



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	July 24, 2025
Originating Department	Municipal Court
Contact Person	Julie Espinoza, Court Administrator
Title	Resolution 25-2022/Authorizing the Mayor to Sign a Professional Services Agreement with Linebarger Goggan Blair & Sampson, LLP for Municipal Court Collection Services

Legislative History

- First Presentation July 24, 2025
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Attachments:

1. Resolution 25-2022
 2. Professional Services Agreement AG-25-032: Collection Services with Linebarger Goggan Blair & Sampson, LLP for Unpaid Court Accounts
 3. Exhibit A – Scope of Work to AG-25-032
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Executive Summary

The Lake Forest Municipal Court has been utilizing the collection services of Linebarger Goggan Blair & Sampson, LLP since 2020 and wishes to continue these services. Resolution 25-2022 would authorize the Mayor to sign a new agreement with the firm to continue those services.

Background

The Lake Forest Park Municipal Court assesses fines and penalties for criminal misdemeanors and civil infractions occurring within the City. When these fines go unpaid, the Court refers the accounts to a third-party collection agency for recovery.

Linebarger Goggan Blair & Sampson, LLP (LGBS) has been providing these collection services under an existing agreement that expires August 12, 2025. The proposed agreement, AG-25-032, continues this relationship for an additional three years, with an option for a two-year renewal.

LGBS will provide both pre-collection and full collection services at no additional cost to the City. This includes account notices, time-payment plans, a license reinstatement program, and weekly remittance of funds. Court costs are assessed to the defendant under state law (RCW 3.02.045(5) and RCW 46.63.190(6)) to cover collection fees, resulting in no fiscal impact to the City.

Adopting Resolution 25-2022 ensures uninterrupted collection services and supports the Court's ability to recover outstanding obligations effectively and compliantly.

Fiscal & Policy Implications

No fiscal impact to the City; fees are assessed to defendants as court costs per state law.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Approve contract with LGBS	Continue using LGBS for collections services
<ul style="list-style-type: none">• Do not approve contract with LGBS	Delay in services to re-negotiate the contract with LGBS or negotiate services with a different firm

Staff Recommendation

Approve Resolution 25-2022/Authorizing the Mayor to Sign a Professional Services Agreement with Linebarger Goggan Blair & Sampson, LLP for Municipal Court Collections Services.