

## RESOLUTION NO. 25-2008

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A REVISED INTERLOCAL AGREEMENT WITH THE CITY OF SHORELINE TO PROVIDE AN AFTER-SCHOOL PROGRAM, "HANG TIME", FOR KELLOGG MIDDLE SCHOOL FOR THE CALENDAR YEARS 2025-2026

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**WHEREAS**, youth services programs provide an indisputable benefit to public health, safety and welfare; and

**WHEREAS**, the City desires to support youth services and programs; and

**WHEREAS**, the Kellogg Middle School "Hang Time" after-school program is a beneficial program for youth in this community; and

**WHEREAS**, the City of Shoreline is the administrator of the Kellogg Middle School "Hang Time" after school program and is qualified and willing to undertake the aforementioned services consistent with all requirements of State law and City ordinances and regulations; and

**WHEREAS**, City Council approved Resolution 25-1998 authorizing the Mayor to sign an interlocal agreement with the City of Shoreline to provide an after-school program, "Hang Time", for Kellogg Middle School for the calendar years 2025-2026 at the January 23, 2025 City Council Meeting; and

**WHEREAS**, the City of Shoreline subsequently requested revisions to the interlocal agreement that primarily allocate the Lake Forest Park funds 100% to program supplies and make other minor revisions as fully set forth in Attachment 1.

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

Section 1. AUTHORIZATION. The Mayor is authorized to sign a revised interlocal agreement in substantially the same form as attached hereto as Attachment 1 with the City of Shoreline, administrator of Kellogg Middle School "Hang Time" after-school program for calendar years 2025-2026.

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 27th day of February, 2025.

APPROVED:

*Thomas French*  
Thomas French (Mar 1, 2025 14:47 PST)

Tom French  
Mayor

ATTEST/AUTHENTICATED:

*Matt McLean*

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Matthew McLean  
City Clerk

FILED WITH THE CITY CLERK: February 19, 2025  
PASSED BY THE CITY COUNCIL: February 27, 2025  
RESOLUTION NO.: 25-2008

**AGREEMENT BETWEEN THE CITY OF SHORELINE AND THE CITY OF LAKE FOREST PARK TO PROVIDE AN AFTER-SCHOOL PROGRAM, “HANG TIME”, FOR KELLOGG MIDDLE SCHOOL FOR THE CALENDAR YEARS OF 2025-2026**

This Agreement is entered into between the City of Shoreline (“Shoreline”) and the City of Lake Forest Park (“LFP”) to provide funding support for an after-school program, referred to as “Hang Time,” for Kellogg Middle School for the calendar years 2025 – 2026 (the “Agreement”). This Agreement shall become effective on the date of the last signature (the “Effective Date”). Together Shoreline and LFP are referred to as “the Parties.”

**Recitals**

**WHEREAS**, Shoreline and LFP recognize that youth services programs, such as an after school program, provide an indisputable benefit to public health, safety and welfare; and

**WHEREAS**, LFP desires to support the program by providing funding to offset the program cost for Shoreline to provide an after school program as described within this Agreement; and

**WHEREAS**, Shoreline is qualified and willing to provide for such an after school program, consistent with all requirements of State law and applicable ordinances and regulations as provided for herein.

**NOW THEREFORE**, in consideration of the mutual covenants and conditions contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

**Agreement**

**1. PURPOSE**

The purpose of this Agreement is to set forth the terms under which LFP will provide funding support to the Hang Time after-school program for students attending Kellogg Middle School. Shoreline will offer, at a minimum, recreational, leadership, social skills development activities, and communicate activity options such as field trips, and homework help as more fully set forth in the Scope of Work, attached and incorporated as Exhibit A (the “Services”).

**2. RESPONSIBILITIES OF PARTIES**

- A. Shoreline will be responsible for the quality and suitability of the Services provided under this Agreement. LFP shall evaluate the adequacy and efficiency of the Services provided, the sufficiency of records, and the results produced. If during the course of this Agreement the Services rendered do not produce the desired results, the Parties shall consult each other and corrective action shall be taken as may be required. Failure to

promptly consult and take such action(s) reasonably required shall be a material breach of the Agreement and cause for termination. Shoreline shall notify LFP's representative of any matters affecting the eligibility of Shoreline to continue to perform the Services provided through this Agreement as soon as reasonably possible after Shoreline's discovery of the same.

- B. Shoreline may be requested in writing to perform additional or follow-up work to complete the Services in addition to the basic services described in Exhibit A. Additional services must be authorized in a written addendum to this Agreement and approved by both Parties.
- C. LFP shall provide Shoreline with complete information available and disclosable by LFP in order that Shoreline may carry out the Scope of Work in Exhibit A.
- D. The total compensation to be paid by LFP to Shoreline for the Scope of Work in Exhibit A and the Services Supplies in Exhibit B, attached and incorporated hereto, shall be an amount not to exceed Ten Thousand Dollars (\$10,000.00) as shown on Exhibit B, which shall be full compensation for the Services and Services Supplies.
- E. Shoreline shall invoice LFP using the attached Exhibit C1 form. The form shall be submitted to LFP by the tenth working day of the month following the month based on the portion of the Services completed in that month by Shoreline.
- F. Shoreline shall send Exhibit C1 electronically to [cmattson@cityoflfp.gov](mailto:cmattson@cityoflfp.gov), accompanied by evidence satisfactory to LFP justifying the request for payment, including a report of the Services accomplished and tasks completed. LFP shall pay Shoreline within thirty (30) calendar days receipt of Exhibit C1.
- G. Each quarter, Shoreline shall submit to LFP a report in the form provided in Exhibit C2.

### 3. TERM AND TERMINATION

- A. The term of this Agreement commences on the date executed by all the Parties and shall continue until December 31, 2026, unless extended or terminated by the Parties in accordance with this Agreement.
- B. This Agreement may be terminated by any Party if the other Party fails to comply with any material provisions of the Agreement, in whole or in part. Termination shall not relieve a Party of costs incurred to the date of termination.
- C. Shoreline may terminate this Agreement if, in its sole discretion, performance of the Services is not in the public health, safety, and welfare of the citizens of Shoreline. Shoreline shall provide written notice at least thirty (30) calendar days prior to the date of termination.

#### 4. NOTICES

All notices and invoices required under the terms of this Agreement shall be given in writing, addressed as follows:

Phillip Hill  
City Administrator  
City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
phill@CityofLFP.gov

Bristol Ellington  
City Manager  
City of Shoreline  
17500 Midvale Ave N  
Shoreline, WA 98133  
bellington@shorelinewa.gov

Notices may be hand-delivered; sent via U.S. mail, return receipt requested; by a nationally recognized courier service, or electronic mail (e-mail), read receipt requested. All notices issued under this Agreement shall be deemed received on the next business day after being deposited in the U.S. mail in the city issuing the notice, at the time of hand or courier delivery to the addressee party, or on the date received by the recipient's computer.

#### 5. SUCCESSORS OR ASSIGNS

Neither Party shall assign, transfer, or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

#### 6. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this Agreement.

#### 7. NO THIRD-PARTY BENEFICIARIES

This Agreement is entered into by and between the Parties hereto and is not intended to confer any rights or remedies upon any other persons or entities.

#### 8. EXECUTION OF AGREEMENT – COUNTERPARTS

This Agreement may be executed in counterparts, all of which shall be regarded for all purposes as an original.

## 9. RECORDS

Shoreline and LFP acknowledge that they are local agencies subject to Washington's Public Records Act, chapter 42.56 RCW, and, as such, this Agreement and records arising from the performance of this Agreement are public records subject to disclosure unless an exemption applies. Shoreline and LFP shall each be solely responsible for responding to a public records request submitted to that Party. Shoreline and LFP will retain this Agreement and all records related to this Agreement consistent with the records retention schedule for contracts/agreements issued by the Washington Secretary of State pursuant to chapter 40.14 RCW.

## 10. JURISDICTION AND VENUE

This Agreement shall be interpreted pursuant to the laws of the State of Washington and any judicial action arising from this Agreement shall be in King County Superior Court. In any action or proceeding to enforce or interpret any provision of this Agreement, the prevailing party shall be entitled to recover its reasonable costs, expenses, and attorneys' fees incurred in such action or proceeding.

## 11. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon Shoreline and LFP, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

## 12. NON-WAIVER OF RIGHTS AND REMEDIES

No term or provisions of this Agreement shall be deemed waived, and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other Party, whether expressed or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

**IN WITNESS WHEREOF**, each person executing this Agreement on behalf of a Party represents and warrants that he or she is fully authorized to execute this Agreement on behalf of the Party for which he or she is signing on the date indicated next to their signatures

**THE CITY OF LAKE FOREST PARK**

**THE CITY OF SHORELINE**

By: \_\_\_\_\_  
Tom French  
Mayor

By: \_\_\_\_\_  
Bristol Ellington  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## SCOPE OF WORK - EXHIBIT A [2025-2026]

### SECTION 1—Work Products

#### Agreement

The City of Shoreline shall provide a free after-school recreation program at Kellogg Middle School from 3:00-5:00 p.m., Tuesdays/Thursdays, and 1:30-5:00 p.m., Wednesdays. The City of Shoreline will offer recreation, leadership, and social skills development activities. The City of Shoreline will work with school district staff and other partners in communicating activities and programs provided at the school such as intramural sports, tutoring and homework time, special interest clubs, leadership groups, free times, large and small group options, service learning, workshops, and field trips.

1. The City of Shoreline staff will maintain continuous communication with teachers and other school personnel and parents, involving student performance and student needs.
2. The City of Lake Forest Park will be recognized in all promotional materials as a financial supporter of Hang Time.

#### Outcomes

1. City of Shoreline will track the number of students served by Hang Time each year.

\*Annual outcomes will be reported at the end of the school year; quarterly attendance outcomes will be reported on each invoice.

| OUTCOME   | INDICATOR  | MEASUREMENT TOOL                       |
|---|--|--|
| Youth exhibit assets that provide a foundation for successful development | Leadership skills improve; social skills improve | Youth surveys and school staff surveys |

**PROGRAM BUDGET - EXHIBIT B [2023-2024]**

**SECTION 1—Agency Budget**

| Budget Category  | City funds |          |
|------------------|------------|----------|
|                  | 2025       | 2026     |
| Program Supplies | \$10,000   | \$10,000 |
| Total            | \$10,000   | \$10,000 |



## INVOICE FOR SERVICES - EXHIBIT C [2025-2026]

### SECTION 1—Invoice

Payer:

City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
Attn: Cory Mattson, Community Programs Planner  
(206) 957-2814

Payment to:

City of Shoreline  
17500 Midvale Ave N  
Shoreline, WA 982133  
Agency Contact: Linda Finch,  
Recreation & Cultural Services Superintendent  
206-801-2621

|                               |                               |
|-------------------------------|-------------------------------|
| <b>Billing Period:</b>        | <b>Total Quarter Request:</b> |
| <b>Date submitted:</b>        |                               |
|                               |                               |
| <b>Yearly Contract Amount</b> | <b>\$10,000</b>               |
| Amount Billed this Report     |                               |
| Amount Previously Billed      |                               |
| Total YTD                     |                               |
| Contract Balance Remaining    |                               |

#### Payment Request for Services

| Service      | Contract Amount  | This Request | Previous Request | YTD | Balance |
|--------------|------------------|--------------|------------------|-----|---------|
|              |                  |              |                  |     |         |
|              |                  |              |                  |     |         |
|              |                  |              |                  |     |         |
|              |                  |              |                  |     |         |
|              |                  |              |                  |     |         |
| <b>Total</b> | <b>\$ 10,000</b> |              |                  |     |         |

*Under penalty of perjury under the laws of the State of Washington, I swear and affirm that the information provided in this invoice is true and correct.*

**Printed Name:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## INVOICE FOR SERVICES - EXHIBIT C [2025-2026]

### SECTION 2—Service Report

**Agency:** Kellogg Middle School "Hang Time" After School Program  
Administered through the City of Shoreline

**Reporting Dates:**

| SERVICE NUMBERS                      | PROGRESS     |              | COMMENTS |
|--------------------------------------|--------------|--------------|----------|
|                                      | This Quarter | Year to Date |          |
| Total number of youth served         |              |              |          |
| Average daily number of participants |              |              |          |

| OUTCOME   | INDICATOR   | MEASUREMENT TOOL                       |
|---|---|--|
| Youth exhibit assets that provide a foundation for successful development | <ul style="list-style-type: none"><li>· Leadership skills improve</li><li>· Social skills improve</li></ul> | Youth surveys and school staff surveys |

**Program summary for the quarter to Exhibit C:**