

City Administrator Report

City of Lake Forest Park

Date: April 11, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

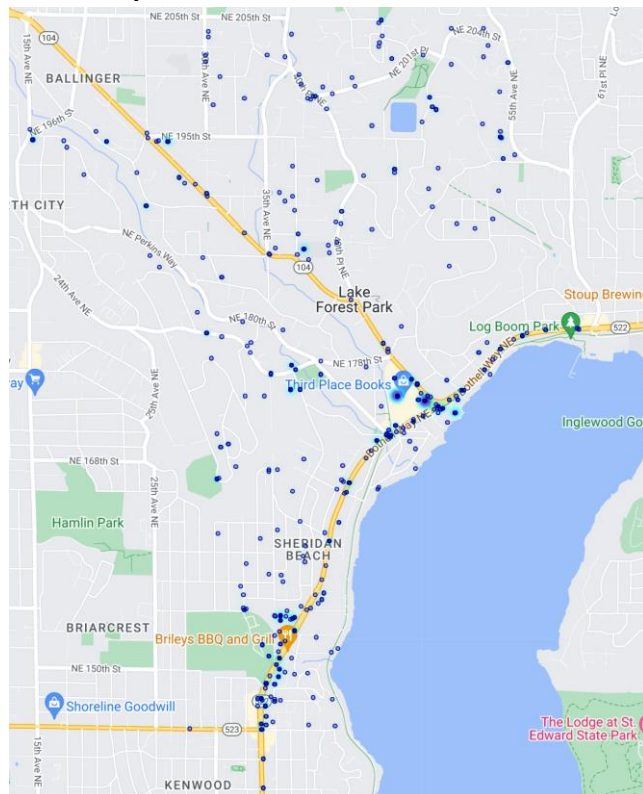
CC: Honorable Mayor Tom French
Leadership Team

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.

Police Department



Police incidents heatmap for

March 2024:

Each blue dot is an incident generated by dispatch or an officer. This map represents **719 Incidents in March.**

Traffic General	147
E911	96
Questionable Activity	49
Assist	45
Contact of a Person	36
School Zone	16
Theft	14
LFPPD Warrants	13
Alarm	12
MV Prowl	9
Welfare Check	9
Traffic Accident	8
Disturbance	7
Hit & Run	6
Domestic Violence	4

Case Reports Taken for March 2024

Theft	8	Informational Report	2
Malicious Mischief	7	Registered Sex Offender	1
Trespass	4	Trespass	1
Warrant Arrest	4	Fraud	1
Behavioral Health	4	Missing Person	1
Domestic Violence	3	Criminal Impersonation	1
Child Protective Service	3	Burglary	1
Death investigation	2	Runaway	1
Recovered Property	2	Assault	1
Vehicle Theft	2	Hit-and-run	1
Property	2	Order Violation	1
Vehicle Prowl	2	Adult Protective Services	1
Total - 58			

Notable Incidents

Officers responded to a subject passed out on the sidewalk in front of Albertsons. Discovered subject is an employee of a local business. Subject given courtesy ride to his home in Shoreline.

Officers responded, along with CPS, to a reported 11-year-old trading nude photos online with adults. 11-year-old also sharing pornographic videos with a 12-year-old friend. CPS is continuing the investigation.

Officers assisted Mountlake Terrace during a domestic violence call in their city. Officers assisted with containment until the suspect was located and taken into custody.

Officers responded to a male subject who appeared “out of his mind”, screaming and running into and up and down the lanes of traffic on SR522. Officers located the subject who, records showed, had a history of attempting to bite officers and kicking officers during a previous arrest. The subject refused assistance and was allowed to continue on his way. Warned to stay out of road.

Officer located subjects performing sexual acts inside a vehicle at the LFP Mall. It was determined one of the subjects had a warrant for her arrest. The issuing agency refused to pick up the warrant subject. Both subjects were warned against lewd acts in public and released.

Officers responded to a shoplift at Albertsons. The subject was quickly located on the Burke Gilman Trail. The subject was found to have multiple warrants for his arrest. The subject was taken into custody and booked for theft and outstanding warrants.

A citizen reported finding an elderly female who was confused and did not know her name or where she lives. Officers were able to locate her husband who indicated his wife has dementia. Officers made sure husband and wife were reunited.

A citizen discovered an elderly female that had fallen in the street. He was attempting to walk her home when he realized her address was in Shoreline. Officers arrived and called aid to respond and assess the female for injuries. Aid personnel were familiar with female from previous contacts. Aid provided female with courtesy transport to her home.

Officers responded to, and heard, a one vehicle, roll over collision with a deer. The driver was later taken into custody and processed for DUI. Subject later released to parent.

A resident called 911 to report her neighbor was in the backyard screaming. The caller stated the subject has a history of mental health issues and they were concerned about the two children in the residence. Officers were familiar with the subject, so they co-responded with RCR MHP who spoke with the subject and provided services.

Officers located and took into custody a subject who had just stolen items from Rite Aid. The subject had several warrants, from multiple agencies, for his arrest. Subject admitted to recent fentanyl use and a history of seizures. Aid responded to evaluate subject. The issuing warrant agencies refused to confirm the subjects warrants so he was cited for theft and released.

A caller reported a male subject knocked on her door (4am), stating he was lost, cold, and wanted to come inside. The caller did not feel comfortable opening the door, so she told the subject she was calling the police to help him. Subject waited until PD arrived. The officer discovered the subject had multiple warrants for his arrest from various areas around the state. All agencies declined to pick him up. The subject indicated he was cold and hungry. Officers provided food, blankets, hand warmers, resource information and courtesy transport to 145th and Aurora.

A female subject reported a male pulled up behind her in the mall parking lot. She stated he was harassing her and had told her if she called the police, it would "cost her, her family". Officers located the subject who turned out to be the subject they contacted acting erratically on SR 522 the day before. The victim reported the subject was acting erratic and getting in her personal space. Subject was verbally trespassed from the mall property by mall security.

Officers responded to a suspicious package near the Bank of America building. A caller reported finding a suspicious item in the park. He removed the "device", placed it in a bucket in his vehicle and drove it to the PD. Officers evacuated nearby businesses and the bomb squad responded. Bomb tech took an x ray of the item and stated it appeared to contain pieces of metal. Bomb squad removed the device and later determined it was a professional grade firework. Citizens were reminded not to move any suspicious items and notify authorities to handle them safely.

Officers responded to a subject masturbating while sitting on a bench on the Burke Gilman Trail. The caller reported the subject had his pants off and was smoking “an unknown substance”. Officers arrived and were unable to locate the subject who was last seen walking towards Kenmore. Kenmore police advised to look out for the subject.

A citizen walking his dog observed a naked male subject sitting in a running vehicle. When officers attempted contact the subject ran from them. Officers located the subject who was taken into custody for DUI and indecent exposure.

Officer conducted a traffic stop for reckless driving. The driver stated she did not have her driver’s license with her, so she rolled up her window and drove away. Officer did not pursue as he was able to identify the subject, who was also clearly on his body worn camera. Officer forwarded charges to prosecutor.

II. Internal City Information

Passports

The passport hours have officially been expanded starting on April 8, 2024. The new hours are listed below.

Monday: 9:00 a.m. – 4:00 p.m.

Tuesday: 9:00 a.m. – 4:30 p.m.

Wednesday: 9:00 a.m. – 4:30 p.m.

Thursday: 12:00 p.m. – 4:00 p.m.

Friday: 12:00 p.m. – 4:00 p.m.

Saturday: 10:00 a.m. – 3:00 p.m.

During the month of March, we processed 389 passports with 226 photos, for a total revenue of \$18,135. By way of comparison, in March 2023 there was a revenue of \$18,535.

Month	Passport Revenue	Photo Revenue	Total
March	\$13,615	\$4,520	\$18,135

III. Council Information

Lakefront Property Update: Following the approval of the preferred concept design, the consultants are working toward the schematic design package and begin applying for RCO grants. A hazardous materials assessment has been completed and progress towards the early works demo has begun. Consultant and staff are working to find salvage companies to make sure the least amount of material is going to waste and to be reused and repurposed in some form, either incorporated with the project or to be resold or repurposed elsewhere.

Community Development Department

A. Community Survey- The public participation program for the 2024 periodic update of the Comprehensive Plan includes conducting a city-wide survey to collect responses to a short series of questions to help further guide planning efforts. The community survey went live on March 27 and is planned to be available through April 17, 2024. A city-wide postcard mailing was completed with a link (bit.ly/lfp2044survey) and QR code to the survey site. Community members are highly encouraged to participate and indicate what does or does not reflect their impressions of Lake Forest Park and hopes for the city's future. The participation, insight, and ideas about the city from the Lake Forest Park community are highly valued and respected.

B. Comprehensive Plan Periodic Update- The periodic update effort continues with the Transportation, Housing, and Climate Elements in focus with the Planning Commission for March and April. The numerous added special meetings are proving effective on focusing the discussion with consultant SCJ Alliance during the regular meetings that follow. The integration of the draft Climate Action Plan and a new requirement for a Climate Element by 2029, with Greenhouse Gas and Resiliency sub-elements is also prioritized in the work. Staff will discuss the creation of a Climate Policy Advisory Team with the Commission at their upcoming meetings.

C. Permit Activity Data-

Application payments for February 2024 totaled \$41,834.56 for the Community Development Department- \$40,340.86 for Building and \$1,493.70 for Planning.

Application payments for March 2024 totaled \$63,793.95 for the Community Development Department- \$61,050.45 for Building and \$2,743.50 for Planning.

This February and March were particularly busy months for building permit application activity. A six-year comparison is as follows:

Feb. 2024	\$40,340.86	March 2024	\$61,050.45
2023	\$31,361.95	2023	\$29,964.89
2022	\$24,501.57	2022	\$31,193.10
2021	\$42,626.80	2021	\$24,484.10
2020	\$19,865.60	2020	\$69,461.86
2019	\$10,202.64	2019	\$43,212.14

D. ADU/DADU Permit Data-

The Community Development Department was tasked with compiling data for the number of Accessory Dwelling Units (ADU) and Detached Accessory Dwelling Units (DADUs) applied for and issued since the associated development regulation updates were completed by the City in March 2022. As of April 1, 2024, it is confirmed that since March 2022 there were two (2) ADU permits and one (1) DADU permit issued by the city.

E. 2023 Tree City USA-

The City of Lake Forest Park was notified in March by the Arbor Day Foundation of recognition as a 2023 Tree City USA to again honor the commitment to effective urban forest management. Lake Forest Park achieved Tree City USA recognition for this 21st year by meeting the program's four requirements: maintaining a tree board or department, having a tree care ordinance, dedicating an annual community forestry budget of at least \$2 per capita, and hosting an Arbor Day observance and proclamation. The Tree City Program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters. More information on the program is available at arborday.org/TreeCityUSA.

Public Works Department

Through the City's Traffic Calming Group, additional solar radar feedback signs were installed on NE 187th Street. Each sign installation costs the city approximately \$5,000, which includes the equipment and labor. Being a solar installation, costs are reduced from other locations that may require electrical work and ongoing monthly electricity charges.



In an effort to provide safe, effective, and cost-efficient service, Public Works purchased a grinder pump hoist that allows for the grinder pumps to be removed from service by a single crew member. The new hoist also improves crewmember safety by securing the grinder pump to the hoist and using the wheels to move more easily.



IV. Response to Citizen and Council Comments

V. Contract Reporting

Two agreements were administratively approved during the reporting period: AG-24-016, Cascadia Consulting Group/Amendment 1 to the PSA for Review of the Climate Action Plan; AG-24-018, Municipal Research and Services Center/Small Works, Consultant, and Vendor Rosters.

VI. Legislative Update

VII. Community Events

Celebrate Earth Day by participating in one of these three events all happening around LFP, Saturday, April 20, 2024!

- Free Styrofoam and Plastic Bag/Film drop-off recycling in the City Hall Parking Lot, 10AM-2PM, with Albertsons!
- Battery Recycling, 10AM-3PM, with Rotary near the Town Center!
- Community Parks Clean-Up, 9AM-2PM, with the Stewardship Foundation starting at Whispering Willow Park!

View the flyers for detailed information. Earth Day is a great reminder to do a little something extra to help the Earth and our LFP Environment!

SAFEWAY  **Albertsons**[®]



FREE RECYCLING EVENT

Date: Saturday, April 20th, 2024
Time: 10:00am to 2:00pm
Location: 17425 Ballinger Way NE,
Lake Forest Park, WA 98155

Free drop-off recycling in the
LFP city hall parking lot. Plastic bags, plastic film
and styrofoam (expanded polystyrene). Look
for the #6 or EPS symbol. Clean & dry material
ONLY, free of tape.



**CELEBRATE
EARTH DAY**





Stewardship Foundation Community Parks Clean-Up

When: Saturday April 20, 2024 9:00 AM - 2:00 PM

Last year, 18 wonderful people came out on a drizzly morning in honor of Earth Day, to pick up trash and remove invasive weeds in several parks around the Town Center.

Make a difference by participating in our parks cleanup this year!

We plan to meet at 9:00 am at Whispering Willow Park and, depending on number of volunteers, we will fan out to other areas from there. Hope you will join us for this fulfilling experience of civic engagement as we work together to keep our environment beautiful and free from litter.

What We'll Do:

- Pick Up Trash: Armed with gloves, trash grabbers, and bags, we'll scour parks and rights of way to collect litter. We will also work on areas with ivy or other invasives as time allows.
- Sort Waste: We'll separate trash, recyclables, and hazardous materials for proper disposal.
- Connect with Others: Meet fellow environmentally conscious individuals and make new friends while making a positive impact.

Why Participate?

- Environmental Impact: Every piece of trash we pick up contributes to cleaner communities and a healthier planet.
- Fun and Fulfilling: Volunteering is a rewarding experience. Plus, it's a great way to spend time outdoors! Time in nature is good for your mental and physical health.

How to Get Involved:

- Show Up: Bring your enthusiasm and let's make a positive impact together! (dress for the weather, bring gloves if you have some you don't mind getting dirty)
- Spread the Word: Share this opportunity with friends, family, and coworkers.
- For more Info: Contact organizer, [Brian Saunders](#) or the Stewardship Foundation at info@lfpsf.org

🌱 Together, we can work toward a waste-free world! 🌱



Electronic Waste Recycling Event
Greater Seattle, WA, USA

Lithium-Ion Battery Recycling

Saturday
April 20, 2024
10 am to 3 pm

Take charge!
Recycle Lithium-Ion
batteries
responsibly.



Learn more:
www.lithionrecycle.com



Popular rechargeable items to bring:

Cell phones
Electric toothbrushes
Laptops
Power tool batteries
Tablets
Wireless headphones

- Any other rechargeable device with a lithium-ion battery.
- You may bring the entire item if it's difficult to remove the battery.
- Before dropping off personal devices you should delete your data.



To find collection sites
scan the QR code



VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

[Salary Commission Special Meeting](#)

April 15, 2024, 5:00 PM - 7:00 PM @ City Hall and via Zoom

[North King County Coalition on Homelessness](#)

April 18, 2024, 1:00 PM - 2:30 PM

[City Council Budget & Finance Committee Meeting \(hybrid meeting\)](#)

April 18, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[City Council Committee of the Whole Meeting \(hybrid meeting\)](#)

April 22, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[Parks and Recreation Advisory Board Meeting \(hybrid meeting\)](#)

April 23, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

Salary Commission Special Meeting (hybrid meeting)

April 24, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

April 25, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom