

City Administrator Report

City of Lake Forest Park

Date: March 28, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

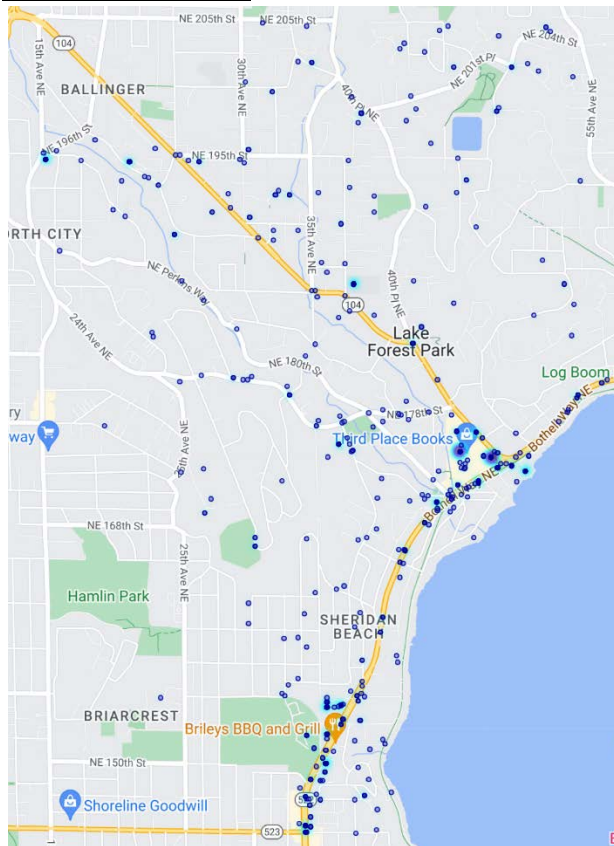
CC: Honorable Mayor Tom French
Leadership Team

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 February 2024:

Each blue dot is an incident generated by dispatch or an officer. This map represents **799** Incidents in **February**.

Traffic Stop - General	153
Questionable Activity	66
E911	55
Contact of a Person	38
School Zone	18
Alarm	18
LFPPD Warrants	17
Theft	12
Welfare Check	11
Fraud	11
Mal Misch	7
MV Prowl	7
Traffic Accident	7
Burglary	6
Disturbance	5

Case Reports Taken for February 2024

Theft	10	Graffiti	2
Fraud	5	Assault	2
Burglary	4	Recovered Property	1
MV prowl	4	MV theft	1
Malicious mischief	4	Runaway	1
Warrant arrest	4	APS	1
Trespass	3	Domestic	1
Death investigation	3	CPS	1
Property, found	3	Harassment	1
Order Violation	2	Illegal dumping	1
Behavioral Health	2		
Total - 56			

Notable Incidents

Officers responded to multiple calls of illegal dumping at a previous illegal dumping site on SR522. Each time officers discovered the property owner was just cleaning up and removing items from previous large dumping event as ordered by the city.

Subject reported receiving death threats and demands for money from “MS13” on his cell phone. Officer advised subject these were scam texts, to not send any money, and to block the cell numbers.

Subject reported staying at an AirB&B in LFP last November. During her stay she described being “black out drunk” and having her cell phone stolen. She stated that the cell phone was now “pinging” on Mercer Island. Subject provided with report and case number.

A caller reported that an unknown subject rang their doorbell at 3am then ran away after leaving a bag on the front porch. Officers responded and discovered the bag was filled with urine.

An officer located two subjects in a vehicle at Grace Cole Park, after closing, having “intimate time”. Female initially gave false name and pretended to have a “memory disorder”. The subject eventually gave her real name and several arrest warrants were discovered. None of the warrants were extraditable so subjects were warned about being in the park after closing and released.

Officers were dispatched to a local apartment complex for a mail theft. Witnesses reported seeing a subject prying open multiple mailboxes and throwing mail on the ground. The subject left the area prior to PD arrival. Several hours later the same subject was seen in the same

location burning paper inside a stairwell. When confronted by a witness she displayed “some type of object” then fled on foot. Officers were able to ID possible subject. Investigation ongoing.

