

City Administrator Report

City of Lake Forest Park

Date: May 9, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

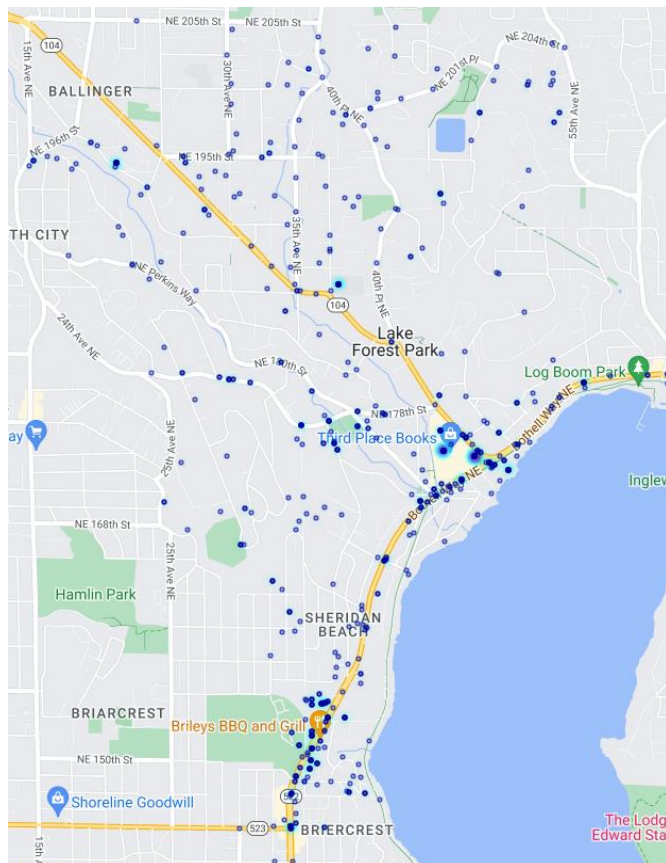
CC: Honorable Mayor Tom French
Leadership Team

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

April 2024:

Each blue dot is an incident generated by dispatch or an officer. This map represents **849 Incidents in April.**

Traffic Stop - General	262
Questionable Activity	55
E911	48
Contact of a Person	30
Welfare Check	19
LFPPD Warrants	17
Theft	14
Traffic Accident	11
Alarm	11
Mal Misch	7
Disturbance	7
MV Prowl	6
Juvenile	5
Vehicle Theft	4
Burglary	4

Case Reports Taken for April 2024

Theft	8	Malicious mischief	5
MV prowl	5	Domestic	5
MV theft	4	Warrant arrest	4
Informational report	4	Recovered Property	4
APS	3	Burglary	3
DUI	2	Noise ordinance violation	2
Eluding police officer	1	Surrendered Property	1
Animal, complaints	1	Missing person	1
Property, lost	1	Trespass	1
Graffiti	1	CPS	1
Hit-and-run	1	Fraud	1
Stolen property	1	Death investigation	1
Total – 61			

Notable Incidents

Officers, and a social worker, responded to a reported physical abuse of an 11-year-old boy by his mother. The report stated that the mother dragged the child by the arm and slammed him into a wall. When questioned, the mother said that “It was supposed to hurt.” Investigation in progress.

Two subjects were located inside a vacant house and trespassed from the property. One of the subjects provided the officers with a false name and drove off. Officers tried to conduct a traffic stop but the subject did not to stop. The officers decided to terminate the pursuit but charged the person with eluding.

A woman in emotional distress, contacted an officer, disclosing her recent discovery of child pornography on her husband's phone and tablet. Upon investigation, a detective determined that the content consisted of animations, with no depiction of minors in the pornographic contexts. Though still distressed, the wife found some relief in this conclusion.

An attempted residential burglary was interrupted by the owner of the house, who was off site but saw the suspects on the video surveillance system. Officers responded immediately but the suspect had already fled.

Officers assisted Mountlake Terrace PD with a violent subject who was evading apprehension.

A citizen called the police stating that there was a female subject sitting at the intersection between 37th Ave NE and 40th PI NE drinking wine from a bottle. Officers contacted the subject

and discovered that she had an outstanding warrant out of Mountlake Terrace. A MLT police officer took the subject into custody.

Several witnesses called the police regarding a domestic violence incident, in progress on Ballinger Way NE. A male was trying to push a female out of his moving vehicle. Bystanders intervened and started to yell at the driver, who sped up and left the scene before the officers' arrival.

A subject stole several items from Rite Aid and decided to jump on a bus in order to avoid apprehension. He didn't go very far. The officers stopped the bus and arrested the thief (who also had an outstanding warrant).

Officers were dispatched to a motor vehicle prowling complaint, where a female subject had tried to open some parked vehicles. Upon arrival, the officers saw a person who matched the description of the suspect. She immediately tried to walk away from the officers but was detained and questioned. She refused to identify herself and eventually provided a false name. The suspect was arrested, and her fingerprints were taken at the station. The inquiry revealed that she had several outstanding warrants. Due to her demeanor, a Crisis Responder from RCR was called but the subject refused assistance. While in the holding cell, the suspect willfully urinated on the floor and on the holding cell bed, requiring a necessary cleanup. She was eventually transported to Snohomish County Jail.

A subject who was riding an electric bike in the cemetery fell and broke his shoulder.

Officers observed a vehicle leaving the mall without lights on. The license plate returned stolen, and the officers conducted a high risk stop. The driver provided a false name but was identified using the fingerprint scanner. The suspect was transported to the King County Jail, but the correction officers refused to book him because of medical issues.

A citizen, who was at the Arctic Mini Mart, saw her parked car leaving. She believed that somebody had just stolen the vehicle. It turned out that the car just rolled for several feet without anybody inside after they checked the store video.

Officers responded to a suspicious call where several juveniles were on the roof of the LFP Elementary School. Officer's made contact with 4 of the juveniles and parents were called.

Three stolen cars from Lake Forest Park were recovered by Seattle PD and King County Sheriff.

In two different incidents, a deer was hit by a car. In one case, the deer was deceased and the other the officers had to dispatch the deer.

A juvenile took 57 pills. She was sent to the Hospital for medical and psychological evaluation.

Officers were dispatched to a noise complaint where an intoxicated adult male initially refused to turn the music down and started to argue with the officers. He then turned the radio up and video the officers. He decided to turn the radio off only when the officers left the scene. A second response was called in a couple hours later, and the subject was issued a noise ordinance ticket.

An intoxicated subject was trespassed from the mall. As he was attempting to leave, he fell and hit his head and broke his nose. Officers called for aid and he was taken to the hospital as he was unable to care for himself.

A dispute between neighbors occurred where one of them grabbed a small axe and, while holding it down by his waist, started yelling at the other neighbor. The arrival of the officers deescalated the situation and maintained the peace.

Officers assisted Shoreline PD with a burglary in progress with weapons involved.

At the intersection of NE 147th St and Bothell Way NE, a three-car collision occurred, with one vehicle colliding into the fence of a nearby car dealership. Among the drivers involved, one sustained minor injuries. Initial assessments indicated that the driver at fault was operating their vehicle at an excessive speed and while under the influence of alcohol. Subsequently, law enforcement arrested the driver for DUI and escorted them to the station for further processing. A breath test revealed a blood alcohol concentration more than double the legal limit.



II. Internal City Information

Human Resources Department

- An all-staff meeting was held on April 22nd. Agenda topics included department updates, Narcan training and distribution, and new hire introductions.
- After several meetings, the Salary Commission has drafted their recommendation; a public hearing will be held on May 6th to receive comments from the public.

- HR Director Moore, City Administrator Hill and Chief Harden met with Summit Law to begin initial preparation for upcoming contract negotiations with the Police Guild. Negotiations with the Guild are anticipated to begin in June 2024.
- Recruitment Updates:
 - HR Director Moore facilitated two rounds of oral board interviews for entry level police officer positions, with Civil Service Commission meetings following them. Next round of oral board interviews will occur in June 2024.
 - The Senior Planner position was posted with a 'first round of review' date of May 3, 2024. Phone interviews have been conducted with selected candidates and in person interviews are planned for the week of May 6th.
 - Judicial Court posted for a 0.8 FTE Court Clerk. First round of review will occur after May 13th.
 - Recruitment to fill the two full-time Maintenance Worker vacancies has been begun. Job posting will remain open until filled.
- Staffing Updates:
 - Deputy Clerk JoAnne Trudel and Records Specialist Caroline Thompson have announced their plans to retire this summer. HR Director Moore is working with Deputy Clerk McLean regarding recruitment plans for this department.
 - The Police Department's newest Police Officer, William Godsil, started on May 1st.
 - Congrats to newly promoted Lieutenant Ross Adams, who started his new role on May 1st.
 - Senior Project Manager Andy Silvia has provided his notice. Recruitment will begin soon to fill his position.
 - Lt. Rhonda Lehman's retirement celebration was held on April 25th. Staff, law enforcement peers, and community members attended the event to help recognize her 30 years of dedicated service.
- HR Director Moore attended "A Legal Guide to Due Process, Performance Management, Discipline and Discharge" webinar presented by Summit Law Group.
- HR Director Moore will be attending AWC's Labor Relations Institute (LRI) conference May 8th – May 10th.
- Wellness:
 - The "Trek Around Town" employee walking challenge has begun this month. Many thanks to Deputy Clerk McLean for leading the event this month!
 - "Bike Everywhere Month" also started this month. A special thanks to City Administrator Hill for leading the charge on this event again!
- HR Director Moore is creating a new City Safety Committee, with a focus on maintaining a safety culture by reducing the risk of accidents and injuries in the workplace. An invitation was sent to employees asking for volunteers interested in participating as a member of the committee. The purpose of the committee is to help support a safe and healthy workforce.

Municipal Services Department**Passport Services**

During the month of April, we processed 502 passports with 256 photos for a total revenue of \$22,690. By way of comparison, in April 2023, there was a revenue of \$16,945. This is the first month with expanded service hours.

Month	Passport Revenue	Photo Revenue	Total
April	\$17,570	\$5,120	\$22,690

NEMCo

The Northshore Emergency Management Coalition (NEMCo) started quarter two of 2024 by continuing some key training and noting the accomplishments of some of their volunteers. In April, the current CERT Basic Course continued to run every Thursday evening while being complimented by NEMCo hosting its first HAM Radio Technician Course since COVID. This class ran for two Saturdays in a row and allowed 18 community members to complete their certification examination. For City employees, NEMCo presented a class on EOC/FEMA documentation and WebEOC to the employees of Lake Forest Park. This same class will be repeated in Kenmore next month for Kenmore employees and any LFP employees that missed the one in April.

With many organizations highlighting the accomplishments of volunteers during the months of April and May, several of NEMCo's staff were highlighted by Woodinville High School and the Kenmore Heritage Society. Woodinville High School specifically highlighted the contributions of Kevin Lowery (EM), Robin McKenzie, Lanea Miller, Patrick Ducey, and Robert Scott for their assistance facilitating the High School's CERT Basic Course final exercise. The added instructors brought to WHS by NEMCo allowed the students to complete a full exercise, rather than being limited to the partial exercise they have completed in the past.

The Kenmore Heritage Society recognized the service of Katrina Rose at a special dinner on May 1st. Noting her more than 25 years of service to the community, the dinner specifically highlighted her years as a Child Passenger Safety Seat Technician and member of NEMCo. During a short speech, the NEMCo Emergency Manager shared the important roll Karina has played within the organization as a Steering Committee Member and Team Lead during several recent events, including the relocating of displaced citizens in the fall of 2022.

Looking toward May, there will be many more opportunities for volunteers to get involved as NEMCo supports upcoming community events, such the Pack the Park 5K.

Public Works Department

195th Culvert Project Update – During a recent meeting with the City of Shoreline and WSDOT, the following update includes: the Federal budget recently passed which included the Corps of Engineer’s funding who would be the leading agency for this project; the Corps will begin allocating funds in the coming months which will likely include this project and bidding the design work between Q4 ‘26 and Q4 ‘27. Currently, Corps projects are taking between 5 ½ to 8 years to start construction. We’re expecting the construction of this project to start between 2030 – 2032.

Grace Cole – Public Works crews perform weekly cleanings of the Beaver Deceiver at the Grace Cole Nature Park which helps regulate the pond’s water level and mitigates the effects of the “squatting” beavers on city property.



Beaver Deceiver hard at work in Grace Cole

Community Development Department

1. Community Survey- The community survey for the 2024 periodic update of the Comprehensive Plan was available from March 27 to its closing at end of day Wednesday, April 17. SCJ Alliance is currently finalizing the data received and drafting a summary for complete release in early to mid- May. Community members were 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.

2. **Comprehensive Plan Periodic Update**- The 2024 periodic update effort continues with a focus on the Environmental Quality Element, Community Services and Public Safety Element, and Economic development Element. Additionally, the discussion will revisit the Land Use Element and Transportation Element. The Planning Commission is scheduled for a Special Meeting on Wednesday, May 8 and a Regular Meeting on Tuesday, May 14. Important work was completed on the Housing Element policy in April. It is anticipated that a public hearing will be organized and noticed for proposed amendments prior to a formal recommendation by the Commission to the Council this Summer. The numerous added special meetings are proving effective in 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 2025 (2029), with Greenhouse Gas and Resiliency sub-elements, is also prioritized in the work.

3. **Permit Activity Data**- The Community Development Department received applications and payments for the following permit types and quantities in the month of April, 2024:

Building Permits

**The number of permit types for April will be tabulated and included in the City Administrator's Report for the May 23 Council meeting, including a six-year comparison for the month.*

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

Nothing for the reporting period.

VI. Legislative Update

VII. Community Events

Pack the Park 5K is rolling your way!

Join us on May 11th to make strides against child food insecurity in the Shoreline School District. Whether you run, walk, or roll, your participation brings snacks and smiles to children in need. Registration is open now at: <https://pack-the-park.com/>

Lace up for a good cause and secure your spot, today!



Recycling Collection Event with the City of Kenmore May 11, 2024!

The Cities of Lake Forest Park and Kenmore are partnering for a combined Recycling Collection Event! Take a look at the [Event Flyer](https://cityofflp.gov/DocumentCenter/View/11639/2024-Ken-LFP-May-RCE-Flyer) (<https://cityofflp.gov/DocumentCenter/View/11639/2024-Ken-LFP-May-RCE-Flyer>) to view the full list of what you can and cannot bring. Please be aware fees do apply for certain items. The collection event will take place Saturday, May 11, 2024 from 9:00 a.m. to 3:00 p.m. at [Epiphany Lutheran Church](#).

Items you can bring ([please view the event flyer for full details and information](#)):

Tires*, Propane Tanks*, Appliances and Scrap Metal*, Porcelain Toilets & Sinks*, Lead Acid & Household Batteries, Mattresses*, Paper Shredding (4 box limit), Clean Bulky Wood, and Refrigerators & Freezers*.

*Fees apply

Please note: No flat beds or dump trucks allowed. We reserve the right to refuse over-sized, commercial, contaminated, excessive, or unacceptable loads.

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

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

May 1, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

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

May 1, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

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

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

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

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

May 8, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

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

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

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

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