



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, June 11, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

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/89716009522>
Call into Webinar: 253-215-8782 | **Webinar ID:** 897 1600 9522

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

HOW TO PARTICIPATE WITH ORAL COMMENTS:

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

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

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

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

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

AGENDA

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

The Council will not be accepting online public comments. Comments are limited to a three (3) minute time limit.

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

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

5. **PROCLAMATIONS**

- A.** Recognizing June 19, 2026 as Juneteenth
- B.** Recognizing June 22, 2026 as Octavia Butler Day
- C.** Recognizing the 100th Anniversary of the Sheridan Beach Community

6. **CONSENT CALENDAR**

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

- A.** May 28, 2026 City Council Committee of the Whole Special Meeting Notes
- B.** May 28, 2026 City Council Regular Meeting Minutes
- C.** City Expenditures for the Period Ending June 11, 2026

7. **OLD BUSINESS**

- A. Resolution 26-2075/Transportation Improvement Program for the calendar years 2027 through 2032 (Third presentation)
- B. Road Safety Action Plan (RSAP, second presentation) (*previously Local Road Safety Plan*)
- C. Ordinance 26-1317/Master Use Permit for Forged Fiber 37, LLC (Second presentation)

8. NEW BUSINESS

- A. Professional Services Agreements for on-call engineering services and engineering support services for the Sound Transit permit review
- B. Ordinance 26-1318/Amending the 2025-2026 Budget

9. COUNCIL DISCUSSION AND ACTION

- A. Continued discussion regarding City Financial Outlook and Budget Strategies
- B. Draft letter to King County Metro about proposed changes to bus route 372

10. COUNCILMEMBER REPORTS

11. MAYOR'S REPORT

12. CITY ADMINISTRATOR'S REPORT

- A. June 11, 2026 City Administrator's Report

13. OTHER BUSINESS

14. ADJOURN

FUTURE SCHEDULE

- Thursday, June 18, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

- Friday, June 19, 2026 Juneteenth Holiday – City Hall closed

- Monday, June 22, 2026, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, June 25, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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



PROCLAMATION

WHEREAS, on January 1, 1863, President Abraham Lincoln issued the Emancipation Proclamation, setting in motion the end of slavery in the United States; and

WHEREAS, the end of the Civil War began with the surrender of General Lee at Appomattox Court House on April 9, 1865 and ended with the final terms of surrender of the last Confederate General on June 2, 1865; and

WHEREAS, this news reached Texas when Union Major-General Gordon Granger arrived in Galveston Bay with his troops. It was on June 19, 1865, that he announced: “the people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free”; and

WHEREAS, celebration of the end of slavery reaching the furthest Union state, which became known as Juneteenth, is one of the oldest public celebrations of the end of slavery in the United States; and

WHEREAS, Juneteenth celebrations spread across many southern states and more with the movement of freed Texas slaves as they exercised their newfound freedoms in search of family and new lives; and

WHEREAS, the first Juneteenth celebrations brought friends and families together, often on emancipated land, the first to be owned by former enslaved people, and included inspirational speakers, reading of the Emancipation Proclamation of 1863, food, and stories from former enslaved people; and

WHEREAS, Juneteenth commemorates the complete emancipation of Confederate slaves and June 19th was declared Emancipation Day in Texas in 1980; and

WHEREAS, on a larger scale, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality, and opportunity which are at the core of America.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim June 19, 2026 as a day to celebrate

JUNETEENTH

in the City of Lake Forest Park.

Signed this 11th day of June 2026

Tom French, Mayor



PROCLAMATION

WHEREAS, Octavia Butler was a visionary and influential author whose groundbreaking work greatly contributed to the science fiction and speculative fiction genres; and

WHEREAS, Octavia Butler was born on June 22, 1947, in Pasadena, California, and her literary contributions have captivated readers around the world; and

WHEREAS, Octavia Butler became the first science fiction writer to receive the prestigious MacArthur Fellowship in 1995, acknowledging her exceptional talent and literary achievements; and

WHEREAS, Octavia Butler's work explores important themes such as race, gender, power dynamics, and social justice, challenging readers to critically examine the world we live in; and

WHEREAS, Octavia Butler's novels, including "Kindred," "Parable of the Sower," and "Lilith's Brood," have garnered numerous awards and accolades, leaving an indelible mark on the literary landscape; and

WHEREAS, Octavia Butler's profound influence extends beyond her written works, inspiring countless authors, artists, and readers to engage in meaningful conversations about the future of humanity and the importance of empathy and understanding; and

WHEREAS, it is important to honor and celebrate the contributions of Octavia Butler, recognizing her significant impact on literature and the promotion of diverse voices within the genre; and

WHEREAS, Octavia Butler resided in the City of Lake Forest Park, Washington for a significant portion of her life, drawing inspiration from the natural beauty and vibrant community of our City, and it is fitting to honor her connection to our community on this special day.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim June 22 as

OCTAVIA BUTLER DAY

in our City and encourage all residents to take part in activities that celebrate her legacy. This day shall serve as a reminder of the transformative power of literature and the importance of embracing diverse perspectives in shaping a more inclusive and equitable society.

Signed this 11th day of June 2026

Tom French, Mayor



PROCLAMATION

WHEREAS, the Sheridan Beach Community traces its origins to the mid-1920s and is commemorating 100 years of neighborhood history, including the early development efforts that preceded the formal platting of Sheridan Beach by the Puget Mill Company in 1927; and

WHEREAS, the Puget Mill Company later platted Sheridan Heights in 1930, further shaping the residential character of the area now known as the Sheridan community; and

WHEREAS, despite the Stock Market Crash of 1929 and the economic hardships of the Great Depression, several concrete streets and sidewalks were laid in the Sheridan Beach and Sheridan Heights developments, reflecting the early vision and planning for the area; and

WHEREAS, the Great Depression slowed sales and construction for several years, but as the 1930s ended, the Sheridan Beach and Sheridan Heights developments began to grow gradually; and

WHEREAS, following World War II, the Sheridan community experienced rapid growth as the population of the Pacific Northwest expanded and families sought homes in the Lake Washington area; and

WHEREAS, in 1938, the Sheridan Beach Community Club was formed and has since served as a valued gathering place for residents, helping foster neighborhood connection, recreation, volunteerism, and community spirit; and

WHEREAS, the Sheridan area was annexed to the City of Lake Forest Park in 1994 and has remained an important part of the City's history, identity, and community life; and

WHEREAS, the 100th anniversary of the platting of Sheridan Beach provides an opportunity to honor the foresight of its early development, the resilience of the community through changing times, and the generations of residents who have contributed to its enduring character.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim recognition of the

100TH ANNIVERSARY OF THE SHERIDAN BEACH COMMUNITY

And encourage Lake Forest Park residents to join in celebrating the history, growth and lasting contributions of the Sheridan Beach community to Lake Forest Park.

Signed this 11th day of June 2026

Tom French, Mayor

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**CITY OF LAKE FOREST PARK
COUNCIL COMMITTEE OF THE WHOLE SPECIAL MEETING NOTES
May 28, 2026**

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

Councilmembers present: Tracy Furutani, Deputy Mayor; Larry Goldman, Vice Chair; Paula Goode, Semra Riddle, Josh Rosenau

Councilmembers absent: Matt Muilenburg, Ellyn Saunders

Staff present: Phil Hill, City Administrator; Lindsey Vaughn, Finance Director; Matt McLean, City Clerk

Others present: 1 visitor

CALL TO ORDER

Vice Chair Godman called the May 28, 2026, Committee of the Whole special meeting to order at 6:00 p.m.

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

DISCUSSION ITEMS

Draft letter to King County Metro about Proposed Changes to Bus Route 372

Deputy Mayor Furutani arrived at 6:03 p.m.

Vice Chair Goldman gave a brief introduction and opened a discussion on a draft letter to King County Metro regarding proposed bus route changes.

Vice Chair Goldman and Cmbrs. Goode and Rosenau will form a subcommittee to refine the draft letter.

Planning Commission work plan “tiers”

Cmbr. Rosenau gave a brief introduction and opened discussion on providing direction to the Planning Commission regarding affordability.

Vice Chair Goldman and Cmbrs. Riddle and Rosenau will form a subcommittee to identify a short list of priorities for the Planning Commission.

1 **Continued discussion regarding City Financial Outlook and Budget Strategies**

2
3 Cmr. Riddle gave a brief introduction and opened discussion on a proposed levy resolution.

4
5 **ADJOURNMENT**

6
7 There being no further business, the meeting adjourned at 6:52 p.m.

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11 _____
12 Larry Goldman, Vice Chair

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15 _____
16 Matt McLean, City Clerk

DRAFT

CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
May 28, 2026

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

Councilmembers present: Tracy Furutani, Deputy Mayor; Larry Goldman, Vice Chair; Paula Goode, Semra Riddle, Josh Rosenau

Councilmembers absent: Matt Muilenburg, Ellyn Saunders

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Lindsey Vaughn, Finance Director; Diego Zanella, Interim Police Chief; Nova Heaton, Public Works Director; Mark Hofman, Community Development Director; Matt McLean, City Clerk

Others present: 26 visitors

CALL TO ORDER

Mayor French called the regular City Council meeting of May 28, 2026, to order at 7:00 p.m.

FLAG SALUTE

Mayor French led the Pledge of Allegiance.

ADOPTION OF AGENDA

Vice Chair Goldman moved to amend the agenda, moving item 6. Public Hearings to follow item 7. Proclamations. **Deputy Mayor Furutani seconded. The motion to approve the agenda as amended carried unanimously.**

PUBLIC COMMENTS

Mayor French invited comments from the public.

Sarah Phillips – recap from May 20, 2026 Town Hall and feedback received. Third Place Commons is planning one for April 28, 2027.

Jeff Johnson – congratulating Chief Harden on his retirement.

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

1 **PRESENTATION**

2
3 ***Honoring and Thanking Chief of Police Michael Harden***

4
5 Mayor French read a proclamation Honoring and Thanking Michael Harden City of Lake Forest
6 Park Police Chief.

7
8 Chief Harden shared brief remarks of thanks and gratitude.

9
10 Mayor French called for a 10-minute recess at 7:30 p.m. The meeting reconvened at 7:40 p.m.

11
12 **PROCLAMATIONS**

13
14 **Recognizing June 2026 as Pride Month**

15
16 Vice Chair Goldman read the proclamation.

17
18 **Recognizing June 5, 2026 as National Gun Violence Awareness Day**

19
20 Cmbr. Riddle read the proclamation.

21
22 **Recognizing June 2026 as Ride Transit Month**

23
24 Cmbr. Rosenau read the proclamation.

25
26 Amanda Pleasant-Brown, Government Relations Supervisor with King County Metro, received
27 the proclamation and gave brief remarks.

28
29 **PUBLIC HEARING**

30
31 Public Hearing on Resolution 26-2075/Transportation Improvement Program for the calendar
32 years 2027 through 2032.

33
34 Director Heaton gave a brief introduction and responded to Council Questions.

35
36 Mayor French opened the Public Hearing for public comments.

- 37
38 The following people provided comments:
39 David Stygstra – looking forward to improvements for bicycle safety on Perkins Ave NE
40 Sarah Phillips – explore contract with Lime Bikes or similar alternative
41 Mark Phillips – expand McKinnon Creek Trail in partnership with LFP Water District
42

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

1 **CONSENT CALENDAR**

2
3 **Deputy Mayor Furutani moved** to approve the Consent Calendar. **Cmbr. Rosenau**
4 **seconded. The motion carried by unanimous consent.**

- 5
- 6 A. May 14, 2026 City Council Work Session Minutes
- 7 B. May 14, 2026 City Council Regular Meeting Minutes
- 8 C. May 20, 2026 City Council Town Hall Special Meeting Minutes
- 9 D. May 21, 2026 Budget & Finance Committee Meeting Minutes
- 10 E. An Accounts Payable dated 5/28/2026 Claim Fund Check Nos. 89269 through 89333 in
- 11 the amount of \$602,792.61 and a 5/8/2026 Payroll Fund ACH transaction in the amount
- 12 of \$220,325.25. Additional approved transactions: Invoice Cloud, \$1,538.70; WexBank,
- 13 \$206.37; US Bank Statement, \$37,771.80. Total approved transactions: \$862,634.73.

14
15 **OLD BUSINESS**

16
17 **Resolution 26-2074/Authorizing the Mayor to Sign a Contract with Sarah Roberts, PLLC, for**
18 **Prosecution Services**

19
20 Administrator Hill gave a brief presentation.

21
22 **Vice Chair Goldman moved** to waive the three-touch rule regarding Resolution 26-
23 2074/Authorizing the Mayor to Sign a Contract with Sarah Roberts, PLLC, for
24 Prosecution Services. **Cmbr. Riddle seconded. The motion to waive the three-touch rule**
25 **carried unanimously.**

26
27 **Deputy Mayor Furutani moved** to approve Resolution 26-2074. **Cmbr. Rosenau**
28 **seconded. The motion to approve Resolution 26-2074 carried unanimously.**

29
30 **NEW BUSINESS**

31
32 **Ordinance 26-1317/Master User Permit for Forged Fiber 37, LLC**

33
34 Clerk McLean gave a brief presentation and responded to Council questions.

35
36 Carly Nations with Forged Fiber 37, LLC was available via Zoom to respond to Council questions.

37
38 This will be brought back at a future meeting.

39
40 **COUNCIL DISCUSOIN AND ACTION**

41
42 **Continued Discussion Regarding City Financial Outlook and Budget Strategies**

43
44 No new discussion on this topic.

1 **COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS**

2
3 Councilmembers reported on meetings they had attended.

4
5 Mayor French gave a brief report.

6
7 Administrator Hill gave a brief report.

8
9 **EXECUTIVE SESSION**

10
11 **Executive Session – Consideration of the acquisition of real estate purchase or lease pursuant**
12 **to RCW 42.30.110(1)(b) and review the performance of a public employee per RCW**
13 **42.30.110(1)(g).**

14
15 City Council went into Executive Session at 8:50 p.m. for approximately 30 minutes to discuss
16 consideration of the acquisition of real estate purchase or lease pursuant to RCW
17 42.30.110(1)(b) and review the performance of a public employee pursuant to RCW
18 42.30.110(1)(g).

19
20 The Council returned from Executive Session at 9:20 p.m. No announcements were made, and
21 no action was taken.

22
23 **ADJOURNMENT**

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

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30 _____
31 Tom French, Mayor

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35 _____
36 Matt McLean, City Clerk

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
06/11/26

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, Voided Check Nos. 89269 through 89333, a Pre-paid Accounts Payable Dated 5/29/2026 CLAIM FUND Check No. 89398 in the amount of \$178,542.33, a Pre-paid Accounts Payable Dated 6/1/2026 CLAIM FUND Check No. 89399 in the amount of \$23,780.00, an Accounts Payable Dated 06/11/2026 CLAIM FUND Check Nos. 89400 through 89428 in the amount of \$77,462.24, and a 05/22/26 DIRECT DEPOSIT transaction in the amount of \$234,572.85, are approved for payment this 11th day of June 2026.

Total approved claim fund transactions: \$514,357.42

City Clerk

Mayor

Finance Committee

Accounts Payable

Check Register Totals Only

User: sschindele
Printed: 5/29/2026 - 11:27 AM
Batch: 00029.05.2026 - AP 05.29.26



Check	Date	Vendor No	Vendor Name	Amount	Voucher
89398	05/29/2026	ALGONACI	City of Algona	178,542.33	89398
				Check Total:	
				178,542.33	

Accounts Payable

Check Register Totals Only

User: sschindele
Printed: 6/1/2026 - 12:48 PM
Batch: 00001.06.2026 - AP 06.01.26



Section 6, Item C.

Check	Date	Vendor No	Vendor Name	Amount	Voucher
89399	06/01/2026	INLINESE	Inline Security Fence LLC	23,780.00	89399
				Check Total:	
				23,780.00	



Accounts Payable

Check Register Totals Only

User: sschindele
 Printed: 6/8/2026 - 12:57 PM
 Batch: 00011.06.2026 - AP 06.11.26

Check	Date	Vendor No	Vendor Name	Amount	Voucher
89400	06/11/2026	BASLER	ANTHONY CARL BASLER	245.00	89400
89401	06/11/2026	CANONUSA	CANON U.S.A.	1,313.76	89401
89402	06/11/2026	CIVICCLU	CIVIC CLUB-LAKE FOREST PK	3,300.00	89402
89403	06/11/2026	CONSOR	CONSOR NORTH AMERICA, INC.	19,765.74	89403
89404	06/11/2026	COSTMEMB	COSTCO MEMBERSHIP	130.00	89404
89405	06/11/2026	CREATIVH	CREATIVE HOUSE BRANDING LL	72.94	89405
89406	06/11/2026	DATABAR	DATABAR	481.46	89406
89407	06/11/2026	DATAQUES	DATAQUEST, LLC	250.28	89407
89408	06/11/2026	ELITET	ELITE TRAFFIC SOLUTIONS LLC	6,000.00	89408
89409	06/11/2026	GALLS	GALLS, LLC	185.74	89409
89410	06/11/2026	GORDONTH	GORDON THOMAS HONEYWELL	3,245.00	89410
89411	06/11/2026	GULATIP	PUNEETA GULATI	126.00	89411
89412	06/11/2026	JOHNSTON	JOHNSTON GROUP, LLC	3,925.00	89412
89413	06/11/2026	KCROAD	KING COUNTY FINANCE	10,751.78	89413
89414	06/11/2026	LAWOFF	LAW OFFICES OF CHRISTIAN W. :	300.00	89414
89415	06/11/2026	MAIROS	MAIROS INC	2,019.89	89415
89416	06/11/2026	MATTSONC	CORY MATTSON	124.04	89416
89417	06/11/2026	NAVIA-1	NAVIA BENEFIT SOLUTIONS	900.00	89417
89418	06/11/2026	NORTHUTI	NORTHSHORE UTILITY DISTRICT	178.69	89418
89419	06/11/2026	OLYMPICE	OLYMPIC ENVIRONMENTAL RES	2,750.00	89419
89420	06/11/2026	PACEENG	PACE ENGINEERS, INC.	3,368.75	89420
89421	06/11/2026	PAWS	PROGRESSIVE ANIMAL WELFARI	960.00	89421
89422	06/11/2026	PSE	PUGET SOUND ENERGY	157.27	89422
89423	06/11/2026	PSESINC	PUGET SOUND EXECUTIVE SERV	384.19	89423
89424	06/11/2026	ROBINSOH	HUA ROBINSON	140.00	89424
89425	06/11/2026	SNOCOBED	SNOHOMISH CO SHERIFF'S OFFIC	2,231.37	89425
89426	06/11/2026	STAPLES	STAPLES ADVANTAGE	215.19	89426
89427	06/11/2026	SMHINC	STEWART MACNICHOLS HARMEI	11,250.00	89427
89428	06/11/2026	CRIMJUST	WASHINGTON CRIMINAL JUSTIC	2,690.15	89428
Check Total:				77,462.24	

Bank Reconciliation

Checks by Date

User: sschindele
 Printed: 06/08/2026 - 1:16PM
 Bank Accounts: POperat
 System:



Cleared and Not Cleared Checks
 Check Date: From 05/22/2026 To 05/22/2026
 Print ACH Checks: True

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/22/2026		DD 00522.05.2026	PR		234,572.85
Total Check Count:						1
Total Check Amount:						234,572.85



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date June 11, 2026

Originating Department Public Works

Contact Person Nova Heaton, Public Works Director

Title Resolution 26-2075/Transportation Improvement Program for the calendar years 2027 through 2032

Legislative History

- May 14, 2026 Regular Meeting
- May 28, 2026 Public Hearing/Regular Meeting
- June 11, 2026 Regular Meeting

Attachments:

1. Resolution 26-2075
2. Transportation Improvement Plan 2027-2032

Executive Summary

The Transportation Improvement Plan (TIP) is a six-year, annually updated roadmap that identifies, prioritizes, and funds transportation projects in Lake Forest Park. It aligns infrastructure investments with community goals such as safety, mobility, sustainability, and livability while ensuring eligibility for state and federal funding. The TIP integrates with broader City plans and provides transparency and accountability in how transportation resources are allocated.

Background

Lake Forest Park faces increasing transportation demands due to aging infrastructure, population growth, and the need for safer multimodal travel options. The TIP serves as a strategic and coordinated planning tool that translates long-term policy goals from the Comprehensive Plan into actionable projects. It is closely linked with the Capital Improvement Plan, City budget, and supporting programs such as Complete Streets, traffic calming, and pavement preservation. State law (RCW 35.77.010) requires the City to maintain and annually update a six-year transportation program, including project details, costs, funding sources, and public engagement.

Fiscal & Policy Implications

The TIP functions as both a planning and financial tool, outlining projected project costs, funding sources, and implementation timelines. It is essential for securing external funding, as many grants require TIP inclusion. While the TIP identifies long-term priorities, actual project advancement depends on available revenues and budget decisions. By leveraging grants and partnerships, the City can extend limited local funds, but must continuously adjust financial assumptions to reflect changing economic conditions and funding opportunities.

Staff Recommendation

Adopt Resolution 26-2075, which adopts a six-year Transportation Improvement Plan for the calendar years 2027 to 2032

RESOLUTION NO. 26-2075

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ADOPTING A SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CALENDAR YEARS 2027 THROUGH 2032 AND DIRECTING THE SAME TO BE FILED WITH THE STATE SECRETARY OF TRANSPORTATION AND TRANSPORTATION IMPROVEMENT BOARD

WHEREAS, the City Council of the City of Lake Forest Park has adopted a Comprehensive Plan pursuant to the Growth Management Act, 36.70A RCW, which includes a Transportation element that serves as the basis for the six-year comprehensive transportation program, commonly referred to as the Transportation Improvement Program (TIP), as required by RCW 35.77.010; and

WHEREAS, on May 28, 2026, the City Council held a properly noticed public hearing to receive public input on the revised and extended TIP for the years 2027 through 2032; and

WHEREAS, the City Council, having determined that the TIP for the years 2027 through 2032 addresses the City's transportation needs for the ensuing six years and is consistent with the City's Comprehensive Plan;

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

Section 1. PLAN ADOPTED. The Six-Year Transportation Improvement Program for the City of Lake Forest Park for the ensuing six (6) calendar years, 2027 through 2032, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted.

Section 2. FILING OF THE PLAN. Pursuant to RCW 35.77.010, the City Clerk is hereby authorized and directed to file a copy of this Resolution no later than thirty days after the adoption of this Resolution, together with Exhibit A attached hereto, with both the Secretary of Transportation and the Transportation Improvement Board for the State of Washington.

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

PASSED BY A MAJORITY VOTE of the members of the City of Lake Forest
Park City Council this ____ day of May, 2026.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

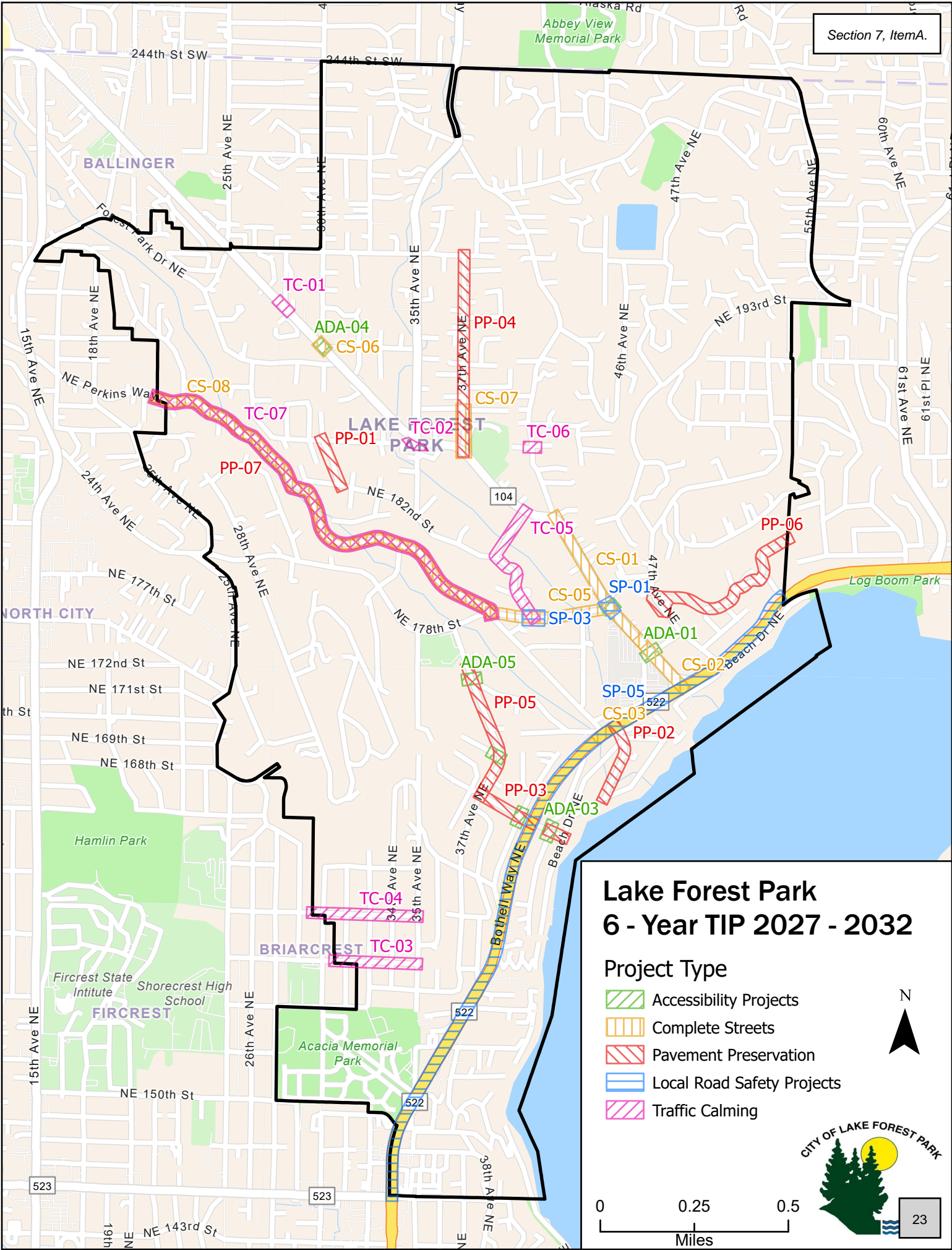
FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:

City of Lake Forest Park, Washington

2027-2032 Transportation Improvement Program

DRAFT - June 2026

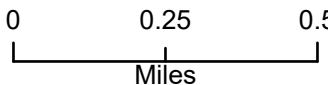




Lake Forest Park 6 - Year TIP 2027 - 2032

Project Type

-  Accessibility Projects
-  Complete Streets
-  Pavement Preservation
-  Local Road Safety Projects
-  Traffic Calming



City of Lake Forest Park
Six Year Transportation Improvement Program
2027-2032

Project Data				Funding Needs										
Project ID	Project Title	Description	Area/Address	2027	2028	2029	2030	2031	2032	6-Year Total	Funding Status	Local Funds	State Funds	Federal Funds
HS	Healthy Streets Program (HS)	Implementation of the Healthy Streets Program	City Wide Program	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 360,000.00				
HS - 01	Block A	Community determined location	Street A	\$ 60,000.00						\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 02	Block B	Community determined location	Street B		\$ 60,000.00					\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 03	Block C	Community determined location	Street C			\$ 60,000.00				\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 04	Block D	Community determined location	Street D				\$ 60,000.00			\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 05	Block E	Community determined location	Street E					\$ 60,000.00		\$ 60,000.00	Funded	Healthy Streets	None	None
HS - 06	Block F	Community determined location	Street F						\$ 60,000.00	\$ 60,000.00	Funded	Healthy Streets	None	None
PP	Pavement Preservation Program (PP)	Resurfacing of existing roads	City Wide Program	\$ 750,000.00	\$ 950,000.00	\$ 500,000.00	\$ 800,000.00	\$ 500,000.00	\$ 1,500,000.00	\$ 5,000,000.00				
PP - 01	30th Ave NE	Surface Overlay	182nd to 185th	\$ 250,000.00						\$ 250,000.00	Funded	TBD	None	None
PP - 02	45th Ave NE	Surface Overlay	Bothell Way to Shore Dr	\$ 200,000.00						\$ 200,000.00	Funded	TBD	None	None
PP - 03	NE 165th Street	Surface Overlay	37th Ave NE to Beach Drive	\$ 300,000.00						\$ 300,000.00	Funded	TBD	None	None
PP - 04	37th Ave NE	Surface Overlay and spot repairs	SR 104 to NE 195th St		\$ 950,000.00					\$ 950,000.00	Needs Funding	TBD	Apply for TIB	None
PP - 05	37th Ave NE	Surface Overlay and spot repairs	Hamlin Rd NE to NE 165th St			\$ 500,000.00				\$ 500,000.00	Needs Funding	TBD	Apply for TIB	None
PP - 06	NE 178th St	Surface Overlay and spot repairs	47th Ave NE to City Limits				\$ 800,000.00			\$ 800,000.00	Needs Funding	TBD	Apply for TIB	None
PP - 07	NE Perkins Way	In coord with MMIP project	178th St to City Limits					\$ 500,000.00	\$ 1,500,000.00	\$ 2,000,000.00	Needs Funding	TBD	Apply for TIB	None
GR	Guardrail Management Program (GR)	Maintenance and Repair	City Wide Program	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 750,000.00				
ADA	ADA Improvement Plan	Remove and replace ADA ramps	City Wide Program	\$ 150,000.00	\$ 150,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 600,000.00				
ADA - 01	SR 104 Corridor Phase 1	ADA improvements associated with the SR 104 Phase 1 Complete Streets	Intersection Ramps		\$ 50,000.00	\$ 50,000.00				\$ 100,000.00	Funded	TBD	None	None
ADA - 02	SR 104 Corridor Phase 2	ADA improvements associated with the SR 104 Phase 2 Complete Streets	Intersection Ramps				\$ 100,000.00			\$ 100,000.00	Funded	TBD	None	None
ADA - 03	37th Ave NE	ADA improvements in conjunction with the Pavement Preservation Program	From SR 104 to 195th St		\$ 50,000.00					\$ 50,000.00	Funded	TBD	None	None
ADA - 04	NE 165th Steet	ADA improvements in conjunction with the Pavement Preservation Program	Intersection Ramps	\$ 150,000.00						\$ 150,000.00	Funded	TBD	None	None
ADA - 05	190th at SR 104	ADA improvements in conjunction with the Pavement Preservation Program	Intersection Ramps in conjunction with CS - 06		\$ 50,000.00					\$ 50,000.00	Funded	TBD	None	None
ADA - 06	37th Ave NE	ADA improvements in conjunction with the Pavement Preservation Program	Intersection Ramps Hamlin Rd NE to NE 165th St	\$ -		\$ 50,000.00				\$ 50,000.00	Funded	TBD	None	None
ADA - 07	To be determined	ADA improvements in conjunction with the Pavement Preservation Program	Intersection Ramps	\$ -					\$ 100,000.00	\$ 100,000.00	Funded	TBD	None	None
TC	Traffic Calming Program (TC)	Projects from the Traffic calming program	City Wide Program	\$ 250,000.00	\$ 90,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 940,000.00				
TC - 01	Ballinger Way RRFB	Pedestrian Crossing signal for transit stop	19115 SR 104				\$ 150,000.00			\$ 150,000.00	Funded	Traffic Calming	None	None
TC - 02	NE 185th St Traffic Calming	Intersection improvements to reduce speeds, improve pedestrian access, and reduce crossing width. Partnered with fish passage culvert L90.	Intersection SR 104 and 35th Ave NE	\$ 250,000.00						\$ 250,000.00	Funded	Traffic Calming	None	None
TC - 03	Briarcrest Neighborhood NE 158th St	Traffic calming	from 35th Ave NE to city limits			\$ 75,000.00				\$ 75,000.00	Funded	Traffic Calming	None	None
TC - 04	Briarcrest Neighborhood NE 160th St	Traffic calming	from 35th Ave NE to city limits			\$ 75,000.00				\$ 75,000.00	Funded	Traffic Calming	None	None
TC - 05	40th Ave NE	Traffic calming	SR 104 to NE 178th Street					\$ 150,000.00		\$ 150,000.00	Funded	Traffic Calming	None	None
TC - 06	40th Place NE/NE 185th Street	Traffic calming	Curb Bulbs/RRFB System for Ped Xing						\$ 150,000.00	\$ 150,000.00	Funded	Traffic Calming	None	None
TC - 07	NE Perkins Way Corridor Study	Traffic calming, multimodal improvements, bank stabilization, road reconstruction, stormwater improvements	Brookside Blvd NE to City Limits		\$ 90,000.00					\$ 90,000.00	Funded	Traffic Calming	None	None
LRSP	Local Road Safety Plan (LRSP)	Projects identified in the LRSP	City Wide Program	\$ 75,000.00	\$ 525,000.00	\$ 850,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 1,600,000.00				
LRSP - 01	NE 178th St and SR 104 Safety Project	EB left turn restriction (Interim until SR 104 Complete Streets)	NE 178th St and SR 104		\$ 500,000.00					\$ 500,000.00	Needs Funding	None	Apply for Grant	None
LRSP - 02	Driver Education Campaign	Promote awareness and reduction of distracted drivers	City Wide Program	\$ 25,000.00	\$ 25,000.00					\$ 50,000.00	Funded	Traffic Calming	None	None
LRSP - 03	Crosswalk Improvements 40th and 178th	Install improved crosswalk facilities, drainage improvements, and sidewalks	Intersection of 40th and 178th			\$ 850,000.00				\$ 850,000.00	Needs Funding	None	Apply for Grant	None
LRSP - 04	Flashing Stop Sign Installation	Replace existing signs with solar powered flashing signs to improve visibility	Variuos intersections				\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 150,000.00	Funded	Traffic Calming	None	None
LRSP - 05	SR 522 Speed Limit Reduction	Reduce speed limit on SR 522 to 35 MPH	Within city limits	\$ 50,000.00						\$ 50,000.00	Funded	Traffic Calming	None	None
CS	Complete Streets Program	Projects that support multimodal improvements	City Wide Program	\$ 350,000.00	\$ 1,050,000.00	\$ 5,000,000.00	\$ 2,000,000.00	\$ 5,000,000.00	\$ 3,000,000.00	\$ 16,400,000.00				
CS - 01	Lower SR 104 Complete Streets Part I	Pavement restoration and ped/bike/transit facilities. Water main replacement	SR 104 LFPWD Waterline Project			\$ 5,000,000.00	\$ 1,000,000.00				Needs Funding	Match Needed	Apply for Grant	None
CS - 02	Lower SR 104 Complete Streets Part II	Replace existing signal with a new Roundabout	SR 104 and NE 175th				\$ 1,000,000.00	\$ 5,000,000.00			Needs Funding	Match Needed	Apply for Grant	None
CS - 03	Sidewalk along 522 and Brookside at ARCO	Sidewalk improvements	At SR 522 and Brookside		\$ 500,000.00									
CS - 04	Walkway improvements at Brookside Blvd	Pedestrian improvements	Brookside near fire station	\$ 50,000.00										
CS - 05	178th St Brookside to SR 104	Restripe to include bike lanes on either side and 2 - 11 foot lanes	Brookside to SR 104		\$ 200,000.00					\$ 200,000.00	Needs Funding	Match Needed	Apply for Grant	None
CS - 06	SR 104 and NE 190th St Transit Connection Project	Pedestrian Crossing signal, trail improvements to 30th Ave NE north and south	SR 104 and NE 190th St intersection @ 30th ROW		\$ 350,000.00					\$ 350,000.00	Needs Funding	Match Needed	Apply for Grant	None
CS - 07	37th Sidewalk extension (Missing Link)	Sidewalks in front of LFP school with RRFB improved crosswalks	SR 104 to NE 187th St	\$ 300,000.00						\$ 300,000.00	Needs Funding	Match Needed	Apply for Grant	None
CS - 08	Perkins Way Multimodal Improvements	Based on Corridor Study	Brookside to City Limits						\$ 3,000,000.00	\$ 3,000,000.00	Needs Funding	Match Needed	Apply for Grant	None
				\$ 1,760,000.00	\$ 2,950,000.00	\$ 6,785,000.00	\$ 3,285,000.00	\$ 5,885,000.00	\$ 4,985,000.00	\$ 25,650,000.00				



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date	June 11, 2026
Originating Department	Public Works
Contact Person	Nova Heaton
Title	Road Safety Action Plan (RSAP) Previously termed the Local Road Safety Plan

Legislative History

- First Presentation April 23, 2026 Council Meeting
 - Second Presentation June 11, 2026 Council Meeting
-

Executive Summary

Introduction to what a Road Safety Action Plan is, how it is developed, how it fits in with our current planning process, and why we want one.

Background

A Road Safety Action Plan (RSAP) is a data-driven, strategic framework used by local jurisdictions to identify, analyze, and prioritize roadway safety improvements. The primary goal of an RSAP is to reduce traffic-related fatalities and serious injuries on local roads through targeted, evidence-based actions.

Developing an RSAP allows a city to proactively address safety concerns, leverage funding opportunities, and align with broader regional, state, and national safety initiatives.

Why is a RSAP Important?

- Improves Safety Outcomes: Focuses resources on locations and behaviors with the highest risk of severe crashes.
- Data-Driven Decision Making: Uses crash data, roadway characteristics, and community input to guide investments.
- Funding Eligibility: Many state and federal safety grants prioritize or require jurisdictions to have an RSAP.
- Community Confidence: Demonstrates a commitment to protecting all road users, including pedestrians, bicyclists, and drivers.

Connection to State and Regional Efforts

The RSAP will align with Washington State's Target Zero initiative, which aims to eliminate traffic deaths and serious injuries.

It will also complement regional transportation safety goals and planning efforts, ensuring consistency with broader policies and improving competitiveness for external funding opportunities.

Integration with Local Planning Efforts

The RSAP will be closely integrated with the City's broader transportation and planning initiatives to ensure a cohesive and consistent approach to safety and mobility. Specifically, the plan will support and reinforce policies related to Healthy Streets, Complete Streets, and the City's Multimodal Transportation Plan by emphasizing safer, more accessible travel for all users, including pedestrians, bicyclists, transit riders, and drivers. Identified safety projects and strategies will be evaluated using the City's prioritization matrix, currently being developed, and incorporated into the City's long term transportation plan. This ensures that RSAP recommendations are aligned with existing goals, are ranked appropriately for funding, and are implemented in coordination with other planned capital improvements.

Guiding Framework

The plan will follow nationally recognized RSAP guidance and Vision Zero frameworks:

- Safe System Principles
 - Death and serious injury are unacceptable
 - Humans make mistakes
 - Human bodies have limited tolerance to crash forces
 - Responsibility is shared across the system
 - Safety is proactive
- Vision Zero Core Elements
 - Leadership and commitment
 - Equity-focused planning
 - Data-driven decisions
 - Safe road design
 - Safe speeds
 - Safe road users
 - Post-crash care
 - Transparency and accountability

Ongoing Review and Updates

To ensure the RSAP remains effective and relevant, it is recommended that the plan be:

- Reviewed annually to assess progress and performance
- Updated periodically to incorporate new data, emerging trends, and completed projects
- Adjusted as needed to reflect changing community needs and priorities

Current Project Status

The Local Road Safety Plan (RSAP) is currently in the project development phase. To date, Transpo Group has completed the data collection and analysis components of the project. This work included

compiling and evaluating historical crash data, identifying high-risk locations, and assessing contributing factors to serious injury and fatal collisions.

The project is now transitioning into the next stages of development, which include refining key findings, and developing prioritized safety strategies and projects. These efforts will inform the draft RSAP and ultimately guide implementation actions aimed at improving roadway safety throughout Lake Forest Park.

Fiscal & Policy Implications

The creation of a RSAP supports city goals and policies and improves chances for grant funding for transportation projects.

City of Lake Forest Park, Washington

Road Safety Action Plan (RSAP)

DRAFT - June 2026





ROAD SAFETY ACTION PLAN

Introduction:

The City of Lake Forest Park wants everyone to be able to travel safely, whether walking, biking, driving, or taking transit. The Road Safety Action Plan (RSAP) provides a clear, data-based look at where serious crashes are happening in the city and what can be done to reduce them. By studying past crashes and local street conditions, the plan identifies patterns, highlights areas of concern, and recommends steps the City can take to improve safety across the whole transportation system.

The main goal of the RSAP is to help the City focus its safety efforts where they will make the biggest difference. The plan supports long-term decision-making, guides project priorities, and helps strengthen applications for state and federal funding. Because the plan is grounded in real data, it gives the City a strong foundation for choosing effective improvements that can prevent severe injuries and save lives.

This plan also fits within the City’s other existing planning efforts. It supports the goals of the Comprehensive Plan and ongoing transportation initiatives, and it helps ensure that safety remains a central part of how the City designs streets, manages traffic, and invests in transportation projects.

The RSAP aligns with broader state and national safety goals as well. It supports the Washington State Department of Transportation and the Washington Strategic Highway Safety Plan, both of which aim to reduce fatal and serious injury crashes across the state. At the federal level, the RSAP follows guidance from the Federal Highway Administration and meets requirements that help the City compete for programs such as Safe Streets and Roads for All.

This plan is guided by the principles of Vision Zero—the idea that traffic deaths and serious injuries are preventable. It also follows the Safe System Approach, which focuses on building a transportation network that reduces the chances of severe crashes, even when people make mistakes. This approach includes designing safer streets, encouraging safer speeds, improving road user behavior, supporting safe vehicles, and strengthening emergency response.

Together, these strategies provide Lake Forest Park with a clear path toward safer streets and support the community’s commitment to eliminating serious traffic injuries and fatalities.

History of Safety Projects

Lake Forest Park has a history of working to improve the safety of the City’s roadways and active transportation facilities. The following are actions the City has taken to address safety:

- In 2025, the City began construction of a roundabout on Ballinger Way NE at the intersection of SR 104 and 40th Place NE, and NE 184th Street that includes a new single lane roundabout to calm traffic, and active mode improvements including new sidewalks, shared use pathways, crossings with refuge islands and improved street lighting.
- The City continues to monitor traffic safety and respond to community identified safety issues through the Neighborhood Traffic Calming Program.



ROAD SAFETY ACTION PLAN

Road Safety Action Plan Process

The City of Lake Forest Park’s Road Safety Action Plan follows a process developed by the Federal Highway Administration (FHWA) and promoted by WSDOT to proactively address safety concerns based on crash data. WSDOT’s success with a similar program at the county level in reducing crash rates for targeted risk factors has led to the application of the RSAP process to cities to identify risk factors and targeted countermeasures. Transpo Group, on behalf of the City of Lake Forest Park, analyzed crash data reports to identify risk factors. Analysis includes a statistical review of the percentage at which individual contributing factors were cited in overrepresented crash types, as well as a spatial review of locations showing elevated numbers of crashes during the analysis period. State routes are not included in the analysis. While state routes are major routes in and through the City, Lake Forest Park does not own, maintain or directly control those roadways. Though the City may have recommended treatments that apply to both city streets and state routes, improvements to state route facilities would require additional coordination with WSDOT. Where crashes on state routes are discussed, these discussions are provided for context. Due to the small number of active mode crashes on City streets, the active mode crash discussion includes crashes reported on state routes in the City. Risk factors are prioritized and locations where the risk factors are present are identified in the City’s transportation network and existing infrastructure to identify appropriate countermeasures and develop a program of prioritized improvements.

Data Sources

Data for the City of Lake Forest Park’s Road Safety Action Plan comes from WSDOT resources, which are coordinated with the Washington State Patrol and the Lake Forest Park Police Department through the SECTOR system. The data for the RSAP is limited to a 5-year study period, January 1, 2020, through December 31, 2024. WSDOT verifies and calibrates crash data on a calendar year basis, therefore only data through the end of 2024 is included in the plan. Future updates to the plan will include a revised 5-year window.

