



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, October 10, 2024 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

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

Join Zoom Webinar: <https://us06web.zoom.us/j/82939518103>

Call into Webinar: 253-215-8782 | Webinar ID: 829 3951 8103

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

HOW TO PARTICIPATE WITH ORAL COMMENTS:

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

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

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

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

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

AGENDA

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

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

5. PUBLIC HEARINGS

- A. Public Hearing on Resolution 24-1972/Concerning State Ballot Initiative 2066 concerning regulating energy services, including natural gas and electrification.

- Ballot Title: Initiative Measure No. 2066 concerns regulating energy services, including natural gas and electrification.

This measure would repeal or prohibit certain laws and regulations that discourage natural gas use, and/or promote electrification, and require certain utilities and local governments to provide natural gas to eligible customers.

- Questions from Council

- Open the public hearing for comments (3 minutes per speaker)

- Possible response to questions that may have been presented during the public hearing and from the Council.

- B. Discussion, consideration and/or action on Resolution 24-1972/Concerning State Ballot Initiative 2066 concerning regulating energy services, including natural gas and electrification

6. PROCLAMATIONS

- A. Recognizing October as Breast Cancer Awareness Month

- B. Recognizing October as Domestic Violence Awareness Month

7. CONSENT CALENDAR

The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a

Councilmember so requests, in which case the item will be removed from the Consent Calendar in its normal sequence on the agenda.

- [A.](#) September 23, 2024 City Council Committee of the Whole Meeting Notes
- [B.](#) September 26, 2024 City Council Special Work Session Meeting Minutes
- [C.](#) September 26, 2024 City Council Regular Meeting Minutes
- [D.](#) September 30, 2024 City Council Special Meeting Minutes
- [E.](#) City Expenditures for the Period Ending 10/10/2024

8. ORDINANCES AND RESOLUTIONS FOR INTRODUCTION / REFERRAL

- [A.](#) Resolution 24-1973/Approving the Liz Loomis Public Affairs Professional Services Agreement for Levy Lid Lift Consulting Services

9. ORDINANCES AND RESOLUTIONS FOR COUNCIL DISCUSSION

- [A.](#) Resolution 24-1971/Confirming the city's share of the 2025-2026 Regional Crisis Response Agency Budget

10. COUNCIL DISCUSSION AND ACTION

11. OTHER BUSINESS

12. COUNCIL COMMITTEE REPORTS

- A. Councilmember Reports
- B. Mayor's Report
- [C.](#) City Administrator's Report

13. CLOSED SESSION

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

14. ADJOURN

FUTURE SCHEDULE

- Thursday, October 17, 2024, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

- Monday, October 21, 2024, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, October 24, 2024, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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

ESHB 1589 provision requiring the Washington Utilities and Transportation Commission to assess alternatives to current and planned gas infrastructure projects and achieve all cost-effective electrification of end uses currently served by natural gas

- Forbids the State Building Code Council, cities, towns, counties, and air pollution control agencies from prohibiting, penalizing, or discouraging the use of gas for heating or uses related to any appliance or equipment in any building.

RCW 42.17A.555(1) authorizes the City Council to take action in an open meeting to express a collective decision, or to actually vote upon a motion, proposal, or ordinance, or to support or oppose a ballot measure so long as (a) the notice of the meeting includes the title and number of the ballot proposition, and (b) members of the public and councilmembers are afforded an approximately equal opportunity to express an opposing view.

Fiscal & Policy Implications

If the Initiative were passed, the city would lose the ability to regulate certain projects that might have detrimental environmental effects.

Staff Recommendation

Consider adopting Resolution 24-1972 in support or opposition to Initiative 2066.

RESOLUTION NO. 24-1972

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, IN [SUPPORT/OPPOSITION] OF WASHINGTON STATE BALLOT INITIATIVE 2066 CONCERNING REGULATING ENERGY SERVICES

WHEREAS, a ballot measure titled “Initiative Measure No. 2066 concerns regulating energy services, including natural gas and electrification” is scheduled to go to the voters at the Washington General Election on November 5, 2024; and

WHEREAS, the Office of the Secretary of State Elections Division has completed and certified signature verification for Initiative 2066; and

WHEREAS, Initiative 2066 reads as follows: This measure would repeal or prohibit certain laws and regulations that discourage natural gas use and/or promote electrification, and require certain utilities and local governments to provide natural gas to eligible customers; and

WHEREAS, RCW 42.17A.555(1) authorizes the City Council to take action to express a collective decision, or to actually vote upon a motion, proposal, or ordinance, or to support or oppose a ballot measure so long as (a) the notice of the meeting includes the title and number of the ballot proposition, and (b) members of the public and councilmembers are afforded an approximately equal opportunity to express a supporting or opposing view; and

WHEREAS, consistent with the procedural mandates of RCW 42.17A.555, the City Council considered a resolution in support or opposition of Initiative 2066 at its October 10, 2024, Regular Meeting, during which the public and Councilmembers were given approximately equal opportunity for expression of a supporting or opposing view on Initiative 2066; and

WHEREAS, the Lake Forest Park City Council desires to [support/oppose] Initiative 2066.

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

SECTION 1. SUPPORT/OPPOSE. The City Council of the City of Lake Forest Park, Washington, adopts this resolution to officially [support/oppose] Initiative 2066 concerning regulating energy services.

SECTION 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution, including, but not limited to, the correction Resolution No. 24-1972

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 October, 2024.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 24-1972

SUMMARY OF INITIATIVE 2066 TO THE PEOPLE

As of September 3, 2024

This document has been prepared by Senate Committee Services in response to requests for a summary of Initiative 2066 to the People and is provided for legislative purposes only. It is not provided as an expression of support of or opposition to the ballot measure. This document is intended to provide general information and is not intended to be an exhaustive analysis of all issues presented by the measure or be considered legislative history for interpreting Initiative 2066. It is inappropriate to use public resources to support or oppose a ballot measure. Refer to the Legislative Ethics Manual or contact Senate Counsel for further guidance.

Brief Summary

- Requires every gas company or large combination utility, or city or town that furnishes natural gas, to provide natural gas to anyone that demands, applies for, or is reasonably entitled to natural gas.
- Prohibits the Utilities and Transportation Commission from approving an integrated system plan (ISP) or a multiyear rate plan that requires or incentivizes a company to terminate natural gas service to customers, or a customer to switch fuel use by restricting access to natural gas or making natural gas cost-prohibitive.
- Repeals provisions from ESHB 1589 (2024) as well as specific provisions related to cost-effective electrification and geographically targeted electrification planning under an ISP.
- Forbids the State Building Code Council, cities, towns, counties, and air pollution control agencies from prohibiting, penalizing, or discouraging the use of gas for heating or uses related to any appliance or equipment in any building.

Background: Initiative Process. Article II, Section 1, of the Washington State Constitution authorizes the initiative process, allowing the people to place a proposition on the ballot or to submit the proposed law to the Legislature. Initiatives to the People, if certified to have sufficient signatures, are submitted for a vote of the people at the next state general election.

On July 24, 2024, signature verification was completed and certified by the Office of the Secretary of State for Initiative 2066.

Ballot Title and Measure Prepared by the Attorney General. The ballot title and ballot measure summary are prepared by the Washington State Office of the Attorney General and will read as follows:

Ballot Title.

Initiative Measure No. 2066 concerns regulating energy services, including natural gas and electrification. This measure would repeal or prohibit certain laws and regulations that discourage natural gas use, and/or promote electrification, and require certain utilities and local governments to provide natural gas to eligible customers.

Should this measure be enacted into law? Yes [] No []

Ballot Measure Summary.

This measure would require utilities and local governments to provide natural gas to eligible customers, prevent state approval of rate plans requiring or incentivizing gas service termination, restricting access to gas service, or making it cost-prohibitive; and prohibit the state energy code, localities, and air pollution control agencies from penalizing gas use. It would repeal sections of chapter 351, Laws of 2024, including planning requirements for cost-effective electrification and prohibitions on gas rebates and incentives.

Gas Utility Obligation to Serve. Under current law, utilities regulated by the Utilities and Transportation Commission (UTC), including gas companies, must furnish the services they provide, such as electricity, wastewater company services, water, or gas, to all people and corporations who apply and are reasonably entitled to those services. A gas company's statutory obligation to furnish gas to any customer who applies for gas service that has access to the gas company's thermal energy network may be met by providing thermal energy through a nonemitting thermal energy network, exclusively upon petition of a gas company and subject to the UTC's approval.

Currently, the UTC regulates four investor-owned gas companies—Avista Corporation, Puget Sound Energy, Cascade Natural Gas Corporation, and Northwest Natural Gas Company.

A city or town may also provide municipal utility services, such as gas services. Two cities operate natural gas utilities—Ellensburg and Enumclaw.

Large Combination Utilities and Natural Gas Planning. In 2024, the Legislature passed ESHB 1589, also known as the Washington Decarbonization Act for Large Combination Utilities, which established a process for the UTC to consolidate a large combination utility's multiple planning requirements for both gas and electric operations into a single integrated system plan (ISP), by July 1, 2025. A large combination utility is required to file an ISP by January 1, 2027, and the UTC must take into account specific public interest factors when approving an ISP.

A large combination utility is defined as both an electrical company and a gas company that serves more than 800,000 retail electric customers and 500,000 retail gas customers in Washington as of June 30, 2024. Puget Sound Energy is the only utility that meets this definition.

In addition to establishing a planning process described above, ESHB 1589 does the following:

1. Applies a risk reduction premium when evaluating the lowest reasonable cost of decarbonization measures in an ISP to ensure that a large combination utility is making

- appropriate long-term investments to mitigate against the allowance prices under the Climate Commitment Act and fuel price risks to its customers.
2. Directs a large combination utility to include an updated depreciation study that reduces the gas rate base consistent with an approved ISP and any multi-year rate plan (MYRP). The UTC may adopt depreciation schedules that accelerate cost recovery or address affordability; however, in any MYRP, the UTC must approve a depreciation schedule that depreciates all gas plants currently in service no later than January 1, 2050.
 3. Allows a large combination utility to propose a merger of the regulated gas and electric operations into a single rate base, and the UTC to approve the merger if it finds the proposal will result in a net benefit to customers of the large combination utility.
 4. Beginning January 1, 2025, prohibits a large combination utility from offering any form of rebate, incentive, or other inducement to residential gas customers to purchase any natural gas appliance or equipment, with exceptions for electric heat pumps that include natural gas backups and commercial and industrial customers.
 5. Requires a large combination utility to educate its customers about the benefits of electrification and the availability of rebates, incentives, or other inducements to purchase energy efficient electric appliances and equipment by November 1, 2025.
 6. Requires the ISP to include a process for outreach to the consumer-owned utilities that provide electric service to the same service area, or portion of a service area, where a large combination utility is proposing geographically targeted electrification. The outreach must include specific gas delivery data.

Washington State Energy Code. The Washington State Energy Code (Energy Code) is part of the State Building Code, which sets the minimum construction requirements for buildings in the state. The Energy Code provides a maximum and minimum level of energy efficiency for residential buildings and the minimum level of energy efficiency for nonresidential buildings.

The State Building Code Council (SBCC) maintains the Energy Code. SBCC reviews, updates, and adopts model state building codes every three years. The Energy Code must be designed to:

- construct increasingly energy efficient homes and buildings that help achieve the broader goal of building zero fossil-fuel greenhouse gas emission homes and buildings by the year 2031;
- require new buildings to meet a certain level of energy efficiency, but allow flexibility in building design, construction, and heating equipment efficiencies within that framework; and
- allow space heating equipment efficiency to offset or substitute for building envelope thermal performance.

In 2023, SBCC amended the Energy Code by rule, which in part revised the scoring system and credit requirements used in the approval of building permits based on the size and occupancy classification of a dwelling unit. Different credit amounts are earned by installing various appliances and employing building treatments to reduce energy use. The credits are available for equipment such as electric heat pumps, solar panels, and upgraded thermostats or ventilation systems. The rules went into effect March 14, 2024.

Air Pollution Control Agencies. The purpose of the Clean Air Act (CAA) is to prevent and control air pollution. To achieve this, the CAA enables local air pollution control authorities, or clean air agencies, to implement and enforce federal, state, and local air pollution regulations. Local clean air agencies may be comprised from one county or several counties. There are seven local air pollution control agencies in the state. Where there is no local air authority, Ecology implements and enforces the CAA. Air pollution regulations within Indian reservation lands are overseen by the Environmental Protection Agency, and fall under the Federal Air Rules for Reservations regulations.

Summary of Bill: Gas Utility Obligation to Serve. Every gas company, large combination utility, or city or town that furnishes natural gas, is required to provide natural gas to those in their service area or territory that demands, applies for, or is reasonably entitled to natural gas, even if other energy services or sources may be available.

ESHB 1589 Amendments and Repealers. Several provisions of ESHB 1589 are either amended or repealed. The UTC is prohibited from approving an ISP or a MYRP that:

- requires or incentivizes a gas company or large combination utility to terminate natural gas service to customers; or
- authorizes a gas company or large combination utility to require a customer to involuntarily switch fuel use by either restricting access to natural gas or implementing planning requirements making natural gas cost-prohibitive.

Several ISP planning requirements related to cost-effective electrification and geographically targeted electrification are removed. These planning requirements included:

- achieving cost-effective electrification of end uses currently served by natural gas identified through an assessment;
- providing low-income electrification programs that provide dedicated funding for electrification readiness;
- assessing the potential for geographically targeted electrification on gas plant infrastructure; and
- assessing nonpipeline alternatives, which includes identifying known and planned gas infrastructure projects, estimating maintenance expenses for the gas system, and ranking gas pipeline segments.

The requirement to apply a risk reduction premium that accounts for the applicable allowance prices under the Climate Commitment Act when evaluating the lowest reasonable cost of decarbonization measures in an ISP is removed.

Several sections of ESHB 1589 are repealed including those that:

- required the UTC to approve a depreciation schedule for all gas plants currently in service, no later than January 1, 2050;
- allowed the UTC to approve the merger of the regulated gas and electric operation into a single rate base;
- prohibited rebates or incentives for natural gas appliances or equipment;
- required customer education about the benefits of electrification; and
- required outreach to consumer-owned utilities that provide electric service to the same

service area, or portion of a service area, where a large combination utility is proposing geographically targeted electrification.

Energy Code. The provision requiring the Energy Code to be designed to help achieve the broader goal of building zero fossil-fuel greenhouse gas emission homes and buildings is removed. SBCC is not permitted to prohibit, penalize, or discourage the use of gas for heating, or uses related to any appliance or equipment, in any residential or nonresidential building.

Local Government Provisions. Cities, towns, counties, and air pollution control agencies are not permitted to prohibit, penalize, or discourage the use of gas for heating, or uses related to any appliance or equipment, in any building.

Effective Date: The initiative takes effect 30 days after the election at which it is approved.

Staff: Kimberly Cushing (786-7421)



PROCLAMATION

WHEREAS, while considerable progress has been made in the fight against breast cancer, it remains the most commonly diagnosed cancer among women and the second leading cause of death among women in the United States; and

WHEREAS, every two minutes a woman is diagnosed with breast cancer, and 30% of new women's cancer diagnoses will be for breast cancer; and

WHEREAS, 1 out of every 8 women in the United States will be diagnosed with breast cancer during her lifetime; and

WHEREAS, over the past decade, breast cancer rates in women have increased 1% annually, with the steepest increase in women under 50; and

WHEREAS, in 2024, an estimated 310,720 new cases of invasive breast cancer are expected to be diagnosed in women in the U.S. and 56,500 new cases of non-invasive (in situ) breast cancer; and

WHEREAS, men can also get breast cancer, and an estimated 2,800 men will be diagnosed with it in 2024; and

WHEREAS, overall deaths have decreased by 44% since 1989 and there are more than four million breast cancer survivors in the United States, including those still being treated and those who have completed treatment; and

WHEREAS, we display pink ribbons, wear pink clothing, and our police department wears pink patches and badges to raise awareness, we also support those in our community that are courageously fighting breast cancer and honor the lives lost to the disease; and

WHEREAS, this October, we recognize breast cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease; and

WHEREAS, Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education, early detection, prevention, and regular screening.

NOW, THEREFORE, the Mayor and Council of the City of Lake Forest Park do hereby proclaim the month of October 2024 as

BREAST CANCER AWARENESS MONTH

in the City of Lake Forest Park and I commend this observance to all citizens and encourage all women and men to learn more about this disease.

Signed this 10th day of October, 2024

Thomas French, Mayor



PROCLAMATION

WHEREAS, October is recognized as National Domestic Violence Awareness Month that first began in 1981 by the National Coalition Against Domestic Violence as a Day of Unity to connect battered women’s advocates across the country; and

WHEREAS, domestic violence is a pattern of physical, emotional, verbal, and/or sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control; and

WHEREAS, domestic violence is an intentional pattern of behavior that is used by one person to harm and take power and control over another person in the context of a date, family, roommate, or caretaker relationship; and

WHEREAS, domestic violence is an epidemic affecting individuals in every community, regardless of age, economic status, sexual orientation, gender, race, religion, or nationality; and

WHEREAS, 1 in 3 women and 1 in 4 men in the United States are victims of domestic violence and a woman is killed by a spouse, ex-spouse, or dating partner every 74 hours in America; and

WHEREAS, 1 in 15 children is exposed to domestic violence each year and 90% of these children are eyewitness to this violence; and

WHEREAS, the city of Lake Forest Park remains committed to a professional response to incidents of domestic violence in our region.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim the month of October 2024 as

DOMESTIC VIOLENCE AWARENESS MONTH

in the city of Lake Forest Park and call upon all community members to speak out against domestic violence and support local efforts to assist victims of these crimes in finding the help and healing they need.

Signed this 10th day of October, 2024

Thomas French, Mayor

CITY OF LAKE FOREST PARK
COUNCIL COMMITTEE OF THE WHOLE MEETING NOTES
September 23, 2024

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

Councilmembers present: Tracy Furutani, Vice Chair; Larry Goldman, John Lebo, Semra Riddle, Ellyn Saunders (via Zoom)

Councilmembers absent: Lorri Bodi, Deputy Mayor; Paula Goode

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Mike Harden, Police Chief; Jeff Perrigo, Public Works Director; Shannon Moore, HR Director; Aaron Emmons, IT Manager; Jennifer Grant, Municipal Court Judge; Julie Espinoza, Court Administrator; Matt McLean, City Clerk

Others present: 5 visitors

CALL TO ORDER

Vice Chair Furutani called the September 23, 2024, Committee of the Whole meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

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

PUBLIC COMMENTS

There was no one in the audience wishing to speak.

DISCUSSION ITEMS

2025-2026 Biennial Budget Department Presentations

Staff gave brief presentations on their department’s budget in the Mayor’s Preliminary 2025-2026 Budget and responded to council questions.

- Municipal Court – Judge Grant and Administrator Espinoza
- Municipal Services – Clerk McLean
- Finance/Information Technology – Director Vaughn and Manager Emmons
- Executive/Human Resources – Administrator Hill and Director Moore
- Police Department – Chief Harden

1 **ADJOURNMENT**

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3 There being no further business, the meeting adjourned at 8:05 p.m.

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7 Tracy Furutani, Council Vice Chair

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11 Matt McLean, City Clerk

DRAFT

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**CITY OF LAKE FOREST PARK
CITY COUNCIL SPECIAL WORK SESSION MEETING MINUTES
September 26, 2024**

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

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

Councilmembers absent: none

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Mike Harden, Police Chief; Mark Hofman, Community Development Director; Jeff Perrigo, Public Works Director; Matt McLean, City Clerk

Others present: none

CALL TO ORDER

Mayor French called the September 26, 2024 City Council special work session meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

Cmbr. Furutani moved to adopt the agenda as presented. Cmbr. Riddle seconded. The motion to adopt the agenda as presented carried unanimously.

COUNCIL DISCUSSION TOPICS

2025 – 2026 Biennial Budget Department Presentations

Community Development

Director Hofman gave a brief presentation and responded to questions.

Cmbr. Lebo arrived at 6:16 p.m.

Public Works

Director Perrigo gave a brief presentation and responded to questions.

ADJOURNMENT

1 There being no further business, Mayor French adjourned the meeting at 6:55 p.m.

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Tom French, Mayor

Matt McLean, City Clerk

DRAFT

**CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
September 26, 2024**

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

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

Councilmembers absent: none

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Mike Harden, Police Chief; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Mark Hofman, Community Development Director; Katie Phillips, Project Manager; Matt McLean, City Clerk

Others present: 12 visitors

CALL TO ORDER

Mayor French called the September 26, 2024 City Council regular meeting to order at 7:00 p.m.

FLAG SALUTE

Mayor French led the Pledge of Allegiance.

ADOPTION OF AGENDA

Cmbr. Riddle moved to adopt the agenda. **Cmbr. Goode seconded.**

Cmbr. Riddle moved to amend the agenda and move Proclamations before Public Comment. **Cmbr. Lebo seconded. The motion to adopt the agenda as amended carried unanimously.**

PROCLAMATIONS

Honoring and Thanking Calvin Kilman

Mayor French read the proclamation.

Building Official Calvin Killman shared a few words of thanks for his years at Lake Forest Park.

1 **PUBLIC COMMENTS**

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3 Mayor French invited comments from the audience.

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5 The following people provided comments asking to include a climate manager position in the
6 budget:

- 7 • Tamera Erickson
- 8 • Dana Campbell
- 9 • Anne Udaloy
- 10 • Sarah Phillips

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12 There being no one else in the audience wishing to speak, Mayor French closed public
13 comment.

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15 **PRESENTATIONS**

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17 **Active Transportation Plan**

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19 Administrator Hill gave a brief presentation regarding the Active Transportation Plan and
20 responded to questions.

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22 **2024 Lake Forest Park Comprehensive Plan Update**

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24 Director Hofman presented the Planning Commission’s recommendation for the Periodic
25 Update to the Comprehensive Plan.

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27 **CONSENT CALENDAR**

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29 **Cmbr. Furutani moved** to approve the Consent Calendar as presented. **Cmbr. Riddle**
30 **seconded. The motion to approve the Consent Calendar as presented carried**
31 **unanimously.**

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- 33 A. September 12, 2024 City Council Work Session Minutes
- 34 B. September 12, 2024 City Council Regular Meeting Minutes
- 35 C. September 19, 2024 City Council Budget & Finance Committee Minutes
- 36 D. Accounts Payable dated 9/26/2024 Claim Fund Checks Nos. 86748 through 86806 in the
- 37 amount of \$178,470.86, a Pre-paid Accounts Payable Dates 9/19/2024 Claim Fund
- 38 Check No. 86807 in the amount of \$379.50, a 9/8/2024 Payroll Fund ACH transaction in
- 39 the amount of \$179,700.73, a Direct Deposit transaction in the amount of \$194,569.16.
- 40 Additional approved ACH transactions: Elavon, \$1,351.52; Invoice Cloud, \$2,171.95;
- 41 State of Washington, \$9,252.17; Wex Bank – Chevron, \$58.67; US Bank Credit Card,
- 42 \$40,989.90. Total approved claim fund transactions: \$606,944.46.

- 1 E. Resolution 24-1967/Authorizing the Mayor to Sign Interagency Agreement IAA25475
- 2 between Washington State Administrative Office of the Courts and the Lake Forest Park
- 3 Municipal Court regarding Interpreter Reimbursement.
- 4 F. Resolution 24-1968/Cancelling Certain Checks

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

8 **RESOLUTION 24-1969/Authorizing the Mayor to Sign a Professional Services Agreement with**
9 **Conzor North America, Inc. for Phase 2: 30% Design of the Beach Drive Lift Station Project**

10 Project Manager Phillips gave a brief presentation regarding the proposed lift station design.

11 **Cmbr. Lebo moved** to waive the three-touch rule for Resolution 24-1969. **Cmbr. Riddle**
12 **seconded. The motion to waive the three-touch rule passed with Cmbr. Goldman**
13 **dissenting.**

14 **Cmbr. Lebo moved** to adopt Resolution 24-1969/Authorizing the Mayor to Sign a
15 Professional Services Agreement with Consor North America, Inc. for Phase 2: 30%
16 Design of the Beach Drive Lift Station Project. **Cmbr. Riddle seconded. The motion to**
17 **adopt Resolution 24-1969 passed unanimously.**

18 **RESOLUTION 24-1970/Authorizing the Mayor to Sign a Contract with RW Lockwood**
19 **Construction for Construction of the 35th Avenue Drainage Improvements Project**

20 Project Manager Phillips gave a brief presentation regarding the 35th Avenue Drainage
21 Improvements Project.

22 **Cmbr. Lebo moved** to waive the three-touch rule for Resolution 24-1970. **Cmbr.**
23 **Furutani seconded. The motion to waive the three-touch rule passed with Cmbr.**
24 **Goldman dissenting.**

25 **Cmbr. Lebo moved** to adopt Resolution 24-1970/Authorizing the Mayor to Sign a
26 Contract with RW Lockwood Construction for Construction of the 35th Avenue Drainage
27 Improvements Project. **Cmbr. Riddle seconded. The motion to adopt Resolution 24-**
28 **1970 passed unanimously.**

29 **RESOLUTION 24-1971/Confirming the City’s Share of the 2025-2026 Regional Crisis Response**
30 **Agency Budget**

31 Administrator Hill gave a brief overview of the funding for the Regional Crisis Response Agency
32 and responded to questions.

33 This will be brought back at a future meeting.

1 **OTHER BUSINESS**

2

3 Deputy Mayor Bodi started a discussion regarding scheduling a public hearing for the
4 Comprehensive Plan Update.

5

6 **COUNCIL COMMITTEE REPORTS**

7

8 **Councilmember Reports**

9

10 Cmbr. Furutani attended the Sound Cities Association phone call on joining boards. The
11 deadline to apply is in October.

12

13 **Mayor's Report**

14

- 15 • Speed has continued to drop on NE 178th Street since citations have begun being issued.
- 16 • Sound Cities Association Director Hoffman will be stepping down this fall.
- 17 • Coyotes are being seen around – keep an eye on your pets.

18

19 **City Administrator Report**

20

- 21 • Rose property money is in escrow and will be closing soon.

22

23 **EXECUTIVE SESSION – Consideration of the acquisition of real estate purchase or lease
24 pursuant to RCW 42.30.110(1)(b).**

25

26 The City Council went into Executive Session at 9:10 p.m. for approximately 10 minutes for the
27 consideration of the acquisition of real estate purchase or lease pursuant to RCW
28 42.30.110(1)(b).

29

30 The Council returned from the Executive Session at 9:20 p.m. No announcements were made,
31 and no action was taken.

32

33 **ADJOURNMENT**

34

35 There being no further business, Mayor French adjourned the meeting at 9:21 p.m.

36

37

38 _____

39 Tom French, Mayor

40

41

42 _____

43 Matt McLean, City Clerk

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

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

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

Councilmembers absent: Ellyn Saunders

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director; Jeff Perrigo, Public Works Director; Mike Harden, Police Chief; Mark Hofman, Community Development Director; Matt McLean, City Clerk

Others present: 3 visitors

CALL TO ORDER

Mayor French called the September 30, 2024 City Council special meeting to order at 6:00 p.m.

FLAG SALUTE

Cmbr. Riddle led the Pledge of Allegiance.

ADOPTION OF AGENDA

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

PUBLIC COMMENTS

Mayor French invited comments from the audience.

- Nigel Keiffer provided comments on City park land purchases.

There being no one else in the audience wishing to speak, Mayor French closed public comments.

ITEMS FOR DISCUSSION, CONSIDERATION, AND/OR ACTION

1 **Options for Fleet Vehicles**

2
3 Administrator Hill gave a brief presentation on a fleet replacement strategy and responded to
4 questions.

5
6 **Proposed 2025-2026 Biennial Budget – City Council Deliberations and Recommendations**

7
8 The Council discussed options they would like to see in the Proposed 2025-2026 Biennial
9 Budget, and staff responded to Council questions.

10
11 **ADJOURNMENT**

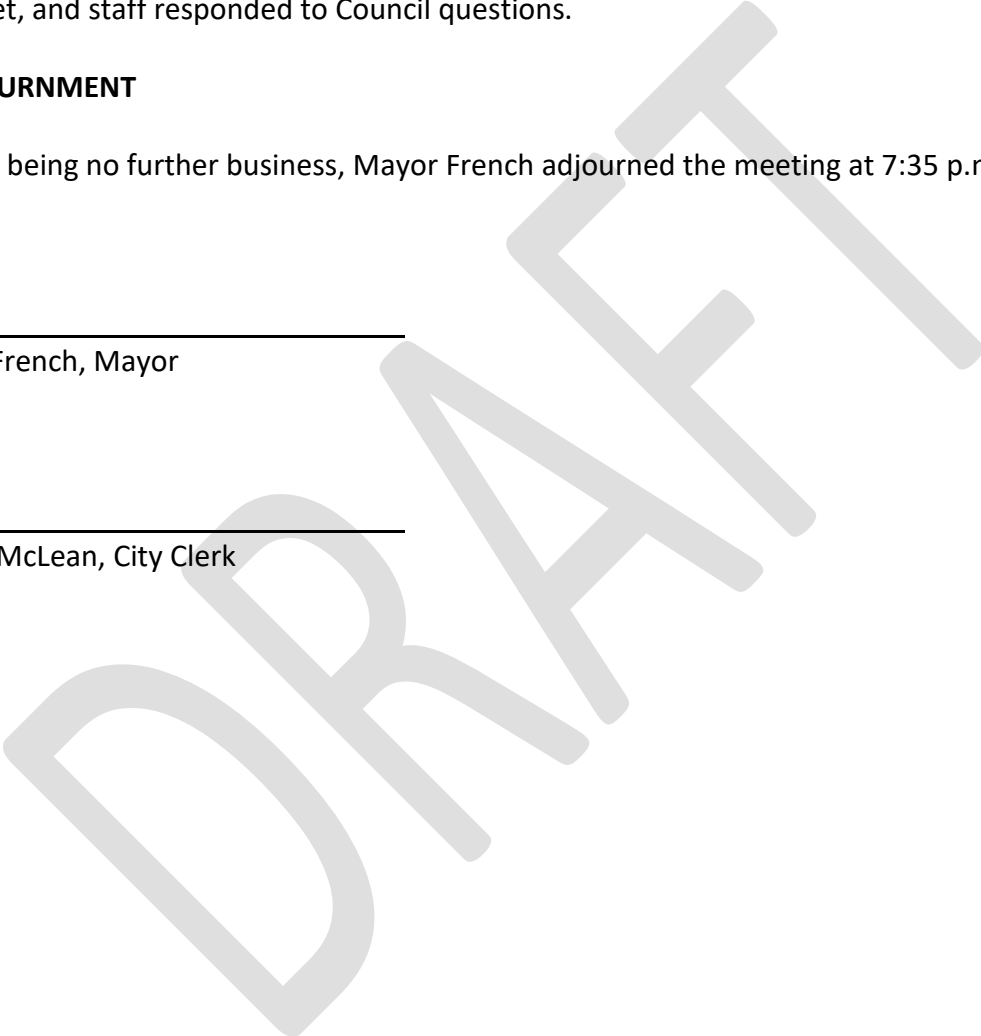
12
13 There being no further business, Mayor French adjourned the meeting at 7:35 p.m.

14
15
16
17 _____

18 Tom French, Mayor

19
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21
22 _____

23 Matt McLean, City Clerk



City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
10/10/2024

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, an Accounts Payable Dated 10/10/24 CLAIM FUND Check Nos. 86808 through 86843 in the amount of \$227,024.47, a 09/28/24 PAYROLL FUND ACH transaction in the amount of \$172,195.45, a DIRECT DEPOSIT transaction in the amount of \$189,812.66, are approved for payment this 10th day of October 2024.

Total approved claim fund transactions: \$589,032.58

City Clerk

Mayor

Finance Committee

Bank Reconciliation

Checks by Date

User: tbaker@cityofflp.gov
 Printed: 10/03/2024 - 8:47AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86808	10/10/2024	All Battery Sales & Service Inc.		AP		128.36
86809	10/10/2024	Aurora Rents, Inc.		AP		82.67
86810	10/10/2024	Anthony Carl Basler		AP		175.00
86811	10/10/2024	Brown Bear Car Wash		AP		60.00
86812	10/10/2024	Cadman Materials, Inc.		AP		491.92
86813	10/10/2024	Cellebrite, Inc		AP		22,444.71
86814	10/10/2024	Cintas First Aid & Safety		AP		165.98
86815	10/10/2024	Eckberg Lammers, P.C.		AP		8,029.79
86816	10/10/2024	Facet, Inc.		AP		97,636.46
86817	10/10/2024	Gray & Osborne, Inc.		AP		3,979.23
86818	10/10/2024	Jessica Halterman		AP		42.11
86819	10/10/2024	James Santerelli Enterprises		AP		99.50
86820	10/10/2024	Amanda Johnson		AP		278.72
86821	10/10/2024	Johnson Controls		AP		3,203.19
86822	10/10/2024	King County Finance		AP		22,970.36
86823	10/10/2024	King County Finance		AP		1,768.33
86824	10/10/2024	LaMotte Company		AP		120.60
86825	10/10/2024	Law Offices of Christian W. Smith		AP		300.00
86826	10/10/2024	Francisco Montague		AP		340.00
86827	10/10/2024	Shirley Mulvihill		AP		122.16
86828	10/10/2024	National Assoc. for Court Mgmt.		AP		150.00
86829	10/10/2024	Office Depot, Inc.		AP		420.37
86830	10/10/2024	Pacific Office Automation		AP		469.66
86831	10/10/2024	Pitney Bowes-Reserve Acct.		AP		8,000.00
86832	10/10/2024	Plywood Supply, Inc.		AP		53.01
86833	10/10/2024	ProForce Law Enforcement		AP		1,741.64
86834	10/10/2024	Puget Sound Energy		AP		77.86
86835	10/10/2024	Puget Sound Regional Council		AP		6,024.00
86836	10/10/2024	Republic Services		AP		27.52
86837	10/10/2024	Snohomish Co Sheriff's Office		AP		25,358.88
86838	10/10/2024	Staples Advantage		AP		481.12
86839	10/10/2024	The Praetorian Group		AP		2,311.06
86840	10/10/2024	United Rentals		AP		1,631.34
86841	10/10/2024	Washington State Department of Ecolog		AP		17,478.00
86842	10/10/2024	Washington State Department of Health		AP		55.00
86843	10/10/2024	Westlake Hardware WA-153		AP		305.92

Total Check Count: 36

Total Check Amount: 227,024.47

Accounts Payable

Checks by Date - Summary by Check Date

User: tandrus@cityofflp.gov
 Printed: 9/25/2024 4:46 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	09/25/2024	38,506.04
ACH	NAVIA	Navia Benefit Solutions, Inc.	09/25/2024	772.09
ACH	NAVIAFSA	Navia - FSA	09/25/2024	233.34
ACH	NAVIAHRA	Navia - HRA	09/25/2024	712.50
ACH	PFLTRUST	LFP PFL Trust Account	09/25/2024	2,000.68
ACH	TEAMDR	National D.R.I.V.E.	09/25/2024	4.45
ACH	TXSDU	Texas State Disbursement Unit (SDU)	09/25/2024	500.00
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	09/25/2024	1,688.53
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	09/25/2024	9,030.48
ACH	ZAWC	AWC	09/25/2024	1,754.17
ACH	ZDREAHE	Dream Ahead	09/25/2024	100.00
ACH	ZEMPSEC	Employment Security Dept.	09/25/2024	550.15
ACH	ZEMPWACA	Wa.Cares Tax	09/25/2024	872.99
ACH	ZGUILD	LFP Employee Guild	09/25/2024	1,025.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	09/25/2024	32,782.58
ACH	ZL&I	Washington State Department of Labor & I	09/25/2024	6,613.52
ACH	ZLEOFF	Law Enforcement Retirement	09/25/2024	15,612.97
ACH	ZLFPIRS	Lake Forest Park/IRS	09/25/2024	35,870.33
ACH	ZPERS	Public Employees Retirement	09/25/2024	22,908.93
ACH	ZTEAM	Teamsters Local Union #117	09/25/2024	212.34
ACH	ZWATWT	Washington Teamsters Welfare Trust	09/25/2024	444.36
Total for 9/25/2024:				172,195.45
Report Total (21 checks):				172,195.45

Bank Reconciliation

Checks by Date

User: tbaker@cityofflp.gov
Printed: 10/03/2024 - 9:04AM
Cleared and Not Cleared Checks

Section 7, Item E.



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	9/23/2024		DD 00523.09.2024	PR		189,812.66
Total Check Count:						1
Total Check Amount:						189,812.66



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date October 10, 2024

Originating Department Executive

Contact Person Phillip Hill, City Administrator

Title Resolution 24-1973/Approving the Liz Loomis Public Affairs Professional Services Agreement for Levy Lid Lift Consulting Services

Legislative History

- First Presentation – October 10, 2024

Attachments:

1. Resolution 24-1973 approving the Liz Loomis Public Affairs Professional Services Agreement for Levy Lid Lift Consulting Services
2. Liz Loomis Public Affairs Professional Services Agreement for Levy Lid Lift Consulting Services

Executive Summary

The administration issued a Request for Qualifications (RFQ) from firms to assist the city in exploring a possible levy lid lift to address the ongoing general fund budget deficit on July 2 – July 16, receiving no responses. The RFQ was again issued from July 22 – August 12, resulting in three firms responding. A selection committee consisting of Councilmembers Riddle and Goldman, City Administrator Hill, and Finance Director Vaughn, reviewed proposals, selecting two firms to interview. Following those interviews, the selection committee unanimously selected Liz Loomis Public Affairs to assist the city in preparing for a possible levy lid lift ballot measure in November 2025. The contract identifies a December 1, 2024, start date.

The city, over multiple biennial budgets, has dealt with a structural deficit in the general fund, largely due to the states 1% cap on property taxes and 3% inflation on average. Ongoing expenditures have consistently outpaced ongoing revenues, such that the city council is continually balancing the budget through unanticipated one-time funds, cost savings brought about by the fiscal responsibility of department directors, and using unallocated fund balance. Inflation and new costs of providing government services continue to escalate causing the city to explore new and creative ways to fund basic government services.

The general fund deficit in 2019-2020 biennial budget was \$877K; and as we began to come out of the global pandemic in the 2021-2022 budget the deficit grew to \$1.25M; in the 2023-2024 mayor's

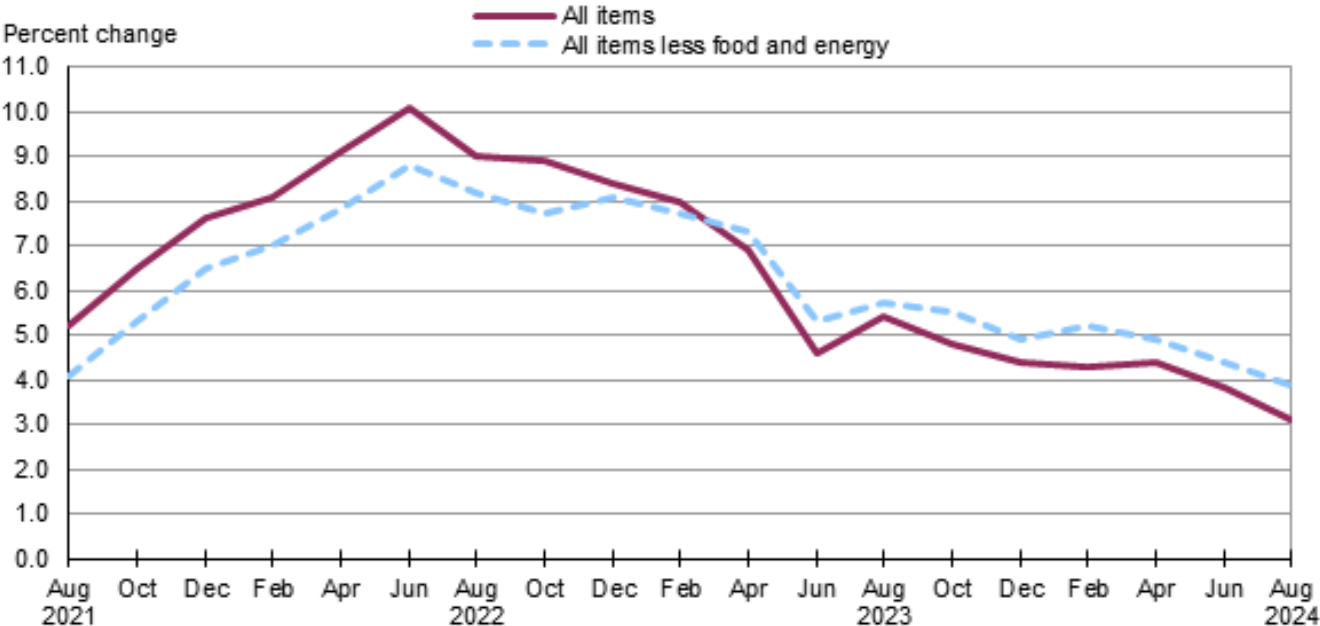
proposed budget the deficit was \$1.9M, partially offset in the adopted budget by the city council’s action to impose new utility taxes that flow into the general fund and the adoption of a new financial investment strategy that has resulted in increased interest income also benefitting the general fund.

For the upcoming 2025-2026 biennium, expenditures currently outpace revenues by \$3.0M. This large increase over the current biennium is due in large part to significant inflationary pressures coming out of the pandemic and several unanticipated costs outside of the city’s control.

Increased Costs

Following a near zero inflationary number during 2020 resulting from the pandemic, inflationary pressure has had a dramatic effect on the cost of providing basic government services. This impacts everything from salaries, health insurance, property insurance, contracts for services, supplies, and fleet. While inflation is currently near 3%, the historic average, over two years of inflation between 4% and 10% has resulted in unsustainable cost increase.

Chart 1. Over-the-year percent change in CPI-U, Seattle-Tacoma-Bellevue, WA, August 2021–August 2024



Source: U.S. Bureau of Labor Statistics.

New Costs

From Washington Cities Insurance Authority (WCIA), the 2023/2024 budget is impacted by a 44% increase in insurance rates for liability, 43% for auto physical damage, and 28% for property damage for a total impact of \$109,000 per year. During the current biennium the city has also realized several unanticipated costs outside the city’s control:

- Bothell ceased providing dispatch services for LFP requiring a transition to NORCOM for dispatch services - \$283,560 additional cost per year
- Jail Services - \$150,000 additional cost per year
- Public Defenders - \$30,000 additional cost per year
- Police Department 2023 5% mid-biennium wage increase - \$100,000 additional cost per year

Background

As the administration began assembling the mayor’s proposed budget for the 2023-2024 biennium, all department budgets were zeroed out in every category except salaries and benefits to ensure budgets were based on need and not historical trends. This was to ensure that budgets were as lean as possible, while keeping the lights on, as fiscal recovery from the pandemic was still unknown.

Staffing within the city is also extremely lean. There is no duplication of services, and no new positions have been added to the budget, only hours added to provide increased service needs. The FTE count history for the city is as follows.

Eight Year Schedule of Authorized Positions by Department

Department	2019	2020	2021	2022	2023	2024	2025	2026
Executive	2.5	2.5	2.5	2.5	2.5	2.5	3.3	3.3
Municipal Court	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3
Municipal Services	4.75	4.75	4.6	4.6	4.85	4.85	5.35	5.35
Finance & Information Technology	5.38	5.38	5.2	5.2	5.6	5.6	5.6	5.6
Community Development					1	1	1	1
Planning	3.6	3.6	3.6	3.6	3.75	2.75	2.75	2.75
Building	2	2	1.75	1.75	1.8	1.8	1.8	1.8
Environmental Sustainability						1	1	1
Community Services	0.95	0.95	0.95	0.95	0.35	0.35	0.35	0.35
Engineering	1.0	1.0	1.0	1.0	0.0	0.0	0	0
Police	23	23	23	23	23	23	23	23
Emergency Management	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Public Works	9.9	9.9	10.9	10.9	12.5	12.5	13.5	13.5
Total Budgeted FTE's	58.38	58.38	58.8	58.8	60.65	60.65	62.95	62.95

The increases shown in the 2025-2026 proposed budget include 1.0 FTE in Public Works, proposed to be fully funded by the Surface Water Utility; 0.5 FTE in Municipal Services for Passports, fully funded by passport fees; and 0.8 FTE in Executive to support Human Resources, only partially funded by the general fund, the remainder of funding from other funds.

Fiscal & Policy Implications

The base fee for services in this contract is a not to exceed \$96,000. There will be other costs related to media production that will be billed at cost. The 2023-2024 executive department professional services budget has sufficient funds on hand to cover the first months’ work under the proposed contract. The mayor’s proposed 2025-2026 budget includes sufficient funds to cover the remaining 11-months of this contract.

Alternatives

<i>Options</i>	<i>Results</i>
•	
•	

Staff Recommendation

Provide questions and any requests for additional information to be reported back to council at the October 21, 2024, committee of the whole meeting.

RESOLUTION NO. 24-1973

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT BETWEEN LIZ LOOMIS PUBLIC AFFAIRS AND THE CITY OF LAKE FOREST PARK FOR LEVY LID LIFT CONSULTANT SERVICES

WHEREAS, ongoing expenditures in the city have consistently outpaced ongoing revenues; and

WHEREAS, the city has been operating with a structural deficit in the general fund due in part to only being allowed to raise the property tax levy by one percent every year; and

WHEREAS, in order to maintain the services that the city currently provides, it is necessary for the City Council to explore options for a possible levy lid lift to address the general fund deficit; and

WHEREAS, the city finds that Liz Loomis Public Affairs is qualified and experienced to provide consultant services for the city to explore a possible levy lid lift.

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 professional services agreement for Consultant Services with Liz Loomis Public Affairs for a possible levy lid lift in substantially the same form as attached in Exhibit A.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ___ day of _____, 2024.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 24-1973

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: Consultant Services with
Liz Loomis Public Affairs for Levy Lid Lift Consulting Services**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **EASL, Inc.** doing business as **Liz Loomis Public Affairs** (the "Consultant"), a Washington corporation, dated this _____ day of _____, 2024.

Consultant Business: Liz Loomis Public Affairs
Consultant Address: P.O. Box 2451, Snohomish, WA 98291
Consultant Phone: 425.308.6236
Contact Name Liz Loomis
Consultant e-mail: liz@lpa.biz
Federal Employee ID No.: 42-1610744
Authorized City Representative Phillip Hill, City Administrator
for this contract:

WHEREAS, the City desires to explore placing a levy lid lift ballot measure before the residents; and

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

WHEREAS, the City finds that Liz Loomis Public Affairs is qualified and experienced in assisting cities in effective, strategic communication of levy lid lift ballot measures with residents.

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

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

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

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

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than November 30, 2025, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure

to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services shall be eight thousand dollars (\$8,000) per month, not to exceed ninety-six thousand dollars (\$96,000.00) total.

B. Consultant will coordinate the expenses for printing, data, postage, and handling charges for direct mail. Local vendors will be used and the City will be billed directly by the vendor.

C. Consultant shall be reimbursed for travel expenses for in-person meetings and other eligible expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to ap@cityofflp.gov its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

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

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant’s permission shall be at the City’s sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant (“Notice”) that specifies a termination date (“Termination Date”) at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant’s material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

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

7. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses

or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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

8. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

C. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

D. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage.

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

G. Notice of Cancellation.

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance.

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

I. Public Entity Full Availability of Consultant Limits.

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Section 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

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

City of Lake Forest Park
Attn: Phillip Hill, City Administrator
17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

Liz Loomis Public Affairs
PO Box 2451
Snohomish, WA 98291

Attn: Liz Loomis

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

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

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written

CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.

**CITY OF LAKE FOREST PARK
WASHINGTON**

By: _____
Thomas French, Mayor

Date _____

Liz Loomis Public Affairs

By _____

Liz Loomis
Its: CEO/Principal
Date: _____

ATTEST:

Matthew McLean, City Clerk
Date: _____

APPROVED AS TO FORM:

Kim Adams Pratt, City Attorney
Date: _____



**LAKE FOREST PARK LEVY LID LIFT
CONSULTING SERVICES
(RFQ 24-03)**

Prepared on August 6, 2024 by

LIZ LOOMIS
PUBLIC AFFAIRS



August 6, 2024

Mr. Phillip Hill, City Administrator
17425 Ballinger Way NE
Lake Forest Park, WA 98155

RE: RFQ 24-03 – Lake Forest Park Levy Lid Lift Consulting Services

Dear Mr. Hill:

Liz Loomis Public Affairs is pleased to submit this Statement of Qualifications for consideration to assist with your upcoming ballot measure.

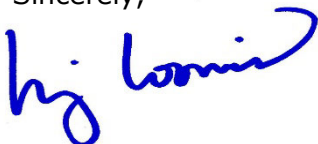
Our company has 25 years of experience working exclusively with local governments to secure needed revenue for vital public services. We value cities, police, fire/EMS, schools and public hospitals as integral to the health and well-being of communities and society.

I have included a proposal/scope of work, which addresses the experience needed for this project in total. There are also addendums, which respond to bullet points in the qualifications, bios of key staff members who would work on the project, and references from other clients. We have also listed two brief exceptions per the RFQ as the last addendum.

As a final note, I want your council and staff to know that we have extensive knowledge, relationships and experience working with the Public Disclosure Commission (in a good way). We have never had a PDC violation in 25 years, and we educate clients to maintain that record.

Please feel free to contact me with questions. Thank you again for the opportunity to submit our Statement of Qualifications.

Sincerely,



Liz Loomis

INTRODUCTION

Since 1997, Liz Loomis Public Affairs has provided strategic communication services for local governments, including fire/EMS, school and hospital districts, cities and public utilities. Our business helps local governments communicate more effectively with taxpayers to pass ballot measures for needed revenue or organizational changes.

We have a 93% win-record for elections and are knowledgeable about state law to maintain our clients' integrity with voters. New clients hire our firm because of our personalized service, accessibility, attention to detail, and the value they receive for the work that we do.

GENERAL CONSULTING

We would develop three to five **key messages** for the city that resonate with and educate the public. These messages become the basis for all communication efforts with the public and news media. Once approved by the city, the information is shared with all employees so that the message is consistent throughout the organization.

The messages are then added to a comprehensive **communications plan** that we develop and implement for the length of our contract. This scope of work also identifies the projects we will complete each month for the city.

We propose **monthly conference calls** (or calls as needed) with a select communications group to review content and materials before distribution. We also provide **public relations assistance** for our clients 24 hours a day, 7 days a week for the length of our contract.

STRATEGIES AND TACTICS FOR MESSAGE DELIVERY

An effective communications plan includes five areas for sharing our key messages. Including all five is important to reach as broad an audience as possible.

- I. Paid Communications – These are projects that the city pays to produce, whether for our labor, or printing, postage and handling for mailed pieces. Paid projects are important because we control the message, timing and delivery of information.

We would provide content for the city's **printed newsletter** based on production schedules and the **e-newsletter** once a month. We anticipate drafting brief newsletter articles for **coalition partner publications**.

We also anticipate drafting content for an **internal communication** from the City Administrator once a month to update all employees. This is usually distributed by email.

The city is allowed to do one piece of **direct mail** to all households that provides factual information about a ballot measure. We will develop a Frequently Asked Questions card and coordinate the printing and delivery of the piece to be in the mail at the same time ballots drop.

- II. Earned Media – This is the most cost-effective way to share information with the public. However, we cannot always control timing and delivery of our content.

We propose regular **news releases** to share our key messages. These could be interspersed with factual **letters to the editor** and possibly an **editorial piece** from the City Administrator or spokesperson as part of this project. **Editorial board visits** closer to the election also should be considered.

We can expect to be “trolled” on news coverage about the ballot measure. We will determine which comments need correcting and prepare **online media responses** for the city as needed.

- III.** Owned Media – We propose adding a page on the city’s **web site** with content about the levy lid lift. Additional materials to post here would include all print/paid communication pieces, earned media and others that are relevant to the project.
- IV.** Social Media – We will develop and implement a **social media strategy** for the city using its platforms to share information about the ballot measure. We also anticipate writing two to three **video scripts** for the City Administrator or spokesperson about what the ballot measure funds. All materials will be promoted and cross-posted to the city’s owned and social media accounts.
- V.** Public Outreach – There are **three phases of public outreach** during this project. First is leading up to when the City Council deliberates on the resolution to be on the ballot. After that decision is made, the spokesperson would share information about the ballot measure with community service organizations. Finally, we would plan two or three question and answer sessions with the public closer to when ballots drop.

For these events, we plan to develop a brief **PowerPoint presentation**. We will also promote that the City Administrator or spokesperson is available and welcomes invitations to share information about the levy lid lift. The city should anticipate questions coming in once ballots drop. We will prepare responses to assist the city with these inquiries.

BUDGET

[REDACTED] In addition to labor, the city should anticipate expenses for printing, data, postage, and handling charges for direct mail. Please note that we do not mark up for expenses and use local vendors who would bill the city directly. In-person meetings may incur travel expenses as well.

CONCLUSION

Thank you for the opportunity to submit a proposal for this important project. Feel free to contact me with questions at any time. The best way to reach me is by email at liz@llpa.biz or call 425-308-6236.

ADDENDUM 1: RESPONSE TO BULLET POINTS – QUALIFICATIONS

- *Experience in a public input and engagement plan and process.*

We develop public outreach plans for all our clients and have determined an effective use of staff time and venues to reach a broad spectrum of residents.

- *Experience conducting focus groups.*
- *Experience conducting community feedback sessions, including participant polling, and providing summary reports.*

I would recommend a telephone poll going into the project, and we would want to have input on the survey questions. A poll would be more cost-effective than the above suggestions. We need to reach the people who won't show up to the meetings, which is why I'm recommending a different approach than the city has proposed.

- *Experience working with the public including the ability to present detailed property tax information in an easy-to-understand format.*
- *Experience educating the public and elected officials on the structure and implementation of a levy lid lift.*

The Washington levy system is confusing. We have spent 20 years helping to educate communities and elected officials about how it works. This includes videos, print materials and social media posts. An example of our work can be found here: <https://www.fcf3.org/levy-info>.

- *Experience creating exceptional print and electronic media.*

We have been helping local governments raise revenue for 25+ years and have a 93% win-record for elections. The print and electronic media we create is effective, simple to understand and well-received by voters.

Examples on the following pages include an FAQ card (double sided, mailed), two social media posts, and a newsletter article written on behalf of a client, respectively:



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date October 10, 2024

Originating Department Executive

Contact Person Phillip Hill, City Administrator

Title Resolution 24-1971/Confirming the city’s share of the 2025-2026
Regional Crisis Response Agency Budget

Legislative History

- First Presentation – September 26, 2024
- Second Presentation – October 10, 2024

Attachments:

1. Resolution 24-1971 – Confirming the city’s share of the 2025/2026 RCR Budget
2. RCR Memo identifying the city’s share of the 2025/2026 RCR Budget

Executive Summary

In Fall 2022, the city entered into an interlocal agreement with the cities of Kirkland, Bothell, Kenmore, and Shoreline to create the Regional Crisis Response Agency (RCR), providing a consolidated and standardized regional mobile crisis response to address immediate crisis response, de-escalation, resource referral, and follow-up tailored to the specific needs of those experiencing behavioral health challenges.

Pursuant to Section 12(b) of the RCR Agency Interlocal Agreement, notice has been provided advising the Principal Agencies of their required financial participation for the 2025/2026 biennium. In accordance with the RCR Agency Interlocal Agreement, each participating agency must provide confirmation of approval by their legislative authority of their respective shares of the budget, as evidenced by resolution or other appropriate method, to be received by the RCR Agency no later than December 1, 2024.

Background

At the formation of the agency, the city of Kirkland assumed a disproportionate share of the cost during the 2023/2024 biennium, resulting in a cost to the City of Lake Forest Park of \$183,804. The member agencies agreed at that time that in the following biennia, costs would be allocated to each city on a pro-rata share. Cost estimates at that time identified a 2025/2026 cost to LFP of \$249,360. The executive board has approved the 2025-2026 draft preliminary budget, with a cost allocation to LFP of \$244,538. All executive board meeting materials and minutes related to the budget process can be found by clicking [here](#).

