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CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING

Thursday, October 22, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Join Zoom Webinar: https://us06web.zoom.us/j/87276662793
Call into Webinar: 253-215-8782 | Webinar ID: 872 7666 2793

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.cityoflfp.gov

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

AMENDED

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. Comments are limited to a three (3) minute time limit.

   This is an opportunity for the public to address the City Council on any item within its purview or control.

   - *Oral public comments are only accepted in person to ensure the orderly conduct of the meeting.*
   - *Speakers are limited to three (3) minutes.*
   - *Councilmembers may not respond during public comments, but may ask staff to follow up, if appropriate.*
   - *Public comments may not be used to promote or oppose candidates for public office or ballot measures.*
   - *The Mayor or presiding officer may interrupt comments that violate these instructions, are unrelated to the Council's purview or control, or otherwise hinder the orderly conduct of the meeting.*

5. **PUBLIC HEARINGS**

   A. Public Hearing on the Preliminary Budget for 2027-2028, 2027 Property Tax Levy, and 2027 General Taxes.

   - 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.

6. **PROCLAMATIONS**

   A. Recognizing November 11, 2026 as Veteran's Day

   B. Recognizing November 2026 as Native American Heritage Month

7. **PRESENTATIONS**

A. Swearing in of Lake Forest Park Police Chief Diego Zanella

B. King County Library System Update

C. Council's role in reviewing Sound Transit permit applications

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. September 28, 2026 City Council Special Meeting Minutes

B. October 1, 2026 City Council Special Work Session Minutes

C. October 8, 2026 City Council Work Session Minutes

D. October 15, 2026 Budget & Finance Committee Minutes

E. City Expenditures for the Period Ending October 22, 2026

F. Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project *(Action)*

9. OLD BUSINESS

A. Ordinance 26-1322/Amending the 2026 Budgeted Positions and Salary Schedule for Police Commander Salary and Reallocation of 1.0 FTE Support Services Officer Position *(Third Presentation)*

B. Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement *(second presentation)*

C. Ordinance 26-1323/Amending the Municipal Code by creating Chapter 3.90, Strategic Opportunity Fund

D. **AMENDED -** Ordinance 26-1324/Amending the Lake Forest Park Municipal Code Chapter 10.06, Automated Traffic Safety Cameras, regarding fines

10. NEW BUSINESS

A. Washington Department of Ecology community-based public-private partnerships (CBP3) grant

B. Guardrail Slope Stabilization Design Recommendations

C. 2026-2027 Catch Basin Inspection Services

D. Otak Task Order 2 for 37th Ave NE Missing Link Project

11. COUNCIL DISCUSSION AND ACTION

A. Comprehensive Financial Management Policies update discussion

B. Proposed 2027-2028 Biennial Budget - City Council Deliberations and Recommendations

12. COUNCILMEMBER REPORTS

13. MAYOR'S REPORT

14. CITY ADMINISTRATOR'S REPORT

A. October 22, 2026 City Administrator's Report

15. OTHER BUSINESS

16. CLOSED SESSION

A. Closed Session - Collective Bargaining, per RCW 42.130.140(4)(b)

17. ADJOURN

FUTURE SCHEDULE

- Thursday, November 12, 2026, 6:00 p.m. City Council Work Session – *hybrid meeting (City Hall and via Zoom)*

- Thursday, November 12, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, November 19, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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

Mayor's Preliminary 2027-2028 Biennial Budget

General Government, Utilities, Capital, and Enterprise Funds



CITY OF LAKE FOREST PARK

17425 Ballinger Way NE | Lake Forest Park | WA | 98155

Telephone 206-368-5440 | www.cityofLFP.gov

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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City of Lake Forest Park
Washington

For the Biennium Beginning

January 01, 2025

Christopher P. Morrill

Executive Director

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MAYOR'S BUDGET LETTER

Mayor
Tom French

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Lake Forest Park, WA 98155-5556
Phone: 206-368-5440
Fax: 206-364-6521
Email: cityhall@cityofLFP.gov

Councilmembers
Tracy Furutani
Larry Goldman
Paula Goode
Matt Muilenburg
Semra Riddle
Josh Rosenau
Ellyn Saunders

2027-2028 Mayor's Biennial Budget Letter

Honorable City Council:

It is my pleasure to present the administration's proposed 2027-2028 Budget. The proposed budget is balanced as required by law. Achieving this balance has only been possible through the utilization of the anticipated 2026 unallocated ending fund balance (savings).

In previous biennial budgeting processes, the city council took steps to close the gap between general fund expenditures and revenues. However, due to the 1% limit on property tax increases set by state law, these incremental steps have been unable to offset the impacts of unfunded state mandates, increased costs related to all aspects of public safety, rising costs across all sectors of professional services, and 24% inflation over the past four years.

Revenue

This city prides itself on providing exceptional service to its residents. Our police department, public works department, and city hall staff serve the elected officials and residents well with limited resources.

Despite all the good work by council and the administration, general fund expenditures in the proposed 2027-2028 biennium outpace revenues by $4.5M. There is nothing new in this budget, this is status quo yet has continued reliance on savings to pay for ongoing costs. It does not fund additional needs identified by the administration to continue providing quality service to the public.

MAYOR'S BUDGET LETTER

The city council has effectively implemented all available councilmanic means of generating additional general fund revenue. With the cap on property tax revenue growth at one percent, the administration supports the city council's decision to place a ballot measure on the November 2026 ballot to seek a modest voter-approved property tax increase to support existing, ongoing city operations.

Multi-modal safety

With a fully staffed public works department and a dedicated traffic safety officer position, the city is beginning to move the needle on multi-modal safety improvements. The separated pedestrian pathway along NE 201st Place near Horizon View Park is scheduled to be installed this Fall. Additionally, the engineering team's workplan includes walkway projects at Lake Forest Park Elementary and Brookside Elementary, a dedicated bicycle lane along NE 178th Street, and crosswalk improvements with flashing beacons, one on NE 178th Street near 40th Ave. NE and another on Ballinger Way, west of 35th Ave. NE. I know you share my excitement, with the city's first roundabout at Ballinger Way and 40th Place NE having begun construction during the first week of August.

Readers of this letter may ask how the city is moving forward with these projects given the budget challenges noted above. All these projects are supported by a mix of funds restricted to providing such improvements, not available to support the general fund. Examples are state grant funding, funds generated by the city's car tab fees, the city's portion of real estate and excise taxes, and fines collected from the new 24/7 traffic safety cameras on NE 178th Street.

Capital Projects

Two large projects will move forward during the 2027/2028 biennium. The city's new lakefront park is fully funded utilizing restricted parks funds and grants. The project is in final design and early permitting has begun, with construction anticipated to begin in 2027. The city's new sewer lift station is fully funded utilizing the city's sewer utility fees. Final design will begin in 2027 with construction anticipated to begin in 2029.

Stormwater

The city's public works director is currently drafting a new job description for the position of stormwater coordinator, authorized by council in the previous biennial budget. It has been determined that this position would best support the city as a field inspector, with the clerical and reporting duties of the position being supported by the director and administrative assistant.

MAYOR'S BUDGET LETTER

Requests Included

A couple of requests have been included in the proposed budget that have no impact on the general fund.

- New court software to support scheduling of interpreter services. The annual cost of this software will be reimbursed by the state.
- Public Works administrative assistant increased to full-time. This increase would provide support to the public works director, project engineers, and the updated stormwater coordinator position. The increased salary and benefits would be supported by the various enterprise funds based on the assigned tasks.

Requests Withheld

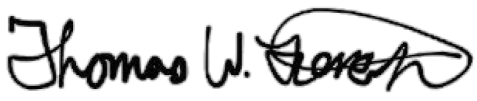
While the positions noted below could provide value to the city, and the city council's strategic plan update is long overdue, to limit the increase of the deficit between general fund revenues and expenditures, the following are not included in this proposed budget.

- Increasing Public Records Specialist to 1.0 FTE ($32,000 per year value)
- New Facilities Maintenance Specialist 1.0 FTE ($97,000 per year value)
- City Council Strategic Plan ($50,000 one-time cost)

In Closing

The staff and I truly appreciate the collaborative relationship the administration and council enjoy and look forward to a robust discussion during this budget process. General fund revenues again fall well short of expenditures, even though this city runs very lean operations. If the ballot measure is not successful this November, the administration will begin working with the council to identify where service levels can be reduced to lengthen the time one-time revenues will last to support necessary ongoing operations.

Respectfully submitted,



Mayor Thomas French

OVERVIEW

2027-2028 PRELIMINARY BUDGET

- Budget Overview
- Community Profile
- Organizational Chart
- Financial Organization (Fund Structure)
- Summary Financial Policies
- Budget Process
- Adopted 2027-2028 Biennial Budget Calendar

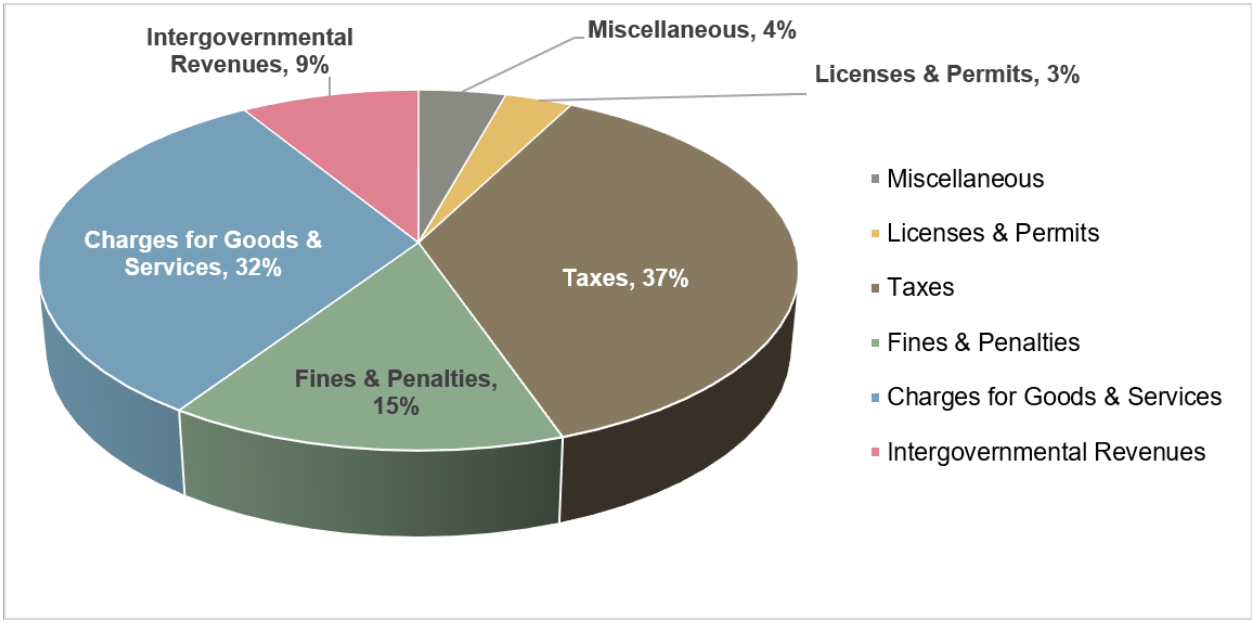
BUDGET OVERVIEW

The Preliminary 2027-2028 Biennial Budget (the Budget) is comprised of 18 funds with total budgeted revenues of $63,549,879 and budgeted expenditures of $69,710,444. The City is projected to begin the 2027-2028 biennium with a beginning fund balance of $29,009,800 for all funds. The projected ending fund balance for the 2027-2028 biennium is $22,849,234 for all funds. The 2027-2028 budget is aligned with, and makes investments in, the City's priorities. The budget is balanced consistent with the definition in the Comprehensive Financial Management Policies (Financial Policies). Most budgeted funds maintain minimum fund balance targets as found in the Financial Policies for all budgeted funds. However, based on current projections, the 2028 General Fund ending fund balance will fall below the minimum fund balance target.

BUDGETED REVENUES

Each of the City's revenues is categorized into one of six revenue types: taxes, licenses & permits, intergovernmental revenues, charges for goods & services, fines & penalties and miscellaneous.

Citywide Revenues by Category, All Funds



Taxes include property and real estate taxes, sales tax, business tax, utility tax, and franchise fees, among others. Taxes are projected to be the largest total revenue in the 2027-2028 budget at a little over $21.6 million in revenue for the biennium. The second largest budgeted revenue type is charges for goods & services, with a budgeted value of almost $18.3 million. Charges for goods & services include utility revenues and other user

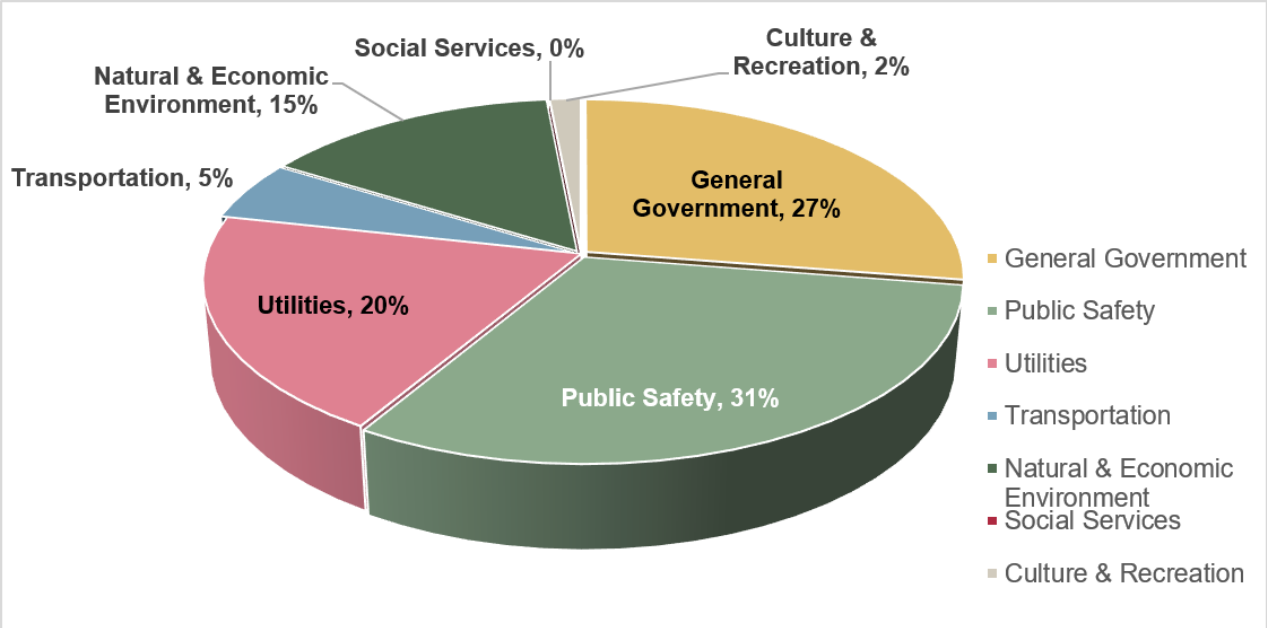
BUDGET OVERVIEW

fees. Fines & penalties are budgeted to be the third largest revenue source at over $8.5 million. This revenue primarily comes from traffic safety camera fines. Intergovernmental revenues are projected to be the fourth largest revenue source during the biennium budgeted at over $5.4 million; intergovernmental revenues are primarily state shared revenues and grants. Licenses & permits and miscellaneous revenues round out the revenue picture for the biennium, with $1.9 million and $2.5 million, respectively. Revenue projections for the biennium are conservative for the 2027-2028 budget.

BUDGETED EXPENDITURES

Each of the City's expenditures is classified into one of eight expenditure categories: general government, public safety, utilities, transportation, natural & economic environment, social services, culture & recreation, and miscellaneous. The largest spending category during the 2027-2028 biennium is public safety, with budgeted expenditures of over $16.3 million. The second largest expenditure category is general government, with budgeted expenditures of almost $14.8 million for the biennium. Next largest is utilities, at over $10.5 million, followed by natural & economic environment at almost $7.7 million. Transportation is budgeted at a little over $2.8 million. Culture & recreation is budgeted at slightly over $799,000, and social services is budgeted at $10,000. Miscellaneous expenditures are not budgeted in the 2027-2028 biennium.

Citywide Expenditures by Category, All Funds



BUDGET OVERVIEW

Most operating expenditures are budgeted with inflation-related increases; however, many costs continue to outpace inflation, including health care premiums, legal services, and capital improvement project costs. Overall, the City's expenditures continue to exceed its ongoing revenues, even with the City Council's recent implementation of new General Fund revenue sources in the last biennium.

COMMUNITY PROFILE



GEOGRAPHY

The City of Lake Forest Park is in north King County, Washington, just north of Seattle city limits along the shore of Lake Washington. The City's proximity to the major urban center of Seattle, however, does not define its character. Lake Forest Park is a community known for streets that meander along creeks, a dense tree canopy, and a green natural landscape that give the City a tranquil suburban feel despite its proximity to Seattle.

Two state highways, SR 104 and SR 522, travel through the City, carrying thousands of commuters daily, but they do not significantly impact its character. The City is completely built out, with no unincorporated areas on or near its borders and very few undeveloped parcels within the City. Lake Forest Park shares borders with Seattle, Shoreline, Mountlake Terrace, Brier, and Kenmore. The City is approximately three and one-half square miles.

COMMUNITY HISTORY

Lake Forest Park was founded as a planned residential community in the early 1900s. At the time, points north of Lake Forest Park along Lake Washington were accessible only by boat, and Lake Forest Park was at the end of the road that traveled north from Seattle. By 1914, a road had been built all the way around Lake Washington, and Lake Forest Park was no longer at the end of the road. Single-family residential development continued in the area known as Lake Forest Park, and in 1961, the area known as Lake Forest Park incorporated as a City. The City continued to grow over the subsequent decades through development and annexations of unincorporated areas along the City's borders. The most recent annexations occurred in the 1990s and are likely the last, as no unincorporated areas remain along the City's borders.

THE GOVERNMENT

Lake Forest Park uses the mayor-council form of government. This form of government is characterized by an elected Mayor, who serves as the chief executive of the local government's executive branch. The Mayor is responsible for the City's daily operations and for appointing department heads, subject to confirmation by the City Council.

COMMUNITY PROFILE

The City Council is a seven-member elected body that serves as the legislative branch of government. City Councilmembers serve staggered four-year terms. The City Council is responsible for setting city policy, adopting the biennial budget, and establishing short- and long-range goals and plans.

The budget process is divided into two distinct phases: phase one is the development of the Mayor's Preliminary Budget; phase two is the Council's deliberations on the budget. From a purely technical perspective, the two phases of the budget process are mutually exclusive. More about the budget process can be found in the section of this budget document titled "The Budget Process."

Lake Forest Park is considered a full-service local government as the City provides a full range of local government services including public safety, utilities, municipal court, and enterprise activities. Nearly all services are performed by employees, as opposed to contracted third parties. Operating departments of the City, in order of employee count, are as follows: Police, Public Works, Community Development, Municipal Court, Finance & IT, Municipal Services, and Executive & HR. The City employs approximately 72 employees.

DEMOGRAPHICS[1]

The 2020 Census found the population of Lake Forest Park to be 13,630. 4.8% of the Lake Forest Park population was under the age of 5 and 18.2% was over the age of 65, slightly over 75% of the population was between the ages of 5 and 64. 77.9% of the Lake Forest Park population identified as white in the 2020 census; 8.3% identified as Asian; almost 6% identified as two or more races; Hispanic, American Indian and Alaska Native, and Black or African American made up 3.3%, 0.3%, and 6.8%, respectively. The 2020 Census counted 5,565 housing units in the City, nearly 79.7% of which were owner-occupied. The median household income in Lake Forest Park was $144,000.

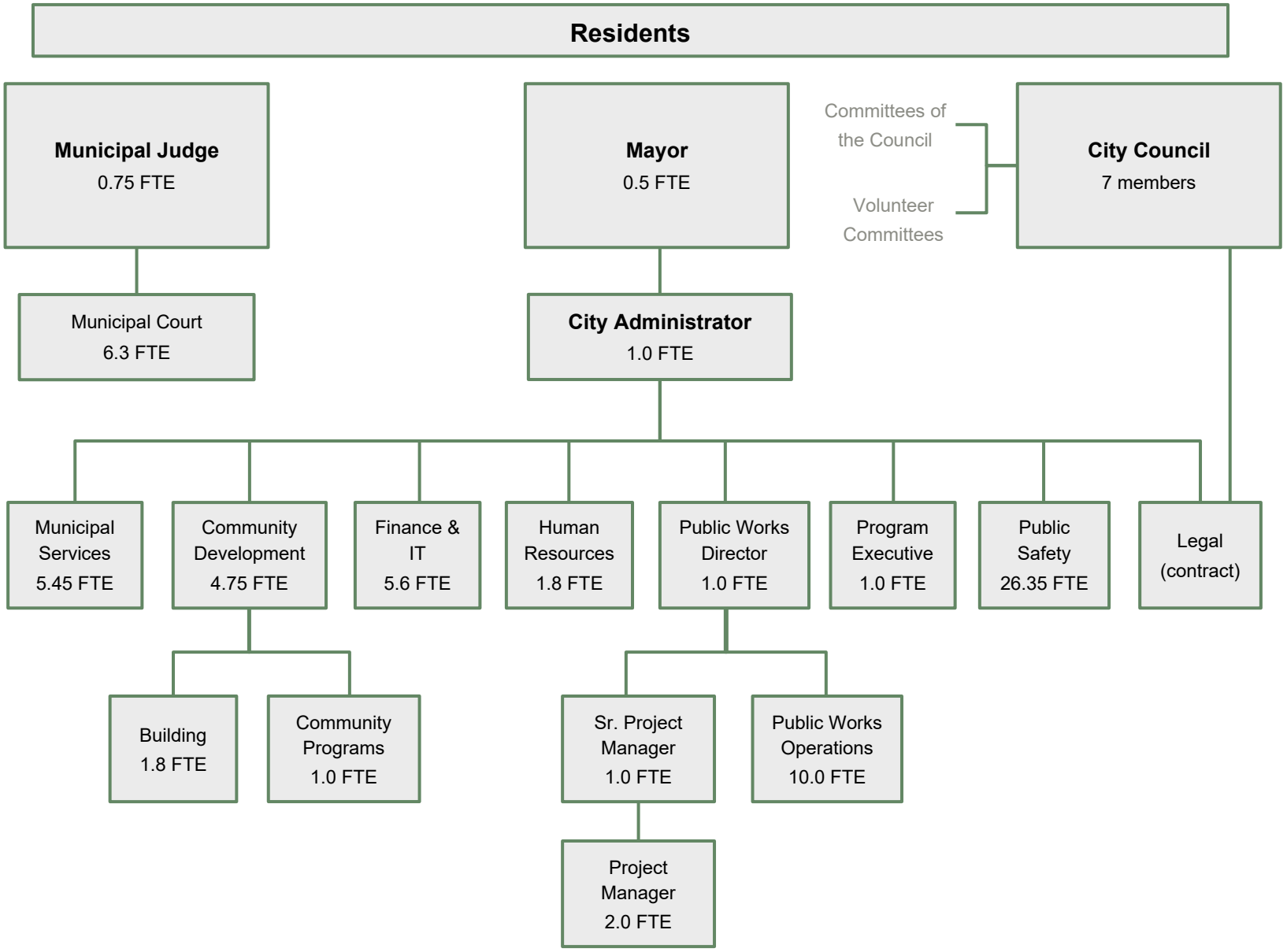
[1] Source of information is the United States Census Bureau www.census.gov

COMMUNITY PROFILE

Comparative Statistics, Neighboring Cities

	Brier	Kenmore	Lake Forest Park	Mountlake Terrace	Seattle	Shoreline
Population, 2025 est.	6,597	24,249	13,191	25,430	784,777	66,542
Density (Population per Sq. Mile)	2,987	3,890	3,876	5,248	8,792	5,037
Housing Units	2,413	9,589	5,565	9,202	368,308	24,043
Owner-Occupied Housing Unit Rate	89.8%	69.3%	80.6%	56.9%	43.7%	66.3%
Median Value of Owner-Occupied Housing Units	866,600	920,800	953,200	667,300	938,600	811,100
Median Household Income (2024 dollars)	132,045	139,764	159,904	107,687	123,860	112,751
Percent in Poverty (2024 est.)	6.7%	5.7%	4.0%	7.0%	9.9%	8.8%
Percent of 25 and Older with Bachelor's Degree or Higher	50.6%	61.8%	66.0%	43.0%	68.4%	52.8%
Total Retail Sales per Capita (2022)	368	6,193	4,434	9,301	105,624	21,461

ORGANIZATION CHART



ORGANIZATION CHART

ACCESSIBLE ORGANIZATION CHART

FTE = full-time equivalent

Executive Branch

- Mayor (0.5 FTE)
    - City Administrator (1.0 FTE)
        - Municipal Services (5.45 FTE)
        - Community Development (4.75 FTE)
            - Building (1.8 FTE)
            - Community Programs (1.0 FTE)
        - Finance & IT (5.6 FTE)
        - Human Resources (1.8 FTE)
        - Public Works Director (1.0 FTE)
            - Senior Project Manager (1.0 FTE)
                - Project Manager (2.0 FTE)
            - Public Works Operations (10.0 FTE)
        - Program Executive (1.0 FTE)
        - Public Safety (26.35 FTE)
        - Legal (contract)

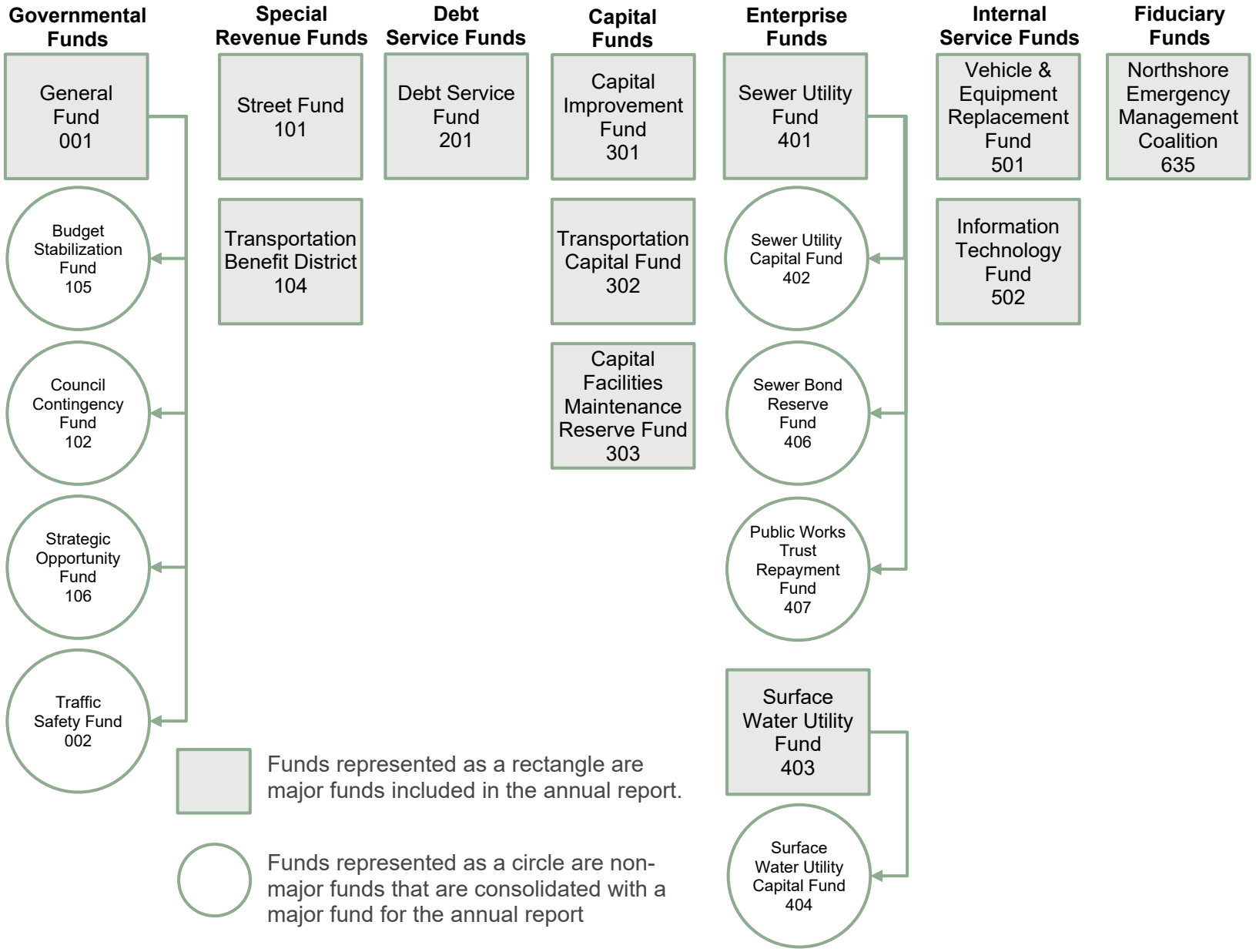
Legislative Branch

- City Council (7 members)
    - Committees of the Council
    - Volunteer Committees

Judicial Branch

- Municipal Judge (0.75 FTE)
    - Municipal Court (6.3 FTE)

FINANCIAL ORGANIZATION (FUND STRUCTURE)



FINANCIAL ORGANIZATION (FUND STRUCTURE)

ACCESSIBLE FUND STRUCTURE

The following lists outline the fund structure for Lake Forest Park and are organized by fund type. The fund structure is prescribed by the Washington State Budgeting and Reporting System (BARS) and is unrelated to the organizational structure. Each fund name is followed by its fund number.

*Denotes a non-major fund that is consolidated with a major fund for the annual report.

Governmental Funds

- General Fund – 001
    - Budget Stabilization Fund* - 105
    - Council Contingency Fund* - 102
    - Strategic Opportunity Fund* - 106
    - Traffic Safety Fund* - 002

Special Revenue Funds

- Street Fund – 101
- Transportation Benefit District – 104

Debt Service Funds

- Debt Service Fund – 201

Capital Funds

- Capital Improvement Fund – 301
- Transportation Capital Fund – 302
- Capital Facilities Maintenance Reserve Fund - 303

Enterprise Funds

- Sewer Utility Fund – 401
    - Sewer Utility Capital Fund* - 402
    - Sewer Bond Reserve Fund* - 406
    - Public Works Trust Repayment Fund* - 407
- Surface Water Utility Fund – 403
    - Surface Water Capital Fund* - 404

Internal Service Funds

- Vehicle & Equipment Replacement Fund – 501
- Information Technology Fund – 502

FINANCIAL ORGANIZATION (FUND STRUCTURE)

Fiduciary Funds

- Northshore Emergency Management Coalition – 635

SUMMARY FINANCIAL POLICIES

The Summary Financial Management Policies is a brief summary of the financial policies adopted by the City Council that directs the work of the administration for financial matters. The Comprehensive Financial Management Policies (the Policies) is the detailed document of financial policies; some of the matters addressed in the comprehensive policy are absent in this summary. The complete Comprehensive Financial Management Policies can be found in the appendix.



FUND ACCOUNTING AND THE BUDGETING, ACCOUNTING AND REPORTING SYSTEM

The City of Lake Forest Park utilizes the fund accounting method of accounting and keeps its books and records on the cash basis of accounting. The City uses the Budgeting, Accounting and Reporting System (BARS) for Cash Basis Entities published by the Washington State Auditor's Office for accounting and reporting matters. The use of fund accounting and BARS for accounting and reporting are dictated by state statute. Appropriate internal controls will be designed and maintained to ensure the safeguarding of city assets and the quality of reporting.

LONG-RANGE FINANCIAL PLANNING

The primary tool for long-range financial planning is the six-year financial forecast that includes projected revenues and expenses for six years beginning on the first day of the current biennium. The City updates the six-year financial forecast each year during biennial budget development or during the mid-biennial budget review and adjustment. The policies dictate the use of prudent assumptions in the development and updating of the six-year financial forecast.

BIENNIAL BUDGET DEVELOPMENT AND ADOPTION

The City adopts a biennial, or two-year, budget in even-numbered years. Biennial budgets begin in odd-numbered years. Budgets are developed at the line-item level of revenue and expense but are adopted at the fund level, meaning that a single revenue and a single

SUMMARY FINANCIAL POLICIES

expense are adopted for each of the City's funds. The adopted budget includes a schedule of staff positions.

The city budget implements City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council. The Mayor, working with their administration, develops a "Mayor's Preliminary Budget" that is presented to the City Council for consideration of changes and adoption. The City Council may make any changes to the Mayor's Preliminary Budget that the Council desires. Ultimately, the City Council is responsible for adopting the final biennial budget.

The Finance Director is responsible for the management of the budget process and subsequent budget status reporting to departments and the City Administrator. Budget monitoring is the responsibility of all Department Directors and the City Administrator.

FUND BALANCES AND RESERVES

The Policies establish fund balance reserves for all the City's operating funds. For the purposes of the Policies, operating funds are those with payroll expenses. All operating funds have a minimum fund balance target of eight percent (8%) except as noted below:

- General Fund, 16%
- Street Fund, 16%
- Sewer Utility Fund, 16%
- Surface Water Utility, 16%

The City recently updated the Comprehensive Financial Management Policies to calculate the minimum fund balance targets as a percentage of current year revenue (less identified one-time revenues) or expenditure, whichever is greater. General Fund ending fund balance is calculated as the sum of ending fund balances in the General Fund, the Budget Stabilization Fund, the Council Contingency Fund, the Strategic Opportunity Fund, and the Traffic Safety Fund.

REVENUES

The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles. Revenue forecasts will be prepared using prudent assumptions. One-time revenues will be identified during budget development and in the six-year financial forecast. Grant revenue will be included in future resources when staff determines that the revenue is likely to be received.

SUMMARY FINANCIAL POLICIES

EXPENDITURES AND CONTRACTS

Department Directors have primary responsibility for purchasing and expenditures for their respective departments in accordance with the adopted budget and purchasing policy. Purchasing and contracting rules and requirements are contained in the purchasing policy and related legislation.

Expenditures are reviewed by a member of the City Council prior to the payment being released to the vendor, except in the case of a “prepaid batch” and/or payroll. A prepaid batch is a batch of checks that are paid in advance of City Council review due to the Council’s meeting schedule. Amounts paid in a prepaid batch are subject to the same purchasing policy and staff approval process as a normal check batch.

DEBT

Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital projects or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.

INVESTMENTS

The City will utilize the Washington State Local Government Investment Pool (LGIP) and the City’s bank as its primary investment vehicles. Both accounts are considered short-term investments, meaning the funds can easily be deposited or withdrawn. These two accounts accrue interest at a minimal level.

In recent years, the City updated the Comprehensive Financial Management Policies to expand the investment option for longer-term investments using government agency bonds to assist in diversifying the City’s cash. The change was made in response to a Council discussion around future resiliency.

All short-term and long-term investments fully comply with state law as allowable investments for City monies.

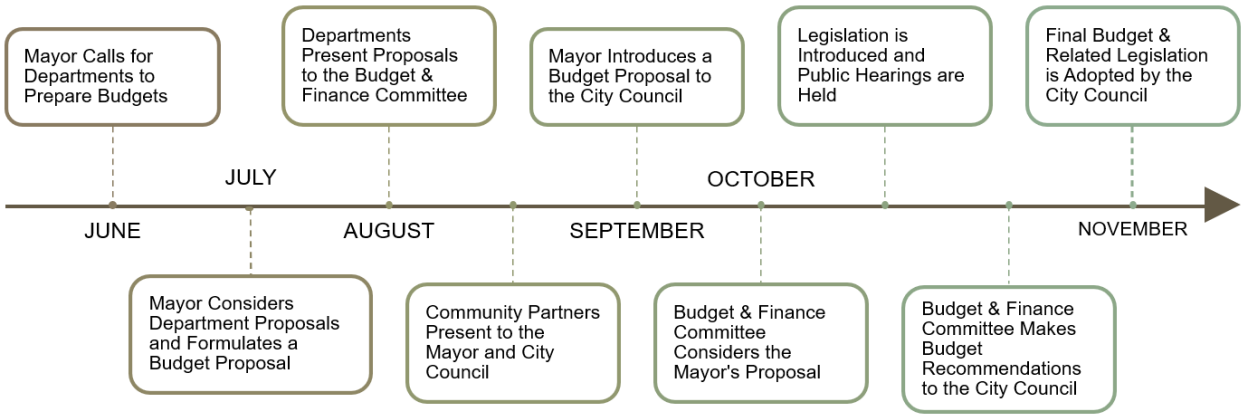
ASSETS

Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than $5,000 and having a useful life in excess of one year. Assets with a value or cost under $5,000, but more than $300, are defined as small and attractive assets. A Fixed Asset Policy and a Small and Attractive Asset Policy maintain accountability for the City’s non-cash assets.

COMPLETE COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES (linked)

BUDGET PROCESS

The City adopts a biennial, or two-year, budget in even-numbered years. Biennial budgets begin in odd-numbered years. In the simplest form, the budget process can be divided into two distinct phases: development of the Mayor's Preliminary Budget and development of the City Council's Budget. In actuality, there are many steps in each phase.



PHASE ONE: DEVELOPMENT OF THE MAYOR'S PRELIMINARY BUDGET

Step One: The Budget Calendar

The budget process kicks off with the budget calendar. The Administration works with the Budget & Finance Committee to draft a budget calendar which assigns dates to each milestone in the budget process.

Step Two: Mayor Communicates Budget Priorities and Calls for Department Budget Requests

The Administration begins the budget process by determining budget priorities, which it then communicates to departments. Next, the City Administrator instructs department heads to prepare a budget request for their respective department for the biennium. The Finance Department works with departments to prepare preliminary revenue estimates. Step Two is completed in late May to allow a month for department budget preparation.

Step Three: Department Presentations to the Budget Team

The third step of the budget process is the department presentations to the administration's budget team: the Mayor, City Administrator and Finance Director. This step of the process occurs when the Mayor is considering department budget proposals.

BUDGET PROCESS

Department presentations help to inform the Mayor's decisions about the budget and occur in July.

Step Four: Creation of the Mayor's Preliminary Budget

Next, the Mayor communicates to the Finance Department what to include in the Mayor's Preliminary Budget. The Finance Department prepares the Mayor's Preliminary Budget and begins the exercise of balancing the budget. Step four occurs in the August timeframe. The Mayor's Preliminary Budget is presented to City Council Members during a council meeting in September with a presentation by the City Administrator and Finance Director.

Step Five: Transmittal of Mayor's Preliminary Budget

Step five of the budget process is the Mayor's presentation of the Mayor's Preliminary Budget to the City Council at an open public meeting. The City Council's deliberations on the budget officially start immediately after the Mayor releases their preliminary budget. It should be noted that the Council is generally gathering data and considering the budget in advance of the official release of the Mayor's Preliminary Budget.

PHASE TWO: DEVELOPMENT OF THE CITY COUNCIL'S BUDGET AND BUDGET ADOPTION

Step Six: Studying the Mayor's Proposed Budget and Information Gathering

The second phase of the budget process kicks off with the City Council, sitting as the Budget & Finance Committee, studying the Mayor's Proposed Budget, asking questions, and gathering information. The Budget & Finance Committee also solicits feedback and information from the community in the form of public hearings. The Budget & Finance Committee schedules a meeting for public comment prior to the start of Council deliberations in late September.

Step Seven: Budget & Finance Committee Makes Budget Recommendations to the City Council

After review of the Mayor's Proposed Budget, consideration of the City Council's priorities and goals, and input from the community, the Budget & Finance Committee makes budget recommendations to the City Council.

BUDGET PROCESS

Step Eight: City Council Deliberations, Finalize the Council's Budget

At this point, the City Council works with the Finance Department to create a final version of the budget and prepares the budget for adoption. Final public hearings must occur before the City Council calls for a vote on the budget.

Step Nine: Budget Adoption

The final step of the budget process is for the City Council to call for a vote to adopt the budget. The budget is adopted by a majority vote of the City Council. Final public hearings and votes on the property tax levy rate, utility rates, and the user fee schedule generally occur around the same time as the budget but are technically subject to different timelines. The City Council's Budget is anticipated to be adopted mid-November.



AMENDING A BUDGET

Budgets are developed based on a set of predictions about the future. A City budget is a living document and, since it is impossible to know what will happen in the future, adjustments to the adopted budget are frequently required once the budgetary period is underway. A formal change to an adopted budget is known as a budget amendment, e.g. when the City receives a grant award. Budgets are adopted at the fund level, as opposed to the line-item or department level, therefore budget amendments are also made at the fund level.

Budget amendments originate with the Administration (the Mayor and staff) and must be passed by a majority of the City Council at an open public meeting. Budget amendments do not require public hearings and do not have specific timelines associated with them. However, it is best practice to formally amend a budget before an expenditure is allocated (amend before you spend). A budget amendment must be passed before the last day of the budgetary period to become effective for that adopted fiscal period.

ADOPTED 2027-2028 BUDGET CALENDAR

Date		Description	Time	Meeting Type
5/15/2026	Friday	Call for Department Budget Requests Issued by Administration	-	N/A
7/1/2026	Wednesday	Department Budget Requests Due to Administration	-	N/A
7/9/2026	Thursday	Discuss Draft Budget Calendar for 2027-2028 for future adoption	6:00 PM	City Council Work Session
7/9/2026	Thursday	*Community Partners (Human Services) Presentations 1 of 2*	7:00 PM	City Council Meeting
7/13/2026	Monday	Administration Reviews Department Proposals	-	N/A
7/16/2026	Thursday	Budget 101 & Finalize Budget Calendar for 2027-2028 Biennial Budget	6:00 PM	Budget & Finance Meeting
7/23/2026	Thursday	*Community Partners (Human Services) Presentations 2 of 2*	7:00 PM	City Council Meeting
7/28/2026	Tuesday	Department Presentations to Mayor & City Administrator		N/A
7/30/2026	Thursday	Department Presentations to Mayor & City Administrator (Continued)		N/A
8/13/2026	Thursday	Revenue & Expenditure Fiscal Year End Projections for 2025-2026 Biennium Adopt Budget Calendar - if not already adopted	6:00 PM	City Council Work Session
8/20/2026	Thursday	Budget & Finance Committee - **Cancelled**: Fall Break		
8/24/2026	Monday	COW - **Cancelled**: Fall Break		
8/27/2026	Thursday	City Council Meeting - **Cancelled**: Fall Break		
9/10/2026	Thursday	Special Budget & Finance Meeting: Capital Improvement Projects	6:00 PM	Special Budget & Finance Meeting
9/10/2026	Thursday	Mayor's Proposed Budget Presented to City Council	7:00 PM	City Council Meeting
9/17/2026	Thursday	Mayor's Proposed Revenue Projection Overview	6:00 PM	Budget & Finance Meeting
9/21/2026	Monday	Detailed Department Presentations of Mayor's Proposed Budget	6:00PM	Committee of the Whole
9/24/2026	Thursday	Continued Department Presentations of Mayor's Proposed Budget	6:00 PM	City Council Special Work Session
9/28/2026	Monday	*Public Comment After the Mayor's Proposed 2027-2028 Biennial Budget is presented & City Council Budget Deliberations and Recommendations*	*6:00 PM*	Special Council Meeting
10/1/2026	Thursday	City Council Budget Deliberations and Recommendations	6:00 PM	Special Work Session
10/8/2026	Thursday	Continued City Council Budget Deliberations and Recommendations	6:00 PM	City Council Work Session
10/15/2026	Thursday	City Council Budget Deliberations and Recommendations	6:00 PM	Budget & Finance Meeting
10/22/2026	Thursday	Public Hearings - Property Tax Levy, Rates, and Budget Related Items	7:00 PM	City Council Meeting
11/12/2026	Thursday	*Final Public Hearings on Property Tax Levy, Rates, and Budget Related Items Adoption of Budget, Property Tax Levy, Rates, and all Budget Related Items*	*7:00 PM*	City Council Meeting
11/19/2026	Thursday	Additional Final Adoption Date, if needed	6:00 PM	Special City Council Meeting

FINANCIAL AND EMPLOYMENT INFORMATION

2027-2028 PRELIMINARY BUDGET

- Consolidated Financial Schedule
- Revenue Forecast
- Schedule of Fund Balances
- Debt
- Budgeted Positions & Salary Schedule

CONSOLIDATED FINANCIAL SCHEDULE

The consolidated financial schedules display the budget in a format consistent with the Budgeting, Accounting and Reporting System (BARS) and are consistent with the presentation of financial information in the City's annual financial statements. The City uses cash-basis budgeting, which is also how the financials are reported to the Washington State Auditor's Office annually.



The data presented in these schedules combines revenue and expenditure budget data into broad categories and/or functional areas, allowing readers to see the budget data in a format that is easy to understand at a glance. Similarly, the city's separate funds, or accounting entities, are consolidated by fund type for ease of understanding. Fund categories are found in columns; revenue and expenditure information are found in rows.

CONSOLIDATED FINANCIAL SCHEDULE

Consolidated Financial Schedule for the Biennium Ending December 31, 2028:

	General	General Sub-Funds	Special Revenue	Capital	Enterprise/ Utility	Internal Service	Total
Beginning Cash and Investments[1]							
Fund Balance	$5,998,911	$4,658,030	$2,880,546	$5,430,005	$8,552,675	$1,489,634	$29,009,800
Total Beginning Cash and Investments	**$5,998,911**	**$4,658,030**	**$2,880,546**	**$5,430,005**	**$8,552,675**	**$1,489,634**	**$29,009,800**
Operating Revenues							
Taxes	$18,549,012	-	$1,507,137	$1,600,000	-	-	$21,656,149
License and Permits	$1,313,430	-	$580,000	-	$42,554	-	$1,935,984
Intergovernmental Revenues	$637,357	-	$470,000	$1,520,000	$2,797,659	-	$5,425,016
Charges for Goods and Services	$2,112,313	-	-	$-	$14,741,505	$1,509,902	$18,363,720
Fines and Penalties	$4,266,810	$4,300,000	-	-	-	-	$8,566,810
Miscellaneous Revenue	$1,225,400	$152,400	$111,600	$316,800	$596,600	$104,400	$2,507,200
Total Operating Revenues	**$28,104,322**	**$4,452,400**	**$2,668,737**	**$3,436,800**	**$18,178,318**	**$1,614,302**	**$58,454,879**
Nonoperating Revenues							
Debt Proceeds	-	-	-	$2,500,000	-	-	$2,500,000
Transfers-In	-	-	$1,115,000	$1,460,000	-	-	$2,575,000
Other Resources	$20,000	-	-	-	-	-	$20,000
Total Nonoperating Revenues	**$20,000**	**-**	**$1,115,000**	**$3,960,000**	**-**	**-**	**$5,095,000**
TOTAL REVENUES	**$28,124,322**	**$4,452,400**	**$3,783,737**	**$7,396,800**	**$18,178,318**	**$1,614,302**	**$63,549,879**
Operating Expenditures							
General Government	$11,156,597	$1,744,927	$351,265	$293,223	$1,107,409	$128,743	$14,782,164
Public Safety	$15,003,483	$1,333,000	-	-	-	-	$16,336,483
Utilities	-	-	-	-	$10,505,471	-	$10,505,471
Transportation	-	-	$2,280,886	$200,600	-	$356,042	$2,837,528
Natural and Economic Environment	$4,411,300	-	-	-	$3,231,182	-	$7,642,482
Social Services	$10,000	-	-	-	-	-	$10,000
Culture and Recreation	$799,494	-	-	-	-	-	$799,494
Total Operating Expenditures	**$31,380,873**	**$3,077,927**	**$2,632,151**	**$493,823**	**$14,844,062**	**$484,785**	**$52,913,622**
Nonoperating Expenditures							
Debt Service	$22,200	-	-	$472,000	-	-	$494,200
Capital Expenditures	$93,400	$20,000	-	$7,444,938	$4,905,000	$1,264,284	$13,727,622
Transfers Out	$1,115,000	$360,000	$1,100,000	-	-	-	$2,575,000
Total Nonoperating Expenditures	**$1,230,600**	**$380,000**	**$1,100,000**	**$7,916,938**	**$4,905,000**	**$1,264,284**	**$16,796,822**
TOTAL EXPENDITURES	**$32,611,473**	**$3,457,927**	**$3,732,151**	**$8,410,761**	**$19,749,062**	**$1,749,069**	**$69,710,444**
Increase (Decrease) in Cash and Investments	$(4,487,152)	$994,473	$51,586	$(1,013,961)	$(1,570,744)	$(134,767)	$(6,660,565)
Ending Cash and Investments							
Fund Balance	**$1,511,759**	**$5,652,502**	**$2,932,132**	**$4,416,043**	**$6,981,931**	**$1,354,867**	**$22,849,234**
Total Ending Cash and Investments	**$1,511,759**	**$5,652,502**	**$2,932,132**	**-**	**$6,981,931**	**$1,354,867**	**$22,849,234**

[1]Beginning cash and investments are estimates, actual results may vary from the amounts contained in this schedule.

FOUR-YEAR CONSOLIDATED SCHEDULE

Four-Year Consolidated Financial Schedule for the Four-Year Period Ending December 31, 2028:

	General		Special Revenue		Capital		Enterprise/Utility		Internal Service		
	2025-2026	2027-2028	2025-2026	2027-2028	2025-2026	2027-2028	2025-2026	2027-2028	2025-2026	2027-2028	Total
Beginning Cash and Investments[1]											
Fund Balance, Reserved	$10,316,028	$5,998,911	$2,423,450	$2,880,546	$4,975,755	$5,430,005	$8,965,139	$8,552,675	$1,627,565	$1,489,634	$24,351,770
Fund Balance, Unreserved	$1,995,054	$4,658,030	-	-	-	-	-	-	-	-	$4,658,030
Total Beginning Cash and Investments	**$12,311,082**	**$10,656,941**	**$2,423,450**	**$2,880,546**	**$4,975,755**	**$5,430,005**	**$8,965,139**	**$8,552,675**	**$1,627,565**	**$1,489,634**	**$29,009,800**
Operating Revenues											
Taxes	$17,489,279	$18,549,012	$1,495,200	$1,507,137	$1,829,490	$1,600,000	-	-	-	-	$21,656,149
License and Permits	$1,313,429	$1,313,430	$551,482	$580,000	-	-	$30,000	$42,554	-	-	$1,935,984
Intergovernmental Revenues	$1,558,362	$637,357	$464,031	$470,000	$5,262,364	$1,520,000	$396,341	$2,797,659	$27,237	-	$5,425,016
Charges for Goods and Services	$2,151,575	$2,112,313	-	-	-	-	$12,691,127	$14,741,505	$1,570,646	$1,509,902	$18,363,720
Fines and Penalties	$8,924,654	$8,566,810	-	-	-	-	-	-	-	-	$8,566,810
Miscellaneous Revenue	$1,252,926	$1,377,800	$169,167	$111,600	$363,199	$316,800	$535,963	$596,600	$93,981	$104,400	$2,507,200
Total Operating Revenues	**$32,690,224**	**$32,556,722**	**$2,679,880**	**$2,668,737**	**$7,455,053**	**$3,436,800**	**$13,653,431**	**$18,178,318**	**$1,691,864**	**$1,614,302**	**$58,454,879**
Nonoperating Revenues											
Debt Proceeds	-	-	-	-	-	$2,500,000	-	-	-	-	$2,500,000
Transfers-In	$2,600,000	-	$295,000	$1,115,000	$1,116,000	$1,460,000	$818,000	-	-	-	$2,575,000
Other Sources	$52,148	$20,000	-	-	-	-	-	-	-	-	$20,000
Total Nonoperating Revenues	**$2,652,148**	**$20,000**	**$295,000**	**$1,115,000**	**$1,116,000**	**$3,960,000**	**$818,000**	**-**	**-**	**-**	**$5,095,000**
TOTAL REVENUES	**$35,342,373**	**$32,576,722**	**$2,974,880**	**$3,783,737**	**$8,571,053**	**$7,396,800**	**$14,471,431**	**$18,178,318**	**$1,691,864**	**$1,614,302**	**$63,549,879**
Operating Expenditures											
General Government	$12,165,152	$12,901,524	$377,438	$351,265	$721,810	$293,223	$1,080,418	$1,107,409	$162,451	$128,743	$14,782,164
Public Safety	$15,418,678	$16,336,483	-	-	-	-	-	-	-	-	$16,336,483
Utilities	-	-	-	-	-	-	$8,722,435	$10,505,471	-	-	$10,505,471
Transportation	-	-	$1,574,346	$2,280,886	$116,716	$200,600	-	-	$282,000	$356,042	$2,837,528
Natural and Economic Environment	$4,781,748	$4,411,300	-	-	-	-	$2,803,430	$3,231,182	-	-	$7,642,482
Social Services	$8,936	$10,000	-	-	-	-	-	-	-	-	$10,000
Culture and Recreation	$758,685	$799,494	-	-	-	-	-	-	-	-	$799,494
Total Operating Expenditures	**$33,133,198**	**$34,458,801**	**$1,951,784**	**$2,632,151**	**$838,526**	**$493,823**	**$12,606,282**	**$14,844,062**	**$444,451**	**$484,785**	**$52,913,622**
Nonoperating Expenditures											
Debt Service	$16,779	$22,200	-	-	-	$472,000	$240,805	-	-	-	$494,200
Capital Expenditures	$1,431,652	$113,400	-	-	$6,028,277	$7,444,938	$1,218,808	$4,905,000	$1,385,345	$1,264,284	$13,727,622
Transfers-Out	$2,414,886	$1,475,000	$566,000	$1,100,000	$1,250,000	-	$818,000	-	-	-	$2,575,000
Total Nonoperating Expenditures	**$3,863,316**	**$1,610,600**	**$566,000**	**$1,100,000**	**$7,278,277**	**$7,916,938**	**$2,277,613**	**$4,905,000**	**$1,385,345**	**$1,264,284**	**$16,796,822**
TOTAL EXPENDITURES	**$36,996,514**	**$36,069,401**	**$2,517,784**	**$3,732,151**	**$8,116,803**	**$8,410,761**	**$14,883,895**	**$19,749,062**	**$1,829,795**	**$1,749,069**	**$69,710,444**
Increase (Decrease) in Cash and Investments	$(1,654,141)	$(3,492,679)	$457,096	$51,586	$454,250	$(1,013,961)	$(412,464)	$(1,570,744)	$(137,931)	$(134,767)	$(6,160,565)
Ending Cash and Investments											
Fund Balance, Reserved	$10,656,941	$7,164,261	$2,880,546	$2,932,132	$5,430,005	$4,416,043	$8,552,675	$6,981,931	$1,489,634	$1,354,867	$22,849,234
Total Ending Cash and Investments	**$10,656,941**	**$7,164,261**	**$2,880,546**	**$2,932,132**	**$5,430,005**	**$4,416,043**	**$8,552,675**	**$6,981,931**	**$1,489,634**	**$1,354,867**	**$22,849,234**

[1]Beginning cash and investments are estimates, actual results may vary from the amounts contained in this schedule.

REVENUE FORECAST

REVENUE POLICY

The City's Revenue Policy (the Policy) states that the City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.

The Policy continues that, where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the Budget & Finance Committee on a periodic basis.

With respect to grant revenue, the Policy states that grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.

REVENUE FORECAST DEVELOPMENT

The City forecasts revenue for each line item of revenue expected to be received during the biennium. Each revenue is forecasted using one of three forecasting methods: the application of trend analysis, utilization of trusted economists' estimates, and actual amounts pledged by the funding agencies or programs.



Trend Analysis

Trend analysis is a method used to predict what will happen in the future based on what has happened in the past. The use of trend analysis begins by removing unusual or one-time events from prior period results. Next, an average of the prior period results is calculated, that average is the starting point for the forecast for future periods. If unusual, or one-time, events are expected in the upcoming periods, those items are added in; the result is the projected amount for the upcoming period. Trend analysis is used to forecast many types of revenue the City receives including utility taxes, permit fees and revenue from franchise agreements.

REVENUE FORECAST

Economists' Estimates

Many of the City's revenue projections are calculated by applying forecasts established by trusted sources to the City's data. King County and the City of Seattle publish a variety of forecasts established by their economists on a periodic basis. Since the City of Lake Forest Park is located within King County and borders the City of Seattle, Lake Forest Park can expect to have a similar experience as those entities. As such, staff utilizes the estimates established by those trusted economists to forecast several revenue sources. However, staff also consider factors that are unique to the City of Lake Forest Park in its forecasts of these items.

Projections Based on Actuals

Several of the City's revenue sources are received from other governmental agencies, including the State of Washington. In many cases, the funding agency publishes the amount that the City will receive in advance of making payment of those amounts. When the funding agency publishes the amount of the future payment as either a lump sum, or an amount that is based on a known value, like population, the City refers to this type of projection as "actual". An example is Liquor Board Profits that are distributed by the state to cities based on population. The City forecasts Liquor Board Profit Revenue by multiplying the per capita distribution amount by the published population of Lake Forest Park, the result is the forecasted Liquor Board Profit Revenue.

The schedules on the following pages display revenue projections for the biennium and include a column labeled "Method". The method column indicates which projection method was used to project the revenue for the biennium; "T" represents trend analysis, "E" represents economists' estimates, and "A" represents projections based on actuals.

REVENUE FORECAST

GENERAL FUND

General Fund: Taxes

General Fund taxes account for approximately 64% of General Fund revenue. The largest tax received is property tax which accounts for 43% of General Fund revenues. Another significant tax is sales and use tax which accounts for almost 21% of General Fund revenues. Additional tax revenue sources include utility taxes on sewer, surface water, and solid waste.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Property Tax	T	$7,161,227	$7,046,357	$7,378,847
Sales and Use Tax	T	$3,560,204	$4,108,617	$4,295,249
Affordable/Supportive Housing	A	$21,000	$22,751	$23,200
Local Criminal Justice / State	T	$1,013,338	$995,079	$1,035,280
Business Tax	A	$830,000	$917,218	$935,000
Solid Waste Collection Tax	T	$315,386	$395,210	$426,534
Utility Tax	T	$946,916	$919,102	$1,030,099
Seattle City Light Contract Fee	T	$1,083,956	$1,293,087	$1,337,924
Utility Tax Sewer	A	$800,187	$820,704	$978,366
Utility Tax Surface Water	A	$340,825	$340,824	$426,054
Utility Tax Solid Waste	A	$522,792	$599,461	$645,170
Leasehold Excise Tax	A	-	$1,646	$3,293
Admission Tax	T	$42,808	$29,224	$33,997
TOTAL TAXES		**$16,638,638**	**$17,489,279**	**$18,549,012**

REVENUE FORECAST

General Fund: Licenses & Permits

General Fund licenses and permits account for approximately 6.8% of General Fund revenues. Construction and development permits are the largest revenue source in this category and account for approximately 43% of license and permit revenue. Other significant revenues in this category include utility franchise fees (excluding electric utility franchise fees) and business license fees.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Cable Television Franchise Fee	T	$392,930	$336,097	$315,000
Telecommunication Franchise	T	-	$7,500	$5,000
Business Licenses	T	$171,700	$171,700	$189,880
Construction Permits	T	$462,000	$490,612	$480,000
Stride (BRT Project)				$600,000
Land Use Permits	T	$120,000	$82,601	$80,000
Plumbing Permits	T	$40,150	$55,062	$67,000
Mechanical Permits	T	$90,200	$109,261	$112,000
Concealed Weapon Permit / City	T	$4,800	$4,713	$4,800
Credit Card Fee	T	$16,000	$16,358	$16,750
Other Licenses / Permits	T	$51,122	$39,524	$43,000
TOTAL LICENSES AND PERMITS		**$1,348,902**	**$1,313,429**	**$1,913,430**

REVENUE FORECAST

General Fund: Intergovernmental

Intergovernmental revenues account for over 4% of General Fund revenues and are comprised of revenues received from other governments, primarily the State of Washington. Major revenues in this category include shared liquor and marijuana tax revenues received from the state.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Bulletproof Vest Partnership	A	$5,000	$4,995	$5,000
EMPG Grant	E	$44,000	$37,787	$40,000
WASPC Behavioral Health Grant	A	$7,005	$9,959	-
WAAOC Interpreter Grant	A	$14,470	$14,470	$16,000
Court Equipment/software grant	A	-	-	$3,000
Traffic Safety Commission Grant	A	$43,478	$43,478	-
DOC State GMA Comp Plan Grant	A	$525,000	$615,099	-
Multimodal Transportation City	E	$35,288	$34,418	$34,936
Criminal Justice - Population	E	$10,999	$11,511	$12,181
CJ - Special Programs	E	$38,496	$38,495	$39,500
Marijuana Excise Tax Distribution	A	$46,555	$45,371	$54,500
DUI Distribution	T	$3,000	$3,000	$3,800
Liquor Excise Tax	A	$180,379	$180,379	$185,641
Liquor Board Profits	A	$210,570	$203,489	$205,500
Local Hazardous Waste Grant	A	$11,670	$19,359	$18,000
KC Waste Reduction Recycling	A	$18,504	$18,752	$19,000
KC Waterworks Grant	A	$7,500	$7,500	-
TOTAL INTERGOVERNMENTAL		**$1,201,913**	**$1,388,062**	**$637,057**

REVENUE FORECAST

General Fund: Charges for Goods & Services

Charges for goods & services is a category of revenues that account for the recovery of costs associated with providing certain services. Services that generate revenue for this category include finance/accounting, human resources and information technology services provided by the General Fund to other funds of the City. Charges for those services are accounted for in this category and comprise about 6.5% of General Fund revenue. Revenue received for passport processing is accounted for in this category and accounts for approximately 29% of charges for goods & services revenue.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
AWC Wellness Grant		-	$300	$300
Court Administrative Fees		$1,000	$266	$1,000
Interfund Svc. From Fund Surface Water	T	$185,210	$205,270	$219,823
Interfund Svc. From Fund Sewer Utility	T	$372,180	$338,453	$362,448
Interfund Svc. From Fund Streets	T	$175,556	$154,400	$165,346
Interfund Svc. From Fund Transportation Capital	T	$66,909	$75,360	$80,702
Interfund Svc. From Capital Improvement	T	$9,300	$8,077	$8,650
Interfund Svc. From Replacement Fund	T	$8,105	$7,604	$8,143
Shared Service From 502		$6,312	$12,685	$13,586
NSF Fees		$2,800	$6,160	$6,800
Development Tech. Surcharge	T	$60,000	$63,775	$68,000
Printing Copies		$2,400	$1,786	$2,200
Police Services OT		$630,000	$643,975	$500,000
Notary Services	T	$3,000	$5,934	$6,300
Passport Revenue	T	$567,181	$587,479	$635,000
Adult Probation Services	T	$40,000	$25,100	$20,000
Television/Cable Sub. Fee	T	$15,000	$11,035	$9,800
Support Service From TBD	T	$4,809	$4,216	$4,515
Animal Control Reimbursement	T	$8,000	-	-
TOTAL CHARGES FOR GOODS & SERVICES		**$2,157,762**	**$2,151,875**	**$2,112,613**

REVENUE FORECAST

General Fund: Fines & Penalties

The City accounts for its fines & penalties in this category. The largest single revenue in this category is traffic safety camera fines, which account for approximately 96% of the revenue. Other revenues accounted for in this category include fines and penalties levied by the Lake Forest Park Municipal Court for infractions, fines and penalties issued within City limits.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Other Civil Penalties	T	$550	$966	$1,000
Traffic Infraction Penalties	T	$140,090	$262,339	$273,000
Traffic Safety Camera Fines	T	$4,381,800	$3,806,000	$3,914,760
Local/JIS Account	T	$5,000	$8,939	$7,000
Legislative Assessment	T	$4,500	$500	$1,000
Civil Parking Infraction Penalties	T	$3,300	$19,270	$21,500
DUI Fines	T	$8,000	$7,293	$9,500
Other Criminal Traffic Misdemeanor	T	$22,500	$19,364	$18,000
Emergency Services		$550	$164	$550
Other Crim. Non-Traffic Fines	T	$7,500	$11,640	$14,500
Court Fines & Forfeits	T	$9,450	$4,646	$6,000
Court Costs Recouped		-	$50	-
TOTAL FINES AND PENALTIES		**$4,583,240**	**$4,141,171**	**$4,266,810**

REVENUE FORECAST

General Fund: Miscellaneous

The miscellaneous category includes revenues that are not classified elsewhere and includes interest income. The miscellaneous revenue category accounts for less than 3% of the General Fund. The City diversified its investment portfolio to include government agency bonds with the goal of providing a more predictable and sustainable interest income for current and future budgets.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Investment Interest	T	$643,000	$889,748	$532,800
Sales Tax Interest-State Treas	T	$16,000	$11,955	$12,000
Facility Rental Fees	A	$600	$2,325	$1,600
Donations		-	$92	-
Donations-Public Safety		-	$51	-
City Forestry Account	T	$10,000	$16,231	$20,000
Sales of Surplus		$3,000	-	-
P-Card Rebate	A	$26,000	$24,749	$26,000
Forfeits / Asset Seizure	T	$1,000	-	-
Restitution		$30,500	$30,839	$1,000
State Opioid Settlement		$30,000	$26,524	$18,000
Miscellaneous Operating	T	-	$2,611	$5,000
Police Miscellaneous Revenue		-	$1,861	$5,000
Miscellaneous Court Fees	T	$14,370	$15,345	$3,000
Miscellaneous Revenue	A	$5,000	-	$1,000
Insurance Recoveries		-	$29,190	-
Sale of Property		-	$22,959	$10,000
Insurance Recoveries - Capital Assets		-	-	$10,000
TOTAL MISCELLANEOUS		**$779,470**	**$1,074,504**	**$645,400**

REVENUE FORECAST

General Fund: Non-Major (Sub) Funds

Traffic Safety Fund

New traffic safety cameras were introduced along NE 178th Street in 2024 following state legislation allowing such cameras in areas identified as school walk zones. The revenues generated are restricted by law to traffic safety operations and improvements and may not support the City's General Fund. Currently, these revenues support police and court operations to issue and adjudicate the citations, the construction of the City's first roundabout, early design of multimodal improvements near Brookside and Lake Forest Park Elementary schools, and a beacon supported crosswalk design on NE 178th Street and Ballinger Way NE.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
TRAFFIC SAFETY FUND				
Traffic Safety Camera Fines	T	$8,000,000	$4,783,483	$4,300,000
TOTAL TRAFFIC SAFETY		**$8,000,000**	**$4,783,483**	**$4,300,000**
COUNCIL CONTINGENCY FUND				
Investment Interest	T	$44,000	$51,445	$48,000
TOTAL COUNCIL CONTINGENCY		**$44,000**	**$51,445**	**$48,000**
BUDGET STABILIZATION FUND				
Investment Interest	T	$18,500	$24,625	$14,400
TOTAL BUDGET STABILIZATION		**$18,500**	**$24,625**	**$14,400**
STRATEGIC OPPORTUNITY FUND				
Dept of Commerce State Grant Lakefront Prop.		-	$270,000	-
Investment Interest	T	$54,500	$54,500	$90,000
Transfer From Gen. Fund (001)		-	$1,600,000	-
Transfer from Fund (301) Capital Imp Fund		$1,000,000	$1,000,000	-
TOTAL STRATEGIC OPPORTUNITY		**$1,054,500**	**$2,924,500**	**$90,000**

REVENUE FORECAST

SPECIAL REVENUE FUNDS

Street Fund

Street Fund revenues are made up mainly of three revenue sources: right-of-way permits for construction purposes, fees paid for the use of the City owned right-of-way by utilities operating in the city, and amounts received from the State for gas tax distributions. Right-of-way construction revenue accounts for approximately 6% of total Street Fund revenue, right-of-way utility franchise accounts for approximately 34% of total Street Fund revenue, and gas tax revenue accounts for approximately 35% of total Street Fund revenue. The transfer from the General Fund supports the Street Lights and accounts for slightly under 21% of the Street Fund revenue. Interest income and other miscellaneous revenues account for the remainder of the Street Fund revenue.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
ROW Permits – Construction	T	$90,000	$71,450	$90,000
ROW Rev./Utility Franchise	T	$475,000	$480,032	$490,000
Gas Taxes (MVET Cities)	A	$499,893	$464,031	$470,000
Investment Interest	T	$50,000	$57,958	$36,000
Transfer From Gen. Fund (001)	A	$295,000	$295,000	$1,115,000
TOTAL		**$1,409,893**	**$1,368,471**	**$2,201,000**

REVENUE FORECAST

Transportation Benefit District Fund

The Transportation Benefit District Fund is primarily funded from a council voted vehicle tab fee for residents. The vehicle tab fees directly fund the City's Capital Road Overlay and ADA (Americans with Disabilities Act) Ramp Program. Currently, the City partners with King County to stretch all funds collected with the buying power of King County's road maintenance division.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
TBD Vehicle Fees-State	T	$1,058,659	$1,035,374	$1,041,000
TBD Vehicle Fees-Sales Tax .1%		$402,669	$459,827	$466,137
Investment Interest	T	$54,000	$111,209	$75,600
TOTAL		**$1,515,328**	**$1,606,409**	**$1,582,737**

REVENUE FORECAST

CAPITAL FUNDS

Capital Improvement Fund

Approximately 60% of Capital Improvement Fund revenue comes from Real Estate Excise Tax (REET I) on home sales within the City limits estimated for the upcoming biennium at $800,000. The other approximately 40% comes from the King County Parks Levy and investment interest earned on the cash balance.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Real Estate Excise Tax I	T	$650,000	$914,745	$800,000
Recreation & Conservation State Grant		$1,554,551	$1,284,551	-
King County Parks Levy	T	$308,000	$317,401	$520,000
King County Youth Amateur Sports Grant		$25,000	$25,000	-
Investment Interest	T	$140,000	$72,250	$108,000
TOTAL		**$2,677,551**	**$2,613,946**	**$1,428,000**

REVENUE FORECAST

Transportation Capital Fund

The Transportation Capital Fund has budgeted revenues of over $5.3 million dollars for the Preliminary 2027-2028 Budget. A significant portion of the revenues received by the Transportation Capital Fund are project related one-time grants. In the Preliminary 2027-2028 Budget one-time project revenues consist of $2.87 million in grant funds from the State Transportation Improvement Board (TIB) and $601,120 from the Washington State Department of Transportation (WSDOT). The project being funded is a Roundabout at State Route 104 and 40th Place NE. Real Estate Excise Tax (REET II) is expected to generate revenue of $800,000 during the biennium. The Transportation Benefit District contracts with the Transportation Capital Fund to provide annual overlay services; this transaction generates $1.1M of revenue during the biennium.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Real Estate Excise Tax II	T	$650,000	$914,745	$800,000
WSDOT Grants RAB		$601,120	$601,120	-
State Transportation Improvement Board RAB		$2,878,367	$2,878,387	$1,000,000
LFP Water District for RAB	A	$155,905	$155,905	-
Investment Interest	T	$177,000	$216,764	$108,000
Public Works GO Loan RAB		$2,000,000	-	$2,500,000
Transfer From Traffic Safety Fund (002)		$300,000	$300,000	$360,000
Transfer From TBD (104) Overlay/ADA Ramps	A	$800,000	$566,000	$1,100,000
TOTAL		**$7,562,393**	**$5,632,921**	**$5,868,000**

REVENUE FORECAST

Capital Facilities Maintenance Fund

The capital facilities maintenance fund is primarily funded by interfund transfers from the capital improvement fund which is primarily Real Estate Excise Tax (REET I) revenue. The remaining revenue is generated by interest income.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
Investment Interest	T	$59,000	$74,185	$100,800
Trans. From Capital Fund	A	$250,000	$250,000	
TOTAL		**$309,000**	**$324,185**	**$100,800**

REVENUE FORECAST

ENTERPRISE FUNDS

Sewer Utility Fund & Sewer Capital Fund

The Sewer Utility Fund is funded by charges to customers for sewer service. Sewer utility charges provide over 89% of the sewer fund revenue. Charges include late fees, utility taxes, and other charges related to sewer connections. The sewer utility also earns interest on the daily cash balance in the fund.

The Sewer Capital Fund is funded through a transfer from the Sewer Utility Fund; therefore, the utility charges are funding operations and maintenance in addition to funding future infrastructure capital needs. The final debt payment was paid in 2025, providing for the allocation of future funds to sewer capital projects such as the Beach Drive Lift station that is currently in the design phase. All funds accrue interest income on the current cash balances.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
SEWER UTILITY FUND				
Licenses and Permits	T	$30,000	$30,000	$42,554
Utility Charges	T	$8,106,871	$8,041,871	$9,059,012
Sewer Service Charge - Utility Tax		$800,187	$800,187	$905,901
Late Charges - Utility Bills	T	$50,000	$50,000	$50,000
Investment Interest	T	$65,000	$65,000	$86,400
Sewer Certificate Fee	T	$1,000	$1,000	$1,400
TOTAL		**$9,053,058**	**$8,988,058**	**$10,145,266**
SEWER CAPITAL FUND				
Investment Interest	T	$201,000	$201,000	$252,000
Transfer From Sewer Fund	A	$250,000	$250,000	-
TOTAL		**$451,000**	**$451,000**	**$252,000**
SEWER BOND RESERVE FUND				
Investment Interest	T	$6,000	$4,875	$10,800
TOTAL		**$6,000**	**$4,875**	**$10,800**
PUBLIC WORKS TRUST REPAYMENT FUND				
Excise Tax Revenue	T	$56,500	$56,499	$30,000
Connection Charges	T	$50,000	$50,000	$40,000
Investment Interest	T	$34,000	$34,000	$32,400
Transfer From Sewer Utility	A	$168,000	$168,000	-
TOTAL		**$308,500**	**$308,499**	**$102,400**

REVENUE FORECAST

Surface Water Utility Fund & Surface Water Capital Fund

The Surface Water Utility Fund is funded by user fees. The user fees are billed to property owners for surface water management through King County's property tax statements and accounts for 93% of the revenue. The remaining 7% is from interest income, utility tax, and miscellaneous revenue.

The Surface Water Capital Fund is funded by a combination of transfers from the Surface Water Utility Fund and grants received from third parties.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
SURFACE WATER UTILITY FUND				
Surface Water Service Charge - Utility Tax		$340,825	$340,823	$426,054
Muni. Stormwater Grant (DOE)	A	$127,836	$127,835	-
Utility Service Charges	T	$3,408,246	$3,408,246	$4,260,539
Investment Interest	T	$64,000	$88,590	$162,000
TOTAL		**$3,940,907**	**$3,965,494**	**$4,848,592**
SURFACE WATER CAPITAL FUND				
Muni. Stormwater Grant (DOE)	A	$85,000	$85,000	-
WSDOT Grant	A	$133,506	$133,506	-
Department of Commerce #1	A	-	-	$1,032,259
Department of Commerce #2	A	-	-	$1,765,400
L90 Grants: Dept of Comm, LFPWD, WSDOT	A	$3,070,000	$50,000	-
Investment Interest	A	$85,000	$85,000	$21,600
Trans From Surface Water (403)	A	$400,000	$400,000	-
TOTAL		**$3,773,506**	**$753,506**	**$2,819,259**

REVENUE FORECAST

INTERNAL SERVICES FUNDS

Vehicle & Equipment Repair & Replacement Fund

The Vehicle & Equipment Repair & Replacement Fund is funded through interfund transfers by the City's main operating funds such as the General, Street, Sewer, Surface Water and Transportation Capital Funds. The Police Department is fully funded by the General Fund and the Public Works Department is split across all operating funds.

Information Technology Replacement Fund

The Information Technology Replacement Fund is also funded through interfund transfers by the City's main operating funds such as the General, Street, Sewer, Surface Water and Transportation Capital Funds.

Description	Method	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget
VEHICLE & EQUIPMENT REPAIR & REPLACEMENT FUND				
Interfund Svc. From Fund General Fund	T	$391,576	$391,576	$436,792
Interfund Svc. From Fund Streets	T	$164,198	$164,198	$161,464
Interfund Svc. From Fund Surface Water	A	$158,730	$158,730	$145,866
Interfund Svc. From Fund Sewer Utility	A	$170,066	$170,066	$159,346
Interfund Svc. From Fund Transportation Capital	A	$26,992	$26,992	$26,992
Investment Interest	T	$61,000	$60,999	$82,800
Interfund from GF Fund 002	A	$219,886	$219,886	-
Insurance Other Recoveries		-	$12,039	-
TOTAL		**$1,192,448**	**$1,214,430**	**$1,013,260**
INFORMATION TECHNOLOGY EQUIPMENT REPLACEMENT FUND				
Interfund Svc. From Fund General Fund	A	$372,110	$372,110	$489,362
Interfund Svc. From Fund Streets	A	$14,474	$14,474	$19,940
Interfund Svc. From Fund Surface Water	A	$24,304	$24,304	$30,394
Interfund Svc. From Fund Sewer Utility	A	$15,840	$15,840	$19,238
Interfund Svc. From Fund Transportation Capital	A	$12,470	$12,470	$20,508
Investment Interest	T	$11,000	$11,000	$21,600
TOTAL		**$450,198**	**$450,198**	**$601,042**

SCHEDULE OF FUND BALANCES

DEFINITIONS

Fund Balance: the amount of cash and investments available at the end of the year or reporting period.

Minimum Fund Balance Target: the minimum target amount of cash and investments that, by policy, should be available at year end in designated funds.

Balanced Budget: A budget situation where budgeted resources are equal to or greater than budgeted expenditures.

SCHEDULE OF FUND BALANCES

The City is projected to begin the 2027-2028 biennium with a beginning fund balance of $29,009,800 for all funds. The projected ending fund balance for the biennium is $22,849,234 for all funds. The following schedule of beginning and ending fund balances displays the change in fund balance for each fund included in the 2027-2028 biennial budget. It should be noted that the projected beginning fund balances on January 1, 2027, are *projected* estimates based on the 2025-2026 budget trends and the actual beginning fund balances will vary. The final beginning balances are available after the audited financial statements are published.

SCHEDULE OF FUND BALANCES

Projected Ending Fund Balance Analysis

Fund No.	Fund	Proposed Beginning Fund Balance 1/1/2027	2027-2028 Revenue	2027-2028 Expenditure	Projected Ending Fund Balance 12/31/2028	Minimum Fund Balance Target Achieved, Yes No?
001	General	$5,998,911	$28,124,322	$32,611,473	$1,511,759	No
002	Traffic Safety	$1,032,913	$4,300,000	$3,457,927	$1,874,985	n/a
101	Street	$329,873	$2,201,000	$2,177,636	$353,237	Yes
102	Council Contingency	$862,702	$48,000	-	$910,702	n/a
104	Transportation Benefit Dist.	$2,550,673	$1,582,737	$1,554,515	$2,578,895	n/a
105	Budget Stabilization	$379,386	$14,400	-	$393,786	n/a
106	Strategic Opportunity Fund	$2,383,029	$90,000	-	$2,473,029	n/a
301	Capital Improvement	$1,527,160	$1,428,000	$8,649	$2,946,511	n/a
302	Transportation Capital	$3,265,123	$5,868,000	$8,242,112	$891,011	n/a
303	Capital Facilities Maintenance	$637,721	$100,800	$160,000	$578,521	n/a
401	Sewer Utility	$887,237	$10,145,266	$10,674,607	$357,897	Yes
402	Sewer Capital	$4,379,136	$252,000	$1,800,000	$2,831,136	n/a
403	Surface Water Utility	$1,532,250	$4,848,592	$4,069,455	$2,311,387	Yes
404	Surface Water Capital	$1,001,068	$2,819,259	$3,205,000	$615,327	n/a
406	Sewer Bond Reserve	$123,119	$10,800	-	$133,919	n/a
407	PW Trust Fund Repayment	$629,866	$102,400	-	$732,266	n/a
501	Vehicle & Equip. Replacement	$1,296,101	$1,013,260	$1,157,483	$1,151,878	n/a
502	Information Technology Fund	$193,534	$601,042	$591,586	$202,990	n/a

SCHEDULE OF FUND BALANCES

EXPLANATION OF SIGNIFICANT CHANGES IN FUND BALANCE

Changes in fund balance are expected during every biennium. Below are the funds that are projected to draw-down their respective fund balance during the biennium by more than ten percent, along with a brief explanation of the reason for the draw-down.

General Fund

The General Fund is projected to use approximately $4.5 million in unallocated ending fund balance for the 2027-2028 budget. The City is meeting the ending fund balance requirement of 16% per the City's Comprehensive Financial Management Policies (see appendix for full document). The overall expenditures in the General Fund are increasing from police dispatch, jail costs, increases in salaries for non-represented employees, the Police Guild, and Teamsters in addition to health care costs increasing at 11-14% for 2027. Overall, the inflationary pressures are showing up across all categories and the increasing costs are having a significant impact on the General Fund.

Street Fund

The Street Fund supports the maintenance and operations performed by the Public Works team including pothole patching, crack sealing, roadway shoulder maintenance, snowplowing, sanding, de-icing and daily operations. The maintenance needs shift with the seasons.

The Street Fund Operations budget continues to show signs of the impacts of decreasing revenues and inflationary pressures. Right-of-way permits have been declining in recent years and are projected to remain flat over the next two years. The remaining revenue to this fund comes from the General Fund, in support of street light maintenance and other maintenance needs.

Transportation Capital Fund

The main project in the Transportation Capital Fund is the Ballinger Way NE (SR 104) & 40th Place NE Roundabout Project. The current projected construction costs for the Roundabout Project greatly exceed the original cost estimates. The Public Works Department has been awarded grants to assist in covering a large portion of the outstanding balance for the Roundabout Project and was awarded $2.5M in general obligation debt, to assist in funding the increased costs of the capital project. One-time capital improvements are considered normal justification for a fund balance reduction.

SCHEDULE OF FUND BALANCES

Capital Facilities Maintenance Fund

Facilities replacements and improvements are the primary contributors to the decrease in fund balance for the Capital Facilities Fund. These improvements are considered facility capital projects and represent a normal justification for a draw-down.

Sewer Utility Fund

King County's wastewater treatment costs are increasing at 12.75% for 2027 and another 10% (proposed) for 2028. In the Mayor's Preliminary Budget, the proposed City increase is 5% for both 2027 and 2028 to catch up and keep up with ongoing increasing costs. The Sewer Fund is categorized as an enterprise fund, meaning that the fund is required to support itself with the sewer rates being charged to residents. For example, revenues from rate paying customers less the actual expenditures on an annual basis would ideally be a positive number. When the annual number is positive, the additional funding supports future Sewer Capital Projects such as the Beach Drive lift station.

Surface Water Utility Fund

The same operational challenges are present for the Surface Water Fund as was previously stated in the Sewer Utility Fund description. Some additional permitting requirements for the National Pollution Discharge Elimination System permit (NPDES) significantly increased in the previous budget and required the implementation of a 10% rate increase for basic operational support and an additional 5% to support a new NPDES Project Manager to assist in supporting the City with NPDES compliance. The preliminary budget includes a 10% rate increase for 2027 and 2028 to support ongoing operations, NPDES permitting (to stay in compliance with the Department of Ecology) and future Surface Water Capital Projects.

Surface Water Capital Fund

The Capital Improvement Plan includes culvert costs with design and right-of-way (ROW) acquisition for the L90 culvert project. The construction of the L90 culvert project is currently fully funded. The Surface Water Capital Fund is also supporting the construction of material bin covers for the Public Works Facility. The City is also partnering with Shoreline through an interlocal agreement for the NE 195th St. & Ballinger Way NE (SR 104) Culvert Replacement Project. As noted above, capital projects are a normal use of fund balance.

DEBT

DEBT POLICY

The City's debt policy states that debt may be utilized to address short-term cash flow needs and to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages. The debt policy also requires that debt is used prudently in a manner that avoids any adverse impact on the City's credit rating or ability to issue additional debt. The Policy requires that prior to the issuance of any debt, staff perform significant analysis to ensure that all policy requirements are met and that the Mayor and City Council are well aware of long-term effects of the debt issuance.

DEBT LIMIT



External restrictions on the issuance of debt also exist. The State Constitution sets limits for the amount of general obligation debt that a city can issue (hereinafter referred to as the Statutory Debt Limit). The Statutory Debt Limits were enacted based on the legislature's perception of what is safe and reasonable. The statutory debt limit for cities is the combination of non-voted and voted debt. Limits are currently set at 1.5% of assessed value for non-voted debt and 2.5% of assessed value for voted debt. It should be noted that voted refers to a vote of the public. Non-voted debt is councilmanic, meaning that it requires only a vote of the City Council. It should also be noted that additional debt is allowed for specific purposes associated with a local government. These purposes include debt associated with certain utilities and open space, parks, and economic development facilities.

DEBT LIMIT CALCULATION

The following table is the City of Lake Forest Park Debt Limit Calculation. The values in the table are exclusive of the aforementioned specific purpose debt.

Debt Limit Calculation Table

2026 Assessed Valuation	Non-Voted Percent Limit	Non-Voted Limit	Voted Percent Limit	Voted Limit	Combined Limit
$5,415,015,708	1.5%	$81,225,236	2.5%	$135,375,393	$216,600,628

DEBT

CURRENT DEBT

The following table shows the City's current debt and debt payment schedule. The City's current outstanding debt is non-voted debt, subject to the 1.5% limit.

Schedule of Outstanding Debt and Payment Schedule

Year	TIB Roundabout (Principal)	TIB Roundabout (Interest)	Total Debt
2027			
2028	$123,316.25	$3,562.50	$128,906.75
Total	**$123,316.25**	**$3,562.50**	**$128,906.75**

The City's current outstanding debt is less than 1% of the total debt capacity. The 2027-2028 budget recognizes the $2.5M loan from the Transportation Improvement Board, in 2028, to support construction of the SR104 & 40th Place NE roundabout.

BUDGETED POSITIONS & SALARY SCHEDULE

Employment positions and salaries are authorized during the budget process. The official document adopted by the City Council during the budget process is the Budgeted Positions and Salary Schedule (the Schedule). The Schedule is organized by department and contains a column labeled FTE which represents the number of Full Time Equivalent (FTE) positions authorized in the budget. The City utilizes a six-step salary range for most positions, except the following: elected officials, positions subject to an employment agreement, and certain Police Department positions. Step 1 indicates the lowest pay for a position; Step 6 indicates the highest pay for a position. Employees move through the steps based on merit; merit increases are available to employees on their anniversary date as established in the employee's annual performance evaluation. Amounts on the Schedule are monthly.

The Preliminary 2027-2028 Budget (the Budget) authorizes 70.30 FTEs; the count at adoption of the 2025-2026 budget was 66.15 FTEs. The following table is comparative and displays the overall and department level employment for eight years. The adopted Budgeted Positions and Salary Schedule is found on subsequent pages.

Six-Year Schedule of Authorized Positions by Department

Department	2023	2024	2025	2026	2027-2028	*Fully Funded by 002*	Proposed 2027-2028
Executive	2.5	2.5	2.5	4.3	4.3		4.3
Municipal Court	4.3	4.3	6.3	6.3	7.05	*2.0*	7.05
Municipal Services	4.85	5.35	5.35	5.35	5.45		5.45
Finance & Information Systems	4.6	4.6	4.6	4.6	4.6		4.6
IS Manager	1.0	1.0	1.0	1.0	1.0		1.0
Community Development	1.0	1.0	1.0	1.0	1.0		1.0
Planning	3.75	3.75	3.75	4.75	4.75		4.75
Building	1.8	1.8	1.8	1.8	1.8		1.8
Community Services: to Police	0.35	0.35	0	0			
Police	23	23	25.35	25.35	25.35	*2.0*	25.35
Emergency Management	1.0	1.0	1.0	1.0	1.0		1.0
Public Works	12.5	12.5	13.5	13.5	14.0		14.0
Total Budgeted FTE's	**60.65**	**61.15**	**66.15**	**68.95**	**70.30**	***4.0***	**70.30**

BUDGETED POSITIONS & SALARY SCHEDULE

2027 BUDGETED POSITIONS & MONTH SALARY SCHEDULE

Monthly salary amounts shown are based on a 1.0 full-time equivalent (FTE) – except for Judge and Mayor.

Department & Position	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7.00						$800.00
Executive							
Mayor	0.50						$3,000.00
City Administrator (Contract)	1.00						$20,104.77
Program Executive (LTE)	1.00	$13,765.85	$14,177.96	$15,065.27	$15,950.86	$16,836.27	$17,723.75
Human Resources Director	1.00	$12,173.94	$12,985.51	$13,797.03	$14,608.69	$15,420.32	$16,231.91
Human Resources Specialist	0.80	$6,818.04	$7,270.03	$7,726.51	$8,179.25	$8,634.97	$9,087.71
Total Executive FTE	**4.30**						
Judicial							
Municipal Court Judge (Contract)	0.75						$14,557.75
Court Administrator	1.00	$9,678.73	$10,324.10	$10,969.46	$11,614.82	$12,260.17	$12,905.58
Senior Judicial Specialist	2.00	$5,938.49	$6,335.23	$6,729.44	$7,126.18	$7,520.38	$7,917.14
Judicial Specialist	3.40	$5,302.22	$5,656.46	$6,008.43	$6,362.66	$6,714.63	$7,068.87
Probation Officer	0.30	$7,039.57	$7,509.81	$7,980.07	$8,447.96	$8,918.20	$9,386.20
Pro Tem Judge		$75/hour					
Total Judicial FTE	**7.05**						
Municipal Services Department							
City Clerk	1.00	$9,116.29	$9,722.86	$10,331.03	$10,939.44	$11,547.39	$12,153.97
Deputy City Clerk	1.00	$6,522.94	$6,957.66	$7,394.54	$7,829.26	$8,263.98	$8,698.70
Public Records Specialist	0.85	$6,818.04	$7,270.03	$7,726.51	$8,179.25	$8,634.97	$9,087.71
Administrative Specialist	1.00	$5,717.11	$6,101.20	$6,482.69	$6,861.58	$7,243.06	$7,624.56
Passport Acceptance Agent	1.60	$4,802.20	$5,121.04	$5,439.89	$5,761.18	$6,082.45	$6,400.90
Total Municipal Services FTE	**5.45**						
Finance/Info. Systems Department							
Finance Director	1.00	$12,863.40	$13,720.84	$14,578.45	$15,436.06	$16,293.64	$17,149.86
Information Systems Manager	1.00	$10,168.30	$10,846.14	$11,524.09	$12,202.01	$12,879.84	$13,557.78
Finance Manager	1.00	$8,921.38	$9,516.19	$10,110.96	$10,705.72	$11,300.49	$11,895.25
Finance Specialist	2.00	$6,031.30	$6,430.39	$6,830.82	$7,233.39	$7,635.95	$8,038.51
Accounting Clerk	0.60	$5,418.80	$5,779.91	$6,141.01	$6,502.12	$6,863.23	$7,224.33
Total Finance/Info. Systems FTE	**5.60**						
Community Development: Planning & Building Department							
Community Development Director	1.00	$12,673.54	$13,518.10	$14,362.66	$15,208.94	$16,053.49	$16,898.05
Senior Planner	1.00	$8,417.49	$8,978.96	$9,538.09	$10,101.93	$10,661.05	$11,222.53
Associate Planner	1.00	$7,366.83	$7,858.34	$8,349.84	$8,840.50	$9,331.33	$9,822.45

BUDGETED POSITIONS & SALARY SCHEDULE

Department & Position	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Assistant Planner	0.00	$6,285.23	$6,703.94	$7,122.65	$7,541.36	$7,960.05	$8,378.76
Community Programs Planner	1.00	$7,049.60	$7,519.94	$7,990.28	$8,459.81	$8,929.50	$9,399.47
Climate Coordinator	1.00	$7,288.70	$7,744.97	$8,199.99	$8,650.18	$9,106.03	$9,561.34
Urban Forest Planner	0.75	$7,979.73	$8,512.01	$9,042.06	$9,576.57	$10,106.62	$10,638.90
Building Inspector (New)	1.00	$7,049.60	$7,519.94	$7,990.28	$8,459.81	$8,929.50	$9,399.47
Building Official	0.00	$9,278.53	$9,897.07	$10,515.65	$11,134.21	$11,752.78	$12,371.35
Permit Coordinator	0.80	$6,167.41	$6,578.28	$6,989.39	$7,400.39	$7,811.38	$8,222.37
Permit Technician	0.00	$5,418.80	$5,779.91	$6,141.01	$6,502.12	$6,863.23	$7,224.33
Total Community Development FTE	**7.55**						
Emergency Management							
Emergency Manager	1.00	$9,090.45	$9,338.37	$9,586.29	$9,834.22	$10,082.13	$11,433.29
Total Emergency Management FTE	**1.00**						
Police Department							
Police Chief (Contract)	1.00					$18,605.17	$19,163.33
Commander	2.00	$10,769.64	$11,489.07	$12,205.57	$12,923.48	$13,641.50	$15,408.32
Sergeant 2	4.00						$11,575.20
Sergeant 1	0.00						$10,998.00
Police Officer	10.00	$7,830.16	$8,450.00	$9,121.84	$9,785.36		
Detective	2.00	$8,613.18	$9,295.00	$10,034.02	$10,763.90		
Traffic Officer	2.00	$8,221.67	$8,872.50	$9,577.93	$10,274.63		
Support Services Officer	1.00	$6,222.32	$6,667.44	$7,109.44	$7,564.96		
Transport Officer	0.40	$6,222.32	$6,667.44	$7,109.44	$7,564.96		
Property & Evidence Tech	0.60	$6,222.32	$6,667.44	$7,109.44	$7,564.96		
Records Specialist	2.00	$6,002.88	$6,218.16	$6,431.36	$6,642.48	$6,852.56	$7,065.76
Domestic Violence Advocate	0.35	$6,514.47	$6,949.94	$7,382.89	$7,818.36	$8,251.31	$8,686.80
Total Police FTE	**25.35**						
Public Works Department							
Public Works Director	1.00	$13,765.85	$14,177.96	$15,065.27	$15,950.86	$16,836.27	$17,723.75
Senior Project Manager	1.00	$9,752.14	$10,287.82	$10,930.64	$11,574.00	$12,217.24	$12,860.45
Project Manager	1.00	$8,170.94	$8,713.77	$9,258.97	$9,804.17	$10,349.38	$10,892.22
Public Works Superintendent	1.00	$8,310.76	$8,865.82	$9,419.20	$9,972.59	$10,527.64	$11,967.50
Stormwater Program Coordinator	1.00	$7,288.70	$7,744.97	$8,199.99	$8,650.18	$9,106.03	$9,561.34
PW Admin. Assistant	1.00	$5,418.80	$5,779.91	$6,141.01	$6,502.12	$6,863.23	$7,224.33
Lead Maintenance Worker	1.00	$7,570.01	$7,837.17	$8,104.36	$8,371.50	$8,638.69	$8,905.89
Maintenance Worker	5.00	$6,881.82	$7,124.71	$7,367.60	$7,610.46	$7,853.36	$8,096.27
Seasonal Maintenance Worker (Hourly)	2.00	$24.89	$26.45	$27.99	$29.56	$31.11	$33.18
Total Public Works FTE	**14.00**						
TOTAL BUDGETED POSITIONS	**70.30**						

BUDGETED POSITIONS & SALARY SCHEDULE

2028 BUDGETED POSITIONS & MONTH SALARY SCHEDULE

Monthly salary amounts shown are based on a 1.0 full-time equivalent (FTE) – except for Judge and Mayor.

Department & Position	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7.00						$800.00
Executive							
Mayor	0.50						$3,000.00
City Administrator (Contract)	1.00						$20,707.92
Program Executive (LTE)	1.00	$14,178.82	$14,603.30	$15,517.23	$16,429.38	$17,341.36	$18,255.47
Human Resources Director	1.00	$12,539.15	$13,375.07	$14,210.95	$15,046.95	$15,882.92	$16,718.87
Human Resources Specialist	0.80	$7,022.58	$7,488.13	$7,958.30	$8,424.62	$8,894.02	$9,360.34
Total Executive FTE	**4.30**						
Judicial							
Municipal Court Judge (Contract)	0.75						$14,994.48
Court Administrator	1.00	$9,969.09	$10,633.82	$11,298.55	$11,963.26	$12,627.97	$13,292.74
Senior Judicial Specialist	2.00	$6,116.65	$6,525.28	$6,931.32	$7,339.97	$7,745.99	$8,154.65
Judicial Specialist	3.40	$5,461.29	$5,826.15	$6,188.68	$6,553.54	$6,916.07	$7,280.93
Probation Officer	0.30	$7,250.76	$7,735.11	$8,219.47	$8,701.40	$9,185.75	$9,667.79
Pro Tem Judge		$75/hour					
Total Judicial FTE	**7.05**						
Municipal Services Department							
City Clerk	1.00	$9,389.77	$10,014.55	$10,640.96	$11,267.62	$11,893.81	$12,518.59
Deputy City Clerk	1.00	$6,718.63	$7,166.39	$7,616.37	$8,064.13	$8,511.89	$8,959.66
Public Records Specialist	0.85	$7,022.58	$7,488.13	$7,958.30	$8,424.62	$8,894.02	$9,360.34
Administrative Specialist	1.00	$5,888.63	$6,284.23	$6,677.17	$7,067.43	$7,460.36	$7,853.29
Passport Acceptance Agent	1.60	$4,946.26	$5,274.67	$5,603.08	$5,934.01	$6,264.93	$6,592.93
Total Municipal Services FTE	**5.45**						
Finance/Info. Systems Department							
Finance Director	1.00	$13,249.30	$14,132.47	$15,015.80	$15,899.14	$16,782.45	$17,664.36
Information Systems Manager	1.00	$10,473.35	$11,171.52	$11,869.81	$12,568.07	$13,266.24	$13,964.51
Finance Manager	1.00	$9,189.02	$9,801.68	$10,414.29	$11,026.89	$11,639.50	$12,252.10
Finance Specialist	2.00	$6,212.24	$6,623.30	$7,035.75	$7,450.39	$7,865.03	$8,279.67
Accounting Clerk	0.60	$5,581.37	$5,953.31	$6,325.24	$6,697.18	$7,069.13	$7,441.06
Total Finance/Info. Systems FTE	**5.60**						
Community Development: Planning & Building Department							
Community Development Director	1.00	$13,053.74	$13,923.64	$14,793.54	$15,665.21	$16,535.09	$17,404.99
Senior Planner	1.00	$8,670.02	$9,248.33	$9,824.24	$10,404.99	$10,980.88	$11,559.21
Associate Planner	1.00	$7,587.83	$8,094.09	$8,600.34	$9,105.71	$9,611.27	$10,117.12

BUDGETED POSITIONS & SALARY SCHEDULE

Department & Position	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Assistant Planner	0.00	$6,473.79	$6,905.06	$7,336.33	$7,767.60	$8,198.85	$8,630.12
Community Programs Planner	1.00	$7,261.09	$7,745.54	$8,229.99	$8,713.60	$9,197.39	$9,681.46
Climate Coordinator	1.00	$7,507.36	$7,977.32	$8,445.99	$8,909.68	$9,379.21	$9,848.18
Urban Forest Planner	0.75	$8,219.12	$8,767.37	$9,313.32	$9,863.87	$10,409.82	$10,958.07
Building Inspector (New)	1.00	$7,261.09	$7,745.54	$8,229.99	$8,713.60	$9,197.39	$9,681.46
Building Official	0.00	$9,556.89	$10,193.98	$10,831.12	$11,468.24	$12,105.37	$12,742.49
Permit Coordinator	0.80	$6,352.44	$6,775.63	$7,199.07	$7,622.40	$8,045.72	$8,469.04
Permit Technician	0.00	$5,581.37	$5,953.31	$6,325.24	$6,697.18	$7,069.13	$7,441.06
Total Community Development FTE	**7.55**						
Emergency Management							
Emergency Manager	1.00	$9,363.16	$9,618.52	$9,873.87	$10,129.24	$10,384.60	$11,776.29
Total Emergency Management FTE	**1.00**						
Police Department							
Police Chief (Contract)	1.00						$19,738.23
Commander	2.00	$11,092.73	$11,833.74	$12,571.74	$13,311.18	$14,050.74	$15,870.57
Sergeant 2	4.00						$11,922.46
Sergeant 1	0.00						$11,327.94
Police Officer	10.00	$8,065.06	$8,703.50	$9,395.50	$10,078.92		
Detective	2.00	$8,871.57	$9,573.85	$10,335.04	$11,086.81		
Traffic Officer	2.00	$8,468.32	$9,138.68	$9,865.27	$10,582.87		
Support Services Officer	1.00	$6,408.99	$6,867.46	$7,322.72	$7,791.91		
Transport Officer	0.40	$6,408.99	$6,867.46	$7,322.72	$7,791.91		
Property & Evidence Tech	0.60	$6,408.99	$6,867.46	$7,322.72	$7,791.91		
Records Specialist	2.00	$6,182.97	$6,404.70	$6,624.30	$6,841.75	$7,058.14	$7,277.73
Domestic Violence Advocate	0.35	$6,709.90	$7,158.44	$7,604.38	$8,052.91	$8,498.85	$8,947.40
Total Police FTE	**25.35**						
Public Works Department							
Public Works Director	1.00	$14,178.82	$14,603.30	$15,517.23	$16,429.38	$17,341.36	$18,255.47
Senior Project Manager	1.00	$10,044.70	$10,596.45	$11,258.56	$11,921.22	$12,583.76	$13,246.26
Project Manager	1.00	$8,416.06	$8,975.18	$9,536.74	$10,098.30	$10,659.86	$11,218.99
Public Works Superintendent	1.00	$8,560.09	$9,131.80	$9,701.78	$10,271.76	$10,843.47	$12,326.53
Stormwater Program Coordinator	1.00	$7,507.36	$7,977.32	$8,445.99	$8,909.68	$9,379.21	$9,848.18
PW Admin. Assistant	1.00	$5,581.37	$5,953.31	$6,325.24	$6,697.18	$7,069.13	$7,441.06
Lead Maintenance Worker	1.00	$7,797.11	$8,072.29	$8,347.49	$8,622.64	$8,897.85	$9,173.06
Maintenance Worker	5.00	$7,088.28	$7,338.45	$7,588.63	$7,838.77	$8,088.96	$8,339.15
Seasonal Maintenance Worker (Hourly)	2.00	$25.64	$27.24	$28.83	$30.45	$32.04	$34.18
Total Public Works FTE	**14.00**						
TOTAL BUDGETED POSITIONS	**70.30**						

OPERATING DEPARTMENT INFORMATION

2027-2028 PRELIMINARY BUDGET

- City Council
- Executive
- Legal
- Municipal Services
- Finance & Information Systems
- Community Services
- Municipal Court
- Police
- Other Criminal Justice
- Community Development: Planning
- Community Development: Building
- Public Works

CITY COUNCIL

GUIDING PRINCIPLES

Collaboration – We achieve greater results through collaborative engagement of each other and the communities around us.

Equity – Our actions provide all people with access to a good quality of life.

Accountability – We are committed to addressing the concerns and priorities of Lake Forest Park through transparent community engagement, decisions, and actions.



Top Row: Semra Riddle, Matt Muilenberg, Josh Rosenau, Ellyn Saunders
Bottom Row: Tracy Furutani, Paula Goode, Larry Goldman

Stewardship – We are effective, efficient, financially prudent, and innovative stewards of the public's resources, and strive to achieve sustainable results through continuous improvement.

Integrity – We uphold the high standards, skills, competencies, and integrity of our professions in doing the work of City government.

WHAT WE DO

The City Council serves as the legislative and governing body of the City of Lake Forest Park. The Council enacts ordinances, approves the budget, sets policy, confirms appointments, and grants franchise agreements.

Regularly scheduled meetings of the Council are held at City Hall on the second and fourth Thursdays of the month, with Work Sessions the second Thursday and Committee of the Whole set for the Monday before the fourth Thursday. Meeting agendas and minutes are available online at the City's website: www.cityoflfp.gov.

Ongoing Functions:

- Review and develop City policy on all issues affecting the City
- Adopt resolutions and ordinances
- Review and approve the biennial City Budget

CITY COUNCIL

- Grant franchise agreements
- Represent the City on State and regional boards, commissions, and task forces

CITY COUNCIL GOALS

The City Council is most effective in looking at the future of Lake Forest Park. This has been done through its retreat and strategic plan development process. City Council Strategic Plan goals are:

- Mobility – Providing, maintaining, and enhancing a safe, accessible, and integrated mobility system, emphasizing bicycle, walking, safe streets and transit connectivity, consistent with the character of Lake Forest Park.
- Healthy Environment – Ensuring the community and environmental health of Lake Forest Park through the effective policies that protect lands, waters, trees, and wildlife and promote human health.
- Community Vitality – Creating a sense of community pride and identity in order to create and maintain thriving neighborhoods and vibrant business districts where people can gather, engage, and grow together.
- Public Safety and Access to Justice – Maintaining a safe community and an accessible justice system through fair, equitable and customer service driven systems.
- Accountable and Engaged Government – Delivering a financially sustainable, model government that is responsive to the people of Lake Forest Park.

These goals will be furthered in the 2027-2028 biennium through continued implementation of a city-wide mobility plan, actions taken to protect our environment, and supporting neighborhoods through programs like healthy streets.

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$134,400	$134,400	$134,400	0.0%
Employee Benefits	$11,850	$11,850	$12,953	9.3%
Supplies	$2,000	$544	$2,000	0.0%
Professional Services	$6,000	$6,363	$6,000	0.0%
Communications: Legislative Act.	$2,000	$500	$2,000	0.0%
Travel Exp. (lodging, meals)	$2,500	$3,707	$2,500	0.0%
Training	$2,500	$1,724	$2,500	0.0%
Total	**$161,250**	**$159,087**	**$162,353**	**0.7%**

EXECUTIVE

MISSION



The mission of the Executive Department is to support and carry out the mission of the City of Lake Forest Park by way of providing exceptional council support, administrative oversight, and services to a wide variety of clients, including residents, taxpayers, City Council, other governments, volunteers, and our employees, within the resources given. We strive to do so with care, integrity, and as a team.

WHAT WE DO

The Executive Department is responsible for the overall administration of the affairs of the City. This includes implementing the policies and codes of the City and representing the City with the public and other governmental agencies. The Department also coordinates support of the City Council and makes recommendations to the council regarding adoption of new policies and codes, as well as items for approval by the governing body, such as contracts, interlocal agreements, and other activities requiring the consent of the council.

This is accomplished through the provision of four programs: Administration, Human Resources, Public Information and Risk Management.

ADMINISTRATION

The Mayor of the City of Lake Forest Park is the chief executive officer and, by statute, is responsible for carrying out the policies, contracts and agreements approved by the City Council. The Mayor presides at all meetings of the City Council, submits the annual budget proposal to the City Council, and serves as the ceremonial head of the City. The Mayor serves as the appointing authority, with council confirmation, for the Municipal Judge and Civil Service Commission, as well as the other city commissions, the City Administrator, and department heads.

Since the Mayor is a part-time position, internal operations of the City are delegated to the City Administrator, who, under direction of the Mayor, serves as the chief operating officer. The City Administrator manages the municipal affairs of the City and supervises all administrative staff.

EXECUTIVE

ADMINISTRATION KEY 2025-2026 ACCOMPLISHMENTS

During the past biennium, managing the stability of city resources has been key:

- Continued working with Sound Transit on the SR-522 BRT system to ensure the needs of Lake Forest Park are addressed.
- Federal & State advocacy for parks, surface water and street enhancements.
- Continued supporting the Northshore Emergency Management Coalition (NEMCo) agreement between Shoreline Fire, Northshore Utility District, City of Kenmore and Lake Forest Park.
- Along with the four partner cities, continued supporting the Regional Crisis Response Agency (RCR), overseeing the organization through monthly board meetings and annual principal assembly meetings.
- Completed the purchase of property to expand Five Acre Woods park. Obtained funding to reimburse the City for 80% of the purchase price.
- Working with the City's federal lobbyist, secured $2.0M in funds to support the proposed community center construction at the new Lakefront Park.
- Continued supporting public safety with traffic speed studies, traffic camera studies and pedestrian improvement studies.
- Supported the onboarding of three councilmembers.
- Supported two City Council retreats focusing on priorities and financial sustainability.

HUMAN RESOURCES



The Human Resources Director heads the human resources programs, which include responsibilities such as recruitment and staffing, classification and compensation needs, benefits and leave administration, employee and labor relations, performance management, workforce training, workplace safety, employee recognition and wellness programs, and updating and overseeing compliance with the personnel policies and regulations.

HUMAN RESOURCES KEY 2025-2026 ACCOMPLISHMENTS

- Successful labor negotiations with Teamsters and the Police Guild.

EXECUTIVE

- Expanded city employee wellness efforts to further promote increased physical movement, improved mental health, and stress management.
- Facilitated the recruitment and hiring of the following positions:
  - Administrative Assistant – Public Works (2)
  - Administrative Specialist
  - Associate Planner
  - Building Official
  - Climate Coordinator
  - Court Clerk (4)
  - Court Clerk (Per-Diem)
  - Detective (3)
  - Finance Director
  - Finance Specialist
  - Human Resources Specialist
  - Judicial Specialist (3)
  - Maintenance Worker (3)
  - Passport Acceptance Agent (2)
  - Permit Technician (2)
  - Police Chief
  - Police Officer (entry/exceptional/lateral) (6)
  - Probation Officer
  - Program Executive - LTE
  - Public Records Specialist
  - Public Works Director
  - Public Works Superintendent (2)
  - Seasonal Maintenance Worker (5)
  - Senior Judicial Specialist (2)
  - Senior Planner
  - Senior Project Manager
  - Sergeant (2)
  - Stormwater Program Coordinator
  - Support Services Officer
  - Traffic Support Services Officer
  - Urban Forest Planner (2)
- Recruiting efforts continue for the following positions: Police Officer, Police Commander and Seasonal Maintenance Worker.

EXECUTIVE

- Participated in the Police Department's Sergeant promotional processes.
- Lead strategic efforts to create upward mobility and career growth opportunities within the City (for example: creation of the Associate Planner and Senior Judicial Specialist positions)
- Performed an internal Form I-9 audit to ensure compliance.
- Increased employee participation in workplace Safety Committee to maintain a safety culture and reduce the risk of accidents and injuries in the workplace.
- Streamlined Human Resources records management and completed internal records retention audit.
- Received the Association of Washington Cities Well-City Award for 2024 and 2025, resulting in a 2% insurance benefits cost reduction realized by both the City and participating employees in 2025 and 2026.
- Completed compensation analysis for non-represented staff, implementing market adjustments as needed for city positions.
- Organized several opportunities for employees to engage in their benefit offerings and learn more about their plans through on-line trainings and in-person presentations.

RISK MANAGEMENT PROGRAM



The Human Resources Director acts as the City's Risk Manager and the City Administrator is the alternate. The risk management program consists of placement of liability, property/auto and fidelity coverage through membership in the Washington Cities Insurance Authority. This includes coordination of compliance with the member compact, coordination of management and employee training, proper and timely reporting of incidents and claims, and claims management oversight.

RISK MANAGEMENT KEY 2025-2026 ACCOMPLISHMENTS

- Successful completion of the 2025 member compact and audit (Public Works).
- Coordination of risk-oriented training for staff members, many provided directly by WCIA, and requested training reimbursements.
- Maintenance of vehicle and property schedules.
- Management of open claims in partnership with WCIA.

EXECUTIVE

DEPARTMENT STAFFING

Full-Time Equivalent (FTE)

	2025	2026	2027-2028
Department Employee Count	3.0	4.3	4.3

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$980,000	$980,000	$1,120,000	14.3%
Employee Benefits	$320,000	$320,000	$370,000	15.6%
Office / Operating Supplies	$5,000	$5,496	$5,000	0.0%
Small Tools and Equipment	$48,000	$38,000	$5,000	-89.6%
Professional Services	$216,000	$399,015	$222,000	2.8%
Communications	$12,000	$18,114	$12,000	0.0%
Travel Exp. (lodging, meals)	$10,000	$6,706	$10,000	0.0%
Dues / Subscriptions	$16,000	$14,773	$16,000	0.0%
Training	$7,000	$9,238	$7,000	0.0%
Volunteer & Staff Recognition	$20,000	$19,262	$20,000	0.0%
Mayor's Reserve	$2,500	$1,000	$2,500	0.0%
Total	**$1,636,500**	**$1,811,604**	**$1,789,500**	**9.3%**

CITY MEMBERSHIPS

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Association of WA Cities	$32,653	$27,511	$25,000	-23.4%
Puget Sound Regional Council	$14,000	$13,331	$13,500	-3.6%
Sound Cities Association	$22,175	$21,650	$23,300	5.1%
SeaShore Transportation Forum	$1,000	$200	$700	-30.0%
Puget Sound Clean Air Agency	$30,000	$28,754	$30,800	2.7%
OMWBE	$1,000	$1,160	$1,250	25.0%
North Urban Human Svcs Alliance	$2,000	$2,180	$2,200	10.0%
KC Regional Housing Authority	$35,500	$36,468	$38,000	7.0%
Total	**$138,328**	**$131,254**	**$134,750**	**-2.6%**

LEGAL

OVERVIEW

City legal services are provided through a contract City Attorney from an outside legal firm specializing in municipal law. With oversight from the Executive Department, a variety of legal services are provided.

Prosecuting Attorney and Public Defense services are provided under separate contracts.

WHAT WE DO



- Legal consultation during City Council meetings
- Conferences with staff on various City issues, such as:
  - Land use
  - Public records requests
  - Bond issues
  - Utility issues
  - Business licensing
- Resolution and ordinance development and review
- Review and draft city contracts and other legal agreements
- Review and draft city purchase and sale agreements
- Provide legal advice on land use and zoning issues
- Provide legal advice on personnel and labor negotiations issues
- Represent the City on claims and litigation not covered by the risk pool

EXPLANATION OF LEGAL SERVICES BUDGET

Legal Services is adequately budgeted for a normal year. The budget reflects the average, week-to-week legal services needs for the City, including City Council meeting support; Planning Commission support; assistance with legal documents such as resolutions, ordinances and contracts; lawsuits; and personnel issues.

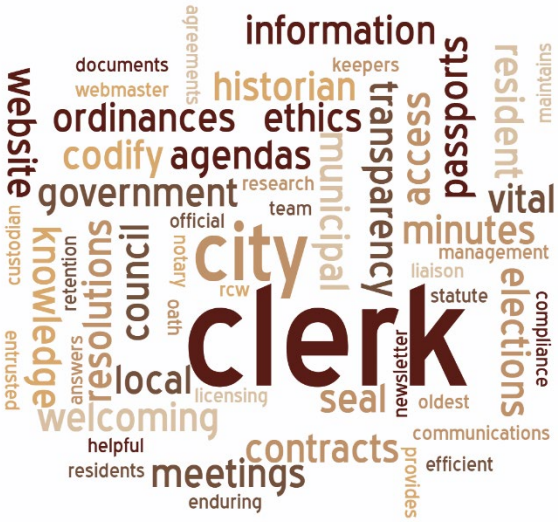
The 2025-2026 legal period to date has included defending litigation, supporting involved land use issues and complex public records requests. The legal expenses are in line with the adopted budget and are anticipated to be similar in the 2027-2028 biennium.

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Other Legal Services	$320,000	$560,190	$370,000	15.6%

MUNICIPAL SERVICES

MISSION



The City of Lake Forest Park Municipal Services Department is dedicated to delivering efficient, courteous, and service-oriented support to the public, the city council, and staff. We are committed to creating a welcoming environment for all residents and visitors while ensuring effective management of the legislative process and the safekeeping of city records. Our department provides comprehensive services, including passport acceptance and photo services, with a focus on transparency, compliance with the Washington Open Public Meetings Act and Public Records Act, and enhancing communication through timely and accurate dissemination of information via our website, newsletters, and public engagement platforms.

WHAT WE DO

Municipal Services provides access to City services, information, and records. The Department also provides Passport Acceptance Services to anyone who requires those services.

Staff members assist and support residents, the Mayor, City Council, and staff through:

- City Hall Reception – assist visitors and callers; process incoming and outgoing mail; process and issue pet licenses and solicitors, special event and facility use permits; process payments for sewer utility, business licenses, and other services as needed
- Public records requests – coordinate and respond to all requests within five business days
- Passport Services – Passport Acceptance Agents accept new passport applications and provide photo services for applicants
- Council meeting support – staff all council meetings; prepare, coordinate, distribute, and post agenda materials, ordinances, resolutions, minutes, and recordings electronically; publish and post notices
- Contracts and agreements – prepare approved documents, initiate/complete signing process, maintain centralized files

MUNICIPAL SERVICES

- Records management – retain official City documents; coordinate with Regional Archives for storage and archiving of permanent records; prepare Citywide and department-specific policies and procedures; coordinate with each City department on retention and disposition of paper and electronic records; maintain records, disaster plans, and supplies
- Communications – prepare and issue newsflashes and social media postings; serve as webmaster for the City website; maintain Municipal Services and History webpages; assist departments with website and communications updates



- Edit and distribute quarterly *LFP Times* newsletter and monthly eNewsletter
- Municipal Code update – submit ordinances to update the electronic code upon adoption of ordinances
- Notary services – provided to the public for a fee, set by resolution

ONGOING FUNCTIONS

- Provide information and services to residents by preparing, posting and distributing notices, agendas, meeting summaries and informational materials related to City activities; responding to requests for public records; processing contracts, permits, and licenses
- Provide passport application and photo services to the public
- Provide staff support for administration and City Council from meeting preparation through completion of minutes, ordinances, resolutions, and other documents
- Manage official records in accordance with the state records retention schedule
- Increase access to City information by preparing and posting to the City website Council meeting agenda packets, approved meeting minutes, ordinances, resolutions, recordings, contracts, and franchises

KEY 2025-2026 ACCOMPLISHMENTS

City Council Support

- Provided staff support at all Council regular meetings, work sessions, committees of the whole, budget & finance committees, retreats, and special meetings
- Prepared action minutes, ordinances, resolutions, contracts and agreements, correspondence, publications and other documents

MUNICIPAL SERVICES

Records Management / Public Disclosure

- Improved response times to public records requests in compliance with the Public Records Act
- Coordinated with all City departments in cleaning up archived records
- Updated Annual Citywide Essential Records Protection Plan and Records Disaster Plan

Passport Services

- Added two additional Saturday agents
- Expanded the hours that passport services are offered



Reception Services

- Provided notary services by fee as requested
- Continued to assist departments citywide with administrative support as needed

Communications Services

- Overhauled the City Newsletter to be more informative for the public
- Continued regular updates to the website
- Provided dedicated website depositories for specific projects
- Served as webmaster; prepared and issued newsflashes and social media postings
- Coordinated, wrote, and edited the quarterly City newsletter for printing and distribution
- Coordinated and prepared the monthly City eNews for distribution
- Programmed local government TV channel
- Uploaded and managed all city council and advisory board meeting videos on YouTube to increase public participation

2027-2028 PLANNED ACTIVITIES

- Update City Records Management Manual
- Research and implement more self-service options on the website to increase staff efficiency and better serve the public, including updating the search function to pull from the website, agendas and minutes, and municipal code
- Complete ADA requirements for the city website

MUNICIPAL SERVICES

- Explore a citywide electronic records storage solution, including a document index, to respond to public records requests more efficiently
- Move more records, audio, and video to the Washington State Digital Archives
- Continue to provide access to City services and records as required by state law
- Continue to emphasize teamwork and training opportunities

DEPARTMENT STAFFING SUMMARY

Full Time Equivalent (FTE)

	2025-2026	2027-2028
Department Employee Count	5.35	5.45

DEPARTMENT BUDGET SUMMARY

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$986,000	$986,000	$1,126,000	14.2%
Overtime	$2,400	$2,400	$4,000	66.7%
Employee Benefits	$423,000	$423,000	$405.000	-4.3%
Office / Operating Supplies	$64,600	$24,289	$37,000	-42.7%
Small Tools & Equipment	-	$563	-	
Taxes & Assessments (Passport)	$10,000	$8,417	$14,000	40.0%
Professional Services	$24,000	$15,650	$66,000	175.0%
LFP Code Update	$8,400	$7,014	$12,000	42.9%
Postage Equipment Sales Tax	$600	$477	$600	0.0%
Communications (incl. Postage)	$32,000	$53,730	$71,000	121.9%
Newsletter	$44,500	$35,553	$36,000	-19.1%
Communications / Internet	$32,000	$8,858	-	-100.0%
Travel Exp. (lodging, meals)	$2,400	$3,081	$3,500	45.8%
Advertising	$14,000	$7,266	$5,000	-64.3%
Insurance	$275,048	$261,575	$303,180	10.2%
Dues / Subscriptions	-	$7,931	$8,000	
Training	$4,800	$3,400	$3,450	-28.1%
Postage Equipment Lease	$5,300	$4,463	$4,500	-15.1%
Election/Voter Costs	$118,000	$198,000	$157,000	18.0%
Total	**$2,047,048**	**$2,051,667**	**$2,256,230**	**10.2%**

FINANCE & INFORMATION SYSTEMS

MISSION

To provide high-quality finance and technology services that are responsive to our internal and external customer needs, deliver the services that the community desires, and demonstrate the careful stewardship of resources.

WHAT WE DO

Finance and Information Systems is responsible for all financial and technological aspects of the City government including:



- Budget Preparation and Administration
- Financial Reporting and Audit Representation
- Investment and Debt Management
- Treasury and Disbursements
- Business Tax and License Program
- Utility Billing and Accounting
- Payroll Processing and Accounting
- Information and Technology Services

KEY 2025-2026 ACCOMPLISHMENTS

The Finance & Information Systems Department performed all daily finance and IT/IS functions during the 2025-2026 biennium and completed several additional projects aligned with our mission.

- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the 2025-2026 budget document
- Continued implementing a diversified investment strategy with approval of the Budget & Finance Committee for the City to increase stability and predictability of the investment interest supporting all funds
- Completed Financial, Accountability, and Attestation Audits through the Washington State Auditor's Office for the years of 2023 and 2024
- Supported a Public Safety Levy effort by providing factual information
- Continued modifying and improving the monthly financial reporting dashboard; posted new reporting to the website monthly to increase ongoing financial transparency

FINANCE & INFORMATION SYSTEMS

- Supported (alongside Human Resources) an unusually high number of employee transitions
- Assisted the Municipal Court with month-end reconciliations and audits
- Information Systems (IS) Manager supported the Municipal Court, navigating a challenging legacy system switch
- IS Manager supported Community Development through a software transition
- Assisted the Police Department with the dispatch transition to NORCOM seamlessly, within a very limited time frame
- Replaced the offsite backup server to support backups and disaster recovery
- IS Manager led the Criminal Justice Information Services (CJIS) audit for 2025
- Implemented a routine replacement schedule for aging computers including mobile laptops in all Police vehicles
- Retrofitted the ceiling microphone and audio interface system in the Emergency Operations Center for an improved hybrid experience and recordings of City Meetings

2027-2028 PLANNED ACTIVITIES

Finance and IS will be working on several process improvement opportunities during the biennium in our ongoing effort to streamline Department operations.



- Increase financial transparency by improving reporting to the City Council and the community
- Submit the 2027-2028 adopted budget for the Distinguished Budget Award
- Creating and improving financial & information technology policies
- Information Technology replacement schedule for all hardware and software
- Work with the Public Works Department to improve coordination between the budget and the Capital Improvement Project Plan
- Create/update standard operating procedures for all Finance Positions
- Assist with the City's long-range financial plan
- Identify new revenue streams

FINANCE & INFORMATION SYSTEMS

DEPARTMENT STAFFING SUMMARY

Full Time Equivalent (FTE)

	2025-2026	2027-2028
Department Employee Count	5.6	5.6

DEPARTMENT BUDGET SUMMARY

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$1,308,500	$1,195,317	$1,284,000	-1.9%
Overtime	$3,000	$5,000	$3,000	0.0%
Employee Benefits	$434,000	$366,290	$503,000	15.9%
Office / Operating Supplies	$9,000	$11,399	$12,500	38.9%
Professional Services	$50,000	$51,777	$99,038	98.1%
Banking Services	$13,800	$22,099	$24,500	77.5%
Communications	$12,300	$13,817	$14,800	20.3%
Travel Exp. (lodging, meals)	$8,000	$3,549	$8,000	0.0%
Advertising	$500	$500	$500	0.0%
Dues / Subscriptions	$7,500	$7,577	$6,500	-13.3%
Training	$8,000	$3,663	$8,000	0.0%
Municipal Auditor Expenses	$60,000	$104,000	$65,000	8.3%
Total	**$1,914,600**	**$1,784,988**	**$2,028,838**	**6.0%**

COMMUNITY SERVICES

MISSION



To provide a variety of programs and services that support the quality of life in Lake Forest Park including human services, parks and recreation, conservation and recycling, volunteer organizations and management, and public outreach and education.

WHAT WE DO

Human Services

The City contracts with human services agencies around north King County to provide services for Lake Forest Park residents. The City's Community Partners are: Shoreline Senior Center, Center for Human Services, Hang Time program at Kellogg Middle School, ShoreLake Arts, Friends of Third Place Commons, Shoreline Historical Museum, and City of Shoreline.

Parks and Recreation

The City supports and maintains eight public parks as well as three properties that have been purchased for future development of public park space. Art programs, volunteer activities, and clean-up events are offered throughout the year. The City also contracts with the City of Shoreline through an interlocal agreement to allow Lake Forest Park residents access to discounted and early registration to participate in Shoreline's recreation programs. Recreation scholarships are offered to low-income residents who qualify. The City's Parks and Recreation Advisory Board has helped increase pickleball play around the City and supported planning and community engagement for the new Lakefront Park.

Conservation and Recycling



The City implements "best conservation practices" for lawn and garden maintenance. With grant funding, the City has been able to provide educational outreach materials and giveaways to promote environmental consciousness and earth friendly habits for residents to implement in their homes. The City also provides educational opportunities regarding conservation, recycling and reusing through its annual green fair, farmer's market events, community events and with the distribution of literature and publications on the City website and social media. The

COMMUNITY SERVICES

City also receives waste reduction and recycling grants that are used for a variety of waste reduction and stormwater best practices and activities.

ADMINISTRATION

The Community Programs Planner is responsible for coordinating community services programs and activities in the City along with administering the human services contracts and programs. The Community Programs Planner also serves as the liaison to the Parks and Recreation Advisory Board, park volunteers, and oversees the conservation and recycling education, grants, parks and recreation, art installation projects, development of the Lakefront Park, and volunteer programs and services.

KEY 2025-2026 ACCOMPLISHMENTS

Human Services Programs

- Hundreds of residents used the Senior Center for activities and services throughout the year, now with in-person, online, and delivery options
- Thousands of hours of counseling and family services provided to residents through Center for Human Services
- ShoreLake Arts brought back Battle of the Bands along with adding new events – Arts in the Park and Listen Here! Teen Showcase – to Lake Forest Park
- Third Place Commons continues to offer in-person and online programs, while enhancing their programing and filling the commons back up
- LFP residents continued to enroll in recreation programs and use Hang Time at Kellogg Middle School run by the City of Shoreline
- Continued to develop and improve volunteer participation and commitment to City sponsored events, activities, and parks programs
- New community partnership with the Shoreline Historical Museum who helped with the Parks Board Lakefront History Project
- The Parks Board partnered with a local PTA to put story book signs in LFP Parks for a summer reading program, in partnership with the LFP Library
- The LFP Yard Sale Day was created to take place annually in September by the Parks Board

Grant Funded Programs

- More than 2,500 pounds of batteries recycled
- Promotion of waste reduction and recycling programs through educational giveaways at community events

COMMUNITY SERVICES

- Continued partnership with the City of Kenmore in a joint city Recycling Collection Event that included hazardous waste recycling

Community Events in 2025-2026



- Picnic in the Park
- Paws in the Park
- Arts in the Park
- Concert in the Park
- Battle of the Bands
- Listen Here! Teen Showcase
- Green Fair
- Family Day at the LFP Farmer's Market
- LFP Garden Tour
- LFP Yard Sale Day
- Recycling Collection Event with City of Kenmore
- Volunteer Work Parties at Grace Cole Nature Park, Five Acre Woods, the Master Gardener Demonstration Garden at Pfingst Animal Acres Park, and a new work party group at Blue Heron Park

2027-2028 PLANNED ACTIVITIES

- Continuing Human Service contracts with Community Partners funding requests
- Increase environmental education through community events programs
- Continued growth of community events (Picnic in the Park, Family Day at the Farmer's Market, Battle of the Bands, Listen Here! Teen Showcase, Concerts in the Parks, Earth Smart Green Fair, Paws in the Park, and more) with educational outreach on environmental issues
- Continued planning, design, and construction of the new Lakefront Park
- Creating a summer concert in the park series

DEPARTMENT BUDGET SUMMARY

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$165,500	$165,500	$213,000	28.7%
Overtime	$3,800	$3,800	$4,000	5.3%
Employee Benefits	$58,500	$58,500	$56,500	-3.4%

COMMUNITY SERVICES

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Community Events: Supplies, City of LFP	$20,000	$19,012	$20,000	0.0%
Waste Reduction / Recycling Grant	-	$23,081	$22,000	
Office / Operating Supplies	$600	$600	$600	0.0%
Small Tools & Equipment	-	-	$30,000	
Shoreline/LFP Senior Center	$74,750	$74,750	$79,500	6.4%
Kellogg MS After School Program: Hang Time, City of Shoreline	$20,000	$21,838	$20,000	0.0%
Drug & Alcohol Prevention: Center for Human Services	$54,000	$54,000	$54,000	0.0%
Recreation Programs: Shoreline Parks & Rec.	$35,200	$33,015	$35,200	0.0%
Local Hazardous Waste Grant	$11,670	$8,815	$18,000	54.2%
Community Events: Services, City of LFP	$40,000	$39,694	$40,000	0.0%
Regional Crisis Response Agency	$245,000	$244,537	$275,000	12.2%
Community Development: 3rd Place Commons	$70,000	$70,000	$90,000	28.6%
Lake Forest Park Arts Council (ShoreLake Arts)	$60,000	$52,500	$60,000	0.0%
Shoreline Historical Museum	$19,200	$19,200	$19,200	0.0%
Opioid Prevention: Hopestream Community	$20,000	$20,000	$20,000	0.0%
Communications	$6,000	$6,000	$6,000	0.0%
Travel Exp. (lodging, meals)	$2,000	$-	$-	
Dues / Subscriptions	$3,000	$2,050	$2,000	0.0%
Training	$3,000	$2,930	$3,000	0.0%
King County Alcohol Program	$9,200	$7,936	$9,000	-2.2%
Aquatic Study	-	-	$10,000	
Total	**$921,420**	**$930,605**	**$1,090,000**	**18.3%**

MUNICIPAL COURT

OVERVIEW

The Municipal Court is organized under RCW 3.50 as a limited jurisdiction court to hear misdemeanor and gross misdemeanor crimes and civil infractions committed within its geographical boundaries. The Court is open to the public Monday and Wednesday, 8:30 a.m. to 5:00 p.m. and Tuesday and Thursday, 9:00 a.m. to 5:00 p.m. The Court is closed to the public daily from 12:30 p.m. to 1:30 p.m. and on Fridays. The Court hears cases from the bench twice a week and jury trials are held monthly during a four-day jury term. Residents living in the 98155 ZIP code may be called as jurors for the Lake Forest Park Municipal Court.

The Presiding Judge exercises general administrative supervision over the Court, the court staff, and the probation officer. The Presiding Judge is appointed by the Mayor and confirmed by the City Council for a four-year term pursuant to RCW 3.50.040. The Court Administrator oversees daily court operations and implementation of policies and procedures.

DUTIES OF THE PRESIDING JUDGE

- Supervise the business of the Court to assure the expeditious and efficient handling of all cases including photo infractions
- Develop and coordinate statistical and management information for the Court
- Review and develop all policies, procedures, and forms needed to carry out the function of the Court
- Accounting, auditing, procurement, and disbursement of Court funds
- Preparation and control of the Court's biennial budget
- Promulgation of local court rules
- Supervision of the court-monitored probation programs and the professional probation officer
- Prepare and disseminate information to the public about the Court's activities

Presiding Judge Jennifer Grant was reappointed to a second four-year term beginning January 2026. She is an active member of the District and Municipal Court Judge's Association (DMCJA).

Court Administrator Julie Espinoza is an active member of the District and Municipal Court Management Association (DMCMA). She is currently working on becoming a Certified Court Executive (CCE) through the National Center for State Courts (NCSC). She continues to serve as the Court liaison to the City Administration.

MUNICIPAL COURT

KEY 2025-2026 ACCOMPLISHMENTS

- Successful implementation of CLJ-CMS (Enterprise Justice, Judge Edition, and Enterprise Supervision), a major Washington State judicial technology modernization project aimed at replacing the aging DISCIS/JIS case management system used by district and municipal courts for nearly 40 years
- First Municipal Court in King County with photo enforcement to onboard with EJ
- Updated Local Court Rules & enhanced court website to simplify access to justice
- Updated Local Court Rules to enforce electronic filing via eFile & Serve
- Implementation of a new payment system, Defendant Access
- Implementation of text messaging notifications to delinquent account holders from Collection Agency Linebarger
- Received Interpreter & Equipment Reimbursements from AOC
- Continued Hybrid Criminal Court Hearings and Remote (Zoom) Infraction Hearings
- Court Administrator obtained Certified Court Manager (CCM) certification through NCSC and completed five of seven courses required to obtain Certified Court Executive (CCE) certification
- Entered an MOU and participated in the expansion of the King County Interjurisdictional Warrant Quashing Program
- LFP Youth Court remained active under the supervision of advisor Bo Jordan. LFP Youth Court, comprised of students from Shorecrest and Shorewood High Schools, presided over numerous hearings and attended the Washington State Youth Court Conference at Seattle University School of Law.

2025-2026 STAFFING CHANGES

- Alina Bezugla hired as probation officer
- Madeleine Parpart, Jamie Allred, and Sophia Clair hired as judicial specialists
- Stevie Craig hired as senior judicial specialist
- Loyce Weishaar promoted to senior judicial specialist
- Barkot Birtu onboarded as volunteer and hired as judicial specialist

2025-2026 INTERAGENCY AGREEMENTS AND REIMBURSEMENTS

- Interagency Agreement with AOC for Interpreter Reimbursement up to 50%
- Interagency Agreement with AOC for Reimbursement on the *Blake* Decision
- Interagency Agreement with Lynnwood City Jail to house inmates at $204 per day and hold all hearings via Zoom
- Interagency Agreement with Sunnyside Jail to house inmates at $78 per day

MUNICIPAL COURT

2025-2026 COURTROOM & SAFETY IMPROVEMENTS

- Staff completed CJI Security Training & Enterprise Justice Training, Judge Edition, and Enterprise Supervision Training
- Armed security provided by LFPPD and Puget Sound Executive Service, Inc. (PSES) for in-person court hearings
- Courtroom open to the public for in-person criminal court hearings
- Continued Video Criminal Court Hearings in response to *State v Luthi* when in-custody defendants are transported to the Municipal Court

2025-2026 UPDATES & IMPROVEMENTS REQUESTED

- Reorganization of court staff and additional staffing to facilitate efficient processing of court filings and case management
- Reorganization of court footprint to facilitate efficient processing of court filings and case management
- Increase probation officer's FTE to allow for adequate time to process probation matters
- Support Youth Court
- Increased pro tem budget to attract and retain quality pro tem judges
- Authority to contract with Moli, an interpreter scheduling service, to reduce clerk time scheduling and invoicing interpreter services

2027-2028 PLANNED ACTIVITIES

- Maximize the internal integrated processes and capabilities of Enterprise Justice, Enterprise Supervision, eFiling, and other court systems to streamline court processes
- Integrate payment processing through Enterprise Justice with vendor nCourt
- Integrate collections professing through Enterprise Justice with vendor Linebarger, et al., LLP

DEPARTMENT STAFFING SUMMARY

Full Time Equivalent (FTE)

	2025-2026	2027-2028
Department Employee Count	6.30	7.05

MUNICIPAL COURT

DEPARTMENT BUDGET SUMMARY

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$946,500	$946,500	$1,136,000	20.0%
Security Detail Overtime	$76,000	$76,000	$77,000	1.3%
Overtime	$14,870	$14,870	$4,000	-73.1%
Employee Benefits	$281,000	$281,000	$396,000	40.9%
Security Detail Benefits	$27,000	$4,607	$29,000	7.4%
Court Supplies	$15,000	$17,742	$15,000	0.0%
Probation Supplies	$1,000	$1,000	$500	-50.0%
Youth Court Supplies	$3,600	$4,579	$3,600	0.0%
Small Tools & Equipment	$6,500	$6,721	$3,250	-50.0%
Professional Services: Security, Loomis	$30,000	$38,377	$30,000	0.0%
Bank Charges	$5,000	$7,783	$5,000	0.0%
Communications	$24,000	$35,747	$24,000	0.0%
Travel Exp. (lodging, meals)	$10,000	$10,000	$5,000	-50.0%
Insurance	$65,277	$62,080	$71,953	10.2%
Repair & Maintenance	$1,000	$1,000	$1,000	0.0%
Dues / Subscriptions	$7,000	$37,460	$7,000	0.0%
Training	$8,000	$9,608	$8,000	0.0%
Jury Service	$9,000	$9,000	$9,000	0.0%
Interpreters	$13,000	$50,694	$13,000	0.0%
Salaries: Pro Tem	$17,000	$17,000	$26,000	52.9%
Employee Benefits: Pro Tem	$2,000	$1,092	$2,000	0.0%
Probation Costs	$20,000	$37,968	$30,000	50.0%
Machinery & Equipment	$41,000	$54,190	$26,500	-35.4%
Total	**$1,623,747**	**$1,725,036**	**$1,962,804**	**24.9%**

PUBLIC SAFETY

MISSION

To develop and support a team of professionals which consistently seeks and finds innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance security and safety in our community. To support this mission, we work in strong partnership with the community.

VALUES

Our department values the sanctity of all life. We strive for the equal, equitable, and compassionate application of law enforcement services for all, and the universal acceptance of all people. We endeavor for the highest level of training and diversity for our police staff and maintain partnerships within our community and local governments to provide urgently needed resources for those in need.

WHAT WE DO

The Police Department is responsible for maintaining law and order. It provides services to the community under the direction of the Police Chief. With a full-time staff of 24, the Department provides for the preservation of life, protection of property, prevention of crime, apprehension of criminals, and facilitation of traffic. Most of the officers are in the patrol division. Additionally, there are two professional support staff, four patrol sergeants, two division commanders, a traffic unit, and a criminal investigation unit.

DEPARTMENT GOALS

The Police Department has identified four goals for the work of the Department:

1. Reduce crime and collision loss in our community.
2. Provide quality services and innovative policing strategies delivered through excellent customer service.
3. Provide employees with the necessary resources. Encourage continuous learning, professional development, collaboration, and respect for diversity while ensuring employees have the tools needed to perform their duties effectively and in accordance with organizational values and policies.
4. Provide emergency management oversight for City infrastructures.

DIVISIONS

The Lake Forest Park Police Department is organized into three divisions:

PUBLIC SAFETY

- Patrol Operations
- Support Services
- Emergency Management

Patrol Operations

Led by a Division Commander, this division provides professional police services to the Lake Forest Park community members—twenty-four hours a day, seven days a week. The division consists of four squads in the Patrol Section, the Traffic Unit, and a K9 Narcotics Unit. Other functions include Special Weapons and Tactics/Hostage Negotiations (SWAT/HNT), gang/graffiti investigations and drone operations.

Support Services

Led by a Division Commander, this division assists in the daily operations of police support services. The division strives for quality customer experience through the delivery of services that enhance the overall mission of the Department. The division consists of the Investigations Unit, Professional Services, Jail Transports, Accreditation, the Records Unit, Training, and the Evidence/Property Unit.



Emergency Management

Managed by an Emergency Manager with oversight from the Chief of Police, responsibilities include coordinating the Northshore Emergency Management Coalition (NEMCo), supervision of the Emergency Manager as they interface with the King County Department of Emergency Management, and networking with neighboring emergency management professionals. The division organizes emergency drills for the City, ensures compliance with the National Incident Management System (NIMS), and provides command oversight during emergencies within the City. Additionally, the division ensures the Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan (HMP) are updated.



PUBLIC SAFETY







DEPARTMENT FUNCTIONS

- Providing Patrol Operations, Support Services, and Emergency Management as major functions of the Police Department.
- Develop and update a yearly operations plan that focuses on crime reduction, providing quality services and innovative policing strategies, ensuring employee accountability, and providing emergency management oversight.
- Strengthen relationships with our schools for emergency response planning and exercises.
- Development of community partnerships through the Community Traffic Safety Program, Block Watch, extra patrol requests, local community groups, and positive police/community member interactions.
- Enhance public transparency and public disclosure through paperless systems.
- Promote community education through crime prevention presentations in partnership with volunteer Block Watch Captains.
- Continual training to build a team of professionals that engage the community at all levels of service.
- Reinforce community communication efforts delivered through a variety of formats, including the city website, social media accounts, media releases, neighborhood meetings, Shop with a Cop, Safety Fair, Community Police Academy, and National Night Out.







PUBLIC SAFETY

2027-2028 PLANNED ACTIVITIES

- Increase proactive law enforcement activities linked to the Operational Plan
- Continue traffic safety and calming objectives
- Reduce persons and property related crimes
- Increase community engagement
- Continue exploring solutions for more accountability to the public
- Offer two Community Police Academies per year for better understanding and outreach to our community

2027-2028 STAFFING LEVELS

The current authorized staffing for the department includes 21 commissioned officers, 2 specially commissioned support officers, 2 civilian records staff, 1 emergency manager, and 1 domestic violence advocate. The leadership team consists of the chief of police, 2 division commanders, and 4 patrol sergeants. There is an identified need for 1 additional police supervisor to address administrative and operational demands.

Among the 12 patrol officers, there are specialized units that include 3 traffic officers, one K9 officer, and 2 SWAT officers (one SWAT team operator and one hostage negotiator). Additionally, the department has 2 detectives on staff.

Crisis response will continue to be supported by Crisis Navigators from the RCR Agency, while volunteer services are provided by 2 Police Chaplains. These adjustments and additions are intended to enhance the department's ability to meet the needs of the community more effectively.

2027-2028 EQUIPMENT NEEDS

- Police Vehicle Replacement Plan:
    - 2027: one admin vehicle, one patrol vehicle
    - 2028: one patrol vehicle
- Ballistic Vest Replacement Plan (50% grant funded):
    - 2027: three replacements, two new hire or turnover
    - 2028: five replacements, two new hire or turnover

PUBLIC SAFETY

- Capital Improvements:
  - Security fencing for patrol vehicles to improve safety of police department parking and access
  - Carport for patrol vehicles and improved lighting
  - Exhaust venting (HVAC) in holding cells
  - Traffic enforcement tools
- Technology Improvements:
  - E-bikes for Burke Gilman Trail and Town Center patrol
  - Explore transitions from gas to hybrid and electric for PD fleet
  - Electric vehicle charging stations for future vehicles
  - Software updates for current Unmanned Aerial Vehicle (UAV) for collision investigations, emergency management, search and rescue, vehicle pursuit interdictions, in-progress calls and perimeter safety overwatch
  - Less lethal and additional safety tools (WRAP system, “Grappler” pursuit intervention system)
  - Automated License Plate Readers (ALPR’s) for investigations and increased case closure
  - Virtual reality training
  - Software for policy, training and accreditation assurance

CALLS FOR SERVICE

“Calls for Service” are received by dispatch and entered as many different call types. A total of 174 different call types that have been combined into these 15 broad categories (Norcom added several more categories in the merge).

- For example, the call type category of “*Burglary/Theft*” includes:
  - *Burglary, Forgery, Fraud, Identity Theft, Motor Vehicle Recovery, Motor Vehicle Theft, Robbery, Vehicle Prowl, Theft, Possession of Stolen Property*

PUBLIC SAFETY

Dispatcher Call Type	2021	2022	2023	2024	2025	Percent Change	Trend
Information / 911	206	152	131	**137**	**102**	**-26%**	↓
Alarms	218	242	189	**217**	**130**	**-40%**	↓
Assault/Fights/Harassment	46	34	23	**51**	**50**	**-2%**	↓
Burglary/Theft	348	452	263	**226**	**370**	**64%**	↑
Disturbance/Noise	145	150	158	**141**	**144**	**2%**	↑
Domestic	43	46	23	**36**	**55**	**53%**	↑
Investigations	1180	1336	1269	**1047**	**937**	**-11%**	↓
Juvenile	21	28	30	**23**	**19**	**-17%**	↓
Liquor/Narcotics	11	23	27	**31**	**36**	**16%**	↑
Miscellaneous	1059	1022	1156	**2137**	**2159**	**1%**	↑
Parking	232	195	173	**85**	**82**	**-4%**	↓
Property	81	76	56	**65**	**55**	**-15%**	↓
Public Service	2721	2566	2666	**2103**	**1823**	**-13%**	↓
Traffic	2726	3228	3209	**3302**	**5538**	**68%**	↑
Trespass	39	58	56	**33**	**40**	**21%**	↑

Incidents include officer-initiated police contact

Call types are assigned by the dispatcher and may or may not reflect the true nature of the call or report type completed by the officer. For example, a traffic stop incident type could change to a DUI report based on the officer's investigation.

Officer Call Type	2021	2022	2023	2024	2025
Incidents	9082	9608	9429	9634	**11540**
Case Reports	613	809	740	661	**624**
Arrests	146	230	201	178	**201**
Traffic Stops	1837	2477	2593	1876	**3778**
Traffic Infractions	767	976	907	623	**1664**
Criminal Traffic	152	173	212	140	**263**
Drug Arrests	14	12	13	2	**13**
Domestic Incidents	62	80	54	64	**66**
DUI Arrests	22	28	19	11	**31**
Fraud/Forgery/ID	30	35	44	24	**25**
Graffiti	16	25	25	7	**3**
Malicious Mischief	62	99	93	71	**42**
Vehicle Prowls	26	36	55	40	**33**

PUBLIC SAFETY

PHOTO ENFORCEMENT

Traffic Safety Photo Enforcement Program



The City of Lake Forest Park currently operates Traffic Safety Enforcement Camera Systems around its schools, and at three locations on SR 522/Bothell Way NE. These systems are a safety measure designed to reduce and prevent speeding and collisions. Since its beginning in 2009, the goal of the program has been pedestrian safety in our school zones and collision reduction on SR 522. The program is used as a force-multiplier, adding to the good behavior of drivers and enforcement capacity of the Police Department. The system enables Police Department staff, which is typically running at minimum levels, to perform other functions that address a wide range of public safety tasks.

The City currently operates three red-light camera locations. These include SR 522 at SR 104, SR 522 at NE 170th Street, and SR522 at NE 165th Street. Additionally, the City operates four school zone camera locations, which include LFP Elementary School (35th Ave NE), (40th PL NE), and Brookside Elementary School (NE 178th St), (37th Ave NE).

In 2024, NE 178th St. between 25th Ave. NE to State Route 104 was designated as a School Walk Zone, allowing for automated traffic safety cameras to monitor for speed violations at all times of the day. The section of NE 178th St. that is monitored for the 25-mph speed limit is the same stretch currently monitored for speed violations during school hours.

In 2019, the City upgraded the system technology and installed easy to read signs. The redesign and upgrade of the school zone locations enabled the cameras to capture the flashing beacon in the violation video package. This redesign elevated the City program to a best-practice design. The upgrade ensured the City has the industry's latest technology: a next-generation, non-invasive 3-D tracking radar that measures the distance, angle, and speed of up to 32 vehicles per approach.

The use of photo enforcement technology in traffic management has become increasingly prevalent in cities across the country. These systems, which include red light cameras and speed cameras, are designed to capture traffic violations automatically. However, the process of managing and authorizing these tickets is resource-intensive, requiring significant time and effort from law enforcement officers and Municipal Court personnel.

PUBLIC SAFETY

Demand on our Police and Municipal Court

The captured footage is first reviewed by our patrol officers. Officers must scrutinize each violation to ensure the accuracy of the violation, verifying details such as vehicle registration and confirming the infraction. This step is crucial as it ensures that only lawful tickets are processed, reducing the likelihood of errors or disputes. The reviewing officer may be called into Court for disputes just like a regular ticket violation.

Each ticket requires careful review, which can take anywhere from a few minutes to several minutes per violation, depending on the complexity of the case. With the additional traffic support officer (TSO) authorized in the 2025-2026 budget, review of each potential infraction is completed largely by a TSO. However, given the high volume, patrol officers are also required to help review the captured footage, impacting their available time for other duties. Once a violation is verified, officers authorize the issuance of the ticket.

After the ticket is issued, the Municipal Court takes over the processing of the violation. This includes recording the violation in the system, tracking the payment of fines, and managing any appeals or disputes. The court also handles the scheduling and management of any litigation that may arise from contested tickets. Processing these tickets places additional demands on court resources, particularly when handling cases that proceed to litigation.

The process of managing photo enforcement tickets is a complex and time-consuming task that requires significant coordination between our police department and municipal court. The high volume of tickets processed daily demands the collective effort of patrol officers and court staff, impacting their overall workload and time management. At a time where staffing has been a significate issue, this adds additional complexity. The Municipal Court plays a crucial role in ensuring that these tickets are processed accurately and fairly, while also managing the financial and legal aspects of each violation. Effective resource management and process optimization are essential to maintaining the efficiency and effectiveness of photo enforcement programs.

PUBLIC SAFETY

Collisions

Location	2021	2022	2023	2024	2025	5-Yr Total
BROOKSIDE ELEM	1	0	1	2	1	5
LFP ELEMENTARY	1	2	0	1	0	4
SR522 / NE 165TH ST	4	2	5	3	3	17
SR522 / NE 170TH ST	6	7	16	6	5	40
SR522 /SR104	19	10	6	12	6	53
Total	**31**	**21**	**28**	**24**	**15**	**119**

Citations

Location	2021	2022	2023	2024	2025	5-Yr Total
BROOKSIDE ELEM	13,394	7,543	8,663	31,254	35,684	96,538
LFP ELEMENTARY	9,621	5,442	6,076	4,333	5,930	31,402
SR522 / NE 165TH ST	2,507	3,018	3,282	3,001	2,366	14,174
SR522 / NE 170TH ST	1,988	2,423	2,168	1,775	1,412	9,766
SR522 /SR104	3,053	3,274	3,246	3,404	3,030	16,007
Total	**30,563**	**21,700**	**23,435**	**43,767**	**48,422**	**167,887**

Violations

Location	2021	2022	2023	2024	2025	5-Yr Total
BROOKSIDE ELEM	16,646	9,979	11,119	56,092	42,349	136,185
LFP ELEMENTARY	12,085	7,256	7,997	5,984	7,662	40,984
SR522 / NE 165TH ST	3,689	4,295	4,711	4,183	3,415	20,293
SR522 / NE 170TH ST	6,488	6,853	5,716	5,103	4,495	28,655
SR522 /SR104	5,822	6,462	6,659	6,737	6,337	32,017
Total	**44,730**	**34,845**	**36,202**	**78,099**	**64,258**	**258,134**

PUBLIC SAFETY

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

	2025-2026	2027-2028
Department Employee Count	25.35	25.35
Emergency Manager	1.00	1.00

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Police Department Operations				
Salaries	$5,676,500	$5,826,500	$6,502,000	14.5%
Overtime	$658,000	$757,999	$660,000	0.3%
Employee Benefits	$2,177,000	$2,217,000	$2,811,000	29.1%
LEOFF 1 Expenses	$37,000	$37,000	$40,000	8.1%
Uniform Expenses	$60,000	$65,509	$70,400	17.3%
Police: Dry Cleaning Contract	$3,000	$3,517	$3,000	0.0%
Police: Badges & Vests	$13,600	$17,740	$20,000	47.1%
Supplies: General	$47,206	$27,948	$25,000	-47.0%
Operations: Vehicle Supplies	$60,250	$58,219	$64,000	6.2%
K-9 Narcotics	$10,000	$14,421	$14,000	40.0%
State Opioid Settlement Expenses	-	$2,000	-	
Fuel	$70,000	$83,757	$90,000	28.6%
Small Tools & Equipment	$45,505	$27,952	$4,000	-91.2%
Professional Services	$30,000	$34,064	$26,000	-13.3%
Copier Rental Sales Tax	$1,000	$1,202	$1,600	60.0%
Communications	$154,000	$128,921	$154,000	0.0%
Travel Exp. (lodging, meals)	$27,000	$22,747	$30,000	11.1%
Insurance	$358,073	$340,534	$394,697	10.2%
Vehicle Repair & Maintenance	$103,100	$130,266	$130,000	26.1%
Office Equipment: Repair & Maint.	$3,000	$8,559	$3,000	0.0%
Operations: Repair & Maintenance	$4,000	$6,500	$5,000	25.0%
Dues / Subscriptions	$78,972	$89,529	$84,000	6.4%
Training	$60,000	$53,956	$70,000	16.7%
Marine Patrol	$50,000	$68,838	$70,000	40.0%
Call Out Services: SWAT	$11,000	$5,296	$11,600	5.5%
Safe Harbor Expenses (DV)	$1,000	$1,000	$1,000	0.0%
Copier Rental	$10,400	$12,316	$17,700	70.2%

PUBLIC SAFETY

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Computer Hardware / Software	$14,000	$11,204	$12,500	-10.7%
Machinery & Equipment	$20,000	$12,386	$4,400	-78.0%
Total Police Operations	**$9,783,605**	**$10,066,881**	**$11,318,897**	**15.7%**
Technology				
Supplies: General	$8,000	$8,000	$8,400	5.0%
Software	$11,000	$11,000	$11,000	0.0%
Equipment / Hardware	$10,000	$10,000	$10,000	0.0%
Dues / Subscriptions	$20,000	$20,000	$20,000	0.0%
Training	$5,000	$5,000	$5,000	0.0%
Capital Outlay: Hardware/Software	-	$9,011	-	
Total Police Technology	**$54,000**	**$63,011**	**$54,400**	1%
Crime Watch				
Supplies	$6,000	$6,499	$6,000	0.0%
Community Oriented Policing Prgm	$4,000	$3,006	$4,000	0.0%
Total Crime Watch	**$10,000**	**$9,505**	**$10,000**	**0.0%**
Emergency Management				
Professional Services	$171,206	$171,206	$181,409	6.0%
Kenmore: EMPG (Pass Through)	$20,000	$18,894	$20,000	0.0%
Total Emergency Management	**$191,206**	**$190,100**	**$201,409**	**5.3%**
Traffic Safety Camera Program				
Traffic Camera Service Fee	$1,676,797	$1,676,797	$1,570,317	-6.4%
Professional Services	$7,000	$7,000	-	0.0%
Total Traffic Safety Camera	**$1,683,797**	**$1,683,797**	**$1,570,317**	**-6.7%**
Dispatch				
Contracted Services	$960,313	$960,313	$819,060	-14.7%
Total Dispatch	**$960,313**	**$960,313**	**$819,060**	**-14.7%**
Civil Service Commission				
Supplies	$2,000	$2,000	$2,000	0.0%
Professional Services	$20,000	$20,000	$30,000	50.0%
Travel Exp. (lodging, meals)	$2,000	$2,000	$2,000	0.0%
Training	$1,000	$1,000	$1,000	0.0%
Total Civil Service Commission	**$25,000**	**$25,000**	**$35,000**	**40.0%**
Animal Control				
Animal Control Services	$13,000	$13,000	$15,000	15.4%
Total Animal Control	**$13,000**	**$13,000**	**$15,000**	**15.4%**

TRAFFIC SAFETY

OVERVIEW



The City accounts for its fines and penalties in this category. The largest single revenue in this category is Traffic Safety Camera Fines, which account for approximately 95% of the revenue. Other revenues accounted for in this category include fines and penalties levied by the Lake Forest Park Municipal Court for infractions, fines, and penalties issued within the City limits.

Revenue from the City's red light and school speed zone traffic safety cameras will continue to be designated as general fund revenue and may be used as designated by the City Council. As with the 2025-2026 budget, the revenue generated in 2027-2028 from the School Walk Zone cameras at Brookside Elementary will continue to be restricted to Traffic Safety activities and the costs associated with operating the traffic safety cameras, defined in RCW 46.63.220(13) as:

> (i) Traffic safety activities related to construction and preservation projects and maintenance and operations purposes including, but not limited to, projects designed to implement the complete streets approach as defined in RCW 47.04.010, changes in physical infrastructure to reduce speeds through road design, and changes to improve safety for active transportation users, including improvements to access and safety for road users with mobility, sight, or other disabilities; and (ii) The cost to administer, install, operate, and maintain the automated traffic safety cameras, including the cost of processing infractions.

This dedicated revenue will support the City's ongoing efforts to enhance traffic safety, enforcement, and related programs throughout the community.

Due to the restricted nature of these revenues, the City will continue using sub-fund 002 within the General Fund to track the revenues and expenditures related to these cameras. As part of the Mayor's preliminary budget, anticipated revenue, expenditures for salaries in the police department and municipal court to administer the program, as well as the professional services costs associated with the Verramobility contract are included. Any traffic safety activities potentially supported by this fund will be brought to Council for consideration during the biennium.

TRAFFIC SAFETY

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries: Court	$431,000	$391,141	$595,000	38.1%
Salaries: Police	$941,500	$949,000	$857,000	-9.0%
Salaries: Public Works	$228,000	$228,000	$400,000	75.4%
Employee Benefits: Court	$111,500	$100,446	$198,000	77.6%
Employee Benefits: Police	$464,500	$437,500	$406,000	-12.6%
Employee Benefits: Public Works	$108,000	$108,000	$120,000	11.1%
Overtime: Court	-	-	$4,000	
Overtime: Police	-	$74,489	$70,000	
Supplies: Court	$3,500	$3,500	$3,000	-14.3%
Small Tools & Equipment: Court	$20,000	$26,046	$20,000	0.0%
Uniform Expenses: Police	-	$2,244	-	
Traffic Camera Service Fee	$912,000	$912,000	$360,927	-60.4%
Professional Services	$3,000	$39,000	$60,000	1900.0%
Travel & Meals	-	$2,000	$4,000	
Traffic Calming Transfer to (302)	$300,000	$300,000	$360,000	20.0%
Transfer to (501)	$219,886	$219,886	-	-100.0%
Total	**$3,742,886**	**$3,791,252**	**$3,457,927**	**-7.6%**

OTHER CRIMINAL JUSTICE

OVERVIEW



- The City contracts for prosecutor and public defender services. Neither is an employee of the court and both are under the direction of the Executive branch.
- The City contracts for detention services with King County, the City of Lynnwood, and the City of Sunnyside. In an effort to save costs, the City uses one of the detention centers depending upon the type and length of sentencing.

PROSECUTOR

The prosecuting attorney has provided services for the City since 2001. This budget reflects the new contract approved by council in 2026 and projects inflationary increases in prosecution costs in 2027 and 2028 which, by contract, is based on the June-to-June Seattle-Tacoma-Bellevue Consumer Price Index, with a minimum COLA of 2% and a maximum of 5%.

PUBLIC DEFENDER

The Public Defender began providing services for the City in 2019. The contract for services was renewed through the 2026 calendar year. A successor agreement will be considered by council later in 2026, for 2027, to account for the increasing costs related to meeting the State Supreme Courts limits on the number of cases each public defender can represent in any given year.

DETENTION AND ELECTRONIC HOME MONITORING

The budgeted actual amount reflects the Municipal Court using home detention in some sentencing when criteria are met. In the past 5 years, the cost of jail services has risen significantly. The 2027-2028 budget reflects those increases, plus inflation.

OTHER CRIMINAL JUSTICE

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Prosecutor	$270,410	$265,033	$370,580	37.0%
Public Defender	$297,000	$379,169	$265,109	-10.7%
Jail Expenses	$950,000	$950,000	$980,000	3.2%
Elec. Monitoring / Work Release	$20,000	$5,778	$20,000	0.0%
Total	**$1,537,410**	**$1,599,979**	**$1,635,689**	**6.4%**

COMMUNITY DEVELOPMENT – PLANNING

MISSION

To serve all people in a responsive, professional and courteous manner and help ensure that Lake Forest Park continues to be a healthy, safe, attractive, and enjoyable place to live, work and visit.



WHAT WE DO

Under the direction of the Community Development Director, the Planning Division of the Community Development Department plays a key role in shaping the future of the City's built environment and preserving its natural environment. Planning serves residents directly in response to inquiries at the counter, over the phone, site visits, and via email and indirectly by ensuring that all development activity conforms to the City's adopted policies, plans and regulations.

Planning Counter Assistance

The community and City place a high priority on providing timely, accurate information on policy, land use, climate, and construction standards to the public. Planning responsibilities and workload continue to justify having senior planner, associate planner, climate coordinator, and urban forest planner positions. Planning is expected to provide regular counter service during the work week, and review land use permits in a timely manner. The Department is also expected to support the City Council, Planning Commission, Tree Board, and other temporary task force bodies as needed.

Planning is responsible for keeping development code update items and long-range planning initiatives moving through the public engagement and adoption process. Examples of these long-range items are the Comprehensive Plan, Shoreline Master Program, Critical Areas Ordinance, Subdivision Ordinance, and Environmental Review. Transparency, public participation, information transfer, and public comment are supported by the Planning Division.

Development Compliance Review and Inspection

Planning staff work together to ensure all new development proposals comply with the City's land use and construction codes. The cost of this work is offset by permit fees, which cover the staff time involved in assuring compliance, public notification of complex

COMMUNITY DEVELOPMENT – PLANNING

projects, and construction inspections. Certain applications require a public hearing before the City's Hearing Examiner, which the department also supports.

Department staff continue to be very busy working with applicants who wish to improve their property or create new residential development while preserving critical areas and tree canopy. Permitting for a planned public shoreline access park on Lake Washington continues and Sound Transit's planned Bus Rapid Transit improvements on SR 522 will generate a significant amount of active permitting review for the Department over the 2027-2028 biennium.

Long-Range Planning and Land Use Code Update

The Department prepares land use plans and code amendments at the direction of the Mayor and City Council. In some cases, these projects require the assistance of planning consultants, whose work is directed by the department. The draft plans or regulations are reviewed by the Planning Commission, which is supported by the department. The Commission usually makes recommendations to the Mayor and City Council regarding updates to the Comprehensive Plan and land use codes. Through this process, the Commission also provides an important forum for community participation.

Initiatives Reviewed by Planning Commission during 2025-2026:

- Growth Management Act Periodic Update of the Comprehensive Plan
- Climate Element of the Comprehensive Plan with Greenhouse Gas Emissions Reduction & Resiliency Sub-Elements
- Certification and implementation of the 2024 Comprehensive Plan Periodic Update
- Middle Housing Development Regulations to meet legislative mandates
- Codification, closure, and implementation of Sign Code updates

Land Use Initiatives Anticipated during 2027-2028:

- Critical Areas Ordinance review and update
- Shoreline Master Program review and update
- Climate coordination to implement adopted policies and goals.

Code Enforcement Investigation and Follow-up

This program involves responding to code enforcement requests. Response includes direct site visits to view and document violations, posting and mailing of notices, communicating with both violators and complainants, supporting voluntary compliance and ensuring full and proper permitting occurs when applicable. These activities are not offset by permit fees.

COMMUNITY DEVELOPMENT – PLANNING

Tree Permit Processing

The Urban Forest Planner's hours are currently set at 30 hours/week which allows adequate time to ensure that permit recipients fulfill required tree preservation and replacement conditions. Increasing the position's hours in the 2027-2028 biennium is not requested but could be reviewed in the future to ensure tree issues are highly prioritized. The recruitment of a highly qualified, responsive, certified arborist addressed tree policy and code implementation reduced the need for consulting arborists and allows more time to engage in community forest planning with the public and Tree Board.

Tree Board Support and Future Tree Inventory

Tree Board members have played an important role in the completion, review, and implementation of policies and regulations, as again called for in the May 2024 Urban Forest Ecosystem Services and Values Report. The Urban Forest Planner and Tree Board assisted with policy updates in amendments to the Comprehensive Plan and will play a key role in a future tree inventory. These efforts are helpful in determining planned and future amendments to the tree regulations in the municipal code.

Climate Coordination

In 2026, the City recruited a highly qualified and experienced Climate Coordinator. In the 2027-2028 biennium the Climate Coordinator will implement the short, medium and long-range policies and goals adopted by the Climate Element of the Comprehensive Plan. Grant and other funding opportunities will be explored and pursued. Regional cooperation and partnerships will be maximized, as the City acts as a leader in the region for issues and programs that affect the natural environment and respond to climate changes.

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

	2025	2026	2027-2028
Department Employee Count	4.75	5.75	5.75

COMMUNITY DEVELOPMENT – PLANNING

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$1,058,000	$1,058,000	$1,272,000	20.2%
Overtime	$4,000	$4,000	$4,000	0.0%
Employee Benefits	$341,500	$341,500	$496,000	45.2%
Office / Operating Supplies	$5,000	$3,039	$5,000	0.0%
Small Tools & Equipment	$3,000	$1,809	$3,000	0.0%
Professional Services	$775,000	$1,436,409	$250,000	-67.7%
Engineering Services	$70,000	$45,179	$70,000	0.0%
Communications	$8,000	$12,790	$8,000	0.0%
Travel Exp. (lodging, meals)	$6,000	$2,203	$6,000	0.0%
Advertising	$7,000	$46,307	$15,000	114.3%
Dues / Subscriptions	$3,000	$1,628	$3,000	0.0%
Training	$5,000	$8,155	$5,000	0.0%
Developer Projects: Sound Transit	-	$5,840	-	
Tree Acct: Operating Supplies	$1,000	$1,000	$2,000	100.0%
Tree Acct: Professional Svcs.	$13,000	$5,000	$10,000	-23.1%
Total	**$2,299,500**	**$2,972,859**	**$2,149,000**	**-6.5%**

COMMUNITY DEVELOPMENT – BUILDING

MISSION

Serve all residents in a responsive, positive and courteous manner to ensure that Lake Forest Park continues to be a healthy, safe, attractive, and enjoyable place to live, work and visit.



WHAT WE DO

Under the direction of the Community Development Director, the City's Building Official and Permit Coordinator work in concert with the Planning Division to ensure development is reviewed and permitted correctly from concept to occupancy.

The Building Division serves residents directly at the building and planning counter and online to ensure that all development activities conform to the City's adopted plans and regulations. The primary duties of the Building Official are administrative decisions and interpretations for building codes, plan review and project inspections.

Development and Building Compliance Review and Inspection

This program involves reviewing development projects to ensure each complies with the City's land use and building codes. The cost of this work is offset by permit fees which cover the staff time involved in assuring code compliance, public notification of complex projects, and onsite construction inspections. The Division supports compliance reviews that require a public hearing before the City's Hearing Examiner. Coordination with the Planning Division before permit issuance is key in implementing policy and regulations for critical areas, trees, and shoreline management.

Code Enforcement Investigation and Follow-up

This program involves responding to code enforcement requests. Response includes site visits to document violations, posting and mailing notices, communicating with both violators and complainants, supporting voluntary compliance and ensuring full and proper permitting. These activities are not offset by permit fees.

Planning & Building Counter Assistance

The City places a high priority on providing timely, accurate information on land use and construction standards for our residents. Department staff routinely assist customers

COMMUNITY DEVELOPMENT – BUILDING

with questions and permit intakes as well as fielding thousands of inquiries by phone and email.

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

	2025-2026	2027-2028
Department Employee Count	1.8	1.8

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Salaries	$401,500	$151,499	$351,000	-12.6%
Overtime	$2,000	$2,000	$2,000	0.0%
Employee Benefits	$151,000	$101,000	$152,000	0.7%
Office / Operating Supplies	$6,000	$4,499	$6,000	0.0%
Small Tools & Equipment	$5,000	$1,000	$5,000	0.0%
Professional Services	$10,000	$507,436	$40,000	300.0%
Fire Marshall Inspections	$2,500	$1,209	$2,500	0.0%
Communications	$1,750	$858	$2,000	14.3%
Training	$4,000	$1,000	$4,000	0.0%
Dues / Subscriptions	$1,800	$2,719	$1,800	0.0%
Total	**$585,550**	**$773,220**	**$566,300**	**-3.3%**

PUBLIC WORKS

MISSION

Protect and strengthen the City's essential infrastructure by efficiently operating, maintaining, and improving streets, sanitary sewers, parks, public facilities, and surface water systems.

WHAT WE DO

The Public Works Department provides a broad range of essential services that support the safety, functionality, and quality of life for the Lake Forest Park community. The department is responsible for the operation, maintenance, and repair of the City's streets, surface water infrastructure, sanitary sewer system, parks, buildings, and grounds, while also providing 24/7 emergency response. Additionally, Public Works delivers engineering services, long-term capital planning, fleet management, civil permit review and development support, and coordination for community events. These services are funded through four primary funds: General Fund, Street Fund, Surface Water Utility Fund, and Sewer Utility Fund.

Engineering

Funding Source: General Fund/Other



The Public Works Engineering Department is responsible for planning, developing, and managing the City's public infrastructure to support safe, reliable, and sustainable community services. The department oversees the design and construction of capital improvement projects, ensuring projects are delivered in compliance with applicable regulations, within budget, and on schedule.

Engineering staff lead long-term infrastructure planning by identifying future capital needs, preparing capital improvement plans, pursuing grant funding opportunities, and developing strategies to maintain and enhance the City's transportation, utility, and public facilities. This proactive planning helps ensure infrastructure investments meet the community's current and future needs.

PUBLIC WORKS

The department is also responsible for evaluating and improving the safety and functionality of the City's transportation system through traffic calming initiatives, traffic safety studies, and multimodal transportation improvements. These efforts include analyzing traffic conditions, responding to community concerns, implementing measures to improve pedestrian and bicycle safety, and enhancing accessibility for all users of the transportation network.

In addition, the department manages the review of private development proposals to ensure compliance with City standards, engineering requirements, and development regulations. This includes reviewing construction plans, coordinating with developers and consultants, and inspecting public infrastructure improvements associated with new development.

Through project management, infrastructure planning, transportation safety initiatives, multimodal improvements, and development review, the Public Works Engineering Department protects the City's public assets, supports responsible growth, enhances mobility and safety, and provides efficient, high-quality services to residents, businesses, and visitors.

Facility Maintenance

Funding Source: General Fund/Other

The Public Works Department maintains City Hall, the Public Works Office, and the Public Works Maintenance Shop. Building maintenance includes routine inspections, repairs, custodial services, HVAC maintenance, plumbing and electrical repairs, security and life-safety system upkeep, building systems monitoring, and coordination of specialized maintenance and capital improvements. Services are delivered through a combination of in-house staff and qualified contractors.

In addition to routine maintenance, Public Works provides 24/7 emergency response to address facility failures, weather-related impacts, utility disruptions, and other urgent situations that could affect City operations or public safety. This helps ensure City facilities remain safe, functional, and reliable while providing a productive environment for employees and welcoming spaces for residents and visitors.

PUBLIC WORKS

Parks Maintenance

Funding Source: General Fund



The Public Works team preserves, maintains, and enhances nearly 40 acres of parks and open spaces, providing safe, attractive, and accessible recreational opportunities for residents and visitors. Staff care for the City's landscape assets, including trees, shrubs, annual plantings, lawns, athletic fields, irrigation systems, and more than six miles of trails and pathways. The team also inspects, repairs, and maintains park amenities such as playground equipment, picnic shelters, benches, drinking fountains, tennis courts, viewing decks, boardwalks, parking areas, signage, and other site furnishings to ensure they remain safe, functional, and welcoming.

Beyond routine maintenance, Public Works supports long-range parks planning and capital improvement projects that preserve and enhance the City's recreational assets. The department works in partnership with community organizations and volunteers, including the Master Gardeners and the Stewardship Foundation, to improve park landscapes, restore natural areas, and expand stewardship opportunities. Public Works also coordinates facility preparation and operational support for the many community events, recreational programs, and public gatherings hosted throughout the City's parks each year, helping ensure successful and enjoyable experiences for residents and visitors alike.

Streets

Funding Source: Street Fund

The Street Fund supports the operation, maintenance, preservation, and improvement of the City's transportation system. Public Works performs a wide range of services, including pothole repair, crack sealing, roadway shoulder maintenance, guardrail repair, snow removal, sanding, de-icing, street sweeping, traffic sign and pavement marking maintenance, and annual pavement overlays. These ongoing maintenance activities help extend the useful life of roadway assets, improve safety, and reduce long-term replacement costs.

PUBLIC WORKS

In addition to routine maintenance, the Street Fund supports engineering, traffic operations, and long-range transportation planning. Public Works develops and implements pavement preservation strategies, manages capital improvement projects, and plans for a safe, connected, and resilient multimodal transportation network that accommodates pedestrians, bicyclists, transit users, motorists, and people of all ages and abilities. Funding also supports the design and construction of sidewalks, pathways, and other transportation improvements that enhance mobility, accessibility, and connectivity throughout the community.



A portion of street maintenance and transportation improvement activities is funded through the Transportation Benefit District in accordance with its adopted transportation improvement plan, providing additional resources to preserve infrastructure and advance the City's long-term transportation goals.

Surface Water Utility

Funding Source: Surface Water Utility Fund

The Surface Water Utility Fund supports the operation, maintenance, preservation, and improvement of the City's stormwater system to reduce flooding, protect public infrastructure, improve water quality, and enhance the health of local streams and wetlands. Public Works maintains an extensive network of stormwater facilities, including pipes, culverts, ditches, catch basins, detention and water quality facilities, outfalls, and natural drainage channels. The fund also supports geographic information system (GIS) mapping and asset management, routine inspections, street sweeping, vegetation management, and maintenance activities that keep the system functioning effectively.

Surface Water Utility funding also provides for engineering, long-range planning, and the design and construction of capital improvement projects, including culvert replacements, fish passage improvements, drainage system upgrades, and other projects that improve system capacity, reduce flood risks, and restore aquatic habitat while meeting state and federal regulatory requirements.

In addition, the utility funds implementation of the City's Stormwater Management Program, which protects water quality through public education and outreach, community involvement, development review, illicit discharge detection and elimination, water quality

PUBLIC WORKS

monitoring, and ongoing system inspections and maintenance. The fund also supports programs that encourage residents to participate in protecting Lake Forest Park's streams, wetlands, and natural environment.

Sewer Utility

Funding Source: Sewer Utility Fund

The Public Works Department operates, maintains, and improves the City's sanitary sewer utility to protect public health, safeguard the environment, and provide reliable wastewater service to residents and businesses throughout Lake Forest Park. The utility is responsible for maintaining approximately 225,000 feet of gravity sewer main, 11,000 feet of pressure main, and two sewer lift stations. Public Works performs routine inspections, cleaning, preventive maintenance, emergency repairs, and asset management activities to ensure the continued reliability and long-term performance of the sewer system.

The department also maintains and services grinder pumps that convey wastewater from properties where gravity service is not feasible. To ensure uninterrupted wastewater service during electrical outages, Public Works maintains backup power capabilities and emergency response procedures that keep critical lift stations and grinder pump systems operational during storms and other emergency events.

In addition to daily operations, the Sewer Utility Fund supports engineering, long-range infrastructure planning, regulatory compliance, and capital improvements that preserve system reliability and accommodate future community needs. The department works closely with local water and sewer districts, neighboring jurisdictions, King County Wastewater Treatment Division (Metro), the Washington State Department of Ecology, and Public Health – Seattle & King County to coordinate system operations, meet regulatory requirements, protect water quality, and ensure the safe and efficient conveyance and treatment of wastewater.

KEY 2025-2026 ACCOMPLISHMENTS

Engineering

- Managed the design and construction of City capital improvement projects from planning through construction.
- Reviewed and approved right-of-way permits to support safe and efficient construction activities within the public right-of-way.

PUBLIC WORKS

- Evaluated neighborhood traffic concerns and implemented traffic calming measures to improve roadway safety.
- Completed timely engineering review of civil permit applications and development proposals, ensuring compliance with City engineering standards and supporting responsible growth.
- Completed the design and bidding process for the SR 104/40th Avenue NE Roundabout project, positioning the project for construction.



- Developed and adopted the City's Road Safety Action Plan, establishing a data-driven strategy to improve safety for all roadway users and enhance competitiveness for future grant funding.
- Prepared and adopted the City's Six-Year Transportation Improvement Program (TIP), identifying and prioritizing future transportation investments.
- Advanced multimodal transportation planning by incorporating pedestrian, bicycle, and ADA accessibility improvements into transportation projects.
- Continued coordination with regional agencies, consultants, developers, and other City departments on transportation and infrastructure projects.

Facilities and Parks

- Provided year-round maintenance and operations for all City parks and public facilities.
- Completed black mold remediation and building repairs at City Hall following water intrusion.
- Replaced fencing at Animal Acres Park.
- Installed a covered bicycle storage area at the Police Department.

PUBLIC WORKS

- Completed the Police Department locker room remodel.
- Partnered with community volunteer groups to complete park maintenance and improvement projects.
- Completed trail improvements at Horizon View Park.
- Installed wind screening at the Horizon View Park pickleball courts.

Streets

- Completed the annual pavement overlay program.
- Installed and maintained mobility and traffic safety signage recommended by the Traffic Calming Group and Traffic Engineer.
- Removed hazardous and fallen trees throughout the City.
- Maintained the street network through pavement repairs, snow and ice response, street sweeping, and routine maintenance.
- Maintained and refreshed pavement markings to improve roadway safety.
- Maintained safe intersection sight distance through vegetation management.



Surface Water Utility

- Maintained compliance with the NPDES Phase II Municipal Stormwater Permit issued by the Washington State Department of Ecology.
- Completed annual inspections, maintenance, and cleaning of catch basins, stormwater facilities, and regulated bypass structures.
- Continued implementation of the City's stormwater public education and outreach program using community-based social marketing.
- Prioritized basin planning efforts through implementation of the Stormwater Management Action Plan (SMAP).
- Continued participation in the Lake Ballinger-McAleer Creek Watershed Forum and regional watershed coordination efforts.
- Maintained approximately nine miles of roadside drainage ditches.
- Swept more than 3,000 lane miles of City streets to improve stormwater quality.

PUBLIC WORKS

- Initiated and advanced stormwater capital improvement projects.

Sewer Utility

- Provided sewer utility service to approximately 3,700 residential properties.
- Completed more than 600 hours of sewer and stormwater utility locates.
- Operated and maintained two sanitary sewer lift stations.
- Maintained 51 residential sewer grinder pump systems.

2027-2028 PLANNED ACTIVITIES

Engineering

- Continue delivery of the City's Capital Improvement Program through project design, bidding, and construction management.
- Advance construction of the SR 104/40th Avenue NE Roundabout project.
- Implement recommendations identified in the Road Safety Action Plan.
- Update transportation planning documents as needed and pursue state and federal grant opportunities.
- Continue engineering review of development proposals and right-of-way permits.
- Expand multimodal transportation improvements that enhance pedestrian, bicycle, and ADA accessibility.
- Continue evaluating and implementing neighborhood traffic calming measures.

Facilities and Parks

- Provide year-round maintenance and operations for all City parks and public facilities.
- Continue partnering with volunteer groups on park maintenance and improvement projects.
- Review and update the Parks, Recreation, Open Space, & Trails (PROST) Plan.
- Continue or begin master planning for all parks facilities.
- Continue invasive vegetation removal throughout City parks.
- Comprehensive facilities master plan.

PUBLIC WORKS



Streets

- Continue roadway maintenance, resurfacing, and pavement preservation activities.
- Respond to winter weather and storm events while maintaining essential transportation services.
- Install and maintain mobility and traffic safety signage recommended by the Traffic Calming Group and Traffic Engineer.
- Assess and remove hazardous trees.
- Maintain pavement markings, street sweeping, and pavement repairs.
- Maintain safe sight distance at intersections.

Surface Water Utility

- Maintain compliance with the 2025–2030 NPDES Phase II Municipal Stormwater Permit.
- Complete annual inspections and maintenance of stormwater facilities and regulated bypass systems.
- Initiate a comprehensive stormwater system planning study to update asset management, capital planning, and utility rate forecasts.
- Advance priority stormwater capital improvement projects as funding becomes available.
- Pursue federal, state, and county grant funding to replace undersized and deficient culverts.
- Continue participation in regional watershed planning and coordination efforts.
- Continue integrating stormwater assets into the City's GIS platform.
- Construct covered material storage bins at the Public Works facility.

Sewer Utility

- Continue proactive maintenance of the City's sewer collection system.
- Coordinate with King County Wastewater Treatment Division to ensure reliable regional sewer service.
- Continue implementation of the fats, oils, and grease (FOG) reduction program.
- Initiate a comprehensive sewer system planning study to update asset management, capital planning, and utility rate forecasts.
- Continue integrating sewer utility assets into the City's GIS platform.

PUBLIC WORKS

DEPARTMENT STAFFING

Full Time Equivalent (FTE)

	2025-2026	2027-2028
Department Employee Count	13.50	14.00

DEPARTMENT BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Parks: General Fund				
Salaries	$286,900	$355,000	$340,000	18.5%
Salaries: Seasonals	$15,000	$42,999	$46,345	209.0%
Overtime	$3,000	$12,000	$8,000	166.7%
On-Call Services	$5,000	$8,000	$8,000	60.0%
Employee Benefits	$95,000	$127,499	$123,000	29.5%
Safety Clothing / Boots	$1,000	$2,655	$3,000	200.0%
Employee Benefits: Seasonals	$6,500	-	$8,698	33.8%
Office Supplies	$5,300	$2,078	$3,000	-43.4%
Operating Supplies	$8,000	$12,606	$20,000	150.0%
Small Tools & Equipment	$8,000	$29,963	$40,000	400.0%
Professional Services	$30,000	$17,360	$20,000	-33.3%
Communications	$8,000	$7,741	$9,000	12.5%
Travel Exp. (lodging, meals)	$500	$1,041	$1,500	200.0%
Equipment Rental	$4,000	$2,500	$5,000	25.0%
Insurance	$27,700	$30,845	$35,751	29.1%
Utilities	$55,000	$67,150	$85,000	54.5%
Repairs & Maintenance	$110,000	$36,259	$40,000	-63.6%
Dues / Subscriptions	$1,000	$1,397	$1,200	20.0%
Training	$2,000	$1,592	$2,000	0.0%
Total Parks	**$671,900**	**$758,685**	**$799,494**	**19.0%**
Facilities: General Fund				
Salaries	$71,000	$140,003	$140,000	97.2%
Salaries: Seasonals	$12,000	$28,500	$31,563	163.0%
Overtime	$2,500	$6,500	$4,000	60.0%
On-Call Services	$1,500	$2,000	$2,000	33.3%
Employee Benefits	$23,100	$48,500	$41,000	77.5%
Safety Clothing / Boots	$600	$1,800	$3,000	400.0%
Employee Benefits: Seasonals	$4,800	$3,000	$5,799	20.8%
Office Supplies	$600	$1,361	$2,000	233.3%
Operating Supplies	$21,000	$29,323	$30,000	42.9%
Small Tools & Equipment	$3,000	$4,619	$5,000	66.7%

PUBLIC WORKS

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Property Assessments	$20,000	$24,356	$17,300	-13.5%
Janitorial Contract	$90,000	$95,490	$160,000	77.8%
Professional Services	$35,000	$99,302	$100,000	185.7%
Communications	$2,000	$2,136	$3,300	65.0%
Travel Exp. (lodging, meals)	$1,000	$567	$1,000	0.0%
Equipment Rental	$1,500	$1,901	$2,000	33.3%
Insurance	$6,832	$7,998	$8,817	29.0%
Utilities: P.W. Facilities	$25,000	$21,189	$30,000	20.0%
Utilities: City Hall	$130,000	$113,469	$140,000	7.7%
Repairs & Maintenance	$46,000	$211,432	$220,000	378.3%
Emergency Management	$1,000	$1,000	$2,000	100.0%
Dues & Subscriptions	$200	$571	$1,000	400.0%
Training	$400	$954	$1,500	275.0%
Security Monitoring Software	-	-	$50,000	
Total Facilities	**$499,032**	**$845,971**	**$1,001,279**	**100.6%**
Street Maintenance				
Road Surface Maintenance	$67,000	$62,440	$70,000	4.5%
Repairs & Maintenance	-	$13,259	-	
Shoulder Maintenance	$20,000	$10,000	$20,000	0.0%
Structure Maintenance	$13,000	$6,500	$13,000	0.0%
Traffic / Pedestrian Maintenance	-	$7,630	-	
Street Lighting Maintenance	$295,000	$292,807	$315,000	6.8%
Sign Replacement	$15,000	$21,443	$30,000	100.0%
Sign Maintenance	$50,000	$58,832	$60,000	20.0%
Pavement Marking / Striping	$40,000	$57,965	$60,000	50.0%
Snow Plowing / Sanding	$80,000	$54,101	$80,000	0.0%
Roadside Maintenance	$80,000	$109,555	$90,000	12.5%
Professional Services	$60,000	$64,172	$70,000	16.7%
Total Street Maintenance	**$720,000**	**$758,702**	**$808,000**	**12.2%**
Street Operations				
Salaries	$569,000	$394,618	$520,000	-8.6%
Salaries: Seasonals	$85,500	$59,942	$90,689	6.1%
Overtime	$17,000	$34,079	$14,000	-17.6%
On-Call Services	$15,000	$32,036	$15,000	0.0%
Employee Benefits	$216,500	$151,240	$193,000	-10.9%
Safety Clothing / Boots	$1,500	$5,753	$5,000	233.3%
Employee Benefits: Seasonals	$19,500	-	$17,397	-10.8%
Office Supplies	$600	$702	$1,000	66.7%
Operating Supplies	$12,000	$15,172	$15,000	25.0%

PUBLIC WORKS

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Small Tools & Equipment	$10,000	$5,686	$10,000	0.0%
Professional Services	$30,000	$24,020	$30,000	0.0%
Communications	$12,000	$12,346	$13,000	8.3%
Travel Exp. (lodging, meals)	$1,500	$1,078	$1,500	0.0%
Equipment Rental	$3,000	$1,500	$3,000	0.0%
Insurance	$54,251	$51,593	$59,800	10.2%
Utilities	$15,000	$18,723	$27,000	80.0%
Dues / Subscriptions	$1,500	$1,191	$1,500	0.0%
Training	$1,500	$5,962	$6,000	300.0%
Interfund Svc. to GF (001)	$175,556	$154,400	$165,346	-5.8%
Interfund Svc. to Replacement (501)	$202,454	$202,454	$161,464	-20.2%
Interfund Svc. to Replacement (502)	$16,390	$16,390	$19,940	21.7%
Total Street Operations	**$1,459,751**	**$1,188,888**	**$1,369,636**	**-6.2%**
Engineering Operations				
Lobbying Activity	$104,545	$104,545	-	-100.0%
Interfund Svc. to GF (001)	$66,908	$66,908	$80,702	20.6%
Interfund Svc. to Replacement (501)	$33,132	$33,132	$23,364	-29.5%
Interfund Svc. to Replacement (502)	$13,544	$12,470	$20,508	51.4%
Office / Operating Supplies	-	$300	$600	
Professional Services	-	$50,000	$100,000	
Travel Exp. (lodging & meals)	$3,500	-	-	-100.0%
Training	$3,500	-	-	-100.0%
Salaries	$225,500	$287,500	$379,310	68.2%
Overtime	$6,000	$6,000	$4,000	-33.3%
Employee Benefits	$81,500	$99,499	$92,234	13.2%
Insurance	$15,180	$14,437	$16,733	10.2%
Total Engineering Operations	**$553,309**	**$674,791**	**$717,451**	**29.7%**
Sewer Utility				
Salaries	$709,500	$709,500	$933,000	31.5%
Salaries: Seasonals	$75,500	$29,160	$31,563	-58.2%
Overtime	$20,000	$20,000	$14,000	-30.0%
On-Call Services	$10,000	$10,000	$10,000	0.0%
Employee Benefits	$267,000	$275,999	$372,000	39.3%
Safety Clothing / Boots	$1,500	$2,216	$3,000	100.0%
Employee Benefits: Seasonals	$7,000	-	$5,799	-17.2%
Office Supplies	$1,500	$915	$1,500	0.0%
Operating Supplies / Materials	$15,000	$8,526	$15,000	0.0%
Small Tools & Equipment	$12,000	$6,000	$12,000	0.0%

PUBLIC WORKS

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
King County Wastewater Treatment (METRO)	$5,925,044	$5,990,044	$7,188,053	21.3%
Professional Services	$110,000	$93,725	$110,000	0.0%
Legal Expenses	-	$5,000	-	
Communications	$18,000	$13,346	$18,000	0.0%
Travel Exp. (lodging, meals)	$1,000	$828	$1,000	0.0%
Advertising	$1,000	$500	$1,000	0.0%
Equipment Rental	$2,000	$1,000	$2,000	0.0%
Insurance	$57,742	$54,914	$63,649	10.2%
Utilities	$9,000	$4,865	$9,000	0.0%
Repairs / Maintenance	$100,000	$65,124	$100,000	0.0%
Dues / Subscriptions	$10,000	$6,136	$10,000	0.0%
Training	$5,000	$3,800	$5,000	0.0%
Sewer Utility Tax to GF (001)	$800,187	$820,705	$978,365	22.3%
Taxes / Assessments	$223,952	$223,952	$250,000	11.6%
Interfund Svc. to GF (001)	$372,180	$336,769	$362,448	-2.6%
Interfund Svc. to Replacement (501)	$208,322	$208,322	$158,992	-23.7%
Interfund Svc. to Replacement (502)	$17,936	$17,936	$19,238	7.3%
Transfer to Sewer Utility Capital (402)	$250,000	$250,000	-	-100.0%
Transfer to PW Trust Repayment (407)	$168,000	$168,000	-	-100.0%
Taxes / Assessments: PW Trust Repayment (407)	$2,000	$2,000	-	-100.0%
Repayment of PW Trust Loan: Principal	$239,607	$239,607	-	-100.0%
Repayment of PW Trust Loan: Interest	$1,198	$1,198	-	-100.0%
Total Sewer Utility	**$9,398,363**	**$9,327,283**	**$10,674,607**	**13.6%**
Surface Water Utility				
Salaries	$1,066,500	$1,087,500	$1,241,000	16.4%
Salaries: Seasonals	$99,500	$99,499	$105,471	6.0%
Overtime	$21,000	$21,000	$20,000	-4.8%
On-Call Services	$14,000	$14,000	$14,000	0.0%
Employee Benefits	$424,500	$430,500	$473,000	11.4%
Safety Clothing / Boots	$8,000	$7,801	$9,000	12.5%
Employee Benefits: Seasonals	$22,000	$22,000	$20,296	-7.7%
Office Supplies	$5,000	$2,606	$5,000	0.0%
Operating Supplies	$16,000	$15,016	$16,000	0.0%
Small Tools & Equipment	$7,000	$3,500	$7,000	0.0%
Taxes & Assessments	$58,500	$64,743	$80,000	36.8%

PUBLIC WORKS

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Surface Water Utility Tax to GF (001)	$360,824	$360,823	$371,542	3.0%
Prof. Services / Engineering	$300,000	$264,006	$300,000	0.0%
County Administration Billing	$50,000	$48,744	$55,000	10.0%
Communications	$30,000	$15,123	$30,000	0.0%
Travel Exp. (lodging, meals)	$3,000	$2,041	$3,000	0.0%
Equipment Rental	$5,000	$2,500	$5,000	0.0%
Insurance	$77,943	$74,126	$85,915	10.2%
Utilities	$1,500	$756	$1,500	0.0%
System Maintenance & Operation	$500,000	$453,226	$500,000	0.0%
Street Drainage Maintenance	$130,000	$72,515	$20,000	-84.6%
Neighborhood Surface Water	$20,000	$10,000	$130,000	550.0%
Repairs & Maintenance	$30,000	$51,059	$50,000	66.7%
Dues / Subscriptions	$50,000	$33,974	$50,000	0.0%
Training	$10,000	$7,196	$10,000	0.0%
Interfund Svc. to GF (001)	$185,209	$185,209	$219,823	18.7%
Interfund Svc. to Replacement (501)	$204,368	$204,638	$216,514	5.9%
Interfund Svc. to Replacement (502)	$27,524	$27,524	$30,394	10.4%
Transfer to Surface Water Capital (404)	$400,000	$400,000	-	-100.0%
Total Surface Water Utility	**$4,127,368**	**$3,981,624**	**$4,069,455**	**-1.4%**

NON-OPERATING DEPARTMENT INFORMATION

2027-2028 PRELIMINARY BUDGET

- Vehicle and Equipment Replacement
- Information Technology Replacement
- Fixed and Capital Assets

VEHICLE & EQUIPMENT REPAIR & REPLACEMENT FUND

PURPOSE

The purpose of the Vehicle & Equipment Repair & Replacement Fund is to support and carry out the mission of the City by setting aside funds for the purchase, replacement, operation and repair of major City assets such as vehicles, machinery and major equipment.



WHAT WE DO



Vehicle and equipment services plan for the purchase and replacement of the City's vehicles and equipment. The services provided include planning for the maintenance and operating costs associated with those assets.

Most often purchases of new or replacement equipment are made by utilizing contracts secured by Washington State Department of Enterprise Services (DES). DES contracts with vendors after a competitive bidding process has been performed. The utilization of these contracts ensures that the City gets the best pricing on its purchases and satisfies the requirements of the City's purchasing policy. The City contracts with Northshore Utility District through an interlocal agreement for vehicle and equipment maintenance and repair. The City also purchases fuel from Northshore Utility District.

FUND BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Interfund Svc. to GF (001)	$8,104	$8,104	$8,143	0.5%
Info.Svc. & Equip. Replacement	-	$5,535	$6,000	
Public Works: Fuel	$68,000	$68,000	$68,000	0.0%
Public Works Equipment: Maintenance	$214,000	$214,000	$288,042	34.6%
PD Vehicles: Replacement	$348,580	$398,580	$377,000	8.2%
PW Equipment: Replacement	$100,000	$100,000	$66,000	-34.0%
PW Vehicles: Replacement	$510,338	$510,338	$344,298	-32.5%
Total	**$1,249,022**	**$1,304,557**	**$1,157,483**	**-7.3%**

INFORMATION SYSTEMS FUND

PURPOSE

The purpose of the Information Systems Internal Service Fund is to support and implement the mission of the City with a specific fund for Information Systems (IS) needs. The fund will improve the tracking of IS expenditures and enterprise technology projects resulting in better stewardship and awareness of technology needs.

LAKE FOREST PARK
INFORMATION SYSTEMS

DESCRIPTION

Information Systems infrastructure, maintenance and capital projects make up a significant portion of the City's budget. With a separate fund dedicated to IS, the process to forecast expenditures and track costs will be straightforward and more transparent.



Oversight of capital equipment replacements, professional services, enterprise software maintenance/licensing, computer equipment replacement cycles and larger technology projects will all be included in the IS Internal Service Fund. Technology plays an important role for the City. Whether it be Public Safety, Finance or Communication, this fund will assist in managing these important resources.

FUND BUDGET

Description	2025-2026 Adopted Budget	2025-2026 Projected	2027-2028 Budget	% Change
Capital Equipment Replacement: Hardware	$99,000	$99,000	$160,000	61.6%
Computer Software	$275,000	$275,000	$303,400	10.3%
Professional Services	$134,500	$134,500	$114,600	-14.8%
Shared Svc. to GF (001)	-	$6,312	$13,586	
Computer / Grant	-	$2,427	-	
Subscriptions	-	$8,000	-	
Total	**$508,500**	**$525,238**	**$591,586**	**16.3%**

FIXED & CAPITAL ASSETS

The City relies on a wide variety of long-lasting assets to provide the services our community depends on every day. These include roads, sidewalks, parks, public buildings, vehicles, heavy equipment, traffic signals, utility infrastructure, and many of the tools used by city employees to maintain and improve our community. These investments are known as fixed and capital assets because they provide value for many years rather than being used up in a single year.

Under the City's Financial Policies, a fixed or capital asset is generally defined as land, buildings, equipment, infrastructure, or improvements to existing assets that cost more than $5,000 and have an expected useful life of more than one year.

Investing in these assets allows the City to maintain safe and reliable public services while planning responsibly for the future. Replacing aging equipment before it becomes unreliable, preserving streets before they require costly reconstruction, and upgrading public facilities all help reduce long-term costs and improve the quality of services provided to residents.

The 2027-2028 budget includes funding for both recurring and project-specific capital investments.

Recurring investments include scheduled replacement of vehicles and equipment, pavement preservation and street overlay programs, technology upgrades, and other routine purchases that help keep City operations running efficiently. These investments are planned well in advance and are based on the expected service life of existing assets.

Project-specific investments are generally identified in the City's six-year Capital Improvement Plan (CIP). The CIP is the City's long-range roadmap for major infrastructure projects such as transportation improvements, park enhancements, facility upgrades, and utility system improvements. While most major capital projects are included in the CIP, not every item in the CIP results in a standalone capital asset, and some recurring capital purchases are budgeted separately from the CIP.

Every two years, as part of the budget process, the City reviews and updates the six-year Capital Improvement Plan. The City Council and Administration work together to evaluate community needs, infrastructure conditions, available funding, grant opportunities, and long-term priorities to determine which projects should move forward during the upcoming biennium.

FIXED & CAPITAL ASSETS

Not every project identified in the Capital Improvement Plan has funding immediately available. Including projects in the six-year plan allows the City to establish priorities, pursue grants and partnerships, coordinate with regional agencies, and be prepared to move projects forward as funding becomes available. This proactive approach helps ensure that the City's infrastructure continues to meet the needs of residents today while preparing for future growth.

CAPITAL FACILITIES MAINTENANCE FUND

The Capital Facilities Maintenance Fund provides funding to preserve, repair, and improve City-owned buildings and facilities. These investments help ensure that City Hall, the Public Works Facility, parks, and other public facilities remain safe, functional, and efficient for both employees and the public.

The 2027-2028 budget continues the City's commitment to maintaining its existing facilities while making strategic investments that extend the life of public buildings and reduce future maintenance costs. Planned projects include facility repairs, building system improvements, energy efficiency upgrades, and other capital improvements that support reliable public services. The fund also supports long-term planning for future facility needs, including infrastructure that will accommodate the City's evolving operational requirements.

CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund supports major projects that enhance the City's public facilities, parks, and community spaces. These projects are typically one-time investments that improve public amenities, replace aging infrastructure, or expand recreational opportunities for residents.

The 2027-2028 budget includes funding for projects identified in the City's Capital Improvement Plan, including improvements that are supported through grants and other outside funding sources whenever possible. By leveraging grant funding, the City is able to complete important community projects while reducing the impact on local taxpayers.

TRANSPORTATION CAPITAL FUND

The Transportation Capital Fund provides funding for major transportation projects that improve safety, mobility, and accessibility throughout the City. Projects funded through

FIXED & CAPITAL ASSETS

this program include roadway improvements, pedestrian and bicycle facilities, traffic safety enhancements, ADA accessibility upgrades, and preservation of the City's transportation infrastructure.

The 2027-2028 budget continues investments in transportation projects identified in the City's Transportation Improvement Program. Funding supports major capital improvements, roadway preservation, ADA improvements, and safety projects designed to provide safer travel for people walking, biking, driving, and using transit. The fund also leverages state and federal grants whenever possible to maximize local transportation dollars and accelerate delivery of priority projects.

SEWER CAPITAL FUND

The Sewer Capital Fund supports long-term investments in the City's wastewater collection system. These projects help ensure reliable sewer service, protect public health, reduce the risk of system failures, and maintain compliance with environmental regulations.

The 2027-2028 budget includes capital projects that improve the reliability and resilience of the City's sewer infrastructure. Planned investments include replacement and rehabilitation of aging facilities, upgrades to lift stations and related equipment, and improvements that support continued service to existing and future customers while reducing long-term maintenance costs.

SURFACE WATER CAPITAL FUND

The Surface Water Capital Fund provides funding for projects that protect streams, lakes, and wetlands while reducing flood risks and maintaining the City's stormwater infrastructure. Projects include culvert replacements, stream restoration, drainage improvements, water quality enhancements, and other investments that improve the health and resilience of the City's watershed.

These capital investments also support the City's compliance with its Municipal Stormwater Permit under the National Pollutant Discharge Elimination System (NPDES). The permit requires the City to implement programs and construct improvements that reduce stormwater pollution, protect water quality, improve fish habitat, and manage runoff in ways that benefit both the community and the environment.

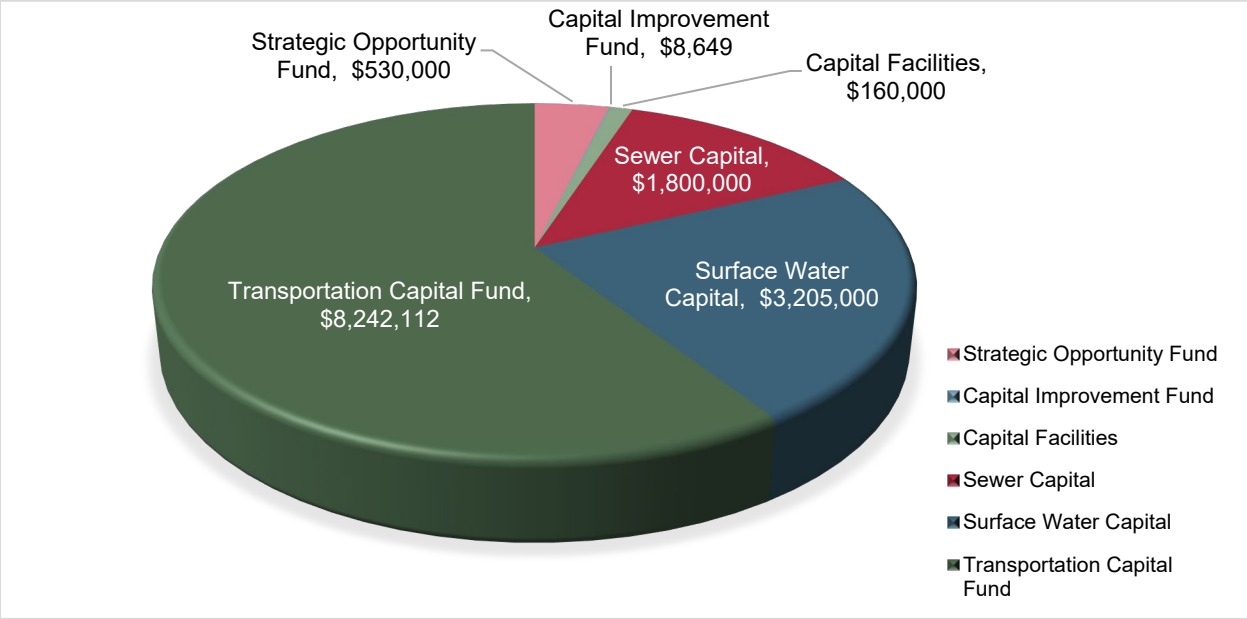
FIXED & CAPITAL ASSETS

The 2027-2028 budget continues investments in projects identified in the Surface Water Capital Improvement Program, including grant-funded projects that improve fish passage, reduce flooding, and replace aging drainage infrastructure. By securing state and federal grant funding, the City is able to complete significant environmental and infrastructure improvements while minimizing the use of local revenue.

STRATEGIC OPPORTUNITY FUND

The Strategic Opportunity Fund includes $30,000 for an update to the Parks, Recreation, Open Space & Trail Plan, $500,000 to complete Phase 2 design for the Lakefront Park Property, and $1.6 Million in unallocated funds to be held for future opportunities not yet identified. Expenditure of unallocated funds will require future council deliberation and action.

Budgeted Capital Expenditures by Fund



The schedule on the following page lists capital projects budgeted in the 2027-2028 biennium and includes the budgeted value and the funding source or fund that is financially responsible for the project.

More information regarding fixed and capital asset expenditures can be found in the previous sections titled Vehicle & Equipment Repair & Replacement Fund and Information Systems Fund, as well as in the Capital Improvement Plan that is available on the City's website (www.cityoflfp.gov).

FIXED & CAPITAL ASSETS

SCHEDULE OF 2027-2028 CAPITAL IMPROVEMENT PROJECTS

2027 Total Project Costs: $9,315,092

2028 Total Project Costs: $8,230,000

Project Title	2027-2028 Projected Cost	Funding Source	Grant Funding Source or additional notes
City Hall Facilities	$450,000.00	Capital Facilities	
Public Works Office Building	$25,000.00	Capital Facilities	
Public Works Maintenance Shop	$5,000.00	Capital Facilities	
City Hall ATS Installation	$10,000.00	Capital Facilities	
Horizon View Park Improvements	$40,000.00	Capital Improvement	
Master Plan - Existing Parks and Trail Systems (PROST Update)	$350,000.00	Capital Improvement	
Existing Parks and Trail Systems Improvements	$40,000.00	Capital Improvement	
Lakefront Park Development - Construction	$2,440,092.00	Capital Improvement	Strategic Opportunity Fund
Annual Street Overlay Program	$750,000.00	Transportation Capital	
ADA Ramp Design and Construction	$50,000.00	Transportation Capital	
Brookside Sidewalk - Design and Construction (Sound Transit Project)	$550,000.00	Transportation Capital	
Safe Streets Equipment	$20,000.00	Transportation Safety	
Traffic Safety Projects - Safe Streets	$310,000.00	Transportation Safety	
SR 522 Speed Limit Reduction	$5,000.00	Transportation Safety	
Driver Safety Education Program	$10,000.00	Transportation Safety	
Healthy Streets Program	$120,000.00	Transportation Safety	
37th Ave Sidewalk (LFP Elementary) - Construction	$335,000.00	Transportation Safety	Safe routes to schools (applied)
SR 104 and 40th Pl. NE Roundabout	$5,475,000.00	Transportation Capital	
NE 178th St Safety Project	$285,000.00	Transportation Safety	Transportation Improvement Board (applied)
NE 178th St and SR 104 Safety Project (Design and planning)	$150,000.00	Transportation Capital	
SR 104 190th Transit Connection Project	$500,000.00	Transportation Safety	
NE Perkins Way	$90,000.00	Transportation Safety	
Guardrail Replacement (Design and Construction)	$150,000.00	Transportation Capital	
Beach Drive Sewer Lift Stations - Design	$1,300,000.00	Sewer Capital	
Beach Drive Sewer Lift Stations - Construction	$500,000.00	Sewer Capital	
Culvert L90 Replacement	$3,085,000.00	Surface Water Capital	Grant Funding
Stormwater Facility Retrofit	$500,000.00	Surface Water Capital	
Total CIP	**$17,545,092.00**		

6-YEAR CAPITAL IMPROVEMENT PLAN

The following tables contain the Capital Improvement Plan (CIP) summaries for the next three biennia: 2027-2028, 2029-2030, and 2031-2032. The tables display the project number, name, driving source (action plan), and indicate the planned allocation and which capital fund is paying for the project. Funding with an asterisk has project funding challenges. Projects numbered 1-10 are Facilities projects, numbers 11-21 are Parks projects, 22-28 are Transportation projects, 39-24 are Sewer Projects, and numbers 44-60 are Surfacewater projects. After the summary tables, detailed pages are provided for each project.