Existing Transportation Infrastructure

The City of Lake Forest Park’s transportation system is primarily a winding urban/suburban street network, serving residential cul-de-sacs and dead-ends. State Route 104 bisects the City from north to south, intersecting with State Route 522 which runs east-west roughly following the City’s southern boundary.

Intersection Control

There are several existing signals at intersections along the SR 104 and SR 522 corridors. The City’s numerous 4-way intersections are a mix of uncontrolled and 2-way stop controlled, with a select few 4-way stop controlled. Approximately one-third of the City’s stop-controlled intersections have stop bars in at least one direction. Stop control is clustered in corridors, giving priority to City arterials and stopping traffic on minor intersecting streets.



ROAD SAFETY ACTION PLAN

Active Transportation

The City has dedicated bike lanes in place on portions of NE 178th Street. Bike routes, marked with sharrows, exist along NE Perkins Way/NE 180th Street, NE 165th Street, 37th Avenue NE, and NE 156th Street. Many of the City’s streets have sidewalks separated by landscaped buffer strips. The City has pedestrian signal heads in place at its signalized intersections. Some, but not all, of the pedestrian signals have countdown-style signal heads.

Marked crosswalks are present at many of the intersections along arterial roads but are less common on local residential streets. Several midblock crosswalks exist in the City, primarily on NE 178th Street.

Data Analysis

Crash Data Summary

During the 5-year analysis period (2020-2024), the City of Lake Forest Park had 147 total crashes on City streets, 5 (3%) of which resulted in a serious injury. Three of the five serious injuries involved collisions with fixed objects.

Including State Routes 104 and 522, the City recorded 486 crashes, of which 15 (3%) resulted in a fatality or serious injury (FSI). Of the FSI crashes, 13 were serious injury and 2 were fatal. One of the fatalities involved a cyclist.

The City is committed to improving the safety of its transportation network and will continue to invest in safety projects and monitor crash rates for both statistical changes in crash patterns and to evaluate the effectiveness of the City’s previous safety projects.

Crash Data Analysis

Statistical Analysis

The summary data for all crashes on City streets was compared to statewide, as well as western Washington statistics to identify causes related to the transportation user (drivers, cyclists and pedestrians) and the transportation environment (roadway geometry, characteristics, enhancements, etcetera). The City of Lake Forest Park experienced a low number of FSI crashes in the 5-year analysis period. To avoid statistical bias that could miss larger crash trends, the data for all crashes was analyzed for over-representation of contributing factors in crash reports. Three categories of contributing factors are apparent in the data: fixed objects, active transportation, and high-risk behaviors engaged in by both drivers and vulnerable road users.



ROAD SAFETY ACTION PLAN

Total Crashes¹

(Excluding SRs)	2020-2024	%	2024	2023	2022	2021	2020
Total # of Crashes	147	100%	33	37	30	27	20
Fatal Crashes	0	0%	0	0	0	0	0
Serious Injury Crashes	5	3.4%	1	1	2	0	1
(Including SRs)	2020-2024	%	2024	2023	2022	2021	2020
Total # of Crashes	486	100	106	117	94	91	78
Fatal Crashes	2	0.4%	0	1	0	1	0
Serious Injury Crashes	13	2.7%	5	1	3	1	3

Fixed Objects

Fixed object crashes include collisions with objects permanently installed or otherwise located in the roadside. There were a total of 61 fixed object crashes, of which 3 resulted in a serious injury, representing 5% of the fixed object crashes and 60% of the City’s serious injury crash total. The serious injury fixed object crashes were reported at 37th Avenue NE/NE 205th Street, 45th Place NE/190th Court, and NE 197th Street/42nd Avenue NE. Cited contributing circumstances included *speeding and/or reckless driving* (2 of the 3), and 1 citation for each *biological impairment, and improper maneuver*. Biological impairments include drowsy driving and apparent illness.

¹ Under 23 U.S. Code § 148, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.



ROAD SAFETY ACTION PLAN

Fixed Objects¹

Fixed Object	Total Crashes						Fatal and Serious Injury Crashes					
	All WA City Streets		Western WA City Streets		Lake Forest Park Streets		All WA City Streets		Western WA City Streets		Lake Forest Park Streets	
	103,415	20.6%	20,922	14.0%	61	41.0%	806	18.0%	1,012	18.0%	3	60.0%

Source: WSDOT, December 2025

Active Transportation

Active transportation includes crashes involving either pedestrians or bicyclists. On City streets only, there were 3 crashes with cyclists that resulted in minor injuries. There were no pedestrian crashes or crashes that resulted in fatality or serious injury.

Including the state routes, there were a total of 9 pedestrian or bicycle crashes, 1 of which (a cyclist crash) resulted in a fatality.

In Lake Forest Park, the percentage of crashes that involved active modes is below comparative percentages, but the vulnerability of these users and the fatal severity of the bike crashes makes active modes a priority.

Other crash circumstances cited in more detailed crash data include drivers not yielding to pedestrians or cyclists in the less severe crashes, drivers making right-turns across the path of a pedestrian or cyclist, and inattention on the part of all road users. In the fatal bike crash, the cyclist did not yield to vehicular traffic. Only one of the minor injury bike crashes cited a vehicle driver for speeding.

Pedestrians and Bicyclists¹

	Total Crashes (including state routes)						Fatal and Serious Injury Crashes (including state routes)					
	All WA City Streets		Western WA City Streets		Lake Forest Park Streets		All WA City Streets		Western WA City Streets		Lake Forest Park Streets	
Hit Pedestrian	5,817	2.9%	4,645	3.1%	3	0.6%	1,444	25.2%	1,140	25.7%	0	0.0%
Hit Bicyclist	3,712	1.8%	3,001	2.0%	6	1.2%	494	8.6%	399	9.0%	1	7.0%

Source: WSDOT, December 2025



ROAD SAFETY ACTION PLAN

Road User Behavior

Speeding, and improper maneuvers including turning, backing or merging were the only cited contributing behaviors in Lake Forest Park’s FSI crashes, and the most frequently reported circumstances in the total crashes. Inattention and intoxication were somewhat elevated among total crashes. The percentages of crashes in Lake Forest Park that cited speeding (including citations for exceeding the posted speed, exceeding a reasonable speed for conditions, and citations for reckless or aggressive driving) and improper maneuvers were higher than that of comparisons for total and FSI crashes while inattention and intoxication were higher than comparisons for total crash numbers but not for fatal and serious injury crashes.

Behavior¹

	Total Crashes						Fatal and Serious Injury Crashes					
	All WA City Streets		Western WA City Streets		Lake Forest Park Streets		All WA City Streets		Western WA City Streets		Lake Forest Park Streets	
Speeding ¹	14,849	4%	11,658	4%	38	26.0%	1,037	10%	842	10%	2	40.0%
Inattention/ Distraction	45,318	11%	34,879	12%	24	16%	1,109	11%	890	11%	0	0%
Improper Maneuver ²	27,788	7%	21,119	7%	19	13%	466	4%	377	5%	1	20%
Intoxication	13,544	3%	9,788	3%	20	14%	1,083	10%	827	10%	0	0%

1. Includes citations for exceeding both posted and reasonable speed, as well as citations for reckless or aggressive driving.

2. Includes citations for improper turning, backing or merging.

Spatial Analysis

Transpo obtained data for each reported crash in Lake Forest Park, including coordinates to produce maps of reported contributing circumstances. Mapping of the crash data allows for identification of patterns by physical location and roadway environment. The spatial analysis compliments the statistical analysis and helps to identify the specific risk factors for future crashes. A selection of the maps generated are included in the Appendix.



ROAD SAFETY ACTION PLAN

Fixed Object Crashes

Because of Lake Forest Park’s generally residential character and the City’s commitment to maintaining a healthy urban tree canopy, there are a great many trees and mailboxes located at the roadside. Of the 119 fixed object crashes, 37 (31%) were collisions with mailboxes or trees. Nearly half (49%) of the 119 fixed object crashes were reported on SR 104 (25 crashes), and SR 522 (33 crashes).

Pedestrian and Bike Crashes

Lake Forest Park’s pedestrian and bike crashes are primarily clustered on the SR 522 near N 145th Street, and the Burke-Gilman Trailhead, and along SR 104. The fatal bike crash occurred on SR 104 at NE 190th Street, the only cited contributing circumstance was the cyclist not yielding to the vehicle driver. In general, not yielding to pedestrians, drivers turning right across the crosswalk, driver intoxication, and distraction or inattention on the part of both drivers and pedestrians were contributing circumstance in the pedestrian and bike crashes.

Risk Factors

Based on the combination of statistical and spatial analysis of the crash data for Lake Forest Park, the following risk factors were identified. The risk factors will guide the City’s implementation of countermeasures in a proactive effort to reduce the occurrence and severity of future crashes. Risk Factors are shown in priority order.

Risk Factors

Fixed Objects

Fixed object risk factors relate to driver behaviors and objects commonly located at the roadside. The factors are:

- Trees and mailboxes along the roadside
- Speeding
- Improper maneuvers (turning, backing, merging, oversteering)

Active Transportation

Active transportation risk factors relate to turning movements and yielding patterns.

Pedestrians and Bicyclists

Risk factors for crashes involving pedestrians or cyclists are:

- Bicyclist not yielding
- Distracted driving
- Drivers making right-turns across crosswalks

Driver Behavior

Driver behaviors contribute to several risk factors, with distracted driving, speeding, and improper maneuvers such as incorrect merging, turning or backing being some of the most common.



ROAD SAFETY ACTION PLAN

Inattention/Distraction

Inattention erodes the time that a driver or other road user has to respond to a hazardous condition as it emerges. Inattention or distracted driving was cited at roughly twice the percentage of comparisons and was a factor that all road users were cited for.

Speed-Related Citations

Inappropriate speeds, including citations for exceeding the posted speed, exceeding a reasonable speed for conditions, and citations for racing or reckless driving, were cited at higher percentages than comparisons, however, the small sample size of crashes citing speed in Lake Forest Park overstates the comparison. Despite this skewed comparison, speed is directly correlated with crash severity, significantly impacts a driver’s ability to register a hazard and respond to it, and greatly increases the risks for vulnerable road users involved in crashes.

Improper Maneuvers

Improper maneuvers were cited at nearly double the comparison percentages for total crash numbers and were significantly elevated for FSI crashes.

Transportation System Improvements

The following table identifies the primary transportation system improvements specific to the Road Safety Action Plan. Other planned transportation improvement related to Traffic Calming, Complete Street and Health Street initiatives as well as annual Guardrail repairs/maintenance all support the overall safety of our roadways and all users of the system.

RSAP	Road Safety Action Plan (RSAP)	Projects Identified in the RSAP	City Wide Program
RSAP - 01	NE 178th St and SR 104 Safety Project	EB left turn restriction (Interim until SR 104 Complete Streets)	NE 178th St and SR 104
RSAP - 02	Driver Education Campaign	Promote awareness and reduction of distracted drivers	City Wide Program
RSAP - 03	Crosswalk Improvements 40th and 178th	Install improved crosswalk facilities, drainage improvements, and sidewalks	Intersection of 40th and 178th
RSAP - 04	Flashing Stop Sign Installation	Replace existing signs with solar powered flashing signs to improve visibility	Variuos Intersections
RSAP - 05	SR 522 Speed Limit Reduction	Reduce speed limit on SR 522 to 35 MPH	Within City limits



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date June 11, 2026

Originating Department Municipal Services

Contact Person Matt McLean, City Clerk

Title Ordinance 26-1317/Master Use Permit for Forged Fiber 37, LLC

Legislative History

- First Presentation May 28, 2026 Regular Meeting
- Second Presentation June 11, 2026 Regular Meeting

Attachments:

1. Ordinance 26-1317
2. Master Use Permit with Forged Fiber 37, LLC
3. Map of locations

Executive Summary

Ordinance 26-1317 would grant a nonexclusive five-year Master Use Permit (MUP) to Forged Fiber 37, LLC (Forged Fiber), authorizing the construction, operation, maintenance, replacement, and repair of telecommunications fiber facilities within the City of Lake Forest Park's public rights-of-way.

Background

Forged Fiber has requested authorization to install and maintain telecommunications infrastructure within City rights-of-way to support fiber-optic telecommunications services. The proposed facilities include aerial and underground fiber routes throughout the City, as shown in the attached system map.

The proposed Master Use Permit incorporates the requirements of Chapter 5.26 of the Lake Forest Park Municipal Code (LFPMC) and RCW 35A.47.040 and RCW 35.99.020. Forged Fiber is required to obtain separate right-of-way permits prior to construction activities.

Fiscal & Policy Implications

The Company is responsible for reimbursing the City for costs associated with processing the Master Use Permit, permit review, inspections, publication costs, and other actual incremental costs incurred by the City for public works projects related to the Company’s facilities.

No franchise fee is imposed under the proposed Master Use Permit pursuant to RCW 35.21.860 because the Company represents that it operates as a telecommunications service provider.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the Ordinance	Grant a MUP to Forged Fiber 37, LLC for five-years
<ul style="list-style-type: none">• Deny the Ordinance	Forged Fiber 37, LLC would not be authorized to construct, maintain, or operate telecommunications facilities within City public rights-of-way

Staff Recommendation

Review the proposed Ordinance and Master Use Permit and provide input to staff.

ORDINANCE NO. 26-1317

AN ORDINANCE OF THE CITY OF LAKE FOREST PARK WASHINGTON, GRANTING TO FORGED FIBER 37, LLC, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE MASTER PERMIT, FOR FIVE YEARS, TO CONSTRUCT, MAINTAIN, OPERATE, REPLACE, AND REPAIR A TELECOMMUNICATION SYSTEM, IN, ACROSS, OVER, ALONG, UNDER, THROUGH, AND BELOW PUBLIC RIGHTS-OF-WAY OF THE CITY

WHEREAS, Forged Fiber 37, LLC, a limited liability company (the "Company"), owns and operates a telecommunications system; and

WHEREAS, the Company desires to obtain from the City of Lake Forest Park a Master Permit to allow the Company to install, operate, and maintain a telecommunications system in the public rights-of-way of the City; and

WHEREAS, the City Council has the authority to grant Master Permits for the use of its streets and other public properties pursuant to RCW 35A.47.040, RCW 35.99.020 and Chapter 5.26 of the Lake Forest Park Municipal Code (the "LFPMC").

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. MASTER PERMIT GRANTED. The City Council hereby grants a Master Permit to Forged Fiber 37, LLC for a telecommunications system, with terms and conditions substantially as set forth in Exhibit A hereto. The initial term of the Master Permit shall be 5 (five) years commencing on the effective date of this Ordinance, after which time the Master Use Permit may be renewed or reinstated by ordinance of the City Council for a term determined by the City Council. This Master Permit is issued pursuant to Chapter 5.26 LFPMC, which is incorporated herein by reference. Further, the City Attorney is authorized to make non-substantive, administrative edits to the Master Permit.

Section 2. SEVERABILITY. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court, the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance shall not be affected, unless the rights, privileges, duties, or obligations hereunder are materially altered, whereupon either party may request renegotiation of those remaining terms.

Section 3. CORRECTIONS. The City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including but not limited to the correction of scrivener's/clerical errors; references, ordinance numbering and section/subsection numbering and any reference thereto.

Section 4. EFFECTIVE DATE. This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

APPROVED BY A MAJORITY the Lake Forest Park City Council this ____ day of _____, 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced:
Adopted:
Posted:
Published:
Effective:

By signing below, Forged Fiber 37, LLC hereby agrees to the terms and conditions set forth in the Master Permit attached as Exhibit A hereto.

Forged Fiber 37, LLC

By: _____

Print: _____

Title: _____

Date: _____

**FORGED FIBER 37, LLC MASTER USE PERMIT FOR
OPERATION OF TELECOMMUNICATIONS FACILITIES
WITHIN THE CITY OF LAKE FOREST PARK**

WHEREAS, Forged Fiber 37, LLC, a limited liability company (the "Company"), owns and operates a telecommunications system; and

WHEREAS, the Company desires to install, operate, and/or maintain a telecommunications system in the public rights-of-way of the City of Lake Forest Park (the "City"); and

WHEREAS, the City Council has the authority to grant Master Permits for the use of its streets and other public properties for telecommunications facilities pursuant to RCW 35A.47.040, RCW 35.99.020, and Chapter 5.26 of the Lake Forest Park Municipal Code (the "LFPMC").

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1. Master Permit Granted. This Master Permit is issued pursuant to Chapter 5.26 LFPMC, which is incorporated herein by reference, as amended. Subject to the terms and conditions hereinafter set forth, and to approval by the City Council via Ordinance, the City grants to the Company a Master Permit for a telecommunications system for the purposes of providing fiber optic network for telecommunication services. The term of the Master Permit shall be as set forth in the Ordinance approving this Master Permit. This Master Permit does not grant Grantee the right to install and/or operate Wireless Communication Facilities. As used herein, "Wireless Communication Facilities" means any unstaffed facility for the transmission and/or reception of radio frequency signals through electromagnetic energy usually consisting of an equipment shelter or cabinet, a support tower or other structures used to achieve the necessary elevation, and the transmission and reception devices or antenna. Any entity that seeks to install and/or operate such Wireless Communication Facilities must have an independent franchise to use the Public Ways outside of this Master Permit. Further, this Master Permit does not grant the right to offer cable services as defined in 47 U.S.C. Section 522(6).

This Master Permit grants to the Company the right, privilege, and authority to construct, operate, maintain, remove, replace, and repair all necessary facilities for the above-described telecommunications system, in, under, on, across, over, through, along, or below the public rights-of-way located in the City as shown on the map attached as Exhibit 1 hereto and incorporated by reference as approved under City permits issued pursuant to applicable City codes and regulations. Any reference herein to a public right-of-way shall not be deemed to be a representation or guarantee by the City that its interest or other right to control the use of such property is sufficient to permit its use for such purposes, and this Master Permit shall be deemed to grant no more than those rights which the City may have the undisputed right and power to give.

This Master Permit does not convey any equitable or legal title to the public rights-of-way. The right granted is only the right to occupy public rights-of-way. This Master Permit does not grant a vested right for any facility to be located or to remain at any specific location in the public rights-of-way and this Master Permit or consent to occupy any location in the public rights-of-way is revocable and terminable at the lawful discretion of the City; and, if so revoked, the facility shall be removed at the cost of the Company in order to allow free and unencumbered use of the public rights-of-way for public work or other public purpose as may be in the best public or municipal interest as determined by the City.

Section 2. Definitions.

“Administrator.” The City Administrator of the City of Lake Forest Park, or a designee of the Administrator.

“Engineer.” The Public Works Director or designee authorized to administer this Master Permit.

“Public Works Director.” The appointed Public Works Director of the City of Lake Forest Park, or the designee of the Public Works Director.

Other terms. Unless otherwise defined, terms used in this Ordinance shall have the meaning set forth in Chapter 5.26 LFPMC.

Section 3. Non-Exclusive Master Permit. This Master Permit is non-exclusive, and the City reserves the right to grant other or further Master Permits or franchises in, along, over, through, under, below, or across any of its public rights-of-way. This Master Permit shall in no way prevent or prohibit the City from using any of its public rights-of-way or other public properties or affect its jurisdiction over them or any part of them, and the City shall retain power to make all necessary changes, relocations, repairs, maintenance, establishment, improvement, and dedication of same, including the dedication, establishment, maintenance, and improvement of all new rights-of-way, thoroughfares, and other public properties of every type and description.

Section 4. Compensation.

A. Per RCW 35.21.860, the Company shall compensate the City for its costs related to receiving and approving its Master Permit, including the costs associated with the City’s legal costs incurred in drafting and processing this Master Permit. Company shall pay all costs of publication of this Master Permit and any and all notices prior to any public meeting or hearing in connection with this Master Permit. Company shall pay the reimbursements per this section 4.A upon acceptance of this Master Permit. No permits shall be issued for the installation of facilities until such time as the City has received payment.

B. The Company shall pay the costs to process any subsequent right-of-way permits issued pursuant to this Master Permit, other permits required under the LFPMC, the costs of inspecting plans and construction pursuant thereto, or the cost of the preparation of a

detailed statement pursuant to Chapter 43.21C RCW.

1. Costs shall be billed to the Company in the manner and at the rates provided in a resolution adopted by the City Council.

2. Fees must be paid within 30 days of receipt of the City's billing.

3. On request of the Company, the City will submit proof of any charges or expenses incurred. For any project or time frame, the Company can request a written estimate from the Administrator, in advance of costs planned to be expended by the City, and the Company may object to any costs by filing written protest with the Administrator. The Administrator shall decide the protest within five business days, and the decision shall be the final decision of the City.

B. The Company shall compensate the City for its actual incremental costs necessarily incurred on City public works projects because of the presence of Company's telecommunications system in the right-of-way.

1. Fees must be paid within 30 days of receipt of the City's billing; thereafter, amounts due shall bear interest at 6% per annum.

2. On request of the Company, the City will submit proof of such incremental costs.

3. Before commencing work, the City shall notify the Company of its proposed project, and the incremental costs the City estimates will be incurred. The Company may object to any cost estimates by filing written protest of the cost estimate with the Administrator. The Administrator shall decide the protest within five business days, and the decision shall be the final decision of the City. In the event unforeseen costs are actually incurred by the City, the City shall bill such costs to the Company and such costs shall be paid within 30 days of receipt of the City's billing. The Company may object to any unforeseen costs by filing a written protest with the Administrator. The Administrator shall decide the protest of any unforeseen costs within five business days, and the decision shall be the final decision of the City.

C. Company hereby warrants that its operations as authorized under this Master Permit are those of a telephone business as defined in RCW 82.16.010, or service provider as defined in RCW 35.21.860. As a result, the City will not impose a franchise fee under the terms of this Master Permit. The City hereby reserves its right to impose a franchise fee on Company if Company's operations as authorized by this Master Permit change such that the statutory prohibitions of RCW 35.21.860 no longer apply, or if statutory prohibitions on the imposition of such fees are removed. In either instance, the City also reserves its right to require that Company obtain a separate Master Permit for its change in use. Nothing contained herein shall preclude Company from challenging any such new fee or separate agreement under applicable federal, state, or local laws.

