers) have bargained in good faith and reached an agreement on a Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.

Background

The current Collective Bargaining Agreement between the City of Lake Forest Park and the Teamsters Local No. 117 expired on December 31, 2024. In September 2024, the City Administration and the Teamsters Local No. 117 began negotiations for a successor collective bargaining agreement.

The three-year contract provides for the following:

- Effective January 1, 2025: 3.0% wage adjustment plus a 3.0% market adjustment.
- Effective December 1, 2025: 1.5% market adjustment.
- Effective January 1, 2026: 100% of the June through June Seattle/Tacoma/Bellevue CPI-U with a maximum of 2.5% general wage adjustment plus 1.0% market adjustment.
- Effective January 1, 2027: 100% of the June through June Seattle/Tacoma/Bellevue CPI-U with a maximum of 2.0% general wage adjustment plus 1.0% market adjustment.
- Weekly Stand-By daily allowance of \$65.00 on weekdays and \$75.00 on weekends and observed holidays (excludes personal floating holidays).
- Emergency Stand-By daily allowance of \$75.00.
- A monthly employee premium sharing for medical benefits of 10% of the premium with a cap of \$155.00 in 2025, \$165.00 in 2026, and \$175.00 in 2027.
- Effective January 2026, an annual work attire allowance of \$500.00 and \$200.00 work boot allowance.

The City Administration has been notified that the Teamsters Local No. 117 voted on October 24, 2025, to ratify the terms of the attached Agreement effective January 1, 2025, through December 31, 2027.

Fiscal & Policy Implications

The Budget for 2025 and 2026 will be amended to account for this Agreement in the mid-biennial adjustment ordinance.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Approve the Resolution 	The Collective Bargaining Agreement is ratified
<ul style="list-style-type: none"> • Decline to approve the Resolution 	Continued collective bargaining by the parties. The City would most likely face an allegation of an unfair labor practice violation for failure to bargain in good faith.

Staff Recommendation

The Administration recommends that the City Council approve Resolution 25-2044, authorizing the Mayor to sign the Agreement by and between the City of Lake Forest Park and Teamsters Local No. 117, dated January 1, 2025, to December 31, 2027.

RESOLUTION NO. 25-2044

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, AUTHORIZING
THE MAYOR TO SIGN AN AGREEMENT BETWEEN THE
CITY OF LAKE FOREST PARK AND TEAMSTERS LOCAL
NO. 117 (REPRESENTING MAINTENANCE WORKERS)**

WHEREAS, the Administration began negotiations with Teamsters Local No. 117, representing the maintenance workers, in September 2024 to reach an agreement on a successor contract with the Teamsters; and

WHEREAS, the City Administration and Teamsters Local No. 117 have bargained in good faith and reached an agreement on a three-year contract for the term January 1, 2025, through December 31, 2027.

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

Section 1. CITY COUNCIL RATIFIES COLLECTIVE BARGAINING AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign Attachment A, attached hereto, the Agreement by and Between the City of Lake Forest Park and Teamsters Local No. 117 (representing the Maintenance Workers), dated January 1, 2025, through December 31, 2027.

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 13th day of November, 2025.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

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

A G R E E M E N T

By and Between

TEAMSTERS LOCAL UNION NO. 117

**Affiliated With The
International Teamsters Union**



And

THE CITY OF LAKE FOREST PARK

Term of Agreement

January 1, 2025 – December 31, 2027

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PREAMBLE

This Agreement is made and entered into by and between the City of Lake Forest Park, a municipal corporation of the State of Washington, hereinafter known as the "City," or the "Employer," and Teamsters Local Union No. 117, hereinafter known as the "Union," for the purpose of setting forth the wages, hours, and working conditions which shall be in effect during the term of this Agreement for employees in the bargaining unit.

It is the purpose of this Agreement to achieve and maintain harmonious relations, based upon a mutual respect and using a collaborative approach with the objective of fostering effective cooperation between the Employer and the Union; to provide for contractual conditions of work; to establish agreed standards of wages and hours; and to achieve peaceful and rapid resolution of any differences which may arise in accord with the terms of this Agreement.

ARTICLE 1 - RECOGNITION

1.01 The City recognizes the Union as the sole and exclusive bargaining representative for all regularly scheduled full-time and part-time maintenance workers in the public services division excluding all other employees.

1.02 Temporary and seasonal employees who work less than one thousand three hundred (1,300) hours a year are excluded from the bargaining unit.

ARTICLE 2 - MANAGEMENT RIGHTS

2.01 The Union recognizes that the City maintains certain inherent "management rights" and that any rights not specifically limited herein are reserved to the City.

2.01.01 Any and all rights concerned with the management and operation of the Public Works Department are exclusively that of the Employer, unless otherwise specifically restricted by the terms of this Agreement.

2.01.02 The Employer has the authority to adopt rules for the operation of the Public Works Department and the conduct of its employees, provided such rules are not in conflict with applicable law or this Agreement. This also includes the authority to draft, publish, and enforce policies in a City-wide policy handbook, provided that any such policies do not conflict with applicable law or any terms of this Agreement.

2.01.03 The Employer has the right to discipline or discharge employees for just cause; assign work and determine duties of employees; schedule hours of work; determine the number of personnel to be assigned duty at a given time and perform all other functions not otherwise expressly limited by this Agreement, or applicable law.

2.01.04 The Employer has the right to schedule work as required in a manner most advantageous to the City to accommodate the business needs of the City.

2.01.05 Incidental duties connected with operations enumerated in job descriptions may not be specifically described.

2.01.06 The Employer has the right to determine methods, means and personnel necessary for departmental operations.

2.01.07 The Employer has the right to control the Departmental budget, and to lay off any employee as a result of budgetary limitations, or lack of work or good faith reorganization for efficiency.

20.1.08 The Employer has the right to take whatever actions are necessary in emergencies in order to assure the proper functioning of the Department.

2.01.09 Where there has been a practice of utilizing outside vendors to provide services to the Employer, such past practice shall continue. The use of such outside vendors shall not cause a reduction in force.

2.01.10 The Employer retains the right to utilize seasonal employees to supplement the work force.

ARTICLE 3 - UNION MEMBERSHIP AND DUES

3.01 **Union Membership:** Employees hired into the bargaining unit may voluntarily join the Union, including the payment of Union dues/fees in accordance with Section 3.02 below. The Employer agrees to remain neutral regarding Union membership. Should employees have particular questions about Union membership, the Employer will refer those employees to this Agreement and to a Union representative.

3.02 **Dues or Fees/ Payroll Deduction:** The Employer shall deduct union dues or fees for all employees who individually and voluntarily authorize and affirmatively consent, in writing, for such payroll deduction of dues or fees from each month's paycheck. Written authorization for dues/fees deductions shall be provided to the Employer. The Union shall designate the amount to be deducted. Such amount shall be remitted promptly to the Union. Employees requesting to stop dues/fees deductions shall provide written notification to both the Employer and the Union, with the Employer stopping deductions following written confirmation from the Union that the employee's dues/fees authorization has been terminated in compliance with the terms of the written authorization executed by the employee.

3.03 **Hold Harmless:** The Union shall indemnify, defend, and hold the City harmless from any and all liability arising as a result of administration of the membership and payroll deduction provisions in this Article, including the reimbursement for any legal fees or expenses incurred in connection with any claim, lawsuit, order, judgment, or other form of liability asserted against the City in connection with this Article.

3.04 **Notification:** The Employer shall notify the Union Business Office of any new hires within ten (10) calendar days.

3.05 The Employer is required to provide the following information every one hundred twenty (120) business days to the Union:

A. Name

- B. Home address
- C. Personal phone
- D. Personal email (if a member offers)
- E. Job classification and title
- F. Department
- G. Work location
- H. Date of hire
- I. FLSA status: Hourly or salary
- J. Wage rate

ARTICLE 4 - UNION ACTIVITY

4.01 **Conduct of Union Business:** Union business, such as handling grievances and other legitimate routine matters, may be conducted on the City premises with advance approval of the City and further provided that such business does not interfere with Department operations or other City functions. Scheduled Union meetings may be held in City facilities subject to the foregoing. The City shall not unreasonably withhold approval.

4.01.01 **City Facilities:** Use of Public Works Department premises shall be subject to the approval of the Public Works Director or designee; other City facilities shall be subject to approval of the City Administrator or other designee. The City shall not unreasonably withhold approval.

4.01.02 **Meetings Off-Duty:** This Article shall not give rise to a specific right on the part of the Union to conduct a certain number of meetings or certain specified activities on the premises. All Union meetings conducted on premises shall be conducted during off-duty time.