Following the first year of operations, the agency is in a good position financially. The executive board has established a 5% Operating Reserve, a 2.5% Contingency Reserve, an Equipment Replacement Reserve, and a Rate Stabilization Reserve. The Operating & Contingency (\$246K) and the Equipment Replacement Reserves (\$152K) are fully funded, with no projected use.

The Rate Stabilization Reserve currently stands \$800,000. Of that total, \$400,000 is allocated to revenues for use in the 2025-2026 Budget; \$400K remains in the reserve. The Rate Stabilization Reserve was established as part of the Agency’s reserve policies to identify, reserve, and accumulate unexpended resources for use in mitigating the impact of future rate increases (to participant contributions) and assisting with the transition to higher rates. The money in this fund reflects the savings to the agency between the principal’s contributions, unanticipated grant revenue and delayed expenditures in starting up the agency.

REGIONAL CRISIS RESPONSE AGENCY						
LONG-RANGE PLANNING: 2023-2028						
PROJECTED CHANGE IN FUND BALANCE						
	2023	2024	2025	2026	2027	2028
	ACTUAL	ESTIMATE	PRELIM.	PRELIM.	FORECAST	FORECAST
BEGINNING FUND OPERATING BALANCE	\$ -	\$ 849,660	\$ 1,021,482	\$ 942,304	\$ 902,493	\$ 424,944
OPERATING REVENUE - GRANTS	\$ 556,919	\$ 1,565,245	\$ 1,127,920	\$ 732,626	\$ 436,000	\$ 436,000
OPERATING REVENUE - PRINCIPAL AGENCIES	\$ 2,202,763	\$ 2,046,255	\$ 2,113,978	\$ 2,307,008	\$ 2,307,008	\$ 2,307,008
SUBTOTAL OPERATING REVENUE	\$ 2,759,682	\$ 3,611,500	\$ 3,241,898	\$ 3,039,634	\$ 2,743,008	\$ 2,743,008
OPERATING EXPENDITURES	\$ 1,910,022	\$ 2,639,678	\$ 3,459,363	\$ 3,279,445	\$ 3,401,846	\$ 3,528,930
CURRENT YR BALANCE	\$ 849,660	\$ 971,822	\$ (217,465)	\$ (239,811)	\$ (658,838)	\$ (785,922)
% CHG. IN PRINCIPAL AGENCY CONTRIBUTION		-7%	3%	9%	0%	0%
USE OF FUND BALANCE		\$ -	\$ 17,465	\$ 39,811	\$ 458,838	\$ 585,922
TRANSFER (TO)/FROM RATE STABILIZATION RESERVE		\$ (800,000)	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
TRANSFER (TO)/FROM OPR./CONT. RESERVE			\$ (61,713)	\$ -	\$ (18,711)	\$ -
TOTAL ENDING FUND OPERATING BALANCE	\$ 849,660	\$ 1,021,482	\$ 942,304	\$ 902,493	\$ 424,944	\$ (160,978)
CURRENT YEAR RESERVES						
OPERATING RESERVE	\$ 122,830	\$ -	\$ 41,142	\$ -	\$ 12,474	\$ -
CONTINGENCY RESERVE	\$ 61,415	\$ -	\$ 20,571	\$ -	\$ 6,237	\$ -
RATE STABILIZATION RESERVE	\$ -	\$ 800,000	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)
EQUIPMENT REPLACEMENT RESERVE	\$ 23,898	\$ 38,560	\$ 44,010	\$ 45,330	\$ 46,690	\$ 48,091
PRIOR YEAR RESERVES	\$ -	\$ 208,143	\$ 1,046,703	\$ 952,426	\$ 797,756	\$ 663,158
SUBTOTAL CUMULATIVE RESERVES	\$ 208,143	\$ 1,046,703	\$ 952,426	\$ 797,756	\$ 663,158	\$ 511,248
TOTAL ENDING FUND BALANCE AND RESERVES	\$ 1,057,803	\$ 2,068,185	\$ 1,894,730	\$ 1,700,249	\$ 1,088,102	\$ 350,270

Fiscal & Policy Implications

American Rescue Plan Act (ARPA) lost revenue funds were identified by the Administration and approved by Council for the 2023-2024 principal agency contribution. The Administration recommends Council utilize ARPA lost revenue funds the city continues to hold in reserves to fund the 2025-2026 principal agency contribution.

Staff Recommendation

Provide questions and any requests for additional information to be reported back to the Council before consideration of adoption at the October 24, 2024 Regular City Council Meeting.

RESOLUTION NO. 24-1971

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, APPROVING THE CITY'S 2025-2026 ALLOCATION FOR THE REGIONAL CRISIS RESPONSE (RCR) AGENCY BUDGET

WHEREAS, the Regional Crisis Response Agency (RCR) was formed effective January 1, 2023; and

WHEREAS, RCR is in the process of adopting its biennial budget for 2025-2026; and

WHEREAS, the RCR Interlocal Agreement, to which the City is a party, requires that the City Council approve the City's allocation for RCR's budget before the RCR budget is adopted.

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

Section 1. BUDGET ALLOCATION The City of Lake Forest Park 2025 and 2026 allocations for the Regional Crisis Response Agency (RCR) budget in the amounts of \$116,930 and \$127,607, respectively, as assessed by RCR and to be adopted in the City of Lake Forest Park 2025-2026 budget.

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

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

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
Resolution No. 24-1971

PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 24-1971

REGIONAL CRISIS RESPONSE (RCR) AGENCY

Section 9, Item A.

Date: August 8, 2024

To: Phillip Hill, City of Lake Forest Park City Administrator, RCR Executive Board Member
Accounts Payable, City of Lake Forest Park, RCR Participant Billing Contact

From: RCR Fiscal Agent Staff
Michael Olson, RCR Executive Board Treasurer, City of Kirkland Director of Finance & Administration
Elizabeth Adkisson, City of Kirkland Administrative Services Director

Re: 2025-2026 RCR Budget – Principal Agency Contributions

¹Please be advised – on August 1, 2024, the Regional Crisis Response (RCR) Agency Executive Board approved the 2025-2026 RCR Preliminary Budget.

Pursuant to Section 12(b) of the RCR Agency Interlocal Agreement, this notice advises Principal Agencies of their required financial participation for the 2025-2026 biennium, reflected in Table 1.

Table 1 - 2025-2026 Principal Agency Contributions

REGIONAL CRISIS RESPONSE AGENCY PARTICIPANT AGENCY CONTRIBUTIONS 2025-2026						
	BOTHELL	KENMORE	KIRKLAND	LAKE FOREST PARK	SHORELINE	TOTAL
Population (2024 Final Estimate)	50,670	24,350	96,710	13,680	61,910	247,320
% of Total	20.49%	9.85%	39.10%	5.53%	25.03%	100.00%
STEADY STATE BUDGET OPTION PER CAPITA CONTRIBUTION						
2025 All costs allocated per capita	\$ 433,104	\$ 208,133	\$ 826,633	\$ 116,930	\$ 529,178	\$ 2,113,978
2026 All costs allocated per capita	\$ 472,651	\$ 227,138	\$ 902,114	\$ 127,607	\$ 577,498	\$ 2,307,008
TOTAL 2025-2026	\$ 905,755	\$ 435,270	\$ 1,728,747	\$ 244,538	\$ 1,106,677	\$ 4,420,987

For the 2025-2026 Biennium, the City of Lake Forest Park’s Contributions are as follows:

- 2025: \$116,930
- 2026: \$127,607

In accordance with the RCR Agency Interlocal Agreement, each participating agency must provide confirmation of approval by their legislative authority of their respective shares of the budget, as evidenced by resolution or other appropriate method, to be received by the RCR Agency no later than December 1, 2024.

Failure of a Principal to approve its share of the 2025-2026 Budget shall result in the RCR Agency no longer responding to Community Members in Crisis within the jurisdictional boundaries of the Principal Agency, effective January 1, 2025.

¹ August 1, 2024, RCR Executive Board Materials – www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-exec-board-2024.08.01-meeting-packet.pdf

REGIONAL CRISIS RESPONSE (RCR) AGENCY

In light of the holidays occurring just previous to the interlocal agreement deadline, RCR Fiscal Agent Staff is requesting this evidence be provided no later than **Friday, November 22, 2024**, and has provided a sample resolution approving the 2025-2026 allocation for the Regional Crisis Response (RCR) Agency budget.

All approval documentation should be sent to the attention of the RCR Fiscal Agent Point of Contact, as follows, no later than Friday, November 22, 2024:

RCR Fiscal Agent Staff
Attn: Elizabeth Adkisson
123 5th Ave
Kirkland, WA 98033
eadkisson@kirklandwa.gov

The RCR Agency Executive Board will meet on Thursday, December 5, 2024, to consider adoption of the 2025-2026 RCR Budget.

Please contact the RCR Fiscal Agent staff with any questions, or if we may be of any assistance in your Agency's budget approval process, and the consideration of these contributions.

Thank you for your attention to this matter.

RCR Fiscal Agent Team,

Michael Olson

RCR Board Treasurer &
Kirkland Director of Finance and
Administration

O: 425-587-3146

molson@kirklandwa.gov

Elizabeth Adkisson

Administrative Services Manager
City of Kirkland

O: 425-587-3133

M: 425-410-1656

eadkisson@kirklandwa.gov

Enclosure: Sample Resolution.

City Administrator Report City of Lake Forest Park

Date: October 10, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

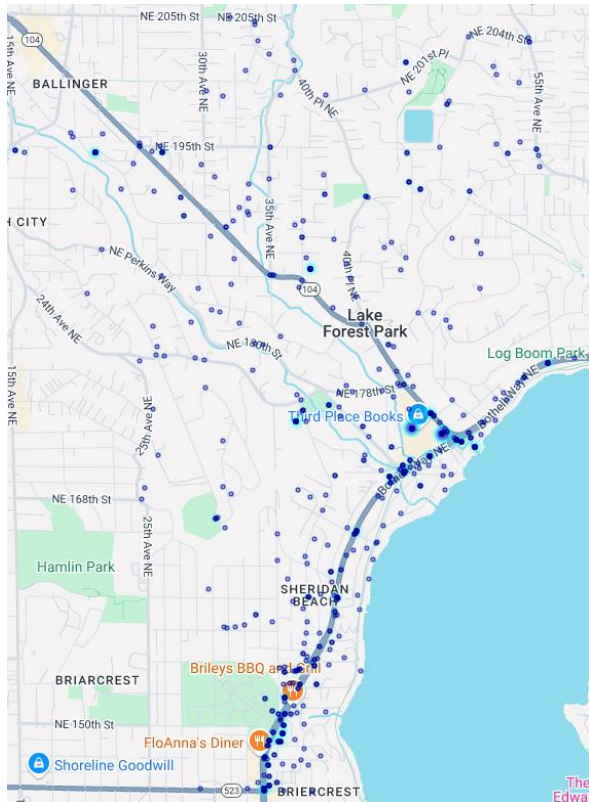
CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Police Department



Police incidents heatmap for
September 2024:

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

This map represents **423** Call Incidents in **September**

Traffic Stop - General	194
Questionable Activity	48
Contact of a Person	28
LFPPD Warrants	24
Aid - Non-Emergency	19
Alarm	18
Theft	17
E911	16
Welfare Check	12
Disturbance	11
Traffic Collision	11
Animal	9
Fraud	8
Mal Misch	4
Harassment	4

Case Reports Taken for September 2024

Theft	14	Burglary	2
Warrant arrest	7	Graffiti	2
Fraud	6	APS	1
Property, found	5	DUI	1
Recovered Property	3	Malicious mischief	1
Behavioral Health	3	Missing person	1
MV prowl	3	Death investigation	1
Domestic	3	Disturbance	1
Trespass	2	Harassment	1
CPS	2	MV theft	1
Assault	2	Assist outside agency	1

Total – 63

Notable Incidents:

Assist KC Sheriff’s Office

Officers assisted KCSO with a traffic accident where a possibly intoxicated pedestrian was hit by a vehicle on the 6000 block of NE Bothell Way. Unfortunately, the pedestrian died at the scene. KC Major Accident Response & Reconstruction team (MARR) responded and took over the investigation.

Welfare Check

A subject was found—passed out—near the fountain at the Acacia Memorial Park & Funeral Home. Officers contacted the individual and established that he had too much to drink. A Crisis Responder was summoned, and she provided the subject with a comfort pack and resources.

Organized Retail Theft

A subject stole a large number of tide pods from Albertsons. The suspect was arrested but had to be transported to Evergreen Hospital because he had just consumed drugs containing fentanyl.

Fraud/Extortion

An unknown subject contacted a citizen and explained that he would expose her for visiting “taboo websites” online if he didn’t receive \$2,000 in Bitcoin. An investigation is in progress. This is a second report of a similar type of online scam.

Welfare Check

A female subject asked the police to check on her ex-boyfriend because he was under the influence and did not respond to her texts. Officers checked and established that the ex-boyfriend was fine. The ex-boyfriend explained that “she did not get her way tonight, so she is now calling the police.”

Suspicious activity

A citizen called the police in the middle of the night, stating that two subjects were under a vehicle making strange noises. Officers responded and realized that two intoxicated friends were fixing a vehicle that belonged to one of them. Officers explained that it was not a good idea to fix a car at 1:30 in the morning.

Reckless driving

A very large group of motorcyclists doing donuts across from LFP elementary school in the early evening. Two officers responded but the subjects had fled the scene.

Assault

A physical fight between two customers in Albertsons. The main suspect was arrested for assault in the 4th degree.

Felony assault

A husband under the influence of methamphetamine broke his wife's arm using a crowbar. He took her phone so she could not call the police. Officers arrested the subject for domestic violence, felony assault, and the wife went to the hospital. Because there was a small child in the residence, the officers had to call child protective services. Through the investigation, it was determined the suspect was on active felony DOC (Department of Corrections) supervision in Washington, and on parole from another state.

Challenge Seattle – King County ORC Public Safety Summit

Lt. Zanella and Lt. Adams attended a symposium at the Microsoft campus in Redmond, focused on addressing Organized Retail Crimes/Theft in the King County area. Key speakers at this event included former Gov. Christine Gregoire, Attorney General Bob Ferguson, King County Prosecuting Attorney Leesa Manion, Seattle Attorney Ann Davison, Nordstrom CEO Erik Nordstrom, and many other key figures in the public and private sectors. This symposium focused on the regional, national, and international implications of theft from local retailers, such as Albertson's, Rite Aid, and Ross.



Gov. Christine Gregoire



Ann Davison, Bob Ferguson, Leesa Manion, U.S. Attorney Tessa Gorman (From left to right)

Pink Patch Month



October is Breast Cancer Awareness Month, and the Lake Forest Park Police Department is proud to participate in the Pink Patch Project alongside agencies nationwide. This initiative aims to raise awareness and support for the fight against breast cancer. Through the sale of our pink patches and coins, we hope to contribute to organizations that assist those impacted by this disease.

All proceeds will go to Cancer Research. The Lake Forest Park Police Department sells pink patches for \$5 and pink coins for \$10 from 9 a.m. to 5 p.m., Monday through Friday.

Northshore Emergency Management Coalition (NEMCo)

The start of October means that NEMCo has just wrapped up Preparedness Month (September) and is resetting from the busy summer season of outreach and community events. This means we are inventorying our flyers, tri-folds, and other outreach materials so that we can redraft and update this important part of our plan for building a more resilient community.

Our summer season and Preparedness Month activities included: activating our volunteer corps to preform crowd control and render medical aid at Kenmore's 4th of July fireworks event; providing a large display at Lake Forest Park's Safety Day; visiting designated community members during Lake Forest Park's National Night Out, staffing a table at Kenmore's National Night Out; providing medical aid at the Summer Concert Series in Kenmore, speaking about our preparedness program at the September Lake Forest Park Rotary meeting, hosting our first post COVID Preparedness Fair at Third Place Commons in Lake Forest Park, and staffing a table at Shoreline Fire Department's Open House in Shoreline, as well as multiple events hosted by a local resident facility (CIRC).

In addition to these outreach activities, we also participated in several important training activities. Our volunteers played a key role in staffing the Northshore School District's final CERT exercise, which was hosted in conjunction with NEMCo and the Shoreline Fire Department and provided school staff with the final component of this important training. NEMCo also hosted a State-run CERT Program Manager Course over a busy August weekend, allowing volunteers and regional staff who may be otherwise busy all week to have a weekend option for this course. We have also started our first fall CERT Basic Course at Station 51, focusing on providing community members with a basic understanding of important response actions that can be used in their neighborhoods after a disaster.

In addition to the above training, the NEMCo Emergency Manager also facilitated two tabletop exercises, one for Lake Forest Park and one for Kenmore, addressing the hazards created by the heavy rain and flooding that an atmospheric river could bring to our region. NEMCo also provided several CPR classes to employees from both Lake Forest Park and Kenmore, training almost two dozen additional employees on basic first aid, CPR, and the proper use of an AED.

On the administrative front, NEMCo did a groom of the Emergency Worker Identification Card system for our agencies and created a total of approximately 250 new IDs for the Shoreline Fire Department and Northshore Utility District. NEMCo also has continued to work with the Northshore Utility District to update their Rapid Damage Assessment procedures and has begun the process of updating and rolling out our Extreme Weather Welfare Check program later this year. NEMCo also applied for and was awarded the Emergency Management Performance Grant for the next calendar year. NEMCo closed out the previous year’s grant and has submitted the required reimbursement paperwork, which the state should process in the next few weeks.

Public Works Department

Public Works crews laid out and added Pickleball Court lines to the tennis court at Horizon View Park.



A work in progress in layout the new pickleball court lines.



Lines are taped off and the final reveal is a fresh court ready for pickleballers of all ages.

Public Works crews were out in full force tackling the roadside brush. This is a constant battle from spring through fall. Much of this is done by hand....



and some is by machine.





Before

After

In the before picture, the edge of the roadway on the 3300 block of 178th Street is failing, and water is penetrating the roadway base, furthering the pavement’s demise. With the completed repair and bermed edge, stormwater will flow in a path that will not degrade the pavement. Our Public Works crews are experienced and talented, able to tackle any job.



If you need a catch basin raised, we've got you covered. Our Public Works crews worked on this catch basin on Bothell Way adjusting it to ensure water flows off the street as it's supposed to.



Public Works crews do it all. Here, our team is setting buoy lines for the new Lake Front Park. Setting the lines is an important part of the park’s boundaries.

I. Internal City Information



Calvin Killman retired from the city after 20 years on September 26, 2024.

II. Council Information

III. Response to Citizen and Council Comments

IV. Contract Reporting

Two agreements were administratively approved during the reporting period:

- **AG-24-041** – Olympic Research and Strategy, LLC; Community survey for levy lid lift
- **AG 24-042** – Wally’s Towing; Rotational towing contract for PD

V. Legislative Update

VI. Community Events

VII. Upcoming City Sponsored Events

VIII. Meetings Calendar

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

October 17, 2024, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

October 21, 2024, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

October 22, 2024, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

October 24, 2024, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)