Section 5. Conditions governing use of public rights-of-way.

A. Before any work is performed in the public right-of-way, the Company shall obtain a right-of-way permit in accordance with Chapter 12.04 LFPMC. An application for a right-of-way permit by the Company shall be approved or disapproved within thirty days of the date of the filing of a complete application. A right-of-way permit shall incorporate the requirements of this Master Permit and Chapter 5.26 LFPMC in addition to the requirements of Chapter 12.04 LFPMC.

B. Except as expressly provided otherwise, any act that the Company, its contractors or subcontractors are required to perform under this section shall be performed at their cost. If the Company fails to perform work that it is required to perform within the time provided for performance specified within the right-of-way permit, the City may perform the work and bill the Company therefore. The Company shall pay the amounts billed within 30 days.

C. Construction Procedures and Placement of Facilities – Obligation to Minimize Interference with Use of Public Rights-of-Way.

1. The construction, operation, and repair of communications facilities are subject to the supervision of all of the authorities of the City with jurisdiction over such matters and shall be performed in compliance with all laws, ordinances, departmental rules and regulations affecting such system.

2. The construction, operation, and repair shall be performed in a manner consistent with high industry standards. Persons engaged in the construction, operation, or repair of communications facilities shall exercise reasonable care in the performance of all their activities and shall use commonly accepted methods and devices for preventing failures and accidents that are likely to cause damage, injury, or nuisance to the public or to property or interfere with traffic or the use of adjoining property. All work performed by the Company or its contractors shall be accomplished in a safe and competent manner. The Company shall comply with all applicable safety regulations during construction as required by the ordinances of the City or the laws of the State of Washington.

3. Construction, operation, or repair of a communications system shall not commence until all required permits have been properly filed for and obtained from the proper City officials and all required permits and associated fees paid and bonds or other performance security provided. In any permit so issued, the City may impose as a condition of the granting of the permit such conditions and regulations as may be necessary to the management of the rights-of-way, including, by way of example and not limitation, for the purpose of protecting any structures in the public rights-of-way, for the proper restoration of such public rights-of-way and structures, and for the protection of the City and the public and the continuity of pedestrian and vehicular traffic.

4. Whenever a Company facility located in a right-of-way endangers property, health, or safety, or whenever necessary to temporarily restore communications system

services that have been disrupted by storms, earthquakes, riots or other unexpected accidents the Company shall immediately take proper emergency measures, without first obtaining a permit as required by this Master Permit. However, the Company shall notify the City of the work no later than the next succeeding business day and apply for a right-of-way permit by the next business day; provided that the Company shall be required to conform any work performed before a right-of-way permit was issued and to perform any other work in accordance with the requirements of the permit.

If work related to facilities authorized by this Master Permit endangers property or the public's health and safety, the Public Works Director may direct the Company, at the Company's own expense, to take appropriate protective action, including compliance within a prescribed time. Unless otherwise notified in writing by the Company, the City shall notify the Company as follows: emergency number (425) 786-8816; local contact person David Collier, cell/pager (775) 527-4252. The Company must notify the City if the person(s) or contact information changes.

If the Company does not comply with such directions, or if immediate action is required to protect property or the public's health and safety, the City may take reasonable emergency measures, and the Company shall be liable to the City for the costs thereof.

5. The Company shall follow City-established requirements for placement of facilities in public rights-of-way, including the specific location of facilities in the public rights-of-way, and shall install facilities in a manner that minimizes interference with the use of the public rights-of-way by others. The City may require the installation of facilities at a particular time, at a specific place, or in a particular manner as a condition of access to a particular right-of-way; it may require a person using the rights-of-way to cooperate with others to minimize adverse impacts on the rights-of-way through joint trenching, joint use of facilities and other arrangements; it may deny access if the Company is not willing to comply with the City's lawful requirements that allows operator to provide its services; it may remove, or require removal of, any facility that is not installed in compliance with the requirements established by the City, or that is installed without prior City approval of the time, place, or manner of installation; and it shall charge the Company for all the costs associated with removal.

6. Upon order of the Administrator, all work that does not comply with this Master Permit, the approved plans or specifications for the work, or the requirements of Chapter 5.26 LFPMC or other applicable law shall be removed.

7. Unless otherwise agreed or provided in this Master Permit or a right-of-way permit, the Company shall be required to reimburse and hold harmless the City for any cost or expense reasonably incurred by the City in the planning, construction, installing, altering, or implementing any public work as a result of the construction or the presence in the public right-of-way of the facility of the Company.

8. The specific location within the rights-of-way and the method of installing facilities underground or overhead will be subject to approval by the Engineer. Cutting of

pavement in the public right-of-way shall be prohibited where the Engineer approves locating underground facilities in the unimproved portions of the right-of-way or in the sidewalk areas or requires alternative methods for undergrounding not requiring trenching or the cutting of pavement. Above ground facilities may be camouflaged using cover boxes that imitate trees or rocks.

9. Except to allow for compliance with state or federal law, cutting of pavement may be prohibited in a newly constructed or reconstructed street for a period of five years from the paving of such street or in a street where a trench was previously available for a period of three years from the date the trench was available. The City may require as a condition to the occupancy of the rights-of-way that communications facilities be located in existing underground ducts or conduits wherever the capacity exists; provided, however, the Engineer may in his or her discretion permit pot-holing (subject to conditions to alleviate the harmful effects) where conduit is to be placed underground by means of directional boring and the person seeking permission has provided evidence satisfactory to the Engineer that:

- a. Such pot-holing is necessary to avoid interference with existing utilities;
- b. Such pot-holing is the only reasonable alternative available to locate existing utilities; and
- c. Such pot-holing will result in little or no visual or other detrimental impact to the street.

10. Any and all public rights-of-way, public property, or private property that is disturbed or damaged during the construction, operation, repair or removal of a communications facility shall be promptly repaired by the Company. Public property and public rights-of-way must be restored to the satisfaction of the City and to a condition as good as or better than before the disturbance or damage occurred and to the standards established on the approved plans, or permit conditions, whichever is greater. The Public Works Director shall have final approval of the condition of such streets and public places after restoration, such approval not being unreasonably withheld. All concrete encased monuments which have been disturbed or displaced by such work shall be restored pursuant to all federal, state, and local standards and specifications. The Company shall complete all restoration work promptly and promptly repair any damage caused by such work.

11. The Company shall continue to maintain the restored street area, which may consist of curb, gutter, sidewalk, pavement, or other restored appurtenances, in a condition as good as or better than the condition of the adjacent undisturbed area of the street for the life of the street when such maintenance or restoration is required as:

- a. A result of the restored street area being defective or otherwise inferior to the adjacent undisturbed area of the street, or

b. A result of the presence of the facilities of the communications system operator until the restored area is repaved or reconstructed by a different party.

12. Tree trimming shall not be performed without the permission of the City and other affected authorities, and tree trimming must be performed in strict accordance with chapter 16.14 LFPMC, as amended.

13. Within 48 hours after notice from the City in accordance with Section 5.C.4, the Company shall remove any graffiti on any part of its communications system in the public rights-of-way. If the operator fails to do so, the City may remove the graffiti and bill the Company for the cost thereof.

D. Relocation and Abandonment of Facilities.

1. The Company shall, by a time specified by the City, protect, support, temporarily disconnect, relocate, or remove any of its property when required by the City by reason of traffic conditions; public safety; public right-of-way construction; public right-of-way repair (including resurfacing or widening); change of public rights-of-way grade; construction, installation or repair of sewers, drains, water pipes, power lines, signal lines, tracks, or any other type of government-owned communications system, public work, public facility or improvement, or any government-owned utility; public rights-of-way vacation; or for any other purpose where the work involved would be aided by the removal or relocation of the communications facility. Collectively, such matters are referred to below as the "public work."

a. Except in the case of emergencies, the City shall provide written notice describing where the public work is to be performed as soon as practical but at least 30 days prior to the deadline by which the Company must protect, support, temporarily disconnect, relocate or remove its facilities. The Company may seek an extension of the time to perform such tasks where they cannot be performed in 30 days or by the completion time specified even with the exercise of its best efforts, and such request for an extension shall not be unreasonably refused.

b. If the Company does not comply with the requirements of Chapter 5.26 LFPMC, and to the extent that this Master Permit or any applicable right-of-way permit does not provide otherwise, and if not prohibited by applicable law, the City shall have the right to revoke any right of the Company to have its facilities remain at a specific location in the public right-of-way whenever the City determines that the facilities of the Company must be removed from their present location in order to facilitate a public work in the public right-of-way; and upon revocation of the Master Permit, license or right-of-way permit of the Company, the Company shall remove the same and restore the public right of way at its cost.

2. If any person that is authorized to place facilities in the rights-of-way requests the Company to protect, support, temporarily disconnect, remove, or relocate its facilities to accommodate the construction, operation, or repair of the facilities of such other person, the Company shall, after 30 days' advance written notice, take action to effect the

necessary changes requested. Unless the matter is governed by a valid contract or a state or federal law or regulation, the reasonable cost of the same shall be borne by the person requesting the protection, support, temporary disconnection, removal, or relocation and at no charge to the City, even if the City makes the request for such action on behalf of such party.

3. The Company shall, on the request of any person holding a valid permit issued by a governmental authority, temporarily raise or lower its wires to permit the moving of buildings or other objects. The expense of such temporary removal or raising or lowering of wires shall be paid by the person requesting the same. The Company shall be given not less than seven days' advance notice to arrange for such temporary wire changes.

4. The Company may abandon and surrender its Master Permit to the City on six months' written notice to the Administrator, with copies served on the mayor and City attorney. Abandonment shall be subject to acceptance by the City, by a resolution of acceptance adopted by the City Council. Upon abandonment, non-renewal, revocation or expiration of this Master Permit, and if no extension is granted, the Company may, at the discretion of the Administrator, be required, in part or entirely, to remove all its fiber, wire, poles, fixtures, and other facilities or equipment installed or used in the enjoyment of the Master Permit. Alternatively, the Administrator may direct, limit or condition the Company's removal, sale or continued use or abandonment of grantee's facilities and equipment, either by agreement or through means of any other lawful municipal power or right. The City may continue to invoke any provision of this Master Permit against the Company or any successor entity enjoying de facto Master Permit privileges after revocation or expiration. The City may take all other actions deemed necessary and proper by the City to accommodate the transition to any successor as may be in the best interests of the City and its residents.

E. Every communications facility shall be subject to the right of periodic inspection by the City to determine compliance with the provisions of this Chapter 5.26 LFPMC, this Master Permit and any right-of-way permit, and other applicable law. The City shall have the right, upon request, to be notified and be present when the communications system is inspected by the Company to determine compliance with the provisions of Chapter 5.26 LFPMC, this Master Permit, any right-of-way permit, or applicable law where the City has enforcement authority. The Company shall respond to requests for information regarding its system and plans for the system as the City may from time to time issue, including requests for information regarding its plans for construction, operation and repair and the purposes for which the plan is being constructed, operated, or repaired to the extent such plant is or will be in the public right-of-way or has been or will be provided under this Master Permit or any right-of-way permit granted by or requested from the City.

F. The Company, if it places facilities underground, shall be a member of the regional notification center for subsurface installations and shall field mark the locations of its underground communications facilities upon request. The Company shall locate its facilities for the City at no charge. The Company shall reasonably cooperate with City

initiatives to coordinate underground fixture locations and installations. The Company shall be familiar with Chapter 19.122 RCW, Washington State's "Underground Utilities" statute. The Company shall certify that it understands local procedures, custom and practice relating to facilities locating, and shall ensure that its contractors or others working in the right-of-way on grantee's behalf are similarly well informed.

G. The Company shall recognize the City's right to preserve and control of the public right-of-way, particularly with respect to policies regarding the undergrounding of overhead lines for aesthetic reasons. Consistent with any general municipal undergrounding policy or program now or hereafter developed, the City reserves the right to require the Company's participation in municipally imposed undergrounding or related requirements as may now or hereafter arise, as a condition of the operator's new installation or major maintenance or restoration construction activities of overhead facilities under this franchise. The Company shall coordinate its underground installation and planning activities with the City's underground plan and policies; provided, in no event shall any third-party beneficiary rights be implied or created. Nothing in this section shall be permitted in conflict with RCW 35.99.060, and the provisions of this section shall be applied in conformity thereto.

H. The Company may request reimbursement from the City as provided in RCW 35.99.060(3)(a)-(c) and if so requested the City shall make reimbursement as provided therein.

I. Plans for and Publicizing Work.

1. Work shall be publicized as the City may direct from time to time to notify the public and operators of other communications systems, of the impending work, to minimize inconvenience and disruption to the public and to allow for cooperative construction and for joint use of trenches and facilities.

2. The Company shall provide the City a plan for any initial system construction, or for any substantial rebuild, upgrade or extension of its facility, which shall show its timetable for construction of each phase of the project, and the areas of the City that will be affected.

3. The Company shall supply and maintain updated, at no cost, any information requested by the Administrator to coordinate municipal functions with the operator's activities and fulfill any municipal obligations under state law. The Administrator may request information concerning an installation inventory, location of existing or planned facilities, maps, plans, and as-built drawings of the operator's installations in the City. The information may be requested either in hard copy and/or electronic format compatible with the City's data base system. The Company shall keep the Administrator informed of its long-range plans for coordination with the City's long-range plans.

4. The Company shall maintain accurate maps and improvements plans which show the location, size, and a general description of all facilities installed in the public rights-of-way and any power supply sources (including voltages and connections). Maps

shall be based upon post-construction inspection to verify location. The Company shall provide a 24-inch by 36-inch map to the City showing the location of its facilities, in such detail and scale as may be directed by the Engineer. New system maps shall be promptly submitted to the City when the facility expands or is relocated. Copies of maps shall be provided on disk, in a commercially available electronic format specified by the Engineer or in such alternate form as approved by the Engineer.

5. The Administrator may when the City receives application for a permit to use a particular route, or on the Administrator's own initiative, designate by published order a route or proposed route for installation of communications facilities and may:

a. Require all persons who wish to place underground facilities along that route or any part thereof to install them during a specified period; and

b. To the extent allowed by law, otherwise prohibit placement of such facilities along the route or any part thereof for 36 months or for such other, longer period as is necessary to protect the public.

Section 6. Indemnification. The Company shall release, indemnify, and defend the City, its officers, employees, agents, and representatives from any and all claims, costs, judgments, awards, or liability to any person for injury or death of any person or damage to property caused by or arising out of the negligent acts or omissions of the Company, its agents, servants, officers, or employees, performed under authority of this Master Permit; provided, that for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Company and the City, its officers, employees, and agents, the Company's obligation shall be only to the extent of the Company's negligence. This indemnification includes claims by the Company's own employees for which the Company might otherwise be immune under Title 51 RCW, and the Company waives its immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

Inspection or acceptance by the City of any work performed by the Company at the time of completion of construction shall not relieve the Company of any of its obligations under this Section.

If a court or other tribunal agreed upon by the parties determines that the Company wrongfully refused the tender of defense in any suit or any claim made pursuant to this indemnification provision, the Company shall pay all of the City's costs for defense of the action, including all expert witness fees, costs, and attorney's fees, including costs and fees incurred in recovering under this indemnification provision.

Section 7. Insurance. The Company shall procure and maintain for the duration of the Master Permit, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the exercise of the rights, privileges, and authority granted hereunder to the Company. The Company shall provide a blanket

additional insured endorsement, including the City as an additional insured as its interest may appear under this Agreement, upon execution of this Master Permit Ordinance, and such endorsement shall evidence a policy of insurance that includes:

A. Commercial General Liability Insurance to Cover Liability Bodily Injury and Property Damage. The above referenced endorsement shall be as broad as (or better than) ISO endorsement CG 20 26 12 19. Exposures to be covered are: premises, operations, products/completed operations, and contractual liability. Coverage must be written on an occurrence basis, with the following limits of liability:

1. Bodily Injury.

Each occurrence: \$5,000,000.
Annual aggregate: \$10,000,000.

2. Property Damage.

Each occurrence: \$5,000,000.
Annual aggregate: \$10,000,000.

3. Personal and Advertising Injury.

Annual aggregate: \$3,000,000.

4. Contractors Pollution Liability

Each occurrence: \$2,000,000.
Annual aggregate: \$2,000,000.

Completed operations and products liability shall be maintained for two years after the termination of the master permit or license (in the case of the communications system owner or operator) or completion of the work for the communications system owner or operator (in the case of a contractor or subcontractor).

Property damage liability insurance shall include coverage for the following hazards:
X- Explosion, C- Collapse, U- Underground.

B. Workers' compensation coverage as required by the Industrial Insurance laws of the State of Washington.

C. The Company shall maintain commercial automobile liability in the amount of \$5,000,000 combined single limit each accident for bodily injury and property damage covering all owned, non-owned, and hired vehicles use in connection with this Agreement

D. Upon receipt of notice from its insurer(s) the Company shall provide the City with thirty (30) days' prior written notice of cancellation of any required coverage. Both the Commercial General Liability Insurance and the Commercial Auto Liability Insurance

shall be endorsed to include the City as an additional insured as its interest may appear under this Agreement. Policies shall be issued by companies authorized to do business under the laws of the state of Washington. Financial ratings must be no less than "A-" in the latest edition of "Bests Key Rating Guide," published by A.M. Best Guide.

E. The City reserves the right, upon prior written notice to require any other insurance coverage it deems necessary depending upon the exposures. Further, in the event the Company is self-insured, the Company shall furnish proof of self-insurance and shall warrant to the City that its self-insurance meets the criteria defined in this Agreement. Further, the Company shall assume all liability for deficiencies in their self-insurance to the extent it fails to meet the terms outlined in this Agreement.

F. The Company shall require any contractors and subcontractors to obtain and maintain equivalent or greater coverage as required of the Company, and the Company shall have sole responsibility for determining the limits of coverage required to be obtained by contractors and subcontractors. The Company shall ensure that the City is an additional insured on each and every contractor and subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 26.

Section 8. Modification. The terms and conditions of this Master Permit may be modified upon written agreement of the parties.

Section 9. Forfeiture and Revocation. If the Company willfully fails to comply with any provision of this Master Permit, or through willful misconduct or gross negligence fails to comply with any notice given, the Company by the City under the provisions of this Master Permit, or if any of the provisions of LFP MC 5.26.090(D) apply, then this Master Permit may be revoked pursuant to LFP MC 5.26.090.

Section 10. Remedies to Enforce Compliance. In addition to any other remedy, the City may obtain a superior court order compelling the Company to comply with the provisions of this Ordinance and seek to recover damages and costs incurred by the City by reason of the Company's failure to comply. The pursuit of any right or remedy by the City shall not prevent the City from acting under Section 9.

Section 11. City Ordinances and Regulations. This Master Permit shall not prevent the City from adopting and enforcing all necessary and appropriate ordinances regulating the performance of the conditions of this Master Permit, including any valid ordinance made in the exercise of its police powers. The City retains its authority to control by reasonable regulations the location, elevation, manner of construction, and maintenance of Company's telecommunications system in the public rights-of-way, and the Company shall conform with all such regulations, unless compliance would cause the Company to violate other requirements of law. In the event of a conflict between the provisions of this Master Permit and any other ordinance(s) enacted under the City's police power, such other ordinance(s) shall take precedence.

Section 12. Cost of Publication. The cost of the publication of this Ordinance shall

be borne by the Company.

Section 13. Acceptance. Unless extended by Ordinance, the Company shall have sixty (60) days after the passage and approval of this Ordinance to file with the City Clerk its unconditional written acceptance of this Master Permit; otherwise, the Company shall be deemed to have rejected this Master Permit.

Section 14. Survival. Sections 5, Conditions governing use of public rights-of-way, and 6, Indemnification, shall be in addition to any and all other obligations and liabilities the Company may have to the City at common law, by statute, or by contract, and shall survive the City's Master Permit to the Company for the use of the City rights-of-way. This Ordinance is binding upon the successors and assigns of the Company and all privileges, as well as all obligations and liabilities of the Company shall inure to its successors and assigns.

Section 15. Assignment.

A. This Master Permit shall not be sold, leased, assigned, or otherwise alienated without the express consent of the City, and no rule of estoppel shall be invoked against the City in case the City shall assert the invalidity of any attempted transfer in violation of this section. The City agrees not to withhold consent where the Company demonstrates that the requested assignment is in the nature of a change of name or a change in the nature of a reorganization or merger of or with an entity controlled by, controlling, or under the common control of the Company, there being no other change in the resulting entity's ability to meet its master permit obligations hereunder. Such consent may be granted by the City Administrator and this Master Permit may be administratively amended to reflect any such changes without the need for further City Council action or amendments to the adopting Ordinance.

B. The City reserves the right to invoke any or all provisions of this master permit upon the Company's successors or assigns, judgment creditors, or distributors of facilities or property used in enjoyment of privileges conferred herein, whether or not stated elsewhere, all without waiver of the right to withhold consent not expressly given of any such transfer and/or require a new master permit or license. This includes, but may not be limited to, requirements for filing or establishing with the City the insurance certificates, security fund and performance bond as required pursuant to this master permit and paying all direct costs to the City related to the transfer or assignment.

C. The Company shall not permit installations by others in the permitted areas, without written approval from the administrator. Such approval shall not be in lieu of a master permit or license or other requirements of the City. Whether or not permitted, the Company shall remain responsible for all third-party users permitted or allowed by the Company for compliance with this master permit. The intent of this provision is to require third parties, who might otherwise desire to use the Company's facilities, to also comply with applicable City requirements regarding master permits or right-of-way permits.

Section 16. Notice. Any notice, except a notice under Section 5.C.4, required or permitted by this Master Permit must be sent to the addresses specified below. This Master Permit may be administratively amended to update this contact information as needed without the need for City Council action or amendments to the adopting Ordinance.

CITY OF LAKE FOREST PARK
City Administrator
17425 Ballinger Way N.E.
Lake Forest Park, WA 98155

FORGED FIBER 37, LLC c/o AT&T
Attn.: Legal Dept – Network Operations
Re: Lake Forest Park Master Permit (WA)
208 S. Akard Street
Dallas, TX 75202-4206
E-mail: FF_Right_Of_Way@att.com

Section 17. Venue and Jurisdiction. This Master Permit shall be construed in accordance with the laws of the State of Washington. Venue for any disputes arising out of this Master Permit shall be filed and adjudicated in either the United States District Court for the Western District of Washington or King County Superior Court.

Section 18. Work of Contractors and Subcontractors. The Company's contractors and subcontractors shall be licensed and bonded in accordance with state law and the City's ordinances, regulations, and requirements. Work by contractors and subcontractors is subject to the same restrictions, limitations, and conditions as if the work were performed by the Company. The Company shall be responsible for all work performed by its contractors and subcontractors and others performing work on its behalf as if the work were performed by the Company and shall ensure that all such work is performed in compliance with this Master Permit and applicable law.

Section 19. Term. The term of this Master Permit shall be as set forth in the Ordinance approving this Master Permit.

EXECUTED this ____ day of _____, 2025.

City of Lake Forest Park

Forged Fiber 37, LLC

By: _____

By: _____

Title: _____

Title: _____

Date: _____

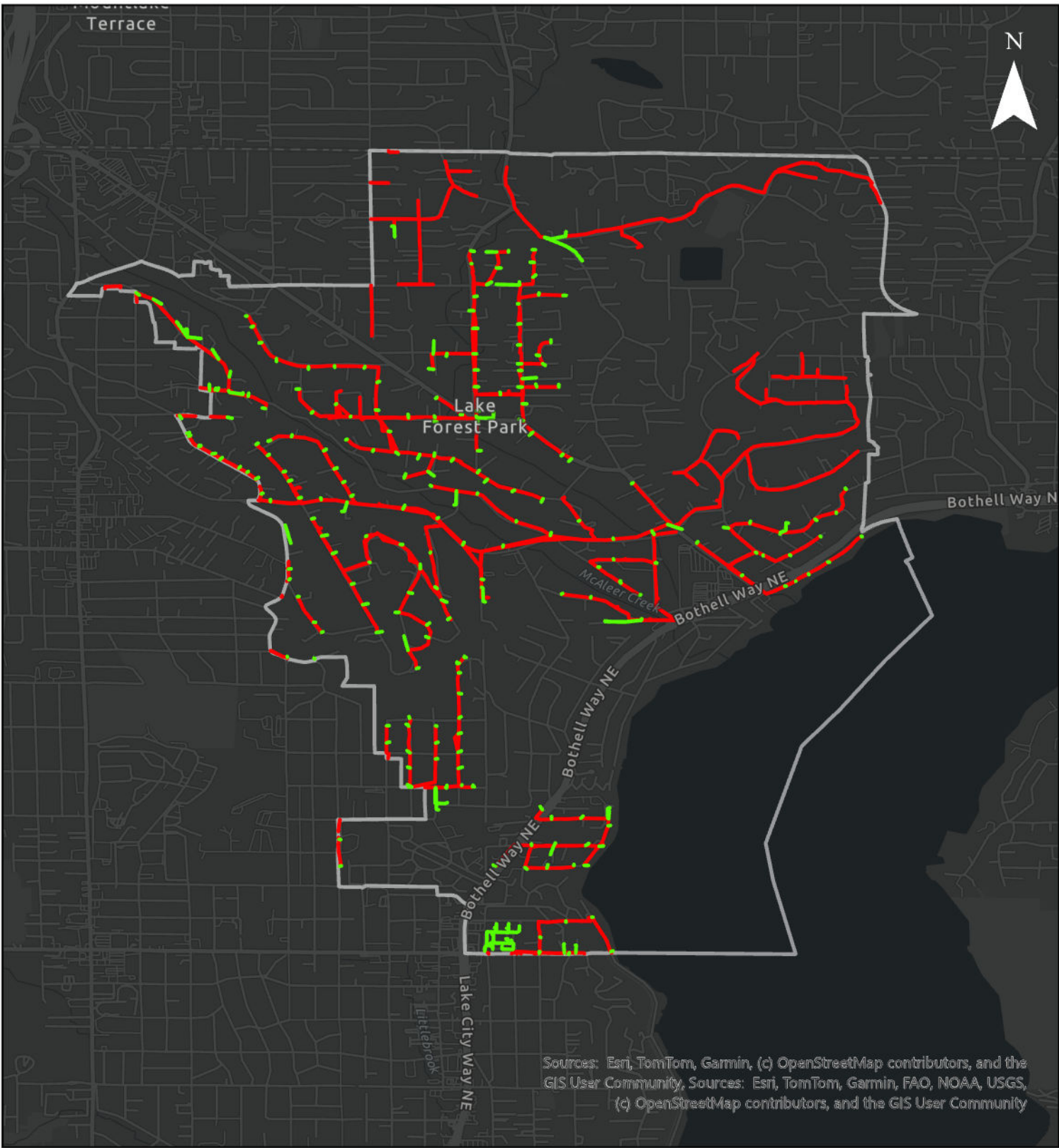
Date: _____

Approved as to Form:

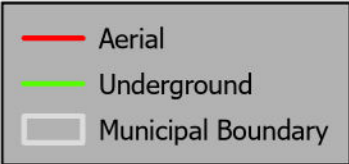
Kim Adams Pratt, City Attorney

Fiber Cables in Lake Forest Park, WA

Section 7, Item C.



Sources: Esri, TomTom, Garmin, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community





CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date June 11, 2026

Originating Department Engineering/Public Works

Contact Person Rebecca Dickinson, Program Executive

Title Professional Services Agreements for on-call engineering services and engineering support services for the Sound Transit permit review

Legislative History

- First Presentation June 11, 2026

Attachments:

1. Resolutions 26-2076 through 26-2079/Authorizing the Mayor to Sign the Professional Services Agreements for On-Call Engineering Services
2. Resolutions 26-2080 through 26-2083/Authorizing the Mayor to Sign the Professional Services Agreements for Sound Transit BRT Engineering Support Services
3. On-Call Engineering Services Contract
4. Sound Transit BRT Engineering Support Services Contract
5. Exhibit A (for all contracts)
6. Exhibit Bs – rate sheets for each consulting engineering firm

Executive Summary

The consultants were selected through a competitive Request for Qualifications (RFQ) process. The selected consultants demonstrated strong past performance, expertise and knowledge of a variety of engineering and development review services. Staff recommend approval of On-Call Services Agreements with David Evans and Associates, GeoEngineers, Otak, Inc., and PACE to provide engineering and permit processing support to the Public Works and Community Development departments.

Background

The City requires expertise in specialty engineering, review of structural walls, geotechnical design, and other proposed elements. It is beneficial to hire a consulting engineering firm to provide additional permitting support/peer review of permit applications for the Sound Transit Bus Rapid Transit System as well as on-call services for general permitting support activities of Public Works and Community Development departments.

Work would include (but not limited to):

- Civil engineering design and review
- Structural engineering analysis and design
- Preparation of plans, specifications, and estimates
- Construction support services
- Site investigations and technical studies
- Structural inspection services
- Review of traffic control plans
- Permitting and regulatory coordination
- Compliance with jurisdictional ordinances and engineering design standards
- Other related engineering consulting services as authorized by task order

Fiscal & Policy Implications

Most of these engineering services are a direct result of permit applications received by the City which are paid for by the permit applicant.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Approve the contracts for engineering support. 	City staff will benefit from access to specialized engineering services and dispersed workload.
<ul style="list-style-type: none"> • Do not approve the contracts for engineering support. 	Delay permit processing; lead to re-solicit engineering firms for specialized support and additional workload support.

Staff Recommendation

To ensure adequate staff resources are available to support Sound Transit’s permit applications and permitting/engineering support, staff requests City Council waive the three-touch rule and adopt Resolutions 26-2076 through 26-2083, authorizing the Mayor to sign the On-Call Engineering Services and Sount Transit BRT Engineering Support Services contracts with David Evans and Associates, Inc., GeoEngineers, Otak, Inc., and PACE.

RESOLUTION NO. 26-2076

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH DAVID EVANS AND ASSOCIATES, INC. FOR THE ON-CALL ENGINEERING SERVICES ROSTER AGREEMENT

WHEREAS, the City desires to support the Public Works and Community Development departments with professional Engineering services on an on-call, as-needed basis; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, David Evans and Associates, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services Roster Agreement with David Evans and Associates, Inc. in substantially the same form as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2076

RESOLUTION NO. 26-2077

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH GEOENGINEERS, INC FOR THE ON-CALL ENGINEERING SERVICES ROSTER AGREEMENT

WHEREAS, the City desires to support the Public Works and Community Development departments with professional Engineering services on an on-call, as-needed basis; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, GeoEngineers, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services Roster Agreement with GeoEngineers, Inc. in substantially the same for as Attachment 1.

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

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

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2077

RESOLUTION NO. 26-2078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH OTAK, INC. FOR THE ON-CALL ENGINEERING SERVICES ROSTER AGREEMENT

WHEREAS, the City desires to support the Public Works and Community Development departments with professional Engineering services on an on-call, task order basis; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, Otak, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services Roster Agreement with Otak, Inc. in substantially the same form as Attachment 1.

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

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

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2078

RESOLUTION NO. 26-2079

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH PACE ENGINEERS, INC. FOR THE ON-CALL ENGINEERING SERVICES ROSTER AGREEMENT

WHEREAS, the City desires to support the Public Works and Community Development departments with professional Architecture and Engineering services on an on-call, as-needed basis; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, PACE Engineers, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services Roster Agreement with PACE Engineers, Inc. in substantially the same form as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2079

RESOLUTION NO. 26-2080

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH DAVID EVANS AND ASSOCIATES, INC. FOR ON-CALL ENGINEERING SERVICES TO SUPPORT SOUND TRANSIT BUS RAPD TRANSIT (ST3) PERMIT REVIEW

WHEREAS, the City desires to provide technical permit review in a timely manner for permits submitted for the Sound Transit Bus Rapid Transit project; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, David Evans and Associates, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services to Support Sound Transit Bus Rapid Transit (ST3) Permit Review Agreement with David Evans and Associates, Inc. in substantially the same form as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2080

RESOLUTION NO. 26-2081

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH GEOENGINEERS INC FOR ON-CALL ENGINEERING SERVICES TO SUPPORT SOUND TRANSIT BUS RAPD TRANSIT (ST3) PERMIT REVIEW

WHEREAS, the City desires to provide technical permit review in a timely manner for permits submitted for the Sound Transit Bus Rapid Transit project; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, GeoEngineers, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services to Support Sound Transit Bus Rapid Transit (ST3) Permit Review Agreement with GeoEngineers, Inc. in substantially the same form as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2081

RESOLUTION NO. 26-2082

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH OTAK, INC. FOR ON-CALL ENGINEERING SERVICES TO SUPPORT SOUND TRANSIT BUS RAPD TRANSIT (ST3) PERMIT REVIEW

WHEREAS, the City desires to provide technical permit review in a timely manner for permits submitted for the Sound Transit Bus Rapid Transit project; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, Otak, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services to Support Sound Transit Bus Rapid Transit (ST3) Permit Review Agreement with Otak, Inc. in substantially the same form as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2082

RESOLUTION NO. 26-2083

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH PACE ENGINEERS, INC FOR ON-CALL ENGINEERING SERVICES TO SUPPORT SOUND TRANSIT BUS RAPD TRANSIT (ST3) PERMIT REVIEW

WHEREAS, the City desires to provide technical permit review in a timely manner for permits submitted for the Sound Transit Bus Rapid Transit project; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City sent out a Request for Qualifications to Engineering firms from the MRSC vendor roster on April 1, 2026; and

WHEREAS, PACE, Engineers, Inc. (Consultant) submitted responsive and responsible qualifications on April 17, 2026; and

WHEREAS, the City finds that the Consultant is qualified and experienced in the work; and

WHEREAS, the City Attorney has reviewed and approved the proposed contract.

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

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the On-Call Engineering Services to Support Sound Transit Bus Rapid Transit (ST3) Permit Review Agreement with PACE Engineers, Inc. in substantially the same form as Attachment 1.

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

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK: June 1, 2026
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2083

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: On-Call Engineering Services Roster**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and XXX (the "Consultant"), a Washington corporation, dated the last date signed below.

Consultant Business: XXX

Consultant Address:

Consultant Phone:

Contact Name

Consultant e-mail:

Federal Employee ID No.:

Authorized City Representative Rebecca Dickinson, Program Executive
for this contract: rdickinson@cityofflp.gov

WHEREAS, the City desires to support the Public Works and Community Development, departments with professional Architecture and Engineering services on an on-call, as-needed basis; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work; and

WHEREAS, the City finds that _____ is qualified and experienced in the work.

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

1. Employment of Consultant. The City retains the Consultant to provide, on an on-call, Task Order basis, the services described in Exhibit A incorporated herein ("Scope of Work" or "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The Consultant's project manager(s) of the Work shall be _____. The project manager(s) shall not be replaced without the prior written consent of the City.

The City will assign work, as needed, by written Task Order. The City does not guarantee a minimum amount of work, if any, to be assigned.

The term of this agreement shall be through June 30, 2029, with an option for up to one (1) 1-year extension, unless terminated earlier by either party according to Section 5.

2. Compensation.

A. The compensation to be paid to Consultant for the Work, including all services and expenses, shall be for services provided at the rates listed in Exhibit B, which includes rates for all items for Task Order Work. Consultant shall invoice the City monthly for each Task Order separately on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

B. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

C. Consultant may update Exhibit B annually, in accordance with Section 16.

3. **Request for Payment.** Not more than once every thirty days the Consultant shall send electronically to ap@cityofffp.gov its request for payment of each Task Order separately, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

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

Consultant hereby assigns to the City all right, title, and interest in and to any work product deliverables including all reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, created in connection with the Work.

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

6. **Assignment of Contract – Subcontractors.** Consultant shall not assign this contract or 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, because this Agreement is subject to RCW 4.24.115, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees,

and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

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

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

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

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

F. Verification of Coverage.

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

G. Notice of Cancellation.

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

H. Failure to Maintain Insurance.

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

I. City Full Availability of Consultant Limits.

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

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

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

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

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

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

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

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

16. Modification of Agreement. This Agreement may be modified by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and 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: Rebecca Dickinson, Program Executive
17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

Attn: (project manager name)

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

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

Signatures on following page

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the last date signed below.

**CITY OF LAKE FOREST PARK,
WASHINGTON**

By: _____
Tom French, Mayor

Date: _____

CONSULTANT

By: _____
Name, Title

Date: _____

ATTEST: _____
Matt McLean, City Clerk

APPROVE AS TO FORM:

Kim Adams Pratt, City Attorney

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: On-Call Engineering Services to Support Sound
Transit Bus Rapid Transit (ST3) Permit Review**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and XXX (the "Consultant"), a Washington corporation, dated the last date signed below.

Consultant Business: XXX

Consultant Address:

Consultant Phone:

Contact Name

Consultant e-mail:

Federal Employee ID No.:

Authorized City Representative Rebecca Dickinson, Program Executive
for this contract: rdickinson@cityofflp.gov

WHEREAS, the City desires to provide technical permit review in a timely manner for permits submitted for the Sound Transit Bus Rapid Transit project; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work to support City departments; and

WHEREAS, the City finds that _____ is qualified and experienced in the work.

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

1. Employment of Consultant. The City retains the Consultant to provide, on an on-call, Task Order basis, the services described in Exhibit A incorporated herein ("Scope of Work" or "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The Consultant's project manager(s) of the Work shall be _____. The project manager(s) shall not be replaced without the prior written consent of the City.

The City will assign work, as needed, by written Task Order. The City does not guarantee a minimum amount of work, if any, to be assigned.

The term of this agreement shall be through June 30, 2029, with an option for up to one (1) 1-year extension, unless terminated earlier by either party according to Section 5.

2. Compensation.

A. The compensation to be paid to Consultant for the Work, including all services and expenses, shall be for services provided at the rates listed in Exhibit B, which includes rates for all items for Task Order Work. Consultant shall invoice the City monthly for each Task Order separately on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

B. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

C. Consultant may update Exhibit B annually, in accordance with Section 16.

3. **Request for Payment.** Not more than once every thirty days the Consultant shall send electronically to ap@cityofffp.gov its request for payment of each Task Order separately, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

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

Consultant hereby assigns to the City all right, title, and interest in and to any work product deliverables including all reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, created in connection with the Work.

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

6. **Assignment of Contract – Subcontractors.** Consultant shall not assign this contract or 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, because this Agreement is subject to RCW 4.24.115, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees,

and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

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Signatures on following page

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**CITY OF LAKE FOREST PARK,
WASHINGTON**

By: _____
Tom French, Mayor

Date: _____

CONSULTANT

By: _____
Name, Title

Date: _____

ATTEST: _____
Matt McLean, City Clerk

APPROVE AS TO FORM:

Kim Adams Pratt, City Attorney

EXHIBIT A

Scope of Services

Services may include, but are not limited to:

Geotechnical & Structural Engineering Services

- Subsurface investigations
- Geotechnical analysis and reporting
- Slope stability evaluations
- Retaining wall and shoring system review
- Construction-phase geotechnical support

Development Review & Permitting

- Civil plan review
- Right-of-way permit review
- Coordination with State and local agencies
- Technical review of development submittals
- Written findings and recommendations
- Tree canopy review and mitigation
- Critical area evaluation
- Traffic control plans

Construction Support

- Right-of-way inspection
- Inspection of built facilities within local and State rights-of-way
- Compliance verification
- Coordination with contractors and agency partners

General Support

- Written and oral communication with City staff
- Municipal code compliance
- Coordination with outside consultants
- Technical memoranda and reports
- Meeting attendance (virtual and in-person)

The City reserves the right to add related services consistent with services provided by the Consultant.

ABILITY TO MEET SCHEDULE

DEA has a track record of meeting task schedules through our structured, proactive management approach supported by proven tools and clear communication. At task initiation, we establish scope, schedule, and deliverables, and align review period expectations with the City so timelines are clearly understood by all team members. During task negotiations, DEA uses in-house workload forecasting and leveling tools to allocate appropriate staff and make resources available at the start of each assignment.

Dedicated task leads and right-sized teams maintain momentum through regular check-ins and coordination. Routine progress tracking and internal communication allow project managers to monitor status and address issues early. For more complex efforts, DEA applies earned value and cost-to-complete tracking to maintain alignment between progress and schedule. If missing information or unusual findings arise, we will promptly notify the City to resolve issues efficiently and maintain productive reviews within the allotted timeframe. Our flexible staffing model allows us to quickly scale resources to meet changing demands or accelerated schedules.

These tools and practices support DEA's ability to manage concurrent tasks and consistently deliver work on schedule, as evidenced by performance on projects such as the SR 522/SR 523 BRT Project and multiple on-call contracts.

F Rate Schedule

The rates below show a summary of our 2025/current maximum, fully-burdened billing rates per classification range for the staff we expect to work on this project. 2026 billing rates are under development based upon our most recent overhead adjustment and will be provided upon completion. A fully broken down rate schedule will be provided with contract documents. DEA reserves the right to request annual updates to these labor rates based upon changes in staffing and overhead rates.

LABOR CLASSIFICATION (RANGES)	2025 BILLING RATE (MAX)
CAD Technician I - III (CAD 1-3)	\$126.10
CAD Technician IV - V (CAD 4-5)	\$182.02
Construction Inspector I - III (CIN 1-3)	\$163.73
Construction Inspector IV - V (CIN 4-5)	\$215.08
Construction Services Manager I - III (CSM 1-3)	\$249.19
Construction Services Manager IV (CSM 4)	\$265.57
Deputy Construction Manager (D CON)	\$142.71
Designer I - III (DESI-3)	\$190.35
Designer IV - V (DES4-5)	\$227.66
Engineering Designer I - II (END1-2)	\$172.47
Engineer III - IV (ENG3-4)	\$224.23
Engineer V - VI (ENG5-6)	\$296.81

LABOR CLASSIFICATION (RANGES)	2025 BILLING RATE (MAX)
Engineer VII (ENG7)	\$367.79
Landscape Architect III - V (LAR3-5)	\$201.59
Project Accountant II-III (PAC2-3)	\$133.90
Project Accountant IV-V (PAC4-5)	\$163.83
Project Controls Specialist I - III (PCS1-3)	\$165.83
Project Controls Specialist VI - V (PCS4-5)	\$222.58
Project Coordinator I - III (PJC1-3)	\$126.90
Project Coordinator IV - VI (PJC4-6)	\$188.96
Project Manager I - III (PJM1-3)	\$266.03
Project Manager IV - VI (PJM4-6)	\$425.86
Scientist I - II (SCI1-2)	\$132.28
Scientist III - IV (SCI3-4)	\$235.51

G Signature

The undersigned is legally authorized to sign and bind David Evans and Associates, Inc. to the specifications and pricing included in the submittal. Based upon clarifications provided by the City of Lake Forest Park prior to submission that this contract is subject to RCW 4.24.115, we agree to the terms of the City's standard contract language without modification.

DAVID EVANS AND ASSOCIATES, INC.



Patrick Montemerlo, PE
Project / Contract Manager, Senior Associate

Schedule of Charges - 2026

COMPENSATION

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are:

PROFESSIONAL STAFF		
Staff 1 Scientist	\$	158/hour
Staff 1 Engineer	\$	166/hour
Staff 2 Scientist	\$	180/hour
Staff 2 Engineer	\$	188/hour
Staff 3 Scientist	\$	206/hour
Staff 3 Engineer	\$	214/hour
Project Scientist 1	\$	235/hour
Project Engineer 1	\$	245/hour
Project Scientist 2	\$	245/hour
Project Engineer 2	\$	250/hour
Senior Engineer/Scientist 1	\$	275/hour
Senior Engineer/Scientist 2	\$	298/hour
Associate	\$	315/hour
Principal	\$	350/hour
Senior Principal	\$	375/hour
TECHNICAL SUPPORT STAFF		
Administrator 1	\$	110/hour
Administrator 2	\$	128/hour
Administrator 3	\$	144/hour
CAD Technician	\$	145/hour
CAD Designer	\$	167/hour
Senior CAD Designer	\$	194/hour
GIS Analyst	\$	179/hour
Senior GIS Analyst	\$	195/hour
GIS Coordinator	\$	217/hour
*Technician	\$	130/hour
*Senior Technician	\$	158/hour
*Lead Technician	\$	166/hour
Environmental Database Manager	\$	245/hour
Health and Safety Specialist	\$	156/hour
Health and Safety Manager	\$	208/hour

*Hours in excess of 8 hours in a day or 40 hours in a week will be charged at one and one-half times the hourly rates listed above.

Contracted professional and technical services will be charged at the applicable hourly rates listed above. Staff time spent providing expert services in disputes, mediation, arbitration and litigation will be billed at one and one-half times the above rates. Time spent in either local or inter-city travel, when travel is in the interest of this contract, will be charged in accordance with the foregoing schedule. A surcharge may be applied to night and weekend work. See proposal for details.

Rates for data storage and web-based access will be provided on a project-specific basis.

Associated Project Costs (APC)

Associated Project Costs (APC) equal to six percent (6%) of professional fees will be assessed. This fee allows GeoEngineers to invest in the necessary infrastructure to ensure we provide our clients with the latest technological and data security standards. The investments include maintaining and advancing technical tools and platforms across all aspects of our business, and strengthening our defenses against cyber threats to ensure data remains secure. These costs are not included in our hourly rates or direct expenses.

EQUIPMENT		
Air Quality Equipment, per Day	\$	210.00
Air Sparging Field Test, per Day	\$	110.00
Air/Vapor Monitoring Equipment (PID, 5-Gas Meter), per Day	\$	110.00
Asbestos Sample Kit, Each	\$	30.00
Blastmate, per Day	\$	120.00
D&M Sampler, per Day	\$	150.00
DO (Dissolved Oxygen) Kit, Each	\$	25.00
Dynamic Cone Penetrometer, per Day	\$	45.00
E-Tape (Electric Tape), per Day	\$	35.00
Electric Density Gauge, per Day	\$	110.00
Electric Density Gauge, per Week	\$	430.00
Electric Density Gauge, per Month	\$	1,400.00
Environmental Exploration Equipment, per Day	\$	225.00
Field Data Acquisition Equipment (Field Tablet), per Day	\$	55.00
Field Tablet, per Week	\$	200.00
Field Tablet, per Month	\$	750.00
Field Tablet with Cellular, per Day	\$	75.00
Field Tablet with Cellular, per Week	\$	300.00
Field Tablet with Cellular, per Month	\$	1,000.00
Field Gear / Reconnaissance, per Day	\$	55.00
Gas Detection Meters, per Day	\$	105.00
Generator, per Day	\$	110.00
Groundwater Pressure Transducer w/ Datalogger, per Day	\$	55.00
Groundwater Pressure Transducer w/ Datalogger, per Week	\$	220.00
Hand Auger, per Day	\$	100.00
Inclinometer Probe, per Day, 1 Day minimum	\$	210.00
Interface Probe, per Day	\$	65.00
Iron Test Kit, Each	\$	25.00
Laser Level, per Day	\$	60.00
Low Flow Groundwater Sampling Equipment, per Day	\$	235.00
Multiparameter Water Quality Meter, per Day	\$	85.00
Nuclear Density Gage, per Hour, 1/2 Day minimum	\$	15.00
Peristaltic Pump, per Day	\$	50.00
pH Probe,/Meter per Day	\$	20.00
PID, FID or OVA, per Day	\$	130.00
Rock/Slope Fall Protection/Rigging Equipment, per Day	\$	700.00
Saximeter, per Day	\$	60.00
Scuba Diving Gear, per Day/per Diver	\$	700.00
Shallow Soil Exploration Equipment, per Day	\$	60.00
Soil Field Screening Equipment, per Day	\$	20.00
Soil Sample Kit, Each	\$	20.00
Steam Flow Meter, per Day	\$	20.00
Strain Gauge Readout Equipment, per Day	\$	50.00
Surface Water Flow Meter, per Day, 1/2 day minimum	\$	50.00
Surface Water Quality Monitoring Equipment, per Day	\$	50.00
Turbidity Meter, per Day	\$	50.00
Vehicle usage, per Mile, or \$30/half-day, whichever is greater	\$	IRS Rate

Specialized and miscellaneous field equipment not listed above will be quoted on a project-specific basis.

OTHER SERVICES, SUPPLIES AND SPECIAL TAXES

Charges for services, equipment, supplies and facilities not furnished in accordance with the above schedule, and any unusual items of expense not customarily incurred in our normal operations, are charged at cost plus 15 percent. This includes shipping charges, subsistence, transportation, printing and reproduction, miscellaneous supplies and rentals, surveying services, drilling equipment, construction equipment, watercraft, aircraft, and special insurance which may be required. Taxes required by local jurisdictions for projects in specific geographic areas will be charged to projects at direct cost.

Per diem may be charged in lieu of subsistence and lodging.

Routinely used field supplies stocked in-house by GeoEngineers, at current rates, list available upon request.

In-house testing for geotechnical soil characteristics at current rates, list available upon request.

All rates are subject to change upon notification.

EXHIBIT B



Otak, Inc. 2026 Billing Rate Schedule

Discipline/Labor Category	Billing Rate
<u>Engineering</u>	
Engineering Technician 1	85.00
Engineering Technician 2	109.00
Engineering Technician 3	124.00
Engineering Technician 4	138.00
Engineering Technician 5	152.00
Engineering Technician 6	176.00
Engineering Designer 1	114.00
Engineering Designer 2	126.00
Engineering Designer 3	135.00
Engineering Designer 4	148.00
Engineering Designer 5	162.00
Engineer 1	135.00
Engineer 2	148.00
Engineer 3	164.00
Engineer 4	181.00
Engineer 5	208.00
Engineer 6	233.00
Engineer 7	252.00
Engineer 8	310.00
Engineer 9	357.00
<u>Planning</u>	
Planning Technician 1	86.00
Planning Technician 2	100.00
Planning Technician 3	112.00
Planning Technician 4	127.00
Planner 1	126.00
Planner 2	136.00
Planner 3	160.00
Planner 4	173.00
Planner 5	195.00
Planner 6	208.00
Planner 7	290.00
GIS Specialist	126.00
Sr. GIS Specialist	157.00
<u>Science</u>	
Scientist 1	103.00
Scientist 2	126.00
Scientist 3	138.00
Scientist 4	152.00

Discipline/Labor Category

Billing Rate

Scientist 5	181.00
Scientist 6	212.00
Scientist 7	229.00
Scientist 8	250.00

Architecture

Technician 1	90.00
Technician 2	100.00
Technician 3	110.00
Technician 4	119.00
Technician 5	133.00
Technician 6	190.00
Architect 1	119.00
Architect 2	133.00
Architect 3	154.00
Architect 4	190.00
Architect 5	233.00
Architect 6	255.00
Architect 7	270.00
Architect 8	286.00
Architect 9	307.00

Landscape Architecture

Landscape Designer 1	90.00
Landscape Designer 2	119.00
Landscape Designer 3	127.00
Landscape Designer 4	136.00
Landscape Architect 1	119.00
Landscape Architect 2	131.00
Landscape Architect 3	143.00
Landscape Architect 4	157.00
Landscape Architect 5	176.00
Landscape Architect 6	190.00
Landscape Architect 7	209.00
Landscape Architect 8	281.00
Landscape Architect 9	333.00

Construction Management & Inspection

Field Representative 1	114.00
Field Representative 2	129.00
Field Representative 3	157.00
Field Representative 4	171.00
Construction Manager 1	126.00
Construction Manager 2	143.00
Construction Manager 3	170.00

Discipline/Labor Category

Billing Rate

Construction Manager 4	181.00
Construction Manager 5	205.00
Construction Manager 6	226.00

Survey

Survey Field Technician 1	74.00
Survey Field Technician 2	84.00
Survey Field Technician 3	90.00
Survey Data Analyst 1	97.00
Survey Data Analyst 2	111.00
Survey Data Analyst 3	131.00
Survey Data Analyst 4	144.00
Survey Crew Chief 1	97.00
Survey Crew Chief 2	126.00
Survey Crew Chief 3	152.00
Project Surveyor 1	150.00
Project Surveyor 2	160.00
Project Surveyor 3	176.00
Project Surveyor 4	190.00
Project Surveyor 5	210.00
Project Surveyor 6	260.00
Project Surveyor 7	300.00
Project Surveyor 8	333.00

Project Support Services

Administrative Assistant 1	94.00
Administrative Assistant 2	105.00
Administrative Assistant 3	114.00
Administrative Assistant 4	129.00
Project Coordinator 1	114.00
Project Coordinator 2	124.00
Project Coordinator 3	138.00
Project Coordinator 4	152.00
Graphic Designer	129.00
Sr. Graphic Designer	138.00

Billing Rates are adjusted annually by approximately four percent (4.00%).

DESCRIPTION	HOURLY RATE
1. Office Tech I, Expediter I	\$ 71.00
2. Office Tech II, Expediter II, Survey Field Tech	\$ 88.00
3. Intern, Survey Tech I, Jr. CAD Tech, Jr. Inspector, Office Tech III	\$ 110.00
4. Designer, Jr. Planner, Survey Tech II, CAD Tech, Inspector, Sr. Office Tech, Jr. Ecologist/Scientist	\$ 134.00
5. Jr. Engineering Staff, Designer I, Planner, GIS Tech, Survey Tech III, CAD Tech I, Inspector I, Project Administrator, Ecologist	\$ 151.00
6. Engineering Staff I, Designer II, Planner I, Survey Tech IV, GIS Analyst I, CAD Tech II, Inspector II, Sr. Project Administrator, Ecologist I, Landscape Architect	\$ 168.00
7. Landscape Architect I, Engineering Staff II, Designer III, Planner II, GIS Analyst II, CAD Tech III, Inspector III, Survey Tech V, Ecologist II	\$ 185.00
8. Landscape Architect II, Project Designer, Planner III, Sr. Survey Tech, GIS Analyst III, Engineering Staff III, Sr. CAD Tech, Sr. Inspector, Scientist, Ecologist III	\$ 202.00
9. Landscape Architect III, Project Designer I, Sr. Planner, Project Surveyor, Sr. GIS Analyst, CAD Manager, Project CAD Tech, Sr. Project Inspector, One-Person Crew, BIM Manager, Ecologist IV, Engineer IV, Engineering Staff IV, Scientist I	\$ 215.00
10. Landscape Architect IV, Project Engineer, Project Designer II, Project Planner, Sr. Project Surveyor, Sr. Project GIS Analyst, Structural Engineer, UAS Pilot, Scientist II, Ecologist V	\$ 235.00
11. Sr. Landscape Architect, Sr. Project Engineer, Sr. Structural Engineer, Sr. Project Designer, IT Manager, Sr. Project Planner, Survey Project Manager, Tech Services Manager, Sr. Ecologist/Scientist, Two-Person Crew (OR)	\$ 248.00
12. Principal Ecologist/Scientist, Project Manager, Principal Surveyor, Planning Project Manager	\$ 265.00
13. Sr. Principal Ecologist/Scientist, Sr. Project Manager, Sr. Principal Surveyor, Two-Person Crew (WA)	\$ 280.00
14. Principal Engineer, Principal Planner, Sr. Two-Person Crew	\$ 302.00
15. Sr. Principal Engineer, Sr. Principal Planner	\$ 320.00

PREMIUM RATES

A. Expert Witness	Rate x 1.5
B. Night Inspections	Rate x 2.0
C. Credit Card Service Fee	3.75% of invoice total

REIMBURSABLES

A. Subconsultants, Professional and Technical	Cost + 15%
B. Maps, reports, materials, permit fees, express delivery and messenger, pass-through bills, and similar items necessary for work in progress	Cost + 15%
C. Out-of-town travel per diem and cost of commercial transportation	Cost + 10%
D. Transportation within 30 mile radius*	No Charge
Transportation beyond 30 mile radius – Automobile	At Approved IRS Rate
* On job inspection mileage will be billed	At Approved IRS Rate
E. Printing Costs	\$ 0.25/sheet
Large Format Blueprints and Reproduction (18" x 24" or larger)	\$ 3.00/sheet

Notes: ¹ All payment is due within 30 days from date of invoice. A monthly service charge of 1% will be added on all accounts older than 30 days.

² The foregoing schedule of charges is incorporated into the agreement for the services provided effective January 1, 2026. After December 31, 2026, invoices will reflect the schedule of charges in effect at that time.



CITY OF LAKE FOREST PARK CITY COUNCIL AGENDA COVER SHEET

Meeting Date June 11, 2026

Originating Department Finance Department

Contact Person Lindsey Vaughn, Finance Director

Title Ordinance 26-1318/Amending the 2025-2026 Budget

Legislative History

- City Council Meeting June 11, 2026

Attachments:

1. Ordinance 26-1318/Amending 2025-2026 Biennial Budget

Executive Summary

The proposed ordinance would amend the 2025-2026 budget to reflect actual performance rather than the projected amounts used to adopt the budget. The City of Lake Forest Park develops a budget based on a set of predictions. A city budget is a living document, and since it is impossible to know what will happen in the future, adjustments to the adopted budget are frequently required once the budgetary period is underway. A formal change to an adopted budget is known as a budget amendment. Budgets are adopted at the fund level, as opposed to the line-item or department level. Therefore, budget amendments are also made at the fund level.

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

Background

The City adopts a biennial budget spanning two years. Local governments choosing to adopt biennial budgets are required by state statute to perform an in-depth review mid-way through the budget cycle to pinpoint any substantial discrepancies between the projected amounts and the actual financial results. Budgets are living documents created with the best knowledge at the time of adoption. Budget adjustments, or amendments, are considered a normal course of action in local government.

Fiscal & Policy Implications

General Fund 001

The Police continue to exceed the overtime budget due to providing outside security services for third parties. The revenue for the Police overtime reimbursement needs to be passed through to the overtime line item as a pass through. The department also recently had the Police Chief retire and is anticipating another long-term Sergeant to retire at the end of June which necessitates additional amendments following the collective bargaining and contract requirements.

There are a handful of line items from operational increases that need to be amended due to the original adopted budgets being too lean, such as professional services, the City newsletter, and communications.

The City was involved in a hearing due to an appeal that drastically increased the legal and planning professional service budgets that was unanticipated and is still ongoing.

The City recently completed the 2023 and 2024 accountability, financial, and attestation audits that exceeded the appropriated budget. The fiscal year 2025 audit is scheduled in the fall timeframe, causing a necessary budget increase.

The City is considering a levy lid lift on the November 2026 ballot and has already exceeded the budget for voter election costs. The King County elections invoice has a high probability of exceeding the budgeted amount within the 2026 fiscal year.

The City will be receiving an amount for the Stride Bus Rapid Transit capital project that will be directly applied to professional services through Community Development and the Public Works Department. The revenue to expenditures will be a pass through and is held in a holding account until expenditures are incurred.

The Council approved the Program Executive position to support the City's major on-going capital projects that will be paid from multiple funds: general, traffic safety, transportation capital, sewer, and surface water funds to accurately allocate the salary and benefit to match the capital projects that are being supported.

Traffic Safety Fund 002

Council recently approved the addition of another traffic officer that has an increase per the Police Guild Collective Bargaining Agreement (CBA) and the purchase of a motorcycle from the traffic safety funds.

The Prosecutor contract has a sizable increase due to the minimal annual increases that were not keeping up with current market rates for the services that were being provided to the City. The new contract has a portion that is directly allocated to the traffic safety citations.

There is a safety capital project to improve pedestrian safety on 201st by Horizon View Park that will install extruded curb. The requested budget amount for approval is an estimate.

Strategic Opportunity Fund 106

The funding for the Lake Front Park Phase 2 does not match the contract that was approved by Council for the design and should be increased for what is estimated to be expended in 2026.

Capital Improvement Fund 301

The City was awarded a grant called *Get Active, Stay Active* from King County that the City will be using towards the Horizon View Trail Rehab project that is anticipated to cost slightly more than the

awarded grant.

City Administrator Hill worked diligently to apply for the King County Conservation Futures Grant to support the reimbursement from the Rose Property purchase.

The Animal Acres fence has fallen and will require a budget amendment. This incident was not anticipated in the original budget and will be repaired on a larger scale for safety reasons.

Transportation Capital Fund 302

The handrail on Hamlin Road was damaged and, while replacing the damaged handrail, the requirement to bring it up to code needed to be met.

The City has a couple housekeeping items where the engineering travel and training budget were not allocated within the transportation capital fund and need an allocation.

Sewer Utility Fund 401

The City needs to true up the cost increase for King County's additional rate increase from 2026 as it was underestimated and is supported by rate payers for a revenue to expenditure pass-through for wastewater treatment services. The rate increase has also increased the tax and assessment amount that is submitted to the Department of Revenue to pay appropriate fees on the revenue generated through the wastewater utility. The sewer utility tax, and the surface water utility tax, did not match the general fund revenue and both expenses need to be trued up to match the general fund revenue. The general fund revenue was allocated correctly, only the expense on both the sewer and surface water utility needs to be increased to match the appropriately budgeted revenue.

Surface Water Utility and Capital Funds 403 & 404

The City received two grants from the Department of Ecology and the Washington State Department of Transportation to support surface water operations.

The original budget for the material bin cover project was not amended to reflect the actual award amount to the contractor. Although the City approved the change orders during the Mid-Biennial Budget Adjustment, the original budget needs to be increased to allocate the difference from the estimated cost to the original capital project awarded.

Vehicle & Equipment Fund 501

Funds are being transferred from the traffic safety fund 002 for the Police Vehicle purchase of the motorcycle, as approved by City Council.

Please see the schedule of adjustments

GENERAL FUND 001				
Title	Revenue(R) / Expend.(E)	2025-2026 Adjustment Amount	Total Revenue	Total Expenditure
Police Services: Overtime Reimbursed for Security Services pass through (2025) <i>STRIDE (BRT Project)</i>	R	\$ 100,000	\$ 100,000	
		\$ 100,000	\$ 100,000	
General Fund Revenue Adjustment Total		\$ 200,000	\$ 200,000	
Executive Professional Services	E	\$ 20,000		\$ 20,000
Legal Services: Hearing & SEPA Support	E	\$ 125,000		\$ 125,000
Municipal Services: Professional Services	E	\$ 25,000		\$ 25,000
Newsletter	E	\$ 10,000		\$ 10,000
Election Voter Costs: November 2026	E	\$ 80,000		\$ 80,000
Municipal Auditor SAO	E	\$ 44,000		\$ 44,000
Police Salaries 2026 retirements	E	\$ 150,000		\$ 150,000
Police Overtime (Pass-through supported by outside revenue)	E	\$ 100,000		\$ 100,000
Police Benefits 2026 retirements	E	\$ 40,000		\$ 40,000
Professional Services: Hearing & SEPA Support	E	\$ 300,000		\$ 300,000
Planning Communications	E	\$ 5,000		\$ 5,000
Planning Advertising	E	\$ 25,000		\$ 25,000
Facilities Salaries	E	\$ 21,000		\$ 21,000
Facilities Benefits	E	\$ 6,000		\$ 6,000
Facilities: Janitorial Contract	E	\$ -		\$ -
<i>Community Development: Professional Services (pass through)</i>	-	\$ 50,000		\$ 50,000
<i>Public Works: Professional Services (pass through)</i>	-	\$ 50,000		\$ 50,000
General Fund Expenditure Adjustment Total		\$ 1,051,000		\$ 1,051,000
Total Net Change to the General Fund		\$ (851,000)		
TRAFFIC SAFETY FUND 002				
Title	Revenue(R) / Expend.(E)	2025-2026 Adjustment Amount	Total Revenue	Total Expenditure
	R		\$ -	
Traffic Safety Fund Revenue Adjustment Total		\$ -	\$ -	
Salaries - Police: Traffic Motorcycle Safety Support	E	\$ 7,500		\$ 7,500
Employee Benefits - Police Traffic Motorcycle Safety Support	E	\$ 3,000		\$ 3,000
Professional Services: Prosecutor Contract	E	\$ 36,000		\$ 36,000
Transfer OUT to Vehicle Replacement Fund 501 for Police Motorcycle	E	\$ 50,000		\$ 50,000
Public Works Salaries	E	\$ 72,500		\$ 72,500
Public Works Benefits	E	\$ 21,000		\$ 21,000
Extruded Curb Walkway (for 201st)	E	\$ 120,000		\$ 120,000
Traffic Safety Fund Expenditure Adjustment Total		\$ 310,000		\$ 310,000
Total Net Change to the Traffic Safety Fund		\$ (310,000)		
STRATEGIC OPPORTUNITY FUND 106				
Title		2025-2026 Budget Amount	Total Revenue	Total Expenditure
Transfer in from Capital Fund 301	R	\$ 500,000	\$ 500,000	
Strategic Opportunity Revenue Total		\$ 500,000	\$ 500,000	
Lake Front Park Phase 2	E	\$ 500,000		\$ 500,000
Strategic Opportunity Expenditure Total		\$ 500,000		\$ 500,000
Total Net Change to the Strategic Opportunity Fund		\$ -		

CAPITAL IMPROVEMENT FUND 301				
<u>Title</u>		<u>2025-2026</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
Get Active, Stay Active KC: Horizon View Trail Rehab	R	\$ 25,000	\$ 25,000	
King County Conservation Futures Grant	R	\$ 1,284,551	\$ 1,284,551	
Capital Improvement Fund Revenue Adjustment Total		\$ -	\$ 1,309,551	\$ -
Animal Acres Fence Capital Project	E	\$ 50,000		\$ 50,000
Horizon View Trail Rehab Project	E	\$ 30,000		\$ 30,000
Transfer OUT to Strategic Opportunity Fund 106 for Lake Front Phase 2	E	\$ 500,000		\$ 500,000
Capital Improvement Fund Expenditure Adjustment Total		\$ 580,000	\$ -	\$ 580,000
Total Net Change to the Capital Improvement Fund		\$ 729,551		

TRANSPORTATION CAPITAL FUND 302				
<u>Title</u>		<u>2025-2026</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
Transportation Capital Fund Revenue Adjustment Total	R		\$ -	
		\$ -	\$ -	
Engineering Travel	E	\$ 3,500		\$ 3,500
Engineering Training	E	\$ 3,500		\$ 3,500
Transportation Cap Salaries	E	\$ 62,000		\$ 62,000
Transportation Cap Benefits	E	\$ 18,000		\$ 18,000
Hamlin Handrail Code Upgrade Repair: Reallocation from Guardrail Budget	E	\$ 20,000		\$ 20,000
Guardrail Replacement: <i>Reallocation of budget within the fund</i>	E	\$ (20,000)		\$ (20,000)
37th Ave Elementary Sidewalk for design	E	\$ 60,000		\$ 60,000
Transportation Capital Fund Expenditure Adjustment Total		\$ 147,000		\$ 147,000
Total Net Change to the Transportation Capital Fund		\$ (147,000)		

SEWER OPERATION FUND 401				
<u>Title</u>		<u>2025-2026</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
King County's Wastewater Utility Charge	R	\$ 65,000	\$ 65,000	
Sewer Operation Fund Revenue Adjustment Total		\$ 65,000	\$ 65,000	
Employee Salaries	E	\$ 31,000		\$ 31,000
Employee Benefits	E	\$ 9,000		\$ 9,000
King County METRO Wastewater Treatment Charges	E	\$ 65,000		\$ 65,000
Taxes & Assessments	E	\$ 55,000		\$ 55,000
Sewer Utility Tax (transfer to General Fund true up to match GF revenue)	E	\$ 320,075		\$ 320,075
Sewer Operation Fund Expenditure Adjustment Total		\$ 480,075		\$ 480,075
Total Net Change to the Sewer Operation Fund		\$ (415,075)		

SURFACE WATER OPERATIONS FUND 403				
<u>Title</u>		<u>2025-2026</u> <u>Budget Amount</u>	<u>Total Revenue</u>	<u>Total</u> <u>Expenditure</u>
Dept of Ecology Grant	R	\$ 127,836	\$ 127,836	
Surface Water Operations Revenue Adjustment Total		\$ 127,836	\$ 127,836	
Employee Salaries	E	\$ 21,000		\$ 21,000
Employee Benefits	E	\$ 6,000		\$ 6,000
Surface Water Utility Tax (transfers to General Fund)	E	\$ 140,024		\$ 140,024
Surface Water Operation Fund Expenditure Adjustment Total		\$ 167,024		\$ 167,024
Total Net Change to the Surface Water Fund		\$ (39,188)		

SURFACE WATER CAPITAL FUND 404				
Title		2025-2026		Total Expenditure
		Budget Amount	Total Revenue	
WSDOT Grant	R	\$ 133,506	\$ 133,506	
Surface Water Capital Revenue Adjustment Total		\$ 133,506	\$ 133,506	
Public Works Yard Materials Bin Cover Original Budget Delta + increase in sales tax	E	\$ 171,600		\$ 171,600
Surface Water Capital Fund Expenditure Adjustment Total		\$ 171,600		\$ 171,600
Total Net Change to the Surface Water Capital Fund		\$ (38,094)		

VEHICLE & EQUIPMENT REPLACEMENT FUND 501				
Title		2025-2026		Total Expenditure
		Budget Amount	Total Revenue	
Transfer In From Traffic Safety Fund 002 (for Motorcycle)	R	\$ 50,000	\$ 50,000	
Vehicle and Equipment Revenue Adjustment Total		\$ 50,000	\$ 50,000	
PD Vehicle Replacement (Motorcycle from Traffic Safety Funds)	E	\$ 50,000		\$ 50,000
Vehicle & Equipment Fund Expenditure Adjustment Total		\$ 50,000		\$ 50,000
Total Net Change to the Vehicle & Equipment Fund		\$ -		

Please see the table below that shows allocation changes by fund.

Fund No.	Fund Name	January 2025 Actual Beginning Fund Balance	Original Adopted 2025-2026 Budget		Proposed 2025-2026 Amended Budget		Projected 2026 Ending Fund Balance
			Adopted Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	\$ 10,316,028.28	\$ 26,110,786.57	\$ 26,992,986.49	\$ 26,797,143.71	\$ 29,591,589.75	\$ 5,921,582.24
002	Traffic Safety Fund	\$ 42,682.46	\$ 8,000,000.00	\$ 3,360,500.00	\$ 8,000,000.00	\$ 3,952,386.00	\$ 4,090,296.46
101	Street Fund	\$ 908,991.97	\$ 1,409,893.03	\$ 2,048,751.26	\$ 1,409,893.03	\$ 2,179,751.26	\$ 139,133.74
102	Council Contingency Fund	\$ 811,257.21	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ 855,257.21
104	Transportation Benefit District	\$ 1,514,458.06	\$ 1,515,327.93	\$ 804,809.07	\$ 1,515,327.93	\$ 804,809.07	\$ 2,224,976.92
105	Budget Stabilization Fund	\$ 354,761.40	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 373,261.40
106	Strategic Opportunity Fund	\$ 786,353.55	\$ 554,500.00	\$ 530,000.00	\$ 1,054,500.00	\$ 1,030,000.00	\$ 2,410,853.55
301	Capital Improvement Fund	\$ 817,024.53	\$ 1,368,000.00	\$ 951,431.00	\$ 2,677,551.00	\$ 1,871,431.00	\$ 1,623,144.53
302	Transportation Capital Fund	\$ 2,912,476.83	\$ 7,562,392.62	\$ 8,720,311.00	\$ 7,562,392.62	\$ 9,167,311.00	\$ 1,307,558.45
303	Facilities Maintenance Fund	\$ 1,246,253.10	\$ 309,000.00	\$ 945,000.00	\$ 309,000.00	\$ 945,000.00	\$ 610,253.10
401	Sewer Utility Fund	\$ 1,231,461.57	\$ 8,948,058.38	\$ 8,901,291.00	\$ 9,053,058.38	\$ 9,503,366.00	\$ 781,153.95
402	Sewer Capital Fund	\$ 4,186,507.32	\$ 451,000.00	\$ 3,074,000.00	\$ 451,000.00	\$ 3,074,000.00	\$ 1,563,507.32
403	Surface Water Utility Fund	\$ 1,548,379.82	\$ 3,813,070.60	\$ 3,838,615.00	\$ 3,940,906.60	\$ 4,154,639.00	\$ 1,334,647.42
404	Surface Water Capital Fund	\$ 1,316,374.31	\$ 3,640,000.00	\$ 3,160,000.00	\$ 3,773,506.00	\$ 3,464,600.00	\$ 1,625,280.31
406	Sewer Bond Reserve	\$ 118,244.33	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 124,244.33
407	PW Trust Fund Repayment Fund	\$ 564,171.88	\$ 308,500.00	\$ 242,805.00	\$ 308,500.00	\$ 242,805.00	\$ 629,866.88
501	Replacement Fund	\$ 1,386,227.82	\$ 972,562.00	\$ 356,105.00	\$ 1,192,448.00	\$ 1,299,023.00	\$ 1,279,652.82
502	Information Technology Fund	\$ 241,337.23	\$ 450,198.00	\$ 393,500.00	\$ 450,198.00	\$ 508,500.00	\$ 183,035.23

Alternatives

Options	Results
<ul style="list-style-type: none"> • Adopt budget amendment ordinance 	Align the budget to reflect additional revenues and expenditures
<ul style="list-style-type: none"> • Do not adopt budget amendment ordinance 	Keep the budget appropriations as currently adopted and not align the budget numbers to reflect the current financial allocations.

Staff Recommendation

Adopt Ordinance 26-1318/Amending the 2025-206 Budget.

ORDINANCE NO. 26-1318

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE ADOPTED BIENNIAL BUDGET OF THE CITY OF LAKE FOREST PARK FOR THE YEARS 2025-2026, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.34 RCW, provides for the biennial adoption of the City of Lake Forest Park’s budget and provides procedures for the filing of the proposed budget, deliberations, public hearings, and final fixing of the budget; and

WHEREAS, a budget for fiscal years 2025-2026 was adopted by Ordinance No. 24-1299; and

WHEREAS, the budget maintains levels of service for most City services and makes strategic investments in areas aligned with the City Council’s strategic plan goal areas; and

WHEREAS, the City is required by Chapter 35A.34 RCW to review all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, the budget for fiscal years 2025-2026 is being amended for the mid-biennial budget adjustment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. AMENDMENT. The 2025-2026 budget is hereby amended as follows:

Fund No.	Fund Name	January 2025 Actual Beginning Fund Balance	Original Adopted 2025-2026 Budget		Proposed 2025-2026 Amended Budget		Projected 2026 Ending Fund Balance
			Adopted Revenue	Expenditure	Revenue	Expenditure	
001	General Fund	\$ 10,316,028.28	\$ 26,110,786.57	\$ 26,992,986.49	\$ 26,797,143.71	\$ 29,591,589.75	\$ 5,921,582.24
002	Traffic Safety Fund	\$ 42,682.46	\$ 8,000,000.00	\$ 3,360,500.00	\$ 8,000,000.00	\$ 3,952,386.00	\$ 4,090,296.46
101	Street Fund	\$ 908,991.97	\$ 1,409,893.03	\$ 2,048,751.26	\$ 1,409,893.03	\$ 2,179,751.26	\$ 139,133.74
102	Council Contingency Fund	\$ 811,257.21	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ 855,257.21
104	Transportation Benefit District	\$ 1,514,458.06	\$ 1,515,327.93	\$ 804,809.07	\$ 1,515,327.93	\$ 804,809.07	\$ 2,224,976.92
105	Budget Stabilization Fund	\$ 354,761.40	\$ 18,500.00	\$ -	\$ 18,500.00	\$ -	\$ 373,261.40
106	Strategic Opportunity Fund	\$ 786,353.55	\$ 554,500.00	\$ 530,000.00	\$ 1,054,500.00	\$ 1,030,000.00	\$ 2,410,853.55
301	Capital Improvement Fund	\$ 817,024.53	\$ 1,368,000.00	\$ 951,431.00	\$ 2,677,551.00	\$ 1,871,431.00	\$ 1,623,144.53
302	Transportation Capital Fund	\$ 2,912,476.83	\$ 7,562,392.62	\$ 8,720,311.00	\$ 7,562,392.62	\$ 9,167,311.00	\$ 1,307,558.45
303	Facilities Maintenance Fund	\$ 1,246,253.10	\$ 309,000.00	\$ 945,000.00	\$ 309,000.00	\$ 945,000.00	\$ 610,253.10
401	Sewer Utility Fund	\$ 1,231,461.57	\$ 8,948,058.38	\$ 8,901,291.00	\$ 9,053,058.38	\$ 9,503,366.00	\$ 781,153.95
402	Sewer Capital Fund	\$ 4,186,507.32	\$ 451,000.00	\$ 3,074,000.00	\$ 451,000.00	\$ 3,074,000.00	\$ 1,563,507.32
403	Surface Water Utility Fund	\$ 1,548,379.82	\$ 3,813,070.60	\$ 3,838,615.00	\$ 3,940,906.60	\$ 4,154,639.00	\$ 1,334,647.42
404	Surface Water Capital Fund	\$ 1,316,374.31	\$ 3,640,000.00	\$ 3,160,000.00	\$ 3,773,506.00	\$ 3,464,600.00	\$ 1,625,280.31
406	Sewer Bond Reserve	\$ 118,244.33	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 124,244.33
407	PW Trust Fund Repayment Fund	\$ 564,171.88	\$ 308,500.00	\$ 242,805.00	\$ 308,500.00	\$ 242,805.00	\$ 629,866.88
501	Replacement Fund	\$ 1,386,227.82	\$ 972,562.00	\$ 356,105.00	\$ 1,192,448.00	\$ 1,299,023.00	\$ 1,279,652.82
502	Information Technology Fund	\$ 241,337.23	\$ 450,198.00	\$ 393,500.00	\$ 450,198.00	\$ 508,500.00	\$ 183,035.23

Section 2. AMENDMENT. The 2026 Amended Budgeted Positions and Salary Schedules and full-time employee authorization are attached as Exhibit A.

Section 3. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this ___ day of June 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced: _____
Adopted: _____
Posted: _____
Published: _____
Effective: _____

2026 Amended Positions and Monthly Salary Schedule

Monthly salary amounts shown are based on a 1.0 full time equivalent (FTE)

Revised May 2026

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers	7						\$ 800.00
Executive							
Mayor	0.5						\$ 3,000.00
City Administrator contract	1						\$ 19,136.47
Program Executive LTE *	1	\$ 13,364.90	\$ 13,765.01	\$ 14,626.47	\$ 15,486.27	\$ 16,345.89	\$ 17,207.53
Human Resources Director	1	\$ 11,475.10	\$ 12,240.09	\$ 13,005.03	\$ 13,770.09	\$ 14,535.13	\$ 15,300.14
Human Resources Specialist	0.8	\$ 6,492.71	\$ 6,898.50	\$ 7,302.76	\$ 7,710.25	\$ 8,116.39	\$ 8,545.00
	4.3						
Judicial							
Municipal Court Judge * contract	0.75					\$ 14,131.00	\$ 14,557.75
Court Administrator *	1	\$ 8,949.36	\$ 9,546.09	\$ 10,142.82	\$ 10,739.54	\$ 11,336.26	\$ 11,933.03
Senior Judicial Specialist *	2	\$ 5,765.53	\$ 6,150.71	\$ 6,533.43	\$ 6,918.62	\$ 7,301.34	\$ 7,686.54
Judicial Specialist *	3	\$ 5,147.79	\$ 5,491.71	\$ 5,833.42	\$ 6,177.34	\$ 6,519.06	\$ 6,862.98
Probation Officer	0.3	\$ 6,834.54	\$ 7,291.08	\$ 7,747.64	\$ 8,201.90	\$ 8,658.45	\$ 9,112.82
Pro-tem Judge *		\$65 per hour					
	7.05						
Municipal Services Department							
City Clerk	1	\$ 8,195.15	\$ 8,740.44	\$ 9,287.15	\$ 9,834.09	\$ 10,380.61	\$ 10,925.90
Deputy City Clerk	1	\$ 6,332.95	\$ 6,755.01	\$ 7,179.16	\$ 7,601.22	\$ 8,023.28	\$ 8,445.34
Public Records Specialist	0.85	\$ 6,619.46	\$ 7,058.28	\$ 7,501.46	\$ 7,941.01	\$ 8,383.47	\$ 8,823.02
Administrative Specialist	1	\$ 5,550.60	\$ 5,923.49	\$ 6,293.87	\$ 6,661.73	\$ 7,032.10	\$ 7,402.48
Passport Acceptance Agent	1.5	\$ 4,662.33	\$ 4,971.89	\$ 5,281.44	\$ 5,593.37	\$ 5,905.29	\$ 6,214.47
	5.35						
Finance/Info. Systems Department							
Finance Director	1	\$ 12,243.86	\$ 13,060.01	\$ 13,876.31	\$ 14,692.61	\$ 15,508.89	\$ 16,323.87
Information Systems Manager	1	\$ 9,584.60	\$ 10,223.53	\$ 10,862.56	\$ 11,501.56	\$ 12,140.49	\$ 12,779.51
Finance Manager	1	\$ 8,171.26	\$ 8,716.06	\$ 9,260.82	\$ 9,805.57	\$ 10,350.33	\$ 10,895.08
Finance Specialist	2	\$ 5,855.63	\$ 6,243.10	\$ 6,631.87	\$ 7,022.70	\$ 7,413.54	\$ 7,804.38
Accounting Clerk	0.6	\$ 5,022.73	\$ 5,358.89	\$ 5,692.87	\$ 6,029.01	\$ 6,362.99	\$ 6,696.97
	5.6						
Community Development: Planning & Building Department							
Community Development Director	1	\$ 11,946.02	\$ 12,742.10	\$ 13,538.19	\$ 14,335.88	\$ 15,131.95	\$ 15,928.03
Senior Planner	1	\$ 7,820.40	\$ 8,342.05	\$ 8,861.52	\$ 9,385.36	\$ 9,904.82	\$ 10,426.47
Associate Planner	0	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Assistant Planner	1	\$ 6,102.17	\$ 6,508.68	\$ 6,915.19	\$ 7,321.70	\$ 7,728.21	\$ 8,134.72
Community Programs Planner	1	\$ 6,844.27	\$ 7,300.91	\$ 7,757.56	\$ 8,213.40	\$ 8,669.42	\$ 9,125.70
Climate Coordinator	1	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
Urban Forest Planner	0.75	\$ 7,747.31	\$ 8,264.09	\$ 8,778.70	\$ 9,297.64	\$ 9,812.25	\$ 10,329.03
Building Official	1	\$ 9,008.28	\$ 9,608.81	\$ 10,209.37	\$ 10,809.91	\$ 11,410.47	\$ 12,011.02
Permit Coordinator	0	\$ 5,813.38	\$ 6,200.66	\$ 6,588.17	\$ 6,975.58	\$ 7,362.98	\$ 7,750.37
Permit Technician	0.8	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
	7.55						
Emergency Management							
Emergency Manager	1	\$ 8,825.68	\$ 9,066.38	\$ 9,307.07	\$ 9,547.78	\$ 9,788.48	\$ 11,100.28
	1						

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Department							
Police Chief contract	1						\$ 17,537.16
Commander	2	\$ 9,769.27	\$ 10,421.87	\$ 11,071.82	\$ 11,723.04	\$ 12,374.36	\$ 13,977.07
Sergeant 2	4						\$ 11,130.00
Sergeant 1	0						\$ 10,575.00
Police Officer	9	\$ 7,529.00	\$ 8,125.00	\$ 8,771.00	\$ 9,409.00		
Detective	2	\$ 8,281.90	\$ 8,937.50	\$ 9,648.10	\$ 10,349.90		
Traffic Officer *	2	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
K-9 Officer	1	\$ 7,905.45	\$ 8,531.25	\$ 9,209.55	\$ 9,879.45		
Support Services Officer *	2	\$ 5,983.00	\$ 6,411.00	\$ 6,836.00	\$ 7,274.00		
Records Specialist	2	\$ 5,772.00	\$ 5,979.00	\$ 6,184.00	\$ 6,387.00	\$ 6,589.00	\$ 6,794.00
Domestic Violence Advocate	0.35	\$ 6,324.73	\$ 6,747.51	\$ 7,167.85	\$ 7,590.64	\$ 8,010.98	\$ 8,433.78
	25.35						
Public Works Department							
Public Works Director	1	\$ 13,364.90	\$ 13,765.01	\$ 14,626.47	\$ 15,486.27	\$ 16,345.89	\$ 17,207.53
Senior Project Manager	1	\$ 9,147.92	\$ 9,650.41	\$ 10,253.41	\$ 10,856.90	\$ 11,460.29	\$ 12,063.65
Project Manager	1	\$ 7,932.95	\$ 8,459.97	\$ 8,989.29	\$ 9,518.62	\$ 10,047.94	\$ 10,574.97
Public Works Superintendent	1	\$ 8,068.70	\$ 8,607.59	\$ 9,144.86	\$ 9,682.12	\$ 10,221.01	\$ 11,618.93
Stormwater Program Coordinator	1	\$ 7,076.41	\$ 7,519.39	\$ 7,961.16	\$ 8,398.23	\$ 8,840.81	\$ 9,282.85
PW Admin. Assistant	0.5	\$ 5,260.97	\$ 5,611.56	\$ 5,962.15	\$ 6,312.74	\$ 6,663.33	\$ 7,013.91
Lead Maintenance Worker	1	\$ 7,349.52	\$ 7,608.91	\$ 7,868.31	\$ 8,127.67	\$ 8,387.08	\$ 8,646.49
Maintenance Worker	5	\$ 6,681.38	\$ 6,917.19	\$ 7,153.01	\$ 7,388.79	\$ 7,624.62	\$ 7,860.45
Seasonal Maintenance Worker (Hourly)	2	\$ 24.17	\$ 25.68	\$ 27.18	\$ 28.70	\$ 30.20	\$ 32.22
	13.5						
Total Adjusted 2026 Positions	69.70						

*Fully/Partially funded by Traffic Safety

RESOLUTION NO. 26-2084

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE CITY AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 10, 2026, IN CONJUNCTION WITH THE STATE GENERAL ELECTION, OF A PROPOSITION AUTHORIZING THE CITY TO LEVY REGULAR PROPERTY TAXES IN AN AMOUNT IN EXCESS OF THE LIMITATIONS PROVIDED IN CHAPTER 84.55 RCW FOR POLICE AND PUBLIC SAFETY SERVICES BEGINNING IN 2027; SETTING FORTH THE BALLOT TITLE; AND PROVIDING FOR OTHER RELATED MATTERS.

WHEREAS, the City of Lake Forest Park is committed to providing essential public safety services, including police protection, 911 dispatch, jail services, criminal justice services such as prosecution and public defense, and mental health crisis response alternatives (together “Public Safety Services”); and

WHEREAS, residents of Lake Forest Park prioritized police and public safety services as their top priority for City spending; and

WHEREAS, the City’s regular property tax levy rate is currently \$0.6774367 per \$1,000 of assessed valuation; which is \$2.65746 per \$1000 of assessed value less than what is statutorily authorized; and

Commented [PH1]: Need Lindsey to update this number and add the other digits to the rate above.

WHEREAS, chapter 84.55 RCW limits the amount of the City’s regular property tax levy to a 1% increase per year (“Levy Lid”), which was \$34,50035.141 in 20265; and

WHEREAS, the cost of providing Public Safety Services has increased significantly over the past four years (See attachment A.) from the 2023–2024 biennium to the adopted 2025–2026 budget, driven by rising costs for police, equipment for their safety, 911 dispatch services; jail services; prosecution; public defense; and mental health and crisis intervention programs in addition to a 24% increase in inflation over those same four years; and

WHEREAS, the City cut over \$455,000 in proposed spending in the 2025–2026 budget and is operating without sufficient staff to perform necessary city functions; and

WHEREAS, the City has diligently pursued contracts beneficial to the City for jail and 911 dispatch services, but providers for these services have fixed costs out of the City’s control; and

WHEREAS, the City has allocated traffic safety camera revenue to public safety expenses to the extent allowed by state statute; and

WHEREAS, the City relied on approximately \$880,000 in one-time funding to balance the 2025–2026 biennial budget, which is not sustainable long-term without a revenue enhancement or a reduction in services; and

WHEREAS, maintaining Public Safety Services requires the expenditure of permanent and regular (i.e., sustainable) revenue in excess of the current Levy Lid; and

WHEREAS, RCW 84.55.050 provides for the levy of regular property taxes in an amount exceeding the Levy Lid (a “Levy Lid Lift”) if the increased levy is authorized by a ballot proposition approved by a majority of the voters at a general election held within the taxing district; and

WHEREAS, approval of a Levy Lid Lift ballot proposition would help maintain current levels of Public Safety Services;

WHEREAS, to fund Public Safety Services as described in this resolution and continue that funding for a period of six years, the City Council finds that it is in the City’s best interest to present a ballot proposition to the City’s voters to increase the City’s regular property tax levy above the highest allowable levy lid lift of 1% limitation; and

WHEREAS, when the Levy Lid Lift expires in six years, the Levy will decrease to what it would have been if the Levy Lid Lift never existed and the City had only taken the annual 1% increase; and

WHEREAS, the Levy Lid Lift proposed would authorize an increase of approximately \$___ million in the City’s regular property tax levy by an increase of approximately \$0.____ per 1,000 of assessed valuation, to a maximum rate of \$0.____/\$1,000, in 2027, as allowed by Chapter 84.55 RCW; and increase the annual levy in the amount of the rate of inflation (Seattle region CPI-U) for 2027-2031; and until said Levy Lid Lift expires.

WHEREAS, the approximately \$___ million in additional levy funds will only be used to pay for Public Safety Services.

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

Section 1. Findings and Determinations. The City Council (the “City Council”) of City of Lake Forest Park, Washington (the “City”), takes note of the foregoing recitals and incorporates them into this resolution as findings and determinations of the City Council.

Section 2. Ballot Proposition Authorized. The City Council hereby finds that the best interests of the residents of Lake Forest Park requires the submission to the

qualified voters of the City, at the general election to be held on November 10, 2026, of a proposition authorizing a multi-year Levy Lid Lift to support Public Safety Services.

Section 3. Levy Rate and Duration. If approved by a majority of voters, the City shall be authorized to temporarily levy an additional regular property tax in the amount of \$_____ per \$1,000 of assessed valuation for levy in 2026 and collection in 2027.

This levy shall be:

- Collected annually for six (6) consecutive years, from 2027 through 2032;
- Increased each year in January by the annual percentage growth in the June-to-June Seattle-Tacoma-Bellevue Consumer Price Index for All Urban Consumers (CPI-U).

Section 4. Use of Levy Proceeds. The additional revenue generated by this levy shall be used exclusively for Public Safety Services, including but not limited to:

- Police staffing, training, and safety equipment
- 911 dispatch
- Emergency management services
- Jail services
- Prosecution and public defense costs
- Crisis intervention and mental health diversion programs

Section 5. Exemption for Low-Income Senior Citizens and Disabled Persons. As provided under RCW 84.36.381, low-income senior citizens, disabled veterans, and other disabled persons who qualify shall be exempt from the Levy Lid Lift authorized by this resolution to the extent allowed by law. It is the intent of the City to ensure that this levy does not impose an undue burden on vulnerable residents living on fixed incomes.

Section 6. Calling of Election. The Director of Elections of King County, Washington, as *ex officio* Supervisor of Elections (the "Director of Elections"), is requested to call and conduct a special election, in the manner provided by law, to be held in the City on November 10, 2026 (the "General Election"), for the purpose of submitting to the City's voters, for their approval or rejection, the proposition authorizing the City to increase its regular property tax levy in 2026 for collection in 2027 by an amount greater than otherwise permitted under chapter 84.55 RCW and to use the dollar amount of such levy for the purpose of computing the limitations for the City's subsequent five levies under chapter 84.55 RCW adjusted by the rate of inflation (Seattle region CPI-U).

Section 7. Form of Ballot Title. Pursuant to RCW 29A.36.071, the City Attorney of the City has prepared the concise description of the aforesaid proposition for the ballot title in substantially the following form:

City of Lake Forest Park
Proposition No. 1
Public Safety Services Levy Lid Lift

The City Council of the City of Lake Forest Park adopted Resolution No. 26-XXXX to fund Public Safety Services.

This proposition would fund Public Safety Services per the Resolution including police services, safety equipment, 911 dispatch, emergency management services, jail services, and mental health crisis response by temporarily setting the maximum total regular levy rate at \$0. /\$1000 for collection in 2027, with annual increases for five years based on inflation (Seattle region CPI-U). Qualifying low-income seniors, disabled veterans, and other disabled persons are exempt under RCW 84.36.381.

Should this proposition be approved?

- YES
- NO

Section 8. Authorization to Deliver Resolution to Director of Elections and Perform Other Necessary Duties. The chief administrative officer of the City (the “City Administrator”) or his designee is authorized and directed to: (a) present a certified copy of this resolution to the Director of Elections no later than August 4, 2026 and (b) perform such other duties as are necessary or required by law to submit to the City’s voters at the General Election, for their approval or rejection, the proposition authorizing the City to increase its regular property tax levy in 2026 for collection in 2027 by an amount greater than otherwise permitted under chapter 84.55 RCW and to use the dollar amount of such levy for the purpose of computing the limitations for the City’s subsequent levies under chapter 84.55 RCW for the succeeding five years.

Section 9. Notices Relating to Ballot Title. For purposes of receiving notice of the exact language of the ballot title required by RCW 29A.36.080, the City Council hereby designates (a) the City Administrator (Phillip Hill), telephone: 206-368-5440; email: phill@cityofflp.com; and (b) the City Attorney (Kim Adams Pratt), telephone: 425-201-5111; email: Kim@MadronaLaw.com. The City Administrator is authorized to approve changes to the ballot title, as determined necessary.

Section 10. General Authorization and Ratification of Prior Acts. This resolution may be executed by the Mayor or Deputy Mayor of the City, and attested by the City Clerk in tangible medium, manual, facsimile or electronic form under any security procedure or platform, and notwithstanding any other City ordinance, resolution, rule, policy or procedure, or in any other manner evidencing its adoption. The Mayor, City Administrator, City Attorney, Finance Director of the City, and other appropriate officers of the City are individually authorized and directed to take such actions and to create, accept, execute, send, use and rely upon such documents, records and signatures (including in tangible medium, manual, facsimile or electronic form, under any security procedure or platform,

and notwithstanding any other City ordinance, resolution, rule, policy or procedure) as in their judgment may be necessary or desirable to effectuate the provisions of this resolution. All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

Section 11. Severability. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, holds any provision of this resolution invalid or unenforceable, then the offending provision is null and void, is separate and severable from the remaining provisions of this resolution and in no way affects the validity of the other provisions of this resolution or of the levy or collection of the regular property taxes as so authorized herein.

Section 12. Effective Date. This resolution takes effect upon its adoption.

Section 13. Corrections. The City Clerk is authorized to make necessary corrections to this resolution, including the correction of scrivener's errors, references, ordinance or resolution numbering, and ballot title formatting as required by King County Elections.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this __ day of _____, 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Mathew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2084

Mayor
Tom French

17425 Ballinger Way NE
Lake Forest Park, WA 98155-5556
Phone: 206-368-5440
Fax: 206-364-6521
Email: cityhall@cityofLFP.gov
www.cityofLFP.gov



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

June ____, 2026

King County Metro

Dear King County Metro,

We the undersigned are elected officials or community activists writing to express concern that the upcoming changes to Metro route 372 and Sound Transit route 522 will substantially worsen transit options for people living in our communities.

To be clear, we are avid transit supporters (see the attached proclamation of Ride Transit Month) and want to see Metro design a system that complements Sound Transit and serves the community. Our concern is that when taking Metro and Sound Transit's changes in aggregate, service will suffer. Compared to today's service levels on the Bothell Way (SR522) corridor, Metro and ST's proposals will cut frequency in half and will remove all bus service that travels between Lake City and Lake Forest Park/Kenmore/Bothell (Northshore communities). On top of that, Metro and Sound Transit are NOT planning a transfer stop between new routes 72 and S3, so passengers looking to travel between Lake City and Northshore will have to endure detours that add time and require crossing busy roads multiple times. To put it bluntly, this will cause current transit riders to switch to driving, which is something that none of us want to happen.

In addition, much of the SR522 corridor has become a food and pharmacy desert with the recent closure of at least four pharmacies and/or grocery stores along SR522 between 125th Street and LFP Town Center. These transit changes will make it harder for residents to reach the remaining stores such as Safeway in LFP or Ostrom's pharmacy in Kenmore. We have heard directly from constituents who don't have cars and currently rely on transit for routine errands that will no longer be able to do that once the current bus service is lost. Microtransit options such as Metro Flex aren't a solution because these constituents don't live in the Flex service area. Are those constituents simply supposed start taking Uber to get their groceries and prescriptions?

We want to be constructive, so we are offering a specific proposal. We can think of Shoreline South Link station, Northshore, and Lake City as the three points of a triangle. Three points require three routes to fully connect them. In Metro’s proposal, routes 65 and 72 will both connect Lake City and Shoreline South, duplicating service. Sound Transit’s route 522 will connect Northshore and Shoreline. It would make sense to maintain the 372 between Lake City and Northshore to connect the missing leg while not duplicating route 65. This would ensure that these local neighborhoods maintain their connectivity and vibrancy. Other solutions might involve a bus connecting Northshore communities and Lake City to the new Pinehurst station when it opens, or other routing that overlaps lines along Bothell Way to allow riders to make transfers between lines at the same bus stop. Children, seniors, and people with disabilities or grocery carts should not be asked to cross busy thoroughfares in the dark or the rain simply to continue their transit trips in the same direction.

Thank you for your consideration of this proposal, and for your work to continue to connect our communities together.

Sincerely,

[Signatures]

City Administrator Report

City of Lake Forest Park

Date: June 11, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

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

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

I. Intergovernmental and local issues update.

Behavioral Health

Officers responded to a residence where a 17-year-old male, who was in the middle of a mental crisis, refused to go to school. Officers talked to the subject and to his relatives but were unable to solve the issue. No crime had occurred and the subject did not make any statement that he was suicidal. The case was sent to RCR personnel for review and assistance. Unfortunately, after a couple of hours, the subject decided to swallow thirty pills of his prescribed medication and cut his arms. Officers and fire department personnel were able to provide first aid, and the subject was sent to Children’s Hospital.

Officers assisted a community member who has been experiencing mental health issues. RCR was advised.

Burglary

Officers responded to an unoccupied residential burglary where the suspect broke a window to gain access. It appeared that the suspect did not enter the residence, and the homeowner told the officers that nothing was taken.

Death Report

Officers responded to a natural death of an elderly male. Nothing suspicious.

Harassment

Cmdr. Adams worked proactively with a community member who is having problems with the previous owner of his residence. The suspect has expressed the intention of taking over the property (using violence if necessary). Officers were sent to the residence to intercept the suspect and prevent a confrontation, but the suspect did not show up.

Warrants

A proactive officer stopped and arrested a subject who had several outstanding warrants.

Fraud

Two elderly community members came to the PD because they were about to send two checks to somebody who had contacted them by text explaining that they had some financial debt. The officers checked and advised the community members that this was clearly a scam and advised them to put the checks back in their accounts.

Child Abuse

A community member called the police stating that her daughter is being abused by her father. This case is currently under investigation.

DUI

Officers responded to a hit and run incident. They contacted the driver who was responsible for the accident and realized that he was driving under the influence and severely impaired. He was arrested and booked into jail.

DUI in progress in front of Mr. Greens Cannabis store. The suspect became violent and did not want to have a blood draw done. He was arrested and booked into jail.

An officer initiated a traffic stop and realized that the driver was under the influence of alcohol. He was arrested.

Disturbance

Officers responded to a disturbance among neighbors at the Woodland North Apts. They were able to deescalate the situation. No crime.

Officers responded to Taco Bell for a disturbance in progress. The reporting party told dispatch that Taco Bell employees were arguing with her. When the officers arrived, the RP had already left, and the employees told the officers that they argued with the customer because she was smoking marijuana inside the business and she didn't want to leave.

Domestic Violence (DV)

Officers responded to a domestic violence incident between wife and husband. It was determined that the female was the perpetrator. The suspect was arrested and booked.

Officers responded to a DV on progress involving a 15-year-old male out of control. It was established that the juvenile has mental problems, so a RCR specialist responded to the scene and assisted the officers.

Suspicious

Officers arrested a female subject who had initiated a fire in an apartment complex dumpster. She was booked into jail for reckless burning 2nd degree.

Officers recovered a stolen vehicle. No leads at this time.

Welfare Check

Officers responded to the Burke Gilman Trail where a homeless male was creating a disturbance. He did not want to accept any resources that were offered but asked to be transported to the "Old Fred Meyer" on Lake City Way.

Officers assisted a community member who was trying to locate a relative (who has dementia) who decided to walk to Port Angeles. Eventually the subject was found and reunited with his relative.

A community member advised the police that there was an elderly woman holding a cane who was leaning against the wall just outside Safeway who appeared uncomfortable. Officers spoke with the person. She stated that she was ok and she was just waiting for her ride.

Assist

A police deputy from a Sheriff's Department in California asked our officers to do a welfare check on a community member who lives in our town and is listed as missing in California. The officers conducted the welfare check and were able to speak with the person.

Officers assisted Pacific PD with a search warrant (marijuana grow operation).

Officers provided resources to a community member who was concerned about his brother's drinking problems.

Theft

A community member advised that somebody had stolen her Amazon package from the porch. No leads at this time.

Officers responded to a residence where the owner stated that several items were stolen when they were on vacation. The homeowner believes that the suspect is the person who stayed in her house when they were on vacation. The investigation is in progress.

Officers responded to a theft in progress at Ross. The suspect stole several items, broke a door, and fled on foot. A foot pursuit started and one of the officers was injured during the chase. Some of the items were recovered. The investigation is in progress.

Officers responded to an attempted theft at Ross. The subject had outstanding warrants so he was booked into jail.

Malicious Mischief/Vehicle Prowl

Officers responded to a malicious mischief call where somebody had broken a window of a parked vehicle. The apartment complex where the crime had occurred has cameras so the investigation is in progress.

Officers responded to a vehicle prowling at the Watercrest Apt. Complex. Investigation is in progress.

Trespass

Officers trespassed a person who was creating a disturbance inside the mall.

Animal Call

A patrol officer found a dog. The officer was able to find the owner.

Assault

Officers responded to an assault in progress between neighbors. The argument involved "hedge trimming". Both subjects were injured. Investigation in progress.

Lake Forest Park



Traffic Safety

Traffic Stops	204
Traffic General	16
Traffic Collision	7
DUI	3
Impound	2
Hit & Run	2
Abandoned Vehicle	0

NOTABLE VIOLATIONS:

Cell phone:

- Being on speaker phone and holding your phone in your hand while driving does NOT equal a “hands free call.”

Finesse- Definition: to handle, deal with, or do (something) in an indirect and skillful or clever way.

- A driver was attempting to parallel park too quickly, not noticing the parked vehicle while backing, and struck the driver side rear door causing significant damage.

It must have been love...oh wait, no, it could have been a head on collision!

- A little after 11pm on May 22, a DUI driver failed to maintain lane control causing their side mirror to collide with another vehicle traveling in the opposite direction. It was later discovered that this was the driver’s second DUI. They were booked into Snohomish County Jail.

1, 2, 3 strikes you’re out ...

- A vehicle was observed to have a driver's side headlight out, a driver’s side break light out, AND they had their phone in their hand while they were driving!
- A vehicle with no license plate was pulled over where an expired trip permit was found, a California registration expired for 10 years, and the driver was not carrying insurance.

II. Internal City Information

Executive:



- City Administrator Hill was notified on April 30, 2026 that his annual International City/County Management Association (ICMA) Credentialing Program renewal was approved by the Credentialing Advisory Board. ICMA Credentialed Managers are professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development.
- Administrator Hill was also recently recognized by ICMA for 30 years of service in local government.

Human Resources:

Wellness:

- **WellCity Recognition:** For 15 consecutive years, employees at the City of Lake Forest Park have helped us achieve Associated Washington Trust's (AWC) WellCity status. The AWC Employee Benefit Trust's WellCity program recognizes members that achieve quality standards in employee health promotion. Members that earn the WellCity Award receive a 2% premium discount on all medical premiums. We are very proud of this achievement. Street signs were provided to us from AWC this year, so of course we had to display them (thank you to Public Works for the assist getting them posted)!



- **Bike Everywhere Month:** Six city employees participated in Bike Everywhere month during May 2026. Biking 523 miles, with several employees being able to safely commute to city hall. As we've seen in prior years, the biking doesn't end with the challenge. You will continue to see bicycles in city hall and fewer cars in the parking lot as weather permits! Congratulations to the following employees, on reducing vehicle miles traveled!
 - Yancey Bagby – Community Development
 - Wilson Camejo – Public Works/Engineering
 - Jessica Halterman – Municipal Services
 - Phillip Hill – Executive
 - Mark Hofman – Community Development
 - Mike Read – Public Works/Engineering
- **Staff Recess Challenge:** Starting June 1, we launched a 4-week challenge called Recess. Movement and mental fitness were identified as top areas of interest and concern for our employees, which is why the wellness committee has decided to include this program in our wellness offerings this year. Feedback from week one and staff participation has been overwhelmingly positive.



Pictured above: Staff during an afternoon walking break.

- **Staffing & Department Updates:**
 - Public Works welcomed Seasonal Maintenance Workers **Sam Palmer** and **Mohammad Abdulrahimzai** this summer. Sam, who started on May 18, brings with him prior automotive repair and customer service experience. Mohammad is returning for his third summer with the City beginning next week; we are looking forward to having him back! The addition of our seasonal staff greatly helps with the vegetation management needs of the City during the summer.
 - **Marita Davison** also started on May 18 as our new Climate Coordinator in the Community Development department. Marita has over a decade of climate and environmental professional experience, from scientific research to international conservation and more. Most recently, Marita was the Principal and Co-Owner of an organization focused on environmental sustainability, science, and public understanding. As a Lake Forest Park resident, Marita looks forward to supporting the City's climate goals within her local community.

- **Police Department: Diego Zanella** began his role as Interim Police Chief. Following Chief Harden's retirement, the plan is to conduct an internal hiring process to fill the Police Chief role. Recruitment efforts also continue to fill our current Police Officer vacancies, with several lateral/exceptional candidates' oral board interviews completed. Additionally impacting staffing levels, we had two officers go out on leave and our Support Services Officer retire at the end of May. We sincerely appreciate our officers' continued efforts to maintain the high level of service they provide to our community and city, despite the challenges of being short-staffed.
- **Municipal Court:**
 - On June 1, the Court went live with a new case management system, Enterprise Justice (EJ). EJ replaces the former JIS platform and is being done as part of a larger state-wide requirement for all Washington courts. The new system is intended to improve efficiency, transparency, and accessibility for all users. Court Administrator **Julie Espinoza** and **Judge Grant** have been working tirelessly to get the Court ready for EJ's go-live date this last year, including working many extra-long days and weekends (thank you!!!).
 - Following our Probation Officer's resignation, the Court has begun recruiting to fill the opening.
 - Judicial Specialist **Loyce Weishaar** was promoted to Senior Judicial Specialist. From her experience working at King County Elections, King County Superior Court and Spokane County District Court, to serving as Court Clerk the last five years, the department looks forward to her assuming this new role. Recruitment is also underway for a second Senior Judicial Specialist. Thank you again to Council for the support and approval in restructuring our Court's FTEs. Adding this senior-level role allows us to promote internal growth and attract experienced candidates, ultimately helping us maintain excellent customer service and meet the Court's operational needs.
- **Finance Department:** Recruitment has begun for a Finance Director. We appreciate Director Vaughn's positivity, hard work, and the many contributions she has brought to the City of Lake Forest Park over the last seven years. She will remain in the role through June 30.

III. Council Information

- Mayors and Councilmembers from Lake Forest Park, Shoreline and Kenmore pose for a group photo on a sunny Monday evening in May, following a joint dinner meeting in Shoreline. Mayors provided an update on each city, followed by robust discussions about transit, affordable housing, city finances, Regional Crisis Response Agency, and a legislative update.



II. Response to Citizen and Council Comments

III. Contract Reporting

No new contracts from the reporting period.

IV. Legislative Update

V. Community Events

The Secret Gardens of Lake Forest Park Garden Tour & Market

June 20, 2026, 9:00 AM - 3:00 PM

Third Place Commons

The Secret Gardens of Lake Forest Park Garden Tour and Market will be held on Saturday, June 20, 2026, from 9:00 AM to 3:00 PM at the Town Center at Lake Forest Park. Enjoyment for all ages!

1st Annual - Listen Here! Teen Band Showcase with ShoreLake Arts!

June 27, 2026, 4:00 PM - 8:00 PM

Pfingst Animal Acres Park

Get ready for a summer night full of music, energy, and local talent! ShoreLake Arts proudly presents the 1st Annual Listen Here! Concert, a dynamic showcase of emerging and developing teen bands from across Washington State.

VI. Upcoming City Sponsored Events

VII. Meetings Calendar

North King County Coalition on Homelessness

June 18, 2026, 1:00 PM - 2:30 PM

City Council Budget & Finance Committee Meeting (hybrid meeting)

June 18, 2026, 6:00 PM - 7:30 PM

City Hall and via Zoom

City Council Committee of the Whole Meeting (hybrid meeting)

June 22, 2026, 6:00 PM - 8:00 PM

City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

June 25, 2026, 7:00 PM - 9:00 PM

City Hall and via Zoom