

Date: February 8, 2024

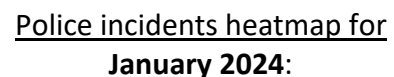
TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

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.

Police Department



Direct Patrol	160
Traffic Stop -MDC	118
Walk Through	83
Questionable Activity	66
Contact of a Person	39
Traffic Stop - Radio	34
Assist	31
Traffic - General	26
LFPPD Warrants	26
E911 - Phase 2	21
Area Check	20
School Zone	20
Theft	17
Alarm	16
Welfare Check	11

Case Reports Taken for January 2024

Theft	12	Motor Vehicle Theft	5
Motor Vehicle Prowl	4	Behavioral Health	4
Recovered Property	4	Burglary	4
Malicious Mischief	3	Sexual assault	2
Warrant Arrest	2	Hit-and-Run	2
Trespass	2	Child Protective Services (CPS)	1
Adult Protective Service (APS)	1	Fraud	1
DUI	1	Informational report	1
Order Violation	1		
Total - 50			

Notable Incidents

A caller reported seeing a vehicle parked in the fire lane of her complex with two subjects smoking a substance off tin foil and “nodding in and out”. The caller knocked on the window, the driver woke up and drove off. The caller then called PD and provided the license plate. The plate returned to a stolen vehicle with an armed and dangerous alert attached. Officers were unable to locate the vehicle.

Officers received several complaints of gunshots in the south end of the city. Each time there were multiple callers reporting hearing the same thing. Officers conducted multiple, lengthy area checks. Nothing was seen or heard by the officers. A few callers indicated the gunshots were possibly coming from the Seattle side of 145th.

A caller reported selling furniture on Offer Up. She received an overpayment check with a request to send the overpayment back in the form of eBay cash cards. The cash cards were misdelivered so the caller started getting threatening text messages. The officer advised this was a common scam that has been around for years. The victim insisted they believed it was a legitimate transaction. The officer advised the victim to block the person texting them and to not send any more money or gift cards.

Multiple victims reported a subject driving a white box truck stole packages off of their respective porches. One victim was able to provide a license plate for the vehicle. The vehicle returned as a stolen vehicle. An area check for the vehicle was conducted with negative results. Officers collected Ring camera footage from victims.

Officers dispatched to two subjects slumped over in a vehicle. A check of the license plate showed the vehicle had been reported stolen. Officers contacted the occupants, arresting one on outstanding felony warrants. The vehicle was impounded, and the warrant subject was booked into jail. The stolen report was likely due to a civil dispute stemming from a divorce.

Officers were contacted by an insurance company who advised they had been talking to a customer when the customer made threats to jump off a building. The customer also told the insurance agent that they were in crisis. Officers contacted the subject who indicated they were not suicidal, just frustrated with the insurance company.

Multiple reports of vehicle prowls were received. One victim reported a window smashed and ski equipment stolen. Another victim reported a \$6,000 loss after her window was smashed and items taken.

Officers responded to Albertsons at around 7:50pm. Employees reported a male subject grabbed a bunch of Tide detergent product and run out of the store. The subject got into a Silver Toyota Avalon and fled the parking lot. The vehicle returned to its deceased owner. Checking databases, the vehicle has been involved in similar thefts in Kirkland and Lynnwood. Kirkland was able to identify the most likely culprit as the registered owner's daughter, and her boyfriend. Officers believe the boyfriend is the suspect in this incident. He currently has 5 outstanding warrants, which include Felony DOC Escape and Possession of a stolen vehicle. The female also has warrants for her arrest.

Graduation Day!

Samantha Gouin, formerly a recruit, has achieved the milestone of becoming an LFPPD Officer! This achievement was on Tuesday, January 30th, when Officer Gouin successfully graduated from the Basic Law Enforcement Academy in Burien. Following a comprehensive five-month training program encompassing various police disciplines, Officer Gouin will now embark on a three-month field training period. Congratulations to Officer Gouin on reaching this significant milestone!



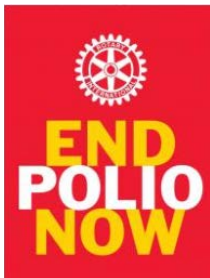
Community Event!

The Polar Dip!

Thank you to Lake Forest Park Rotary for all your work in the community to bring us together. LFP Rotary took in over \$1000 for Polio Plus - and many, many jars of peanut butter went to North Helpline.



Chief Harden and some of our patrol officers, including Mayor Tom French on the day of the dip.



Rotary has been working to eradicate polio for more than 35 years. Our goal of ridding the world of this disease is closer than ever.

As a founding partner of the Global Polio Eradication Initiative, they have reduced polio cases by 99.9 percent since our first project to vaccinate children in the Philippines in 1979.

Rotary members have contributed more than \$2.1 billion and countless volunteer hours to protect nearly 3 billion children in 122 countries from this paralyzing disease. Rotary's advocacy efforts have played a role in decisions by governments to contribute more than \$10 billion to the effort.

Today, polio remains endemic only in Afghanistan and Pakistan. But it's crucial to continue working to keep other countries polio-free. If all eradication efforts stopped today, within 10 years, polio could paralyze as many as 200,000 children each year.

Northshore Emergency Management Coalition

Starting in 2024, NEMCo is building on a successful 2023 to continue to grow and better serve the cities of Lake Forest Park and Kenmore. Highlights from 2023 include the completion of the City of Kenmore's Comprehensive Emergency Management Plan, securing a key Cyber Security Grant for the City of Lake Forest Park, hosting or participating in numerous outreach events, and implementing a new training program for NEMCo volunteers. Logging over 4,700 hours of service for NEMCo, the volunteer corps spent over 2,800 hours training in over 35 subjects, focusing on ten key areas such as medical response, communications, animal services, and search operations.

Keeping this focus on training going this January, NEMCo hosted an EOC Operations Overview training for volunteers and employees of Lake Forest Park, including offering a modified version of this training to Lake Forest Park City Councilmembers. NEMCo also provided multiple sessions of Basic First Aid, CPR, and AED training to employees from the City of Kenmore, a town hall style information session on their new drone program, and another round of Emergency Communications Training for community members.

January also gave NEMCo several opportunities to partner with community stakeholders and neighboring communities. These partnerships included assisting Woodinville High School's CERT exercise by providing them with training resources and experienced instructors to facilitate stations during the exercise and consulting with Brookside Elementary School on possible response activities during shelter-in-place drills and events.

Another important partnership includes the one developed with both the Lake Forest Park Police Department and Kenmore Police Department to help coordinate the new Winter Wellness Check Program. This program provides a proactive approach to providing services to registered community members during the colder winter months. Facilitated by coordinating a group of volunteers assigned to making phone calls to community members and in-person wellness checks by police officers, the program goal is to identify and mitigate weather-related issues before they become life-threatening situations or more severe problems.

Public Works Department

Several incidents of people dumping large quantities of tires on private and public property have been reported in the area. On February 1st, Public Works responded to reports of an illegal dump of over 100 tires at Grace Cole Nature Park. By the end of the day, Public Works removed all of the tires from the park and identified a location for which the tires may be disposed.

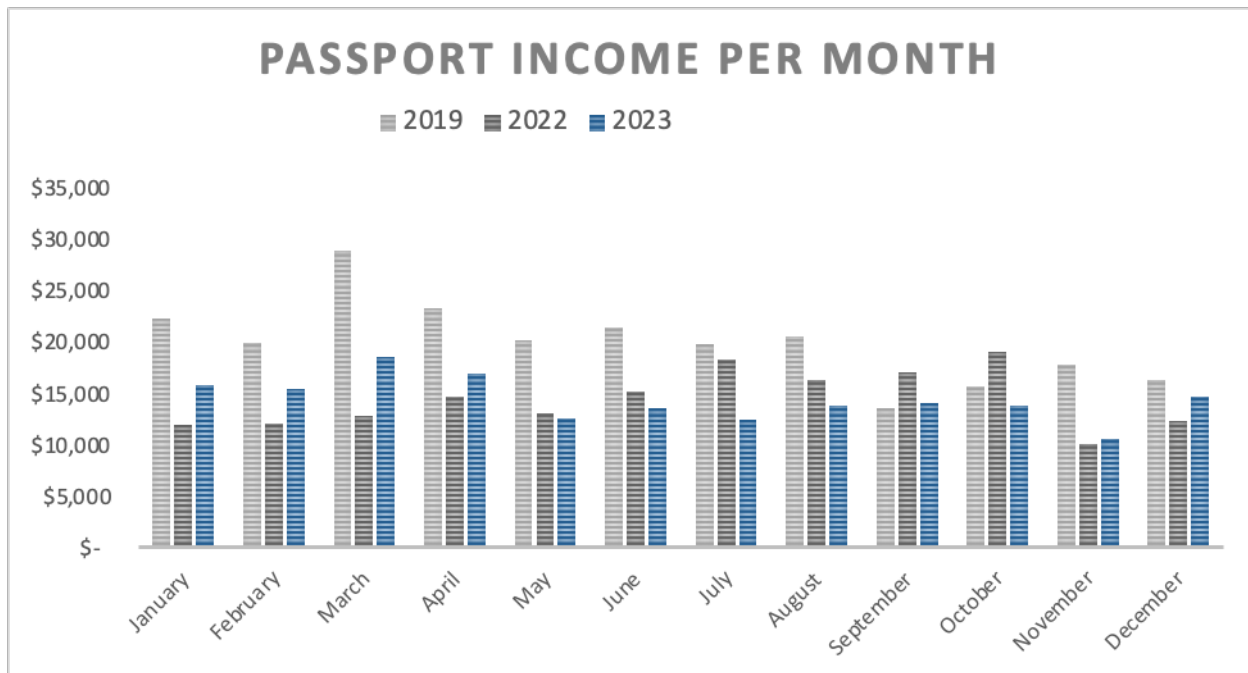


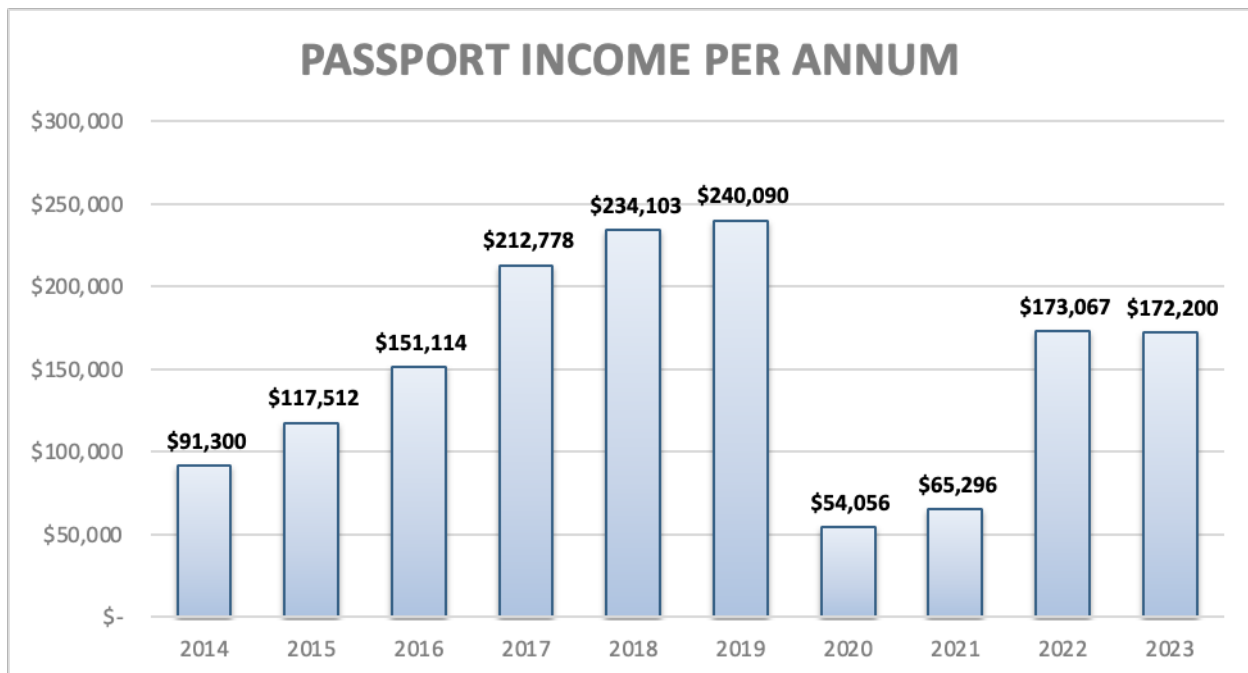
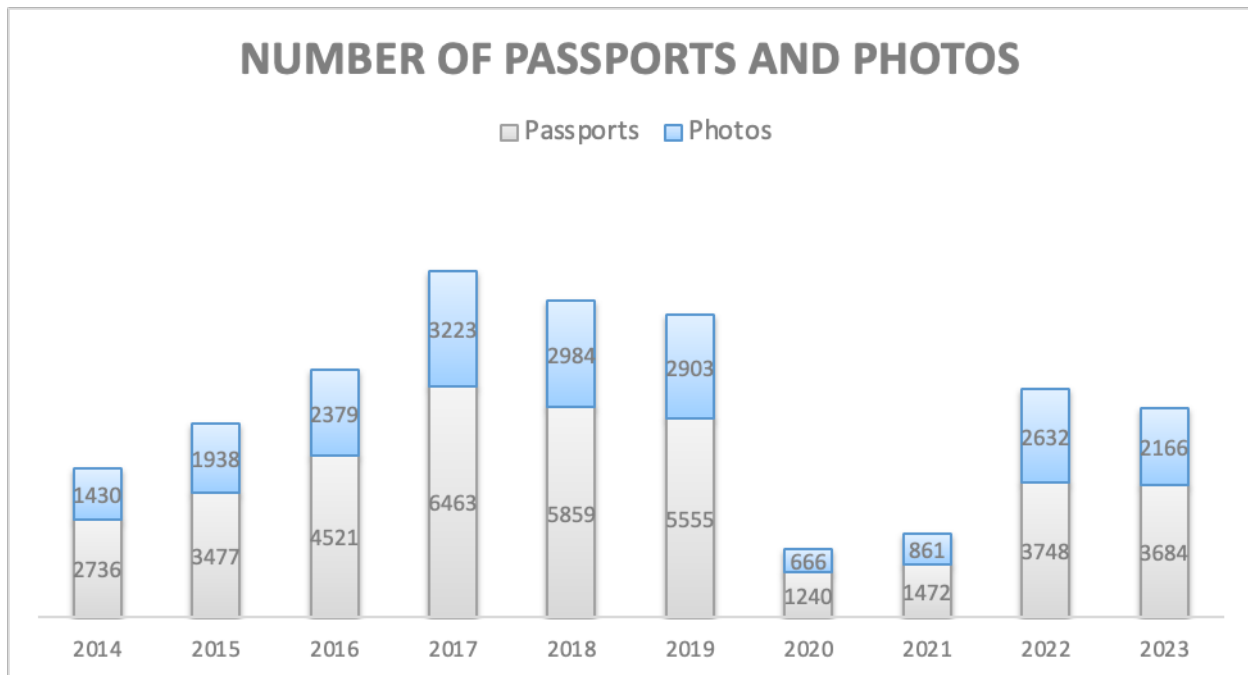
II. Internal City Information

Municipal Services Department

Passport Services

For 2023, the city processed 3,384 passports along with 2,166 photos. The total revenue for the year was \$172,200. In 2022, the total revenue was \$173,062. While it was lower than in 2022, we made adjustments toward the year's end, which will continue into 2024.





Records Requests

For 2023, there were 396 police department record requests fulfilled, with over 68 hours of staff time spent on them. For regular public records requests, there were 130 public records requests made, with staff time being over 357 hours spent on them. Currently, three requests are open from 2023, with over eight hours of staff time spent on them.

Human Resources Department

- HR Director Moore submitted the City's annual Wellness Application to AWC for review and consideration of their annual "WellCity Award" for 2023. As part of that application, attached is a summary report of last year's wellness program.
- HR Director Moore continues to work on updating City job descriptions that haven't been reviewed in the last three years. As part of this work, a new webpage was added to the HR section of the City's website to publish the City's job descriptions: <https://www.cityofflp.gov/671/Job-Descriptions>

Below is a summary of the project's status as of January 2024 (blank field = work has not been initiated yet; ✓ = completed):

Status	Job Title	Department
	City Administrator	Executive
✓	HR Director	Executive
In progress	Accounting Clerk	Finance
In progress	Accounting Supervisor	Finance
Due	Finance Director	Finance
✓	Finance Specialist - Payroll	Finance
✓	Finance Specialist - AP & Utility Billing	Finance
✓	IT (Information Systems) Manager	Finance
✓	Court Administrator	Municipal Court
✓	Court Clerk	Municipal Court
✓	Municipal Court Judge	Municipal Court
✓	Probation Officer	Municipal Court
✓	City Clerk	Municipal Services
✓	Deputy City Clerk	Municipal Services
✓	Municipal Services Manager/City Clerk	Municipal Services
✓	Passport Acceptance Agent	Municipal Services
In progress	Receptionist	Municipal Services
✓	Records Management Specialist	Municipal Services
✓	Assistant Planner	Community Development
✓	Building Official	Community Development
✓	Urban Forest Planner	Community Development
✓	Community Development Director	Community Development
✓	Permit Coordinator / Permit Tech	Community Development
In progress	Senior Planner	Community Development
	Detective	Police
✓	Domestic Violence Advocate	Police
✓	NEMCO Emergency Manager	Police
	Police Chief	Police
	Police Lieutenant	Police
	Police Officer	Police
	Records Specialist	Police
	Police Sergeant	Police
In progress	Administrative Assistant - Public Works	Public Works
✓	Environmental & Sustainability Specialist	Public Works
✓	Maintenance Worker	Public Works
In progress	Maintenance Worker - Lead	Public Works
	Operations Superintendent	Public Works
✓	Project Manager	Public Works
✓	Project Manager - Senior	Public Works
✓	Director of Public Works	Public Works

- HR Director Moore worked with CD Director Hofman to post and fill for a new “Urban Forest Planner.” This position was formerly titled, “City Arborist.” Retitling the position more accurately describes the position’s work scope.
- PW Director Perrigo and HR Director Moore met with Teamsters to discuss a resolution to a recent grievance. The meeting was productive, and a proposed solution was tentatively agreed upon. An MOU will follow to capture the agreed-upon resolution formally.
- A Civil Service Commission meeting was held on Jan. 26th. Note: At the end of February, one Commission member’s term will expire. As such, the City will publish information announcing the opportunity to join the Commission and how to apply if interested.
- HR Director Moore attended WCIA’s January Full Board meeting and Training.

III. Council Information

IV. Response to Citizen and Council Comments

Community Development Department

Lakeview Place review process and status update from the Community Development Department-

Veer Architecture, on behalf of the property owner at 3803 NE 155 St., has applied for a Commercial Site Development Permit (CSDP) for a proposed 11-unit townhome development with a live/work commercial component. The project is commonly called Lakeview Place. The property is located in the Southern Gateway Commercial Corridor zoning designation where the city has adopted specific design guidelines to govern new development. The proposed project will also be subject to applicable regulations that govern environmental protection, zoning, area and dimensional requirements, geotechnical review, drainage and utility infrastructure provision, and traffic safety conditions.

This active CSDP application is a quasi-judicial land use matter. The Community Development Department has performed the required initial completeness review of the submitted materials and found the application incomplete, pursuant to Lake Forest Park Municipal Code (LFPMC) Section 16.26.040(B). Additional materials and information are required at this time for the application to contain the minimum information necessary to complete a code compliance technical review and potentially make a decision. Once the application is determined complete, the city will actively invite additional public comment by way of the notice of application process (please see LFPMC 16.26.040(D). The required notice of application will be: published in the Seattle Times; posted on the project site; mailed to property owners within a minimum 300-foot radius of the property; posted on the city’s webpage under the notices and announcement section (<https://www.cityofflp.gov/313/Notices-and-Announcements>); posted at city hall, Third Place Books, and the LFP Library; and emailed to all public agencies with jurisdiction. Anyone making public comment will become an official party of record and will

receive copies of correspondence the city sends to the applicant, such as requests for additional information or studies. All notices for this application review will be posted to the City's website at the notices and announcements section link cited above. Additionally, interested parties can use the website's "Notify Me" function at <https://www.cityofflp.gov/list.aspx> to electronically receive Planning Announcements.

After a thorough code consistency technical review, the Community Development Director will prepare a detailed written decision approving, approving with conditions, or denying the application based upon applicable decision criteria. The decision shall include conditions to ensure consistency with city development regulations and may include mitigation measures proposed under the provisions of the State Environmental Policy Act. A required notice of decision will be published via the same methods as the notice of application, including notice sent all parties of record. This CSDP application is a Type III administrative decision as specified in LFPMC 18.46.150(A), where the Community Development Director's action, sitting as the Code Administrator, can be appealed to the hearing examiner by the applicant, owner, or person with standing (please see LFPMC 16.26.190, Appeal). "Person with Standing" is defined in LFPMC 16.26.020(G). If an appeal is filed for this Type III action, the hearing examiner shall conduct a publicly noticed, open record appeal hearing before issuing a determination. The decision of the hearing examiner on an appeal of a Type III application is the final decision of the city.

V. Contract Reporting

Three agreements were administratively approved during the reporting period: AG-24-004, Litho-Craft, production of *LFP Times* print newsletter; AG-24-005, DCG/Watershed, Professional Services Agreement for Tree Inventory Support; AG-24-006, The Lodge, City Council Retreat.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

I. Meetings Calendar

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

February 13, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

February 15, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

February 22, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

Parks and Recreation Advisory Board Meeting (hybrid meeting)

February 27, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom