



# CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

**Thursday, May 09, 2024 at 7:00 PM**

**Meeting Location: In Person and Virtual / Zoom**  
**17425 Ballinger Way NE Lake Forest Park, WA 98155**

---

## **INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:**

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

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

The City Council is providing opportunities for public comment by submitting a written comment or by joining the meeting webinar (via computer or phone) or by attending in person to provide oral public comment.

### **HOW TO PARTICIPATE WITH ORAL COMMENTS:**

Sign up here <https://app.waitwhile.com/welcome/comment-sign-up> between 9:00 a.m. and 5:00 p.m. on the day of the meeting to provide Oral Comments during the meeting.

If you are in person at the meeting, 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.

If you are attending the meeting via Zoom, in order to address the Council during the Public Comment section of the agenda, please use the “raise hand” feature at the bottom of the screen. Oral comments are limited to 3:00 minutes per speaker. Individuals wishing to speak to agenda items will be called to speak first in the order they have signed up. The City Clerk will call your name and allow you to speak. Please state your name and whether you are a resident of Lake Forest Park. The meeting is being recorded.

### **HOW TO SUBMIT WRITTEN COMMENTS:**

<https://www.cityofflp.gov/615/Hybrid-City-Council-Meetings>

Written comments for public hearings will be submitted to 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. Because the City has implemented oral comments, written comments are no longer being read under Citizen 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](http://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**

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

5. **PROCLAMATIONS**

- [A.](#) Proclamation Recognizing May 12-18, 2024 as National Police Week and May 15, 2024 as Peace Officer Memorial Day
- [B.](#) Proclamation Recognizing May 19-25, 2024 as National Public Works Week
- [C.](#) Recognizing May 5 - 11, 2024 as Municipal Clerks Week

6. **PRESENTATIONS**

- [A.](#) Swearing in of new Lake Forest Park Police Officer William Godsil
- [B.](#) Lakefront Park schematic design package for the preferred alternative design

7. **CONSENT CALENDAR**

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

- [A.](#) April 18, 2024 City Council Budget & Finance Committee Meeting Minutes
- [B.](#) April 22, 2024 City Council Committee of the Whole Meeting Notes
- [C.](#) April 25, 2024 City Council Regular Meeting Minutes
- [D.](#) April 30, 2024 City Council Special Meeting Minutes
- [E.](#) City Expenditures for the Period Ending May 9, 2024

## **8. ORDINANCES AND RESOLUTIONS FOR INTRODUCTION / REFERRAL**

- A.** Resolution 24-1954/Accepting the Accessible Curb Ramps Construction Project

## **9. ORDINANCES AND RESOLUTIONS FOR COUNCIL DISCUSSION**

- A.** Resolution 24-1953/Authorizing the Administration to apply for Public Works Board financing for the 40<sup>th</sup> Place roundabout.

## **10. COUNCIL DISCUSSION AND ACTION**

## **11. OTHER BUSINESS**

## **12. COUNCIL COMMITTEE REPORTS**

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

## **13. EXECUTIVE SESSION**

- A.** Executive Session - Potential Litigation, per RCW 42.30.110(1)(i)

## **14. ADJOURN**

## **FUTURE SCHEDULE**

--Thursday, May 16, 2024 City Council Budget & Finance Committee Meeting 6 pm - *hybrid meeting (Zoom and City Hall)*  
--Monday, May 20, 2024 City Council Committee of the Whole Meeting 6 pm - *hybrid meeting (Zoom and City Hall)*  
--Thursday, May 23, 2024 City Council Regular Meeting 7 pm - *hybrid meeting (Zoom and City Hall)*  
--Monday, May 27, 2024 Memorial Day – *City Offices 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  
NATIONAL POLICE WEEK  
AND  
PEACE OFFICER MEMORIAL DAY**

**WHEREAS**, in 1962 the Congress and the President of the United States signed a proclamation which designated May 15 as “Peace Officer Memorial Day” and the week in which that date falls as “Police Week;” and

**WHEREAS**, members of law enforcement recognize their duty to serve the citizens of the City of Lake Forest Park by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, during Law Enforcement Week and throughout the year, the Lake Forest Park City Council recognizes and appreciates the critical contributions and sacrifices made by members of law enforcement at all levels, and honors their courage and dedication; and

**WHEREAS**, the dedicated men and women of the Lake Forest Park Police Department provide this vital public service day and night – enforcing the law and safeguarding the lives, property, rights, and freedom of every community member.

**NOW, THEREFORE**, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim the City’s recognition and appreciation of our law enforcement officers, past and present, by designating the week of May 12 – 18, 2024 as

**NATIONAL POLICE WEEK**

In recognition of the service given by these men and women who stand guard to preserve the rights and security of all citizens.

**FURTHER**, the City Council calls upon the citizens of Lake Forest Park to observe May 15, 2024 as

**PEACE OFFICER MEMORIAL DAY**

in honor of those fallen law enforcement officers and those who became disabled in the performance of their duty and recognize and offer our respect to the survivors of our fallen heroes.

**IN WITNESS WHEREOF**, signed this 9<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Thomas W. French, Mayor





## PROCLAMATION NATIONAL PUBLIC WORKS WEEK

**WHEREAS**, public works services provided in our community are an integral part of our citizens' everyday lives; and

**WHEREAS**, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as emergency management response, water, sanitary sewers, streets, public buildings, parks, surface water management, and solid waste collection; and

**WHEREAS**, the health, safety, and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

**NOW, THEREFORE**, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim the week of May 19 – 25, 2024 as

### National Public Works Week

in the city of Lake Forest Park and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

**IN WITNESS WHEREOF**, signed this 9<sup>th</sup> day of May, 2024.

---

Thomas W. French, Mayor



## PROCLAMATION

**WHEREAS**, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants, and

**WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community; and

**WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk and recognize the vital services they perform and their exemplary dedication to the communities they represent.

**NOW, THEREFORE**, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim May 5 to May 11, 2024, as

### **Municipal Clerks Week**

Signed this 25<sup>th</sup> day of April, 2024.

---

Thomas W. French, Mayor



# Lake Forest Park Lakefront Improvements

Design, Engineering, Environmental, and Permitting

# Schedule overview

Notice to Proceed received July 11, 2023

## Pre-design (July to October):

- Data Collection
- Site Analysis
- Early Engagement

## Concept Design (October to January 2024):

- Design programming
- Alternatives development
- Feasibility analysis
- Permit mapping
- Cost estimation

Council Update  
11/9/2023

## Alternatives Analysis (January 2024 to March):

- Presentation of alternatives
- Refinement
- Selection of preferred design

Council Update  
3/7/2024

## Schematic Design (March to June):

- Advance preferred design
- Draft schematic design
- Final schematic design package

Council Update  
5/9/2024

End of current phase 1 contract

Early works demolition – *March to December 2024*

Design Development – *targeting Notice to Proceed in June 2024*

# Progress report

## Schematic Design (March to June):

- [Advance preferred design](#)
- Cost estimation
- RCO grant application and submittal
- Draft schematic design
- Final schematic design package

## Completed:

Incorporate all levels of feedback; update design schematic

Prepare design narrative package for cost estimation

Begin site modeling

# Progress report

## Schematic Design (March to June):

- Advance preferred design
- **Cost estimation**
- RCO grant application and submittal
- Draft schematic design
- Final schematic design package

## Completed:

Submit preferred design narrative for pricing by outside cost estimator

Coordinate with subconsultants on scope of phase 2 work, obtain fee estimates, reconcile and streamline scope and fee estimate



# Progress report

## Schematic Design (March to June):

- Advance preferred design
- Cost estimation
- **RCO grant application and submittal**
- Draft schematic design
- Final schematic design package

**Milestone Achieved!**  
5/1/2024 RCO Grant Applications  
Submitted!!

## Completed:

Analyze design and construction cost estimates for grant application:

- Determine eligible and ineligible expenses
- Coordinate with grant manager as needed
- Sort fees per grant categories and requirements
- Assist with completion of grant application

Work with city project manager to identify funding gaps and other funding opportunities

# Progress report

## Schematic Design (March to June):

- Advance preferred design
- Cost estimation
- RCO grant application and submittal
- **Draft schematic design**
- Final schematic design package

## In progress:

Site modeling

Visualizations and vignettes

Schematic design narrative and report



# Progress report

## Schematic Design (March to June):

- Advance preferred design
- Cost estimation
- RCO grant application and submittal
- Draft schematic design
- **Final schematic design package**

## Next steps:

Progress presentations to PRAB May 1<sup>st</sup> and City Council May 9<sup>th</sup>

Delivery of schematic design package – target date May 27<sup>th</sup>

Schematic design presentation at City Council meeting on June 13<sup>th</sup>

# Progress report

## Early Works (March to December):

- **Predesign activities**
- **Plans preparation**
- Permitting (May – July)
- Final design (July/August)
- Contractor selection (August/September)
- Construction (September – November)
- *November 30, 2024, RCO award expires*

## Completed:

Preapplication coordination meeting  
Development of 90% plans and specs  
Small works vendor screening

## Next steps:

City review of 90% plans and specs  
Submittal of 90% plans and specs for local permitting and for outside cost estimation  
Schedule of initial salvage work  
Contact small works vendors for bids

# Updated Cost Estimate

- Construction + burdened, escalated to 2026 dollars
- 20% cost contingency assumed
- Owner costs estimated at +44.2% of construction costs, includes design, engineering, jurisdictional and permit fees, sales tax, inspection, administration, owner contingency, and other items.
- Est. total cost with owner costs = \$13.3M (est. in 2026 dollars, includes consultant fees already billed in 2023/2024)
- Pricing to be updated at 50%, 70%, and 100% design allowing for cost management as design progresses

Schematic Design  
\$8.7M Construction

Total includes ALL costs associated with the project, including phase 1 consultants, early works demolition, city's internal costs (staff time, etc.), WSST, and contingencies

LAKE FOREST PARK

LAKEFRONT PARK

Waterfront Park  
Cost Comparison

Section 6, Item B.

Fritz Hedges Waterway Park - Seattle		\$19.6 million
	Beach Deck Pier Kayak Launch/Slide Parking Plaza	Picnic terrace Trail Meadow Shoreline restoration Open lawn Interpretive elements
Owen Beach Park - Tacoma		\$9.6 million
	Restrooms Play area Pavilion Lawn Pathways Parking Lot	Kayaks access Beach access Kayak rentals Concession stand Picnic area Renovated historic picnic shelter
Laxxadis (Tl'awh-ah-dees) Park - Kenmore		\$8.1 million
	Accessible pathways Watercraft launch Life jacket loaner station Parking lot Pedestrian bridges Picnic benches Picnic shelter	Picnic tables Public restrooms Viewing decks Walking paths Watercraft wash station Wetlands Wooded areas
Lake Forest Park Lakefront Park - high		\$7.1-8.7 million
	Big House - medium Cabin 6 renovation Picnic shelter 3 Grand gathering deck All-activity dock Small beach with soft launch	Small lawn Parking area Staging area Play area Lyon Creek Preserve enhancements Beach Drive improvements
Lake Forest Park Lakefront Park - low		\$5.6-6.8 million
	Big House - Small Cabin 6 removal Picnic shelter 1 Gathering deck Multipurpose dock with separate swim dock Maximum beach	Large lawn Parking area Staging area Play area Lyon Creek Preserve enhancements Beach Drive improvements
Log Boom Park - Kenmore		\$4.7 million
	Accessible pathways Beach Boat rental building Fishing Lake access Watercraft launch Parking lot	Picnic shelter and tables Playground Public restrooms Walking paths Watercraft wash down station Wetlands Wooded areas
David E Brink Park - Kirkland		\$2.4 million
	Boat launch - Hand-carried non-motorized boats Beach Benches Deck Drinking fountain Public art	



# Cost Impact Summary

- Preferred design construction estimated at \$7.9M
- Schematic design construction estimated at \$8.9M
- Why did the cost change?

## Cost change due to:

- Sustainability upgrades, including solar panel array
- Inclusion of swim platform AND dock
- Automatic gates at park frontage
- Additional fencing along park boundary
- Potential structural reinforcement due to lakebed substrate underlying structures (lateral spreading risk), increases both assessment and engineering costs

Generally, the items listed above lower the expected sustained costs of park operations and maintenance, but they increase the initial project cost

# Funding Assessment

- Multiple grant applications submitted as of May 2
- Team is targeting other funding opportunities for application in 2024/2025

Total funding needed ~\$13.3M

RCO eligible costs ~\$10.3M

- Big House, Cabin 6, and ROW improvements are not eligible for RCO funding
- Ineligible items *do not* count as matching funds
- RCO programs qualify to match each other

RCO funding requested:

- WWRP - 50% of total project cost - \$5.159M
- ALEA - \$500,000 max. amount requested

Federal funding requested:

- Community Development Fund - \$5M
  - ~\$3.05M ineligible items (ROW, Big House, and Cabin 6)
  - ~\$1.95M eligible items that can apply towards RCO match

# Funding Assessment, cont.

- Other funding opportunities to be considered:
  - King County Parks Levy
  - Other county funding
  - State funding, if appropriate
  - Community contributions, such as pavers, benches, trees
  - Community organization grants and donations
  - Funding for structure renovation and sustainability upgrades
  - Planned city expenditures
  - City budget allocation

## Estimated funding gaps

### RCO-eligible gap: ~\$1.34M

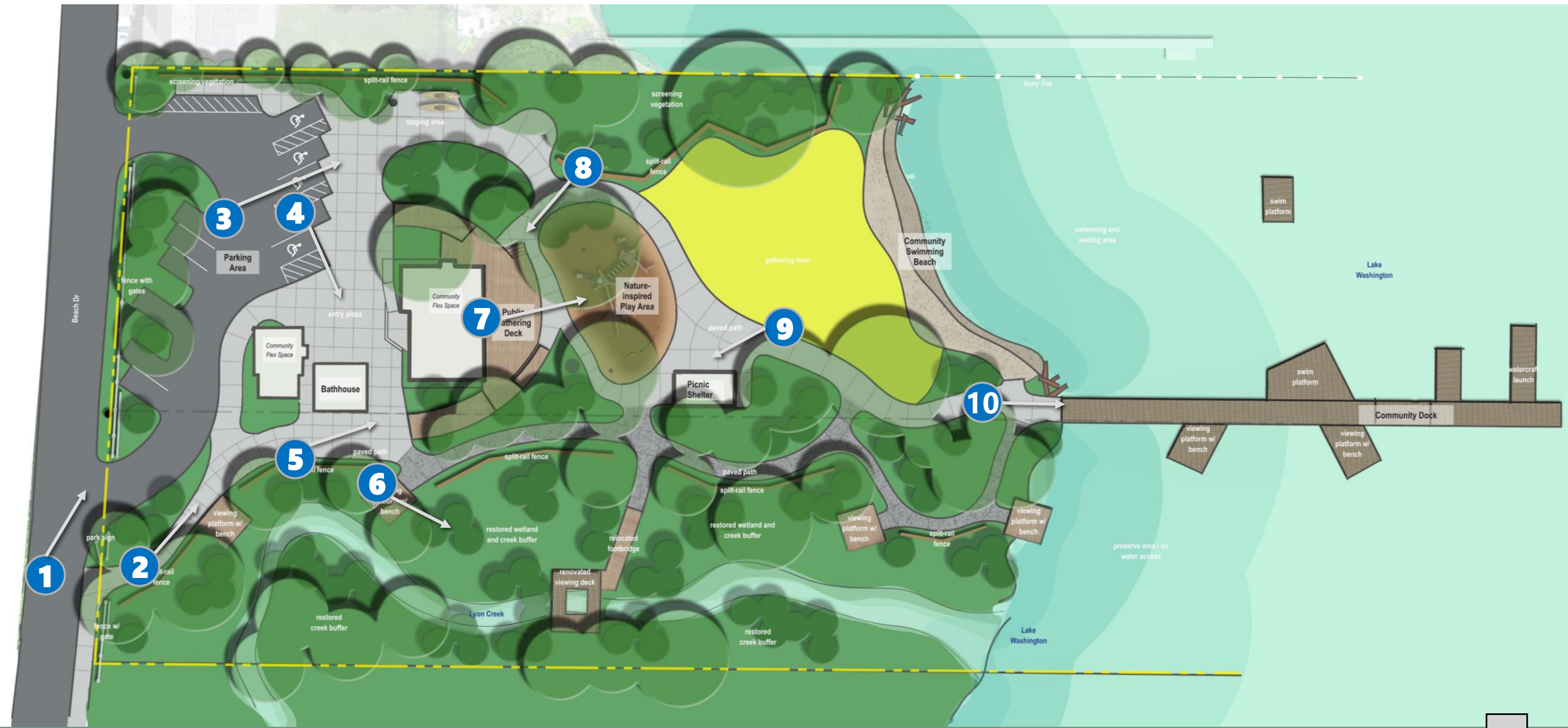
- Funds count towards required RCO match
- Total match required is \$5.159M
  - ~\$770K from other RCO funding (ALEA, Demo)
  - ~\$287K consultant contracts to date (Phase 1)
  - ~\$793K estimated future contracts (eligible portion of Phase 2 design, permitting, geotechnical)
  - ~\$18K+ city administrative expenditures (Phase 1, Early Works)
  - ~\$1.95M federal request

### RCO-ineligible funding gap: \$0K

- Ineligible for RCO match (ROW, Big House, Cabin 6)
- Total funding required is \$3.05M
  - ~\$5M federal request would fund all costs for ROW, Big House, and Cabin 6 and provide \$1.95M towards RCO match

# Schematic Site Plan | Key to viewpoints

Section 6, ItemB.





# Park entry from Beach Dr

1





# Pedestrian entrance

2





# View of staging area

Section 6, ItemB.

3



DRAFT





# New main plaza

4





# Bathhouse and path to preserve

5





# View from viewing platform in preserve

Section 6, ItemB.

6





# View from deck, showing play area

Section 6, ItemB.

7





# View of gathering deck

Section 6, Item B.

8





# View from beach lawn to picnic shelter

Section 6, Item B.

9





# Approach to new multiuse dock

Section 6, ItemB.

10



# Schematic Design Package

- Final renderings and visuals
- Site sections and cut-thrus
- Precedent imagery
- Candidate materials and finishes

## Contents of schematic design report

- Design rationale and narrative
- Preliminary engineering summary
- Sustainability strategies
- Signage and wayfinding
- Public art integration
- Cost estimate
- Permit pathway
- Environmental impact
- Phasing plan
- Stakeholder impact
- Accessibility considerations
- Maintenance and operations outlook and recommendations



# Questions and Discussion



# Next steps

## Remaining Phase 1 Milestones:

- May 1, 11:59pm – 2024 RCO funding application deadline – SUBMITTED!
- May 9 – City Council regular session, update on early works and schematic design progress
- May 28 – Delivery of schematic design package and phase 2 scope
- June 13 – City Council working session, discussion of phase 2 scope
- June 13 – City Council regular session, presentation of schematic design package and project closeout

*Transition from project phase 1 to project phase 2*

# Next steps

## Phase 2 Initial Milestones (all dates TBD):

- Late September – Delivery of 50% DD package
- End of September 2024 – Submit for federal shoreline permits

## Phase 2 Overview:

- **Construction Documentation & Permit Review** – *targeting September – December 2025*
- **Bid Support and Coordination** – *targeting December 2025 – March 2026*
- **Construction** – *target April – September 2026*
- **Post Occupancy / Site Commissioning** – *estimated October 2026 – October 2027*

# Lake Forest Park Lakefront Improvements

Design, Engineering, Environmental, and Permitting

CITY OF LAKE FOREST PARK  
CITY COUNCIL BUDGET AND FINANCE COMMITTEE MEETING MINUTES  
April 18, 2024

It is noted that this meeting was held in person in City Council Chambers at City Hall and virtually via Zoom.

**Budget & Finance Committee members present:** Jon Lebo, Chair; Semra Riddle, Vice Chair (arrived 6:06 p.m.); Paula Goode

**Budget & Finance Committee members absent:** none

**Councilmembers present:** Lorri Bodi, Deputy Mayor; Tracy Furutani, Ellyn Saunders (via Zoom)

**Councilmembers absent:** Larry Goldman

**Staff present:** Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Matt McLean, City Clerk

**Others present:** no visitors

**CALL TO ORDER**

Chair Lebo called the April 18, 2024, City Council Budget and Finance Committee meeting to order at 6:00 p.m.

**ADOPTION OF AGENDA**

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

**CITIZEN COMMENTS**

There was no one in the audience wishing to speak.

**DIRECTOR’S REPORT**

**City Budget Monitoring Dashboards**

Director Vaughn presented the March 2024 budget monitoring dashboard.

**Capital Improvement Plan (CIP) Update and Dashboard**

1 Public Works Director Perrigo presented the item and responded to questions.

2

3 **City Investment Report**

4

5 Director Vaughn presented the item and, with City Administrator Hill, responded to questions.

6

7 **ADJOURNMENT**

8

9 There being no further business, Chair Lebo adjourned the meeting at 7:08 p.m.

10

11

12 \_\_\_\_\_

13 Jon Lebo, Chair

14

15

16 \_\_\_\_\_

17 Matt McLean, City Clerk

DRAFT



**CITY OF LAKE FOREST PARK**  
**COUNCIL COMMITTEE OF THE WHOLE MEETING NOTES**  
**April 22, 2024**  
**6:00 PM**

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

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

**Councilmember absent:** Ellyn Saunders

**Staff present:** Tom French, Mayor; Phillip Hill, City Administrator; Jeff Perrigo, Public Works Director; Mark Hofman, Community Development Director; Matt McLean, City Clerk

**Others present:** No visitors

**CALL TO ORDER**

Deputy Mayor Bodi called the April 22, 2024 Committee of the Whole meeting to order at 6:00 p.m.

**ADOPTION OF AGENDA**

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

**Citizen Comments**

There was no one in the audience or online.

**Resolution 24-1948/Creating a Temporary Policy Advisory Task Force for Climate Planning**

Community Development Director Hofman presented the item and responded to questions. The Council's consensus was to allow up to a certain number of commission members to fill the policy advisory task force. The resolution will be brought back at the next regular meeting for approval by the Council.

**Draft Ordinance/Amending Chapter 18.52 of the Lake Forest Park Municipal Code, Signage, to bring the Sign Code into Compliance with Recent Legal Decisions**

Community Development Director Hofman presented the item and responded to questions. Director Hofman will bring back the revised ordinance in June for further discussion and consideration from the Council.

**Ordinance 24-1291/Creating a New Chapter in the Lake Forest Park Municipal Code relating to the Acceptance of Donations**

City Administrator Hill presented the item and responded to questions. The Ordinance, with revisions, will be brought back at a later meeting.

**School Zone Fees and Red Light Fees**

Mayor French presented the item and responded to questions. City Administrator Hill also responded to questions.

**Adjournment**

There being no further business, the meeting adjourned at 7:11 p.m.

\_\_\_\_\_  
Lorri Bodi, Deputy Mayor

\_\_\_\_\_  
Matt McLean, City Clerk

**CITY OF LAKE FOREST PARK  
CITY COUNCIL REGULAR MEETING MINUTES  
April 25, 2024**

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

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

**Councilmembers absent:** John Lebo (excused)

**Staff present:** Tom French, Mayor; Phillip Hill, City Administrator; Jennifer Grant, Municipal Judge; Mike Harden, Police Chief; Jeff Perrigo, Public Works Director; Mark Hofman, Community Development Director; Rhonda Lehman, Police Lieutenant; Diego Zanella, Police Lieutenant; Ross Adams, Police Sergeant/Lieutenant; Matt McLean, City Clerk

**Others present:** 35 visitors

**CALL TO ORDER**

Mayor French called the April 25, 2024 City Council regular meeting to order at 7:00 p.m.

**FLAG SALUTE**

Cmbr. Goode led the Pledge of Allegiance.

**ADOPTION OF AGENDA**

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

**PUBLIC COMMENTS**

Mayor French invited comments from the audience. There being no one in the audience or online wishing to speak, Mayor French closed public comments.

**PROCLAMATION – Recognizing Citizen Volunteers and April 21-27, 2024 as National Volunteer Week**

Cmbr. Furutani read a proclamation recognizing Citizen Volunteers and April 21-27, 2024, as National Volunteer Week.

**PROCLAMATION – Recognizing May 18-24, 2024 as Lake Forest Park Safe Boating and Paddling Week**

Deputy Mayor Bodi read a proclamation recognizing May 18-24, 2024 as Lake Forest Park Safe Boating and Paddling Week.

The proclamation was received by Vice Division Commander Dale Vodicka from the United States Coast Guard Auxiliary, District 13.

**PROCLAMATION – Honoring and Thanking Rhonda Lehman – City of Lake Forest Park Police Lieutenant**

Mayor French read a proclamation honoring and thanking Police Lieutenant Rhonda Lehman for her years of service and congratulating her on her retirement.

Police Chief Harden gave a presentation and recognized the achievements of Lt. Lehman.

**PRESENTATION – Promotion of Lake Forest Park Police Department Lieutenant Ross Adams**

Police Chief Harden gave a presentation promoting Sgt. Ross Adams to the position of Police Lieutenant.

Judge Jennifer Grant administered the oath of office to Lt. Adams.

Mayor French recessed the meeting at 7:27 p.m. and reconvened at 7:35 p.m.

**PRESENTATION – Police Department 2023 Annual Report**

Police Chief Harden and Lieutenants Lehman, Zanella, and Adams presented the report and responded to questions.

**CONSENT CALENDAR**

**Cmbr. Furutani moved** to approve the Consent Calendar as presented. **Cmbr. Goode seconded. The motion to approve the Consent Calendar as presented carried unanimously.**

1. April 11, 2024 City Council Work Session Minutes
2. April 11, 2024 City Council Regular Meeting Minutes
3. Approval of City Expenditures for the Accounts Payable dated April 25, 2024 Claims Fund Check Nos. 86157 through 86201 in the amount of \$182,491.95; April 8, 2024 Payroll Fund ACH transactions in the amount of \$194,966.05 and Direct Deposit transactions in the amount of \$191,443.7; additional approved ACH transactions:

1 Invoice Cloud, \$1,623.10; Chevron, \$133.99; total approved Claims Fund Transactions  
2 \$570,658.83

- 3 4. Resolution 24-1948/Creating a Temporary Policy Advisory Task Force for Climate  
4 Planning  
5

6 **ORDINANCE 24-1291/Creating a New Chapter in the Lake Forest Park Municipal Code relating**  
7 **to the Acceptance of Donations**  
8

9 City Administrator Hill presented the item and responded to questions.  
10

11 Discussion followed.  
12

13 **RESOLUTION 24-1951/Authorizing the Mayor to Execute the Settlement Participation Form**  
14 **for the Janssen Washington Statewide Opioid Settlement Agreement dated January 22, 2024**  
15 **“Janssen Settlement”**  
16

17 City Administrator Hill presented the item and responded to questions.  
18

19 **Deputy Mayor Bodi moved** to waive the three-touch rule for Resolution 24-1951. **Cmbr.**  
20 **Riddle seconded. The motion to waive the three-touch rule carried unanimously.**  
21

22 **Cmbr. Furutani moved** to approve as presented Resolution 24-1951/Authorizing the  
23 Mayor to Execute the Settlement Participation Form for the Janssen Washington  
24 Statewide Opioid Settlement Agreement dated January 22, 2024 “Janssen Settlement.”  
25 **Cmbr. Riddle seconded. The motion to approve Resolution 24-1951 as presented**  
26 **carried unanimously.**  
27

28 **Excuse Cmbr. Lebo’s Absence**  
29

30 **Deputy Mayor Bodi moved** to excuse Cmbr. Lebo from the evening’s meeting. **Cmbr.**  
31 **Furutani seconded. The motion to excuse Cmbr. Lebo carried, with Cmbr. Riddle**  
32 **opposed.**  
33

34 **COUNCIL COMMITTEE REPORTS/COUNCIL/MAYOR/CITY ADMINISTRATOR REPORTS**  
35

36 City Councilmembers reported on meetings they attended.  
37

38 Mayor French gave a brief report.  
39

40 City Administrator Hill gave a brief report.  
41  
42



1   **EXECUTIVE SESSION – Potential Litigation per RCW 42.30.110(1)(i)**

2  
3   The City Council went into Executive Session at 8:45 p.m. for approximately 45 minutes for the  
4   purpose of discussing potential litigation per RCW 42.30.110(1)(i).

5  
6   At 9:30 p.m., it was announced the Executive Session would be extended an additional 15  
7   minutes.

8  
9   The Council returned from the Executive Session at 9:45 p.m. No announcements were made,  
10   and no action was taken.

11  
12   **ADJOURNMENT**

13  
14   There being no further business, Mayor French adjourned the meeting at 9:46 p.m.

15  
16  
17   \_\_\_\_\_  
18   Tom French, Mayor

19  
20  
21   \_\_\_\_\_  
22   Matt McLean, City Clerk

CITY OF LAKE FOREST PARK  
CITY COUNCIL SPECIAL MEETING MINUTES  
April 30, 2024

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

**Councilmembers present:** Lorri Bodi, Deputy Mayor; Tracy Furutani, Council Vice Chair; Larry Goldman (via Zoom), Paula Goode (arrived at 7:15 p.m.), Semra Riddle, Ellyn Saunders (via Zoom)

**Councilmembers absent:** Jon Lebo

**Staff present:** Tom French, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney (via Zoom); Mike Harden, Police Chief; Jeff Perrigo, Public Works Director; Matt McLean, City Clerk

**Others present:** 1 visitors

**CALL TO ORDER**

Mayor French called the April 30, 2024 City Council special meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

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

**PUBLIC COMMENTS**

Mayor French invited comments from the audience. The following members of the audience shared comments with the Council:

Julian Andersen, Lake Forest Park resident, spoke in favor of the Council improving public safety and the use of the speed camera on NE 178<sup>th</sup> Street.

**NE 178<sup>th</sup> Street Traffic Speed Safety Cameras, Speed Analysis, and Equity Impact Analysis**

City Administrator Hill presented the item and responded to questions.

**Cmbr. Furutani moved to accept the TranspoGroup NE 178th Street Speed Analysis. Cmbr. Riddle seconded. The motion to accept the Speed Analysis study carried unanimously.**

**Cmbr. Furutani moved to accept the EConorthwest NE 178th Street Traffic Speed Safety Camera Equity Impact Analysis. Cmbr. Riddle seconded. The motion to accept the Equity Impact Analysis study carried unanimously.**

**RESOLUTION 24-1952/Approving Race Zone Traffic Safety Cameras pursuant to Lake Forest Park Municipal Code 10.06.010**

Administrator Hill presented the item and responded to questions.

**Cmbr. Riddle moved** to waive the three-touch rule for Resolution 24-1952/Approving Race Zone Traffic Safety Cameras pursuant to Lake Forest Park Municipal Code 10.06.010. **Deputy Mayor Bodi seconded. The motion to waive the three-touch rule carried unanimously.**

**Deputy Mayor Bodi moved** to approve as presented Resolution 24-1952/Approving Race Zone Traffic Safety Cameras pursuant to Lake Forest Park Municipal Code 10.06.010. **Cmbr. Furutani seconded.**

Cmbr. Riddle asked the Council if they would like to make an amendment to the resolution to address the time the school safety cameras will be operating. The times listed in the resolution are not accurate to the correct times when the school is in session and suggested that it should be listed as arrival and dismissal times.

Mayor French recessed the meeting at 7:25 p.m. so the administration could correct the resolution. The meeting resumed at 7:35 p.m.

Mayor French read the corrected resolution. In the third whereas clause, the changes show that the school safety camera will operate when children are present or when the flashers are active.

**Cmbr. Riddle moved** to approve as presented Resolution 24-1952/Approving Race Zone Traffic Safety Cameras pursuant to Lake Forest Park Municipal Code 10.06.010 as amended. **Cmbr. Furutani seconded. The motion to adopt Resolution 24-1952 carried unanimously.**

**ADJOURNMENT**

There being no further business, Mayor French adjourned the meeting at 7:40 p.m.

\_\_\_\_\_  
Tom French, Mayor

\_\_\_\_\_  
Matt McLean, City Clerk

DRAFT



City of Lake Forest Park  
SORTED TRANSACTION CHECK REGISTER  
05/09/2024

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, an Accounts Payable Dated 05/09/24 CLAIM FUND Check Nos. 86202 through 86249 in the amount of \$337,499.87, a 04/23/24 PAYROLL FUND ACH transactions in the amount of \$165,382.54 and DIRECT DEPOSIT transactions in the amount of \$186,198.85, are approved for payment this 9th day of May 2024.

**Additional approved transactions are:**  
ACH transaction Elavon in the amount of \$1,022.89  
ACH transaction State of Washington in the amount of \$19,472.20  
ACH transaction US Bank in the amount of \$77,212.76

Total approved claim fund transactions: \$786,789.11

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Committee

# Bank Reconciliation

## Checks by Date

User: tbaker@cityofflp.gov  
Printed: 05/02/2024 - 2:51PM  
Cleared and Not Cleared Checks



Section 7, Item E.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/9/2024	Elavon		AP		1,022.89
0	5/9/2024	State of Washington		AP		19,472.20
86202	5/9/2024	AARD Pest Control, Inc		AP		142.29
86203	5/9/2024	ACF West Inc.		AP		39.12
86204	5/9/2024	All Battery Sales & Service Inc.		AP		168.04
86205	5/9/2024	Avocette Technologies Inc.		AP		187.50
86206	5/9/2024	Anthony Carl Basler		AP		140.00
86207	5/9/2024	CDW Government, Inc.		AP		1,323.67
86208	5/9/2024	Cintas First Aid & Safety		AP		22.58
86209	5/9/2024	City of Shoreline		AP		6,838.25
86210	5/9/2024	ClearGov Inc.		AP		7,714.00
86211	5/9/2024	Code 4, LLC		AP		1,327.14
86212	5/9/2024	Jason Czebotar		AP		45.97
86213	5/9/2024	Databar		AP		524.38
86214	5/9/2024	Envirotech Services, Inc.		AP		5,833.31
86215	5/9/2024	Frontline Public Safety Solutions		AP		1,350.00
86216	5/9/2024	Gordon Thomas Honeywell Gov't. Affa		AP		3,150.00
86217	5/9/2024	Imaging Spectrum, Inc.		AP		619.49
86218	5/9/2024	International Institute of Municipal Cler		AP		125.00
86219	5/9/2024	King County Finance		AP		2,123.20
86220	5/9/2024	King County Finance		AP		7,291.60
86221	5/9/2024	King County Finance & Business		AP		226,777.65
86222	5/9/2024	Law Offices of Christian W. Smith		AP		300.00
86223	5/9/2024	Legend Data Systems, Inc.		AP		55.15
86224	5/9/2024	Litho Craft, Inc.		AP		1,635.34
86225	5/9/2024	Loomis		AP		468.76
86226	5/9/2024	National Testing Network, Inc		AP		500.00
86227	5/9/2024	Norcom 911		AP		2,250.00
86228	5/9/2024	Northshore Utility District		AP		9,742.94
86229	5/9/2024	Office Depot, Inc.		AP		6.28
86230	5/9/2024	Pacific Office Automation		AP		469.66
86231	5/9/2024	Peerless Network, Inc		AP		1,039.41
86232	5/9/2024	Petty Cash		AP		167.66
86233	5/9/2024	Plywood Supply, Inc.		AP		664.93
86234	5/9/2024	Puget Sound Energy		AP		29.70
86235	5/9/2024	Rhomar Industries, Inc.		AP		1,451.90
86236	5/9/2024	Right Way Plumbing LLC		AP		80.00
86237	5/9/2024	Pablo A. Sepulveda		AP		200.00
86238	5/9/2024	Shoreline/LFP Arts Council		AP		4,500.00
86239	5/9/2024	Snohomish Co Sheriff's Office		AP		20,588.98
86240	5/9/2024	Staples Advantage		AP		50.76
86241	5/9/2024	The FA Bartlett Tree Expert Company		AP		2,689.00
86242	5/9/2024	The Watershed Company		AP		2,118.67
86243	5/9/2024	Transpo Group USA Inc		AP		15,008.20
86244	5/9/2024	United Rentals		AP		1,694.21
86245	5/9/2024	USI, Inc.		AP		319.81

Check No	Check Date	Name	Comment	Module	Clear Date	Section 7, Item E.
86246	5/9/2024	Velocity Systems		AP		801.00
86247	5/9/2024	Washington State Criminal Justice		AP		3,183.00
86248	5/9/2024	Westlake Hardware WA-153		AP		1,461.32
86249	5/9/2024	Eduardo Zaldibar		AP		280.00
						=====
Total Check Count:						50
						=====
						=====
Total Check Amount:						357,994.96
						=====

# Accounts Payable

## Checks by Date - Summary by Check Date

User: tandrus@cityoflfp.gov  
Printed: 4/25/2024 11:01 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	04/23/2024	34,406.58
ACH	NAVIA	Navia Benefit Solutions, Inc.	04/23/2024	772.09
ACH	NAVIAFSA	Navia - FSA	04/23/2024	323.34
ACH	PFLTRUST	LFP PFL Trust Account	04/23/2024	1,992.18
ACH	TEAMDR	National D.R.I.V.E.	04/23/2024	4.45
ACH	TXSDU	Texas State Disbursement Unit (SDU)	04/23/2024	1,015.76
ACH	WASUPREG	Washington State Support Registry	04/23/2024	180.00
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM.	04/23/2024	1,688.53
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM.	04/23/2024	8,445.10
ACH	ZAWC	AWC	04/23/2024	1,546.88
ACH	ZDREAHE	Dream Ahead	04/23/2024	100.00
ACH	ZEMPSEC	Employment Security Dept.	04/23/2024	538.53
ACH	ZEMPWACA	Wa.Cares Tax	04/23/2024	873.65
ACH	ZGUILD	LFP Employee Guild	04/23/2024	975.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM.	04/23/2024	31,877.16
ACH	ZL&I	Washington State Department of Labor & I	04/23/2024	6,523.97
ACH	ZLEOFF	Law Enforcement Retirement	04/23/2024	13,873.47
ACH	ZLFPIRS	Lake Forest Park/IRS	04/23/2024	35,435.36
ACH	ZPERS	Public Employees Retirement	04/23/2024	24,339.82
ACH	ZTEAM	Teamsters Local Union #117	04/23/2024	174.43
ACH	ZWATWT	Washington Teamsters Welfare Trust	04/23/2024	296.24
Total for 4/23/2024:				165,382.54
Report Total (21 checks):				165,382.54



# Bank Reconciliation

## Checks by Date

User: tbaker@cityofflp.gov  
Printed: 05/02/2024 - 3:04PM  
Cleared and Not Cleared Checks



Section 7, Item E.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/23/2024		DD 00523.04.2024	PR		186,198.85
Total Check Count:						1
Total Check Amount:						186,198.85

# Bank Reconciliation

## Checks by Date

User: tbaker@cityofflp.gov  
Printed: 05/02/2024 - 2:59PM  
Cleared and Not Cleared Checks



Section 7, Item E.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/11/2024	North City Water District		AP		168.50
32403791	4/11/2024	Earth Breeze Wholesale		AP		495.90
32403792	4/11/2024	Amazon		AP		649.62
32405431	4/11/2024	Axon Enterprise, Inc.		AP		495.00
32405432	4/11/2024	On-Target Solutions Group		AP		195.00
32405433	4/11/2024	International Association of Chiefs of P		AP		75.00
32405434	4/11/2024	PNWKP Association		AP		250.00
32405435	4/11/2024	Symbol Arts, LLC		AP		159.80
32406311	4/11/2024	Association of Washington Cities		AP		445.00
32410101	4/11/2024	Washington Public Treasurer's Assn.		AP		450.00
32427511	4/11/2024	Provide Support, LLC		AP		303.00
32427512	4/11/2024	Amazon		AP		102.95
32427513	4/11/2024	Amazon		AP		21.37
32427514	4/11/2024	Amazon		AP		83.65
32427515	4/11/2024	Zoom Video Communications, Inc		AP		3,348.76
32427516	4/11/2024	Wasabi Technologies, Inc		AP		20.15
32427881	4/11/2024	Waste Management Northwest		AP		3,988.46
32427882	4/11/2024	North City Water District		AP		52.27
32427883	4/11/2024	Seattle City Light		AP		25.68
32427884	4/11/2024	Seattle City Light		AP		3,535.53
32427885	4/11/2024	Seattle City Light		AP		454.95
32427886	4/11/2024	Seattle City Light		AP		16.34
32427887	4/11/2024	Summit Law Group PLLC		AP		308.00
32427888	4/11/2024	Summit Law Group PLLC		AP		75.00
32427889	4/11/2024	Good To Go		AP		4.50
32428501	4/11/2024	Washington Finance Officers Associatic		AP		75.00
32428502	4/11/2024	Washington Finance Officers Associatic		AP		40.00
32429901	4/11/2024	Holiday Inn		AP		622.92
32434641	4/11/2024	Jet City Printing, Inc.		AP		780.34
32457001	4/11/2024	Minuteman Press		AP		130.35
32457002	4/11/2024	Washington Association of Building Off		AP		105.00
32470331	4/11/2024	Amazon		AP		36.34
32470332	4/11/2024	Traffic Safety Supply Co., Inc.		AP		966.53
32489531	4/11/2024	Waitwhile, Inc.		AP		551.40
32489532	4/11/2024	Amazon		AP		40.54
32489533	4/11/2024	Mr. T's Trophies		AP		28.52
32489534	4/11/2024	Amazon		AP		20.88
32489535	4/11/2024	The Lodge at St Edward Park		AP		959.08
32492711	4/11/2024	Cummins-Wagner		AP		3,810.72
32492712	4/11/2024	American Public Works Association		AP		864.00
32492713	4/11/2024	Les Schwab Tire Center		AP		1,758.94
32495771	4/11/2024	AED Superstore		AP		2,296.02
32495772	4/11/2024	Narcan.com		AP		1,084.37
32496351	4/11/2024	The Lodge at St Edward Park		AP		5,057.86
324278810	4/11/2024	Sound Security Inc. (Sonitrol)		AP		1,858.15
324278811	4/11/2024	Innovac Services LLC		AP		1,107.51

Check No	Check Date	Name	Comment	Module	Clear Date	Section 7, Item E.
324278812	4/11/2024	Innovac Services LLC		AP		6,372.37
324278813	4/11/2024	Northwest Cascade, Inc.		AP		526.11
324278814	4/11/2024	Northwest Cascade, Inc.		AP		439.07
324278815	4/11/2024	Pacific Topsoils, Inc.		AP		193.01
324278816	4/11/2024	Smarsh		AP		2,610.66
324278818	4/11/2024	Seattle City Light		AP		23,167.50
324278819	4/11/2024	Seattle City Light		AP		33.69
324278820	4/11/2024	The Seattle Times		AP		137.50
324278821	4/11/2024	Northwest Cascade, Inc.		AP		201.55
324278822	4/11/2024	Northwest Cascade, Inc.		AP		185.05
324278823	4/11/2024	Seattle City Light		AP		270.21
324278824	4/11/2024	Verizon Wireless		AP		2,827.46
324278825	4/11/2024	Integra Telecom, Inc.		AP		724.88
324278826	4/11/2024	Stericycle, Inc.		AP		20.72
324278827	4/11/2024	Summit Law Group PLLC		AP		1,447.50
324278828	4/11/2024	LexisNexis Risk Data Mgmt. Inc.		AP		136.58
						=====
Total Check Count:						62
						=====
						=====
Total Check Amount:						77,212.76
						=====



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	May 9, 2024
Originating Department	Public Works
Contact Person	Andrew Silvia, Senior Project Manager
Title	Resolution 24-1954/Accepting the Accessible Curb Ramps Construction Project

Legislative History

- First PresentationMay 9, 2024 Regular Meeting

Attachments:

- Resolution 24-1954 Accepting the Accessible Curb Ramps Construction Project

Executive Summary

The Department of Public Works (DPW) recommends acceptance of the Accessible Curb Ramps Construction Project. As affirmed by the project engineer and DPW staff, project construction was physically completed in September 2022, and the contractor’s general warranty period expired in September 2023. The City has not received any disputed claims from the contractor for additional compensation related to extra work, changed conditions, or extended overhead.

Background

The City executed a public works contract with Agostino Construction, Inc. (“Contractor”) in April 2022 to complete the installation of curb ramp improvements (“Project”) at six sites throughout the City. The project was necessary to address requirements of the Americans with Disabilities Act that applied to a separate street pavement resurfacing project. Construction began in June 2022 and achieved physical completion in September 2022.

The final cost of the project is \$110,129.27, which is less than the awarded contract price of \$114,068.00 due to unused allowances for potentially changed conditions.



Fiscal & Policy Implications

If within 45 days of this acceptance no claims are made on the retainage, the City would remit the final retainage payment of \$3,416.46 to the Contractor. This payment is part of the approved capital budget and does not require additional budget allocation.

Alternatives

Options	Results
<ul style="list-style-type: none"><li>Adopt Resolution</li></ul>	DPW will complete the process of closing out the public works contract with the Contractor, including remittance of retainage.
<ul style="list-style-type: none"><li>Do Not Adopt Resolution</li></ul>	DPW will not be able to close out the contract and remit retainage to the Contractor.

Staff Recommendation

Review the proposed recommendation to accept the Project as complete and advise staff of any questions.

RESOLUTION NO. 24-1954

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKE FOREST PARK, WASHINGTON, ACCEPTING THE  
ACCESSIBLE CURB RAMPS CONSTRUCTION PROJECT.

---

**WHEREAS**, the City of Lake Forest Park (“the City”), entered into a contract for the construction of the Accessible Curb Ramps Project with Agostino Construction, Inc. (the "Contractor") dated April 28, 2022; and

**WHEREAS**, the City has accepted the work as complete; and

**WHEREAS**, the City has not received any disputed claims from the Contractor for additional compensation related to extra work, changed conditions, or extended overhead; and

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

Section 1. ACCEPTANCE. The City Council of the City of Lake Forest Park resolves that the City gives final acceptance of the Accessible Curb Ramps Construction Project performed under the contract with Agostino Construction, Inc. dated April 28, 2022, subject to all contractual warranties and that period in which liens against retainage must be filed commences as of the date of this Resolution.

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 May, 2024.

APPROVED:

---

Tom French  
Mayor

ATTEST/AUTHENTICATED:

---

Matthew McLean  
City Clerk

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



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	May 9, 2024
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 24-1953/Authorizing the Administration to apply for Public Works Board financing for the 40 <sup>th</sup> Place roundabout.

Legislative History

- First Presentation – April 18, 2024, Budget and Finance Committee Meeting
- Second Presentation – May 9, 2024, Regular City Council Meeting

Attachments:

1. Resolution 24-1953 - authorizing the Administration to apply for Public Works Board financing for the 40<sup>th</sup> Place roundabout.

Executive Summary

The public works department has been regularly updating the council about the budget shortfall related to 40<sup>th</sup> PL NE & Ballinger Way roundabout project. Due to inflation, cost escalation due to delays in schedule, the need for additional right-of-way acquisition, and changes to the project related to state and local code requirements, this project lacks the necessary funds to construct by roughly \$3M. It is anticipated that the Transportation Improvement Board (TIB) will approve up to \$1M in additional grant funds, leaving the city with a roughly \$2M funding gap. This resolution would authorize the administration to apply for financed funding to make up this difference through the Public Works Board.

Background

[RCW 43.155](#) authorizes the Public Works Board to loan and grant money to counties, cities, and special purpose districts to repair, replace or create infrastructure. This is a competitive process, where 61 of 84 applicants in the last round were awarded funding.

Funding, if awarded, is provided at a very reasonable rate of 1.71% for a five (5) to ten (10) year term. As part of the 2023/2024 budget process, the city council increased the city’s car tab fees by \$10 and began collecting a 0.1% sales tax that provide increased revenues to the city’s Transportation Benefit

District. The estimated increase in revenue was targeted at \$259,000 per year. Based on early, end of year projections, the city is on track to receive the estimated amount. The table below shows the calculated annual payments of financing \$2.0M at the stated rate of 1.71% for 10 years.

PWB Loan	\$	2,000,000.00
Term (months)		120
Rate		1.71%
Monthly		\$18,144.10
Annual		\$217,729.23
Increased TBD Budget (estimated)	\$	259,000.00

Fiscal Year 2025 All PWB Traditional Funding Programs – Interest Rates			
Award Limits:	Construction applicants can request up to \$10 million per project. Pre-construction and Emergency applicants can request up to \$1 million per project. The total funding received from all programs combined cannot exceed \$10 million per jurisdiction per biennium.		
Funding Type	Non-distressed	Distressed	Severely Distressed
Loan Term: 5 years or less (Pre-construction)	0.86%	0.68%	0.43%
Loan Term: > 5 to 20 years* (Construction and Emergency)	1.71%	1.38%	0.86%
Local Match Funding:	NONE		
Loan Fee:	NONE		
*The loan term cannot exceed the life of the asset being financed.			

Application deadline and award date.

- Summer 2024: Review of applications received as of June 28, 2024, with an anticipated award date of August 2, 2024.

Senior Project Manager Silvia and the city’s engineering consultant have begun working on the application materials to meet the June 28, 2024, submittal date. Should the city council approve Resolution 24-1953, the administration will apply to the Public Works Board in the amount of \$2,000,000 and request a 10-year term. Loan repayments are due the June 1<sup>st</sup> following the first withdrawal of funds, consisting of interest only for the first payment. Subsequent payments consist of principal and interest remaining for the term of the loan. The final payment shall be on or before the term of the loan to bring the balance to zero.

If the administration is approved to apply for this funding source, and awarded, council has asked what approach the administration will take should bids come in higher than the engineer’s estimate. The Public Works Board does maintain a funding dependent budget that can provide up to \$500,000 to cover costs specific to bid cost overruns. There is also a small reserve in the cities Transportation Benefit District that could be considered.

Fiscal & Policy Implications



If the city was awarded financing from the Public Works Board for the roundabout, it would commit roughly \$218,000 per year of the city’s transportation benefit district revenues to debt service which can be serviced by the increased revenues, of approximately \$259,000, to this fund adopted by the city council as part of the 2023/2024 biennial budget.

Alternatives

Options	Results
<ul style="list-style-type: none"><li>• Approve Resolution 24-1953 authorizing the administration to apply for \$2M in funding from the Public Works Board for the 40<sup>th</sup> PL NE &amp; Ballinger Way roundabout</li></ul>	If awarded the loan from the Public Works Board, and granted additional funding from the Transportation Improvement Board, the project would begin construction in 2025
<ul style="list-style-type: none"><li>• Do not approve Resolution 24-1953authorizing the administration to apply for \$2M in funding from the Public Works Board for the 40<sup>th</sup> PL NE &amp; Ballinger Way roundabout</li></ul>	The roundabout project would likely not move forward, as the administration has effectively exhausted all opportunities for additional outside grants

Staff Recommendation

Provide any questions, requests for additional information and direction to the administration necessary to inform the council’s decision on Resolution 24-1953at the May 23, 2024, regular city council meeting.

RESOLUTION NO. 24-1953

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKE FOREST PARK, WASHINGTON, AUTHORIZING  
APPLICATION TO THE WASHINGTON STATE PUBLIC  
WORKS BOARD FOR A LOAN TO CONSTRUCT THE  
CITY’S 40TH PLACE NORTHEAST AND BALLINGER WAY  
ROUNABOUT PROJECT.

**WHEREAS**, the City of Lake Forest Park is in the process of planning, designing, and then constructing the 40th Place Northeast and Ballinger Way roundabout project (the Project) needed to address curves, non-standard intersections, blind driveways, and inadequate multimodal facilities along this area of the SR104 corridor; and

**WHEREAS**, the Washington State’s Public Works Board is authorized by chapter 43.155 RCW to provide loans and grant money to cites to repair, replace, or create infrastructure including roads and streets; and

**WHEREAS**, the City anticipates a roughly \$2M funding gap for the Project, and City Administration is proposing application to the Public Works Board for a loan in the amount of \$2,000,000 for a 10-year term at an interest rate of 1.7%; and

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

Section 1. AUTHORIZE APPLICATION. The City Council hereby authorizes the Mayor to execute all necessary application materials for the City to apply for a loan from the Public Work’s Board at substantially the following terms for the City’s 40th Place Northeast and Ballinger Way roundabout Project: \$2,000,000 for a ten (10) year period at an interest rate of 1.7%.

Section 2. 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.

**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this 9th day of May, 2024.

APPROVED:

\_\_\_\_\_  
Thomas French  
Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Matt McLean  
City Clerk

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



Original estimate.

August 2019 - \$3,248,300  
 December 2021 - \$5,043,309

Where we are today in design.

Currently in 100% design phase, having completed 90% design in March.

Expenditure by fund source (city/grant/loan).

Funding Sources							
TIB		WSDOT		City Transp. Capital Fund		LFP Water District	
LTD	EAC	LTD	EAC	LTD	EAC	LTD	EAC
\$535,210	\$2,945,396	\$139,800	\$650,000	\$18,636	\$600,000	\$0	\$155,905

Abbreviations

LTD Life To Date (amount spent)  
 EAC Estimate At Completion (amount spent)

Current total cost of the project.

\$7,024,540  
 \$4,351,301 currently available

Assumptions – escalation factors – estimate compared to what may be seen in the marketplace.

The 90% EE was based on eight bid tabulations for similar projects bid in Q4 2023 and should reflect recent construction cost escalation. Moving forward, TSI advised me that they are using 2% as an inflation rate in long-range estimates based on national CPI and NHCCI trends. In the estimates via the CIP dashboard, we have inflated TSI's 90% estimate by 4% as a (hopefully) conservative forecast of 2025 construction pricing.

Amount in contingency @ 90%.

\$457,238

Break out cost increases – wall code; tree code; concrete increases.

Increased cost resulting from new right of way tree code is negligible.

\$500,000 increase in wall costs is a mix of additional wall area to reduce property acquisition and new fascia requirements. 62% of the increase is fascia related.

\$100,000 concrete escalation.

What have we will have spent up to November 1, 2024.

\$1,622,685 – inclusive of all design and ROW costs

City Administrator Report  
City of Lake Forest Park

Date: May 9, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

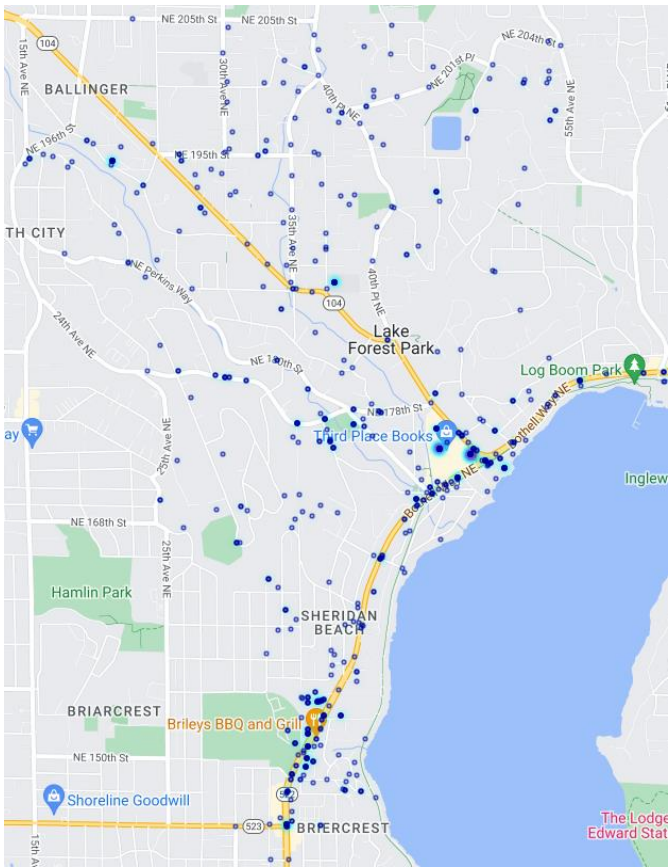
CC: Honorable Mayor Tom French  
Leadership Team

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  
April 2024:

Each blue dot is an incident generated by dispatch or an officer. This map represents  
**849 Incidents in April.**

Traffic Stop - General	262
Questionable Activity	55
E911	48
Contact of a Person	30
Welfare Check	19
LFPPD Warrants	17
Theft	14
Traffic Accident	11
Alarm	11
Mal Misch	7
Disturbance	7
MV Prowl	6
Juvenile	5
Vehicle Theft	4
Burglary	4



**Case Reports Taken for April 2024**

Theft	8	Malicious mischief	5
MV prowl	5	Domestic	5
MV theft	4	Warrant arrest	4
Informational report	4	Recovered Property	4
APS	3	Burglary	3
DUI	2	Noise ordinance violation	2
Eluding police officer	1	Surrendered Property	1
Animal, complaints	1	Missing person	1
Property, lost	1	Trespass	1
Graffiti	1	CPS	1
Hit-and-run	1	Fraud	1
Stolen property	1	Death investigation	1
<b>Total – 61</b>			

**Notable Incidents**

Officers, and a social worker, responded to a reported physical abuse of an 11-year-old boy by his mother. The report stated that the mother dragged the child by the arm and slammed him into a wall. When questioned, the mother said that “It was supposed to hurt.” Investigation in progress.

Two subjects were located inside a vacant house and trespassed from the property. One of the subjects provided the officers with a false name and drove off. Officers tried to conduct a traffic stop but the subject did not to stop. The officers decided to terminate the pursuit but charged the person with eluding.

A woman in emotional distress, contacted an officer, disclosing her recent discovery of child pornography on her husband's phone and tablet. Upon investigation, a detective determined that the content consisted of animations, with no depiction of minors in the pornographic contexts. Though still distressed, the wife found some relief in this conclusion.

An attempted residential burglary was interrupted by the owner of the house, who was off site but saw the suspects on the video surveillance system. Officers responded immediately but the suspect had already fled.

Officers assisted Mountlake Terrace PD with a violent subject who was evading apprehension.

A citizen called the police stating that there was a female subject sitting at the intersection between 37<sup>th</sup> Ave NE and 40<sup>th</sup> PI NE drinking wine from a bottle. Officers contacted the subject

and discovered that she had an outstanding warrant out of Mountlake Terrace. A MLT police officer took the subject into custody.

Several witnesses called the police regarding a domestic violence incident, in progress on Ballinger Way NE. A male was trying to push a female out of his moving vehicle. Bystanders intervened and started to yell at the driver, who sped up and left the scene before the officers' arrival.

A subject stole several items from Rite Aid and decided to jump on a bus in order to avoid apprehension. He didn't go very far. The officers stopped the bus and arrested the thief (who also had an outstanding warrant).

Officers were dispatched to a motor vehicle prowling complaint, where a female subject had tried to open some parked vehicles. Upon arrival, the officers saw a person who matched the description of the suspect. She immediately tried to walk away from the officers but was detained and questioned. She refused to identify herself and eventually provided a false name. The suspect was arrested, and her fingerprints were taken at the station. The inquiry revealed that she had several outstanding warrants. Due to her demeanor, a Crisis Responder from RCR was called but the subject refused assistance. While in the holding cell, the suspect willfully urinated on the floor and on the holding cell bed, requiring a necessary cleanup. She was eventually transported to Snohomish County Jail.

A subject who was riding an electric bike in the cemetery fell and broke his shoulder.

Officers observed a vehicle leaving the mall without lights on. The license plate returned stolen, and the officers conducted a high risk stop. The driver provided a false name but was identified using the fingerprint scanner. The suspect was transported to the King County Jail, but the correction officers refused to book him because of medical issues.

A citizen, who was at the Arctic Mini Mart, saw her parked car leaving. She believed that somebody had just stolen the vehicle. It turned out that the car just rolled for several feet without anybody inside after they checked the store video.

Officers responded to a suspicious call where several juveniles were on the roof of the LFP Elementary School. Officer's made contact with 4 of the juveniles and parents were called.

Three stolen cars from Lake Forest Park were recovered by Seattle PD and King County Sheriff.

In two different incidents, a deer was hit by a car. In one case, the deer was deceased and the other the officers had to dispatch the deer.

A juvenile took 57 pills. She was sent to the Hospital for medical and psychological evaluation.

Officers were dispatched to a noise complaint where an intoxicated adult male initially refused to turn the music down and started to argue with the officers. He then turned the radio up and video the officers. He decided to turn the radio off only when the officers left the scene. A second response was called in a couple hours later, and the subject was issued a noise ordinance ticket.

An intoxicated subject was trespassed from the mall. As he was attempting to leave, he fell and hit his head and broke his nose. Officers called for aid and he was taken to the hospital as he was unable to care for himself.

A dispute between neighbors occurred where one of them grabbed a small axe and, while holding it down by his waist, started yelling at the other neighbor. The arrival of the officers deescalated the situation and maintained the peace.

Officers assisted Shoreline PD with a burglary in progress with weapons involved.

At the intersection of NE 147th St and Bothell Way NE, a three-car collision occurred, with one vehicle colliding into the fence of a nearby car dealership. Among the drivers involved, one sustained minor injuries. Initial assessments indicated that the driver at fault was operating their vehicle at an excessive speed and while under the influence of alcohol. Subsequently, law enforcement arrested the driver for DUI and escorted them to the station for further processing. A breath test revealed a blood alcohol concentration more than double the legal limit.



## **II. Internal City Information**

### **Human Resources Department**

- An all-staff meeting was held on April 22<sup>nd</sup>. Agenda topics included department updates, Narcan training and distribution, and new hire introductions.
- After several meetings, the Salary Commission has drafted their recommendation; a public hearing will be held on May 6<sup>th</sup> to receive comments from the public.



