



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, February 12, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

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

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

HOW TO PARTICIPATE WITH ORAL COMMENTS:

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

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

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

As allowed by law, the Council may add and take action on items not listed on the agenda. For up-to-date information on agendas, please visit the City's website at www.cityofflp.gov

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

AGENDA

1. CALL TO ORDER: 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF AGENDA
4. PUBLIC COMMENTS

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

5. FINAL CONFIRMATION

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

B. Appointing Mike Veteransneck to the Lake Forest Park Parks & Recreation Advisory Board Position 7 (*partial term*)

6. PRESENTATIONS

A. Parks & Recreation Advisory Board Work Plan for 2026

7. PROCLAMATIONS

A. Recognizing February 19, 2026 as a Day of Remembrance

B. Recognizing February 12, 2026 as International Darwin Day

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. Consider Reappointments to the City's Advisory Bodies

B. January 22, 2026 City Council Regular Meeting Minutes

C. City Expenditures for the Period Ending February 12, 2026

9. ORDINANCES AND RESOLUTIONS FOR INTRODUCTION / REFERRAL

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

10. ORDINANCES AND RESOLUTIONS FOR COUNCIL DISCUSSION

- A.** Resolution 26-2061/Reaffirming the City of Lake Forest Park's commitment to community policing, de-escalation, and the protection of constitutional rights

11. ORDINANCES AND RESOLUTIONS FOR ACTION

- A.** Resolution 26-2064/Confirming the appointment of Nova Heaton as the Public Works Director

12. COUNCIL DISCUSSION AND ACTION

13. OTHER BUSINESS

14. COUNCIL COMMITTEE REPORTS

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

15. ADJOURN

FUTURE SCHEDULE

- Monday, February 16, 2026 – Presidents’ Day; *City Hall Closed*
- Thursday, February 19, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*
- Saturday, February 21, 2026, 9:00 a.m. City Council Retreat (*Fire Station 51, Kenmore*)
- Monday, February 23, 2026, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, February 26, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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

Section 5, Item A.



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Submission #55

Print Resend e-mails

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Submission information

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

Submitted by Visitor (not verified)

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

73.181.149.231

First Name

Joshua

Last Name

Anderson

Home Address

[Redacted]

Mailing Address (if different from above)

Phone Number

[Redacted]

Do you own property in Lake Forest Park?

No

Email


Board, Commission, Committee

Parks and Recreation Advisory Board

Years a Resident of this Municipality

9

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

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

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

Professional Experience:

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

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

Emergency Medical Services / Fire Service (2011–2019)

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

Current or Prior Experience on Boards/Commissions/Committees

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

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

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

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

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

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

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

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

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

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

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

Contributor, Local School Fundraisers (2021 - Present)

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

Participant, Farmers Market Engagement (2025)

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

Host, Public Community Events (2021 - Present)

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

Reasons for Wanting to Serve

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

Section 5, Item A.

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

Are you able to attend evening meetings?

Yes

Resume, Education, etc. (Optional)

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

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Municode - Connecting You and Your Community

Section 5, Item B.



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Submission #68

Print Resend e-mails

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Submission information

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

Submitted by Visitor (not verified)

Tue, 10/28/2025 - 9:36am

67.185.248.68

First Name

Mike

Last Name

Vetersneck

Home Address

[REDACTED]

Mailing Address (if different from above)

Phone Number

[REDACTED]

Do you own property in Lake Forest Park?

Yes

Email


Board, Commission, Committee

Parks and Recreation Advisory Board

Years a Resident of this Municipality

46

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

Graduate of the University of Montana in Missoula (Go Griz) 1976

I was a Commercial Underwriter for Safeco Insurance in Seattle 1979 to 1981

Sold packaging Supplies for Todd-Zenner Paper from 1981 to 1983 aprox

Sold Packaging Supplies for TR Zetco Packaging and Paper 1983 to 1995
aprox

Was a territory Manager for American Biltrite from New Jersey from 1995 to 2005

Currently I'm a Territory Manager for Tuff Industries from Garden Grove, CA 2005 until now.

Current or Prior Experience on Boards/Commissions/Committees

I was on the LFP Parks and Recreation Advisory Board with Linda Holman.

Dates are fuzzy but I remember it was during Maryjane Goss Mayoral term.

MaryJane asked me to apply. I can't remember how long I served but I remember doing a lot of activities.

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

Helped plant trees in Lake Forest Park on boulevards and right of ways that the Seattle City Light provided.

I have done small projects at almost every park in the city including Horizon Park, Grace Cole Park, Animal Acres Park, Boy Scout Park, Lyon Creek Park.

I have been one of the volunteers who sweep up leaves across the street from Brookside School on the sidewalk.

I have served under Linda Holman for a number of years making improvements at Animal Acres Master Gardeners area.

I constructed raise beds, a green bean trellis, supports for the grape vine and a

cedar fence Infront of the garden.

Also, Scott Bowen and I assembled the small storage shed on the property. Scott Walker provided the materials. I got help from my next-door neighbor, Scott Bowen on many of the projects.

Also, I have spent a lot of time and effort weeding and watering over the years.

Currently I am helping clean up Blue Heron Park with Linda Holman's group.

Reasons for Wanting to Serve

I have enjoyed my time giving back to the City of Lake Forest Park and I would like to continue.

I have gotten a lot of personal satisfaction doing volunteer work in this city and wish to continue.

Are you able to attend evening meetings?

Yes

Resume, Education, etc. (Optional)

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



Parks and Recreation Advisory Board 2026 Work Plan

Project Summary	Requests Outside Normal Meeting Hours or Funding
Park Master Plan – Vision, Planning, Design Implementation, and Community Programming of the Lakefront Property	May include meetings outside the normal PRAB Meetings and Staff Hours plus time for project review/presentations
Parks Social Media Presence – Increase Park Use/Recreation use via the City’s Social Media or eNews. (e.g. Monthly Park Spotlight)	No extra meetings outside of normal PRAB Meetings and Staff Hours
Increase Community Vitality & Recreation Opportunities – Bring back Yoga in the Parks, Continue Story Walks, Create Walking Tour/Routes, Pickleball Opportunities, etc.	May include meetings outside the normal PRAB Meetings and Staff Hours plus time for event activities
PRAB Community Participation – Join an established community event to host an activity that embraces community vitality, recreation, or provide information on parks/opportunities (e.g. Picnic in the Park activity or booth)	May include meetings outside the normal PRAB Meetings and Staff Hours plus time for event activities
Advise Council and Boards/Commissions/Committees – Provide recommendations to Council and other City Boards/Commissions/Committees on issues that intersect with Parks and Recreation	May include meetings outside the normal PRAB Meetings and Staff Hours for other meetings
Park Property Inventory Map Update – Update current inventory of park properties to provide an updated map	No extra meetings outside of normal PRAB Meetings, additional Staff Hours may be needed and funding for project



Approval Date: January 27, 2026



PROCLAMATION

WHEREAS, on February 19, 1942, President Franklin D. Roosevelt issued Executive Order 9066, which authorized the United States military to forcibly remove and incarcerate more than 120,000 persons of Japanese ancestry from the West Coast, including 12,000 Japanese American residents of Washington State; and

WHEREAS, the first civilian evacuation order gave Japanese Americans from Bainbridge Island less than one week to leave behind homes, personal belongings, farms, businesses, friends, and family and report to hastily constructed detention centers like Camp Harmony on the grounds of the Washington State fair in Puyallup; and

WHEREAS, this drastic course of action allegedly aimed to prevent acts of espionage and sabotage by Japanese Americans who were deemed untrustworthy and disloyal to the United States; and

WHEREAS, on March 23, 1943, the War Department organized a segregated unit of Japanese Americans, many of whom reported for military duty from the concentration camps surrounded by barbed wire in which they and their families were detained; and

WHEREAS, more than 12,000 volunteers responded to questions about their loyalty and patriotism by amassing a battle record unparalleled in the United States military history with a casualty rate of 314% and earning a collective 7 Presidential Unit Citations, 21 Medals of Honor, 29 Distinguished Service Crosses, 1 Distinguished Service Medal, 588 Silver Stars, more than 4,000 Bronze Stars, 22 Legion of Merit Medals, 145 Soldier's Medals, 9,486 Purple Hearts, 1 decoration from France and Italy, and, in 2010, the Congressional Gold Medal; and

WHEREAS, in 1982, the Congressional commission on wartime relocation and internment of civilians found "no military or security reason for the internment" of persons of Japanese ancestry, but determined the cause of the incarceration as "racial prejudice, war hysteria, and a failure of political leadership"; and

WHEREAS, through this travesty of justice, Japanese Americans suffered immense economic loss of property and assets, immeasurable physical and psychological harm, and were deprived of their constitutional liberties without due process of law; and

WHEREAS, in 1979, Washington State Congressman Mike Lowry introduced H.R. 5977 to provide reparations and an apology to the Japanese American incarcerated, thus initiating a ten-year legislative quest that ended when President Ronald Reagan signed the Civil Liberties Act of 1988; and

WHEREAS, throughout Washington State, the last remaining survivors of the European and Asian Pacific battlefields of World War II and of American incarceration camps live their golden years in quiet contrast to their extraordinary acts of conscience and valor while all of America continues to benefit from their heroic patriotism; and

WHEREAS, there were no Japanese or Japanese American residents in the Lake Forest Park development due to restrictive racial covenants, and there were several families of Japanese descent within the current Lake Forest Park city limits who were relocated;

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park pause to acknowledge the anniversary of the signing of Executive Order 9066; to recognize and remember Japanese American veterans, incarcerated, and civil rights activists from the State of Washington, and to honor the lessons and blessings of liberty and justice for all and to proclaim February 19, 2026, as

DAY OF REMEMBRANCE

in the City of Lake Forest Park, and we urge all citizens to join us in this special observance.

Signed this 12th day of February 2026

Tom French, Mayor



PROCLAMATION

WHEREAS, February 12 is the anniversary of the birth of Charles Darwin in 1809; and

WHEREAS, Charles Darwin is recognized for the discovery of natural selection as the mechanism by which biological evolution occurs; and

WHEREAS, Darwin’s discovery of natural selection continues to serve as the foundation for ongoing advances in science, health, philosophy, art, education, and many other areas of modern life, informing our responses to climate change and the biodiversity crisis, shaping research on new cancer treatments and space probes, guiding urban planning and the development of AI systems; and

WHEREAS, Darwin’s strength of character is evident in the great courage, wisdom, and honesty required to explore and publish the findings supporting natural selection as the mechanism by which biological evolution occurs and the relatedness of all life on Earth; and

WHEREAS, the anniversary of Darwin’s birthday is an appropriate period on which to celebrate, reflect, and act on the principles of intellectual bravery, perpetual curiosity, and hunger for truth, which contribute to the well-being of all people and to promote the use of the best available science to address the challenges facing our society; and

WHEREAS, Charles Darwin wrote that “there is a grandeur in this view of life, with its several powers, having been originally breathed into a few forms or into one; and that, whilst this planet has gone cycling on according to the fixed law of gravity, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved”; and

WHEREAS, the City of Lake Forest Park is rightfully proud of its commitment to biodiversity, ecology, human ingenuity, and scientific integrity, of the benefits that science has brought to our community, and of the many contributions our community members have made to the Darwinian sciences and our understanding of the natural world.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim Thursday, February 12, 2026 to be

INTERNATIONAL DARWIN DAY

in the City of Lake Forest Park and urge all residents to join in this special observance.

Signed this 12th day of February 2026

Tom French, Mayor



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date February 12, 2026

Originating Department Municipal Services

Contact Person Matt McLean, City Clerk

Title Consider Reappointments to the City’s Advisory Bodies

Legislative History

- First Presentation February 12, 2026 Council Meeting

Attachments - none

Executive Summary

Several positions on the city’s boards, commissions, and committees expire on February 28, 2026. In addition, there are currently several vacancies, one of which is a partial-term position with a term expiration in 2027.

The positions addressed in this agenda item are only those where incumbents whose terms expire on February 28, 2026, and have expressed interest in being reappointed. Regarding the currently vacant positions, the Mayor and appropriate city leadership continue to conduct interviews with applicants and will make recommendations to the Council at future meetings.

Background

Per LFPMC 2.22, terms are limited to two consecutive full-term appointments, except in “extenuating circumstances where the city council finds it is in the best interest of the city to allow for reappointment for an additional term.”

Staff has determined the incumbents’ interest, and the Mayor recommends the Council confirm the following reappointments:

- **Planning Commission (9 members, 3-year terms)**
 - Position 4, Cherie Finazzo – finishing 1st full term; Mayor recommends reappointment to a 2nd full term that would expire 2/28/2029
 - Position 6, Sam Castic - finishing 1st full term; Mayor recommends reappointment to a 2nd full term that would expire 2/28/2029

- **Tree Board (8 members, 3-year terms)**
 - Position 3, Mark Phillips – finishing a partial term; Mayor recommends reappointment to a 1st full term that would expire 2/28/2029
 - Position 4, Richard Saunders – finishing a partial term; Mayor recommends reappointment tot a 1st full term that would expire 2/28/20289

- **Parks and Recreation Advisory Board (7 members, 3-year terms)**
 - Position 5, Maurice Jones, Jr. – finishing 1st partial term; Mayor recommends reappointment to a 1st full term that would expire 2/28/2029
 - Position 4, Tyler Dittman – with the Lakefront Park Project continuing, the Mayor recommends extending Mr. Dittman’s term beyond his second term for an additional 3 years. This keeps knowledge and experience on the Board through the Lakefront Park Project.

Fiscal & Policy Implications

Keeping the City’s advisory body membership as full as possible helps mitigate the risk of meetings being canceled due to a lack of quorum. In addition to reappointing interested incumbents to their current positions, the administration is actively recruiting applicants, who are then interviewed by the Mayor.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Reappoint interested incumbents 	Helps keep the advisory bodies more fully staffed
<ul style="list-style-type: none"> • Do not reappoint incumbents 	Risk of meetings canceled due to lack of a quorum, as well as loss of established members with background knowledge of ongoing issues
<ul style="list-style-type: none"> • Continue to recruit to fill the currently vacant positions 	Following interviews and the Mayor’s recommendation, confirm new appointments to fill existing vacancies as quickly as possible

Staff Recommendation

Confirm the Mayor’s appointments as listed above.

**CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
January 22, 2026**

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

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

Councilmembers absent: none

Staff present: Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Lindsey Vaughn, Finance Director; Mike Harden, Police Chief; Mark Hofman, Community Development Director; Ross Adams, Police Commander; Matt McLean, City Clerk

Others present: Ann Marie Soto, Madrona Law
38 visitors

CALL TO ORDER

Deputy Mayor Furutani called the regular City Council meeting of January 22, 2026, to order at 7:00 p.m.

FLAG SALUTE

Vice Chair Goldman led the Pledge of Allegiance.

ADOPTION OF AGENDA

Deputy Mayor Furutani moved to amend the agenda and move item 6.A: Honoring and Thanking Craig Teschlog – Police Department Officer to precede item 4: Public Hearing and remove item 14: Executive Session – Consideration of the acquisition of real estate purchase or lease pursuant to RCW 42.30.110(1)(b). **Vice Chair Goldman seconded. The motion to approve the agenda as amended carried unanimously.**

PRESENTATION

Honoring and Thanking Craig Teschlog – Police Department Officer

Chief Harden gave a brief presentation honoring and thanking retiring Officer Craig Teschlog.

Mr. Teschlog shared brief comments.

1 Cmbr. Saunders arrived at 7:10 p.m. via Zoom.

2

3 **PUBLIC HEARING**

4

5 **Public Hearing on Resolution 26-2062/Considering Whether to Take a Position on Shoreline**
6 **School District Proposition Nos. 1 and 2**

7

8 Ryan Nute gave a brief presentation for the Pro committee.

9

10 No one representing the Con committee was present, but the Council did receive written
11 comments from Nate Herzog.

12

13 Shoreline School District Superintendent Susanna Reyes was present and responded to Council
14 questions.

15

16 Deputy Mayor Furutani opened the Hearing for public comments.

17

18 Chrissy Francescutti provided comments in favor of supporting the school levies.

19

20 The Council received written comments from Malorie Larson in support of the school levies.

21

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

24

25 **Consideration, Discussion and/or Action on Resolution 26-2062/Considering Whether to Take**
26 **a Position on Shoreline School District Proposition Nos. 1 and 2**

27

28 **Cmbr. Riddle moved** to approve Resolution 26-2062/In Support of Shoreline School
29 District No. 412 2026 Ballot Measures- Proposition No. 1 for Educational Programs and
30 Operations; and Proposition No. 2 for Capital Levy for Technology Improvements and
31 Support. **Cmbr. Rosenau seconded. The motion carried unanimously.**

32

33 **PUBLIC COMMENT**

34

35 Deputy Mayor Furutani invited comments from the public.

36

- 37 • Phillipa Kassover provided comments regarding Resolution 26-2061

38

39 Deputy Mayor Furutani read the following names that provided written comments:

- 40 • Chris Clasen regarding Resolution 26-2061

41

42 With no one else in the audience wishing to speak, Deputy Mayor Furutani closed the public
43 comment period.

44

1 **PRESENTATION**

2

3 **Presentation of the Open Public Meetings Act (OPMA) and Public Records Act (PRA)**

4

5 Ann Marie Soto from Madrona Law gave a presentation on the Public Records Act and Open
6 Public Meetings Act.

7

8 **PROCLAMATIONS**

9

10 **Recognizing February 2026 as Black History Month**

11

12 Cmbr. Rosenau read the proclamation.

13

14 **FINAL CONFIRMATION**

15

16 **Appointing Kyle Gati to the Lake Forest Park Tree Board Position No. 5**

17

18 Council interviewed Tree Board candidate Kyle Gati.

19

20 **Vice Chair Goldman moved** to appoint Kyle Gati to Tree Board Position No. 5. **Cmbr.**
21 **Riddle seconded. The motion carried unanimously.**

22

23 **Appointing Marty Ross to the Lake Forest Park Planning Commission Position No. 1 (partial**
24 **term)**

25

26 Council interviewed Planning Commission candidate Marty Ross.

27

28 **Cmbr. Riddle moved** to appoint Marty Ross to the Planning Commission. **Vice Chair**
29 **Goldman seconded. The motion carried unanimously.**

30

31 **CONSENT CALENDAR**

32

33 **Cmbr Riddle moved** to approve the Consent Calendar. **Cmbr. Goode seconded. The**
34 **motion to approve the Consent Calendar carried unanimously.**

35

- 36 A. December 11, 2025 City Council Regular Meeting Minutes
- 37 B. January 8, 2026 City Council Work Session Minutes
- 38 C. January 8, 2026 City Council Regular Meeting Minutes
- 39 D. January 13, 2026 Special joint Meeting of the City Council and Planning Commission
40 Meeting Minutes
- 41 E. A Payroll Check dated 1/9/2026 Claim Fund Check No. 88702 in the amount of \$734.16,
42 a Pre-paid Accounts Payable dated 1/13/2026 Claim Fund Check Nos. 88703 in the
43 amount of \$17,377.36, a Pre-paid Accounts Payable dated 12/30/2025 Claim Fund
44 Check Nos. 88725 through 88777 in the amount of \$311,965.69, an Accounts Payable

1 dated 1/22/2026 Claim Fund Check Nos. 88704 through 88724 in the amount of
2 \$294,455.18, and a 1/8/2026 Direct Deposit transaction in the amount of \$240,796.65.
3 Additional approved transactions: Elavon, \$1,040.22; Invoice Cloud, \$1,568.70; Wex
4 Bank-Chevron, \$153.23

5 F. Resolution 26-2060/Authorizing the Purchase of an Emergency Management Response
6 Vehicle for Northshore Emergency Management Coalition (NEMCo)

7 G. Resolution 26-2054/Authorizing the Mayor to Sign the Washington State Department of
8 Ecology 2025-2027 Water Quality Stormwater Capacity Agreement

9 H. Resolution 26-2056/Authorizing the Mayor to Sign Amendments 2 & 3 to the Interlocal
10 Cooperation Agreement Between King County and the City of Lake Forest Park for
11 Conservation Futures-Funded Open Space Acquisition Projects

12 I. Resolution 26-2058/Authorizing the Mayor to Execute the Parks Property Tax Levy
13 Agreement with King County to Support Parks Development, Maintenance, and
14 Programs within the City of Lake Forest Park

15

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

17

18 **Resolution 26-2059/Authorizing the Mayor to Sign a Second Modification to the Interlocal**
19 **Agreement Establishing the Independent Force Investigation Team – King County (IFIT-KC) in**
20 **Order to Add the Seattle Police Department as a Member Agency**

21

22 Chief Harden and Commander Adams gave a brief presentation and responded to Council
23 questions.

24

25 Cmr. Saunders left the meeting at 9:35 p.m.

26

27 **Cmbr. Riddle moved** to waive the three-touch rule regarding Resolution 26-
28 2059/Authorizing the Mayor to Sign a Second Modification to the Interlocal Agreement
29 Establishing the Independent Force Investigation Team – King County (IFIT-KC) in Order
30 to Add the Seattle Police Department as a Member Agency. **Cmbr. Goode seconded. The**
31 **motion to waive the three-touch rule carried unanimously.**

32

33 **Cmbr. Riddle moved** to approve Resolution 26-2059. **Cmbr. Goode seconded. The**
34 **motion to approve Resolution 26-2059 carried unanimously.**

35

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

38

39 Cmr. Rosenau introduced the item. Deputy Mayor Furutani opened a Council discussion
40 regarding Resolution 26-2061/Reaffirming the City of Lake Forest Park’s Commitment to
41 Community Policing, De-escalation, and the Protection of Constitutional Rights.

42

43 This will be brought back at future meetings.

1 **COUNCIL DISCUSSION AND ACTION**

2
3 Deputy Mayor Furutani requested volunteers for a sub-committee to review the Council
4 Governance Manual.

5
6 Cmbrs. Riddle, Goode, and Vice Chair Goldman volunteered to be on the Governance Manual
7 sub-committee.

8
9 Deputy Mayor Furutani moved to appoint Cmbr. Rosenau as the Council Liaison to the Planning
10 Commission. Cmbr. Muilenburg seconded. The motion carried unanimously.

11
12 Deputy Mayor Furutani moved to appoint Cmbr. Muilenburg as the Council Liaison to the Parks
13 and Recreation Advisory Board. Vice Chair Goldman seconded. The motion carried
14 unanimously.

15
16 **COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS**

17
18 Councilmembers reported on meetings they had attended.

19
20 Administrator Hill gave a brief report.

21
22 **ADJOURNMENT**

23
24 There being no further business, Deputy Mayor Furutani adjourned the meeting at 10:00 p.m.

25
26
27
28 _____
29 Tracy Furutani, Deputy Mayor

30
31
32
33 _____
34 Matt McLean, City Clerk

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
02/12/26

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, an Accounts Payable Dated 02/12/2026 CLAIM FUND Check Nos. 88778 through 88842 in the amount of \$413,843.20, a 1/08/26 PAYROLL FUND ACH transaction in the amount of \$250,906.66, a 1/23/26 PAYROLL FUND ACH transaction in the amount of \$198,052.83, a 1/23/26 DIRECT DEPOSIT transaction in the amount of \$226,410.51, and a 2/06/26 DIRECT DEPOSIT transaction in the amount of \$260,352.13, are approved for payment this 12th day of February 2026.

Additional approved transactions are:

- ACH transaction State of Washington in the amount of \$770.40
- ACH transaction State of Washington in the amount of \$9,148.89
- ACH transaction US Bank Statement in the amount of \$85,918.10

Total approved claim fund transactions: \$1,485,402.72

City Clerk

Mayor

Finance Committee

Accounts Payable

Check Register Totals Only



User: sschindele
 Printed: 2/6/2026 - 11:17 AM
 Batch: 00012.02.2026 - AP 02.12.26

Check	Date	Vendor No	Vendor Name	Amount	Voucher
88778	02/12/2026	ALLBATT	All Battery Sales & Service Inc.	191.99	88778
88779	02/12/2026	AURORARE	Aurora Rents, Inc.	1,700.91	88779
88780	02/12/2026	UB*00770	Gary Bass	71.05	88780
88781	02/12/2026	UB*00766	Mark Blaisdell	32.30	88781
88782	02/12/2026	BRAYCHRI	Christine Bray	103.31	88782
88783	02/12/2026	CADENAM	Michael Cadena	178.75	88783
88784	02/12/2026	CADMAN	Cadman Materials, Inc.	786.16	88784
88785	02/12/2026	CANONUSA	Canon U.S.A.	1,313.76	88785
88786	02/12/2026	CHROMEG	Chrome General Contracting Inc	2,163.41	88786
88787	02/12/2026	CINTASFI	Cintas First Aid & Safety	237.69	88787
88788	02/12/2026	UB*00767	Sally and Kevin Clements	77.51	88788
88789	02/12/2026	CORRECT	Correct Equipment, Inc	854.22	88789
88790	02/12/2026	CORRIND	Correctional Industires	766.59	88790
88791	02/12/2026	CREATIVH	Creative House Branding LLC	76.45	88791
88792	02/12/2026	DELUXE	Deluxe Corporation	264.70	88792
88793	02/12/2026	FABULOUS	Fabulous Cleaners	884.40	88793
88794	02/12/2026	GALLS	Galls, LLC	7.32	88794
88795	02/12/2026	WHISTLE	Attn: Accounts Receivable GCP WW	200.00	88795
88796	02/12/2026	GORDONTH	Gordon Thomas Honeywell Gov't. Aff	3,245.00	88796
88797	02/12/2026	NEOGOV	GovernmentJobs.com, Inc	6,619.27	88797
88798	02/12/2026	GULATIP	Puneeta Gulati	126.00	88798
88799	02/12/2026	HAMLINEU	Hamline University	2,987.33	88799
88800	02/12/2026	UB*00768	Helen Sun Trust	53.29	88800
88801	02/12/2026	JETCITY	Jet City Printing, Inc.	1,299.34	88801
88802	02/12/2026	JOHNSTON	Johnston Group, LLC	7,850.00	88802
88803	02/12/2026	KimY	Younghee Kim	140.00	88803
88804	02/12/2026	KCROAD	King County Finance	304.42	88804
88805	02/12/2026	KCVICTIM	King County Finance	78.11	88805
88806	02/12/2026	KCSEWER	King County Finance & Business	255,903.44	88806
88807	02/12/2026	KCRECORD	King County Recorders Office	609.00	88807
88808	02/12/2026	UB*00763	Lauren-Hanson	32.30	88808
88809	02/12/2026	LAWOFF	Law Offices of Christian W. Smith	300.00	88809
88810	02/12/2026	PUBSAFPS	LEPS-PSS, PLLC	480.00	88810
88811	02/12/2026	LFP COURT	LFP Municipal Court	90.00	88811
88812	02/12/2026	MOORES	Shannon Moore	43.83	88812
88813	02/12/2026	MWINTERP	MW Interpreting LLC	170.00	88813
88814	02/12/2026	NAVIA-1	Navia Benefit Solutions	300.00	88814
88815	02/12/2026	NORTHUTI	Northshore Utility District	17,542.98	88815
88816	02/12/2026	OREILLY	O'Reilly Automotive Stores, Inc.	73.88	88816
88817	02/12/2026	PACEENG	PACE Engineers, Inc.	9,509.05	88817
88818	02/12/2026	PACOFFA	Pacific Office Automation	74.98	88818
88819	02/12/2026	PEERLESS	Peerless Network, Inc	1,049.24	88819
88820	02/12/2026	PLYWOOD	Plywood Supply, Inc.	708.52	88820
88821	02/12/2026	PUBSAFTE	Public Safety Testing, Inc.	13.00	88821
88822	02/12/2026	PSCAA	Puget Sound Clean Air Agency	14,870.00	88822
88823	02/12/2026	PSE	Puget Sound Energy	820.31	88823
88824	02/12/2026	RESGROUP	RES Group NW LLC	1,257.71	88824
88825	02/12/2026	ROBHALF	Robert Half International, Inc.	2,445.60	88825
88826	02/12/2026	UB*00765	Jinny Robison	182.48	88826
88827	02/12/2026	SALASB	Benjamin Salas	455.00	88827

Check	Date	Vendor No	Vendor Name	Amount	Voucher
88828	02/12/2026	SECURITE	Securite Gun Club, LLC	1,323.60	88828
88829	02/12/2026	SISKUN	Siskun, Inc.	603.36	88829
88830	02/12/2026	SNOCOBED	Snohomish Co Sheriff's Office	9,339.65	88830
88831	02/12/2026	STAPLES	Staples Advantage	1,175.59	88831
88832	02/12/2026	STATEFIN	State Treasurer's Office	10,111.93	88832
88833	02/12/2026	SMHINC	Stewart MacNichols Harmell, Inc., P.S	10,000.00	88833
88834	02/12/2026	SHERWIN	The Sherwin-Williams	175.37	88834
88835	02/12/2026	UB*00769	Bill Thompson	87.20	88835
88836	02/12/2026	TKELEVAT	TK Elevator Corporation	1,040.21	88836
88837	02/12/2026	TRANSSOL	Transportation Solutions Inc	14,620.53	88837
88838	02/12/2026	FILELOCA	WA Multi-City Business License & Ta	17,384.00	88838
88839	02/12/2026	WALLYS	Wally's Towing, Inc.	164.24	88839
88840	02/12/2026	WASPC	Washington Association of Sheriffs &	2,245.00	88840
88841	02/12/2026	L&IELEV	Washington State Department of Labo	185.40	88841
88842	02/12/2026	WASTEMGT	Waste Management Northwest	5,842.52	88842
				<hr/> <hr/>	
Check Total:				413,843.20	
				<hr/> <hr/>	

Accounts Payable

Checks by Date - Summary by Check Date

User: tbaker@cityoffp.gov
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Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	01/08/2026	1,311.11
ACH	NAVIA	Navia Benefit Solutions, Inc.	01/08/2026	14,436.86
ACH	NAVIAFSA	Navia - FSA	01/08/2026	120.83
ACH	NAVIAHRA	Navia - HRA	01/08/2026	12,379.17
ACH	PFLTRUST	LFP PFL Trust Account	01/08/2026	3,908.85
ACH	TEAMDR	National D.R.I.V.E.	01/08/2026	4.45
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	01/08/2026	10,157.95
ACH	ZAWC	AWC	01/08/2026	53,050.71
ACH	ZEMPSEC	Employment Security Dept.	01/08/2026	674.66
ACH	ZEMPWACA	Wa.Cares Tax	01/08/2026	1,271.23
ACH	ZGUILD	LFP Employee Guild	01/08/2026	925.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	01/08/2026	40,790.62
ACH	ZL&I	Washington State Department of Labor & I	01/08/2026	9,521.15
ACH	ZLEOFF	Law Enforcement Retirement	01/08/2026	20,064.20
ACH	ZLFPIRS	Lake Forest Park/IRS	01/08/2026	50,843.94
ACH	ZPERS	Public Employees Retirement	01/08/2026	20,938.76
ACH	ZTEAM	Teamsters Local Union #117	01/08/2026	276.99
ACH	ZWATWT	Washington Teamsters Welfare Trust	01/08/2026	10,230.18
Total for 1/8/2026:				250,906.66
Report Total (18 checks):				250,906.66

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
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Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	01/23/2026	44,718.38
ACH	NAVIA	Navia Benefit Solutions, Inc.	01/23/2026	539.48
ACH	NAVIAFSA	Navia - FSA	01/23/2026	120.85
ACH	PFLTRUST	LFP PFL Trust Account	01/23/2026	3,627.01
ACH	TEAMDR	National D.R.I.V.E.	01/23/2026	4.45
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	01/23/2026	767.05
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	01/23/2026	10,451.15
ACH	ZAWC	AWC	01/23/2026	1,662.21
ACH	ZEMPSEC	Employment Security Dept.	01/23/2026	647.99
ACH	ZEMPWACA	Wa.Cares Tax	01/23/2026	1,176.54
ACH	ZGUILD	LFP Employee Guild	01/23/2026	925.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	01/23/2026	38,515.76
ACH	ZL&I	Washington State Department of Labor & I	01/23/2026	10,814.72
ACH	ZLEOFF	Law Enforcement Retirement	01/23/2026	17,250.79
ACH	ZLFPIRS	Lake Forest Park/IRS	01/23/2026	44,333.65
ACH	ZPERS	Public Employees Retirement	01/23/2026	21,716.91
ACH	ZTEAM	Teamsters Local Union #117	01/23/2026	286.67
ACH	ZWATWT	Washington Teamsters Welfare Trust	01/23/2026	494.22
Total for 1/23/2026:				198,052.83
Report Total (18 checks):				198,052.83

Bank Reconciliation

Section 8, Item C.

Checks by Date

User: sschindele
Printed: 02/06/2026 - 11:37AM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 01/23/2026 To 01/23/2026
Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	1/23/2026		DD 00523.01.2026	PR		226,410.51
Total Check Count:						1
Total Check Amount:						226,410.51

Bank Reconciliation

Section 8, Item C.



Checks by Date

User: sschindele
 Printed: 02/06/2026 - 11:40AM
 Bank Accounts: POperat
 System:
 Cleared and Not Cleared Checks
 Check Date: From 02/06/2026 To 02/06/2026
 Print ACH Checks: True

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	2/6/2026		DD 00506.02.2026	PR		260,352.13
Total Check Count:						1
Total Check Amount:						260,352.13

Clearing House

Electronic AP Proof List

User: sschindele
 Printed: 02/06/2026 - 11:20AM
 Sort By: Vendor Name
 Batch: 00001.02.2026



Source	Vendor	Name	Transfer/Route	Check Digit	Account Number	Amount
AP5 012-02-2026	STATELT	State of Washington,	/			770.40
AP5 012-02-2026	STATETAX	State of Washington,	1250/0010	5	153501701202	9,148.89
Records Printed: 2						<u>9,919.29</u>

Section 8, Item C.

Page

Accounts Payable

Checks by Date - Summary by Check Date

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
122503791	WRPA	Washington Recreation & Park Assoc.	12/11/2025	305.00
122503792	EVENT	EventBrite, Inc.	12/11/2025	219.78
122506011	AMAZON	Amazon Capital Services Inc	12/11/2025	123.89
122506012	AMAZON	Amazon Capital Services Inc	12/11/2025	59.58
122506311	JOBTARGE	JOBTARGET	12/11/2025	125.00
122506312	SOCHR	Society for Human Resource Mgmt.	12/11/2025	299.00
122506313	HIVISSUP	Hi Vis Supply	12/11/2025	398.56
122506314	LANDSEND	Lands' End	12/11/2025	477.96
122506315	AMAZON	Amazon Capital Services Inc	12/11/2025	590.69
122506316	LOGOUNLI	Logo Unlimited	12/11/2025	1,442.72
122506317	AMAZON	Amazon Capital Services Inc	12/11/2025	75.13
122506318	TRADERJO	Trader Joe's	12/11/2025	54.90
122506319	AMAZON	Amazon Capital Services Inc	12/11/2025	36.45
122509381	COSTCO	Costco Warehouse	12/11/2025	139.96
122509382	DOL	Vehicle Washington State Department of Li	12/11/2025	64.00
122509383	KCRECORD	King County Recorders Office	12/11/2025	311.66
122527511	AMAZON	Amazon Capital Services Inc	12/11/2025	1,759.30
122527512	AMAZON	Amazon Capital Services Inc	12/11/2025	436.43
122527513	MICROSOF	Microsoft Corporation	12/11/2025	291.19
122527514	AMAZON	Amazon Capital Services Inc	12/11/2025	16.75
122527515	AMAZON	Amazon Capital Services Inc	12/11/2025	73.50
122527516	AMAZON	Amazon Capital Services Inc	12/11/2025	14.33
122527517	WASABI	Wasabi Technologies, Inc	12/11/2025	105.72
122527881	NWCASCA	Northwest Cascade, Inc.	12/11/2025	185.05
122527882	NORTHCIT	North City Water District	12/11/2025	55.29
122527883	NORTHCIT	North City Water District	12/11/2025	120.35
122527884	INTEGPHN	Integra Telecom, Inc.	12/11/2025	1,262.27
122527885	KDHCONSU	KDH Consulting, Inc	12/11/2025	7,052.19
122527886	KDHCONSU	KDH Consulting, Inc	12/11/2025	12,204.70
122527887	SOUNDSEC	Sound Security Inc. (Sonitrol)	12/11/2025	1,498.62
122527888	NWCASCA	Northwest Cascade, Inc.	12/11/2025	201.55
122527889	SEALIGHT	Seattle City Light	12/11/2025	19.26
122529901	FBINAA	FBI National Academy FBINAA	12/11/2025	100.00
122529902	COPQUEST	CopQuest, Inc.	12/11/2025	13.45
122529903	FBINAA	FBI National Academy FBINAA	12/11/2025	160.00
122533461	PRICELIN	Priceline	12/11/2025	399.71
122533465	ALASKA	Alaska Air Group, Inc.	12/11/2025	791.60
122534641	KENNY'S	Kennys Auto Detail, Inc	12/11/2025	318.18
122534642	B&JTowin	B&J Towing LLC	12/11/2025	375.00
122534643	BOSTONHE	Boston Health Systems LLC	12/11/2025	88.00
122534644	AMREDCRC	American Red Cross	12/11/2025	400.00
122534645	AMREDCRC	American Red Cross	12/11/2025	80.00
122534646	READYHOU	Ready Hour	12/11/2025	493.60
122534647	AMAZON	Amazon Capital Services Inc	12/11/2025	437.54
122557001	ADOBE	Adobe Inc.	12/11/2025	-260.99
122557002	BLUEBEAM	Bluebeam Inc	12/11/2025	71.70
122560601	AMAZON	Amazon Capital Services Inc	12/11/2025	159.60

Check No	Vendor No	Vendor Name	Check Date	Check Amount
122560602	AMAZON	Amazon Capital Services Inc	12/11/2025	102.90
122560603	APWA	American Public Works Association	12/11/2025	15.00
122560604	AMAZON	Amazon Capital Services Inc	12/11/2025	28.26
122560605	AMAZON	Amazon Capital Services Inc	12/11/2025	104.65
122560606	SAFEWAY	Safeway	12/11/2025	70.02
122560607	AMAZON	Amazon Capital Services Inc	12/11/2025	11.01
122560608	AMAZON	Amazon Capital Services Inc	12/11/2025	308.72
122560609	AMAZON	Amazon Capital Services Inc	12/11/2025	156.86
122563111	AMAZON	Amazon Capital Services Inc	12/11/2025	425.67
122568881	GUARDIAN	Guardian Alliance Technologies, Inc	12/11/2025	40.00
122568882	GRAFIXS	Grafix Shoppe	12/11/2025	850.00
122568883	CHEWY	Chewy.com	12/11/2025	111.71
122578810	SEALIGHT	Seattle City Light	12/11/2025	255.49
122578811	SEALIGHT	Seattle City Light	12/11/2025	3,652.99
122578812	SEALIGHT	Seattle City Light	12/11/2025	41.35
122578813	FIRESYST	Fire Systems West, Inc.	12/11/2025	2,912.69
122578814	SOUNDSEC	Sound Security Inc. (Sonitrol)	12/11/2025	2,062.56
122578815	SMARSH	Smarsh	12/11/2025	2,718.43
122578816	NWCASCA	Northwest Cascade, Inc.	12/11/2025	439.07
122578817	NWCASCA	Northwest Cascade, Inc.	12/11/2025	526.11
122578818	SEALIGHT	Seattle City Light	12/11/2025	38.59
122578819	LEXISNEX	LexisNexis Risk Data Mgmt. Inc.	12/11/2025	145.03
122578820	SEATIMEA	The Seattle Times	12/11/2025	2,719.75
122578821	KDHCONSU	KDH Consulting, Inc	12/11/2025	215.09
122578822	COREC	Core Contractors Inc	12/11/2025	4,973.92
122578823	SEALIGHT	Seattle City Light	12/11/2025	266.12
122578824	SEALIGHT	Seattle City Light	12/11/2025	23,803.62
122578825	VERIZWIR	Verizon Wireless	12/11/2025	2,768.22
122578826	GOODTOGC	Good To Go	12/11/2025	2.50
122578827	STERICYL	Stericycle, Inc.	12/11/2025	76.11
122589531	MUNIRES	Municipal Research & Services Center	12/11/2025	180.00
122589532	AMAZON	Amazon Capital Services Inc	12/11/2025	16.68
122589533	GMSUPP	GM Supplies Ltd	12/11/2025	271.01
122589534	AWCCONF	Association of Washington Cities	12/11/2025	209.48
122589535	AWCCONF	Association of Washington Cities	12/11/2025	104.69
122589536	AMAZON	Amazon Capital Services Inc	12/11/2025	16.53
122589537	AWCCONF	Association of Washington Cities	12/11/2025	104.69
122596351	WEEBLY	Weebly	12/11/2025	53.90
122599151	GOODTOGC	Good To Go	12/11/2025	198.60
122599152	INGALLIN	Ingallina's Box Lunches	12/11/2025	560.07
122599153	FBILEEDA	FBI-LEEDA	12/11/2025	50.00
122599154	HILTOLY	Hilton Garden inn	12/11/2025	421.17
122599155	FULLSOUR	Fullsource	12/11/2025	28.61
122599156	WESTACE	Westlake Hardware WA-153	12/11/2025	71.08
122599157	TRUPANIO	Trupanion	12/11/2025	140.91
Total for 12/11/2025:				85,918.10
Report Total (92 checks):				85,918.10



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date February 12, 2026

Originating Department Community Development Department

Contact Person Cory Mattson, Community Programs Planner
Mark Hofman, Community Development Director

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

Legislative History

- First Presentation February 12, 2026

Attachments:

1. Resolution 26-2063/Authorizing the Mayor to Sign Amendment No. 1 to AG-24-026 with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project
2. Amendment No. 1 to AG-24-026 with Facet dated June 27, 2024
3. AG-24-026: Professional Services Agreement for Consultant Services with Facet for the Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project

Executive Summary

The City received a SEPA appeal request on the Determination of Nonsignificance with Mitigation Measures dated October 16, 2025. The hearing date for the appeal has been delayed to late February, necessitating an extension of the Phase 2 Lakefront Project contract with Facet (AG-24-026, Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project). City staff and the consultant are requesting to amend the contract, extending the Completion Date to December 31, 2026. No additional funding is requested at this time.

Background

The City retained Facet and its teaming partners (Consultant) for “Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting” (Project) located at 17337, 17345, and 17347 Beach Dr NE (parcels 403010-0050, -0035, and -0040), Lake Forest Park. The Project is intended to improve public waterfront access through the transition of a single-family residential property into a public waterfront park and integration of the property with an existing waterfront preserve.

This contract outlines the second phase of the Project (Phase 2) which will encompass design development, permitting, construction documentation, and bid support. Specific efforts will include project management; outreach and engagement; site assessments; design studies; design services; preparation of plans, specifications, and estimates (PS&E); permitting; and assistance during contractor bidding.

Fiscal & Policy Implications

The Phase 2 Facet contract (AG-24-026) is allocated in the current 2025-2026 Budget and should not exceed the original budgeted amount at this time. The project has been on hold for the hearing date and SEPA appeal and the amendment would allow the consultant to finish the contracted work following the conclusion of the hearing.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">Authorize the Mayor to sign the amendment for consultant services with Facet	The consultant will continue Phase 2 of the Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project
<ul style="list-style-type: none">Do not authorize the Mayor to sign the amendment for consultant services with Facet	The contract for Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project will expire

Staff Recommendation

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

RESOLUTION NO. 26-2063

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AMENDMENT NO 1 TO AG-24-026 WITH FACET AND THE CITY OF LAKE FOREST PARK FOR CONSULTANT SERVICES FOR THE PHASE 2 LAKEFRONT IMPROVEMENTS FOR DESIGN, ENGINEERING, ENVIRONMENTAL REVIEW, AND PERMITTING PROJECT

WHEREAS, promoting community vitality and a healthy environment are goals of the Lake Forest Park City Council’s Strategic Plan; and

WHEREAS, adding public water access for residents is a top priority of the City’s Parks, Recreation, Open Space, & Trails Plan; and

WHEREAS, the City acquired real property November 30, 2021 located at 17345 & 17347 Beach Dr. NE (KC Parcel No. 4030100040 and 4030100035) for future use as a public park and open space with recreation elements, access to the water, indoor and outdoor community gathering spaces, with expansion and enhancements of the Lyon Creek Waterfront Preserve (“Lake Front property”); and

WHEREAS, the City received a SEPA appeal request on the Determination of Nonsignificant with Mitigation Measures for the Lakefront Park Project that necessitates an extension of the agreement with Facet to complete the desired Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project.

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

Section 1. AUTHORIZATION . The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign Amendment No. 1 to the Professional Services Agreement with Facet, AG-24-026, for Phase 2 Lakefront Improvements for Design, Engineering, Environmental Review, and Permitting Project in substantially the same form as attached hereto 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 February 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean

FILED WITH THE CITY CLERK: January 26, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2063

Amendment No. 1 to the
Professional Services Agreement between the
City of Lake Forest Park and Facet
Dated June 27, 2024

The Professional Services Agreement between the City of Lake Forest Park and Facet NW, Inc., AG-24-026 (hereafter the "Agreement"), is amended by Amendment No. 1 and is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

- 1. Section 1 of the Agreement is hereby amended to change the completion date as follows:

Employment of Consultant.

...

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than ~~January~~ **December** 31, 2026, unless the completion date is extended in writing by the City ("Completion Date"). 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.

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

CITY OF LAKE FOREST PARK

FACET NW, INC.

Signed: _____

Signed: _____

Printed Name: Tom French

Printed Name: _____

Title: Mayor

Title: _____

Dated: _____

Dated: _____

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: Consultant Services with Facet for the Phase 2
Lakefront Improvements for Design, Engineering, Environmental
Review, and Permitting Project**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **Facet** (the "Consultant"), a Washington corporation, dated this 27th day of June, 2024.

Consultant Business: Facet NW, Inc.
Consultant Address: 9706 4th Ave NE, Suite 300, Seattle, WA 98115
Consultant Phone: (425)650-1332
Consultant Fax: (425)827-8136
Contact Name Erik Davido, President
Consultant e-mail: edavido@facetnw.com
Federal Employee ID No.: 91-1364393
Authorized City Representative Cory Roche, Environmental & Sustainability
for this contract: Specialist

WHEREAS, the City desires to prepare and continue improvements for development, engineering, environmental review, and permitting for the City's Lakefront Park Project Phase 2; and

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

WHEREAS, the City finds that Facet is qualified and experienced in preparing and continuing the desired improvement plans and other required work;

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 Consultant Services with Facet for the Lakefront Improvements for Design, Engineering, Environmental, and Permitting 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 Amber Mikluscak. 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 January 31, 2026, unless the completion date is extended in writing by the City ("Completion Date"). 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 Nine Thousand and Eight Hundred and Five Dollars (\$1,109,805.00) as shown on Exhibit A ("Total Compensation"), 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. The full scope of work described in Exhibit A Work shall be authorized in two (2) parts as described below:

1. Part 1 is work from contract beginning through December 31, 2024, or up to a maximum amount of Six Hundred Thousand Dollars (\$600,000.00), including labor fees and expenses, whichever occurs first. Consultant shall be authorized to proceed with Part 1 when issued written notice to proceed by the City.

2. Part 2 is the continuation of work from the end of Part 1 through Completion Date and up to the Total Compensation amount. Consultant shall not proceed with Part 2 without express written authorization from the City. The Parties acknowledge that performance of and payment for Part 2 is subject to the City obtaining funding. City is not obligated to proceed with Part 2.

An estimated schedule of the work described in Exhibit A Work is provided as Exhibit B Schedule.

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

D. 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 Cory Roche, Environmental and Sustainability Specialist croche@cityofffp.gov its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be

used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least 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 void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

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

City of Lake Forest Park
Attn: Cory Roche, Environmental and Sustainability Specialist
17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

Facet
Attn: Amber Mikluscak, Principal of Landscape Architecture
9706 4th Ave NE, Suite 300
Seattle, WA 98115
amikluscak@facetnw.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 date first above written

<p>CITY OF LAKE FOREST PARK WASHINGTON</p> <p>By: <u>Lorri Bodi</u> <small>Lorri Bodi (Jul 1, 2024 16:02 PDT)</small> Lorri Bodi, Deputy Mayor</p> <p>Date: June 27, 2024</p>	<p>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</p> <p>FACET</p> <p>By </p> <p>Typed/Printed Name: _____ Erik Davido</p> <p>Its _____ President</p> <p>Date: <u>7/2/2024</u></p>
<p>ATTEST:</p> <p><u>Matthew McLean</u> <small>Matthew McLean (Jun 28, 2024 12:29 PDT)</small> Matthew McLean, City Clerk</p> <p>Date: June 27, 2024</p>	
<p>APPROVED AS TO FORM:</p> <p><u>Kim A. Pratt</u> Kim Adams Pratt, City Attorney</p> <p>Date: <u>June 27, 2024</u></p>	



LAKE FOREST PARK LAKEFRONT IMPROVEMENTS – PHASE 2
CITY OF LAKE FOREST PARK

SCOPE OF WORK

Project Overview

The City of Lake Forest Park (City) has retained Facet and its teaming partners (Consultant) for “Lakefront Improvements Design, Engineering, Environmental, and Permitting” (Project) located at 17337, 17345, and 17347 Beach Dr NE (parcels 403010-0050, -0035, and -0040), Lake Forest Park. The Project is intended to improve public waterfront access through the transition of a newly acquired single-family residential property into a public waterfront park and integration of the property with an existing waterfront preserve.

This contract outlines the second phase of the Project, hereafter referred to as Phase 2, which will encompass design development, permitting, construction documentation, and bid support. Specific efforts will include project management; outreach and engagement; site assessments; design studies; design services; preparation of plans, specifications, and estimates (PS&E); permitting; and, assistance during contractor bidding.

Project Team

Facet, the prime consultant, will provide project management, community/stakeholder outreach and engagement, landscape architecture, civil engineering, structural engineering, marine engineering, and environmental documentation and permitting.

The project team will include the following subconsultants: Johnston Architects (architecture); Transportation Solutions, Inc., (traffic design and engineering); HWA Geosciences, Inc., (geotechnical engineering); Elcon Associates, Inc., (electrical engineering); ASM Affiliates (cultural resources); and, DCW Cost Management (cost estimation).

Subconsultant proposals for this phase of work are provided as Attachments A, B, C, D, E, and F.

Project Schedule

The City and Consultant propose the following timeline for Phase 2 of the Project. A detailed timeline including project milestones and delivery dates will be provided at the beginning of the Project Work and updated monthly throughout the project. **The estimated active duration of Phase 2 will be 18 months.** An estimated breakdown of the work is below. Note, some items will occur concurrently.

Phase 2: Design Development, Permitting, Construction Documentation, and Bidding (est. July 2024 – January 2026; timeline is contingent on funding and permitting)

- 50% PS&E – 12 weeks
- Permitting – 52 weeks
- 70% PS&E – 12 weeks
- 100% PS&E – 12 weeks
- IFC/Bid Set PS&E – 8 weeks

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- Bid Support – 9 weeks

Future Phases (Not in Contract): Construction Administration and Post Occupancy/Site Commissioning (est. January 2026 – March 2028; timeline is contingent on funding, permitting, and completion of phase 2)

- Construction Administration – 46 weeks
- Closeout – 6 weeks
- Post Occupancy/Site Commissioning – 52 weeks

Scope Summary

The Consultant anticipates providing the following Work elements under this Scope:

- Project management
- Stakeholder outreach and engagement
- Construction Documentation, including Plans, Specifications, and Estimate (PS&E) at 50%, 70%, 100%, and Issue-for-Construction (IFC)/Bid Set completion
- Environmental Documentation and Permitting
- Bid Support
- Sustainability Credential Support
- Future work anticipated as a contract supplement:
 - Construction Administration
 - Post-occupancy Support

Work Performed by the City

Throughout the duration of the Project, the City will perform services, furnish information, and answer questions as necessary to guide and complete the Project. The following services will be performed by the City:

- Provide accommodations as required for all stakeholder meetings throughout the life of this Scope.
- Provide City’s Divisions 0-1 and bid document templates for Public Works Projects.
- Provide the City’s drafting standards and library of standard details.
- Provide details, specifications, and finishes for preferred products and installation.
- Review and comment on all deliverables outlined in this Scope.
- Participate in meetings, reviews, and events as outlined in this Scope.

General Assumptions

The following are general project assumptions for the Scope.

- Phase 2 tasks will be performed in succession as laid out in the detailed project schedule. Delays in the Work completion may result in additional fees and services.
- If active work conducted on the Project extends for a period of more than 18 months, hourly rates may be adjusted to reflect current rates.
- Changes in the detail of Work beyond what is described in this Scope will be made as requested by the City and authorized by amendment as extra work.

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- Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.
- The Consultant will invoice the City on a monthly basis as Work is completed. If required, any special reporting of funds, such as may be required by State or Federal funding sources, will be handled entirely by the City.
- The City may supplement staffing needs with experts in particular subject matters (e.g., on-call consultants) to assist in the review process for all interim, draft, and final submittals. The experts will be an extension of City staff and will assist, as needed, in providing comments and the resolution of comment responses as part of the general review process for each submittal.
- All access permissions for completion of the Work will be obtained by the City.
- The Consultant is responsible only for meeting deadlines for their tasks and has no control over those portions of the schedule related to the tasks performed by the City or any third party. The Consultant will work with the City to the greatest extent feasible to maintain the overall Project schedule.
- Imperial units will be used for all project documents.
- The City project manager shall compile and organize all comments received from City departments and other reviewers and provide them to the Consultant as a single cohesive document. Any conflicting comments shall be identified and reconciled by the City project manager prior to delivery to the Consultant.
- Review should be completed in a timely manner, in the duration as specified in the Project Schedule, in one cycle. Consultant is not responsible for delays in Project Schedule resulting from delays in review. During review periods, the Consultant may move forward on tasks that do not rely on review results.
- After the first round of review comments is closed, additional comments received by the Consultant shall be considered as Consultant’s additional efforts in communicating, interpreting, and addressing those comments and shall be addressed in the following tasks. Any extra work which is not in Scope and triggered by these additional comments will be through amended Scope.

Exclusions

- Consultant services not specifically described in this Scope
- Permitting fees
- Printing of plans or specifications for permit submittal or other purposes
- Printing, mailing, distribution, and/or advertisement costs for general outreach, such as postcards, or any engagement or outreach materials intended for use outside of the community workshops
- Bid advertising costs

Scope of Work – Project Phase 2

The Consultant will provide plans, specifications, and cost estimates (PS&E) for the Project. This package will serve as the bid package contract documents to facilitate construction of the Project. The Work to be completed in Phase 2 is broken down into the following tasks for project reporting, billing, and accounting.

Lake Forest Park Lakefront Improvements – Phase 2

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- Task 1 – Project Management
- Task 2 – Stakeholder Engagement
- Task 3 – Design Services
 - 50% PS&E
 - 70% PS&E
 - 100% PS&E
 - Issue-for-Construction (IFC) / Bid Set PS&E
- Task 4 – Environmental Documentation & Permitting
- Task 5 – Bid Support
- Task 6 – Sustainability Credential Support

Task 1 – Project Management

This Task addresses administration of work from initiation to closure.

Project Management Plan Update

The Consultant will provide an update to the Project Management Plan completed in Phase 1. The plan includes these components:

- Project scope of work
- Project schedule
- Team roles, work assignments and organization
- List of team meetings needed for project coordination
- Communications protocols
- Required reporting for applicable grant funding
- Records management
- Change management and control procedures including Change Log
- Project safety plan
- Quality management plan
- Closeout of project
- Drafts of Consultant’s standard templates for meeting agenda and summaries

Project Oversight and Reporting

The Consultant project manager will provide direction to the Project team, including Subconsultants, and conduct Project coordination meetings with appropriate task leaders. The Consultant will coordinate the execution of the Project and meet regularly with the City project manager and staff.

The Consultant will provide direction to the Subconsultants and review their work over the course of the Project. Monthly monitoring of the subconsultant’s budget will occur over the course of the Project. Current status, as well as projections, will be developed. Consultant will monitor Subconsultant costs and budgets, and propose corrective actions, if necessary. This may include formal Scope and/or budget modifications which would require City approval in advance.

The Consultant’s project manager will monitor the Project planned budget versus actual progress. Consultant will prepare and submit an invoice and brief progress report monthly that reflects progress over the previous billing period and anticipated activities over the next billing period.

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The Consultant will provide Quality Assurance / Quality Control (hereafter as QA/QC) in accordance with the Consultant’s in-house QA/QC Plan and modified as needed to meet Project specific requirements. The Consultant is responsible for adhering to the QA/QC procedures for all phases of body of work that include but not limited to: computer modeling assumptions, input and output files, analysis approach, design calculations, reports, plans, specifications, and cost estimates; and pertinent information on an ongoing basis. The task entails the periodic review of study criteria, design, and assumptions, as well as concepts and presentation of product format; and documents that the overall Project objectives are being fulfilled.

Assumptions:

- The Consultant project manager and the City project manager will confer on project progress via telephone on a biweekly basis for the duration of the Project. Progress reports will be comprehensive and will describe all active contracts of the Project, including phases 1 and 2 and early works.
- As part of the biweekly calls with the Consultant project manager and City project manager, the Consultant will check in on quality management to ensure product quality aligns with City’s expectations, identifying and making corrective action(s), if needed.
- Consultant invoices will include a summary with a breakdown of hours, tasks, and descriptions of work completed.
- Internal project team coordination meetings will be held on a biweekly basis during Project duration. These meetings will be in addition to the coordination meetings held with the City.
- The Consultant project manager will maintain a reserve to accommodate additional quarterly meetings, either digital or in-person, with the principal-in-charge and City project manager, if needed.

Deliverables:

- Updated Project Management Plan
- Biweekly meetings with City project manager (Assumes up to 36 meetings)
- Monthly invoices and Progress Reports, including summary of biweekly meetings, emailed to the City in electronic (PDF) format. (Assumes 18 progress reports)
- Monthly updates to the project delivery schedule in electronic (PDF) format, included with monthly progress reports.

Task 2 – Stakeholder Engagement

This Task address communication and engagement with stakeholders external to the Project Team.

Stakeholder Engagement Plan Update

The Consultant will update the Stakeholder Engagement Plan developed in Phase 1 that outlines goals for who, when, why, and how stakeholders will be engaged. The plan will reference milestones in the Project Schedule and will outline stakeholder engagement responsibilities and expectations for both the Consultant and City staff. The plan will be submitted for review and approval by the City. Once approved, the Stakeholder Engagement Plan will serve as primary outline for collaborative stakeholder engagement through the duration of the current Project phase.

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Engagement Website

The Consultant will continue to host and update the public-facing website created in Phase 1 for the duration of the current Project phase. The website will serve as an online headquarters for the public to access project information, participate in virtual engagement activities, and register for or review materials from public engagement events. The Consultant will provide monthly website updates for the duration of the current Project phase.

Direct Engagement (up to 16 hours across all staff, including travel)

The Consultant will support the City in the direct engagement of individual stakeholders or members of specific stakeholder groups. Effort is anticipated to be informal small group meetings and communication by phone and email. Direct engagement may be in-person or virtual as resources allow. Direct engagement will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be referenced. Consultant will provide an informal summary of talking points or discussion highlights following each meeting.

Community Event Support (up to 12 hours across all staff, including travel)

The Consultant will support the City's engagement at pre-planned community events, such as farmers markets, concerts, picnics, or similar, up to the hours budgeted. Support may include graphics, materials, website updates, attendance, or other effort. Feedback received at community events will be collected, documented, and compiled by City staff. Consultant will not provide notes or summaries for community events.

Community Workshops (2)

The Consultant will support the City in the planning and facilitation of two workshops for community members. Workshops will be offered in hybrid format, with both an in-person component and an online survey component. In-person workshops may occur outside of working hours, but not on weekends. Select members of the Consultant Team representing design or technical specialties with direct relevance to the planned workshop focus will be in attendance. The Consultant will prepare and provide materials necessary for successful meeting implementation, such as graphics, presentations, engagement exercises, and hardcopy collateral. All materials and supplies will be billed at cost; as possible and feasible, the City may provide materials and supplies for use at community meetings. Feedback received at community charrettes will be collected, documented, and compiled by the Consultant. Consultant will provide a summary of talking points, discussion highlights, and feedback received following each community workshop.

Official Meetings (12)

The Consultant will support the City at a total of twelve (12) pre-scheduled official meetings occurring in-person during and outside of working hours, but not occurring on weekends. Official meetings are assumed to include:

- Up to six (6) meetings of the Parks and Recreation Board (PRAB) (roughly one meeting per quarter for 18-month project duration)
- Up to six (6) meetings of the City Council (roughly one meeting per quarter for 18-month project duration)

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A PowerPoint presentation will be developed each quarter for use at the PRAB and Council meetings; refinements or updates may be made prior to each meeting. Official meetings will not require preparation of other custom materials, graphics, or documentation; however, materials already prepared under other tasks may be compiled for reference at official meetings. Consultant will provide a summary of talking points, discussion highlights, and feedback received following each official meeting.

Assumptions:

- Stakeholder engagement will be a collaboration between Consultant and City staff. Where required or as requested, essential activities, such as scheduling, promotions, printing and mailing, accessibility accommodations, translation services, and direct stakeholder outreach will be led by the City. Attendance and facilitation will be performed jointly by Consultant and City staff, as appropriate. Production of stakeholder engagement materials, including graphics and digital format materials, will be led by the Consultant.
- Consultant stakeholder engagement activities will be limited to the level of effort represented in the Project budget.
- Website hosting fees will be expensed to the project budget for a term of two (2) years from initial website expiration (July 28, 2024). At Project completion and at the City's request, website and domain ownership will be transferred to the City.
- Website maintenance will be provided for the planned project duration of eighteen (18) months.
- Social media and email promotions will be handled by the City using the City's existing accounts. No new or custom social media accounts, email accounts, or campaigns will be performed by the Consultant unless explicitly stated above; however, the Consultant may repost or cross post Project promotions to its existing social media accounts if tagged in the City's posts.
- The Consultant will endeavor to have certain staff members present at specific engagement events; however, based on individual staff commitments and schedules, some substitution of staff may occur. If alternate staff are in attendance, they will be qualified to speak about relevant design or technical issues, and they will be up-to-speed on Project status and issues.

Deliverables:

- Updated Stakeholder Engagement Plan
- Engagement website, including eighteen (18) months of maintenance and two (2) years of hosting
- Stakeholder meetings, as described above

Task 3 – Design Services

The Consultant will provide design services adequate to produce plans, specifications, and estimates (PS&E) at the following completion milestones: 50%, 70%, 100% and IFC/Bid. Graphics for interpretive elements will be iterated on the same milestones. Review drafts for interpretive elements will be provided along with each design submittal package.

Each plan set submittal shall provide a graphic description of the proposed work with sufficient detail to show proposed improvements including but not limited to site improvement details, architectural elements, shoreline and dock improvements, Beach Drive frontage right-of-way needs, and impacts to environmental resources and utilities within the project limits.

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Plans will be developed in AutoCAD using the topographic survey that shows right-of-way, existing utilities, and surface features. Plans will be developed using City drafting standards, if required. Site plans will be drawn at 1" = 20' or at a scale that will provide sufficient detail to communicate the improvements.

The Plans are anticipated to consist of the following sheets, but not limited to:

Sheet Title	Est. Sheet Count	% Milestone Where Sheet is First Provided	Prepared by
General Sheets (Cover, Notes, symbols, etc.)	3	50	Facet
Site Survey	1	50	APS Survey & Mapping
TESC Plan	2	50	Facet
Tree Protection Plan	2	50	Facet
Site Demolition Plan	2	50	Facet
Building Demolition Plan	2	50	JA
Site Plan	1	50	Facet
Site Grading Plan*	4	70	Facet
Site Grading Profiles and Details	4	70	Facet
Site Drainage Plan	4	50	Facet
Site Drainage Profiles and Details	4	70	Facet
Site Utilities Plan (water & sewer)	6	50	Facet
Site Utilities Details	4	70	Facet
Site Electrical Plan	1	70	Elcon
Site Electrical Details	4	70	Elcon
Right-of-way Improvement Plan	2	70	TSI
Right-of-Way Channelization and Signage Plan	4	70	TSI
Architectural Demolition and Salvage Plans	6	50	JA
Architectural Drawings	20	50	JA
Architectural Details	20	100	JA
Structural architectural details	2	70	Facet
Dock Drawings**	2	50	Facet
Structural Dock Drawings**	4	50	Facet
Dock Details	4	70	Facet
Site Layout Plan	2	100	Facet
Soil Preparation Plan and Details	2	70	Facet
Lighting and Illumination Plan and Details	4	100	Facet
Site Planting Plan and Details	5	70	Facet
Site Irrigation Plan and Details	5	100	Facet

Lake Forest Park Lakefront Improvements – Phase 2

Scope of Work

Facet | 2303.0834.02

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Sheet Title	Est. Sheet Count	% Milestone Where Sheet is First Provided	Prepared by
Site Details	10	100	Facet
Misc Sheets	4	100	All

*Grading for Shoreline Improvements will be prepared to a level of detail for submittal of Section 401 (USACE) permitting

**At 50%, dock drawings shall be prepared to a level of detail suitable for submittal for Section 401 (USACE) Permitting

Assumptions:

- Unless noted differently above, each plan development will iterate on the milestone schedule of 50%, 70%, 100%, and IFC/Bid Set.
- Graphics for up to three interpretive elements will be provided with the design documentation.
- If included, floating dock features will be provided as performance specified features.
- Comments received from the City’s review of each milestone submittal will be incorporated into the subsequent milestone submittal.
- Plan, specifications, and cost estimate deliverables will be administered through the project SharePoint site. City comments will be collected and documented via Bluebeam Sessions, unless otherwise noted. Bluebeam reviews will be conducted at each review milestone of 50%, 70%, 100%, and IFC/Bid Set.
- Specifications will be provided in six-digit specification format.
- Divisions 0 and 1 specifications will be provided by the City in (Word) format.
- Unless specifically stated in this scope, additional disciplines, such as for specialized engineering, are not included. If additional disciplines are required, a change order proposal will be submitted for City approval.
- Applicable public project bid documents and templates will be provided by the City in (Word) format.

Task 3.1 – 50% PS&E and Site Assessments

Additional traffic, geotechnical, and cultural assessments will be completed to inform the 50% design, including traffic demand/parking study, geotechnical borings, and cultural resource screening. Details of specific assessments proposed are provided in the appendices. The Plans will be provided as outlined above. The 50% plans will include sufficient detail to show proposed improvements for pre-application meeting, applications for federal shoreline permits, and cost estimation. The 50% cost estimate will be updated from the schematic-level design cost.

Deliverables:

- Geotechnical borings and report
- Traffic engineering studies and report
- Cultural resource inventory and report
- 50% design plans (in electronic PDF format) and outline specifications (MS Word)
- 50% interpretive element concepts (PDF)
- 50% cost estimate (PDF)

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Task 3.2 – 70% PS&E and TIR/Drainage Report

The Plans will be provided as outlined above. The 70% plans will be substantially complete and will include sufficient detail to show proposed improvements for land use permit applications and cost estimation. The 70% cost estimate will be prepared by an outside cost estimator. Required drainage report (TIR Report) will also be provided.

Deliverables:

- 70% design plans (in electronic PDF format) and draft specifications (MS Word)
- 70% interpretive graphics (PDF)
- 70% cost estimate (PDF)
- TIR/Drainage Report

Task 3.3 – 100% PS&E and Structural Calculations

The Plans will be provided as outlined above. The 100% plans will be complete drawings with sufficient detail to show construction of proposed improvements for final permit submittals and cost estimation. The 100% cost estimate will be prepared by an outside cost estimator. Structural calculations for all onsite structures will be provided.

Deliverables:

- 100% design plans (in electronic PDF format) and specifications (MS Word)
- 100% interpretive graphics (PDF)
- 100% cost estimate (PDF)
- Structural calculations

Task 3.4 – IFC/Bid Set PS&E

The Plans will be provided as outlined above, with sufficient detail to show proposed improvements for competitive contractor bidding. The bid set cost estimate (engineer’s estimate of probably construction cost) will be updated from the outside cost estimate obtained at 100% design.

Assumptions:

- Permit comments received in 100% review will be incorporated into IFC/Bid Set PS&E.

Deliverables:

- IFC/Bid Set design plans and specifications (in electronic PDF format)
- IFC/Bid Set interpretive graphics (PDF and fabrication-ready file)
- IFC/Bid cost estimate (PDF and MS Excel)
- IFC/Bid Set PS&E formatted for upload to Builders’ Exchange bid portal

Task 4 – Environmental Documentation and Permitting

City of Lake Forest Park Permitting

The proposed improvements will require land use permit approval from the City of Lake Forest Park. In advance of formal land use permit submittals, the Consultant will coordinate and attend a pre-application meeting with City staff. The meeting will help to ensure that proposed improvements are permissible and

Lake Forest Park Lakefront Improvements – Phase 2

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to determine the precise extent of documentation necessary to acquire permits. Following the pre-application meeting, we anticipate preparing the following documentation and permit packages:

- **Zoning Conditional Use Permit (ZCUP).** LFPMC 18.54.048 requires a ZCUP for the establishment of a public recreational facility within a residential zoning district. The Consultant will prepare a ZCUP compliance document.
- **Shoreline Conditional Use Permit (SCUP).** Multiple components of the projects are likely to trigger the need for a SCUP. The Consultant will prepare a SCUP compliance document.
- If necessary, the Consultant will prepare a **Public Agency and Utility Exception (PAUE)** compliance document.
- **Critical Areas Study.** Informed by the previously prepared wetland and stream delineation reports, the Consultant will prepare a Critical Areas Study to provide justification to the City that the proposed shoreline and modifications, including dock repairs, will result in equivalent or better protection of the functions provided by the existing condition of the site. The report will address shoreline code requirements and focus on ecological improvements gained through proposed restoration efforts. The study will comply with the requirements of LFPMC 16.16.110.
- **SEPA checklist.** The Consultant will prepare a State Environmental Policy Act (SEPA) Checklist to accompany the submittal.
- **Arborist Report.** The Consultant will amend the previously prepared detailed Arborist Report so that it evaluates the impacts of the proposed project on all previously inventoried trees within the project area. The report will be utilized to submit for an applicable Tree Removal and Replacement Permit.
- Following City review of the above-described land use permits, the Consultant will prepare for, and attend, one **City Hearing Examiner meeting.** The Hearing Examiner will be charged with reviewing and ruling on the consolidated land use permits.

Following Hearing Examiner approval of the various land use permits, the following additional construction permits are anticipated to be required prior to the start of construction:

- **Critical Areas Work Permit.** The Consultant will prepare the documentation necessary to submit for a Critical Areas Work Permit.
- **Demolition Permit.** The Consultant will prepare the documentation necessary to submit for a Demolition Permit.
- **Building Permit and/or Land Clearing, Grading, and Excavating Permit.** The Consultant will prepare the documentation necessary to submit for these permits.

Federal Permitting

The Consultant will complete and submit a **Joint Aquatic Resources Permit Application (JARPA)** form for submittal to the U.S. Army Corps of Engineers (Corps) for coverage under Section 404 of the Clean Water Act and Section 10 of the Rivers and Harbors Act. We will also need to demonstrate project compliance with the Endangered Species Act (ESA). This will be accomplished through preparation of a Biological Evaluation in order to assess the project’s impact on ESA listed species (Chinook salmon, steelhead trout) within the lake.

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State Permitting

[WA Dept. of Ecology \(Ecology\)](#). The Consultant will submit the aforementioned JARPA to Ecology for coverage under Section 401 of the Clean Water Act. In addition, Ecology will be responsible for review and final approval of the SCUP; we will coordinate, as necessary, with Ecology throughout their review of this permit package.

[WA Dept. of Fish and Wildlife \(WDFW\)](#). The Consultant will submit the aforementioned JARPA to WDFW in order to obtain a Hydraulic Project Approval. This includes one on-site meeting with WDFW.

NEPA Documentation

If the project receives federal funding, the Consultant will prepare documentation necessary to complete NEPA, including preparation of necessary checklists and discipline reports, including:

- The Consultant will prepare a NEPA Environmental Assessment Checklist in accordance with HUD requirements. This task includes initial coordination with HUD to confirm specific deliverables required for the NEPA process.
- The Consultant will utilize the following documents prepared pursuant to other portions of this scope, as follows:
 - The Biological Evaluation to document compliance with the Endangered Species Act.
 - The Cultural Resources Report to document compliance with Section 106 requirements.
 - The Critical Areas Study and/or JARPA to document compliance with wetland and in-water work requirements.
 - Drainage/water quality report to document compliance with stormwater regulations.
- The Consultant will prepare an Environmental Justice memorandum.
- The Consultant will complete a NEPA Air Quality Checklist.
- The Consultant will complete a NEPA Noise Checklist.

Response to Comments

Following submittal of permit applications described above, the Consultant will respond as necessary to questions/comments from the City, agencies, tribes, or other stakeholders and revise permit documentation, as necessary. This task is limited to a total of 30 staff hours.

Utility Coordination

The Consultant will facilitate and document the following utility coordination tasks (up to a total of 32 hours of Consultant effort is assumed):

- Facilitate pre-application and necessary meetings with the following utility jurisdiction:
 - Lake Forest Park Water District (water)
 - Lake Forest Park Sewer District (sanitary sewer)
 - Seattle City Light (power)
 - Puget Sound Energy (gas)
- Identify and coordinate to resolve foreseeable utility impacts that will impact the project development and overall schedule.

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- Coordinate with utility agencies to minimize foreseeable conflicts during construction that could impact project schedule, staging, budget, and overall constructability.

Assumptions:

- Issuance of permits is not guaranteed.
- Gas service will be disconnected; gas service improvements are not included.
- Broadband service and infrastructure are not included. Broadband service will be coordinated by the City directly with the provider.
- Permit fees are not included. Permit fees will be paid by the City directly to the permitting agencies.
- A Level II or III arborist assessment is not included.
- Coordination/authorization from the WA Dept. of Natural Resources is not included.
- If a Cultural Resource Assessment (CRA) is required by the Corps of Engineers to show compliance with Section 106 of the National Historic Preservation Act, the cultural resource reports developed for submittal to RCO will be used for this purpose.
- It is assumed that the proposed work complies with one or more Corps of Engineers Nationwide Permits or a Letter of Permission. Assistance with an application for an Individual Permit is not included.
- Preparation of a water quality monitoring plan is not included.
- Unless noted otherwise, this scope of work is written based upon the codes and regulations in effect at the time of writing. Work that may become necessary as a result of updated or new regulations are not included in this proposal.
- As-built documentation and/or long-term vegetation/shoreline monitoring services that may be required by the City or other regulatory agencies is not included.
- Assistance with a Shoreline Variance or Zoning Variance is not included.
- All necessary utility permits will be acquired by the contractor.
- Right-of-way permits are not included.
- Coordination/authorization with WSDOT is not included.
- Based on preliminary regulatory review, it is assumed that the council-approved preliminary design is generally permissible (as described in the above scope of services), including proposed intrusions into critical areas/buffers; however, actual permit feasibility and acceptance can only be determined by regulators.
- Assistance with revisions to the City's existing Shoreline Master Program is not included.
- Floodplain permits or coordination/authorization with FEMA are not included.
- The following NEPA discipline reports will not be prepared: hazardous waste, air/noise, light/glare, and 4(f).
- It is assumed that the project will qualify for a NEPA Environmental Assessment Checklist. Assistance with a NEPA Environmental Impact Statement is not included.

Task 5 – Bid Support

Provide support services to assist with contractor selection and contracting. The following services will be provided, up to the amount budgeted for this task:

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- Assist with formatting construction documents for City submittal to digital bid advertisement service(s)
- Review and assist with bid addenda
- Attend pre-bid meeting
- Track and respond to RFI's
- Attend bid opening

Assumptions:

- Bid support is considered an inactive work phase. Recurring project meetings will not be held during the bid advertisement period, which is assumed to be six (6) weeks (up to 30 working days).
- Bid posting and advertisement costs are not included. Bid costs will be paid by the City directly to the appropriate parties.
- Printing of hardcopy plans and specifications for bidders or selected contractor and/or subcontractors is not included.
- Assumes up to 12 RFI on bid package.

ADDITIONAL SERVICE: Task 6 – Sustainability Credential Support

If included in the project contract, under this additional service task, the Consultant will provide support services to assist with applications for the following sustainability program credentials:

- USGBC Sustainable SITES Initiative
- USGBC LEED for New Buildings
- USGBC LEED for Existing Buildings
- Salmon Safe Certification

The following services will be provided in pursuit of the above listed sustainability programs:

- Monthly sustainability credential meetings with the project team
- Monthly tracking of sustainability credits and efforts
- Coordination with credential program liaisons
- Completion of credential program worksheets
- Submittal of credential program applications

Assumptions:

- Achievement of credentials is at the discretion of credential programs and cannot be guaranteed by the project team.
- Fees paid directly to credentialing organizations, such as for project registration, review, and final certification, are not included. Fees will be paid directly by the City to appropriate parties.

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Early Work Package Tasks:	Total Consultant Fees
Task 1: Project Management <ul style="list-style-type: none"> ▪ Project administration, including subconsultant coordination. ▪ Biweekly meetings ▪ Monthly tracking and reporting 	\$ 81,494
Task 2: Stakeholder Engagement <ul style="list-style-type: none"> ▪ Engagement Website ▪ Community Event Support ▪ Direct Engagement Support ▪ Official Meetings ▪ Community Workshops 	\$ 71,932
Task 3: Design Services <ul style="list-style-type: none"> ▪ 50% PS%E and Site Assessments ▪ 70% PS%E and TIR/Drainage Report <ul style="list-style-type: none"> ○ Fee Reserve: Pilot infiltration testing (PIT) geotechnical assessment ○ Fee Reserve: Structural reinforcement for piling foundation design ▪ 100% PS%E and Structural Calculations ▪ IFC/Bid Set PS&E 	\$ 750,523
Task 4: Environmental Documentation & Permitting <ul style="list-style-type: none"> ▪ Local permitting ▪ State permitting ▪ Federal permitting ▪ Utility coordination 	\$ 101,181
Task 5: Bid Support Coordination <ul style="list-style-type: none"> ▪ Format to bid announcement ▪ Assist with bid addenda ▪ Track and respond to RFI's ▪ Pre-bid meeting and bid opening 	\$ 28,170
ADD SERVICE: Task 6: Sustainability Credential Support <ul style="list-style-type: none"> ▪ USGBC Sustainable SITES Initiative ▪ USGBC LEED for New Buildings ▪ USGBC LEED for Existing Buildings ▪ Salmon Safe Certification 	\$ 76,505
Phase 2 Fee Total	\$ 1,109,805
(Labor, Expenses, Reserves, and Add Services)	
Fee Breakdown:	
<i>Base Fee (Labor and expenses)</i>	\$ 934,687
<i>Reserve Fees (May be required by project conditions)</i>	\$ 98,613
<i>Additional Services Fees (Optional services)</i>	\$ 76,505

Lake Forest Park Lakefront Improvements – Phase 2

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Attachments:

- A. Subconsultant Proposal – Johnston Architects (architecture, including building mechanical and plumbing)
- B. Subconsultant Proposal – Transportation Solutions, Inc. (traffic design and engineering)
- C. Subconsultant Proposal – HWA Geosciences, Inc. (geotechnical engineering)
- D. Subconsultant Proposal – Elcon Associates, Inc. (electrical engineering)
- E. Subconsultant Proposal – ASM Affiliates (cultural resources)
- F. Subconsultant Proposal – DCW Cost Management (cost estimation)



ATTACHMENT A.
Subconsultant Proposal
Architecture, inc. Bldg
Mech and Plumbing

Amber Mikluscak
Principal of Landscape Architecture
Facet
9706 4th Ave NE, Suite 300
Seattle, WA 98115

Date: May 24, 2024
Subject: Lake Forest Park: Lake Front Park Phase 2 Proposal

Dear Amber

Johnston Architects (JA) is looking forward to continuing our work on Lake Front Park and furthering our relationship with Facet.

We understand that this scope of work is for design through bidding but does not include construction administration. We understand the project parameters to be:

- Project duration will be 18 months (roughly July 2024 through January ²⁰²⁶~~2025~~)
- Phase 2 is DD through CD's and bid. Do not include CA.
- Cost estimation by outside estimator. Do not include cost estimation.
- PS&E milestones will be as follows:
 - 50% Plans – Due Sept 2024, used for Corps submittal (waterfront only). No specs.
 - 70% Plans and draft specs – Est. due Dec 2025
 - 100% Plans and specs – Est. due Apr 2025
 - IFC (Issue for Construction)/Bid Set – Est. due Nov 2025
- Please assume the following meetings:
 - Eighteen (18) 1-hr virtual mtgs w/ project team over course of the project
 - Four (4) half-day design charrettes w/ design team
 - Two (2) in-person community meetings
 - Four (4) official meetings (CC or PRAB)

²⁰²⁶~~2025~~
(Correction 6/24/2024
JC/amo)

The Task breakdown is as follows:

- Task 1 – Project Management
- Task 2 – Stakeholder Engagement
- Task 3 – Design Services
 - 50% PS&E
 - 70% PS&E
 - 100% PS&E
 - IFC / Bid Set PS&E
- Task 4 – Building Permit and 1 HE meeting.
- Task 5 – Bid Support
- JA will contract with a Mechanical and Plumbing consultant for the building systems design.
 - Their scope will be limited to:
 - Concept Narrative for Cost Estimate Support
 - Building Permit Set
 - 100% CDs (includes permit revisions, incorporation of review comments, serves as Bid set)

I am attaching our Fee analysis and below are our 2024 hourly rates.



Hourly Billing Rates:

Partners	\$240 - \$285
Principals & Associate Principals	\$190 - \$240
Architectural Staff IV & Associates	\$160 - \$190
Architectural Staff III	\$130 - \$160
Architectural Staff II	\$125 - \$130
Architectural Staff 1 & Interns	\$90 - \$125

Please let me know if you have any questions or concerns.

Sincerely,

Jack Chaffin, AIA
Partner, Johnston Architects
jchaffin@johnstonarchitects.com

Lake Front Park: Phase 2 Fee Analysis		May 24, 2024			
ITEM		PROPOSED			COMMENTS
ARCHITECTURAL BASIC SERVICES					
	Project Management	\$ 10,000			
	Stakeholder Engagement	\$ 15,000			
	Design Service				
	50%	\$ 22,000			
	70%	\$ 27,000			
	100%	\$ 55,000			
	Bid Set	\$ 10,000			
	Bid Support	\$ 9,500			
	Task 4 Environmental Documentation and Permitting	\$ 11,000			Includes bldg permit and attend HE mtg
	TOTAL ARCHITECTURE	\$ 159,500		\$ -	
	REIMBURSABLES	\$ 500		\$ -	
ENGINEERING AND SUB-CONSULTANTS					
		PROPOSED			COMMENTS
	Engineering included under the architectural contract except where noted:				
	Mechanical Electrical Plumbing	\$ 42,000			
	TOTAL ENGINEERING AND SUB-CONSULTANTS	\$ 42,000		\$ -	
	REIMBURSABLES	\$ -		\$ -	
GRAND TOTAL: ARCHITECTURAL, REIMBURSABLES & ENGINEERING		\$ 202,000			
ADD SERVICES: LEED					
	Monthly Meetings	\$ 4,250			18 Meetings
	LEED For New Buildings	\$ 12,000			Restrooms and Pavilion
	LEED for Existing Buildings	\$ 10,000			House and Cabin
	Salmon Safe	\$ 500			1 Site Visit
	TOTAL LEED ARCHITECTURE	\$ 26,750			

ATTACHMENT B: Subconsultant Proposal Traffic Engineering

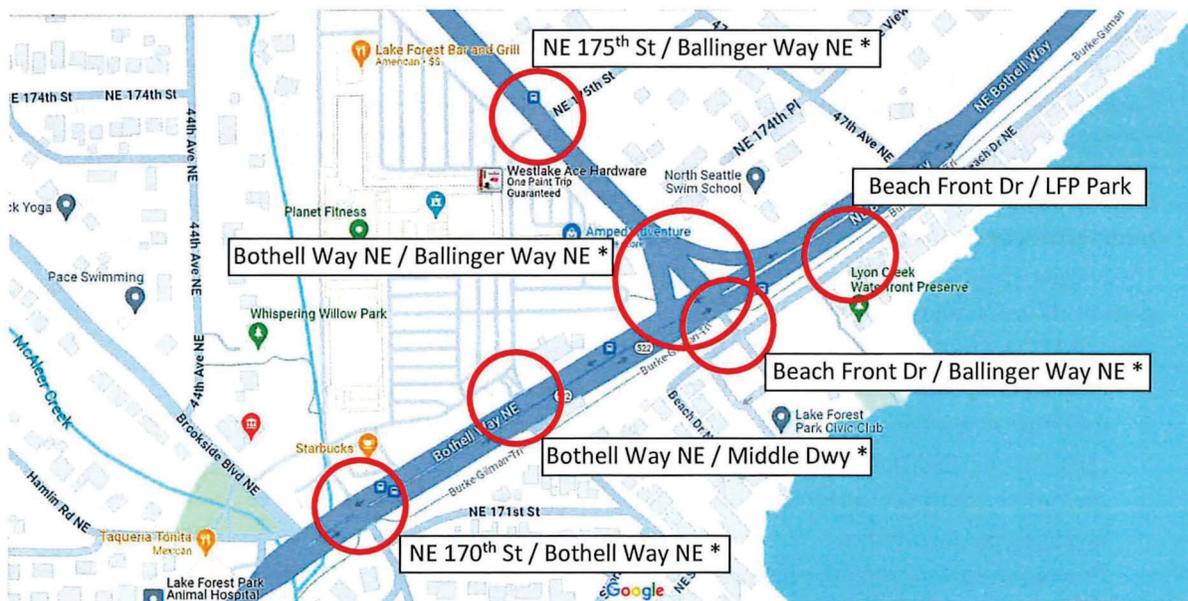
May 28, 2024

Traffic and Transportation Scope of Services

Purpose: To provide the necessary parking/traffic studies and the signage, channelization/stripping and signing plans for the roadway leading to and adjacent to the new park site improvements.

Traffic / Parking Studies

- **Trip Generation.** Forecast trip generation using the current ITE Trip Generation Manual data for a public park. Adjust the trip generation based on the anticipated park use, programs, and frequency of events.
- **Parking Generation.** Forecast peak parking demand using the ITE Trip Generation Manual and review “park” parking requirements for at least two other local municipalities. Adjust the parking demand based on the proposed programs and events anticipated at the park.
- **Coordination Meeting with City.** Review trip generation, parking generation, entitlement requirements, and plans for a new parking garage at City Hall with City staff. Also, verify city’s staff preferred plan and processes to document shared parking between the park and new parking garage.
- **Data Collection.** Collect peak hour vehicle volumes at up to five intersections, during the 4-6 PM peak hour period and during a weekend peak (establish weekend period via scope with city):
 - (1) Beach Front Drive / Ballinger Way NE *
 - (2) Bothell Way NE / Ballinger Way NE *
 - (3) NE 175th Street / Ballinger Way NE *
 - (4) Bothell Way NE / middle driveway *
 - (5) Bothell Way NE / NE 170th Street *



- **Traffic Operations Analysis.** Evaluate existing baseline and future traffic conditions without and with the park at year of opening. Compare the traffic operations results against City of Lake Forest standards and provide recommendations to mitigate deficiencies, if any. The operations analysis will include a review of vehicle queueing at Beach Front Drive / LFP Park and on Ballinger Way NE between Bothell Way NE and Beach Front Drive and signal timing at Bothell Way NE / Ballinger Way NE.

- **Safety Analysis.** Compile a crash history to evaluate safety along on Beach Front Drive from the park to Ballinger Way NE and on Ballinger Way NE between Bothell Way NE and Beach Front Drive. Review and provide recommendations for pedestrian and bicycle routes to and from the site from and to the parking at City Hall.
- **Traffic and Parking Studies.** Summarize findings into a traffic and parking study. The traffic study will include output that can be used in a SEPA Checklist. Output from the parking study will be used to provide recommendations for typical park parking quantity needs.
- **Respond to Comments.** Respond to city comments and update the traffic and parking studies as necessary.

Exclusions:

- Parking study for City Hall site.
- Review or preparation of a shared parking agreement for the City Hall site.
- Parking and trip data collection at other similar parks.

Channelization Design

- **Stakeholder Coordination Meetings.** Prepare for and attend meetings with project representatives, including the prime consultant, City of Lake Forest Park, WSDOT, Sound Transit, and King County Parks. Stakeholder/Project Coordination meetings will provide an opportunity for input and discussion on matters such as project milestone status updates, submittal delivery schedule, stakeholder feedback, design requirements and input.
- **AutoTurn Exhibits.** Prepare vehicle turning movement exhibits using AutoTurn software to establish and validate minimum turning paths through the park parking area and at its access connection points with Beach Front Rd, and at the intersection of Beach Front Rd, Ballinger Way NE and Bothell Way NE.
- **Design Submittals.** Coordinate with the prime consultant and civil design team to prepare channelization plans within the public roadway right-of-way between the park (frontage) to the intersection of Beach Front Rd / Ballinger Way NE / Bothell Way NE. Channelization plans to include roadway striping layout, striping details, and new and removed signs. Plans will incorporate input gathered from field reconnaissance of the site as well as received from staff of the City of Lake Forest Park and King County Parks as it relates to their ownership of the Burke-Gilman Trail.
 - Prepare and submit design plans and relevant specifications at the 70% level design.
 - Address review comments received on the 70% submittal and prepare and submit plans and relevant specifications at the 100% level design.
 - Revise the 100% submittal to address review comments received and prepare and submit the IFC level design documents.
 - Provide support during the bid process that corresponds to the hours identified in the labor budget.

Plan Presentation

- **Engagement Meeting.** Prepare for and attend one (1) in-person engagement meeting with the public, which is expected to include invited persons from properties adjacent to the project site. Preparation for the meeting is expected to involve development of exhibits that convey information about transportation design and issues that may be raised and discussed during the meeting.

Sustainability Credentials Support

- **Sustainability Coordination Meetings.** Attend monthly virtual sustainability coordination meetings (estimated to each be 1 hour long) over a period of 18 months and provide input on credit reporting for SITES, LEED, and Salmon Safe based upon the transportation/traffic design work developed for the Project.

**Lakefront Park, Phase 2
City of Lake Forest Park
Traffic/Transportation Services**

	\$302 Sr. Engr. Kirk	\$225 Sr. Engr. Jeff	\$124 Staff Engr. Daniel	\$187 Sr. Design Mike	\$175 Admin. Jill	Direct Cost *	Total Estimate
Traffic Study							
Task 3		1	4				\$721
Task 3		1	4				\$721
Task 3	1	1					\$527
Task 3		1	3			\$1,982	\$2,579
Task 3		2	4				\$946
Task 3		2	4				\$946
Task 3		12	4				\$3,196
Task 3	1	4	1				\$1,326
Task 1	4				2		\$1,558
Labor Hours	6	24	24	0	2		56
Fee Estimate	\$1,812	\$5,400	\$2,976	\$0	\$350	\$1,982	\$12,520
Channelization Design							
Task 3	12	6					\$4,974
Task 3	2	1		8			\$2,325
Task 3	16	2		32			\$11,266
Task 3	10	2		20			\$7,210
Task 3	8	1		12			\$4,885
Task 5	2			2			\$978
Task 1	12				8		\$5,024
Labor Hours	62	12	0	74	8		156
Fee Estimate	\$18,724	\$2,700	\$0	\$13,838	\$1,400	\$0	\$36,662
Plan Presentation							
Task 2	6			8			\$3,308
Task 2	4	4					\$2,108
Labor Hours	10	4	0	8	0		22
Fee Estimate	\$3,020	\$900	\$0	\$1,496	\$0	\$0	\$5,416
Sustainability Support							
Task 6							\$0
Task 6	18						\$5,436
Labor Hours	18	0	0	0	0		18
Fee Estimate	\$5,436	\$0	\$0	\$0	\$0	\$0	\$5,436
Labor Hours	96	40	24	82	10		252
Fee Estimate	\$28,992	\$9,000	\$2,976	\$15,334	\$1,750	\$1,982	\$60,034
Task 1	16	0	0	0	10	0	\$6,582
Task 2	10	4	0	8	0	0	\$5,416
Task 3	50	36	24	72	0	\$1,982	\$41,622
Task 3	5	25.5	24	0	0	\$1,982	\$12,206
Task 3	21	4.5	0	40	0	0	\$14,835
Task 3	13	3.5	0	20	0	0	\$8,454
Task 3	11	2.5	0	12	0	0	\$6,129
Task 5	2	0	0	2	0	\$0	\$978
Task 6	18	0	0	0	0	0	\$5,436
Labor Hours	96	40	24	82	10		252
Fee Estimate	\$28,992	\$9,000	\$2,976	\$15,334	\$1,750	\$1,982	\$60,034



GEOSCIENCES INC.
DBE/MWBE

**ATTACHMENT C.
Subconsultant Proposal
Geotechnical Engineering**

May 2, 2024
HWA Project No. 2024-069-21

Facet
9706 4th Ave NE, Suite 300
Seattle, Washington 98115

Attn: **Amber Mikluscak, P.E.**

Subject: **GEOTECHNICAL ENGINEERING SERVICES
Lake Forest Park Lakefront Improvements Project
17345 and 17347 Beach Drive Southeast
Lake Forest Park, Washington**

Dear Amber,

Thank you for the opportunity to present this proposal from HWA GeoSciences, Inc. (HWA) to provide consulting services for the City of Lake Forest Park's Lakefront Improvements Project. Our 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 design of a new lakefront park on the shore of Lake Washington east of Bothell Way Northeast (SR 522) and Ballinger Way Northeast in Lake Forest Park. The properties are currently owned by the City and that the site area is currently developed with a number of single story residential structures and open areas. The project is anticipated to consist of demolishing or retrofitting some of the existing structures, constructing new permeable pavements, luminaries, small shelter structures, viewing platforms, and a new dock.

Based on a preliminary review of the available geotechnical information, the site is anticipated to be underlain by fill and alluvial soils. Under static conditions, these soils would likely be sufficient to support the proposed improvements. However, due to the proximity to Lake Washington, we anticipate that groundwater will be encountered close to the ground surface and due to the unconsolidated nature of the surficial soils, there are likely to be hazards associated with a seismic event such as liquefaction, liquefaction induced settlement, or lateral spreading. Shallow groundwater also may preclude the use of permeable pavement at the site.

Based on the information available and our understanding of the project, we propose the following scope of services to support developing the site design:

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SCOPE OF WORK

Geotechnical Services

1.1 HWA 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 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 eighteen (18) 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.

4.1 Exploration Work Planning

- **Review Available Geotechnical Information:** Upon notice to proceed, HWA will review available geotechnical information from and in the vicinity of the project site to improve our understanding of the local geological conditions at the site and surrounding areas. This will include a review of geologic maps, HWA’s library of geotechnical information in the area, and data from online databases.
- **Site Reconnaissance and Utility Locates:** HWA will conduct a site reconnaissance of the project site. This reconnaissance will be used to identify geotechnical challenges at the proposed improvements and to assist in planning the geotechnical exploration program. During the site reconnaissance, HWA will mark exploration locations with white paint and stakes, and then notify the one-call utility service. An additional site visit will be performed to verify if the proposed locations of the explorations are clear of utilities prior to mobilizing our equipment.
- **Plan and Coordinate Subsurface Exploration Program:** HWA will plan and coordinate the geotechnical exploration program for the project. We propose that this exploration program be split into two phases. The first phase will include up to five (5) geotechnical soil borings advanced to approximately 50 feet below the ground surface to support recommendations for foundations.

Our understanding is that Facet is considering permeable pavements at the site. Based on the 2019 Stormwater Management Manual for Western Washington permeable pavements require at least one (1) foot of separation from the base of the BMP from the

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groundwater table; therefore, up to two (2) of these borings will be completed as permanent groundwater monitoring wells to evaluate groundwater conditions in the vicinity of the proposed infiltration facilities at the site over a period of one year.

Samples collected from the borings will also be used to perform grain-size analysis testing to evaluate if the soils are conducive for infiltration. If our preliminary evaluation of the site indicates infiltration is feasible. Field Pilot Infiltration Testing will be coordinated as a second additional phase of field work and is identified within this proposal as a separate task.

- **Generate Geotechnical Subsurface Exploration Plan (SEP):** HWA will prepare a geotechnical SEP for the proposed work. The SEP will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plan will also be used for utility locating clearances and permitting that may be necessary to access the exploration locations. 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 tooling will be used to advance up to five (5) geotechnical borings at the site up to a target depth of approximately 50 feet below the existing ground surface. Up to two (2) of these borings will be completed as permanent groundwater monitoring wells to monitor groundwater level fluctuations over a period of one year.

Standard Penetration Test (SPT) samples will be taken at 2-1/2 to 5-foot intervals throughout each boring. All borings will be monitored and logged under full-time observation of an HWA representative. The borings will be drilled by a licensed geotechnical/well driller under subcontract to HWA.

- **Generate Exploration Logs and Assign Laboratory Testing:** Samples retrieved from our explorations will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Selected samples will be tested to determine relevant engineering and index properties. Depending on the type of soils encountered, laboratory testing performed may include moisture content, grain-size distribution, and/or Atterberg limits test. Soil and laboratory test information will be presented in summary logs that will be generated upon completion of our exploration program.
- **Groundwater Level Monitoring:** HWA will install a data logging transducer in each of the monitoring wells installed by HWA at the site to record seasonal groundwater levels and monitor groundwater fluctuations over time. The transducers will be set to take groundwater elevation readings every hour and will be recorded for one year to include at least one wet season. As part of this scope, HWA will conduct up to four (4) site visits to download groundwater data from the transducers. The water level information collected

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will be used during future phases to assist in developing recommendations for possible stormwater infiltration facilities and construction impacts.

4.2 Geotechnical Engineering Design Services

- **Preliminary Infiltration Screening Analyses:** HWA will evaluate grain size analyses data of samples obtained from the near surface soils and our explorations logs to evaluate if onsite infiltration of stormwater is feasible.
- **Generate Seismic Design Parameters:** Based on the geologic information obtained from our field exploration program in the vicinity of the improvements, HWA will determine the Site Class for seismic design and will generate seismic design parameters.
- **Evaluate Liquefaction and Lateral Spreading Potential:** HWA will evaluate the susceptibility of the subsurface soils to liquefaction and assess the potential impacts to the proposed improvements.
- **Evaluate Geologic and Seismic Hazards:** The site is mapped as a seismic hazard on the City’s critical hazard map, HWA will evaluate the site for nearby faults or other geologic hazards and provide a qualitative assessment of their potential impacts to the site.
- **Develop Recommendations for Foundations:** HWA will provide recommendations for bearing capacity and the foundation design of the small shelters, overlook structures, luminaires, and other improvements.
- **Evaluation Foundations for Lateral Loading:** HWA will evaluate lateral loading of the foundations associated with potential conditions and hazards identified at the site.
- **Pavement Engineering Analysis and Recommendations:** HWA will use the collected information regarding soil and groundwater conditions observed at the site to develop recommendations for the pavements at the proposed facility such as subgrade preparation, aggregate base course, and minimum section thicknesses.
- **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.
- **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 draft geotechnical report to support 50% design. This report will present the results of our field explorations, also it will include:

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- 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.
 - Groundwater monitoring data
 - Preliminary recommendations pertaining to infiltration rates, assessment of seismic hazards, design recommendations, and considerations for earthwork and construction.
-
- **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 100% plans milestone after comments from the City and design team are received.
 - **Miscellaneous Engineering and Support:** Additional time will be allotted to account for additional efforts within this scope of work, such as plan reviews or alternative evaluations, which may be requested from us by the design team or the City.

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for the geotechnical phase:

- 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.
- Portions of the site may not be fully accessible for our equipment. Some clearing and preparatory work may be required during our field work to access portions of the site and is permitted.
- Traffic control will not be required.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- Field explorations can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day. Field work for the geotechnical soil borings is estimated to be completed within 3 days.

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- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. 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.
- HWA assumes that recommendations for pile support of the dock can be developed using information collected from our onshore borings advanced during the initial phase of field work. Mobilizing a floating barge with a drill rig or other methods to collect offshore subsurface information is not included within this scope of work.
- Only one round of review of the Geotechnical Engineering Report will be required.
- Ground improvement recommendations are not anticipated; therefore, they are not included within this scope of work.
- 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.

Optional Field Infiltration Testing Services

It is our understanding that permeable pavement is the preferred method for managing stormwater runoff at the site. However, if our preliminary evaluation determines that permeable pavement is not a feasible method to manage stormwater, efforts associated with field infiltration testing would not be required. We have separated the efforts associated with field infiltration and developing design infiltration rates into a separate sub task for budgeting purposes. We propose the following scope of services if our initial efforts indicates that permeable pavements may be viable:

4.3 Pilot Infiltration Tests (PITs)

- **Additional Project Management:** We have included additional time to provide project management for our services, and to coordinate with and manage all our subcontractors.
- **Additional Utility Locating Site Visit:** HWA will make an additional site visit to verify that the proposed locations of the PITs are clear of utilities prior to finalizing the exploration plan.
- **Plan and Coordinate Large Scale PITs:** HWA will work with local jurisdictions to obtain a hydrant use permit as needed. HWA will work with the local water district to

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identify the nearest accessible fire hydrant to the location of the proposed PIT test to supply water to the PITs, or to resupply our subcontracted mobile water truck, as needed. If an accessible hydrant cannot be identified within a reasonable distance of the site, additional water trucks may be required. HWA will contract with a subcontractor to provide the equipment necessary to set up and perform the PIT.

- **Conduct Pilot Infiltration Test:** Up to two (2) Pilot Infiltration Tests (PITs) will be conducted within this scope. The PIT tests will be conducted per the 2019 Stormwater Management Manual for Western Washington, approximately at the center of the areas with the highest concentrations of permeable pavement. The exact location of the pilot infiltration tests will be determined based on the site conditions and configuration of existing utilities.

Our subcontractor will excavate a minimum of a 3 x 4 foot area to the approximate depth of the proposed infiltration facility, up to approximately 4 feet below the existing ground surface. Once the site has been prepared, caution tape and cones will be placed around the excavation while HWA conducts the PIT. Water for the test will be supplied from a nearby hydrant or water truck.

After the PIT is completed, caution tape and cones will be left in place around the excavation to and the PIT left open to allow the remaining water to drain overnight. The following morning HWA's subcontractor will over excavate the soils within the PIT to evaluate the presence of restrictive layers within the subsurface. Samples will be collected from the base of the PIT and below the PIT.

After the over excavation is complete, the PIT will be backfilled with the excavated material. Each portion of the Pilot Infiltration Test will be performed under the full time observation of a representative from HWA. Soils removed for the PIT and the over excavation will be logged by HWA's representative.

- **Generate PIT Log and Assign Laboratory Testing:** Each of the soil samples retrieved from the PIT test will be sealed in plastic bags and taken to HWA's Bothell, Washington office for further examination and testing. Soil information will be presented in summary PIT logs that will be generated upon completion of our exploration program.
- **Conduct Infiltration Testing Analysis:** HWA will evaluate the data obtained from the PIT test and determine an appropriate design infiltration rate for use in design of potential infiltration facilities.
- **Additional Pavement Engineering:** HWA will use the collected information regarding soil and groundwater conditions observed at the site to develop recommendations for permeable pavements, in addition the recommendations for pavements in our geotechnical task.

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- **Additional HWA QA/QC:** HWA has included time for additional QA/QC for this additional task.
- **Additional Reporting Time:** HWA has included additional time for updating the geotechnical report related to this additional task.

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for this phase:

- 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.
- Portions of the site may not be fully accessible for our equipment. Some clearing and preparatory work may be required during our field work to access portions of the site and is permitted.
- Traffic control will not be required.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- Field explorations can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day. Field work for the PITs is estimated to be completed within 3 days.
- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- PITs will be backfilled with the excavated material. The excavated material will be placed back into the pit in loose lifts and periodically compacted during backfilling by tamping the lifts with the excavator bucket, mechanical compaction of the soils is not included as part of the scope of work. Excavations will not be advanced below the water table, if encountered.
- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. 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.
- Depth of the Pilot Infiltration Tests will be excavated to the approximate depth of the base of the infiltration facility but are limited to approximately 4 feet below the existing ground surface. Excavations beyond this depth would require shoring for safe access to set up the PIT, which is not included within our scope.

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- A groundwater mounding analysis is not anticipated to be required for permeable pavement or if the stormwater is diverted to the Lyon creek and is not included within our scope of work.
- 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.

DELIVERABLES

- Geotechnical Subsurface Exploration Plan (PDF)
- Draft Geotechnical Engineering Report (PDF)
- Final Geotechnical Engineering Report (PDF)

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.

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 estimates without your prior authorization. However, if during the evaluation of the available data or during our field exploration unanticipated subsurface conditions are revealed which 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. HWA reserves 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.



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Thank you again for the opportunity to provide this proposal for geotechnical engineering services to support City of Lake Forest Park's Lakefront 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



Sandy R. Brodahl, P.E.
Geotechnical Engineer, Principal

Attachments: Project Cost Estimate

HWA Ref: 2024-069-21
 Date: 26-Apr-24
 Prepared By: WRR/SRB



Project Cost Estimate
 LFP Lakefront Improvements Project
 Lake Forest Park, Washington
 Prepared for: Facet, attn: Amber Mikuscak

Scope of Work
 Refer to the project scope of work document.

ESTIMATED HWA LABOR:

WORK TASKS	2024 BILLING RATES										TOTAL HOURS	TOTAL AMOUNT
	Principal IX	Geotech. Eng. VII	Geotech. Eng. IV	Hydrogeologist IV	Geologist III	CAD	Contracts Administrator	Administrative Support	TOTAL HOURS	TOTAL AMOUNT		
DESCRIPTION	\$345.00	\$290.00	\$180.00	\$190.00	\$145.00	\$155.00	\$165.00	\$120.00				
Task 1.1 - Project Management												
Project setup			2					2			4	\$600
Project coordination meetings		4	4								8	\$1,880
Project and Contract Management			36				18				54	\$9,450
Task 4.1 - Exploration Work Planning												
Review available geotechnical information		1	4								5	\$1,010
Site reconnaissance and utility locates (two site visit)			3		6	1					10	\$1,565
Plan and coordinate field exploration program		1	4					4			9	\$1,490
Generate geotechnical subsurface exploration plan (SEP)		1	4			4					9	\$1,630
Conduct geotechnical borings (3 days)		2	3		27						30	\$4,455
Generate boring logs and assign laboratory testing		2	2		5	2					11	\$1,975
Groundwater data collection/download (up to 4 site visits)	1	1	4		12						18	\$3,095
Task 4.2 - Geotechnical Engineering Design Services												
Conduct preliminary infiltration screening		1	4								5	\$1,010
Generate seismic design parameters		1	4								5	\$1,010
Evaluate liquefaction and lateral spreading potential		1	6								7	\$1,370
Evaluate geologic and seismic hazards		1	6								7	\$1,370
Develop recommendations for foundations		4	12								16	\$3,320
Evaluate foundations for lateral loading	4	2	6								12	\$3,040
Pavement Engineering and Recommendations	4	2	2								6	\$1,740
Develop considerations for general earthwork and construction	4	1	4								5	\$1,010
HWA QA/QC	4	8	4								12	\$3,700
Draft Geotechnical Data Report	2	4	16			2		2			26	\$5,280
Respond to Review Comments on Draft Geotechnical Data Report	2	2	4								6	\$1,300
Final Geotechnical Data Report	2	4	8			2		2			18	\$3,840
Miscellaneous Engineering and Support	6	12	12								30	\$7,710
TOTAL LABOR CHARGES:	23	51	150	0	50	11	18	10	10	313	\$62,850	

ESTIMATED DIRECT EXPENSES:
 Mileage: 0.67/mi, 8 round trips at 20 miles/trip \$107
 GPS Unit Rental, \$75/day, 3 day \$225
 Transducer Rental: \$600/datalogger, 2 \$1,200
 Water Level Indicator: \$30/day, 6 days \$180
 Laboratory Testing \$5,900
TOTAL DIRECT EXPENSES: \$7,612

ESTIMATED SUBCONSULTANT COSTS:
 Private Utility Locate \$500
 Drilling Subcontractor - 3 days (5 borings, 250 ft, two permanent wells) \$17,500
 Subconsultant Mark-Up (7%) \$1,260
TOTAL SUBCONSULTANT COSTS: \$19,260

TASK TOTALS AND SUMMARY:
 Total Labor Cost \$62,850
 Direct Expenses \$7,612
 Subconsultant Costs \$19,260
TOTAL: \$89,722

LABORATORY TESTING SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Moisture Content w/Description	35	\$24	\$840
One-Dimensional Consolidation Test	1	\$950	\$950
Percent Passing #200 Sieve	7	\$105	\$735
Grain Size Sieve Analysis -wet	7	\$135	\$945
Combined Grain Size & Hydrometer	6	\$275	\$1,650
Aterberg Limits	3	\$260	\$780
LABORATORY TESTING TOTAL:			\$5,900

PROJECT TOTALS AND SUMMARY:
 Geotechnical Services \$89,722
 Pilot Infiltration Testing (optional) \$36,701
GRAND TOTAL: \$126,423

Section 9, Item A.

BASE FEE

Project Cost Estimate
 LFP Lakefront Improvements Project
 Lake Forest Park, Washington
 Prepared for Facet, attn. Amber Mikluscak



HWA Ref: 2024-069-21
 Date: 26-Apr-24
 Prepared By: WRR/SRB

Scope of Work
 Refer to the project scope of work document.

ESTIMATED HWA LABOR:

WORK TASKS	2024 BILLING RATES										TOTAL HOURS	TOTAL AMOUNT
	Principal IX	Geotech. Eng. VII	Geotech. Eng. IV	Hydrogeologist IV	Geologist III	CAD	Contracts Administrator	Administrative Support	TOTAL HOURS	TOTAL AMOUNT		
DESCRIPTION	\$345.00	\$290.00	\$180.00	\$190.00	\$145.00	\$155.00	\$165.00	\$120.00				
Task 4.3 - Pilot Infiltration Testing (optional)												
Additional Project Management			2					2				\$600
Conduct Additional Utility Locating			1		3							\$615
Plan and Coordinate Small Scale PITs	1	1	4								6	\$1,355
Conduct Pilot Infiltration Tests (2 1/2 days)	1	1	2	4	24						32	\$5,235
Generate PIT Logs and Assign Laboratory Testing	1	1	2	1	2						7	\$1,475
Conduct Infiltration Analysis	1			4							5	\$1,105
Additional Pavement Engineering Efforts	4		2								6	\$1,740
Additional HWA QA/QC	2	1									3	\$980
Additional Reporting Time	2	1	4								7	\$1,700
TOTAL LABOR CHARGES:	12	5	17	9	29	0	0	2			74	\$14,805

LABORATORY TESTING SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Moisture Content w/Description	4	\$24	\$96
Percent Passing #200 Sieve	0	\$105	\$0
Grain Size Sieve Analysis -wet	0	\$135	\$0
Combined Grain Size & Hydrometer	6	\$275	\$1,650
LABORATORY TESTING TOTAL:			\$1,746

ESTIMATED DIRECT EXPENSES:

Mileage: 0.67/mi. 3 round trips at 20 miles/trip	\$40
GPS Unit Rental, \$75/day, 3 days	\$225
Water Level Indicator: \$30/day, 3 days	\$90
Laboratory Testing	\$1,746
TOTAL DIRECT EXPENSES:	\$2,101

ESTIMATED SUBCONSULTANT COSTS:

Private Utility Locate	\$500
Excavator and Water Truck Subcontractor for PITs - 3 days	\$18,000
Subconsultant Mark-Up (7%)	\$1,295
TOTAL SUBCONSULTANT COSTS:	\$19,795

PROJECT TOTALS AND SUMMARY:

Geotechnical Services	\$89,722
Pilot Infiltration Testing (optional)	\$36,701
GRAND TOTAL:	\$126,423

TASK TOTALS AND SUMMARY:

Total Labor Cost	\$14,805
Direct Expenses	\$2,101
Subconsultant Costs	\$19,795
TOTAL:	\$36,701

RESERVE FEE

Section 9, Item A.

ATTACHMENT
 Subconsultant Proposal
 Electrical Engineering

16300 Christensen Rd, Suite 330
 Seattle, Washington 98188

Phone: 206.243.5022
 www.elcon.com

ELCON ASSOCIATES, INC.
 ENGINEERS—CONSULTANTS

4/25/2024

Ms. Amber Mikluscak, PLA, GISP
Principal Director of Landscape Architecture
DCG/Watershed
 750 6th St South, Kirkland, WA 98033

Subject: Electrical Engineering Services Proposal for the City of Lake Forrest Park
 Lakefront Phase 2 Scope of Work

Reference: Your Email dated April 11, 2024, Regarding Scope and Fee Proposal
 City of Lake Forrest Park Lakefront Site Visit

Dear **Amber**,

Based on your April 11, 2024, email with attachments, and information we gathered during the site visit, we have developed the following scope of services and fee proposal to provide electrical engineering for this project.

Project Description:

This project's scope of work is to provide electrical and lighting design services at 50%, 70%, 100%, IFC/Bid Set PS&E, and Bid Support at the Lake Forest Park waterfront project.

Basic Services Scope of Work:

Elcon Associates, Inc. will coordinate with DCG/Watershed Seattle City Light (SCL), and City of Lake Forest Park to prepare electrical power and lighting design drawings, specifications, and electrical cost estimate (PS&E).

Expected tasks are outlined below:

Task 1 – Project Management:

1. Project Planning and Administration
2. Coordination with design team
3. Coordination with DCG/Watershed personnel
4. Coordination with SCL personnel

Task 3 – Design Services:

70% PS&E

1. Respond to City's 50% submittal review comments
2. Attend online coordination meeting (1 mtg)

3. Update load calculations
4. Prepare 70% Drawings
 - a. Legend, Abbreviations & Gen. Notes
 - b. Overall Site Plan
 - c. Enlarged Electrical Plan
 - d. One-Line Diagram
 - e. Lighting Plan
 - f. Lighting Schedule/Details/Controls
 - g. Panelboard Schedules
5. Estimate of Probable Construction Costs
6. Develop electrical/lighting Specifications
7. QC Review

100% PS&E

1. Respond to City's 70% submittal review comments
2. Attend online coordination meeting (1 mtg)
3. Prepare 100% Drawings
 - a. Legend, Abbreviations & Gen. Notes
 - b. Overall Site Plan
 - c. Enlarged Electrical Plan
 - d. One-Line Diagram
 - e. Lighting Plan
 - f. Lighting Schedule/Details/Controls
 - g. Panelboard Schedule
4. Estimate of Probable Construction Costs
5. Develop electrical/lighting Specifications
6. QC Review

IFC / Bid Set PS&E

1. Respond to City's 100% submittal review comments
2. Attend online coordination meeting (1 mtg)
3. Prepare Bid Set Drawings
 - a. Legend, Abbreviations & Gen. Notes
 - b. Overall Site Plan
 - c. Enlarged Electrical Plan
 - d. One-Line Diagram
 - e. Lighting Plan
 - f. Lighting Schedule/Details/Controls
 - g. Panelboard Schedule
4. Estimate of Probable Construction Costs
5. Develop electrical/lighting Specifications
6. QC Review

Task 5 – Bid Support:

1. Respond to Bidders' questions
2. Attend online coordination meeting (1 mtg)

Assumptions:

- A Time and Materials contract for services will be negotiated and signed and Notice to Proceed (NTP) issued before work will begin.
- Work will be under the direction of DCG/Watershed personnel.
- All electrical design work (70%, 100%, IFC/Bid Set, Bid Support) will be completed in accordance with a mutually agreed upon schedule.
- Probable opinion of electrical costs will be prepared using 2024 RS Mean's Electrical Cost Data.
- All deliverables listed above will be provided electronically in PDF format.
- Any changes to the scope or fee of this agreement shall be documented in writing (email will suffice) before additional work is performed.
- This scope of work does not include CA Support. A new scope/fee will be developed during the construction phase of this project.

We appreciate the opportunity to submit this scope and fee proposal. Please call or e-mail if you have any questions. We look forward to working with you on the electrical design of this project.

Sincerely,
ELCON ASSOCIATES, INC.

Dimitri Siaterlis, PE.
Principal Electrical Engineer

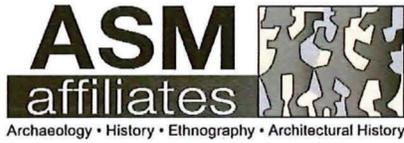
Estimate for Engineering Services		ELCON ASSOCIATES, INC. ENGINEERS - CONSULTANTS				
Project: City of Lake Forest Park						
Client No: Lakefront Improvements						
Elcon No: 7030 - S2303O						
Phase: Phase 2 - Electrical/Lighting Design						
Revision: April 25, 2024						
Budgeted Labor By Category in Manhours						
ENGINEERING SERVICES	Principal	Project Manager	Jr. Engineer	CADD	Clerical	Total
Task 1 – Project Management:						
1. Project Planning and Administration	8				2	10
2. Coordination with design team	4					4
3. Coordination with DCG/Watershed personnel	4					4
4. Coordination with SCL personnel	4					4
Task 3 – Design Services:						
70% PS&E						
1. Attend online coordination meeting (1 mtg)		1				1
2. Prepare load calculations			4			4
3. Prepare 70% Drawings						
a. Legend, Abbreviations & Gen. Notes		1		1		2
b. Overall Site Plan		4		4		8
c. One-Line Diagram	1	6		6		13
d. Lighting Plan	1	8		8		17
e. Panelboard Schedules		8		8		16
4. Estimate of Probable Construction Costs			8			8
5. Develop outline specifications		4			2	6
6. QC Review	1					1
100% PS&E						
1. Respond to City's 70% review comments		1		1		2
2. Attend online coordination meeting (1 mtg)		1				1
3. Prepare 100% Drawings						
a. Legend, Abbreviations & Gen. Notes		1		1		2
b. Overall Site Plan		4		4		8
c. Enlarged Electrical Plan		4		4		8
d. One-Line Diagram	1	6		6		13
e. Lighting Plan	1	6		6		13
f. Lighting Schedule/Details/Controls			8	8		16
g. Panelboard Schedule		4		4		8
4. Estimate of Probable Construction Costs			6			6
5. Develop electrical/lighting Specifications		6			2	8
6. QC Review	1					1
IFC / Bid Set PS&E						
1. Respond to City's 100% review comments		1		1		2
2. Attend online coordination meeting (1 mtg)		1				1
3. Prepare Bid Set Drawings						
a. Legend, Abbreviations & Gen. Notes		1		1		2
b. Overall Site Plan		2		2		4
c. Enlarged Electrical Plan		2		2		4
d. One-Line Diagram	1	2		2		5
e. Lighting Plan	1	2		2		5
f. Lighting Schedule/Details/Controls			4	4		8
g. Panelboard Schedule		4		4		8
4. Estimate of probable construction costs			4			4
5. Finalize electrical/lighting specifications		4			2	6
6. QC Review	1					1
Task 5 – Bid Support:						
1. Respond to Bidders' questions		4				4
2. Attend online coordination meeting (1 mtg)		1				1
Total Labor Hours:	29	89	34	79	8	239
Labor Rate: Standard Rate	\$235.00	\$165.00	\$125.00	\$100.00	\$110.00	
Total Labor Cost:	\$6,815	\$14,685	\$4,250	\$7,900	\$880	\$34,530
EXPENSES	<i>Travel</i>	<i>Trips</i>		<i>miles</i>	<i>\$0.67</i>	
	<i>Parking</i>					
	Total Expenses					
TOTAL ESTIMATED FEE						\$34,530

ADD SERVICE / TASK 6 - Sustainability Credential Support:

- 1. Attend monthly coord mtgs (18 mtgs x \$165/hr) = \$2,970

Est. Total w/ ADD SVC = \$37,500

ATTACHMENT E.
Subconsultant Proposal
Cultural Resources



Proposal to Conduct a Cultural Resources Assessment

Lake Forest Park Lakefront Improvements Project Phase 2
King County, Washington

April 25, 2024

Prepared by:

ASM Affiliates
26231 72nd Ave NW
Stanwood, WA 98292

Prepared for:

Amber Mikluscak, PLA, GISP
Principal, Director of Landscape Architecture
FacetNW
amikluscak@facetnw.com

A handwritten signature in black ink, appearing to be 'D Iversen', written over a horizontal line.

Dave Iversen, Director

Project Introduction

ASM Affiliates, Inc. (ASM) will conduct a cultural resources assessment for the Lakefront Phase 2 Project, Lake Forest Park, King County, Washington. The assessment will include the Lyon Creek Waterfront Preserve Property (Parcel 403010-0050) as well as the section of Beach Drive NE between Ballanger Way and 47th Avenue. All services will be provided in accordance with the Washington State Department of Archaeology and Historic Preservation (DAHP) guidelines, and managed by ASM's archaeologists, architectural historians, and/or historians who exceed the *Secretary of the Interior's Professional Qualification Standards*. All services will be provided on a fixed-fee basis after receipt of signed contract. This proposal shall remain valid for 90 days from today's date.

Scope of Work

Project Kickoff - ASM will participate in one kickoff call to discuss project requirements and confirm project schedule.

Records Search - Prior to the initiation of fieldwork, ASM will conduct records searches of site forms and previous cultural resources reports on file at DAHP as well as archival review of other existing documentation that may be useful to determine cultural resources concerns or historical properties located within 1-mi. of the project area. Library and online resources will also be consulted to check historic land survey and patent maps, topographic maps, and other pertinent historical documents. The results of a preliminary desktop review of these data will be presented in a technical memo.

Field Survey - Fieldwork will include an intensive survey to examine all exposed ground surfaces for archaeological resources. Subsurface excavation will be conducted using a systematic method to determine if unknown significant sites are present below the ground surface. ASM will conduct subsurface excavations at regular intervals in accessible areas. Shovel test probe (STP) excavations will be used to determine the presence, extent, and structure of subsurface deposits, and assist in the determination of the nature of any identified site boundaries. If necessary, auger probes will be excavated at the base of STPs in areas where project excavation is planned to extend greater than three feet below surface. Sediment from excavations will be screened through ¼-in. hardware mesh. will be documented on ASM forms, which include provenience location, artifact inventory, information on sediment type and color, termination depth, and general observations. The locations of excavations and all identified cultural resources will be documented with submeter accuracy global positioning systems (GPS) handheld devices and included on report quality figures within the technical report.

Technical Report Preparation – ASM will present the results of the assessment in an addendum to the technical report prepared or Phase 1 of the project.

Schedule

ASM will conduct the field survey within 60 days of NTP and a draft report addendum will be submitted for review within 30 days of fieldwork completion. The final report will be submitted within two (2) weeks of receipt of comments to the draft.

Cost

The fixed-fee cost to complete the field survey and technical report is **\$9,800.00**.

April 25, 2024
Amber Mikluscak
Page 3 of 3

Assumptions

- A maximum of 20 STP excavations will be conducted for the fieldwork;
- No cultural resources will be documented;
- Deliverables will be provided electronically via email;
- NRHP evaluation, data recovery, and/or on-site monitoring for any cultural resources identified will be performed under a separate contract.

Proposal Acceptance

Title: Proposal to Conduct a Cultural Resources Assessment - Lake Forest Park Lakefront Improvements Project Phase 2

Cost: \$9,800.00

Accepted by:

Signature

Print Name

Title

Date

Company Name

Billing Address

Email Address

Phone



415 1st Ave, #9671
Seattle, WA 98109
220 NW 8th Ave
Portland, OR 97209

206 259 2990
www.dwcocost.com
WBE WOSB SCS

ATTACHMENT F. Subconsultant Proposal Cost Estimation

April 24, 2024

Amber Mikluscak
Facet
9706 4th Ave NE, Suite 300
Seattle, WA 98115

RE: Phase 2: Lake Forest Park Lakefront Improvements

**FP-WA-2023-0099b
Add Service**

Dear Amber Mikluscak,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC’s Basic Services

Project Description:

We understand that the project comprises cost planning for the Phase 2: Lake Forest Park Lakefront Improvements located in Lake Forest, WA. The cost study scope of work includes costing the design documents.

The project comprises three parcels including an existing public preserve and two parcels previously programmed as a single residential property with multiple outbuildings. The project is encumbered by shoreline and critical area regulations, including the shoreline management area of Lake Washington and encumbrances from onsite wetlands and Lyon Creek, a natural salmon-bearing stream.

Early Works Demolition incorporates the demolition of Buildings 1-5 and 9. The existing wood fence between the preserve and Building 1 will be demolished as well. A new chain link fence with 2 gates, privacy panels, and an “about the project” banner will be installed along the frontage of Beach Dr, just inside the property.

A new lakefront park will be developed through site improvements and adaptive reuse of existing structures. Park amenities will include new parking area, paved plaza and paths, viewing platforms, gathering deck, play area, picnic shelter, bathhouse, community flex space, and small city office. A new dock will be constructed for public water access and recreation.

Detailed Scope of Work:

Task 1 – Project Management

Task 2 – Stakeholder Engagement

Task 3 Design Services

Task 3a 70% Plans, Specifications and Estimate

- Prepare an opinion of probable construction costs, including lifecycle costs, during this stage with all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- This stage includes a maximum of two alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 3b 100% Plans, Specifications and Estimate

- Prepare an opinion of probable construction costs, including lifecycle costs, during this stage with all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 4 – Environmental Documentation & Permitting

Task 5 – Bid Support

**SCHEDULE 2
Fee Schedule**

Fee Breakdown

	HRS	RATE	SUM
Task 1 – Project Management	0	\$175	\$ 0.00
Task 2 – Stakeholder Engagement	0	\$175	\$ 0.00
Task 3a – 70% Plans, Specifications and Estimate	36	\$175	\$6,300.00
Task 3b – 100% Plans, Specifications and Estimate	32	\$175	\$5,600.00
Task 4 – Environmental Documentation & Permitting	0	\$175	\$ 0.00
Task 5 – Bid Support	0	\$175	\$ 0.00
SUM Total	68		\$11,900.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$11,900**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

April 24, 2024

SCHEDULE 3

DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$180.00
Specialists	\$170.00- \$180.00
Cost Estimators*	\$160.00 - \$150.00
Clerical	\$105.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: Facet

DATE: 4/24/2024

DATE:

By: Trish Drew

By: Amber Mikluscak

Its: Managing Director

Its: Principal of Landscape Architecture



Exhibit B

Item No.	Description	Quantity	Unit	Rate	Amount	Notes
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RESOLUTION NO. 26-2061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, REAFFIRMING THE CITY OF LAKE FOREST PARK'S COMMITMENT TO COMMUNITY POLICING, DE-ESCALATION, AND THE PROTECTION OF CONSTITUTIONAL RIGHTS.

WHEREAS, Renee Nicole Good was shot and killed on January 7, 2026 during an encounter with federal immigration agents while attending a protest in Minneapolis, Minnesota; and

WHEREAS, Alex Pretti was shot and killed on January 24, 2026 during an encounter with federal immigration agents while attending a protest in Minneapolis, Minnesota; and

WHEREAS, since January 2025, federal immigration agents have caused at least six other fatalities, dozens of shootings, and numerous injuries, and have been accused of using deadly force and detaining individuals exercising their legal rights to assemble and protest; and

WHEREAS, federal immigration agents have detained hundreds of US citizens in recent months, often without charges or with charges dismissed by courts; and

WHEREAS, Resolution 1606 proclaims the City of Lake Forest Park a welcoming, inclusive, and safe community, and affirms the City's commitment to protecting civil rights and fostering trust between residents and law enforcement; and

WHEREAS, the United States Constitution guarantees "the right of the people peaceably to assemble, and to petition the government for a redress of grievances," and that right includes the ability to protest unjust practices; and

WHEREAS, the City of Lake Forest Park and its police department are committed to community policing; and

WHEREAS, excessive force, abuse, or improper conduct by federal agents purporting to enforce the nation's laws threatens the trust that underpins the effectiveness of community policing and the lives, rights, and liberties of our community; and

WHEREAS, the City of Lake Forest Park Police Department's top value is "the sanctity of all life," and the Law Enforcement Code of Ethics states that the "fundamental duty is to serve the community; to safeguard lives and property; to protect

the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice”; and

WHEREAS, the Lake Forest Park Police Department directive 2025-003 states that “when LFPPD officers respond to incidents where authentic armed federal agents may be involved, it is critical for LFPPD officers to safely self-identify and simultaneously confirm the identity of any law enforcement personnel from other agencies involved”; and

WHEREAS, RCW 10.120.020 requires law enforcement in the State of Washington to “use reasonable care when determining whether to use physical force or deadly force and when using any physical force or deadly force against another person,” to “when possible, use all de-escalation tactics that are available and appropriate under the circumstances before using physical force,” and to “use the least amount of physical force necessary to overcome resistance under the circumstances”; and

WHEREAS, the people of Lake Forest Park take pride in our tradition of nonviolent protest.

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

Section 1. The City Council declares its solidarity with the people of Minneapolis as they mourn the deaths of Renee Nicole Good, Alex Pretti, and others killed or otherwise harmed by federal immigration agents.

Section 2. The City Council declares its sympathies to the families and friends of Renee Nicole Good and Alex Pretti.

Section 3. The City Council reaffirms that the Lake Forest Park Police Department emphasizes de-escalation and community policing and supports residents peacefully exercising their constitutional rights to assemble, and to observe and/or document law enforcement. Further, the City Council reaffirms that Lake Forest Park Police Department personnel, do the following if possible: confirm the identity of federal law enforcement agents, act to prevent impersonation of legitimate law enforcement officers, and, if reasonably safe to do so, facilitate or render necessary medical aid.

Section 4. The City Council requests that the Mayor evaluate the potential to prohibit civil federal immigration authorities from using property that is City owned and controlled for civil immigration enforcement activities such as staging and detention. These properties include, but are not limited to City parks, parking lots, vacant lots, or storage facilities. Further, federal immigration authorities are not permitted to enter the non-public portions of City buildings without a judicial warrant.

Section 5. Nothing in this resolution is intended to regulate or direct federal law enforcement agencies performing lawful operations within their federal duties.

Section 6. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution, including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers, and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 12th day of February 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2061



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date February 12, 2026

Originating Department Executive

Contact Person Phillip Hill, City Administrator

Title Resolution 26-2064/Confirming the appointment of Nova Heaton as the Public Works Director

Legislative History

- First Presentation – February 12, 2026, City Council Regular Meeting

Attachments:

1. Nova Heaton Cover Letter & Resume
2. Resolution No. 26-2064 confirming the appointment

Executive Summary

The administration interviewed two applicants for the Public Works Director position on January 14, 2026. Nova Heaton was the recommended pick of the three interview panels.

Background

The administration has been recruiting for the Public Works Director position. Two candidates were interviewed by three panels consisting of city staff, the city attorney, three council members, and the mayor. The three panels recommended hiring Nova Heaton as the city’s new Public Works Director.

Section 2.08.170 establishes the position and allows the mayor to appoint an individual to it, subject to confirmation by a majority of the city council.

Fiscal & Policy Implications

The 2025/2026 biennial budget provides sufficient budget for this position.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt Resolution 26-2064 confirming the Mayor’s appointment of Nova Heaton as the Public Works Director.	Ms. Heaton will begin working for the city on February 23, 2026.
<ul style="list-style-type: none">• Do not adopt Resolution 26-2064 confirming the Mayor’s appointment of Nova Heaton as the Public Works Director.	The administration would continue recruiting for the position.

Staff Recommendation

Adopt Resolution 26-2064 confirming the Mayor’s appointment of Nova Heaton as the Public Works Director.

December 19, 2025

Shannon Moore, HR
Director City of Lake Forest
Park 17425 Ballinger Way
NE Lake Forest Park, WA
98155

Dear Ms. Moore,

I am excited to apply for the Public Works Director position with the City of Lake Forest Park. Your commitment to providing exceptional public services and fostering a collaborative environment resonates strongly with my professional values and experience. As the current Public Works Director for the City of Snohomish, I bring over twenty years of engineering and leadership expertise, combined with a proven ability to manage complex operations and build strong community relationships.

In my current role, I oversee all aspects of public works, including infrastructure maintenance, capital project delivery, utility operations, and compliance with regulatory standards. I lead a talented team of professionals and union staff, ensuring projects are completed efficiently and with the highest quality. My approach emphasizes transparency, open communication, and empowering employees to contribute their expertise, which has resulted in improved team performance and interdepartmental relationships. I prioritize clear, consistent direction by developing and maintaining policies and procedures that promote fairness for both citizens and staff.

I am passionate about strategic planning and sustainable growth. At Snohomish, I have advanced initiatives that strengthen transportation systems, improve pedestrian and bicycle connectivity, and integrate Complete Streets principles into our planning framework. These efforts reflect my belief that public works should not only maintain essential services but also shape communities for long-term resilience and livability.

My technical background as a licensed Professional Engineer, combined with hands-on experience in municipal operations, positions me to navigate the challenges and opportunities of Lake Forest Park's infrastructure needs. I understand the importance of interdepartmental collaboration and fiscal responsibility, and I am committed to delivering solutions that align with your city's vision and values.

I would welcome the opportunity to bring my leadership and expertise to Lake Forest Park. Please feel free to contact me to discuss how I can contribute to your team's success.

Thank you for your consideration.

Sincerely,
Nova Heaton, P.E.

Nova Heaton, PE

Professional Summary

Public Works Director and licensed Professional Engineer with 20+ years of experience in municipal infrastructure, policy development, and strategic planning. Dedicated to strengthening inter-departmental communication and building partnerships for collaboration. Committed to engaging all stakeholders in open dialog to identify issues and develop practical solutions.

Professional Experience

Public Works Director

City of Snohomish | June 2022 – Present | Snohomish, WA

- Lead a team of 35 staff managing public works operations, utilities, parks, and transportation planning.
- Oversaw \$25M annual budget and implemented comprehensive planning updates and municipal code revisions.
- Secured grant funding and improved compliance through strategic policy development.
- Ensured transparent communication with city council and elected officials.
- Developed and implemented policies and procedures to ensure consistency and compliance across all public works operations.
- Directed long-term planning projects such as the Complete Streets Policy and Local Road Safety Plan to improve multimodal accessibility and reduce roadway hazards.
- Implemented a digital work order system to centralize requests, track progress, and ensure timely completion of maintenance tasks.
- Coordinated emergency operations and recovery efforts while maintaining detailed expense records for federal reimbursement.
- Organized utility maintenance staff input and coordination with engineering and planning to make sure projects meet functional needs and minimize future maintenance challenges.

Development Services Manager

City of Arlington | March 2017 – June 2022 | Arlington, WA

- Managed development review, transportation planning, and right-of-way permitting.
- Implemented Complete Streets Policy and secured multimillion-dollar grants for infrastructure projects.
- Supervised staff and streamlined municipal code interpretation and updates.
- Enhanced public engagement and interagency collaboration for long-term planning initiatives.

Engineer II

Snohomish County Public Works | December 2007 – March 2017 | Everett, WA

- Designed and managed river engineering and fish passage projects, including hydraulic modeling.
- Prioritized culvert replacement projects and managed grants and interlocal agreements.
- Produced construction plans using Civil 3D and oversaw consultant coordination.

Additional Engineering Roles

Bayview Surveying & Engineering | Whatcom County Public Works | Leonard, Boudinot and Skodje Inc. | 2000 – 2007

Held progressive roles in civil engineering and project management, specializing in roadway design, drainage systems, hydraulic modeling, and construction oversight.

Education & Licenses

Licensed Professional Engineer (PE), Washington State

Bachelor of Science in Civil Engineering, University of Iowa

Technical Proficiencies

- AutoCAD
- Civil 3D
- Hydraulic Modeling Software
- MS Office Suite
- Cleargov Budgeting Tool
- iWorQ work management

RESOLUTION NO. 26-2064

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, CONFIRMING THE APPOINTMENT BY THE MAYOR OF NOVA HEATON AS THE PUBLIC WORKS DIRECTOR

WHEREAS, the administration recruited a new Public Works Director; and

WHEREAS, a selection committee consisting of the Mayor, City Administrator, Police Chief, Finance Director, Community Development Director, Human Resources Director, City Clerk, City Attorney, Public Works Superintendent, Police Commander, Lead Maintenance Worker, Senior Project Manager, and three Council Members performed interviews for the position of Public Works Director; and

WHEREAS, section 2.08.170 of the Lake Forest Park Municipal Code requires the appointment of the Public Works Director by the Mayor and confirmation by the City Council; and

WHEREAS, the Mayor has extended an employment offer to Nova Heaton and she has accepted the Mayor’s offer; and

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

Section 1. CONFIRMATION. The City Council confirms the appointment by the Mayor of Nova Heaton as the Public Works Director of Lake Forest Park.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 12th day of February 2026.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean

City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2064

City Administrator Report City of Lake Forest Park

Date: February 12, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

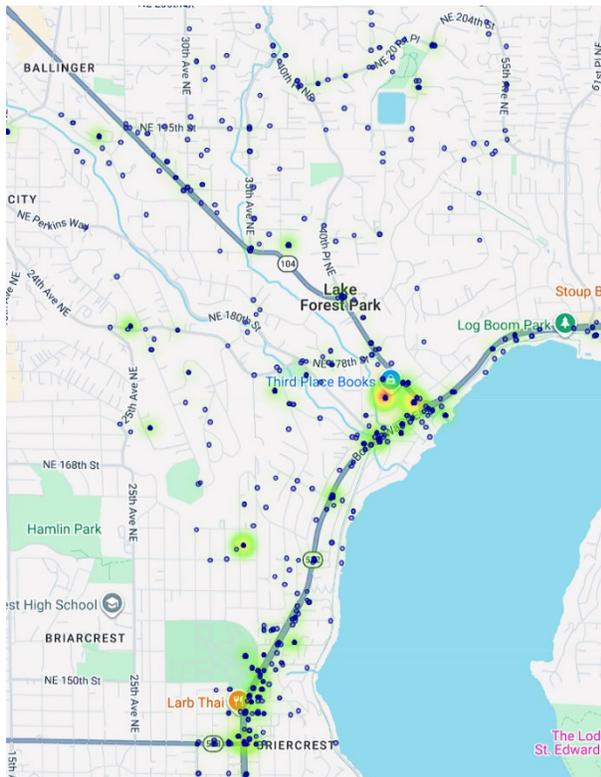
CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department



Police incidents heatmap for January 2026:

Each blue dot is an incident generated by dispatch or an officer.

This map represents **1163** Call Incidents in **January**

Traffic Stats are in the Traffic Safety Section

Behavioral Health	65
Questionable Activity	59
911 Calls	49
Contact of a Person	26
Warrants	21
Theft	19
Area Check	16
Welfare Check	13
Alarm	9
Civil	6
Animal	5
Noise Complaint	4
Suicide	4
Disturbance	3
Fraud	3

Case Reports Taken for January 2026

Theft	9
Warrant Arrest	6
Malicious Mischief	3
Trespass	3
Death Investigation	3
Behavioral Health	2
DUI	2
Outside Agency Assist	2
Order Violation	2

Domestic	2
Fraud	2
Vehicle Prowl	1
Burglary	1
Traffic Offenses	1
Found Property	1
Recovered Property	1
Adult Protective Services	1
Informational Report	1

Total – 43

Notable Incidents:

Domestic Violence

Officers responded to a domestic call in progress. After the assault, the suspect left the scene but was intercepted by our patrol officers as he was driving away on Ballinger Way NE. A high-risk traffic stop was conducted successfully. The suspect was arrested and booked for domestic violence assault, harassment and malicious mischief.

A community member called 911 regarding a possible domestic incident in progress occurring in her neighbors’ apartment. Officers contacted the family but there was no sign of domestic violence.

Found Child

A 4-year-old child was found running around by himself on the street. Eventually, with the assistance of a Kenmore Deputy, the child was reunited with the mother.

Assist

A community member called the police regarding a subject, possibly under the influence of drugs, acting oddly inside Safeway. He “accidentally” tried to get into an occupied car because he believed it was his vehicle. Eventually he took the bus and left.

NORCOM dispatch receive a 911 call from a cell phone (crash notification). Officers contacted a subject who fell off the scooter. No injuries.

Officers assisted Shoreline Fire with an active fire scene. Officers assisted the occupants in leaving the residence safely. Unfortunately, a dog died at the scene.

A community member called the police because his wife was acting “out of control” (she was hallucinating and screaming). Officers arrived, took control of the situation, and AID took her to the hospital for treatment.

K9 Bella assisted Bothell PD with a suspicious car with a positive hit for drugs. The driver was arrested and the car towed. The case is under investigation by Bothell PD.

LFPPD officers assisted Bothell PD with a subject who eluded a traffic stop and was driving erratically. A LFPPD sergeant successfully deployed spikes (pursuit intervention device) and StarChase (GPS). The suspect was eventually found in a cul-de-sac, in Shoreline, and arrested without using force.

Animal Problem

A community member found two dogs running around. He took them to his residence and called the police. Officers contacted our contracted King County Animal control for assistance.

Theft

Theft in progress in the Safeway store. Two subjects were arrested and booked.

Officers arrested a subject who had stolen several items from multiple businesses in town. He also had an outstanding warrant and was booked into jail.

Officers responded to a theft in progress at the Safeway store. The subject was arrested and booked in Lynnwood Jail.

Officers responded to a theft in progress at Ross. The subject was arrested.

Welfare Check

A community member called 911 because her 90-year-old sister-in-law was not responding to her phone calls or messages. Officers made forced entry into the home and found the subject deceased on the floor.

A homeless individual was passed-out in the City Hall bathroom. He was sick from using drugs, so he was transported to Connections by Tri-Med.

Fraud

Wire fraud involving Seahawks' tickets. Investigation in progress.

A scammer intercepted a UPS driver in front of a house, showed his ID to the UPS driver, told him that he was the son of the owner of the house, and took the package. The investigation is in progress.

Online fraud by somebody who posed as a bank employee. The victim lost \$4,300. No leads.

Contact of a Person

Mod Pizza employees called 911 regarding a highly intoxicated subject acting oddly in their store. Officers contacted the subject, but no crime occurred. The subject got his pizza and left.

Later the same subject was found in Starbucks acting strange. Officers gave him a ride to Shoreline.

A community member advised the police that he was recently robbed in a bar in Mexico. He understood that we did not have jurisdiction but wanted to have the robbery documented in our records anyway.

Civil dispute

Civil dispute between a mason contractor and a client. The contractor's behavior was found to be almost harassment, so it was documented for future references.

Suicide

A mentally ill person (well-known to the police) who lives in an assisted living facility called the police because he wanted to commit suicide. Officers spoke with his caregiver who stated that the patient calls 911 when he is bored so he can have a ride to the hospital.

A mentally ill person (well-known to the police, but different from the previous call) who lives in an assisted living facility tried to commit suicide eating some plastic items. She met ITA criteria and was transported to the Hospital by Tri-Med.

A subject who lives in an adult family home attempted to commit suicide. He was transported to the hospital.

A patient in an adult family home (different from the previous one) stated that he was going to kill his caregivers and then himself. He was sent in for treatment.

Malicious Mischief

One of the City's new radar trailers was vandalized by an unknown subject. No leads.

Multiple mailboxes and vehicles were vandalized on the 16000 block of 34th Ave NE. No leads.

Burglary

Officers responded to a residential burglary in progress where the homeowner shot the intruder. The suspect was arrested and taken to the hospital for treatment. Charges of burglary were sent to the King County Prosecutor.

Violation of Order

An officer conducted a traffic stop and confirmed that the petitioner and the respondent of a domestic violence order (no contact order) were in the same vehicle. The respondent was arrested and booked.

A community member called 911 regarding her ex-boyfriend violating a no-contact order by phone and online. The investigation is in progress.

DUI

A driver was stopped by a patrol officer because he was going 68mph on Bothell Way NE. It was discovered that the driver was under the influence (drugs). He was arrested and booked in Snohomish County Jail.

Recovered Property

Seattle PD recovered one of our stolen vehicles.

Warrants

A subject who was driving with expired tabs was stopped by a patrol officer. It turned out that she had multiple outstanding warrants. She was arrested and booked on those warrants.

Noise Complaints

Officers responded to an incident where multiple juveniles were creating some sort of disturbance (party) in proximity of 53rd Ave Ne and NE 190th St. The officers arrived promptly and took care of the issue. Several neighbors were so pleased with the officer's response that the next day they brought a thank you note and some delicious food for the officers on duty.

Disturbance

Multiple community members called the police regarding a male yelling and being aggressive inside the Town Center. He was identified and the officers found out that he had outstanding warrants. He was arrested and transported to King County Jail.

Last week NORCOM received 15 911 calls from the same mentally ill person who contacts them because she believed that Elon Musk was manipulating her electronic devices. This has been an ongoing issue for many months.

Lake Forest Park



Traffic Safety

January 2026

Traffic Stops	443
Traffic General	70
Traffic Collisions	16
Traffic Abandon	14
DUI	2
Hit & Run	2
Impounds	1

Traffic Safety Highlights

Speed Emphasis:

- Emphasis patrols are proving to be successful. There is a noticeable difference in the number of westbound HOV violations at the 4700blk of SR 522.
- 18400blk of Ballinger Way NE- Officer monitored the area for approximately an hour and a half issuing 3 violations for vehicles traveling at 44mph.
- County line and 37th Ave NE & 4000blk of NE 197th St

Stop Sign Emphasis:

- 19600blk of 40th PL NE

Notable Speed Violations:

- 15000blk of Bothell Way NE - Vehicle traveling 56mph in a 40mph zone
- 47th Ave NE and Bothell Way NE - A driver from Tennessee was traveling 78mph in a 40mph zone
- NE 155th St and Bothell Way NE - 55, 57, 60mph
- 17200blk of Ballinger Way - 56, 57, 60, 61, and 73mph in a 30mph zone
- Driver was stopped and asked why they were speeding they said, "I was responding to an emergency." When asked what the emergency was, the driver said, "taking someone to the airport."

RCW46.37.390:

3 drivers were issued warnings for excessive exhaust noise

Seatbelts:

Vehicle containing two child passengers without booster seats or seatbelts.

Lights, camera action!

Driver was warned for having blue lights on his license plate.

Driver warned for undercarriage glow lights.

Bus lane violation:

It was my dog....

A vehicle traveling at the 5700blk of Bothell Way was stopped for no taillight. Driver stated his dog chewed through the wiring of the light switch. Driver was cited for expired registration, previously warned in Nov. 2024, and warned for no insurance.

Where are you going?

Multiple drivers stopped for traveling in the wrong direction. One vehicle stopped in center median was lost and having “directional issues.”

It adds up quickly....

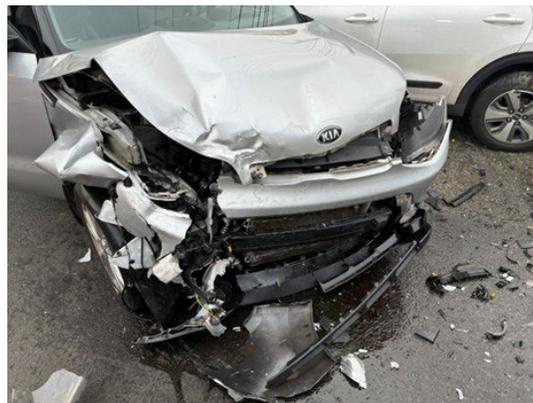
Multiple vehicles stopped for one violation that turned into 2 or 3 violations. Cell phone in hand, registration expired, no insurance, no License/ID, DWLS3, brake lights out...and more.

Collisions:

A collision at SR522 and Ballinger Way NE leaves that intersection out of power for hours. A family traveling south on Ballinger, turning left onto SR522, lost control of their vehicle and collided with the power boxes on the southeast corner of the intersection. Crews worked quickly to repair the damage while Officers performed traffic control to limit any further issues.



A two car collision occurred at 35th AVE NE and SR 522, when a vehicle traveling southbound bypassed traffic in the bus lane in order to get to McDonalds while another vehicle was turning left onto 35th from northbound lanes. One driver was issued a citation for Neg. 2 and Failure to use a Child Restraint.



Other Notable Traffic Items:

In the 18400 block of SR-104, we are conducting a speed and volume data collection study. For the first two weeks, new speed radar trailers collected data without displaying vehicle speeds to drivers. During the following two weeks, the speed display was activated while data

collection continued. This study examines speed data to evaluate how speed display feedback influences driver behavior and the potential need of traffic safety cameras.



Detective Teschlog Retirement

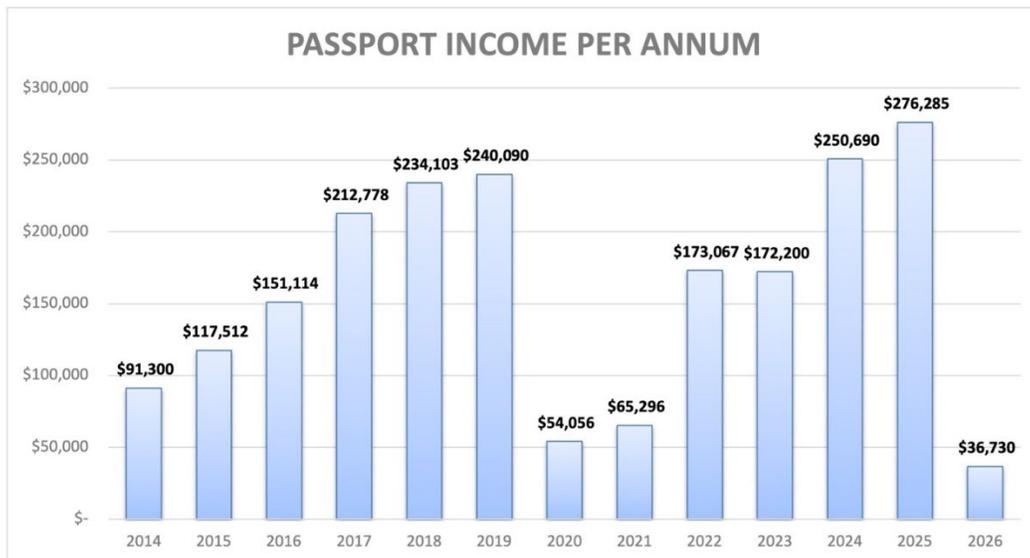
On January 26, we marked the final radio call of “out of service” for Detective Craig Teschlog, honoring more than 27 years of law-enforcement service, including nine years with Lake Forest Park Police Department. Craig comes from a family rooted in service. Born in Edmonds and raised nearby, Craig comes from a family defined by service, his father served 20 years in the U.S. Army with three tours in Southeast Asia; his grandfather served 35 years with the FDNY; and his mother was an elementary school teacher. Though his parents passed years ago, they lived to see Craig find his calling in law enforcement. He found his call early and spent over half his life protecting communities, building cases, and supporting victims. From patrol to investigations, and through his work on the Major Crimes Task Force. Beyond the cases, he’s been a mentor, a trainer with CJTC, and someone others could always count on. His work will continue as he teaches the next generation of detectives. Craig may be making his final radio call as a police officer, but a new chapter awaits. Congratulations, Detective Teschlog. Thank you for your service to our community. And on to the next chapter, as our LFPPD Support Services Officer! He will be taking care of the property room and prisoner transport.

II. Internal City Information

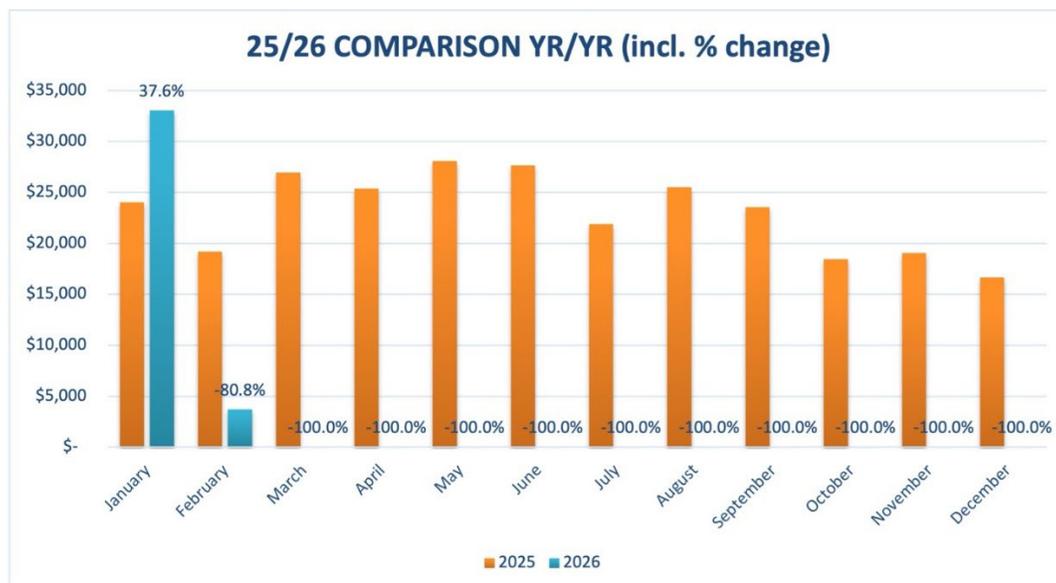
Municipal Services

Passport Services

At the end of 2025, we processed 5,615 passports with 3,988 photos, earning a total revenue of \$276,285. Here are the historical stats showing that last year was the best on record. With increased photo fees and the addition of a digital photo fee, 2026 will likely be another record year for revenue.



For January, 2026, we processed 629 passports with 455 photos for a total revenue of \$33,045. In January, 2025, total revenue was \$24,015. That is an increase of \$9,030.



III. Council Information**IV. Response to Citizen and Council Comments****V. Contract Reporting**

No new administratively approved contracts during the reporting period.

VI. Legislative Update**VII. Community Events**

JOIN US FOR OUR
THIRD PLACE COMMONS

Annual Community Breakfast

ROOTS & WINGS
7-8:45 a.m. March 4, 2026

Food • Auction • Music

Celebrating community while supporting Third Place Commons and the Lake Forest Park Farmers Market — bringing free events and welcoming spaces to life year-round.

\$50 per person • \$375 for table of eight

Tickets and information:
www.thirdplacecommons.org/breakfast

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

[North King County Coalition on Homelessness](#)

February 19, 2026, 1:00 PM - 2:30 PM

[More Details](#)

[City Council Budget & Finance Committee Meeting \(hybrid meeting\)](#)

February 19, 2026, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

[City Council Retreat](#)

February 21, 2026, 9:00 AM - 4:00 PM Shoreline Fire Station 51

[More Details](#)

[Committee of the Whole meeting \(hybrid meeting\)](#)

February 23, 2026, 6:00 PM - 8:00 PM City Hall and via Zoom

[More Details](#)

[Parks and Recreation Advisory Board Meeting \(hybrid meeting\)](#)

February 24, 2026, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

[City Council Regular Meeting \(hybrid meeting\)](#)

February 26, 2026, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)