



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, January 12, 2023 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

cityofflp.gov

INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:

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

Join Zoom Webinar: <https://us06web.zoom.us/j/89896180737>

Call into Webinar: 253-215-8782 | Webinar ID: 898 9618 0737

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

HOW TO PARTICIPATE WITH ORAL COMMENTS:

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

If you are in person at the meeting, there is a sign in sheet located near the entrance to the Council Chambers. Simply fill the form out and the Mayor will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker.

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

HOW TO SUBMIT WRITTEN COMMENTS:

<https://www.cityofflp.com/615/Hybrid-City-Council-Meetings> (use CTRL+CLICK to open this link)

Written comments for public hearings will be submitted to Council if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the City Council the next day. Because the City has implemented oral comments, written comments are no longer being read under Citizen Comments.

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

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. **PROCLAMATIONS**

A. Martin Luther King Jr. Day

5. **CITIZEN 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 may direct staff to follow up on items brought up by the public. **Comments are limited to a three (3) minute time limit.***

6. **CONSENT CALENDAR**

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

A. November 3, 2022 City Council Budget and Finance Committee Special Meeting Minutes

B. December 8, 2022 City Council Work Session Minutes

C. December 8, 2022 City Council Regular Meeting Minutes

D. City Expenditures for the Period Ending December 22, 2022 (*prepaid*)

E. City Expenditures for the Period Ending December 30, 2022

F. City Expenditures for the Period Ending January 12, 2023

7. **ORDINANCES AND RESOLUTIONS FOR INTRODUCTION / REFERRAL**

A. Resolution 23-1883/Authorizing the Mayor to sign the American Rescue Plan Act (ARPA) Grant Agreement between the City and Local 104

8. **ORDINANCES AND RESOLUTIONS FOR ACTION**

A. Resolution 23-1882/Authorizing the Mayor to sign Amendment No. 1 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40th Place NE Roundabout Project

9. COUNCIL DISCUSSION AND ACTION

A. City Council Commissions and Board Liaisons Appointments for 2023

10. OTHER BUSINESS

11. COUNCIL COMMITTEE REPORTS

A. Councilmember Reports

B. Mayor's Report

C. City Administrator's Report

12. ADJOURN

FUTURE SCHEDULE

--Monday, January 16, 2023 City Hall closed for Martin Luther King Jr. Day

--Thursday, January 19, 2023 City Council Budget and Finance Committee Meeting 6 pm *canceled*

--Monday, January 23, 2023 City Council Committee of the Whole Meeting 6 pm - *hybrid meeting*
(Zoom and City Hall)

--Thursday, January 26, 2023 City Council Regular Meeting 7 pm - *hybrid meeting* (Zoom and City Hall)

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

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



PROCLAMATION

WHEREAS, the Reverend Martin Luther King, Jr. has inspired this country and the world with his vision and dedication to freedom and equality; and

WHEREAS, Martin Luther King, Jr. became the voice of the American civil rights movement in the 1950s and 1960s with eloquent speeches and nonviolent action that resulted in landmark legislation—the Civil Rights Act of 1964; and

WHEREAS, Martin Luther King, Jr. was assassinated on April 4, 1968, at 39 years of age; and

WHEREAS, the voice of Martin Luther King, Jr. was not silenced, and his faith and courage in proclaiming the message of liberty and justice for all lives on; and

WHEREAS, federal legislation signed into law on November 2, 1983, established a legal holiday to be celebrated on the third Monday in January honoring the life of civil rights leader Martin Luther King, Jr., who was born on January 15, 1929.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim Monday, January 16, 2023, as

MARTIN LUTHER KING JR. DAY

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

Signed this 12th day of January 2023.

Jeff R. Johnson, Mayor

**CITY OF LAKE FOREST PARK
CITY COUNCIL SPECIAL BUDGET AND FINANCE COMMITTEE MEETING
MINUTES
November 3, 2022**

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

Councilmembers present: Tom French, Deputy Mayor; Phillippa Kassoover, Council Vice-Chair; Lorri Bodi, Tracy Furutani, Larry Goldman, Jon Lebo, Semra Riddle (via Zoom)

Councilmembers absent: none

Staff present virtually: Jeff Johnson, Mayor; Phillip Hill, City Administrator; Jeff Perrigo, Public Works Director; Mike Harden, Police Chief; Lindsey Vaughn, Finance Director; Matt McLean, City Clerk

Others present: 3 visitors

CALL TO ORDER

Deputy Mayor French called the November 3, 2022, City Council Budget and Finance Committee special meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

Cmbr. Bodi moved to approve the agenda as presented. **Cmbr. Riddle seconded. The motion to approve the agenda as presented carried unanimously.**

Proposed 2023-2024 Biennial Budget - City Council Deliberations and Recommendations

Deputy Mayor French initiated Council deliberations on the proposed 2023-2024 Biennial Budget and reviewed additional or optional revenue increases.

After a brief discussion, the Council directed the staff to include the additional optional revenue increases for the November 10 public hearing.

Citizen Comments

The following members of the audience shared comments with the Council:

- No comments from the public.

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ADJOURNMENT

There being no further business, Deputy Mayor French adjourned the meeting at 8:39 p.m.

Tom French, Deputy Mayor

Matt McLean, City Clerk

**CITY OF LAKE FOREST PARK
CITY COUNCIL WORK SESSION MEETING MINUTES
December 8, 2022**

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

Councilmembers present: Tom French, Deputy Mayor; Phillippa Kassover, Council Vice-Chair; Lorri Bodi (via Zoom), Tracy Furutani (via Zoom), Larry Goldman, Jon Lebo, Semra Riddle

Councilmembers absent: none

Staff present virtually: Jeff Johnson, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Andy Silvia, Senior Project Manager; Matt McLean, City Clerk

Others present: 4 visitors

CALL TO ORDER

Mayor Johnson called the December 8, 2022, City Council work session meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

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

Ordinance 1261/Adopting the Compost Procurement Policy

Public Works Director Perrigo presented the item and responded to questions. It was noted the item is on the regular meeting agenda later this evening.

Resolution 1879/Authorizing the Mayor to Sign a Services Agreement with Pat's Tree and Landscape, Inc., for 2022-2023 Tree Service

Public Works Director Perrigo presented the item and responded to questions. It was noted the item would be brought back to a future meeting.

Draft Resolution regarding Amendment No. 1 to the Professional Services Contract Agreement AG-21-002 with Transportation Solutions, Inc., for Design and Construction Management Services for the SR 104 and 40th Place NE Roundabout Project

Project Manager Silvia presented the item and responded to questions.

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2 **ADJOURNMENT**

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4 There being no further business, Mayor Johnson adjourned the meeting at 6:48 p.m.

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8 Jeff Johnson, Mayor

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12 Matt McLean, City Clerk

**CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
December 8, 2022**

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

Councilmembers present: Tom French, Deputy Mayor; Phillippa Kassover, Lorri Bodi (via Zoom), Tracy Furutani (via Zoom), Larry Goldman, Jon Lebo, Semra Riddle

Councilmembers absent: none

Staff present virtually: Jeff Johnson, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Mike Harden, Police Chief; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Steve Bennett, Planning Director; Andy Silvia, Senior Project Manager; Cory Roche, Environmental and Sustainability Specialist (via Zoom); Matt McLean, City Clerk

Others present: 23 visitors

CALL TO ORDER

Mayor Johnson called the December 8, 2022 City Council regular meeting to order at 7:00 p.m.

FLAG SALUTE

Mayor Johnson led the Pledge of Allegiance.

ADOPTION OF AGENDA

Cmbr. Kassover moved to approve the agenda as presented. **Cmbr. Riddle seconded.**

Cmbr. Bodi moved to amend the agenda to add an item after the consent agenda to direct the city administration to send a letter to Sound Transit regarding the BRT.

Deputy Mayor seconded.

The motion to adopt the agenda as amended carried unanimously.

PRESENTATION – State of the Court Report

Judge Grant and Court Administrator McConville presented the State of the Court Report and responded to questions.

PRESENTATION – Sheridan Beach Community Club – Sound Transit Presentation

Andy Bohutinsky and Scott Mesic from the Sheridan Beach Community Club gave a short presentation regarding the impact of the Sound Transit project on the Sheridan Beach community.

CITIZEN COMMENTS

The following members of the audience shared comments with the Council:

The following people spoke against the Sound Transit project and asked the Council to intervene to advocate for the City:

- John Crew from Lake Forest Park
- Jeff Snedden from Lake Forest Park
- Vicki Scuri from Lake Forest Park
- Cami Gearheart from Lake Forest Park
- Alexi Bailey from Lake Forest Park
- Ann Paine from Lake Forest Park
- Barbara Sharky from Lake Forest Park
- Jean Reid from Lake Forest Park
- John from Lake Forest Park
- Tom Fog from Lake Forest Park spoke about the problems with curbing on 35th Avenue

CONSENT CALENDAR

Deputy Mayor French moved to approve the consent calendar as presented. **Cmbr. Kassover seconded. The motion to approve the consent calendar as presented carried with an abstention from Cmbr. Furutani.**

1. November 10, 2022 City Council Work Session Minutes
2. November 10, 2022 City Council Regular Meeting Minutes
3. November 17, 2022 City Council Special Meeting Minutes
4. Approval of City Expenditures for the Period Ending November 23, 2022, (prepaid) covering Claims Fund Check Nos. 84202 through 84252 in the amount of \$173,492.72; Payroll Fund ACH transactions in the amount of \$161,714.29 and Direct Deposit transactions in the amount of \$162,027.08; additional ACH transactions Elavon, \$606.28; Lexis Nexis, \$264.97; Washington State Excise Tax, \$14,628.86; total approved Claims Fund transactions, \$512,734.20
5. Approval of City Expenditures for the Period Ending December 8, 2022, covering Claims Fund Check Nos. 84253 through 84297 in the amount of \$375,408.91; Payroll Fund ACH transactions in the amount of \$150,437.21 and Direct Deposit transactions in the

- amount of \$167,514.68; additional ACH transactions US Bank, \$62,527.68; Wex Bank, \$107.97; total approved Claims Fund transactions, \$588,481.77
6. Resolution 1870/Authorizing the Mayor to Sign Agency Services Agreement with Shoreline/Lake Forest Park Senior Center for 2023-2024 Calendar Years
 7. Resolution 1871/Authorizing the Mayor to Sign Agency Services Agreement with Center for Human Services for 2023-2024 Calendar Years
 8. Resolution 1872/Authorizing the Mayor to Sign Agency Services Agreement with Shoreline/Lake Forest Park Arts Council for 2023-2024 Calendar Years
 9. Resolution 1873/Authorizing the Mayor to Sign Agency Services Agreement with Friends of Third Place Commons for 2023-2024 Calendar Years
 10. Resolution 1874/Authorizing the Mayor to Sign an Agreement with City of Shoreline to Provide an After School Program, "Hang Time," for Kellogg Middle School for the 2023-2024 Calendar Years

Directing the City Administration to request a 90-day pause on the Bus Rapid Transit project in Lake Forest Park from Sound Transit Board

Cmbr. Bodi moved to direct the Lake Forest Park City Administration to request that the Sound Transit Board and Executive put into effect a 90-day pause on the Lake Forest Park segment of the project, in order to hear our citizens' concerns and work directly with the City and our community to develop new design refinements, including: 1) significant reductions in the amount of tree canopy destruction and property acquisitions; 2) to better address and improve mitigation plans for noise, tree removal, and environmental impacts; and 3) to rethink and reimagine the retaining wall design, safety, and landscaping. **Deputy Mayor French seconded.**

Cmbr. Lebo recused himself from this item.

After a brief discussion by the Council, **Deputy Mayor French moved** to suspend the three-touch rule for this item. **Cmbr. Bodi seconded. The motion to suspend the three-touch rule for this item carried, with an abstention from Cmbr. Lebo.**

The motion to approve to direct the Lake Forest Park Administration to request a 90-day pause from the Sound Transit Board as presented carried with an abstention from Cmbr. Lebo.

RESOLUTION 1862/Authorizing the Mayor to Sign a Professional Services Agreement with Consor North America, Inc., for On-Call Professional Services

Senior Project Manager Silvia presented the item and responded to questions.

Cmbr. Riddle moved to approve as presented Resolution 1862/Authorizing the Mayor to Sign a Professional Services Agreement with Consor North America, Inc., for On-Call Professional Services. **Cmbr. Kassover seconded.**

Cmbr. Lebo stated there a lot of local firms that could do this work, and this firm is too large.

The motion to approve Resolution 1862 carried, with Cmbr. Lebo opposed.

RESOLUTION 1869/Authorizing the Mayor to Sign Amendment No. 1 to the Professional Services Agreement AG-22-001 with Gray & Osborne, Inc., for 35th Avenue NE Drainage Project

Senior Project Manager Silvia presented the item and responded to questions.

Deputy Mayor French moved to suspend the three-touch rule for Resolution 1869.

Cmbr. Goldman seconded. The motion to suspend the three-touch rule for Resolution 1869 carried unanimously.

Deputy Mayor French moved to approve as presented Resolution 1869/Authorizing the Mayor to Sign Amendment No. 1 to the Professional Services Agreement AG-22-001 with Gray & Osborne, Inc., for 35th Avenue NE Drainage Project. **Cmbr. Riddle seconded. The motion to approve Resolution 1869 carried unanimously.**

RESOLUTION 1881/Authorizing the Mayor to Sign a Professional Services Agreement with The Watershed Company for Lyon Creek Flood Mitigation Project – Monitoring and Agency Coordination

Senior Project Manager Silvia presented the item and responded to questions.

Deputy Mayor French moved to suspend the three-touch rule for Resolution 1881.

Cmbr. Kassover seconded. The motion to suspend the three-touch rule for Resolution 1881 carried unanimously.

Deputy Mayor French moved to approve as presented Resolution 1881/Authorizing the Mayor to Sign a Professional Services Agreement with The Watershed Company for Lyon Creek Flood Mitigation Project – Monitoring and Agency Coordination. **Cmbr. Riddle seconded. The motion to approve Resolution 1881 carried unanimously.**

It is noted this item was listed as Resolution 1870 on the agenda and is corrected by a scrivener's error to reflect Resolution 1881 as the corrected number.

RESOLUTION 1875/Authorizing the Mayor to Sign Amendment No. 1 to a Professional Services Agreement with The Watershed Company for Additional Assistance with the Tree Inventory of Lake Forest Park

Planning Director Bennet presented the item and responded to questions.

Deputy Mayor French moved to suspend the three-touch rule for Resolution 1875.
Cmbr. Kassover seconded. The motion to suspend the three-touch rule for Resolution 1875 carried unanimously.

Deputy Mayor French moved to approve as presented Resolution 1875/Authorizing the Mayor to Sign Amendment No. 1 to a Professional Services Agreement with The Watershed Company for Additional Assistance with the Tree Inventory of Lake Forest Park. **Cmbr. Goldman seconded. The motion to approve Resolution 1881 carried unanimously.**

(Cmbr. Furutani left the meeting at 8:40 p.m.)

RESOLUTION 1876/Authorizing the Mayor to Sign the Agreement for Homeless Services with the King County Regional Homelessness Authority

City Administrator Hill and Alexis Rinck, Director of Sub-Regional Planning and Equitable Engagement for the King County Regional Homelessness Authority, presented the item and responded to questions.

Deputy Mayor French moved to approve as presented Resolution 1876/Authorizing the Mayor to Sign the Agreement for Homeless Services with the King County Regional Homelessness Authority conditioning the Mayor's execution of the document on agreement by both parties on allocation and expenditure of City funds through a Memorandum of Understanding (MOU). **Cmbr. Riddle seconded. The motion to approve Resolution 1876 carried unanimously, with Cmbr. Furutani absent.**

RESOLUTION 1877/Adopting the 2023-2024 State Legislative Agenda

City Administrator Hill presented the item and responded to questions.