- HR Director Moore, City Administrator Hill and Chief Harden met with Summit Law to begin initial preparation for upcoming contract negotiations with the Police Guild. Negotiations with the Guild are anticipated to begin in June 2024.
- Recruitment Updates:
  - HR Director Moore facilitated two rounds of oral board interviews for entry level police officer positions, with Civil Service Commission meetings following them. Next round of oral board interviews will occur in June 2024.
  - The Senior Planner position was posted with a 'first round of review' date of May 3, 2024. Phone interviews have been conducted with selected candidates and in person interviews are planned for the week of May 6<sup>th</sup>.
  - Judicial Court posted for a 0.8 FTE Court Clerk. First round of review will occur after May 13<sup>th</sup>.
  - Recruitment to fill the two full-time Maintenance Worker vacancies has been begun. Job posting will remain open until filled.
- Staffing Updates:
  - Deputy Clerk JoAnne Trudel and Records Specialist Caroline Thompson have announced their plans to retire this summer. HR Director Moore is working with Deputy Clerk McLean regarding recruitment plans for this department.
  - The Police Department's newest Police Officer, William Godsil, started on May 1<sup>st</sup>.
  - Congrats to newly promoted Lieutenant Ross Adams, who started his new role on May 1<sup>st</sup>.
  - Senior Project Manager Andy Silvia has provided his notice. Recruitment will begin soon to fill his position.
  - Lt. Rhonda Lehman's retirement celebration was held on April 25<sup>th</sup>. Staff, law enforcement peers, and community members attended the event to help recognize her 30 years of dedicated service.
- HR Director Moore attended "A Legal Guide to Due Process, Performance Management, Discipline and Discharge" webinar presented by Summit Law Group.
- HR Director Moore will be attending AWC's Labor Relations Institute (LRI) conference May 8<sup>th</sup> – May 10<sup>th</sup>.
- Wellness:
  - The "Trek Around Town" employee walking challenge has begun this month. Many thanks to Deputy Clerk McLean for leading the event this month!
  - "Bike Everywhere Month" also started this month. A special thanks to City Administrator Hill for leading the charge on this event again!
- HR Director Moore is creating a new City Safety Committee, with a focus on maintaining a safety culture by reducing the risk of accidents and injuries in the workplace. An invitation was sent to employees asking for volunteers interested in participating as a member of the committee. The purpose of the committee is to help support a safe and healthy workforce.

**Municipal Services Department****Passport Services**

During the month of April, we processed 502 passports with 256 photos for a total revenue of \$22,690. By way of comparison, in April 2023, there was a revenue of \$16,945. This is the first month with expanded service hours.

Month	Passport Revenue	Photo Revenue	Total
April	\$17,570	\$5,120	\$22,690

**NEMCo**

The Northshore Emergency Management Coalition (NEMCo) started quarter two of 2024 by continuing some key training and noting the accomplishments of some of their volunteers. In April, the current CERT Basic Course continued to run every Thursday evening while being complimented by NEMCo hosting its first HAM Radio Technician Course since COVID. This class ran for two Saturdays in a row and allowed 18 community members to complete their certification examination. For City employees, NEMCo presented a class on EOC/FEMA documentation and WebEOC to the employees of Lake Forest Park. This same class will be repeated in Kenmore next month for Kenmore employees and any LFP employees that missed the one in April.

With many organizations highlighting the accomplishments of volunteers during the months of April and May, several of NEMCo's staff were highlighted by Woodinville High School and the Kenmore Heritage Society. Woodinville High School specifically highlighted the contributions of Kevin Lowery (EM), Robin McKenzie, Lanea Miller, Patrick Ducey, and Robert Scott for their assistance facilitating the High School's CERT Basic Course final exercise. The added instructors brought to WHS by NEMCo allowed the students to complete a full exercise, rather than being limited to the partial exercise they have completed in the past.

The Kenmore Heritage Society recognized the service of Katrina Rose at a special dinner on May 1<sup>st</sup>. Noting her more than 25 years of service to the community, the dinner specifically highlighted her years as a Child Passenger Safety Seat Technician and member of NEMCo. During a short speech, the NEMCo Emergency Manager shared the important roll Karina has played within the organization as a Steering Committee Member and Team Lead during several recent events, including the relocating of displaced citizens in the fall of 2022.

Looking toward May, there will be many more opportunities for volunteers to get involved as NEMCo supports upcoming community events, such the Pack the Park 5K.

**Public Works Department**

195<sup>th</sup> Culvert Project Update – During a recent meeting with the City of Shoreline and WSDOT, the following update includes: the Federal budget recently passed which included the Corps of Engineer's funding who would be the leading agency for this project; the Corps will begin allocating funds in the coming months which will likely include this project and bidding the design work between Q4 '26 and Q4 '27. Currently, Corps projects are taking between 5 ½ to 8 years to start construction. We're expecting the construction of this project to start between 2030 – 2032.

Grace Cole – Public Works crews perform weekly cleanings of the Beaver Deceiver at the Grace Cole Nature Park which helps regulate the pond's water level and mitigates the effects of the "squatting" beavers on city property.



**Beaver Deceiver hard at work in Grace Cole**

**Community Development Department**

1. Community Survey- The community survey for the 2024 periodic update of the Comprehensive Plan was available from March 27 to its closing at end of day Wednesday, April 17. SCJ Alliance is currently finalizing the data received and drafting a summary for complete release in early to mid- May. Community members were highly encouraged to participate and indicate what does or does not reflect their impressions of Lake Forest Park and hopes for the city's future. The participation, insight, and ideas about the city from the Lake Forest Park community are highly valued and respected.

**2. Comprehensive Plan Periodic Update-** The 2024 periodic update effort continues with a focus on the Environmental Quality Element, Community Services and Public Safety Element, and Economic development Element. Additionally, the discussion will revisit the Land Use Element and Transportation Element. The Planning Commission is scheduled for a Special Meeting on Wednesday, May 8 and a Regular Meeting on Tuesday, May 14. Important work was completed on the Housing Element policy in April. It is anticipated that a public hearing will be organized and noticed for proposed amendments prior to a formal recommendation by the Commission to the Council this Summer. The numerous added special meetings are proving effective in focusing the discussion with consultant SCJ Alliance during the regular meetings that follow. The integration of the draft Climate Action Plan and a new requirement for a Climate Element by 2025 (2029), with Greenhouse Gas and Resiliency sub-elements, is also prioritized in the work.

**3. Permit Activity Data-** The Community Development Department received applications and payments for the following permit types and quantities in the month of April, 2024:

Building Permits

*\*The number of permit types for April will be tabulated and included in the City Administrator's Report for the May 23 Council meeting, including a six-year comparison for the month.*

**III. Council Information**

**IV. Response to Citizen and Council Comments**

**V. Contract Reporting**

Nothing for the reporting period.

**VI. Legislative Update**

**VII. Community Events**

**Pack the Park 5K is rolling your way!**

Join us on May 11th to make strides against child food insecurity in the Shoreline School District. Whether you run, walk, or roll, your participation brings snacks and smiles to children in need. Registration is open now at: <https://pack-the-park.com/>

Lace up for a good cause and secure your spot, today!





## Recycling Collection Event with the City of Kenmore May 11, 2024!

The Cities of Lake Forest Park and Kenmore are partnering for a combined Recycling Collection Event! Take a look at the [Event Flyer](https://cityoflfp.gov/DocumentCenter/View/11639/2024-Ken-LFP-May-RCE-Flyer) (<https://cityoflfp.gov/DocumentCenter/View/11639/2024-Ken-LFP-May-RCE-Flyer>) to view the full list of what you can and cannot bring. Please be aware fees do apply for certain items. The collection event will take place Saturday, May 11, 2024 from 9:00 a.m. to 3:00 p.m. at [Epiphany Lutheran Church](#).

Items you can bring ([please view the event flyer for full details and information](#)):

Tires\*, Propane Tanks\*, Appliances and Scrap Metal\*, Porcelain Toilets & Sinks\*, Lead Acid & Household Batteries, Mattresses\*, Paper Shredding (4 box limit), Clean Bulky Wood, and Refrigerators & Freezers\*.

\*Fees apply

Please note: No flat beds or dump trucks allowed. We reserve the right to refuse over-sized, commercial, contaminated, excessive, or unacceptable loads.

## VIII. Upcoming City Sponsored Events

**IX. Meetings Calendar****Parks and Recreation Advisory Board - Special Meeting (hybrid meeting)**

May 1, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

**Tree Board Meeting (hybrid meeting)**

May 1, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

**Salary Commission Special Meeting (hybrid meeting)**

May 6, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

**Climate Action Committee Meeting (hybrid meeting)**

May 7, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

**Planning Commission Special Meeting (hybrid meeting)**

May 8, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

**City Council Work Session (hybrid meeting)**

May 9, 2024, 6:00 PM - 7:00 PM @ City Hall and via Zoom

**City Council Regular Meeting (hybrid meeting)**

May 9, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom