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**CITY OF LAKE FOREST PARK**  
**City Council**  
**Study Session**  
**January 20, 2000**

**DRAFT**

**Councilmembers present:** Alan Kiest, Carolyn Armanini, Dwight Thompson, Mary Jane Goss, Nate Herzog, Roger Olstad, Ed Sterner

**Staff present:** David R. Hutchinson, Mayor; Douglas Jacobson, City Administrator; John Rogers, Police Chief; Frank Zenk, Director of Public Services; Ty Peterson, City Planner; Susan Stine, City Clerk

**Others present:** One visitor

**CALL TO ORDER**

Mayor Hutchinson called the council study session to order at 7:30 p.m.

**REPORT**

**Rules Committee**

Rules Committee Chair Armanini said a memorandum had been distributed showing council committee assignments and chairs for 2000. She requested that councilmembers review the Jan. 13, 2000 draft of the council rules.

Armanini said the rules committee will schedule another meeting to work on the council workplan and revisions to the rules.

**NEW BUSINESS/DISCUSSION**

**Review/Proposed Kenmore Interlocal Agreement for Public Works**

City Administrator Jacobson said the Kenmore council had reviewed the proposed interlocal agreement and had no questions or concerns.

Director of Public Services Frank Zenk said changes in the contract for 2000 include assistance to Kenmore for right-of-way permits on Bothell Way (SR 522) and attendance at Kenmore council meetings by Zenk or Carlson to provide updates on their workplan.

In response to questions from councilmembers, Zenk discussed the monthly payment under the proposed contract and how staff time is tracked. Zenk noted that the city is studying its relationship with Kenmore and how it can be developed to benefit both cities. Councilmembers

1 discussed overhead costs and the value of the partnership. Jacobson discussed the impact of the  
2 agreement on the director’s job description and the recent reclassification of the operations  
3 supervisor position.

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5 **Review/Proposed Agreement with Hammond, Collier & Wade—Livingstone for**  
6 **Engineering Services**

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8 Jacobson said negotiations were begun about a year ago to update the city’s agreement with  
9 Hammond, Collier & Wade—Livingstone for engineering services. He noted that the proposed  
10 agreement requires no retainer and is not exclusive. He said Washington Cities Insurance  
11 Authority (WCIA) has been included in the review of the proposed agreement and noted  
12 indemnification language and language discussing ownership of documents.

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14 Thompson requested that this agreement be placed on the second reading and final action  
15 calendars for the Jan. 27, 2000 council meeting.

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18 **Review/Proposed Bothell Interlocal Agreement for Police Dispatch Services**

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20 Chief John Rogers said the changeover to Bothell dispatch took place at 5 a.m. He reported that  
21 all went well with the 911 emergency calls, but they encountered some minor problems with the  
22 regular business line.

23  
24 Jacobson said the proposed interlocal agreement had been drafted by the Bothell city attorney.  
25 In response to questions from councilmembers, Rogers said more information will be provided  
26 on the call number used on Page 3. Councilmembers discussed items such as acronyms, liability  
27 language, cash control procedures and staffing levels included in the proposed agreement.

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30 **Discussion/Police Chief Selection Criteria**

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32 Hutchinson said that a meeting of the selection committee is being called, and the application  
33 packet will be discussed. Councilmembers discussed the information packet, the salary range  
34 and the list of comparable cities, questions on the application form, background checks, and  
35 advertising for candidates.

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38 **Discussion/Endangered Species Act (ESA) Update**

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40 City Planner Ty Peterson noted four documents that are available for councilmembers regarding  
41 the Endangered Species Act. He noted that the Puget Sound chinook salmon has been listed as  
42 an evolutionary significant unit (ESU), and the entire city falls into a critical habitat area  
43 classification. Peterson said Lake Washington has been specifically identified, and the question  
44 whether Lyon and McAleer Creeks are necessarily affected waterways remains. Peterson noted  
45 the 4(d) rules and the tri-county report, discussed definitions of terms such as “take”, “harass”,  
46 and “harm” as used in the documents, and reviewed various options available to the city.

1 Peterson also noted that the city's regulations are being reviewed by graduate students in public  
2 policy to see where there may be deficiencies. The Environmental Quality Commission is  
3 preparing an inventory of areas critical for improvements.

4  
5 Peterson said the council should be aware of information in the 4(d) rule regarding land use  
6 buffers of 150 feet and lawn conversions to native growth buffers. He noted that other cities are  
7 stamping permits with warnings that issuance does not guarantee compliance.

8  
9 Councilmembers expressed their interest in pursuing grants to help the city respond to these  
10 requirements. Peterson said that information he has received indicates that the rules may be  
11 effective as early as April, and the steelhead rule has to be done by that time.

### 12 13 14 **Discussion/Construction Management—Design Firm Selection Process/Select Grill Options**

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16 Jacobson noted that Ty Peterson recently completed his master's degree in construction  
17 management and has noted that some new options may be available to the city regarding the  
18 upcoming remodel of the Select Grill building.

19  
20 Peterson said recent legislation changed the way public facilities can be built and discussed the  
21 role of a construction manager/general contractor on a construction project. Peterson discussed  
22 the bid process and the concept of a lump sum bid.

23  
24 Peterson said the city could hire a construction manager before hiring an architect and noted that  
25 available information suggests a higher success rate for keeping the project on schedule. He said  
26 the construction manager represents the city's interest, can write the bid documents and ensures  
27 availability of utilities and construction materials.

28  
29 Peterson said the construction manager would have input in the architectural plans and  
30 specifications, represents the city's interests and serves as built-in value engineering. The job  
31 would include providing a reality check for constructibility and for the architect's bid estimate.

32  
33 During the construction process, the construction manager performs inspections and processes  
34 and manages change orders and pay requests.

35  
36 Kiest asked for information comparing this process with the traditional bid and construction  
37 process.

### 38 39 40 **Discussion/Council Retreat—Dates and Facilitator**

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42 Councilmembers agreed to schedule a council retreat for Friday, March 10 from 6:30 p.m. to 9  
43 p.m. and Saturday, March 11 at the Interim City Hall. A theme for the retreat and a facilitator  
44 will be selected at another time.

1 **ADJOURNMENT**

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3 There being no objection, the meeting was adjourned at 10:25 p.m.

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Susan Stine, City Clerk

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12 **APPROVED:**

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David R. Hutchinson, Mayor