Action Plan acronyms:

- ST – Strategic Plan
- CAP – Climate Action Plan
- PROST – Parks, Recreation, Open Space, and Trails Plan
- SS – Safe Streets
- SH – Safe Highways
- CP – Comprehensive Plan
- CRS – Culvert Replacement Study
- X – Emergency Project

2027-2028 CAPITAL IMPROVEMENT PLAN

Project #	PROJECTS	Action Plan	Capital Improvement 2027	Transportation Capital 2027	Capital Facilities 2027	SWM Capital 2027	Sewer Capital 2027	Transportation Safety 2027	County / State / Federal Grant Funding Revenue 2027	Capital Improvement 2028	Transportation Capital 2028	Capital Facilities 2028	SWM Capital 2028	Sewer Capital 2028	Transportation Safety 2028	County / State / Federal Grant Funding Revenue 2028
1	City Hall Facilities	ST			150,000							300,000				
2	Public Works Office Building	ST										25,000				
3	Public Works Maintenance Shop	ST										5,000				
4	PW Facility EV Chargers	CAP														
5	PW Bins Rooftop Solar Panels	CAP														
6	PW Facility Rooftop Solar Panels	CAP														
7	City Hall EV Chargers	CAP														
8	City Hall Parking Lot Solar Panels	CAP														
9	City Hall ATS Installation				10,000											
10	City Hall Rooftop Solar Panels	CAP														
11	McKinnon Creek Trail	PROST														
12	Animal Acres Park Restoration	PROST														
13	Horizon View Park Improvements	PROST	40,000													
14	Master Plan - Park Properties for Development (Sims)	PROST														
15	Master Plan - Park Properties for Development (SPU)	PROST														
16	Park Property Improvements (Sims) (Animal Acres - Annexation)	PROST														
17	Park Property Improvements (SPU) (5 Acre Woods)	PROST														
18	Master Plan - Existing Parks and Trail Systems (PROST Update)	PROST	350,000													
19	Existing Parks and Trail Systems Improvements	PROST								40,000						
20	Lakefront Park Development - Design	PROST														
21	Lakefront Park Development - Construction	PROST			2,440,092											

CAPITAL IMPROVEMENT PLAN

Project #	PROJECTS	Action Plan	Capital Improvement 2027	Transportation Capital 2027	Capital Facilities 2027	SWM Capital 2027	Sewer Capital 2027	Transportation Safety 2027	County / State / Federal Grant Funding Revenue 2027	Capital Improvement 2028	Transportation Capital 2028	Capital Facilities 2028	SWM Capital 2028	Sewer Capital 2028	Transportation Safety 2028	County / State / Federal Grant Funding Revenue 2028
22	Annual Street Overlay Program	ST		750,000												
23	ADA Ramp Design and Construction	ST		50,000												
24	Brookside Sidewalk - Design and Construction (Sound Transit Project)										550,000					
25	Safe Streets Equipment							10,000							10,000	
26	Traffic Safety Projects - Safe Streets	SS						200,000							110,000	
27	SR 522 Speed Limit Reduction							5,000								
28	Driver Safety Education Program							5,000							5,000	
29	Healthy Streets Program							60,000							60,000	
30	37th Ave Sidewalk (Brookside Elementary) - Design	SS														
31	37th Ave Sidewalk (LFP Elementary) - Construction							85,000	250,000							
32	37th Ave Sidewalk (LFP Elementary) - Design	SS														
33	SR 104 and 40th Pl. NE Roundabout	SH		3,000,000							2,475,000					
34	NE 178th St Safety Project							85,000	200,000							
35	NE 178th St and SR 104 Safety Project (Design and planning)										150,000					
36	SR 104 190th Transit Connection Project														100,000	400,000
37	NE Perkins Way														90,000	
38	Guardrail Replacement (Design and Construction)			75,000							75,000					
39	Beach Drive Sewer Lift Stations - Design						1,300,000									
40	Beach Drive Sewer Lift Stations - Construction													500,000		
41	Master Plan - Sanitary Sewer System - Data Collection															
42	Master Plan - Sanitary Sewer System - Data Analysis and Reporting															
43	Sanitary Sewer System - CIPP and Structure Improvements															
44	Culvert L70 Replacement - Design	CRS														
45	Culvert L70 Replacement - Construction	CRS														
46	Culvert L90 Replacement	CRS											3,085,000			
47	Culvert L110 Replacement - Design	CRS														
48	Culvert L110 Replacement - Construction	CRS														
49	Brookside/35th Avenue Culvert Replacement - Design															
50	Brookside/35th Avenue Culvert Replacement - Construction															
51	35th Ave NE Drainage Improvements	X														
52	28th Ave NE Culvert Temporary Repair	X														
53	28th Ave NE Culvert Replacement	X														
54	Stormwater Facility Retrofit	CP				250,000							250,000			
55	Master Plan - Stormwater & Surface Water Systems - Data Collection	CP														
56	Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting	CP														
57	Stormwater & Surface Water Systems - CIPP and Structure Improvements	CP														
58	NE 195th St & SR 104 Culvert	CP														
59	Material Bins															
60	Misc SW Projects - Replace SW crossings	ST														
	FUND TOTALS		**390,000.00**	**3,875,000.00**	**2,600,092.00**	**250,000.00**	**1,300,000.00**	**450,000.00**	**450,000.00**	**40,000.00**	**3,250,000.00**	**330,000.00**	**3,335,000.00**	**500,000.00**	**375,000.00**	**400,000.00**

CAPITAL IMPROVEMENT PLAN

2029-2030 CAPITAL IMPROVEMENT PLAN

2029 Total Project Costs: $7,445,000

2030 Total Project Costs: $8,095,000

Project #	PROJECTS	Action Plan	Capital Improvement 2029	Transportation Capital 2029	Capital Facilities 2029	SWM Capital 2029	Sewer Capital 2029	Transportation Safety 2029	State / Federal / County Grant Funding Revenue 2029	Capital Improvement 2030	Transportation Capital 2030	Capital Facilities 2030	SWM Capital 2030	Sewer Capital 2030	Transportation Safety 2030	State / Federal / County Grant Funding Revenue 2030
1	City Hall Facilities	ST			300,000 *							300,000 *				
2	Public Works Office Building	ST			25,000							25,000				
3	Public Works Maintenance Shop	ST			5,000							5,000				
4	PW Facility EV Chargers	CAP														
5	PW Bins Rooftop Solar Panels	CAP										250,000 *				
6	PW Facility Rooftop Solar Panels	CAP														
7	City Hall EV Chargers	CAP														
8	City Hall Parking Lot Solar Panels	CAP														
9	City Hall ATS Installation															
10	City Hall Rooftop Solar Panels	CAP														
11	McKinnon Creek Trail	PROST														
12	Animal Acres Park Restoration	PROST														
13	Horizon View Park Improvements	PROST														
14	Master Plan - Park Properties for Development (Sims)	PROST														
15	Master Plan - Park Properties for Development (SPU)	PROST														
16	Park Property Improvements (Sims) (Animal Acres - Annexation)	PROST														
17	Park Property Improvements (SPU) (5 Acre Woods)	PROST														
18	Master Plan - Existing Parks and Trail Systems (PROST Update)	PROST														
19	Existing Parks and Trail Systems Improvements	PROST	40,000							40,000						
20	Lakefront Park Development - Design	PROST														
21	Lakefront Park Development - Construction	PROST														
22	Annual Street Overlay Program	ST		400,000							400,000					
23	ADA Ramp Design and Construction	ST		100,000							150,000					
24	Brookside Sidewalk - Design and Construction (Sound Transit Project)															
25	Safe Streets Equipment							10,000							10,000	
26	Traffic Safety Projects - Safe Streets	SS						500,000							50,000	
27	SR 522 Speed Limit Reduction															
28	Driver Safety Education Program							5,000							5,000	
29	Healthy Streets Program							60,000							60,000	
30	37th Ave Sidewalk (Brookside Elementary) - Design	SS														
31	37th Ave Sidewalk (LFP Elementary) - Construction															
32	37th Ave Sidewalk (LFP Elementary) - Design	SS														
33	SR 104 and 40th Pl. NE Roundabout	SH														
34	NE 178th St Safety Project															
35	NE 178th St and SR 104 Safety Project (Design and planning)			1,200,000 *												
36	SR 104 190th Transit Connection Project															

CAPITAL IMPROVEMENT PLAN

Project #	PROJECTS	Action Plan	Capital Improvement 2029	Transportation Capital 2029	Capital Facilities 2029	SWM Capital 2029	Sewer Capital 2029	Transportation Safety 2029	State / Federal / County Grant Funding Revenue 2029	Capital Improvement 2030	Transportation Capital 2030	Capital Facilities 2030	SWM Capital 2030	Sewer Capital 2030	Transportation Safety 2030	State / Federal / County Grant Funding Revenue 2030
37	NE Perkins Way			1,200,000 *							2,300,000 *					
38	Guardrail Replacement (Design and Construction)			125,000							125,000					
39	Beach Drive Sewer Lift Stations - Design															
40	Beach Drive Sewer Lift Stations - Construction						2,500,000 *							2,500,000 *		
41	Master Plan - Sanitary Sewer System - Data Collection													100,000		
42	Master Plan - Sanitary Sewer System - Data Analysis and Reporting															
43	Sanitary Sewer System - CIPP and Structure Improvements						250,000							250,000		
44	Culvert L70 Replacement - Design	CRS														
45	Culvert L70 Replacement - Construction	CRS														
46	Culvert L90 Replacement	CRS														
47	Culvert L110 Replacement - Design	CRS														
48	Culvert L110 Replacement - Construction	CRS														
49	Brookside/35th Avenue Culvert Replacement - Design					225,000							125,000			
50	Brookside/35th Avenue Culvert Replacement - Construction												500,000 *			
51	35th Ave NE Drainage Improvements	X														
52	28th Ave NE Culvert Temporary Repair	X														
53	28th Ave NE Culvert Replacement	X														
54	Stormwater Facility Retrofit	CP				50,000							50,000			
55	Master Plan - Stormwater & Surface Water Systems - Data Collection	CP											100,000			
56	Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting	CP														
57	Stormwater & Surface Water Systems - CIPP and Structure Improvements	CP				200,000							50,000			
58	NE 195th St & SR 104 Culvert	CP														
59	Material Bins															
60	Misc SW Projects - Replace SW crossings	ST				250,000							250,000			
	FUND TOTALS		**40,000.00**	**3,025,000.00**	**330,000.00**	**725,000.00**	**2,750,000.00**	**575,000.00**	**-**	**40,000.00**	**2,975,000.00**	**580,000.00**	**1,075,000.00**	**2,850,000.00**	**575,000.00**	**-**

CAPITAL IMPROVEMENT PLAN

2031-2032 CAPITAL IMPROVEMENT PLAN

2031 Total Project Costs: $5,480,000

2032 Total Project Costs: $5,330,000

Project #	PROJECTS	Action Plan	Capital Improvement 2031	Transportation Capital 2031	Capital Facilities 2031	SWM Capital 2031	Sewer Capital 2031	Transportation Safety 2031	State / Federal / County Grant Funding Revenue 2031	Capital Improvement 2032	Transportation Capital 2032	Capital Facilities 2032	SWM Capital 2032	Sewer Capital 2032	Transportation Safety 2032	State / Federal / County Grant Funding Revenue 2032
1	City Hall Facilities	ST			300,000 *							300,000 *				
2	Public Works Office Building	ST			25,000							25,000				
3	Public Works Maintenance Shop	ST			5,000							5,000				
4	PW Facility EV Chargers	CAP														
5	PW Bins Rooftop Solar Panels	CAP														
6	PW Facility Rooftop Solar Panels	CAP														
7	City Hall EV Chargers	CAP														
8	City Hall Parking Lot Solar Panels	CAP										250,000				
9	City Hall ATS Installation															
10	City Hall Rooftop Solar Panels	CAP			400,000											
11	McKinnon Creek Trail	PROST														
12	Animal Acres Park Restoration	PROST														
13	Horizon View Park Improvements	PROST														
14	Master Plan - Park Properties for Development (Sims)	PROST														
15	Master Plan - Park Properties for Development (SPU)	PROST														
16	Park Property Improvements (Sims) (Animal Acres - Annexation)	PROST														
17	Park Property Improvements (SPU) (5 Acre Woods)	PROST														
18	Master Plan - Existing Parks and Trail Systems (PROST Update)	PROST														
19	Existing Parks and Trail Systems Improvements	PROST	50,000							50,000						
20	Lakefront Park Development - Design	PROST														
21	Lakefront Park Development - Construction	PROST														
22	Annual Street Overlay Program	ST		500,000							500,000					
23	ADA Ramp Design and Construction	ST		150,000							150,000					
24	Brookside Sidewalk - Design and Construction (Sound Transit Project)															
25	Safe Streets Equipment							10,000							10,000	
26	Traffic Safety Projects - Safe Streets	SS						500,000							500,000	
27	SR 522 Speed Limit Reduction															
28	Driver Safety Education Program							5,000							5,000	
29	Healthy Streets Program							60,000							60,000	
30	37th Ave Sidewalk (Brookside Elementary) - Design	SS														
31	37th Ave Sidewalk (LFP Elementary) - Construction															
32	37th Ave Sidewalk (LFP Elementary) - Design	SS														
33	SR 104 and 40th Pl. NE Roundabout	SH														
34	NE 178th St Safety Project															
35	NE 178th St and SR 104 Safety Project (Design and planning)															
36	SR 104 190th Transit Connection Project															

CAPITAL IMPROVEMENT PLAN

Project #	PROJECTS	Action Plan	Capital Improvement 2031	Transportation Capital 2031	Capital Facilities 2031	SWM Capital 2031	Sewer Capital 2031	Transportation Safety 2031	State / Federal / County Grant Funding Revenue 2031	Capital Improvement 2032	Transportation Capital 2032	Capital Facilities 2032	SWM Capital 2032	Sewer Capital 2032	Transportation Safety 2032	State / Federal / County Grant Funding Revenue 2032
37	NE Perkins Way															
38	Guardrail Replacement (Design and Construction)			125,000							125,000					
39	Beach Drive Sewer Lift Stations - Design															
40	Beach Drive Sewer Lift Stations - Construction															
41	Master Plan - Sanitary Sewer System - Data Collection															
42	Master Plan - Sanitary Sewer System - Data Analysis and Reporting						100,000									
43	Sanitary Sewer System - CIPP and Structure Improvements						500,000							500,000		
44	Culvert L70 Replacement - Design	CRS				250,000										
45	Culvert L70 Replacement - Construction	CRS											2,500,000 *			
46	Culvert L90 Replacement	CRS														
47	Culvert L110 Replacement - Design	CRS														
48	Culvert L110 Replacement - Construction	CRS														
49	Brookside/35th Avenue Culvert Replacement - Design															
50	Brookside/35th Avenue Culvert Replacement - Construction					2,000,000 *										
51	35th Ave NE Drainage Improvements	X														
52	28th Ave NE Culvert Temporary Repair	X														
53	28th Ave NE Culvert Replacement	X														
54	Stormwater Facility Retrofit	CP				50,000							50,000			
55	Master Plan - Stormwater & Surface Water Systems - Data Collection	CP														
56	Master Plan - Stormwater & Surface Water Systems - Data Analysis and Reporting	CP				100,000										
57	Stormwater & Surface Water Systems - CIPP and Structure Improvements	CP				100,000							50,000			
58	NE 195th St & SR 104 Culvert	CP														
59	Material Bins															
60	Misc SW Projects - Replace SW crossings	ST				250,000							250,000			
	FUND TOTALS		**50,000.00**	**775,000.00**	**730,000.00**	**2,750,000.00**	**600,000.00**	**575,000.00**	**-**	**50,000.00**	**775,000.00**	**580,000.00**	**2,850,000.00**	**500,000.00**	**575,000.00**	**-**

CAPITAL IMPROVEMENT PLAN PROJECTS

CITY HALL FACILITIES (1)

Description: Mini projects have been identified to address the maintenance and operational upgrades of City Hall. Including re-striping the parking lot.

Background: Updated facility maintenance plan for City Hall proposed for 2027, continuing maintenance and operations upgrades proposed in 2028. Examples of projects include; Alternative Energy/Sustainability Investments, Entry Canopy Replacement, Replace RTU-2-25 ton Rooftop Units, Exterior Insulation Upgrade, Roof Membrane Replacement, Generator Replacement, Secure Parking at City Hall, and Sally Port Improvements. Projects are based on the 2013 LFP City Hall Maintenance Plan and 2018 City Hall Security Assessment.

Policy Basis: City Council recognizing the need to create a City Hall Projects Reserve Fund to maintain the City Hall facility.

Total Project Cost: $1,650,000
Method of Financing: City Capital Fund (REET I)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: $3,000/year
Change from Prior CIP: All City Hall facilities projects have been consolidated to this sheet.
Project Start Date: Ongoing
Anticipated Completion Date: Ongoing
Project Status: Ongoing
Project Priority: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$1,650,000		$150,000	$300,000	$300,000	$300,000	$300,000	$300,000	
TOTAL	$1,650,000	$0	$150,000	$300,000	$300,000	$300,000	$300,000	$300,000	$0
Estimated Staff Hours	1,650		150	300	300	300	300	300	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$1,650,000		$150,000	$300,000	$300,000	$300,000	$300,000	$300,000	$0
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$1,650,000	$0	$150,000	$300,000	$300,000	$300,000	$300,000	$300,000	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

PUBLIC WORKS OFFICE BUILDING (2)

Description: This project will provide funding for building improvements to maintain and enhance the functionality and comfort of the structure for the Public Works operational staff. Improvements to the interior, updated amenities, and structural elements including a new roof, deck replacement, and painting are part of the overall project.

Background: The Public Works structure is a residential, two-story home that is not well-suited to Public Works operations. The City has struggled to make the existing residential structure meet our needs for many years and we continue to make improvements to maintain a pleasant working environment.

Policy Basis: Mobility, Community Vitality
Total Project Cost: $125,000
Method of Financing: City Capital Fund (REET I)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: N/A
Change from Prior CIP: None
Project Start Date: Not Scheduled
Anticipated Completion Date: Not Scheduled
Project Status: Not Scheduled
Project Priority: Medium – Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$125,000		$0	$25,000	$25,000	$25,000	$25,000	$25,000	
TOTAL	$125,000	$0	$0	$25,000	$25,000	$25,000	$25,000	$25,000	$0
Estimated Staff Hours	125	0	0	25	25	25	25	25	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$125,000		$0	$25,000	$25,000	$25,000	$25,000	$25,000	
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$125,000	$0	$0	$25,000	$25,000	$25,000	$25,000	$25,000	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

PUBLIC WORKS MAINTENANCE SHOP (3)

Description: Provide better organization for equipment, small tools, and new battery powered tools with physical improvements to the shop.

Background: The Public Works Maintenance Shop houses some of our vehicles, our small equipment, tools, signs, barricades, and a wide array of supplies needed for the various types of projects completed by Public Works. Projects will provide for better organization within the Public Works Maintenance Shop and improvements to equipment and small tool storage.

Policy Basis: Increased efficiency
Total Project Cost: $30,000
Method of Financing: City Capital Fund (REET I)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: N/A
Project Start Date: Pending
Anticipated Completion Date: Ongoing
Project Status: Ongoing
Project Priority: Medium – Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$30,000		$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	
TOTAL	$30,000	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	
Estimated Staff Hours	30	0	5	5	5	5	5	5	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$30,000	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$0
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$30,000	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

PUBLIC WORKS MATERIAL BINS COVERS SOLAR PANELS (5)

Description: Installation of solar panels on Material Bins Covers at the Public Works Maintenance Facility. The solar panels will complement the EV chargers that are planned for installation and will increase our use of renewable energy while reducing our utility expenses.

Background: The newly adopted Climate Action Plan includes a goal to electrify the City's fleet and to become more environmentally conscience and reduce the City's carbon footprint. The installation of solar panels on the material bins covers will assist with meeting the goal of reducing our carbon footprint while also reducing our utility expenses.

Policy Basis: Mobility, Healthy Environment
Total Project Cost: $250,000
Method of Financing: City Capital Fund (REET I)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: N/A
Project Start Date: 2027
Anticipated Completion Date: 2027
Project Status: City is identifying potential outside funding sources
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$250,000					$250,000	$0	$0	
TOTAL	$250,000	$0	$0	$0	$0	$250,000	$0	$0	
Estimated Staff Hours	250	0	0	0	0	250	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$250,000	$0	$0	$0	$0	$250,000	$0	$0	$0
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$250,000	$0	$0	$0	$0	$250,000	$0	$0	$0
REVENUES									
	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

CITY HALL PARKING LOT SOLAR PANELS (8)

Description: Installation of solar panels on the City Hall's Parking Lot. The solar panels will provide renewable electricity for City Hall and enable the installation of public EV charging stations.

Background: The newly adopted Climate Action Plan includes a goal to be more environmentally conscience and reduce the City's carbon footprint. The installation of solar panels in City Hall's will assist with meeting the goal of reducing our carbon footprint, reducing our utility expenses, and offer EV charging to our residents.

Policy Basis: Mobility, Healthy Environment
Total Project Cost: $250,000
Method of Financing: City Capital Fund (REET I)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: N/A
Project Start Date: 2028
Anticipated Completion Date: 2028
Project Status: City is identifying potential outside funding sources
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$250,000						$0	$250,000	
TOTAL	$250,000	$0	$0	$0	$0	$0	$0	$250,000	
Estimated Staff Hours	250	0	0	0	0	0	0	250	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$250,000	$0	$0	$0	$0	$0	$0	$250,000	$0
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$250,000	$0	$0	$0	$0	$0	$0	$250,000	$0
REVENUES									
	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

CITY HALL ATS INSTALLATION (9)

Description: Installation of ATS (Automatic Transfer Switch) at City Hall.
Background: The City experienced a large power outage and transfer from generator power to utility power did not occur correctly. This failure caused multiple power-related equipment malfunctions that required both repair and replacement. Most corrective work was completed in 2025, and the remaining work is planned for completion in 2027.
Policy Basis: Community Vitality
Total Project Cost: $10,000
Method of Financing: City Capital Fund (REET I)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: N/A
Project Start Date: 2025
Anticipated Completion Date: 2027
Project Status: In progress
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$10,000		$10,000						
TOTAL	$10,000	$0	$10,000	$0	$0	$0	$0	$0	
Estimated Staff Hours	10	0	10	0	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$10,000		$10,000						
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$10,000	$0	$10,000	$0	$0	$0	$0	$0	$0
REVENUES									
	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

HORIZON VIEW PARK IMPROVEMENTS (13)

Description: Complete upgrades to park facilities including improvements to the playground area, resurfacing and restoring the tennis courts and soccer field, irrigation improvements for maintenance, and parking lot restriping.

Background: Located at the highest point in Lake Forest Park (198th St. & 47th Ave. NE), Horizon View Park is 8.44 acres of land that supports activities such as: basketball, tennis, soccer, dog walking, picnicking, running/walking and child's play at the playground. Among the many frequent visitors to the park, the facility is consistently utilized by the Shorelake Soccer Club, who conducts team practices at the park's soccer field.

Policy Basis: Community Vitality
Total Project Cost: $40,000
Method of Financing: Youth Sports Facilities Grant
City Funding %: 0%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: None
Project Start Date: 2027
Anticipated Completion Date: 2027
Project Status: City is identifying potential outside funding sources
Project Rating: Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$40,000		$40,000						
TOTAL	$40,000	$0	$40,000	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	90	0	90	0	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$40,000		$40,000	$0	$0	$0	$0	$0	
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$0	$0	$0	$0	$0				
Sewer Capital Fund	$0								
TOTAL	$40,000	$0	$40,000	$0	$0	$0	$0	$0	$0
REVENUES									
Youth Sports Facilities Grant	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

MASTER PLAN – EXISTING PARKS & TRAIL SYSTEMS (18)

Description: Update the existing master plan (PROST) for the City's existing parks and trail systems to reflect recent improvements and further describe future improvements that reflect the needs of the community.

Background: This work builds on the previous work such as the PROST plan, complete streets, and the multimodal improvement plan. Incorporating work completed and outlining additional goals and improvements that support the desire for increased multimodal transportation and better connectivity expressed by the Council and the community.

Policy Basis: Healthy Environment, Community Vitality, 100-Yr Legacy Plan
Total Project Cost: $350,000
Method of Financing: King County Parks Levy, King County Conservation Futures Grant, King Conservation District Grant, Other grants to be determined
City Funding %: 0% - 60%
In-House Costs Reimbursed: To Be Determined
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: New Project
Project Start Date: 2027
Anticipated Completion Date: 2027
Project Status: City will identify potential outside funding sources
Project Rating: Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$350,000		$350,000						
Pre-design	$0								
Design	$0								
Permitting	$0								
Acquisition	$0								
Construction	$0								
TOTAL	$350,000	$0	$350,000	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	784	0	784	0	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$350,000		$350,000	$0	$0	$0	$0	$0	
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$350,000	$0	$350,000	$0	$0	$0	$0	$0	$0
REVENUES									
	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

EXISTING PARKS & TRAIL SYSTMES IMPROVEMENTS (19)

Description: Funding for minor projects dedicated to improving and maintaining existing park properties throughout the City.
Background: Projects focus on repairing or replacing damaged or outdated pavement, equipment, irrigation, and other park facilities. Work should target reducing long term maintenance and improving the usability of the areas.
Policy Basis: Healthy Environment, Community Vitality, 100-Yr Legacy Plan
Total Project Cost: $220,000
Method of Financing: King County Parks Levy, King County Conservation Futures Grant, King Conservation District Grant, Other grants to be determined
City Funding %: 100%
In-House Costs Reimbursed: To Be Determined
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: New Project
Project Start Date: TBD
Anticipated Completion Date: TBD
Project Status: City will identify potential outside funding sources to supplement city funds.
Project Rating: Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$220,000			$40,000	$40,000	$40,000	$50,000	$50,000	
Pre-design	$0								
Design	$0								
Permitting	$0								
Acquisition	$0								
Construction	$0								
TOTAL	$220,000	$0	$0	$40,000	$40,000	$40,000	$50,000	$50,000	$0
Estimated Staff Hours	493	0	0	90	90	90	112	112	0
FUND SOURCE	**Total**	**Previous**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**Future**
Capital Improvement	$220,000		$0	$40,000	$40,000	$40,000	$50,000	$50,000	
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$220,000	$0	$0	$40,000	$40,000	$40,000	$50,000	$50,000	$0
REVENUES	**Total**	**Previous**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**Future**

CAPITAL IMPROVEMENT PLAN PROJECTS

LAKEFRONT PARK PROPERTY DEVELOPMENT (20 & 21)

Description: Development of the Lakefront Park on Lake Washington to convert the property to a recreational facility integrated with the Lyon Creek Preserve.

Background: The City acquired the Turner property on Beach Drive in 2021 with the intent to convert it into a public waterfront space. Design was completed in 2025, and staff are continuing to finalize permitting. Construction is proposed for 2027. Once completed, the site will provide public water access and serve as a venue for community meetings and gatherings.

Policy Basis: Healthy Environment, Community Vitality, 100-Yr Legacy Plan
Total Project Cost: $2,440,092
Method of Financing: King County Parks Levy, King County Conservation Futures Grant, King Conservation District Grant, Other grants to be determined
City Funding %: 0% - 60%
In-House Costs Reimbursed: TBD
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: Construction funding
Project Start Date: TBD
Anticipated Completion Date: 2028
Project Status: City is identifying potential outside funding sources
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$2,440,092		$2,440,092						
TOTAL	$2,440,092	$0	$2,440,092	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	5,466	0	5,466	0	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$2,440,092		$2,440,092						
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$2,440,092	$0	$2,440,092	$0	$0	$0	$0	$0	$0
REVENUES									

CAPITAL IMPROVEMENT PLAN PROJECTS

ANNUAL STREET OVERLAY (22)

Description: Annual street overlay program for pavement preservation.
Background: The City's streets are periodically assessed for their overall health and given a Pavement Condition Index (PCI) from 0-100 with the higher score indicating a structurally sound street. Annually, the City selects streets that qualify for the overlay program.
Policy Basis: Mobility
Total Project Cost: $2,550,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100%
In-House Costs Reimbursed: 0
Estimated Annual Maintenance Costs: This is an ongoing maintenance activity.
Change from Prior CIP: No change
Project Start Date: Annual Program
Anticipated Completion Date: Annual Program
Project Status: Ongoing
Project Rating: Medium – High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$2,550,000		$750,000	$0	$400,000	$400,000	$500,000	$500,000	
TOTAL	$2,550,000	$0	$750,000	$0	$400,000	$400,000	$500,000	$500,000	$0
Estimated Staff Hours	2,423	0	713	0	380	380	475	475	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$2,550,000		$750,000	$0	$400,000	$400,000	$500,000	$500,000	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$2,550,000	$0	$750,000	$0	$400,000	$400,000	$500,000	$500,000	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

ADA RAMPS (23)

Description: ADA ramps on sidewalks increase safety for all LFP residents.
Background: ADA ramps are required by federal law and must be upgraded concurrently with street overlays. This funding will be used for the design and construction of ADA compliant ramps in conjunction with our Overlay program.
Policy Basis: Mobility
Total Project Cost: $600,000
Method of Financing: Transportation Capital Fund (REET II), State/Federal Funding
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: None
Project Start Date: Annual Program
Anticipated Completion Date: Annual Program
Project Status: Ongoing
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$600,000		$50,000	$0	$100,000	$150,000	$150,000	$150,000	
TOTAL	$600,000	$0	$50,000	$0	$100,000	$150,000	$150,000	$150,000	$0
Estimated Staff Hours	942	0	79	0	157	236	236	236	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$600,000	$0	$50,000	$0	$100,000	$150,000	$150,000	$150,000	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$600,000	$0	$50,000	$0	$100,000	$150,000	$150,000	$150,000	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

BROOKSIDE SIDEWALK AT SR-522 (24)

Description: Create a safe sidewalk from Northshore Fire Station #57 to SR522 on the east side of Brookside Boulevard.
Background: Through Sound Transit Stride Program Station Access Allowance Funding, the City has agreed to design and install a section of sidewalk providing safer access to SR522 and increasing multimodal connectivity.
Policy Basis: Mobility
Total Project Cost: $550,000
Method of Financing: Sound Transit Reimbursement
City Funding %: 100%
In-House Costs Reimbursed: Yes
Estimated Annual Maintenance Costs: None
Change from Prior CIP: None
Project Start Date: 2028
Anticipated Completion Date: 2028
Project Status: Planning
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$100,000			$100,000					
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$450,000			$450,000					
TOTAL	$550,000	$0	$0	$550,000	$0	$0	$0	$0	$0
Estimated Staff Hours	1,232	0	0	1,232	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$550,000		$0	$550,000	$0	$0	$0	$0	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$550,000	$0	$0	$550,000	$0	$0	$0	$0	$0
REVENUES									
Sound Transit Access Funds	$550,000		$0	$550,000	$0	$0	$0	$0	

CAPITAL IMPROVEMENT PLAN PROJECTS

SAFE STREET EQUIPMENT (25)

Description: Review, design, and installation of traffic improvements, including signage, pedestrian and bicycle enhancements, and other traffic-calming measures.
Background: This project is part of the ongoing traffic calming efforts being completed by Public Works in conjunction with the Police Department.
Policy Basis: 2017 Safe Streets Study
Total Project Cost: $60,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: New project
Project Start Date: Annual Program
Anticipated Completion Date: Annual Program
Project Status: Ongoing
Project Rating: Medium – Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$60,000		$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	
TOTAL	$60,000	$0	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$0
Estimated Staff Hours	94	0	16	16	16	16	16	16	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$60,000		$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$60,000	$0	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

SAFE STREET PROJECTS (26)

Description: Projects to promote traffic safety, reduced speeds, pedestrian safety, and other traffic calming measures to improve city streets.
Background: This fund is for projects that improve safety on city streets.
Policy Basis: Safe Streets Study
Total Project Cost: $2,310,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: New project
Project Start Date: Annual Program
Anticipated Completion Date: Annual Program
Project Status: City to pursue funding for construction improvements
Project Rating: Medium – Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$450,000		$50,000	$0	$100,000	$100,000	$100,000	$100,000	
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$1,860,000		$150,000	$110,000	$400,000	$400,000	$400,000	$400,000	
TOTAL	$2,310,000	$0	$200,000	$110,000	$500,000	$500,000	$500,000	$500,000	$0
Estimated Staff Hours	3,627	0	314	173	785	785	785	785	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$2,310,000	$0	$200,000	$110,000	$500,000	$500,000	$500,000	$500,000	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$2,310,000	$0	$200,000	$110,000	$500,000	$500,000	$500,000	$500,000	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

SR-522 SPEED LIMIT REDUCTION (27)

Description: City initiative to work with the Washington State Department of Transportation to reduce and revise the speed limit on SR 522 to 30 MPH through the city limits.
Background: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
Policy Basis: Safe Streets Study
Total Project Cost: $5,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: New project
Project Start Date: 2027
Anticipated Completion Date: 2027
Project Status: Planning
Project Rating: Medium – Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$5,000		$5,000						
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$0								
TOTAL	$5,000	$0	$5,000	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	8	0	8	0	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$5,000		$5,000	$0	$0	$0	$0	$0	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$5,000	$0	$5,000	$0	$0	$0	$0	$0	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

DRIVER SAFETY EDUCATION PROGRAM (28)

Description: Education and outreach programs aimed at reducing high-risk driving behaviors and preventing serious accidents, supporting the City's Vision Zero commitment to eliminating severe and fatal crashes.
Background: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
Policy Basis: Safe Streets Study
Total Project Cost: $30,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: New project
Project Start Date: Annual Program
Anticipated Completion Date: Annual Program
Project Status: Planning
Project Rating: Medium – Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$12,000		$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$18,000		$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	
TOTAL	$30,000	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$0
Estimated Staff Hours	47	0	8	8	8	8	8	8	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$30,000		$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$30,000	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

HEALTHY STREETS PROGRAM (29)

Description: Funding to support the Council-adopted Healthy Streets Program, which provides resources for installing traffic-calming devices, distributing safety information, and conducting community outreach efforts.
Background: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
Policy Basis: Safe Streets Study
Total Project Cost: $360,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: New project
Project Start Date: Annual Program
Anticipated Completion Date: Annual Program
Project Status: Planning
Project Rating: Medium – Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$60,000		$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$300,000		$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	
TOTAL	$360,000	$0	$60,000	$60,000	$60,000	$60,000	$60,000	$60,000	$0
Estimated Staff Hours	565	0	94	94	94	94	94	94	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$360,000		$60,000	$60,000	$60,000	$60,000	$60,000	$60,000	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$360,000	$0	$60,000	$60,000	$60,000	$60,000	$60,000	$60,000	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

37TH AVENUE NE SIDEWALK AT LFP ELEMENTARY (31)

Description: Installation of new sidewalks and upgraded crosswalks along 37th Ave NE adjacent to Lake Forest Park Elementary to improve pedestrian safety and access.
Background: There have been numerous resident requests for enhanced pedestrian facilities on this route leading to Lake Forest Park Elementary.
Policy Basis: Safe Streets Study
Total Project Cost: $85,000
Method of Financing: Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %: 15%
In-House Costs Reimbursed: Yes 15% city match
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: New Project
Project Start Date: 2026
Anticipated Completion Date: 2027
Project Status: Staff have applied for state funding
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$85,000		$85,000						
TOTAL	$85,000	$0	$85,000	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	190	0	190	0	0	0	0	0	0
FUND SOURCE	**Total**	**Previous**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**Future**
Capital Improvement	$0								
Transportation Capital Fund	$85,000		$85,000	$0	$0	$0	$0	$0	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$85,000	$0	$85,000	$0	$0	$0	$0	$0	$0
REVENUES	**Total**	**Previous**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**Future**
	$0				$0	$0	$0	$0	

CAPITAL IMPROVEMENT PLAN PROJECTS

SR-104/40TH PLACE NE ROUNDABOUT (33)

Description: Design and construction of a roundabout on SR 104 at 40th Place NE.
Background: The four-legged, skewed intersection has a number of safety shortcomings related to its geometry, volume of traffic, and lack of pedestrian amenities.
Policy Basis: Mobility
Total Project Cost: $8,625,000
Method of Financing: Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %: 46%
In-House Costs Reimbursed: Yes
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: Ongoing
Project Start Date: 2020
Anticipated Completion Date: 2028
Project Status: Construction
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$800,000								
Design & Permitting	$1,000,000	$1,000,000							
Permitting	$750,000								
Right-of-way Acquisition	$600,000	$600,000							
Construction	$5,475,000		$3,000,000	$2,475,000					
TOTAL	$8,625,000	$1,600,000	$3,000,000	$2,475,000	$0	$0	$0	$0	$0
Estimated Staff Hours	5,214	1,600	1,980	1,634	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund & Loan	$5,475,000		$3,000,000	$2,475,000	$0	$0	$0	$0	
Transportation Safety Fund	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$5,475,000	$0	$3,000,000	$2,475,000	$0	$0	$0	$0	$0
REVENUES									
Grant Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

NE 178TH STREET SAFETY PROJECT (34)

Description: Restriping NE 178th St to accommodate bike lanes on both sides of the street, removing on-street parking, and installing an RRFB at the 40th Ave NE intersection, along with minor sidewalk improvements.

Background: There have been repeated community requests for improved safety at this intersection. The route is identified in the Bike and Pedestrian Improvement Plan as a designated bicycle corridor, is adjacent to a park and a school, and is also highlighted in the City's Safety Plan as a priority location for enhancements to support non-motorized users.

Policy Basis: Safe Streets Study
Total Project Cost: $85,000
Method of Financing: Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %: 15%
In-House Costs Reimbursed: Yes 15% city match
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: New Project
Project Start Date: 2026
Anticipated Completion Date: 2027
Project Status: Staff have applied for state funding
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$85,000		$85,000						
TOTAL	$85,000	$0	$85,000	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	190	0	190	0	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$85,000		$85,000	$0	$0	$0	$0	$0	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$85,000	$0	$85,000	$0	$0	$0	$0	$0	$0
REVENUES									

CAPITAL IMPROVEMENT PLAN PROJECTS

NE 178TH ST & SR-104 SAFETY PROJECT (35)

Description: Temporary intersection improvements at NE 178th and SR 104 to restrict left turns onto the highway from NE 178th, reducing conflict points and improving overall safety at the intersection.

Background: There have been repeated community requests for improved safety at this intersection. The project is highlighted in the City's Safety Plan as a priority location for enhancements.

Policy Basis: Safe Streets Study
Total Project Cost: $1,350,000
Method of Financing: Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %: 15%
In-House Costs Reimbursed: Yes 15% city match
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: New Project
Project Start Date: 2028
Anticipated Completion Date: 2029
Project Status: Staff will apply for state funding.
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$150,000			$150,000					
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$1,200,000				$1,200,000				
TOTAL	$1,350,000	$0	$0	$150,000	$1,200,000	$0	$0	$0	$0
Estimated Staff Hours	3,024	0	0	336	2,688	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$1,350,000		$150,000	$0	$1,200,000	$0	$0	$0	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$1,350,000	$0	$150,000	$0	$1,200,000	$0	$0	$0	$0
REVENUES									

CAPITAL IMPROVEMENT PLAN PROJECTS

SR-104 & NE 190TH ST TRANSIT CONNECTION PROJECT (36)

Description: Installation of a crosswalk, including appropriate signage or pedestrian-activated signaling, to provide safe pedestrian crossing at this intersection, which includes bus stops along the City's primary transit corridor.
Background: There have been repeated community requests for improved safety at this intersection. The project is highlighted in the City's Safety Plan as a priority location for enhancements.
Policy Basis: Safe Streets Study
Total Project Cost: $100,000
Method of Financing: Future Grant Opportunities or Transportation Capital Fund (REET II)
City Funding %: 15%
In-House Costs Reimbursed: Yes 15% city match
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: New Project
Project Start Date: 2028
Anticipated Completion Date: 2029
Project Status: Staff will apply for state funding.
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$100,000			$100,000					
TOTAL	$100,000	$0	$0	$100,000	$0	$0	$0	$0	$0
Estimated Staff Hours	224	0	0	224	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$100,000		$0	$100,000	$0	$0	$0	$0	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$100,000	$0	$0	$100,000	$0	$0	$0	$0	$0
REVENUES									

CAPITAL IMPROVEMENT PLAN PROJECTS

NE PERKINS WAY IMPROVEMENTS (37)

Description: Engineering study to identify the optimal design for Perkins Way that improves safety and balances traffic needs, environmental impacts, non-motorized users, and costs.
Background: This project is an outcome of the recommended project list resulting from the Safe Streets Study.
Policy Basis: Safe Streets Study
Total Project Cost: $3,590,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100%
In-House Costs Reimbursed: None
Estimated Annual Maintenance Costs: None
Change from Prior CIP: New project
Project Start Date: Annual Program
Anticipated Completion Date: Annual Program
Project Status: City to pursue funding for construction improvements.
Project Rating: Medium – Low

EXPENDITURES	Total	Previous	2027	2028	2029	2030	2031	2032	Future
Project Development/Planning	$0								
Pre-design	$0								
Design	$90,000			$90,000					
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$3,500,000				$1,200,000	$2,300,000			
TOTAL	$3,590,000	$0	$0	$90,000	$1,200,000	$2,300,000	$0	$0	$0
Estimated Staff Hours	5,636	0	0	141	1,884	3,611	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$3,590,000			$90,000	$1,200,000	$2,300,000	$0	$0	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$3,590,000	$0	$0	$90,000	$1,200,000	$2,300,000	$0	$0	$0
REVENUES									
TBD	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

GUARDRAIL REPLACEMENT PROGRAM (38)

Description: Design and construction of failed guardrail segments throughout the City.
Background: In the past, King County assisted with the repairs and replacement of guardrails for the City. That service is no longer offered by the County leading the City to procure the design and installation independently
Policy Basis: Mobility
Total Project Cost: $750,000
Method of Financing: Transportation Capital Fund (REET II)
City Funding %: 100
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: Ongoing
Project Start Date: 2025
Anticipated Completion Date: Ongoing
Project Status: Pending
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$130,000		$5,000	$5,000	$30,000	$30,000	$30,000	$30,000	
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$620,000		$70,000	$70,000	$120,000	$120,000	$120,000	$120,000	
TOTAL	$750,000	$0	$75,000	$75,000	$150,000	$150,000	$150,000	$150,000	$0
Estimated Staff Hours	495	0	50	50	99	99	99	99	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$750,000		$75,000	$75,000	$150,000	$150,000	$150,000	$150,000	
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$0								
TOTAL	$750,000	$0	$75,000	$75,000	$150,000	$150,000	$150,000	$150,000	$0
REVENUES									
	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

BEACH DRIVE SEWER LIFT STATION (39 & 40)

Description: Two lift stations on Beach Dr. NE are nearing the end of their useful lives. The project will construct a single new lift station to replace both existing facilities and upgrade sewage conveyance within the basin. An emergency generator will also be installed to ensure reliable operation during power outages.
Background: This sewer system was installed by Lake City Sewer District in the 1960s.
Policy Basis: 1999 Sewer Comprehensive Plan
Total Project Cost: $1,800,000
Method of Financing: Sewer Capital Fund
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: TBD
Change from Prior CIP: Ongoing
Project Start Date: 2026
Anticipated Completion Date: 2028
Project Status: Pending
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$1,300,000		$1,300,000						
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$500,000			$500,000					
TOTAL	$1,800,000	$0	$1,300,000	$500,000	$0	$0	$0	$0	$0
Estimated Staff Hours	1,206	0	871	335	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$1,800,000		$1,300,000	$500,000	$0	$0	$0	$0	
TOTAL	$1,800,000	$0	$1,300,000	$500,000	$0	$0	$0	$0	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

SANITARY SEWER MASTER PLAN (41 & 42)

Description: Perform a system master plan for our sanitary sewer system to identify a complete set of sewer assets, the condition of those assets, and those assets are within the City's right-of-way or easements are in place or are needed.
Background: This sewer system was installed by Lake City Sewer District in the 1960s.
Policy Basis: 1999 Sewer Comprehensive Plan
Total Project Cost: $200,000
Method of Financing: Sewer Capital Fund
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: N/A
Project Start Date: TBD
Anticipated Completion Date: TBD
Project Status: Pending
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$200,000					$100,000	$100,000		
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$0								
TOTAL	$200,000	$0	$0	$0	$0	$100,000	$100,000	$0	$0
Estimated Staff Hours	134	0	0	0	0	67	67	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$200,000		$0	$0	$0	$100,000	$100,000	$0	
TOTAL	$200,000	$0	$0	$0	$0	$100,000	$100,000	$0	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

SANITY SEWER SYSTEM IMPROVEMENTS (43)

Description: Funding to complete repairs and maintenance to the existing sewer system.
Background: This sewer system was installed by Lake City Sewer District in the 1960s.
Policy Basis: 1999 Sewer Comprehensive Plan
Total Project Cost: $1,000,000
Method of Financing: Sewer Capital Fund
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: N/A
Project Start Date: TBD
Anticipated Completion Date: TBD
Project Status: Pending
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$1,000,000				$250,000	$250,000	$250,000	$250,000	
TOTAL	$1,000,000	$0	$0	$0	$250,000	$250,000	$250,000	$250,000	$0
Estimated Staff Hours	670	0	0	0	168	168	168	168	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$0								
Sewer Capital Fund	$1,000,000		$0	$0	$250,000	$250,000	$250,000	$250,000	
TOTAL	$1,000,000	$0	$0	$0	$250,000	$250,000	$250,000	$250,000	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

CULVERT L70 REPLACEMENT (44 & 45)

Description: Replacement of culvert L70 at the Lyon Creek crossing of 40th Avenue NE.
Background: In 2017 the City completed a Culvert Replacement Study on Lyon Creek, in response to prior flood events, 2007 being the most recent. The study revealed that many of the City's culverts are aging, undersized and barriers to fish passage and outlined a systematic approach to replace culverts L70-L155. Replacement of culverts downstream of L70 were replaced in 2015.
Policy Basis: 2017 Lyon Creek Culvert Replacement Study - Preliminary Design Report
Total Project Cost: $2,750,000
Method of Financing: City, Grant Funding
City Funding %: 25%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: Surface Water Capital Fund, Grants
Change from Prior CIP: New Project
Project Start Date: 2027
Anticipated Completion Date: 2029
Project Status: City is seeking outside funding opportunities
Project Rating: Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$250,000						$250,000		
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$2,500,000							$2,500,000	
TOTAL	$2,750,000	$0	$0	$0	$0	$0	$250,000	$2,500,000	
Estimated Staff Hours	4,483	0	0	0	0	0	408	4,075	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$2,750,000	$0	$0	$0	$0	$0	$250,000	$2,500,000	
Sewer Capital Fund	$0								
TOTAL	$2,750,000	0	0	0	0	$0	250,000	4,075	$0
REVENUES									
State/Federal Grant	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

CULVERT L90 REPLACEMENT (46)

Description: Replacement of the L90 culvert (NE 185th Street) with a fish passage culvert.

Background: In 2009 the City completed a Flood Reduction Planning study that was initiated in response to a significant flooding event in 2007. The planning study revealed that many of the City's culverts are aging, undersized and barriers to fish passage and outlined a systematic approach to replace each of them. Since 2009, the City has ambitiously sought funding for culvert replacement projects and completed five culvert replacements valued at over $7 million - four of the culverts were not owned by the City and were very complex leading to higher costs per culvert. With the regional flooding issue resolved, the City now focuses its attention on structurally deficient culverts and fish barrier culverts.

WSDOT replaced culvert L100 across SR 104 (west of 35th) in 2025 and 2026. The City has successfully obtained grant funding to finance the design and construction phases of the City's project.

Policy Basis: 2009 Lake Forest Park Flood Reduction Planning Study
Total Project Cost: $3,085,000
Method of Financing: Grants
City Funding %: <5%
In-House Costs Reimbursed: Yes
Estimated Annual Maintenance Costs: Surface Water Capital Fund, Grants
Change from Prior CIP: Construction to start in 2028
Project Start Date: 2017
Anticipated Completion Date: 2028
Project Status: Pending WSDOT completion of L100
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$3,085,000			$3,085,000					
TOTAL	$3,085,000	$0	$0	$3,085,000	$0	$0	$0	$0	$0
Estimated Staff Hours	5,029	0	0	5,029	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$3,085,000			$3,085,000					
Sewer Capital Fund	$0								
TOTAL	$3,085,000	$0	$0	$3,085,000	$0	$0	$0	$0	$0
REVENUES									
State Capital Budget	$3,070,000			$3,070,000					
TOTAL	$3,070,000	$0	$0	$3,070,000	$0	$0	$0	$0	$0

CAPITAL IMPROVEMENT PLAN PROJECTS

BROOKSIDE/35TH AVE NE CULVERT REPLACEMENT (49 & 50)

Description: Replacement of the culvert on 35th Avenue NE along Brookside Elementary School.
Background: The culvert along the north side of Brookside Elementary is a small culvert that serves as the access point for the rear parking lot to the school. With the realignment of the creek in this area due to the school's construction, the creek maintains a very flat slope which causes sediment to collect. Every year, King County is scheduled to perform sediment removal along this section of the creek.
Policy Basis: Stormwater Study
Total Project Cost: $2,850,000
Method of Financing: City, Grant Funding
City Funding %: 25%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: Surface Water Capital Fund, Grants
Change from Prior CIP: New Project
Project Start Date: 2029
Anticipated Completion Date: 2032
Project Status: City is seeking outside funding opportunities
Project Rating: Low

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$350,000				$225,000	$125,000			
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$2,500,000					$500,000	$2,000,000		
TOTAL	$2,850,000	$0	$0	$0	$225,000	$625,000	$2,000,000	$0	$0
Estimated Staff Hours	4,646		0	0	367	1,019	3,260	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$2,850,000				$225,000	$625,000	$2,000,000		
Sewer Capital Fund	$0								
TOTAL	$2,850,000	$0	$0	$0	$225,000	$625,000	$2,000,000	$0	$0
REVENUES									
King County Flood Control Dist.	$0								
Loan/Bond	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

STORMWATER FACILITY RETROFIT (54)

Description: Design and construction of stormwater retrofit projects to treat previously untreated stormwater within the city, in accordance with NPDES permit requirements.

Background: The NPDES permit requires cities to implement retrofit projects that treat previously untreated stormwater and improve the health of local streams, rivers, and lakes. Funding for this project must be identified by March 2027 to meet permit compliance expectations.

Policy Basis: Surface Water Maintenance
Total Project Cost: $500,000
Method of Financing: SWM Capital
City Funding %: 100%
In-House Costs Reimbursed: TBD
Estimated Annual Maintenance Costs: None
Change from Prior CIP: None
Project Start Date: 2027
Anticipated Completion Date: 2028
Project Status: City is identifying possible outside funding sources
Project Rating: Medium

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$125,000		$125,000						
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$375,000		$125,000	$250,000					
TOTAL	$500,000	$0	$250,000	$250,000	$0	$0	$0	$0	$0
Estimated Staff Hours	815	0	408	408	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$500,000		$250,000	$250,000	$0	$0	$0	$0	
Sewer Capital Fund	$0								
TOTAL	$500,000	$0	$250,000	$250,000	$0	$0	$0	$0	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

STORMWATER SYSTEM MASTER PLAN (55 & 56)

Description: Perform a system master plan for the stormwater system to identify a complete set of assets, the condition of those assets, and those assets are within the City's right-of-way or easements are in place or are needed.

Background: The existing stormwater system is aged and recent issues with crossings have indicated that a comprehensive look at the whole system is recommended to determine long term planning needs.

Policy Basis: NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
Total Project Cost: $200,000
Method of Financing: Surface Water Capital Fund
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: N/A
Project Start Date: 2030
Anticipated Completion Date: 2032
Project Status: Pending
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$200,000					$100,000	$100,000		
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$0								
TOTAL	$200,000	$0	$0	$0	$0	$100,000	$100,000	$0	$0
Estimated Staff Hours	134	0	0	0	0	67	67	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$200,000	$0	$0	$0	$0	$100,000	$100,000	$0	
Sewer Capital Fund	$0						$0	$0	
TOTAL	$200,000	$0	$0	$0	$0	$100,000	$100,000	$0	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

STORMWATER SYSTEM IMPROVEMENTS (57)

Description: Funding to complete system repairs and improvements to the existing stormwater system.
Background: The existing stormwater system is aged and recent issues with crossings have indicated that a comprehensive look at the whole system is recommended to determine long term planning needs.
Policy Basis: NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
Total Project Cost: $400,000
Method of Financing: Surface Water Capital Fund
City Funding %: 100%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: None
Change from Prior CIP: N/A
Project Start Date: 2030
Anticipated Completion Date: 2032
Project Status: Pending
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$400,000				$200,000	$50,000	$100,000	$50,000	
TOTAL	$400,000	$0	$0	$0	$200,000	$50,000	$100,000	$50,000	$0
Estimated Staff Hours	268	0	0	0	134	34	67	34	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$400,000	$0	$0	$0	$200,000	$50,000	$100,000	$50,000	
Sewer Capital Fund	$0						$0	$0	
TOTAL	$400,000	$0	$0	$0	$200,000	$50,000	$100,000	$50,000	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

MATERIAL BINS COVERS – PUBLIC WORKS FACILITY (59)

Description: Construct permanent covers/roof structure with lighting over the materials bins at the public works facility to reduce impacts from public works activities and material storage on the stormwater system and comply with state regulations.
Background: The NPDES Phase II permit requires that the materials bins be covered to prevent sediment from traveling into the stormwater system from the materials piles.
Policy Basis: NPDES Phase II Permit, 2008 Lake Forest Park Programmatic Study
Total Project Cost: $0
Method of Financing: Washington State Department of Ecology Grant, Lake Forest Park Surface Water Capital Fund
City Funding %: 83%
In-House Costs Reimbursed: No
Estimated Annual Maintenance Costs: $500/yr
Change from Prior CIP: Construction has been moved to 2021. The source of funding has changed from a combination of state/federal funding to Surface Water Capital.
Project Start Date: 2012
Anticipated Completion Date: 2021
Project Status: Ongoing
Project Rating: High

	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$0								
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$0								
TOTAL	$0	$0	$0	$0	$0	$0	$0	$0	$0
Estimated Staff Hours	0	0	0	0	0	0	0	0	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0						$0		
Capital Facilities	$0	$0							
SWM Capital Fund	$0						$0		
Sewer Capital Fund	$0								
TOTAL	$0	$0	$0	$0	$0	$0	$0	$0	$0
REVENUES									
State/Federal Funding	$0								

CAPITAL IMPROVEMENT PLAN PROJECTS

MICELLANEOUS STORMWATER PROJECTS (60)

Description: Design and reconstruction failed culverts that have been identified by the Stormwater Master Plan or known areas of concern.

Background: Throughout the years, staff and residents have periodically encountered culverts that have been compromised and need to be replaced due to age, degradation, or damage. This project aims to address those conditions by repairing or replacing the culverts in a systematic way based on anecdotal and empirical data.

Policy Basis: Surface Water Maintenance
Total Project Cost: $1,000,000
Method of Financing: SWM Capital
City Funding %: 100%
In-House Costs Reimbursed: TBD
Estimated Annual Maintenance Costs: None
Change from Prior CIP: None
Project Start Date: Pending
Anticipated Completion Date: Pending
Project Status: City is identifying possible outside funding sources
Project Rating: Medium

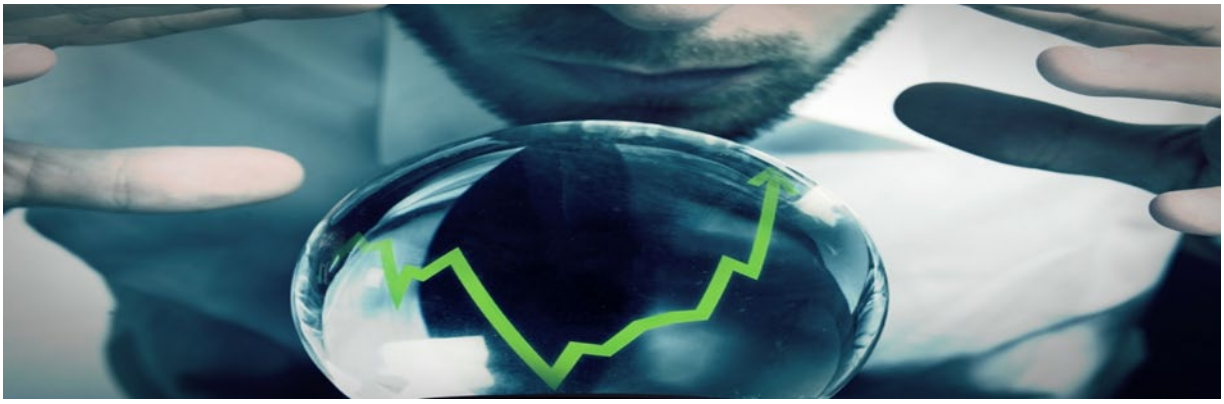
	Total	Previous	2027	2028	2029	2030	2031	2032	Future
EXPENDITURES									
Project Development/Planning	$0								
Pre-design	$0								
Design	$300,000				$75,000	$75,000	$75,000	$75,000	
Permitting	$0								
Right-of-way Acquisition	$0								
Construction	$700,000				$175,000	$175,000	$175,000	$175,000	
TOTAL	$1,000,000	$0	$0	$0	$250,000	$250,000	$250,000	$250,000	$0
Estimated Staff Hours	1,630	0	0	0	408	408	408	408	0
FUND SOURCE									
Capital Improvement	$0								
Transportation Capital Fund	$0								
Capital Facilities	$0								
SWM Capital Fund	$1,000,000				$250,000	$250,000	$250,000	$250,000	
Sewer Capital Fund	$0								
TOTAL	$1,000,000	$0	$0	$0	$250,000	$250,000	$250,000	$250,000	$0
REVENUES									
State/Federal Funding	$0								

APPENDIX

2027-2028 PRELIMINARY BUDGET

- Six-Year Financial Forecast
- Comprehensive Financial Management Policies
- Glossary
- Acronyms

SIX-YEAR FINANCIAL FORECAST



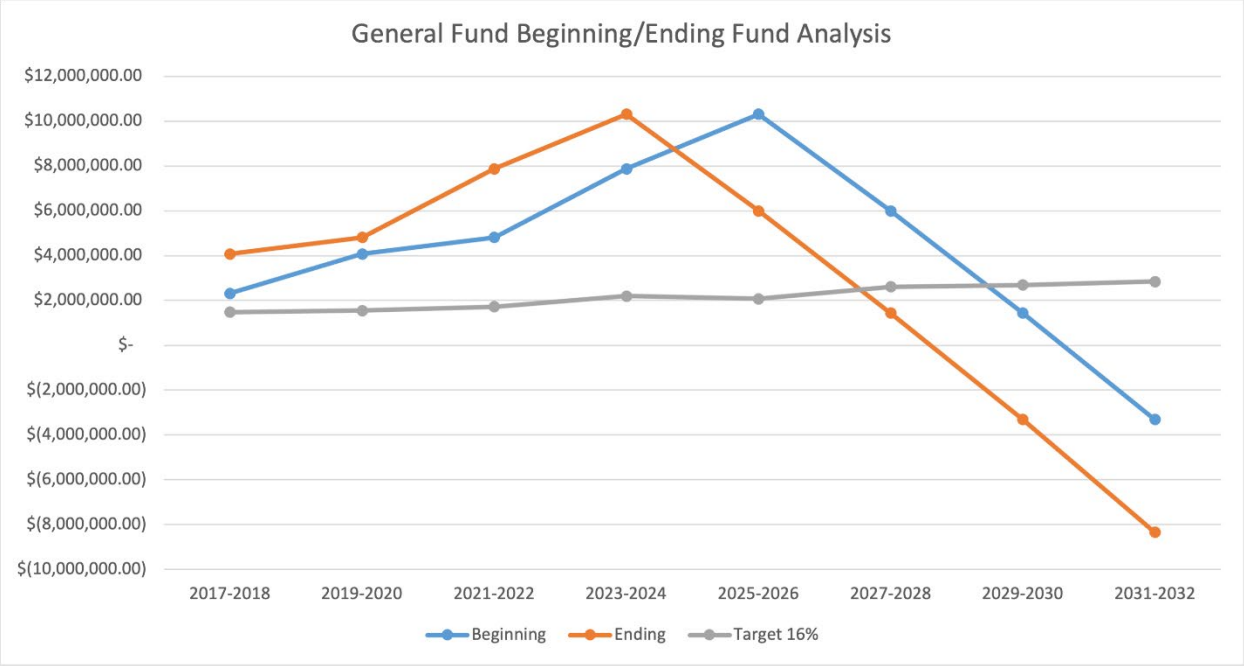
The City utilizes a six-year financial forecast (the “forecast”) as one of its long-range financial planning tools; the Comprehensive Financial Management Policies call for an update of the forecast during budget development and during the budget process. The Comprehensive Financial Management Policies state that prudent revenue and expenditure assumptions will be used in the development of the forecast.

The forecast displays line-item level detail for all budgeted funds for a six-year period. The forecast includes the line-item detail used in the 2027-2028 biennial budget development and applies an annual “projection factor” to the line items to estimate subsequent years’ revenue and expenditures.

Beginning and ending fund balances are included for each budgeted fund to show the effects of the prior year revenues and expenditures on fund balance; beginning fund balance is the first line item under each fund title.

SIX-YEAR FINANCIAL FORECAST

This graph gives a visual representation of General Fund beginning and ending fund balances from 2017-2032 followed by a table of the dollar amounts.



Biennium	Beginning Fund Balance	Ending Fund Balance	Target 16% Reserve
2017-2018	$2,315,720.00	$4,078,519.00	$1,486,384.74
2019-2020	$4,078,519.29	$4,812,962.03	$1,545,427.55
2021-2022	$4,812,962.00	$7,879,903.00	$1,723,685.84
2023-2024	$7,879,903.00	$10,316,028.28	$2,192,215.63
2025-2026	$10,316,028.28	$5,998,911.00	$2,075,983.30
2027-2028	$5,998,911.00	$1,437,947.96	$2,608,917.88
2029-2030	$1,437,947.96	($3,311,022.81)	$2,694,681.30
2031-2032	($3,311,022.81)	($8,341,824.48)	$2,845,059.12

ASSUMPTIONS

The following are notable assumptions used in the development of the forecast.

New Baseline: Expenditures used in the forecast assume that levels of service and the costs to provide services will remain constant throughout the six-year period. Inflation is accounted for in the forecast. The new baseline represents the budgeted amount for the

SIX-YEAR FINANCIAL FORECAST

current biennium, after one-time items have been removed. Capital Improvement Plan (CIP): Projects from the adopted CIP are included for all six years of the forecast.

Healthcare Costs: Healthcare costs are projected to increase by a biennial projection factor of 11 - 14% to all represented and non-represented employee benefits.

Inflation: The rate of inflation used in the forecast is based on economist's estimates/projections for the six-year period. The projected annual inflation was calculated as the average of economists' estimates for the six-year period and is applied beginning with year three of the forecast. The calculated annual value for inflation is 2.64%, the annual value is compounded and applied to the biennial amounts in the forecast, the compounded rate is 5.37%. The City is continuing to use the compounded rate of 5.37% in the current six-year forecast.

One-Time Items: One-time items occurring during the 2027-2028 biennium have been removed and are not presented in subsequent years of the forecast.

Sales Tax and Related: Revenues from sales tax are projected to grow at a faster rate than inflation based on economist's estimates. The annual rate of increase used in the forecast is 3.5%.

FORECAST SCHEDULE NOTES

Rounding: The forecast displays a level of detail that is used in budget development but is not present in the adopted budget document. Some amounts may differ slightly from other schedules in the budget document due to the high level of detail in the forecast and the effects of rounding.

Capital Improvement Plan (CIP): Amounts forecasted for capital funds are based on the adopted CIP and in some cases include operations, which are not included in the CIP. The complete adopted CIP document can be found on the City's website at www.cityoflfp.gov.

100% Projection Factor: Some line items in the schedule have a projection factor of 0.0% which indicates that the line item is either not reoccurring and/or is not expected to increase at the rate of inflation.

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
GENERAL FUND							
Property Tax	$ 7,378,847		$ 7,378,847	$ 7,581,765	$ 7,790,264	$ 8,004,496	2.75%
Sales and Use Tax	$ 4,295,249		$ 4,295,249	$ 4,601,071	$ 4,928,667	$ 5,279,588	7.12%
Affordable/Supportive Housing	$ 23,200		$ 23,200	$ 24,446	$ 25,759	$ 27,142	5.37%
Local Criminal Justice / State	$ 1,035,280		$ 1,035,280	$ 1,108,992	$ 1,187,952	$ 1,272,534	7.12%
Business Tax	$ 935,000		$ 935,000	$ 1,001,572	$ 1,072,884	$ 1,149,273	7.12%
Solid Waste Collection Tax	$ 426,534		$ 426,534	$ 449,439	$ 473,574	$ 499,005	5.37%
Utility Tax	$ 1,030,099		$ 1,030,099	$ 1,085,415	$ 1,143,702	$ 1,205,119	5.37%
Sewer Utility Tax	$ 978,366		$ 978,366	$ 1,027,284	$ 1,078,649	$ 1,132,581	5.00%
Surface Water Utility Tax	$ 371,543		$ 371,543	$ 390,120	$ 409,626	$ 430,107	5.00%
Solid Waste Utility Tax	$ 645,170		$ 645,170	$ 690,331	$ 738,655	$ 790,360	7.00%
Sea. City Light Contract Fee	$ 1,337,924		$ 1,337,924	$ 1,409,771	$ 1,485,475	$ 1,565,245	5.37%
Leasehold Excise Tax	$ 3,293		$ 3,293	$ 3,293	$ 3,293	$ 3,293	0.00%
Admission Tax	$ 33,997		$ 33,997	$ 36,417	$ 39,010	$ 41,788	7.12%
Taxes	**$ 18,494,500**	**$ -**	**$ 18,494,500**	**$ 19,409,916**	**$ 20,377,508**	**$ 21,400,531**	
Cable Television Franchise Fee	$ 315,000		$ 315,000	$ 331,916	$ 349,739	$ 368,520	5.37%
Telecommunication Franchise	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Solid Waste Franchise Fee	$ -		$ -	$ -	$ -	$ -	5.37%
Business Licenses	$ 189,880		$ 189,880	$ 200,077	$ 210,821	$ 222,142	5.37%
Construction Permits	$ 480,000		$ 480,000	$ 492,000	$ 504,300	$ 516,908	2.50%
King County Trail Application	$ -		$ -	$ -	$ -	$ -	5.37%
Land Use Permits	$ 80,000		$ 80,000	$ 84,296	$ 88,823	$ 93,592	5.37%
Plumbing Permits	$ 67,000		$ 67,000	$ 70,598	$ 74,389	$ 78,384	5.37%
Mechanical Permits	$ 112,000		$ 112,000	$ 118,014	$ 124,352	$ 131,029	5.37%
Concealed Weapon Permit / City	$ 4,800		$ 4,800	$ 5,058	$ 5,329	$ 5,616	5.37%
Credit Card Fee	$ 16,750		$ 16,750	$ 17,649	$ 18,597	$ 19,596	5.37%
Other Licenses / Permits	$ 43,000		$ 43,000	$ 45,309	$ 47,742	$ 50,306	5.37%
Licenses & Permits	**$ 1,313,430**	**$ -**	**$ 1,313,430**	**$ 1,370,185**	**$ 1,429,644**	**$ 1,491,942**	
Bulletproof Vest Partnership	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
EMPG Grant	$ 40,000		$ 40,000	$ 42,148	$ 44,411	$ 46,796	5.37%
WAAOC Interpreter Grant	$ 16,000		$ 16,000	$ 16,859	$ 17,765	$ 18,718	5.37%
Court Computer Eq Grant	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Multimodal Transportation City	$ 34,936		$ 34,936	$ 36,812	$ 38,789	$ 40,872	5.37%
Criminal Justice - Population	$ 12,181		$ 12,181	$ 12,835	$ 13,524	$ 14,250	5.37%
CJ - Special Programs	$ 39,500		$ 39,500	$ 41,621	$ 43,856	$ 46,211	5.37%
Marijuana Excise Tax Distrib.	$ 54,500		$ 54,500	$ 57,427	$ 60,510	$ 63,760	5.37%
DUI Distribution	$ 3,800		$ 3,800	$ 4,004	$ 4,219	$ 4,446	5.37%
Liquor Excise Tax	$ 185,641		$ 185,641	$ 195,609	$ 206,114	$ 217,182	5.37%
Liquor Board Profits	$ 205,500		$ 205,500	$ 216,535	$ 228,163	$ 240,416	5.37%
Local Hazardous Waste Grant	$ 18,000		$ 18,000	$ 18,967	$ 19,985	$ 21,058	5.37%
KC Waste Reduction Recycling	$ 19,000		$ 19,000	$ 20,020	$ 21,095	$ 22,228	5.37%
AWC Wellness Grant	$ 300			$ -	$ -	$ -	5.37%
Intergovernmental	**$ 637,357**	**$ -**	**$ 637,057**	**$ 671,267**	**$ 707,314**	**$ 745,297**	
Court Administrative Fees	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Interfund Svc. From Fund (403)	$ 219,823		$ 219,823	$ 231,627	$ 244,066	$ 257,172	5.37%
Interfund Svc. From Fund (401)	$ 362,448		$ 362,448	$ 381,912	$ 402,420	$ 424,030	5.37%
Interfund Svc. From Fund (101)	$ 165,346		$ 165,346	$ 174,225	$ 183,581	$ 193,440	5.37%
Interfund Svc. From Fund (302)	$ 80,702		$ 80,702	$ 85,036	$ 89,603	$ 94,414	5.37%
Interfund Svc. From (301)	$ 8,650		$ 8,650	$ 9,114	$ 9,603	$ 10,119	5.37%
Interfund Svc. From (501)	$ 8,143		$ 8,143	$ 8,580	$ 9,041	$ 9,527	5.37%
Shared Service From Fund (502)	$ 13,586		$ 13,586	$ 14,316	$ 15,084	$ 15,894	5.37%
NSF Fees	$ 6,800		$ 6,800	$ 7,165	$ 7,550	$ 7,955	5.37%
Development Tech. Surcharge	$ 68,000		$ 68,000	$ 71,652	$ 75,499	$ 79,554	5.37%
Printing Copies	$ 2,200		$ 2,200	$ 2,318	$ 2,443	$ 2,574	5.37%
Police Services OT	$ 500,000		$ 500,000	$ 526,850	$ 555,142	$ 584,953	5.37%
Notary Services	$ 6,300		$ 6,300	$ 6,638	$ 6,995	$ 7,370	5.37%
Passport Rev. (Passport/Photo)	$ 635,000		$ 635,000	$ 669,100	$ 705,030	$ 742,890	5.37%
Adult Probation Services	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Television/Cable Sub. Fee	$ 9,800		$ 9,800	$ 10,326	$ 10,881	$ 11,465	5.37%
Support Service From TBD (104)	$ 4,515		$ 4,515	$ 4,757	$ 5,012	$ 5,282	5.37%
Charges for Goods & Services	**$ 2,112,313**	**$ -**	**$ 2,112,313**	**$ 2,225,744**	**$ 2,345,267**	**$ 2,471,207**	
Other Civil Penalties	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Traffic Infraction Penalties	$ 273,000		$ 273,000	$ 287,660	$ 303,107	$ 319,384	5.37%
Traffic Safety Camera Fines	$ 3,914,760		$ 3,914,760	$ 4,247,515	$ 4,608,553	$ 5,000,280	8.50%
Local/JIS Account	$ 7,000		$ 7,000	$ 7,376	$ 7,772	$ 8,189	5.37%
School Safety Speed	$ -		$ -	$ -	$ -	$ -	5.37%
Legislative Assessment	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Civil Parking Infraction Penal	$ 21,500		$ 21,500	$ 22,655	$ 23,871	$ 25,153	5.37%
DUI Fines	$ 9,500		$ 9,500	$ 10,010	$ 10,548	$ 11,114	5.37%
Other Crim.Traffic Misdemeanor	$ 18,000		$ 18,000	$ 18,967	$ 19,985	$ 21,058	5.37%
Emergency Services	$ 550		$ 550	$ 580	$ 611	$ 643	5.37%
Other Crim. Non-Traffic Fines	$ 14,500		$ 14,500	$ 15,279	$ 16,099	$ 16,964	5.37%
Court Fines & Forfeits	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Fines & Penalties	**$ 4,266,810**	**$ -**	**$ 4,266,810**	**$ 4,618,470**	**$ 4,999,429**	**$ 5,412,146**	
Investment Interest	$ 532,800		$ 532,800	$ 561,411	$ 591,559	$ 623,326	5.37%
Sales Tax Interest-State Treas	$ 12,000		$ 12,000	$ 12,644	$ 13,323	$ 14,039	5.37%
Facility Rental Fees	$ 1,600		$ 1,600	$ 1,686	$ 1,776	$ 1,872	5.37%
City Forestry Account	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
P-Card Rebate	$ 26,000		$ 26,000	$ 27,396	$ 28,867	$ 30,418	5.37%
Restitution/ Judgements & Settlements	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
State Opioid Settlement	$ 18,000	$ 20,000		$ -	$ -	$ -	5.37%
Miscellaneous Revenue Operating	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Police Miscellaneous Revenue	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Miscellaneous Court Fees	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Misc Revenue Non operating	$ 1,000						
Miscellaneous	**$ 625,400**	**$ 20,000**	**$ 606,400**	**$ 638,964**	**$ 673,276**	**$ 709,431**	
Total General Fund Revenue	**$ 28,069,810**	**$ 20,000**	**$ 28,050,510**	**$ 28,934,546**	**$ 30,532,437**	**$ 32,230,554**	
Internal Svc. To Fund (501)	$ 436,792		$ 436,792	$ 460,248	$ 484,963	$ 511,006	5.37%
Internal Svc to Fund 502	$ 489,362		$ 489,362	$ 515,641	$ 543,331	$ 572,508	5.37%
Transfer to Street Fund (101)	$ 1,115,000		$ 1,115,000	$ 1,174,876	$ 1,237,966	$ 1,304,445	5.37%
Total General Fund Transfer Out	**$ 2,041,154**	**$ -**	**$ 2,041,154**	**$ 2,150,764**	**$ 2,266,260**	**$ 2,387,958**	
Salaries	$ 134,400		$ 134,400	$ 141,617	$ 149,222	$ 157,235	5.37%
Employee Benefits	$ 12,953		$ 12,953	$ 14,010	$ 15,153	$ 16,390	8.16%
Supplies	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Professional Services	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Communication-Legislative Act.	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Travel Exp. (lodging, meals)	$ 2,500		$ 2,500	$ 2,634	$ 2,776	$ 2,925	5.37%
Conference - Training	$ 2,500		$ 2,500	$ 2,634	$ 2,776	$ 2,925	5.37%
Total City Council Expense	**$ 162,353**	**$ -**	**$ 162,353**	**$ 171,433**	**$ 181,030**	**$ 191,174**	
Salaries	$ 1,120,000		$ 1,120,000	$ 1,180,144	$ 1,243,518	$ 1,310,295	5.37%
Employee Benefits	$ 370,000		$ 370,000	$ 400,192	$ 432,848	$ 468,168	8.16%
Office/Operating Supplies	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Small Tools and Equipment	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Professional Services	$ 222,000	$ 41,000	$ 181,000	$ 190,720	$ 200,961	$ 211,753	5.37%
Communications	$ 12,000		$ 12,000	$ 12,644	$ 13,323	$ 14,039	5.37%
Travel Exp. (lodging, meals)	$ 10,000		$ 10,000	$ 10,537	$ 11,103	$ 11,699	5.37%
Dues / Subscriptions	$ 16,000		$ 16,000	$ 16,859	$ 17,765	$ 18,718	5.37%
Training	$ 7,000		$ 7,000	$ 7,376	$ 7,772	$ 8,189	5.37%
Volunteer & Staff Recognition	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Mayor's Reserve	$ 2,500		$ 2,500	$ 2,500	$ 2,500	$ 2,500	0.00%
Total Executive Expense	**$ 1,789,500**	**$ 41,000**	**$ 1,748,500**	**$ 1,852,583**	**$ 1,963,098**	**$ 2,080,459**	
Other Legal Services	$ 370,000		$ 370,000	$ 389,869	$ 410,805	$ 432,865	5.37%
Total Legal Services Expense	**$ 370,000**	**$ -**	**$ 370,000**	**$ 389,869**	**$ 410,805**	**$ 432,865**	
Salaries	$ 1,126,000		$ 1,126,000	$ 1,186,466	$ 1,250,179	$ 1,317,314	5.37%
Overtime	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Employee Benefits	$ 405,000		$ 405,000	$ 438,048	$ 473,793	$ 512,454	8.16%
Office/Operating Supplies	$ 37,000		$ 37,000	$ 38,987	$ 41,080	$ 43,287	5.37%
Taxes & Assessments (Passport)	$ 14,000		$ 14,000	$ 14,752	$ 15,544	$ 16,379	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Professional Services	$ 66,000		$ 66,000	$ 69,544	$ 73,279	$ 77,214	5.37%
LFP Code Update	$ 12,000		$ 12,000	$ 12,644	$ 13,323	$ 14,039	5.37%
Postage Equipment Sales Tax	$ 600		$ 600	$ 632	$ 666	$ 702	5.37%
Communications	$ 71,000		$ 71,000	$ 74,813	$ 78,830	$ 83,063	5.37%
Newsletter	$ 36,000		$ 36,000	$ 37,933	$ 39,970	$ 42,117	5.37%
Travel Exp. (lodging, meals)	$ 3,500		$ 3,500	$ 3,688	$ 3,886	$ 4,095	5.37%
Advertising	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Insurance	$ 303,180		$ 303,180	$ 319,461	$ 336,616	$ 354,693	5.37%
Dues / Subscriptions	$ 8,000		$ 8,000	$ 8,430	$ 8,882	$ 9,359	5.37%
Training	$ 3,450		$ 3,450	$ 3,635	$ 3,830	$ 4,036	5.37%
Postage Equipment Lease	$ 4,500		$ 4,500	$ 4,742	$ 4,996	$ 5,265	5.37%
Total Municipal Service Expense	**$ 2,099,230**	**$ -**	**$ 2,099,230**	**$ 2,223,259**	**$ 2,354,869**	**$ 2,494,544**	
Election/Voter Costs	$ 157,000		$ 157,000	$ 165,431	$ 174,315	$ 183,675	5.37%
Total Election Expense	**$ 157,000**	**$ -**	**$ 157,000**	**$ 165,431**	**$ 174,315**	**$ 183,675**	
Association of WA Cities	$ 25,000		$ 25,000	$ 26,343	$ 27,757	$ 29,248	5.37%
Puget Sound Regional Council	$ 13,500		$ 13,500	$ 14,225	$ 14,989	$ 15,794	5.37%
Sound Cities Association	$ 23,300		$ 23,300	$ 24,551	$ 25,870	$ 27,259	5.37%
SeaShore Transportation Forum	$ 700		$ 700	$ 738	$ 777	$ 819	5.37%
Puget Sound Clean Air Agency	$ 30,800		$ 30,800	$ 32,454	$ 34,197	$ 36,033	5.37%
OMWBE	$ 1,250		$ 1,250	$ 1,317	$ 1,388	$ 1,462	5.37%
NUHSA - N. Urban H.S. Alliance	$ 2,200		$ 2,200	$ 2,318	$ 2,443	$ 2,574	5.37%
Regional Housing Authority: Restricted Funds	$ 38,000		$ 38,000	$ 40,041	$ 42,191	$ 44,456	5.37%
Total Membership Expense	**$ 134,750**	**$ -**	**$ 134,750**	**$ 141,986**	**$ 149,611**	**$ 157,645**	
Salaries	$ 1,284,000		$ 1,284,000	$ 1,352,951	$ 1,425,604	$ 1,502,159	5.37%
Overtime	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Employee Benefits	$ 503,000		$ 503,000	$ 544,045	$ 588,439	$ 636,455	8.16%
Office / Operating Supplies	$ 12,500		$ 12,500	$ 13,171	$ 13,879	$ 14,624	5.37%
Professional Services	$ 99,038		$ 99,038	$ 104,356	$ 109,960	$ 115,865	5.37%
Banking Services	$ 24,500		$ 24,500	$ 25,816	$ 27,202	$ 28,663	5.37%
Communications	$ 14,800		$ 14,800	$ 15,595	$ 16,432	$ 17,315	5.37%
Travel Exp. (lodging, meals)	$ 8,000		$ 8,000	$ 8,430	$ 8,882	$ 9,359	5.37%
Advertising	$ 500		$ 500	$ 527	$ 555	$ 585	5.37%
Dues / Subscriptions	$ 6,500		$ 6,500	$ 6,849	$ 7,217	$ 7,604	5.37%
Training	$ 8,000		$ 8,000	$ 8,430	$ 8,882	$ 9,359	5.37%
Municipal Auditor Expenses	$ 65,000		$ 65,000	$ 68,491	$ 72,168	$ 76,044	5.37%
Total Finance and Audit Expense	**$ 2,028,838**	**$ -**	**$ 2,028,838**	**$ 2,151,820**	**$ 2,282,552**	**$ 2,421,542**	
Salaries	$ 1,136,000		$ 1,136,000	$ 1,197,003	$ 1,261,282	$ 1,329,013	5.37%
Overtime	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Security Detail Overtime	$ 77,000		$ 77,000	$ 81,135	$ 85,492	$ 90,083	5.37%
Employee Benefits	$ 396,000		$ 396,000	$ 428,314	$ 463,264	$ 501,066	8.16%
Security Detail OT Benefits	$ 29,000		$ 29,000	$ 31,366	$ 33,926	$ 36,694	8.16%
Court Supplies	$ 15,000		$ 15,000	$ 15,806	$ 16,654	$ 17,549	5.37%
Probation Supplies	$ 500		$ 500	$ 527	$ 555	$ 585	5.37%
Youth Court Supplies	$ 3,600		$ 3,600	$ 3,793	$ 3,997	$ 4,212	5.37%
Small Tools & Equipment	$ 6,250		$ 6,250	$ 6,586	$ 6,939	$ 7,312	5.37%
Prof. Svcs.-Security, Loomis, Laserfische	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Bank Charges	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Communications	$ 24,000		$ 24,000	$ 25,289	$ 26,647	$ 28,078	5.37%
Travel Exp. (lodging, meals)	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Insurance	$ 71,954		$ 71,954	$ 75,818	$ 79,889	$ 84,179	5.37%
Repair & Maintenance	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Dues - Subscriptions	$ 7,000		$ 7,000	$ 7,376	$ 7,772	$ 8,189	5.37%
Training	$ 8,000		$ 8,000	$ 8,430	$ 8,882	$ 9,359	5.37%
Witness Fee (Court)	$ -		$ -	$ -	$ -	$ -	5.37%
Jury Service	$ 9,000		$ 9,000	$ 9,483	$ 9,993	$ 10,529	5.37%
Interpreters	$ 50,000		$ 50,000	$ 52,685	$ 55,514	$ 58,495	5.37%
Salaries - Pro Tem	$ 26,000		$ 26,000	$ 27,396	$ 28,867	$ 30,418	5.37%
Employee Benefits - Pro Tem	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Probation Costs	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Machinery & Equipment	$ 26,500	$ 26,500	$ -	$ -	$ -	$ -	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Total Court Expense	**$ 1,962,804**	**$ 26,500**	**$ 1,936,304**	**$ 2,052,141**	**$ 2,175,166**	**$ 2,305,844**	
Prosecutor	$ 370,580		$ 370,580	$ 390,480	$ 411,449	$ 433,544	5.37%
Public Defender	$ 265,109		$ 265,109	$ 279,345	$ 294,346	$ 310,153	5.37%
Total Other CJ Expense	**$ 635,689**	**$ -**	**$ 635,689**	**$ 669,825**	**$ 705,795**	**$ 743,696**	
Salaries	$ 6,502,000		$ 6,502,000	$ 6,851,157	$ 7,219,065	$ 7,606,728	5.37%
Overtime	$ 660,000		$ 660,000	$ 695,442	$ 732,787	$ 772,138	5.37%
Employee Benefits	$ 2,811,000		$ 2,811,000	$ 2,961,951	$ 3,121,007	$ 3,288,606	5.37%
LEOFF 1 Expenses	$ 40,000		$ 40,000	$ 42,148	$ 44,411	$ 46,796	5.37%
Uniform Expenses	$ 70,400		$ 70,400	$ 74,180	$ 78,164	$ 82,361	5.37%
Police - Dry Cleaning Contract	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Police - Badges & Vests	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Supplies - General	$ 25,000		$ 25,000	$ 26,343	$ 27,757	$ 29,248	5.37%
Operations / Vehicle Supplies	$ 64,000		$ 64,000	$ 67,437	$ 71,058	$ 74,874	5.37%
K-9 Narcotics	$ 14,000		$ 14,000	$ 14,752	$ 15,544	$ 16,379	5.37%
Fuel	$ 90,000		$ 90,000	$ 94,833	$ 99,926	$ 105,292	5.37%
Small Tools & Equipment	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Professional Services	$ 26,000		$ 26,000	$ 27,396	$ 28,867	$ 30,418	5.37%
Copier Rental Sales Tax	$ 1,600		$ 1,600	$ 1,686	$ 1,776	$ 1,872	5.37%
Communications	$ 154,000		$ 154,000	$ 162,270	$ 170,984	$ 180,166	5.37%
Travel Exp. (lodging, meals)	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Insurance	$ 394,697		$ 394,697	$ 415,892	$ 438,225	$ 461,758	5.37%
Vehicle Repair & Maintenance	$ 130,000		$ 130,000	$ 136,981	$ 144,337	$ 152,088	5.37%
Office Equip.- Repair & Maint.	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Operations Repair/Maintenance	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Dues / Subscriptions	$ 84,000		$ 84,000	$ 88,511	$ 93,264	$ 98,272	5.37%
Training	$ 70,000		$ 70,000	$ 73,759	$ 77,720	$ 81,893	5.37%
Marine Patrol	$ 70,000		$ 70,000	$ 73,759	$ 77,720	$ 81,893	5.37%
Call Out Services - SWAT	$ 11,600		$ 11,600	$ 12,223	$ 12,879	$ 13,571	5.37%
Safe Harbor Expenses (DV)	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Copier Rental	$ 17,700		$ 17,700	$ 18,650	$ 19,652	$ 20,707	5.37%
Computer Hardware/Software	$ 12,500		$ 12,500	$ 13,171	$ 13,879	$ 14,624	5.37%
Machinery & Equipment	$ 4,400		$ 4,400	$ 4,636	$ 4,885	$ 5,148	5.37%
Total Police Department Expense	**$ 11,318,897**	**$ -**	**$ 11,318,897**	**$ 11,926,722**	**$ 12,567,187**	**$ 13,242,044**	
Supplies - General	$ 8,400		$ 8,400	$ 8,851	$ 9,326	$ 9,827	5.37%
Software	$ 11,000		$ 11,000	$ 11,591	$ 12,213	$ 12,869	5.37%
Equipment / Hardware	$ 10,000		$ 10,000	$ 10,537	$ 11,103	$ 11,699	5.37%
Dues / Subscriptions	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Training	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Total Police Technology Expense	**$ 54,400**	**$ -**	**$ 54,400**	**$ 57,321**	**$ 60,399**	**$ 63,643**	
Supplies	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Comm. Oriented Policing Prog.	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Total Crime Watch Expense	**$ 10,000**	**$ -**	**$ 10,000**	**$ 10,537**	**$ 11,103**	**$ 11,699**	
Professional Services	$ 181,409		$ 181,409	$ 191,151	$ 201,415	$ 212,231	5.37%
Kenmore - EMPG	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Total Emergency Management Expense	**$ 201,409**	**$ -**	**$ 201,409**	**$ 212,225**	**$ 223,621**	**$ 235,630**	
Traffic Camera Service Fee	$ 1,570,317		$ 1,570,317	$ 1,654,643	$ 1,743,497	$ 1,837,123	5.37%
Total Traffic Camera Expense	**$ 1,570,317**	**$ -**	**$ 1,570,317**	**$ 1,654,643**	**$ 1,743,497**	**$ 1,837,123**	
Contracted Services	$ 819,060		$ 819,060	$ 863,044	$ 909,389	$ 958,223	5.37%
Total Dispatch Expense	**$ 819,060**	**$ -**	**$ 819,060**	**$ 863,044**	**$ 909,389**	**$ 958,223**	
Supplies	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Professional Services	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Travel Exp.(lodging, meals)	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Training	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Total Civil Service Expense	**$ 35,000**	**$ -**	**$ 35,000**	**$ 36,880**	**$ 38,860**	**$ 40,947**	
Animal Control Services	$ 15,000		$ 15,000	$ 15,806	$ 16,654	$ 17,549	5.37%
Tree Acct. Operating Supplies	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Tree Acct. Professional Svcs.	$ 10,000		$ 10,000	$ 10,537	$ 11,103	$ 11,699	5.37%
Total Environmental Service Expense	**$ 27,000**	**$ -**	**$ 27,000**	**$ 28,450**	**$ 29,978**	**$ 31,587**	
Jail Expenses	$ 980,000		$ 980,000	$ 1,032,626	$ 1,088,078	$ 1,146,508	5.37%
Elec. Monitor/Wk. Release	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Total Detention Expense	**$ 1,000,000**	**$ -**	**$ 1,000,000**	**$ 1,053,700**	**$ 1,110,284**	**$ 1,169,906**	
Salaries	$ 213,000		$ 213,000	$ 224,438	$ 236,490	$ 249,190	5.37%
Overtime	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Employee Benefits	$ 56,500		$ 56,500	$ 61,110	$ 66,097	$ 71,491	8.16%
Community Events - Supplies	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Waste Reduction / Recycle Grant	$ 22,000		$ 22,000	$ 23,181	$ 24,426	$ 25,738	5.37%
Office / Operating Supplies	$ 600		$ 600	$ 632	$ 666	$ 702	5.37%
Small Tools & Equipment	$ 30,000						
Senior Services	$ 79,500		$ 79,500	$ 83,769	$ 88,268	$ 93,008	5.37%
Middle - After School Prog. Hang Time	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Drug & Alcohol Prevention: CHS	$ 54,000		$ 54,000	$ 56,900	$ 59,955	$ 63,175	5.37%
Recreation Programs -Shoreline Parks & Rec	$ 35,200		$ 35,200	$ 37,090	$ 39,082	$ 41,181	5.37%
Local Hazardous Waste Grant	$ 18,000		$ 18,000	$ 18,967	$ 19,985	$ 21,058	5.37%
Community Events - Services	$ 40,000		$ 40,000	$ 42,148	$ 44,411	$ 46,796	5.37%
Regional Crisis Response Agency	$ 275,000		$ 275,000	$ 289,768	$ 305,328	$ 321,724	5.37%
Community Development: 3rd Place	$ 90,000		$ 90,000	$ 90,000	$ 90,000	$ 90,000	0.00%
Lake Forest Park Arts Council	$ 60,000		$ 60,000	$ 63,222	$ 66,617	$ 70,194	5.37%
Historical Society *New	$ 19,200		$ 19,200	$ 19,200	$ 19,200	$ 19,200	0.00%
Opioid Prevention: Hopestream	$ 20,000		$ 20,000	$ 20,000	$ 20,000	$ 20,000	0.00%
Communications	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Travel Exp. (lodging, meals)	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Dues / Subscriptions	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Training	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Aquatic Study	$ 10,000		$ 10,000				5.37%
Total Community Programs Expense	**$ 1,081,000**	**$ -**	**$ 1,051,000**	**$ 1,091,540**	**$ 1,144,923**	**$ 1,201,311**	
King County Alcohol Program	$ 9,000		$ 9,000	$ 9,483	$ 9,993	$ 10,529	5.37%
Total Public Health Expense	**$ 9,000**	**$ -**	**$ 9,000**	**$ 9,483**	**$ 9,993**	**$ 10,529**	
Salaries	$ 1,272,000		$ 1,272,000	$ 1,340,306	$ 1,412,281	$ 1,488,120	5.37%
Overtime	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Employee Benefits	$ 496,000		$ 496,000	$ 536,474	$ 580,250	$ 627,598	8.16%
Office / Operating Supplies	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Small Tools & Equipment	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Professional Services	$ 250,000		$ 250,000	$ 263,425	$ 277,571	$ 292,476	5.37%
Engineering Services	$ 70,000		$ 70,000	$ 73,759	$ 77,720	$ 81,893	5.37%
Communications	$ 8,000		$ 8,000	$ 8,430	$ 8,882	$ 9,359	5.37%
Travel Exp. (lodging, meals)	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Advertising	$ 15,000		$ 15,000	$ 15,806	$ 16,654	$ 17,549	5.37%
Dues / Subscriptions	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Training	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Salaries	$ 351,000		$ 351,000	$ 369,849	$ 389,710	$ 410,637	5.37%
Overtime	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Employee Benefits	$ 152,000		$ 152,000	$ 164,403	$ 177,819	$ 192,328	8.16%
Office / Operating Supplies	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Small Tools & Equipment	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Professional Services	$ 40,000		$ 40,000	$ 42,148	$ 44,411	$ 46,796	5.37%
Fire Marshall Inspections	$ 2,500		$ 2,500	$ 2,634	$ 2,776	$ 2,925	5.37%
Communications	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Training	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Dues / Subscriptions	$ 1,800		$ 1,800	$ 1,897	$ 1,999	$ 2,106	5.37%
Total Planning and Building Expense	**$ 2,703,300**	**$ -**	**$ 2,703,300**	**$ 2,866,546**	**$ 3,040,034**	**$ 3,224,434**	
Salaries	$ 340,000		$ 340,000	$ 358,258	$ 377,496	$ 397,768	5.37%
Salaries - Seasonals	$ 46,345		$ 46,345	$ 48,834	$ 51,456	$ 54,219	5.37%
Overtime	$ 8,000		$ 8,000	$ 8,430	$ 8,882	$ 9,359	5.37%
On-Call Services	$ 8,000		$ 8,000	$ 8,430	$ 8,882	$ 9,359	5.37%
Employee Benefits	$ 123,000		$ 123,000	$ 133,037	$ 143,893	$ 155,634	8.16%
Safety Clothing / Boots	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Employee Benefits - Seasonals	$ 8,698		$ 8,698	$ 9,165	$ 9,657	$ 10,176	5.37%
Office Supplies	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Operating Supplies	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Small Tools & Equipment	$ 40,000		$ 40,000	$ 42,148	$ 44,411	$ 46,796	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Professional Services	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Communications	$ 9,000		$ 9,000	$ 9,483	$ 9,993	$ 10,529	5.37%
Travel Exp. (lodging, meals)	$ 1,500		$ 1,500	$ 1,581	$ 1,665	$ 1,755	5.37%
Equipment Rental	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Insurance	$ 35,751		$ 35,751	$ 37,671	$ 39,693	$ 41,825	5.37%
Utilities	$ 85,000		$ 85,000	$ 89,565	$ 94,374	$ 99,442	5.37%
Repairs & Maintenance	$ 40,000		$ 40,000	$ 42,148	$ 44,411	$ 46,796	5.37%
Dues / Subscriptions	$ 1,200		$ 1,200	$ 1,264	$ 1,332	$ 1,404	5.37%
Training	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Total Park Expense	**$ 799,494**	**$ -**	**$ 799,494**	**$ 845,858**	**$ 894,993**	**$ 947,068**	
Salaries	$ 140,000		$ 140,000	$ 147,518	$ 155,440	$ 163,787	5.37%
Salaries - Seasonals	$ 31,563		$ 31,563	$ 33,258	$ 35,044	$ 36,926	5.37%
Overtime	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
On-Call Services	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Employee Benefits	$ 41,000		$ 41,000	$ 44,346	$ 47,964	$ 51,878	8.16%
Safety Clothing / Boots	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Employee Benefits - Seasonals	$ 5,799		$ 7,000	$ 7,376	$ 7,772	$ 8,189	5.37%
Office Supplies	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Operating Supplies	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Small Tools & Equipment	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Property Assessments	$ 17,300		$ 17,300	$ 18,229	$ 19,208	$ 20,239	5.37%
Janitorial Contract	$ 160,000		$ 160,000	$ 168,592	$ 177,645	$ 187,185	5.37%
Professional Services	$ 100,000		$ 100,000	$ 105,370	$ 111,028	$ 116,991	5.37%
Communications	$ 3,300		$ 3,300	$ 3,477	$ 3,664	$ 3,861	5.37%
Travel Exp. (lodging, meals)	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Equipment Rental	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Insurance	$ 8,817		$ 8,817	$ 9,290	$ 9,789	$ 10,315	5.37%
Utilities - P.W. Facilities	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Utilities - City Hall	$ 140,000		$ 140,000	$ 147,518	$ 155,440	$ 163,787	5.37%
Repairs & Maintenance	$ 220,000		$ 220,000	$ 231,814	$ 244,262	$ 257,379	5.37%
Emergency Management	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Dues & Subscriptions	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Training	$ 1,500		$ 1,500	$ 1,581	$ 1,665	$ 1,755	5.37%
Security Monitoring Software	$ 50,000		$ 50,000	$ 52,685	$ 55,514	$ 58,495	5.37%
Total Facilities Expense	**$ 1,001,279**	**$ -**	**$ 1,002,480**	**$ 1,057,457**	**$ 1,115,479**	**$ 1,176,719**	
STRIDE PW	$ 600,000						
Total Big 5 Project Management Expense	**$ 600,000**	**$ -**	$ -	$ -	$ -	$ -	
Total General Fund Expense	**$ 32,611,473**	**$ 67,500**	**$ 31,915,174**	**$ 33,683,516**	**$ 35,563,239**	**$ 37,550,267**	
TRAFFIC SAFETY FUND							
Traffic Safety Camera Fines	$ 4,300,000		$ 4,300,000	$ 4,300,000	$ 4,300,000	$ 4,300,000	0.0%
Investment Interest	$ -						
Total Traffic Safety Revenue	**$ 4,300,000**		**$ 4,300,000**	**$ 4,300,000**	**$ 4,300,000**	**$ 4,300,000**	
Salaries - Court	$ 595,000		$ 595,000	$ 626,952	$ 660,619	$ 696,094	5.37%
Court OT	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Salaries - Police	$ 857,000		$ 857,000	$ 903,021	$ 951,513	$ 1,002,609	5.37%
Salaries - Police OT	$ 70,000		$ 70,000	$ 73,759	$ 77,720	$ 81,893	5.37%
Salaries - Project Manager, PW	$ 400,000		$ 400,000	$ 421,480	$ 444,113	$ 467,962	5.37%
Employee Benefits - Court	$ 198,000		$ 198,000	$ 208,633	$ 219,836	$ 231,641	5.37%
Employee Benefits - Police	$ 406,000		$ 406,000	$ 427,802	$ 450,775	$ 474,982	5.37%
Employee Benefits - Public Works	$ 120,000		$ 120,000	$ 126,444	$ 133,234	$ 140,389	5.37%
Traffic Camera Service Fee	$ 360,927		$ 360,927	$ 380,309	$ 400,732	$ 422,251	5.37%
Professional Services	$ 60,000		$ 60,000	$ 63,222	$ 66,617	$ 70,194	5.37%
Traffic Calming Transfer OUT to 302	$ 360,000		$ 360,000	$ 720,000	$ 1,440,000	$ 2,880,000	100.00%
Travel & Meals	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Court Supplies	$ 3,000		$ 3,000				
Small Tools & Equipment	$ 20,000		$ 20,000				
Total Traffic Safety Expense	**$ 3,457,927**		**$ 3,457,927**	**$ 3,960,051**	**$ 4,854,042**	**$ 6,477,376**	
STREET FUND							
R.O.W. Permits - Construction	$ 90,000		$ 90,000	$ 94,833	$ 99,926	$ 105,292	5.37%
ROW Rev. / Utility Franchise	$ 490,000		$ 490,000	$ 516,313	$ 544,039	$ 573,254	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Gas Taxes (MVET Cities)	$ 470,000		$ 470,000	$ 495,239	$ 521,833	$ 549,856	5.37%
Investment Interest	$ 36,000		$ 36,000	$ 37,933	$ 39,970	$ 42,117	5.37%
Transfer From Gen. Fund (001)	$ 1,115,000		$ 1,115,000	$ 1,174,876	$ 1,237,966	$ 1,304,445	5.37%
Total Street Fund Revenue	**$ 2,201,000**	**$ -**	**$ 2,201,000**	**$ 2,319,194**	**$ 2,443,734**	**$ 2,574,963**	
Road Surface Maintenance	$ 70,000		$ 70,000	$ 73,759	$ 77,720	$ 81,893	5.37%
Shoulder Maintenance	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Structure Maintenance	$ 13,000		$ 13,000	$ 13,698	$ 14,434	$ 15,209	5.37%
Street Lighting Maintenance	$ 315,000		$ 315,000	$ 331,916	$ 349,739	$ 368,520	5.37%
Sign Replacement	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Sign Maintenance	$ 60,000		$ 60,000	$ 63,222	$ 66,617	$ 70,194	5.37%
Pavement Marking / Striping	$ 60,000		$ 60,000	$ 63,222	$ 66,617	$ 70,194	5.37%
Snow Plowing / Sanding	$ 80,000		$ 80,000	$ 84,296	$ 88,823	$ 93,592	5.37%
Roadside Maintenance	$ 90,000		$ 90,000	$ 94,833	$ 99,926	$ 105,292	5.37%
Professional Services	$ 70,000		$ 70,000	$ 73,759	$ 77,720	$ 81,893	5.37%
Salaries	$ 520,000		$ 520,000	$ 547,924	$ 577,348	$ 608,351	5.37%
Salaries - Seasonals	$ 90,689		$ 90,689	$ 95,559	$ 100,691	$ 106,098	5.37%
Overtime	$ 14,000		$ 14,000	$ 14,752	$ 15,544	$ 16,379	5.37%
On-Call Services	$ 15,000		$ 15,000	$ 15,806	$ 16,654	$ 17,549	5.37%
Employee Benefits	$ 193,000		$ 193,000	$ 208,749	$ 225,783	$ 244,207	8.16%
Safety Clothing / Boots	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Employee Benefits - Seasonals	$ 17,397		$ 17,397	$ 18,331	$ 19,316	$ 20,353	5.37%
Office Supplies	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Operating Supplies	$ 15,000		$ 15,000	$ 15,806	$ 16,654	$ 17,549	5.37%
Small Tools & Equipment	$ 10,000		$ 10,000	$ 10,537	$ 11,103	$ 11,699	5.37%
Professional Services	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Communications	$ 13,000		$ 13,000	$ 13,698	$ 14,434	$ 15,209	5.37%
Travel Exp. (lodging, meals)	$ 1,500		$ 1,500	$ 1,581	$ 1,665	$ 1,755	5.37%
Equipment Rental	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Insurance	$ 59,800		$ 59,800	$ 63,011	$ 66,395	$ 69,960	5.37%
Utilities	$ 27,000		$ 27,000	$ 28,450	$ 29,978	$ 31,587	5.37%
Dues / Subscriptions	$ 1,500		$ 1,500	$ 1,581	$ 1,665	$ 1,755	5.37%
Training	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Interfund Svc. To Fund (001)	$ 165,346		$ 165,346	$ 174,225	$ 183,581	$ 193,439	5.37%
Interfund Svc. To (501)	$ 161,464		$ 161,464	$ 170,135	$ 179,271	$ 188,898	5.37%
Internall Svc to Fund 502	$ 19,940		$ 19,940	$ 21,011	$ 22,139	$ 23,328	5.37%
Total Street Fund Expense	**$ 2,177,636**	**$ -**	**$ 2,177,636**	**$ 2,299,960**	**$ 2,429,292**	**$ 2,566,044**	
COUNCIL CONTINGENCY FUND							
Investment Interest	$ 48,000		$ 48,000	$ 50,578	$ 53,294	$ 56,155	5.37%
Total CC Fund Revenue	**$ 48,000**	**$ -**	**$ 48,000**	**$ 50,578**	**$ 53,294**	**$ 56,155**	
TRANSPORTATION BENEFIT DISTRICT FUND							
TBD Vehicle Fees-State	$ 1,041,000		$ 1,041,000	$ 1,051,410	$ 1,061,924	$ 1,072,543	1.00%
TBD Sales Tax .01%	$ 466,137		$ 466,137	$ 491,169	$ 517,544	$ 545,336	5.37%
Investment Interest	$ 75,600		$ 75,600	$ 79,660	$ 83,937	$ 88,445	5.37%
Total TBD Revenue	**$ 1,582,737**	**$ -**	**$ 1,582,737**	**$ 1,622,238**	**$ 1,663,406**	**$ 1,706,325**	
Support Service To G.F. (001)	$ 4,515		$ 4,515	$ 4,757	$ 5,013	$ 5,282	5.37%
Roadway Maint. To Fund -302 ** Loan Payment	$ 450,000		$ 450,000	$ 474,165	$ 499,628	$ 526,458	5.37%
Transfer to Fund (302)	$ 1,100,000		$ 1,100,000	$ 1,159,070	$ 1,221,312	$ 1,286,897	5.37%
Total TBD Expense	**$ 1,554,515**	**$ -**	**$ 1,554,515**	**$ 1,637,992**	**$ 1,725,953**	**$ 1,818,636**	
BUDGET STABILIZATION FUND							
Interest	$ 14,400		$ 14,400	$ 15,173	$ 15,988	$ 16,847	5.37%
Total Budget St. Fund Revenue	**$ 14,400**	**$ -**	**$ 14,400**	**$ 15,173**	**$ 15,988**	**$ 16,847**	
STRATEGIC OPPORTUNITY FUND							
Interest	$ 90,000		$ 90,000	$ 94,833	$ 99,926	$ 105,292	5.37%
Total Strat. Opportunity Fund Revenue		**$ -**	**$ 90,000**	**$ 94,833**	**$ 99,926**	**$ 105,292**	
Parks Master Plan			$ 30,000				
Lake Front Park Property Development			$ 500,000				
Total Strat. Opportunity Expense	**$ -**	**$ -**	**$ 530,000**	**$ -**	**$ -**	**$ -**	
CAPITAL IMPROVEMENT FUND							
Real Estate Excise Tax I	$ 800,000		$ 800,000	$ 842,960	$ 888,227	$ 935,925	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
K.Co. Parks Levy	$ 215,865		$ 215,865	$ 227,457	$ 239,671	$ 252,542	5.37%
Investment Interest	$ 108,000		$ 108,000	$ 113,800	$ 119,911	$ 126,350	5.37%
Total Capital Improv. Revenue	**$ 1,123,865**	**$ -**	**$ 1,123,865**	**$ 1,184,217**	**$ 1,247,809**	**$ 1,314,816**	
Interfund Svc. To Fund (001)	$ 8,649		$ 8,649	$ 9,113	$ 9,603	$ 10,119	5.37%
Total Capital Improv. Expense	**$ 8,649**	**$ -**	**$ 8,649**	**$ 9,113**	**$ 9,603**	**$ 10,119**	
TRANSPORTATION CAPITAL FUND							
Real Estate Excise Tax II	$ 800,000		$ 800,000	$ 842,960	$ 888,227	$ 935,925	5.37%
WSDOT Grant for RAB	$ -	$ 618,381	$ -	$ -	$ -	$ -	5.37%
State Trans. Imp. Board-Design RAB	$ 1,000,000	$ 2,435,382	$ -	$ -	$ -	$ -	5.37%
LFP Water District for RAB	$ -	$ 155,905	$ (155,905)	$ (155,905)	$ (155,905)	$ (155,905)	
Investment Interest	$ 108,000		$ 108,000	$ 113,800	$ 119,911	$ 126,350	5.37%
Public Works GO Loan RAB	$ 2,000,000		$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	
Transfer From Traffic Safety Fund (002)	$ 360,000		$ 360,000	$ 360,000	$ 360,000	$ 360,000	
Transfer From Fund (104)	$ 1,100,000		$ 1,100,000	$ 1,159,070	$ 1,221,312	$ 1,286,897	5.37%
Total Transportation Capital Revenue	**$ 5,368,000**	**$ 3,209,668**	**$ 4,212,095**	**$ 4,319,925**	**$ 4,433,545**	**$ 4,553,266**	
Interfund Svc. To GF (001)	$ 80,702		$ 80,702	$ 85,036	$ 89,602	$ 94,414	5.37%
Interfund Svc. To Replacement (501)	$ 23,364		$ 23,364	$ 24,619	$ 25,941	$ 27,334	5.37%
Internal Svc to IT Fund 502	$ 20,508		$ 20,508	$ 21,609	$ 22,770	$ 23,992	5.37%
Office / Operating Supplies	$ 600		$ 600	$ 632	$ 666	$ 702	5.37%
Professional Services	$ 100,000		$ 100,000	$ 105,370	$ 111,028	$ 116,991	5.37%
Salaries	$ 379,310		$ 379,310	$ 399,679	$ 421,142	$ 443,757	5.37%
Overtime	$ 4,000		$ 4,000	$ 4,215	$ 4,441	$ 4,680	5.37%
Employee Benefits	$ 92,234		$ 92,234	$ 97,187	$ 102,406	$ 107,905	5.37%
Insurance	$ 16,733		$ 16,733	$ 17,632	$ 18,579	$ 19,577	5.37%
Travel Exp. (lodging & meals)	$ 3,500						
Training	$ 3,500						
Roadway Overlays (REET 2)	$ 800,000		$ 800,000	$ 842,960	$ 888,227	$ 935,925	5.37%
Safe Streets Study, Pro Svcs	$ 100,000		$ 100,000	$ 105,370	$ 111,028	$ 116,991	5.37%
Safe Streets /Eq	$ 10,000						
SR 104/40th Pl RAB	$ 5,935,661	$ 7,012,000	$ -	$ -	$ -	$ -	5.37%
Trans to Debt Service Fund (PW Loan)	$ 472,000						
Guardrail Replacement	$ 200,000		$ 200,000	$ 210,740	$ 222,057	$ 233,981	5.37%
Total Transportation Capital Expense	**$ 8,242,112**	**$ 7,012,000**	**$ 1,817,451**	**$ 1,915,049**	**$ 2,017,887**	**$ 2,126,247**	
CAPITAL FACILITIES MAINTENANCE FUND							
Investment Interest	$ 100,800		$ 100,800	$ 106,213	$ 111,917	$ 117,927	5.37%
Total Capital Facilities Maint. Revenue	**$ 100,800**	**$ -**	**$ 100,800**	**$ 106,213**	**$ 111,917**	**$ 117,927**	
City Hall Facilities Project	$ 160,000	$ 331,000	$ (171,000)	$ (180,183)	$ (189,859)	$ (200,054)	5.37%
Total Capital Facilities Maint. Expense	**$ 160,000**	**$ 331,000**	**$ (171,000)**	**$ (180,183)**	**$ (189,859)**	**$ (200,054)**	
SEWER UTILITY FUND							
Licenses and Permits	$ 42,554		$ 42,554	$ 44,839	$ 47,247	$ 49,784	5.37%
Utility Charges	$ 9,783,654		$ 9,783,654	$ 10,321,754	$ 10,889,451	$ 11,488,371	5.50%
Sewer Service Charge - Utility Tax	$ 978,365		$ 978,365	$ 1,032,175	$ 1,088,945	$ 1,148,837	5.50%
Late Charges - Utility Bills	$ 50,000		$ 50,000	$ 52,685	$ 55,514	$ 58,495	5.37%
Investment Interest	$ 86,400		$ 86,400	$ 91,040	$ 95,929	$ 101,080	5.37%
Sewer Certificate Fee	$ 1,400		$ 1,400	$ 1,475	$ 1,554	$ 1,638	5.37%
Total Sewer Utility Revenue	**$ 10,942,373**	**$ -**	**$ 10,942,373**	**$ 11,543,969**	**$ 12,178,640**	**$ 12,848,205**	
Salaries	$ 933,000		$ 933,000	$ 983,102	$ 1,035,895	$ 1,091,522	5.37%
Salaries - Seasonals	$ 31,563		$ 31,563	$ 33,258	$ 35,044	$ 36,926	5.37%
Overtime	$ 14,000		$ 14,000	$ 14,752	$ 15,544	$ 16,379	5.37%
On-Call Services	$ 10,000		$ 10,000	$ 10,537	$ 11,103	$ 11,699	5.37%
Employee Benefits	$ 372,000		$ 372,000	$ 402,355	$ 435,187	$ 470,699	8.16%
Safety Clothing / Boots	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Employee Benefits - Seasonals	$ 5,799		$ 5,799	$ 6,110	$ 6,439	$ 6,784	5.37%
Office Supplies	$ 1,500		$ 1,500	$ 1,581	$ 1,665	$ 1,755	5.37%
Operating Supplies/Materials	$ 15,000		$ 15,000	$ 15,806	$ 16,654	$ 17,549	5.37%
Small Tools & Equipment	$ 12,000		$ 12,000	$ 12,644	$ 13,323	$ 14,039	5.37%
METRO Charges	$ 7,188,053		$ 7,188,053	$ 7,574,051	$ 7,980,778	$ 8,409,346	5.37%
Professional Services	$ 110,000		$ 110,000	$ 115,907	$ 122,131	$ 128,690	5.37%
Communications	$ 18,000		$ 18,000	$ 18,967	$ 19,985	$ 21,058	5.37%
Travel Exp. (lodging, meals)	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Advertising	$ 1,000		$ 1,000	$ 1,054	$ 1,110	$ 1,170	5.37%
Equipment Rental	$ 2,000		$ 2,000	$ 2,107	$ 2,221	$ 2,340	5.37%
Copier Rental	$ -		$ -	$ -	$ -	$ -	
Insurance	$ 63,649		$ 63,649	$ 67,067	$ 70,668	$ 74,463	5.37%
Utilities	$ 9,000		$ 9,000	$ 9,483	$ 9,993	$ 10,529	5.37%
Repairs & Maintenance	$ 100,000		$ 100,000	$ 105,370	$ 111,028	$ 116,991	5.37%
Dues & Subscriptions	$ 10,000		$ 10,000	$ 10,537	$ 11,103	$ 11,699	5.37%
Training	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
METRO Charges (DNU)	$ -		$ -	$ -	$ -	$ -	5.37%
Taxes & Assessments	$ 250,000		$ 250,000	$ 263,425	$ 277,571	$ 292,476	5.37%
Sewer Utility Tax Tr to GF	$ 978,365		$ 978,365	$ 1,056,634	$ 1,141,165	$ 1,232,458	8.00%
Interfund Svc. To GF (001)	$ 362,448		$ 362,448	$ 381,911	$ 402,420	$ 424,030	5.37%
Interfund Svs. To Fund (501)	$ 158,992		$ 158,992	$ 167,530	$ 176,526	$ 186,006	5.37%
Internal Svc to Fund 502	$ 19,238		$ 19,238	$ 20,271	$ 21,360	$ 22,507	5.37%
Total Sewer Utility Expense	**$ 10,674,607**	**$ -**	**$ 10,674,607**	**$ 11,283,943**	**$ 11,928,906**	**$ 12,611,642**	
SEWER CAPITAL FUND							
Investment Interest	$ 252,000		$ 252,000	$ 265,532	$ 279,791	$ 294,816	5.37%
Total Sewer Capital Revenue	**$ 252,000**	**$ -**	**$ 252,000**	**$ 265,532**	**$ 279,791**	**$ 294,816**	
Beach Dr. Sewer Lift Station Design	$ 1,800,000		$ 1,800,000	$ 1,896,660	$ 1,998,511	$ 2,105,831	5.37%
Total Sewer Capital Expense	**$ 1,800,000**	**$ -**	**$ 1,800,000**	**$ 1,896,660**	**$ 1,998,511**	**$ 2,105,831**	
SURFACE WATER UTILITY FUND							
Surface Water Service Charge - Utility Tax	$ 371,543		$ 371,543	$ 391,494	$ 412,518	$ 434,670	5.37%
Utility Service Charges	$ 3,715,425		$ 3,715,425	$ 4,086,968	$ 4,495,664	$ 4,945,231	10.00%
Investment Interest	$ 162,000		$ 162,000	$ 170,699	$ 179,866	$ 189,525	5.37%
Total Surface Water Utility Revenue	**$ 4,248,968**	**$ -**	**$ 4,248,968**	**$ 4,649,161**	**$ 5,088,048**	**$ 5,569,425**	
Salaries	$ 1,241,000		$ 1,241,000	$ 1,307,642	$ 1,377,862	$ 1,451,853	5.37%
Salaries - Seasonal	$ 105,471		$ 105,471	$ 111,135	$ 117,103	$ 123,391	5.37%
Overtime	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
On-Call Services	$ 14,000		$ 14,000	$ 14,752	$ 15,544	$ 16,379	5.37%
Employee Benefits	$ 473,000		$ 473,000	$ 511,597	$ 553,343	$ 598,496	8.16%
Safety Clothing / Boots	$ 9,000		$ 9,000	$ 9,483	$ 9,993	$ 10,529	5.37%
Employee Benefits - Seasonal	$ 20,296		$ 20,296	$ 21,386	$ 22,534	$ 23,744	5.37%
Office Supplies	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Operating Supplies	$ 16,000		$ 16,000	$ 16,859	$ 17,765	$ 18,718	5.37%
Small Tools & Equipment	$ 7,000		$ 7,000	$ 7,376	$ 7,772	$ 8,189	5.37%
Taxes & Assessments	$ 80,000		$ 80,000	$ 84,296	$ 88,823	$ 93,592	5.37%
Surface Water Utility Tax to GF	$ 371,542		$ 371,542	$ 391,494	$ 412,517	$ 434,669	5.37%
Prof. Services/Engineering	$ 300,000		$ 300,000	$ 316,110	$ 333,085	$ 350,972	5.37%
County Adnim Billing	$ 55,000		$ 55,000	$ 57,954	$ 61,066	$ 64,345	5.37%
Communications	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Travel Exp. (lodging, meals)	$ 3,000		$ 3,000	$ 3,161	$ 3,331	$ 3,510	5.37%
Equipment Rental	$ 5,000		$ 5,000	$ 5,269	$ 5,551	$ 5,850	5.37%
Insurance	$ 85,915		$ 85,915	$ 90,529	$ 95,390	$ 100,513	5.37%
Utilities	$ 1,500		$ 1,500	$ 1,581	$ 1,665	$ 1,755	5.37%
System Maintenance & Operation	$ 500,000		$ 500,000	$ 526,850	$ 555,142	$ 584,953	5.37%
Street Drainage Maintenance	$ 20,000		$ 20,000	$ 21,074	$ 22,206	$ 23,398	5.37%
Neighborhood Surface Water	$ 130,000		$ 130,000	$ 136,981	$ 144,337	$ 152,088	5.37%
Repairs & Maintenance	$ 50,000		$ 50,000	$ 52,685	$ 55,514	$ 58,495	5.37%
Dues / Subscriptions	$ 50,000		$ 50,000	$ 52,685	$ 55,514	$ 58,495	5.37%
Training	$ 10,000		$ 10,000	$ 10,537	$ 11,103	$ 11,699	5.37%
Interfund Svc. To GF (001)	$ 219,823		$ 219,823	$ 231,627	$ 244,066	$ 257,172	5.37%
Interfund Svc.To Fund (501)	$ 216,514		$ 216,514	$ 228,141	$ 240,392	$ 253,301	5.37%
Interfund Svc to Fund 502	$ 30,394		$ 30,394	$ 32,026	$ 33,746	$ 35,558	5.37%
Total Surface Water Expense	**$ 4,069,455**	**$ -**	**$ 4,069,455**	**$ 4,301,182**	**$ 4,546,429**	**$ 4,806,010**	
SURFACE WATER CAPITAL FUND							
Department of Commerce	$ 1,032,259		$ 1,032,259	$ 1,087,691	$ 1,146,100	$ 1,207,646	5.37%
Department of Commerce #2	$ 1,765,400						
Investment Interest	$ 21,600		$ 21,600	$ 22,760	$ 23,982	$ 25,270	5.37%
Total Surface Water Capital Revenue	**$ 2,819,259**	**$ -**	**$ 1,053,859**	**$ 1,110,451**	**$ 1,170,082**	**$ 1,232,916**	

SIX-YEAR FINANCIAL FORECAST

Description	2027-2028 Proposed	One Time Items for Removal for 6 Year	New Baseline	2029-2030	2031-2032	2033-2034	Projection Factor
Lobbying Activity	$ 100,000		$ 100,000	$ 105,370	$ 111,028	$ 116,991	5.37%
Culvert L90 Design	$ 85,000		$ 85,000	$ 89,565	$ 94,374	$ 99,442	5.37%
Culvert L90 Construction	$ 3,000,000	$ 3,070,000	$ (70,000)	$ (73,759)	$ (77,720)	$ (81,893)	5.37%
35th Ave Drainage - Construction	$ 20,000						
Total Surface Water Capital Expense	**$ 3,205,000**	**$ 3,070,000**	**$ 115,000**	**$ 121,176**	**$ 127,683**	**$ 134,539**	
SEWER BOND RESERVE FUND							
Investment Interest	$ 10,800	$ 6,000	$ 4,800	$ 5,058	$ 5,329	$ 5,616	5.37%
Total Inventment interest revenue	**$ 10,800**	**$ 6,000**	**$ 4,800**	**$ 5,058**	**$ 5,329**	**$ 5,616**	
Excise Tax Revenue	$ 30,000		$ 30,000	$ 31,611	$ 33,309	$ 35,097	5.37%
Connection Charges	$ 40,000		$ 40,000	$ 42,148	$ 44,411	$ 46,796	5.37%
Investment Interest	$ 32,400		$ 32,400	$ 34,140	$ 35,973	$ 37,905	5.37%
Total Sewer Bond Reserve Revenue	**$ 102,400**	**$ -**	**$ 102,400**	**$ 107,899**	**$ 113,693**	**$ 119,798**	
VEHICLE EQUIP. & REPLACEMENT FUND							
Interfund Svc. From Fund (001)	$ 436,792		$ 436,792	$ 460,248	$ 484,963	$ 511,006	5.37%
Interfund Svc. From Fund (101)	$ 161,464		$ 161,464	$ 170,135	$ 179,271	$ 188,898	5.37%
Interfund Svc. From Fund (403)	$ 145,866		$ 145,866	$ 153,699	$ 161,953	$ 170,649	5.37%
Interfund Svc. From Fund (401)	$ 159,346		$ 159,346	$ 167,903	$ 176,919	$ 186,420	5.37%
Interfund Svc. From Fund (302)	$ 26,992		$ 26,992	$ 28,441	$ 29,969	$ 31,578	5.37%
Investment Interest	$ 82,800		$ 82,800	$ 87,246	$ 91,931	$ 96,868	5.37%
Total Replacement Fund Revenue	**$ 1,013,260**	**$ -**	**$ 1,013,260**	**$ 1,067,672**	**$ 1,125,006**	**$ 1,185,419**	
Interfund Svc. To General Fund	$ 8,143		$ 8,143	$ 8,580	$ 9,041	$ 9,527	5.37%
Info.Svc. & Equip. Replacement	$ 6,000		$ 6,000	$ 6,322	$ 6,662	$ 7,019	5.37%
Public Works - Fuel	$ 68,000		$ 68,000	$ 71,652	$ 75,499	$ 79,554	5.37%
Public Works Equip. - Maint.	$ 288,042		$ 288,042	$ 303,510	$ 319,808	$ 336,982	5.37%
PD Vehicle Replacement	$ 377,000		$ 377,000	$ 397,245	$ 418,577	$ 441,055	5.37%
PW Equipment - Replacement	$ 66,000		$ 66,000	$ 69,544	$ 73,279	$ 77,214	5.37%
PW Vehicles - Replacement	$ 344,298		$ 344,298	$ 362,787	$ 382,268	$ 402,796	5.37%
Total Replacement Fund Expense	**$ 1,157,483**	**$ -**	**$ 1,157,483**	**$ 1,219,640**	**$ 1,285,134**	**$ 1,354,146**	
INFORMATION TECHNOLOGY FUND							
Interfund Svc. From Fund (001)	$ 489,362		$ 489,362	$ 515,641	$ 543,331	$ 572,508	5.37%
Interfund Svc. From Fund (101)	$ 19,940		$ 19,940	$ 21,011	$ 22,139	$ 23,328	5.37%
Interfund Svc. From Fund (403)	$ 30,394		$ 30,394	$ 32,026	$ 33,746	$ 35,558	5.37%
Interfund Svc. From Fund (401)	$ 19,238		$ 19,238	$ 20,271	$ 21,360	$ 22,507	5.37%
Interfund Svc. From Fund (302)	$ 20,508		$ 20,508	$ 21,609	$ 22,770	$ 23,992	5.37%
Investment Interest	$ 21,600		$ 21,600	$ 22,760	$ 23,982	$ 25,270	5.37%
Total IT Replacement Fund Revenue	**$ 601,042**	**$ -**	**$ 601,042**	**$ 633,318**	**$ 667,327**	**$ 703,163**	
Shared Services to 001	$ 13,586						
Hardware	$ 160,000		$ 160,000	$ 168,592	$ 177,645	$ 187,185	5.37%
Computer Software	$ 303,400		$ 303,400	$ 319,693	$ 336,860	$ 354,949	5.37%
Professional Services	$ 114,600		$ 114,600	$ 120,754	$ 127,239	$ 134,071	5.37%
Total IT Replacement Fund Expense	**$ 591,586**	**$ -**	**$ 578,000**	**$ 609,039**	**$ 641,744**	**$ 676,206**	

Comprehensive Financial Management Policies

Resolution 1761
February 13, 2020

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Purchasing Policy (coming soon)

The City's Comprehensive Financial Management Polices serves as a Mayor and Council-approved framework for the financial planning, budgeting accounting reporting and other financial management practices. The purpose of these policies is to ensure the City operates in a prudent manner, using sound fiscal policies to ensure the safekeeping of the City's assets and provide the delivery of services to the community.

Director of Finance

1. The Director of Finance is designated as the City's Chief Financial Officer and City Treasurer.

2. The Director of Finance is designated as the City's Auditing Officer pursuant to RCW 42.22.080 and as such will be responsible for the review of all claims and certification that the goods have been received or the services rendered and that the claims are valid and should be paid by the City.

City Funds

The City shall utilize "governmental fund accounting" as the organizational structure for its financial activities. The following funds have been established for budgeting, accounting and reporting.

OPERATING FUNDS

1. The *General Fund* is the general operating fund of the City. It accounts for all financial resources and transactions, except those required to be accounted for in another fund.

2. The *Street Fund* is required by state law to account for State-shared Motor Vehicle Fuel Tax revenue distributed on a per capita basis for transportation maintenance or capital improvements (RCW 47.24).

3. The *Surface Water Utility Fund* accounts for fees charged to all property owners for maintenance to the City's surface water drainage system (Ord. 459, Section 10 (1990)).

4. The *Sewer Utility Fund* accounts for collections from property owners connected to the City's sewer system. Expenditures include payment to King County and for City sewer system operating costs (Ord. 106, Section 5 (1966)).

5. The *Public Works Contract Fund*[1] – accounts for costs related to the agreement to provide services to Kenmore or other agency.

[1] The Public Works Contract Fund (Fund 450) was created administratively as part of the 2002 budget cycle, as referenced on page 152 of the 2002 City of Lake Forest Park Budget Book.

6. The *Transportation Benefit District* Fund accounts for revenues authorized by RCW 36.73 and supports the Street Overlay program, snow removal and street sweeping. It can be used to support local and regional transportation plans (Ord. 1003 (2009)).

DEBT SERVICE FUNDS

7. Periodically the City may administratively create one or more debt service funds to pursuant to a debt issuance. Any such funds are to be created administratively, are governed by the agreement necessitating the fund, and if created pursuant to a debt issuance approved by the City Council, do not require separate council action.

RESERVE FUNDS

8. The *Council Contingency Reserve Fund* is established per RCW 35A.33.45 for capital purchases or for operating shortfalls due to unforeseen cost increases or unanticipated revenue losses (Ord. 660 (1995)).

9. The *Budget Stabilization Fund* is established as a subsidiary fund to the General Fund and accounts for transfers from the General Fund in accordance with Ordinance No. 1071. The City Council may authorize transfers during Biennial Budget adoption or Mid-biennial Adjustment to the Adopted Budget between the parent and subsidiary fund to mitigate fluctuations in General Fund revenues and expenditures in order to provide for uninterrupted public services (Ord. 1071 (2014)).

CAPITAL FUNDS

10. The *Capital Improvement Fund* accounts for the excise tax on the sale of real property within the City, the Parks Levy, grants and other sources. Real Estate Excise Tax (REET) proceeds are restricted pursuant by State law. Expenditures from the Fund are for facility and parks capital projects (RCW 82.46.035).

11. The *Capital Facilities Reserve Fund*, established by Ordinance No. 1051 (2012), is for the purposes of providing a reserve account for anticipated major maintenance and repairs to City Hall and the Public Works Facility. Transfers to the account for City Hall maintenance and repairs shall be from REET. Transfers to the account for Public Works facility maintenance and repairs shall be made from various funds in rough proportion to the annual percentage of maintenance-worker hours dedicated to the work supported by those various funds.

12. The *Transportation Capital Fund* accounts for REET and other sources for transportation capital projects (RCW 82.46.035).

13. The *Surface Water Capital Fund* accounts for transfers of storm water fees for capital improvements to the City's surface water drainage system (Ord. 459, Section 10 (1990)).

14. The *Sewer Capital Fund* accounts for transfers from Sewer rates for capital improvements to the City's Sewer Capital Fund (Ord. 927 (2005)).

15. The *Vehicle/Equipment Replacement Fund* accounts for the expenditures for the repair, maintenance and replacement for the City's vehicles, the City's information technology equipment and licensing, and Fixed Assets (Ord. 659 (1995)).

AGENCY FUNDS

16. Periodically the City may administratively create one or more agency funds to support regional coalitions of two or more local entities where the City has agreed to act as the finance fiduciary. Any such funds are to be created administratively, are governed by the agreement creating the coalition, and if created pursuant to an interlocal agreement approved by the City Council, do not require separate council action.

Financial Planning and Budget

1. The Director of Finance shall develop a financial planning calendar that will provide for the timely update of the six-year financial forecasts for all City funds to adopt the City's biennial budget and Capital Improvement Plan. The six-year forecast will also be updated during the mid-biennial budget review and adjustment.

2. A six-year financial forecast shall be prepared and updated on a biennial basis for all City funds as a multi-year financial planning tool. The financial forecast shall be integrated in the City's biennial operating capital budgeting process.

3. The City will use prudent revenue and expenditure assumptions in the development of the six-year financial forecast and budgets for all City funds.

4. The City budget will implement City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council.

5. When budgeting for the General Fund, the Recommended Biennial Budget proposed by the Mayor shall be a two-year balanced budget. For the purposes of this policy, a balanced budget is defined as total biennial resources (fund balance, plus projected revenue) that is greater than or equal to approved biennial expenditures, plus the calculated minimum fund balance, if applicable, for each fund. The published budget overview will identify whether the adopted budget is balanced.

6. The relationship between the General Fund and Capital Improvement Plan (CIP) budgets will be incorporated into the financial forecasts and the biennial Budget Process. Maintenance and operating costs associated with new CIP projects shall be estimated and included for each project within the CIP. Such costs should be included in the operating budgets when the projects are complete.

7. The City shall prepare and adopt its budget on a biennial basis and shall comply with the provisions of state law with respect to the biennial budget process. The adopted biennial budget will include one revenue and one expenditure amount for the biennium for each of the City's funds; budget appropriations unspent in the first year of the biennium will automatically carry over to the second year of the budget unless adjusted by an ordinance adopted by the City Council. The Director of Finance shall be responsible for the management of the City's biennial budget development process. The Director of Finance shall provide timely and accurate budget monitoring reports to Department Directors on a regular basis and quarterly budget monitoring reports to the Budget and Finance Committee.

8. Department Directors have primary responsibility for the development, implementation, management, and monitoring of their respective budgets in accordance with direction from the Mayor. Any significant variances from the adopted budget shall be reported by department directors to the city administrator in a timely manner.

9. The biennial budget process and materials shall be developed in a manner to provide information in a readily understandable manner, and to the greatest extent possible avoid jargon, acronyms, and the like.

10. One-time resources shall be identified and should be used to support one-time expenditures. Ongoing expenditures should be supported by ongoing resources.

11. Budgeted staff positions (part-time, full-time, and temporary) will be included in the biennial Budget.

12. In accordance with State law, the City Council will adopt the biennial budget at the fund level. The Mayor is authorized to transfer budgeted amounts within any fund.

13. The City shall exhaust restricted funds to finance uses authorized by State or local law before General Fund resources are used to finance those activities. Restricted fund balance reserves should not be exhausted below the minimum fund balance reserve required by this policy.

Fund Balances and Reserves

1. Operating funds of the city have a minimum fund balance target equal to 30 days operating expense or eight percent (8%) except as noted below[2].
    - General Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
    - Street Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater

[2] Operating funds, for the purpose of the minimum fund balance target, is any fund with payroll expense coded directly to the fund in the year that the target is calculated.

- Sewer Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
- Surface Water Utility Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater

Current year revenue is defined as total estimated (budgeted) resources less beginning fund balances and one-time revenues. Projected variances from the minimum fund targets shall be disclosed during the biennial budget process or during the current year if unanticipated circumstances occur that negatively impact current year revenue and/or expenditure projections. Fund Balance targets may be modified by Council action.

2. The Council Contingency Reserve should be maintained in accordance with RCW 35A.33.145 to cover unforeseen issues.

3. The Budget Stabilization Fund should be maintained to provide for General Fund operating reserves in accordance with Ordinance 1071.

Accounting

1. The City will maintain an accounting and financial reporting system that fully meets governmental accounting professional standards and State of Washington budgeting, accounting, and reporting requirements as established in the cash basis Budgeting Accounting and Reporting System (BARS) Manual.

2. Financial procedures shall be maintained to assure appropriate internal controls are in place to protect city assets. This includes recording all purchased fixed assets in the fixed asset inventory system at the time of purchase. This enables the City to have timely and accurate financial reporting of its assets.

3. The City will report the results of operations using the cash basis of accounting allowed by the State for reporting.

Financial Reporting

1. The City shall prepare and submit in a timely manner an annual financial report to the Washington State Auditor's Office in accordance with the standards established for such reports.

Revenues

1. The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.

2. Where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the Budget and Finance Committee on a periodic basis.

3. Grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.

4. Investment Interest shall be credited to the appropriate City funds based on the monthly cash balances.

Expenditures and Contract Management

1. The City shall implement procedures for purchasing, credit card usage, and contract management consistent with the policy framework established in this section.

2. The Department Directors have primary responsibility for purchasing and expenditures for their respective budgets in accordance with the adopted biennial budget. Any significant variances from the adopted budget shall be reported by department directors to the City Administrator in a timely manner.

3. Subject to competitive bidding requirements, the administration/staff is granted the authority to execute contracts for goods and services up to a contract value of $50,000 for Public Works and $30,000 for all others. Staff is allowed to exercise this authority only when the purchase is consistent with the type of acquisition routinely and regularly included in a line item in the current year adopted budget. Contracts or services that could reasonably be defined as carrying out policy provisions in the budget are not subject to the aforementioned contracting authority.

4. In the case of significant damage or threat to public infrastructure or public facilities that require immediate action to prevent significant future loss or threat to property or to public safety and meets the definition of “emergency” in RCW 39.04.280(3), a contract of up to $100,000 is authorized. Reasonable attempts will be made to follow the Small Works Roster process authorized in Resolution No. 617.

5. City claims payments will be reviewed by a member of the City Council (Currently the Budget and Finance Committee Chair). The Councilmember review is intended to provide for a general, high-level review of claims to assure that adequate documentation is being maintained and the initiating department along with the Finance Department are doing appropriate due diligence in their review activities.

6. The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.

Debt

1. Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.

2. When evaluating the use of non-voted (councilmanic) debt and the associated debt service obligations, an analysis shall be performed to determine the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles. Debt may be considered when there is sufficient projected discretionary revenue to service the debt.

3. Voted and non-voted (councilmanic) debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating or ability to issue subsequent or additional debt.

4. Upon the issuance of any debt, the City will establish the appropriate procedures to assure compliance with bond/debt covenants and applicable federal, State and local laws, policies and regulations.

Investments

1. Purpose: Invest the City of Lake Forest Park funds in a manner which will provide the highest investment return consistent with a high degree of security while meeting the necessary cash flow demands of the City and conforming to all state statutes governing the investment of public funds.

2. Objective: The purpose of this document is to identify those funds that are considered available for investment, to invest funds to the fullest extent possible, and to formalize the investment-related activities to assure the highest return with maximum security. In order of priority to invest the City's funds are the following: safety, liquidity, and return on investment (yield).
    a. Safety: Investments of the City will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification is a key component to ensuring the safety of the City's investment portfolio.
    b. Liquidity: The City's investments will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
    c. Return on Investment (yield): The City's investment portfolio shall be designed with the objective of attaining a market rate of return given the City's risk constraints and cash flow requirements.

3. Delegation of Authority & Responsibility: The Designated Investment Officer will be the Finance Director. The Budget & Finance Committee must approve all investment strategies that are eventually implemented by the Finance Director. The Alternative Investment Officer in the event the Finance Director position is vacant, or in the event that the Finance Director is absent and/or unavailable to

implement a Committee decision, will be the City Administrator. The Alternate Investment Officer will be required to follow the same guidelines as the Designated Investment Officer.

4. Authorized Investments types for Diversification:
    a. Washington State Local Government Investment Pool (LGIP) – Max 100%
    b. City's designated Bank – Max 100%
    c. Government Agency Bonds – Max 60%, Target 50%

    Diversifying funds using a balance of both short and longer term investment types enhances the investment portfolio of the City. For the longer term investments the maturity dates will be strategically laddered not to exceed a 5 year maturity date.

5. Reporting: The Finance Director, or designee, shall provide the Budget & Finance Committee a quarterly investment report for regular reporting.

Assets

1. Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than $5,000 and having a useful life in excess of one year. Assets with a value or cost under $5,000, but more than $500 are not defined as fixed assets and are subject to the Small and Attractive Asset Policy.

2. Small and Attractive Assets are safeguarded by a Small and Attractive Asset Policy designed to ensure controls over items that might not be noticed immediately after disappearance. The Policy maintains accountability for items that do not meet the criteria of a fixed asset. In certain cases the Administration may classify items below the threshold as small and attractive, despite having a value or cost below the threshold.

Appendix

CITY OF LAKE FOREST PARK
CREDIT CARD POLICY

Purpose

The purpose of this policy is to establish guidelines and rules for the use of credit cards by City officials and employees. This policy shall be interpreted to provide for the use of credit cards by authorized persons to the fullest extent allowed by law including RCWs 43.09.2855 and 42.24.115.

Definitions

As used in this policy, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer. Credit cards include cards imprinted with a specific named individual user, cards imprinted with a specific named city department, and cards issued for use by the City with a specific vendor.

Issuance, use and control of credit cards.

A. The City adopts the following system for the issuance, use and control of credit cards by City officials and employees. The Finance Director is authorized to obtain City credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.

    1. Issuance and Use. Credit cards may be issued to the City of Lake Forest Park and used by authorized City officials and employees for purchasing goods, services, supplies and other items from vendors; incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the City. Each card imprinted with the name of an individual must be “signed for” by that individual using the City’s card user agreement.

    2. Authorization and Control. Upon authorization from the Finance Director or designee, City officials and employees may obtain a credit card from the Finance Director who shall maintain a ledger of individuals and departments receiving credit cards, including the date the card was received. The Finance Director shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.

    3. Credit card limits shall be set administratively for each card, reflecting among other things purchases expected to be made during a typical billing cycle and additional credit capacity needed in an emergency or other contingency.

    4. Payment of Bills. The Finance Director shall establish a procedure for the prompt payment of all credit card bills on or before the due date.

5. Unauthorized Charges. No official or employee shall use the City-issued credit card for non-City business purposes. No charge(s) shall exceed amounts established and available in the City budget.
6. Prohibited Uses. Cash advances on credit cards are prohibited.

B. Expenses incident to authorized travel may be charged to a City-issued credit card provided the official or employee returns to the City with credit card receipts in accordance with the City travel policies and procedures.

C. Failure to provide detailed documentation as required by the policy will result in the user being responsible for the charge. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City with the City having the right to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company. Misuse of a City credit card may result in disciplinary action up to and including termination and legal action.

D. The Finance Director is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The Finance Director may deliver a revocation order to the credit card company with the City not being liable for any future costs incurred after the date of revocation. Credit cards are to be returned to the City immediately upon ending employment.

E. The Finance Director is authorized to adopt any additional rules or policies necessary to implement the provisions of this policy.

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THE

LAKE FOREST PARK CITY COUNCIL

RETREAT

March 26th, 2024

Summary Report

Introduction

The Lake Forest Park City Council held a retreat on March 23rd, 2024, at St. Edwards State Park in Kenmore, Washington. The purpose of this retreat was to review and discuss key policy issues and to set City Council Goals for 2025 and 2026. The following agenda, set by an agenda setting team, guided the discussions during this council retreat:

1. City Finances
2. Roads and Walkways
3. Parks
4. City Finances
5. City Council Goals for 2025 and 2026

The following report is a summary of the discussions and outcomes of the retreat (a complete recording of this retreat was made and is retained by City officials as well as a copy of the retreat workbook) The retreat was guided by a set of ground rules (see Appendix Two):

City Finances

The first discussion topic focused on a review and discussion of the city budget and finances, including the construct of the 2023/2024 Biennial Budget. Staff reviewed the mid-biennial budget adjustment and a range of review sources such as ARPA and opioid funds. It was noted that new state legislation now allows for levy generated funds supplanting existing funding structures in certain categories. The public safety benefits and revenue possibilities from traffic cameras were noted and discussed. Staff next reviewed the estimated budget projections, the structure of the financial organizational chart and various regulations associated with various funds. It was noted that it would be useful to add a column to the fund structure that notes the difference between what expenditures and revenues were planned in the budget and what actually occurred, particularly as it relates to unexpected expenses.

It was noted that if the City Council desires to consider a city-wide levy, this discussion should happen soon. Various other revenue sources were discussed such as user fees, traffic cameras, and the value of a grant writer to secure outside grant funding, and the role of “one time” funds in sustaining the city budget. It was noted that over the years projections of the revenue-expense line crossing has always been averted by various means.

Roads and Walkways

The next discussion module focused on city roads and walkways. Staff provided a presentation and overview of the over 55 miles of public roads within the city. Currently $500,000 is allocated annually to repair roads. The system for evaluating the condition of roads, Pavement Condition Index (PCI), was presented and discussed. In addition, the participants discussed the walkway system within the city. It was noted that the school district has identified and mapped the various “safe routes” within the city that connects to various schools. Participants reviewed photos of roads, discussed requirements for striping, curb heights and other multimodal options. Innovative approaches to facilitating safety on roadways such as conversions to one-way traffic were discussed.

The importance of Equity in determining road repairs etc. was noted and discussed by the participants. The importance of considering underserved populations within the city when evaluating road improvements was discussed particularly as it relates to grant funding was noted. The possible impacts of water springs and underflows was noted and discussed. After a long discussion the participants agreed to the following:

Agreement one: Staff will create and present to the City Council a street repair and improvement matrix that would be used for analysis, rating, and determining which streets will receive improvements. This matrix will include but not be limited to Equity considerations, eligibility for grant support, PCI ratings, mobility ratings etc.

Parks

The next discussion module focused on city parks. A staff presentation included an overview of the Lakefront Park Project, parks master plan over the next couple of years, some of the maintenance costs and areas that do not have access to parks. It was noted that Operations and Maintenance (O & M) should include both renewal and security costs. It was noted that the park’s master plan should include an equity component. It was also noted that developing a way for citizens to donate to city parks, such as an endowment system, and conservations easements etc. would be important to consider. It was noted that a proposed city ordinance to allow for donations was currently being developed and would come before the City Council in the near future. It was noted that there is a connection between walkways, parks and streets and creating this

larger view would prove useful in future planning and development. Specific areas in the city such as Perkins Way were discussed. Finally, it was noted that more data such as that which can be provided by a robust GIS system would be useful in both planning efforts and receiving grant support.

City Council Goals for 2024-2026

The final portion of the retreat was devoted to setting City Council Goals for 2025-26. The following process was used to identify goals:

1. Review of Goal Guide (see appendix three).
2. Silent writing of goals
3. Posting goals on work sheets
4. Round Robin explanation-discussion of each goal
5. Paired comparison Ranking.

2025-26 City Council Goals

1. **Develop a Mobility Infrastructure Program that includes roads, sidewalks, walkways. Such a program should consider, safety, fiscal impacts, equity and opportunities for creating connections throughout the city. (58 points)**

2. **Hire a Grant and GIS employee(s) to create detailed data on a range of projects and issues that would increase ability to acquire grant funding. (56 points).**

3. **Increase the availability of housing in the city with an emphasis on affordability, diversity, and increased ADU's. Such an initiative could include the creation of land bank/trade options and other ways to acquire support for accomplishment. (49 points).**

4. **Create a Financial Sustainability Plan using a process that includes citizen committees/outreach, community education, and consideration of a range of ways to enhance revenues and expenditure efficiencies. (46 points).**

5. **Improve multimodal safety through the collection and analysis of safety related data. (46 points)**

6. **Hire a Climate Plan Administrator to oversee the implementation of the Climate Action Plan. (38 points).**

7. **Redesignate Perkins Way as a one-way westbound to enhance safety and create increased area for walkways. (25 points).**

8. **Improve safety through improvements on SR 522 and other areas (such as 40th and 178th), including lighted crosswalks, community connections and possible speed cameras. (15 points).**

9. **Increase the detail of the Critical Areas Inventory through more accurate details of wetlands and unstable slopes etc. (8 points).**

10. **Identify and reduce areas within the city that have frequent police and fire calls/service uses. (4 points).**

Appendix One
Retreat Participants

Mayor
Tom French

Deputy Mayor
Lorri Bodi

Vice Chair
Tracy Furutani

Councilmember
Larry Goldman

Councilmember
Paula Goode

Councilmember
Jon Lebo

Councilmember
Semra Riddle

Councilmember
Ellyn Saunders

City Administrator
Phillip Hill

Court Administrator
Julie Espinoza

Police Chief
Mike Harden

Community Development Director
Mark Hofman

City Clerk
Matt McLean

Human Resources Director
Shannon Moore

Public Works Director
Jeff Perrigo

Finance Director
Lindsey Vaughn

Facilitator
Michael Pendleton

Appendix Two

Retreat Ground Rules

- ☐ **Empower The Facilitator**
- ☐ **Be On Time**
- ☐ **Respect For Others And Their Views**
- ☐ **Speak Only For Yourself And Not Others**
- ☐ **Seek Facilitator Acknowledgment Before Speaking**
- ☐ **Share Air Time**
- ☐ **One conversation at a time**
- ☐ **Listening is Sign of Respect**
- ☐ **Move On-Avoid Saying the Same Thing Twice**
- ☐ **Seek Positive Outcomes and a Positive Experience**

Appendix Three

A Guide To The Nature of a Board of Director's Goal

The goals of an organizations policy board should communicate the current and future areas of emphasis from among the larger array of organizational services, activities and issues.

The purpose of goals are:

1. To address a need and/or opportunity
2. To communicate the policy boards priorities and areas of emphasis
3. To provide meaningful direction to the organization
4. To inform an organizational work-plan and operational budget
5. To establish organizational performance expectations and a basis for organizational accountability

There are two types of board goals:

1. Content Goals: these are goals that specify an intention to establish policy, complete a project, or an event, etc.

   Example of a board content goal: Implement an Economic Development Program to provide improved employment opportunities in the community and enhance a diversified tax base for the city.

2. Process Goals: these are goals that specify an intention to engage in or establish a procedure, organizational practice, or process to reach a decision and/or desired outcome.

   Example of a board process goal: To establish a structured procedure for community involvement during Council working committee meetings.

Characteristics of Effective Board of Director Goals:

1. Level of detail: the most effective board goals are centered on the "abstract-specific detail spectrum". Effective goals are not so vague as to be useless and not so specific as to constitute "micro-management".

Example of an abstract board goal: To establish a warm and safe feeling in our community.

Example of a "centered" board goal: Plan and build a Community Center to serve the needs of our youth, seniors, and general citizenry in partnership with other community organizations.

Example of a "micro-management" board goal: To place a 45,000 square foot fire station on the corner of 5th and Vine that will house 3 truck companies in the next twelve months.

3. Attainability: effective board goals are given both adequate resources (funds etc.) and a realistic timeframe for accomplishment.

4. Organizational Compatibility: effective board goals are consistent with the mission of the organization, current policy and integrate into the existing organizational work-plan taking into account on-going activities and commitments.

5. Accountability Features: effective board goals provide the basis for monitoring progress and determining completion such as benchmarking and a clear definition of accomplishment.

6. Parsimonious: effective board goals reflect the view that fewer goals done well is preferred to many goals done poorly. Experienced boards of directors realize that goals should not and cannot reflect the full array of organizational activities and services. All members of the organization realize and accept that important organizational activities and services may not be reflected in goals selected by the board of directors but will continue to accomplish the organizational mission.





CITY OF LAKE FOREST PARK

STRATEGIC PLAN



2016-2020





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INTRODUCTION

The draft strategic plan outlines the short and mid-term priorities that will be delivered by the City to achieve our long-term goals and vision. It does not identify every service or each initiative that the City delivers, but it should help all of us better understand what we are doing, why it is important, and how we address the needs of the community leads to long term positive impact on items we care about deeply in our city.

Much of what you will find in this document is not new—it is just brought together in one place:

- Who we want to be as a community;
- What is important to us; and
- What we deliver.

This document has also given us a chance to identify where we, your elected Councilmembers and Mayor, as well as City Staff, see opportunites to better align service delivery and policy.

The highest priorities for opportunities has become the "*Service and Policy Growth Initiatives for the 2015-2016 Biennium*" that you will find in each of the policy / services sections of the draft document.

II

VISION & VALUES



We seek to be:

Trusted stewards of the public's resources, partnering locally and regionally to support and enhance the environment and quality of life in Lake Forest Park aligned with achieving our Comprehensive Plan Vision

We will get there by:

Delivering services and managing resources, including the public's trust, in ways that are viewed as a model for local government.



What is important to us:

Collaboration We achieve greater results through collaborative engagement of each other and the communities around us.

Equity Our actions provide all people with real access to a good quality of life.

Accountability We are committed to addressing the concerns and priorities of Lake Forest Park through transparent community engagement, decision and actions, through continuous improvement.

Stewardship We are effective, efficient, financially prudent and innovative stewards of the public's resources, and strive to achieve sustainable results.

Integrity We resolve to do what is right for our citizens individually and our community as a whole, despite any political, social, or economic pressures to do otherwise. We will strive to be deliberate and transparent in our leadership actions and avoid reactionary responses to issues or events.

Service Ethic We deliver our programs and services in a manner that respects the customer and community while seeking positive and efficient solutions in the delivery of City business. We uphold the high standards, skills, competencies, and integrity of our professions in doing the work of City government.

Our goals for community outcomes:



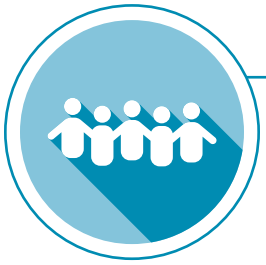
MOBILITY

Providing, maintaining and enhancing a safe, accessible and integrated mobility system, emphasizing bicycle, walking, safe streets and transit connectivity, consistent with the character of Lake Forest Park.



HEALTHY ENVIRONMENT

Ensuring the community and environmental health of Lake Forest Park through the effective policies that protect lands, waters, trees, and wildlife, promoting human health while managing the effects of climate change on a local level.



COMMUNITY VITALITY

Creating a sense of community pride and identity in order to facilitate and maintain thriving neighborhoods and vibrant business districts where people can gather, engage and grow together.



PUBLIC SAFETY & ACCESS TO JUSTICE

Maintaining a safe community and an accessible justice system through fair, equitable and responsive service driven systems.

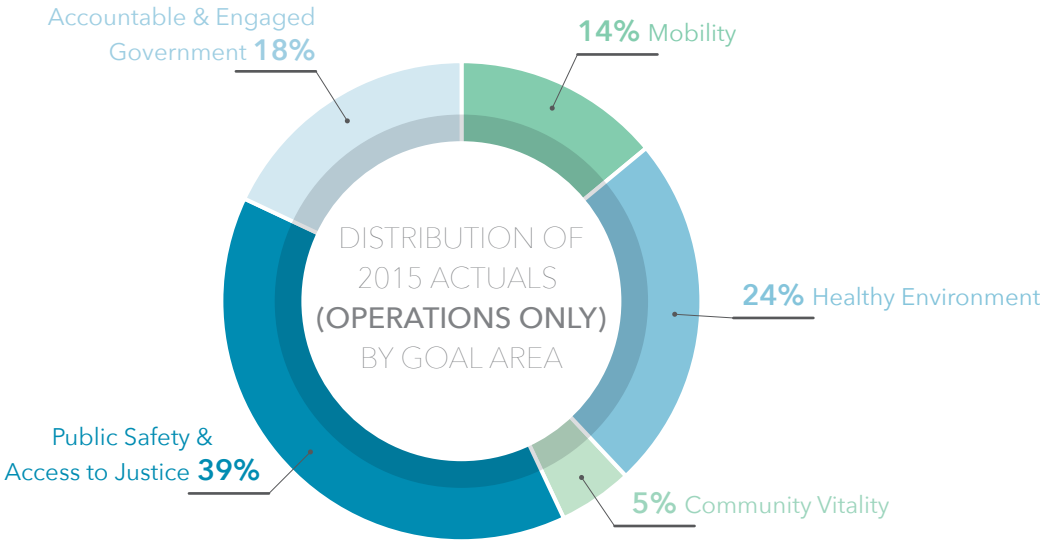


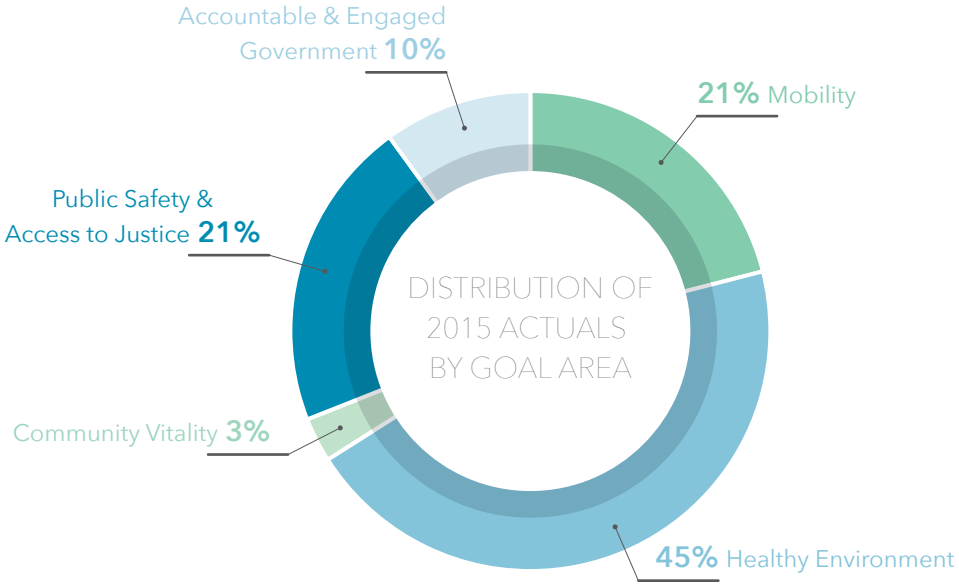
ACCOUNTABLE & ENGAGED GOVERNMENT

Delivering a financially sustainable, publicly transparent, model government that is responsive to the people of Lake Forest Park.

The following discussions answer the question: How do we deliver on our goals?

The following charts display 2015 spending by strategic plan goal. The first chart displays spending on government operations, excluding capital. The second chart shows total spending by goal including spending on capital.





III

GOALS, SERVICES & INITIATIVES





I. MOBILITY

Lake Forest Park's transportation system is defined by two heavily travelled state routes that connect with winding minor arterials and local streets serving residential neighborhoods. Current King County Metro and Sound Transit bus service mostly travels north/south along SR 522 (Bothell Way) with some limited east/west service along SR 104 (Ballinger Way) and to the Horizon View neighborhood.

Popular walking routes exist throughout the city, although many routes do not have sidewalks on one or both sides of the road. The heavily used Burke-Gilman bicycle and walking trail parallels the Lake Washington shoreline. Other bicycle routes have been identified throughout the city, but lack wayfinding signage. Most of these bicycle routes are shared with automobiles, and lack road markings.

WE DELIVER MOBILITY THROUGH...

Providing, maintaining and enhancing a safe, accessible and integrated mobility system, emphasizing bicycling, walking, safe streets and transit connectivity, consistent with the character of Lake Forest Park.

Working with regional and state transportation to protect, maintain and improve mobility in Lake Forest Park.

Current (On-Going) Services:

1. Manage the city's 102 total lane miles streets through pavement preservation and overlay programs with a goal of maintaining at least a seventy percent Pavement Condition Index on city streets.
2. Increase pedestrian and bicycle connections in Lake Forest Park by:
    - » Completing Burke Gilman Trail to Interurban Trail Connection.
    - » Working with community to design environmentally sensitive pedestrian connections on City rights of way.
    - » Improve intersection/pedestrian crossings each year to achieve current accessibility standards.
3. Enhance traffic, pedestrian and bicycle safety through public education, increased patrols, use of traffic cameras, and use of speed trailer.
4. Meet with regional and state groups- intergovernmental activity.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

Service & Policy Growth Initiatives for the 2015–2016 Biennium:

1. In partnership with WSDOT and adjacent jurisdictions, develop a Multi-modal Transportation Plan for the State route/primary travel corridors within Lake Forest Park to prepare for potential ST3 funding and projects on SR 522, including a park-and-ride facility and mitigation of cut-through traffic in residential areas.
2. Develop a pedestrian, bicycle and transit connections plan that addresses intra-city connections, safety, traffic calming, wayfinding signage, and access to transit.

Sound Transit 3 (ST3), a ballot measure for the region's voters to consider in November 2016, represents the next set of mass transit investments to keep our region moving to destinations throughout the region.



II. HEALTHY ENVIRONMENT

From its very beginning, our City's natural environment has been its defining characteristic. Named for its location on the shore of Lake Washington and the abundance of streams, ravines, wetlands and robust tree canopy, our city has been committed to protecting this valuable ecosystem and green infrastructure to create economic and health benefits for our citizens. Effective environmental protection requires strategy that acknowledges the critical interdependence of the various contributing local, regional and global ecosystems, as well as their relationship to the built environment. What we build, where we build, and how we build it has a lasting effect on the health of our citizens, community, region and planet.

The city has strived to maintain a healthy tree canopy through urban forestry planning and an adopted tree ordinance, as well as public education. The city's land use policies and permitting functions are designed to protect environmentally sensitive areas and to preserve natural areas in response to

WE DELIVER A HEALTHY ENVIRONMENT THROUGH...

Ensuring the community and environmental health of Lake Forest Park through the effective policies that protect lands, waters, trees, and wildlife, and promotinge human health while managing the effects of climate change on a local level.

community objectives, including protecting wildlife habitat and providing our citizens with outdoor gathering spaces and walking trails.

The city has established land use policies for housing and commercial growth through its Comprehensive Plan. The city also works to restore stream habitat, and replace and repair culverts to promote stream health. We also maintain a sanitary sewer system that protects human health and the environment, and engages with local water districts to ensure safe water quality for citizens.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

Current (On-Going) Services:

1. Maintain and enhance water and sewer infrastructure through fiscally sustainable plans and franchise agreements that provide for effective, safe and environmentally sound utilities for the city.
2. Systematically implement National Pollutant Discharge Elimination System (NPDES) permit requirements in order to achieve compliance by 2018, including evaluation of strategies for water quality testing and fish counts in Lyon and McAleer creeks.
3. Manage an inspection and permitting system wherein growth pays for its associated costs, while protecting environmental health of the City through the policies of the Comprehensive Plan and responsive code enforcement.
4. Educate and engage the community regarding the value of a healthy environment.

The **NPDES** permit program addresses water pollution by regulating point sources that discharge pollutants to waters of the United States. Created in 1972 by the Clean Water Act, the NPDES permit program is authorized to state governments by EPA to perform many permitting, administrative, and enforcement aspects of the program.

Service & Policy Growth Initiatives for the 2015–2016 Biennium:

1. Develop a Healthy Creeks Plan for the strategic and systematic investment in the restoration of Lyon Creek and McAleer Creek in order to improve water quality, provide for regular native fish spawning while also reducing the impact of water on roads and roadbeds.
2. Review policies and programs supporting the maintenance of the City's tree canopy.
3. Identify opportunities for environmentally sound infrastructure improvements.



III. COMMUNITY VITALITY

Lake Forest Park has a wide range of community strengths and assets, including its parks, a local library, and the widely acclaimed Third Place Commons, a space donated by the privately-owned shopping mall which acts as a forum for hundreds of community activities and events each year. This place is managed and programmed by a non-profit organization partly funded by the city. Third Place Commons also sponsors the popular Farmers' Market in the summer months, including programs that offer low-income seniors and families access to fresh, healthy produce.

The city collaborates with neighboring jurisdictions and the school district to offer a wide range of human services, including a Senior Center, recreational opportunities for children and youth, and services for victims of domestic violence. Services are also available for citizens needing mental health services, drug and alcohol treatment, family support and counseling, transportation, or those who experience housing or food insecurity.

WE DELIVER COMMUNITY VITALITY THROUGH...

Creating a sense of community pride and identity in order to facilitate and maintain thriving neighborhoods and vibrant business districts where people can gather, engage and grow together.

It is the goal of the city to foster a balanced and sustainable local economy that supports a good quality of life for Lake Forest Park residents. The city has limited areas of commercial activity, however new opportunities for mixed-use residential and commercial development may become available if the SR 522 corridor is re-developed via the Sound Transit 3 ballot measure.

The city already has an enviable reputation as a desirable place to live but lacks a city-owned facility for community-building activities, recreational programming, active outdoor recreation infrastructure, and has very few city-sponsored community events. It is the goal of the city to create more opportunities for citizens to gather and celebrate our community identity.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

Current (On-Going) Services:

1. Provide Human Services (for youth, seniors, Arts, recreation and personal/ family resources) in partnership with local area providers evaluating the accessibility of services to Lake Forest Park residents.
2. Partner with Friends of Third Place Commons to provide for an actively programmed community space.
3. Administer, coordinate and celebrate volunteers in support of City services.
4. Maintain city parks, open space and trails in a responsible and environmentally sustainable manner.
5. Collaborate with neighboring jurisdictions and the school district to offer a wide range of human services.

Service & Policy Growth Initiatives for the 2015–2016 Biennium:

1. Establish a community engagement Task Force to identify and recommend community events for implementation by the City.
2. Develop a parks, recreation and open space plan that includes service levels, maintenance and acquisition policies, and addresses active park, play field and playground needs.
3. Initiate a Town Center Sub-Area Plan that addresses the need for community gathering/event/activity spaces.



IV. PUBLIC SAFETY & ACCESS TO JUSTICE

Lake Forest Park is committed to a strong public safety system and is dedicated to the fair and impartial administration of justice and provides equal access for all individuals. The City values fairness, education, accessibility, engagement with the community and feeling safe at home and in the neighborhood. Our public safety efforts and judicial system work together to ensure that our community is one of the safest places to work and live in the Puget Sound Region.

Our police department focuses on reducing crime and traffic collisions, providing quality policing and excellent customer service through an ethical, innovative, knowledgeable and diverse workforce, and providing emergency management oversight for the city. Our police department is a valued and effective partner with regional law enforcement agencies and recognized as a leader in effective community policing. The department maintains strong and effective relationships with citizens through the use of electronic and social media, effecting the reduction of crime within the city.

WE DELIVER PUBLIC SAFETY & ACCESS THROUGH...

Maintaining a safe community and an accessible justice system through fair, equitable and responsive service driven systems.

As the third branch of government, the Municipal Court provides fair and equal access to justice, administers justice effectively, affords a fair and proficient hearing process, delivering a level of customer service that meets the needs and expectations of the people we serve.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

Current (On-Going) Services:

1. General policing services in order to decrease crime rates, increase traffic safety, and enhance the community's feeling of safety through the provision of:
    - » Crime prevention and investigation
    - » Traffic safety and enforcement
    - » Administer a traffic safety photo enforcement program
    - » Neighborhood patrols
    - » Dedicated response to calls for service within our community Education and awareness
    - » Community policing and neighborhood watch
    - » Emergency response management
2. The Municipal Court is organized as a limited jurisdiction court to hear misdemeanor crimes and civil infractions. In addition to managing case flow, trial date certainty and collection of monetary penalties, the court also:
    - » Manages a Youth Court Program.
    - » Supervise a Probation Department, which includes Pre-Trial Supervision Program, Enhanced Probation, Release and Planning Services (RAPS).
    - » Electronic hearing option for customers.

Service & Policy Growth Initiatives for the 2015–2016 Biennium:

1. Analyze various levels of service between the City's minimum police staffing and optimal staffing and develop cost and benefit information to inform budget, funding and community outreach decisions.
2. Analyze capacity for staffing a major emergency or event.
3. Evaluate Court Security.
4. Review capacity of the Release and Planning Services (RAPS) Program.
5. Regional partnerships.



V. ACCOUNTABLE & ENGAGED GOVERNMENT

The Lake Forest Park City Council serves as the legislative and governing body of the city. The council enacts ordinances, approves the budget, sets policy, confirms appointments, and grants franchises. During its twice monthly general meetings and regular work sessions, the council conducts itself and its meetings as a model of respect, transparency, inclusiveness and encourages a collegial environment.

The Mayor of Lake Forest Park is the chief executive officer and ceremonial head of the city, presides at meetings of the city council, submits the annual budget, and is responsible for carrying out the policies, contracts, and agreements approved by city council. Since the Mayor is a part-time position, internal operations of the city are delegated to the City Administrator, who serves as the chief operating officer. Other internal operations functions are Human Resources, responsible for negotiating collective bargaining agreements and staff recruitment, and legal consultation provided through a contract City Attorney and Public Defender.

WE DELIVER AN ACCOUNTABLE & ENGAGED GOVERNMENT THROUGH...

Delivering a financially sustainable, collaborative, publicly transparent, model government that is responsive to the people of Lake Forest Park.

The City also relies on a system of community volunteers through commissions, task forces and committees. These volunteers provide functional exploration of ideas and community-based recommendations in support of achieving the comprehensive planning vision and strategic plan vision of the City. LFP also is gifted with a robust volunteer corps who support and augment City staff in the delivery of programs and services.

See **Appendix I** for applicable work program items and **Appendix II** for planned expenditures.

Departments reporting to the City Administrator and responsible for significant public engagement and outreach include:

- Municipal Services keeps the record of City Council proceedings, provides residents with access to City services, information and records.
- Finance manages accounting, budget development, business licensing, utility billing, including on-line utility bill payment, and manages information technology services.
- Planning and Building who are responsible for managing the city's long range planning process, Development Services, including review and inspection, Planning and Building services for residents and contractors, Code Enforcement investigation and follow-up, Tree Removal and replacement ordinance compliance, and Right of Way permit processing and inspection.
- Public Works maintains and develops of public streets, sanitary sewers, parks, public facilities and surface water infrastructure (culverts, storm water drainage).
- Engineering provides technical support to the Mayor and all city departments to support operations and capital improvement projects for transportation, traffic control, drainage, and sewer systems.

Responsibility for communications within the city, with local jurisdictional and agency partners, and with Lake Forest Park citizens is distributed among city departments. The Finance office and IT professional are responsible for the functions of the website. Content development responsibilities are distributed throughout the city's departments.

Current (On-Going) Services:

1. City Council governance.
2. Actively seek regional, state, federal and private grant funding for capital projects.
3. Achieve zero non-standard audit findings for state and federal audits.
4. Provide department and service accountability through the executive office.
5. Provide adequate and understandable financial oversight of funds and appropriations such that funds do not exceed their approved appropriations.
6. Maintain all public records and achieve public disclosure requests consistent with State standards.
7. Meet community needs for passport issuance and renewal services with 30 minute processing goals.

Service & Policy Growth Initiatives for the 2015-2016 Biennium:

1. Develop and implement a City of Lake Forest Park Strategic Plan through a robust approach community engagement.
2. Implement a citywide communications plan to increase accountability and consistency in timeliness and quality of communications content.
3. Identify and plan for increased use of online services for those doing business with City departments.
4. Identify service gaps with between city service to ensure cross-functional collaboration in problem solving.
5. Identify and develop regional relationships to promote the policies, values and goals of Lake Forest Park.

APPENDIX I

DEPARTMENT: LEVEL WORK PROGRAM

Goal–Mobility

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Safe Highways–SR 522/104/ ST3 Strategy	Council	**State Route Corridor Plan (Safe Highways):** » The City will pursue safe and accessible highways by way of planning, public outreach, advocacy and funding. » Legislative repurposing of $475,000 for SR 522 & SR 104 planning; » Scoping of SR 522 & SR 104 corridor plan that includes a balance of local livability and robust highway connections to the ST Link Light Rail stations at 145th Street, 185th Street and 226th Street balanced with limited incentive to use other surface streets. » Include 145th/Bothell Way Intersection Improvement as a project. (This intersection is in four jurisdictions and is key to safety, transit and traffic flows). » The City will involve Sound Transit, WSDOT and its own citizens in equal measure in pursuit of the most thoughtful and reasonable plan. **Sound Transit 3:** » The City will remain actively engaged in the ST3 candidate project, selection and voter question process. » The City will remain in a cooperative and collaborative posture with neighboring jurisdictions to assure a reasonable and equitable outcome for the north Lake Washington cities. **State Route 522 & 104 Rebuild:** » The City will work with Sound Transit and WSDOT to assure that work in the respective rights of way is coordinated in time frame and construction contract.	2016–2018

Goal–Mobility

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Safe Streets–Transportation CIP Master Plan	Engineering	**Local Transportation System Master Planning (Safe Streets):** The City will develop a master plan for the development and "finishing" of streets for connection to the state system, for safe pedestrian and bicycle connectivity to key nodes around the City including the town center, Southern Gateway and 3 elementary schools. The master plan will consider: » Reasonable connections to neighboring jurisdictions and the regional Burke Gilman Trail. » Funding options and will engage our citizens in a cost/benefit discussion to help determine funding options. » Traffic calming to address cross-community, vehicle through-trips In the development of the plan, the staff will: » Employ all reasonable federal, state, and regional grant funding options in order to mitigate the community "lift" to upgrade local facilities. » Examine and bring options to the City Council for street development standards to require development to pay its fair share of the build-out of the transportation system.	2016–2017
Annual Asphalt Overlay	Public Works	Street overlay for pavement preservation, by priority based on pavement ratings and inspection. The most recent pavement rating report identified that LFP roads are deteriorating and need up to $1 million/year in overlays for a decade to achieve pavement condition goal.	Sep. 2016 and ongoing
ADA Ramps	Engineering	ADA ramps are required by federal law and must be upgraded concurrent with overlays, chip sealing and street projects. Sidewalk availability limits the application of this priority.	2016
BGT/Interurban Connector	Public Works	Connect the Interurban Trail to the Burke Gilman Trail through Lake Forest Park to promote regional transportation corridors.	2016
Local Connections & Trails	Public Works	Design and construct trails along City Rights of Way to safely provide pedestrian connections. All connections must not compromise environmentally sensitive areas.	Ongoing

Goal—Healthy Environment

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
LFP Creek Restoration Plan	Surface Water/ Engineering	Develop a creek and fish habitat restoration strategy and plan that includes an analysis of: » Culvert repair and replacement current costs, values and strategic packaging of phases that can attract the broadest funding as balanced against the City matching funding; Options for hatcheries, planting and other strategies for restoring historic native fish runs; » Testing, reporting and development of a broad-based strategy for improvement of water quality Develop at least annual reports to the City Council on stream health.	2016–2017 for a 2015–2025 Plan
Parks, Recreation & Open Space Plan	Public Works	**Parks, recreation and open space plan that includes an analysis of:** Service Levels: » The ability of the current park system to meet the needs of the citizens; » The ability of current recreation facilities to meet the needs of the citizens, especially youth and seniors; Maintenance: » The needs and ability of the City to operate and maintain the current system of parks; » Development of operation and maintenance metrics to allow the Council to determine the systemic cost of prospective acquisitions; Acquisitions: » The development of a criteria-based system for acquiring park, recreation or open space properties; » An analysis of grant options or P&R District options for acquiring system properties	2016
Comprehensive Plan Completion and Regulatory Updates	Planning & Building	» Tree Ordinance update » Code Enforcement ordinance update » Sensitive Areas update » Low Impact Development Regulations	2016

Goal—Healthy Environment

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Evaluate Emerging Parks & Recreation Acquisition Options	Public Works	*Dependent upon outside funding strategies for acquisition* Development of a park plans including some active recreation and funding strategies for planning, site construction and maintenance. Emerging sites include Palmer Property and 5 Acre Woods	2016
Materials Bins Covers	Public Works	Material bin covers and lighting for the Public Works outdoor storage bins.	2020
Beach Drive Lift Stations	Engineer	Plan for replacement of two lift stations on Beach Drive with a single new lift station while upgrading sewage conveyance in this basin. Evaluate need for Sheridan Beach Sewer Reliability Study at time of project	2016–2017
NPDES 2 Compliance	Public Works; Planning	Continue compliance with the NPDES permit. The new permit became effective on January 1, 2013 and requires a number of code revisions, public outreach programs, staff training opportunities, et al.	2013–2018

Goal—Community Vitality

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Town Center District Sub-area Plan (phase 1)	Council; Executive; Engineering	Develop a sub-area plan that establishes a town center district—creating a vision for adapting the Town Center area and the surrounding areas to a transit-orient, community center for Lake Forest Park.	2016–2018
Communications	Council; Executive	Development of a citywide communications plan including: » Outreach, » Two-way communications, » Expansion of web-site offerings, » Social media "real-time" strategies, and » Mass media communications.	2016–2017
Continue Social Media Development	Coordination with all Departments	Expand use of social media to enhance contemporaneous posts of more information. *Current highly successful efforts include Police (pilot) and Public Works*	2016
Tennis Court Lights	Public Works	Tennis Court, lighting restoration–LFP Elementary	Unknown

Goal—Public Safety and Justice

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Evaluation of Long-Term Police Staffing	Police	Factors include: » Aging department and high, near-term, turnover rates; » Added emphasis on community-based approaches; » Increased safety needs surrounding SR 522 volumes and camera-based enforcement; and » Response time and call response service-level expectations	2016
Active Shooter Enterprise—Wide Emergency Plan	Police	Develop detailed planning and response guide for City Hall active shooter events and support development of planning and response guides for key citywide sites.	2016
Emergency Management Transition	Police	Implement the Northshore Emergency Management Coalition (NEMCo) with Kenmore, Northshore Fire District and Northshore Utility District to meet emergency management goals and requirements.	2016
Portable Radio Replacement	Police; Public Works	Develop a purchase strategy for the Police Department and Public Works portable radios consistent with implementation of the King County Public Safety Emergency Radio System Network (PSERN) implementation.	2017–2018
Dispatch Service Delivery	Police	Develop a long-term strategy for Police Dispatch Services consistent with regional E911 system planning.	Ongoing

Goal—Accountable and Engaged Government

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Strategic Planning Process;	Council; Executive	Develop a Strategic Plan to guide City priorities and objectives. » Analyze service priorities, delivery and gaps. » Develop clear and understandable data that helps Council and citizens understand sustainability and prioritization. » Develop strategic plan financial plan » Develop and build coalitions that show Lake Forest Park to be a model city and model partner. » Develop customer service standards that value excellent service, a high service ethic and strong service training.	2015–2016
IT Continuity Plan	Finance	Develop an IT disaster plan and pursue strategic alliances with other local governments/agencies to provide emergency backup for key IT services.	2015–2016
MPE Compensation Study	All Department Managers; Finance	Conduct the every 5-year compensation study for the non-represented employees (last conducted in 2012).	May 2016–Aug. 2016
Enterprise Content Management Records Systems	Municipal Services; I.T. Manager	Evaluate (at a department level) City records management processes and needs. Establish a plan for electronic records management and evaluate Electronic Content Management systems (available through State master contracts) to potentially implement a "cradle to grave" solution.	Oct. 2015–TBD
E-Commerce Phase 2 On-Line Services	Development Services; Municipal Services; Finance/IT	Expand on the ecommerce launched in 2015 (utility billing) and bring epay and other ecommerce to Municipal Services and Development Services.	Apr. 2016 / Apr. 2017

Goal—Accountable and Engaged Government

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Major Public Records Response	Municipal Services; Legal	Develop a coordinated interdepartmental approach for the City Clerk to respond to a request for all records in all forms. Use the experience to determine whether there are proactive ways to store and organize records going forward to as converting old records into an economically feasible, easily searchable format. » King County, the Port of Seattle, and most King County cities and towns, including Lake Forest Park, received a public records request for all public records in all forms, including meta-data.	Nov. 2015–TBD
Permit Tracking Software	Planning	Purchase and install dedicated online permit tracking software with self-help resources.	Q-2 2016
2016 Streamlining Codes	Executive	Review City processes, codes, procedures to reduce cycle time, improve customer service and reduce time and cost per activity. Specific identified activities: 1. Subdivision codes; 2. Tree Regulations; 3. Public Services Municipal (Sewer system) code; and 4. Code Enforcement	2015–16
Admin Services	Executive; Municipal Services	Evaluate the organization of administrative services departments of the City, reviewing efficacy, decision making and oversight criteria	Feb. 2016–Jul. 2016
Budget Development Format	Finance	Utilizing GFOA best practices, prepare 2017–2018 proposed budget document that is consistent with the City's strategic plan and national best practices. Based on results, submit for the GFOA distinguished budget award.	2016
2016 Franchise Agreements	Executive	Assure that planning and negotiation for franchise agreements that come due in 2013 and 2014 are completed prior to expiration, including: Comcast 2014; Northshore UD 2018; LFP WD 2018; Seattle City Light 2014; Puget Sound Energy 2014; Republic Solid Waste 2016; and Shoreline WD 2023 (or 2028).	2014–2015

Goal—Accountable and Engaged Government

Title	*Lead Dept.*	*Project Description*	*Timing for Completion*
Revise Employee Handbook	Executive/ Depts	» Meet with departments to review policies; » Review rewritten policies with Leadership Team; » Send manual to WCIA vendor for review; and » Complete redraft and prepare for publication.	2015
On-Line Business License Application	Finance	Research whether a product exists that would allow LFP to offer an online business application.	Feb. 2016–Jul. 2016
Banking RFP	Finance	Prepare a request for proposals to replace our current banking services agreement.	Jan. 2016–Apr. 2016
City Hall Efficiency & Security	Public Works; Planning; Police; Court; Administrator	Continued analysis, design and/or installation of safety projects in City Hall. Current areas of interest are reception and payment counters, and first floor for building permits and passports.	Dec. 2016 Planning, Cost Estimate
Accounting Software Evaluation	Finance	Evaluate enterprise accounting needs and determine whether changing the enterprise accounting system would be beneficial	Dec. 16
Active Employee Relations	Police	Establish labor/management committees identified in labor agreements; plus ramp up interaction and communication with MPE group	Oct. 14

APPENDIX II

EXPENDITURES BY GOAL AREA (2015 ACTUALS)

Goal–Mobility

Services	*Dept. or Functional Expenditure Area*	*2015 Actual Expenditure ($)*		
		Operating	*Capital*	*Total*
Pavement Management Program	Streets Operations & Capital	413,664	0	413,664
	TBD	157,289	50,000	207,289
	Asphalt Overlay	0	208,620	208,620
Pedestrian & Bicycle Facilities	Engineering Operations	157,558	0	157,558
	NE 178th Improvements Project	0	2,104,802	2,104,802
Transportation Safety Education & Enforcement	Traffic Safety Camera Program (including 35% of Court costs)	530,320	0	530,320
Transportation Safety Education & Enforcement	Traffic Officer (50% of Traffic Officer Cost)	75,000	0	75,000
	Mobility Totals	**1,333,831**	**2,363,422**	**3,697,253**

Goal—Healthy Environment

Services	*Dept. or Functional Expenditure Area*	*2015 Actual Expenditure ($)*		
		Operating	*Capital*	*Total*
Water & Sewer Infrastructure Operation & Maintenance	Surface Water Operations & Capital, Sewer Utility Operations & Capital	1,651,999	5,664,607	7,316,606
Implimentation of NPDES permit requirements	Surface Water Operations (5% of Operations)	40,173	0	40,173
Managing the Inspection & Permitting Systems Consistent with the Comprehensive Plan	Planning & Building	677,007	0	677,007
Healthy Environment Education	Community Programs (25% of Employee Costs)	25,000	0	25,000
	Healthy Environment Totals	**2,394,179**	**5,664,607**	**8,058,786**

Goal—Community Vitality

Services	*Dept. or Functional Expenditure Area*	*2015 Actual Expenditure ($)*		
		Operating	*Capital*	*Total*
Human Services Through Community Partners	Community Service Programs	137,281	0	137,281
Programmed Community Space	Community Programs, Friends of Third Place	26,520	0	26,520
Community Events	City Council	0	0	0
Volunteer Program & Recognition	Executive Department	1,790	0	1,790
Parks and Trails	Parks Department	269,790	0	269,790
	Parks Facilities & Capital	103,948	23,687	127,635
	Community Vitality Totals	**539,329**	**23,687**	**563,016**

Goal–Public Safety and Access to Justice

Services	Dept. or Functional Expenditure Area	2015 Actual Expenditure ($)		
		Operating	Capital	Total
General Policing & Traffic Safety	Police Department	3,279,819	0	3,279,819
Access to Justice, Municipal Court	Court, Prosecutor, & Public Defender (less 35% of Court for traffic cam enforcement)	465,388	0	465,388
Emergency Management	Emergency Management	33,141	0	33,141
	Public Safety & Access to Justice Totals	**3,778,348**	**0**	**3,778,348**

Goal–Accountable and Engaged Government

Services	Dept. or Functional Expenditure Area	2015 Actual Expenditure ($)		
		Operating	Capital	Total
Governance, Legal, & Administrative Support	City Council, Legal, Municipal Services, Elections, Memberships	662,158	0	662,158
Seek Grant Funding for Capital Projects	Engineering and Environmental Programs (20% of Engineer & Manager Cost)	0	54,000	54,000
Department & Service Oversight	Executive	425,179	0	425,179
Financial and IT Operations, Auditor	Finance	291,500	0	291,500
	Finance	267,328	0	267,328
Records Operations & Archives	Municipal Services	65,000	0	65,000
Passport Servicing	Municipal Services	12,500	0	12,500
	Accountable & Engaged Government Totals	**1,723,665**	**54,000**	**1,777,665**

GLOSSARY

ANNUAL BUDGET A budget applicable to a single fiscal year

APPROPRIATION A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes

ASSESSED VALUATION A valuation set upon real estate or other property by a government as a basis for levying taxes

ASSETS Resources owned or held by a government which have monetary value

BALANCED BUDGET A budget situation where budgeted resources are equal to or greater than budgeted expenditures (Comprehensive Financial Management Policies (2020))

BIENNIUM A two-year period

BOND A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate

BUDGET A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them

BUDGET ACCOUNTING AND REPORTING SYSTEM (BARS) The accounting guide issued by the Washington State Auditor's Office to guide accounting matters for local governments

BUDGET ADOPTION The formal legislative process to approve a budget for the budgetary period

BUDGET AMENDMENT A change to the adopted budget that is formally adopted by the legislative body

BUDGETED Included in the adopted budget

BUDGET DOCUMENT The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body

GLOSSARY

BUDGET MESSAGE A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body, with certain portions required by law

CAPITAL IMPROVEMENTS Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant

CAPITAL FACILITES PLAN A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs

CAPITAL ASSETS Also known as fixed assets, are land, buildings, equipment and improvements to existing fixed assets costing more than $5,000 and having a useful life greater than one year

CAPITAL PROJECT Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increase their useful life; also called capital improvements

CASH BASIS A basis of accounting under which transactions are recognized only when cash is received or disbursed

COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES The document containing all of the adopted financial policies of the City

CONSUMER PRICE INDEX (CPI) A statistical description of price levels provided by the U.S. Department of Labor used as a measure of the increase in cost of living (i.e. economic inflation)

CONTINGENCY A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted

COUNCILMANIC Refers to action that can be taken with a majority vote of the City Council and not requiring a vote of the public, *see NON-VOTED*

DEBT LIMIT The maximum amount of gross or net debt which is legally permitted

DEBT SERVICE The cost of paying principal and interest on borrowed money according to a predetermined payment schedule

GLOSSARY

DEBT SERVICE FUND A fund used to account for the accumulation of resources for, and the payment of general long term debt principal and interest

DEFICIT The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period

DIRECT COSTS Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities

EMPLOYEE BENEFITS Contributions made by a government to meet commitments or obligations for employee fringe benefits including the government's share of costs for Social Security and the various pension and medical plans

ENDING FUND BALANCE The amount of money that a fund has at the end of a year or reporting period

ENTERPRISE FUND An accounting entity which the City uses to record and report transactions for its business-type activities; all expenditures must be supported by income dedicated to the fund, most commonly utility funds

EXPENDITURE/EXPENSE The amount of money actually spent or budgeted to be spent

FIDUCIARY FUND The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds

FIXED ASSETS Also known as capital assets, are land buildings, equipment and improvements to existing fixed assets costing more than $5,000 and having a useful life greater than one year

FRANCHISE A special privilege granted by a government permitting a monopoly or the continuing use of public property

FULL-TIME EQUIVALENT POSITION (FTE) A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year

GLOSSARY

FUND A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity

FUND ACCOUNTING A system of accounting that is characterized by the use of accounting entities (funds) to account for resources whose use has been limited by donor, grantor, governmental agencies, governing bodies, or by law

FUND BALANCE The total amount of cash and investments available for spending at the end of a year or reporting period

GENERAL FUND The primary operation fund of the local government. Most revenues accounted for in the General Fund are unrestricted and can be used for any lawful purpose of government; operating departments include: Police, Municipal Services, Parks, Facilities, Planning, Building, and Municipal Court, among others

GRANTS External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility

INDIRECT COST A cost necessary for the functioning of the organization as a whole which cannot be directly assigned to one service

INFRASTRUCTURE The physical assets of a government (e.g. streets, water, sewer, public buildings and parks)

INTERFUND SERVICES Services provided by one fund of the local government for the benefit of another fund for compensation

INTERGOVERNMENTAL REVENUE Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes

INTERNAL SERVICE FUND An accounting entity which the City uses to record and report transactions for goods and services provided by one department to other City departments on a cost reimbursement basis

LEVY (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities; (Noun) The total amount of taxes, special assessments, or service charges imposed by a government

LIABILITIES Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date

GLOSSARY

LIMITED TERM EMPLOYEE An employment position that is not permanent and expires on a certain date

LONG-TERM DEBT Debt with a maturity of more than one year after the date of issuance

MAINTENANCE The upkeep of physical properties in condition for use or occupancy

MAYOR'S PRELIMINARY BUDGET The budget submitted by the Mayor to the City Council that proposes a funding plan for the upcoming biennium for consideration by the City Council

MINIMUM FUND BALANCE TARGET The minimum amount of cash and investments that, by policy, should be left in a fund at the close of the year or budget period

MISSION STATEMENT A broad statement of purpose, in terms of meeting public service needs, that a department is organized to meet

NON-VOTED Refers to action that can be taken with a majority vote of the City Council and not requiring a vote of the public, *see COUNCILMANIC*

OBJECTIVE Something to be accomplished in specific, well-defined, and measurable terms and is achievable withing a specific time frame

OBLIGATIONS Amounts which a government may be legally required to meet out of its resources

OPERATING EXPENSES The cost for personnel, materials, and equipment required for a department to function; excludes capital and project expenses

OPERATING REVENUE Funds that the government receives as income to pay operating expenses; generally excludes one-time and capital revenues

OTHER FINANCING SOURCES Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed assets dispositions; classified separately from revenues

OTHER FINANCING USES Governmental fund operating transfers-out; classified separately from revenues

GLOSSARY

POLICY A principal or course of action chosen to guide decision making

PREPAID BATCH A batch of payments made in advance of City Council review and approval due to the City Council meeting schedule

PROGRAM A group of related activities performed by one or more organization units for the purpose of accomplishing a function for which the government is responsible

PROJECTION A prediction of the future outcome of a budgetary item

RESERVE An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose

RESERVED FUND BALANCE A fund balance that is subject to externally or internally imposed restrictions

RESOURCES Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances

REVENUE Sources of income financing the operations of government

REVENUE FORECAST A set of predictions about future revenues that will be received by the City

SIX-YEAR FINANCIAL FORECAST A planning tool that forecasts revenues and expenditures six years into the future to demonstrate the long-range impacts of current levels of services on financial sustainability

SPECIAL REVENUE FUNDS Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes

STAFF All or any non-elected employees of the City of Lake Forest Park

STATUATORY DEBT LIMIT The limit set by State Statute that is the amount of total debt a local government is allowed to have outstanding at any given time

TAXES Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people; does not include user fees

GLOSSARY

UNRESERVED FUND BALANCE The portion of a fund's balance that is not restricted for a specific purpose and is available for spending on any lawful purpose of government

USER FEES The payment of a fee for direct receipt of a public service by the party who benefits from the services

ACRONYMS

AOC	Administrative Office of the Courts
APA	American Planning Association
APWA	American Public Works Association
ARMA	Association of Records Management Archives
AWC	Association of Washington Cities
BARS	Budgeting Accounting and Reporting System
CAP	Climate Action Plan
CIP	Capital Improvement Program
CP	Comprehensive Plan
CPI	Consumer Price Index
CRS	Culvert Replacement Study
CSC	Community Services Commission
DES	Washington State Department of Enterprise Services
DOE	Washington State Department of Ecology
EDC	Economic Development Commission
ESA	Endangered Species Act
EOC	Emergency Operations Center
EQC	Environmental Quality Commission
ESHB	Engrossed Substitute House Bill
FTE	Full-Time Equivalent
GFOA	Government Finance Officers Association

GLOSSARY

GIS	Geographic Information System
GMA	Growth Management Act
IDP	Interim Design Principles
IIMC	International Institute of Municipal Clerks
IT	Information Technology
IS	Information Services
KCCA	King County Clerks Association
LID	Low Impact Development
NEMCo	Northshore Emergency Management Coalition
NPDES	National Pollutant Discharge Elimination System
NRPA	National Recreation and Parks Association
PAW	Planning Association of Washington
PC	Planning Commission
PROST	Parks, Recreation, Open Space & Trails Plan
PSAPCA	Puget Sound Air Pollution Control Authority
PSRC	Puget Sound Regional Council
RCR	Regional Crisis Response Agency
REET	Real Estate Excise Tax
SAO	State Auditor's Office
SEPA	State Environmental Policy Act
SH	Safe Highways

GLOSSARY

SS	Safe Streets
ST	Sound Transit
SWAT	Special Weapons and Tactics
SWM	Surface Water Management
TC	Transportation Commission
TIB	Transportation Improvement Board
WASPC	Washington Association of Sheriffs and Police Chiefs
WCIA	Washington Cities Insurance Authority
WCPDA	Washington Cities Planning Directors Association
WFOA	Washington Finance Officers Association
WMCA	Washington Municipal Clerks Association
WRPA	Washington Recreation and Parks Association
WSAMA	Washington State Association of Municipal Attorneys
WSEMA	Washington State Emergency Management Association
WSRA	Washington State Recycling Association

ORDINANCE NO. 26-1320

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, LEVYING PROPERTY TAX FOR THE CALENDAR YEAR 2027 AS ALLOWED BY LAW, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Lake Forest Park has met and considered the budget for calendar years 2027-2028; and

WHEREAS, the City's actual levy amount from the previous year was $3,578,835; and

WHEREAS, the population of the City is more than 10,000; and

WHEREAS, the City Council held a public hearing on October 22, 2026, pursuant to RCW 84.55.120 regarding consideration of possible increase in property tax revenues; and

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

Section 1. PROPERTY TAX LEVY. The City Council of the City of Lake Forest Park hereby authorizes that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2027 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be $21,751, which is a percentage increase of 1% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increases in the value of state assessed property, any annexations that have occurred and refunds made.

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 ___ day of _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt
City Attorney

Introduced: October 22, 2026
Adopted:
Posted:
Published:
Effective:

ORDINANCE NO. 26-1321

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF LAKE FOREST PARK IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2027, ON ALL PROPERTY, BOTH REAL AND PERSONAL IN SAID CITY THAT IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE SERVICES OF THE SEVERAL DEPARTMENTS OF THE CITY FOR THE ENSUING YEAR AS PROVIDED BY LAW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lake Forest Park has met and considered its budget for calendar year 2027; and

WHEREAS, the City Council held a public hearing on October 22, 2026, to consider the City's 2027 Property Tax Levy pursuant to RCW 84.55.120; and

WHEREAS, King County requires the 2027 Property Tax Levies to be submitted by November 30, 2026; and

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

Section 1. REGULAR TAX LEVY. The preliminary assessed valuation of $5,141,340,302 is adopted. A regular property tax for 2027 is hereby levied in the maximum amount of $3,813,721, which includes an additional $200,000 for any additional King County increases resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increases in the value of state assessed property, any annexations that have occurred and refunds made by King County. The final dollar amount of Property Taxes is determined by King County and reduced to the actual amount allowed.

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 ___ day of _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt
City Attorney

Introduced: October 22, 2026
Adopted:
Posted:
Published:
Effective:

RESOLUTION NO. 26-2103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, SETTING THE SEWER UTILITY RATES FOR 2027

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's portion of the sewer rate will increase by 5% in 2027 to keep up with rising operational costs that exceeded the previous biennium's rate increases; and

WHEREAS, King County has adopted a 12.75% rate increase for 2027 sanitary sewer treatment charges; 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 2027, 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. Effective January 1, 2027, 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),	$95.41 per month per unit
II.	Multi-family Residential (housing units with five or more units per building)	$13.81 per hundred cubic feet (ccf) per month
III.	Commercial	$13.81 per hundred cubic feet (ccf) per month per unit of business

Section 2. 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 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, resolution numbering, section/subsection numbers, and any references thereto.

Section 4. 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 _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2103

RESOLUTION NO. 26-2104

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, SETTING THE SURFACE WATER UTILITY RATES FOR 2027

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 ten percent (10.0%) in order to retain and improve upon the current level-of-service standards for surface water management services; and

WHEREAS, a portion of the increase is specifically dedicated to continued funding of 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, 2027, 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 _____ 2026.

APPROVED:

_____

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2104

Exhibit A

Class	Class Description	Type	2027 Surface Water Rate	10% Service Tax	Total 2027 Surface Water Rate
1	Single family residential	House	$394.03	$39.40	$433.43
2	Very light (1-10% IA)	Commercial unit	$394.03	$39.40	$433.43
3	Light (10-20% IA)	Commercial unit	$947.10	$94.71	$1,041.81
4	Moderate (20-45% IA)	Commercial unit	$1,904.78	$190.48	$2,095.26
5	Moderately heavy (45-65% IA)	Commercial unit	$3,678.15	$367.82	$4,045.97
6	Heavy (65-85% IA)	Commercial unit	$4,663.30	$466.33	$5,129.63
7	Very heavy (85-100% IA)	Commercial unit	$6,108.32	$610.83	$6,719.15

Budget Public Hearing

City of Lake Forest Park

Leslie Peterson, Finance Director

2027 Property Tax Levy

- City Adopts Property Tax Annually
  - Even though the budget is adopted on a biennial basis

2026 Regular Property Tax Levy	$3,578,835
Limit Factor 1%	$21,751
Subtotal	**$3,600,586**
New Construction	$3,316
Re-levy prior year refunds	$9,819
Subtotal	**$3,613,721**
Estimate high due to preliminary numbers	*$200,000*
Estimated 2027 Property Tax Levy	**$3,813,721**

2027 Property Tax

2026 Regular Property Tax Levy	$3,578,835
Limit Factor 1%	$21,751
Subtotal	**$3,600,586**

- Current Levy Rate for 2026

  $0.66920

- *Proposed* Levy Rate for 2027

  $0.70384

Calculation:
(Assessed Value/1,000) * Levy Rate

Example:

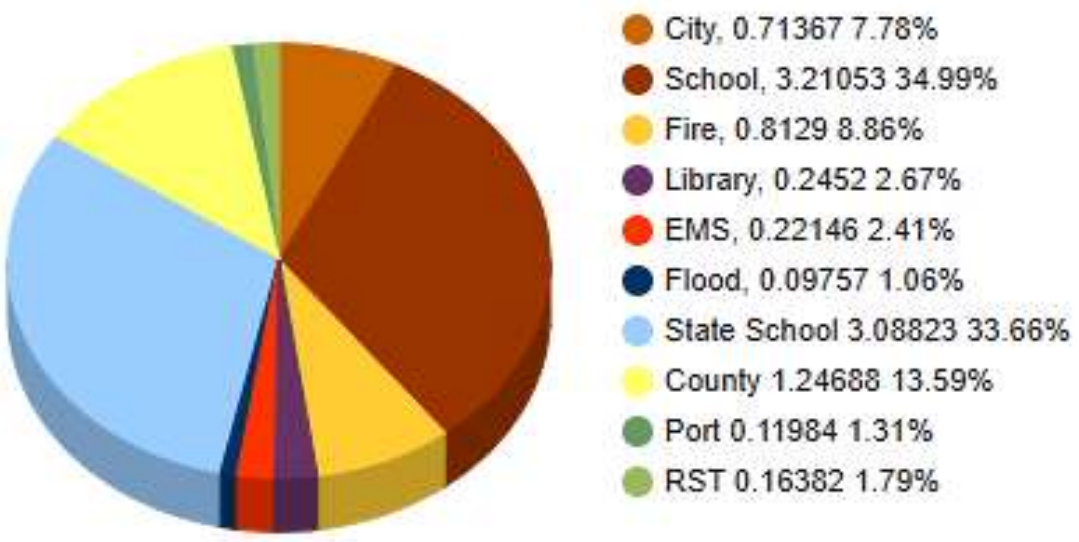
2026 Median Assessed Value $963,000

2026
($963,000/1,000) * $0.66920 = $644.44

2027

($963,000/1,000) * $0.70384 = $677.80

Simplified Property Tax Breakdown



Proposed Sewer Rates

Sewer Monthly Service

Monthly Residential Rates	2024	2025	2026	2027
King County	55.11	58.28	62.66	70.65
City	21.39	22.46	23.58	24.76
Monthly	$ 76.50	$ 80.74	$ 86.24	$ 95.41
Monthly Increase:	$ 3.62	$ 4.24	$ 5.50	$ 9.17
Total Increase:	5.0%	5.5%	6.8%	10.6%
County Portion	5.75%	5.75%	7.50%	12.75%
City Portion	3.0%	5.0%	5.0%	5.0%

Commercial & Multi-Family

Sewer Monthly Service

Commercial & Multi-Family	2024	2025	2026	2027
King County	$ 6.95	$ 7.35	$ 7.90	$ 8.91
City	$ 4.33	$ 4.55	$ 4.77	$ 5.01
	11.28	11.90	$ 12.68	$ 13.92
Monthly ccf Increase:	$ 0.50	$ 0.62	$ 0.78	$ 1.25
% Increase:	4.7%	5.5%	6.5%	9.8%

Proposed:

$9.17 monthly increase in 2027

Residents are billed **bimonthly $190.82**

Utility Tax will be added to this charge

Proposed Surface Water Rates

- Annual increase **$35.82** for single family residential
- Proposed 10% increase to support increasing operational costs including a Stormwater Coordinator Position
- Adopt annually

Surface Water				Increase	
class	class description	type	2026 Rate	10%	2027 Rate
1	single family residential	house	$ 358.21	$ 35.82	$ 394.03
		mobile home	$ 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
		condo unit	$ 1,731.62	$ 173.16	$ 1,904.78
5	moderately heavy (45-65%	commercial unit	$ 3,343.77	$ 334.38	$ 3,678.15
		condo unit	$ 3,343.77	$ 334.38	$ 3,678.15
6	heavy (65-85% IA)	commercial unit	$ 4,239.36	$ 423.94	$ 4,663.30
		condo 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
		condo unit	$ 5,553.02	$ 555.30	$ 6,108.32

Council Questions/Comments

Open Public Hearing:

2027-2028 Preliminary Biennial Budget

PROCLAMATION

WHEREAS, Veterans Day is observed nationally on November 11 as a legal public holiday to honor and thank all veterans who served in the Armed Forces in wartime or peacetime; and

WHEREAS, Veterans Day was originally known as Armistice Day, which signified the signing of the armistice on November 11, 1918, ending the First World War; and

WHEREAS, President Dwight D. Eisenhower proclaimed in 1954 that Armistice Day would be known as Veterans Day and would "solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom," and

WHEREAS, President Eisenhower further proclaimed that Veterans Day presents all citizens with the opportunity to "reconsecrate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain."

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim November 11, 2026 the legal commemoration and observance of

VETERANS DAY

and encourage all residents of the City of Lake Forest Park to acknowledge and to thank those who have served our country in the Armed Forces.

Signed this 22nd day of October 2026

_____

Tom French, Mayor

PROCLAMATION

WHEREAS, Native American Heritage Month is recognized annually to honor Indigenous cultures, histories, traditions, art, and achievements; and

WHEREAS, in the face of broken treaties, violent displacement, and genocide, Native Americans have persevered and continued with remarkable strength, resistance, resilience, and self-determination; and

WHEREAS, Native Americans, including local Duwamish, Snoqualmie, Snohomish, Suquamish, Tulalip, and many others have been protectors and stewards of our natural resources and environment since time immemorial; and

WHEREAS, the City of Lake Forest Park values the many contributions made to society by Native people in technology, science, philosophy, the arts; and especially our local Indigenous volunteers and leaders; and

WHEREAS, the City of Lake Forest Park recognizes that we must work to combat the impacts of discrimination and racist policies on Native people, past and present, and eliminate inequities stemming from colonization.

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

NATIVE AMERICAN HERITAGE MONTH

and encourage all residents to learn more and support the work of Native people and organizations.

Signed this 22nd day of October 2026

Tom French, Mayor



LAKE FOREST PARK LIBRARY

KING COUNTY LIBRARY SYSTEM

Katie Boyes, LISM
Alice Darnton, RM

October 22, 2026

CURIOSITY ISN'T QUIET

OUR MISSION



To inspire the people of King County to succeed through ideas, interaction, and information.

KCLS BY THE NUMBERS

50 locations

Over 23 million items circulated in 2025

- 12 million digital:
  - #2 in the U.S.
  - #4 in the world



42.8% household market penetration

OUTREACH AND MOBILE SERVICES

Daycares & Early Learning Centers

Senior Centers & Senior Living Residences

Community Events

Direct Delivery to Homebound Individuals



LIBRARY MATERIALS SORTER

Largest library sortation system in North America (BookOps is #2)

Goal is to sort 8000 items an hour

This replaces our Preston facility which lasted 20 years, twice its expected life span



Lake Forest Park Library

2025 numbers

- **423,677** total circulation (99,110 physical at LFP)

  retail value over $2.4 Million
- **8,940** active patrons
- **80,796** total library visits

Lake Forest Park Library

Programs & Services Highlights

- Wisdom Cafés
- Story Time in the Park
- One Day Arcade



Lake Forest Park Library

Upcoming Programs and Events:

- Discord and That Chord at the Third Place Commons Stage, Saturday, Oct 31, 3pm
- Wisdom Café: Dementia, Friday, November 6, 12:30p
- Friends of the Library Book Sale, Saturday, December 12, 11a-5p

Lake Forest Park Library

Expanded Hours!

- Starting this week:
- Tuesdays and Wednesdays, 10am - 8pm

QUESTIONS?

Thank you!

CITY OF LAKE FOREST PARK
CITY COUNCIL SPECIAL MEETING MINUTES
September 28, 2026

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

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

Councilmembers absent: none

Staff present: Phillip Hill, City Administrator; Leslie Peterson, Finance Director; Diego Zanella, Police Chief; Matt McLean, City Clerk

Others present: No visitors present

CALL TO ORDER

Deputy Mayor Furutani called the special City Council meeting of September 28, 2026, to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

Deputy Mayor Furutani led the pledge of allegiance.

ADOPTION OF AGENDA

Deputy Mayor Furutani called for any objections to the agenda as presented. Hearing none, the ***agenda was adopted by unanimous consent.***

PUBLIC COMMENTS

Deputy Mayor invited comments from the public.

There being no one in the audience, Deputy Mayor Furutani proposed a second public comment period at 7:00 p.m. and closed public comment.

ITEMS FOR DISCUSSION, CONSIDERATION, AND/OR ACTION

Proposed 2027-2028 Biennial Budget – City Council Deliberations and Recommendations

Deputy Mayor Furutani opened a discussion on the 2027-2028 Biennial Budget with staff available to answer Council questions. Discussion topics included:

- Legal and criminal justice costs

DRAFT

- Utility rates
- User fees
- Traffic Safety Cameras
- Utility tax

Cmbr. Saunders arrived on Zoom at 6:10 p.m.

No visitors arrived to provide public comments.

ADJOURNMENT

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

_____
Tracy Furutani, Deputy Mayor

_____
Matt McLean, City Clerk

DRAFT

CITY OF LAKE FOREST PARK
CITY COUNCIL SPECIAL WORK SESSION MEETING MINUTES
October 1, 2026

It is noted that this meeting was held in person in the Emergency Operations Center and remotely via Zoom.

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

Councilmembers absent: Paula Goode

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Leslie Peterson, Finance Director; Rebecca Dickinson, Program Executive (via Zoom); Katie Phillips, Project Manager; Matt McLean, City Clerk

Others present: 2 visitors

CALL TO ORDER

Mayor French called the City Council special work session meeting of October 1, 2026, to order at 6:00 p.m.

ADOPTION OF AGENDA

Cmbr. Riddle moved to adopt the agenda as presented. ***Vice Chair Goldman seconded. The motion carried by unanimous consent.***

COUNCIL DISCUSSION TOPICS

Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for the 100% Design of the Beach Drive Lift Station Project (first presentation)

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

Proposed 2027-2028 Biennial Budget – City Council Deliberations and Recommendations

Mayor French opened a discussion on the 2027-2028 Biennial Budget with staff available to answer Council questions. Discussion topics included:

- Utility Taxes
- Traffic Safety Cameras

ADJOURNMENT

There being no further business, Mayor French adjourned the meeting at 7:29 p.m.

Tom French, Mayor

Matt McLean, City Clerk

CITY OF LAKE FOREST PARK
CITY COUNCIL WORK SESSION MEETING MINUTES
October 8, 2026

It is noted that this meeting was held in person in the Emergency Operations Center and remotely via Zoom.

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

Councilmembers absent: Ellyn Saunders

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Leslie Peterson, Finance Director; Matt McLean, City Clerk

Others present: 2 visitors

CALL TO ORDER

Mayor French called the City Council work session meeting of October 1, 2026, to order at 6:00 p.m.

ADOPTION OF AGENDA

Deputy Mayor Furutani moved to adopt the agenda as presented. ***Cmbr. Riddle seconded. The motion carried by unanimous consent.***

COUNCIL DISCUSSION TOPICS

Proposed 2027-2028 Biennial Budget – City Council Deliberations and Recommendations

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

Cmbr. Rosenau arrived at 6:02 p.m.

Council discussion followed with staff available to answer Council questions. Discussion topics included:

- 6-year financial forecasts with and without the proposed levy lid lift
- Traffic safety cameras
- Proposed reductions: aquatic study, K-9 unit, snow plowing

ADJOURNMENT

There being no further business, Mayor French adjourned the meeting at 6:53 p.m.

DRAFT

Tom French, Mayor

Matt McLean, City Clerk

CITY OF LAKE FOREST PARK
BUDGET AND FINANCE COMMITTEE MEETING MINUTES
October 15, 2026

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

Budget & Finance Committee members absent: Matt Muilenburg, Ellyn Saunders

Staff present: Phil Hill, City Administrator (via Zoom); Leslie Peterson, Finance Director; Matt McLean, City Clerk (via Zoom); Jessica Halterman, Deputy City Clerk

Others present: 0 visitors

CALL TO ORDER

Chair Riddle called the October 15, 2026, Budget and Finance Committee meeting to order at 6:02 p.m.

ADOPTION OF AGENDA

> ***Cmbr. Goldman moved*** to adopt the agenda as presented. ***Deputy Mayor Furutani seconded. The motion carried by unanimous consent.***

PUBLIC COMMENT

There being no one in the audience, Chair Riddle did not open Public Comment.

DIRECTOR'S REPORT

Budget Monitoring and Financial Update – September 2026

Director Peterson reviewed the budget monitoring tables and responded to Council questions.

Cmbr. Goldman proposed to move New Business before Old Business on the agenda. There was consensus among the Committee.

NEW BUSINESS

Comprehensive Financial Management Policies update discussion

Director Peterson briefly reviewed proposed updates to the Comprehensive Financial Management Policies. Council discussion followed.

OLD BUSINESS

Proposed 2027-2028 Biennial Budget – City Council Deliberations and Recommendations

Council discussion followed with staff available to answer Council questions. Discussion topics included:

- Sewer utility tax rate
- User fees
- Requests not included in Preliminary Budget: public records specialist FTE, Council strategic plan update

ADJOURNMENT

Chair Riddle adjourned the meeting at 7:31 p.m.

_____
Semra Riddle, Chair

_____
Jessica Halterman, Deputy City Clerk

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
10/22/26

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, an Accounts Payable Dated 10/22/2026 CLAIM FUND Check Nos. 89833 through 89880 in the amount of $1,082,912.87, a 10/8/26 PAYROLL FUND ACH transaction in the amount of $238,286.87, and a 10/8/26 DIRECT DEPOSIT transaction in the amount of $235,693.64, are approved for payment this 22nd day of October 2026.

Additional approved transactions are:
ACH transaction Invoice Cloud in the amount of $1,229.30
ACH transaction State of Washington in the amount of $11,788.01
ACH transaction State of Washington in the amount of $770.40
ACH transaction Wex Bank in the amount of $302.59

Total approved claim fund transactions: $1,570,983.68

City Clerk

Mayor

Finance Committee

Accounts Payable

Check Register Totals Only

User: sschindele
Printed: 10/15/2026 - 11:48 AM
Batch: 00022.10.2026 - AP 10.22.26

Check	Date	Vendor No	Vendor Name	Amount	Voucher
89833	10/22/2026	AGUIRRER	RAUL AGUIRRE	280.00	89833
89834	10/22/2026	ASPECT	ASPECT CONSULTING, LLC	21,295.50	89834
89835	10/22/2026	AURORARE	AURORA RENTS INC	51.98	89835
89836	10/22/2026	AXON	AXON ENTERPRISE, INC.	9,016.90	89836
89837	10/22/2026	UB*00806	Michael B.Oneill	0.96	89837
89838	10/22/2026	BASLER	ANTHONY CARL BASLER	192.50	89838
89839	10/22/2026	UB*00810	Sanjay Batra	2,310.27	89839
89840	10/22/2026	UB*00805	Megan Brown	220.13	89840
89841	10/22/2026	UB*00800	Andrew Bruce	214.67	89841
89842	10/22/2026	UB*00808	Brian and Kimorie Budge	17.25	89842
89843	10/22/2026	CADMAN	CADMAN MATERIALS INC	370.52	89843
89844	10/22/2026	CINTASFI	CINTAS FIRST AID & SAFETY	316.70	89844
89845	10/22/2026	UB*00803	Community Psychiatric	160.97	89845
89846	10/22/2026	DATABAR	DATABAR	2,680.96	89846
89847	10/22/2026	FRONTLIN	FRONTLINE PUBLIC SAFETY SOL	2,728.69	89847
89848	10/22/2026	GALLS	GALLS, LLC	206.29	89848
89849	10/22/2026	GORDONTH	GORDON THOMAS HONEYWELL	3,245.00	89849
89850	10/22/2026	GRAY&OS	GRAY & OSBORNE INC	4,735.47	89850
89851	10/22/2026	UB*00809	Curt Hineline	659.15	89851
89852	10/22/2026	JPPHOTO	JEANNINE POUND PHOTOGRAPH	1,380.00	89852
89853	10/22/2026	JETCITY	JET CITY PRINTING INC	693.79	89853
89854	10/22/2026	JOHANSEC	JOHANSEN CONSTRUCTION COM	733,582.13	89854
89855	10/22/2026	JOHNSTON	JOHNSTON GROUP LLC	3,925.00	89855
89856	10/22/2026	UB*00804	Maureen Jones	620.92	89856
89857	10/22/2026	JRMENTER	JRM ENTERPRISES	140.00	89857
89858	10/22/2026	UB*00802	Carl King	48.29	89858
89859	10/22/2026	KCSEWER	KING COUNTY FINANCE & BUSI	260,226.98	89859
89860	10/22/2026	KCPET	KING COUNTY PET LICENSE	15.00	89860
89861	10/22/2026	LAWOFF	LAW OFFICES OF CHRISTIAN W S	600.00	89861
89862	10/22/2026	MadroLaw	MADRONA LAW GROUP, PLLC	11,939.00	89862
89863	10/22/2026	NAVIA-1	NAVIA BENEFIT SOLUTIONS	307.64	89863
89864	10/22/2026	PACOFFA	PACIFIC OFFICE AUTOMATION	540.72	89864
89865	10/22/2026	PIPEDOWL	PIPE DOWN LAW ENFORCEMENT	350.00	89865
89866	10/22/2026	PLYWOOD	PLYWOOD SUPPLY, INC.	478.85	89866
89867	10/22/2026	PRINTWE	PRINTWEST, INC.	1,812.03	89867
89868	10/22/2026	PSERN	PUGET SOUND EMERGENCY RAI	7,224.84	89868
89869	10/22/2026	PSESINC	PUGET SOUND EXECUTIVE SERV	768.38	89869
89870	10/22/2026	ROBHALF	ROBERT HALF INTERNATIONAL,	2,292.40	89870
89871	10/22/2026	UB*00801	Paul Roeder and Richard Young	150.06	89871
89872	10/22/2026	KASHFIAS	SASSAN KASHFIA	141.75	89872
89873	10/22/2026	SECURECO	SECURE COURT SOLUTIONS LLC	2,471.39	89873
89874	10/22/2026	STAPLES	STAPLES ADVANTAGE	288.54	89874
89875	10/22/2026	LEXIPOL	THE PRAETORIAN GROUP	2,525.95	89875
89876	10/22/2026	THOMSONR	THOMSON REUTERS WEST	772.82	89876
89877	10/22/2026	WALLYS	WALLYS TOWING INC	164.39	89877
89878	10/22/2026	DEPTLICC	WASHINGTON STATE DEPARTME	216.00	89878
89879	10/22/2026	WSPBCK	WASHINGTON STATE PATROL	144.00	89879
89880	10/22/2026	UB*00807	Vonna Wright	388.09	89880

Check	Date	Vendor No	Vendor Name	Amount
			Check Total:	1,082,912.87

Accounts Payable

Checks by Date - Summary by Check Date

User: tbaker@cityoflfp.gov
Printed: 10/15/2026 12:13 PM

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	10/08/2026	1,143.32
ACH	NAVIA	NAVIA BENEFIT SOLUTIONS, INC.	10/08/2026	14,865.17
ACH	NAVIAFSA	NAVIA - FSA	10/08/2026	29.17
ACH	PFLTRUST	LFP PFL TRUST ACCOUNT	10/08/2026	3,790.48
ACH	TEAMDR	NATIONAL D.R.I.V.E.	10/08/2026	4.45
ACH	Z401AL	VANTAGEPOINT TRANSFER AGENTS-	10/08/2026	767.05
ACH	Z457	VANTAGEPOINT TRANSFER AGENTS-	10/08/2026	10,808.86
ACH	ZAWC	AWC	10/08/2026	56,733.17
ACH	ZEMPSEC	EMPLOYMENT SECURITY DEPT.	10/08/2026	1,634.16
ACH	ZEMPWACA	WA.CARES TAX	10/08/2026	1,420.59
ACH	ZGUILD	LFP EMPLOYEE GUILD	10/08/2026	925.00
ACH	ZICMA	VANTAGEPOINT TRANSFER AGENTS-	10/08/2026	39,144.58
ACH	ZL&I	WASHINGTON STATE DEPARTMENT C	10/08/2026	10,871.84
ACH	ZLEOFF	LAW ENFORCEMENT RETIREMENT	10/08/2026	16,202.25
ACH	ZLFPIRS	LAKE FOREST PARK/IRS	10/08/2026	46,112.74
ACH	ZPERS	PUBLIC EMPLOYEES RETIREMENT	10/08/2026	23,310.91
ACH	ZTEAM	TEAMSTERS LOCAL UNION #117	10/08/2026	292.95
ACH	ZWATWT	WASHINGTON TEAMSTERS WELFARE	10/08/2026	10,230.18
			Total for 10/8/2026:	238,286.87
			Report Total (18 checks):	238,286.87

Bank Reconciliation

Checks by Date

User: sschindele
Printed: 10/15/2026 - 12:15PM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 10/08/2026 To 10/08/2026
Print ACH Checks: True

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	10/8/2026		DD 00508.10.2026	PR		235,693.64
					Total Check Count:	1
					Total Check Amount:	235,693.64

Clearing House

Electronic AP Proof List

User: sschindele
Printed: 10/15/2026 - 11:51AM
Sort By: Vendor Name
Batch: 00002.10.2026

Source	Vendor	Name	Transfer/Route	Check Digit	Account Number	Amount
AP5 022-10-2026	INVCLOUD	INVOICE CLOUD,	/			1,229.30
AP5 022-10-2026	STATETAX	STATE OF WASHINGTON,	1250/0010	5	153501701202	11,788.01
AP5 022-10-2026	STATELT	STATE OF WASHINGTON,	/			770.40
AP5 022-10-2026	WEXBANK	WEX BANK - CHEVRON,	/			302.59
Records Printed:	4					14,090.30

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Public Works
Contact Person	Katie Phillips, Project Manager
Title	Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project *(Second presentation)*

Legislative History

- First Presentation — October 1, 2026, Special Work Session
- Second Presentation — October 8, 2026, Regular Meeting
- Action — October 22, 2026 Regular Meeting

Attachments:

1. Resolution 26-2098
2. Professional Services Agreement with Skillings, Inc.

Executive Summary

The Department of Public Works (DPW) recommends awarding a Professional Services Contract to Skillings, Inc. (Consultant) in the amount of $1,135,043.00 to advance the Beach Drive Lift Station Project (Project) from the existing 30% design through 100% design and subsequent Ready for Construction (RFC) documents. The contract will be supported by the Sewer Capital Fund.

Background

The current sewer configuration that serves the Civic Club, the future Lakefront Park, and five homes immediately to the East, includes two lift stations and a sewer main that runs through private property along Lake Washington's edge. While still functional, the current sewer configuration is past its recommended service life.
This Project aims to decrease long-term maintenance costs by consolidating two lift stations into one and relocating the connected sewer main to the right-of-way. The City has achieved 30% design for the Project and wishes to advance the Project to a 100% design deliverable through the PSA.

A Request for Qualifications (RFQ) for 100% design of the Project was publicly advertised. The City received one proposal in response to our RFQ, from Skillings, Inc.

The Consultant's scope and fee proposal is contained within the Professional Services Agreement attached as Attachment 2. Milestone deliverables include: project management and coordination; topographic survey and mapping; utility data acquisition and potholing; validation and refinement of the existing 30% design; advancement of design and development of 60%, 90%, and 100% Plans, Specifications, and Estimates (PS&E); Opinions of Probable Construction Cost at design milestones; preparation of final specifications and Ready for Construction documents; bid support; electrical engineering; geotechnical engineering; environmental permitting and agency coordination; right-of-way, easement, and property-owner coordination; side-sewer relocation/restoration planning; and community involvement/public outreach. The scope also includes preparation and coordination of the Final Engineering Report and Washington State Department of Ecology review and approval. City staff find the scope and fee appropriate for the required work and DPW finds Skillings, Inc. qualified to complete the work.

The City estimates that design will account for approximately 15% of the overall project cost. The proposed professional services agreement has a not-to-exceed amount of $1,135,043.00. Following City Council authorization and contract execution, the design effort is anticipated to begin on January 31, 2027. The broad project schedule below reflects the anticipated start and is subject to refinement as design, permitting, property/easement coordination, funding, and agency reviews progress. Construction is presently anticipated to begin in January 2029; the construction advertisement date will be established as those prerequisites and bid authorization are completed.

Anticipated Project Schedule

Design Development - approximately January 31, 2027

60% Design - approximately May 31, 2027

90% Design - approximately July 31, 2027

100% Design - approximately September 30, 2027

Ready for Construction (RFC) Documents - approximately November 30, 2027

Construction Advertisement/Bidding – Date to be established following final design, permitting, easement/property coordination, funding, and bid authorization

Anticipated Construction Start - January 2029

Fiscal & Policy Implications

This Project is supported by the Sewer Capital Fund.

Alternatives

Options	***Results***
• Approve Resolution	The City will contract with Skillings, Inc. for 100% design of the Beach Drive Lift Station.
• No Action	The City will not contract with Skillings, Inc.

Staff Recommendation

Move to approve Resolution 26-2098 authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project

RESOLUTION NO. 26-2098

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH SKILLINGS, INC. FOR 100% DESIGN OF THE BEACH DRIVE LIFT STATION PROJECT

WHEREAS, the City desires to complete 100% design of the Beach Drive Lift Station; and

WHEREAS, the City publicly advertised the project seeking proposals to complete 100% design; and

WHEREAS, the Consultant provided the City with a proposal to complete 100% design of the project, which City staff have reviewed and found acceptable;

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

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign the Professional Services Agreement with Skillings, Inc. included herewith as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____, 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matthew McLean

City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2098

CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: Beach Drive Lift Station 100% Design

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

Consultant Business:	Skillings, Inc.
Consultant Address:	5016 Lacey Blvd. SE, Lacey, WA 98503
Consultant Phone:	360-491-3399
Contact Name	Robin Nelson, P.E.
Consultant e-mail:	rnelson@skillings.com
Federal Employee ID No.:	91-1212924
Authorized City Representative for this contract:	Katie Phillips, Project Manager kphillips@cityoflfp.gov

WHEREAS, the City desires to complete 100% design of the Beach Drive Lift Station; and

WHEREAS, the City publicly advertised the project seeking proposals to complete 100% design; and

WHEREAS, the Consultant provided the City with a proposal to complete 100% design of the project, which City staff have reviewed and found acceptable;

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

1. Employment of Consultant. The City retains the Consultant to provide the services described in Exhibit A incorporated herein, for the Beach Drive Lift Station 100% Design project (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 Robin Nelson. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2028, 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 one million, one-hundred and thirty-five thousand, forty-

three Dollars ($1,135,043.00) as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

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

C. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred. If overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to the City's Accounting Supervisor, ap@cityoflfp.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 and B according to the schedule established in Exhibits A and B. 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 fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

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

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 therefore). 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 voice, 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: Katie Phillips, Project Manager
Department of Public Works
17425 Ballinger Way NE
Lake Forest Park, WA 98155
kphillips@cityoflfp.gov

B. Notices to the Consultant shall be sent to the following address:
Skillings, Inc.
Attn: Robin Nelson, P.E.
5016 Lacey Blvd. SE
Lacey, WA 98503
rnelson@skillings.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 date signed below.

CITY OF LAKE FOREST PARK, WASHINGTON

By: _____
Tracy Furutani, Deputy Mayor

Date: _____

ATTEST: _____
Matt McLean, City Clerk

APPROVE AS TO FORM:

_____
Kim Adams Pratt, City Attorney

SKILLINGS, INC.

By: _____

Date: _____

EXHIBIT A
SCOPE OF WORK

Prepared for:

CITY OF LAKE FOREST PARK
BEACH DRIVE SEWER IMPROVEMENTS
(Final)

Introduction:

The City owns and operates two existing lift stations located within the Beach Drive NE right-of-way. The two lift stations were constructed in 1961, rehabilitated in 2002, and are past their intended operating lives. The City plans to replace the two lift stations with a single lift station. The City has completed preliminary due diligence for the project advancing design concepts to a 30% stage.

The project scope includes the design of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club and community park on a 0.1-mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design of new sewer laterals for the impacted properties. It is the City's intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

The City previously contracted with a consultant to develop 30% design plans that reflect this scope of work. These plans and associated files were provided to guide the preparation of this scope of work.

The project site includes critical areas (wetlands, stream buffer, and seismic hazards) and abuts Lake Washington. Additionally, the project will require work on private property in a sensitive community. Acquiring temporary construction easements will be a prerequisite to the construction phase of the project and will be included in the full design package.

Reference Documents:

The latest version of the **documents** will be used to provide guidance and background data for the development of the General Sewer Plan.

- Department of Ecology "Criteria for Sewage Works Design" August 2023
- City of Lake Forest Park Design and Construction Standards
- Latest at the time of contract execution, WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction
- City of Lake Forest Park Comprehensive Plan, November 2024
- Preliminary Engineering Report Beach Drive Lift Station, December 2025
- Lift Station 16 and 17 O&M Manuals, 12/17/2002

Scope of Services:

Scope of Services shall include project management, engineering design services, surveying and utility data acquisition services, community engagement, geotechnical and electrical engineering to support civil design, environmental permitting, acquisition of rights of entry and temporary construction and permanent easements, and construction management and construction inspection services. Deliverables will be due to the City at the 60%, 90%, and 100% design milestones. Bid document deliverables will be due

following City concurrence with the 100% design deliverables. Bid support shall also be included in the Scope of Services.

TASK 100 PROJECT MANAGEMENT

Task Description:

Project Management includes the day-to-day coordination and management of the project design phase to ensure adequate resources are made available to achieve schedule and budget expectations for identified deliverables contained in this scope of work. Service includes but not limited to invoicing and progress reporting, progress meetings, QA/QC, and internal staff coordination and progress meetings.

Assumptions:

- Correspondence with the client will be through emails and phone calls.
- It is assumed the work will have a duration of 16 months from the notice to proceed.
- Bi-weekly progress meetings are assumed to be virtual via teams. We anticipate 32 bi-weekly progress meetings with City staff and project team estimated at 1.0 hr./ea.
- Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% plans, specifications and estimates, phases.
- Table 1 list the anticipated meetings for this project through delivery of bid documents. These meetings are intended to review deliverable content, discuss project status, provide technical guidance, provided direction and memorialize action items.
- Community open house meetings will be conducted to engage the local neighborhood and Skillings will support City staff as a technical resource.
- City Council presentations are included in this scope of work as defined in Table 1.
- Skillings will prepare the bid packaging and provide bid support including responding to bidder questions, reviewing the bid proposals, preparing certified bid tabulation, and providing a recommendation for award.
- Construction contract management and full-time Construction Inspection is included in this scope of work.
- Hultz/BHU will provide electrical engineering as a subconsultant to Skillings.
- HWA Geosciences will provide geotechnical engineering as a subconsultant to Skillings.
- A Management Reserve in the amount of $103,185.71 is established to provide the City with the flexibility to authorize additional funds to the Professional Services Agreement (AGREEMENT) for allowable unforeseen costs, time and materials tasks, or reimbursing the CONSULTANT for additional work beyond that already defined in this AGREEMENT.

Tasks:

- Schedule, coordinate, and attend project meetings throughout the duration of the project. **Table 1** defines these meetings indicating purpose, frequency and duration. Additionally, the consultant will provide meeting agendas, meeting minutes, and schedule updates included for each meeting.
- Meetings will provide interaction with City staff, Council, stakeholders and public sharing project progress, design directives, technical details, scheduling and responding to questions and concerns. Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% design phases, Skillings will conduct weekly internal staff meetings discussing task progress, work assignments, and technical resource needs. Attend and present project updates at City Council Meetings. Attend Community open house meetings to engage the local neighborhood. Skillings will support City staff as a technical resource.

- Provide in-house project and staff coordination. Weekly internal staff meetings will be conducted to discuss project status and scheduling, provide and oversee design assignments, provide technical direction to staff designers, convey design directives and provide technical guidance to designers, and coordinate QA/QC needs for PS&E. Project management Work Plans will be provided to document assigned directions and memorialize action items.
- Provide monthly invoices with Earned Value Reports and Progress Reports.
- Coordination and subconsultant management including processing invoicing, progress reporting, and coordination of deliverables.
- Prepare a Project Management Plan that includes the following.
    a. Communications plan
    b. Master deliverables list.
    c. Scope of Work and Level of Effort
    d. Project Budget and Budget Management
    e. Quality Management Plan
    f. Project Schedule
    g. Construction Opinion of Cost
    h. Change Management Plan and Scope Change Log
    i. Risk Management Plan and Risk Register
- Provide schedule updates.
- Provide monthly invoices with project update reports and earned value reports.
- Create a Comment Matrix form to document and track City comments and Skillings' responses to comments.
- Conduct QA/QC of all documents being formally submitted to the City.
- Attend two project open house / public outreach meeting. Prepare project posters and informational handouts.

Table 1

Description	Frequency	Duration	Est. Number
Bi-Weekly Progress Meeting City and Design Team	Bi-weekly	1.0 hrs	32
Design Review Meetings City	Milestones	6.0 hrs.	3
Community Open House City	TBD	6.0 hrs	3
Weekly In-House Team Meetings Skillings	Weekly	1.0 hrs.	64
Attend 3 City Council Meetings	TBD	6.0 hrs.	3

Deliverables:

- Project Management Plan
- Monthly invoices and earned value reports and progress reports.
- Materials for the public outreach meeting; project poster boards and informational handouts.
- Meeting Agendas and Minutes.
- Updated Project schedule
- Comment/Response Matrix
- Risk Register

- Change Management Matrix
- Updated Engineer's Estimate at project milestones of 60%, 90%, and 100% Plans, Specifications, and Estimates.

TASK 200 BEACH DRIVE TOPOGRAPHIC SURVEY

Task Description:

A topographic survey will be provided to support preparation of plans and specifications for construction of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club, and City Park on a 0.1 mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design and construction of new sewer laterals for the seven (7) impacted properties. It is the City's intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

Topographic survey will combine conventional ground survey and data collection with aerial drone photogrammetry. Aerial drone survey will focus on private property data collection to document and record existing conditions. Given the anticipated duration of the project, we recommend three (3) drone flights. The first to support conventional topographic ground survey and data collection to produce base mapping of the project limits. We recommend up to two (2) additional drone flights to document any changes on private property during the progression of the design to capture any changing conditions. Updates to the base mapping will be completed to reflect current conditions prior to release of the 100% PS&E package. The aerial photogrammetry will also be used to support development of exhibits to support Public Engagement.

Skillings will engage the services of Vendor to complete underground utility location and verification both within Beach Drive and for the five (5) private properties, Civic Club, and City Park along the new side sewer alignments. This Vendor will conduct location and potholing of existing utilities and prepare an inventory of potholing data to include depth from existing surface to top or pipe of conduit, size of pipe or conduit, and pipe or conduit material identification. Potholing will be conducted using vactor-extraction techniques to minimize restoration and access impacts. Each pothole will be numbered and data logged into a spreadsheet. The pothole locations will be documented by topographic survey and included in 60% PS&E. This information is required to not only inventory existing utilities but aid in utility coordination for the design effort.

Assumptions:

- A Record of Survey Map will be not required.
- New temporary construction easement areas will be staked in the field. This will be completed once the private side sewer alignments are confirmed in the design PS&E.
- Design Team will obtain rights of entry to the site, as needed to complete the survey.
- The survey topographic limits are defined as shown in the exhibit below.
- Up to three (3) drone flights are anticipated to document any changes to existing conditions on private property. Frequency will be determined with input and direction from City staff.
- This scope of work will include providing settlement monumentation at each of the five (5) residential homes fronting the Beach Drive sewer improvements in Beach Drive.

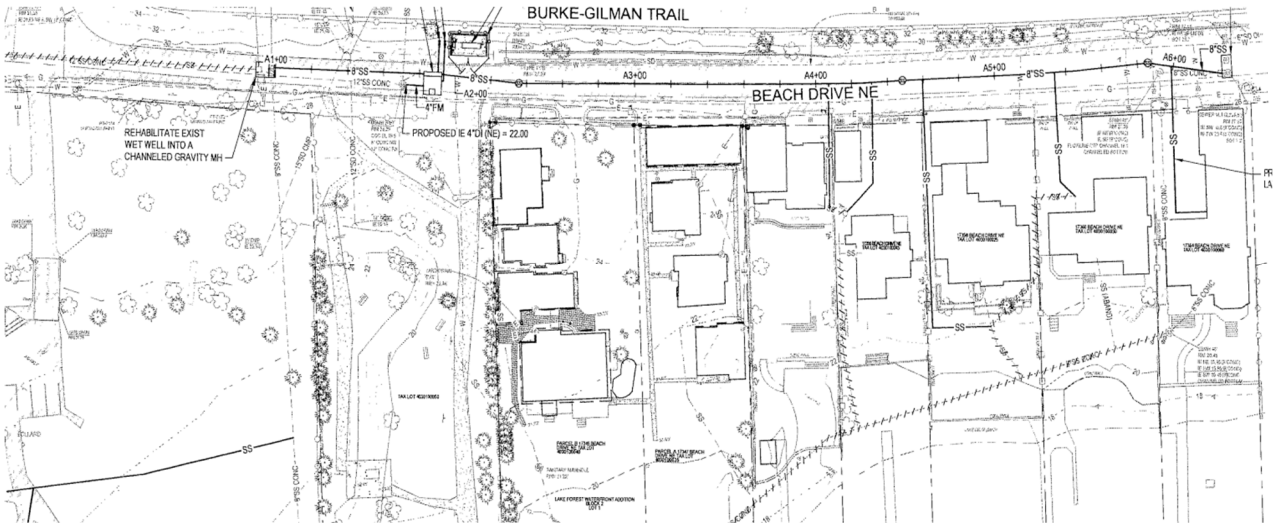
Task Description:

1. Review title reports for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points. Topographic survey of the area below.
4. Complete three (3) drone flights to document any changes to existing conditions on private property.
5. Topographic survey will identify and document existing structures and site conditions and install settlement monitoring benchmarks at defined structure locations for monitoring during construction.
6. Prepare letters to obtain right of entry. Letters to be sent by City-on-City letterhead. Skillings to provide form to be signed by property owner.
7. Topographic Survey of the area depicted in red on the attached Figure 2 Survey Limits map.
8. Process field data and develop AutoCAD base maps.
9. Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.
10. Survey Pothole Location.
11. Prepare temporary construction easement exhibit and legal description for construction of the rerouted side sewers from sewer cleanout to new sewer main in Beach Drive.
12. Prepare permanent easement exhibit and legal description for construction of the emergency generator.
13. Provide QA/QC for deliverables.

Deliverables:

- AutoCAD Topographic Survey base map.
- Temporary Construction Easement descriptions and exhibit maps.
- Right of entry documents
- Final easement exhibits and legal descriptions.

Survey Limits:



TASK 300 BEACH DRIVE SEWER IMPROVEMENTS DESIGN DEVELOPMENT

Task Description:

A preliminary engineering report was previously completed for this project in December 2025. The preliminary report described the following recommendations:

The City of Lake Forest Park operates two aging lift stations along Beach Drive NE that have exceeded their service life. This Preliminary Engineering Report recommends consolidating these facilities into a single, modern lift station to improve reliability, reduce maintenance, and coordinate with the City's upcoming Lakefront Park project. The proposed design includes a wet well/dry well configuration with increased pumping capacity to improve flushing velocity, power supply, new emergency backup, and controls. The project will also abandon the existing lake gravity sewer line and install a new gravity sewer in Beach Drive, while minimizing disruption to adjacent properties and park development. The project consolidates Lift Stations 16 and 17 into one facility positioned between the existing sites, with new gravity sewer, force main, and updated side sewer connections. Existing wet wells will be retrofitted for gravity flow, and the lake line will be abandoned. The estimated Opinion of Probable Construction Cost (OPCC) is approximately $3.5 million, with a range of $2.2 million to $6.2 million based on AACE Class 5 estimates. The project schedule anticipates permitting and final design completed in late 2027, and construction in late 2028.

Horizontal Directional Drilling, a trenchless technology, was proposed for installation of the new gravity sewer main in Beach drive as well as installation of the seven (7) side sewers to be reversed and connected from private property, Lake Forest Park Civic Club, and Lakefront Park to the gravity main in Beach Drive. Traditional excavation and fill techniques will be used to complete the side sewer connections to the new sewer main, complete installation of new manholes and the installation of the lift station.

The report also contained a geotechnical report along with environmental permitting research and recommendations as appendices to support the 30 percent concept. This report was not submitted to Department of Ecology for review and approval.

The design development phase for this project will validate the current 30 percent sewer concept for the Beach Drive sewer improvements provided in the Preliminary Engineering Report. This phase will include obtaining rights of entry from the affected private residents to allow for access completing the topographic mapping and utility potholing efforts to develop a representative base map of the project site. One additional geotechnical soil boring to confirm soil characterization and soil properties provided at the northerly end of the proposed gravity sewer to augment geotechnical investigations previously completed. Our design development will include validating the findings and conclusions reached in the Preliminary Engineering Report, augmenting with additional data to support the preferred trenchless alternatives and create a final Engineering report complying with Department of Ecology "Criteria for Sewage Works Design" and WAC 173-240-060. The final engineering report will be submitted to Ecology for review and approval and become the Basis for Design for preparing bid documents for construction.

Assumptions:

- Final Engineering Report will be prepared consistently with WAC 173-240-060 and Ecology Criteria for Sewage Works Design Manual. This scope of work is founded upon the premise that the sewer main and side sewers will be a gravity collection system. City staff indicated low pressure sewer systems (LPSS) were considered in the alternatives analysis and due to operation and maintenance limitations would not be pursued further.
- Design efforts will follow the City's Design Engineering and Construction standards.

- Design efforts shall follow Department of Ecology Criteria for Sewage Works design. Should the City's design standards conflict with DOE design guidelines, DOE guidelines prevail.
- An improvement plan will be prepared for each private residential lot requiring an adjusted gravity side sewer. Gravity side sewer locations and connections are assumed from provided as-builts.
- The project design will be predicated on the existing Beach Drive Lift Stations remaining online and functional during the construction of the new Beach Drive Lift Station. Once the new Beach Drive lift station is online, modifications will be completed converting existing lift station to gravity flow through manholes and connected to the new gravity sewer.
- A construction sequencing plan will be developed to accommodate installation of new gravity side sewers to the new gravity sewer main in Beach Drive.
- Temporary bypass pumping plans and specifications will be provided with the pump station design.
- The lake-line gravity sewer main from Beach Drive is to be cut, capped, abandoned, and filled with CDF (control density fill).
- The City will provide additional updated high alarm, pump run time, and flow monitoring records to augment previously provided data for the existing lift stations to further aid in design development.
- Potholing will be provided by vendor using vactor extraction techniques to provide subsurface utility location and characterization.
- Hultz/BHU will provide electrical engineering for the pump station, as required.
- HWA Geosciences, geotechnical engineer, will provide a geotechnical investigation for the Beach Drive sewer improvements and gravity sewer.
- Commonstreet will provide right of way support obtaining rights of entry for design phase services and temporary construction easements for construction phase activities on private property.
- The new Beach Drive pump station will be designed as a duplex wet well/dry well below grade pump station.
- It is anticipated that HDD trenchless technology will be used for gravity main installation.
- Underground utility locates will be provided by a vendor.
- New emergency generator design will be provided sufficiently sized to support lift station in the event of power outages and the cost for providing this generator will be included in all construction cost estimates.
- Rights of Entry will be acquired from each of the property owners to gain access onto private property for topographic survey.
- Side sewer connections will all be served by gravity. No grinder pumps are anticipated.

Tasks:

1. Utility Coordination: Coordinate with affected utility companies. Locate existing utilities. Pothole of existing utilities. Provide vendor coordination
2. Create 3D map of existing utilities.
3. Review existing documents provided by utilities.
4. Review 30% preliminary engineering report content and conclusions
5. Prepare risk assessments and risk register to address design solutions.
6. Design decision approval matrix.
7. Validate findings and conclusions reached in the Preliminary Engineering report. Prepare draft Final Engineering Report consistent with DOE Design Guidelines and WAC 173-240-060 documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan.
8. Prepare plans to reroute each affected Sanitary Side Sewer on each lot to the proposed gravity sewer. Show all work items to be constructed by the Contractor to reroute the side sewers. This

includes meeting with homeowners to determine location of existing sewer connection and routing of new sewer connections.

9. Update 30% Plans, Specifications, and Estimates to abandon the existing gravity sewer main in place, and the removal of the existing Beach Drive pump station force mains, abandoned gravity lines and power lines. This drawing will be used in the Engineering Report and environmental permit applications.
10. Research with utility contractors, potential ways, means and methods to install the gravity line with trenchless technology.
11. Prepare Quantity Take-off Notebook.
12. Update 30% Engineer's Estimate of Probable Cost to Construct.
13. Prepare project Specifications run list in CSI format.
14. Provide QA/QC of the updated 30% Plans, Specifications, and Estimates documents and draft Final Engineering Report.

Deliverables:

1. Rights of Entry for each of the property owners and Lake Forest Park Civic Club.
2. Risk register documenting risk assessments, in electronic pdf format
3. Design decisions matrix updates, in electronic pdf format.
4. 30% Plans update for the proposed gravity sewer line and abandon existing gravity sewer and abandoned Beach Drive pump station, in electronic pdf format.
5. Preliminary improvement plan for the five private residential properties, Civic Club and Lakefront Park requiring a rerouted side sewer included in the 30% update.
6. Updated Engineer's Estimate of Probable Cost to Construct.
7. Draft final engineering report for the proposed Beach Drive sewer improvements, submitted in electronic pdf format.

TASK 400 ENVIRONMENTAL DOCUMENTATION AND PERMITTING

Task Description:

The project corridor is located adjacent to Lake Washington and falls within the Shoreline Management Act (SMA) jurisdictional boundary and the Growth Management Act (GMA) boundary. The proposed work involves replacement of aging sewer infrastructure in an environmentally sensitive corridor and will require multiple environmental approvals from state and local agencies. The following sub-tasks make up the complete environmental permitting effort for the Beach Drive Sewer Improvements.

Task Assumptions:

- Permit fees are not included in this Scope of Work and will be paid directly by the City of Lake Forest Park.
- The Consultant will provide the City with regular updates on the status of pending permit applications as part of the monthly progress reporting described in Task 100.
- If any permit application requires significant additional effort beyond that described in this scope (e.g., full wetland delineation report, noise study, habitat mitigation plan, or federal ESA Section 7 consultation).It will be considered additional services and will be scoped and authorized by separate supplements.
- Shoreline permitting will require a public hearing. It is assumed that two (2) Skillings staff will attend the public hearing.
- It is assumed that two (2) staff will attend a pre-hearing check with City.

Task 401 - State Environmental Policy Act (SEPA)

Task Description:

A SEPA environmental checklist is required to determine whether the proposed project will have significant adverse environmental impacts. The SEPA Checklist is a requirement of the Shoreline Permit application process and is required for public review per the Washington State Environmental Policy Act.

Assumptions:

- The City of Lake Forest Park will serve as the lead agency for the SEPA review.
- The SEPA Checklist submittal requires a minimum of 60% site plan design to accompany the permit applications showing proposed improvements. One SEPA Checklist will be prepared and submitted for the Beach Drive Sewer Improvements project.
- Preliminary designs and all available environmental documentation will be utilized as accompanying exhibits for the final SEPA checklist package.
- The City will complete and submit the public notice of application required for the SEPA process.

Tasks:

1. Complete a site visit to assess existing conditions within the proposed project corridor and surrounding area that may be affected by the proposed improvements.
2. Prepare a draft SEPA Checklist for City review.
3. Conduct QA/QC review of the draft SEPA Checklist.
4. Revise the SEPA Checklist based on City review comments.
5. Submit the completed SEPA Checklist with supporting documentation to the City for the official SEPA submittal.

Deliverables:

- Draft SEPA Checklist with supporting documentation for City review (PDF).
- Final SEPA Checklist package for submittal to the City (PDF).

Task 402 – Critical Area Review

Task Description:

The City of Lake Forest Park classifies critical areas to include wetlands, streams, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas. Herrera Environmental Consultants prepared a Critical Areas Report for the Beach Drive project corridor in July 2025 (Herrera Report). The work under this task is to review and validate the Herrera Report for use in supporting the project's shoreline and environmental permit applications.

Assumptions:

- Herrera Environmental Consultants completed a Critical Areas Report for the Beach Drive project corridor in July 2025. This report is assumed to be current, complete, and sufficient to support project permitting without requiring a new or supplemental critical areas study.

- The Critical Area Report included a Fish and Wildlife Habitat Conservation Area section outlining priority habitat and threatened and endangered species use within the project area. This portion of the report will be reviewed and updated with a current species list from WDFW, DNR, NOAA, and USFWS.
- The Herrera Report will be reviewed and validated by the Consultant for consistency with current City of Lake Forest Park critical areas regulations, the LFP Shoreline Master Program, and the scope of the proposed improvements prior to inclusion in permit application packages. It is assumed that the Herrera Report can be relied on and used by the City for permit application.
- A site visit may be conducted at the Consultant's discretion to confirm that existing conditions in the project corridor are consistent with the conditions documented in the Herrera Report. No new field delineation work is assumed under this task.
- If field conditions have changed materially since the Herrera Report was completed, or if the City or a reviewing agency determines the report requires supplementation, additional work will be scoped and authorized by separate supplements.
- It is assumed that Hydraulic Project Approval (HPA) will be required. Skillings to meet with Washington Department of Fish and Wildlife (WDFW) to confirm.
- It is assumed that an Army Corps of Engineers Permit Application (JARPA) will be required.

  It is assumed that the area of disturbance will exceed 1.0 acres and will require permit coverage under the Statewide General Construction Stormwater Permit. Coverage for this permit is applied for by submitting an online Notice of Intent (NOI) for coverage.

Tasks:

1. Evaluate the Herrera Report for consistency with current City of Lake Forest Park critical areas regulations and the LFP Shoreline Master Program requirements applicable to the proposed project.
2. Conduct a site visit as needed to confirm that existing conditions in the project corridor are consistent with the Herrera Report findings. Meet with WDFW during site visit.
3. Update species and habitat occurrence with current species lists.
4. Prepare a brief technical memorandum documenting the review findings, confirming the report's applicability to the proposed project, and identifying any conditions or limitations on its use in permit applications, as it applies to both SMP and GMA requirements.
5. Incorporate the Herrera Report and validation memorandum into the Shoreline Substantial Development Permit application package and other permit submittals as applicable.
6. Provide QA/QC review of deliverables.
7. Prepare Hydraulic Project Approval (HPA) application and submit it to WDFW.
8. Prepare Joint Aquatic Resource Permit Application (JARPA) and permit exhibits.
9. Prepare Notice of Intent (NOI) with Ecology.

Deliverables:

- Technical Memorandum documenting review and validation of the Herrera Critical Areas Report for use in project permitting (PDF).
- Herrera Critical Areas Report (July 2025) incorporated as a supporting exhibit in permit application packages.

- HPA Application
- JARPA permit application package
- NOI application under Statewide General Construction Stormwater Permit

Task 403 - Shoreline Management Act – Substantial Development Permit Application

Task Description:

The project corridor is located within the Shoreline Management Act (SMA) jurisdictional boundary adjacent to Lake Washington. Proposed improvements, including installation of a new lift station, gravity sewer main, and sewer laterals, will require review and approval under the City of Lake Forest Park Shoreline Master Program (SMP). Restoration of the existing infrastructure footprint within the shoreline jurisdiction is anticipated to be a permitted action under the applicable sections of the Shoreline Management Code. The following scope tasks make up the completion of the Shoreline Substantial Development Permit Application.

Assumptions:

- Environmental work will follow the guidelines and standards identified within the City of Lake Forest Park Shoreline Master Program.
- The proposed project work is anticipated to remain within or immediately adjacent to the existing right-of-way and on private property.
- A pre-application conference with the City will be conducted to confirm submittal requirements and permit pathway prior to application preparation.
- The Beach Drive sewer improvement work will occur shoreward of the Ordinary High-Water Mark (OHWM) and the SMP Shoreline Substantial Development Permit is the anticipated permit pathway; however, project design may only require a Variance or may require a Conditional Use Permit.

Tasks:

1. Conduct a site visit to evaluate the proposed project location and document existing shoreline conditions.
2. Attend a pre-application conference with City planning staff to confirm the required permit pathway and submittal checklist requirements.
3. Prepare the Shoreline Substantial Development Permit Application package, including all required supporting documents as identified in the City SMP Submittal Checklist, including:
    a. Project Narrative describing the proposed improvements and their relationship to shoreline regulations.
    b. Site map showing the project location in relation to the Ordinary High-Water Mark (OHWM) and shoreline setback, including shoreline jurisdictional areas associated with Lyon Creek connected wetlands.
    c. SEPA Checklist (prepared under Task 401).
    d. Critical Areas documentation (prepared under Task 402).
    e. Cultural / Historic Resources Documentation (prepared under Task 404).
    f. Plan Set at applicable design level.

4. Submit the draft Shoreline Substantial Development Permit Application package to the City for review and comment.
5. Revise the application package based on City review comments.
6. Submit the final Shoreline Substantial Development Permit Application package to the City for official submittal.
7. Provide QA/QC review of all application materials. Attend pre-hearing check-in meeting with City prior to Shoreline hearing.
8. Attend Shoreline hearing.

Deliverables:

- Draft Shoreline Substantial Development Permit Application Package for City review (PDF).
- Final Shoreline Substantial Development Permit Application Package for official submittal (PDF).

Task 404 - Cultural Resources

Task Description:

Cultural resource investigation is required as part of the shoreline permit application. Cultural Resource Consultants (CRC) completed a historical and cultural resource investigation and published their findings in January 2026.

Assumptions:

- CRC's (January 2026) report "Cultural Resources Assessment for the Beach Drive Lift Station 30 Percent Design Project, Lake Forest Park, King County, Washington" is applicable to this project and will be used to support environmental permitting.
- CRC coordinated with the Washington State Department of Archaeology and Historic Preservation (DAHP). This review was completed under DAHP Project No. 2025-03-01768.
- Two potential historic properties were identified by CRC (January 2026). Historic Property Inventory Forms were completed for both properties, and it was determined that they are not eligible for listing on the Historic Register.
- This task will be to validate the work completed by CRC and determine if additional cultural review is required.
- It is assumed that the CRC report can be relied on and used to support permit application.
- It is assumed that DAHP coordinated with interested Tribes and that Tribal coordination has been completed. This task will include outreach to Tribes to continue project coordination.
- This Scope of Work does not include completion of a cultural report or any additional investigations.

Tasks:

1. Review CRC report to determine any changes in project elements or footprint based on design completed under this Scope of Work.
2. Prepare letter to interested Tribes providing current project information.

Deliverables:

- Technical Memorandum regarding level of cultural investigation completed in comparison to current project footprint.
- Letter to Tribes

TASK 500 BEACH DRIVE SEWER IMPROVEMENTS **(60% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include finalizing the engineering report, preparing draft technical specifications consistent with the specifications run list prepared in design development phase, and preparing engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station.

Assumptions:

- Skillings will prepare project manual front end bid proposal and contracts, bonding requirements, and insurance requirements for inclusion in the draft 60% specifications. The front-end documents will then be submitted to City Attorney for review and approval.
- A drainage report is assumed not to be required for this project and not included in this scope of work. If it is determined a drainage report is required, this will be extra work and compensation for this extra work will be drawn from the management reserve.

Tasks:

1. Update the Design Documentation File.
2. Prepare final Engineering Design Report.
3. Prepare 60% Pump Station improvement plans, sections and details, 60% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
4. Prepare aesthetic screening design for generator and pump station elements with elevations and 3D sketch/rendering/simulation and 2D poster board.
5. Prepare 60% Plan and Profile design for gravity and force main alignments.
6. Prepare 60% private side sewer relocations and initial restoration plans
7. Develop construction staging and sequencing plan
8. Develop shoring and dewatering plans
9. Review and update risk register
10. Continue 3rd Party utility coordination
11. Complete 2nd drone flight documenting private property site conditions
12. Update Quantity Take-off Notebook.
13. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
14. Prepare 60% Project Manual and technical Specifications.
15. Prepare preliminary TCE
16. Provide coordination with Survey for temporary construction easement requirements and onsite staking of proposed side sewer alignment.
17. Provide QA/QC of the 60% Plans, Specifications, and Estimates documents.
18. Submit 60% PS&E to City for Review

19. Submit Engineering Report to Ecology for review

Deliverables:

- 60% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 60% Specifications submitted in electronic pdf format
- One set of 60% Specifications mailed to remote office location
- 60% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Final engineering design report submitted in electronic pdf format.
- Comment matrix

TASK 600 BEACH DRIVE SEWER IMPROVEMENTS **(90% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 60% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing the review response matrix addressing city review comments from the 60% design effort.

Assumptions:

- The City has reviewed the 60% submittal and provided comments which will be incorporated into the 90% Plans, Specifications, and Estimates.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 90% Pump Station improvement plans, sections and details, 90% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Address and respond to DOE review comments for Engineering report
6. Prepare 90% Project Manual and technical Specifications Include specifications provided by Geotech subconsultant.
7. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 90% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
8. Develop shoring and dewatering plans
9. Develop construction staging and sequencing plan
10. Continue 3rd Party Utility Coordination
11. Update Quantity Take-off Notebook.
12. Prepare 90% Engineer's Estimate of Probable Cost to Construct.

13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 90% Plans, Specifications, and Estimates documents.
15. Submit 90% Plans, Specifications, and Estimates to City for review
16. Submit Final Engineering Report to Ecology

Deliverables:

- 90% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 90% Specifications submitted in electronic pdf format
- One set of 90% Specifications mailed to remote office location
- 90% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Comment matrix

TASK 700 BEACH DRIVE FINAL DESIGN (100% DESIGN PLANS)

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 90% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 90% design effort.

Assumptions:

- The City has reviewed and provided comments on the 90% submittal. Comments received from the City will be incorporated into the final submittal.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 100% Pump Station improvement plans, sections and details, 100% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Prepare 100% specifications Include specifications provided by Geotech subconsultant.
6. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 100% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
7. Develop shoring and dewatering plans
8. Develop construction staging and sequencing plan
9. Continue 3rd Party Utility Coordination
10. Update Quantity Take-off Notebook.
11. Prepare 100% Engineer's Estimate of Probable Cost to Construct

12. Conduct 3rd Drone Flight to document current conditions on private property
13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 100% Plans, Specifications, and Estimates documents.
15. Submit 100% Plans, Specifications, and Estimates to City for review
16. Submit 100% Plans, Specifications, and Estimates to Ecology for review and approval

Deliverables:

- Final PS&E for the Beach Drive Pump Station, Force main, gravity line and side sewers (two paper 11" x 17" copy, two full size 22x34, and one PDF electronic copy). One paper copy of deliverables set to City and one copy set to remote office locations.
- Final Engineer's Estimate of Probable Cost to Construct. (two paper copies, one PDF electronic copy)
- Review Response Matrix, electronic pdf format
- AutoCAD Civil 3D 2025 DWG files of completed Final Improvement Plans.
- Comment matrix

TASK 800 BEACH DRIVE SEWER IMPROVEMENTS BID DOCUMENTS **(RFC)**

Task Description:

This task is the final progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 100% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 100% design effort. The RFC phase will culminate in stamped and signed Plans, Specifications, and Estimates package ready for bid advertisement and award.

Assumptions:

- The City has reviewed the 100% submittal and provided comments which will be incorporated into the RFC Plans, Specifications, and Estimates.
- The City has received approval from Ecology for construction of the proposed improvements.

Tasks:

1. Prepare RFC Plans, profiles and details for the proposed Lift Station, gravity sewer main including converting existing pump stations to manholes, side sewers, and forcemain improvement plans. Incorporate City's review comments. Finalize required telemetry and coordinate final design with the electrical subconsultant including electrical service, controls and emergency generator.
2. Update Quantity Take-off
3. Prepare RFC Engineer's Estimate of Probable Cost to Construct
4. Prepare RFC Project Specifications
5. Provide QA/QC of the RFC PS&E documents.
6. Stamp and Sign RFC documents
7. Prepare E-transmit of DWG AutoCAD files for all improvement plans.
8. Prepare Design Closeout Documentation and file maintenance.

Deliverables:

- RFC documents for the Beach Drive Lift station provided in electronic pdf format.

- RFC documents for the Beach Drive gravity sewer, forcemain, and side sewer plans and specifications in electronic pdf format.
- Review Response Matrix, electronic pdf format

TASK 900 ELECTRICAL ENGINEERING COORDINATION

Task Description

This task includes review and inclusion of electrical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates and Ready for Construction documents. Electrical subconsultant scope of work is included in Appendix A.

Assumptions:

- This work will be provided by Hultz/BHU

Tasks:

- See Appendix A for Electrical Subconsultant tasks and deliverables including emergency generator plans and details.

TASK 1000 GEOTECHNICAL ENGINEERING COORDINATION

Task Description:

This task includes review and inclusion of Geotechnical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. This work will Include 2 additional monitoring wells at the southerly and northerly project limits and include groundwater sampling and testing throughout the design phase of the project to determine if any contaminants are present that will need mitigation during dewatering activities during construction phase. A report will be prepared to support environmental permitting efforts discussed in Tasks 400. Geotechnical subconsultant scope of work Is included in Appendix B.

Assumptions:

- This work will be provided by HWA Geosciences

Tasks:

- See Appendix B for Geotechnical Subconsultant tasks and deliverables.

TASK 1100 RIGHT OF WAY COORDINATION

Task Description:

This task includes review and inclusion of Right of way deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. Right of Way subconsultant scope of work
Is included in Appendix C.

Assumptions:

- This work will be provided by Commonstreet Consultants

Tasks:

See Appendix C for Right of Way Subconsultant tasks and deliverables.

TASK 1200	COMMUNITY INVOLVEMENT

Task Description:

Skillings will support City staff to engage the residents along Beach Drive in Community open forums and individual on-site meetings. This task includes individual meetings with the 5 residents requiring side sewer rerouting and the Lake Forest Park Civic Club representatives. Further, we anticipate the need for 3 open house meetings with the remaining 21 residents to the north of the project limits to coordinate roadway access, contractor staging, and convey project details and timeline information. The purpose of these meetings is to maintain open dialogue to better understand the neighborhood concerns and means and methods to address their concerns in the Plans, Specifications, and Estimates.

Assumptions:

- City staff will coordinate the open house meetings including scheduling and venue selection.
- The City will lead these meetings and Skillings will be a technical resource.
- Skillings will prepare exhibits and handouts for the open house meetings.
- Skillings will prepare individual exhibits, and restoration plans for Lakefront Park, Civic Club, and 5 residential lots receiving side sewer re-routing.
- Skillings will prepare handouts to share with the remaining 21 homes north of the project limits.

Tasks:

1. Attend 3 open house community meetings
2. Prepare exhibits and handouts to support communication and dialogue during the open house events.
3. Attend 6 on-site meetings with residents and Civic Club impacted by side sewer re-routing.
4. Attend up to 3 open house meetings with the 21 residents and commercial properties with roadway access impacts.

Deliverables:

- Two 24 x 36 exhibits for each open house meeting, mounted on form-core boards for public viewing.
- 25 tri-fold handouts for each open house meeting
- 11x17 plan and profile of new side sewer alignment and restoration plan to share with each of the 5 homeowners.

END SCOPE OF WORK

Prepared by: Robin Nelson, P.E. July 29, 2026

Reviewed by: Thomas E. Skillings, P.E. July 29, 2026

Exhibit B

NEGOTIATED HOURLY RATE (NHR):						
Classification	Man Hours	x	Rate	=	Cost	
PRINCIPAL-IN-CHARGE	232	x	$335.00	=	$77,720.00	
SENIOR PROJECT MANAGER	752	x	$286.00	=	$215,072.00	
SENIOR PROJECT ENGINEER	399	x	$297.00	=	$118,503.00	
ENGINEER	1131	x	$198.00	=	$223,938.00	
ENVIRONMENTAL MANAGER	66	x	$309.00	=	$20,394.00	
PROJECT SCIENTIST	279	x	$126.00	=	$35,154.00	
COMMUNICATIONS SPECIALIST	24	x	$194.00	=	$4,656.00	
PROFESSIONAL LAND SURVEYOR	35	x	$217.00	=	$7,595.00	
PROJECT SURVEYOR	105	x	$155.00	=	$16,275.00	
SURVEY PARTY CHIEF	8	x	$136.00	=	$1,088.00	
2 MAN SURVEY CREW	120	x	$235.00	=	$28,200.00	
SURVEY TECHNICIAN	76	x	$132.00	=	$10,032.00	
INSPECTOR	0	x	$182.00	=	$0.00	
PROJECT ADMINISTRATOR	16	x	$171.00	=	$2,736.00	
Total Hours =	3243				**Total NHR =**	$761,363.00

REIMBURSABLES:						
Vendor APS	$20,000.00	+	15%	=	$23,000.00	
Mileage	3300	x	$0.760	=	$2,508.00	
Miscellaneous Expenses	$5,325.50	x	0%	=	$5,325.50	
					Total Expenses=	$30,833.50

SUBCONSULTANT COST (See Exhibit E):						
Geotechnical	$124,341.00	x	15%	=	$142,992.15	
Electrical - Hultz/BHU	$34,661.00	x	15%	=	$39,860.15	
ROW Commonstreet	$49,398.50	x	15%	=	$56,808.28	
					Total Subconsultants =	$239,660.58

SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):						
					Sub Total =	$1,031,857.08

MANAGEMENT RESERVE FUND:						
SUB TOTAL =	$1,031,857.08	x	10%	=	**MRF =**	$103,185.71

GRAND TOTAL						
					GRAND TOTAL =	**$1,135,043**

PREPARED BY: Robn Nelson, P.E. **DATE:** Revised 7/22/2026

REVIEWED BY: Tom Skillings, P.E. **DATE:** Revised 7/22/2026

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			$0.00
2	Auto Rental	Each			$0.00
3	Lodging	Day	0	$273.80	$0.00
4	Per Diem-Meal	Day	22	$92.00	$2,024.00
5	Photocopies - Blk & White	Each	1500	$0.10	$150.00
6	Photocopies - Color	Each	450	$0.35	$157.50
7	Half Sized Prints	Each	500	$0.50	$250.00
8	Full Sized Prints	Each	24	$6.00	$144.00
9	Postage	Month			$0.00
10	Shipping	Remote Office in Nevada	3	$100.00	$300.00
11	FAXs	Each			$0.00
12	Miscellaneous Project Costs	Month	18	$100.00	$1,800.00
13	Miscellaneous Survey Costs	Estimated	1	$500.00	$500.00
14	InRoads Software	Month-No of years		$950.00	$0.00
		Total Miscellaneous Expenses			**$5,325.50**
15	Utility Locate (APS)	Estimated	1	$20,000.00	$20,000.00
	Mileage (22 trips)	Per Mile	3300	0.760	$2,508.00
		Total Expenses			**$27,833.50**

Assumptions					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles	102trips @ 150 mi/trip		
4	Lodging				
5	Per Diem-Meal				
6	Photocopies - Blk & White	Estimated Specifications	300 pages per manual x 5		
7	Photocopies - Colored	Estimated Engineering Report	150 pages x 3		
8	Half Sized Prints		2 sets		
9	Full Sized Prints		2 sets		
10	Postage	Estimated to Remote Office in Nevada			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Robin Nelson, P.E.		Date: Revised July 2, 2026			

26024 CITY OF LAKE FOREST PARK BEACH DRIVE SEWER IMPROVMENTS				PRINCIPAL-IN-CHARGE	SENIOR PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENVIRONMENTAL MANAGER	PROJECT SCIENTIST	COMMUNICATIONS SPECIALIST	PROFESSIONAL LAND SURVEYOR	PROJECT SURVEYOR	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	SURVEY TECHNICIAN	INSPECTOR	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION	START DATE	END DATE														
100	PROJECT MANAGMENT	6/1/2026	5/31/2027														
101	Biweekly Progress Meetings (32 @ 1.5 hr/ea)			48	48	48											
102	Milestone Plan Review Meetings (3 @ 6 hrs/ea)				18	18											
103	Attend 3 City Council Meetings (3@ 6 hours/ea)				18												
104	Internal Design Team Meetings (64 @ 1 hr/ea)			32	64	64	64										
105	Monthly Invoicing and Progress Report (16 @ 1 hr/ea)				16												16
106	Subconsultant Coordination and Management				32												
107	Prepare PMP			4	24		32										
108	Schedule Updates				8												
109	Preparing meeting agendas and minutes				114												
110	Project Management & Oversight (Risk Register, Descision Matrix, and Communication Documentation.)				88												
111	Change Management and Documentation				40												
112	QA/QC Project Management Deliverables			40													
200	TOPOGRAPHIC SURVEY AND MAPPING	6/1/2026	6/30/2026														
201	Review Title Reports for Boundary Determinations										2	10					
202	Research Existing survey control and records map										1	5					
203	Field survey to locate and establish survey control													10			
204	Field topographic survey of Beach Drive and pot-holed utilities													20			
205	Field topographic survey of private sidesewers and Civic Center													40			
206	Install foundation settlement monitoring control on private residences													10			

207	Aerial Drone Survey of Private Residiences (1st flight)						8								12		
208	Process field data and develop C3D base mapping											40			40		
209	Prepare legal descriptions and exhibits for TCEs										12	16					
210	Stake TCE's in the field											16		40			
211	QA/QC Deliverables										8						
300	DESIGN DEVELOPMENT	6/1/2026	9/30/2026														
301	Coordinate and Manage Vendor Potholing for Existing Utilities				1	4	8										
302	Create C3D mapping of existing utilities				1	4	40										
303	Research and review utility mapping (documents provided by others) Along with Utility coordination					4	24										
304	Review existing documentation provided by City including Options Analysis and Pre-design report prepared by others.				8	8	8										
305	Prepare Risk Assessment and Risk register			4	4	4											
306	Prepare Design Decision Matrix				2												
307	Validate 30% Design provided by others, Prepare draft Final Engineering Report				4	2	40										
308	Prepare Side sewer relocation plans including homeowner meetings					4	40										
309	Update 30% Plans					2	32										
310	Research and discuss HDD means and methods with contractors and update risk register			2	4	4	4										
311	Prepare Quantity Take-off Notebook					1	2										
312	Update 30% Opinion of Probable Cost					1	8										
313	Develop Specification Run List (CSI Format)				1	4											
314	QC all deliverables			16	16												
400	ENVIRONMENTAL PERMITTING	6/1/2026	9/30/2026														
401	SEPA							4	40								
402	Critical Area Review				1		16	16	90								
403	Shorelines Management Permitting				9			44	140								
404	Cultural Resources							2	9								
500	60% PS&E SUBMITTAL	10/1/2026	11/30/2026														
501	Update Design Documentation File					4	8										
502	Finalize Engineering Report				8	8	24										

503	Prepare 60% PS&E Plans for Lift Station					8	32										
504	Prepare 60% PS&E for Gravity sewer and sidesewers					2	24										
505	60% side sewer relocation plan and profiles and Develop preliminary landscaping restoration plans					2	40										
506	Develop Construction Sequencing and Staging Plans				2	4	12										
507	Develop Shoring and Dewatering Plan and details				4	8	40										
508	Review and Update Risk Register				8	8	4										
509	Continue 3rd party utility coordination					2	8										
510	Conduct 2nd Drone Flight to document current conditions on private property						8								12		
511	Update quantity takeoffs				2	8	32										
512	Update Opinion of Probable Cost for 60% submittal						8										
513	Prepare 60% Specifications				4	8	24										
514	Coordination with survey and review draft TCEs				2												
515	QA/QC all deliverables and address internal comments			24	4	8	16										
516	Submit 60% PS&E Submittal to City for Review				1		2										
517	Submit Engineering Report to Ecology for Review and Approval				1		1										
	90% PS&E SUBMITTAL	12/1/2026	1/31/2027														
601	Update review and response matrix					2	12										
602	Prepare 90% PS&E Plans for Lift Station, gravity sewer main & sidesewers					4	40										
603	Develop preliminary landscaping restoration plans				1	4	16										
604	Review and Update Risk Register				4	4	4										
605	Address Ecology review comments on Engineering Report					4	40										
606	Prepare 90% specifications				8	8	40										
607	Include 90% Electrical Power and Emergency Generator Plans and SCADA plans						2										
608	Develop Shoring and Dewatering Plan and details				4	4	12										
609	Update Construction Sequencing and Staging Plans				2	4	8										
610	Continue 3rd party utility coordination					2	8										
611	Prepare finalize exhibits for sidesewer relocations						8										

612	Update quantity takeoffs						4										
613	Update Opinion of Probable Cost for 90% submittal					1	4										
614	Coordination with survey and review final TCEs				2							2					
615	QA/QC all deliverables and address internal comments			24	2	4	24										
616	Submit 90% PS&E Submittal to City for Review				1		1										
617	Submit Final Engineering Report to Ecology for Review and Approval				1		1										
700	100% PS&E SUBMITTAL	2/1/2027	3/31/2027														
701	Update review and response matrix			1	1	2	12										
702	Prepare 100% PS&E Plans for Lift Station, gravity sewer main & sidesewers			1	2	8	32										
703	Develop Final landscaping restoration plans				1	4	12										
704	Review and Update Risk Register				2	2	2										
705	Prepare 100% specifications					4	32										
706	Include 100% Electrical Power and Emergency Generator Plans and SCADA plans					2	8										
707	Develop Shoring and Dewatering Plan and details				1	2	8										
708	Update Construction Sequencing and Staging Plans				2	8	8										
709	Continue 3rd party utility coordination					2	8										
710	Prepare final exhibits for 5 Private sidesewer relocations & Civic Center					4	24										
711	Update quantity takeoffs				1	2	8										
712	Update Opinion of Probable Cost for 100% submittal				1	2	8										
713	Conduct final drone flight to document current conditions on Private Property				1		8						8		12		
714	Final TCEs				2	4					12	16					
715	QA/QC all deliverables			24	2	24	24										
716	Submit 100% PS&E Submittal to City for Review				2												
717	Submit 100% Plans and Specifications to Ecology for Review and Approval				2												
800	READY FOR CONSTRUCTION (RFC) SUBMITTAL	4/1/2027	5/31/2027														
801	Prepare RFC documents incorporating review comments from the 100% PS&E.					2	24										

802	Update quantity takeoffs						4										
803	Update Opinion of Probable Cost for RFC submittal				1	2	8										
804	Prepare RFC Specifications				1	2	8										
805	QA/QC RFC submittal				1	2	4										
806	Stamp and Sign RFC Plans and Specifications				4												
807	Prepare E-transmittal for CAD files and Specifications						4										
808	Design Closeout Documentation				2		4										
900	ELECTRICAL ENGINEERING COORDINATION	5/1/2026	3/31/2027														
901	Review, Coordination, and Inclusion of Electrical subs deliveriables				8		8										
902	QA/QC of subconsultant deliverables			4	8												
1000	GEOTECHNICAL ENGINEERING COORDINATION	6/1/2026	11/30/2026														
1001	Review, Coordination, and Inclusion of Electrical subs deliveriables				20		8										
1002	QA/QC of subconsultant deliverables			8	12												
1100	RIGHT OF WAY COORDINATION	6/1/2026	4/1/2027														
1101	Review, Coordination, and Inclusion of Electrical subs deliveriables				12		8										
1102	QA/QC of subconsultant deliverables				8												
1200	COMMUNITY INVOLVEMENT	6/1/2026	5/31/2027														
1201	Attend Community Meetings (3 @ 6hrs/ea)				18	18											
1202	Prepare Exhibits for 5 Private Property & Civic Center Sidesewer Relocation and Restoration				1	2	24			24							
1203	Attend 5 meetings with Private Homeowners and 1 meeting with Civic Center (6 mtgs @ 6 hrs/ea)				36												
1204	Allow for 3 open house meetings with individual 21 affected homeowners along Beach Drive for informational and educational project engagement.				18	18											
	HOURS PER DISCIPLINE			232	752	399	1131	66	279	24	35	105	8	120	76	0	16

APPENDIX A

HULTZ BHU
engineers inc

July 27, 2026

Skillings
5016 Lacey Boulevard SE
Lacey, WA 98503

Attention: Robin Nelson

Subject: **City of Lake Forest Park – Sewer Improvements**
Engineering Services Proposal - Design (REV 3)

Dear Robin:

Thank you for this opportunity to submit our proposal for electrical engineering services for this project.

Project Description

The project replaces two existing lift stations with a single lift station, installs a new gravity sewer pipeline to serve private residences and two community parks, and new sewer laterals for seven impacted properties. The two existing lift stations will be abandoned in place. A previously prepared 30% design plans reflect this scope of the project.

Scope of Services

General: Our scope of work is for the electrical power systems and pump controls, including a natural gas fired generator.

Design Phase: Provide electrical engineering, design, drawings, and technical specifications for our scope. Work includes:

- Electrical load calculations and conductor/raceway sizing.
- Electrical design drawings, with one line diagram, panel schedules, and equipment connections.
- Attending online meetings to review/coordinate the design.
- Coordination with local electrical utility for power service.
- Stainless steel enclosure for pump starters and controls.
- On-site gas fired generator and automatic transfer switch.
- Pump controls and sequencing.
- Progress submittals (60%, 90%, Construction Set).
- SCADA.
- Specifications.
- Cost Estimates (60%, 90%, Construction Set).

Bid and Construction Phases: See separate proposal.

Proposed Fee

We propose to provide our services on a lump sum fee basis for:

60% Design	$ 15,313
90% and 100% Design	$ 19,348
Total	$ 34,661

2026 Hourly rates for any hourly work: Principal $250/hr; Associate Principal $225/hr; Senior Engineer $180/hr; Senior Project Manager $170/hr; Project Engineer $165/hr; Project Manager $150/hr; Senior Designer $130/hr; Project Designer $120/hr; CAD Technician $110/hr; Clerical $75/hr. We assume an additional 4% for any additional services provided in 2027, and 7.5% for services provided in 2028

Assumptions/Qualifiers

1. If there are Owner standards we are to adhere to, those will be provided to us prior to the start of our design.
2. No utility locates are included in our scope.
3. No structural engineering or design of seismic anchorage is included in our scope (these can be specified as bidder designed where not covered by the structural engineer or others).
4. We assume that the Owner (and other interested parties) will review our progress submittal and final design documents to confirm their design intent is being met.
5. Meetings will be the virtual type.
6. Project will not be bid until all permit comments have been resolved.
7. SCADA programming and shop drawings will be by the contractor.
8. If we are not retained for construction phase services (submittal reviews, responding to questions, site visits, etc.) claims shall be waived to the extent they could have been avoided had we provided such services.

We appreciate this opportunity to work with you.

Sincerely,
Hultz|BHU Engineers Inc.

Rick Hultz
Principal

APPENDIX B

HWA GeoSciences Inc.
DBE/MWBE

July 31, 2026
HWA Project No. 2026-058-21

Skillings
5016 Lacey Boulevard Southeast
Lacey, Washington 98503

Attn: **Robin Nelson, P.E.**

Subject: **GEOTECHNICAL ENGINEERING, HYDROGEOLOGICAL, AND GEOENVIRONMENTAL DESIGN SERVICES**
Lift Station & Sewer Improvements Project
Beach Drive Southeast
Lake Forest Park, Washington

Dear Robin,

Thank you for the opportunity to present this proposal from HWA GeoSciences Inc. (HWA) to provide geotechnical engineering, hydrogeological, and geoenvironmental services for the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Our proposed scope of work is presented below.

PROJECT BACKGROUND

Our understanding is that the City of Lake Forest Park (the City) has requested a scope and fee for the final design of a new lift station and sewer improvements that are anticipated to extend from approximately 17337 to 17364 Beach Drive SE. The City previously completed an alternatives analysis and developed a 30% design for a potential trenchless alternative that was provided to our team after the project was awarded. This included a 30% design geotechnical report prepared by Ciani & Hatch Engineering (CHE). HWA has also performed work in the area to support the ongoing design of the Lakefront Park project with the City.

Based on the available geotechnical information, the site soils are anticipated to consist of approximately 30 feet of soft / loose alluvial soils overlying dense / hard glacially consolidated soils. Groundwater is anticipated to be encountered at about 5 to 8 feet below the ground surface. The project alignment is mapped as being within a seismic hazard zone, and it is in close proximity to Lake Washington and Lyon Creek. It is also in relative proximity to a property listed by the Washington State Department of Ecology (Ecology) as a cleanup site where drycleaning solvents were released to soil and groundwater.

Based on the information available and our understanding of the project, we propose the following scope of services to support developing the site design:

PROJECT MANAGEMENT

- ***Project Setup***
- ***Project Coordination Meetings:*** HWA will attend up to four (4) virtual meetings with the City and/or the design team to coordinate work, or to discuss our findings. This is anticipated to include one (1) kickoff meeting and up to three (3) design meetings, each lasting up to 1 hour.
- ***Project and Contract Management:*** HWA will prepare monthly invoices, and progress reports throughout the duration of the project, which we anticipate to be twelve (12) months. We will correspond with the design team in the form of emails, and telephone calls, as necessary. We will provide project management for our services, and we will coordinate with and manage all our subcontractors.

GEOTECHNICAL SERVICES

Existing geotechnical borings are shown on the attached markup of the 30% submittal provided to our team. Previous borings are located at about STA -100, STA 200, and STA 400. We propose an additional boring to collect additional subsurface information at the northeast end of the proposed alignment, at about STA 650. We propose the following set of geotechnical services to support the project:

Geotechnical Fieldwork:

- ***Plan and Coordinate Subsurface Exploration Program:*** HWA will plan and coordinate the geotechnical exploration program for the project that will include advancing one additional geotechnical boring at the northeast end of the proposed alignment. This boring will be advanced to approximately 50 feet below the ground surface to support development of geotechnical recommendations.
- ***Site Reconnaissance and Utility Locates***: HWA will conduct a reconnaissance of the project site to identify site access challenges and to mark exploration locations prior to notifying the one-call utility service. An additional site visit will be performed to verify that the proposed exploration location is clear of utilities prior to mobilizing our equipment.
- ***Generate Geotechnical Subsurface Exploration Plan (SEP):*** HWA will prepare a geotechnical SEP for the proposed work that will detail the type, location, and extent of proposed field exploration along with logistics necessary to perform the work such as traffic control plans and staging areas. The SEP will be submitted to the City for review and approval. We assume any required permits or rights of entry will be acquired by others at no cost to HWA.
- ***Conduct Geotechnical Borings:*** A truck- or track-mounted drill rig equipped with hollow-stem auger and/or mud rotary tooling will be used to advance an additional geotechnical boring at the site. The boring will be drilled by a licensed geotechnical/well

driller under subcontract to HWA and monitored under the full-time observation of an HWA representative. The boring will be completed as a permanent groundwater monitoring well that can be used for pump testing and as an observation well during construction.

- ***Generate Exploration Logs and Assign Laboratory Testing:*** Samples retrieved from our exploration will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Testing will evaluate moisture contents, grain-size distributions, and/or Atterberg limits. Soil and laboratory test information will be presented in a summary log that will be generated upon completion of our exploration program.

Geotechnical Engineering and Analysis:

- ***Review Available Geotechnical Information***: Upon notice to proceed, HWA will review available geotechnical information from the previous report prepared by CHE during the 30% design. We will prepare a memorandum to document our concurrence, or note any non-concurrence, with CHE's geotechnical recommendations and to compile existing information from other projects, such as the Lakefront Park project.
- ***Evaluate Geologic and Seismic Hazards:*** The site is mapped as a seismic hazard on the City's critical hazard map; HWA will either concur with existing assessments or evaluate the site for nearby faults or other geologic hazards, and provide a qualitative assessment of their potential impacts to the project.
- ***Generate Seismic Design Parameters***: Based on the geologic information obtained from our field exploration program in the vicinity of the improvements, HWA will either concur with CHE's previously recommended parameters or determine the Site Class for seismic design and generate seismic design parameters. We assume that if updates to seismic parameters are required, they will be based on procedures outlined in ASCE 7-22 to comply with forthcoming building code updates for Washington State, anticipated at the end of 2026.
- ***Evaluate Liquefaction and Lateral Spreading Potential:*** HWA will either concur with CHE's liquefaction and lateral spreading assessments or evaluate the susceptibility of the subsurface soils to liquefaction and assess the potential impacts to the proposed improvements.
- ***Develop Recommendations for Temporary Shoring:*** HWA will either concur with CHE's recommendations or develop new recommendations for pipe installation including trench shoring, suitability of in situ soil for trench support, and trench dewatering considerations.
- ***Develop Buoyancy and Lateral Earth Pressures Recommendations:*** HWA will either concur with CHE's recommendations for buoyancy and lateral earth pressures or develop new recommendations.

- ***Develop Recommendations for Trenchless Construction:*** HWA will either concur with CHE's trenchless construction recommendations or develop new recommendations.
- ***Develop Considerations for General Earthwork and Construction:*** HWA will evaluate the site conditions and provide general considerations or recommendations regarding earthwork and construction for the site including recommendations for pipe bedding and backfill and suitability of in situ soil for reuse.

Reporting:

- ***HWA QA/QC:*** HWA will have all design calculations and geotechnical recommendations reviewed by a senior principal prior to distribution to the design team or the City.
- ***Draft Geotechnical Engineering Report:*** HWA will prepare a draft geotechnical report to support 60% design. This report will present the results of our field explorations and include:
    - A description of the geotechnical site exploration program.
    - The logs of the site investigations, including any existing subsurface geotechnical data and the results of any field tests conducted.
    - A description of all laboratory tests conducted and the test results.
    - A description of the geologic and seismic setting.
    - A site plan showing exploration and groundwater monitoring well locations.
    - Engineering recommendations for construction of the proposed improvements.
- ***Respond to Review Comments:*** HWA will respond to review comments in the form of emails to the design team.
- ***Final Geotechnical Engineering Report:*** The report will be finalized at the 90% design milestone after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.

Geotechnical Deliverables:

- Existing Data Review Memorandum (PDF)
- Geotechnical Subsurface Exploration Plan (PDF)
- Draft Geotechnical Engineering Report (PDF)
- Final Geotechnical Engineering Report (PDF)

GEOPHYSICAL SURVEY

We understand that trenchless construction is anticipated to be preferred at this site and horizontal directional drilling (HDD) is likely to be the preferred method. HDD is typically well suited for clays and sands; however, as the drill head advances it can be deflected off of contacts with dense material, such as the glacially consolidated soils along the alignment that were noted to be near the bottom of the currently proposed pipe invert.

Geophysical surveys are a non-invasive and cost-effective means to map subsurface geological structures and contacts. This would be useful for evaluating the depth of the contact with the glacial soils along the entire project alignment, which would help reduce uncertainty with selecting and planning for trenchless construction and shoring design at the manholes and the lift station. Geophysical data can also be used to support seismic design. We recommend the City consider including a geophysical survey as part of the scope of work and propose the following set of services to support the project:

Geophysical Study Fieldwork:

- ***Plan and Coordinate Geophysical Survey:*** HWA will plan and coordinate a geophysical survey along the approximately 600 foot alignment to estimate depth to dense material. We assume that a two-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Conduct Geophysical Survey:*** The combined MAM (Microtremor Array Measurements) and MASW (Multichannel Analysis of Surface Waves) method evaluates ground stiffness by measuring shear-wave velocity (Vs) of the subsurface. The purpose of the survey is to collect shear wave velocity measurements at several locations along the project alignment and identify any distinct changes in geologic conditions and/or subsurface stratigraphy (i.e., depth to dense soils or bedrock) and highlight areas of interest for conducting geotechnical explorations.

  Passive and active data collection methods are used in combination for the geophysical survey. Passive methods utilize vibrations induced by ordinary activity such as passing vehicles; active methods rely on inducing a shear wave at a known point and time, such as hitting a plate at the ground surface with a mallet or hammer. The array geometry including geophone spacing will be determined by a field representative from HWA experienced with geophysical surveys.

Reporting:

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** Data collected during the geophysical survey will be processed to obtain a shear wave velocity model for each array location along the alignment. The individual one-dimensional shear wave velocity profiles generated from each array

location will then be used to construct the final two-dimensional shear wave velocity cross section for stratigraphic interpretation. Results of the geophysical survey will be provided in the geotechnical report.

Geophysical Survey Deliverables:

- Geologic Cross Section and Shear Wave Velocity Data

HYDROGEOLOGICAL SERVICES

Based on the depth of the groundwater table and the proximity to Lake Washington, dewatering is anticipated to be a significant component of construction. We propose the following set of hydrogeological services to support the project:

Well and Aquifer Testing

- ***Plan and Coordinate Pump Testing:*** HWA will plan and coordinate single-well pump tests for up to three monitoring wells on Beach Drive to estimate potential dewatering rates. We assume that up to a three-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Pump Testing:*** HWA will set up and monitor datalogging pressure transducers to collect baseline water levels in pumping wells for at least 24 hours prior to testing, including barometric and temperature effects. HWA will then set up and monitor a variable rate step test for up to 4-hours to ascertain desired pumping rates for a subsequent constant-rate aquifer pumping test for up to 4-hours (and 24-hour recovery test) similar to State of Washington standards for drinking water well testing (173-160 WAC). Pumping tests may be at least one day apart to allow for aquifer recovery.

  We anticipate that an in-house 2 inch well pump that can pump at a maximum rate of 5 gallons per minute may be sufficient for this work, however, a more powerful suction pump system may be rented if necessary. Large diameter wells and specialty pumps provided by a pumping subcontractor would be required to evaluate high rates and are not part of this scope. We have assumed that groundwater discharged from the tests will be relatively clean and can be discharged into the local storm system or vegetated areas.

Reporting:

- ***Pump Testing Analysis:*** HWA will perform analysis of testing data to estimate aquifer parameters including hydraulic conductivity and transmissivity using applicable analytical approaches.
- ***Preliminary Dewatering Analysis:*** HWA will perform analysis of testing data to estimate dewatering rates for approximately 650 feet of trench along Beach Drive SE. Dewatering rates will assume the use of sheet piles within excavations and will be for the excavation

depths specified at the time of the analysis. Additional analysis for different alignments, depths, or different trench conditions will require additional effort. Results of this analysis are intended to be used by the design team and the City for planning purposes only and should not be provided to the Contractor. Dewatering design is the responsibility of the contractor.

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal hydrogeologist or engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** HWA will develop a final dewatering memorandum for internal use by the City for the purpose of estimating dewatering rates and costs and preparing the construction specifications. Pump testing results with estimated hydraulic conductivities will be provided as an appendix to the geotechnical report, which will also include general dewatering recommendations.

Hydrogeological Services Deliverables:

- Pump Testing Results as Appendix in Geotechnical Report (PDF)
- Final Internal Dewatering Memo (PDF)

GEOENVIRONMENTAL SERVICES

As mentioned above, an Ecology-listed cleanup site (Cleanup ID 396) is located near the project footprint, roughly 400 feet to the west. Documents available via Ecology's cleanup site database indicate that releases of tetrachloroethene (PCE) and trichloroethene (TCE) to shallow groundwater took place at that site between 1964 and 1989. Cleanup and monitoring efforts at the site were ongoing as of 2025. Due to the current project's proximity to that site and up- or cross-gradient location, there is a concern that the contaminant plume could have reached the project footprint, or could be pulled into it by project dewatering efforts. We propose the following set of geoenvironmental services to support the project:

Geoenvironmental Fieldwork:

- ***Additional Well Installation and Environmental Screening/Sampling:*** HWA will oversee a supplemental exploration program for the project that will include advancing one additional soil boring at the west-southwest end of the proposed alignment. This boring will be advanced to approximately 20-30 feet below the ground surface and completed as a resource protection well for the purpose of groundwater sampling. Soil samples will be collected every 2.5 feet and field-screened using a photo-ionization detector (PID) and standard observational techniques. Selected samples will be collected into laboratory-provided glassware for analysis. Sampling equipment will be decontaminated between each sample collected from this boring. The boring will

otherwise be conducted in the same manner and during the same driller and consultant deployment as the geotechnical boring described above.

- ***Groundwater Sampling:*** No sooner than 48 hours after drilling, HWA will collect groundwater samples using low-flow sampling techniques from each of the two new and two existing wells on site. Groundwater field parameters (conductivity, pH, temperature, dissolved oxygen and oxidation-reduction potential) will be recorded during purging. The sampler will wear a clean pair of disposable gloves for each new sample and record any notable observations. All groundwater samples will be analyzed for volatile organic compounds (VOCs) by EPA Method 8260D.

Reporting:

- ***Draft Groundwater Sampling Memorandum:*** HWA will prepare a draft memorandum summarizing the results of the initial drilling, soil sampling, and groundwater sampling investigation. This report will present the results of our field explorations and include:
  - A description of the site exploration program.
  - Boring logs, with observations (if any) of contamination.
  - A description of the geologic and hydrogeologic setting.
  - A site plan showing exploration and groundwater monitoring well locations.
  - A description of all laboratory tests conducted and the test results.
  - Discussion of construction wastewater disposal implications.
- ***Final Groundwater Sampling Memorandum:*** The memorandum will be finalized after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.
- ***Environmental Construction Specifications:*** HWA will provide drop-in specifications for an approach to be followed by the project contractor to monitor for groundwater contaminant migration during dewatering and (if necessary) appropriately manage construction wastewater flows.

Geoenvironmental Deliverables:

- Draft Groundwater Sampling Memorandum (PDF)
- Final Groundwater Sampling Memorandum (PDF)
- Environmental Construction Specifications (PDF)

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for HWA's geotechnical engineering and hydrogeological services:

- All exploration locations will be within the City's rights-of-way or property for which rights of entry have been previously secured. All required permits will be provided by others at no cost to HWA.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of our boring. Vacuum extraction of the upper portion of our boring is not included.
- Field explorations for geotechnical borings, geophysical surveys, and/or pump testing can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day.
- Traffic control will be required for drilling. Geophysics and pump testing will not require traffic control.
- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- Discharge from pump testing may be directed to nearby storm drains or into vegetated areas, as appropriate.
- Flow rates provided in the Internal Dewatering Memorandum will be valid for the trench geometries/lengths defined in the document. Such rates are not applicable to trench lengths/depths of other sizes (i.e., rates provided for a 50-foot-long open trench are not twice the expected rates for a 25-foot-long open trench).
- Only one round of review of the Geotechnical Engineering Report will be required.
- Following delivery of the draft report, all soil samples will be disposed of, unless otherwise mutually agreed upon. Long-term storage of soil samples by HWA is not included.

CLIENT RESPONSIBILITIES

1. Provide access to the site to perform site reconnaissance, utility locates, field work, and groundwater monitoring.
2. Provide necessary permits and rights of entry at no cost to HWA.

July 31, 2026
HWA Project No. 2026-058-21

3. Provide advance notice to the community of site activities before each mobilization.

PROJECT BUDGET

We estimate that the scope of services proposed herein will require a budget as detailed on the attached project cost estimate. We will not exceed the attached cost estimate without your prior authorization. However, if during the evaluation of the available data or during our field exploration unanticipated subsurface conditions are revealed that would require a level of effort beyond the scope of our study, we will contact you immediately to discuss any necessary modifications to our scope of services and/or budget estimate.

The budget presented in this proposal reflects an estimate based on our current understanding of the project requirements for a scope of work developed from the information provided. Within the limits of HWA's total project, we reserve the right to transfer hours and budget dollars between tasks to satisfy project requirements. Our budget also reflects estimated direct costs to the project for testing, drilling, etc. HWA may also transfer funds allocated for direct costs to professional/technical hours or vice versa, to satisfy project requirements.

Thank you again for the opportunity to provide this proposal for geotechnical engineering and hydrogeological services to support the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Should you have any questions regarding this proposal, or require additional services, please contact us at your convenience.

Sincerely,

HWA GEOSCIENCES INC.

William R. Rosso, P.E.
Geotechnical Engineer

Steven R. Wright, P.E.
Geotechnical Engineer, Vice President

Attachments: Project Cost Estimate
30% Submittal Markup

Project Cost Estimate - Design
LFP Beach Drive
Lake Forest Park, Washington
Prepared for Skillings, attn. Robin Nelson, PE

HWA GeoSciences Inc. DBE/MWBE

HWA Ref: 2026-058-21
Date: 31-Jul-26
Prepared By: WRR/SRW

Scope of Work
Refer to the project scope of work document.

ESTIMATED HWA LABOR:

WORK TASKS	2026 BILLING RATES										
	Principal IX	Geotech. Eng. VIII	Geotech. Eng. VI	Geotech. Eng. II	Hydro-geologist V	Geologist V	Geologist IV	CAD	Contracts Admin	TOTAL	TOTAL
DESCRIPTION	$350.00	$330.00	$250.00	$160.00	$230.00	$200.00	$160.00	$155.00	$185.00	HOURS	AMOUNT
Project Management	**0**	**0**	**29**	**0**	**0**	**0**	**0**	**0**	**20**	**49**	**$10,950**
Project setup			1						2	3	$620
Project coordination meetings			4							4	$1,000
Project and Contract Management			24						18	42	$9,330
Geotechnical	**8**	**16**	**38**	**48**	**6**	**0**	**16**	**12**	**0**	**144**	**$31,060**
Plan and coordinate field exploration program			2	2						4	$820
Site reconnaissance and utility locates (two site visit)			2				6			8	$1,460
Generate geotechnical subsurface exploration plan (SEP)		1	1	4	2			4		12	$2,300
Conduct geotechnical boring (1 day)			1				10			11	$1,850
Generate boring log and assign laboratory testing			1		4					5	$1,170
Review available geotechnical information		2	4	8						14	$2,940
Evaluate Geologic and Seismic Hazards			1	2						3	$570
Generate Seismic Design Parameters			1	2						3	$570
Evaluate Liquefaction and Lateral Spreading Potential			1	2						3	$570
Develop Recommendations for Temporary Shoring			1	2				4		7	$1,190
Develop Recommendations Buoyancy and Lateral Earth Pressures			1	2						3	$570
Develop Recommendations for Trenchless Construction		4	4	4						12	$2,960
Develop Considerations for General Earthwork and Construction		1	2	4						7	$1,470
HWA QA/QC	8									8	$2,800
Draft Geotechnical Data Report		4	8	12				4		28	$5,860
Respond to Review Comments on Draft Geotechnical Data Report		2	4							6	$1,660
Final Geotechnical Data Report		2	4	4						10	$2,300
Geophysics	**4**	**0**	**4**	**0**	**0**	**19**	**9**	**0**	**0**	**36**	**$7,640**
Plan and coordinate geophysical fieldwork			2			2				4	$900
Conduct Geophysical Survey						9	9			18	$3,240
Additional HWA QA/QC	4									4	$1,400
Additional Reporting			2			8				10	$2,100
Hydrogeology	**16**	**2**	**6**	**9**	**59**	**0**	**9**	**0**	**0**	**101**	**$24,210**
Plan and coordinate pump testing			2		2					4	$960
Pump Testing Fieldwork				9	9		9			27	$4,950
Pump Testing Analysis					24					24	$5,520
Dewatering Analysis					16					16	$3,680
Additional HWA QA/QC	16									16	$5,600
Additional Reporting		2	4		8					14	$3,500
Geoenvironmental	**11**	**0**	**0**	**0**	**22**	**0**	**38**	**0**	**0**	**71**	**$14,990**
Additional Well Installation and Environmental Screening/Sampling							10			10	$1,600
Groundwater Sampling (4x wells)							20			20	$3,200
Groundwater Sampling Memorandum (draft)	2		0		16		8			26	$5,660
Groundwater Sampling Memorandum (final)	1				4					5	$1,270
Environmental Construction Specifications	8		0		2					10	$3,260
TOTAL LABOR CHARGES:	39	18	77	57	87	19	72	12	20	401	**$88,850**

LABORATORY TESTING SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Moisture Content w/Description	10	$40	$400
Percent Passing #200 Sieve	2	$125	$250
Combined Grain Size & Hydrometer	6	$330	$1,980
Atterberg Limits	2	$310	$620
LABORATORY TESTING TOTAL:			**$3,250**

ENVIRONMENTAL LABORATORY TESTING SUMMARY:

Test	Tests	Cost	Cost
VOCs by EPA Method 8260D	6	$170	$1,020
ENVIRONMENTAL LABORATORY TESTING TOTAL:			**$1,020**

ESTIMATED COSTS PER TASK:

Project Management	$10,950
Geotechnical Services	$51,039
Geophysical Survey	$9,140
Hydrogeological Services	$29,840
Geoenvironmental Services	$23,372
TOTAL SUBCONTRACTOR COSTS:	**$124,341**

ESTIMATED DIRECT EXPENSES:

Mileage: 0.725/mi, 11 round trips at 20 miles/trip	$160
GPS Unit Rental, $75/day, 3 day	$225
Transducer Rental: $650/datalogger, 5	$3,250
Water Level Indicator: $30/day, 6 days	$180
Development Pump/Surge Block	$200
Pump Test Pump and Generator	$2,000
Geophysics Equipment	$1,500
Photoionization Detector (PID)	$125
Peristaltic Sampling Pump	$50
Laboratory Testing	$3,250
TOTAL DIRECT EXPENSES:	**$10,940**

ESTIMATED SUBCONTRACTOR COSTS:

Private Utility Locate	$775
Traffic Control	$6,000
Drilling Subcontractor - 1 day	$15,000
YSI Rental	$150
Environmental Laboratory	$1,020
Subcontractor Mark-Up (7%)	$1,606
TOTAL SUBCONTRACTOR COSTS:	**$24,551**

TASK TOTALS AND SUMMARY:

Total Labor Cost	$88,850
Direct Expenses	$10,940
Subconsultant Costs	$24,551
TOTAL:	**$124,341**

APPENDIX C

COMMONSTREET
CONSULTING

1102 A S
Tacoma, WA 98402
(844) ROW-CERT
info@csrow.com
www.csrow.com

April 6, 2026

Skillings
Attn: Robin Nelson
5016 Lace Blvd. SE
Lacey, WA 98503

Re: Scope and Fee Proposal – Lake Forst Park: Beach Drive NE Sewer Lift Station Project

Thank you for the opportunity to provide right of way services for this important sewer system improvement project for the City of Lake Forest Park. It is our understanding that Commonstreet is providing turn-key right of way services for the Beach Drive NE Sewer Lift Station Project. This work will include early design/pre-acquisition support services, title review, valuations of partial acquisitions, property owner negotiations, acquisition documentation, and file closing support. The scope and fee proposal provided herein is in response to a request for a scope and fee for this project with no Federal Highway Administration (FHWA) funding and does not include certification support.

Scope Summary and Project Understanding
This project will replace two existing sewer lift stations with a single lift station. The fee proposal provided herein is based upon an assumption of potential ROW impacts, assuming up to seven (7) rights of entry and up to seven (7) partial acquisitions (permanent and/or temporary easements) from seven (7) parcels. The project also requires one (1) partial acquisition of permanent or long-term rights on the trail parcel owned by King County. It is understood that any change in scope will require an amendment in scope and fee. All ROW activities will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and the City's ROW Procedures. This is a total amount not to exceed (NTE) budget and allocation between subtasks is for reference only and does not constitute separate budgets for each subtask.

Assumptions
- This project is locally funded and no WSDOT ROW Certification will be required.
- Commonstreet has been provided a *30% Submittal Beach Drive Lift Station Site Plan.* This scope and fee is based upon that drawing.
- Impacts on private properties will be limited to work realigning and reconnecting the existing side-sewer connections to private residences. Installation and construction work of the new main sewer line and lift station will be conducted within existing City-owned right of way or on City-owned property (with the exception of land rights required on the King County-owned trail parcel).
- If it is determined there will be project impacts to private properties (unrelated to side-sewer connections) that require additional temporary easement rights along the south boundary of Beach Drive NE, waiver valuations and/or appraisals will be completed. This work will require additional scope and fee.
- The City requires no more than seven (7) rights of entry.

- The City requires no more than seven (7) partial acquisitions from seven (7) parcels consisting of permanent and/or temporary easements for work specifically related to realigning and reconnecting the existing side-sewer connections to private residences.
- The aforementioned seven (7) partial acquisitions do not require appraisal valuations, as the purpose of the construction work on private property is for the direct benefit of each individual private property. Existing improvements on private property will be protected in place or replaced with like kind. All property owners will agree to conveying the necessary rights without requiring compensation.
- The City requires no more than one (1) partial acquisition from one (1) King County-owned parcel consisting of a permanent and/or temporary easement/permit.
- If the acquisition of property rights on the King County-owned parcel requires an appraisal valuation, an appraisal will be completed. Said appraisal will require additional scope and fee.
- There are no full acquisitions.
- No design changes will occur after the initial valuation assignment is authorized.
- Legal descriptions suitable for recording and meeting all requirements will be provided to Commonstreet from a licensed survey company.
- No occupants or personal property will be displaced requiring relocation services and no relocation services will be required.
- The City will provide ROW document templates or Commonstreet will utilize WSDOT templates and provide to the City for review and approval. Revisions will be limited to no more than two rounds of review prior to City approval.
- Once offer package templates are approved by the City, no changes will be made.
- Property owners with improvements in the existing ROW will be notified by Commonstreet and all encroachments will be removed, cured, or abandoned during the acquisition process.
- Title reports will be provided by the City and/or ordered by Commonstreet.
- The City will pay directly to the title company all expenses for title commitments, recording fees, escrow services, and title insurance.
- If the Notice to Proceed (NTP) is received after 120 days from this proposal, fees and billing rates may require revision to reflect cost of living increases and current business conditions.

Best regards,



Joel Schleppi
Project Manager
Western/Central Washington

Scope of Services

Task 1.0 –Project Management and Administration

- Prepare for and attend early design development meetings as requested by the City or the project team;
- Provide pre-acquisition services as requested by the City or project team to support early design development;
- Prepare for an attend up to three (3) community meetings;
- Respond to inquiries and needs identified by your team, the City, and/or project stakeholders;

- Oversight of preliminary ROW activities to comply with project requirements;
- Provide written and oral status updates on right of way activities;
- Review City's Right of Way Procedures;
- Develop and execute the Right of Way program in compliance with state law and Uniform Act requirements;
- Maintain quality control/quality assurance protocols in the execution of the ROW tasks;
- Coordinate title reviews;
- Provide oversight to all aspects of the ROW program.

Task 2.0 – Acquisition Services

- Create state or federal-compliant project files for each parcel;
- Request the City order new and/or updates to existing title commitments;
- Review title reports for each parcel and identify every exception;
- Once a parcel's title interest has been reviewed, identify methods of clearance per City direction;
- Project file set-up;
- Produce templates approved by City to draft offer packages;
- QA/QC all documents, tasks, and processes before, during, and after acquisition process;
- Prepare and present rights of entry documents to affected property owners for signature;
- Prepare, deliver, and present offer packages;
- Clear encroachments to comply with federal and state requirements.

Task 3.0 – Project File Close Out

- Collaborate with City during closing and recording processes;
- Set up client escrow account or facilitate execution of all conveyance documents and closing data along with recorded conveyance documents and closing of files;
- Compile completed/closed files;
- Prepare parcel files (electronic and/or hard copy) in a format requested by the City and provide to City for retention.

COMMONSTREET CONSULTING

Scope and Fee Table Summary

City of Lake Forest Park - Beach Drive NE Sewer Lift Station Project

4/6/2026

Attachment A

The below schedule of hourly rates shall be increased by five percent (5%) annually on the anniversary of the effective date of the contract.
Services subcontracted by Commonstreet will be invoiced at cost plus ten percent (10%).

	Tasks	Job Classifications	Rate	Qty.	Total
1.0	Project Management and Administration	*Principal*	*$306.00*	*4*	$1,224.00
		Project Manager	*$188.00*	*28*	$5,264.00
		Senior Project Control Specialist	*$155.00*	*28*	$4,340.00
2.0	Acquisition Services	*Project Manager*	*$188.00*	*18*	$3,384.00
		Sr. Right of Way Agent	*$155.00*	*36*	$5,580.00
		Right of Way Agent	*$125.00*	*124*	$15,500.00
		Senior Project Control Specialist	*$155.00*	*24*	$3,720.00
3.0	Project and File Close-Out	*Project Manager*	*$188.00*	*12*	$2,256.00
		Sr. Right of Way Agent	*$155.00*	*12*	$1,860.00
		Right of Way Agent	*$125.00*	*12*	$1,500.00
		Senior Project Control Specialist	*$155.00*	*28*	$4,340.00
	Hourly Total			**326**	**$48,968.00**
	Expenses		**Rate**	**Qty.**	**Total**
	Other Direct Costs (ODC's)	*Copying, Printing, Mailing, Recording*	$300.00	1	$300.00
		Mileage at current federal rate	*0.725*	180	$130.50
	Expense Total				**$430.50**
	Contract Total				**$49,398.50**

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Human Resources (HR)
Contact Person	Shannon Moore, HR Director
Title	Ordinance 26-1322/Amending the 2026 Budgeted Positions and Salary Schedule for Police Commander Salary and Reallocation of 1.0 FTE Support Services Officer Position *(Third Presentation)*

Legislative History

- First Presentation: September 21, 2026 – City Council Committee of the Whole Meeting
- Second Presentation: October 8, 2026 – City Council Regular Meeting
- Third Presentation: October 22, 2026 – City Council Regular Meeting

Attachments:

1. Ordinance 26-1322
2. Budgeted Positions and Salary Schedule for 2026
3. Transport Officer Job Description
4. Property & Evidence Technician Job Description

Executive Summary

Ordinance 26-1322 would amend the 2025-2026 Salary Schedule to align the Police Commander position's 2026 budgeted salary with the current market average, effective November 1, 2026 and reallocate the current vacant 1.0 FTE Support Services Officer position for the remainder of 2026 as follows:

a. *Transport Officer – 0.4 FTE*: Guild represented, civil-service, specially commissioned, non-benefit eligible position.
b. *Property and Evidence Technician – 0.6 FTE*: Guild represented, civilian, benefit-eligible position.

Background

Following an internal promotion to Police Chief, the City began recruiting for the vacant, full-time (1.0 FTE) Police Commander position. However, applicant interest remains low, with candidates frequently citing the advertised salary as a major deterrent.

HR Director Moore recently completed an annual market review for non-represented City positions, which showed that the Police Commander 2026 salary is approximately 6% below the market average.

The Police Department currently has a vacant 1.0 FTE Support Services Officer position. This position is represented by the Police Guild and is responsible for (1) the transport of detained individuals to and from court and (2) management of the Property and Evidence room and related duties.

The existing role requires distinct skillsets for prisoner transport and property/evidence management, making recruitment of qualified candidates difficult. While the role remains vacant, court transports are being covered by overtime and reassignment of current Police staff. In addition, the Property and Evidence duties have been absorbed primarily by the Administrative Services Commander.

HR Director Moore and Command staff have evaluated the current 1.0 FTE Support Services vacancy and recommend reallocating the FTE into two specialized, part-time roles in order to best utilize our staffing resources and improve operational efficiencies:

- Transport Officer (0.4 FTE); and
- Property and Evidence Technician (0.6 FTE)

The Police Guild has been consulted and supports the proposed FTE restructuring.

Fiscal & Policy Implications

The 2026 Salary Step Schedule Amendment for the Police Commander position effective November 1, 2026, the budget difference would be an increase of up to $2,941 for the remainer of the year. *Note: This total amount assumes the Commander position is filled at a 1.0 FTE in November 2026 and a 2.0 FTE in December.*

Commander

Rate Effective 11/01/2026

Category	2026 Current	2026 W/6% Market rate Inc	Difference
Salaries & Wages	$41,877	$44,447	$2,570
Personnel Benefits	$14,462	$14,833	$371
Budget Difference for 2026			**$2,941**

The 2026 monthly salary step schedule will now be divided between the Transport Officer and Evidence Technician. The Transport Office at .4 of the monthly step amounts and the Property & Evidence Teck at .6 of the monthly step amounts.

Alternatives

Options	*Results*
• Approve the ordinance	Administration will move forward to post and fill all positions in 2026. Reduces overreliance on coverage strategies and related overtime costs.
• Don't approve the ordinance	Time to fill the vacancy will extend, causing Department to continue covering duties with overtime and staffing reassignments. Risk of employee burnout and reliance on employee coverage while understaffed.

Staff Recommendation

Approve Ordinance 26-1322/Amending the 2026 Budgeted Positions and Salary Schedule Incorporated in Ordinance 24-1299 Adopting the 2025-2026 Biennial Budget.

ORDINANCE NO. 26-1322

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE 2026 BUDGETED POSITIONS AND SALARY SCHEDULE INCORPORATED IN ORDINANCE 24-1299 ADOPTING THE 2025-2026 BIENNIAL BUDGET; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.34 RCW, provides for the biennial adoption of the City's budget and provides procedures for filing of the proposed budget, deliberations, public hearings, final fixing, and any subsequent adjustments to the budget; and

WHEREAS, a budget for the 2025-2026 biennium has been adopted by ordinance and the adopted 'budget package' includes budgeted positions and a salary schedule; and

WHEREAS, the City's Financial Policies require that all employment positions, regular, full-time, part-time, limited-term, temporary or otherwise, are included on the adopted budgeted positions and salary schedule; and

WHEREAS, to maintain proper service levels in the Police Department, there is a need to increase the compensation for Police Commanders, and divide one of the Support Services Officer positions into two separate positions: Transport Officer and Property & Evidence Tech.

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

Section 1. SALARY SCHEDULE AMENDMENT AUTHORIZED. The 2026 Budgeted Positions and Salary Schedule is revised as shown in Exhibit A attached hereto.

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.

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. 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 22nd day of October 2026.

APPROVED:

_____
Thomas French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt
City Attorney

Introduced: September 21, 2026
Adopted: _____
Posted: _____
Published: _____
Effective: _____

2026 Amended Positions and Monthly Salary Schedule

Monthly salary amounts shown are based on a 1.0 full time equivalent (FTE)
Revised May 2026

	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 contract	1						$ 19,136.47
Program Executive LTE *	1	$ 13,364.90	$ 13,765.01	$ 14,626.47	$ 15,486.27	$ 16,345.89	$ 17,207.53
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	0.8	$ 6,492.71	$ 6,898.50	$ 7,302.76	$ 7,710.25	$ 8,116.39	$ 8,545.00
	4.3						
Judicial							
Municipal Court Judge * contract	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	1	$ 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
	7.55						
Emergency Management							
Emergency Manager	1	$ 8,825.68	$ 9,066.38	$ 9,307.07	$ 9,547.78	$ 9,788.48	$ 11,100.28
	1						

PROPOSED REDLINE - POLICE DEPARTMENT CHANGES

Strikethrough = deleted Underline = added

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Department							
Police Chief contract	1						$ 17,537.16
Commander	2	$ ~~9,769.27~~	$ ~~10,421.87~~	$ ~~11,071.82~~	$ ~~11,723.04~~	$ ~~12,374.36~~	$ ~~13,977.07~~
		$ 10,355.00	$ 11,047.00	$ 11,736.00	$ 12,426.00	$ 13,117.00	$ 14,816.00
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~~ 1	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Transport Officer	0.4	$ 5,983.00	$ 6,411.00	$ 6,836.00	$ 7,274.00		
Property & Evidence Tech	0.6	$ 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	**69.70**						

*Fully/Partially funded by Traffic Safety

Monthly salary amounts are based on 1.0 FTE; part-time pay is prorated.

Redline scope: Commander salaries and the Support Services Officer split only.

Baseline: Exhibit A, revised May 2026. Proposed: schedule dated 10 01 26.

Lake Forest Park Police Department
Job Description

Title: Transport Officer
Reports to: Support Services Division Commander
FLSA Class: Non-Exempt
Classification: Civil Service; Represented
Position Type: Part-Time
Effective Date: September 2026

Position Purpose:

Under the direction of the Support Services Division Commander, the Transport Officer safely moves detained individuals and inmates between correctional facilities and the court for legal proceedings. The officer maintains physical security of defendants, counsel, and court staff during court hearings. Additionally, this role serves arrest warrants and arrests judicially remanded defendants.

Duties require the ability to make independent and immediate decisions and to remain calm under extremely stressful situations. Responsibilities have a significant impact on the Court's and Department's operations and customer satisfaction.

Essential Functions:

I. Inmate Transport and Court Security:

- Books inmates into detention facilities, and transports detained individuals safely between jail facilities, medical centers, and the Court. Maintains physical custody and control of inmates using handcuffs, waist restraints, ankle restraints and other defensive technologies and equipment when warranted.
- Monitors inmates' health and safety while in holding cells or in physical custody. Make rapid, independent decisions during crises, medical emergencies, or security breaches.
- Maintains physical security of defendants, counsel, and court staff during court hearings. Takes court attendees into custody as required.
- Monitors high-risk individuals continuously to detect, prevent, and defuse disruptive behavior or escape attempts.
- Inspects vehicles, holding cells and facilities for safety risks.
- Reviews warrants and custody exchange paperwork. Document accurate transport logs, incident reports, and warrant service documentation daily.
- Serves warrants of arrest and arrests judicially remanded defendants.
- Transports evidence to and from the State crime lab utilizing a city-owned vehicle, as needed.

II. Other Responsibilities:

- Process fingerprints and related administrative activities.
- Participate in training sessions and meetings as required.
- Assist in other support services functions, when necessary, which may include, but is not limited to: conducting yearly equipment inventory, WASPC reaccreditation every four years, and other Support Services Unit duties and responsibilities.

The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor.

Qualifications:

Education and Experience:

Required:

- High school diploma or equivalent required AND at least one year of corrections or law enforcement environment experience.
- At least 21 years old upon hire.
- Basic Law Enforcement Academy, Corrections Academy, or Reserve Academy certification. **Decertified officers are not eligible.**
- Valid Washington State Driver's License and the ability to maintain insurability with the City.
- CPR, First Aid & AED certification within six months of hire.
- Must successfully pass a comprehensive criminal background investigation, psychological evaluation, pre-employment medical examination and drug screening.

Preferred:

- Previous Transport Officer or related experience.
- Experience within a court setting (testifying for the state).

Knowledge, Skills, Abilities:

Knowledge of:

- Proficient knowledge of computers and applicable computer software applications, including Microsoft Outlook, Word, and Excel.
- Working knowledge of modern administrative office procedures, methods, and equipment.
- Business letter writing and basic report preparation with proficient spelling and grammatical skills.
- Federal, state and local laws, including traffic control laws.
- Procedures, regulations, court procedures, federal, state and local laws pertaining to property and evidence in the custody of the police department.
- Knowledge and training in arrest procedures, defensive tactics, firearms, and emergency vehicle operation.

Skills in:

- Strong organizational, problem-solving, and analytical skills.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgement within established guidelines.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion and integrity.
- Effective interpersonal skills and the ability to interact effectively with the public and team members.
- Proficient skill and ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

Ability to:

- Remain calm, focused, and effective under extreme stress or dangerous conditions.
- Maintain proficiency with a firearm and less-lethal tools.
- Safely operate a city-owned transport vehicle.

- Interact with the public, co-workers and representatives of other public agencies using courtesy, tact and good judgment.
- Report for scheduled work with regular, reliable, and punctual attendance.
- Successfully pass required training courses relevant to position.
- Maintain and establish effective and cooperative working relationships with City employees, customers, and vendors and work effectively in a team environment.
- Work independently with a high degree of reliability, accuracy, and productivity.
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality.
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service.
- Prioritize multiple projects; anticipate needs and work effectively within deadlines while subject to frequent interruptions.
- Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, and governmental regulations.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Work with or near potentially hazardous material using appropriate safety precautions.
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations.
- Communicate in English clearly, concisely, and effectively, both orally and in writing.

Physical Demands and Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment: Indoor and outdoor environment; subject to adverse weather conditions; exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens and inmates.

Mobility: To perform the essential function of the job, incumbents must be able to walk, stand, reach, talk, hear and operate a motorized vehicle; moderate or light lifting up to 50 pounds occasionally, and/or up to 20 pounds frequently.

Hours Worked: This position works 16 hours per week, or 8 hours/2 days per week. This position provides jail transportation services for inmates on judicial days for the Lake Forest Park Municipal Court, which are Monday and Wednesday. Occasional work on Tuesdays or Thursdays will be required due to observed holidays. Occasional evening or night shift work may be required.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirement of the job change.

Lake Forest Park Police Department
Job Description

Title: Property & Evidence Technician
Reports to: Support Services Division Commander
FLSA Class: Non-Exempt
Classification: Non-Civil Service; Represented
Position Type: Part-Time
Effective Date: September 2026

Position Purpose:

Under the direction of the Support Services Division Commander, the Property and Evidence Technician performs specialized duties pertaining to the collection, recording and safeguarding of property and evidence in support of the Police Department; includes maintaining found public property items and inmate property items. Additionally, the Property and Evidence Technician provides crime scene and evidence processing support to the Patrol and Investigations staff as needed, to include fingerprint and trace evidence collection; and processes public records requests for officer body worn camera video and other administrative duties, as assigned.

The Property and Evidence Technician is a non-commissioned civilian position.

Essential Functions:

I. Property and Evidence

- Receives, inventories, protects and stores a variety of crime scene materials collected for analysis and/or evidence submitted by commissioned personnel for potential litigation or criminal investigation.
- Provides documented chain of custody for all property/evidence from entry into system until final disposition.
- Physically transport evidence items for outside laboratory examination.
- Conducts property disposal/release procedures including owner identification, location, notification, release and transfer.
- Purges evidence and recovered property in accordance with applicable laws, for disposition of unclaimed or illegal property.
- Maintains accurate manual and automated inventory systems and reports of all property and evidence.
- Responds to inquiries from the public, law enforcement agencies, and prosecutorial offices; Assists citizens in the return of stolen and/or confiscated property; Initiates inquiries on property and evidence to obtain information on ownership for possible release and disposition; Prepares and processes property for return to owner, destruction, transportation to other law enforcement agencies, or disposal at public auctions.
- Maintains statistics and data for property and evidence intake and disposition.
- Stores, inventories, and maintains custody of the items and completes appropriate forms for tracking and audit purposes.
- May be required to testify in court relative to evidence handling and chain of custody.
- Processes fingerprint and trace evidence at crime scenes in support of Patrol/Detectives, as needed.

II. Additional Support Services:

- Processes public records requests for officer body worn camera video.
- Complete general and technical administrative duties, as assigned by the Commander.
- Conducts yearly equipment inventory for the Police Department.
- Assists the Commander during WASPC reaccreditation every four years.

The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

Qualifications:

Education and Experience:

Required:

- High School diploma, or equivalent AND at least five years of work experience in clerical, administrative, or record keeping OR equivalent education/experience.
- Valid Washington State Driver's License and the ability to maintain insurability with the City upon hire.
- CPR, First Aid & AED certification within six months of hire.
- Must successfully pass a comprehensive criminal background investigation and drug screening.
- Washington State Patrol's ACCESS certification within 30 days of hire.
- Washington's Criminal Justice Training Commission's Property and Evidence Technician course must be completed within 12 months of hire.

Preferred:

- Associates degree in Criminal Justice or related field.
- Prior experience with evidence handling and law enforcement procedures.
- Records management experience.

Knowledge, Skills, Abilities:

Knowledge of:

- Procedures and regulations pertaining to best management practices of property and evidence in the custody of the Police Department.
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of standard Microsoft Outlook, Word, and Excel.
- Working knowledge of modern administrative office procedures, methods, and equipment.
- Business letter writing and basic report preparation with proficient spelling and grammatical skills.
- Federal, state and local laws, including traffic control laws.
- Procedures, regulations, court procedures, federal, state and local laws pertaining to property and evidence in the custody of the police department.

Skills in:

- Strong organizational, problem-solving, and analytical skills.
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities.
- Using initiative and independent judgement within established guidelines.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion and integrity.
- Effective interpersonal skills and the ability to interact effectively with the public and team members.

- Proficient skill and ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

Ability to:

- Participate and work effectively in an organization committed to advancing principles and practices of equity and anti-racism.
- Safely operate a city-owned transport vehicle.
- Interact with the public, co-workers and representatives of other public agencies using courtesy, tact and good judgment.
- Successfully pass required training courses relevant to position.
- Report for scheduled work with regular, reliable, and punctual attendance.
- Maintain and establish effective and cooperative working relationships with City employees, customers, and vendors and work effectively in a team environment.
- Work independently with a high degree of reliability, accuracy, and productivity.
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality.
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service.
- Prioritize multiple projects; anticipate needs and work effectively within deadlines while subject to frequent interruptions.
- Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, and governmental regulations.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Work with or near potentially hazardous material using appropriate safety precautions.
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations.
- Communicate in English clearly, concisely, and effectively, both orally and in writing.

Physical Demands and Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position works in a standard office environment working at a computer and outdoors; job duties performed outdoors are subject to a variety of terrains, under a variety of weather conditions, including sun, rain, wind, mud, and snow. The position may be exposed to communicable diseases, hazardous materials and physical or verbal abuse from hostile citizens.

To perform the essential function of the job, incumbents must be able to walk, stand, reach, talk, hear and operate a motorized vehicle; moderate or light lifting up to 50 pounds occasionally, and/or up to 20 pounds frequently.

Occasional evening, night, and weekend work may be required.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirement of the job change.

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Withdrawal from the King County Regional Homelessness Authority Interlocal Agreement *(second presentation)*

Legislative History

- First Presentation – October 8, 2026 Regular City Council Meeting
- Second Presentation – October 22, 2026 Regular City Council Meeting
- Action

Attachments:

1. Agreement for Homelessness Services (AG-22-063)
2. MOU for Severe Weather Shelter (AG-23-008)
3. Email from King County Regional Homelessness Authority

Executive Summary

In early August, the administration was contacted by representatives of the King County Regional Homelessness Authority (KCRHA), informing the city that KCRHA would no longer be administering locally funded service contracts. Resulting from the agencies reorganization, the current contracting structure will no longer fit their future operating model and, in some cases, could add unnecessary administrative burden for providers.

Background

In 2019, the City of Seattle and King County jointly established the King County Regional Homelessness Authority (KCRHA) to coordinate a regional homelessness response system, including service provider contracts. The Lake Forest Park City Council approved an Interlocal Agreement (AG-22-063) with KCRHA and the cities of Shoreline, Kenmore, Bothell and Woodinville to participate in

sub-regional collaboration and pooled homelessness response funding. From 2023-2026, the Lake Forest Park Severe Weather Shelter funding was administered by the King County Regional Homelessness Authority under the terms of this ILA.

The proposed withdrawal is primarily an administrative and governance adjustment. KCRHA is transitioning away from locally funded contract administration as Seattle and King County funded service contracts return to those jurisdictions. The future operating model of KCRHA does not include the administration of municipal contracts.

For severe weather services, it has been confirmed that KCRHA will implement the existing contract with Urban League to provide severe weather services in North King County, currently at St. Dunstan's Church in Shoreline, through December 31, 2026. The City of Shoreline has indicated willingness to administer the contract for these services beginning January 1, 2027. Staff anticipate returning to Council with an agreement between the five cities for the funding and administration of the severe weather contract before the end of the year.

For shelter and outreach services, the contracts administered by KCRHA end on December 31, 2026. Staff will include these services in the broader community partners funding recommendation that comes before Council as part of the biennial budget process and take over administration of these contracts beginning January 1, 2027.

Fiscal & Policy Implications

There is no fiscal impact to the city resulting from this change. The city allocates restricted funds it receives through a sales tax credited against the state sales tax for housing investments. These funds were made available to the city through the 2019 Legislative session's House Bill 1406.

Alternatives

Options	***Results***
• Withdraw from the KHRHA ILA	The 5-cities will propose an ILA structure to continue providing severe weather shelter along the north end.
•	

Staff Recommendation

Authorize the Mayor to withdraw from the Interlocal Agreement (AG-22-063) with KCRHA.

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AG-23-008

Memorandum of Understanding

Between

The King County Regional Homelessness Authority

and

The City of Lake Forest Park, Washington

This Memorandum of Understanding (MOU) sets the terms and understanding between The King County Regional Homelessness Authority (hereafter "KCRHA") and the City of Lake Forest Park (hereafter "the City") regarding the use of the City's contributions under the Agreement for Homeless Services (the "Agreement").

Background
The City has authorized the Mayor to sign the Agreement between the City, KCRHA, and the cities of Shoreline, Kenmore, Bothell and Woodinville, to aggregate homelessness services funds across North King County. Cities that already fund homelessness services will see their current allocations continued during the 2023/2024 biennium. In the past, the City has not allocated funds towards homelessness services and wishes to have the opportunity to allocate these new funds to providers of their choice in North King County.

Purpose
This MOU memorializes the options from KCRHA for how the City contributions to the Agreement could be allocated for the 2023/2024 biennium. These options are attached as Exhibit A.

The City has approved the allocation of funds for the Severe Weather Shelter, for which KCRHA will provide annual reports to the City no later than February of the following year, detailing how those funds were allocated, and the number of persons served in North King County as a result of those funds.

Duration
This MOU is at-will and may be modified by mutual consent of authorized officials from the City and KCRHA. This MOU shall become effective once it is signed by authorized officials from the City and KCRHA. This MOU will remain in effect until terminated by mutual consent of the City and KCRHA, or in the absence of mutual consent, this MOU shall end on 12/31/2024.

Contact Information

KCRHA:
King County Regional Homelessness Authority
Attn: Marc Dones
400 Yesler Way, Ste. 600
Seattle, Washington 98004
Email: marc@kcrha.org

City:
City of Lake Forest Park
Attn: Phillip Hill
17425 Ballinger Way NE
Lake Forest Park, WA 98155
phill@cityoflfp.gov

DocuSign Envelope ID: 68C23DCB-4E60-4E31-82CA-26AFF61A96E0

In WITNESS WHEREOF, the parties have executed this Memorandum of Understanding by having their representatives affix their signatures below.

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY, a Washington governmental administrative agency

By: DocuSigned by: FCA0B8F04F54443...

Name: Marc Dones

Title: Chief Executive Officer

Date: 3/24/2023

City of Lake Forest Park

By: DocuSigned by: Jeff Johnson 1CB4501F883544E...

Name: Jeff Johnson

Title: Mayor

Date: 3/27/2023

DocuSign Envelope ID: 68C23DCB-4E60-4E31-82CA-26AFF61A96E0

KCRHA
King County Regional Homelessness Authority

MEMORANDUM

To: Phillip Hill, City Administrator of the City of Lake Forest Park
From: Alexis Mercedes Rinck, Director of Sub-Regional Planning and Equitable Engagement
CC: Nigel Herbig, Intergovernmental Affairs Manager; Nawiishtunmi Nightgun, Deputy Chief Program Officer
Subject: Funding Recommendations for Lake Forest Park City Council
Date: 1/26/2022

I. Summary & Recommendation

This memo intends to provide the Lake Forest Park City Council with funding recommendations on how this new investment into homelessness response can most effectively be utilized across existing programming.

II. Background

The City of Lake Forest Park is considering signing on to an Agreement for Homeless Services between the City, KCRHA, and the cities of Shoreline, Kenmore, Bothell and Woodinville, to aggregate homelessness services funds across North King County. Cities which already fund homelessness services will see their current allocations continued during the 2023/2024 biennium. In the past the City of Lake Forest Park has not allocated funds towards homelessness services and wishes to have the opportunity to allocate these new funds to providers of their choice in North King County.

The City of Lake Forest Park's vote on 12/8 was conditional with the approval of an MOU memorializing a commitment from KCRHA to bring to the City potential options for how their contributions to the Agreement could be allocated for the 2024/2025 biennium.

This memo provides preliminary recommendations in accordance with the MOU as well as to support deliberations from the Lake Forest Park City Council.

III. Options

The following funding options are informed by KCRHA's assessment of services, and work in North King County:

Option 1: Flexible Severe Weather Response

Looking at weather patterns solely in the 13 months of KCRHA's operations and oversight of the homelessness response system, the agency has been in an activated response posture over 50 days to support people experiencing homelessness in severe heat, smoke, cold and snow events.

For North King County, KCRHA supported the stand up in the 2020/2021 snow event of an additional severe weather shelter to serve North King County residents while partnering with the existing severe weather shelter in Shoreline (managed by NUHSA volunteers). In the summer 2021 heat event, KCRHA was monitoring regional response and resource gaps related to safety in prolonged heat. When hearing from North King County community

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members with lived experience about the need for more cooling options to serve North King County, KCRHA stood up a cooling canopy in the sub-region staffed by Urban League to distribute cooling supplies and get individuals connected to services. Per KCRHA's utilization tracking throughout the course of the event, 390 individuals were served out of this site over the course of 4 days in operation.

The need for sustainable severe weather response serving North King County has been identified as a need by KCRHA staff as well as by the North King County Coalition on Homelessness.

Flexible funding for severe weather response could allow KCRHA to fund provider agencies to be able to support in the following ways:

- Staffing a severe weather shelter or cooling canopy
- Staffing support to place individuals into hotel rooms
- Additional outreach supplies

Option 2: Homeless Program Service Families with Children or Youth and Young Adults
In the draft KCRHA Five Year Plan, goal areas 5 and 6 are focused on addressing family homelessness and youth and young adult homelessness respectively. To be in accordance with the goals of the draft Five Year Plan, the funding could be allocated to programs serving these sub-populations within North King County. According to the KCRHA Regional Services Database, there is 1 program located within North King County that serves young adults (Friends of Youth), two emergency shelter programs that support families with children (Hopelink and Mary's Place), a transitional housing program that supports families (Vision House), and then four additional sheltering and housing options that have the ability to accept families (Camp United We Stand, Compass Housing Alliance, VA Puget Sound Healthcare).

Option 3: Emergency Shelter Operations
There is currently one enhanced emergency shelter serving single adults located within North King County which is the Oaks program supported by Lake City Partners. As a newer program, only in operation for about 2 years, the team has identified that this funding could be utilized in a positive way to support operations and capacity building.

Option 4: Outreach Support
Outreach is a critical part of homelessness response. Not only does it allow for us to reach currently unsheltered individuals who may not be connected to services, but it also allows us to develop a deeper understanding of the geographic and sub-regional nature of homelessness as outreach providers will input information into our Homelessness Management Information System (HMIS) which tracks client-level data and information and is overseen by the Community Impact division at KCRHA.

Currently in North King County, there is limited outreach serving the area. There is family outreach from Mary's Place, vehicle outreach from The Salvation Army - Street Level Program, and one single adult outreach staff person from Lake City Partners supporting part of North King County. Some cities are exploring piloting to fund an additional outreach position to support this effort, additional funding from the City paired with some of the other investments from cities could secure an additional outreach worker position.

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IV. Recommendation

While KCRHA affirms that each of these aforementioned options would support the efforts to address homelessness in North King County, *we recommend to the Lake Forest Park City Council to consider allocating the funding to severe weather response.*

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AGREEMENT FOR HOMELESS SERVICES

THIS AGREEMENT FOR HOMELESS SERVICES (this "Agreement") is effective as of January 1, 2023 (the "Effective Date") and is among the Cities of Bothell, Kenmore, Lake Forest Park, Shoreline, and Woodinville, Washington, each a municipal corporation (each, a "Partner City" and together "Partner Cities"), and the KING COUNTY REGIONAL HOMELESSNESS AUTHORITY (the "Authority"), an independent governmental administrative agency formed pursuant to RCW 39.34.030(3). The Partner Cities and the Authority are referred to herein individually as a "Party" and collectively, the "Parties."

RECITALS

WHEREAS, the Authority was formed pursuant to the Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority (the "Authority Interlocal Agreement") by The City of Seattle and King County as an independent governmental agency pursuant to chapter 39.34 RCW in order to coordinate the provision of services within an equitable operational framework to individuals and families experiencing homelessness or at imminent risk of experiencing homelessness in King County; and

WHEREAS, homelessness is a regional crisis requiring local governments, nonprofits, partners and stakeholders to work together through cooperative action; and

WHEREAS, pursuant to the Interlocal Agreement, the Authority may enter into contracts with one or more Subscribing Agencies (as defined in the Interlocal Agreement) for the provision of Homeless Services (as defined in the Interlocal Agreement) subject to the conditions set forth therein; and

WHEREAS, the Parties now desire to coordinate efforts to address homelessness in the north King County sub-region where the Partner Cities are located pursuant to the terms of this Agreement;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I
DEFINITIONS

Terms defined in the recitals of this Agreement are incorporated herein as if fully set forth in this Agreement. Capitalized terms used herein shall have the following meanings. Terms not otherwise defined herein shall have the meanings set forth in the Interlocal Agreement, a copy of which is attached hereto as Exhibit C:

"***Agreement***" means this Agreement between the Partner Cities and the Authority for Homeless Services to be provided by the Authority, as it may be amended from time to time.

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"***Authority***" means the King County Regional Homelessness Authority formed by The City of Seattle and King County as a separate governmental administrative agency pursuant to the Interlocal Agreement and RCW 39.34.030(3).

"***Customers***" means individuals and families experiencing homelessness or who are at imminent risk of experiencing homelessness.

"***Effective Date***" means the date this Agreement becomes effective between the Parties, which is identified above.

"***Homeless Services***" or "***Services***" means shelters, day centers, hygiene facilities, housing, and related services to assist Customers to be provided by the Authority under the terms of this Agreement, as set forth in Exhibit A.

"***Initial Term***" means the initial four year term of this Agreement, as identified in Article II, Section 2.

"***Interlocal Agreement***" means the agreement between The City of Seattle and King County establishing the King County Regional Homelessness Authority, dated December 16, 2019, as it may be amended from time to time, and incorporated herein as Exhibit C.

"***North King County Sub-Region***" consists of the cities of Shoreline, Lake Forest Park, Kenmore, Bothell, Woodinville, the jurisdictional boundaries of any Partner City added to this Agreement, and adjacent unincorporated areas of King County.

"***RCW***" means the Revised Code of Washington.

"***Resources***" means those funds, in kind services or other consideration provided by an entity, including a Partner City, to support the operation of the Authority or the provision of Homeless Services. The Resources to be provided by each Partner City under the term of this Agreement as consideration for the Services to be delivered hereunder are included in Exhibit B.

"***State***" means the State of Washington.

ARTICLE II
PURPOSE; TERM

Section 1. Purpose. The purpose of this Agreement is to set forth the terms related to the Services to be provided by the Authority to customers in the jurisdictional boundaries of the Partner Cities, and the terms and conditions of each Partner City's funding and/or other Resources in exchange for such Services.

Section 2. Term. This Agreement shall begin on the Effective Date and end four years from the Effective Date (December 31, 2026) (the "Initial Term"), unless terminated earlier

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or extended as provided herein. After the Initial Term, this Agreement shall automatically renew each December 31 for one-year extensions, unless terminated earlier or extended as provided herein.

ARTICLE III
AUTHORITY RESPONSIBILITIES

Section 1. Authority's Responsibilities. Subject to the terms of this Agreement, the Authority hereby agrees to operate a unified, regional homelessness response system and to provide Services to, or on behalf of the, the Partner Cities in support of its mission to significantly decrease homelessness throughout King County pursuant to the Interlocal Agreement. The Services to be provided by the Authority to, or on behalf of, the Partner Cities to customers under the term of this Agreement are more fully described in Exhibit A (the "Services") and may be modified by the Parties hereto from time to time to reflect then-current levels of Resources.

Section 2. Notice Affecting Performance. The Authority shall promptly notify the Partner Cities in writing of any matters that could adversely affect the Authority's ability or eligibility to continue to perform services under this Agreement.

ARTICLE IV
PARTNER CITY RESPONSIBILITIES

Section 1. Consideration and Resources. In consideration of the Authority's commitment to provide Services under this Agreement, each Partner City agrees to provide the Resources to the Authority. Such Resources shall be as set forth in Exhibit B attached hereto. Exhibit B may be updated from time to time to reflect updated Resources to be provided under this Agreement.

Section 2. Requirements Applicable to Funds. The Resources granted to the Authority under this Agreement may consist of a combination of Partner City, State, local and/or federal funding, and the Authority agrees to comply with the requirements applicable to each source of funds.

ARTICLE V
DOCUMENTATION OF COSTS; RECORDS; REPORTING

Section 1. Documentation of Costs. The Authority shall document all costs incurred in providing Services under this Agreement with properly executed payrolls, time records, invoices, vouchers, records of service delivery, or other official documentation evidencing in sufficient detail the nature and reasonableness of such costs. All payroll and financial records pertaining to any third-party contracts funded by a Partner City shall be clearly identified and readily accessible for review by the Partner City.

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Section 2. Maintenance of Records. The Authority shall maintain accounts and records, including personnel, property, financial, and programmatic records, records of the Services provided under this Agreement, and other such records deemed necessary by the Partner Cities to ensure proper accounting for all Partner City funds, to ensure and compliance with this Agreement. Such records shall be retained as required by the Preservation and Destruction of Public Records Act, chapter 40.14 RCW, for a period of at least six years from the expiration of the Term of this Agreement; provided, however, that for any records and documents that are the subject of audit findings, those records shall be maintained for either (a) six years following expiration of this Agreement or (b) until the audit findings are resolved, whichever is longer.

Section 3. Reporting. During the term of this Agreement, the Authority shall provide an annual report to each Partner City (which shall include a presentation to the Partner City's city council and, upon request, a written report from the Authority). Such report shall include information and data specific to the North King County Sub-Region from Homelessness Management Information System ("HMIS"), north King County planning activities of the Authority and partner agencies, and progress on funding administration and outcomes. Additional reporting and city council briefings are available by request.

ARTICLE VI
COMPLIANCE WITH LAW

Section 1. General Requirement. The Parties hereto shall comply with all applicable laws of the United States, the State, and the Partner Cities; and the Interlocal Agreement, when carrying out the terms of this Agreement.

Section 2. Inventory and Property. Any property, equipment and furnishings for the operations of the Authority shall be acquired by the Authority as provided by law, including any applicable federal laws. If a Partner City furnishes property, equipment or furnishings for the Authority's use, title to the same shall remain with the Partner City unless that property, equipment or furnishings is acquired by the Authority.

ARTICLE VII
INDEMNIFICATION AND INSURANCE

Section 1. Indemnification. To the maximum extent permitted by law, each Party shall hold harmless, defend, and indemnify the other Parties, their elected officials, officers, employees, agents, and volunteers from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) that result from or arise out of the negligent or intentional acts or omissions of such indemnifying Party, its elected officials, officers, employees, agents, contractors and volunteers in connection with or incidental to the performance or non-performance of such Party's services, duties, and obligations under this Agreement.

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In the event that the negligent or intentional acts or omissions of the officials, officers, agents, employees, and/or volunteers of two or more Parties in connection with or incidental to the performance or non-performance of the such Party's respective services, duties, and obligations under this Agreement are the subject of any liability claims by a third party, each such Party shall be liable for its proportionate concurrent actions or omissions in any resulting suits, actions, claims, liability, damages, judgments, costs and expenses and for their own attorney's fees.

Nothing contained in this Agreement shall be construed to create a right in any third party to indemnification or defense.

Each Party waives, as to each other only, their immunity from suit under Washington's Industrial Insurance Act, Title 51 RCW, solely to the extent necessary to provide each other with a full and complete indemnity from any claims made by the other Party's employees. This waiver of immunity was mutually negotiated by the Parties hereto.

Section 2. Mandatory Disclaimer. The Authority is an independent governmental agency created pursuant to an Interlocal Agreement between King County and the City of Seattle pursuant to RCW 39.34.030. All liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against King County, the City of Seattle, or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority unless explicitly agreed to in writing by such entity or agency.

Section 3. Insurance. The Authority and each Partner City shall provide each other with evidence of insurance coverage, in the form of a certificate or other competent evidence from an insurance provider, insurance pool, or of self-insurance. Each Party shall provide to the other Party at least 30 days advance notice of any cancellation, suspension or material change in coverage.

ARTICLE VIII
WITHDRAWAL AND TERMINATION

Section 1. Withdrawal. Any Partner City may withdraw from this Agreement by giving written notice of its intention to withdraw by September 30, 2024 to the Authority and the other Parties. The effective date of any withdrawal shall be no earlier than December 31, 2024. Thereafter, any Partner City may withdraw from this Agreement by giving written notice of its intention to withdraw by September 30 in any year to the Authority and the other Parties. The effective date of any such withdrawal shall be no earlier than December 31 in the same calendar year.

Section 2. Suspension, Modification and Termination. This Agreement may be terminated in accordance with this Section.

a. Loss of Funding. In the event any federal, State or local funds allocated to or by

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a Partner City for Services contracted for under this Agreement are or become unavailable, the Partner City will suspend without recourse the Authority's obligation to render the related Services under this Agreement and the Partner City's obligation to pay for such Services, by providing 90 days prior written notice to the Authority as provided herein, specifying the effective period of such suspension, or by modifying the applicable Exhibits to this Agreement to reflect such loss of funding and corresponding modification to Services to be provided.

b. Termination of Interlocal Agreement. In the event The City of Seattle and King County elect to terminate the Interlocal Agreement, this Agreement shall terminate as of the date of termination of the Interlocal Agreement. Upon notification of intent to terminate, the Authority will notify the Parties of termination of this agreement within 10 days.

Section 2. Effect of Termination, Expiration or Withdrawal.

a. Return of Unused Funds. Upon termination or expiration of this Agreement, the Parties shall coordinate the return of any disbursed and unused funds back to each Partner City. Upon withdrawal of a Partner City to this Agreement, the Parties shall coordinate the return of any disbursed and unused funds back to such Partner City. Costs incurred by the Authority for provision of Services prior to the date of termination, expiration or withdrawal shall be considered used funds for purposes of this subsection.

b. Coordination of Contracts. Upon termination, expiration or withdrawal of this Agreement, all existing contracts funded with Partner City funds pursuant to this Agreement shall be either assigned to the Partner City or terminated, to be determined by the applicable Partner City in its sole discretion. The Authority shall include in all contracts for Homeless Services under this Agreement terms that are in accord with this section, including but no limited to the ability to assign such contracts to the Partner City. No more than 60 days after notice of termination of the Interlocal Agreement between The City of Seattle and King County, the Authority shall provide each Partner City with a current list of contracts funded by the Partner City, together with the total contract value, the contract term, the source of funding for each such contract, and any additional information requested by the Partner City. The Parties shall work together and, to the extent necessary, in consultation with King County to coordinate the assignment and termination of all such contracts on or prior to termination of this Agreement.

c. Notification to Contract Holders. Upon notice of termination, expiration or withdrawal, the Authority shall promptly notify the Contract Holders of such termination, expiration or withdrawal, and of the intended assignment of the Contract Holder's contract to the Partner City or intended contract termination date.

ARTICLE IX
MISCELLANEOUS

Section 1. Notice to the Parties. Any formal notice or communication required to be given under this Agreement shall be deemed properly given if delivered either by physical or

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electronic means (to email addresses designated by the Parties from time to time), or if mailed postage prepaid and addressed to:

If to City of Bothell:

City of Bothell
Attn: Kyle Stannert
18415 101st Ave NE
Bothell, Washington 98011
Email: Kyle.Stannert@bothellwa.gov

If to City of Kenmore:

City of Kenmore
Attn: Rob Karlinsey
18120 68th Ave NE
Kenmore, Washington 98028
Email: rKarlinsey@kenmorewa.gov

If to City of Lake Forest Park:

City of Lake Forest Park
Attn: Phillip Hill
17425 Ballinger Way NE
Lake Forest Park, Washington 98155
Email: PHill@cityoflfp.gov

If to City of Shoreline:

City of Shoreline
Attn: Bristol S. Ellington
17500 Midvale Ave N
Shoreline, Washington 98133
Email: bellington@shorelinewa.gov

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If to City of Woodinville:

City of Woodinville
Attn: Brandon Buchanan
17301 133rd Ave NE
Woodinville, Washington 98072
Email: BrandonB@ci.woodinville.wa.us

If to the Authority:

King County Regional Homelessness Authority
Attn: Marc Dones
400 Yesler Way, Ste. 600
Seattle, Washington 98004
Email: marc@kcrha.org

Each Party may update its notice information by providing written notice to the other Party.

Section 2. Representatives. The individuals listed above are designated as representatives of the respective Parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the Party making the change shall notify the other Parties.

Section 3. Amendments to Agreement. No additions to or alterations of the terms of this Agreement shall be valid unless made in writing and executed by duly authorized agents of each Party. The Parties acknowledge that amendments to this Agreement may be necessary to ensure the provision of services by the Authority aligns with the principles set forth in the Interlocal Agreement.

Section 4. Governing Law; Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State. Venue for any action brought under this Agreement shall be in the Superior Court for King County.

Section 5. Contractual Relationship. The relationship of the Authority to the Partner Cities shall be that of an independent contractor, and the Authority agrees that no employee of the Authority shall be deemed or claimed to be an employee of the Partner Cities for any purpose. This Agreement does not authorize the Authority to act as agent or legal representative of any Partner City for any purpose whatsoever. The Authority 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 a Partner City or to bind a Partner City in any manner whatsoever.

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This Agreement is to facilitate the provision of Services. No joint venture, separate administrative or governmental entity, or partnership is formed as a result of this Agreement.

Section 6. Integration. This Agreement, together with all Exhibits hereto, contains all of the terms and conditions agreed upon by the Parties relating to the subject matter of this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties.

Section 7. Severability. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

Section 8. No Third-Party Beneficiary Rights. The provisions of this Agreement are for the sole benefit of the Parties, and they will not be construed as conferring any rights to any third party (including any third-party beneficiary rights).

Section 9. Waiver. No covenant, term, or condition or breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition. Neither the acceptance by a Partner City of any performance by the Authority after the time the same shall have become due nor payment to the Authority shall constitute a waiver by the Partner City of the breach or default of any covenant, term, or condition unless otherwise expressly agreed to by the Partner City in writing.

Section 10. Assignment. This Agreement may not be transferred or assigned by the Parties without the prior written consent of the other Parties, which may be withheld in such Party's sole discretion.

Section 11. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, and together such counterparts will constitute one and the same instrument.

Section 12. Negotiated Agreement. The Parties acknowledge that this is a negotiated agreement, that they have had the opportunity to have this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any Party on the basis of such Party's draftsmanship of this Agreement.

Section 13. Conflict with Interlocal Agreement. In the event of a conflict between this Agreement and the Interlocal Agreement, the terms of the Interlocal Agreement shall prevail.

Section 14. Additional Parties. Municipalities, local governments and public agencies within the region in which the other Parties are located may become a Party to this Agreement on

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execution of an addendum or amendment to this Agreement; provided, however, such new Party shall provide Resources to the Authority as consideration for the Services to be delivered hereunder.

[Signature Page Follows]

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IN WITNESS WHEREOF, the Parties have executed this Agreement by having their representatives affix their signatures below.

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY, a Washington governmental administrative agency

DocuSigned by:
By: _____
Name: Marc Dones
Title: Chief Executive Officer
Date: 2/3/2023

CITY OF KENMORE, a Washington Municipality

DocuSigned by:
By: Rob Karlinsey
Name: Rob Karlinsey
Title: City Manager
Date: 1/31/2023

CITY OF LAKE FOREST PARK, a Washington Municipality

DocuSigned by:
By: _____
Name: Jeff Johnson
Title: Mayor
Date: 3/3/2023

CITY OF SHORELINE, a Washington Municipality

DocuSigned by:
By: Bristol S. Ellington
Name: Bristol S. Ellington
Title: City Manager
Date: 2/1/2023

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CITY OF WOODINVILLE, a Washington Municipality

DocuSigned by:
By: Brandon Buchanan
837C611D4B0740C...
Name: Brandon Buchanan
Title: City Manager
Date: 2/1/2023

CITY OF BOTHELL, a Washington Municipality

DocuSigned by:
By: Kyle Stannert
Name: Kyle Stannert
Title: City Manager
Date: 2/9/2023

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EXHIBIT A
SERVICES

As the single regional entity responsible for coordinating the homelessness response within King County, the Authority shall seek to significantly decrease the incidence of homelessness throughout King County in accordance with the guiding principles established by Article IV, Section 3 of the Interlocal Agreement. To achieve this mission, the Authority shall support, create, and implement solutions to homelessness in the boundaries of the Partner Cities by providing leadership, advocacy, planning and management of program funding.

Services to be provided by the Authority to the Partner Cities shall include:

- For the 2023-24 budget cycle, the funding awards made by Partner Cities' respective city councils will be honored and maintained in amounts as described in Exhibit B; beginning January 1, 2023, the Authority shall be responsible for the administration and oversight of the applicable service contract. The Partner City shall take such steps as necessary to assign such responsibility to the Authority.

- For the following years, funding decisions will be made by the Authority in alignment with sub-regional planning activities to ensure residents in all Partner Cities have access to homelessness services if needed.

- All funding contributed by Partner Cities pursuant to this Agreement shall be distributed by the Authority for the provision of Services. The Authority shall not retain any portion of those funds as fee for administrating its responsibilities under this Agreement.

- Allowable expenditures

In furtherance of maintaining investment in the North King County Sub-Region, all dollars pooled within the North King County Sub-Region under the terms of this Agreement shall only be utilized for Services provided at a physical location within the North King County sub-region or have been determined to be a program acceptable to the Partner Cities that is serving North King County Sub-region residents.

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EXHIBIT B

FUNDING AND PAYMENT/RESOURCES

The Partner Cities agree to provide Resources to the Authority in exchange for Homeless Services under the terms of this Agreement. Throughout this Agreement, the contribution amount will be determined as described below. Each Partner City shall include its respective contribution in its budget for consideration by its city council for approval.

For the 2023 - 2024 budget cycle:

- Partner Cities that have historically funded homelessness response organizations and have issued requests for proposals for this budget cycle will maintain their investment amount.

- Partner Cities that have historically not funded homelessness response organizations shall allocate funding based on the average per-capita investment (calculated as a rate of $1.20 per capita based on the April 1, 2022 Washington State Office of Financial Management's Population of Cities, Towns, and Counties Used for Allocation of Selected State Revenue) from the Partner Cities that have funded homelessness response.

For 2025 - 2026 budget cycle:

- Each Partner City shall provide a funding allocation reserved for the Authority at a rate of $1.20 per capita based on the April 1, 2024 Washington State Office of Financial Management's Population of Cities, Towns, and Counties Used for Allocation of Selected State Revenue with opportunity for its city council to allocate additional funding to the Authority.

- The Authority will provide a funding contribution recommendation informed by HMIS data and sub-regional planning efforts to make informed recommendations based on needs of north King County residents.

This Agreement does not preclude any Partner City from allocating funding for homeless services separate and apart from this Agreement. If a Partner City decides to allocate such funding, the Partner City shall first consult with the Authority so as to align the provision of these services with the Authority's North King County Sub-Region planning. Provided, that the allocation of funding is at the sole discretion of the Partner City and the Authority's consent or agreement is not required before an allocation may be made.

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EXHIBIT C

INTERLOCAL AGREEMENT

INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT OF THE KING COUNTY REGIONAL HOMELESSNESS AUTHORITY BETWEEN KING COUNTY AND THE CITY OF SEATTLE PURSUANT TO RCW 39.34.030

Dated December 11, 2019

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INTERLOCAL AGREEMENT FOR THE ESTABLISHMENT OF THE KING COUNTY REGIONAL HOMELESSNESS AUTHORITY

RECITALS:

WHEREAS, the federal and state government, King County (the "County") and jurisdictions across the County, including the City of Seattle ("Seattle"), currently fund programs to provide services to individuals and families experiencing homelessness, but homelessness and housing insecurity remain a chronic and serious problem; and

WHEREAS, the County and Seattle have entered into a Memorandum of Understanding dated May 3, 2018, proposing a partnership to more effectively and consistently coordinate their provision of such services; and

WHEREAS, cities and counties are authorized to enter into interlocal cooperation agreements in accordance with chapter 39.34 RCW (the "Interlocal Cooperation Act") to jointly provide services; and

WHEREAS, Seattle and the County have determined that a joint and cooperative undertaking to coordinate services within an equitable operational framework centering on people with lived experience of homelessness will enable and facilitate joint planning, program funding and establishing standards for and accountability of programs, and thereby improving the delivery of services and enhancing outcomes for those receiving such services; and

WHEREAS, Seattle and the County have committed to assessing the needs and specific recommendations for homelessness solutions through a Regional Action Plan; and

WHEREAS, people of color have been, and continue to be, overrepresented among those who struggle with homelessness and housing instability and, in order to successfully address homelessness, Seattle and the County seek to address the racial disparities among those experiencing it; and

WHEREAS, the Parties desire to enter into this Interlocal Agreement for the purpose of facilitating the formation, administration, and operation of an independent governmental agency (as further defined herein as the "Authority");

NOW THEREFORE, it is hereby agreed and covenanted among the undersigned as follows:

ARTICLE I

DEFINITIONS

As used herein the following capitalized terms shall have the following meanings. Terms not otherwise defined herein shall have their dictionary meaning.

"Advisory Committee" means the committee recognized by the Implementation Board serving as the Continuum of Care Board created by the Continuum of Care pursuant to 24 CFR Part 578 or its successor regulation to serve in an advisory capacity to the Implementation Board as set forth herein.

"Agreement" means this Interlocal Agreement for the Establishment of the King County Regional Homelessness Authority, as it may be amended from time to time.

"Authority" means the King County Regional Homelessness Authority formed by the Parties as a separate governmental administrative agency pursuant to RCW 39.34.030(3).

"Bylaws" mean the Bylaws of the Governing Committee and the Implementation Board, respectively, and as they may be amended from time to time.

"Chief Executive Officer" means the Chief Executive Officer or similar office recommended by the Implementation Board and confirmed by the Governing Committee as provided herein.

"Contract Holder" means an entity with which the Authority contracts to perform a Homeless Service or other work.

"County" means King County, a municipal corporation and a home rule charter county organized under the laws of the State of Washington.

"County Council" means the legislative authority of the County.

"County Executive" means the King County Executive.

"Customers" means individuals and families experiencing homelessness or who are at imminent risk of experiencing homelessness.

"Effective Date" means the date that this Agreement becomes effective between the County and Seattle, which shall be the date of the last signature of a Party.

"Five-Year Plan" means the five-year implementation plan developed by the Authority, endorsed by the Implementation Board and approved by the Governing Committee. The Five-Year Plan shall incorporate requirements of the Master Agreements from Parties, and requirements of the Funders, and may be informed by the Regional Action Plan, if any, to guide the Authority's operations. The Five-Year Plan shall incorporate principles of equity and social justice and shall identify strategies to reduce homelessness in at least the following populations: youth and young adults, families, veterans, single adults, seniors, and those experiencing acute behavioral health challenges.

"Funder" means a person or entity that provides Resources to the Authority to be used in the furtherance of the Authority's purposes and mission.

"Goals, Policies, and Plans" means major strategic planning documents that guide the Authority's operations, including but not limited to the Five-Year Plan.

“Governing Committee” means the oversight committee established pursuant to this Agreement and that shall serve as the administrator for the Authority.

“Governing Committee Members” or “Members of the Governing Committee” shall mean members of the Governing Committee.

“Homeless Services” means shelter, day centers, hygiene facilities, housing, and related services to assist Customers.

“Homelessness Services Provider” means an entity that provides Homeless Services to Customers but not pursuant to a contract with the Authority.

“Implementation Board” means the body responsible for advising the Governing Committee, pursuant to this Interlocal Agreement.

“Implementation Board Members” or “Members of the Implementation Board” shall mean members of the Implementation Board.

“Interlocal Cooperation Act” means chapter 39.34 RCW as the same now exists or may hereafter be amended, or any successor act or acts.

“Lived Experience” means current or past experience of housing instability or homelessness, including individuals who have accessed or sought homeless services while fleeing domestic violence and other unsafe situations.

“Marginalized Demographic Populations” means groups or communities affected by structural racism, ableism, homophobia, transphobia, misogyny or other sources of inequities and disproportionately experiencing or at imminent risk of experiencing homelessness.

“Master Agreement” means the contract between the Authority and a Party that memorializes the services the Authority will provide in exchange for the Party’s funding of the Authority or other consideration.

“Party” or “Party to this Agreement” means the County and Seattle. “Parties” means more than one Party.

“RCW” means the Revised Code of Washington.

“Resources” means those monies, employee time and facility space provided by an entity, either through contract or donation to support the operation of the Authority or the operation of Homeless Services.

"Regional Action Plan" or "RAP" means the plan created by the community to identify regional resource needs and guide decision-making goals to end homelessness. The initial RAP was prepared in 2020 through community discussions led by the Corporation for Supportive Housing. The RAP is intended to guide decision-making for the region, and not just be a plan that may inform the work of the Authority, and is necessarily much broader in scope than the Authority's Five-Year Plan.

"SCA" means the Sound Cities Association or successor interest.

"Seattle" means the City of Seattle, a municipal corporation and first-class home rule city organized under the laws of the State of Washington.

"Seattle City Council" means the legislative authority of the Seattle.

"Seattle Mayor" means the Mayor of Seattle.

"State" means the State of Washington.

"Sub-Regional Planning Activity" means efforts to analyze and articulate local needs, priorities and solutions to address homelessness across the different areas of the County, inclusive of Seattle and north, east, south, and rural King County.

"Subscribing Agencies" means governmental entities, including but not limited to the State, counties other than King County, cities other than Seattle and housing authorities that contract, pursuant to the terms of this Agreement, with the Authority for the Authority's services.

ARTICLE II

AUTHORITY FOR KING COUNTY REGIONAL HOMELESSNESS AUTHORITY

Section 1. King County Regional Homelessness Authority.

In accordance with RCW 39.34.030, this Agreement is entered into by and between Seattle and the County to establish a separate governmental administrative agency to accomplish the purpose and mission set forth herein and as this Agreement may be amended from time to time. The name of such separate governmental administrative agency shall be the "King County Regional Homelessness Authority" (the "Authority").

ARTICLE III

DURATION OF AUTHORITY

Section 1. Duration. Except as provided in Section 3 of this Article III, the initial duration of this Agreement shall be five (5) years from its Effective Date, with an automatic renewal starting in the sixth year for an indefinite period or until terminated by the Parties.

Section 2. Withdrawal. No Party is permitted to unilaterally withdraw until this Agreement has been in force at least five (5) years from the Effective Date; provided however, the Parties may agree to terminate this Agreement within the initial five (5) year period.

Section 3. Termination. This Agreement may be terminated by written, mutual agreement of the Parties and only after the legislative authorities of the Parties have authorized the termination by motion or resolution; provided however, the effective date of the termination shall be not less than one (1) year from the later date that the County's motion and Seattle's resolution has been delivered to the Authority. The Parties shall jointly undertake with the dissolution of the Authority to protect the public interest and prevent impairment of obligation, or if authorized by law, authorize or initiate proceedings in the Superior Court for the appointment and supervision of a receiver for such purposes.

ARTICLE IV

PURPOSE, MISSION AND GUIDING PRINCIPLES OF THE AUTHORITY

Section 1. Purpose. The Authority is a regional, independent governmental agency under RCW 39.34.030, the purposes of which are:

a. Providing consolidated, aligned services for individuals and families who are experiencing homelessness or who are at imminent risk of experiencing homelessness in the jurisdictional boundaries of King County, as such services may be revised or expanded from time to time consistent with the Five-Year Plan or successor planning document and principles set forth in this Agreement;

b. Receiving revenues from the County, Seattle, Funders and other public and private sources for the purposes of the Authority, and applying such revenues as permitted by this Agreement; and

c. Providing such other services as determined to be necessary to implement this Agreement.

Section 2. Mission. The mission of the Authority is to significantly decrease the incidence of homelessness throughout King County, using equity and social justice principles.

Section 3. Guiding Principles. The parties hereto agree that the establishment of the Authority is necessary to consolidate homelessness response systems under one regional entity which acts according to the following principles as may be amended by the Governing Committee from time to time:

(i) The Authority shall establish ongoing procedures, policies and mechanisms to ensure accountability to its Customers, its contract agencies, its funders, and the public.

(ii) The Authority shall be accountable in its decision-making processes and strategic planning to its Customers' experiences and to persons with Lived Experience.

(iii) The Authority shall address racial-ethnic and other statistical disproportionalities amongst the population of people experiencing homelessness, including addressing racial-ethnic inequities in the development, delivery, and evaluation of services in the homeless service system. The Authority shall proactively seek to eliminate disproportionalities in the population experiencing homelessness and outcomes for people experiencing homelessness by directly addressing structural racism, ableism, homophobia, transphobia, misogyny and other sources of inequities.

(iv) The Authority shall establish clear protocols for decision making that are easily understood by community members, Customers, and other stakeholders. These protocols shall have a clear process for Customer and provider input.

(v) The Authority shall make data-driven decisions and develop policies and practices to incorporate best practices and quantitative and qualitative data in the development of policies, programs, and funding decisions. It shall collect and analyze a broad array of data reflecting the performance and impact of its funded programs. The Authority shall collect and analyze data that enables tailored approaches for communities disproportionately impacted by the experience of homelessness and different sub-regions within King County. The Authority shall establish community-informed indicators, performance measures, and outcomes that draw on both quantitative and qualitative data.

(vi) The Authority shall, where possible and as revenue and budgeting allows, implement and support contracting processes and provider staff pay structures that promote high quality services, service system professionalization, and reduction of undue provider staff turnover.

(vii) The Authority shall create long-term institutional alignment across systems to meet the needs of people at imminent risk of becoming homeless and those experiencing homelessness. The Authority shall adopt an evidence-based, housing first orientation and shall inform and support regional efforts to increase development of new 0 – 30% AMI housing and preserve existing affordable housing, with a priority for permanent supportive housing.

(viii) The Authority shall value distinctions in local context, needs and priorities through effective Sub-Regional Planning Activity. The Authority shall provide capacity to work with stakeholders from geographically diverse parts of the region to analyze, identify, and

implement priority services distinct to those sub-regions. Sub-regions shall be defined by the Authority, taking into consideration established sub-regional definitions including the spheres of influence for A Regional Coalition for Housing (ARCH) and the South King Housing and Homeless Partners (SKHHP) as well as any established County guidance.

Section 4. Initial Start-Up; Scope of Work

In addition to carrying out the terms of this Agreement and complying with the terms of Master Agreements that provide funding to the Authority, the Authority will, among other things:

a. Develop, within six months of the first Implementation Board meeting, an initial work plan that describes an organizational structure, a plan for initial implementation of contracted Homeless Services on behalf of the County and Seattle under the terms of their respective Master Agreements, and a description of goals and activities that the Authority will undertake until approval of its first Five-Year Plan. Such work plan will be recommended by the Implementation Board and approved by the Governing Committee.

b. Within the first 18 months of operations, the Authority shall work with current and former Customers and other stakeholders to develop a Five-Year Plan. The Authority's Five-Year Plan may be informed by the Regional Action Plan. The Five-Year Plan shall be recommended by the Implementation Board, approved by the Governing Committee and periodically updated as provided herein. The Five-Year Plan shall:

(i) include a theory of change;

(ii) include specific, measurable actions, outcomes and goals, informed by the Regional Action Plan, that the Authority will take and track progress toward; and

(iii) provide for Sub-Regional Planning Activities to be developed with input from the Governing Committee, Advisory Committee and the Sound Cities Association.

c. Develop processes for procurement of services addressing homelessness.

d. Develop form contracts with Homelessness Service Providers with consistent terms, conditions and performance evaluation criteria.

e. Develop consistent standards for the comprehensive data collection, monitoring, and evaluation of systems and program performance.

f. Support continuous improvement of key system interventions (such as emergency services and homeless housing) and evaluate community impact, including community engagement, Customer engagement, and continuum of care compliance, and support an Office of the Ombuds.

ARTICLE V

POWERS OF AUTHORITY

Section 1. Powers. Except as otherwise limited by Washington State law, the Authority shall have all powers, privileges or authority that may be exercised or capable of exercise by both the County and Seattle necessary or convenient to effect the purposes for which the Authority is established and to perform authorized Authority functions, including without limitation the power to:

a. Own, lease, acquire, dispose of, exchange and sell real and personal property;

b. Contract for any Authority purpose with individuals, associations and corporations, municipal corporations, the County, Seattle, any city other than Seattle, any Additional Party, any agency of the State or its political subdivisions, and the State, any Indian Tribe, and the United States or any agency or department thereof;

c. Provide for, carry out, and implement the provisions of this Agreement;

d. Sue and be sued in its name;

e. Lend its monies, property, credit or services, or borrow money;

f. Do anything a natural person may do;

g. Perform and undertake all manner and type of community services and activities in furtherance of the carrying out of the purposes or objectives of any program or project heretofore or hereafter funded in whole or in part with funds received from the United States, state, county, or other political entity, or any agency or department thereof, or any other program or project, whether or not funded with such funds, which the Authority is authorized to undertake by Federal or Washington State law, County or Seattle ordinance, County motion or Seattle resolution, by agreement with the County, Seattle, or as may otherwise be authorized by the County or Seattle;

h. Transfer any funds, real or personal property, property interests, or services, with or without consideration;

i. Receive and administer governmental or private property, funds, goods, or services for any lawful public purpose;

j. Purchase, acquire, lease, exchange, mortgage, encumber, improve, use, manage, or otherwise transfer or grant security interests in real or personal property or any interests therein; grant or acquire options on real and personal property; and contract regarding the income or receipts from real property;

k. Secure financial assistance, including funds from the United States, a state, or any political subdivision or agency of either for corporate projects and activities;

l. Contract for, lease, and accept transfers, gifts or loans of funds or property from the United States, a state, and any political subdivision or agency of either, including property acquired by any such governmental unit through the exercise of its power of eminent domain, and from corporations, associations, individuals or any other source, and to comply with the terms and conditions therefor;

m. Manage, on behalf of the United States, a state, and any political subdivision or agency of either, any property acquired by such entity through gift, purchase, construction, lease, assignment, default, or exercise of the power of eminent domain;

n. Initiate, carry out, and complete such capital improvements of benefit to the public consistent with this Agreement;

o. Recommend to the United States, a state, and any political subdivision or agency of any of them, such security measures as the Authority may deem appropriate to maximize the public interest in the County;

p. Provide advisory, consultative, training, educational, and community services or advice to individuals, associations, corporations, or governmental agencies, with or without charge;

q. Control the use and disposition of corporate property, assets, and credit;

r. Invest and reinvest its monies;

s. Fix and collect charges for services rendered or to be rendered, and establish the consideration for property transferred;

t. Maintain books and records as appropriate for the conduct of its affairs and make such books and records available as required by law and this Agreement;

u. Carry on its operations, and use its property as allowed by law and consistent with this Agreement; designate agents, and hire employees, prescribing their duties, qualifications, and compensation; and secure the services of consultants for professional services, technical assistance, or advice; and

v. Exercise and enjoy such additional powers as may be authorized by law, except as may be expressly limited by the terms of this Agreement.

ARTICLE VI

LIMITS ON AUTHORITY POWERS

Section 1. Limits on Authority Powers. The Authority in all activities and transactions shall be limited in the following respects:

a. The Authority shall have no power to issue debt or to levy taxes.

b. The Authority may not incur or create any liability that permits recourse by any contracting party or member of the public against any assets, services, Resources, or credit of the County or Seattle, unless otherwise explicitly agreed to in writing by such entity.

c. No funds, assets, or property of the Authority shall be used for any partisan political activity or to further the election or defeat of any candidate for public office; nor shall any funds or a substantial part of the activities of the Authority be used for publicity or educational purposes designed to support or defeat legislation pending before the Congress of the United States, or any state legislature or any governing body of any political entity; provided, however, that funds may be used for representatives and staff of the Authority to communicate with governmental entities and members of Congress of the United States or any state legislature or any governing body of any political entity concerning funding and other matters directly affecting the Authority, so long as such activities do not constitute a substantial part of the Authority's activities and unless such activities are specifically limited in this Agreement.

d. All revenues, assets, or credit of the Authority shall be applied toward or expended upon services, projects, and activities authorized by this Agreement. No part of the revenues, assets or credit of the Authority shall inure to the benefit of, or be distributable as such to, Implementation Board Members, Governing Committee Members, members of the Advisory Committee or other committees, officers or other private persons, except that the Authority is authorized and empowered to:

(i) Provide a per diem to Implementation Board Members and Governing Committee Members who have experienced homelessness. Reimburse Governing Committee Members, Implementation Board Members, members of the Advisory Committee or other committee, and employees and others performing services for the Authority for reasonable expenses actually incurred in performing their duties, and compensate employees and others performing services for the Authority a reasonable amount for services rendered;

(ii) Assist Implementation Board Members, Governing Committee Members, members of the Advisory Committee or other committee, or employees as members of a general class of persons who receive services provided by or through the Authority as long as no special privileges or treatment accrues to such Implementation Board Members, Governing Committee Members, members of the

Advisory Committee or other committee or employees by reason of their status or position in the Authority;

(iii). To the extent permitted by law, defend and indemnify any current or former Implementation Board Members, Governing Committee Members or employees as provided herein;

(iv) Purchase insurance to protect and hold personally harmless any current or former Implementation Board Members, Governing Committee Members or employee and their successors from any action, claim, or proceeding instituted against the foregoing individuals arising out of the performance, in good faith, of duties for, or employment with, the Authority and to hold these individuals harmless from any expenses connected with the defense, settlement, or monetary judgments from such actions, claims, or proceedings. The purchase of such insurance and its policy limits shall be discretionary with the Implementation Board Members, and such insurance shall not be considered to be compensation to the insured individuals. The powers conferred by this Section 1.d. of Article VI shall not be exclusive of any other powers conferred by law to purchase liability insurance; and

(v) Sell assets for a consideration greater than their reasonable market value or acquisition costs, charge more for services than the expense of providing them, or otherwise secure an increment in a transaction, or carry out any other transaction or activity, as long as such gain is not the object or purpose of the Authority's transactions or activities, and such gain shall be applied to providing Homeless Services, and as long as no Party is charged more than its total annual or biennial allocation as provided in this Agreement.

e. The Authority shall not issue shares of stock, pay dividends, make private distribution of assets, make loans to its Implementation Board Members, Governing Committee Members or employees or otherwise engage in business for private gain.

Section 2. Limitation on Liability.

All debts, obligations and liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against the County, Seattle, Funders or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority unless explicitly agreed to in writing by the County, Seattle, Funders or such entity or agency.

Section 3. Mandatory Disclaimer.

The following disclaimer shall be posted in a prominent place where the public may readily see it in the Authority's principal and other offices. It shall also be printed or stamped on all contracts and other documents that may entail any debt or liability by the Authority. Failure to display, print or stamp the statement required by this Section 3 of Article VI shall not be taken as creating any liability for any entity other than the Authority.

The King County Regional Homelessness Authority (the "Authority") is an independent governmental agency created pursuant to an Interlocal Agreement between King County and the City of Seattle pursuant to RCW 39.34.030. All liabilities incurred by the Authority shall be satisfied exclusively from the assets and properties of the Authority and no creditor or other person shall have any right of action against King County, the City of Seattle, or any other public or private entity or agency on account of any debts, obligations, or liabilities of the Authority unless explicitly agreed to in writing by such entity or agency.

ARTICLE VII
BUDGETING AND CONTRACTING

Section 1. Provision of Funds.

(a) The Authority shall annually submit a proposed budget request to each of the Parties, consistent with the budget approved by the Governing Committee. Requests shall be made by the Authority to the Parties at the time and in the form as determined to be necessary to comply with the fiscal and budget cycles of the individual Party and that is consistent with the Resources provided by the Parties. Each Party shall review the proposed budget request and strive to allocate monies to the Authority consistent with the budget request and overall Five-Year Plan or successor planning documents; provided, that the County's allocation shall be made biennially. The Authority's proposed budget request for the County for the second year of the biennium shall describe the reason for any requested adjustments to the County's budget appropriation for the biennium. Parties shall provide monies to the Authority subject to the terms of each Party's Master Agreement.

(b) It is Seattle's intent to provide the same funding to the Authority that it budgeted in 2019 for the Homeless Services contracts anticipated to be transferred to the Authority and related administrative expenses. In 2019 that amount is approximately $73,000,000. In accordance with the foregoing, Seattle anticipates providing the following to the Authority, in all cases subject to annual budget appropriations:

1. Initial, start-up funding of no more than $2,000,000 for calendar year 2020 (or a pro rata portion if the Authority commences operations later than January 1, 2020), the Authority's expected first year of operation. In the event that the Authority determines that a portion of the initial, start-up funding is necessary on an ongoing basis to fully fund the administrative costs of the Authority so as not to reduce the level of Homeless Services provided in 2020 and subsequent years, the Authority may request additional funding from Seattle in an amount that demonstrates a shared investment in ongoing administrative costs between King County and Seattle; and

2. Except as otherwise provided in Section 1(h) of this Article VII, program and administrative funding of no less than $73,000,000 for 2020 (or a pro rata portion commensurate with the needs of the Authority if the Authority commences administration of Homeless Services contracts later than January 1, 2020) and for each of the following three years,

and thereafter, funding as necessary for the Authority to acquire through contract Homeless Services and to fund the administrative costs of the Authority.

(c) It is the County's intent to provide the same funding to the Authority that it budgeted in 2019 for the Homeless Services contracts anticipated to be transferred to the Authority and related administrative expenses. In 2019 that amount is approximately $55,000,000. In accordance with the foregoing, the County anticipates providing the following to the Authority, in all cases subject to budget appropriations:

1. Initial, start-up funding of no more than $1,755,000 for calendar year 2020 (or a pro rata portion if the Authority commences operations later than January 1, 2020), the Authority's expected first year of operation. In the event that the Authority determines that a portion of the initial, start-up funding is necessary on an ongoing basis to fully fund the administrative costs of the Authority so as not to reduce the level of Homeless Services provided in 2020 and subsequent years, the Authority may request additional funding from King County in an amount that demonstrates a shared investment in ongoing administrative costs between King County and Seattle; and

2. Except as otherwise provided in Section 1(h) of this Article VII, program and administrative funding of no less than $55,000,000 for 2020 (or a pro rata portion commensurate with the needs of the Authority if the Authority commences administration of Homeless Services contracts later than January 1, 2020) and for each of the following three years, and thereafter, funding as necessary for the Authority to acquire through contract Homeless Services and to fund the administrative costs of the Authority; provided, that such administrative funding shall include the cost of the space contributed by the County described in Section 1(d) of this Article VII.

(d) The County agrees to make facilities available to the Authority for Authority operations. The County's funding to the Authority in Section 1(c) of this Article VII shall include the value of County space contributed by the County to the Authority. The County's funding in Section 1(c) of this Article VII shall be reduced to the extent the County directly pays for programs and administration during a transition period. Seattle's funding in Section 1(b) of this Article VII shall be reduced to the extent Seattle directly pays for programs and administration during a transition period.

(e) The Parties will enter into separate Master Agreements with the Authority setting forth each Party's respective processes to provide Resources or other consideration to the Authority pursuant to the terms and conditions set forth herein and in the Party's Master Agreement with the Authority. The Parties will collaborate so that, to the extent possible, their Master Agreements have similar and consistent terms, conditions and requirements so as to reduce inefficiencies and avoid any conflicting requirements for the Authority. The terms of the Master Agreements shall be consistent with this Agreement; in the event of a conflict between a Master Agreement and this Agreement, the terms of this Agreement shall prevail.

(f) The Parties will use best efforts to coordinate the development of their respective Master Agreements to ensure consistency and that the Authority will be provided adequate Resources to optimize the provision of services with appropriate accountability.

(g) If the Authority applies for and receives monies which had, in prior years, been accredited to either Seattle or King County, then: (1) in future years, the amount of such monies shall be credited towards the allocations as defined in Section 1.b.2 and Section 1.c.2 of this Article VII, respectively, and (2) the Authority shall give first priority to providing services to those persons who were previously served by such monies.

(h) Seattle or the County may reduce their expected funding, set forth in Sections 1.b.2 and 1.c.2 of this Article VII respectively, commensurate with reductions or eliminations of funding available for homelessness programs or services, by providing written notice to the Authority and executing a unilateral amendment to the affected Party's Master Agreement.

(i) The Authority shall comply with all federal, State, Seattle and County statutory and legal requirements, as applicable, in respect to all grant funds contributed by each Party.

(j) The Authority shall be subject to annual audit by the State Auditor, and by Seattle and County at the option of each.

Section 2. Information Required for Oversight of the Authority. Each of the Master Agreements shall include provisions obligating the Authority to provide the following minimum information to each Party:

(a) An annual operating budget displaying the various sources and uses of Authority revenues, with expenditures aggregated and disaggregated based on source;

(b) Quarterly reporting on expenditures against budget, as well as full transparency into on-going spending provided by access to the Authority's financial systems;

(c) Standards and procedures for the awarding of contracts to service providers, including means to measure outcomes;

(d) Annual reports showing comparative outcomes by service providers and evaluations of contract performance;

(e) A Five-Year Plan for the funding of Homeless Services; and

(f) An annual performance update on the Five-Year Plan or successor planning document.

Section 3. Subscribing Agency Service Contracts for the Provision of Homeless Services. Nothing herein shall prohibit the Authority from entering into contracts with Subscribing Agencies ("Subscribing Agency Contracts") so long as (i) such contracts are subject to the availability of grant or other funding, (ii) upon request, copies of such contracts be provided to a Party, and (iii)

such Subscribing Agency Contracts do not impair the obligations of the Authority to any Party or any other contractors. In consideration for the Authority providing such Homeless Services to a Subscribing Agency, that Subscribing Agency shall either provide Resources to the Authority or align the Subscribing Agency's provision of related services consistent with the Authority's budget, the Five-Year Plan or successor planning document, and the Authority's Goals, Policies, and Plans as approved by the Governing Committee. The Authority shall fund and provide services across the County regardless of whether a local jurisdiction is a Subscribing Agency to this Agreement.

ARTICLE VIII

ORGANIZATION OF AUTHORITY

Section 1. Governing Committee. A Governing Committee, comprised of elected officials serving ex officio and individuals representing those with Lived Experience, shall be formed to act as the administrator for the Authority and for the purposes of performing the duties set out in this Agreement. In selecting Members to serve on the Governing Committee, the blocs referenced in Section 1.a. of this Article VIII shall strive to reflect the racial and ethnic makeup of King County residents overall to ensure the inclusion of members of racial and ethnic groups disproportionately experiencing homelessness.

a. Governing Committee Composition. The Governing Committee shall be composed of the following members:

(i) the County Executive and two (2) members of the King County Council. One (1) of the two (2) Councilmembers shall represent a district that is in whole or in part located in Seattle and one (1) shall represent a district outside of Seattle;

(ii) the Seattle Mayor and two (2) members of the Seattle City Council;

(iii) three (3) members shall be elected officials from cities or towns other than Seattle; and

(iv) three (3) members representing individuals with Lived Experience, which members shall be selected by the Advisory Committee, or, if the Advisory Committee has not yet been established, the Continuum of Care Board created pursuant to 24 CFR Part 578 or successor regulation, which shall consider recommendations from the Coalition of Lived Experience or other groups representing individuals with Lived Experience. The Advisory Committee shall prioritize appointing individuals with personal Lived Experience. At least one of the three (3) Members shall represent individuals with Lived Experience in areas outside Seattle.

After selecting its three Governing Committee Members, a bloc referenced above in this Section 1.a. of Article VIII shall notify the other blocs of the names and contact information for that bloc's

selected Members. Notice to the County shall be sent to both the County Executive and the Chair of the County Council. Notice to Seattle shall be sent to both the Seattle Mayor and the president of the Seattle City Council. Notice to SCA shall be sent to the SCA Executive Director. Notice to the members representing individuals with Lived Experience shall be sent to the Advisory Committee or, if the Advisory Committee has not yet been established, the Continuum of Care Board created pursuant to 24 CFR Part 578 or successor regulation. It is the intent of the Parties that selection of members for each bloc referenced above in this Section 1.a. of Article VIII shall occur expeditiously so that the first meeting of the Governing Committee may occur within ninety (90) days of the Effective Date.

b. Actions Requiring Approval by Resolution and Voting. A general or particular authorization and concurrence of the Governing Committee by resolution shall be necessary for any of the following transactions and as provided in Section 1.b.(i) and Section 1.b.(iii) of this Article VIII.

Each individual Governing Committee Member shall be a voting member and shall have one vote. A Governing Committee Member may not split his or her vote on an issue. No voting by proxies or mail-in ballot is allowed. Voting by a designated alternate pursuant to the terms of the Bylaws or policies of the Authority is not considered a vote by proxy.

(i) The following actions of the Governing Committee shall require an affirmative vote of a majority of Governing Committee Members present, provided quorum requirements in Section 1.d. of this Article VIII are met:

(1) Remove Implementation Board Members for cause as provided in this Agreement;

(2) Recommend to the County Council and Seattle City Council amendments to this Agreement;

(3) Adopt and amend Bylaws of the Governing Committee;

(4) Confirm Implementation Board Members in accordance with Section 2 of this Article VIII;

(5) Approve for implementation the recommendations of the staffing plan and organization structure described at Section 5.a of Article IX;

(6) Approve performance metrics; and

(7) Change the name of the Authority.

(ii) The following actions shall require an affirmative vote of a two-thirds majority of Governing Committee Members present, provided quorum requirements in Section 1.d. of this Article VIII are met:

(1) Approve or amend Goals, Policies, and Plans;

(2) Approve or amend the annual budget recommended by the Implementation Board; and

(3) Confirm the Chief Executive Officer.

(iii) Removal of the Chief Executive Officer shall require an affirmative vote of nine (9) Members of the Governing Committee.

c. Organization. Members of the Governing Committee shall elect a chair from among its Members, who shall serve a two-year term; provided however, that nothing prevents the Governing Committee from appointing co-chairs.

d. Quorum. At all meetings of the Governing Committee, a quorum of the Governing Committee must be present in order to do business on any issue. A quorum shall be defined as nine (9) Governing Committee Members selected pursuant to Section 1.f of this Article VIII.

e. Annual Performance Report. The Governing Committee shall annually receive an annual performance report prepared by the Authority with input from the Implementation Board**.**

f. Term. The terms of the Seattle Mayor and the County Executive shall be co-terminus with their respective offices. The County Council and Seattle City Council shall determine which of its respective members shall serve on the Governing Committee and such Members shall serve until replaced or until no longer a member of their respective Council. The Governing Committee Members that are city elected officials from outside Seattle are appointed by the SCA and shall serve until replaced or until no longer eligible for appointment. The Governing Committee Members representing individuals with Lived Experience shall serve until replaced by the Advisory Committee.

g. Consecutive Absences. Any Governing Committee Member who is absent for three consecutive regular meetings without excuse may, by resolution duly adopted by a majority vote of the remaining Governing Committee Members, be deemed to have forfeited his or her position as Governing Committee Member and that Member's position shall be vacant.

Forfeiting a Governing Committee Member position pursuant to this Section 1.g. of Article VIII shall be effective immediately unless otherwise provided in the resolution. Any successor shall be selected in the same manner as the appointment for the forfeited Governing Committee Member position.

Section 2. Implementation Board. The operations and management of all Authority affairs shall reside in an Implementation Board. The Implementation Board of the Authority shall be composed of thirteen members. The composition of the Implementation Board shall reflect the racial and ethnic makeup of King County residents overall to ensure the inclusion of members of racial and ethnic groups disproportionately experiencing homelessness.

a. Board Member Characteristics. Implementation Board Members shall be appointed so that the Implementation Board as a whole satisfies the representational standards set forth in this Section 2.a of Article VIII.

The Implementation Board shall be comprised of individuals who have connections to or experience with a broad range of stakeholders and communities, including but not limited to: the local business community; neighborhood and community associations; faith/religious groups; and the philanthropic community. A majority of the members of the Implementation Board shall be persons whose combination of identity, personal experience, or professional expertise enables them to credibly represent the perspectives of, and be accountable to, Marginalized Demographic Populations that are statistically disproportionately represented among people experiencing homelessness in King County. The Implementation Board members shall strive to reflect a diversity of geographies in King County.

The Implementation Board shall neither include elected officials nor employees of Seattle, the County or the Authority, nor employees, officials, agents or representatives of current Contract Holders or any entity that is likely to directly benefit from the actions of the Authority (except as set forth in Section 4 of this Article VIII).

b. Board Member Expertise and Skills. All Implementation Board Members shall possess substantial and demonstrable expertise, experience and/or skill in one or more of the areas specified in this Section 2.b of Article VIII. Individual members shall be appointed so that each skill and expertise specified in this Section 2.b of Article VIII is represented on the fully seated Implementation Board.

(i) implementation of policies and practices that promote racial-ethnic equity within an organization of similar size or responsibility to the Authority;

(ii) fiscal oversight of entities with budgets of similar size to the Authority;

(iii) direction or oversight of business operations and/or strategy of a large public or private entity or organization;

(iv) affordable housing finance and/or development;

(v) physical and/or behavioral health care;

(vi) labor unions and workforce;

(vii) Federal continuum of care program governance and operations and the ability to represent the perspectives of continuum of care membership;

(viii) provision of services for persons experiencing homelessness or related social services with an emphasis on serving populations that are disproportionately represented amongst those experiencing homelessness;

(ix) academic research on topics related to homelessness and/or data-based performance evaluation;

(x) criminal justice;

(xi) provision of child welfare services;

(xii) provision of youth services; and

(xiii) other characteristics determined to be necessary by the Implementation Board to carry out the purposes of the Authority.

c. Initial Appointments. The appointing entities described in Section 2.c.(i) through Section 2.c.(v) of this Article VIII shall convene a nominating committee to coordinate and confer on appointments of Implementation Board Members, in order to ensure that each skill and expertise specified in Section 2.b. of this Article VIII is represented on the fully seated Implementation Board. The Implementation Board shall be comprised of thirteen (13) Members appointed, subject to confirmation by the Governing Committee, as follows:

(i) two (2) Members of the Implementation Board shall be appointed by the Seattle Mayor, one to serve a four-year term and one to serve a five-year term;

(ii) two (2) Members of the Implementation Board shall be appointed by the Seattle City Council, one to serve a three-year term and one to serve a four-year term;

(iii) two (2) Members of the Implementation Board shall be appointed by the County Executive, one to serve a three-year term and one to serve a four-year term;

(iv) two (2) Members of the Implementation Board shall be appointed by the County Council, one to serve a three-year term and one to serve a five-year term;

(v) two (2) Members of the Implementation Board shall be appointed by the Sound Cities Association, one to serve a four-year term and one to serve a five-year term; and

(vi) three (3) Members representing individuals who have Lived Experience shall be appointed by the Advisory Committee, or, if the Advisory Committee has not yet been established, the Continuum of Care Board created pursuant to 24 CFR Part 578 or successor regulation, which shall consider recommendations from the Coalition of Lived Experience or other groups representing individuals with Lived Experience of homelessness, subject to confirmation by the Governing Committee pursuant to Section 1.b.(i) of this Article VIII. The Advisory Committee shall prioritize appointing individuals with personal Lived Experience. At least one of the three (3) Members shall represent stakeholders who have Lived Experience in areas outside the city of Seattle. The terms of these positions are as follows: one to serve a three-year term, one to serve a four-year term, and one to serve a five-year term.

It is the intent of the Parties that selection of individuals to serve as Implementation Board Members occur expeditiously so that the first meeting of the Implementation Board may occur within 60 days of the Governing Committee taking action to confirm the initial Implementation Board Members.

d. Subsequent Appointments. Upon expiration of each position, the initial appointing entity or party shall appoint a subsequent member to serve in the expired position for a four-year term subject to confirmation by the Governing Committee pursuant to Section 1.b.(i) of this Article VIII. Representatives of the appointing entities described in Section 2.c.(i) through Section 2.c.(v) of this Article VIII shall convene a nominating committee to coordinate and confer on appointments of Implementation Board Members.

e. Tenure of Implementation Board Members. Implementation Board Members shall continue in office until a successor is appointed and confirmed as provided herein. Successors shall serve four-year terms (or such shorter period, if appointed after the expiration of a term, so as to ensure the continuation of staggered Implementation Board terms). Implementation Board Members may serve no more than two successive complete terms.

f. Consecutive Absences. Any Implementation Board Member who is absent for three consecutive regular meetings without excuse may, by resolution duly adopted by a majority vote of the then Implementation Board Members, and such action is concurred with by a majority of the Governing Committee, be deemed to have forfeited his or her position as Implementation Board Member and that Member's position shall be vacant.

Forfeiting an Implementation Board Member position pursuant to this Section 2.f. of Article VIII shall be effective immediately unless otherwise provided in the resolution. Any successor shall be selected in the same manner as the appointment for the forfeited Implementation Board Member position and any successor shall hold office for the unexpired term.

g. Removal of Implementation Board Members. If it is determined by at least a majority of the Implementation Board that an Implementation Board Member should be removed with or without cause and such action is concurred in by a majority of the Governing Committee, the Governing Committee may by resolution remove such Implementation Board Member and that Member's position shall be vacant.

Removal of Implementation Board Members pursuant to this Section 2.g. of Article VIII shall be effective immediately unless otherwise provided in the resolution. Any successor shall be selected in the same manner as the appointment for the removed Implementation Board Member and any successor shall hold office for the unexpired term.

h. Vacancy on Implementation Board. A vacancy or vacancies on the Implementation Board shall be deemed to exist in case of the death, disability or resignation, or removal or forfeiture of membership as provided herein. Vacancies during and at the expiration of the term of an Implementation Board Member shall be filled for the unexpired term as soon as possible in the same manner as the appointment for the Board Member position vacated.

i. Duties of Implementation Board. The Implementation Board shall be responsible for the operations and management of the Authority and shall provide strategic vision, community accountability and robust oversight for the Authority.

In addition to the powers and duties granted in other provisions of this Agreement, the Implementation Board shall:

(i) Meet regularly as set forth in Section 1 of Article X of this Agreement;

(ii) Develop and recommend Goals, Policies, and Plans to the Governing Committee;

(iii) Adopt an annual performance report and transmit such report to the Governing Committee annually;

(iv) Develop and recommend to the Governing Committee policies and processes for competitive procurement of services, including but not limited to policies for allocation of funding across program types and across cities, towns, and unincorporated areas in King County that are consistent with the Five-Year Plan or successor planning document;

(v) Develop and recommend a projected operating budget (which may be an annual budget, a biennial budget or other form as authorized by State law) that is consistent with the Five-Year Plan or successor planning document to be proposed to the Governing Committee;

(vi) Develop and transmit to the Governing Committee an annual funding allocation report, including but not limited to the sources and distribution of funding across program types and across cities, towns and unincorporated areas in King County;

(vii) Adopt an annual work plan which includes a summary of projects and activities to be undertaken during the budget period;

(viii) Cause the Authority to implement the Goals, Policies, and Plans approved by the Governing Committee, including through contracting for services, contracting to provide Homeless Services, making funding awards and doing all things necessary to oversee and carry out the implementation of the Authority's programs;

(ix) Ensure that the initial Five-Year Plan shall formalize sub-regional planning processes that are developed in consultation with the Governing Committee, the Advisory Committee, and the SCA. Sub-Regional Planning Activities will address factors, needs and resources unique to the respective regions. Such Sub-Regional Planning Activities will form the basis of the development of subsequent Five-Year Plans or successor planning documents, which may be informed by the Regional Action Plan. Annual work plans shall identify sub-regional goals and activities until such time as these are included in an approved Five-Year Plan;

(x) Adopt policies and procedures for oversight of major expenditures and other transactions, to include but not be limited to delegation of contracting authority to the Chief Executive Officer and the minimum standards for procurement of goods, services and property;

(xi) Conduct regular performance evaluation of the Chief Executive Officer; and

(xii) Cause the Authority to carry out the duties in this Agreement.

j. Actions Requiring Approval by Resolution. A general or particular authorization and concurrence of the Implementation Board by resolution shall be necessary for any of the following transactions:

(i) Transfer or conveyance of an interest in real estate, except for lien releases or satisfactions of a mortgage after payment has been received, or the execution of a lease for a current term less than one (1) year;

(ii) To the extent permitted by State law, donation of money, property or other assets belonging to the Authority;

(iii) Adoption of internal policies and procedures for oversight of major expenditures and other transactions;

(iv) Recommendation to the Governing Committee of an annual budget that is consistent with the Five-Year Plan or successor planning document;

(v) Recommendation to the Governing Committee of amendments to this Agreement;

(vi) Adoption and amendment of Bylaws for the Implementation Board;

(vii) Annual endorsement of a set of principles and priorities;

(viii) Recommendation to the Governing Committee of Goals, Policies, and Plans, including a Five-Year Plan;

(ix) Recommendation of a Chief Executive Officer to be confirmed by the Governing Committee, the recruitment of whom will be conducted jointly by the Implementation Board and the Governing Committee; and

(viii) Such other transactions, duties, and responsibilities as this Agreement shall repose in the Implementation Board or require Implementation Board participation by resolution.

k. Quorum of Implementation Board. At all meetings of the Implementation Board, a quorum of the Implementation Board must be present in order to do business on any issue. A quorum shall be defined as a majority of the Board Members in number, excluding any Board Member who has given notice of withdrawal or whose position is vacant in accordance with the provisions of Section 2.h. of this Article VIII.

l. Voting Requirements. Each individual Implementation Board Member shall be a voting member and shall have one vote. All resolutions shall require an affirmative vote of a majority of the Implementation Board Members voting on the issue; provided, that such majority equals not less than one-third (1/3) of the Implementation Board's total voting membership.

A Board Member may not split his or her vote on an issue. No voting by proxies or mail-in ballot is allowed. Voting by a designated alternate pursuant to the terms of the Bylaws or policies of the Authority is not considered a vote by proxy.

Proposed amendments to this Agreement and the adoption and amendment of Bylaws shall require an affirmative vote of two-thirds (2/3) of the Members of the Implementation Board.

m. Equity Decision Making. The Authority shall advance equity and social justice in its processes, policies, and outcomes by proactively seeking to eliminate racial-ethnic disproportionalities in the population experiencing homelessness and to eliminate disparities in outcomes for people experiencing homelessness by addressing structural racism, ableism, homophobia, transphobia, misogyny and other sources of inequities. The Authority shall establish and operate under an equity-based decision-making framework to inform its policy, business process, and funding decisions. This equity-based decision-making framework shall provide for inclusion of Customers of the service system in decisions that will affect them; specify a framework for examining policy, business process, and funding decisions with an explicit equity and racial justice analysis; and shall establish processes to measure, evaluate, and respond to the impact of its decision-making on its goals of advancing equity. This framework shall be informed by people with Lived Experience and be approved by the Implementation Board of the Authority.

Section 3. Right to Indemnification.

Each person who was, or is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was a Governing Committee Member, Implementation Board Member or employee of the Authority, whether the basis of such proceeding is alleged action in an official capacity as a director, trustee, officer, employee, or agent, or in any other capacity, shall be indemnified and held harmless by the Authority to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorneys' fees, judgments, fines and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be in such position and shall inure to the benefit of his or her heirs, executors and administrators; provided, however, that except as provided in this Section 3 of Article VIII, with respect to proceedings seeking to enforce rights to indemnification, the Authority shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the Implementation Board; provided, further, the right to indemnification conferred in this Section 3 of Article VIII shall be a contract right and shall include the right to be paid by the Authority the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceedings shall be made only upon delivery to the Authority of an undertaking, by or on behalf of such person, to repay all amounts so advanced if it shall ultimately be determined that such person is not entitled to be indemnified under this Section 3 of Article VIII or otherwise.

Provided, further, that the foregoing indemnity may not apply, at the discretion of the Authority, to any person from or on account of:

a. Acts or omissions of such person finally adjudged to be reckless misconduct, intentional misconduct or a knowing violation of law; or

b. Any transaction with respect to which it was finally adjudged that such person personally received a benefit in money, property, or services to which such person was not legally entitled.

If a claim under this Section 3 of Article VIII is not paid in full by the Authority within sixty (60) days after a written claim has been received by the Authority, except in the case of a claim for expenses incurred in defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may at any time thereafter bring suit against the Authority to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Section 3 of Article VIII upon submission of a written claim (and, in an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to the Authority), and thereafter the Authority shall have the burden of proof to overcome the presumption that the claimant is so entitled. Neither the failure of the Authority (including the Implementation Board or independent legal counsel) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses to the claimant is proper nor a determination by the Authority (including its Implementation Board Members, Governing Committee Members or independent legal counsel) that the claimant is not entitled to indemnification or to the reimbursement or advancement of expenses shall be a defense to the action or create a presumption that the claimant is not so entitled.

The right of indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Section 3 of Article VIII shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of this Agreement, Bylaws, any other agreement or otherwise.

The Authority shall maintain in full force and effect public liability insurance in an amount sufficient to cover potential claims for bodily injury, death or disability and for property damage, which may arise from or be related to projects and activities of the Authority and its Implementation Board Members, Governing Committee Members, staff and employees.

Section 4. Conduct; Code of Ethics.

Governing Committee Members, Implementation Board Members, members of the Advisory Committee or other committee and employees of the Authority shall conduct themselves in accordance with all applicable laws, including but not limited to, chapter 42.23 RCW (the "Code of Ethics for Municipal Officers"), chapter 42.30 RCW (the "Open Public Meetings Act"), and this Agreement and policies of the Authority.

All letters, memoranda and electronic communications or information (including email) that relate to conduct of the Authority or the performance of any Authority function may be public records subject to disclosure under chapter 42.56 RCW (the "Washington Public Records Act"). In the event that the Authority or any Governing Committee or Implementation Board Member or any member of the Advisory Committee or other committee receives a request for such records,

the Governing Committee or Implementation Board Member or any member of the Advisory Committee or other committee shall immediately provide the request to the public records officer of the Authority, and assist the public records officer in responding to the request.

Governing Committee Members, Implementation Board Members, and members of the Advisory Committee or other committee shall respect the confidentiality requirements regarding personnel, real estate transactions, proprietary matters, and attorney-client privileged communications, including those requirements listed herein and any other confidential information that is gained through their positions with the Authority. The Authority, rather than any individual, is the holder of these privileges and protections and only the Authority may elect to waive any such privileges or protections.

Any Governing Committee Member, Implementation Board Member, member of the Advisory Committee or other committee or Authority employee who has an actual or potential interest, or whose immediate family member (spouse, partner, child, sibling, or parent) has an interest, in any matter before the Implementation Board that would tend to prejudice his or her actions shall so publicly indicate according to the policies and procedures of the Authority. In such case any such individual shall recuse and refrain from voting upon and any manner of participation with respect to the matter in question so as to avoid any actual or potential conflict of interest. This requirement shall be in addition to all requirements under the Code of Ethics for Municipal Officers.

Governing Committee and Implementation Board Members, members of the Advisory Committee or other committee and employees of the Authority shall each submit an annual disclosure statement that requires the disclosure of any ownership or property or employment/affiliation with any party contracting with the Authority or providing services with the Authority. Any Governing Committee Member, Implementation Board Member and member of the Advisory Committee or other committee with such ownership interest, employment or affiliation shall recuse him or herself from participating in discussions, deliberations, preliminary negotiations, and votes if such property or employment/affiliation is directly benefiting from such action.

Notwithstanding anything herein to the contrary, the prohibition on conflicts of interest shall not apply to or otherwise prohibit a Governing Committee or Implementation Board Member from serving on the respective Board or voting on matters if such Member receives generally the same interest or benefits as are being made available or provided to a group or class of low-income, homeless or formerly homeless persons intended to be the beneficiaries of the services provided by or through the Authority. To ensure a diversity of representation on the Implementation Board, the Advisory Committee or other committee, nothing herein shall prevent Implementation Board Members of such bodies for whom Implementation Board service on which may be a financial hardship from receiving a stipend consistent with the stipend policies of similarly situated public and nonprofit boards.

ARTICLE IX

OFFICERS OF AUTHORITY; STAFFING

Section 1. Implementation Board Officers.

The Implementation Board Members shall elect from among themselves persons to serve in the following Implementation Board offices: Chairperson and Vice Chairperson. The Implementation Board Members may also create the offices of a Treasurer and Secretary which may be filled by Implementation Board Members, Authority employees or a Party's employee on loan to the Authority. In all cases the Chairperson and the Treasurer may not be the same person, and the Chairperson and the Vice Chairperson may not be the same person. The term of any officer shall expire one year after the officer is elected, or at such time as such officer's membership on the Implementation Board ceases or terminates, whichever is sooner. The Implementation Board may, under this Agreement, adopt Bylaws providing for additional officers, and, to the extent not inconsistent with this Agreement, may adopt Bylaws governing the offices and tenure of officers; the number of positions, powers and duties, and term of each office; the manner of appointment, selection, or election of office holders and the appointing, selecting, or electing authority; performance of duties of the office upon illness, death, incapacity, or absence of the officer; the filling of vacancies; and any qualification for the office and conditions upon exercising its powers. Nothing prevents the Implementation Board from appointing Co-Chairpersons, or combining the offices of Chairperson and Vice Chairperson into co-chairs.

Section 2. Duties of Officers.

Subject to the control of the Implementation Board, the Chairperson shall have general supervision, direction and control of the business and affairs of the Authority. On matters decided by the Authority, the signature of the Chairperson alone is sufficient to bind the corporation. The Vice-Chairperson shall perform the duties of the Chairperson without further authorization in the event the Chairperson is unable to perform the duties of the office due to absence, illness, death, or other incapacity, and shall discharge such other duties as pertain to the office as prescribed by the Implementation Board. To the extent not provided herein, the officers of the Authority shall have the duties as set forth in the Bylaws.

Section 3. Incapacity of Officers.

If the Treasurer or the Chairperson is incapacitated, another officer as provided for in the Bylaws shall be authorized to perform such duties without further authorization. The Treasurer is not authorized to perform the duties of the Chairperson, nor is the Chairperson authorized to perform the duties of the Treasurer.

Section 4. Advisory Committee; Committees.

The Implementation Board shall recognize a Continuum of Care Board created pursuant to 24 CFR Part 578 or its successor regulation to act as its Advisory Committee and serve the

Implementation Board by providing a broad array of perspectives, if such Continuum of Care Board takes action to serve as the Implementation Board's Advisory Committee. Members of the Advisory Committee shall be appointed by the Implementation Board. In the event that an existing Continuum of Care Board takes action to serve as the Authority's Advisory Committee, the Implementation Board may confirm any or all of the members of the Continuum of Care Board as members of the Advisory Committee, or may appoint new members to the Advisory Committee as set forth in the Bylaws or policies approved by the Implementation Board. The Advisory Committee shall be comprised of individuals with experience related to preventing and ending homelessness, including but not limited to: persons currently experiencing homelessness, populations disproportionately impacted by homelessness, Homelessness Services Providers, business, healthcare, labor and/or workforce, homeless housing and services, behavioral health services, criminal justice system, child welfare and data evaluation.

The Implementation Board may create additional committees and appoint individuals to such committees as set forth in the Bylaws or policies approved by the Implementation Board.

Section 5. Chief Executive Officer.

a. (i) Until the Governing Committee has approved an organizational structure and staffing plan, the Authority shall be staffed by employees from the Parties on loan to the Authority. Subject to any applicable collective bargaining agreement, the Chief Executive Officer may be responsible for supervising staff on loan from the Parties.

For inclusion among the Goals, Policies, and Plans to be recommended by the Implementation Board for Governing Committee approval, the Chief Executive Officer shall develop and propose a staffing plan for the Authority. The Chief Executive Officer shall within sixty days from his or her date of employment develop, in consultation with the Implementation Board, and propose an initial staffing plan for the Authority. The Chief Executive Officer may develop and propose subsequent updates to the staffing plan, also for inclusion among the Goals, Policies, and Plans to be recommended by the Implementation Board for Governing Committee approval.

In developing the staffing plan, the Chief Executive Officer shall recognize the significance of labor rights as well as existing collective bargaining agreements. The Chief Executive Officer shall also consider in developing the staffing plan the compensation and working conditions of the Parties' existing employees "on loan" to the Authority.

The staffing plan shall describe for each of the Authority's major bodies of work whether the body of work shall be accomplished by staff of the Authority, by agreement with one of the parties, by "loaned staff" of the parties under the operational control of the Authority, by contracted third party, or by a combination of those options.

For each major body of work that the Chief Executive Officer proposes full or partial accomplishment by staff of the authority or "loaned" staff of the parties, the staffing plan shall specify the number of full or partial full time-equivalent positions required for that major body of work. For each major body of work, the staffing plan shall articulate the

Chief Executive Officer's rationale for how the staffing plan supports the Authority's ability to accomplish its mission while promoting administrative and cost efficiency.

In addition to other major bodies of work that the Chief Executive Officer includes in the staffing plan, the staffing plan shall contain as major bodies of work support services that include procurement, legal support, human resources, information technology support, payroll, accounts payable and accounts receivable services, and facilities management. The staffing plan shall assess the benefits of and provide options for using support services provided by one or both of the Parties.

(ii) The Chief Executive Officer shall assign staff as necessary to ensure coordination and collaboration with homelessness crisis response partners and activities and adjacent systems whose work intersects with homelessness. The Chief Executive Officer shall assign at least one staff member to act as a liaison to ensure coordination and collaboration with homelessness crisis response partners and activities and adjacent systems whose work intersects with homelessness, including coordination with appropriate Seattle and King County agencies.

(iii) The Chief Executive Officer shall actively and continuously consider and evaluate all means and opportunities toward the enhancement of operational effectiveness of Homeless Services so as to maximize the effectiveness and efficiency of the system. Such recommendation shall be presented by the Chief Executive Officer to the Implementation Board from time to time and if any recommendation would require a change or deviation from established policy adopted by the Governing Committee, such policy change or deviation shall require approval by the Governing Committee before the recommendation may be implemented.

b. The Implementation Board shall recommend the Chief Executive Officer to the Governing Committee for confirmation following a recruitment process conducted jointly by the Implementation Board and the Governing Committee. The Chief Executive Officer shall be responsible to the Implementation Board for the effective operations of the Authority. The following may be delegated to the Chief Executive Officer: (1) the authority sign documents and contracts on behalf of the Authority; and (2) such other duties as delegated or assigned by the Implementation Board.

c. At the request of the Governing Committee or on at least a quarterly basis, the Chief Executive Officer shall provide a written report to the Governing Committee and seek input from the Governing Committee on the performance of the Authority, to include an evaluation of the implementation of the Five-Year Plan or successor planning document, as well as reporting on other performance metrics that may be adopted by the Authority.

d. The Chief Executive Officer shall annually present an overview of the Authority's proposed annual budget, an update on how the Authority is performing against performance metrics approved by the Governing Committee to the (1) Seattle City

Council or a committee thereof, as determined by the Seattle City Council; and (2) King County Council or a committee thereof, as determined by the County Council and to the Regional Policy Committee, at the discretion of that regional committee. The date of such annual presentations shall be determined at the discretion of the Parties.

Section 6. Office of the Ombuds.

The Implementation Board shall cause the Authority to either (a) contract with either Party to provide ombuds services consistent with the requirements of this Section 6; or (b) create an office of the Ombuds ("Office of the Ombuds") to promote Customer, employee and public confidence in the Authority's ability to effectively, efficiently and equitably serve people experiencing homelessness. The Office of the Ombuds shall gather Customer feedback to improve the Authority's operations and outcomes; ensure ease of contact for Customers and provide appropriate resources to resolve their concerns; implement strategies to collect, investigate, and respond to complaints and concerns about the delivery of services, policies, program administration, or other activities overseen or funded by the Authority; receive complaints from employees and Contract Holders; develop methods to respond to complaints or concerns in an equitable, impartial, and efficient manner; and be authorized to investigate complaints and issue findings, collect and analyze aggregate complaints data, and partner with Authority leadership, the Implementation Board, employees and Customers to design and recommend improvements in services, funding or oversight. The Office of the Ombuds shall report directly and independently to the Implementation Board on trends in Customer and employee feedback and activities undertaken in response to that feedback no less than twice per year.

ARTICLE X

MEETINGS OF THE AUTHORITY

Section 1. Time and Place of Meetings.

a. Meetings of the Governing Committee. Regular meetings of the Governing Committee shall be held at least four times per year at a regular time and place to be determined by the Governing Committee by resolution. No later than the last regular meeting of the calendar year, the Governing Committee shall adopt a resolution specifying the date, time and place of regular meetings for the upcoming calendar year. A copy of the resolution shall be distributed in the same manner as notice of special meetings is provided pursuant to Section 3 of this Article X. At any regular meeting of the Governing Committee, any business may be transacted and the Governing Committee may exercise all of its powers. Special meetings of the Governing Committee may be held from time to time in accordance with chapter 42.30 RCW (the "Open Public Meetings Act").

b. Meetings of the Implementation Board. Regular meetings of the Implementation Board shall be held at least six times per year at a regular time and place

to be determined by the Implementation Board by resolution. No later than the last regular meeting of the calendar year, the Implementation Board shall adopt a resolution specifying the date, time and place of regular meetings for the upcoming calendar year. A copy of the resolution shall be distributed in the same manner as notice of special meetings is provided pursuant to Section 3 of this Article X. At any regular meeting of the Implementation Board, any business may be transacted and the Implementation Board may exercise all of its powers. Special meetings of the Implementation Board may be held from time to time in accordance with chapter 42.30 RCW (the "Open Public Meetings Act").

Section 2. Notice of Regular Meetings.

At the beginning of each calendar year, the Authority shall post on its website the time and place of regular meetings of the Governing Committee and the Implementation Board for that calendar year. As the Advisory Committee meeting schedule is established, the Authority shall post on its website those meeting times and places. In addition, the Authority shall provide reasonable notice of such meetings to any individual specifically requesting it in writing. If a regular meeting schedule is to be changed by resolution, a copy of the resolution shall be distributed in the same manner as notice of special meetings is provided pursuant to Section 3 of this Article X and the change posted on the Authority's website.

Section 3. Notice of Special Meetings.

Except as provided in Sections 10 and 11 of this Article X, notice of all special meetings of the Governing Committee and/or the Implementation Board shall be given by the chairperson of the respective body or by the person or persons calling the special meeting in accordance with RCW 42.30.080 by delivering personally, by electronic mail or by mail written notice at least 24 hours prior to the time of the meeting to each applicable Member, to each local newspaper of general circulation and to each radio or television station that has requested notice and to any other individual specifically requesting it in writing, and posted on the Authority's website. The call and notice of all special meetings shall specify the time and place of all special meetings and the business to be transacted. Notice of special meetings of the Advisory Committee shall comply with 24 CFR 578.

Section 4. Waiver of Notice.

Notice as provided herein may be dispensed with as to any Governing Committee Member or Implementation Board Member, as applicable, who at or prior to the time the meeting convenes files with the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Section 5. Agendas.

In accordance with chapter 42.30 RCW (the "Open Public Meetings Act") for the Governing Committee, and the Implementation Board, and in accordance with 24 CFR 578 for the Advisory Committee, at least 24 hours before any regular or special meetings, the agenda for that meeting shall be posted and also be emailed or otherwise provided to the Seattle Council Clerk and to the County Council Clerk.

Section 6. Open Public Meetings.

All meetings of the Implementation Board and the Governing Committee shall be open to the public if and to the extent required by chapter 42.30 RCW (the "Open Public Meetings Act"). The Implementation Board and the Governing Committee may hold executive sessions to consider matters enumerated in chapter 42.30 RCW (the "Open Public Meetings Act) or as otherwise authorized by law. The meetings of the Advisory Committee shall be open to the public, except that the Advisory Committee may hold executive sessions as it deems necessary.

Section 7. Telephonic Participation

Implementation Board and the Governing Committee Members may participate in a regular or special meeting of the applicable body through the use of any means of communication by which all attending Members and members of the public participating in such meeting can hear each other during the meeting. Any Member participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

Section 8. Parliamentary Authority.

The rules in the current edition of Robert's Rules of Order Newly Revised, 11th Edition, shall govern the Authority in all cases to which they are applicable, where they are not inconsistent with this Agreement or with the special rules of order of the Bylaws of the respective body.

Section 9. Minutes.

Copies of the minutes of all regular or special meetings of the Implementation Board and the Governing Committee shall be available to any person or organization that requests them. The minutes of all Implementation Board and the Governing Committee meetings shall include a record of individual votes on all matters requiring Implementation Board and the Governing Committee approval.

Section 10. First Meeting of the Governing Committee.

The Seattle Mayor and the County Executive shall jointly notice the first meeting of the Governing Committee as a special meeting and jointly prepare an agenda. This first meeting

shall occur within 90 days of the Effective Date or when all members of the Governing Committee have been selected in accordance with Section 1 of Article VIII, whichever is first.

Section 11. First Meeting of the Implementation Board.

The chair of the Governing Committee shall notice the first meeting of the Implementation Board as a special meeting and prepare an agenda. This first meeting shall occur within 60 days of the last appointment/confirmation of a Member to Implementation Board in accordance with Section 1.b.(ii) of Article VIII.

ARTICLE XI

MISCELLANEOUS

Section 1. Geographic Limitation.

The Authority may conduct activities outside of the County, subject, however, to a contract with a Subscribing Agency.

Section 2. Safeguarding of Funds.

Authority funds shall be deposited in a qualified public depository as required by law. The Authority shall establish a special fund with the County treasurer to be designated the "Operating fund of the King County Regional Homelessness Authority. The County shall act as the fiscal agent and Treasurer of the Authority with the authority to hold and invest funds on the Authority's behalf and make payments for approved expenditures.

Section 3. Public Records.

The Authority shall maintain all of its records in a manner consistent with the Preservation and Destruction of Public Records Act, chapter 40.14 RCW. The public shall have access to records and information of the Authority to the extent as may be required by applicable laws. All costs associated with complying with the Public Records Act, chapter 42.56 RCW, shall be borne by the Authority.

Section 4. Reports and Information; Audits.

Within nine (9) months after the end of the Authority's fiscal year, the Authority shall file an annual report with the Finance Directors of the County and Seattle containing an audited statement of assets and liabilities, income and expenditures and changes in the Authority's financial position during the previous year (or unaudited information if an audit is not yet available, to be promptly followed by audited information); a summary of significant accomplishments; a list of depositories used; a projected operating budget (which may be an annual budget, a biennial budget or other form as authorized by State law); a summary of projects

and activities to be undertaken during the budget period; and a list of members and officers of the Implementation Board.

The Authority shall be subject to annual audit by the State Auditor, and by Seattle and the County at the option of each. The Authority shall, at any time during normal business hours make available to the County Executive, the County Council, the Seattle Mayor, the Seattle City Council, and the State Auditor for examination all of the Authority's financial records.

Section 5. Performance Audit.

The County and Seattle will cause a performance audit to be conducted and completed by a consulting firm selected by the County and Seattle no later than six years after the Governing Committee confirms the initial Five-Year Plan. The performance audit report shall be transmitted to the clerks of both the King County Council and the Seattle City Council.

Section 6. Amendments to Agreement. No additions to or alterations of the terms of this Agreement shall be valid unless made in writing, approved by the legislative authorities of each Party and executed by duly authorized agents of each Party.

Section 7. Nondiscrimination.

The Authority, its employees, agents, Contract Holders, and subcontractors, if any, shall at all times comply with any and all federal, state or local laws, ordinances, rules or regulations with respect to non-discrimination and equal employment opportunity, which may at any time be applicable to Seattle by law, contract or otherwise, including but not limited to all such requirements which may apply in connection with employment or the provision of services to the public.

Specifically, except as allowed by law, the following matters or activities shall not be directly or indirectly based upon or limited by age, sex, marital status, sexual orientation, race, creed, color, national origin, religion, pregnancy, gender, gender identity or expression, genetic information, domestic violence victimization, veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained service animal by a person with a disability:

a. Membership on the Implementation Board;
b. Employment, including solicitation or advertisements for employees; and
c. Provisions of services to and contracts with the public.

Section 8. Labor Disputes.

Because labor disputes can lead to work stoppages or adversely impact the ability of the Authority to achieve desired outcomes, Seattle and the County have agreed and acknowledged in this Agreement that they have an interest in ensuring that the Authority's operations and progress are not interrupted or interfered with by work stoppages or other labor disputes. Accordingly, Seattle and the County have agreed, which is hereby confirmed in this Agreement, that the Authority and entities that contract with the Authority are required to adhere to labor laws, commit to promoting

labor harmony, and take reasonable measures to avoid any work stoppages or labor disputes in their operations.

Section 9. Inventory and Property.

Property, equipment and furnishings for the operations of the Authority shall be acquired by Authority as provided by law. If any Party furnishes property, equipment or furnishings for the Authority's use, title to the same shall remain with the respective Party unless that property, equipment or furnishings are acquired by the Authority.

Section 10. Interlocal Cooperation Act.

a. This Agreement is intended to create a separate governmental administrative entity within the meaning of RCW 39.34.030(3) and not a "joint board" within the meaning of RCW 39.34.030(4)(a).

b. Each Party will file or post this Agreement as required by RCW 39.34.040.

Section 11. Notice to the Parties.

Any formal notice or communication to be given among the Parties to this Agreement shall be deemed properly given, if delivered either in physical or electronic means, or if mailed postage prepaid and addressed to:

King County
Attn: Leo Flor, Director, Department of Community and Human Services
401 Fifth Avenue, Suite 400
Mailstop CNK-HS-0400
Seattle, Washington 98104

City of Seattle
Attn: Jason Johnson, Acting Director, Human Services Department
700 Fifth Ave., Suite 5800
Seattle, Washington 98104

Section 12. Additional Provisions.

a. Integration. This Agreement contains all of the terms and conditions agreed upon by the Parties hereto concerning the establishment of the Authority. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The Parties have read and understand all of this Agreement, and now state that no representation, promise, or agreement not expressed in this Agreement has been made to induce the officials of the Parties hereto to execute this Agreement.

b. Severability. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not, in any way, be effected or impaired thereby.

c. Indemnification among the Parties Hereto. To the maximum extent permitted by law, each party hereto shall indemnify and hold harmless the other Parties and its or their agents, employees, and/or officers, from any and all costs, claims, judgments, or awards of damages arising out of the negligent acts or omissions of such indemnifying party, its officers, employees or agents and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the other Parties arising out of, in connection with, or incident to this Agreement and the indemnifying party's negligent performance or failure to perform any aspect of this Agreement. In the event of any such liability arises from the concurrent negligence of the indemnifying party and another party, the indemnity obligation of this section shall apply only to the extent of the negligence of the indemnifying party and its actors.

The foregoing provisions specifically and expressly intend to constitute a waiver of each party's immunity under industrial insurance, Title 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. This waiver has been mutually negotiated.

d. No Third Party Beneficiary Rights. The provisions of this Agreement are for the sole benefit of the Parties, and they will not be construed as conferring any rights to any third party (including any third party beneficiary rights).

e. Counterparts. This Agreement may be executed in any number of counterparts, each of whom shall be an original, but those counterparts will constitute one and the same instrument.

This Agreement is APPROVED this ___ day of _____, _____.

_____
County Executive, King County

ATTEST:

_____
[County Prosecuting Attorney]

RECEIPT ACKNOWLEDGED BY:

_____
Mayor, City of Seattle

ATTEST:

_____
City Clerk

Hi Phil,

Thanks for your patience.

As a follow-up to our recent conversation, I'm sharing a simple draft withdrawal letter that you can adapt and use to provide formal notice under the ILA, along with some basic communications language in case it is helpful for council materials or other public-facing discussion. The letter can be signed by your Human Service lead or another city representative you choose.

The intent is to keep this straightforward. As KCRHA moves away from administering locally funded service contracts, continuing these ILAs would create a contracting structure that no longer fits the organization's future operating model and, in some cases, could add unnecessary administrative burden for providers. At the same time, this should not be understood as a move away from regional coordination. KCRHA will continue to play a regional role through functions such as HMIS/data, Coordinated Entry, CoC responsibilities, system planning, and other shared infrastructure.

Please feel free to modify the draft materials as needed for your own processes and let me know if there are any questions as you work through the notice process.

Best,
William

>> Additional Content >>>

Template withdrawal letter

[Date]
Dr. Kelly Kinnison
Chief Executive Officer
King County Regional Homelessness Authority
400 Yesler Way, Suite 600
Seattle, WA 98104
Dear Dr. Kinnison:
Pursuant to Article VIII, Section 1 of the Agreement for Homeless Services effective January 1, 2023, the City of [CITY NAME] hereby provides written notice of its intention to withdraw from the Agreement.
The City's withdrawal will be effective December 31, 2026.
Please accept this letter as the City's formal notice of withdrawal under the Agreement. The City looks forward to coordinating with KCRHA and the other Partner Cities on any remaining administrative, financial, or contractual closeout activities associated with the Agreement.
Sincerely,
[NAME]
[TITLE]
City of [CITY NAME]

Communications Support
KCRHA Framing

The decision to wind down the North and East Cities ILAs reflects the broader transition underway at KCRHA, not a change in our commitment to regionalism. As locally funded contracts move back to Seattle and King County, KCRHA is moving away from local contract administration and focusing on the regional infrastructure that helps local-funded services operate as one system. Ending these agreements reduces unnecessary administrative burden for providers, gives cities greater flexibility over their local human-services investments, and aligns contracting responsibility with the organizations that will administer local funding going forward.

Additional city-specific messaging elements

Short public-facing statement

The City of [CITY] is withdrawing from the North/East Cities Agreement for Homeless Services with KCRHA effective December 31, 2026. This change reflects the broader restructuring of KCRHA's role, including its move away from administering locally funded service contracts. The City remains committed to regional coordination on homelessness and will continue participating in shared regional systems and planning while managing its local human services investments through the City's existing processes.

Council or staff report language

The proposed withdrawal is primarily an administrative and governance adjustment. KCRHA is transitioning away from locally funded contract administration as Seattle- and King County-funded service contracts return to those jurisdictions. Continuing the ILA would leave a relatively small set of municipal contracts operating through a structure that no longer aligns with KCRHA's future operating model and could create additional administrative burden for service providers.

Withdrawal from the ILA does not represent a retreat from regional collaboration. The City expects to continue participating in regional homelessness planning, ([if applicable] data sharing, Coordinated Entry, HMIS) , and other shared system functions while incorporating its local homelessness investments into its broader human services funding framework.

Talking points for elected officials

We are changing the administrative structure, not stepping away from regional homelessness work. KCRHA is moving out of the business of managing local service contracts, so it makes sense for our local funding to return to the City's normal human services contracting process. This also simplifies things for providers, many of whom are already transitioning contracts from KCRHA back to Seattle or King County. Maintaining another small contracting relationship through KCRHA would add complexity without providing a clear benefit.

We will still work regionally. The shared infrastructure — data, coordinated access, system planning, federal Continuum of Care work, and cross-jurisdiction coordination — remains important regardless of which public entity holds an individual service contract.

Very short response to "Why are you leaving KCRHA?"

We are not leaving the regional homelessness system. We are ending a contracting arrangement that no longer fits the way KCRHA is being structured. Local dollars will be administered locally, while KCRHA continues to support the regional functions that are most effective when they are shared.

If a city wants to emphasize its Human Services budget

Ending the ILA will allow the City to incorporate these funds into its broader Human Services budget and contracting process, giving the City greater flexibility to align homelessness investments with other local human services priorities. We intend to do that while continuing to coordinate with KCRHA and neighboring jurisdictions on regional homelessness needs and strategies.

William Towey | He/Him
Associate Deputy, Strategy
King County Regional Homelessness Authority
Email: william.towey@kcrha.org
Mobile: 206-771-2724
Twitter | Facebook | LinkedIn | Instagram



Email communications with KCRHA employees are public records and may be subject to disclosure.

ORDINANCE NO. 26-1323

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE LAKE FOREST PARK MUNICIPAL CODE BY CREATING CHAPTER 3.90, STRATEGIC OPPORTUNITY FUND; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City has identified that there is a need to create an additional fund for strategic, time-sensitive, or opportunistic municipal initiatives that would be titled "Strategic Opportunity Fund" (Fund 106).

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

Section 3. ADOPTION. Chapter 3.90 LFPMC, Strategic Opportunity Fund, is hereby adopted as follows:

3.90.010 Established.

The Strategic Opportunity Fund (Fund 106) is established as a ~~special revenue~~subsidiary reserve fund to the General Fund ~~to account~~ for ~~re~~revenue approved by the City Council ~~sources designated~~and designated for strategic, time-sensitive, or opportunistic municipal initiatives, including real property acquisitions, capital projects, planning and feasibility studies, grant matching contributions, and other strategic opportunities ~~approved by City Council~~. Revenues may include General Fund transfers, interfund loans, capital contributions, and state or federal grants. Expenditures and interfund financing from this fund shall be authorized by the City Council either during budget adoption or by separate Council action.

3.90.020 Interest and earnings.

Any interest and earnings from the strategic opportunity fund shall be paid into the strategic opportunity fund.

Commented [KA1]: If this fund will earn interest, then I think we want an .020 like we have in 3.85 and 3.88. If no interest then .020 not needed. Some of the funds don't have this interest earned section.

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 _____ 2026.

APPROVED:

_____
Tom French
Mayor

ATTEST/AUTHENTICATED:

_____
Matt McLean
City Clerk

APPROVED AS TO FORM:

_____
Kim Adams Pratt
City Attorney

Introduced: October 15, 2026
Adopted:
Posted:
Published:
Effective:

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Executive
Contact Person	Thomas French, Mayor Phillip Hill, City Administrator
Title	Ordinance 26-1324/Amending the Lake Forest Park Municipal Code Chapter 10.06, Automated Traffic Safety Cameras, regarding fines

Legislative History

- First Presentation — October 1, 2026 Special Meeting
- Second Presentation — October 8, 2026 Regular Meeting
- Third Presentation — October 22, 2026 Regular Meeting

Attachments:

1. Ordinance 26-1324 amending LFPMC 10.06.050

Executive Summary

At the October 1, 2026 Special Meeting of the City Council, Mayor French asked the Council whether to raise fines for the automated school speed zone traffic safety cameras. The suggested fine increase for school speed zone camera fines is from $145 to $237 for speeds of 26-30 miles per hour (mph) and $290 for anything over 31 mph.

Background

Lake Forest Park Municipal Code 10.06.050 sets $145 as the base fine for school zone offenses, with a $290 fine for speeds exceeding the limit by more than 11 mph or a repeat offense. RCW 46.63.220(16) permits cities to double the base fine up to $290 in school speed zones.

The base fine for automated traffic safety cameras in general will remain $145. The proposed language would increase the fines for school speed zone safety cameras from $145 to $237 for anything over five miles per hour but not more than ten mph, and $290 for anything over 10 miles per hour.

Fiscal & Policy Implications

The proposal increases the fine for a first offense at 26–30 mph in a 20-mph school speed zone by $92, from $145 to $237. It also applies the $290 fine starting at 31 mph. Actual revenue effects will depend on violation volume, driving behavior, collections, and applicable penalty reductions. Implementation may require updates to court and camera-vendor systems, public information, and the Lake Forest Park Municipal Code.

Staff Recommendation

Review the draft ordinance and provide any amendments or changes to staff.

ORDINANCE NO. 26-1324

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING SECTION 10.06.050 OF THE LAKE FOREST PARK MUNICIPAL CODE, AUTOMATED TRAFFIC CAMERAS – DETECTION OF VIOLATIONS – RESTRICTIONS, FINES, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in 2008 the City Council adopted chapter 10.06 in the Lake Forest Park Municipal Code ("LFPMC"**),** Automated Traffic Safety Cameras, as authorized by chapter 46.63 RCW; and

WHEREAS, RCW 46.63.220 and RCW 46.63.250 authorize cities to use automated traffic safety cameras to detect school speed zone violations, subject to statutory requirements; and

WHEREAS, the City has established an automated traffic safety camera program under Chapter 10.06 of the Lake Forest Park Municipal Code, with monetary penalties established in LFPMC 10.06.050; and

WHEREAS, RCW 46.63.220(16) establishes a maximum fine of $145 for automated traffic safety camera infractions and permits that amount to be doubled for school speed zone infractions, allowing a maximum fine of $290; and

WHEREAS, the City Council is interested in increasing the fines in school zones.

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

Section 1. AMENDMENT. LFPMC 10.06.050, Fines, shall be amended as follows:

LFPMC 10.06.050 FINES

A. The fine for an infraction detected under authority of this chapter shall be a base monetary penalty of $145.00.

B. Provided that the fine for an infraction detected under authority of this chapter for school speed zone cameras shall be as follows:

1. A base monetary penalty of $237.00 for an offense in excess of 5 miles per hour and not more than 10 miles per hour over the posted school zone speed limit , unless subsection (B)(2) of this section applies;

2. A base monetary penalty of $290.00 for repeat offenses; and

3. A base monetary penalty of $290.00 for any offense in excess of 10 miles per hour over the posted school zone speed limit.

C. The base monetary fine for all infractions shall automatically be adjusted for inflation every five years, beginning January 1, 2029, based on the changes in the consumer price index as calculated by State Office of Financial Management for that time period.

D. Except as provided in this subsection, registered owners of vehicles who receive notices of infraction for automated traffic safety camera-enforced infractions and are recipients of public assistance under RCW Title74 or participants in the Washington Women, Infants, and Children Program, and who request reduced penalties for infractions detected through the use of automated traffic safety camera violations, must be granted reduced penalty amounts of 50 percent of what would otherwise be assessed for a first automated traffic safety camera violation and for subsequent automated traffic safety camera violations issued within 21 days of issuance of the first automated traffic safety camera violation. Eligibility for Medicaid under RCW 74.09.510 is not a qualifying criterion under this subsection. Registered owners of vehicles who receive notices of infraction must be provided with information on their eligibility and the opportunity to apply for a reduction in penalty amounts through the mail or internet.

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 ___ day of _____, 2026.

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
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Director of Public Works
Title	Washington Department of Ecology community-based public-private partnerships (CBP3) grant

Legislative History

- First Presentation – Council Regular Meeting October 22, 2026

Attachments:

1. Water Quality Financial Assistance Application
2. Herrera Technical Memorandum

Executive Summary

The City of Lake Forest Park (City) has been awarded a $353,990 grant for community-based public-private partnerships (CBP3) by the Washington State Department of Ecology (Ecology). Ecology's CBP3 grants support the planning phase for the implementation of green stormwater solutions that provide water quality and flow control benefits to receiving waters.

Background

The City's former Stormwater Coordinator applied for Ecology's CBP3 grant in 2025. In June of 2026, the City was awarded a $353,990 CBP3 grant. This grant will be used to plan a pilot program that will provide water quality and flow control benefits to receiving waters, including Lyon Creek, with the implementation of green stormwater solutions.

The City is currently working with Ecology to develop the grant agreement, which will be brought to Council at an upcoming City Council meeting.

Fiscal & Policy Implications

The CBP3 grant is a pass-through grant and does not require a local matching contribution. This grant will be used during the planning phase only. Other grants and/or funding sources will be utilized during the implementation phase.

Alternatives

Options	***Results***
• Approve	The City will utilize the CBP3 grant to begin the planning phase for the implementation of future green stormwater solutions.
• Do not approve	The City will not begin planning for the implementation of green stormwater solutions at this time.

Staff Recommendation

Review the grant proposal and provide staff with questions or feedback.

***Project Title**	Lake Forest Park Green Stormwater Solutions CBP3 Program Planning
***Project Short Description**	Lake Forest Park (LFP) is initiating the planning phase of an LID pilot program using a CBP3 contract structure to install LID BMPs (e.g., rain gardens and permeable pavement) on private properties. This program will provide water quality and flow control benefits for multiple City receiving waters, including Lyon Creek, by removing stormwater and its associated pollutants (including TSS and fecal coliform) from the City's MS4.

***Project Long Description**	Lake Forest Park (LFP) is developing a performance-based Low Impact Development (LID) incentive pilot program. This program will use a CBP3 contract structure to install LID Best Management Practices (BMPs) on private properties within LFP. BMP options available to participants are anticipated to include rain gardens, rainwater harvesting, and permeable pavement. Similar BMPs that improve water quality and are well suited to residential properties may also be offered. In LFP runoff often originates from nonpoint sources, such as residential properties, and results in flashy flows or downstream flooding during storm events. Reducing the number of properties connected to the MS4 system will reduce the volume and velocity of these events. The planning phase of this program will include defining the program scope and outcomes, conducting a financial analysis and legal evaluation, and developing an RFP and contract. This phase will inform a future "implementation" phase of the program, which LFP has already identified funds for. Using a CBP3 structure will help LFP streamline project implementation, increase programmatic efficiency, and reduce the burden on LFP's limited staff. The Lyon Creek watershed was identified as the priority catchment area in the City's 2023 Stormwater Management Action Plan. Properties in this watershed will be given highest priority. All receiving waters in LFP's jurisdiction could be positively impacted by this program. Many of the existing stormwater outfalls in LFP drain into these waterbodies which provide habitat for multiple salmonid species. Historically, Chinook salmon thrived in these waters. Today they are exceptionally rare and are listed as a "Species of Greatest Conservation Need" in WDFW's State Wildlife Action Plan. Installing LID BMPs is also listed in the WRIA 8 Chinook Salmon Conservation Plan as a strategy to protect and enhance Chinook habitat. By moderating stream flows from the effects of both flooding and drought, as well as reducing TSS in streams, LID BMPs contribute to healthy salmon habitat. Lyon Creek is included on Ecology's 303(d) list for bacteria (fecal coliform), DO, bioassessment, and temperature. LID BMPs may attenuate all these listings. LID BMPs trap fine sediments that would lead to sedimentation in streams and can remove pollutants bound to the sediment. Fecal coliform bacteria levels can also be reduced by using LID BMPs for on-site stormwater management. LID BMPs help to prevent animal waste from residential properties from entering the MS4. Stormwater that infiltrates into the soil will enter creeks or streams at a lower temperature than runoff that is collected through the City's MS4. LID BMPs promote and safeguard benthic health by reducing the water quantity exported to streams during storm events and encouraging the slow release of groundwater into streams in a natural manner. Cleaner water, less sedimentation, and the restoration of natural hydrological functions can lead to healthier habitats for benthic macroinvertebrates. These LID BMPs will also provide multiple co-benefits for the community, including an increase in aesthetic value, and pollinator, native plant, and wildlife habitat in yards throughout the city. They also serve to educate and engage residents in environmental stewardship, increasing community involvement. LID BMPs increase drought preparedness as rainwater harvesting techniques can store water for use well into drought events. And LID BMPs with infiltration add to existing soil moisture and groundwater levels, also contributing to drought resilience across the landscape. Rain gardens also contribute to aquifer recharge, which is important since LFP draws drinking water from ground water wells. Rain gardens have been demonstrated to enhance the taxonomic richness of local soil fauna. By reducing connections to our MS4 system LID BMPs will directly aid in the reduction of flooding issues which have historically plagued LFP.

***Total Cost**	$353,990.00	***Total Eligible Cost**	$353,990.00
***Effective Date**	07/01/2026	***Expiration Date**	06/30/2029
***Project Category**	Nonpoint Source Activity		
	Onsite Sewage System		

[X] Stormwater Activity
Stormwater Facility
Wastewater Facility

Will Environmental Monitoring Data be collected?	No
***Ecology Program**	Water Quality
***Overall Goal**	This project will help LFP accomplish the program development work necessary to successfully engage residents in managing stormwater through nature-based solutions on their own property. Specifically, funds would be used to develop an RFP, a CBP3 contract, program guidelines for residents and contractor(s), to engage residents in early outreach and education activities (including events to gather community feedback), and to assess potential barriers and opportunities presented by this pilot program.

Scope of Work - Task 1 Grant and Loan Administration: 1

Task Number 1
Task Title Grant and Loan Administration
Task Cost $6,277.00

IMPORTANT NOTICE. The cost of this task should not exceed 15% of the Total Eligible Costs you entered on the General Information form.

Task Description

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and the EAGL (Ecology Administration of Grants and Loans) recipient closeout report (including photos, if applicable). If that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcomes

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Closeout Report.
* Properly maintained project documentation.

Recipient Task Coordinator Deliverables

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	Latitude (expressed in decimals)	Longitude (expressed in decimals)	Location Address
1.1	Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly.						
1.2	Recipient Closeout Report (EAGL Form)						

Task Number	Task Cost	Task Title
Task #1	$6,277.00	Grant and Loan Administration
Task #2	$86,524.00	Define Program Concept, Scope, and Outcomes
Task #3	$126,893.00	Financial Analysis and Legal Evaluation
Task #4	$92,034.00	Program RFP and Contract Development
Task #5	$37,585.00	Performance-Based Program Launch
Task #6	$4,677.00	Project Close Out
Task #7	$0.00	
Task #8	$0.00	
Task #9	$0.00	
Task Total	$353,990.00	

Task #: 2

Task Title: Define Program Concept, Scope, and Outcomes

Task Cost: $86,524.00

Expected Start Date: 07/01/2026

Expected Finish Date: 05/21/2027

Describe the work that will be billed to this task. (char 3,500)

Subtask 2.1 – Develop Performance-Based Procurement Elements
The RECIPIENT will identify and coordinate with key internal program partners that are critical to develop the stormwater, community, and economic outcomes; performance measures; reporting approach (calculation methods); and verification protocols based on the preliminary ideas summarized in the City's SMAP and City Council Regular Meeting on August 14, 2025. The RECIPIENT will ensure that calculation methods are fully documented prior to developing the draft RFP (Subtask 4.1).

Subtask 2.2 – Initial External Engagement
The RECIPIENT will identify and solicit feedback from interested community parties and potential funding partners to gather information on community needs and recommendations for moving the program forward. The RECIPIENT will develop an Engagement Plan to reach out to the most likely parties/partners, given the solicited feedback. The RECIPIENT will then work with internal staff to define the roles and responsibilities for each party/partner.
This subtask will likely involve conversations to gather input from City procurement, contracting, and legal staff; staff from other municipalities that have developed similar programs; and potential interested parties/partners.

Subtask 2.3 – Scope
The RECIPIENT will develop a draft scope for the program that includes the program area, initial program term, expanded program area, renewal term (if applicable), and term of the maintenance agreement.

Deliverables

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Click the (+) button on the right. When done, click the SAVE button.

To Delete a Row
Click the (-) button on the right. When done, click the SAVE button.

Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget
2.1. Technical memorandum summarizing stormwater, community, and economic outcomes, performance measures; reporting; and verification	12/21/2026	$29,311.00
2.2. Draft Engagement Plan	01/21/2027	$28,641.00
2.3. Draft CBP3 Program Scope	05/21/2027	$28,572.00
		Total Deliverable Budget: $86,524.00

Task #: 3

Task Title: Financial Analysis and Legal Evaluation

Task Cost: $126,893.00

Expected Start Date: 05/22/2027

Expected Finish Date: 07/21/2027

Describe the work that will be billed to this task. (char 3,500)

Subtask 3.1 – Financial Analysis
The RECIPIENT will develop a financial analysis for the program that evaluates and communicates the financial value of the program. The cost of the program should be compared to traditional procurement using a Cost-Benefit Analysis or a Value-for-Money Analysis. The financial analysis will also help to develop the price that will be paid for performance measures achieved (e.g., cost per acre of impervious area treated).

Subtask 3.2 – Legal Authorities
The RECIPIENT will coordinate with City procurement, contracting, and legal staff to develop a summary of legal authorities including local regulatory drivers, governance, and procurement rules.

Subtask 3.3 – Revenue, Funding, and Financing
The RECIPIENT will identify revenue sources including one-time funding sources (e.g., grants, settlement awards, appropriated funds), explore governance and financing models, and evaluate the use of private financing.

Deliverables

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Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget
3.1. Technical memorandum summarizing the financial analysis	07/21/2027	$41,665.00
3.2. Technical memorandum summarizing legal authorities	06/21/2027	$43,703.00
3.3. Technical memorandum summarizing revenue, funding, and financing	06/28/2027	$41,525.00
		Total Deliverable Budget: $126,893.00

Task #: 4

Task Title: Program RFP and Contract Development

Task Cost: $92,034.00

Expected Start Date: 07/01/2027

Expected Finish Date: 09/01/2027

Describe the work that will be billed to this task. (char 3,500)

Subtask 4.1 Develop Draft RFP
The RECIPIENT will develop a draft RFP annotated to highlight any outstanding items/decisions. The RFP will include a high-level project description, scope expectations, private partner obligations and milestones, monitoring and verification requirements, tools that will be used to define bidder obligations (e.g., site screening tool or form), program failure and remediation plans, and payment terms. The project team will engage potential private partners identified in Subtask 2.2 to raise awareness of upcoming opportunity and get input on RFP terms to ensure they will be attractive to bidders.

Subtask 4.2 – Develop Draft Contract
The RECIPIENT will develop an annotated draft performance-based contract that highlights any outstanding items/decisions. The contract will include performance measures; financial assurances; real estate assurances; outcome-based payment terms; a binding program management plan (including an approach to governance and adaptive management); monitoring, reporting, and verification requirements; long-term stewardship responsibilities; and program failure and remediation plans.

Deliverables

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Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget

4.1. Draft annotated RFP	08/01/2027	$52,464.00
4.2. Draft annotated performance contract	09/01/2027	$39,570.00
		Total Deliverable Budget: $92,034.00

Task #: 5

Task Title: Performance-Based Program Launch

Task Cost: $37,585.00

Expected Start Date: 08/01/2027

Expected Finish Date: 11/01/2027

Describe the work that will be billed to this task. (char 3,500)

The program team will develop community outreach materials (5.1), a program webpage (5.2), and hold community events to promote the Green Stormwater Solutions program. The program will be advertised through social media and other City notifications. The program team will attend two community events in the summer/fall of 2027 to engage residents and gather community feedback about the program. This task will also involve preparing a short set of program guidelines for residents and contractors interested in participating in the program. (5.3)

Deliverables

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Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget
Community outreach materials	09/01/2027	$11,314.00
Program website	10/01/2027	$8,313.00
Program guidelines for residents and contractors	11/01/2027	$17,958.00
		Total Deliverable Budget: $37,585.00

Task #: 6

Task Title: Project Close Out

Task Cost: $4,677.00

Expected Start Date: 11/01/2027

Expected Finish Date: 12/31/2027

Describe the work that will be billed to this task. (char 3,500)

The RECIPIENT will prepare an Outcome summary report using the Ecology template (6.1).

Deliverables

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Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget
Outcomes Summary	12/31/2027	$4,677.00
		Total Deliverable Budget: $4,677.00

Task #: 7

Task Title:

Task Cost:

Expected Start Date:

Expected Finish Date:

Describe the work that will be billed to this task. (char 3,500)

Deliverables

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Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget
		Total Deliverable Budget: $0.00

Task #: 8

Task Title:

441

Task Cost:

Expected Start Date:

Expected Finish Date:

Describe the work that will be billed to this task. (char 3,500)

Deliverables

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Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget

Total Deliverable Budget: $0.00

Task #: 9

Task Title:

Task Cost:

Expected Start Date:

Expected Finish Date:

Describe the work that will be billed to this task. (char 3,500)

Deliverables

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To Delete a Row
Click the (-) button on the right. When done, click the SAVE button.

Deliverables Table (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description	Deliverable Date	Deliverable Budget

Total Deliverable Budget: $0.00

Total Task Costs:	Total Task Costs: $353,990.00

Task Number

Task Title Task Cost *

Task Description

Task Goal Statement

Task Expected Outcomes

Recipient Task Coordinator

Deliverables

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	Latitude	Longitude	Location Address

Task Title	Task Cost
Grant and Loan Administration	$6,277.00
Total	

Total Eligible Costs
(from the General Information Form)
$0

***Describe the process used to estimate the cost of the project. If your process included reviewing similar projects, describe how this review affected your estimate.**

The City coordinated with Herrera Environmental Consultants (Herrera) to develop a budget estimate for program development. Herrera has extensive experience implementing similar projects to develop new programs, researching potential concerns, coordinating with internal and external partners, developing community outreach materials, and developing stormwater guidelines. This in-depth experience was used to develop projected costs for the scope of work outlined for this program. A work breakdown structure was used to ensure that the costs provided for each deliverable were accurate. Herrera also coordinated with Environmental Incentives (EI) to ensure that the planning phase of this program was budgeted correctly.

***Has the proposed project been demonstrated to be the lowest cost solution to the problem?**

If the proposed project is not the lowest cost, describe the other benefits or considerations such as feasibility, community acceptance, or coordination with other projects that influenced the decision making process.

The proposed project has not yet been determined to be the lowest cost solution; however, this will be evaluated as part of the financial analysis included in Subtask 3.1. Community metrics will also be developed as part of Task 2 and this project will also be evaluated using those metrics. Community metrics may include:

A. Supporting small, minority-, and women-owned business enterprises (SMWBEs)

B. Ensuring work is performed by Contractor staff living in overburdened communities based on the Washington Environmental Health Disparities Map.

C. Projects encourage other LID BMPs to be installed within LFP.

***Upload a detailed budget for the project and any supporting documentation, including engineers estimates, cost analysis, etc.**

Upload Documents

Click the Browse button and select your file.

To add another file, click the + button to the right.

To delete a file, click the x button next to the file name. To delete the row, click the - button to the right, then click confirm.

Final proposed budget for application segmented by task	336605_958148-LFP_CBP3_Budget_FINAL.pdf

Fill out the following table to describe your Project Team, including staff, contractors, and partner agencies:

Team Member Name/and or Title	Agency/Company Name	Key Responsibilities	Qualifications/Experience	Estimated Total Hours Devoted to the Project	Who will take over the person's responsibilities if they are unable to work on the project?
Chris Korwel, Stormwater Program Coordinator	City of Lake Forest Park	Project Manager: write RFP/hire consultant, track project schedule and budget, communicate with Ecology staff	5+ years Stormwater project management experience.	286.0	Supervisor will manage the project until a new PM is hired.
Rebecca Dickinson, Public Works Director	City of Lake Forest Park	Technical Lead	10+ years in Project Manager / Director / Consultant roles.	40.0	PM will manage until new Director of Public Works is hired.
Jessica Howard, Public Works Admin Assistant	City of Lake Forest Park	Administrative Lead	3+ years in administrative roles, 7+ years Copywriting experience.	16.0	Director of Public Works or other City staff will assist until new Admin Assistant is hired.
Tanya Baker, Finance Specialist	City of Lake Forest Park	Finance Lead	5+ years in AP/AR/Payroll	60.0	Director of Finance or other City staff will assist until vacancy is filled.
Trish Andrus, Accounting Supervisor	City of Lake Forest Park	Accounting Lead	5+ years accounting experience.	60.0	Director of Finance or other City staff will assist until vacancy is filled.
Kim Pratt	Madrona Law (for City of Lake Forest Park)	Legal Lead	30+ years practicing law.	4.0	New legal counsel or an alternate legal counsel from the same firm would be used as a stopgap.
Laurie Halvorson	Madrona Law (for City of Lake Forest Park)	Legal Support	Legal review and aid experience	4.0	New legal aid or an alternate legal aid from the same firm would be used as a stopgap.
Engineer VII	Consultant	Principal in charge, will provide oversight and quality assurance review of deliverables	20+ years of experience in stormwater	76.0	Another senior reviewer with a similar level of experience will provide oversight for the project.
Engineer VI	Consultant	Consultant Project Manager, technical lead, and training support	15-20 years of experience in stormwater	352.0	A project manager with a similar level of experience will manage the project
Engineer III	Consultant	Technical support	3-5 years of experience in stormwater	704.0	Another junior engineer with a similar level of experience will support the project.

GIS Analyst II	Consultant	3-5 years of experience in stormwater	3-5 years of experience in stormwater	20.0	Another GIS Analyst with a similar level of experience will support the project.
Administrative Coordinator IV	Consultant	Document formatting support	3-5 years of experience in document production	30.0	Another administrative coordinator with a similar level of experience will support the project.
Financial Analyst VI	Consultant	Financial analysis lead	20+ years of experience in financial analysis	40.0	Another financial analyst with a similar level of experience will lead this portion of the project
Financial Analyst II	Consultant	Financial analysis support	3-5 years of experience in financial analysis	108.0	Another junior financial analyst with a similar level of experience will support the project

Describe similar projects that your project team or organization has completed. Note any deviations from the original proposal in scope, budget, or schedule and briefly describe project success and lessons learned. If the project was funded by Ecology, include the Ecology grant or loan number.
The City's Project Manager was employed at Kitsap Conservation District (KCD) and served as a resource planner for the Rain Garden & LID Program for over four years. KCD's program focused on installing rain gardens and other LID BMPs, such as rain barrels, lawn modification, soakage trenches, and native plants, on properties located in unincorporated Kitsap County. One of the unique elements of this incentive program is that it offers two financing options: Dig Day (rain gardens) or Cost Share (all practices). The Dig Day financing allows KCD to pay contractors directly, where the Cost Share option reimburses landowners up to $1,500 for the construction of the LID BMP. The City's Project Manager is familiar with the necessary steps to implement an LID BMP incentive program. This includes collecting applications from interested parties, evaluating projects based on prioritization criteria, establishing agreements with the property owner and contractor, providing technical assistance, and completing the reimbursement process.

Project Start Date 07/01/2027
The date the actual work will start, or if interim refinance, the date the work started.

List and describe the criteria you used to determine the value and feasibility of the project.

Examples: useful life, installation cost, site suitability, and environmental justice.

This project offers clear value and proven feasibility, as it aligns with the City's goals and follows a well-established incentive program approach that has been successfully implemented through the Puget Sound region. This includes, but is not limited to, City of Seattle's RainWise program, Kitsap Conservation District Cost Share Program, Port Angeles' Rain Garden Rebate Program, and City of Shoreline's Soak It Up Rebate Program. Because the incentive program framework has already been developed and refined by others in the region, the project can incorporate lessons learned from others to ensure that it is executed efficiently and with confidence that the water quality and community benefits will be met.

Briefly describe all project alternatives (including the preferred alternative) considered, and explain how each alternative met or failed to meet the criteria listed above.

Use one line for each alternative and click "save to enter additional alternatives.

Description of Alternative	Criteria
Alternative 1: Contractor to design, construct, and maintain LID BMPs through a performance-based contract	This is the proposed scope included in this grant application. This is the City's preferred alternative to ensuring that LID BMPs are designed, constructed, and maintained according to the minimum performance measures.
Alternative 2: Contractor to design, construct, and maintain LID BMPs through a traditional time and materials contract	A time and materials contract does not typically include performance-based criteria, so the LID BMP design and maintenance performed by a contractor may not be meeting the City's goals for stormwater, community, or economic outcomes.
*Alternative 3: City to design, construct, and maintain LID BMPs	The City has limited staff availability and would be unable to achieve this alternative.

List project stakeholders and provide documentation showing key stakeholders have been identified and how they will support the project.

Key internal project stakeholders include the following staff from the City: Chris Korwel (Stormwater Program Coordinator), Rebecca Dickinson (Public Works Director), Jessica Howard (Public Works Admin Assistant), Damany DeGrant (Lead Maintenance Worker), Kim Pratt (Legal), Laurie Halvorson (Legal), and finance staff. The City is still in the process of identifying external project stakeholders, however, the primary external project stakeholders will be residential property owners. Additional external project partners may include the cities of Mountlake Terrace and Shoreline, tribes, and other private organizations and implementation partners that support the City's community and economic outcomes.

Describe the steps you have taken to be ready to start the project no later than 10 months after the publication of the final offer list. Provide detailed information and documentation on project elements such as status of designs, permits, interlocal agreements, landowner agreements, easements, other secured funding, staff, or agency approvals.

The City's Project Manager obtained project approval from the Public Works Director and met with City Council Members on July 10, 2025 to discuss the project's goals, approach, and anticipated water quality and community benefits. These discussions helped build support and confirm alignment on the project's direction. In addition, the City's Project Manager is in the process of securing additional funding from King Conservation District to cover additional expenses associated with this project. With internal approvals in place, initial outreach to City Council completed, and additional funding sources being considered, the project is ready to start within 10 months from publication of the final offer list.

For stormwater facility and wastewater facility projects: Do you own or have clear control over the entire project area?

Yes No [X] Not Applicable

Please explain why you selected not applicable: Stormwater "Activity" project, not "Facility".

For stormwater facility and wastewater facility projects requiring road cuts: When was the last time the road was resurfaced or reconstructed? This is for informational purposes; no points are associated with this question.

Date:

Have you reviewed the area of potential effect (APE) in the Washington Information System for Architectural and Archaeological Records Data (WISAARD) database? This is for informational purposes; no points are associated with this question.

[X] Yes No Not Applicable

Please explain why you selected not applicable:

Upload a project schedule that includes all tasks necessary to complete the project, including tasks that are not part of the funding request.

Please ensure your project schedule aligns with the funding cycle schedule found at our website: https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-Combined-Funding-Program

Upload any other supporting documentation.

Upload Documents

Program Schedule	336645_958153-LFP_CBP3_Program_Schedule_FINAL.pdf

To go to the Water Quality Atlas, follow this link: https://fortress.wa.gov/ecy/waterqualityatlas/StartPage.aspx.

Name the specific water body(ies) this project will improve or protect and the parameters it will address.
The Lyon Creek watershed was identified as the priority catchment area in the City's 2023 SMAP, therefore, residential properties in the Lyon Creek watershed will be given highest priority during the project review and selection process.
Lyon Creek is included on Ecology's 303(d) list for bacteria (fecal coliform), DO, bioassessment, and temperature . Installation of LID BMPs can help address TSS and bacteria, and may also improve DO, bioassessment, and temperature. LID BMPs trap fine sediments that would lead to sedimentation in streams and can remove pollutants bound to the sediment. Bacteria levels can also be reduced by using LID BMPs for on-site stormwater management. Stormwater that infiltrates into the soil will enter creeks or streams at a lower temperature than runoff that is collected through the City's MS4.
LFP has three additional receiving waters (McAleer Creek, West Lake Washington, and East Lake Washington), which could also be positively impacted by this program.

Is the project planning, implementation, or a combination? (For facility projects: check "Planning" for planning and design projects; check "Implementation" for construction projects; check "Planning/Implementation" for combined design/construction projects.)
[X] Planning
Implementation
Planning/Implementation

What type of plan or regulatory requirement does this project address?
TMDL/TMDL Alternative (approved or in development)/Straight to Implementation
Wastewater Engineering Report/Sewer Plan
[X] Permit
[X] Salmon Recovery Plan
[X] Watershed Plan
Shoreline Master Plan
Administrative Order or Other Legal Action
Capital Improvement Plan
Puget Sound Action Plan
Mitigation
Other

If your project is addressing a TMDL, select at least one from the dropdown list.

To select multiple TMDLs, hold down the control key as you select

TMDL Name

Enter the implementation action and plan reference in the Action Table. If this is a planning-only project, you may enter, "Not applicable, planning-only".

Action Table

Action	Reference the document that describe the action, including page numbers and where a copy can be obtained
Not applicable, planning-only	Not applicable, planning-only

Did you discuss this project with Ecology staff? If yes, provide the name of the staff and the last date of contact.
City of Lake Forest Park staff met with Herrera Environmental Consultants (Herrera) and Environmental Incentives (EI) on August 8, 2025 and August 22, 2025 to discuss the project.

Describe how the project drainage area connects to the water body.
Examples: surface flow, ditch, pipe, groundwater, infiltration, and path/distance to outfall/discharge.
Not applicable. This is a planning project.

Describe the measure and method that will be used to determine the water quality benefit and overall success of the project.

If you need help determining a water quality metric, please refer to the Funding Guidelines for suggested metrics by project type.

The City has developed draft stormwater, community, and economic outcomes, performance measures, and verification methods for this project that will be refined during Task 2 of the proposed scope of work included in this grant application.

Stormwater Outcomes

The proposed stormwater outcomes could include the following:
A. LID BMPs are functional, provide stormwater benefits, and do not create flooding or other downstream problems.
B. LID BMPs are in compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit.
To align with the stormwater outcomes described above, the City could specify performance measures that establish minimum requirements for LID BMP function and condition:
A. LID BMPs meet the following design, construction, and/or maintenance standards:
• Rain Gardens: Rain Garden Handbook for Western Washington: A Guide for Design, Installation, and Maintenance (Hinman et al., 2024)
• Rainwater Harvesting: 2026 King County Surface Water Design Manual (King County, forthcoming)
• Permeable Pavement: 2026 King County Surface Water Design Manual (King County, forthcoming)
B. LID BMP maintenance is performed within the 1-year maintenance timeline specified in the NPDES Phase II Municipal Stormwater Permit after the City's inspection identifies an exceedance of one or more maintenance standard(s) or after major storm events (24-hour storm event with a 10 year or greater recurrence interval).
LID BMPs verified to meet these performance measures (i.e., design, construction, and/or maintenance standards) would receive payment on a dollar per square foot basis. Because the LID BMPs provide different amounts of water quality and/or flow control benefits and may be located in any watershed within the city, the payment amount could vary based on the City's assessment of receiving water benefits (e.g., LID BMPs that most directly discharge into the City's receiving waters).

Verification

To receive payment under the partial pay-for-performance model, the contractor will be required to provide verification of program performance in accordance with the performance measures. The contract could include language requesting verification that may include the following steps:
A. The City provides the contractor the design standard or maintenance table/checklist for the specific LID BMP.
B. The Contractor provides a site plan or fills in the maintenance table/checklist (e.g., date maintenance completed, timestamped photographs [before and after maintenance]).
C. City (or third party paid by the City) fills out punch list to verify that the LID BMP is constructed or maintained according to the applicable standards (based on before and after photographs and/or field verification, if feasible).

Community and Economic Outcomes

The proposed community and economic outcomes for this program could include the following:
A. Supporting small, minority-, and women-owned business enterprises (SMWBEs)
B. Ensuring work is performed by Contractor staff living in overburdened communities based on the Washington Environmental Health Disparities Map.
C. Projects encourage other LID BMPs to be installed within LFP
The community benefits of well-maintained LID BMPs are inherent to the stormwater outcomes of this program. Performance measures for the City's design, construction, and maintenance program related to community outcomes could include:
A. A minimum percentage of work completed by SMWBEs (particularly those that provide workforce development programs).
B. A minimum percentage of work hours completed by contractor staff living in overburdened communities.
C. LID BMPs meet specified public outreach minimum criteria (e.g., including yard signs to encourage others to participate in the program, participating in demonstration tours for the public), which the City could define during the program's development in Phase 1.

Verification

Verification may include the following information summarized in an annual report:
A. Total work hours
B. Number of work hours completed by contractor staff living in overburdened communities
C. Percentage of work completed by SMWBEs
D. Percentage of residential properties participating in LID BMP public outreach

Using the method described above, estimate the water quality and public health benefits that will be achieved by the project.

The water quality and public health benefits of this project will be calculated during the next phase of this program development using the metrics developed as part of Task 2 (if this grant proposal is funded).

How long will the project provide benefits after the funding assistance ends? Who will be responsible for maintaining the benefits during its useful life?

This is a planning-level project, so the following information applies to LID BMPs that would be constructed in a later phase of the project. The useful life for LID BMPs can range from five to 40 years depending on the type of BMP (i.e., rain gardens, rainwater harvesting, and permeable pavement). The residential property owners and/or contractor(s) would be responsible for maintaining the benefits during its useful life through maintenance covenants and/or the CBP3 contract.

How will greenhouse gas emissions be reduced or mitigated under this project? And what policies or measures has your organization put in place to reduce greenhouse gas emissions apart from this project?

The City will incorporate strategies to reduce greenhouse gas emissions by emphasizing sustainable practices throughout the project. A key measure would be encouraging the use of virtual meetings whenever feasible, thereby minimizing travel-related greenhouse gas emissions from vehicles. When in-person meetings are necessary, the City would encourage alternative modes of transportation and attempt to reduce the number of trips required.

Are you aware of any Category I or Category II wetlands on the site or downstream from the site? This is for informational purposes; no points are associated with this question.

Yes [X] No Not Applicable

If you selected "Yes", how do you propose to mitigate any impacts to the wetland?

Please explain why you selected not applicable:

Upload a map that shows an aerial view of the project area, an estimated direction of flow for the project area, potential locations for the proposed facility or activity, and how the project connects to the water body named above.

The map does not need to be precise, but it should help reviewers with a general understanding of the area. If access to GIS software is not available, screen shots or snips from Google Maps with arrows and text added using a paint program may be used.

Upload Documents

Map highlighting Lake Forest Park city boundaries.	336649_958152-LakeForestParkonGoogleMaps.png

ATTACHMENT 2

TECHNICAL MEMORANDUM

Date: December 18, 2025

To: Chris Korwel, City of Lake Forest Park

Copy to: Sarah Ponte and Jessica Schwing, Ecology

From: Rebecca Dugopolski, PE, Herrera Environmental Consultants, Inc.; Chad Praul and Molly Daniels, Environmental Incentives; Lisa O'Fiesh and Sri Vedachalam, CIS

Subject: Proposed Performance-based Contracting Procurement Approach for City of Lake Forest Park

Background

The Washington State Department of Ecology (Ecology) is providing consultant technical assistance and grant opportunities to local governments interested in developing and implementing community-based public-private partnerships (CBP3s) or performance-based contracts. The City of Lake Forest Park (City) staff requested technical assistance to explore an alternative procurement approach for developing a performance-based green stormwater infrastructure (GSI) retrofit program to reduce stormwater runoff and treat flows from existing residential development.

This memorandum explores fundamental elements of the CBP3 design process presented in *"Is a Community-Based Public-Private Partnership Right for your Community? A Guide for Municipal Stormwater Managers in Washington State*", including:

- Contracting and payment models
- Performance measures and verification
- Financing approach
- Legal review
- Potential program partners

This technical memorandum can be used by the City to educate internal program partners, invite input to help refine the contracting approach, and gain support from decision makers to move this concept forward. Future technical assistance may be available to further develop the contracting approach and support the alternative procurement process.

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Performance-Based Program

The City is interested in designing a CBP3 to deliver GSI best management practices (BMPs) (e.g., rain gardens, cisterns, and native vegetation) to manage stormwater runoff on residential private property. This program will provide water quality and flow control benefits for multiple City receiving waters, including Lyon Creek, by reducing stormwater contributions and associated pollutants (including total suspended solids [TSS] and fecal coliform bacteria) from residential private parcels.

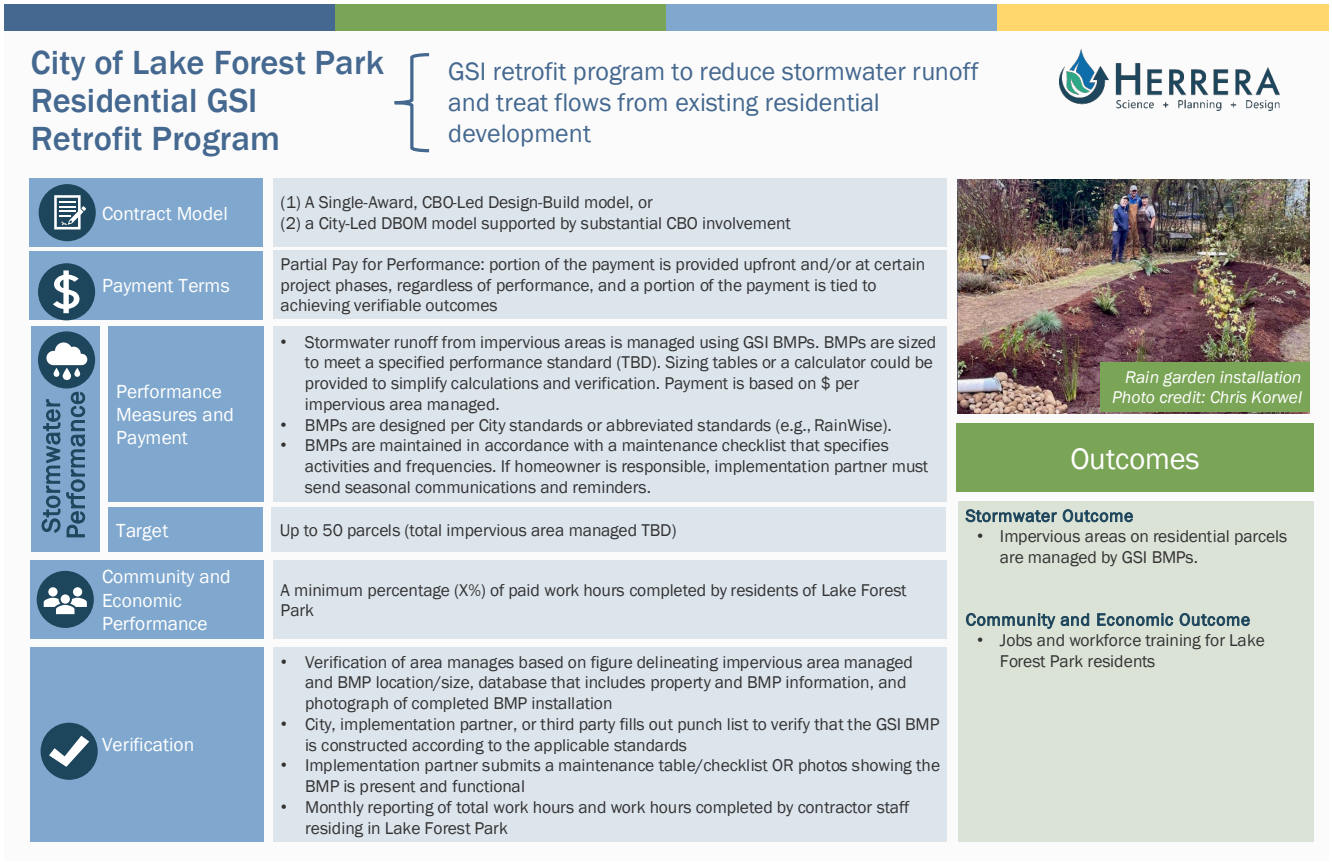
The City is currently developing an incentive-based pilot project designed to identify interested residents and install GSI BMPs on residential private parcels. The City has applied for King Conservation District (KCD)'s Member Jurisdiction Grant Program to fund the incentive-based pilot project. If the City receives the KCD grant, KCD will fund up to twenty GSI BMPs on residential private properties. The City will collaborate with KCD and their selected Community Based Organization (CBO) (e.g., EarthCorps, Dirt Corps) on marketing the program to find willing property owners and installation of GSI BMPs. The City has already received initial interest from residential property owners. Once property owners have agreed to participate in the pilot project and are determined to be suitable fit based on KCD's eligibility criteria, KCD will contract with a CBO to install the GSI BMPs and monitor vegetation establishment rates and other maintenance performance measures (dependent on the GSI BMP installed).

The future CBP3 program will expand this program to help with broader implementation of GSI BMPs across the City and will be organized into two phases:

- Building on lessons from the incentive-based pilot project, the CBP3 Planning Phase, anticipated to start in early 2027, will develop an approach for expanded programmatic delivery of GSI BMPs via a CBP3 approach. Planning will include defining the program scope and outcomes, conducting a financial analysis and legal evaluation, and developing an RFP and contract. During this phase, the City will evaluate the feasibility and impervious area managed (e.g., roofs, driveways, sidewalks, decks, and patios) on residential private parcels to maximize the potential water quality and flow control benefits of the program. In addition, the City will consider expanding the program to include public parcels (e.g., a demonstration project at City Hall) after evaluating private parcels. However, since the primary land use in the City is residential (approximately 90 percent single-family residential zoning), it is expected that there will be limited opportunities for program expansion. The City has applied for Ecology grant funding to support the CBP3 Planning Phase of the program.
- Under the CBP3 Implementation Phase the City will initiate a performance-based contract with an implementation partner to implement the program. While the delivery mechanism will be confirmed in the CBP3 Planning Phase, it is envisioned that the City will contract with a CBO or Conservation District who will administer the program, including marketing the program to find willing property owners and installation of GSI BMPs to meet performance requirements. Maintenance could either be performed by the implementation partner as part of the contract or required by residential property owners through a maintenance agreement. The City has started identifying funding mechanisms for the CBP3 Implementation Phase of the program.

This memorandum explores a performance-based contracting approach to deliver the Lake Forest Park Residential GSI Retrofit Program (CBP3 Planning Phase and CBP3 Implementation bullets) to meet stormwater and community performance metrics (summarized in Figure 1).

Figure 1. Summary of Key Performance-Based Contracting Elements.



Contracting and Payment Model

There are a range of CBP3-style and performance-based contracting and payment models. For the City's Residential GSI Retrofit Program, two contracting options are proposed for the City to consider: (1) a Single-Award, CBO-led Design-Build model, or (2) a City-led Design, Build, Operate and Maintain (DBOM) model supported by substantial CBO involvement. Both options support strong participation from a CBO and rely on performance-based implementation, but they differ in which entity holds primary responsibility and how program management is structured.

Contract Model

Option 1. Single-Award, CBO-led Design-Build Model

Under this option, the City contracts with a single CBO or Conservation District to lead program implementation for the Residential GSI Retrofit Program. The CBO becomes the primary delivery partner and assumes many responsibilities that the City would traditionally manage. These responsibilities include community outreach, homeowner enrollment, design coordination, contractor procurement, installation oversight, and day-to-day project management. The CBO is also responsible for coordinating designers and contractors, ensuring that BMPs meet defined performance metrics and providing verification for the total impervious area managed. Although the City does not use a formal DBOM contract under this option, the CBO would in effect be executing a role similar to that in a DBOM by managing design, construction, and short-term establishment activities. For this reason, the CBO must have sufficient technical qualifications, contractor management experience, and financial capacity to oversee the program successfully.

This model offers several advantages over more segmented contracting approaches. By consolidating outreach, design, and construction coordination within a single partner organization, the program benefits from streamlined implementation that minimizes delays and reduces inefficiencies associated with transitioning between entities. CBOs are typically well positioned to build trust with residents, support equitable participation, and navigate the varied site conditions typical of distributed residential BMPs. Allowing the CBO to procure designers and contractors directly also provides flexibility and responsiveness, resulting in improved cost-efficiency and smoother delivery.

There are important considerations under this option. Because the CBO will take on roles traditionally held by the City, the City must clearly define expectations at the outset, including performance metrics and verification requirements. The CBO will require early funding to support staffing, outreach, design initiation, and procurement activities, and many CBOs do not have the financial capacity to carry up-front program costs without initial payment. If the City does not already have an appropriate partner identified, a Design-Build style procurement process may be necessary to competitively select an organization or team with the capability to manage both community engagement and technical delivery.

The disadvantages of the Single-Award, CBO-led Design-Build model include the need for the CBO to have sufficient financial capacity and technical qualifications to effectively execute responsibilities that mirror elements of a DBOM structure, which may significantly limit the pool of eligible partners and reduce competition. This option also requires the City to provide detailed performance metrics and increased oversight to ensure consistent design, construction, and verification across multiple residential sites.

Option 2. City-Led DBOM Model with Significant CBO Involvement

The second option uses a traditional DBOM contract model, with the City contracting directly with a private DBOM partner. Under this structure, the City defines program requirements, oversees compliance with regulations and standards, and administers the DBOM contract throughout the program lifecycle. The DBOM partner manages design, construction, and short-term establishment of BMPs, ensuring that installations meet all defined goals and performance metrics, including standards required to verify stormwater credits. A community-based organization would still play a substantial role under this option, particularly in homeowner engagement, site identification, community support, and communication. However, the CBO would not serve as the primary delivery partner. Instead, the CBO would operate alongside the DBOM contractor, with the City managing coordination between the two.

This model offers strengths associated with traditional DBOM approaches. Integrated delivery can streamline program implementation by reducing delays and inefficiencies that occur when responsibilities are divided among multiple entities. Placing design, construction, and establishment activities under a single DBOM contractor creates clear accountability and enables long-term performance considerations to be incorporated from the outset. DBOM contractors also generally possess strong technical capabilities and established project management systems, which may reduce risk for the City if there is uncertainty about the capacity of local CBOs to manage a full delivery model.

There are also considerations for the City-Led DBOM approach. A DBOM contract requires a contractor with broad capabilities across design, construction, and maintenance, which can limit competition and challenge smaller firms. The City must also ensure that coordination between the DBOM partner and the CBO is well defined, particularly regarding communication with residents, scheduling site visits, and expectations for homeowner support. While this option reduces the technical burden on the CBO, it increases the need for clear coordination protocols to maintain a positive resident experience and ensure alignment between community engagement and technical delivery.

The disadvantages of the DBOM model include the complexity of managing the contract and the necessity for the implementation partner to have broad capabilities across design, construction, operation, and maintenance, which may limit the pool of potential bidders and reduce competition. This model also requires strong coordination between the DBOM partner and the CBO to ensure consistent homeowner engagement and support throughout the installation process.

Payment Terms

Traditional contracts have action-based payment terms, wherein the City provides payment to the implementation partner for expenditures or completion of actions (e.g., time and material payments). Performance-based contracts have payment terms that are outcome-based, wherein at least some portion of the payment is linked to achieving verified performance outcomes (e.g., payment for area of new plus replaced area managed to meet redevelopment requirements). Linking payment to outcomes creates financial incentives for the implementation partner to determine the most cost-effective ways to achieve the desired performance measures and aligns the goals of the City and the partner.

For the City's Residential GSI Retrofit Program, a partial pay-for-performance model is recommended. Under this model, a portion of the payment is provided upfront and/or at certain program phases, regardless of performance, and a portion of the payment is tied to achieving verifiable outcomes (see *Performance Measures and Verification* section). This is especially helpful under Option 1 where a CBO or Conservation District may not have reserve funds to pay for upfront costs involved in program management, outreach, early planning and design. This approach balances the need for performance incentives with the practicalities of program financing, ensuring the implementation partner remains motivated to meet or exceed standards and has adequate early funding to support staffing, outreach, design coordination, and procurement activities. Performance-based payments would be linked to verified stormwater benefits based on impervious area managed.

If state or federal grant programs restrict the use of pay-for-performance models, a full delivery approach, where the implementation partner is paid upon completion of defined tasks, can be adopted to ensure program milestones are met effectively.

Performance Measures and Verification

Under a partial pay-for-performance contract, the City would pay the implementation partner when the program successfully achieves measurable outcomes. Key outcomes for the City's program could include meeting design, and installation standards, as well as delivering additional community and economic benefits. The following subsections describe potential outcomes, performance measures, and verification methods for stormwater, community, and economic outcomes.

Stormwater Outcomes, Performance Measures, and Verification

Potential stormwater outcomes, performance measures, and verification approaches for the Lake Forest Residential GSI Retrofit Program are provided in Table 1. Stormwater outcomes are the overarching results that the program aims to achieve. Performance measures are the minimum requirements to achieve the stormwater outcomes. Verification methods are used to verify that the performance measures are achieved.

Table 1. Potential Stormwater Outcomes, Performance Measures, and Verification Methods.

Outcome	Performance Measure	Verification Method
Impervious areas on residential parcels are managed by GSI BMPs	Stormwater runoff from impervious areas such as roofs, driveways, and patios, is managed using GSI BMPs (e.g., rain gardens, cisterns, and native vegetation). BMPs are sized to meet a specified performance standard (e.g., RainWise standard is to reduce the 1-year storm by 95%). Sizing tables or a calculator could be provided to simplify calculations and verification. Payment is based on $ per impervious area managed.	Verification of area managed is based on: ● Figure that delineates and labels impervious area managed (including downspouts for roof areas) and BMP location/size ● Database that includes the property address, owner's contact information, area managed, BMP type, and BMP size ● Photograph of completed BMP installation
Impervious areas on residential parcels are managed by GSI BMPs	BMPs are designed in accordance with minimum design standards (e.g., redevelopment requirements for Lake Forest Park or abbreviated standards like those for Seattle and King County's RainWise program).	City, implementation partner, or third party fills out punch list to verify that the GSI BMP is constructed according to the applicable standards (based on before and after photographs and/or field inspection, if feasible).
GSI BMPs are maintained and functional	BMPs are maintained in accordance with a maintenance checklist that specifies activities and frequencies. If the homeowner is responsible for maintenance, the implementation partner must send seasonal communications and reminders.	Implementation partner submits a maintenance table/checklist (e.g., date maintenance completed, timestamped photographs [before and after maintenance]). Alternatively, the implementation partner submits photos showing that the BMP is present and appears to be in working order.

Community and Economic Outcomes, Performance Measures, and Verification

Community and economic outcomes can be delivered through contract implementation (e.g., local job training) or as an outcome of the work conducted (e.g., greening on residential properties, educating homeowners on stormwater management, building capacity of CBO or Conservation District) (Table 2). Performance measures for these outcomes could either be included as minimum requirements for contract delivery or the implementation partner could receive financial incentives for meeting (or exceeding) them. If the City must award the contract to the lowest bidder, it is recommended that any community performance measures be included as minimum requirements. To receive payment under the partial pay-for-performance model, the implementation partner will be required to provide verification of program performance in accordance with the performance measures.

Table 2. Potential Community and Economic Outcomes, Performance Measures, and Verification Methods.

Outcome	Performance Measure	Verification Method
Jobs for Lake Forest Park residents	A minimum percentage (X%) of work hours completed by residents of Lake Forest Park	Monthly reporting of total work hours and work hours completed by contractor staff residing in Lake Forest Park

Outreach Plan

The program team will develop community outreach materials, a program webpage, and hold community events to promote the Residential GSI Retrofit Program. The program will be advertised through social media and other City notifications. The program team will attend two community events in the summer/fall of 2027 to engage residents and gather community feedback about the program. This task will also involve preparing a short set of program guidelines for residents and implementation partners interested in participating in the program.

Financing Approach

Potential financing for this program is summarized in Table 3.

Table 3. Proposed Program Financing.

Potential Funding Source	Program Phase (if applicable)	Notes
Federal Funding		
Flood Mitigation Assistance (FMA) Program (Federal Emergency Management Agency [FEMA])	CBP3 Implementation Phase	Competitive federal grant program supporting projects that reduce or eliminate flood risk to National Flood Insurance Program (NFIP)-insured properties and improve community flood resilience. Projects demonstrating measurable flood-mitigation benefits through stormwater or green infrastructure may qualify if consistent with the State Hazard Mitigation Plan.
Better Utilizing Investments to Leverage Development (BUILD) Grant Program (U.S. Department of Transportation)	CBP3 Implementation Phase	BUILD grants support surface-transportation projects with regional impact. Stormwater improvements integrated into transportation corridors (e.g., green streets, right-of-way bioretention, flood-resilient roadways) may qualify under environmental-sustainability and resilience criteria. Projects solely on private property or off-corridor would likely be ineligible.
State Funding		
CBP3 Funding (new grant funding program from Ecology; part of the Water Quality Combined Funding Program)	CBP3 Planning Phase	The City applied for Ecology funding for the Planning Phase of this program in the fall of 2025.
	CBP3 Implementation Phase	The City could apply for implementation funding for the Implementation Phase of this program if implementation funding is available in a future grant cycle.
Stormwater Financial Assistance Program (SFAP); part of the Water Quality Combined Funding Program	CBP3 Implementation Phase	If the stormwater BMPs are addressing runoff from existing development, then they would be eligible for SFAP grant funding. If the BMPs are supporting redevelopment, then they would not be eligible for SFAP grant funding.
Local Revenue		
Stormwater utility fees	CBP3 Planning and CBP3 Implementation Phase	It is assumed that City stormwater utility fees will most likely be needed as a match for any state funding received and will also be used to support longer term CBP3 program implementation.

Legal Review

A legal review is recommended to evaluate any legal barriers to performance-based contracting. For example, the City should consider if their procurement rules allow best value awards instead of lowest bidder awards. The City should also assess whether their procurement rules require that companies have prior experience with design-build procurement to bid on such contracts. This restriction would limit the types of alternative contracting models available to the City, such as DBOM. There are specific state (RCW 39.10) and federal (41 USC 3309) guidelines and requirements for managing DBOM contracts that cover a range of topics including, but not limited to, agency experience with similar contracting models, transparent and competitive contract awarding process, implementation partner selection based on best value (vs. lowest bid), budget contingencies set asides, subcontracting opportunities for diverse firms, and public disclosure and participation.

The current legal framework supports the City in pursuing performance-based contracting, ensuring adherence to both state and federal regulations, promoting transparency, fostering public involvement, and facilitating high-quality outcomes for public projects. Confirming compliance with these provisions will help ensure the City's approach is legally defensible, transparent, and consistent with state and federal requirements.

Potential Program Partners

A successful performance-based contract will require one or more internal champions as well as a broad base of support from internal and external program partners. Potential program partners are listed in Table 4 along with the proposed engagement level (e.g., Inform, Consult, Collaborate).

Table 4. Potential Program Partners.

Potential Partners	Contact Name	Engagement Level
City departments/divisions		
Community Development Director	Mark Hofman	Inform
City Attorney	Kim Pratt	Consult
Director of Procurement	Lindsey Vaughn	Collaborate
Neighboring cities/counties		
City of Mountlake Terrace	Patrick Hutchins	Inform
City of Shoreline	Zack Richardson	Inform
Tribes		
Muckleshoot	Martin Fox	Inform
Snohomish	TBD	Inform

Table 4 (continued). Potential Program Partners.		
Potential Partners	**Contact Name**	**Engagement Level**
Private organizations and implementation partners		
Property owners	TBD	Collaborate
Consultants, contractors, implementation partners	TBD	Collaborate
Lake Forest Park Stewardship Foundation	Kim Josund	Consult
Lake Forest Park Civic Club	TBD	Consult
Sheridan Beach Community Club & Homeowners Association (HOA)	TBD	Consult
Public schools and youth organizations	TBD	Consult
Faith-based institutions	TBD	Consult

Outreach Plan

The implementation partner should work with the City to develop and implement a comprehensive outreach plan to engage the community, focusing on residential property owners. This plan should outline strategies for building relationships, understanding program partner priorities, and ensuring transparent communication throughout the program lifecycle.

Next Steps

This memorandum explores a partial pay-for performance procurement approach for the City to explore an alternative procurement approach for contracting the installation of GSI BMPs on private residential parcels within the City. The list below outlines next steps to refine this approach:

- Refine performance-based procurement outcomes, performance measures, reporting, and verification
- Develop draft engagement plan
- Define scope, including contract duration and payment terms
- Conduct financial analysis
- Research legal authorities, if needed
- Identify revenue sources and financing models
- Develop draft RFP
- Develop draft contract

Additional technical assistance may be available to the City to further refine this contracting approach.



CBP3

Grant Award from the Department of Ecology





Department of Ecology CBP3 Grant Award

- The Department of Ecology awards grants for community-based public-private partnerships (CBP3)
- CBP3 grants support the planning phase for the implementation of green stormwater solutions
- Green stormwater solutions provide water quality and flow control benefits to receiving waters, such as Lyon Creek and Lake Washington



June 2026
Ecology awards City $353,990 CBP3 grant

Fall 2026
Grant development with Ecology

November 12
DPW brings finalized grant back to City Council

Late 2026
Grant execution

Early 2027
New green stormwater solutions project planning begins

Department of Ecology CBP3 Grant



Lyon Creek, 1910 *(Courtesy of A. Curtis, SHM 1178)*

- The CBP3 grant is a pass-through grant and does not require a local matching contribution
- This grant will be used during the planning phase of a future green stormwater solutions project

Thank you! Questions?



City Council Presentations

- October 22, 2026
- November 12, 2026
- December 10, 2026



CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Director of Public Works
Title	Guardrail Slope Stabilization Design Recommendations

Legislative History

- First Presentation – Council Regular Meeting October 22, 2026

Attachments:

1. (none at this time)

Executive Summary

The City of Lake Forest Park (City) has been working diligently on guardrail repairs with King County, but have exhausted our ability to utilize their public works crews for two critical guardrail repairs given slope stabilization issues. The Public Works Department is performing field reviews with GeoEngineers (one of the City's on-call consultants) to explore alternative methods to stabilize slopes and repair two critical guardrails on 49th Place NE and 40th Avenue NE.

Background

The Public Works Department has been making guardrail and handrail improvements a priority in the City. Two important guardrails and a handrail have been repaired thus far in 2026, but more work is necessary. Two critical guardrails with unstable slopes have either been struck by a vehicle and/or are falling off slope due to a combination of factors. The City needs engineering expertise to assist in review and design recommendations to occur as part of guardrail replacement on two existing guardrails on 49th Place NE (approximately 150 feet) and 40th Avenue NE (approximately 100 feet).

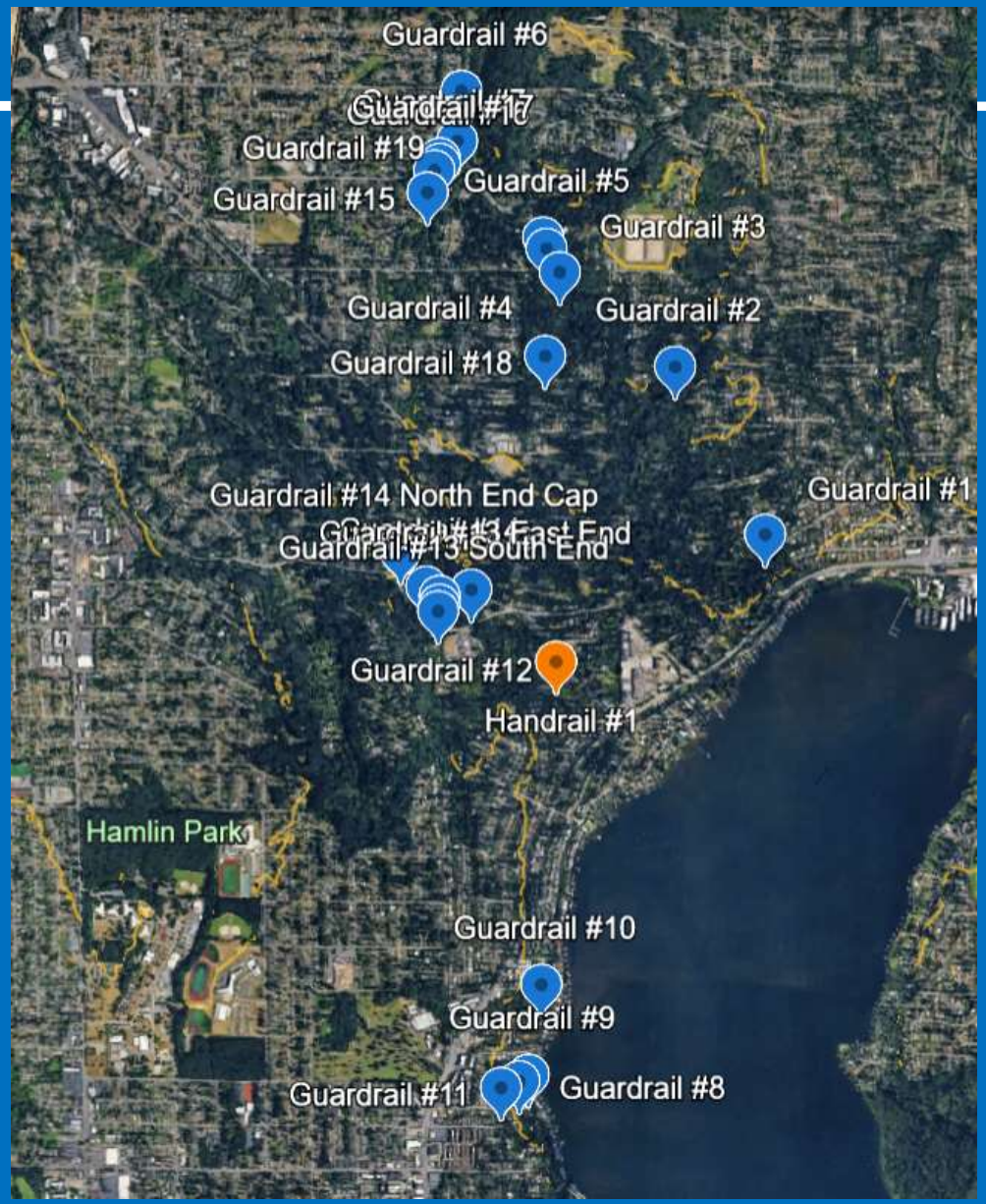
The City is currently working with one of the City's on-call consultants to review and prepare a scope and fee for City Council approval (if necessary).

Fiscal & Policy Implications

The City had budgeted over $200,000 in funds for guardrail repairs in 2026 and has spent about $30,000 on repairs thus far. The City anticipates putting out a construction contract in late 2026/early 2027. The cost of all construction work associated with this contract is expected to fall within the existing 2026 budget.

Staff Recommendation

Please consider this presentation as a single touch for the formal Council approval process.



Guardrails and Handrails in Lake Forest Park



City Council Presentation

October 22, 2026

CURRENTLY TRACKING ABOUT 20 GUARDRAIL/HANDRAIL STRUCTURES

LOCATIONS OF GUARDRAIL DESIGN RECOMMENDATIONS

18900 Block of 49th Place NE





Reported as Struck by Vehicle in Winter 2025

Significant Steep Slopes Greater than 1:1

No roadway shoulders

14700 Block of 40th Avenue NE

Significant Steep Slopes With Stabilization Concerns

Greater than 1:1

No roadway shoulders



CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Director of Public Works
Title	2026-2027 Catch Basin Inspection Services

Legislative History

- First Presentation – Council Regular Meeting October 22, 2026

Attachments:

1. RFP for Catch Basin Inspection Services

Executive Summary

The Department of Public Works (DPW) recommends that the City of Lake Forest Park (City) contract with a vendor for catch basin inspection services. Qualified vendors have been asked to submit proposals for this work by the end of the month. DPW will select the lowest responsive and responsible bid to bring to City Council for review at the November 12, 2026 City Council Regular Meeting. Once a contract for the work is executed, the vendor will begin their inspection effort for this two-year cycle.

Background

The City's Western Washington National Pollutant Discharge Elimination System Phase II Municipal Stormwater Permit (NPDES Permit) administered by the Washington Department of Ecology (Ecology) requires the City to complete biannual inspections of our catch basins. The City maintains about 1,650 catch basins as part of its municipal separate storm sewer system (MS4). The current two-year cycle began on January 1, 2026 and ends on December 31, 2027.

On October 13 of this year, the City sent out a Request for Proposal (RFP) for Drainage Catch Basin Inspection and Data Collection Services for 2026-2027. Proposals in response to the City's RFP will be due on October 27. In an effort to expedite the start of this work, DPW is sharing the RFP with City Council as the first touch on executing a contract with a qualified vendor to perform these inspections.

Fiscal & Policy Implications

The contract will be fully funded by the City's Surface Water Management fund. No additional budget allocations will be required.

Alternatives

Options	***Results***
• Approve	The City will contract with the lowest responsive and responsible bidder to complete the work and satisfy the requirement of our NPDES Permit.
• Do not approve	The City will not contract to complete the work and the City will be out of compliance with our NPDES Permit.

Staff Recommendation

Review the RFP and the lowest responsive and responsible bidders proposal when it becomes available, and provide staff with questions or feedback.

Mayor
Tom French

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Councilmembers
Tracy Furutani
Larry Goldman
Paula Goode
Matt Muilenburg
Semra Riddle
Josh Rosenau
Ellyn Saunders

Request for Proposal (RFP)

October 13, 2026

Lake Forest Park 2026-2027 Drainage Catch Basin Inspection and Data Collection Services

Project Overview:

The City of Lake Forest Park (City) is requesting proposals from qualified municipal separate storm sewer system (MS4) inspection service providers (Contractor) to inspect and collect attribute data from approximately 1,650 City-maintained drainage catch basin structures located primarily in City Right of Way (Work).

Minimum Qualifications:

Experience providing the same or similar services for a minimum of five (5) years. Prior experience contracting with municipalities in the State of Washington.

Qualifications Evaluation Criteria:

All RFPs will be reviewed for five components:

- Key personnel
- Ability to meet schedule
- Past performance
- In-house expertise
- Experience working with City or similar sized municipalities

The City of Lake Forest Park, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all contractors that will affirmatively ensure that any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or

national origin in consideration for an award.

Content of Proposals:

Proposals shall contain the following:

- Cover letter
- Qualifications
  - Relevant experience performing high-quality work while controlling costs
  - Mechanisms used to ensure timely responses to City requests
  - Organizational chart of the proposed team and a short resume of all key people listed on the chart, including their availability to perform this work
- References
- Exhibit B: Proposal Form – filled by Contractor

Scope of Services:

Please see attached **Exhibit A: Scope of Work and Specifications** for a full scope of work.

Timeline:

RFP Issued	October 13, 2026
Proposals Due	October 27, 2026
Proposals Evaluated	October 29, 2026
City Council Review	November 12, 2026; December 10, 2026; January 14, 2027
Contract Awarded	January 15, 2027

Submission Instructions:

Proposals in response to this RFP may be submitted no later than 4:00 pm on October 27, 2026. All proposals should be submitted by email (responses by fax, physical delivery, or mail will **not** be accepted). Emailed responses will be received by Katie Phillips (kphillips@cityoflfp.gov), Project Manager, City of Lake Forest Park, Washington. The email shall be titled "Lake Forest Park 2026-2027 Drainage Catch Basin Inspection and Data Collection Services Proposal."

The City will evaluate and select the Vendor based on the submitted proposals. The City reserves the right to utilize any additional evaluation criteria it so chooses in order to make a final decision on the selection of the consultant. The City may conduct interviews of the top ranking vendors in order to make a final decision.

The selected vendor will be required to execute the City's standard contract form. Any vendor submitting a proposal in response to this notice verifies that they have reviewed the contract language, insurance requirements and indemnification requirements and agrees to execute a contract in this form. No modifications to these documents will be considered.

Standard Terms and Conditions

The City reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse the costs incurred in preparation of this RFP, or any related costs. The prospective vendors shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The RFP submittals will become the property of the City. No party may incur any chargeable costs prior to execution of the final contract

Addendums: The City reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP.

Attachments:

1. Exhibit A: Scope of Work and Specifications
2. Exhibit B: Proposal Form
3. Form Services Agreement
4. General Conditions
5. Required Apps User Guide

EXHIBIT A: SCOPE OF WORK AND SPECIFICATIONS

A. Location

1. All Work will be performed within the incorporated limits of the City of Lake Forest Park, WA.
2. All Work is expected to occur on public property including City right of way and City-owned parcels. If Work must be performed on private property, the City will obtain Right of Entry from property owners prior to the Contractor's execution of the Work.
3. References herein to the "Work site" are meant to refer to the locations of existing City-maintained catch basin structures where the Contractor will perform the Work. These catch basin locations are shown on the GIS map accessible at this link: https://lfp.maps.arcgis.com/apps/mapviewer/index.html?webmap=de42a9542c1f46629f835412ab2ea7a0
4. Work may be required on uneven terrain, steep slopes, and at other locations that may be difficult to access. However, Work sites are assumed to be accessible on foot and without the need for extensive brush clearing or other site preparation work.

B. General Requirements

1. The Contractor shall perform Work in accordance with these General Requirements. Unless stated otherwise, the cost(s) of any sort whatsoever that may be required to conform to these General Requirements shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
2. The normal hours of Work applicable to this contract shall be eight hours per day within a timeframe beginning no earlier than 7:00 AM and ending no later than 5:00 PM. Normal working hours shall occur Monday to Friday, excluding the following City-observed holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

3. The Contractor shall provide supervision of the Work and shall ensure:
    I. Personnel engaged in the Work shall be qualified and appropriately certified or licensed to perform tasks assigned to them.
    II. Crews assigned to perform Work shall be appropriately sized (number of crew members) and equipped to complete the Work efficiently and in accordance with contract's quality, safety, and other requirements.
    III. Tools and equipment used to perform Work shall be of sufficient design, size, and condition to complete the Work efficiently and in accordance with contract's quality, safety, and other requirements.
4. Protection of Work and Property

I. The Contractor shall be solely and completely responsible for conditions of the Work site, including safety of all persons and property during performance of the Work. This requirement shall apply continuously during the Contract Time and not be limited to normal working hours.

II. The Contractor shall perform the Work in non-destructive fashion and shall restore any damage caused to City or private property to the satisfaction of the property owner at the Contractor's sole expense.

III. The Contractor shall furnish, install, implement, and maintain all necessary safeguards for protection of human health and safety, property, and the environment during performance of the Work. Required safeguards include, but are not limited to:

a) Fences, railing, barricades, lighting, posting of warning signs, and other warnings against hazards.

b) Operational and occupational health and safety practices established by industry standards and applicable regulations (e.g. OSHA, WISHA). The Work is expected to be performed from the ground surface. If confined space entry into structures is required to complete Work, separate payment for this service shall be made under Bid Item #2.

c) All temporary work zone traffic control measures that may be necessary to effect the safe and orderly diversion of vehicular, pedestrian, and bicycle traffic around the Work site. Temporary traffic control shall comply with the latest revision of Part VI of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD). If the use of traffic control flaggers is required, separate payment for this service shall be made under Bid Item #2. Special temporary work zone traffic control requirements for the Contract include:

i. Road closures shall not be implemented as a traffic control measure without the City's prior authorization.

ii. Work within principal arterials, including Ballinger Way NE (SR-104) and Bothell Way NE (SR-522), shall not be performed during the peak traffic volume hours of 7:00-9:30 AM and 2:30-5:00 PM, Monday through Friday.

iii. Contractor shall confirm schedule for Work on principal arterials with DPW prior to initiating this Work. DPW will provide notification of transit agencies as required.

5. Contract Management and Administration

I. Prior to beginning the Work, the Contractor's Project Manager and at least one crew member assigned to complete Work shall attend a Contract kickoff meeting with DPW staff at City Hall.

II. Contractor shall prepare invoices documenting the invoicing period/timeframe, the quantity of Work performed per Contract Task (see Section C) within the invoicing period, and associated fee(s). Invoices shall be submitted to the City on a monthly basis.

III. Prior to submitting invoices to the City for completed Work, Contractor shall perform quality assurance and quality control (QA/QC) review and

adjustments to initial collected data to ensure a high-quality Work product/deliverable.

IV. Contractor shall communicate with DPW staff throughout the Contract as necessary to ensure orderly execution of Work.

V. Continuously monitor the Work and advise DPW of any risks to completing the Work per the scope, budget, and schedule expectations set in the agreement. Adjustments to these expectations will not be authorized in arrears.

C. Contract Task Specifications

The Work generally includes mobilizing to City-maintained catch basins, performing an inspection and collecting structure attribute data as prescribed herein, and documenting inspection/attribute data using the free, ESRI-developed mobile GIS mapping software applications[1] ("Required Apps") described in this Section and Attachment 5.

The specifications for execution, measurement, and payment of the Work are provided in the Contract Tasks (CT) descriptions contained in this Section. The Contract Task numbers in this section correspond to the Bid Item (BI) numbers listed in the Proposal Form (Attachment 2 to the RFP).

1. CONTRACT TASK #1 – Inspect Catch Basins

I. Description

a) This Contract Task includes the Work required to locate and inspect drainage catch basins, and document inspection results.

II. Execution

a) Mobilize to Work sites as identified on maps provided by DPW in the Required Apps (ESRI Field Maps, in this case).

b) Remove the catch basin cover/grate and safely store the grate. Open structures shall not be left unattended.

c) Perform inspection using basic measuring devices (e.g. steel tape measure), flashlights, and other readily-accessible hand tools. Record measurements to the nearest inch.

d) Document inspection using the Required Apps and City-standard inspection forms contained therein. The process of entering inspection data using the Required Apps is explained and illustrated in Attachment 5. In general, the following information will be collected at each structure:

i. Structure type and construction material
ii. Structure interior dimensions
iii. Inlet/cover type and size
iv. Depths from surface to pipe inverts and bottom of structure
v. Pipe sizes, orientations, and types
vi. Existence of water quality or flow control device (y/n)

[1] Required apps include ESRI Field Maps and ESRI Survey123

vii. Indications of structure condition per the King County Surface Water Design Manual's (KCSWDM) Catch Basin Maintenance Standard

Contractor shall provide hardware suitable for running the Required Apps, and DPW will provide the Contractor with the GIS data or temporary login information required to use the Required Apps.

e) Obtain at least one digital photograph of the structure interior, using a flashlight as needed to illuminate the structure. The resulting image file to be provided to DPW (see Section C.1.III.a) shall contain information sufficient to identify the catch basin. This identifying information must be provided using one of the following methods:
   i. Provide an image file named according to the catch basin's "Asset ID" as provided in the City's GIS map
   ii. Provide an image file containing embedded location information, such as latitude and longitude coordinates of the photograph location.

f) Restore cover/grate to its original location on the catch basin frame.

III. Measurement and Payment

a) CT #1 Work will be measured per each catch basin structure for which a complete inspection record is received by DPW. A complete inspection record shall include an ESRI compatible GIS file containing properly completed inspection forms for the catch basin structure and an image file meeting CT #1 specifications.

b) Payment for CT #1 Work shall be remitted at the Bid Item (BI) #1 unit price in the agreement.

c) Payment for CT #1 Work shall be remitted at 0.25 times the BI #1 unit price in the agreement for each catch basin structure which the Contractor confirms is nonexistent. See Attachment 5 for an illustration of how this inspection result will be recorded using the Required Apps.

<u>CONTRACT TASK #2 – Minor Changes</u>

I. Description

b) The Contract Task includes payments or credits for DPW-directed changes to the Work amounting to $5,000.00 or less. At the discretion of DPW, this procedure for Minor Changes may be used in lieu of the more formal procedure outlined in the agreement.

c) If DPW identifies a needed change to the Work, DPW will provide the Contractor a draft Minor Change Order including the location and specifications for the work. As soon as practicable, but within 10 calendar days of receipt of the Minor Change Order, the Contractor shall provide DPW with a written price quote to complete the Minor Change Order work. The price quote shall document the basis of proposed costs as requested by DPW in the Minor Change Order. As soon as practicable, but within 10 calendar days of receipt of the Contractor's price quote, DPW will review the price quote and advise

the Contractor if it is acceptable or rejected. If the Contractor's price quote is accepted, DPW will sign the Minor Change Order. The signed Minor Change Order shall serve as DPW's authorization to proceed with Minor Change Order work.

II. Execution

a) Specifications for execution of CT #2 work will be provided in the City's signed Minor Change Order.

III. Measurement and Payment

a) CT #2 Work will be measured and paid by lump sum (LS) in amounts established in DPW's signed Minor Change Orders. For the purpose of providing a common proposal for all Bidders, the City has entered an amount for "Minor Changes" (BI #2) in the Proposal Form to become a part of the total Price.

EXHIBIT B: PROPOSAL FORM

For the complete performance of all Work required by Contract Documents for that project entitled "**2026-2027 Drainage Catch Basin Inspection and Data Collection Services**", the following Bid is submitted. Show prices in figures only (ink or typed). Show cents to 2 decimal points. Where conflict occurs between the unit price and the extended price specified for any item, the Unit Price shall prevail, and totals shall be corrected to conform thereto. If any Unit Price is left blank, it will be considered no charge for that Bid item/Contract Task, regardless of what has been placed in the Extended Price column.

BID SCHEDULE					
		CONTRACTOR BID			
BID ITEM / CONTRACT TASK	**DESCRIPTION**	**UNITS**	**UNIT PRICE**	**QTY**	**EXTENDED PRICE (UNIT PRICE x QTY)**
BI #1	Inspect Catch Basins	EA		1,650	
BI #2	Minor Changes	LS	$5,000.00	1	$5,000.00
				TOTAL PRICE (sum of EXTENDED PRICE subtotals above)	

KEY	
QTY	Quantity
EA	Each
LS	Lump Sum

CITY OF LAKE FOREST PARK
SERVICES AGREEMENT
Agreement Title: 2026-2027 Drainage Catch Basin Inspection and Data Collection Services

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK,** a Washington municipal corporation (the "City"), and XXX **("_____")** (the "Contractor"), a Washington corporation, dated this _____ day of _____, 2026.

Contractor Business:	XXX
Contractor Address:	
Contractor Phone:	
Contact Name	
Contractor e-mail:	
Federal Employee ID No.:	
Authorized City Representative for this contract:	

WHEREAS, the City requested proposals from qualified municipal separate storm sewer system (MS4) inspection service providers; and

WHEREAS, the Contractor submitted a proposal containing an offer to perform this work; and

WHEREAS, the City has determined that the Contractor's offer was the lowest responsive and responsible offer submitted.;

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

1. Employment of Contractor. The City retains the Contractor to provide the services described in Exhibit A incorporated herein, for the _____ ("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 Contractor 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 _____. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than _____, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Contractor 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 Contractor for the Work in Exhibit A, including all services and expenses, shall not exceed _____ ($_____.00) as shown on Exhibit A, _____, which shall be full compensation for the Exhibit A Work. Contractor shall invoice the City monthly on the basis of the portion of the Work completed each month by the Contractor and sub-Contractors.

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

C. Contractor 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 Contractor shall send electronically to ap@cityoflfp.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 Contractor shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibits A. If, after review by the City, the information is found to be unacceptable, Contractor, at its expense, shall expeditiously correct such unacceptable work. If Contractor 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 Contractor'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 Contractor ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Contractor shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Contractor's material breach, the Contractor 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 Contractor actual notice in a timely manner.

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

7. Indemnification. The Contractor 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.

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Contractor's profession.

C. Minimum Amounts of Insurance. The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $2,000,000 each occurrence, $2,000,000 general aggregate.

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

D. Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

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

F. Verification of Coverage.

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

G. Notice of Cancellation.

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

H. Failure to Maintain Insurance.

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

I. Public Entity Full Availability of Contractor Limits.

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

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

10. Employment. The Contractor warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Contractor, 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 Contractor shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Contractor's records and documents with respect to all matters covered by this Agreement.

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

13. Compliance with Federal, State and Local Laws. Contractor 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 Contractor 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 Contractor.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and voice, 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: _____
17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

_____

_____

_____

Attn: (project manager name)

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 Contractor have executed this Agreement as of the date first above written

	CONTRACTOR: Please fill in the spaces and sign in the box appropriate for your business entity.
CITY OF LAKE FOREST PARK **WASHINGTON**	**COMPANY NAME**

By: _____ _____, Mayor _____ Date	By _____ Typed/Printed Name: _____ Its _____ Date: _____
ATTEST: _____ Matthew McLean, City Clerk Date: _____	
APPROVED AS TO FORM: _____ Kim Adams Pratt, City Attorney Date: _____	

GENERAL CONDITIONS

1.01 ALTERATION OR MODIFICATION OF SPECIFICATIONS AND PLANS

A. No alteration or modification of the terms and conditions of the Contract will be binding unless outlined in detail in a separate written addendum, and then only when properly signed and attested by the City.

1.02 ADDITIONS OR DELETIONS

A. The City reserves the right to add or delete work from this Contract, subject to appropriate adjustments to the contract price.

1.03 NOTICE TO PROCEED

A. The Notice to Proceed will be given after the Contract has been executed and approved by the City or, where applicable, by State or Federal agencies responsible for funding any portion of the Project. The Contract Time allowed for Substantial Completion of the Work shall begin within 10 calendar days after the date the Notice to Proceed is issued. The Contractor shall not commence the Work until the Notice to Proceed has been given by the City.

1.04 HOURS OF WORK

A. Contractor shall work within the allowed work hours in the City of Lake Forest Park:
Monday – Friday 7:00 a.m. to 8:00 p.m.
Saturday, Sunday and holidays 9:00 a.m. to 5:00 p.m.
Holidays: no construction will be allowed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day.

1.05 CONSTRUCTION TIME LIMIT

A. All of the work and materials contemplated to be included in this Project shall be completed within the time as stated in Contract ("Contract Time"). Contractor agrees to pursue completion of the Project at all reasonable times and to discontinue only if delayed by inclement weather. In the event that Contractor shall fail to proceed with the contemplated work for more than ten working days, Contractor shall be deemed to have abandoned the Project, and the City may elect to terminate the Contract and thereafter proceed to complete the Contract through its own forces or through an independent third party. In such event the Contractor herein shall be responsible for all expenses reasonably incurred by the City in completing the work. The contractor will also be responsible for all legal, engineering or other costs caused by the Contractor's abandonment, failure or refusal to complete the Project within the time provided.

1.6 DELAYS & EXTENSION OF TIME

A. The Contractor herewith specifically waives claims for damages for any hindrance or delay, excepting unreasonable delays caused by the City. In Lieu thereof, the Contractor will be granted equitable extensions of time for which liquidated damages will not otherwise be claimed by the City under the following circumstances:

1. A delay caused the Contractor by any suit or other legal action against the City will entitle the Contractor to an equivalent extension of time, unless the period of such delay exceeds ninety (90) calendar days. When such period is exceeded, the City will, upon request of the Contractor, in writing, either negotiate a termination of the Contract or grant a further extension of time, whichever may at the time be in the best interests of the City.
1. Time lost due to inclement weather which could not have been anticipated by Contractor, subject to the approval of the City, will entitle the Contractor to an extension equivalent to the total time lost, whether it be a single continuous period or the accumulated total of several periods.
3 If the volume of the specified work, measured in dollars, is increased over the total value shown in the Contractor's Bid Proposal, at the time the award of the Contract is made, the Contractor will, if the City agrees, be granted an extension of time proportionately equal to the impact on the Contract Time caused by the increase in the total value.
4 Should other unforeseen conditions occur beyond the reasonable control of Contractor, or should performance of work under a Change Order make the work more complex or difficult than originally specified and shown on the Plans, and such work, in the Contractor's opinion, requires more time to execute than allowed by the Contract, the Contractor shall notify the City in writing prior to the performance of such work, setting forth in detail its estimate of the added time required for such work. The City will, if such estimate is approved, allow an equitable extension of the Contract Time.

B. Suspension of work by City

1. The City may order all or any of the Work suspended for such period as it deems proper because of unsuitable weather or such other conditions beyond the control of the Contractor that prevent satisfactory and timely performance of the Work, or because of the failure of the Contractor to perform any provisions of the Contract or orders given to him/her. The Contractor shall not suspend work unless ordered or authorized to do so by the City, and the Contractor shall immediately comply with such an order when given. The Contractor shall resume the suspended work when ordered by the City to do so.

2. Suspension of work by the City shall not be grounds for any claim by the Contractor for damages. The periods of suspension including but not limited to unsuitable weather conditions beyond the control of the Contractor that prevent satisfactory and timely performance of the Work, shall be allowed as non-working calendar days unless the City concludes that the Contractor could have performed the suspended work if he/she had diligently prosecuted the Work prior to such suspension, and the Contract completion date shall be extended by such number of calendar days of parts thereof. This time extension shall be the Contractor's sole remedy and the Contractor shall not be entitled to any damages for delay associated with such suspension of work. Any suspension due to the failure of the Contractor to carry orders or perform work shall not be grounds for allowance of time but shall be counted as work days and not relieve the Contractor from any responsibility assigned under the Contract.

3. Upon encountering asbestos or materials suspected of containing asbestos, the Contractor shall stop work in the subject area and not remove, cut, or repair said

material, nor shall the contractor enter or work in any area suspected of containing asbestos with damaged covering material, until so directed by the City or as specified by the Contract. The Contractor shall make every effort to minimize the impact of any disruption or stoppage of work, and promptly notify the City's Representative.

1.7 CONTRACT RESTRICTION

A. Time of Completion: The work of this Contract shall commence within ten (10) days the Notice to Proceed and shall be fully completed within the specified number of calendar days in the Contract. It is hereby understood and mutually agreed, by and between the Contractor and the City, that the date of beginning and the time for completion as specified in the Contract to be done hereunder are ESSENTIAL CONDITIONS of this Contract The Contractor agrees that said Work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the City, that the time for the completion of the Work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

1.8 LIMITATIONS REGARDING CONTRACTOR'S CLAIMS FOR DAMAGES

A. All claims to the City for all work and damages of any kind arising from this Contract, shall be limited to the maximum amount appropriated by the City for this Project. Funds for this Project are limited and are public funds derived through Federal, State, Utility and or City taxes or property assessments appropriated for this Project through the budgeting process. The City's decision to award this Project is based upon the supposition that all costs will be held within the appropriated amount. The total Project appropriation shall be as stated in the City budget authorizing the Work herein. In the event the Project funding or appropriation equals the amount under Contract and an irreconcilable dispute between the City and the Contractor which the Contractor views as a breach of contract by the City excusing the Contractor from further performance, the Contractor and the City may agree to increase the Project appropriation and preserve the rights of both parties to future settlements or final resolution by a court of law.

B. Contractor agrees to limit all claims for extra work or damages of any kind whatsoever relating to this Contract to prices established by the units and lump sums bid herein and/or direct costs as provided under the force account provisions of WSDOT APWA, Section 1-09.6. By acceptance of a contract for the work herein, Contractor waives all claims for payment of damages which include or are computed on total costs of job performance, extended overhead, or other similar methods which do not relate to the prices stated herein or are not specific as to the actual, direct costs of contract work as defined in the WSDOT APWA force account provisions.

C. The above stated limitations on claims for damages shall apply only to disputed claims and shall not be construed to apply to payments for extra work pursuant to mutually agreed change orders or force account work in accordance with Sections 1-04.4 and 1-09.6 of the WSDOT APWA Standard Specifications incorporated herein; and is specifically understood

that the City shall be responsible to appropriate funds for all work performed in accordance with Section 1-04 of the WSDOT APWA Standard Specifications.

1.9 EQUIPMENT AND MATERIALS SPECIFIED

A. Within these Contract Documents, certain items are specified by brand, style, trade name, or manufacturer in order to set forth a standard of quality, and/or preference by the City. It is not the intent of these General Conditions to exclude other processes or materials of a type and quality equal to those designated. Whenever a manufacturer's name, brand, or item designation is given, it shall be understood that the words "or equal" follow such name or designation whether in fact they do so or not. The phrase "or equal" is not to be construed so as to mean that material, equipment will be approved as equal by the City; such approval shall not be effective unless and until the item has been specifically approved in advance and in writing by the City. No additional compensation or extension of time will be allowed the Contractor for any changes required to adopt substitute material or equipment therefore, the Contractor's proposal, including any approved substitutions shall include all costs for any modifications to the Work which may be necessary for approval and adaptation of the proposed substituted equipment.

1.10 SAFETY MEASURES

A. All Work under this Contract shall be performed in a safe manner. The Contractor and all subcontractors shall observe all rules and regulations of the Washington State Department of Labor and Industries, rules and regulations of OSHA, WISHA or any other jurisdiction, and all other applicable safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the Work. This requirement shall apply continuously and not be limited to normal working hours.

B. The City's Project Manager's review of the Contractor's work plan, sequence, schedule or performance does not and is not intended to include review or approval of the adequacy of the Contractor's safety measures in, on, or near the construction site. The Project Manager does not purport to be a safety expert, is not so engaged in that capacity under this Contract, and has neither the authority nor the responsibility to enforce construction safety laws, rules, regulations, or procedures, or to order the stoppage of Work for claimed violations thereof.

C. The Contractor shall exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property. All exposed moving parts of equipment capable of inflicting injury by accidental contact shall be protected with sturdy removable guards in accordance with applicable safety regulations.

1.11 CHANGES IN THE WORK

A. The City may, at any time, without notice to the sureties, and without invalidating this Contract, by order designated or indicated to be a change order or directive, make any change, including modifications to, additions to or deletions from the Work within the general scope of the Contract, including but not limited to changes:

1. In the Plans and Specifications;

2. In the quantities or performance of the Work;
3. In the City-furnished facilities, equipment, materials, services or site; or
4. Directing acceleration or suspension of the performance of the Work.

B. If the Contractor intends to assert a claim for a change in work he/she shall, within 10 calendar days after the furnishing of its notice, submit to the City a written statement setting forth the general nature and monetary and other impact of such order, unless this period is extended, in writing, by the City.

C. Approval of certain changes and overruns must be made by the City. Therefore, it is imperative that changes or overruns be anticipated to allow enough time for approval prior to commencing the affected work.

D. Changes in the Work may be authorized in accordance with the General Conditions; charges for the work covered by approved change orders shall be submitted by the Contractor on an approved breakdown sheet and, unless otherwise agreed, the costs shall be determined in the following manner:

1. Additive Changes: Include direct labor costs, including foreman; direct costs of materials and equipment to be entered into the work; ownership or rental costs of any equipment during the time of use on the extra work per the current blue book; insurance; social security, old age and unemployment contributions; industrial insurance; direct contributions to labor as fringe benefits; subcontractor's proposals; plus a maximum of 10% of the total of the items listed hereinbefore as overhead and profit, which shall include the cost of performance bonds, and the cost of all "offsite, extended, or unabsorbed" overhead. The markup for overhead and profit, including the cost of performance bonds, for work performed by major subcontractors including mechanical and electrical subcontractors, shall be limited to a maximum of 8%.
2. Deductive Changes: Include direct labor costs, including foreman; direct costs of materials and equipment to be entered into, or omitted from, the work; ownership or rental costs of any equipment during the time of use for the period of the change; insurance; social security, old age and unemployment contributions; industrial insurance; direct contributions to labor as fringe benefits; subcontractor's proposals; plus 8% of the total items listed hereinbefore as a factor for overhead and profit. The factor for overhead and profit which shall be deducted for the work of major subcontractors including mechanical and electrical subcontractors shall be 5%.

E. Subcontract Proposals: Where a proposal from a subcontractor is involved in a change in the Work, the Contractor shall require that the subcontractor's proposal for the extra work be governed by the same requirements that govern the Contractor's costs for the extra work.

F. The Contractor shall not be entitled to any claim for 'extended overhead' or 'unabsorbed overhead', or any off-site overhead.

G. Change Order Form: Use approved and provided by the City for change orders.

1.12 INCREASED OR DECREASED QUANTITIES

A. In the case of unit prices, when accepted quantities of Work vary from the original bid quantities, payment will be at the unit contract prices for accepted work unless the total quantity of any contract item increases or decreases by more than 25% of the original bid quantity.

1.13 ONE-YEAR WARRANTY

A. The Contractor shall and hereby does warranty the work for a period of one (1) year after the date of final acceptance by the City of the Work. The Contractor shall repair, remove and replace any and all such Work, together with any other Work which may be displaced in so doing, that is found to be defective in workmanship and/or materials within said one-year period, without expense whatsoever to the City, ordinary wear and tear and unusual abuse or neglect expected. In the event of failure to comply with the above-mentioned conditions within two (2) weeks after being notified in writing, the City is hereby authorized to proceed to have the defects remedied and made good at the expense of the Contractor who hereby agrees to pay the cost and charges thereof immediately on demand. Such action by the City will not relieve the Contractor of the warranties required by this section or elsewhere in the Contract.

B. If a Performance and Payment Bond is used rather than retainage, the bonds shall continue in full force and effect until Final Acceptance of the physical Work by the City.

C. If in the opinion of the City, defective Work creates a dangerous condition or requires immediate correction or attention to prevent further loss to the City or to prevent interruption of the operation of the City, the City will attempt to give the notice required by this section. If the Contractor cannot be contacted or does not comply with the City's request for correction within a reasonable time as determined by the City, the City may, notwithstanding the provisions of this section, proceed to make such correction, the cost of which shall be charged against the Contractor. Such action by the City will not relieve the Contractor of the warranties required by this section or elsewhere in the Contract.

1.14 METHODS AND EQUIPMENT

A. The methods and equipment adopted by the Contractor shall be such as will secure a satisfactory quality of Work and will enable the Contractor to complete the Work in the time agreed upon. The selection and use of these methods and equipment is the responsibility of the Contractor.

1.15 LICENSES, INSPECTIONS, PERMITS, AND TAXES

A. The Contractor shall procure all permits and licenses, required inspections, pay all charges, fees and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the Work.

1.16 WORKER'S BENEFITS

A. The Contractor shall make all payments required for unemployment compensation under Title 50 RCW and for industrial insurance and medical aid required under Title 51 RCW. If any

payment required by Title 50 or Title 51 is not made when due, the City may retain such payments from any money due the Contractor and pay the same into the appropriate fund.

B. The Contractor shall include in the various items in the Bid Proposal all costs for payment of unemployment compensation and for providing either or both of the insurance coverage's. The Contractor will not be entitled to any additional payment for: (1) failure to include such costs, or (2) determinations made by the US Department of Labor or the Washington State Department of Labor and industries regarding the insurance coverage.

C. After Final Completion of all Work on the Project, the Contractor shall submit a "Request for Release" to the Washington State Department of Labor and industries on the form they provide. The "Request for Release" form of the Department of Labor and Industries is also for the purpose of obtaining a release with respect to the payments of industrial insurance and medical aid premiums.

1.17 CONTRACTOR'S LIABILITY & PROPERTY DAMAGE INSURANCE

A. The Contractor shall not commence Work under this Contract until the Contractor has furnished evidence (in duplicate copy) of all policies of insurance required hereunder, and such insurance has been approved by the City; nor shall the Contractor allow any subcontractor to commence Work on its subcontract until the same insurance requirements have been complied with by such subcontractor. Approval of the insurance by the City shall not relieve or decrease the liability of the Contractor for any damages arising from Contractor's performance of the Work.

B. The Contractor shall procure and maintain, during the life of this Contract, Commercial General Liability and Automobile Liability Insurance, as detailed herein. The insurance policies shall include the City, and others if required by the Contract Documents, as Additional Named Insureds. All insurance policies shall be endorsed to provide that no policy shall be canceled, materially changed or reduced in coverage until after thirty (30) days prior written notice has been delivered to the City. The word "endeavor" is not acceptable language regarding this required notification period. There shall also be included contractual coverage sufficiently broad to insure the CONDITIONS of Subsection 3.18 "Hold Harmless" clause.

C. Commercial General Bodily Injury and Property Damage Insurance shall include:

1. Premises & Operations;
2. City and Contractor's Protective
3. Products Liability, including Completed Operations Coverage;
4. Contractual Liability;
5. Broad Form Property Damage.

D. Automobile Bodily Injury and Property Damage Insurance shall be written with limits of liability as required by the Supplementary General Conditions but shall in no case be for limits less than $1,000,000 Combined Single Limit. Coverage shall include:

1. All owned automobiles;
2. Non-owned automobiles;
3. Hired automobiles.

E. The insurance coverage's listed above shall protect the Contractor and the City from claims for damages for bodily injury, including death resulting therefrom, as well as claims for property damage, which may arise from operations under this Contract, whether such operations be by itself or by any subcontractor or by anyone directly employed by either of them, it being understood that it is the Contractor's obligation to enforce the requirements of this section in respect to any subcontractor employed for this Project.

F. Commercial General Liability Insurance shall be written with limits of liability in no case less than $2,000,000 combined single limits, per occurrence and $2,000,000 in the aggregate.

G. Umbrella Liability Insurance shall be written on a following form basis with limits of in no case less than $2,000,000.

H. Bodily Injury Liability Insurance shall be written on an occurrence basis for bodily injury, sickness or disease, including death resulting therefrom.

I. Property Damage Liability Insurance shall be written on an occurrence basis for damage to or destruction of property, including loss of use thereof, and shall not exclude:

1. ("X") Injury to or destruction of any property arising out of blasting or explosion;
2. ("C") Injury to or destruction of any property arising out of the collapse of/or structural injury to any building or structure due:
    a. to excavation, including borrowing, filling or backfilling in connection therewith, or tunneling, pile driving, cofferdam Work or caisson Work, or
    b. to moving, shoring, underpinning, raising or demolition of any building or structure or removal or rebuilding of any structural support thereof.
3. ("U") Injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property or any apparatus in connection therewith, below the surface of the ground, if such injury or destruction is caused by and occurs during the use of mechanical equipment for the purpose of excavating or drilling, or
    a. Injury to or destruction of property at any time resulting therefrom.

J. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

K. The Contractor shall furnish the City, certified copies of the insurance policy or policies, including all endorsements required hereunder, within ten calendar days following notice of award.

1.18 CONTRACTOR'S BUILDER'S RISK INSURANCE

A. Before commencement of the Work, the Contractor will submit written evidence that he/she has obtained and will maintain for the period of this Contract, Course of Construction Completed Value Insurance Coverage (including Earthquake, Flood, Landslide, Collapse and Damage resulting from Faulty Workmanship, Material or Design;) upon the entire Work which is the subject of this Contract, and including completed Work and Work in progress until the

Project is accepted by the City as complete. Such insurance shall include the City as Additional Named Insured.

B. Such insurance may have a deductible clause but not to exceed $5,000.00 (The deductible on Earthquake, Flood and Landslide may be in accordance with the Underwriters" requirements). Builders' Risk "All-Risk" Insurance shall include provisions for Flood and Earthquake, on a 100% completed value basis on the insurable portion of the Project. The Contractor shall be responsible for all deductible amounts.

1.19 COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

A. The Contractor shall maintain Workmen's Compensation Insurance as required by State statute for all of his/her employees to be engaged in work on the project under this contract. Should any work be subcontracted, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work. The Contractor's Labor and Industries account number shall be noted in the Bid Proposal in the space provided.

B. In the event any class of employees engaged in work under this Contract at the site of the Project is not covered under the Workmen's Compensation Insurance as required by the State statute, the Contractor shall provide and shall cause each subcontractor to provide Employer's Liability Insurance with a private insurance company for limits of at least $100,000 each person and $300,000 each accident and furnish satisfactory evidence of the same.

1.20 POSSESSION

A. The City reserves the right to use and occupy any portion of the improvements which have been completed sufficiently to permit use and occupancy, and such use and occupancy shall not be construed as an acceptance of the Work as a whole or any part thereby. Any claims which the City may have against the Contractor shall not be deemed to have been waived by such use and occupancy.

1.21 RISK OF LOSS

A. The Contractor will assume all risk of loss of materials, equipment or other supplies through theft, fire, act of God, or any other cause until the final acceptance of the Project has been submitted by the Engineer, and approval thereof by the City, which approval shall constitute acceptance of the Project by the City, and risk of loss shall thereafter transfer to the City. No partial payment or advance by the City shall change the risk of loss as herein provided.

1.21 APPLICABLE LAW AND FORUM

A. Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington. Any suit arising herefrom shall be brought in King County Superior Court, which forum shall have sole and exclusive jurisdiction and venue.

1.22 RETAINAGE

A. Retainage will be held back at 5% of each pay request. Retainage will be held in an account at the direction of the Contractor, per the forms included in these documents. Any costs associated with hold these funds in any account shall be borne by the Contractor. Retainage shall be available to the City to meet obligations which the Contractor incurs but does not meet, or to meet obligations to the City or City's Representative incurred through conditions of the Contract. Retainage does not relieve the Contractor of any obligations of the Contract, nor of any financial obligation which retainage is not sufficient to meet. Retainage or use of retainage shall not reduce the Contractor's requirements under this Contract.

1. Per RCW 60.28.051: "Upon completion of a contract, the state, county, or other municipal officer charged with the duty of disbursing or authorizing disbursement or payment of such contracts shall forthwith notify the department of revenue, the employment security department, and the department of labor and industries of the completion of contracts over $35,000. Such officer shall not make any payment from the retained percentage fund or release any retained percentage escrow account to any person, until he or she has received from the department of revenue, the employment security department, and the department of labor and industries certificates that all taxes, increases, and penalties due from the contractor, and all taxes due and to become due with respect to such contract have been paid in full or that they are, in each department's opinion, readily collectible without recourse to the state's lien on the retained percentage."
2. Per RCW 60.28.011, requires the disbursing office must also observe a forty-five (45) day period from the date of semi-final acceptance, before the release of retainage to allow a reasonable period of public notification in order to place any liens or claims. The date of semi-final acceptance is the date the Council authorizes same.

B. It is the Contractor's responsibility to see that all subcontractors comply with the above. Progress payments will not be released until all subcontractors have complied.

C. If the Contractor wishes to set up an escrow account for retainage deposits, an escrow agreement must be submitted for review at least thirty (30) days prior to first deposit.

1.23 DISPUTE RESOLUTION

A. Should the parties be unable to resolve a dispute arising from the operation of the Contract, the parties agree to submit the dispute to binding arbitration as provided by RCW 7.04 et. seq. The arbitrator shall be as selected by the parties or, if the parties are unable to agree, as appointed by the presiding Judge of King County; the prevailing party shall be awarded costs as a part of the decision of the arbitrator.

B. "Costs" shall include, without limiting the generality of such term, expense of investigation of any claim, consulting engineering expense, expense of depositions, exhibits, witness fees, including reasonable expert witness fees and reasonable attorney's fees, and also includes all such costs and fees incurred in connection with any appeals. The obligation of payment under this clause shall be incorporated in any decision rendered in such action.

1.24 NONDISCRIMINATION AND AFFIRMATIVE ACTION

A. Unless the Contractor is exempt by Presidential Executive Order 11246 as amended by Executive Order 11375, the Contractor agrees not to discriminate against any client, employee, or applicant for employment of services because of race, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental or physical handicap with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; lay-offs or termination's; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Contractor who is in violation of this clause or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from the City of Lake Forest Park unless a satisfactory showing is made that discriminatory practices or noncompliance with applicable Affirmative Action Programs have terminated and that a recurrence of such acts is unlikely; this includes the compliance with Sections 503 and 504 of the Vocational Rehabilitation Act of 1973 and Sections 2012 and 2014 of the Vietnam Era Veterans Readjustment Act of 1984.

1.25 MINORITY AND WOMEN BUSINESS ENTERPRISE

A. Contractor agrees that he/she shall actively solicit the employment of minority group members. Contractor further agrees that he shall actively solicit bids for the subcontracting of goods or services from qualified minority businesses. Contractor further agrees to consider the grant of subcontracts to said minority bidders on the basis of substantially equal proposals in the light most favorable to said minority businesses. Upon request Contractor shall furnish evidence of his/her compliance with these requirements of minority employment and solicitation.

END OF SECTION

REQUIRED APPS USER GUIDE

Purpose

The purpose of this guide is to illustrate the steps required to update catch basin data and fill out the inspection form using ArcGIS Field Maps with Survey123 integration. The goal will be to perform an inspection of the catch basin and then update individual catch basin attributes.

Getting Started

You will need two applications (no fee to download either) for your smartphone/tablet:

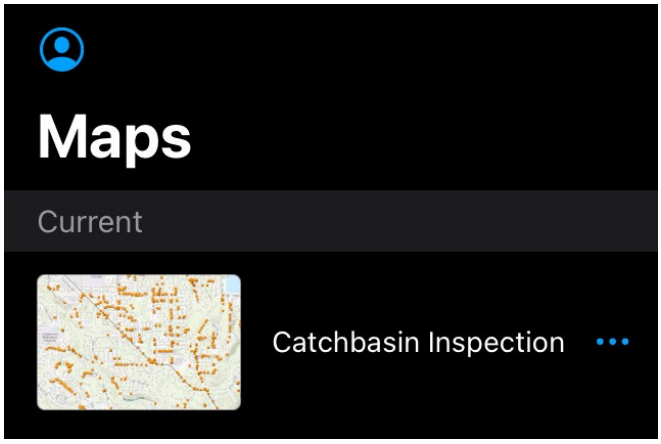
- ArcGIS Field Maps
- Survey123

Log in to both applications with the credentials provided by the City of Lake Forest Park. The Catch basin Inspection map will be available in Field Maps. The first time you login to Survey123 you will need to download the Catch basin Inspections Form. Once both the map and the inspection form are set up, you can start inspecting.

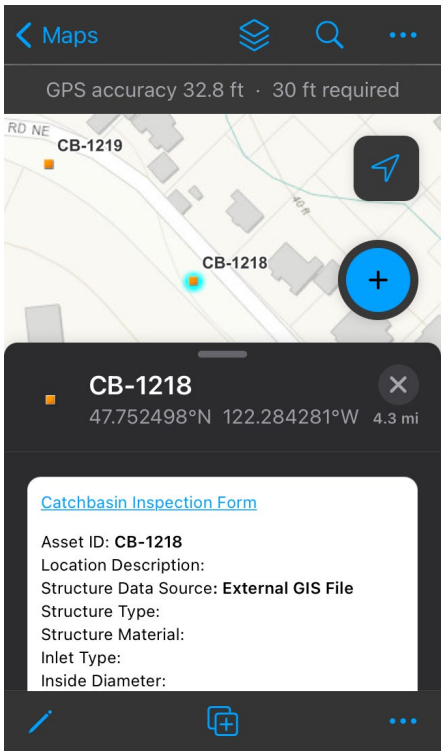
The following steps will guide you through filling out a inspection form and updating attributes of the catch basin.

Steps

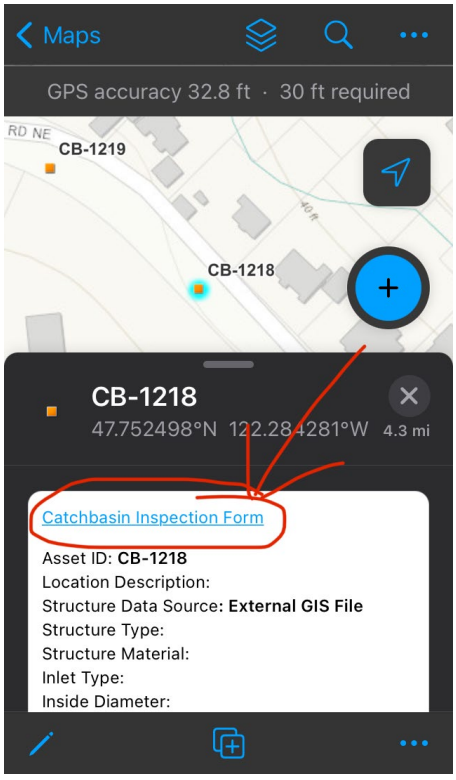
1. Open the Field Maps app, then open the Catch basin inspection map.



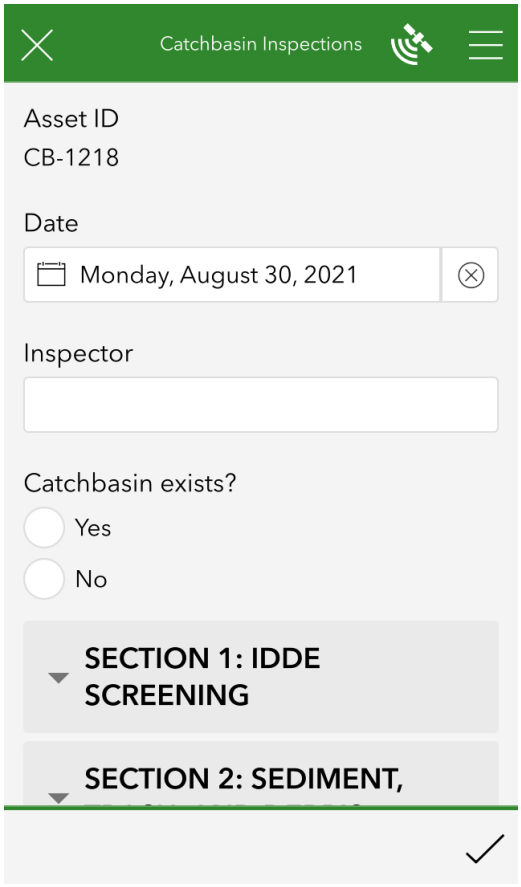
2. Zoom into and touch the next catch basin you are inspecting. A popup will appear with the ID of the catch basin and all of its attributes.



3. To perform the inspection, click the blue link that says "Catchbasin Inspection Form". This will open up the Survey123 application.

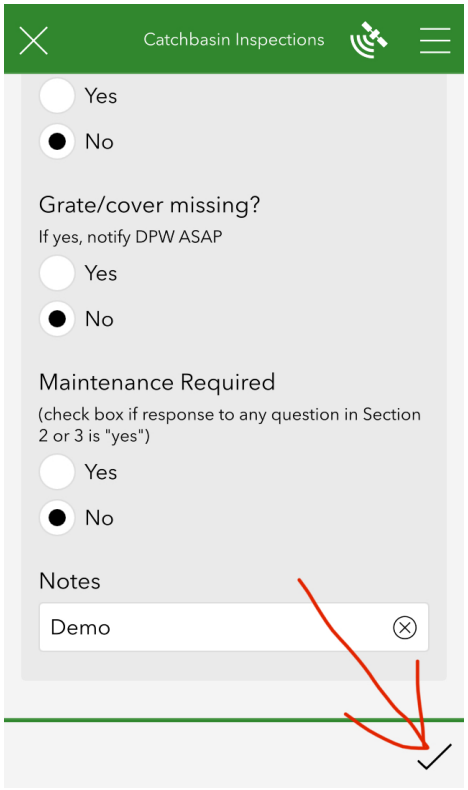


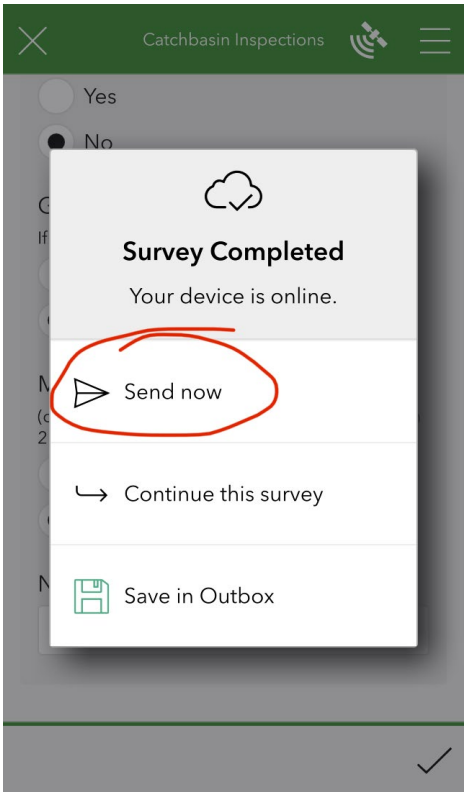
4. Inside Survey123, the Asset ID and Date will be automatically filled in.
   Enter your name in the “Inspector” field.
   If the catch basin cannot be located in the field, answer “no” to the “Catchbasin exists?” question and skip to step 6. If the catch basin does exist, answer “yes” and all other questions in the inspection form will become available.



5. Answer all other questions in the form.

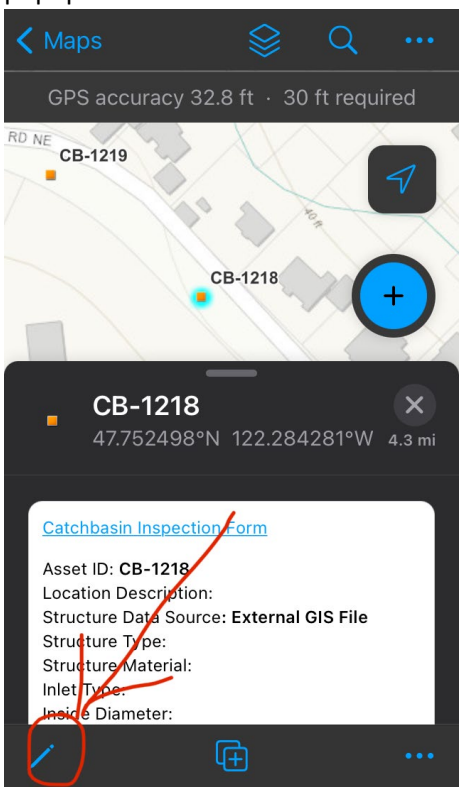
6. Once finished, touch the checkmark in the bottom right corner and then touch “Send now”. Your inspection will be listed in your sent box. If you click your survey there you can go back to edit it if need be.

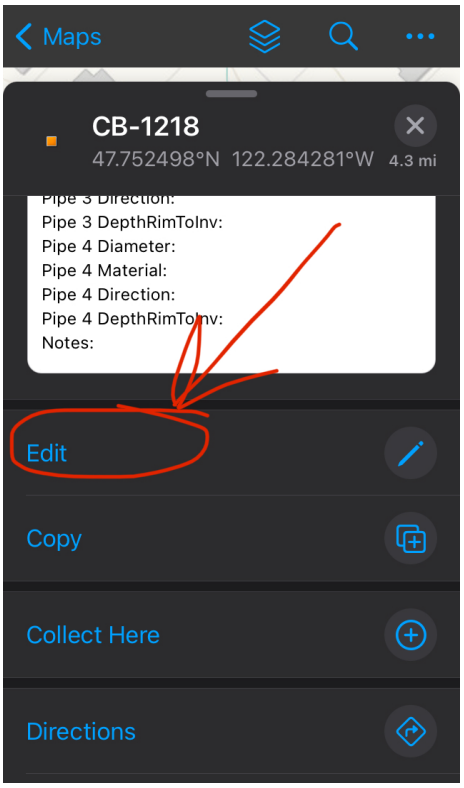




7. Open Field Maps back up. The popup for the catch basin you just completed an inspection for should still be open.

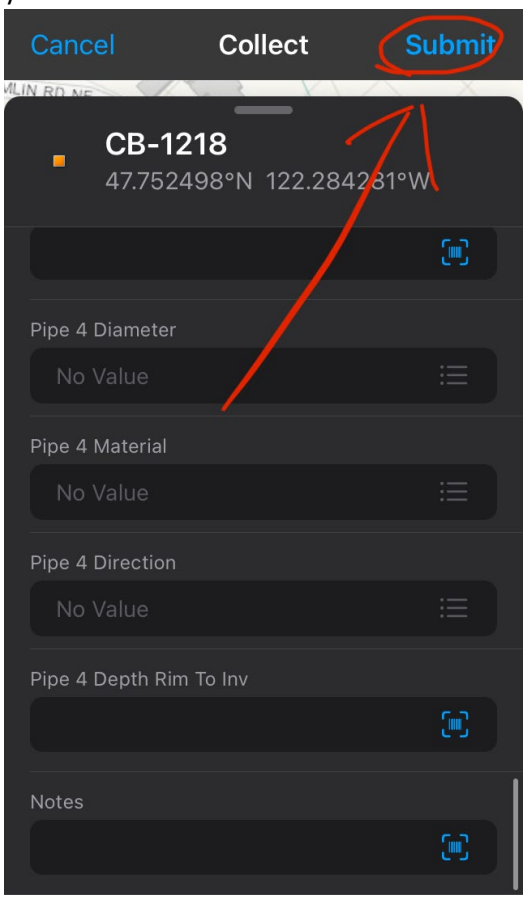
8. To edit the attributes of the catch basin, touch the pencil icon or scroll to the bottom of the popup and touch “Edit”.

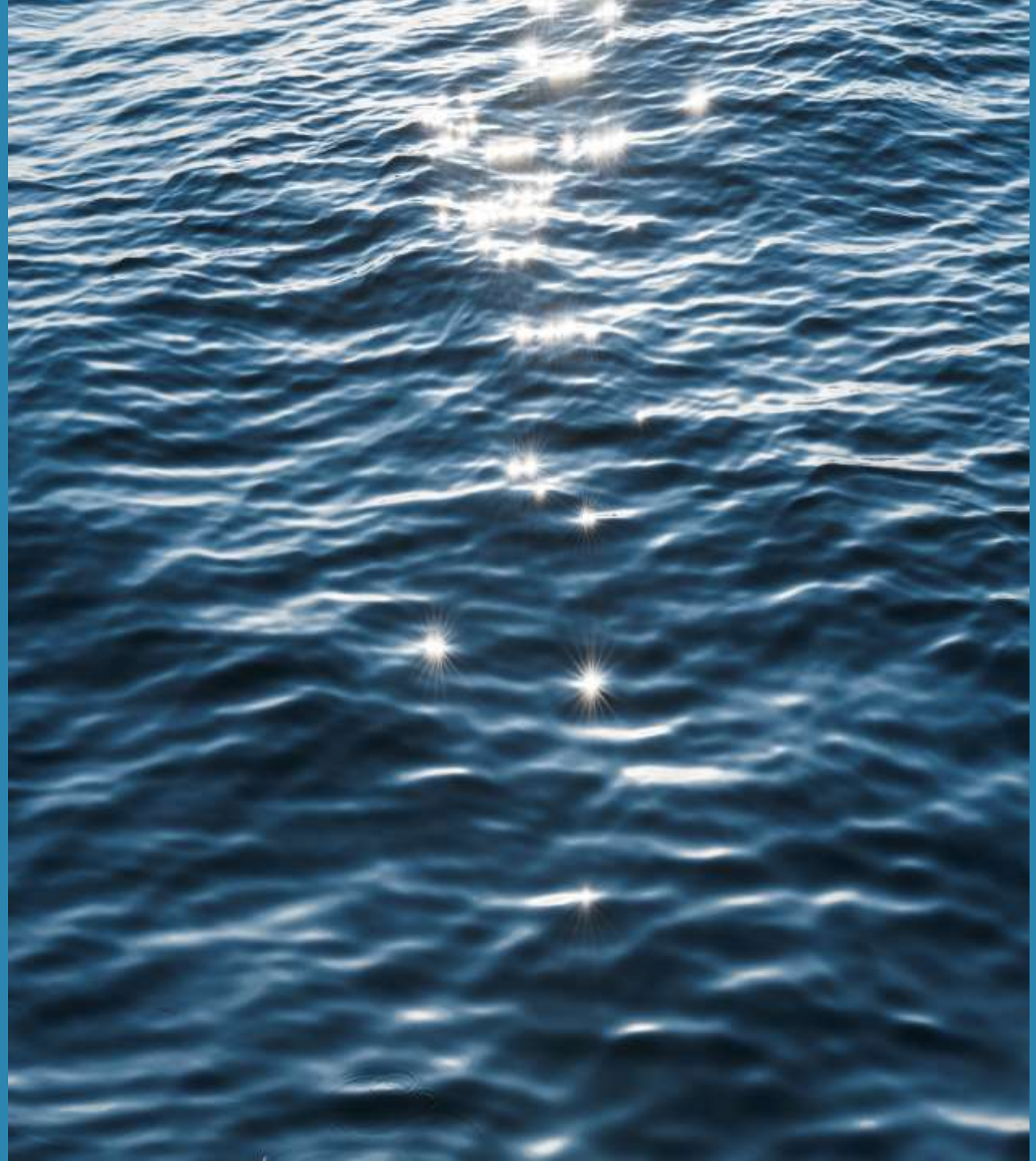




9. Enter in attribute data
    a. Some attributes may already be filled in, but you can overwrite what is already entered if it is clearly incorrect.
    b. For some attributes, you have to choose an option from a dropdown menu and for others you will need to manually enter in a value.

10. Once you are finished updating the attributes touch “Submit” in the upper right corner to save your edits.





Catch Basin Inspection Services

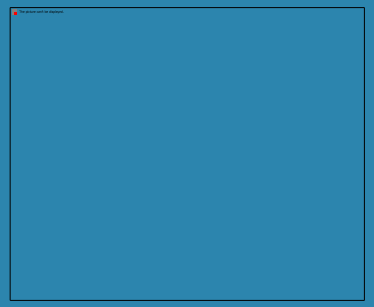
Contracting for 2026-2027 Biennium



Catch Basins

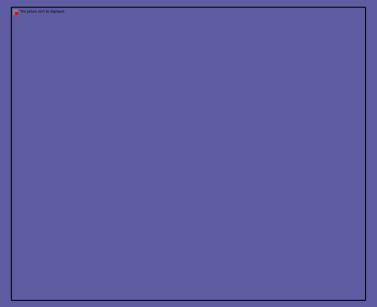
- The City of Lake Forest Park has over 1600 catch basins
- The NPDES Permit requires that we inspect them all every two years

Catch Basin Inspection Roadmap



The City sent out an RFP for catch basin inspection services on 10/13/26

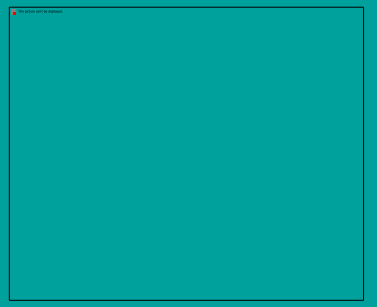
Catch basin inspection vendor proposals are due 10/27/26





DPW will bring the lowest responsive and responsible bid back to City Council for approval on 11/12/26

Catch basin inspection for the 2026-2027 biennium will commence following contract award





City Council Presentations:

- October 22, 2026
- November 12, 2026
- December 10, 2026

Thank you! Questions?

CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Director of Public Works
Title	Otak Task Order 2 for 37th Ave NE Missing Link Project

Legislative History

- First Presentation – Council Regular Meeting October 22, 2026

Attachments:

1. Otak Task Order 2 for 37th Ave NE Sidewalk Improvements
2. AG-26-024 Contract with Otak for On-Call Engineering Services

Executive Summary

The Department of Public Works (DPW) recommends that the City of Lake Forest Park (City) approve of Task Order 2, under AG-26-024, for Otak to provide engineering design services for the 37th Ave NE Missing Link Project (Project). The value of Otak's Task Order 2 is $89,000. The Project will provide upgraded pedestrian facilities along the frontage of Lake Forest Park Elementary prior to the 2027-2028 school year.

Background

Lake Forest Park Elementary does not have sidewalk facilities along their frontage. There are existing sidewalk facilities on SR 104 that end at the start of the school property. There is an existing crosswalk on 37th Ave NE. Our project will create a continuous sidewalk along the frontage of the school that connects to the existing sidewalk on SR 104. Our project will also relocate the existing crosswalk to be aligned with the existing pedestrian walk into campus and will install new lighting, ADA ramps, and a Rectangular Rapid Flashing Beacon (RRFB) at the new crossing.

DPW staff have connected with Lake Forest Park Elementary staff about our Project and have received positive feedback. These improvements will provide a safer environment for pedestrians accessing the school.

DPW staff have applied for grants from the Transportation Improvement Board (TIB) and from the Washington State Department of Transportation's (WSDOT) Safe Routes to School (SRTS) program for our Project. Ahead of being informed of our grant awards, in an effort to deliver the Project prior to the start of the 2027-2028 school year, DPW staff have solicited scope and fee estimates from our on-call engineers at Otak and DEA. Otak's fee estimate was the lowest at $89,000. Therefore, DPW recommends executing Otak Task Order 2. Specifically, DPW requests that a minimum of $15,000 be authorized for the 2026 budget year and that the Task Order 2 fee remainder of $74,000 be authorized for the 2027 budget year. Following execution and budget authorization, design work for the Project will commence.

Fiscal & Policy Implications

It is DPW's expectation that we will be awarded grant funds that will support the cost of design and construction of this Project.

Alternatives

Options	***Results***
• Approve	The City will execute Task Order 2 and Otak will provide design services for the 37th Ave Missing Link Project.
• Do not approve	The City will not execute Task Order 2 and the City will need to contract for design services for the 37th Ave Missing Link Project with a separate consultant, at a later date.

Staff Recommendation

Review Task Order 2 and provide staff with questions or feedback.

City of Lake Forest Park

Professional Services Agreement

On-Call Engineering Services Roster (LFP #: AG-26-024)

Otak Project No. 22942.A02

Task Order 2 - 37th Avenue NE Sidewalk Improvements

The general provisions and clauses of the Engineering Services agreement (LFP #: AG-26-024) dated June 23, 2026, between the City of Lake Forest Park (City) and Otak, Inc. (Consultant) shall be in full force and effect for this task assignment.

Description of Project

The City wishes to install a new crosswalk and other safety enhancement devices, such as advance warning standard flashing beacons, marked crosswalk, rectangular rapid flashing beacons (RRFB), and/or ADA curb ramps to improve safety of pedestrians crossing to 37th Avenue NE, beginning just north of SR 104 and continuing north to NE 187th Street. The City has received numerous citizen requests for enhanced pedestrian facilities on this route leading to the elementary school. Refer to the conceptual design depicted on Attachment 1.

This project will provide professional services for conducting topographic survey, preliminary design, environmental and permit review, and final design engineering to prepare final plans, specifications, and estimates (PS&E) for the following proposed improvements:

- Sidewalks in the vicinity of Lake Forest Park Elementary School at 37th Avenue NE, just north of SR 104 to NE 187th Street;
- New pedestrian crossing at the frontage of Lake Forest Park Elementary School with a solar RRFB;
- Proposed curb ramps at the two existing school driveways along the east side of 37th Avenue NE; and
- Adjustments to existing sewer and storm drainage structure frames and grates to match finish grade.

1. Project Management

1.1. Coordination with City of Lake Forest Park

Consultant will coordinate with City on a regular basis keeping the City's project manager informed about project progress, project issues, and overall project schedule. Consultant will assist in scheduling project related meetings, reviews, and other coordination activities needed to keep the project moving forward. Regular communication with the City will occur on a weekly basis.

1.2. Coordination Meetings with City

Consultant will attend a project kickoff meeting with City personnel to introduce project team members, to discuss project goals and requirements, to review the project schedule and upcoming deliverables, and to discuss other topics.

In addition, a total of three project coordination meetings with City personnel will occur on a regular basis to review progress and schedule, and to discuss project related issues and current topics. Attendance will include Consultant's project manager and project engineer along with designated City staff.

For each meeting, Consultant will prepare a brief agenda and will prepare meeting notes. All meetings are assumed to be 60-minute meetings that will be held virtually using MS Teams.

1.3. Project Monitoring and Reporting

Project management will include the coordination of design team members, internal project scheduling, and the preparation of monthly progress reports and monthly billing statements. Monthly progress reports will include information on major activities, anticipated actions, and outstanding issues to be resolved.

TASK 1 DELIVERABLES

- Meeting agenda and meeting notes
- Monthly progress reports and monthly invoices

TASK 1 ASSUMPTIONS

- See below.

2. Survey and Basemapping

- Consultant will perform surveying and mapping along the project site. Control will be on Washington State Plane North Zone and NAVD 88. The detailed design survey limits will be from centerline to 15 feet beyond the east right-of-way (ROW) of 37th Avenue, except at the location of the new sidewalk on the west side of 37th Avenue and the proposed RRFB, which will extend to the west ROW of 37th Avenue. Surveying and mapping will include constructed and natural topographic features.
- Topographic features include, but are not limited to, roadway including curbs, edge of pavement, driveways, signs, mailboxes, fences, 6-inch DBH and larger trees, striping, surface utilities, rim/invert elevations, and pipe sizes of inlets and manholes. Consultant will not obtain pipe sizes and invert elevations of manholes in active roadways where traffic control is needed.
- The detailed design survey area is approximately 580 linear feet.
- Consultant will recover a sufficient amount of monuments to resolve the ROW of 37th Avenue NE.

TASK 2 DELIVERABLE

- 2026 Civil 3D drawing

TASK 2 ASSUMPTIONS

- City will obtain rights of entry from the school district property prior to the commencement of the survey work.
- City will obtain rights of entry from the other affected properties prior to the commencement of the survey work.
- Survey work can be done within the existing ROW without flaggers and traffic control.

- The City will provide Consultant with appropriate project and site data, including record drawings and applicable site data, for Consultant's review and use.
- Utility potholing is not included in this scope of services.
- Utility locates are not included in this scope of services. Utility locates will be requested by the City of Lake Forest Park and will be depicted by applicable utility owners on the site for Otak to survey in the field via a single survey mobilization.
- The topographic survey will be available to the project team in February 2027. The 30% design will be completed using NearMap or Bing imagery.

3. Environmental and Permitting

- Not included

4. Coordination with Utilities

Consultant will perform limited communications with the following existing utility owners:

- King County Roads / Traffic – RRFB; one meeting assumed

Meetings shall be virtual meetings, each of which is assumed to be 30 minutes in duration. Consultant will prepare a brief meeting agenda and meeting notes for each meeting.

TASK 4 DELIVERABLES

- Meeting agenda and meeting notes

TASK 4 ASSUMPTIONS

- See below.

5. 30% Design

Perform preliminary engineering and geometric design of the project for the crosswalk and pedestrian crossing site locations. See Attachment 2 for a preliminary sheet list.

- 30% Plans. Prepare and deliver a 30% plan set consisting of the engineering drawings for the site. Consultant will prepare 30% level civil design plans for the proposed sidewalk layout. Plans will be prepared to current City standards.
- 30% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 30% design.
- Storm Drainage Memorandum. A cursory review of existing threshold discharge area(s) for the site will be conducted and area quantities of new and replaced surfaces and pollution generating and non-pollution generating surfaces will be reviewed. The applicability of storm drainage minimum requirements will be reviewed and documented in a brief technical memorandum.
- The 30% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 60% civil plans.

TASK 5 DELIVERABLES

- 30% Plans
- 30% Opinion of Construction Cost

- 30% Storm Drainage Memorandum (draft)

TASK 5 ASSUMPTIONS

- See below.

6. 60% Design

Perform a 60% engineering and geometric design of the project for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 60% Plans. Prepare and deliver a 60% plan set consisting of the engineering drawings for the site.
- 60% Special Provisions. Identify special provisions and technical specifications for the 60% design and provide an outline summary of anticipated and applicable special provisions.
- 60% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 60% design.
- 60% Storm Drainage Memorandum. Incorporate the 60% design into an updated Storm Drainage Memorandum, including incorporation of City comments to the previous version.
- The 60% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 90% civil plans.

TASK 6 DELIVERABLES

- 30% Review comment responses
- 60% Plans
- 60% Opinion of Construction Cost
- 60% Special Provisions (index only)
- 60% Storm Drainage Memorandum (final)

TASK 6 ASSUMPTIONS

- See below.

7. 90% Design

Perform a 90% engineering and geometric design of the project for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 90% Plans. Prepare and deliver a 90% plan set consisting of the engineering drawings for the site.
- 90% Special Provisions. Develop special provisions and technical specifications for the 90% design.
- 90% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 90% design.
- The 90% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 100% civil plans.

TASK 7 DELIVERABLES

- 60% Review comment responses
- 90% Plans

- 90% Opinion of Construction Cost
- 90% Special Provisions (technical chapters)

TASK 7 ASSUMPTIONS

- See below.

8. Final (100%) Ad-Ready PS&E

Finalize the design documents and produce a final (100%) sealed project design for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 90% Review comment responses
- 100% Plans. Prepare and deliver a 100% plan set consisting of the engineering drawings for the site.
- 100% Special Provisions. Develop special provisions and technical specifications for the 100% design.
- 100% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the final design.
- Final (100%) Plans will be stamped and signed by Consultant.

TASK 8 DELIVERABLES

- 90% Review comment responses
- 100% Plans
- 100% Opinion of Construction Cost
- 100% Special Provisions (technical chapters)

TASK 8 ASSUMPTIONS

- See below.

9. Advertisement and Bid Period Support

- Consultant will assist the City in soliciting construction bids, including preparation of the bid advertisement for the City's use, and coordination with Builder's Exchange regarding bidding documents if desired.
- The City will advertise for bids, distribute and track contract documents, collect document fees (if applicable), accept and process questions from bidders, distribute addenda, attend and facilitate bid opening, prepare, and distribute the bid tabulation, and evaluate bids received.
- Consultant will further assist the City in responding to any bidder questions during the bidding period and providing clarifications to the City, as required. Clarifications will be issued informally or in the form of bid addenda.

10. Construction Engineering Support

- Not included

Overall Assumptions

- Design Criteria: The design and associated documents will be based on the requirements of the City of Lake Forest Park Standard Specifications and Details, Washington State Department of Transportation

(WSDOT) Design Manual, 2026 King County Surface Water Design Manual, WSDOT Local Agency Guidelines, MUTCD, and AASHTO design guidelines.

- Permits and Cultural Resources EZ / Project Form: Request to initiate consultation for Governor's Executive Order 21-02 (GEO 21-02) projects: The City will prepare (or has prepared) an EZ form for submission by the City to the Department of Archaeology and Historic Preservation (DAHP) including related documents and information. A cultural survey or other reporting is not included. The City will serve as lead review/permitting agency for this project and will perform all permitting support for this project. Any permitting agency submittals, if required, will be by others. The City will pay all required permit fees.
- Community Involvement: The City will lead community involvement/outreach. Consultant is not expected to participate in city council meetings, tree-board meetings, school district meetings, or other meetings.
- Existing Utilities: Utility relocations, if determined to be needed, will be performed by others and designed and constructed separately by others. Relocation of existing fire hydrants, existing SCL power poles, and existing overhead electric and communications facilities is not anticipated and is not included.
- Storm Drainage Review: A formal TIR per the King County Surface Water Design Manual is assumed to not apply. Hydrologic modeling will use Western Washington Hydrologic Model (WWHM). Area of impervious surfaces for project improvements will be calculated and any triggered storm drainage minimum requirements will be itemized. The project is assumed to consist of new and impervious surfaces of such area quantities that do not trigger flow control requirements for the project. The project is also assumed to consist of non pollution-generating impervious surfaces of such area quantities that do not trigger runoff treatment requirements for the project. If storm drainage minimum requirements are triggered for runoff treatment, flow control, and/or downstream analyses, then such activities and analyses will be addressed via a separate task order authorization.
- Utility Structure Adjustments: Storm drainage design includes adjustment of existing catch basin frame and grate to finish grade, as necessary. Sanitary sewer manhole frame and lid assemblies and municipal water valve lids, if applicable, will be adjusted to finish grade. Existing storm drainage collection and conveyance facilities shall be protected in place.
- Roadway Pavement: Reconstruction of existing roadway pavements, where necessary, will match the location and pavement structural section of existing conditions.
- Existing Power Poles: Sidewalks will be narrowed and/or adjusted in alignment to accommodate existing power poles that shall remain in their existing locations. The confined geometric conditions at the existing SCL power pole at the southwest and southeast areas of the site may require a non-compliant sidewalk design. Consultant will develop a sidewalk geometric design at these areas for review and approval by the City.
- Existing Mature Trees / Tree Preservation: The City will provide the arborist support to the Consultant to ascertain and determine tree removal/preservation strategies where proposed sidewalks interface with existing mature trees. Sidewalks will be narrowed and/or adjusted in alignment to accommodate existing large trees that shall remain in their existing locations. The confined area at the northeast portion of the project site where large trees exist within City ROW may require a non-compliant sidewalk design. Consultant will work with the City to determine a design that best manages these conditions including the possible requirement to remove one or more trees. The Consultant will coordinate with the City's arborist support to determine the tree removal/preservation strategy for this area of the site. Otak will review and identify appropriate landscape architecture restoration work associated with landscaping.

- Geotechnical and Structural: Consultant shall provide structural support and design of RRFB pole foundations. The project does not anticipate walls or structures. Hazardous materials associated with existing soils and groundwater conditions are not anticipated and are not included.
- RRFB Pedestrian Crossing:
  - Consultant will depict the RRFB equipment on project plans and specify its location and associated signing. Consultant will design the pedestrian crossing and the RRFB pole foundations per King County requirements.
  - King County will design and install the RRFB and will check for adequate sunlight exposure for proper performance. In coordination with King County, siting of the facility and the solar panel sizing will be reviewed and validated.
  - Consultant will provide coordination with King County regarding this project element, as directed by the City, to a maximum of 5 hours.
  - Consultant will provide coordination with Seattle City Light regarding this project element, as directed by the City, to a maximum of 5 hours.
- Street Lighting: It is our understanding Seattle City Light will design and construct (install) a new overhead luminaire to the existing power pole to serve the proposed RRFB pedestrian crossing. An illumination analysis is not included in this scope of services.
- Roadway Signage: Consultant will specify sign relocation as necessary for existing city signage to accommodate sidewalk and RRFB crossing improvements. Consultant will design and specify new signage for the RRFB crossing.
- Real Property: Project elements are anticipated to be completed within existing City ROW and any temporary construction easements on adjacent private properties are not anticipated. Temporary construction access to school property is assumed to be granted to the city without the need for a temporary construction easement. ROW acquisition services are not included.
- Technical Specifications (Special Provisions): The City will provide administrative elements and chapters for the project manual. Consultant will provide all technical elements. Specifications will be based on the 2026 (or current) edition of the WSDOT Standard Specifications with the APWA supplement, current amendments, and City requirements. Special Provisions will address technical work, as well as issues such as inconvenience to the neighborhood and traveling public, allowable work hours, construction phasing, utility coordination, and other items specific to the needs of the City. The specifications will be prepared to adhere to City funding requirements. The 60% design deliverable will include outline specifications.
- Cost Estimating: A Summary of Quantities will be prepared for bid quantities anticipated, which will be used as the basis for the Engineer's Construction Cost Estimate. The engineering estimates of anticipated construction costs will be prepared using historical unit prices from similar projects, other current cost data, and recent City projects if available. Cost estimating of multiple project configurations or options is not included. Cost estimating of utility relocations and/or utility services, if applicable, is not included.
- Construction Engineering Support: Construction support and inspection services are not included in this scope of services but may be added later at the discretion of the City.
- Consultant project manager shall notify City's project manager, in writing, of any out-of-scope and/or budgetary issues that are inconsistent with this scope of services. Budget is assigned on the attached hour/fee estimate according to the various subtasks and during execution of the work, Consultant may transfer budget between tasks if necessary.

Compensation

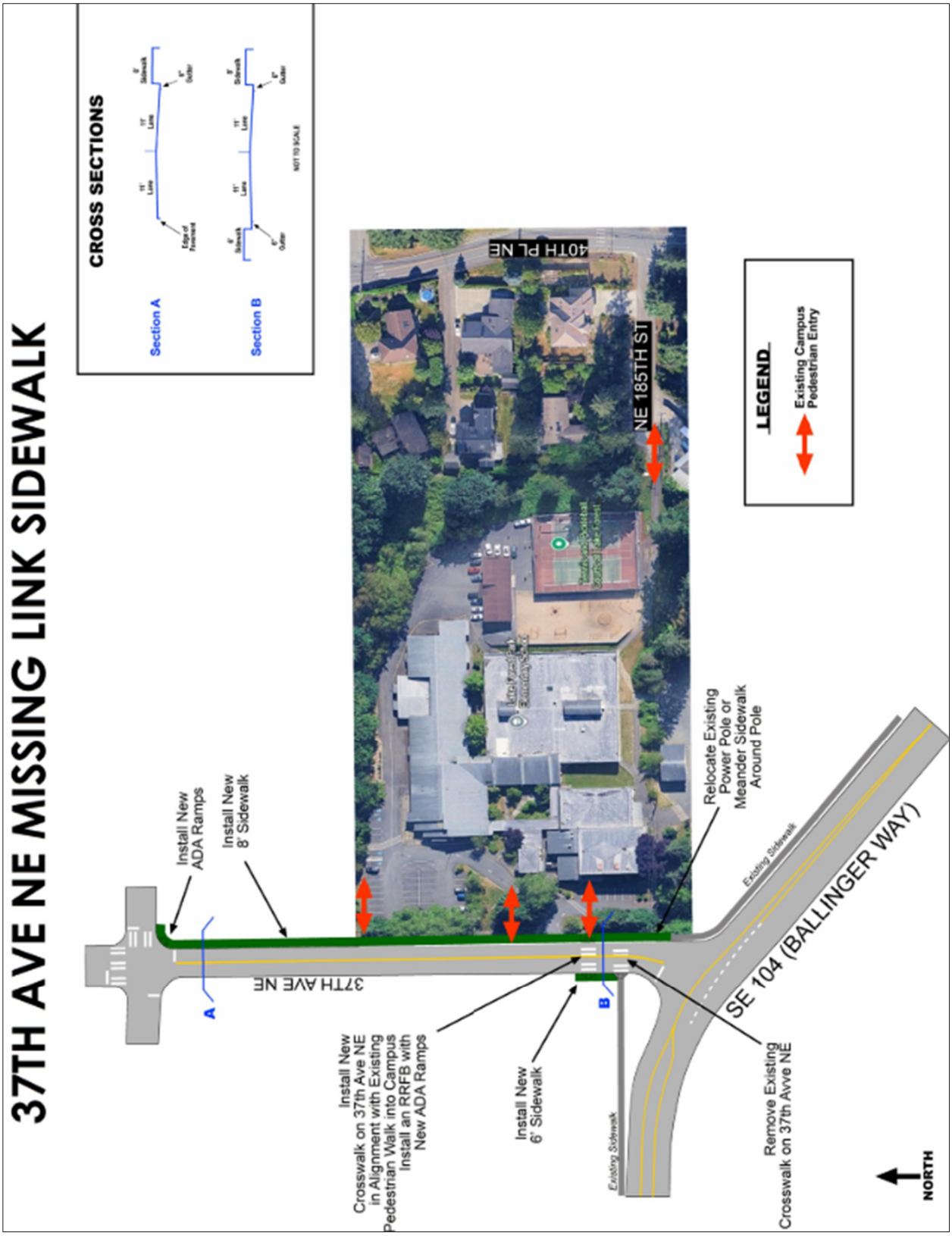
- A not-to-exceed budget is established for this task, as shown in the attached hour/fee estimate.
- Budget reviews shall be completed with City periodically to determine if a new task order or addendum is applicable and/or required.

Time for Completion

Consultant will not begin work under the terms of this task order until authorized in writing by the City. It is anticipated that services provided under this task order will be completed by the end of September 2027. The anticipated project schedule is as follows. Timelines and durations are approximate and are subject to change.

Item	Anticipated Completion Date
Task Order 2 Approval	Dec 2026
Project Kickoff and Work Plan	Jan 2027
Project Survey	Jan/Feb 2027
30% Design Deliverable / Draft Storm Drainage Memorandum	Jan 2027
60% Design Deliverable / Final Storm Drainage Memorandum	Feb 2027
90% Design Deliverable	Mar 2027
100% Final / Ad-Ready PS&E	Apr 2027
Advertisement and Bid Period Support	May 2027
Task Order Completion	Sep 2027

Attachment 1: Project Limits / Preliminary Site Plan



Attachment 2: Sheet Index (Preliminary)

No	Sheet No	Sheet Title	Orig	Scale (Full Size)	30 PCT	60 PCT	90 PCT	Final
1	CV-1	Cover Sheet	Otak	N/A	X	X	X	X
2	GN-01	General Notes and Legend	Otak	N/A	X	X	X	X
3	RS-01	Typical Sections	Otak	N/A		X	X	X
4	SP-01	Alignment and Site Prep Plan - 01	Otak	1:20	X	X	X	X
5	SW-01	Sidewalk Plan / Profile - 01	Otak	1:5	X	X	X	X
6	SW-02	Sidewalk Plan / Profile - 02	Otak	1:5	X	X	X	X
7	SW-03	Sidewalk Plan / Profile - 03	Otak	1:5	X	X	X	X
8	SW-04	Sidewalk Plan / Profile - 04	Otak	1:5	X	X	X	X
9	PD-01	Pedestrian Crossing Plan	Otak	1:5	X	X	X	X
10	TC-1	Traffic Control Plan	Otak	1:50			X	X
11	TC-2	Traffic Control Details	Otak	N/A			X	X
12	DET-01	Details - 01 (Civil / Structural)	Otak	N/A		X	X	X
13	DET-02	Details - 02 (Landscape)	Otak	N/A			X	X
14	ST-01	Standard Plans - 01	Otak	N/A		X	X	X
15	ST-02	Standard Plans - 02	Otak	N/A		X	X	X
16	ST-03	Standard Plans - 03 (if needed)	Otak	N/A		X	X	X

City of Lake Forest Park – On-Call Engineering Services Roster

Task 2 - 37th Avenue NE Sidewalk Improvements

Hours and Fee Estimate
LFP #: AG-26-024; Otak Project # 22942.A02
October 19, 2026

Task	Description	Engineer 9	Engineer 8	Engineer 5	Engineer 3	Engr. Tech V	Scientist 6	Scientist 3	Surveyor 6	Survey Crew Chief 3	Survey Field Tech 3	Survey Data Analyst 4	Project Coord-inator 3	Total Hours	Total Budget by Task
001	**Project Management**														
	Project Management	2	4	4			2		2					14	$3,730.00
	City Progress Meetings and Coordination		6	8			2		2					18	$4,468.00
	Project Accounting, Set up, and Invoicing		2	2									4	8	$1,588.00
002	**Survey and Basemapping**														
	Survey and Basemapping				2				16	32	32	20		102	$15,054.00
	Records Review				2				2					4	$790.00
003	**Environmental and Permitting**														
	DAHR EZ Form														
	SEPA														
	Other														
004	**Coordination with Utilities**														
	SCL Coordination		1	2	2									5	$996.00
	King County Roads (RRFB)		1	2	2									5	$996.00
005	**30% Design**														
	30% Civil Design / 30% Plans		2	16	32	16								66	$10,700.00
	Structural Engineering (RRFB Fnd)			2	2									4	$686.00
	Landscape / Restoration						2	2						4	$700.00
	Opinion of Cost			4	12									16	$2,452.00
	Storm Drainage Memo (Draft)			4	8									12	$1,912.00
006	**60% Design**														
	60% Civil Design / 60% Plans		2	2	32	20								56	$8,396.00
	Structural Engineering (RRFB Fnd)			2	4	2								8	$1,260.00
	Landscape / Restoration					2	2	6						10	$1,556.00
	Opinion of Cost / Specifications Outline		2	4	8									14	$2,532.00
	Storm Drainage Memo (Final)			4	8									12	$1,912.00
007	**90% Design**														
	90% Civil Design / 90% Plans		2	2	32	20								56	$8,396.00
	Structural Engineering (RRFB Fnd)			2	4	2								8	$1,260.00
	Landscape / Restoration					2	2	6						10	$1,556.00
	Opinion of Cost / Specifications		2	4	16			2					2	26	$4,164.00

City of Lake Forest Park – On-Call Engineering Services Roster
Task 2 - 37th Avenue NE Sidewalk Improvements

Hours and Fee Estimate
LFP #: AG-26-024; Otak Project # 22942.A02
October 19, 2026

Task	Description	Engineer 9	Engineer 8	Engineer 5	Engineer 3	Engr. Tech V	Scientist 6	Scientist 3	Surveyor 6	Survey Crew Chief 3	Survey Field Tech 3	Survey Data Analyst 4	Project Coord-inator 3	Total Hours	Total Budget by Task
008	**Final / Ad-Ready PS&E**														
	Final Plans	2	2	2	12	12		2						32	$5,470.00
	Special Provisions		2	2	4								2	10	$1,852.00
009	**Advertisement and Bid Period Support**														
	Support to the City		2	2	2									6	$1,306.00
	Bidder Questions (if applicable)		2	4	4									10	$1,992.00
	Addenda (if applicable)		2	4	4	4								14	$2,600.00
010	**Construction Engineering Support**														
	Not Included														
	Total Hours	4	34	78	192	80	10	18	22	32	32	20	8	530	
	Negotiated Billing Rate	$357.00	$310.00	$208.00	$135.00	$152.00	$212.00	$138.00	$260.00	$152.00	$90.00	$144.00	$138.00		
	Total Labor Cost	*$1,428*	*$10,540*	*$16,224*	*$25,920*	*$12,160*	*$2,120*	*$2,484*	*$5,720*	*$4,864*	*$2,880*	*$2,880*	*$1,104*		***$88,324.00***
	Reimbursables Expenses														
	Utility Locates														***$0.00***
	Mileage/Travel														***$50.00***
	Project Total														**$88,374.00**

Say	**$89,000.00**

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CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: On-Call Engineering Services Roster

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

Consultant Business:	Otak, Inc.
Consultant Address:	11241 Willows Road NE, Suite 200
	Redmond, WA 98052
Consultant Phone:	425-822-4446
Contact Name	Paul Riemann, PE, ENV SP
Consultant e-mail:	paul.riemann@otak.com
Federal Employee ID No.:	91-1324129
Authorized City Representative for this contract:	Rebecca Dickinson, Program Executive rdickinson@cityoflfp.gov

WHEREAS, the City desires to support the Public Works and Community Development departments with professional Architecture and Engineering services on an on-call, as-needed basis; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City finds that Otak, Inc. is qualified and experienced in the work.

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

1. Employment of Consultant. The City retains the Consultant to provide, on an on-call, Task Order basis, the services described in Exhibit A incorporated herein (“Scope of Work” or “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 Consultant’s project manager(s) of the Work shall be Paul Riemann. The project manager(s) shall not be replaced without the prior written consent of the City.

The City will assign work, as needed, by written Task Order. The City does not guarantee a minimum amount of work, if any, to be assigned.

The term of this agreement shall be through June 30, 2029, with an option for up to one (1) 1-year extension, unless terminated earlier by either party according to Section 5.

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2. Compensation.

A. The compensation to be paid to Consultant for the Work, including all services and expenses, shall be for services provided at the rates listed in Exhibit B, which includes rates for all items for Task Order Work. Consultant shall invoice the City monthly for each Task Order separately on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

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

C. Consultant may update Exhibit B annually, in accordance with Section 16.

3. Request for Payment. Not more than once every thirty days the Consultant shall send electronically to ap@cityoflfp.gov its request for payment of each Task Order separately, 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 each Task Order according to the schedule established in that same Task Order. If, after review by the City, the information is found to be unacceptable, Consultant, at its own 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.

Consultant hereby assigns to the City all right, title, and interest in and to any work product deliverables including all reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, created in connection with the Work.

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

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

7. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses or suits including attorney fees, resulting from third-party claims arising out of or in connection with the Consultant's negligent performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

However, because this Agreement is subject to RCW 4.24.115, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting

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from the concurrent negligence of the Consultant and the City, its officers, officials, and employees, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

C. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $2,000,000 each occurrence, $2,000,000 general aggregate.

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

D. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

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

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F. Verification of Coverage.

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

G. Notice of Cancellation.

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

H. Failure to Maintain Insurance.

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

I. City Full Availability of Consultant Limits.

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

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

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

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

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

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

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

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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 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 voice, 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: Rebecca Dickinson, Program Executive
17425 Ballinger Way NE
Lake Forest Park, WA 98155

Email: rdickinson@cityoflfp.gov

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

Otak, Inc.
Attn: Paul Riemann
11241 Willow Road NE, Suite 200
Redmond, WA 98052

Email: paul.riemann@otak.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.

Signatures on following page

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IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the last date signed below.

CITY OF LAKE FOREST PARK, WASHINGTON

By: Signed by: Tom French D9B3F16C4002446...
Tom French, Mayor

Date: 6/23/2026

ATTEST: DocuSigned by: Matt McLean 5ADD00B73B06458...
Matt McLean, City Clerk

APPROVE AS TO FORM:

Signed by: Kim Adams Pratt 28EEE5A2891841D...
Kim Adams Pratt, City Attorney

OTAK, INC.

By: Signed by: Nico M. Vanderhorst 227CAB49FEBA425...
Nico Vanderhorst, Principal-in-Charge

Date: 6/23/2026

Docusign Envelope ID: F562D2FA-0652-87AA-82F2-495C9D26809B

EXHIBIT A
Scope of Services

Services may include, but are not limited to:

Geotechnical & Structural Engineering Services

- Subsurface investigations
- Geotechnical analysis and reporting
- Slope stability evaluations
- Retaining wall and shoring system review
- Construction-phase geotechnical support

Development Review & Permitting

- Civil plan review
- Right-of-way permit review
- Coordination with State and local agencies
- Technical review of development submittals
- Written findings and recommendations
- Tree canopy review and mitigation
- Critical area evaluation
- Traffic control plans

Construction Support

- Right-of-way inspection
- Inspection of built facilities within local and State rights-of-way
- Compliance verification
- Coordination with contractors and agency partners

General Support

- Written and oral communication with City staff
- Municipal code compliance
- Coordination with outside consultants
- Technical memoranda and reports
- Meeting attendance (virtual and in-person)

The City reserves the right to add related services consistent with services provided by the Consultant.

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EXHIBIT B

Otak, Inc.
2026 Billing Rate Schedule

Discipline/Labor Category	Billing Rate
Engineering	
Engineering Technician 1	85.00
Engineering Technician 2	109.00
Engineering Technician 3	124.00
Engineering Technician 4	138.00
Engineering Technician 5	152.00
Engineering Technician 6	176.00
Engineering Designer 1	114.00
Engineering Designer 2	126.00
Engineering Designer 3	135.00
Engineering Designer 4	148.00
Engineering Designer 5	162.00
Engineer 1	135.00
Engineer 2	148.00
Engineer 3	164.00
Engineer 4	181.00
Engineer 5	208.00
Engineer 6	233.00
Engineer 7	252.00
Engineer 8	310.00
Engineer 9	357.00
Planning	
Planning Technician 1	86.00
Planning Technician 2	100.00
Planning Technician 3	112.00
Planning Technician 4	127.00
Planner 1	126.00
Planner 2	136.00
Planner 3	160.00
Planner 4	173.00
Planner 5	195.00
Planner 6	208.00
Planner 7	290.00
GIS Specialist	126.00
Sr. GIS Specialist	157.00
Science	
Scientist 1	103.00
Scientist 2	126.00
Scientist 3	138.00
Scientist 4	152.00

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Discipline/Labor Category	Billing Rate
Scientist 5	181.00
Scientist 6	212.00
Scientist 7	229.00
Scientist 8	250.00
Architecture	
Technician 1	90.00
Technician 2	100.00
Technician 3	110.00
Technician 4	119.00
Technician 5	133.00
Technician 6	190.00
Architect 1	119.00
Architect 2	133.00
Architect 3	154.00
Architect 4	190.00
Architect 5	233.00
Architect 6	255.00
Architect 7	270.00
Architect 8	286.00
Architect 9	307.00
Landscape Architecture	
Landscape Designer 1	90.00
Landscape Designer 2	119.00
Landscape Designer 3	127.00
Landscape Designer 4	136.00
Landscape Architect 1	119.00
Landscape Architect 2	131.00
Landscape Architect 3	143.00
Landscape Architect 4	157.00
Landscape Architect 5	176.00
Landscape Architect 6	190.00
Landscape Architect 7	209.00
Landscape Architect 8	281.00
Landscape Architect 9	333.00
Construction Management & Inspection	
Field Representative 1	114.00
Field Representative 2	129.00
Field Representative 3	157.00
Field Representative 4	171.00
Construction Manager 1	126.00
Construction Manager 2	143.00
Construction Manager 3	170.00

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Discipline/Labor Category	Billing Rate
Construction Manager 4	181.00
Construction Manager 5	205.00
Construction Manager 6	226.00
Survey	
Survey Field Technician 1	74.00
Survey Field Technician 2	84.00
Survey Field Technician 3	90.00
Survey Data Analyst 1	97.00
Survey Data Analyst 2	111.00
Survey Data Analyst 3	131.00
Survey Data Analyst 4	144.00
Survey Crew Chief 1	97.00
Survey Crew Chief 2	126.00
Survey Crew Chief 3	152.00
Project Surveyor 1	150.00
Project Surveyor 2	160.00
Project Surveyor 3	176.00
Project Surveyor 4	190.00
Project Surveyor 5	210.00
Project Surveyor 6	260.00
Project Surveyor 7	300.00
Project Surveyor 8	333.00
Project Support Services	
Administrative Assistant 1	94.00
Administrative Assistant 2	105.00
Administrative Assistant 3	114.00
Administrative Assistant 4	129.00
Project Coordinator 1	114.00
Project Coordinator 2	124.00
Project Coordinator 3	138.00
Project Coordinator 4	152.00
Graphic Designer	129.00
Sr. Graphic Designer	138.00

Billing Rates are adjusted annually by approximately four percent (4.00%).

37th Ave NE Missing Link

Engineering Design
Contracting with Otak



Lake Forest Park Elementary Frontage

- No sidewalk facilities
- Crosswalk lacks a Rectangular Rapid Flashing Beacon (RRFB)



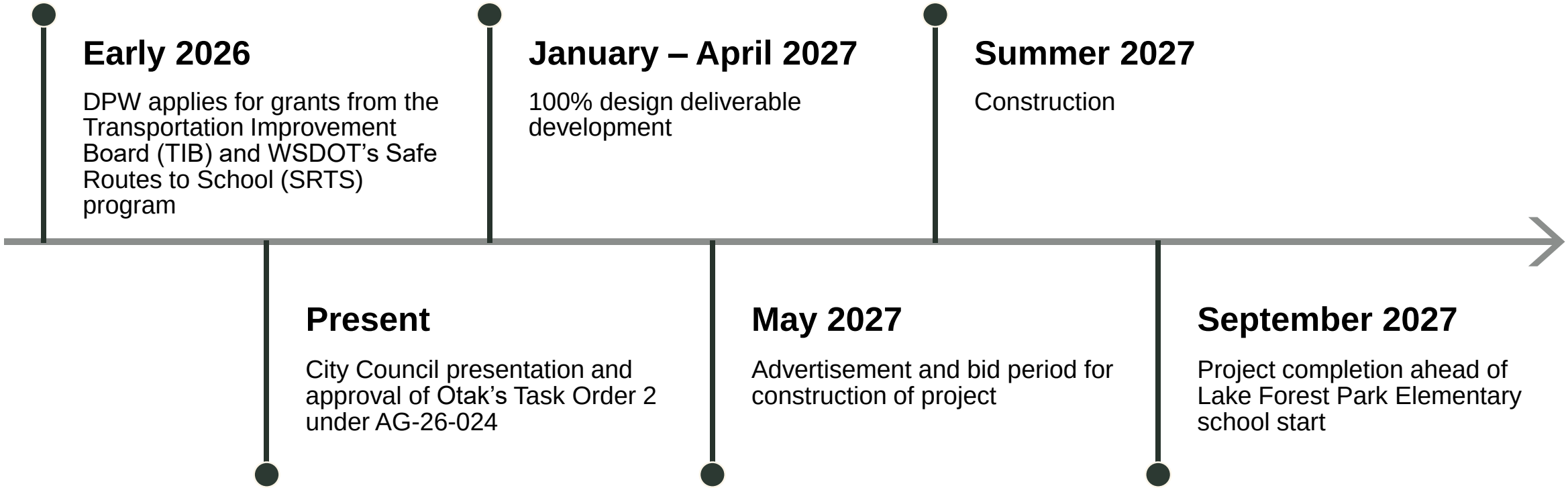
Missing Link Project Deliverables

New Sidewalk
Continuous sidewalk with ADA ramps will run from existing sidewalk facility on SR 104 across LFP Elementary frontage to NE 187th Street.

New Crossing with RRFB
Crossing to be relocated further from SR 104 and will align with existing pedestrian walk into campus. The new crossing will have a Rectangular Rapid Flashing Beacon (RRFB).

New Street Lighting
New lighting will be installed to fully illuminate pedestrian improvements.

Missing Link Project Timeline



Otak Task Order 2

Task Order 2 is under Otak on-call contract (AG-26-024)

100% Design and Bid Support services provided

$89,000 value

Thank you! Questions?

City Council Presentations:

- October 22, 2026
- November 12, 2026
- December 10, 2026



Comprehensive Financial Management Policies

Resolution 1761
February 13, 2020

Resolution 26-XXXX
November XX, 2026

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Purchasing Policy (~~coming soon~~Resolution 24-1956)

DRAFT

The City's Comprehensive Financial Management Polices serves as a Mayor and Council-approved framework for the financial planning, budgeting accounting reporting and other financial management practices. The purpose of these policies is to ensure the City operates in a prudent manner, using sound fiscal policies to ensure the safekeeping of the City's assets and provide the delivery of services to the community.

Director of Finance

1. The Director of Finance is designated as the City's Chief Financial Officer and City Treasurer.

2. The Director of Finance is designated as the City's Auditing Officer pursuant to RCW 42.242.080 and as such will be responsible for the review of all claims and certification that the goods have been received or the services rendered and that the claims are valid and should be paid by the City.

Commented [KA1]: Typo from initial adoption

City Funds

The City shall utilize "governmental fund accounting" as the organizational structure for its financial activities. The following funds have been established for budgeting, accounting and reporting.

OPERATING FUNDS

1. The *General Fund (001)* is the general operating fund of the City. It accounts for all financial resources and transactions, except those required to be accounted for in another fund.

2. The *City Street Fund (101)* is required by state law to account for State-shared Motor Vehicle Fuel Tax revenue distributed on a per capita basis for transportation maintenance or capital improvements (RCW 47.24.040).

Commented [KA2]: The RCW says it is designated "City Street Fund"

3. The *Surface Water Management~~Utility~~ Fund (403)* accounts for fees charged to all property owners for cost and expense of maintaining and operating surface and stormwater management facilities, including cost and expense of planning, designing, establishing, acquiring, developing, constructing and improving any such facilities, or to pay or secure the payment of all or any portion of any issue of general obligation or revenue bond issued for such purpose.~~maintenance to the City's surface water drainage system~~ (~~Ord. 459, Section 10 (1990)~~LFPMC 13.16.100).

Commented [KA3]: Code says "surface water management fund".

Commented [KA4]: The code authorizes use of this fund for more than maintenance so suggest this edit to match the code.

4. The *Sewer Revenue ~~Utility~~ Fund (401)* accounts for collections from property owners connected to the City's sewer system. Expenditures include payment to King County and for City sewer system operating costs (~~Ord. 106, Section 5 (1966)~~LFPMC 13.08.090 (G)).

Commented [KA5]: Edit to match code

~~5. The *Public Works Contract Fund*[1] accounts for costs related to the agreement to provide services to Kenmore or other agency.~~

6. The *Traffic Safety Fund (002)* accounts for fees collected from all traffic safety cameras except traffic safety cameras used in school speed zones and used to detect stoplight violations. Funds are used to fund traffic safety activities (LFPMC 3.87).

DEBT SERVICE FUNDS

7. Periodically the City may administratively create one or more debt service funds ~~to~~ pursuant to a debt issuance. Any such funds are to be created administratively, are governed by the agreement necessitating the fund, and if created pursuant to a debt issuance approved by the City Council, do not require separate council action.

RESERVE FUNDS

8. The *Council Contingency Reserve Fund (102)* is established per RCW 35A.34.250 and 35A.34.260~~33.45~~ for capital purchases or for operating shortfalls due to unforeseen cost increases or unanticipated revenue losses (~~Ord. 660 (1995)~~LFPMC 3.68).

9. The *Budget Stabilization Fund (105)* is established as a subsidiary fund to the General Fund and accounts for transfers from the General Fund in accordance with chapter 3.88 LFMPC~~Ordinance No. 1071~~. The City Council may authorize transfers during Biennial Budget adoption or Mid-biennial Adjustment to the Adopted Budget between the parent and subsidiary fund to mitigate fluctuations in General Fund revenues and expenditures in order to provide for uninterrupted public services (~~Ord. 1071 (2014)~~LFPMC 3.88).

~~9.~~10. The *Strategic Opportunity Fund (106)* is established as a subsidiary fund to the General Fund for revenue approved by the City Council designated for strategic, time-sensitive, or opportunistic municipal initiatives, including real property acquisitions, capital project match funding and project development. Revenues may include General Fund transfers, interfund loans, capital contributions, and state or federal grants. Expenditures and interfund financing from this fund shall be authorized by the City Council during budget adoption or by separate Council action (LFPMC 3.90).

CAPITAL FUNDS

~~10.~~11. The *Capital Improvement Fund (301)* accounts for the excise tax on the sale of real property within the City, the King County Parks Levy, grants and other sources. Real Estate Excise Tax (REET) proceeds are restricted pursuant by State law. Expenditures from the Fund are for facility and parks capital projects (RCW 82.46.035).

Commented [KA6]: May want to specify KC so people don't think the City has a Parks Levy they are paying.

~~11.~~12. The *Capital Facilities and Maintenance Reserve Fund (303)*~~, established by Ordinance No. 1051 (2012),~~ is for the purpose~~s~~ of providing a reserve account for anticipated major maintenance and repairs to City Hall and the

Public Works Facility. Transfers to the account for City Hall maintenance and repairs shall be from REET. Transfers to the account for Public Works facility maintenance and repairs shall be made from various funds in rough proportion to the annual percentage of maintenance-worker hours dedicated to the work supported by those various funds. (LFPMC 3.85)

~~12.~~13. The *Transportation Capital Fund (302)* accounts for REET and other sources for transportation capital projects (RCW 82.46.035).

~~13.~~14. The *Surface Water Capital Fund (404)* accounts for transfers of storm water fees for capital improvements to the City's surface water drainage system (~~Ord. 459, Section 10 (1990)~~LFPMC 3.84).

~~14.~~15. The *Sewer Capital Fund (402)* accounts for new connection charges and transfers from the Sewer ~~rates~~ Revenue Fund for capital improvements to the City's ~~Sewer Capital Fund~~ sanitary sewer system (~~Ord. 927 (2005)~~LFPMC 3.70).

16. The *Vehicle~~/~~ and Equipment Repair Replacement Fund (501)* accounts for the expenditures for the repair, maintenance and replacement of major City assets such as ~~for the City's~~ vehicles, machinery, and major equipment ~~the City's information technology equipment and licensing, and Fixed Assets~~ (~~Ord. 659 (1995)~~LFPMC 3.64).

~~15.~~17. The *Information Technology Fund* (502) accounts for expenditures for the cost, maintenance, and operation of information systems equipment including hardware, software, and professional services as well as equipment replacements and larger technology projects (LFPMC 3.86).

AGENCY FUNDS

~~16.~~18. Periodically the City may administratively create one or more agency funds to support regional coalitions of two or more local entities created by an interlocal agreement where the City has agreed to act as the finance fiduciary. Any such funds ~~are to be created administratively,~~ are governed by the agreement creating the coalition~~, and if created pursuant to an interlocal agreement approved by the City Council, do not require separate council action~~.

Commented [KA7]: LFPMC 13.08.090(G) says put connection charges into the sewer capital improvement fund created by ordinance. Does "sewer rates" include "connection charges" or should an edit be made to add ?

Commented [JH8R7]: Edited

Commented [KA9]: Edit suggested to eliminate redundancy. If the regional coalition was created by an ILA then it had to go through Council and Council is saying those can be created administratively, which by definition does not require separate Council action.

Financial Planning and Budget

1. The Director of Finance shall develop a financial planning calendar that will provide for the timely update of the six-year financial forecasts for all City funds to adopt the City's biennial budget and Capital Improvement Plan. The six-year forecast will also be updated during the mid-biennial budget review and adjustment.

2. A six-year financial forecast shall be prepared and updated on a biennial basis for all City funds as a multi-year financial planning tool. The financial forecast shall be integrated in the City's biennial operating capital budgeting process.

3. The City will use prudent revenue and expenditure assumptions in the development of the six-year financial forecast and budgets for all City funds.

4. The City budget will implement City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council.

5. When budgeting for the General Fund, the Recommended Biennial Budget proposed by the Mayor shall be a two-year balanced budget. For the purposes of this policy, a balanced budget is defined as total biennial resources (fund balance, plus projected revenue) that is greater than or equal to approved biennial expenditures, plus the calculated minimum fund balance, if applicable, for each fund. The published budget overview will identify whether the adopted budget is balanced.

6. The relationship between the General Fund and Capital Improvement Plan (CIP) budgets will be incorporated into the financial forecasts and the biennial Budget Process. Maintenance and operating costs associated with new CIP projects shall be estimated and included for each project within the CIP. Such costs should be included in the operating budgets when the projects are complete.

7. The City shall prepare and adopt its budget on a biennial basis and shall comply with the provisions of state law with respect to the biennial budget process. The adopted biennial budget will include one revenue and one expenditure amount for the biennium for each of the City's funds; budget appropriations unspent in the first year of the biennium will automatically carry over to the second year of the budget unless adjusted by an ordinance adopted by the City Council. The Director of Finance shall be responsible for the management of the City's biennial budget development process. The Director of Finance shall provide timely and accurate budget monitoring reports to Department Directors on a regular basis and quarterly budget monitoring reports to the Budget and Finance Committee.

8. Department Directors have primary responsibility for the development, implementation, management, and monitoring of their respective budgets in accordance with direction from the Mayor. Any significant variances from the adopted budget shall be reported by department directors to the city administrator in a timely manner.

9. The biennial budget process and materials shall be developed in a manner to provide information in a readily understandable manner, and to the greatest extent possible avoid jargon, acronyms, and the like.

10. One-time resources shall be identified and should be used to support one-time expenditures. Ongoing expenditures should be supported by ongoing resources.

11. Budgeted staff positions (part-time, full-time, and temporary) will be included in the biennial Budget.

12. In accordance with State law, the City Council will adopt the biennial budget at the fund level. The Mayor is authorized to transfer budgeted amounts within any fund.

13. The City shall exhaust restricted funds to finance uses authorized by State or local law before General Fund resources are used to finance those activities. Restricted fund balance reserves should not be exhausted below the minimum fund balance reserve required by this policy.

Fund Balances and Reserves

1. Operating funds of the city have a minimum fund balance target equal to 30 days operating expense (based on the adopted biennial budget) or eight percent (8%) of total estimated current year revenue or expenditures, whichever is greater, except as noted below[2].

   - General Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
   - Street Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
   - Sewer Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater
   - Surface Water Utility Fund, 60 days operating expense or 16 percent of total estimated current year revenue or expenditures, whichever is greater

   Current year revenue is defined as total estimated (budgeted) resources less beginning fund balances and one-time revenues. Current year expenditures is defined as total estimated (budgeted) expenses. Projected variances from the minimum fund targets shall be disclosed during the biennial budget process or during the current year if unanticipated circumstances occur that negatively impact current year revenue and/or expenditure projections. Fund Balance targets may be modified by Council action.

2. The Council Contingency Reserve should be maintained in accordance with RCW 35A.33.145 to cover unforeseen issues. (LFPMC 3.68)

3. The Budget Stabilization Fund should be maintained to provide for General Fund operating reserves in accordance with ~~Ordinance 1071~~ch. ~~LFPMC~~ 3.88 LFPMC.

[2] Operating funds, for the purpose of the minimum fund balance target, is any fund with payroll expense coded directly to the fund in the year that the target is calculated.

~~3.~~4. The Strategic Opportunity Fund should be maintained for strategic, time-sensitive, or opportunistic municipal initiatives in accordance with ~~LFPMC~~ ch. 3.90 LFPMC.

Accounting

1. The City will maintain an accounting and financial reporting system that fully meets governmental accounting professional standards and State of Washington budgeting, accounting, and reporting requirements as established in the cash basis Budgeting Accounting and Reporting System (BARS) Manual.

2. Financial procedures shall be maintained to assure appropriate internal controls are in place to protect city assets. This includes recording all purchased fixed assets in the fixed asset inventory system at the time of purchase. This enables the City to have timely and accurate financial reporting of its assets.

3. The City will report the results of operations using the cash basis of accounting allowed by the State for reporting.

Financial Reporting

1. The City shall prepare and submit in a timely manner an annual financial report to the Washington State Auditor's Office in accordance with the standards established for such reports.

Revenues

1. The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.

2. Where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the Budget and Finance Committee on a periodic basis.

3. Grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.

4. Investment Interest shall be credited to the appropriate City funds based on the monthly cash balances.

Expenditures and Contract Management

1. The City shall implement procedures for purchasing, credit card usage, and contract management consistent with the policy framework established in this section.

2. The Department Directors have primary responsibility for purchasing and expenditures for their respective budgets in accordance with the adopted biennial budget. Any significant variances from the adopted budget shall be reported by department directors to the City Administrator in a timely manner.

3. Subject to competitive bidding requirements, the administration/staff is granted the authority to execute contracts for goods and services up to a contract value of $50,000 for Public Works and $30,000 for all others. Staff is allowed to exercise this authority only when the purchase is consistent with the type of acquisition routinely and regularly included in a line item in the current year adopted budget. Contracts or services that could reasonably be defined as carrying out policy provisions in the budget are not subject to the aforementioned contracting authority.

4. In the case of significant damage or threat to public infrastructure or public facilities that require immediate action to prevent significant future loss or threat to property or to public safety and meets the definition of "emergency" in RCW 39.04.280(3), a contract of up to $100,000 is authorized. Reasonable attempts will be made to follow the Small Works Roster process authorized in Resolution No. 617.

5. City claims payments will be reviewed by a member of the City Council (Currently the Budget and Finance Committee Chair). The Councilmember review is intended to provide for a general, high-level review of claims to assure that adequate documentation is being maintained and the initiating department along with the Finance Department are doing appropriate due diligence in their review activities.

6. The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.

Debt

1. Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.

2. When evaluating the use of non-voted (councilmanic) debt and the associated debt service obligations, an analysis shall be performed to determine the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles. Debt may be considered when there is sufficient projected discretionary revenue to service the debt.

3. Voted and non-voted (councilmanic) debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating or ability to issue subsequent or additional debt.

4. Upon the issuance of any debt, the City will establish the appropriate procedures to assure compliance with bond/debt covenants and applicable federal, State and local laws, policies and regulations.

Investments

1. Purpose: ~~To~~ Invest the City of Lake Forest Park funds in a manner which will provide the highest investment return consistent with a high degree of security while meeting the necessary cash flow demands of the City and conforming to all state statutes governing the investment of public funds.

2. ~~Investment~~ Objective: The purpose of this document is to identify those funds that are considered available for investment, to invest funds to the fullest extent possible, and to formalize the investment-related activities to assure the highest return with maximum security. In order of priority to invest the City's funds are the following: safety, liquidity, and return on investment (yield).
    a. Safety: Investments of the City will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification is a key component to ensuring the safety of the City's investment portfolio.
    b. Liquidity: The City's investments will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
    c. Return on Investment (yield): The City's investment portfolio shall be designed with the objective of attaining a market rate of return given the City's risk constraints and cash flow requirements.

3. Delegation of Authority & Responsibility: The Designated Investment Officer will be the Finance Director. The Budget & Finance Committee must approve all investment strategies that are eventually implemented by the Finance Director. The Alternative Investment Officer in the event the Finance Director position is vacant, or in the event that the Finance Director is absent and/or unavailable to implement a Committee decision, will be the City Administrator. The Alternate Investment Officer will be required to follow the same guidelines as the Designated Investment Officer.

4. Authorized Investments types for Diversification:
    a. Washington State Local Government Investment Pool (LGIP) – Max 100%
    b. City's designated Bank – Max 100%
    c. Government Agency Bonds – Max 60%, Target 50%

    Diversifying funds using a balance of both short and longer term investment types enhances the investment portfolio of the City. For the longer term investments the maturity dates will be strategically laddered not to exceed a 5 year maturity date.

5. Reporting: The Finance Director, or designee, shall provide the Budget & Finance Committee a quarterly investment report for regular reporting.

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Assets

1. Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than $5,000 and having a useful life in excess of one year. Assets with a value or cost under $5,000, but more than $500 are not defined as fixed assets and are subject to the Small and Attractive Asset Policy.

2. Small and Attractive Assets are safeguarded by a Small and Attractive Asset Policy designed to ensure controls over items that might not be noticed immediately after disappearance. The Policy maintains accountability for items that do not meet the criteria of a fixed asset. In certain cases the Administration may classify items below the threshold as small and attractive, despite having a value or cost below the threshold.

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Appendix

CITY OF LAKE FOREST PARK
CREDIT CARD POLICY

Purpose

The purpose of this policy is to establish guidelines and rules for the use of credit cards by City officials and employees. This policy shall be interpreted to provide for the use of credit cards by authorized persons to the fullest extent allowed by law including RCWs 43.09.2855 and 42.24.115.

Definitions

As used in this policy, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer. Credit cards include cards imprinted with a specific named individual user, cards imprinted with a specific named city department, and cards issued for use by the City with a specific vendor.

Issuance, use and control of credit cards.

A. The City adopts the following system for the issuance, use and control of credit cards by City officials and employees. The Finance Director is authorized to obtain City credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.

    1. Issuance and Use. Credit cards may be issued to the City of Lake Forest Park and used by authorized City officials and employees for purchasing goods, services, supplies and other items from vendors; incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the City. Each card imprinted with the name of an individual must be “signed for” by that individual using the City’s card user agreement.
    2. Authorization and Control. Upon authorization from the Finance Director or designee, City officials and employees may obtain a credit card from the Finance Director who shall maintain a ledger of individuals and departments receiving credit cards, including the date the card was received. The Finance Director shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.
    3. Credit card limits shall be set administratively for each card, reflecting among other things purchases expected to be made during a typical billing cycle and additional credit capacity needed in an emergency or other contingency.
    4. Payment of Bills. The Finance Director shall establish a procedure for the prompt payment of all credit card bills on or before the due date.

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5. Unauthorized Charges. No official or employee shall use the City-issued credit card for non-City business purposes. No charge(s) shall exceed amounts established and available in the City budget.
6. Prohibited Uses. Cash advances on credit cards are prohibited.

B. Expenses incident to authorized travel may be charged to a City-issued credit card provided the official or employee returns to the City with credit card receipts in accordance with the City travel policies and procedures.

C. Failure to provide detailed documentation as required by the policy will result in the user being responsible for the charge. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City with the City having the right to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company. Misuse of a City credit card may result in disciplinary action up to and including termination and legal action.

D. The Finance Director is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The Finance Director may deliver a revocation order to the credit card company with the City not being liable for any future costs incurred after the date of revocation. Credit cards are to be returned to the City immediately upon ending employment.

E. The Finance Director is authorized to adopt any additional rules or policies necessary to implement the provisions of this policy.

DRAFT

City Administrator Report

City of Lake Forest Park

Date: October 22, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department

From October 1 to October 14, 2026, Lake Forest Park Police Department Patrol Officers, Detectives, and Support Services Officers responded to a total of 394 calls for service. These calls included both incidents dispatched by NORCOM and officer-initiated activities. The breakdown below summarizes the types of calls handled during this reporting period:

- 50 Behavioral Health Incident
- 4 Disturbance
- 2 Domestic Violence Incident
- 1 Child Protective Service Incident
- 1 Order violation
- 1 Vice
- 2 Suicide/Suicide Attempt
- 23 Suspicious Incident
- 3 Theft/Forgery
- 2 Vehicle prowl
- 2 Vandalism
- 8 Warrant Arrest
- 2 Harassment
- 1 Missing person
- 2 Juvenile Incident

- 1 Possession of Stolen Property
- 44 Request for assistance (by community members, fire department, other police agencies, etc.)
- 161 Traffic stop, traffic accident and traffic related calls
- 84 Miscellaneous calls (alarms, foot patrol, property lost & found, animal problem, etc.)

Lake Forest Park Traffic Safety

Traffic Emphasis:

- Whispering Willows Park
- 15100blk of 37th AVE NE
- 19000blk of 35th AVE NE (posted speed limit 25mph)
- 3200blk of NE 195th ST (posted speed limit 25mph)
- 15800blk of 40th PL NE
- 165th and Beach Dr.
- All School Zones

Public Works

Seattle City Light: New Policy for Large Data Centers

Purpose: Ensure that new, large data centers pay the full cost of the electricity supply and infrastructure needed to serve them, rather than shifting those costs to existing customers. Under the new rate class for data centers requesting up to 10 MVA (approximately 10 megavolt-amperes of electrical capacity), Seattle City Light would apply the following requirements:

- **Upfront infrastructure costs:** Data centers must pay for the grid investments needed to serve their new electrical demand.
- **Rates reflecting the actual cost of new power:** Rather than relying on the lower-cost legacy hydropower available to existing customers, data centers would pay rates based on the cost of securing new clean electricity and associated transmission capacity.

- **Contracted demand and overage fees:** Customers would have defined electricity demand commitments and could face additional charges for exceeding their contracted limits.
- **Curtailment and conservation requirements:** Data centers would be subject to provisions requiring them to reduce electricity use under specified conditions and participate in conservation measures.
- **Power availability and interconnection requirements:** Projects would remain in the queue until Seattle City Light secures sufficient electricity supply and completes the necessary grid interconnection work.

Why this matters

The primary goal is to protect existing customers from higher electricity costs resulting from new, energy-intensive data centers. These customers would be responsible for the costs associated with their new demand, rather than benefiting from legacy power resources or existing infrastructure investments paid for by current ratepayers.

This approach also helps ensure that new data center development proceeds at a pace consistent with available power supplies and the utility's ability to serve additional demand.

Key takeaway for Council: Seattle City Light's approach is designed to make large data centers pay their own way, protect existing customers from subsidizing new industrial-scale electricity demand, and ensure that new development is supported by adequate power supply and infrastructure. Similar cost-allocation and customer-protection measures are becoming increasingly common in the utility industry.

City of Seattle Council passed an ordinance in July similar to this.

Republic Services Rate Increase – January 1, 2027

Effective January 1, 2027, Republic Services' collection service charges and miscellaneous fees will increase by **3.5%**, as provided under Section 5.3.1 of the City's contract. The larger driver of the overall rate adjustment is the increase in King County disposal fees, which will rise from $217.11 to $236.03 per ton (approximately 8.7%).

King County disposal costs consist of a fixed annual infrastructure charge and tipping fees to manage garbage at transfer stations and the landfill. These costs fluctuate annually and are incorporated into customer rates using the methodology established in amended Attachment D of the contract. As a result, the total rate increase varies by service level depending on the proportion of collection and disposal costs.

- **Republic Services collection rates:** Under Section 5.3.1 of the contract, collection service charges and miscellaneous fees will increase by **3.5%**. This is the contractually established annual adjustment.
- **King County disposal rates:** King County's composite disposal fee will increase from **$217.11 per ton to $236.03 per ton**, effective January 1, 2027. This is an increase of $18.92 per ton, or approximately **8.7%**.
- **Why the overall rate increase varies:** The larger change in the total customer rates is driven by King County's disposal costs. These costs fluctuate from year to year and are separate from Republic Services' contractual collection increase.
- **How disposal costs are determined:** King County's disposal charges consist of two primary components:

1. **Fixed annual infrastructure charge:** Helps cover the cost of disposal system infrastructure.
2. **Tipping fees:** Cover the costs associated with managing garbage volume at King County transfer stations and the landfill.

- **How the new rates are calculated:** The disposal portion of each rate has been recalculated using the methodology in amended Attachment D of the current contract. The new collection portion reflects the existing collection rate plus the 3.5% contractual increase. These amounts are combined to establish the new total rate for each service level. The rate sheets are attached.

What This Means for Customers

Customers will see updated rates beginning January 1, 2027. The total increase will vary by service level because each rate has a different allocation between collection services and disposal costs.

The adjustment reflects both the contractual annual increase for collection services and the increased cost of disposing of solid waste through King County. The disposal-related portion is not an additional discretionary increase imposed by Republic Services; it reflects the County's updated disposal charges as applied under the City's contract.

Public Works Crew Updates

- 🛠️ Park Improvements: Completed fence improvements at City park properties to support safety and upkeep.
- 🏢 Facility Maintenance: Completed City Hall maintenance tasks, including installation of new toilet seat covers.
- 🌧️ Stormwater Compliance: Conducted annual storm facility inspections to meet NPDES permit requirements and keep systems functioning as intended.
- 🍂 Fall Preparation: Performed vegetation management at key locations to prepare for the changing season.
- 🧹 Keeping Streets Clean: Increased street sweeping efforts, including weekend work, to keep City streets clean and maintained.
- 🌞 Transit Stop Visibility: Removed vegetation at the SR 522 bus stop to improve the effectiveness of the solar-powered light.
- 🚧 Emergency Road Safety: Responded to a vehicle accident on 153rd Street by closing the road and installing temporary safety measures at the damaged guardrail.
- 🪨 Shoulder Maintenance: Performed gravel maintenance along roadway shoulders to improve surface conditions.
- 🔧 Emergency Facility Response: Responded to an after-hours alarm caused by a burned HVAC system component and worked with electrical contractor to repair the component.
- 🚫 Parking Management: Installed no-parking signs to support safe access.

II. Internal City Information

Municipal Services

After researching, we decided to wind down the city's local cable channel. This is mostly because the city will not renew the software license required to run the local cable channel. This will save the city approximately $20,000 per year. The meetings will be streamed live on the City's YouTube channel. The cable channel will go offline on November 13, 2026.

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

No new contracts to report.

VI. Legislative Update

VII. Community Events



First Annual Shoreline Chocolate Festival
Join us for a fun and delicious Saturday of CHOCOLATE! Taste your way through 7 local artisanal chocolate makers and support your local senior center.
Each vendor will have samples and a wide variety of hand-crafted chocolates for sale. When we say 'chocolate' we don't mean your stock-standard chocolate bar – we mean Anise & Honey Fig Truffles, Bean-bar Espresso Dark Chocolates, layered truffles with passionfruit gel[ee], brown butter rum bonbons, and much much more 😄
100% of ticket sales support ongoing programs and operations at the Shoreline Senior Center, and 100% of chocolate sales at the event go directly to the people who made the chocolates.

Support small local businesses! Support your senior center! EAT CHOCOLATE!

Tickets are on sale now at www.shorelineseniorcenter.org/chocolate or by calling or visiting the senior center (206) 365 1536
Early Bird ticket: **$20.00**

Participating Vendors: Cocoa Legato – Dolcetta Chocolates – Bon Chocolats – The Chocolate Man – Brugge Chocolates – Allelon Chocolate – Bellflower Chocolate Co.
Event Sponsors: Gentiva Hospice – Destination Shoreline – Seniors Helping Seniors – Minuteman Press – Front Door Creative



VIII. Upcoming City Sponsored Events





IX. Meetings Calendar

Parks and Recreation Advisory Board Meeting (hybrid meeting)
November 3, 2026, 4:00 PM - 6:00 PM, City Hall and via Zoom
More Details

Tree Board Meeting (hybrid meeting)
November 4, 2026, 7:00 PM - 9:00 PM, City Hall and via Zoom
More Details

Planning Commission Meeting (hybrid meeting)
November 10, 2026, 7:00 PM - 9:00 PM, City Hall and via Zoom
More Details

City Council Work Session (hybrid meeting)
November 12, 2026, 6:00 PM - 7:00 PM, City Hall and via Zoom
More Details

City Council Regular Meeting (hybrid meeting)
November 12, 2026, 7:00 PM - 9:00 PM, City Hall and via Zoom
More Details

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

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

City of Lake Forest Park
Disposal and Annual Rate Adjustment
January 1, 2027

		1	2	3	4	5	6	7	8
			Current Rates through 12/31/26				New Rates effective 1/1/27		
	Service Level	Pounds Per Unit	Disposal Fee	Collection Fee	Total Rate	Annual Increase 3.50%	Disposal Fee	Collection Fee	Total Rate
Monthly Weekly Residential Curbside Service	One 32 gallon Garbage Cart	24.00	$ 2.74	$ 16.91	$ 19.66	$ 0.59	$ 3.00	$ 17.50	$ 20.51
	One 10 gallon Micro-Can	9.00	$ 4.46	$ 20.12	$ 24.58	$ 0.70	$ 4.88	$ 20.83	$ 25.70
	One 19/20-gallon Garbage Cart	12.00	$ 5.94	$ 21.52	$ 27.46	$ 0.75	$ 6.50	$ 22.27	$ 28.78
	1 32/35-gallon Garbage Cart	20.00	$ 9.90	$ 31.18	$ 41.09	$ 1.09	$ 10.84	$ 32.28	$ 43.11
	1 45-gallon Garbage Cart	27.00	$ 13.37	$ 38.22	$ 51.59	$ 1.34	$ 14.63	$ 39.56	$ 54.19
	1 60/64-gallon Garbage Cart	30.00	$ 14.86	$ 42.88	$ 57.74	$ 1.50	$ 16.26	$ 44.38	$ 60.64
	1 90/96-gallon Garbage Cart	45.00	$ 22.29	$ 55.14	$ 77.43	$ 1.93	$ 24.38	$ 57.07	$ 81.45
	Additional 32 Gallon Cans (weekly svc)	20.00	$ 9.90	$ 6.52	$ 16.43	$ 0.23	$ 10.84	$ 6.75	$ 17.59
	Extras (32 gallon equivalent)	16.00	$ 1.83	$ 4.04	$ 5.87	$ 0.14	$ 2.00	$ 4.18	$ 6.19
	Miscellaneous Fees:								
	Recycling Only (no garbage service)		$ -	$ 13.86	$ 13.86	$ 0.48	$ -	$ 14.34	$ 14.34
	Extra Compostables (32 gallon bag/bundle/can)		$ -	$ 4.06	$ 4.06	$ 0.14	$ -	$ 4.21	$ 4.21
	Second 96-Gallon Compostables Cart (rental only)		$ -	$ 2.03	$ 2.03	$ 0.07	$ -	$ 2.10	$ 2.10
	Additional 96-Gallon Compostables Cart (for excess)		$ -	$ 8.13	$ 8.13	$ 0.28	$ -	$ 8.41	$ 8.41
	Vacation Stan-by Fee per month (see section 4.33)		$ -	$ 6.38	$ 6.38	$ 0.22	$ -	$ 6.61	$ 6.61
	Return Trip		$ -	$ 8.13	$ 8.13	$ 0.28	$ -	$ 8.41	$ 8.41
	Roll-out Charge, per 25 ft, per cart, per time		$ -	$ 4.06	$ 4.06	$ 0.14	$ -	$ 4.21	$ 4.21
	Drive-in Charge, per month		$ -	$ 8.13	$ 8.13	$ 0.28	$ -	$ 8.41	$ 8.41
	Overweight/Oversize container (per p/u)		$ -	$ 4.06	$ 4.06	$ 0.14	$ -	$ 4.21	$ 4.21
	Redelivery of one or more containers		$ -	$ 13.54	$ 13.54	$ 0.47	$ -	$ 14.02	$ 14.02
	Cart Cleaning (per cart per cleaning)		$ -	$ 13.54	$ 13.54	$ 0.47	$ -	$ 14.02	$ 14.02
On-Call Bulky Waste Collection	Non-CFC Containing Large Appliances, per item		$ -	$ 27.09	$ 27.09	$ 0.95	$ -	$ 28.04	$ 28.04
	Refrigerators/Freezers/Air Conditioners per item		-	$ 40.63	$ 40.63	$ 1.42	$ -	$ 42.06	$ 42.06
	Sofas, Chairs, per item	60.00	$ 6.86	$ 21.93	$ 28.79	$ 0.77	$ 7.50	$ 22.70	$ 30.21
	Mattresses, Boxsprings, per item	50.00	$ 5.71	$ 22.79	$ 28.51	$ 0.80	$ 6.25	$ 23.59	$ 29.84
Weekly Commercial Can and Cart	One 20-gallon Garbage Cart	16.00	$ 7.92	$ 19.52	$ 27.44	$ 0.68	$ 8.67	$ 20.20	$ 28.87
	1 32/35-gallon Garbage Cart	23.00	$ 11.39	$ 24.59	$ 35.98	$ 0.86	$ 12.46	$ 25.45	$ 37.91
	1 45-gallon Garbage Cart	31.00	$ 15.35	$ 34.75	$ 50.10	$ 1.22	$ 16.80	$ 35.96	$ 52.76
	1 60/64-gallon Garbage Cart	38.00	$ 18.82	$ 42.02	$ 60.84	$ 1.47	$ 20.59	$ 43.49	$ 64.08
	1 90/96-gallon Garbage Cart	50.00	$ 24.76	$ 54.26	$ 79.02	$ 1.90	$ 27.09	$ 56.16	$ 83.25
	Extras (32-gallon equivalent)	16.00	$ 1.83	$ 3.58	$ 5.41	$ 0.13	$ 2.00	$ 3.71	$ 5.71
	Extras (64-gallon equivalent)	32.00	$ 3.66	$ 7.17	$ 10.82	$ 0.25	$ 4.00	$ 7.42	$ 11.42
	Extras (96-gallon equivalent)	48.00	$ 5.49	$ 10.75	$ 16.23	$ 0.38	$ 6.00	$ 11.12	$ 17.13
	Ancillary Fees:								
	Weekly 35-gal Cart Yard Debris/Foodwaste service		$ -	$ 20.29	$ 20.29	$ 0.71	$ -	$ 21.00	$ 21.00
	Weekly 64-gal Cart Yard Debris/Foodwaste service		$ -	$ 24.11	$ 24.11	$ 0.84	$ -	$ 24.95	$ 24.95
	Weekly 96-gal Cart Yard Debris/Foodwaste service		$ -	$ 27.98	$ 27.98	$ 0.98	$ -	$ 28.96	$ 28.96
	Twice-weekly 35-gal Cart Yard Debris/Foodwaste service		$ -	$ 40.58	$ 40.58	$ 1.42	$ -	$ 42.00	$ 42.00
	Twice-weeklyy 64-gal Cart Yard Debris/Foodwaste service		$ -	$ 48.21	$ 48.21	$ 1.69	$ -	$ 49.90	$ 49.90
	Twice-weekly 96-gal Cart Yard Debris/Foodwaste service		$ -	$ 55.97	$ 55.97	$ 1.96	$ -	$ 57.93	$ 57.93
	Return Trip		$ -	$ 8.13	$ 8.13	$ 0.28	$ -	$ 8.41	$ 8.41
	Roll-out Charge, per addtn'l 25 ft, per cart, per p/u		$ -	$ 2.03	$ 2.03	$ 0.07	$ -	$ 2.10	$ 2.10
	Redelivery of containers		$ -	$ 13.54	$ 13.54	$ 0.47	$ -	$ 14.02	$ 14.02
	Cart Cleaning (per cart per cleaning)		$ -	$ 13.54	$ 13.54	$ 0.47	$ -	$ 14.02	$ 14.02
Weekly Commercial Detachable Container (compacted)	1 Cubic Yard Container	310.40	$ 153.72	$ 154.45	$ 308.17	$ 5.41	$ 168.19	$ 159.86	$ 328.05
	1.5 Cubic Yard Container	465.60	$ 230.58	$ 188.80	$ 419.38	$ 6.61	$ 252.29	$ 195.41	$ 447.70
	2 Cubic Yard Container	620.80	$ 307.44	$ 223.14	$ 530.58	$ 7.81	$ 336.39	$ 230.95	$ 567.34
	3 Cubic Yard Container	931.20	$ 461.16	$ 312.19	$ 773.35	$ 10.93	$ 504.58	$ 323.12	$ 827.70
	4 Cubic Yard Container	1,241.60	$ 614.88	$ 384.09	$ 998.96	$ 13.44	$ 672.77	$ 397.53	$ 1,070.31
	6 Cubic Yard Container	1,862.40	$ 922.31	$ 461.42	$ 1,383.74	$ 16.15	$ 1,009.16	$ 477.57	$ 1,486.74
Commercial Detachable Container (loose)	1 Cubic Yard, 1 pickup/week	97.00	$ 48.04	$ 125.21	$ 173.25	$ 4.38	$ 52.56	$ 129.60	$ 182.16
	1 Cubic Yard, 2 pickups/week	194.00	$ 96.07	$ 250.39	$ 346.46	$ 8.76	$ 105.12	$ 259.15	$ 364.27
	1 Cubic Yard, 3 pickups/week	291.00	$ 144.11	$ 375.60	$ 519.71	$ 13.15	$ 157.68	$ 388.75	$ 546.43
	1 Cubic Yard, 4 pickups/week	388.00	$ 192.15	$ 500.81	$ 692.96	$ 17.53	$ 210.24	$ 518.34	$ 728.58
	1 Cubic Yard, 5 pickups/week	485.00	$ 240.19	$ 626.01	$ 866.20	$ 21.91	$ 262.80	$ 647.92	$ 910.73
	1.5 Cubic Yard, 1 pickup/week	145.50	$ 72.06	$ 153.51	$ 225.57	$ 5.37	$ 78.84	$ 158.89	$ 237.73
	1.5 Cubic Yard, 2 pickups/week	291.00	$ 144.11	$ 307.03	$ 451.14	$ 10.75	$ 157.68	$ 317.77	$ 475.45
	1.5 Cubic Yard, 3 pickups/week	436.50	$ 216.17	$ 460.54	$ 676.71	$ 16.12	$ 236.52	$ 476.66	$ 713.18
	1.5 Cubic Yard, 4 pickups/week	582.00	$ 288.22	$ 614.05	$ 902.28	$ 21.49	$ 315.36	$ 635.55	$ 950.91
	1.5 Cubic Yard, 5 pickups/week	727.50	$ 360.28	$ 767.57	$ 1,127.85	$ 26.86	$ 394.20	$ 794.43	$ 1,188.64
	2 Cubic Yard, 1 pickups/week	194.00	$ 96.07	$ 181.81	$ 277.89	$ 6.36	$ 105.12	$ 188.18	$ 293.30
	2 Cubic Yard, 2 pickups/week	388.00	$ 192.15	$ 363.63	$ 555.78	$ 12.73	$ 210.24	$ 376.36	$ 586.60
	2 Cubic Yard, 3 pickups/week	582.00	$ 288.22	$ 545.46	$ 833.68	$ 19.09	$ 315.36	$ 564.55	$ 879.91
	2 Cubic Yard, 4 pickups/week	776.00	$ 384.30	$ 727.28	$ 1,111.58	$ 25.45	$ 420.48	$ 752.74	$ 1,173.22
	2 Cubic Yard, 5 pickups/week	970.00	$ 480.37	$ 909.09	$ 1,389.46	$ 31.82	$ 525.61	$ 940.90	$ 1,466.51
	3 Cubic Yard, 1 pickup/week	291.00	$ 144.11	$ 254.70	$ 398.81	$ 8.91	$ 157.68	$ 263.62	$
	3 Cubic Yard, 2 pickups/week	582.00	$ 288.22	$ 509.42	$ 797.64	$ 17.83	$ 315.36	$ 527.25	$
	3 Cubic Yard, 3 pickups/week	873.00	$ 432.33	$ 764.13	$ 1,196.46	$ 26.74	$ 473.04	$ 790.87	$

3 Cubic Yard, 4 pickups/week	1,164.00	$ 576.45	$ 1,018.83	$ 1,595.28	$ 35.66	$ 630.73	$ 1,054.49	$ 1,685.22
3 Cubic Yard, 5 pickups/week	1,455.00	$ 720.56	$ 1,273.53	$ 1,994.09	$ 44.57	$ 788.41	$	
4 Cubic Yard, 1 pickup/week	388.00	$ 192.15	$ 313.87	$ 506.02	$ 10.99	$ 210.24	$	
4 Cubic Yard, 2 pickups/week	776.00	$ 384.30	$ 627.73	$ 1,012.02	$ 21.97	$ 420.48	$ 649.70	$ 1,070.18
4 Cubic Yard, 3 pickups/week	1,164.00	$ 576.45	$ 941.60	$ 1,518.04	$ 32.96	$ 630.73	$ 974.55	$ 1,605.28
4 Cubic Yard, 4 pickups/week	1,552.00	$ 768.59	$ 1,255.46	$ 2,024.06	$ 43.94	$ 840.97	$ 1,299.41	$ 2,140.37
4 Cubic Yard, 5 pickups/week	1,940.00	$ 960.74	$ 1,569.33	$ 2,530.08	$ 54.93	$ 1,051.21	$ 1,624.26	$ 2,675.47
6 Cubic Yard, 1 pickup/week	582.00	$ 288.22	$ 379.04	$ 667.26	$ 13.27	$ 315.36	$ 392.30	$ 707.67
6 Cubic Yard, 2 pickups/week	1,164.00	$ 576.45	$ 758.05	$ 1,334.49	$ 26.53	$ 630.73	$ 784.58	$ 1,415.30
6 Cubic Yard, 3 pickups/week	1,746.00	$ 864.67	$ 1,137.06	$ 2,001.73	$ 39.80	$ 946.09	$ 1,176.86	$ 2,122.94
6 Cubic Yard, 4 pickups/week	2,328.00	$ 1,152.89	$ 1,516.08	$ 2,668.97	$ 53.06	$ 1,261.45	$ 1,569.14	$ 2,830.60
6 Cubic Yard, 5 pickups/week	2,910.00	$ 1,441.11	$ 1,895.10	$ 3,336.22	$ 66.33	$ 1,576.82	$ 1,961.43	$ 3,538.25
8 Cubic Yard, 1 pickup/week	776.00	$ 384.30	$ 468.15	$ 852.44	$ 16.39	$ 420.48	$ 484.53	$ 905.02
8 Cubic Yard, 2 pickups/week	1,552.00	$ 768.59	$ 936.29	$ 1,704.89	$ 32.77	$ 840.97	$ 969.06	$ 1,810.03
8 Cubic Yard, 3 pickups/week	2,328.00	$ 1,152.89	$ 1,404.45	$ 2,557.34	$ 49.16	$ 1,261.45	$ 1,453.61	$ 2,715.06
8 Cubic Yard, 4 pickups/week	3,104.00	$ 1,537.19	$ 1,872.60	$ 3,409.79	$ 65.54	$ 1,681.94	$ 1,938.14	$ 3,620.08
8 Cubic Yard, 5 pickups/week	3,880.00	$ 1,921.48	$ 2,340.75	$ 4,262.23	$ 81.93	$ 2,102.42	$ 2,422.67	$ 4,525.09
Extra loose cubic yard in container, per pickup	97.00	$ 11.09	$ 5.21	$ 16.30	$ 0.18	$ 12.13	$ 5.39	$ 17.52
Extra loose cubic yard on ground, per pickup	97.00	$ 11.09	$ 18.76	$ 29.84	$ 0.66	$ 12.13	$ 19.41	$ 31.54
Detachable Container Ancillary Fees (per occurance):								
Stand-by Time (per minute)		$ -	$ 2.17	$ 2.17	$ 0.08	$ -	$ 2.24	$ 2.24
Container Cleaning (per yard of container size)		$ -	$ 13.54	$ 13.54	$ 0.47	$ -	$ 14.02	$ 14.02
Redelivery of Containers		$ -	$ 27.09	$ 27.09	$ 0.95	$ -	$ 28.04	$ 28.04
Return Trip		$ -	$ 13.54	$ 13.54	$ 0.47	$ -	$ 14.02	$ 14.02

City of Lake Forest Park
Disposal and Annual Rate Adjustment
January 1, 2027

		1	2	3	4	5	6	7	8
			Current Rates through 12/31/26				New Rates effective 1/1/27		
	Service Level (based on pick ups)	Pounds Per Unit	Disposal Fee	Collection Fee	Total Rate	Annual Increase 3.50%	Disposal Fee	Collection Fee	Total Rate
Commercial Drop-box Collection	Daily Rental Non-compacted 10 cubic yard Drop-box	0	$ -	$ 5.08	$ 5.08	$ 0.18	$ -	$ 5.26	$ 5.26
	Daily Rental Non-compacted 15 cubic yard Drop-box	0	$ -	$ 5.08	$ 5.08	$ 0.18	$ -	$ 5.26	$ 5.26
	Daily Rental Non-compacted 20 cubic yard Drop-box	0	$ -	$ 5.42	$ 5.42	$ 0.19	$ -	$ 5.61	$ 5.61
	Daily Rental Non-compacted 25 cubic yard Drop-box	0	$ -	$ 5.42	$ 5.42	$ 0.19	$ -	$ 5.61	$ 5.61
	Daily Rental Non-compacted 30 cubic yard Drop-box	0	$ -	$ 5.44	$ 5.44	$ 0.19	$ -	$ 5.63	$ 5.63
	Daily Rental Non-compacted 40 cubic yard Drop-box	0	$ -	$ 5.44	$ 5.44	$ 0.19	$ -	$ 5.63	$ 5.63
	Monthly Rental Non-compacted 10 cubic yard Drop-box	0	$ -	$ 101.59	$ 101.59	$ 3.56	$ -	$ 105.14	$ 105.14
	Monthly Rental Non-compacted 15 cubic yard Drop-box	0	$ -	$ 101.59	$ 101.59	$ 3.56	$ -	$ 105.14	$ 105.14
	Monthly Rental Non-compacted 20 cubic yard Drop-box	0	$ -	$ 108.36	$ 108.36	$ 3.79	$ -	$ 112.15	$ 112.15
	Monthly Rental Non-compacted 25 cubic yard Drop-box	0	$ -	$ 108.36	$ 108.36	$ 3.79	$ -	$ 112.15	$ 112.15
	Monthly Rental Non-compacted 30 cubic yard Drop-box	0	$ -	$ 115.13	$ 115.13	$ 4.03	$ -	$ 119.16	$ 119.16
	Monthly Rental Non-compacted 40 cubic yard Drop-box	0	$ -	$ 115.13	$ 115.13	$ 4.03	$ -	$ 119.16	$ 119.16
	Non-compacted Drop-box Delivery Charge	0	$ -	$ 162.54	$ 162.54	$ 5.69	$ -	$ 168.23	$ 168.23
	Non-compacted Drop-box Haul Charge	0	$ -	$ 209.17	$ 209.17	$ 7.32	$ -	$ 216.49	$ 216.49
	Compacted Drop-box Delivery Charge	0	$ -	$ 203.17	$ 203.17	$ 7.11	$ -	$ 210.28	$ 210.28
	Compacted Drop-box Haul Charge	0	$ -	$ 256.05	$ 256.05	$ 8.96	$ -	$ 265.01	$ 265.01
	Drop-box Ancillary Fees								
	Return Trip	0	$ -	$ 33.86	$ 33.86	$ 1.19	$ -	$ 35.05	$ 35.05
	Stand-by Time (per minute)	0	$ -	$ 2.17	$ 2.17	$ 0.08	$ -	$ 2.24	$ 2.24
	Container cleaning (per yard of container size)	0	$ -	$ 13.54	$ 13.54	$ 0.47	$ -	$ 14.02	$ 14.02
	Drop-box directed to other facility (per one-way mile)	0	$ -	$ 4.06	$ 4.06	$ 0.14	$ -	$ 4.21	$ 4.21
	Service Level								
	2 Yard detachable Container	194	$ 22.17	$ 84.91	$ 107.08	$ 2.97	$ 24.26	$ 87.88	$ 112.14
Temporary Collection Hauling	4 Yard detachable container	388	$ 44.34	$ 102.11	$ 146.46	$ 3.57	$ 48.52	$ 105.69	$ 154.20
	6 Yard detachable container	582	$ 66.51	$ 119.30	$ 185.81	$ 4.18	$ 72.78	$ 123.48	$ 196.25
	8 Yard detachable container	776	$ 88.68	$ 136.50	$ 225.19	$ 4.78	$ 97.03	$ 141.28	$ 238.31
	Non-compacted 10 cubic yard Drop-box	0	$ -	$ 242.14	$ 242.14	$ 8.47	$ -	$ 250.62	$ 250.62
	Non-compacted 20 cubic yard Drop-box	0	$ -	$ 242.14	$ 242.14	$ 8.47	$ -	$ 250.62	$ 250.62
	Non-compacted 30 cubic yard Drop-box	0	$ -	$ 242.14	$ 242.14	$ 8.47	$ -	$ 250.62	$ 250.62
	Non-compacted 40 cubic yard Drop-box	0	$ -	$ 242.14	$ 242.14	$ 8.47	$ -	$ 250.62	$ 250.62
	Service Level								
	Daily Rental 2 Yard detachable container	0	$ -	$ 2.17	$ 2.17	$ 0.08	$ -	$ 2.24	$ 2.24
Temporary Collection Container Rental and Delivery	Daily Rental 4 Yard detachable container	0	$ -	$ 2.64	$ 2.64	$ 0.09	$ -	$ 2.73	$ 2.73
	Daily Rental 6 Yard detachable container	0	$ -	$ 3.12	$ 3.12	$ 0.11	$ -	$ 3.22	$ 3.22
	Daily Rental 8 Yard detachable container	0	$ -	$ 3.59	$ 3.59	$ 0.13	$ -	$ 3.72	$ 3.72
	Monthly rental 2 Yard detachable container	0	$ -	$ 43.34	$ 43.34	$ 1.52	$ -	$ 44.86	$ 44.86
	Monthly rental 4 Yard detachable container	0	$ -	$ 52.82	$ 52.82	$ 1.85	$ -	$ 54.67	$ 54.67
	Monthly Rental 6 Yard detachable container	0	$ -	$ 62.31	$ 62.31	$ 2.18	$ -	$ 64.49	$ 64.49
	Monthly Rental 8 Yard detachable container	0	$ -	$ 71.79	$ 71.79	$ 2.51	$ -	$ 74.30	$ 74.30
	Delivery Fee 2 to 8 Yard detachable container	0	$ -	$ 115.13	$ 115.13	$ 4.03	$ -	$ 119.16	$ 119.16
	Daily Rental Non-compacted 10 cubic yard Drop-box	0	$ -	$ 5.08	$ 5.08	$ 0.18	$ -	$ 5.26	$ 5.26
	Daily Rental Non-compacted 20 cubic yard Drop-box	0	$ -	$ 5.42	$ 5.42	$ 0.19	$ -	$ 5.61	$ 5.61
	Daily Rental Non-compacted 30 cubic yard Drop-box	0	$ -	$ 5.76	$ 5.76	$ 0.20	$ -	$ 5.96	$ 5.96
	Daily Rental Non-compacted 40 cubic yard Drop-box	0	$ -	$ 5.76	$ 5.76	$ 0.20	$ -	$ 5.96	$ 5.96
	Monthly Rental Non-compacted 10 cubic yard Drop-box	0	$ -	$ 101.59	$ 101.59	$ 3.56	$ -	$ 105.14	$ 105.14
	Monthly Rental Non-compacted 20 cubic yard Drop-box	0	$ -	$ 108.36	$ 108.36	$ 3.79	$ -	$ 112.15	$ 112.15
	Monthly Rental Non-compacted 30 cubic yard Drop-box	0	$ -	$ 115.13	$ 115.13	$ 4.03	$ -	$ 119.16	$ 119.16
	Monthly Rental Non-compacted 40 cubic yard Drop-box	0	$ -	$ 115.13	$ 115.13	$ 4.03	$ -	$ 119.16	$ 119.16
	Delivery Fee Non-compacted 10 to 40 cubic yard Drop-box	0	$ -	$ 182.86	$ 182.86	$ 6.40	$ -	$ 189.26	$ 189.26
Event Services									
	Delivery, provision, collection of a set of 3 carts (G, R &C)	0	$ -	$ 33.86	$ 33.86	$ 1.19	$ -	$ 35.05	$ 35.05
	Service								
Hourly Rates	Rear/Side-load packer + driver	0	$ -	$ 200.68	$ 200.68	$ 7.02	$ -	$ 207.70	$ 207.70
	Front-load packer + driver	0	$ -	$ 200.68	$ 200.68	$ 7.02	$ -	$ 207.70	$ 207.70
	Drop-box Truck + driver	0	$ -	$ 200.68	$ 200.68	$ 7.02	$ -	$ 207.70	$ 207.70
	Additional Labor (per person)	0	$ -	$ 95.55	$ 95.55	$ 3.34	$ -	$ 98.89	$ 98.89

MSW per ton (cost +10%)	$278.75