4.02 **Union Representatives:** The Union shall provide written notice to the City of the names of the Union officials authorized to represent the Union immediately upon their election or appointment. The City shall allow such authorized representatives reasonable access to Union members for purposes of handling grievances and other legitimate Union business provided that such access shall not take more than a reasonable time for any person who is on duty; shall not interfere with the work and duties of the Union employee; and shall be subject to approval of the Public Works Director or designee. The City shall not unreasonably withhold approval. The Public Works Director may grant an employee who is also a Union representative reasonable release time, while on duty, for the purpose of handling grievances and other legitimate Union business, provided that such release time does not unreasonably interfere with the work and duties of the representative or other on-duty employees. For the purpose of the actual negotiation session, the City shall permit one (1) representative paid release time for the purpose of attending negotiations.

4.03 **Bulletin Boards:** The Employer shall provide space in a non-public area for a bulletin board which may be used by the Union for Union related business. Nothing posted on the bulletin board shall be derogatory toward the Employer, its elected officials, or other personnel. If the Employer determines that a posting is deemed to be derogatory, the Employer shall remove the posting and return it to the shop steward.

4.04 **Email and Telecommunication Equipment:** The Employer and Union agree the Employer's computer and telecommunication equipment shall be used primarily for conducting the Employer's business. However, employees and Union Stewards may make limited use of the Employer's computers, telephones, fax machines, photocopiers, and similar telecommunication equipment for tasks related to collective bargaining and contract administration. Such use must comply with the Employer's policies, must not interfere with the Employer's daily operations, and must have a *de minimis* cost. The Union and employees understand and accept there is no right to privacy for any communication taking place over the Employer's email and telecommunication equipment, and that any such communication is subject to inspection and public disclosure.

4.05 **Payroll Deduction for Political Contributions - Democratic, Republican, Independent Voter Education (D.R.I.V.E):** The Employer agrees to deduct from the paycheck of all employees covered by this Agreement voluntary contributions to DRIVE. Prior to the Employer making DRIVE deductions, employees shall first provide written consent. DRIVE shall notify the Employer of the amounts designated by each contributing employee that are to be deducted from their paycheck on a weekly basis for all weeks worked. The Employer shall transmit to DRIVE National Headquarters on a monthly basis, in one (1) check the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employee's social security number and the amount deducted from the employee's paycheck. The Employer shall transmit to:

D.R.I.V.E.
International Brotherhood of Teamsters
25 Louisiana Avenue NW
Washington, D.C. 20001

The International Brotherhood of Teamsters shall reimburse the Employer annually for the Employer's actual cost for the expenses incurred in administering the weekly payroll deduction plan.

4.06 **New Hire Orientation:** After hiring new employees covered by this Agreement, the Employer shall notify the Union and provide thirty (30) minutes for a Union Steward or Union Business Representative to meet with the employee, offer and complete Union enrollment paperwork, and provide orientation on Union membership, within the first ninety (90) days of employment. This meeting shall typically occur when the new hire is being orientated at the City and completing the City's new-hire paperwork. Attending this orientation is not a condition of employment.

ARTICLE 5 - HOURS OF WORK

5.01 The workweek for regular full-time employees shall normally be comprised of five (5) consecutive equal days of eight (8) consecutive hours of work totaling forty (40) hours and two (2) consecutive days off. The Employer may establish an alternative workweek schedule (e.g., four (4) days of ten (10) hours work), provided the Employer shall provide not less than ten (10) working days' notice. Said notice would not apply in the case of an emergency schedule change, as set forth in Article 5.04 below. For the purpose of this section, emergency shall be defined as snow, floods, power outages, or other like events. The Employer may

establish part-time schedules at its discretion.

5.01.01 **Work Period:** The City's work period shall be Monday morning at 12:00 midnight through Sunday night at 11:59 p.m. and consist of forty (40) hours.

5.01.02 **Meal Period:** The Employer shall provide each employee with an unpaid one-half (1/2) hour meal period commencing no less than two (2) hours nor more than five (5) hours from the beginning of the shift.

5.01.03 **Rest Period:** Employees shall receive a rest period of not less than fifteen (15) minutes, on the Employer's time, for each four (4) hour work period. Rest periods shall be scheduled as near as possible to the midpoint of each four (4) hour period. No employee shall be required to work more than three (3) hours without a rest period.

5.02 **Start-time:** Employees are to be at their workstations ready for duty at their scheduled start time.

5.03 **Start-time Changes:** No employee's start time will be changed to avoid overtime unless mutually agreed.

5.04 **Emergency Schedule Change:** If the Employer requires an employee to change their regular work schedule for a city emergency response, they will receive their applicable pay rate for any regularly scheduled work hours they do not work because of the schedule change to and from the temporary work schedule. In such events the City will give at least twenty-four (24) hours' notice, or as much advance notice as is reasonably possible under the circumstances.

For example, an employee's regular work schedule is 7:00 AM-3:30 PM. The City changes the employee's regular work schedule on Tuesday to end at 12:00 PM and begin their temporary work schedule of 7:00 PM-7:00 AM for snow response. The employee will be paid at their regular pay rate for the remainder of their regular shift on Tuesday from 12:00 PM-3:30 PM. On Friday, the employee works until 7:00 AM and the City ends the employee's temporary work schedule and is dismissed for the remainder of the day. The employee will receive one additional hour of paid time at their applicable pay rate so they receive the equivalent of their regularly scheduled daily work hours (8 hours).

ARTICLE 6 – OVERTIME, CALL-BACKS, & STAND BY

6.01 **Overtime Defined:** All overtime is required. Overtime is defined as specifically authorized work performed beyond forty (40) hours worked, including holidays, in any work period. Employees, at their discretion, may designate this time as earned compensatory time or overtime wages. All overtime shall be pre-approved by a supervisor when practicable and reported on forms to be provided by the Department. Overtime shall be recorded and paid rounded to the nearest fifteen (15) minutes.

6.01.01 Overtime shall be offered to regular employees before temporary

or seasonal Lake Forest Park employees.

6.02 **Overtime Compensation:** Overtime work shall be compensated at the rate of one-and-one-half times ($1 \frac{1}{2} \times$) an employee's regular hourly rate of pay. Overtime may be paid as wages or at the employee's request, payment may be compensatory time off at the rate of one and one-half times ($1 \frac{1}{2} \times$) each overtime hour worked.

6.03 **Compensatory Time Accrual:** Employees may not accrue more than eighty (80) hours of compensatory time. Use of compensatory time shall be based upon mutual agreement between the Employer and employee, with requests submitted to the Public Works Director or designee. Compensatory time off requests submitted at least thirty (30) days from the requested time off will be approved or denied by the Employer within three (3) business days.

6.04 **Call-Back Pay:** All employees are subject to call-back in emergencies. Call-backs shall first be directed to employees on stand-by. A refusal to respond to a call-back may be grounds for disciplinary action, up to and including termination depending on the employee's extenuating circumstances. Employees called back to duty will be paid a minimum of three (3) hours at their appropriate overtime rate of pay. The call-back shall begin with a phone call and end when the employee returns directly home. If an employee is called back to work early, or required to stay late, at the beginning or end of a shift, the employee shall not be entitled to the three (3) hour minimum, so long as such hours are contiguous with the employee's shift. All such hours shall be paid the appropriate overtime rate, if applicable.

6.05 **Telephone Call/Work At Home:** If an employee who is not on standby receives a work-related telephone call outside their normal work schedule and are able to resolve the issue without returning to work, they shall be paid in increments of one (1) hour at their overtime rate of pay as described above, with any additional calls within the same one (1) hour period deemed already compensated. However, *de minimis* telephone calls lasting less than five (5) minutes shall be compensated at one-quarter ($1/4$) hour at their overtime rate of pay. Employees not on stand-by are encouraged to answer their work telephone and respond to non-emergency work opportunities but are not required to do so.

6.06 **Weekly Stand-By:** An employee who is required to be on stand-by and is subject to call shall receive a stand-by allowance of sixty-five dollars (\$65.00) per day while on stand-by during weekdays. An employee shall receive seventy-five dollars (\$75.00) per day while on required stand-by duty on Saturdays, Sundays, and recognized holidays per Article 7.01 (excluding personal floating holidays). Only one (1) employee at a time shall be designated as being on weekly stand-by and eligible to receive this allowance under this Agreement. Weekly stand-by shall be assigned on a rotating basis among bargaining unit members who are qualified to do the work. When an employee becomes qualified for stand-by duties, the employee shall be added to the end of the Employer's rotating stand-by list. An employee unavailable for any portion of their stand-by duty assignment will arrange for another qualified employee to cover their unavailable time and notify the Supervisor.

Substitutions: Employees may voluntarily trade or substitute their regularly scheduled stand-by shifts provided the Employer is notified in advance of the scheduled shift. If the employer excuses an employee from a stand-by shift due to vacation, sickness, or other reasons and the employee cannot find a voluntary substitute, then the Employer will attempt to find a voluntary

substitute. If no volunteers can be obtained, the Employer will assign a substitute.

6.07 Employees who are required to open the parks while on weekly stand-by shall receive a minimum of two (2) hours at their overtime rate of pay. Employees who have worked in excess of forty (40) hours may, at their discretion, designate this time as compensatory time versus overtime wages.

6.08 **Emergency Standby:** Employees who are required to be available and subject to call for emergency situations, such as snow removal, shall receive an emergency standby compensation of seventy-five dollars (\$75.00) per day for each twenty-four (24) hour period the City designates as "emergency standby."

6.09 **Emergency Callout:** Individuals who respond to emergency callout may request the Supervisor to relieve them from a portion of their regularly scheduled workday. The supervisor will consider requests for time off using one or more of the employee's leave reserves. An employee may be relieved of duty by a supervisor if there are legitimate safety concerns as a result of an employee working without adequate rest, provided an employee sent home may use floating holiday hours.

6.10 **Planned Shift Extensions:** If the Employer determines a need for planned shift extension work, the Employer will seek volunteers by seniority. If no or not enough volunteers can be obtained, the Employer will assign the shift extension work by inverse seniority.

Non-Planned Shift Extension Work: For non-planned shift extension work arising in connection with daily work tasks, the Employer will first request volunteers by seniority from those employees already performing the work tasks in question. If no volunteers can be obtained, the Employer shall assign the shift extension work to said employees by inverse seniority.

Incident Responses During Scheduled Work Hours: Excluding Call-Back situations (Article 6.04), and for non-planned shift extension work arising from an incident response, the Employer shall make a good-faith determination whether the work will require a shift extension.

- a. When the Employer determines the work can be performed without a shift extension, the Employer has the sole discretion to assign the work to any employee. If a shift extension is required to complete the work, the Employer retains the right to continue the work of the assigned employee.
- b. When the Employer determines the work will likely require a shift extension, the Employer shall first request volunteers by seniority. If no volunteers can be obtained, the Employer shall assign the shift extension work to employee(s) by inverse seniority.

Qualifications to Perform Work: All employees working a shift extension, whether by volunteering or when mandated by the Employer, must be qualified to safely perform the work in question, otherwise they are ineligible.

ARTICLE 7 - HOLIDAYS

7.01 The City recognizes the following paid holidays:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr. Day
Third Monday in February	Presidents Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving Day	
December 25	Christmas Day
Two Personal Floating Holidays	

7.01.01 Notwithstanding Section 7.01, employees shall be paid holiday pay on the designated holiday dates as specified by the Employer. Time worked on designated holidays shall be compensated at the rate of one-and-one-half times (1-1/2x) the employee's straight rate of pay.

7.02 New employees must have been employed by the City in a regular capacity on the workday immediately before and the workday immediately after a holiday in order to receive pay for the holiday.

7.03 Floating holidays off must be approved by the Supervisor. Whenever possible, the requested day off shall be honored, although the Supervisor may require that the employee select another day, based on the needs of the organization.. Any unused floating holiday hours will not roll-over in the new calendar year and will be forfeited except if the City cancels the employee's floating holiday, then the canceled floating holiday must be used by June 30th of the following year.

7.04 Any holiday falling on a Saturday shall be celebrated on the preceding Friday. Any holiday falling on a Sunday shall be celebrated on the following Monday.

7.05 If religious beliefs require observance of a holiday not included in the holiday schedule above, the affected employee may, with the approval of the City Administrator or designee, take the day off using floating holiday, vacation, compensatory time, or leave without pay.

7.06 Part-time employees shall be entitled to holiday pay on a pro rata basis.

ARTICLE 8 - VACATION LEAVE

8.01 For each regular full-time employee vacation shall accrue each pay period, and it shall begin to accrue at the date of hire. Employees are not eligible to take accrued vacation until after having worked for the Employer for at least six (6) months.

<u>Length of Service Months</u>	<u>Length of Service Years</u>	<u>Annual Vacation Hours</u>
0 through 12 Months	0 through 1 Year	80 Hours
13 through 60 Months	2 through 5 Years	96 Hours
61 through 120 Months	6 through 10 Years	120 Hours
121 through 180 Months	11 through 15 Years	136 Hours*
181 through 240 Months	16 through 20 Years	168 Hours*
More than 240 Months	More than 20 Years	184 Hours*

8.02 After the first six (6) months of employment, employees may take vacation as it accrues, but may not "borrow" from future vacation. Vacation is intended to be a time to relax and get away from work; therefore, employees are encouraged to take all available vacation in full each year as it is available. Employees who are unable to take all of their available vacation may carry over a maximum of two times (2x) the amount of annual vacation accrual into the next year not to exceed two hundred and forty (240) hours. If, on December 31, an employee has more than the maximum accumulated vacation allowed, said employee shall lose any amount of hours in excess of two hundred and forty (240) hours. Under special circumstances, or if the employee is unable to take vacation because of requests by management, said employee may be allowed to carry over more than this maximum or be paid off for excess vacation accruals.

If employees are unable to take vacation for whatever reason, hours are allowed to roll over to the next year with a maximum of two (2) years of vacation accruals per year (measured by the employee's tenure), up to the following caps:

<u>Length of Service</u>	<u>Accumulated and Unused Vacation</u>
0-1 Year	80 Hours
2-5 Years	192 Hours
6 -10 Years	240 Hours
11 Years and Over	240 Hours

8.03 Vacation leave requests shall be submitted at least two (2) weeks prior to taking vacation leave. Vacation leave requests shall normally be submitted no earlier than three (3) months prior to the requested vacation time, however, requests submitted earlier will be considered by the Employer where the vacation includes travel abroad or other special circumstances. Vacation requests will be approved or denied by the Employer within five (5) business days of the request. An employee may elect to cancel their vacation leave request. Any requests to change vacation leave dates must be approved by the Employer. The Employer may require a change in requested vacation schedule, based on the needs of the Employer. Vacation leave requests and changes must be submitted to the Superintendent. In the Superintendent's absence, requests and changes must be submitted to the Public Works Director.

8.04 If a paid holiday occurs during a scheduled vacation, the holiday shall not count as vacation and shall not be deducted from the available vacation balance. If an employee becomes ill while on vacation, the time away from work shall continue to be considered vacation and cannot be converted to sick leave.

8.05 When an employee's employment with the City ends for any reason, the employee shall receive payment for all unused accrued vacation.

ARTICLE 9 - SICK LEAVE

9.01 Sick Leave: A regular, full-time employee shall accrue sick leave at the rate of one (1) day per month (four (4) hours per pay period). Sick leave begins to accrue immediately upon date of hire and is available for use as it accrues. Employees may accrue an unlimited amount of sick leave during the calendar year, however, annual carryover is limited to seven hundred and twenty (720) hours, with anything in excess forfeited at the end of each calendar year.

9.02 Sick leave is only to be used for the following reasons:

9.02.01 An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

9.02.02 To allow the employee to provide care for a "family member" with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;

9.02.03 When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason;

9.02.04 When the employee has an absence related to domestic violence that qualifies for leave under Washington's domestic violence leave act, RCW 49.76;

9.02.05 Exposure to a contagious disease where the presence of the employee on the job may jeopardize the health of others;

9.02.06 Use of a prescription drug which impairs job performance or safety;
or

9.02.07 Additional leave beyond bereavement leave for a death in the immediate family as defined in 10.01.02, to be authorized by the City Administrator or designee.

9.02.08 Solely for purposes of Article 9.02, "family member" shall be defined to include a child (including biological, adopted, foster, step, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent); parent (including biological, adoptive, de facto, foster, parent-in-laws, or step); spouse; registered domestic partner; grandparent; grandchildren; and sibling.

9.03 For reasonably foreseeable sick leave occurrences, employees must notify the

city with at least ten (10) calendar days' notice before using sick leave or as soon as practicable. For unforeseen sick leave occurrences, employees must notify the city at least thirty (30) minutes prior to the start of their scheduled shift or as soon as practicable. If an absence continues beyond one (1) day, employees are expected to contact the Superintendent each day, however, this requirement does not apply to extended absences of a defined length pre-authorized by the Employer (for example, an employee who is pre-authorized to take sick leave for a medical operation lasting four (4) days need not call-in on a daily basis). In emergencies, a person on the employee's behalf may provide notice to the Superintendent. In the Superintendents' absence, an employee will notify the Public Works Director.

9.04 Medical verification confirming that sick leave was taken for an authorized purpose may be required when an employee is absent for more than three (3) scheduled workdays. On a case-by-case basis, an employee is subject to excusal from the requirement of providing medical verification if the employee establishes an "unreasonable burden or expense," as that phrase is defined by Washington law, that cannot be adequately mitigated by the City. When medical verification is required by the City, an employee shall have ten (10) calendar days, beginning from the date of the first sick leave absence, to obtain and provide the verification.

9.05 The City may require an examination, at its expense, performed by a physician of its choice, to determine when the employee can return to work and if they shall be capable of performing the duties of the position.

9.06 The amount of sick leave pay an employee receives shall be based on the number of hours that would normally have been scheduled that day. If an employee has not accrued sufficient sick leave, sick leave shall be paid only in an amount equal the employee's existing accrual. Remaining time, if any, shall be deducted from unused vacation, floating holidays, or compensatory time. Employees may not "borrow" from future sick leave.

9.06.01 If an employee is unable to work for reasons covered by this provision, and the employee is also receiving time loss payments under Worker's Compensation, or any other insurance paid for by the City, said employee shall receive sick leave in an amount which, when combined with Worker's Compensation (or other insurance) shall equal the employee's regular salary. Similarly, if an employee is unable to work because of a disability under a state pension plan, the amount of sick leave paid by the City, when combined with the employee's state pension plan disability payment, shall equal their regular salary.

9.06.02 Accumulated sick leave shall be reduced only by the amounts actually paid out to the employee. Unused sick leave shall continue to accumulate and may be carried over from year to year, with annual carryover limited to seven hundred and twenty (720) hours, and with anything in excess forfeited at the end of each calendar year.

9.06.03 Employees may not convert sick leave to cash or use it as vacation or holiday time. When an employee retires, an employee shall be paid (or may request the payment be made into their deferred compensation account) for twenty five percent (25%) of their sick leave accumulation in excess of four hundred and eighty (480) hours

remaining in their sick leave bank, but no more than seven hundred and twenty (720) hours, as of the date of retirement.

ARTICLE 10 - OTHER LEAVE

10.01 Bereavement Leave: Should a death occur in the family of a full-time regular employee they shall receive paid bereavement leave in accordance with the following guidelines:

10.01.01 Regular full-time employees shall be granted up to three (3) days off work with pay in the event of the death of a member of the regular full-time employee's immediate family.

10.01.02 Immediate family is defined as spouse, domestic partner, the employee's or the spouse's or the domestic partner's child, stepchild, foster children, parents, siblings, grandparents, grandparents-in-law, parents-in-law, sister-in-law or brother-in-law, or son-in-law or daughter-in-law. A regular full-time employee shall be granted one (1) day off work with pay in the event of the death of a relative who is not a member of the regular full-time employee's immediate family as defined above. Requests for bereavement leave shall be made to the immediate supervisor.

10.01.03 If an employee needs additional leave beyond both bereavement leave and the use of sick leave authorized by the City Administrator or designee (in accordance with Article 9.02.07), the employee may be authorized to use accrued vacation leave, compensatory time, floating holidays, or if all paid leave is exhausted an unpaid leave (in accordance with Article 10.06).

10.02 Jury Duty and Appearance as a Witness: Employees receive paid leave while on jury duty, to a maximum of thirty calendar (30) days. If additional jury duty leave is required, it shall be unpaid. While on a paid jury duty leave, any non-expense check received from the court shall be turned into Human Resources. A copy of the summons must be presented to Human Resources as soon as possible after receipt.

10.03 Pregnancy or Childbirth Leave: An employee who is disabled because of pregnancy or childbirth, shall be given a pregnancy disability leave of absence for the period of time she is actually disabled. A statement from a licensed health care provider certifying the actual period of disability may be required. This leave shall be unpaid unless the employee has accrued vacation, sick leave, or compensatory time. The employee must use all available paid leave before taking the leave as unpaid.

10.04 Family & Medical Leave Act: Eligible employees, as defined by the Federal Family and Medical Leave Act of 1993, and/or the Washington Family Leave Act, Chapter 49.78 RCW, will be granted up to twelve (12) weeks of unpaid family medical leave in a rolling twelve (12) month period for qualifying family and medical reasons, in accordance with those Acts, as applicable. Eligible employees must use any accrued paid leave in connection with such family medical leave.

10.05 Paid Family and Medical Leave Program: Eligible employees covered by

Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and therefore independent of this Agreement. Benefits for this program are funded by both Employer and employee payroll contributions. The Employer and employee are responsible for their respective statutory default cost-sharing percentages listed in RCW 50A.04.115. As permitted by Washington law, the Employer may elect to self-insure, provided benefits are identical or better than those provided by the State.

10.06 **Unpaid Leaves of Absence:** Unless this requirement is waived at the sole discretion of the Employer, employees are required to exhaust all accrued paid leave (vacation, sick, floating holidays, and compensatory time) before requesting or taking unpaid leaves of absence. Unpaid leave of absences approved by the Employer shall generally not exceed twelve (12) weeks, unless otherwise required by law. Employees on an unpaid leave of absence do not accrue vacation leave, sick leave, or holidays unless otherwise required by law.

ARTICLE 11 - WAGES

11.01 **Wages:** As set forth in Appendix "A".

11.01.01 Wage rates for 2025, 2026, and 2027 are set forth in Appendix "A".

ARTICLE 12 - DEFERRED COMPENSATION

12.01 **Deferred Compensation Plan:** Eligible employees may elect to contribute pre-tax earnings into the City's deferred compensation plan (457 Plan) for investment. Participation in the 457 Plan is voluntary and there is no City match.

ARTICLE 13 - HEALTH AND WELFARE

13.01

Effective January 1, 2025 (based on December 2024 hours), employees covered by this Agreement who received compensation for eighty (80) hours or more in the previous month and their eligible spouses/domestic partners and dependents are covered by:

	<u>2025 rates</u>
Washington Teamsters Welfare Trust Medical – Plan B	\$1,509.00 monthly premium
Domestic Partner (DP) Charge	\$18.00
9-month Waiver of Premium	\$11.40 monthly premium
Teamsters Dental Plan – Plan A	\$120.50 monthly premium
DP Dental Charge	\$2.20
Teamsters Vision – Plan EXT	\$17.10 monthly premium
DP Vision Charge	\$0.20
Total Monthly Premium	\$1,678.40

Employees shall pay ten percent (10%) of total medical premiums, **effective January 1, 2025, employees shall pay one hundred fifty-five dollars (\$155.00) a month of total medical premiums.**

Effective January 1, 2026, employees shall pay one hundred sixty-five dollars (\$165.00) a month of total medical premiums. Effective January 1, 2027, employees shall pay one hundred seventy-five dollars (\$175.00) a month of total medical premiums. The City will pay the remaining balance of medical premiums. For purposes of employee cost-sharing under this section, "medical premiums" means the composite cost of Teamsters Plan B medical, but not dental or vision. The Employer agrees to pay one hundred percent (100%) of premiums for Teamsters dental and vision.

13.02 **Life Insurance:** Effective upon signing this Agreement the Employer shall pay one hundred percent (100%) of the premiums for the following Life Insurance Plan.

13.02.01 Standard Insurance Life Insurance (\$50,000) for employee only.

13.03 **Long Term Disability:** Effective upon signing this Agreement the Employer shall pay one hundred percent (100%) of the premiums for the employee only, for the Long-Term Disability plan that provides a sixty-seven percent (67%) benefit with a ninety (90) day elimination period.

13.04 Should the City decide to change Life or Long-Term Disability carriers to achieve a more competitive price, it shall consult with the Union to review the scope of the plan benefits to assure they are as good as or better than those under current plan.

13.05 **Health Reimbursement Arrangement Contributions (HRA):** Employees are eligible for health reimbursement arrangements as set forth in Appendix B.

ARTICLE 14 - EMPLOYEE DISCIPLINE AND DISCHARGE

14.01 **General:** No employee shall be disciplined or discharged without just cause.

14.02 **Discipline Steps:** The Employer agrees to principles of progressive discipline. Disciplinary action generally includes the following progressive steps:

1. Verbal warning
2. Written reprimand
3. Suspension
4. Demotion
5. Discharge

Disciplinary action will be tailored to the nature and severity of the offense and the employee's prior disciplinary record. The steps of the discipline structure will normally be sequential unless the nature of the disciplinary offense justifies a more stringent response.

The parties agree there is a benefit to coaching and counseling between an employee and a supervisor. Coaching and counseling shall not be considered a disciplinary step.

14.03 **Personnel Files:** The Employer maintains personnel files for each employee.

The Employer may record the occurrence of a verbal warning in an employee's personnel file.

The Employer will provide a copy of a written reprimand, suspension, demotion, or discharge decision to an employee. The employee will be required to sign an acknowledgement of receipt, but such signature does not indicate agreement with the discipline decision. The employee may request the Employer forward a copy to the Union.

An employee, upon written request to the Employer, may request to inspect their personnel file. If an employee disagrees with a discipline document, they may submit a written rebuttal.

14.04 Employer Investigations: The Employer has the right to investigate allegations of misconduct before imposing discipline. Employees have an obligation to cooperate with any investigation conducted by the Employer.

Employees participating in workplace investigation interviews at the Employer's direction is considered paid time. Employer investigations will take place during normal business hours or when the employee is on duty. An employee is entitled, at their request, to have a Union Representative present during any investigatory interview the employee reasonably believes may result in their discipline.

The Employer may, at its discretion, place employees on paid administrative leave during an investigation. Employees on paid administrative leave must remain available during their normal hours of work. Placement on paid administrative leave is not a disciplinary offense and is not subject to the grievance procedure.

14.05 Discipline Records for Progressive Discipline: The Employer will consider an employee's previous disciplinary records for purposes of progressive discipline in accordance with the following timelines:

Verbal warnings will not be considered for purposes of progressive discipline after twelve (12) months without a reoccurrence of the same or similar conduct giving rise to discipline.

Written reprimands will not be considered for purposes of progressive discipline after twenty-four (24) months without a reoccurrence of the same or similar conduct giving rise to discipline.

Suspensions will not be considered for purposes of progressive discipline after sixty (60) months without a reoccurrence of the same or similar conduct giving rise to discipline. Provided, however, suspensions involving harassment, bullying, or threatened acts of violence do not expire.

Demotions and discharge decisions do not expire.

14.06 Grievance Procedure: Discipline decisions not involving a monetary loss or penalty (*i.e.*, verbal warnings and written reprimands) are not subject to the grievance procedure. Discipline decisions involving a monetary loss or penalty (*i.e.*, suspensions, demotions, discharge decisions) may be grieved. In addition, the Union may grieve an employee's negative performance evaluation, if the evaluation is a factor in denying a step increase.

ARTICLE 15 - PROBATIONARY PERIOD

15.01 Newly hired employees shall serve a probationary period of twelve (12) months, during which time the employee may be disciplined or discharged at the sole discretion of the Employer.

15.02 An employee disciplined or discharged during the probationary period shall not have recourse or appeal rights to the grievance procedure.

15.03 Promoted employees shall serve a six (6) month trial period. In the event the employee does not successfully complete the trial period, they shall have the right to revert back to their former position.

ARTICLE 16 - GRIEVANCE PROCEDURE

16.01 Verbal counseling or verbal reprimand noted in the file jacket of an employee shall not be subject to grievance procedures.

16.02 **Definition of a Grievance:** A "grievance" means a claim or dispute by an employee, or the Union with respect to the interpretation or application of an express provision of this Agreement.

16.03 **Step 1 - Filing:** If an employee and/or the Union has a grievance, it must be submitted in writing to the supervisor within fourteen (14) calendar days from the date of occurrence or from the date the employee and/or the Union should have reasonably become aware of the alleged problem. If the grievance is not submitted within the stated time limitations, the grievance shall be deemed to be waived. This written notice shall include the following:

1. Statement of the grievance and relevant facts;
2. The specific provision(s) of the Agreement violated;
3. The Remedy sought.

16.04 **Step 2:** The grievant and the supervisor shall meet within fourteen (14) calendar days of the Step 1 written notice and attempt to effect a settlement. The Supervisor or designee shall render a written decision within fourteen (14) calendar days.

16.05 **Step 3:** If the grievance is not resolved to the Union's satisfaction at Step 2, the Union shall submit the grievance in writing to the Department Director within fourteen (14) calendar days from the decision of the supervisor. The Department Director or designee shall render a written decision within fourteen (14) calendar days.

16.06 **Step 4:** The Union may appeal an adverse decision by the Department Director to the City Administrator within fourteen (14) calendar days. The City Administrator or designee shall render a written decision within fourteen (14) calendar days.

16.07 **Step 5:** The Union may appeal an adverse decision of the City Administrator to a neutral arbitrator.

16.08 The Union shall give written notice to the Employer of its intent to submit a grievance to arbitration within thirty (30) calendar days of the City Administrator's decision. Within ten (10) calendar days of the Union's notice to arbitrate, the Union shall request the appointment of an arbitrator from the Public Employment Relations Commission (PERC). PERC shall furnish a list of seven (7) impartial arbitrators. Once a list has been provided, the parties will attempt to agree on one (1) arbitrator. If no agreement can be reached, the parties shall flip a coin to determine who will strike the first name, following with subsequent strikes alternating between the parties, until one (1) arbitrator remains. The remaining arbitrator will serve as the arbitrator for the grievance. The arbitrator shall render a written decision which shall be final and binding on all parties. The arbitrator shall have no power to alter, amend or change the terms or conditions of this Agreement.

16.09 The parties shall each bear the cost of presenting its own case. The parties agree to split equally the costs of the arbitrator.

16.10 Either party may request that a stenographic record of the hearing be made. The party requesting such record shall bear the cost thereof; provided, however, if the other party requests a copy, such cost shall be shared equally.

16.11 If the Employer fails to meet any time requirements in this Grievance Procedure, the grievance shall be advanced to the next step. If the Union fails to meet any time requirements in this Grievance Procedure, the grievance shall be deemed withdrawn.

16.12 The time limits listed in this Article may be extended by written mutual agreement. Any grievance deadline falling on a City-observed holiday shall be extended to the following working day.

ARTICLE 17 - PERFORMANCE OF DUTY/NO STRIKE

17.01 The City and the Union recognize that the public interest requires the efficient and uninterrupted performance of all City services and pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Nothing in this Agreement shall be construed to grant an employee the right to strike or to refuse to perform their duties to the best of their abilities. During the term of this Agreement the Union shall not cause, engage in, or sanction any work stoppage, strike, walkout, sit-down, stray-in, slowdown, sick-in, curtailment of work, or interference with City operations at any location whatsoever, provided that nothing herein shall be interpreted to prohibit lawful informational picketing. The City shall not institute any lockout of employees during the term of this Agreement.

ARTICLE 18 - AMENDMENTS TO THE AGREEMENT

18.01 The Employer and the Union may mutually agree to amend this Agreement.

18.02 Attachments and/or Amendments, Letters of Understanding or Memoranda of Understanding may be attached to and incorporated in the Agreement by reference.

ARTICLE 19 - NONDISCRIMINATION

19.01 The Employer and the Union shall cooperate to assure that no employee is unlawfully discriminated against by reason of race, religion, creed, color, national origin, sex, age, disabilities, marital status, sexual preference, Union activity, or any protected classification under federal, state, or local laws.

ARTICLE 20 - SENIORITY/PROMOTIONS/LAYOFFS

20.01 Seniority shall be defined as the length of continuous service with the Employer from the most recent date of hire as a regular employee; provided, however no employee shall have seniority established prior to the completion of twelve (12) months of probationary employment with the Employer.

20.01.01 Seniority will continue to accrue for a period of six (6) months for absence due to illness, authorized leave of absence, or temporary lay-off.

20.02 Promotion to a higher job classification shall be by ability and qualifications. Where ability and qualifications are equal, seniority shall prevail.

20.02.01 When a vacancy or new position is created, a notice of such vacancy or new position shall be posted on a bulletin board for a period of five (5) working days.

20.03 **Layoffs:** In case of a layoff, temporary and part-time employees with the shortest length of continuous service within the specified classification in the bargaining unit shall be laid off first, followed by the full-time employee(s) with the shortest length of continuous service; provided that the more senior employees are qualified for the remaining positions and able to provide efficient operations as determined by the Employer. The Employer shall provide an employee with at least one (1) month advance written notification prior to layoff or one (1) month of pay in lieu of notice.

20.04 **Recall from Layoff:** Employees shall be recalled from layoff in reverse order of their layoff, provided the employee is qualified to perform the duties previously assigned. An employee who is not recalled within twenty-four (24) months of the layoff shall lose all recall rights.

20.05 All employees on layoff are responsible to keep the Employer informed of their address and telephone number where they can be contacted.

ARTICLE 21 - SAFETY GEAR AND SAFETY RELATED CLOTHING

The Employer may establish a dress code for employees. Each employee must return all City-issued clothing at separation of employment.

21.01 **Safety Gear:** The Employer will provide bargaining unit members with required personal protective equipment (PPE) in accordance with state and federal standards. This may include, for example, safety glasses, protective gloves, ear protection, traffic vests, masks, and hard hats. PPE will be provided to employees on an as-needed basis, subject to inspection

and replacement at the discretion of a Supervisor. PPE belongs to the Employer and shall be returned upon separation of employment.

21.02 Work Attire Allowance: Effective January 2026, each full-time employee covered by this Agreement shall receive five hundred dollars (\$500.00) per calendar year for the purchase of approved work attire (e.g., work shirts, pants, hats). This annual allowance shall be included in standard paychecks in January of each year, subject to taxable withholdings required by law.

21.02.01 New Hires: New hires shall be eligible for the annual work attire allowance.

The work attire allowance will be pro-rated for new hires based on the individual's date of hire, as follows: five-hundred dollars (\$500.00) divided by twelve (12), multiplied by the number of full months the employee will work in the remainder of the calendar year.

If a new hire is hired between the 1st and 15th day of the month, the pro-rated formula will start on the 1st day of the same month. For example: If an employee is hired on April 15th, the new hire's clothing allowance would be pro-rated to include the months of April through December. If a new hire is hired between the 16th day to the end of the month, the pro-rated formula will start the 1st of the following month. For example: If an employee is hired on April 20th, the new hire's clothing allowance would be pro-rated to include the months of May through December.

This pro-rated amount will be included in the first full pay period after the date of hire but will be no later than within the first thirty (30) days of date of hire, less taxable withholding required by law.

21.03 Work Boot Allowance: Effective January 2026, each full-time employee covered by this Agreement shall receive a voucher to spend up to two-hundred dollars (\$200.00) per calendar year for the purchase of approved work boots at a City-designated vendor. Any unused allowance at the end of the calendar year or separation of employment shall be forfeited.

The annual work boot allowance shall be provided to the employee in January or before their first working shift for new hires.

ARTICLE 22 – COMERCIAL DRIVER'S LICENSE (CDL)

22.01 When the Employer requires a Commercial Driver's License (CDL) as a minimum job qualification, the Employer shall pay for all costs associated with maintaining an employee's CDL. This includes the cost of CDL license/endorsement renewals and up to one (1) annual CDL physical required by DOT regulations, at a medical examiner selected by the Employer. Any additional medical costs shall be paid by the employee. Initial training and licensing costs for employees who do not yet possess a CDL shall be paid at the discretion of the Employer.

ARTICLE 23 - PENSION

23.01 Pension for employees and contributions to the Public Employee's Retirement System (PERS) shall be governed by Washington State Law.

ARTICLE 24 - SAVINGS

24.01 If any provision of this Agreement, amendments or addendums thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this Agreement, amendments and addendums shall not be affected thereby, and the parties shall enter into immediately collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of the invalid provision.

ARTICLE 25 - LABOR MANAGEMENT

25.01 The Union and the Employer shall establish a Labor Management Committee (LMC) for the purpose of discussing issues not related to grievances. Meeting schedules, make-up of the LMC and roles and responsibilities of LMC members, will be determined. A Union Business Representative will be invited to attend scheduled LMC meetings and provided an agenda, but such attendance is not mandatory for a meeting to occur. It is anticipated that the LMC will meet on a regular basis to discuss, but not limited to the following:

- State of the Business/City
- Labor/City relationship
- Health and Welfare for non-representative employees

The LMC may recommend changes but has no power to alter the terms of this Agreement.

ARTICLE 26 - DISCLOSURE OF PERSONNEL FILE INFORMATION

26.01 The Employer will notify employees of any court order or subpoena seeking documents from employee personnel files. Where possible, the Employer will provide impacted employees with at least seven (7) calendar days' notice in advance of the disclosure deadline, however, nothing in this Article shall prohibit or delay the Employer from complying with the deadlines imposed by the court order or subpoena. The obligations of this Article do not apply to orders or subpoenas related to a grievance arbitration under the grievance clause of this Agreement or in relation to a PERC administrative proceeding.

ARTICLE 27 – SAFETY PROCEDURES

27.01 The City is responsible for providing a safe workplace and will comply with WAC 296-800-130.

ARTICLE 28 - RELEASE TIME FOR UNION BUSINESS

28.01 The Union may request a Shop Steward to be placed on unpaid leave for up to seven (7) calendar days to attend to Union business. The request must be in writing and

provide at least fifteen (15) calendar days' notice to the Public Works Director. Upon receipt of such written request, the City will confer with the Union regarding such request. The City maintains the sole discretion to approve or deny the Union's request.

ARTICLE 29 - DURATION

29.01 Except as otherwise stated herein, this Agreement shall become effective January 1, 2025, and shall carry through December 31, 2027. If the Union wishes to negotiate a successor contract, it will provide notice to the City no less than one hundred and eighty (180) days prior to the contract termination date. The parties will meet within thirty (30) days of the notice to set a schedule for contract negotiations. In the event negotiations for a new agreement have not been completed by the termination date of this Agreement, the provisions contained in this Agreement shall remain in effect until the conclusion of the negotiations for a new Agreement or the City chooses to act under RCW 41.56.100 (3). The parties agree to begin bargaining over a successor agreement no later than July 1, 2027, or at another date mutually agreed upon by the parties.

CITY OF LAKE FOREST PARK

**TEAMSTERS LOCAL UNION
NO. 117/IBT**

THOMAS FRENCH
Mayor

PAUL DASCHER
Secretary-Treasurer

Date

Date

APPENDIX A**CLASSIFICATIONS AND WAGE RATES**

A.1 Effective January 1, 2025, wage rates shall be increased by 3.00% (general wage adjustment) plus a three percent (3.00%) market adjustment to the following monthly wage rates:

<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Maintenance Worker	\$6,360.04	\$6,584.51	\$6,808.98	\$7,033.43	\$7,257.92	\$7,482.40
Lead Maintenance Worker	\$6,996.05	\$7,242.96	\$7,489.88	\$7,736.77	\$7,983.71	\$8,230.64

A.2 Effective December 1, 2025, wage rates shall be increased by one and half percent (1.5%) market adjustment to the following monthly wage rates:

<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Maintenance Worker	\$6,455.44	\$6,683.28	\$6,911.12	\$7,138.93	\$7,366.78	\$7,594.64
Lead Maintenance Worker	\$7,100.99	\$7,351.60	\$7,602.23	\$7,852.82	\$8,103.46	\$8,354.10

A.3 Effective January 1, 2026, wage rates shall be increased by one hundred percent (100%) of the June through June Seattle/Tacoma/Bellevue CPI-U with a maximum of two and one-half percent (2.5%) (general wage adjustment) plus one percent (1.0%) (market adjustment) to the following monthly wage rates:

<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Maintenance Worker						

		\$6,681.38	\$6,917.19	\$7,153.01	\$7,388.79	\$7,624.62	\$7,860.45
Lead Maintenance Worker		\$7,349.52	\$7,608.91	\$7,868.31	\$8,127.67	\$8,387.08	\$8,646.50

A.4 Effective January 1, 2027, wage rates shall be increased by by one hundred percent (100%) of the June through June Seattle/Tacoma/Bellevue CPI-U with a maximum of two percent (2.0%) (general wage adjustment) plus one percent (1.00%) (market adjustment) to the following monthly wage rates:.

A.5 Each step in the above pay plan shall be twelve (12) months in duration, and advancement through the pay plan shall be based on satisfactory performance.

A.6 The Lead Maintenance Worker wage rate shall be ten (10.00%) percent above the Maintenance Worker wage rate.

APPENDIX B**TEAMSTERS LOCAL 117 MEDICAL INSURANCE****1. Washington Teamsters Welfare Trust, Medical Plan B Insurance Plan.**

All members of the Lake Forest Park Teamsters Local No. 117 will be enrolled on Washington Teamsters Welfare Trust, Medical Plan B. Cost-sharing is specified in Article 13 of this Agreement.

2. HRA Contributions

On an annual basis, the Employer agrees to contribute three hundred dollars (\$300.00) per employee electing individual coverage, or nine hundred dollars (\$900.00) per employee electing non-individual coverage, in a health reimbursement account (HRA) administered by a third-party administrator (TPA).

Employees hired into the Teamsters Local 117 during the year will receive an HRA commitment pro-rated for the number of months in the calendar year that they are employed by the Employer. For example, if a maintenance worker is hired August 1st, and has full family coverage, the health reimbursement arrangement amount for that first calendar year would be three hundred seventy-five dollars (\$375.00) ($\$900 \div 12 = \75 ; $\$75 \times 5 \text{ months} = \375).

The funds in HRAs will roll over from year to year and remain available to employees for use for paying qualified medical expenses under the IRS code. If the employee terminates employment with the City, the employee will forfeit their right to these funds. If the employee retires from the City, the account balance will continue to be available to the employee. All health reimbursement arrangements will conform with IRS requirements. In addition, employees must be enrolled in the medical plan offered by this Agreement (Teamsters Plan B) to open an HRA or qualify for the annual contributions discussed above.

In the event the City's HRA contributions are expected to trigger the "Cadillac Tax" of the Affordable Care Act, the parties agree to re-open negotiations solely for discussing alternative health insurance options. If the City is subject to Cadillac Tax liability during re-opener bargaining, then HRA deposits shall be reduced or eliminated to avoid liability while the parties continue to bargain.

City Administrator Report

City of Lake Forest Park

Date: November 13, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

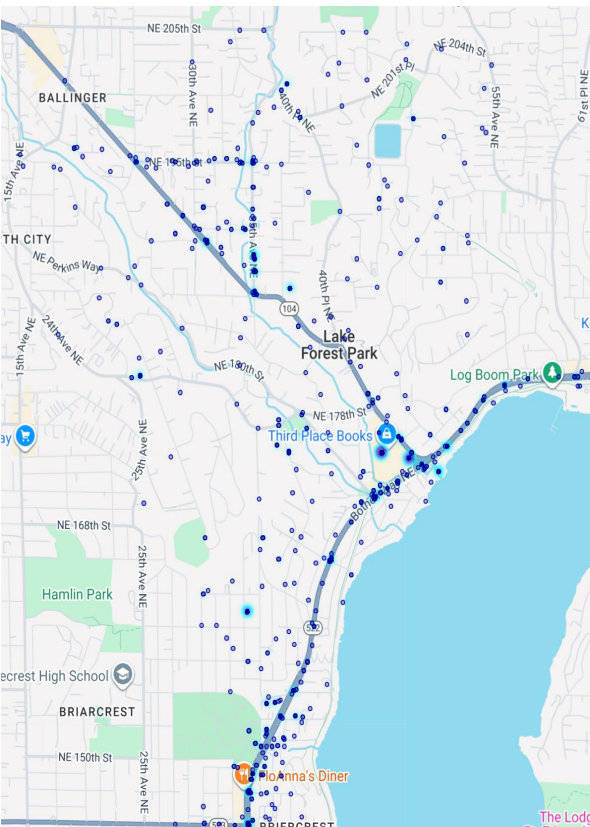
CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department



Police incidents heatmap for **October 2025:**

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

This map represents **1090** Call Incidents in **October**

See Traffic Stats in Traffic Safety Section

Questionable Activity	40
Behavioral Health	38
911 Call	36
Area Check	26
Contact of a Person	22
Welfare Check	21
Theft	19
Warrants	19
Alarm	7
Order Service	6
Fraud	6
Civil	5
Noise Complaint	5
Domestic Violence	5
Death Report	3

Case Reports Taken for October 2025

Theft	16
DUI	5
Behavioral Health	4
Fraud	4
Death Investigation	4
Assault	3
Burglary	3
Hit and Run	2
Trespass	2
Drug Violation	2
Warrant Arrest	2

Child Protective Services	1
Ordinance Violation	1
Disturbance	1
Domestic Violence	1
Sexual Assault	1
Malicious Mischief	1
Court Order	1
Vehicle Prowl	1
Order Violation	1
Adult Protective Services	1
Eluding Police Officer	1

Total – 58

Notable Incidents:**Welfare Check**

Concerned community members called 911 regarding a male subject behaving erratically and walking in the bus lane. Officers responded and realized that the subject was diabetic and needed immediate assistance. The Fire Department checked the subject's conditions. One of our officers bought some food and drinks for the subject and brought him to Northgate station.

A community member called the police regarding a car illegally parked at Lyon Creek Park. Officers contacted the driver (outside the park) who stated that he was going through a breakup and didn't have a place to stay. No crime.

A community member called the police because he couldn't reach his young adult daughter and was concerned that something had happened to her. Officers went to the house where they found that the daughter was sleeping.

A community member called 911 because he couldn't reach his fiancé by phone. He stated that she was having problems with her ex-boyfriend, so he was concerned. Officers were able to contact her (she was at her mother's residence) and establish that she was ok.

Well-known mentally ill person called 911 stating that her brother had just murdered her son with a shovel and buried him in the backyard. RCR took over the call.

Assist

A well-known person calls 911 (every day/several times a day) regarding Elon musk harassing her. RCR is aware of the incidents.

Officers assisted Bothell PD with two missing juveniles.

Officers assisted a homeless female who was living in her car and needed some help.

Officers assisted King County Sheriffs with an area check regarding an armed dangerous subject who was trying to be pursued by police agencies so he could challenge them. Unable to find him.

Officers assisted the Fire Department with a tree on fire and dangerous live wires.

Officers provided resources to a homeless person in Acacia.

Community members called 911 regarding a male, who was clearly on drugs, in the middle of the roadway (SR522). Officers talked to him, and he moved to the sidewalk. He didn't want any additional assistance.

Fraud

ID theft with known suspect. Case sent to detectives.

A community member called the police regarding a Crypto fraud. No leads.

Malicious Mischief

An officer doing proactive patrol on the south side of our city, saw three subjects tagging Walgreens in Seattle (South of NE 145th St.). Seattle PD was called but they didn't respond.

Suicide

Well known subject who lives in an adult family home called 911 stating that he wanted to commit suicide. The three caretakers confirmed that he periodically wants a ride to the hospital because he is bored.

A suicidal female was transported to Connections for a psychological evaluation.

Assault

A juvenile female assaulted two individuals and left. Charges were sent to the prosecutor's office.

Suspicious

A subject took pictures of a residence and left. Unable to identify the person and the reason why he took pictures.

A subject in the Safeway store was caught drinking eggnog and concealing items. He had been trespassed in the past, so he went to jail.

Officers responded to the Safeway store regarding a male wearing a pink jumpsuit carrying a shotgun. It turned out that it was a Halloween costume and the weapon was fake.

Noise Complaint

Brileys BBQ employees listening to music and dancing at the end of their shift. They were advised of the complaint and they stopped.

Marine Incident

Windsurfer on the lake in distress. Shoreline Fire jet ski units recovered the surfer.

DUI

An impaired driver drove through a construction zone. As he was confronted by one of the workers, he claimed to have a firearm on his person and hit the worker with his vehicle as he left the scene. He was apprehended and arrested for DUI and assault.

Hit & Run

Hit & Run on Bothell Way NE & Ballinger Way NE. No suspect's information.

Theft

Officers responded to a theft in progress at Safeway. The suspect was located just outside Ace Hardware, and a foot pursuit ensued. The suspect was apprehended without use of force. He was arrested and booked.

A subject stole some items from Safeway and left. She was identified via associated vehicle plate and the store video. She was charged via investigation.

Officers responded to a theft in progress at Safeway. The subject placed the items back when she saw the officers. She was trespassed.

Officers responded to a theft in progress at the Ross store. The suspect was arrested and cited.

Officers responded to a theft in progress. A witness provided a description of the suspect and the stolen items. Officers located the suspect riding a stolen bicycle. The suspect admitted to entering the property and taking the items found in his possession. He was arrested and booked into jail for trespass and theft.

From the stolen bike call, a community member sent an email to the police department, as follows: ***"Someone rang our doorbell. My husband jumped up to investigate, and they saw a man leaving our gated backyard with my bike and a pickleball bag. We called the non-emergency LFP number to report. A report was taken. My daughter and I went to check on our cars. As we were near the street a construction worker came to tell us he had seen a man riding away on a bike with a backpack. This was cause of concern because he had an interaction with him a few minutes earlier and he was walking and appeared to be impaired. The construction worker had also called the police. Within 20 minutes we had the police at***

our door. Within 45 minutes we had our belongings back! I want to give a huge shoutout to the Lake Forest Park police department and recognize Officer Frankie Montague and others for their swift work."

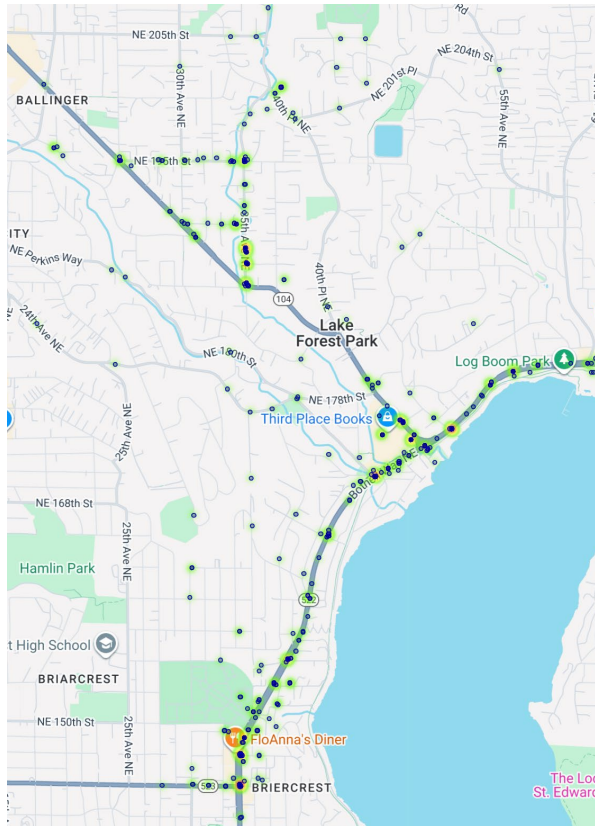
This post was shared on social media and received numerous positive comments. Some of those notable comments:

- "That is so great! Nice to hear good things about police these days.. ❤️"
- "I hope the word gets out on the street that LFP is not the place you want to mess with Good news!"
- "Thank you for your post and a shout out to the Lake Forest Park police department 😊❤️"
- "Glad you got your belongings back, great work by the Police Department 🙌🙌🙌"
- "Applause to the construction worker who contacted pd ahead of your call, and for informing you of his interaction with this person!"
- "Great hearing good news 👍"
- "I am so glad you got your bike back!"
- "Great to have a PD that actually responds to a stolen bike call and finds it. From stories in my biking circles, so many PDs lack staffing or perhaps the passion for community service to do more than take a report."
- "So glad you were able to get your bike back. I have friends in Seattle and the police are so understaffed that they can't even come for those types of issues."
- "Glad to hear you got your things back. And kudos to our LFP police! We're fortunate here in LFP to have a great police force who are able to respond quickly."
- "THANK YOU for acknowledging their prompt effectiveness! So glad for you."
- "Glad to hear that such a disturbing situation worked out for you, kudos to the city of Lake Forest Park police department was so responsive!"
- "Amazing response, in these days of generally slow responses!"
- "Wow, sometimes some polices actually do some work done promptly rather than giving speeding tickets in 25 mile zone for going at 31."
- "Wow some one finally got caught in the act. About time yea!"
- "One of the many reasons I love living here"

Lake Forest Park



Traffic Safety



Traffic Safety Heatmap for October 2025:

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

This map represents **480** Call Incidents in **October**

Traffic Stops	382
Traffic General	64
Traffic Collisions	17
Traffic Abandon	8
Impound	4
DUI	3
Hit & Run	2

Traffic Safety Highlights

Emphasis Patrols:

- School Zones
- 40th Pl NE
- NE 190th St, from Ballinger Way NE to 35th Ave NE
- 55th Ave NE, from NE 193rd to city limits (especially from 0130 hours to 0330 hours and from 0700 hours to 1000 hours)
- 4900 block of NE 193rd St
- NE 197th St/NE 201st St from 40th Pl NE to NE 203rd St
- Intersection of NE 201st St and 47th Ave NE (drivers ignore 4-way stop)
- NE 148th St and 37th Ave NE

Stop Sign violation:

- 16500 blk of 37th Ave NE - A subject given a warning for failure to properly stop at stop sign, nearly causing collision with patrol vehicle.
- (2) 4200 blk of 205th
- 17500 blk of Ballinger + unsafe left turn
- Traffic Emphasis - 44th Ave NE and NE 203rd St - stopped 3, issued 2 tickets
- Brookside Blvd. - failure to yield right of way at stop sign

Transit Lane Violation:

- More than 10! 5 tickets in one day!
- 14700-14900 of SR522 (7-8am) - 7 violations

Speed violation:

- 15500 blk, 16700 blk and 17000 blk of SR522 - (2) 55mph, and 67mph.
- 17100blk of SR522 - 63mph and 57mph
- 17000blk of SR522 - 62mph

Electric Bikes:

- 14900 of SR522 - No plate on electric motorcycle

Parking:

- 16900 blk of 35th Ave NE - vehicle tagged for 72hr notice and parked in the wrong direction
- Mall parking lot - cited for parking in disabled parking without placard
- 14800 blk of SR522 - Parked in disabled parking without placard - owner unable to reach. Left 72hr tag for removal.
- 14800 blk of SR522 - Parking in disabled parking without placard. Owner moved vehicle and apologized.

Stormy weather:

- 16600 blk of 33rd Ave NE - Downed tree blocking road and low hanging power line.
- 17800 blk of 47th Ave NE - Large tree blocked NB lane. FD removed uprooted tree to the side of the road.

Other:

- 16200 blk of 39th Ave - given warning for illegal U-turn

Happy citizens:

- A citizen in the 14500 blk of 37th Ave NE has been in contact with the PD since December of 2023. After months of communication and involvement with the Traffic Calming group, TSO Ofc. Johnson met with this person to have them physically show her what and where the concerns are. In the end, TSO Ofc. Johnson was able to educate them on our available devices and share with them how patrol truly is doing their best to serve and protect their community. The citizen was quite thankful for TSO Ofc.

Johnson's time and wrote her this kind message: "Dear Officer Johnson, Wow I'm so impressed with you. Seriously thanks a million for coming by. It made me feel so good to know that we have somebody like you out there fighting for our traffic safety."

- 19700 blk of 40th PI - Officer assisted citizen with jump start of vehicle using portable jumper battery.

Halloween at Third Place Commons 🎃



On October 31, Lake Forest Park Police Officers and Command Staff joined the mall-wide Trick-or-Treating event at Third Place Commons. We set up a table where kids (and quite a few parents!) stopped by to grab some goodies from your Lake Forest Park Police Department.

The event was a huge success! We met more than 300 children in fun costumes and handed out plenty of candy and treats! The response from the community was overwhelmingly positive. Many parents shared how

much they appreciate our department's engagement and presence in the community, with several even saying they wished they lived in Lake Forest Park!





Saturday, December 6, 2025, 9 a.m.- 1 p.m.
Fire Station 51, 7220 NE 181st St, Kenmore, WA 98028

Check in opens at 8:30 a.m., workshop begins at 9 a.m. Limited to the first 50 people who sign up.

THE PURPOSE:

This training gives community members the information and skills to be prepared for an emergency or possible disaster. There are a lot of simple steps that you and your loved ones can take now to be better prepared if and when an emergency or disaster strikes.

REGISTER HERE:
bit.ly/3Wv1Lus



TOPICS COVERED:

WHEN MINUTES COUNT:

What you do in the first hour after an earthquake can save lives—come learn how to be ready!

FIRE SAFETY and FIRE EXTINGUISHERS:

How to quickly stop a fire from spreading. Fire extinguisher training with live flames!

WATER, SANITATION and GO BAGS

Protect your health and safety with the essentials that matter most!

SIMPLE FIRST AID:

Quick action saves lives—get hands-on with simple first aid and tourniquet use!

PERSONAL AND FAMILY EMERGENCY PREPAREDNESS:

What essential resources should you have ready? What are your backup radio communication options? What hazards are specific to your area? Join us for hands-on demonstrations and interactive discussions. Disasters strike without warning—will you be prepared?

SPONSORS:



WWW.NorthshoreEMC.com
 VOLUNTEERS TRAINED TO PROVIDE EMERGENCY
 PREPAREDNESS AND AMATEUR RADIO COMMUNICATION
 SERVICES TO THE NORTHSORE COMMUNITIES.
 2025-10-30 V1

II. Internal City Information**III. Council Information****IV. Response to Citizen and Council Comments****V. Contract Reporting**

No new contracts during the reporting period.

VI. Legislative Update**VII. Community Events****VIII. Upcoming City Sponsored Events****IX. Meetings Calendar****[Planning Commission Special Meeting \(hybrid meeting\)](#)**

November 18, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

[North King County Coalition on Homelessness](#)

November 20, 2025, 1:00 PM - 2:30 PM

[More Details](#)

[City Council Special Meeting \(hybrid meeting\)](#)

November 20, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

[City Council Special Meeting \(hybrid meeting\)](#)

November 24, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)