Staff at a local adult family home reported a resident who has dementia was throwing objects, threatening staff, and making racial slurs. Patient stated she would destroy the home and wanted to go back to the hospital. Officers assisted with getting patient into ambulance and evaluation at a local hospital.

A caller reported hearing an explosion that “shook the house”, and then seeing several subjects with flashlights run towards the woods from the general location. Officers arrived and found damage to a Porta Potty which was likely blown up by a group of juveniles. No subjects were located.

Officers were dispatched to a possible IED on the border of LFP and Shoreline. Officers found the device was in the city of Shoreline. King County Sheriff’s office sent bomb tech to deal with device. A similar device was found approximately one week later in Kirkland.

Officers observed a suspicious vehicle at an apartment complex. Several subjects from a known problem apartment came out and entered several vehicles, including the suspicious vehicle. They attempted to obscure the license plate; however, officers were able to run the plate and find out the vehicle had been stolen. The vehicle, as usual, refused to stop for officers and fled the area. Two days later a detective from Thurston County called asking about one of the names the officers had run through dispatch during this incident. The subject in question was found deceased in a house fire, under a mattress, with a shotgun injury to her face. (In Thurston Co). Officers confirmed they had not seen that subject, only that she was associated with the apartment.

Officers were dispatched to an out of control 15-year-old who had assaulted her mother, was suicidal, and possibly armed with a razor blade. Officers ensured the scene was safe for aid personnel, then assisted with taking subject into protective custody for a medical / mental health evaluation. Subject transported via ambulance to Childrens Hospital.

Officers responded to a reported suspicious vehicle. The caller stated the car had been there for over a week and was hidden under a tarp. Officers discovered the vehicle was a reported stolen vehicle out of Seattle. The registered owner was notified to recover the vehicle.

Officers received a third-party report of a possible suicidal subject. Officers contacted the subject who admitted to feeling suicidal and had taken pills to feel better. The subject started vomiting while speaking with officers and mother stated subject had new self-inflicted cuts on her legs. Subject was taken to hospital via ambulance.

Officers were dispatched to a civil standby (keep the peace) at the apartment of a recently deceased subject. The management stated subjects were squatting and refusing to leave.

Officers very familiar with occupants who are known to use methamphetamines and possess weapons. Subjects were contacted and eventually vacated the apartment after being served a no trespass warning by management.

Caller reported her mother was recently the victim of a gift card scam. Mother sent scammers gift cards totaling over \$9,000.00.

Owner of local coffee stand reported subject who seemed to be fixated on one of their baristas. The barista reported the subject came to the stand multiple times with guns on his front seat. The subject was offering gifts and telling her not to tell her partners. A trespass warning was completed by the business and later served on the subject at his apartment in Kenmore. The subject has been told not to return.

Officers responded to a road rage / head on traffic collision. A driver attempted to aggressively pass a vehicle, side swiped a vehicle, moved back into the correct lane where they side swiped another vehicle, they then lost control and ended up in the ditch.

Officers responded to two separate incidents at Ross Clothing store where subjects were loading up items to steal, then ditched the items and fled the store when they observed the officers.

Officers responded to a reported vehicle theft at the mall. The vehicle was located by the owner after being advised there was a second exit/entrance to the mall.

Officer attempted to stop a vehicle driving recklessly at a high rate of speed through the mall parking lot after the occupants committed a shoplift at Ross. The vehicle refused to stop and fled the area.

A vehicle traveling at a high rate of speed lost control and struck a guard rail and sign near 44th and SR522. The vehicle sustained heavy front-end damage. The driver was cited for negligent driving and released.

Two juveniles were located drinking alcoholic beverages inside a vehicle parked on the side of the street near Déjà vu. The alcohol was dumped out, warnings given, and the subjects walked home.

At around 8am, police officers were dispatched to Mr. Green's dispensary, situated in the 15000 block of SR522, in response to a reported burglary. A vigilant citizen phoned in upon observing a suspicious male entering the premises. Promptly, officers arrived on scene, where they apprehended a male exiting a storage area with a pneumatic nail gun and stolen items in hand. Subsequently, he was arrested and later booked into jail.



Chief Harden and Lt. Zanella attended the memorial service honoring the memory of fallen Washington State Patrol (WSP) Trooper Christopher Gadd which drew thousands from both law enforcement and the general public. The day commenced with a procession in Snohomish County, starting from the Tulalip Resort Casino in Marysville and concluding at the Angel of the Winds Arena in Everett with a two-hour service, reflecting on the profound impact of Trooper Gadd's sacrifice.

Trooper Gadd tragically lost his life on March 2 while on DUI patrol on I-5 in Marysville. A DUI driver collided with the back of his patrol vehicle going over 100mph, claiming the life of the 27-year-old trooper. Beginning his journey with the WSP on September 16, 2021, Trooper Gadd leaves behind his wife and their 2-year-old daughter. He is also survived by his father David Gadd, a former WSP trooper, his mother Gillian, and his sister Jacqueline, who serves as a state trooper in Texas.





Upcoming CERT Course

SIGN UP

Class: Community CERT Program

Cost: Free

Dates: 7-week format: Thursday nights March 28 - May 9 and May 18 simulation

Time: 6:00pm - 9:00pm

Location: Kenmore, Fire Station 51

Online Sign Up: bit.ly/3l8fnBU

Class open to teens with parental permission. Students will fulfill 24 hours of Community Service.



SERVING AN ONGOING NEED...

After completing the CERT Program the opportunities do not end. You can apply what you have learned by helping our Community, Police, and Fire by assisting with:

- public service events, such as fun runs and workshops,
- traffic control and crowd management,
- support at the NEMCo booths, and
- participating in other public preparedness educational opportunities.



Regardless of your age, background, experience or capabilities, there is something you can do to help yourself, your family and your community. Learn the skills you need with CERT.

WHAT IS CERT?

CERT is a Community Emergency Response Team training program developed by the Federal Emergency Management Agency (FEMA). The CERT curriculum teaches community residents how to successfully prepare themselves, their families and neighbors to handle an emergency or disaster.



WWW.NorthShoreEMC.com



VOLUNTEERS TRAINED TO PROVIDE EMERGENCY PREPAREDNESS AND AMATEUR RADIO COMMUNICATION SERVICES TO THE NORTHSHORE COMMUNITIES.

Northwest Women’s Leadership Academy

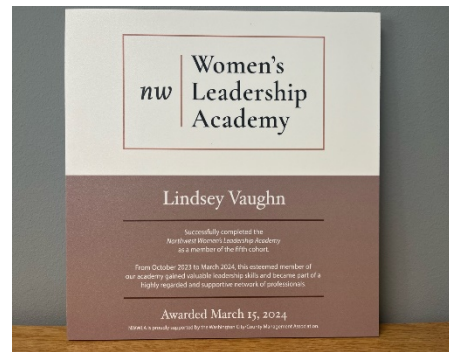


Finance Director Lindsey Vaughn attended the 5th Annual Northwest Women’s Leadership Academy (NWWLA) from October 19-March 15, 2024. Only 36 women are accepted into the NWWLA for each cohort and Lindsey was grateful to be selected for the leadership opportunity.

Within hours at the retreat in Redmond, Table 2 connected and was functioning on a high level as a team. Our group name, Our Table Too, was built of future leaders from Kenmore, Seattle, Sea-Tac, Port Townsend, and Sumner covering varying departments.

Our Table Too won the small group “pitch” a short 15-minute presentation to be awarded the opportunity to

build out a larger presentation for the Washington City/County Management Conference in August.



The Northwest Women’s Leadership Academy is an exciting program officially sponsored by the Washington City/County Management Association (WCMA) to advance women working in local government into leadership roles. Women are still dramatically underrepresented in City Manager and City Administrator positions across Washington State. This academy is one effort to create a pipeline of city and county leaders ready to step into leadership roles in local government. The academy includes a combination of in-person and half-day virtual sessions kicked off by an in-person retreat. The content is presented by recognized public sector leaders and experts.

On Friday, March 15, 2024, Chief Harden attended the graduation ceremony for Director Vaughn, as she completed several months of academic training regarding leadership in government.



Public Works Department

28th Ave NE Culvert Repair

Public Works (PW) operations and engineering staff are continuing work to stabilize and plan repairs to a deteriorated 12” diameter surface water culvert on 28th Ave NE. The partial culvert

failure was discovered in late 2023 as it caused erosion of the roadway base material and potholes in the pavement surface. PW operations staff and a service vendor immediately installed steel plates to maintain safe traffic flow over the damaged pavement.



Photo: PW crew members and vendor staff complete installation of steel roadway plates

Engineering staff are working with PW's on-call engineering consultant to prepare design and permitting documents necessary to undertake a temporary repair of the culvert this year (estimated completion by end of July) through a small public works contract. PW anticipates that a larger-scale improvement to the culvert will be necessary to comply with the state hydraulic code requirements and is beginning work to plan this capital improvement project.

Storm Drain System Cleaning

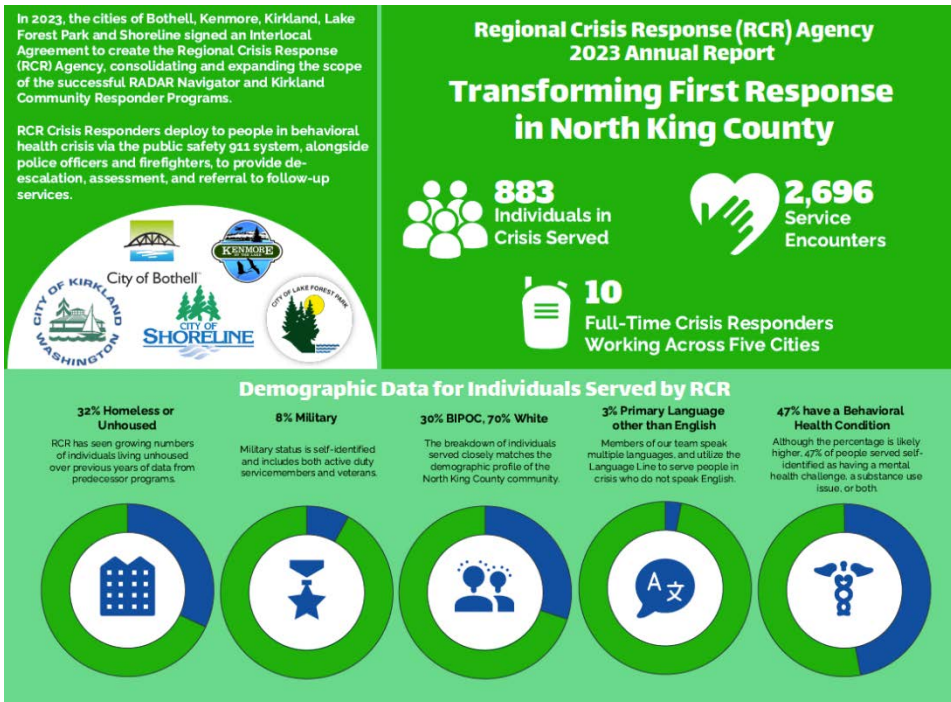
PW completed biannual cleaning of the City's storm drain system last month with the assistance of a service vendor. This cleaning work is required by the WA Department of Ecology per the terms of the NPDES Municipal Stormwater Permit ("Permit") and helps ensure that storm drains function properly in reducing local flooding. System cleaning also prevents a substantial volume of pollutants from reaching local creeks and other surface waters. In this round of cleaning, over 300 tons of sediment and grit were removed from approximately 1,000 catch basins, pipes, and ditches. With Permit reissuance expected later this year, PW anticipates that the next round of system inspections and cleaning will be completed in 2025 and 2026, respectively.



Photo: Typical City catch basin before and after cleaning

II. Internal City Information

III. Council Information



Community Development Department

- Comprehensive Plan Periodic Update- The periodic update effort continues with the Transportation and Housing 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.
- Community Survey- The public participation program for the periodic update of the Comprehensive Plan includes a city-wide survey. The participation, insight and ideas about the city from the Lake Forest Park community are highly valued and respected. The community survey will collect responses to a short series of questions to help further guide planning efforts. The survey will go live in the coming week, into April, and community members are encouraged to participate and indicate what does or does not reflect their impressions of Lake Forest Park and hopes for the city's future.
- Permit Activity Data- The Community Development Department received applications and payments for the following permit types and quantities in the month of February and March, 2024:

Building Permits

**The number of permit types for February and March will be tabulated and included in the City Administrator's Report for the April 11 Council meeting, including a six-year comparison for each month.*

- ADU/DADU Permit Data- The Community Development Department is in the process of formatting and confirming data for the number of Accessory Dwelling Units (ADU) and Detached Accessory Dwelling Units applied for and issued since the associated development regulation updates were completed by the City. We expect to have that format confirmed and data available in early April 2024. At this time it appears since March, 2022 there were two (2) ADU permits and one (1) DADU permit.

IV. Response to Citizen and Council Comments

V. Contract Reporting

Three agreements were administratively approved during the reporting period: AG-24-013, Transpo Group / Extension Letter for PSA for the Safe Speed Study; AG-24-014, DCG / Watershed/Professional Services Agreement for Lakefront Improvements – Early Works Package; and AG-24-015, Teamsters Local 117/Memorandum of Understanding for clothing/boot allowance.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

Save The Date!
You are invited to the
LFP Green Fair, March 30!

Learn, Have Fun, & Go Green for FREE!!

Vendors from all different backgrounds will be in attendance supplied with giveaways and able to answer your questions!

Learn to save the Planet
Reduce, Reuse, Recycle, & Be Green!

When?!
Saturday,
March 30, 2024
10 AM to 2 PM

Where?!
Third Place Commons
17171 Bothell Way NE
Lake Forest Park WA 98155

Puget Sound Starts Here

NATURAL YARD CARE

Sponsored By:
King County
as part of the Local Hazardous Waste Management Program in King County

The LFP Green Fair is Saturday, March 30, 10:00AM to 2:00PM! All are welcome and invited to attend this free event! Local organizations and businesses will be there to answer your questions regarding composting, recycling, reducing waste, natural yard care, water conservation, environmentally safe products, and more!

Don't miss out on the Waste & Recycling Workshop hosted by Republic Services at Noon! Sit in on an informal and interactive presentation and get all your questions answered.

The fair is hosted at Third Place Commons (top floor) from 10:00AM to 2:00PM, March 30, 2024. Bring your friends, neighbors, and family to come on down for some fun, learn something new, and take home some giveaways!

Free Plastic Recycling Event in the City Hall parking lot on April 20, 10:00 a.m. to 2:00 p.m. – plastic bags, plastic film, and Styrofoam (expanded polystyrene). Look for the #6 or EPS symbol. Clean and dry material only and must be free of tape. Sponsored by 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

1ST LEGISLATIVE DISTRICT

Climate Town Hall

Panel and Q&A

Free & Open to the Public

Join your local legislators as they discuss the outcomes on climate from this legislative session. Learn about what's on the horizon for climate in Washington state and participate in a Q&A session with the panelists.

Speakers:

 **State Senator Derek Stanford**

 **State Representative Davina Duerr**

 **State Representative Shelley Kloba**

Saturday April 13
10:00 am - 12:00 pm
Third Place Commons
17171 Bothell Way NE
Lake Forest Park

Hosted by the Cities of Lake Forest Park, Kenmore, and Woodinville

IX. Meetings Calendar

[Climate Action Committee Meeting \(hybrid meeting\)](#)

April 2, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[Tree Board Meeting \(hybrid meeting\)](#)

April 3, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[Planning Commission Special Meeting \(hybrid meeting\)](#)

April 4, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[Salary Commission Special Meeting \(hybrid meeting\)](#)

April 8, 2024, 4:00 PM - 6:00 PM @ City Hall and via Zoom

[Planning Commission Meeting \(hybrid meeting\)](#)

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

[City Council Work Session \(hybrid meeting\)](#)

April 11, 2024, 6:00 PM - 7:00 PM @ City Hall and via Zoom

[City Council Regular Meeting \(hybrid meeting\)](#)

April 11, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom