

City Administrator Report

City of Lake Forest Park

Date: February 22, 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

While an LFPPD officer was driving home after their shift, they received a “Lojack” hit for a stolen pickup out of Renton. The officer and Shoreline PD (KCSO) coordinated and located the stolen vehicle through a GPS search. LoJack is a stolen vehicle recovery system that uses radio frequency technology to help law enforcement agencies track and recover stolen vehicles. It consists of a small transmitter hidden in a vehicle which, when activated, emits a signal that can be picked up by law enforcement tracking units. This technology helps increase the chances of recovering stolen vehicles and apprehending thieves.

Officers responded to a call regarding a violation of a restraining order between a daughter and her ex-boyfriend. The reporting party mentioned that someone has been driving by his and his ex-wife's residence, leaving underwear on their lawns, and honking the horn. While the father couldn't confirm it was the ex-boyfriend, he requested a report to be filed.

During patrol in the 15300 block of Bothell Way NE, an officer observed a bus stop shelter emitting smoke with a small fire inside. Upon investigation, they found a person inside who confessed to starting the fire for warmth, which escalated beyond his control. After confirming the individual's identity and uncovering warrants for their arrest, the officer detained them and transported them to jail. Fortunately, the bus stop shelter remained undamaged.

Police responded to Déjà vu following an assault on a dancer. The suspect allegedly bit the employee six times, pinned her in the VIP room, and assaulted her. The suspect was apprehended at the scene and taken into custody.

Seattle PD found and retrieved the stolen U-Haul truck linked to the Lake Forest Park burglaries at the 522 Tattoo Shop and Subway. LFPPD had requested fingerprints on the vehicle, so SPD sealed and impounded it. The King County fingerprint unit processed the vehicle for prints. Additionally, SPD identified two potential witnesses to the dumping of the stolen vehicle..

Officers received a child protective services (CPS) report from Children's Hospital regarding a seven-week-old infant. The infant had been reported to have several fractures and bruising. The investigations unit responded to the hospital with CPS and the infant was taken into protective custody. The investigation is active and on-going.

Several recent incidents at Watercrest apartments have been reported including a few burglaries and thefts.

A community member requested one of our officers attend a 4-year-old boy's birthday party, expressing the child's admiration for the police. The boy dreams of becoming a police officer and even had a Lake Forest Park Police-themed birthday cake. The birthday boy visited the police department for a tour as part of his celebration.



K-9 Hector

Last week, we bid farewell to K9 Officer Hector.

Serving as our Lake Forest Park Police Department drug dog from 2011 to 2020, K9 Hector faithfully served alongside his handler, Officer Jim Carswell.

After retiring together in 2020, Officer Carswell and Hector enjoyed their well-deserved retirement.

We received word from the family that Hector had passed away last week and gratefully, the Lake Forest Park Police Guild covered Hector's veterinary expenses.

Seattle U Career Fair



The Lake Forest Park Police Department joined 26 other public safety agencies on February 6th for the Seattle University Criminal Justice Career Fair. Lt. Zanella, Detective Teschlog, and Police Intern Storm engaged with numerous students eager to explore our profession and potentially pursue careers in law enforcement. Professor Helfgott of Seattle U remarked on the "excellent energy and meaningful discussions" witnessed between students and officers throughout the event. This collaboration between Seattle

U and Lake Forest Park Police has been longstanding, with Lt. Zanella serving as an advisory committee member for the Seattle U Crime & Justice Research Center.



Human Resources Department

- The City of Lake Forest Park now offers the ability for employees to set up a payroll deduction with Washington's 529 Education Savings Plans (WA529). WA529's Payroll Direct Deposit program is an easy and convenient way to regularly contribute to your child's or grandchild's college savings. Participating in this program is optional and 100% employee funded. HR Director Moore has scheduled an in-person 'lunch and learn' presentation with a representative from the State plan in March, as well as a virtual presentation for interested staff.
- Urban Forest Planner recruitment update: Phone interviews are being conducted by HR Director Moore with selected applicants. The deadline to apply to be considered in the first round of application review is Monday, February 19th. Selected candidates will be moved forward to an in-person interview.

NEMCo

Continuing the efforts to increase the resiliency of the overall our community, NEMCo met with the Lake Forest Park Civic Club to discuss preparedness efforts that would benefit their members and the community. This may include conducting a future risk assessment for the facility with recommendations on how to address any gaps in its emergency action plan.

NEMCo is also working to improve community resiliency by hosting the first CERT Basic Course of the year starting on February 24th. This class will be the weekend model, teaching the 24-hour class over three full weekend days, culminating with the final exercise on March 2nd. This

class will be followed up by three more CERT Basic Courses throughout the year, one more weekend class, and two regular 7-week classes.

NEMCo is also finishing up a series of classes focused on emergency communications for the community this week, training its volunteers in basic first aid and CPR this Saturday, as well as finalizing plans for hosting a HAM Radio Technician class in April. We are also coordinating our outreach and summer event schedule with partner agencies in preparation for the upcoming summer season.

II. Internal City Information

III. Council Information

Comprehensive Plan Periodic Update

At their February 13 regular meeting, the Planning Commission worked through discussion and comments on the first three draft Elements for the 2024 Comprehensive Plan Periodic Update—Land Use Element; Environmental Quality & Shorelines Element; and Community Services & Public Safety Element. The project consultant, SCJ Alliance, and staff will work to update each of these three current drafts to be reflective of the Commission's comments and direction, as well as continue to prepare initial draft materials for the other elements to be considered for update in this effort.

The Commission will also hold several special meetings from now through June 2024, in addition to their regular meetings, to discuss potential changes to the comprehensive plan. The dates for the special meetings (and regular meetings) are now set as follows:

Planning Commission Special Meeting on Monday, March 4, 7:00 p.m. (hybrid meeting)
Planning Commission Regular Meeting on Tuesday, March 12, 7:00 p.m. (hybrid meeting)
Planning Commission Special Meeting on Thursday, April 4, 7:00 p.m. (hybrid meeting)
Planning Commission Regular Meeting on Tuesday, April 9, 7:00 p.m. (hybrid meeting)
Planning Commission Special Meeting on Wednesday, May 8, 7:00 p.m. (hybrid meeting)
Planning Commission Regular Meeting on Tuesday, May 14, 7:00 p.m. (hybrid meeting)
Planning Commission Special Meeting on Thursday, June 6, 7:00 p.m. (hybrid meeting)
Planning Commission Regular Meeting on Tuesday, June 11, 7:00 p.m. (hybrid meeting)

The Community Development Director will present a general overview and status update to the City Council on the Comprehensive Plan Periodic Update at the February 22, 2024, regular meeting and be available for questions.

Planning Commission

The proposed 2024 Planning Commission Work Plan, reflective of the importance and broad effort needed for a recommendation on the Comprehensive Plan Periodic Update, was discussed and agreed to at the February 13 regular meeting. This 2024 Work Plan is anticipated to be brought to the City Council on March 7 for review. The Commission also discussed and appointed Commissioner Ashton McCartney as Chair for this coming year and Commissioner Janne Kaje as Vice-Chair. Many thanks for the guidance and continued effort of past Chair Maddy Larson in this and other efforts as well as past Vice-Chair McCartney.

Permit Activity Data

The Community Development Department received applications and payments for the following permit types and quantities in the month of January 2024:

Building Permits

Residential Addition	3
Residential Alteration	12
Right of Way Use Permit	7
Side Sewer Permit	6
Side Sewer Availability	1
Solar Permit	1
Residential Mechanical	23
Residential Plumbing	5

Planning Permits

Tree Removal	13
Tree Removal- Minor	1
Commercial Site Development- Major	1
Boundary Line Adjustment	1

Application payments totaled \$59,884.84 for the Community Development Department- \$46,072.09 for Building and \$13,812.75 for Planning. This January was comparatively a busy month for building permit application activity. A six-year comparison is as follows:

Jan. 2024	\$46,072.09
2023	\$31,875.89
2022	\$26,514.83
2021	\$20,176.88
2020	\$46,820.77
2019	\$26,026.79

ADU/DADU Permit Data

The Community Development Department is in the process of compiling 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 review completed and data available in early March 2024.

IV. Response to Citizen and Council Comments

V. Contract Reporting

Nothing new to report.

VI. Legislative Update

VII. Community Events

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

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

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

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!

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 back! 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!

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



Join the Community Workshop #2 on Wednesday, February 21, 2024 at Lake Forest Park City Hall.

This will be an open house event with activities for all ages. Stop by anytime between **5:30pm - 7:30pm**. Learn more about the project, take a virtual tour and view project updates:

lfplakefrontpark.com

You can help shape the vision for the City's future public lakefront park!

The future of the city's community lakefront is beginning to take shape! The design team will share options for the design of the lakefront park, including visuals, sketches, and implementation information. Attend the workshop to learn about what is being proposed, discuss ideas and share feedback, and select your favorite options.

Find out more about the project and see a virtual tour on the website at the link above or by scanning the QR code:



DCG WATERSHED

The Second Community Workshop for the future Public Lakefront Park Property is Wednesday, February 21, 2024, 5:30 p.m. - 7:30 p.m., at City Hall! A virtual online option to participate and provide feedback will be open 2/21 - 3/6 at <https://lfplakefrontpark.com/>.

The future of the City's community lakefront public park is beginning to take shape! The team will share options for the design of the lakefront park. Attend the workshop to learn about what is being proposed, discuss ideas, share feedback, and select your favorite options in an open house format with activities for all ages. Stop by anytime and stay as long as you would like during the workshop.

Be sure to view the project website (<https://lfplakefrontpark.com/>) for more information on the project!

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

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

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

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

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

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

March 5, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

March 6, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

March 7, 2024, 6:00 PM - 8:00 PM @ City Hall and via Zoom

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

March 12, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

March 14, 2024

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

March 14, 2024

[North King County Coalition on Homelessness](#)

March 21, 2024, 1:00 PM - 2:30 PM

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

March 21, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[City Council Special Meeting Retreat \(hybrid meeting\)](#)

March 23, 2024, 9:00 AM - 2:00 PM @ The Lodge at St. Edward State Park

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

March 25, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

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

March 26, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

March 28, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom