



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date May 28, 2026

Originating Department Executive

Contact Person Phillip Hill, City Administrator

Title Resolution 26-2074/Authorizing the mayor to execute a contract for Prosecution Services with Sarah Roberts, PLLC

Legislative History

- First Presentation - May 14, 2026
 - Second Presentation – May 28, 2026
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Attachments:

1. Resolution 26-2074 authorizing the mayor to execute a contract for Prosecution Services with Sarah Roberts, PLLC
 2. Contract AG-26-015
 3. Original Contract (AG-01-002) & Amendment No. 1 (AG-03-001)
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Executive Summary

This proposed contract replaces the existing contract from 2001 and later amended in 2003 to provide for an inflationary adjustment in January each year, by the same percentage increase provided to the City's non-represented salaried employees.

Due to the changing legal landscape, the needs of the municipal court, and the city's introduction of several types of traffic safety cameras, over the last 20+ years, it was determined that a new contract best serves all parties involved.

Background

Since 2001, Sarah Roberts ,PLLC has provided prosecuting attorney service for the city. The services provided have and continue to be to the satisfaction of the municipal court, police department, and administration.

The proposed contract has been drafted with the scope of services attached as Exhibit A. Section 3 of the exhibit details the services to be provided in the flat fee. By way of example, it calls out specific software to be utilized, required reporting to the police department, processes to be followed, hearings to attend and conduct, professional standards to be maintained, and records documentation. Section 5 identifies the times when the prosecuting attorney’s presence is required, to ensure smooth operations of the court.

Contract Amendment 1 from 2003 notes a flat fee of \$5,500 and introduced a provision for cost-of-living adjustments (COLA) tied to those received by the city’s non-represented salaried employees. There have been no further amendments to account for the increased caseload related to the city’s implementation of traffic safety cameras, the addition of a second traffic officer and traffic support officer. Additionally, standard business operational costs and those of implementing technology have not been captured in the annual COLA’s over the past 23-years.

Court cases in 2011 totaled 2,852; in 2018 there were 16,869; and in 2024 there were 34,302 the large increase a result of the 24/7 traffic safety camera on NE 178th Street. The prosecutor’s office handled 252 criminal filings in 2024, 382 criminal filings in 2025 and there have been 133 criminal filings to date in 2026. Traffic safety cameras are additional workload not reflected in these numbers as they do not rise to the level of criminal activity. Other traffic violations that do rise to the level of criminal activity are Driving Under the Influence (DUI/DWI), reckless driving, hit-and-run, driving with a suspended or revoked license, and vehicular assault.

Fiscal & Policy Implications

The current contract provides for \$9,126 per month flat fee, with a cost escalator each year tied to the cost-of-living adjustment provided to the city’s non-represented salaried employees. This fee is well below market and has not been adjusted to account for the additional work added to the prosecutor’s office over the years.

The proposed contract provides for \$18,000 per month flat fee, \$3,000 of which is specifically for prosecution services related to traffic camera violations other than for stoplight violations and school speed zone violations. A cost-of-living provision is included and tied to the June-to-June Seattle-Tacoma-Bellevue Consumer Price Index, with a minimum of 2% and a maximum of 5%.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Approve the contract with Sarah Roberts PLLC 	<p>The contract will provide the city with the needed prosecutorial services and reporting structure desired.</p>
<ul style="list-style-type: none"> Do not approve the contract with Sarah Roberts PLLC 	<p>The administration will evaluate options for prosecutorial services and report back to council.</p>

Staff Recommendation

Adopt Resolution 26-2074 and authorize the Mayor to execute a contract for Prosecution Services with Sarah Roberts, PLLC.