Deputy Mayor French moved to approve as presented Resolution 1877/Adopting the 2023-2024 State Legislative Agenda. **Cmbr. Bodi seconded. The motion to approve Resolution 1877 carried unanimously, with Cmbr. Furutani absent.**

RESOLUTION 1878/Authorizing the Mayor to Sign an Interlocal Agreement with Yakima County Technology Services for Offsite Data Storage

Finance Director Vaughn presented the item and responded to questions.

Cmbr. Kassover moved to suspend the three-touch rule for Resolution 1878. **Cmbr. Riddle seconded. The motion to suspend the three-touch rule for Resolution 1878 carried unanimously, with Cmbr. Furutani absent.**

Cmbr. Kassover moved to approve as presented Resolution 1878/Authorizing the Mayor to Sign an Interlocal Agreement with Yakima County Technology Services for Offsite Data Storage. **Cmbr. Riddle seconded. The motion to approve Resolution 1878 carried unanimously, with Cmbr. Furutani absent.**

RESOLUTION 1879/Authorizing the Mayor to Sign a Services Agreement with Pat's Tree and Landscape, Inc., for 2022-2023 Tree Service

Public Works Director Perrigo presented the item and responded to questions. He also asked the Council to ratify the expenditures made in 2022.

Cmbr. Kassover moved to suspend the three-touch rule for Resolution 1879. **Cmbr. Riddle seconded. The motion to suspend the three-touch rule for Resolution 1879 carried unanimously, with Cmbr. Furutani absent.**

Deputy Mayor French moved to approve as presented Resolution 1879/Authorizing the Mayor to Sign a Services Agreement with Pat's Tree and Landscape, Inc., for 2022-2023 Tree Service. **Cmbr. Riddle seconded. The motion to approve Resolution 1879 carried unanimously, with Cmbr. Furutani absent.**

Deputy Mayor French moved to ratify the expenditures from January 1, 2022 to December 31, 2022 in excess of the \$30,000. **Cmbr. Riddle seconded.**

Deputy Mayor French moved to suspend the three-touch rule for ratifying the expenditures. **Cmbr. Riddle seconded. The motion to suspend the three-touch rule for ratifying the expenditures carried unanimously, with Cmbr. Furutani absent.**

The motion to ratify the expenditures carried unanimously, with Cmbr. Furutani absent.

ORDINANCE 1260/Amending Chapter 15.06 of the Lake Forest Park Municipal Code Related to Building Permit Expirations

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

Deputy Mayor French moved to suspend the three-touch rule for Ordinance 1260. **Cmbr. Riddle seconded. The motion to suspend the three-touch rule for Ordinance 1260 carried unanimously, with Cmbr. Furutani absent.**

Deputy Mayor French moved to approve as presented Ordinance 1260/Amending Chapter 15.06 of the Lake Forest Park Municipal Code Related to Building Permit Expirations. **Kassover seconded. The motion to approve Ordinance 1260 carried unanimously, with Cmbr. Furutani absent.**

ORDINANCE 1261/Adopting the Compost Procurement Policy

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

Cmbr. Kassover moved to suspend the three-touch rule for Ordinance 1261. **Deputy Mayor French seconded. The motion to suspend the three-touch rule for Ordinance 1261 carried unanimously, with Cmbr. Furutani absent.**

Cmbr. Kassover moved to approve as presented Ordinance 1261/Adopting the Compost Procurement Policy. **Deputy Mayor French seconded. The motion to approve Ordinance 1261 carried unanimously, with Cmbr. Furutani absent.**

RESOLUTION 1880/Adopting the City of Lake Forest Park City Council Meeting Calendar for 2023

City Clerk McLean presented the item and responded to questions.

Deputy Mayor French moved to suspend the three-touch rule for Resolution 1880. **Cmbr. Riddle seconded. The motion to suspend the three-touch rule for Resolution 1880 carried unanimously, with Cmbr. Furutani absent.**

Cmbr. Goldman moved to approve as presented Resolution 1880/Adopting the City of Lake Forest Park City Council Meeting Calendar for 2023. **Cmbr. Bodi seconded. The motion to approve Resolution 1880 carried unanimously, with Cmbr. Furutani absent.**

COUNCIL COMMITTEE REPORTS/COUNCIL/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they attended.

EXECUTIVE SESSION – Litigation, per RCW 42.30.110(1)(iii) and Evaluate the Performance of a Public Employee, per RCW 42.30.110(1)(g)

CLOSED SESSION – Collective Bargaining, per RCW 42.30.140(4)(a)

At 9:40 p.m., for approximately 40 minutes, the City Council went into Executive Session to discuss litigation, per RCW 42.30.110(1)(iii) and to evaluate the performance of a public employee, per RCW 42.30.110(1)(g) and Closed Session for collective bargaining, per RCW 42.30.140(4)(a). Mayor Johnson noted action may be taken following the Executive Session.

The City Council returned from Executive Session and Closed Session at 10:20 p.m.

EMPLOYMENT CONTRACT with Police Chief Mike Harden

Deputy Mayor French moved to approve an employment contract with Mike Harden for Police Chief for a three-year term and two one-year extensions. **Cmbr. Bodi seconded.**

The motion to approve the employment contract carried unanimously, with Cmbr. Furutani absent.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:25 p.m.

Jeff Johnson, Mayor

Matt McLean, City Clerk

DRAFT

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
12/22/2022

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, and that CLAIM FUND Check Nos. 84298 through 84360 in the amount of \$838,369.40, PAYROLL FUND ACH transactions in the amount of \$163,561.88 and DIRECT DEPOSIT transactions in the amount of \$168,058.06 are approved for payment this 22nd day of December, 2022.

- Additional approved transactions are:**
ACH transaction Elavon in the amount of \$643.52
ACH transaction Invoice Cloud in the amount of \$798.30
ACH transaction Lexis Nexis in the amount of \$264.97
ACH transaction Washington State Excise Tax in the amount of \$8,000.86
ACH transaction Wex Bank in the amount of \$240.27

Total approved claim fund transactions: \$1,011,879.20

City Clerk

Mayor

Finance Committee

Accounts Payable

Voucher Approval Document

User: dmeagher
Printed: 12/19/2022 - 12:59PM
Batch: 00022.12.2022



Section 6, ItemD.

CLAIM VOUCHER

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

CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Forest Park, and that I am authorized to authenticate and certify to said claim.

SIGNED - CITY ADMINISTRATOR OR DESIGNEE

Fund	Description	Amount
001	General Fund	236,365.02
101	Street Fund	36,256.54
107	ARPA Fiscal Recovery Fund	222,764.70
302	Transportation Capital Fund	279,585.25
401	Sewer Utility Fund	8,821.46
403	Surface Water Fund	5,221.28
404	Surface Water Capital Fund	3,462.50
407	PWTF Repayment Fund	163.28
501	Vehicle Equip Replacement Fund	14,495.48
631	Treasurer's Clearing Fund	7,878.29
632	Police Coalition Fund	2,220.91
635	Northshore Emergency Mgmt	285.09
Report Total:		817,519.80

Accounts Payable

Voucher Approval Document

User: dmeagher
Printed: 12/15/2022 - 1:44PM
Batch: 00015.12.2022



Section 6, ItemD.

CLAIM VOUCHER

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

CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Forest Park, and that I am authorized to authenticate and certify to said claim.

SIGNED - CITY ADMINISTRATOR OR DESIGNEE

Fund	Description	Amount
501	Vehicle Equip Replacement Fund	30,797.52
Report Total:		30,797.52

Bank Reconciliation

Section 6, ItemD.

Checks by Date

User: dmeagher
 Printed: 12/19/2022 - 2:15PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	12/22/2022	Elavon		AP		643.52
0	12/22/2022	Invoice Cloud		AP		798.30
0	12/22/2022	LexisNexis Risk Data Mgmt. Inc.		AP		264.97
0	12/22/2022	State of Washington		AP		8,000.86
0	12/22/2022	Wex Bank - Chevron		AP		240.27
84299	12/22/2022	AARD Pest Control, Inc		AP		251.03
84300	12/22/2022	American Traffic Solutions Inc.		AP		66,500.00
84301	12/22/2022	Aurora Rents, Inc.		AP		1,235.34
84302	12/22/2022	Avocette Technologies Inc.		AP		500.00
84303	12/22/2022	City Of Black Diamond		AP		395.00
84304	12/22/2022	City of Bothell		AP		88,048.80
84305	12/22/2022	Calportland Company		AP		1,969.47
84306	12/22/2022	Century Link		AP		72.76
84307	12/22/2022	Cintas First Aid & Safety		AP		108.70
84308	12/22/2022	City of Clyde Hill		AP		559.40
84309	12/22/2022	James Santerelli Enterprises		AP		75.00
84310	12/22/2022	Databar		AP		2,662.18
84311	12/22/2022	Washington State Department of Licens		AP		183.00
84312	12/22/2022	WA District & Muni Court Judge Assoc		AP		500.00
84313	12/22/2022	Eastside Public Safety Comm.		AP		2,029.56
84314	12/22/2022	Enumclaw Police Department		AP		443.25
84315	12/22/2022	Financial Consultants International Inc		AP		632.20
84316	12/22/2022	FirstTwo, Inc.		AP		2,642.40
84317	12/22/2022	Gordon Thomas Honeywell Gov't. Affa		AP		3,000.00
84318	12/22/2022	Home Depot/GEFCF		AP		578.78
84319	12/22/2022	Johnston Group, LLC		AP		3,925.00
84320	12/22/2022	King County Finance		AP		78.00
84321	12/22/2022	King County Finance		AP		451.60
84322	12/22/2022	King County Finance		AP		1,035.00
84323	12/22/2022	King County Finance		AP		279,991.27
84324	12/22/2022	King County Finance		AP		80.93
84325	12/22/2022	KDH Consulting, Inc		AP		2,212.98
84326	12/22/2022	The Praetorian Group		AP		8,305.84
84327	12/22/2022	City of Lake Forest Park		AP		531.96
84328	12/22/2022	City of Lake Forest Park		AP		561.16
84329	12/22/2022	Litho Craft, Inc.		AP		2,824.71
84330	12/22/2022	Loomis		AP		174.05
84331	12/22/2022	LTI, Inc.		AP		12,849.73
84332	12/22/2022	Madrona Law Group, PLLC		AP		12,994.00
84333	12/22/2022	Moon Security Service Inc.		AP		1,260.00
84334	12/22/2022	Navia Benefit Solutions		AP		150.00
84335	12/22/2022	City of Normandy Park		AP		291.30
84336	12/22/2022	Northshore Utility District		AP		17,578.28
84337	12/22/2022	North Sound Police Foundation		AP		14,400.00
84338	12/22/2022	O'Reilly Automotive Stores, Inc.		AP		4.73
84339	12/22/2022	Pacific Office Automation		AP		242.87

Check No	Check Date	Name	Comment	Module	Clear Date	Section 6, ItemD.
84340	12/22/2022	Pat's Trees & Landscape Inc.		AP		16,604.51
84341	12/22/2022	Peerless Network, Inc		AP		1,100.92
84342	12/22/2022	Petty Cash		AP		56.75
84343	12/22/2022	Puget Sound Energy		AP		320.44
84344	12/22/2022	Puget Sound Executive Services, Inc.		AP		632.00
84345	12/22/2022	Red Carpet Building Maint. Inc.		AP		4,812.77
84346	12/22/2022	Sarah Roberts		AP		8,108.49
84347	12/22/2022	Shoreline Senior Center		AP		22,764.70
84348	12/22/2022	Stewart MacNichols Harmell, Inc., P.S.		AP		7,500.00
84349	12/22/2022	State Treasurer's Office		AP		7,593.36
84350	12/22/2022	Symbol Arts		AP		630.60
84351	12/22/2022	TK Elevator Corporation		AP		2,188.07
84352	12/22/2022	TransUnion Vantage Data		AP		0.39
84353	12/22/2022	The FA Bartlett Tree Expert Company		AP		1,641.38
84354	12/22/2022	Utilities Underground Location Ctr.		AP		77.40
84355	12/22/2022	Scott Walker		AP		60.00
84356	12/22/2022	Washington Association of Sheriffs & P		AP		375.00
84357	12/22/2022	Washington State Bar Association		AP		481.10
84358	12/22/2022	Whistle Workwear		AP		272.72
84359	12/22/2022	Washington State Patrol		AP		21.00
84360	12/22/2022	YMCA of Greater Seattle		AP		200,000.00
Total Check Count:						67
Total Check Amount:						817,519.80

Bank Reconciliation

Checks by Date

User: dmeagher
Printed: 12/19/2022 - 2:26PM
Cleared and Not Cleared Checks



Section 6, Item D.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
84298	12/15/2022	Clary Longview, LLC		AP		30,797.52
Total Check Count:						1
Total Check Amount:						30,797.52

Accounts Payable

Checks by Date - Summary by Check Date

User: aheller
 Printed: 12/12/2022 1:52 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	12/08/2022	1,549.44
ACH	NAVIA	Navia Benefit Solutions, Inc.	12/08/2022	233.28
ACH	NAVIAFSA	Navia - FSA	12/08/2022	228.41
ACH	TEAMDR	National D.R.I.V.E.	12/08/2022	4.45
ACH	TXSDU	Texas State Disbursement Unit (SDU)	12/08/2022	1,015.76
ACH	WASUPREG	Washington State Support Registry	12/08/2022	180.00
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	12/08/2022	6,895.12
ACH	ZAWC	AWC	12/08/2022	41,766.85
ACH	ZEMPSEC	Employment Security Dept.	12/08/2022	482.34
ACH	ZGUILD	LFP Employee Guild	12/08/2022	650.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	12/08/2022	30,075.01
ACH	ZL&I	Washington State Department of Labor & I	12/08/2022	5,330.11
ACH	ZLEOFF	Law Enforcement Retirement	12/08/2022	12,760.02
ACH	ZLFPIRS	Lake Forest Park/IRS	12/08/2022	31,569.98
ACH	ZPERS	Public Employees Retirement	12/08/2022	23,555.73
ACH	ZTEAM	Teamsters Local Union #117	12/08/2022	202.28
ACH	ZWATWT	Washington Teamsters Welfare Trust	12/08/2022	7,063.10
Total for 12/8/2022:				163,561.88
Report Total (17 checks):				163,561.88

Bank Reconciliation

Checks by Date

User: dmeagher
Printed: 12/19/2022 - 2:15PM
Cleared and Not Cleared Checks



Section 6, Item D.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	12/8/2022		DD 00001.12.2022	PR		168,058.06
Total Check Count:						1
Total Check Amount:						168,058.06

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
12/30/2022

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, and that CLAIM FUND Check Nos. 84361 through 84410 in the amount of \$199,016.67, PAYROLL FUND ACH transactions in the amount of \$148,659.72 and DIRECT DEPOSIT transactions in the amount of \$163,824.57 are approved for payment this 30th day of December, 2022.

Additional approved transactions are:

Total approved claim fund transactions: \$347,676.39

City Clerk

Mayor

Finance Committee

Accounts Payable

Voucher Approval Document

User: dmeagher
Printed: 01/09/2023 - 2:42PM
Batch: 00030.12.2022



Section 6, Item E.

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

CERTIFICATION
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Forest Park, and that I am authorized to authenticate and certify to said claim.

SIGNED - CITY ADMINISTRATOR OR DESIGNEE

Fund	Description	Amount
001	General Fund	153,922.86
101	Street Fund	21,375.51
302	Transportation Capital Fund	3,195.00
401	Sewer Utility Fund	800.57
403	Surface Water Fund	10,729.64
404	Surface Water Capital Fund	1,500.00
501	Vehicle Equip Replacement Fund	5,548.10
631	Treasurer's Clearing Fund	70.00
632	Police Coalition Fund	1,874.99
Report Total:		199,016.67

Bank Reconciliation

Section 6, Item E.

Checks by Date

User: dmeagher
 Printed: 01/09/2023 - 3:20PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
84361	12/30/2022	All Battery Sales & Service Inc.		AP		139.33
84362	12/30/2022	American Traffic Solutions Inc.		AP		66,500.00
84363	12/30/2022	Aquatic Entomology		AP		1,800.00
84364	12/30/2022	Aurora Rents, Inc.		AP		2,626.53
84365	12/30/2022	Axon Enterprise, Inc.		AP		347.81
84366	12/30/2022	Beavers Northwest		AP		2,594.81
84367	12/30/2022	Calportland Company		AP		2,077.07
84368	12/30/2022	Center for Human Services		AP		6,750.00
84369	12/30/2022	Century Link		AP		104.94
84370	12/30/2022	Cintas First Aid & Safety		AP		191.03
84371	12/30/2022	Code Publishing Company		AP		145.61
84372	12/30/2022	James Santerelli Enterprises		AP		75.00
84373	12/30/2022	Cressy Door Company, Inc.		AP		410.32
84374	12/30/2022	Dunn Lumber Company		AP		436.42
84375	12/30/2022	Envirotech Services, Inc.		AP		5,816.03
84376	12/30/2022	Financial Consultants International Inc		AP		5,548.10
84377	12/30/2022	Friends of Third Place Commons		AP		7,384.00
84378	12/30/2022	Gordon Thomas Honeywell Gov't. Affa		AP		3,000.00
84379	12/30/2022	Guardian Alliance Technologies, Inc		AP		180.00
84380	12/30/2022	Cassandra Howard		AP		111.75
84381	12/30/2022	KCDA Purchasing Co-op.		AP		44.36
84382	12/30/2022	King County Pet License		AP		70.00
84383	12/30/2022	City of Lake Forest Park		AP		400.00
84384	12/30/2022	Lake Forest Park Water Dist		AP		1,888.49
84385	12/30/2022	LTI, Inc.		AP		6,186.78
84386	12/30/2022	Moon Security Service Inc.		AP		2,073.20
84387	12/30/2022	New Pig		AP		5,621.20
84388	12/30/2022	Northshore School District		AP		22.50
84389	12/30/2022	Office Depot, Inc.		AP		933.64
84390	12/30/2022	O'Reilly Automotive Stores, Inc.		AP		84.78
84391	12/30/2022	PACE Engineers, Inc.		AP		2,338.75
84392	12/30/2022	Pacific Office Automation		AP		797.60
84393	12/30/2022	Parametrix, Inc		AP		8,717.94
84394	12/30/2022	Pat's Trees & Landscape Inc.		AP		6,078.06
84395	12/30/2022	Progressive Animal Welfare Society		AP		220.00
84396	12/30/2022	Pitney Bowes-Reserve Acct.		AP		6,000.00
84397	12/30/2022	Puget Sound Executive Services, Inc.		AP		1,580.00
84398	12/30/2022	Public Safety Testing, Inc.		AP		370.00
84399	12/30/2022	Red Carpet Building Maint. Inc.		AP		4,812.77
84400	12/30/2022	City of Shoreline		AP		3,993.50
84401	12/30/2022	Snohomish Co Sheriff's Office		AP		21,300.38
84402	12/30/2022	City of Snoqualmie		AP		1,874.99
84403	12/30/2022	Snoqualmie Valley Rifle Club		AP		200.00
84404	12/30/2022	Staples Advantage		AP		265.80
84405	12/30/2022	TK Elevator Corporation		AP		2,188.05
84406	12/30/2022	Transpo Group USA Inc		AP		1,695.00

Check No	Check Date	Name	Comment	Module	Clear Date	Section 6, Item E.
84407	12/30/2022	The FA Bartlett Tree Expert Company		AP		2,218.50
84408	12/30/2022	The Watershed Company		AP		8,353.35
84409	12/30/2022	Westlake Hardware WA-153		AP		2,188.28
84410	12/30/2022	Eduardo Zaldibar		AP		260.00
Total Check Count:						50
Total Check Amount:						199,016.67



Accounts Payable

Checks by Date - Summary by Check Date

User: aheller
 Printed: 12/22/2022 4:48 AM

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	12/23/2022	33,643.34
ACH	NAVIA	Navia Benefit Solutions, Inc.	12/23/2022	233.28
ACH	NAVIAFSA	Navia - FSA	12/23/2022	228.41
ACH	TEAMDR	National D.R.I.V.E.	12/23/2022	4.45
ACH	TXSDU	Texas State Disbursement Unit (SDU)	12/23/2022	1,015.76
ACH	WASUPREG	Washington State Support Registry	12/23/2022	180.00
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM.	12/23/2022	7,333.82
ACH	ZAWC	AWC	12/23/2022	1,581.95
ACH	ZEMPSEC	Employment Security Dept.	12/23/2022	473.30
ACH	ZGUILD	LFP Employee Guild	12/23/2022	650.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM.	12/23/2022	30,110.74
ACH	ZL&I	Washington State Department of Labor & I	12/23/2022	5,633.74
ACH	ZLEOFF	Law Enforcement Retirement	12/23/2022	12,648.16
ACH	ZLFPIRS	Lake Forest Park/IRS	12/23/2022	30,250.78
ACH	ZPERS	Public Employees Retirement	12/23/2022	24,116.66
ACH	ZTEAM	Teamsters Local Union #117	12/23/2022	202.28
ACH	ZWATWT	Washington Teamsters Welfare Trust	12/23/2022	353.05
Total for 12/23/2022:				148,659.72
Report Total (17 checks):				148,659.72

Bank Reconciliation

Checks by Date

User: dmeagher
Printed: 01/09/2023 - 3:18PM
Cleared and Not Cleared Checks



Section 6, Item E.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	12/23/2022		DD 00523.12.2022	PR		163,824.57
Total Check Count:						1
Total Check Amount:						163,824.57

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
1/12/2023

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, and that CLAIM FUND Check Nos. 84411 through 84424 in the amount of \$623,480.68, PAYROLL FUND ACH transactions in the amount of \$184,469.47 and DIRECT DEPOSIT transactions in the amount of \$169,651.77 are approved for payment this 12th day of January, 2023.

Additional approved transactions are:
ACH transaction Washington State Excise Tax in the amount of \$7,669.43
ACH transaction Wells Fargo in the amount of \$15,378.53

Total approved claim fund transactions: \$830,998.11

City Clerk

Mayor

Finance Committee

Accounts Payable

Voucher Approval Document

User: dmeagher
Printed: 01/09/2023 - 3:50PM
Batch: 00012.01.2023



Section 6, Item F.

CLAIM VOUCHER

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

CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Forest Park, and that I am authorized to authenticate and certify to said claim.

SIGNED - CITY ADMINISTRATOR OR DESIGNEE

Fund	Description	Amount
001	General Fund	316,620.41
101	Street Fund	20,940.31
107	ARPA Fiscal Recovery Fund	7,000.00
302	Transportation Capital Fund	7,822.09
401	Sewer Utility Fund	244,455.15
403	Surface Water Fund	47,283.57
404	Surface Water Capital Fund	1,962.50
407	PWTF Repayment Fund	43.91
631	Treasurer's Clearing Fund	400.70
Report Total:		646,528.64

Bank Reconciliation

Checks by Date

User: dmeagher
Printed: 01/09/2023 - 4:16PM
Cleared and Not Cleared Checks



Section 6, Item F.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	1/12/2023	State of Washington		AP		7,669.43
0	1/12/2023	Wells Fargo Equipment Finance, Inc		AP		15,378.53
84411	1/12/2023	AARD Pest Control, Inc		AP		109.00
84412	1/12/2023	CI Technologies, Inc.		AP		7,687.50
84413	1/12/2023	CivicPlus		AP		13,330.18
84414	1/12/2023	Crime Stoppers of Puget Sound		AP		1,233.32
84415	1/12/2023	FBI National Academy FBINAA		AP		120.00
84416	1/12/2023	International Association of Chiefs of P		AP		190.00
84417	1/12/2023	Johnston Group, LLC		AP		3,925.00
84418	1/12/2023	King County Police Chiefs Association		AP		50.00
84419	1/12/2023	King County Finance & Business		AP		215,196.80
84420	1/12/2023	GovernmentJobs.com, Inc		AP		4,894.39
84421	1/12/2023	Pat's Trees & Landscape Inc.		AP		1,750.84
84422	1/12/2023	Sound Cities Association		AP		9,815.36
84423	1/12/2023	TK Elevator Corporation		AP		825.29
84424	1/12/2023	Washington Cities Insurance Authority		AP		364,353.00
Total Check Count:						16
Total Check Amount:						646,528.64

Accounts Payable

Checks by Date - Summary by Check Date

User: aheller
 Printed: 1/9/2023 12:32 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	01/06/2023	1,549.43
ACH	NAVIA	Navia Benefit Solutions, Inc.	01/06/2023	5,746.12
ACH	NAVIAFSA	Navia - FSA	01/06/2023	233.41
ACH	NAVIAHRA	Navia - HRA	01/06/2023	12,837.51
ACH	TEAMDR	National D.R.I.V.E.	01/06/2023	4.45
ACH	TXSDU	Texas State Disbursement Unit (SDU)	01/06/2023	1,015.76
ACH	WASUPREG	Washington State Support Registry	01/06/2023	180.00
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	01/06/2023	6,437.72
ACH	ZAWC	AWC	01/06/2023	44,369.22
ACH	ZEMPSEC	Employment Security Dept.	01/06/2023	470.04
ACH	ZGUILD	LFP Employee Guild	01/06/2023	650.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	01/06/2023	29,968.28
ACH	ZL&I	Washington State Department of Labor & I	01/06/2023	4,516.77
ACH	ZLEOFF	Law Enforcement Retirement	01/06/2023	12,570.19
ACH	ZLFPIRS	Lake Forest Park/IRS	01/06/2023	31,772.01
ACH	ZPERS	Public Employees Retirement	01/06/2023	24,538.83
ACH	ZTEAM	Teamsters Local Union #117	01/06/2023	202.28
ACH	ZWATWT	Washington Teamsters Welfare Trust	01/06/2023	7,407.45
Total for 1/6/2023:				184,469.47
Report Total (18 checks):				184,469.47

Bank Reconciliation

Checks by Date

User: dneagher
Printed: 01/09/2023 - 4:15PM
Cleared and Not Cleared Checks



Section 6, Item F.

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	1/6/2023		DD 00001.01.2023	PR		169,651.77
Total Check Count:						1
Total Check Amount:						169,651.77



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 12, 2023
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 23-1883/Authorizing the Mayor to sign the American Rescue Plan Act (ARPA) Grant Agreement between the City and Local 104

Legislative History

- First Presentation January 12, 2023
- Action Proposed for January 26, 2023

Attachments:

1. Resolution #23-1883
2. Proposed contract

Executive Summary

Attached is the draft contract document for the Local 104, reflective of the Treasury’s Final Rule. Qualifying categories, following the ARPA effective date of March 3, 2021.

The Local 104 has submitted for reimbursement of eligible costs of up to \$100,000 to complete new outdoor dining improvements behind the building. The proposed contract is structured to be a reimbursement grant, including a not to exceed amount and a requirement for all backup documentation to be provided to and approved by the City’s Finance Department prior to funds being dispersed to the recipient.

Background

In response to Covid-19, the Federal Government has provided two funding vehicles, the Coronavirus Aid, Relief, and Economic Security Act (CARES) and the American Rescue Plan Act (ARPA) to assist the nation in addressing the economic impacts and operational challenges resulting from the pandemic. The City of Lake Forest Park allocated the limited CARES funds to maintaining City operations and

assisting community partners. The ARPA funds to the City total roughly \$3.6M distributed in two tranches, 2021 and 2022, with an allocation deadline of December 31, 2024, and full expenditure by December 31, 2026.

The Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, and more equitable economy as the country recovers. Recipients may use these funds to:

- Support public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

Within these overall categories, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities.

With the adoption of the 23/24 Biennial budget, the balance of ARPA funds allocated for small business assistance is \$300,000. There is an additional \$195,000 in unspent small business assistance funds from previously approved contracts that expired in December 2022.

Fiscal & Policy Implications

There are sufficient ARPA funds remaining, with \$300,000 being dedicated to small businesses in the 23/24 biennial budget. This would be the first allocation from those funds.

Staff Recommendation

Review the draft contract and provide the Administration with any further guidance prior to proposed approval of the contract at the January 26, 2023, Regular Council Meeting.

RESOLUTION NO. 23-1883**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE AMERICAN RESCUE PLAN ACT GRANT AGREEMENT BETWEEN THE CITY AND 35 AND 104, LLC D/B/A LOCAL 104**

WHEREAS, the American Rescue Plan Act of 2021 (“ARPA”) was signed into law on March 11, 2021, and its funds are intended to provide financial support in responding to the impacts of the COVID-19 pandemic; and

WHEREAS, ARPA financial support includes funds for tax exempt nonprofit organizations and small businesses (less than 500 employees and a small business concern under the Small Business Act) that have experienced lost revenue and increased costs as a result of the COVID-19 pandemic; and

WHEREAS, the City of Lake Forest Park (“City”) has been awarded ARPA funds for 2021 and 2022 of approximately \$3.7 million dollars to be allocated by December 31, 2024 and fully expended by December 31, 2026; and

WHEREAS, the City has received a request from the 35 and 104, LLC, d/b/a Local 104, a small business as defined in the ARPA rules, in the amount of approximately \$100,000; and

WHEREAS, the City Council and Administration agree that supporting local businesses and community partners, that have been negatively impacted by the COVID-19 pandemic, provides vital assistance to the health and welfare of Lake Forest Park citizens and supports the unique character of Lake Forest Park; and

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

Section 1. AGREEMENT APPROVAL . The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the ARPA grant agreement between the City and 35 and 104, LLC d/b/a Local 104, attached hereto as Attachment A.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of January, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 23-1883

**GRANT AGREEMENT BETWEEN
THE CITY OF LAKE FOREST PARK AND 35 AND 104, LLC D/B/A THE LOCAL 104,
FOR AMERICAN RESCUE PLAN ACT FUNDS**

This Grant Agreement Between The City of Lake Forest Park AND the 35 and 104, LLC, d/b/a The Local 104, for American Rescue Plan Act Funds (the "Agreement") is made the last date signed below by and between the City of Lake Forest Park, a Washington municipal corporation ("the City") and the 35 and 104, LLC, DBA The Local 104, a Washington Company ("The Local 104" and "Recipient"), collectively referred to as the "Parties."

RECITALS

A. On March 5, 2020, the Lake Forest Park City Council declared a public health emergency in Lake Forest Park arising from the COVID-19 pandemic. Since then, the disease has impacted every part of life in the City. Social distancing became a necessity, businesses closed, schools transitioned to and from remote education, travel was sharply reduced, and many lost their jobs.

B. The City recognizes that one of its essential functions is to secure the health and welfare of Lake Forest Park's citizens, and disperse when able, resources necessary to help individuals, nonprofits, and small businesses survive.

C. The City has been awarded Fiscal Recovery Funds through the American Rescue Plan Act ("ARPA") signed into law on March 11, 2021. The Funds are intended to provide support to local communities responding to the impacts of COVID-19.

D. For purposes of receiving ARPA funds, small businesses are defined as those having not more than 500 employees, being independently owned and operated, and not dominating their field of operation. The Local 104 meets this definition of a small business that operates in the City. The Local 104 has been deeply affected during the COVID-19 pandemic incurring costs for personal protective equipment, outdoor dining improvements, and advertising to mitigate the negative impacts of the pandemic.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein, the Parties agree as follows:

AGREEMENT

1. Incorporation of Recitals/Exhibits. The Recitals and referenced Exhibits are incorporated herein by this reference.

2. Funds. The City will provide the Recipient with grant funds in an amount not to exceed One Hundred Thousand Dollars and 00/100 (\$100,000.00) to be used to reimburse Recipient for the following expenses that address COVID-19 pandemics impacts (the "Funds"):

- a. Outdoor dining improvements to add a back patio
- b. Personal protective equipment
- c. Advertising

3. Deadline for Expenditures and Invoices. Reimbursable expenditures under the Agreement must be incurred and invoiced to the City after March 3, 2021, and prior to December 1, 2023, unless this grant agreement is extended in writing by the City Council and Recipient.

4. Recipient Deliverables.

a. Not more than once every thirty days the Recipient shall send electronically to Accounting Supervisor, ap@ci.lake-forest-park.wa.us, its request for reimbursement of Funds expended per Section 2. Said invoices will document to the City's satisfaction the following:

- (i) the expense incurred and date of same (to include invoices, payroll backup, and any other documentation providing proof of the requested expense for reimbursement);
- (ii) how the expense qualifies for reimbursement under Section 2, above;
- (ii) how the expense qualifies for reimbursement under the final rule from the Department of Treasury at 31 CFR Part 35 (see Exhibit A attached), or as later amended by the Department of Treasury; and
- (iii) the total amount of reimbursement to-date to Recipient under this Agreement.

b. Recipient agrees to submit to the City an IRS Form W-9 with its initial invoice.

c. Payments shall be processed within thirty days from receipt by the City of Recipient's invoice with associated documentation and following mutual agreement that such documentation provides the appropriate backup for the requested reimbursement.

5. Source of Grant Funds. The Parties acknowledge that funding for this Agreement comes solely from payment made to the City from ARPA funds, and the City has no independent obligation to provide the Recipient with funds from any other source.

6. Amendments. The Parties acknowledge that the City's responsibilities and requirements for expenditure of the ARPA funds may change. Any changes or revisions that are applicable to this Agreement shall be incorporated by written amendment of this Agreement, following written notice by City to the Recipient.

7. Effective Date. The effective date of this Agreement shall be the last date signed below by both Parties.

8. Nondiscrimination. During the performance of this Agreement, the Recipient shall comply with all federal and state nondiscrimination laws, including but not limited to, Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 *et seq.*, the Americans with Disabilities Act (ADA). In the event of the Recipient's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this Agreement may be rescinded, canceled, or terminated in whole or in part.

9. Termination.

a. The City may terminate this Agreement for convenience upon providing seven (7) days written notice.

b. If the Recipient fails to fulfill its obligations under this Agreement, the City may terminate this Agreement for cause upon written notice to the Recipient specifying the reason for termination. The termination date shall be specified in the notice of termination. In the event Recipient fails to comply with its obligations, promises, and contract, as set forth in Sections 3 and 4, it shall be obligated to return to the City any Funds received.

10. Public Disclosure. All documents and records comprising the Agreement, and all other documents and records provided to the City by the Recipient are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW. Thus, the City may be required, upon request, to disclose the Agreement and documents or records related to it unless an exemption under the Public Records Act or other laws applies.

11. Indemnification. The Recipient shall, at its cost and expense, protect, defend, indemnify, and hold harmless the City, its officers, employees and agents, from and against any and all demands, liabilities, causes of action, costs and expenses (including attorneys' fees), claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of the Recipient, its directors, officers, employees or agents, relating in any way to the Recipient's performance under this Agreement. These Indemnification obligations shall survive the termination of this Agreement. The Recipient further agrees that it is financially responsible for and will repay the City any and all indicated amounts following an audit exception which occurs due to the Recipient's failure for any reason to comply with the terms of this Agreement.

12. Attorney Fees and Governing Law.

a. In the event a suit, action, arbitration, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of any attorney are retained, to interpret or enforce any provisions of this Agreement or with respect to any dispute relating to this Agreement, the prevailing party shall be entitled to recover from the losing party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. The amount of such fees, costs, and expenses shall be determined by the judge or arbitrator, shall include fees and

expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

b. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the State of Washington and the venue will be in King County, Washington.

13. Entire Agreement. The Parties agree that this Agreement, including referenced exhibits, is the complete expression of the terms agreed to by the Parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the Parties.

14. Severability. In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

15. Notices. Notices and other documentation to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: City Clerk's Office
17425 Ballinger Way NE
Lake Forest Park, WA 98155

To the Recipient:

35 and 104, LLC DBA, The Local 104
Attn: Margaret Edwins
18498 Ballinger Way NE
Lake Forest Park, WA 98155

16. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

CITY OF LAKE FOREST PARK

RECIPIENT

By: _____
Jeff Johnson, Mayor

By: _____
Printed Name: _____

Date: _____

Title: _____
Date: _____

Attachments:

Exhibit A: 31 CFR Part 35

DRAFT



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 12, 2023
Originating Department	Public Works
Contact Person	Andrew Silvia, Senior Project Manager
Title	Resolution 23-1882/Authorizing the Mayor to sign Amendment No. 1 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40 th Place NE Roundabout Project

Legislative History

- First Presentation – 12/8/2022 Work Session
- Action – 1/12/2023 Regular Meeting

Attachments:

1. Resolution 23-1882/Authorizing the Mayor to Sign Amendment No. 1 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40th Place NE Roundabout Project
2. Amendment No. 1 to Professional Services Agreement 21-002 with Transportation Solution, Inc.
3. Graphic Illustrating Assumed Roundabout Layout vs. Current Design

Executive Summary

The Department of Public Works (“DPW”) recommends amending professional services agreement 21-002 with Transportation Solutions, Inc. (“Consultant”) to support additional services necessary to complete the design of the SR104 and 40th Place NE Roundabout project (“Project”). These services generally include additional design, local permitting, and right-of-way acquisition support services that were not included in the initial Project scope of work or the Consultant’s contract. The fee for these services would increase the contract price from \$516,329 to \$880,216.75. Funding to support this additional cost is available in the City’s Transportation Capital Fund; however, a capital budget amendment will be necessary, as described in the “Fiscal & Policy Implications” summary.

Background

The City retained the Consultant to provide engineering design, permitting, and right-of-way acquisition support services supporting the Project in January 2021. During Project design development, the Consultant has identified Project requirements that were not envisioned as part of the original Project scope of work and, therefore, not addressed in the Consultant's contracted scope of services. Effectuating these changes to the Project will require additional design support from the Consultant. A comprehensive description of the proposed additional services and associated fees is provided in Attachment 2. The most significant increases in the Consultant's contract price and related justifications include:

- The Project must occupy a significantly larger footprint than was assumed based on the City's Safe Highways Study and pre-design construction cost estimate. The larger footprint has created several new and/or larger-than-anticipated Project impacts, including but not limited to grade changes that require the custom design of retaining walls, greater stormwater-related impacts requiring design of stormwater management facilities and additional permitting, and additional right of way acquisition area for temporary and permanent use for which additional land surveying support is needed (combined 50%± of additional cost).
- The Consultant's original contract did not include support for the acquisition of a Tree Removal permit from the City, which will require the development of an arborist report, and the provision of additional land surveying and landscape design services (13%).
- Additional project management costs are necessary to support the additional design and permitting efforts (12%).

DPW staff have reviewed the Consultant's request to amend their contract and have found the proposed fees to be appropriate for the related services and agree that the services are necessary to complete the Project design.

At the December 8, 2022, Council Work Session, DPW staff were asked to provide an illustration showing the project layout per the current design vs. the conceptual layout from the City's 2018 Safe Highways Study, the latter of which was part of the basis for the Consultant's original contract fee. A new attachment (Attachment 3) has been included with this revised cover sheet that addresses Council Members' requests.

Fiscal & Policy Implications

The approved 2023-2024 capital budget includes \$633,700 for the Project's estimated soft costs, including design, right-of-way acquisition support, construction management, permitting fees, and other miscellaneous soft costs. This amount includes a \$100,000 reserve for the proposed design contract amendment based on an early estimate of the amendment cost. The actual amendment cost exceeds this early estimate and would increase the amount budgeted for 2023-2024 Project soft costs to \$890,593. Funding sufficient to support this increased budget is available to transfer from the Transportation Capital Fund (302) balance to this Project's account.

As described in the 2023-2024 capital budget, there is currently a \$1.2M± funding deficit to support the Project's total estimated cost. City staff is pursuing numerous external funding opportunities to close this funding gap, including a WSDOT grant and state capital budget appropriation.

Alternatives

<i>Options</i>	<i>Results</i>
Adopt Resolution	The City will execute Amendment No. 1 to the PSA AG 21-002 with Transportation Solutions, Inc. and advance the Project by completing the work described in the amendment.
No Action	The City will not execute Amendment No. 1 to PSA AG 21-002. The Project's future is uncertain in this scenario, given the necessity of completing the proposed additional services to the completion of the Project as currently defined.

Staff Recommendation

Move to adopt Resolution 23-1882.

RESOLUTION NO. 23-1882

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES CONTRACT AGREEMENT AG 21-002 WITH TRANSPORTATION SOLUTIONS, INC. FOR THE SR 104 AND 40th PLACE NE ROUNDABOUT PROJECT.

WHEREAS, the City has retained Transportation Solutions, Inc. (Consultant) to provide professional engineering design services for the SR 104 and 40th Place NE Roundabout Project; and

WHEREAS, project requirements not envisioned as part of the original project scope of work were identified, requiring additional professional engineering and other design support services excluded from the Consultant’s contract scope of work to complete the Project, including additional civil engineering design, landscape architectural design, land surveying, and permitting support services; and

WHEREAS, the Consultant provided the City with a proposal to complete the required additional services, which City staff have reviewed and found acceptable;

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

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign Amendment No. 1 to the professional services agreement AG 21-002 with Transportation Solutions, Inc. included herewith as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 12th day of January, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 23-1882

Amendment No. 1 to the
Professional Services Agreement between the
City of Lake Forest Park and Transportation Solutions, Inc.
Dated January 21, 2021

This first Amendment to the Professional Services Agreement between the City of Lake Forest Park and Transportation Solutions, Inc., AG 21-002 (hereafter the “Agreement”), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

1. Exhibit A (Scope of Work) of the Agreement is amended to include the attached “Exhibit A – Addendum 1”. This addendum to the scope of work generally includes additional design, permitting, and right of way acquisition support services.
2. Section 2 of the Agreement is hereby amended as follows:

Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed ~~five hundred sixteen thousand three hundred twenty nine Dollars (\$516,329)~~ **eight hundred eighty thousand two hundred sixteen dollars and seventy-five cents (\$880,216.75)** as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

3. Exhibit B of the Agreement is hereby amended to include the attached “Exhibit B – Addendum 1”.

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

CITY OF LAKE FOREST PARK

TRANSPORTATION SOLUTIONS, INC.

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Exhibit A - Addendum 1

Supplement No. 1

Scope of Services
SR 104/40th PI SE Roundabout Plans, Specifications, and Estimates

INTRODUCTION

A. Project Description

The work included within this supplemental Scope of Services is to provide additional design and consulting services to the City of Lake Forest Park (CITY) for the SR 104/40th PI SE Roundabout project (PROJECT). The additional design and consulting services by Transportation Solutions, Inc. (CONSULTANT) and its SUBCONSULTANTS are associated with advancing the design documents between the 30% development level to construction bid documents ready to advertise for bids.

Work within this supplemental Scope of Services includes development of designs for several retaining walls including a cut retaining wall system that is over ten feet tall, grading of the approach legs of the roundabout beyond the limits initially anticipated, an enclosed underground stormwater detention and treatment facility system, development of a landscape and irrigation design, coordination of integration of art into the project improvements, additional topographic survey, utility company coordination, survey field staking of proposed relocated Seattle City Light (SCL) utility poles, survey field staking of proposed right-of-way limits and roadway features as part of communications with the affected adjacent parcels owners, documents for two added temporary construction easements from affected parcels, additional requested design documentation from WSDOT as part of its required approval of the roundabout design, and additional related coordination with city staff.

Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL

The CONSULTANT shall provide additional Project Management and Quality Control services that correspond to the services described in the following sections of this supplemental Scope of Services as required for the completion of the PROJECT.

Task 2.0 DATA COLLECTION AND SURVEY

Additional data collection and survey is required for the design of the project and coordination with adjacent affected parcel owners from which the CITY desires to purchase a portion of private property for a widened right-of-way area for the PROJECT. A detailed scope of services and corresponding budget for the additional survey work prepared by the SUBCONSULTANT is included as an attachment to this scope of services. A summary of the additional work included in this supplemental agreement is as follows:

2.5 Site Visits to Obtain Additional Information

The SUBCONSULTANT will perform additional site visit information to obtain storm drain system information that had been previously paved over by roadway improvements.

2.6 Topographic Survey

The SUBCONSULTANT will conduct additional topographic survey beyond the limits originally anticipated in the original agreement in accordance with the needs of the design team. The additional survey work primarily involves the heavily vegetated and relatively steep northeast quadrant of the intersection and the southeast quadrant of the intersection that is obscured from the roadway by dense hedges. Coordination with the CITY for it to obtain right-of-entry authorization from the parcel owners is required to complete this work.

The SUBCONSULTANT will update the topographic base map to include features surveyed, including trees, streams, wetlands, and structures and the digital terrain model (DTM) previously prepared for the PROJECT. Coordination with the CONSULTANT for the updated survey work and base map and DTM deliverable is required.

2.7 Right-of-Way Acquisition Support

The SUBCONSULTANT will prepare seven (7) temporary construction easement documents for parcels within the PROJECT limits. Two of these parcels were not originally anticipated to require parcels rights to construct the project. Five of the parcels were anticipated to require permanent right-of-way acquisition, but not temporary rights. Existing topography and proposed wall design influences the need for both temporary and permanent property rights for the PROJECT. Coordination with the CONSULTANT for the additional deliverables is required.

2.8 Staking – Proposed Utility Poles

The SUBCONSULTANT will stake with hub and lath the locations of up to (13) proposed utility poles for visual inspection by interested parties, including SCL and CITY staff. Staking of the SCL poles is a requirement of SCL as part of their involvement in the PROJECT. The positions of existing utility poles are shown to conflict with the proposed improvements and new locations of proposed utility poles is required to complete the PROJECT. The new utility poles will also serve as light poles to illuminate the roundabout intersection. Coordination with the CONSULTANT for the locations of the SCL utility poles is required.

2.9 Staking – Proposed Project Features

The SUBCONSULTANT will stake with hub and lath the locations of various features for the project requiring up to one week of field time. Staking of these features will help inform parcel owners and other interested parties of the proposed improvements for the PROJECT. Staking limits will be a useful communication tool during negotiations for acquisition of property rights from parcel owners. Coordination with the CONSULTANT for the locations of the proposed project features is required.

The following locations may be staked in the field as part of project development:

- Proposed right-of-way limits along each affected parcel (5)
- Proposed temporary construction easement limits within each affected parcel (7)
- Proposed back of sidewalks
- Proposed face of retaining walls
- Proposed trees to be removed

Task 3.0 WSDOT Approvals/Preliminary Design (30%)

3.4 WSDOT Channelization Plan for Approval

WSDOT Channelization Plan for Approval for the PROJECT design requires the preparation and submittal of additional WSDOT documentation not included in the original agreement. This document includes:

- Design Decision, a WSDOT document required to approve lateral clearances to curb faces at the approaches for a roundabout, which vary from those dimensions outlined in Design Manual Section 1239.06.

Task 4.0 ENVIRONMENTAL DOCUMENTATION

4.4 Existing Tree Impacts

The environmental SUBCONSULTANT shall provide assistance to the PROJECT by preparing additional CITY required environmental documents for permitting in addition to those services identified in Contract Modification #2. These additional services include:

- Preparation of graphics and calculations related to the buffer impacts and the tree removal counts.
- Impact and tree count analysis and incorporation of results into the critical areas report.
- CITY Municipal Code review and analysis related to buffer interruption, tree classifications, removal, replacement, and permitting requirements.
- Coordinate with the arborist to conduct an existing tree inventory and assessment.

Additional work associated with the environmental documentation task is anticipated following the CITY’s review of the critical areas report. Coordination with the CITY’s Planning Department will be required to determine the level of effort required for consulting services to gain CITY environmental permitting approval of the PROJECT. Management reserve funds included in the fee estimate may be used for this work after the scope is determined.

4.5 Arborist Evaluation and Report

The arborist SUBCONSULTANT shall provide assistance to the PROJECT by preparing CITY required arborist evaluation and report for permitting. Coordination with the CONSULTANT for the locations proposed improvements in relation to the existing trees is required.

Task 6.0 DESIGN (90%)

The 90% Design Submittal requires additional effort, preparation and submittal of design not included in the original agreement. The civil and structural SUBCONSULTANTS shall prepare additional plans as outlined below, as applicable, and in accordance with the detailed scope of services included as attachments to this scope of services. This additional effort includes:

6.3 Horizontal Layout and Grading Plans

The SUBCONSULTANT and CONSULTANT shall prepare horizontal layout and grading plans that extend further west and north than anticipated in the original agreement to match proposed grades with existing topography. Additional grading for the proposed retaining walls at each quadrant of the intersection will be required in accordance with the updated topographic base map and DTM.

6.7 Drainage Plans

The SUBCONSULTANT shall prepare drainage plans that included enclosed underground detention and water quality facilities in addition to the work identified in the original agreement. Connections to the existing drainage system will be made at two locations and extend further west than originally anticipated.

6.9 Illumination Plans

The structural SUBCONSULTANT shall prepare light pole foundation design for illumination poles that are not able to be provided by SCL. It is anticipated that a light pole at the southeast quadrant of the intersection along a proposed fill retaining wall will require a foundation design that is compatible with the wall design. Coordination between the CONSULTANT and structural SUBCONSULTANT for illumination system is required

6.10 Utility Relocation Plans

The SUBCONSULTANT and CONSULTANT shall coordinate with the utility companies that have overhead and underground facilities within the project limits in coordination with CITY staff. The CONSULTANT shall assist the CITY with coordination related to relocation of existing water facilities owned and maintained by the Lake Forest Park Water District. Coordination involves telephone/video conference calls and field meetings to discuss project status, maintain project schedule, and to facilitate adjustments to planned pole locations required due to field conditions.

The original agreement indicated that the CITY would coordinate utility relocations based upon the roundabout design and utility relocation plan provided by the CONSULTANT and the CONSULTANT would make minor revisions to the roundabout design to avoid utilities if requested. Design development of the project has required more consulting services to augment the coordination efforts by the CITY that were originally anticipated.

6.11 Traffic Control Plans

The CONSULTANT shall prepare Pedestrian Accommodation Detour Plans as part of the WSDOT approval requirements for the project. These plans will be prepared in conjunction with the proposed construction phasing and temporary traffic control plans.

6.15 Wall Design Plans

The civil SUBCONSULTANT shall prepare wall plan and profile plans for the five (5) walls necessitated by the existing topography and proposed project footprint. The requirement of walls was revealed following development of preliminary design plans (30%) and receipt of updated topographic survey for the PROJECT.

The structural SUBCONSULTANT shall prepare structural analysis, design, and drawings for the proposed five (5) walls in the project limits. Coordination between the CONSULTANT and civil and structural SUBCONSULTANTS for the locations, heights, and types of the proposed walls is required.

6.16 Landscape and Irrigation Plans

The landscape SUBCONSULTANT shall prepare landscape and irrigation plans in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and civil and landscape/irrigation SUBCONSULTANT for the locations of the proposed landscaping and irrigation is required for inclusion in the 90% plans and specification submittal.

Task 7.0 FINAL DESIGN AND PS&E (100%)

The 100% Design Submittal requires additional effort, preparation and submittal of design not included in the original agreement. This additional effort is related to the same sets of design plans identified in Task 6.0 Design (90%).

Task 8.0 LANDSCAPE/IRRIGATION DESIGN

The landscape SUBCONSULTANT shall develop landscape/irrigation design concepts in coordination with CITY staff and in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and landscape SUBCONSULTANT for the scope of the proposed landscaping is required.

Task 10.0 GEOTECHNICAL

The geotechnical SUBCONSULTANT shall conduct additional geotechnical analysis required for retaining wall and utility pole foundation design as outlined in the recommendations of the technical memorandum and in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and the geotechnical and structural SUBCONSULTANTS for the geotechnical investigation and retaining wall and pole foundation design is required.

**Supplement No. 1
Fee Estimate
SR 104/40TH PL SE ROUNDAABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH PM	MLM Sr. Engr	MJS Sr. Engr Tech CADD	DLH Engr I	JAB Admin	Task Hours	Task Cost
	\$263.50	\$189.50	\$173.50	\$112.50	\$129.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	148	0	0	0	24	172	\$42,094.00
Task 1.1 Project Management	48				12	60	\$14,196.00
Task 1.2 Monthly Progress Reports and Invoices	12				12	24	\$4,710.00
Task 1.3 Progress Meetings	48					48	\$12,648.00
Task 1.4 Quality Control/Quality Assurance	40					40	\$10,540.00
Task 2.0 DATA COLLECTION AND SURVEY	6	0	12	0	0	18	\$3,663.00
Task 2.5 Site Visits to Obtain Additional Information	1		1			2	\$437.00
Task 2.6 Obtain Topographical Survey	1		2			3	\$610.50
Task 2.7 Right-of-Way Acquisition Support	2		4			6	\$1,221.00
Task 2.8 Staking - Proposed Utility Poles	1		1			2	\$437.00
Task 2.9 Staking - Proposed Project Features	1		4			5	\$957.50
TASK 3.0 WSDOT APPROVALS/PRELIMINARY DESIGN (30%)	4	0	4	12	0	20	\$3,098.00
Task 3.4 WSDOT Channelization Plan for Approval - DD	4		4	12		20	\$3,098.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	8	0	4	0	0	12	\$2,802.00
Task 4.4 Existing Tree Impacts	4		2			6	\$1,401.00
Task 4.5 Arborist Evaluation Report	4		2			6	\$1,401.00
Task 6.0 DESIGN (90%)	36	28	60	0	0	124	\$25,202.00
Task 6.3 Horizontal Layout and Grading Plans		8	12			20	\$3,598.00
Task 6.7 Drainage Plans	4	2	8			14	\$2,821.00
Task 6.9 Illumination Plans		2	4			6	\$1,073.00
Task 6.10 Utility Relocation Plans	20	4	8			32	\$7,416.00
Task 6.11 Traffic Control Plans	4	8	16			28	\$5,346.00
Task 6.15 Wall Design Plans	4	2	6			12	\$2,474.00
Task 6.16 Landscape and Irrigation Plans	4	2	6			12	\$2,474.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	18	18	36	0	0	72	\$14,400.00
Task 7.3 Horizontal Layout and Grading Plans		2	6			8	\$1,420.00
Task 7.7 Drainage Plans	2	2	2			6	\$1,253.00
Task 7.9 Illumination Plans		1	4			5	\$883.50
Task 7.10 Utility Relocation Plans	12	2	4			18	\$4,235.00
Task 7.11 Traffic Control Plans	2	8	16			26	\$4,819.00
Task 7.15 Wall Design Plans	1	1	2			4	\$800.00
Task 7.16 Landscape and Irrigation Plans	1	2	2			5	\$989.50
Task 8.0 LANDSCAPE/URBAN DESIGN	4	0	4	0	0	8	\$1,748.00
Task 8.1 Initial Landscape/Urban Design Coordination	4		4			8	\$1,748.00
Task 10.0 GEOTECHNICAL	2	0	4	0	0	6	\$1,221.00
Task 10.9 Geotechnical Coordination	2		4			6	\$1,221.00
Totals	226	46	124	12	24	432	\$94,228.00
						Hours Total	Labor Total

Direct Expenses

1-Alliance, Survey Subconsultant	\$49,989.00
Terra Vista, Civil Subconsultant	\$47,969.00
David Evans and Associates, Inc, Structural Subconsultant	\$83,369.75
ESA, Environmental Subconsultant (allowance)	\$8,000.00
Herrera, Arborist Subconsultant	\$17,681.00
GeoEngineers, Geotechnical Subconsultant	\$18,761.00
Berger Partnership, Landscape Subconsultant (less allowance from original contract)	\$24,390.00
Subtotal Subconsultants	\$250,159.75

Supplement #1 Design Services Subtotal Total **\$344,387.75**

Supplement #1 Management Reserve Fund \$19,500.00
Supplement #1 Subtotal with MRF **\$363,887.75**

Right-of-Way Acquisition Services

Abeyta & Associates, Right-of-Way Subconsultant \$0.00

Supplement #1 Grand Total Not to Exceed **\$363,887.75**

Changes to Total Budget Amount after Contract Modification #1 \$0.00
Management Reserve Funds Remaining after Contract Modification #2 \$5,283.00
Management Reserve Funds Remaining after Supplement #1 \$24,783.00

Original Maximum Amount Payable \$516,329.00
New Maximum Amount Payable **\$880,216.75**

10/12/2022

20-139

Kirk Harris, PE
Transportation Solutions
16932 Woodinville Redmond Rd. NE, Suite A206
Woodinville, WA 98072

**Re: Professional Surveying Services Proposal – Amendment 1
Lake Forest Park, SR 104/40th Place Roundabout**

Dear Kirk,

1 Alliance Geomatics, LLC (1 Alliance) is pleased to provide this proposal for professional surveying and mapping services in support of Lake Forest Park on the SR 104/40th Place Roundabout project.

Background

This is a skewed, four-legged intersection with stop control for the Southbound (40th Place NE) and Westbound (NE 184th Street) approaches. The geometry of the intersection is problematic for many users including misaligned legs that lead to confusion over which route is SR 104, and lack of sight distance which makes turning left onto SR 104 and pedestrian crossings hazardous. Moreover, the intersection lacks amenities for those choosing to walk or bike.

Scope of Services

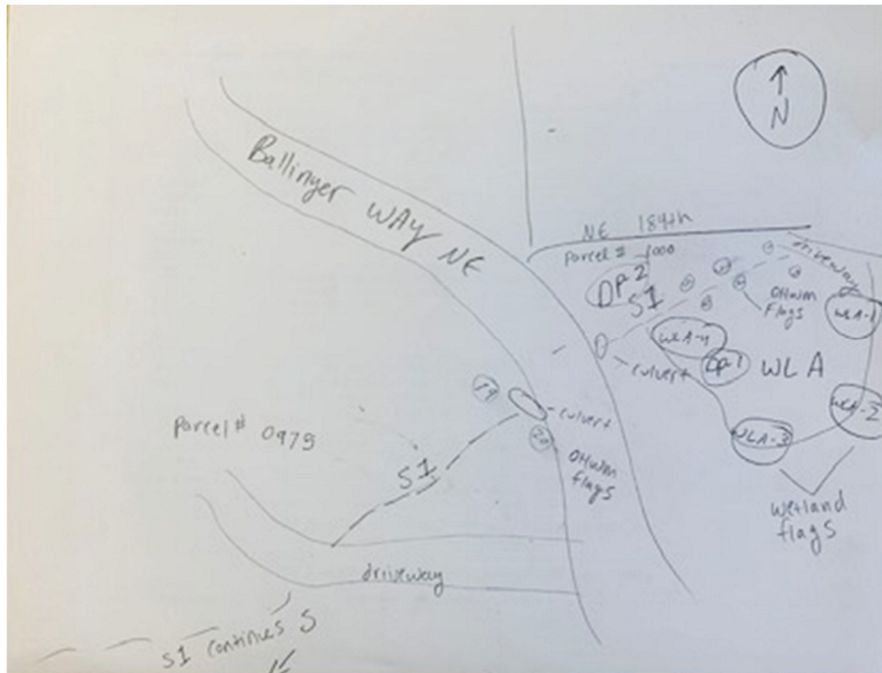
1. Surveying and Mapping

1.1. Survey PM, Admin, QA/QC

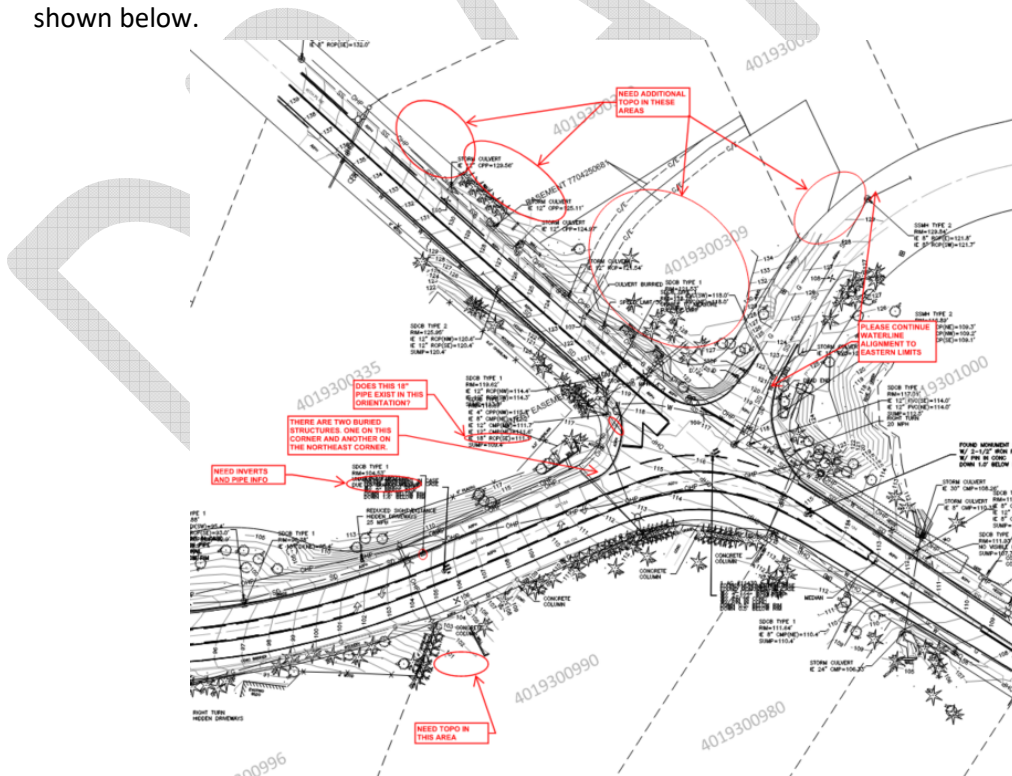
This task includes the survey project management, administrative duties, and quality control required for a project of this complexity and magnitude.

1.2. Field Surveying and Mapping

This task includes mapping of flagged critical areas as identified by others and as shown below.



This task also includes extending mapping and answering questions from the design team as shown below.



CONSULTANT will obtain Right of Entry for survey on private property. 1 ALLIANCE will use appropriate signage, high-visibility clothing and traffic control devices while performing field survey.

1.3. Utility Surveying Services

1 ALLIANCE will assist the project team in determining the stormwater connections at the Northwest Quadrant of the project site.

This task includes staking the actual locations of up to 13 proposed Seattle City Light poles for visual inspection by interested parties.

1.4. Proposed Feature Staking

At the request of the engineer, 1 Alliance will stake actual positions of proposed features for City review in the field. This task is limited to one week (40 hours) of field time and is also limited by the hours shown on the level of effort.

1.5. Office Processing

This task includes the office processing of the collected survey data, data extraction, field book note reductions, CADD drafting, and other duties required for the generation of the deliverable(s). Breaklines will be created along curbs, walls, and other surface features in order to generate an accurate Digital Terrain Model.

1.6. Right-of-Way Acquisition Support

This task includes staking the actual locations of proposed right-of-way acquisition areas for negotiation purposes. Staking on up to 7 parcels is included in this task.

Up to 2 land descriptions and exhibits will be prepared to support temporary construction easement or ROW acquisition

Understandings

1. Health, Safety, and Security are priority. 1 Alliance personnel will not proceed if the conditions are deemed unhealthy, unsafe, or not secure from harm of any type.
2. 1 Alliance is not responsible for any delays or errors caused by others.
3. Boundary corners will not be set as a part of this scope.
4. A record of Survey is not a part of this scope.
5. Tree driplines are not a part of this scope.
6. Scanning will only be performed during favorable weather conditions.

7. Rights-of-Entry will be organized, granted, and confirmed by The Consultant or Others.
8. Title Reports with underlying documents for the affected Parcels to be provided by others.
9. Total duration for this effort, from start to final deliverable, is estimated to be 6 months after completion of anticipated fully executed contract.
10. The fee estimate expires 90 days after this dated proposal and may need to be revised thereafter.

Deliverables

1. AutoCAD Civil 3D 2018 survey base map, electronic copy. (not to include terrain model)
2. Autocad Civil 3D 2018 terrain model, electronic copy.
3. .XML terrain model.

Level of Effort

\$49,989

1 Alliance appreciates the opportunity to present this proposal. If you have any questions, please feel free to call.

Sincerely,

1 Alliance Geomatics, LLC



Mark Groot, PLS
Survey Project Manager



Exhibit A

Scope Description

Stormwater Flow Control and Water Quality Measures

The original contract anticipated that stormwater flow control and water quality measures would not be required. This is based on a review of the provisions of the stormwater manual and information available related to the anticipated design of project at the time the contract was prepared. During the 30% design phase, a survey of existing conditions was performed and a layout of the proposed design was developed. Once this information was available an analysis of the required stormwater improvements was performed and it was determined that stormwater flow control and water quality measures would be required to meet the provisions of the stormwater regulations.

To prepare a comprehensive opinion of probable cost for the 30% design phase and meet the project schedule, the design team proceeded with developing the overall stormwater improvements which included flow control and water quality measures, under the current budget. However, as this expenditure was not included in the original scope, a contract amendment is requested for the design and documentation for the additional stormwater infrastructure.

The complexity of the storm drain system greatly increased thus requiring additional coordination time and documentation of the system, in both construction plans and technical reports. The stormwater design currently developed by the design team currently includes catch basins and associated piping, as well as a treatment train that includes a stormwater detention vault, oil water separator, and two water quality systems. The original scope assumed that only catch basins and some minor piping to connect to existing storm mains would be required. Additionally, due to the large size of the flow control and water quality systems, time was spent to strategically locate the facilities to minimize disruption project phasing, traffic flow, and to other existing critical infrastructure in the project limits, such as water and sewer mains as well as electrical utilities.

Although the stormwater detention vault and water quality systems are large, the design team has taken many steps in an effort to keep the facility sizes to a minimum and thus manage potential project costs. These steps include strategic grading of the paved surfaces and placing catch basin inlets in such a manner as to only route the required amount of stormwater to the flow control and water quality systems, rather than the entire project limits of work. Flows not required to be routed to the stormwater facilities would be bypassed and connected to the existing stormwater infrastructure. This is allowed by the stormwater regulations and beneficial to the project as without this effort, the size of the flow control and water quality facilities could potentially be three to four times as big. This effort also required additional time to be spent by the design team.

Change of Agency Project Leadership

At the completion of the 30% design phase, the project leadership at the Agency changed. This resulted in an extension to the schedule to allow for Agency staff to be brought up to speed. Additional time was expended by the design team to assist the new leadership team in becoming familiar with the design and addressing outstanding issues.

Retaining Walls

The original scope of services did not include design and detailing of retaining walls within the project. Although the structural design will be provided by other consultants, TerraVista NW will need to prepare wall profiles to support the structural design of the walls. Also, additional time was spent in determining the extents of the retaining walls and viable locations within the project site and private property.

Increased Project Complexity

The original scope of services was based on what was known at the time the contract was drafted and what would be anticipated for the project. As the design progressed through 30% and 90% development, the complexities of a project that had significant topographic differences resulted in additional time being spent to develop grading of the roadway approaches, beyond what was originally assumed. Roadway approach grading needed to be significantly adjusted several times to try to minimize impacts to driver experience, adjacent driveways, overall earthwork, existing utilities, and so on. This added effort would benefit the overall project budget and coordination with property owners.

Scope of Work

Task 1 – Project Management and Coordination

TerraVista NW will perform the following additional tasks:

- Contract management
- Coordinate with the design team on aspects related to flow control and water quality systems
- Coordinate with Agency on allowable treatment systems and code interpretations.
- Participate in additional periodic online coordination meetings.
- Perform QA/QC review

Task 2 – Data Gathering and Engineering

TerraVista NW will perform the following tasks:

- Review studies and documentation provided by others
- Perform up to one (1) additional site visits

Task 3 – Preliminary Design

TerraVista NW will perform the following tasks:

- Review options for capturing stormwater and routing to treatment facilities.
- Perform additional stormwater hydrologic and hydraulic calculations
- Prepare additional supporting documentation for the stormwater drainage report
- Review options for placement of retaining walls

TerraVista NW will prepare 30% design documents that will also include:

Plans

- Add information to the drainage plans
- Additional stormwater details

Additional Technical Specifications

Additional information on Opinion of Probable Cost

Task 4 and 5 - Final Design

TerraVista NW will perform the following tasks:

- Review options for capturing stormwater and routing to treatment facilities.
- Perform additional stormwater hydrologic and hydraulic calculations
- Prepare additional supporting documentation for the stormwater drainage report
- Review options for placement of retaining walls

TerraVista NW will prepare 90% and 100% design documents that will also include:

Plans

- Add information to the drainage plans
- Additional stormwater details

Additional Technical Specifications

Additional information on Opinion of Probable Cost

Assumptions

1. Placement of stormwater flow control and water quality facilities will not significantly change as of the date of this contract amendment.
2. Extents of new or replaced impervious surfaces will not change as of the date of this contract amendment.
3. Project grading will not significantly change as of the date of this contract amendment
4. Roadway profiles will not be required to be included in the construction documents. Grading will be identified through the use of spot elevations.
5. Roadway improvements shall utilize applicable published codes and regulations for reference. The City Agency will identify any non-published requirements that need to be incorporated into the project, early in the 90% design phase.

Exhibit B

Task #	Description	PIC/PM ES \$194	Engineer III RP \$143	Total Hours
Task 1	Project Management and Coordination			
	Coorespondence and coordination with team	20	8	28
	Contract management	8		8
	Attend Meetings	4		4
	QA/QC	40		40
Task 2	Data Gathering and Engineering			
	Review additional technical information		4	
	Perform additional site visits		4	4
Task 3	Preliminary Design			
	Review drainage options	2	6	8
	Perform additional stormwater calculations	1	6	7
	Prepare 30% Plans	4	24	28
	Prepare 30% Technical Specifications			
	Prepare 30% Opinion of Probable Cost	2	8	10
Task 4	Final Design			
	Review drainage options	4	16	20
	Perform additional stormwater calculations	2	9	11
	Provide additional documentation for drainage report	2	12	14
	Prepare 90% Plans	4	60	64
	Prepare 90% Technical Specifications	8		8
	Prepare 90% Opinion of Probable Cost	2	6	8
Task 5	100% Design			
	Prepare 100% Plans		26	26
	Prepare 100% Technical Specifications	2		2
	Prepare 100% Opinion of Probable Cost		4	4
	Subtotal Hours	105	193	294
	Subtotal Fee	\$ 20,370	\$ 27,599	
TOTAL FEE				\$ 47,969

City of Lake Forest Park
SR 104 and 40TH Place NE Roundabout Project
Wall Design Scope of Services

DEA is being retained by Transportation Solutions (TSI) to support the SR 104 and 40th PL NE Roundabout Project for the City of Lake Forest Park (CITY). The scope of services is to include the conceptual and final design of retaining walls, project coordination time and project management and invoicing time.

General Assumptions:

- Design codes:
 - AASHTO LRFD Bridge Design Specifications, 9th Edition with Interims.
 - WSDOT Bridge Design Manual – June 2022
- Construction Specifications
 - 2023 Washington State Department of Transportation (WSDOT) Standard Specification for Road, Bridge and Municipal Construction.
- A cast-in place wall fascia may be provided for some wall types although it is not required.
- Level of effort based upon the design of two wall types: a soldier pile wall without tie-backs, with a cast-in-place fascia, and developing a performance specification and cross section for a gravity block wall
- The existing slope is stable from a global stability standpoint.
- Fall protection will be required on walls. Design anticipates using a standard WSDOT or CITY supplied railing detail.
- Plan set assumes 9 sheets including:
 - Wall Plan and Elevation sheets
 - Wall Details
 - Fall Protection Details
- Level of effort assumes that DEA is provided survey data and Initial Wall Profile and Alignment sheets in CADD
- Geotechnical information is provided by others, not subconsulted to DEA, in accordance with assumed Design Codes.
- 100% Deliverables, excluding Cost Opinions, shall be signed and sealed by a Professional Engineer in the state of WA and be marked Issued For Construction.

Task 100 – Project Management

Direction of the DEA staff and review of their work over the course of the PROJECT shall be provided. This work element includes preparing monthly progress reports including the status of individual work elements, number of meetings attended, outstanding information required and work items planned for the following month

Periodic monitoring of the PROJECT budge will occur over the course of the PROJECT. Assessment of current PROJECT status, as well as projections of future status, shall be developed by the DEA. This work element is intended to monitor costs and budgets, and to propose corrective actions. These actions could include formal requests for budge increases, or scope modifications or reductions.

Drawings and documents generated over the course of the PROJECT require review, coordination, and file management. Level of effort for Technical Reviews and Quality Control activities is included in individual tasks. This information will be filed to facilitate ready and selective retrieval.

DEA will develop monthly invoices which include progress reports.

Scope, schedule and budget will be monitored regularly by DEA for their work. In the event of a change in scope or schedule, DEA will communicate changes to TSI as soon as possible, and where deemed required develop an amendment to modify this agreement.

Deliverables:

- Project coordination with CITY and/or TSI and DEA staff on project scope and work tasks
- Management of the project scope, deliverables, budget, and schedule
- Monthly Invoices and Progress Reports

Assumptions:

- Meetings where DEA is involved are held via phone, Zoom, Team, or other virtual. Travel time to additional locations has not been included but can be added by amendment.
- Duration of the Project will be six (6) months.

Task 200 – Conceptual Design and Concept Coordination

Task 200.1 - Development of a Conceptual Design Memo

DEA shall develop a high level summary memo containing primary constraints for each wall and determine preferred wall type deemed most practical for this location. The document will provide illustrations of similar wall construction options and basic input to cost to verify impact to project budget.

Task 200.2 – Field Visit

DEA will send one engineer to the field to visit site and examine existing conditions. The site visit is assumed to last 3 hours plus travel time.

Deliverables:

- Conceptual Wall Design Memo

Task 300 – Retaining Wall Design

Task 300.1 – Coordination with Geotechnical Engineer

DEA will meet as needed, up to the level of effort assumed in this agreement, to coordinate geotechnical parameters and verify that provided parameters are in alignment with project design codes and design constraints.

Task 300.2 – 90% Retaining Wall Design (Design and Drawings)

Project includes 5 walls of various heights. Preliminary data indicates that:

- Wall GR01 (184+00 to 184+50 RT), block fill wall anticipated, abutting driveway, max exposed height shows as approximately 4'
- Wall GR02 (184+70 to 185+20 RT), block fill wall anticipated, abutting driveway, max exposed height shows as approximately 4'
- Wall GR03/GR05 (SE quadrant), fill wall, between back of walkway and wetland buffer, max exposed height shows as approximately 7' is assumed to be a soldier pile wall.
- Wall GR04/GR05 (NE quadrant), cut wall – expected soldier pile wall for some segments, max exposed height shows as approximately 12.5'
- Wall GR04 (NE quadrant, north of driveway), cut wall/type unknown, near 48" DBH deciduous tree, max exposed height shows as approximately 5' is anticipated to be a block wall or soldier pile wall as determined by the conceptual design memo.

Walls are assumed to be either a soldier pile wall or gravity block wall for determining Level of Effort. Level of Effort shall be re-evaluated following the selection of wall types in the Conceptual Wall Design Memo. Level of effort is based upon only one soldier pile wall and a performance based specification for a gravity block wall to be designed by the Contractor. This task includes the design, drawing development and quality control of retaining walls during Consultant Design Phase.

Task 300.3 – 90% Retaining Wall Specifications

DEA will develop supplemental construction specifications, where required, to address wall aesthetic features and colors. It is assumed that all other construction specifications are included in the WSDOT Standard Specifications. A block wall performance specification will be provided to accommodate a Contractor facilitated design.

Task 300.4 – 90% Retaining Wall Opinion of Construction Cost

DEA will develop a 90% level probable Opinion of Construction Cost for work designed under Task 300.2 to be included in overall project Opinion of Construction Cost.

Task 300.5 – 100% Retaining Wall Design (Design and Drawings)

DEA will update the design and construction drawings from Task 300.2 to address comments received and in accordance with the design.

Task 300.6 – 100% Retaining Wall Specifications

DEA will update the retaining wall specifications from Task 300.3 to address comments received and in accordance with the design.

Task 300.7 – 100% Retaining Wall Opinion of Construction Cost

DEA will develop a 100% level probable Opinion of Construction Cost for work designed under Task 300.5 to be included in overall project Opinion of Construction Cost.

Task 400 – Pole Foundation Design

Pole foundation design is excluded from this agreement but may be included by amendment.

Task 500 – Design Support During Bidding

Engineering support during bidding will be provided assuming that only minor questions from the contractor are requested and no significant changes involving drawings are required. Additional design support during bidding may be added by amendment to this agreement.

Task 600 – Engineering Support During Construction

No engineering support during construction is assumed at this time although can be added by amendment to this agreement once Tasks 300 and 400 are complete. This may include review of Contractor facilitated designs.

PROJECT FEE ESTIMATE

Owner: City of Lake Forest Park
 Client: Transportation Solutions
 PR22053 - SR104 & 40th PI NE Roundabout
 Structural Engineering Services



Section 8, ItemA.

11/15/2022

WORK DESCRIPTION	PERSONNEL AND HOURLY RATES					Total Hours	Direct Salary Cost	OH 177.62%	Negotiated Profit 10% DSC + OH	All Inclusive Hourly Rate
	PM	Str Dsgnr	QC Eng	CAD	Prj Coord					
	\$84.00	\$44.00	\$82.00	\$45.00	\$46.00					
Task 100 - Project Mangaement	12	0	0	0	12	24	\$ 1,560.00	\$ 2,770.87	\$ 433.09	\$ 4,763.96
Project Setup, Monthly Progress Report and Invoice (6 months)	6				12	18	\$ 1,056.00			
Project communication, and coordination	6					6	\$ 504.00			
TASK 200 - Conceptual Design and Concept Coordiantion	7	25	6	0	0	38	\$ 2,180.00	\$ 3,872.12	\$ 605.21	\$ 6,657.33
200.1 - Development of a Conceptual Design Memo										
Draft Conceptual Design Memo	1	25	6			32	\$ 1,676.00			
200.2 - Field Visit	6					6	\$ 504.00			
TASK 300 - Retaining Wall Design	22	202	70	138	0	432	\$ 22,686.00	\$ 40,294.87	\$ 6,298.09	\$ 69,278.96
300.1 - Coordination with Geotechnical Engineer	2	8				10	\$ 520.00			
300.2 - 90% Retaining Wall Design (Design and Drawings)										
Calculations	4	60	18			82	\$ 4,452.00			
Plans Preparation	6	48	23	98		175	\$ 8,912.00			
300.3 - 90% Retaining Wall Specifications	2	20	6			28	\$ 1,540.00			
300.4 - 90% Retaining Wall Opinion of Construction Cost	1	8	3			12	\$ 682.00			
Response to 90% Comments		4	2			6	\$ 340.00			
300.5 - 100% Retaining Wall Design (Design and Drawings)										
Calculations	2	18	6			26	\$ 1,452.00			
Plans Preparation	3	30	10	40		83	\$ 4,192.00			
300.6 - 100% Retaining Wall Specifications	1	3	1			5	\$ 298.00			
300.7 - 100% Retaining Wall Opinion of Construction Cost	1	3	1			5	\$ 298.00			
TASK 400 - Pole Foundation Design (Not Used)	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -
TASK 500 - Design Support During Bid	2	8	2	4	0	16	\$ 864.00	\$ 1,534.64	\$ 239.86	\$ 2,638.50
Review of RFIs	2	8	2	4		16	\$ 864.00			
TASK 600 - SUPPORT DURING CONSTRUCTION (EXCLUDE FROM CURRNET AGF	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Construction Observation and Field Report						0	\$ -			
Review of Submittals						0	\$ -			
Respond to RFI						0	\$ -			
DIRECT EXPENSES										\$ 31.00
TOTAL LABOR	43	235	78	142	12	510	\$ 27,290.00	\$ 48,472.50	\$ 7,576.25	\$ 83,338.75

Direct Expenses	
Reproduction (Full Size)	\$0
Mileage at \$0.625/mile (1 Rd Trip @ 50 miles)	\$31
Parking	\$0
FedEx	\$0
Total	\$31

Cost Estimate Summary	
Direct Salary Cost (DSC)	\$ 27,290.00
Overhead @ 177.62% x DSC	\$ 48,472.50
Negotiated Profit @ 10% x (DSC + O	\$ 7,576.25
Direct Expenses	\$ 31.00
Grand Total	\$ 83,369.75

SCOPE OF WORK

CITY OF LAKE FOREST PARK STATE 104 ROUNDAABOUT PROJECT – TREE INVENTORY AND ARBORIST REPORT

On **Monday, October 3, 2022**, Environmental Science Associates (ESA) authorized Herrera Environmental Consultants (Herrera) to prepare a scope of work and cost estimate to conduct a tree inventory and prepare an arborist report for the State 104 Roundabout Project design for Transportation Solutions, Inc. (TSI) and the City of Lake Forest Park.

Herrera will provide labor, materials, equipment, and supplies to perform a tree inventory, provide associated data collection and data reporting services for baseline conditions required to facilitate project permitting and restoration design. This scope of work includes a discussion of the activities, assumptions, and deliverables. Schedule will be determined after this proposal has been approved

- Task 1.0 – Tree Inventory1
- Task 2.0 – Arborist Report.....3
- Project Schedule.....3
- Project Cost Estimate.....3

TASK 1.0 – TREE INVENTORY

Herrera will review background materials provided by ESA and City Code LFPMC 16.14 for tree regulations for City of Lake Forest Park. An ISA Arborist from Herrera and a field biologist will conduct a tree inventory along State Route 104 project area for all significant trees (as determined by City of Lake Forest Park [Chapter 16.14](#)). Tree inventory data that will be collected from within the project area will include the following information:

- Tree Genus and Species
- Tree trunk diameter in inches 4.5 feet above grade (diameter at breast height, DBH)
- Critical Root Zone (CRZ), and interior Critical Root Zone
- Tree Category indicating if tree is Significant (6” or greater DBH) or Landmark (greater than 24” DBH)

SCOPE OF WORK

- The general health condition of each tree recorded as one of six categories: Excellent, Good, Fair, Poor, Critical, Dead and general observations warranting recognition.
- Level I Tree Risk Assessment for all trees
- Level II Tree Risk Assessment for any trees with structural or biological issues determined by Level I assessment.
- Existing and proposed canopy coverage.
- Each inventoried tree will be tagged with an aluminum numbered tree tag.
- GPS coordinates of trees inventoried using ArcGIS Field Maps on digital tablet with approx. 1-meter accuracy

Assumptions

- Arborist inventory and assessment will meet standards as defined in City of Lake Forest Park's Chapter 16.14 Tree Canopy Preservation and Enhancement tree code which states all trees over 6 inches in diameter are significant, including invasive species.
- Two Herrera staff will conduct a tree survey along State 104 within the project area.
- Only trees with DBH 6 inches and greater will be included in inventory
- Trees will be evaluated through visual inspection only. No physical inspection of the upper canopy, sounding, root crown excavation, or resistograph or other technologies will be used in the evaluation of trees.
- Access will be provided to all trees requiring inventory through private property ahead of fieldwork, provided by TSI or ESA.
- ESA will provide background data, site maps and project area limits to Herrera prior to fieldwork. ESA will provide base layers (CAD or GIS) showing where the project area limits are located prior to fieldwork, specifically all contour lines, utilities, property lines, and existing and proposed structures within the CAD plans.
- Deliverables for Task 1 will be included in the Task 2: Arborist Report deliverable package.

SCOPE OF WORK

Deliverables

- Tree Inventory table showing unique tree identification number, species, common name, DBH, health and general notes (Excel, PDF)
- Site plan showing tree locations and their unique tree identification number (PDF, GIS shapefiles)
- A scale 1" = 20' site plan detailing the location of property lines, critical areas and buffers, critical and interior critical roots zones of all trees, existing and proposed utilities, 2-foot contours, and existing and proposed structures.

TASK 2.0 – ARBORIST REPORT

Herrera will provide a summary technical memo that will include the following:

- Discussion of tree inventory methodology and data collection
- Appendices with tree inventory data, photos and maps collected during Task 1
- Trees in the vicinity of construction that could be impacted by the proposed development activity
- Recommendations for trees to be removed
- Recommendations for trees to be protected
- Tree protection fencing (type and locations)
- Timeline for tree protection activities
- List of protection measures and conditions to be taken during all development activities to ensure code compliance during development activities.

PROJECT SCHEDULE

Subject to change based on contract, it is estimated that fieldwork will take place in October 2022 and the arborist report and associated deliverables will be submitted by November 2022.

PROJECT COST ESTIMATE

Work described above will be completed for a budget not to exceed \$17,681.

**ADDITIONAL GEOENGINEERS SCOPE OF SERVICES
BALLINGER WAY NE (SR 104) AND 40TH PLACE NE ROUNDABOUT
LAKE FOREST PARK, WASHINGTON**

FILE NO. 197-009-00

GeoEngineers is pleased to present our proposed additional scope of services for the proposed roundabout to be located at the intersection of Ballinger Way NE, 40th Place NE and NE 184th Street in Lake Forest Park, Washington. We understand the proposed grading to construct the roundabout will result in higher cut walls along the northwest portion of the site, which are more suited to permanent soldier pile walls. Our additional services will include subsurface borings with a limited access drill rig to evaluate subsurface soil and groundwater conditions at the proposed wall location and geotechnical recommendations for the permanent walls. Our scope is based on our discussions with Transportation Solutions, our experience working during the preliminary design of the project, and our experience on similar soldier pile wall projects. Based on our project understanding, we propose our scope of services include the following tasks:

1. Review our previous report prepared for the project and the 30 percent design documents to plan the exploration program.
2. Coordinate site access with Transportation Solutions and City of Lake Forest Park including proposed boring locations, access restrictions, working hours, and other on-site drilling requirements.
3. Visit the project site to mark out preliminary locations for explorations and contact the Washington State One Call Utility Locate Service. We will also retain a private utility locating service. We will make follow up site visits to check that all notified utilities have marked their lines in the vicinity of the exploration locations.
4. Advance two or three borings up to 25 feet below existing ground surface (bgs). The field explorations will be performed under the direction of an engineer or geologist from our firm. The explorations will be located in the field by pacing or tape measurements from existing site features such as structures, roads and property features. Our representative will maintain a detailed log of each exploration and obtain samples of the various materials encountered. The samples will be returned to our office for additional examination and analysis.
5. Evaluate pertinent physical and engineering characteristics of the site soils based on laboratory tests from the borings. The laboratory tests will likely include moisture content, percent fines content, and grain-size distribution, as appropriate.
6. Provide geotechnical design recommendations for design of the walls including lateral earth pressure diagrams, appropriate surcharge pressures, minimum diameter and embedment of soldier piles, LRFD reduction factors, axial capacity, lateral design (L-Pile parameters), temporary lagging, and drainage.

7. Provide seismic design criteria based on the WSDOT Geotechnical Design Manual (GDM) and the AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications.
8. Evaluate the potential for liquefaction and lateral spreading of the site soils and provide estimates of liquefaction-induced settlements.
9. Confirm our previous recommendations for earthwork including excavation considerations, temporary slopes, suitability of on-site soil for reuse as structural fill, imported fill specifications, and placement and compaction criteria, and the effects of weather and construction equipment on the site soils.
10. Prepare a draft and final written report containing our findings, conclusions and recommendations for your review. Our final report will incorporate comments from the project team.

SCHEDULE

We are prepared to begin our services upon your authorization to proceed. At this time drilling can typically be scheduled approximately 5 to 6 weeks out. Site exploration will be completed in 1 day. Laboratory testing will require up to 7 to 10 days, depending on the specific tests selected for the soils encountered. Preliminary verbal recommendations will be provided as information is developed. The draft report summarizing results of our geotechnical engineering evaluation can be completed within 2 weeks following the laboratory testing. If this tentative schedule does not meet your needs, please contact us regarding any modifications that will allow us to meet your time schedule.

Attachment: GeoEngineers Fee Estimate

GEOENGINEERS LABOR HOURS ESTIMATE

Job Number:		197-009-00	Job Name:		Additional Geotechnical Services SR104 and 40th Ave NE Roundabout				Owner:	City of Lake Forest Park	
Client:		TSI									
		\$260.00			\$243.00	\$199.00	\$173.00	\$152.00	\$145.00	\$120.00	\$105.00
Task	Task Description	Principal/ Associate	Senior 2 Engineer	Project 1 Engineer	Staff 3 Engineer	Staff 2 Engineer	GIS/CAD	Admin 3	Admin 2	Total Hours	Total Labor Cost
1,2	Data Review/Project Setup, Coordination and Management, Subcontracts	1		4				2	2	9	1,506
3	Site Visit, Mark Explorations, Complete Locate, Briefing			2	6	2		1		11	1,860
4	Field Exploration/Drilling	0.5		2		10		1		13.5	2,168
5	Sample Review and Laboratory Testing, Logs	0.5		2	2	2			2	8.5	1,388
6-9	Engineering Analyses/Recommendations	2		6	4		2			14	2,696
10	Technical Memorandum, Site Plan and Figures	2		4	6		4	2	2	20	3,384
	Total Labor	6	0	20	18	14	6	6	6	76	\$13,002

Total Labor Costs \$13,002

Expenses

Field Equipment and Expenses/ Mileage	832
Subcontracted Drilling	4,087
Subcontracted Private Locate	400
Laboratory Tests	440
Total Expenses	\$5,759

Total Fee Estimate

\$18,761



10.7.22 (revised 11.11.22)

Kirk Harris, PE, PMP, Principal
 Transportation Solutions, Inc.
 8250 – 165th Avenue NE, Suite 100
 Redmond, WA 98052

Lake Forest Park: Ballinger & 40th: Proposal for Landscape Architectural Services

Kirk:

Thanks again for inviting us to join your team for the project in Lake Forest Park. We are looking forward to working together to incorporate a roundabout with artwork at this intersection. Below is our fee proposal reflecting our scope landscape architectural services.

Project Understanding

We will be joining a multidisciplinary consultant team led by TSI. The scope of the project includes a new roundabout intersection, sidewalks and associated site improvements per plan titled "LFP RAB_Improvement Exhibit_2022-09-06" as provided by TSI. As landscape architect, our scope of services will include design and documentation of planting and irrigation as indicated by task below.

Task 1.0 Landscape Design - Roundabout

- 1.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumes up to 1.5 hours/month through CD for this task).
- 1.2 Design Development: Develop planting concepts, typologies (e.g. street trees, shrubs, bioretention) & overall landscape character.
- 1.3 Construction Documents: Prepare drawings (plans/material callouts, schedules, details) suitable for permitting and bidding. Coordinate above with all utility locations, setbacks, etc. Prepare technical specifications related to our scope of work in WSDOT/APWA format.

Task 2.0 Irrigation Design - Roundabout

- 2.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumed total hours for this task).
- 2.2 Design Development: Review codes, as-builts and coordinate irrigation point of connection.



- 2.3 Construction Documents: Prepare drawings (plans/material callouts, schedules, details) suitable for permitting and bidding. Prepare technical specifications related to this scope of work in WSDOT/APWA format.

Assumptions

If your assumptions differ from those noted below, please let us know immediately.

- We will be a subconsultant to TSI (Prime Consultant) and this proposal will be included as an attachment to an AIA Standard Consultant Agreement (or equivalent).
- Fees for sub-consultant services (except irrigation) are not included in our fees.
- The Prime Consultant, prior to the beginning of each design phase, will provide up to date and accurate base information from previous phase. Civil and Landscape will provide, and be provided, with information in AutoCAD format.
- The project will be documented in a single phase.
- Specific services excluded from our proposal include Bid & CA scope for Landscape & Irrigation Design, Hardscape Design, Art Concept Development, life-cycle costs analysis, environmental graphics, wayfinding, lighting design, presentation-quality physical and/or electronic models and 3D renderings, sustainability rating system (e.g. Envision) documentation, cost estimating, record document production at completion of CA. Detailed tree retention plans, if required by governing agency, shall be provided by consulting arborist. Construction Documents and Construction Administration services for Artwork are not included at this time.
- Attendance and preparation for all special topic meetings (Design Review, City Council, etc.) not previously mentioned will be invoiced on an hourly basis unless specifically described above.
- We will coordinate with the team to facilitate completion of permit documents, however, permit submittal and administration of applications/ fees/ etc. will be done by Prime Consultant.

Fees

Based on the scope of services identified at this time, we have established a Time & Expenses Basic Services fee for landscape architectural services as follows:

1.0 Landscape Design – Roundabout Total	\$26,220
1.1 PM & QA/QC	
1.2 Design Development	
1.3 Construction Documents	
2.0 Irrigation Design – Roundabout Total	\$7,920
2.1 PM & QA/QC	
2.2 Design Development	
2.3 Construction Documents	
3.0 Reimbursable Expenses	\$250

11.11.22
Transportation Solutions, Inc.
Proposal for Landscape Architectural Services
Page 3 of 3



If applicable printing, reprographic expenses, CAD plots, travel costs, and other reimbursable expenses will be billed against estimated amount above and include a 10% mark-up. Fees will be billed on a monthly basis for hours accumulated at the following rates. Services beyond those noted in this proposal will be billed as additional services on an hourly basis at rates listed below, or lump sum fees can be negotiated prior to the commencement of the services.

Principal	\$225.00 per hour
Associate	\$180.00 per hour
Project Manager	\$150.00 per hour
Landscape Architectural Staff	\$120.00 per hour
Administrative Staff	\$105.00 per hour

We look forward to working with you on this project. If this proposal meets with your approval, please sign one of the copies and return it to our office. Work will be scheduled upon our receipt of the signed proposal. Please do not hesitate to call if you wish to discuss or need additional information.

Sincerely,
The Berger Partnership PS

A handwritten signature in black ink, appearing to read "Jonathan Morley", written over a horizontal line.

Jonathan Morley
Principal, ASLA, LEED

APPROVED:

Date

Attachments: Berger Partnership Labor Hour Estimate 11.11.22

Lake Forest Park: Ballinger & 40th**Berger Partnership Level of Effort (LOE) Estimate 11.11.22**

Description		Principal \$ 225.00	Associate/ PM \$ 180.00	LA Staff & Irrigation \$ 120.00	Admin \$ 105.00	Fee
Task 1.0 Landscape Design – Roundabout						
1.1	Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumes up to 1.5 hours/month through CD for this task).	18	18		2	\$ 7,500.00
1.1	Design Development: Develop planting concepts, typologies (e.g. street trees, shrubs, bioretention) & overall landscape character.	12	16	24		\$ 8,460.00
1.2	Construction Documents: Prepare drawings (plans/material call-outs, schedules, details) suitable for permitting and bidding. Coordinate above with all utility locations, setbacks, etc. Prepare technical specifications related to our scope of work in WSDOT/APWA format.	12	18	36		\$ 10,260.00
Task Totals		42	52	60	2	\$ 26,220.00
Task 2.0 Irrigation Design – Roundabout						
2.1	Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumed total hours for this task).	6	6	8	2	\$ 3,600.00
2.2	Design Development: Review codes, as-builts and coordinate irrigation point of connection		2	6		\$ 1,080.00
2.3	Construction Documents: Prepare drawings (plans/material call-outs, schedules, details) suitable for permitting and bidding. Prepare technical specifications related to this scope of work in WSDOT/APWA format.		2	24		\$ 3,240.00
Task Totals		6	10	38	2	\$ 7,920.00

Subtotal \$ 34,140.00

Total Reimbursables \$ 250.00

Total Estimated Fee: \$ 34,390.00

Exhibit B - Addendum 1

Section 8, Item A.

**Supplement No. 1
Fee Estimate
SR 104/40TH PL SE ROUNDAABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH PM	MLM Sr. Engr	MJS Sr. Engr Tech CADD	DLH Engr I	JAB Admin	Task Hours	Task Cost
	\$263.50	\$189.50	\$173.50	\$112.50	\$129.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	148	0	0	0	24	172	\$42,094.00
Task 1.1 Project Management	48				12	60	\$14,196.00
Task 1.2 Monthly Progress Reports and Invoices	12				12	24	\$4,710.00
Task 1.3 Progress Meetings	48					48	\$12,648.00
Task 1.4 Quality Control/Quality Assurance	40					40	\$10,540.00
Task 2.0 DATA COLLECTION AND SURVEY	6	0	12	0	0	18	\$3,663.00
Task 2.5 Site Visits to Obtain Additional Information	1		1			2	\$437.00
Task 2.6 Obtain Topographical Survey	1		2			3	\$610.50
Task 2.7 Right-of-Way Acquisition Support	2		4			6	\$1,221.00
Task 2.8 Staking - Proposed Utility Poles	1		1			2	\$437.00
Task 2.9 Staking - Proposed Project Features	1		4			5	\$957.50
TASK 3.0 WSDOT APPROVALS/PRELIMINARY DESIGN (30%)	4	0	4	12	0	20	\$3,098.00
Task 3.4 WSDOT Channelization Plan for Approval - DD	4		4	12		20	\$3,098.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	8	0	4	0	0	12	\$2,802.00
Task 4.4 Existing Tree Impacts	4		2			6	\$1,401.00
Task 4.5 Arborist Evaluation Report	4		2			6	\$1,401.00
Task 6.0 DESIGN (90%)	36	28	60	0	0	124	\$25,202.00
Task 6.3 Horizontal Layout and Grading Plans		8	12			20	\$3,598.00
Task 6.7 Drainage Plans	4	2	8			14	\$2,821.00
Task 6.9 Illumination Plans		2	4			6	\$1,073.00
Task 6.10 Utility Relocation Plans	20	4	8			32	\$7,416.00
Task 6.11 Traffic Control Plans	4	8	16			28	\$5,346.00
Task 6.15 Wall Design Plans	4	2	6			12	\$2,474.00
Task 6.16 Landscape and Irrigation Plans	4	2	6			12	\$2,474.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	18	18	36	0	0	72	\$14,400.00
Task 7.3 Horizontal Layout and Grading Plans		2	6			8	\$1,420.00
Task 7.7 Drainage Plans	2	2	2			6	\$1,253.00
Task 7.9 Illumination Plans		1	4			5	\$883.50
Task 7.10 Utility Relocation Plans	12	2	4			18	\$4,235.00
Task 7.11 Traffic Control Plans	2	8	16			26	\$4,819.00
Task 7.15 Wall Design Plans	1	1	2			4	\$800.00
Task 7.16 Landscape and Irrigation Plans	1	2	2			5	\$989.50
Task 8.0 LANDSCAPE/URBAN DESIGN	4	0	4	0	0	8	\$1,748.00
Task 8.1 Initial Landscape/Urban Design Coordination	4		4			8	\$1,748.00
Task 10.0 GEOTECHNICAL	2	0	4	0	0	6	\$1,221.00
Task 10.9 Geotechnical Coordination	2		4			6	\$1,221.00
Totals	226	46	124	12	24	432	\$94,228.00
						Hours Total	Labor Total

Direct Expenses

1-Alliance, Survey Subconsultant	\$49,989.00
Terra Vista, Civil Subconsultant	\$47,969.00
David Evans and Associates, Inc, Structural Subconsultant	\$83,369.75
ESA, Environmental Subconsultant (allowance)	\$8,000.00
Herrera, Arborist Subconsultant	\$17,681.00
GeoEngineers, Geotechnical Subconsultant	\$18,761.00
Berger Partnership, Landscape Subconsultant (less allowance from original contract)	\$24,390.00
Subtotal Subconsultants	\$250,159.75

Supplement #1 Design Services Subtotal Total \$344,387.75

Supplement #1 Management Reserve Fund \$19,500.00
Supplement #1 Subtotal with MRF \$363,887.75

Right-of-Way Acquisition Services

Abeyta & Associates, Right-of-Way Subconsultant \$0.00

Supplement #1 Grand Total Not to Exceed \$363,887.75

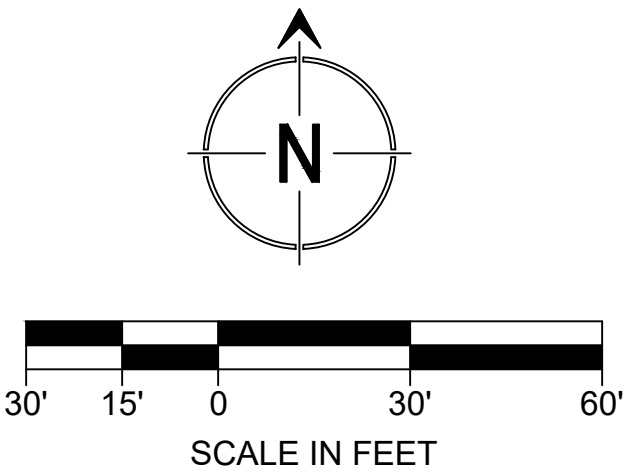
Changes to Total Budget Amount after Contract Modification #1 \$0.00
Management Reserve Funds Remaining after Contract Modification #2 \$5,283.00
Management Reserve Funds Remaining after Supplement #1 \$24,783.00

Original Maximum Amount Payable \$516,329.00
New Maximum Amount Payable \$880,216.75

NOTE:

COLORIZED IMAGE = ORIGINAL/ASSUMED ROUNDABOUT LAYOUT
(FROM 2018 SAFE HIGHWAYS STUDY)

BLACK & WHITE LINEWORK = CURRENT (60%+) DESIGN



NO.	BY	DATE	REVISION

	BY:	DATE:
Drawn	MJS	-
Designed	MLM / KAH	-
Reviewed	KAH	-
Approved	VLS	-



CITY OF LAKE FOREST PARK
SR 104 AND 40TH PLACE NE
ROUNDABOUT PROJECT

PRELIMINARY RIGHT OF WAY ACQUISITION

PROJECT NO.
221007

CONTRACT NO.
-

DRAWING NO.

SHEET
OF -



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	January 12, 2023 Regular Meeting
Originating Department	City Council
Contact Person	Tom French, Deputy Mayor
Title	City Council Commissions and Board Liaisons Appointments for 2023

Legislative History

- First Presentation and Action January 12, 2023

Attachments:

- List of current liaisons

Executive Summary

The first meeting of the year is for the Council to review the current Commission and Board Liaisons and suggest any changes that need to be made.

Background

Here is the list of the following Commission and Board Liaisons:

Planning Commission – Councilmember Bodi

Tree Board – Councilmember Goldman

Parks and Recreation Advisory Board – Councilmember Bodi

Climate Action Committee – Councilmember Furutani

Regional Bodies:

Sound Cities

HealthierHere Governing Board - Councilmember Riddle, Member

Joint Recommendations Committee (JRC) - Councilmember Riddle, Member

PSRC Growth Management Policy Board - Councilmember Kassover, Alternate

SCA Public Issues Committee (PIC) - Deputy Mayor French, Member & Councilmember Bodi, Alternate

King County Solid Waste Advisory Committee (SWAC) - Councilmember Kassover, Member

OTHER

SeaShore Transportation Forum - Councilmember Kassover, Member & Councilmember Goldman, Member & Councilmember Lebo, Alternate

North Urban Human Services Alliance - Councilmember Kassover, Board Member

Metropolitan Solid Waste Advisory Committee - Councilmember Kassover, Member

Department of Natural Resources Washington Community Forest Council - Councilmember Riddle, Member

Lake Ballinger/McAlee Creek Watershed Forum – Mayor Johnson, Member & Councilmember Furutani, Alternate

Water Resource Inventory Area 8 Salmon Recovery Council (WRIA 8) – Councilmember Bodi, Member & Councilmember Furutani, Alternate

North King County Shelter Task Force - Councilmember Riddle, Member

K4C Outreach Committee - Councilmember Kassover, Member & Councilmember Furutani, Member

Regional Crisis Response Agency (RCR) – Councilmember Goldman, Member

Fiscal & Policy Implications

None.

Recommendations

Review the current boards and commission liaisons and make any recommended changes as needed.

Planning Commission – Councilmember Bodi

Tree Board – Councilmember Goldman

Parks and Recreation Advisory Board – Councilmember Bodi

Climate Action Committee – Councilmember Furutani

Regional Bodies:

Sound Cities

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North King County Shelter Task Force - Councilmember Riddle, Member

K4C Outreach Committee - Councilmember Kassover, Member & Councilmember Furutani, Member

Regional Crisis Response Agency (RCR) – Councilmember Goldman, Member

City Administrator Report City of Lake Forest Park

Date: January 12, 2023

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

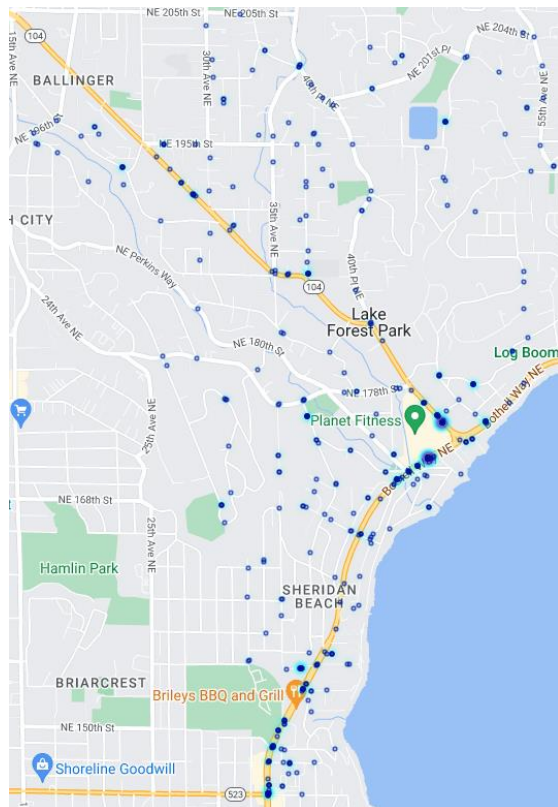
CC: Honorable Mayor Jeff Johnson
Leadership Team

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

December 2022:

Each blue dot is an incident generated by dispatch or an officer. This map represents **715** incidents in **December 2022**.

Notable Calls/Incidents:

Type	Calls
Traffic Stop	191
Suspicious Circumstances	65
Theft	23
Hazard	17
Traffic Accident	15
Alarm	15
Disturbance	11
911	10
Welfare Check	9
Vehicle Prowl	8
Fraud	6

Notable Calls

Officers responded to a single vehicle traffic collision. Officers discovered the driver was intoxicated, with an open bottle of liquor in the center console. The driver was booked into jail for DUI, driving while license revoked 1st degree and driving without an ignition interlock device.

Officers were dispatched to a shoplift at the mall with a total loss of over \$600. The subject ran from officers and was captured after a short foot pursuit. Subject claimed to be having a seizure and had recently taken fentanyl. Aid evaluated the subject and determined there was no medical issues or distress. The subject had several felony warrants for his arrest.

Officers were dispatched to a welfare check of a subject sleeping in the bushes. Located a male subject who was too intoxicated to communicate or stand. Subject was transported to hospital via ambulance as he was unable to care for himself. The RCR Navigator was contacted and gave direction on best location to send subject for the proper care.

Officers responded to a disturbance at Ross Stores. A subject was yelling and kicking over items. As the caller evacuated staff and customers the subject started lighting paper on fire. When officers contacted the subject, he became combative. The subject was taken into custody for malicious mischief and reckless burning. During the transport to jail the subject tried to kick the window out of the patrol vehicle.

Officers attempted to respond to a traffic collision during a recent ice storm. The majority of the city's streets were covered in ice and travel was extremely dangerous.



Two patrol vehicles slid on the ice and had to be abandoned to avoid damage or injury. Tow truck operators declined to respond due to conditions. Although PW also struggled, they were eventually able to assist with getting the

patrol cars off the roadway.



Officers responded to a theft at a business in the lower mall. The subject actively resisted arrest, fighting with officers. Officers sustained minor injuries, including being stuck by uncapped, used, hypodermic needles in the subject's possession. Subject was later booked into jail on several charges.

An elderly subject called 911 reporting he was being harassed and unknown subjects were going to kill him if he was caught on the phone. Officers discovered subject in a behavioral crisis and needed to be evaluated at the hospital. The subject initially refused to cooperate with

transport. Officers worked with subject's adult son and were able to convince the subject to go with aid personnel without incident. Navigator was notified for follow up with the family.

Officers were dispatched to the home of Dori Monson, for a CPR in-progress call. He was transported to the hospital where he ultimately passed away. His family was by his side. Monson was a local radio host and Seattle Seahawk radio announcer and was a great supporter of our police department.

The 2022 Holiday with Heroes, "Shop with a Cop" event is in the books! With the generous donation from Lake Forest Park Rotary Club, officers from the Lake Forest Park Police Department participated in our 8th annual event. Special thanks to King County Sheriff's Office and Washington State Patrol for sending officers to help out,



and to Lake Forest Park Police Lieutenant Diego Zanella for organizing the event. This year's kids were chosen from LFP, Brookside, and Briarcrest elementary schools by the school district family advocates. Each child

provided a wish list for their family, and we shopped for 67 family members in our community.



The gifts were wrapped and delivered to the families, including gift cards for grocery shopping with best wishes for a happy holiday season. Thank you to the LFP Rotary Club and City Hall volunteers for helping us giftwrap. We also want to thank the Sutton family, Albertsons, Target, and Starbucks for their generous donations. We even had citizens donating while the kids were shopping!



Special shout out to Woodinville Target, and the awesome staff for their great support. This event helps spread holiday cheer to those who may need a little extra this time of year and we can't wait to do it again next year!



On January 5, 2023, Chief Harden, Lt. Lehman, and Lt. Zanella gave a presentation at Brookside Elementary on Internet Safety to 180 kids.



This was an assembly-style personal safety presentation for children in grades 3-5. Kids learned about the four NetSmartz rules from the police staff engaging them through lively discussion.

Children were taught, what to do when they see inappropriate content online, how to protect their personal information, and why they should never agree to meet face to-face with someone they've met online. It was well received, and everyone had fun learning about safety.



II. Internal City Information

Municipal Services Department

Passport Services

Below are the annual passport service revenues. There were 3,748 passports processed, and 2,632 photos were taken last year.

	Passport Revenue	Photo Revenue	Total
2022	\$130,995	\$42,112	\$173,067

Records Requests

For 2022, we processed 137 public records requests. We spent about 365 hours on public records requests, and currently still have three requests that need to be fulfilled.

In 2022, the police department processed 356 records requests, with approximately 38 hours spent on their requests.

In total, for 2022, there were 493 records requests, with approximately 408 hours of staff spent on public records requests.

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

Nothing new to report.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

City Hall Closed (Dr. Martin Luther King Jr. Day holiday)

January 16, 2023

CANCELED City Council Budget & Finance Committee Meeting (hybrid meeting)

January 19, 2023

City Council Committee of the Whole Meeting (hybrid meeting)

January 23, 2023, 6:00 PM - 7:30 PM @ City Hall and via Zoom

City Council Regular Business Meeting (hybrid meeting)

January 26, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom