

City Administrator Report

City of Lake Forest Park

Date: May 11, 2023

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

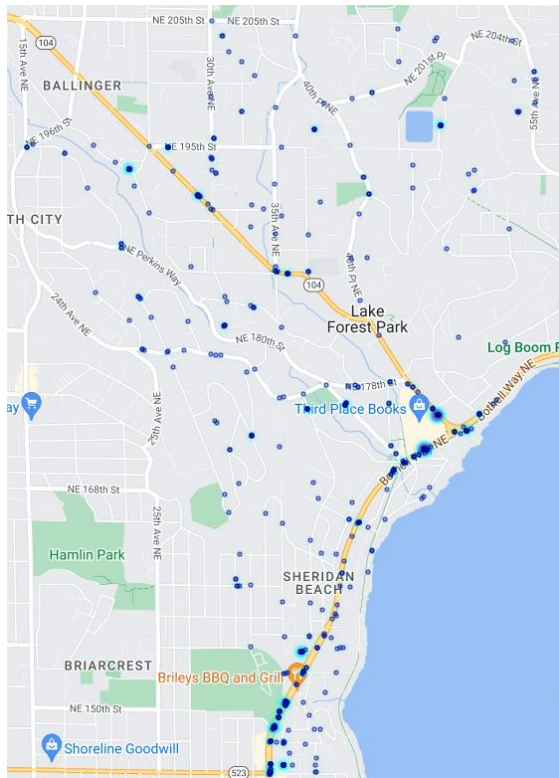
CC: Honorable Mayor Jeff Johnson
Leadership Team

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

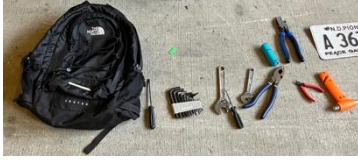


Police incidents heatmap for April 2023:

Each blue dot is an incident generated by dispatch or an officer. This map represents **926** incidents in **April**.

Type	Calls
Suspicious Circumstances	92
Theft	35
Alarm	24
Vehicle Prowl	19
Welfare Check	17
Warrant LFP	14
Traffic Accident	12
Malicious Mischief	8
911	8
Disturbance	8
Burglary	4

Notable Incidents



Officers responded to a vehicle prowling in progress in the 14800 block of Bothell Way NE. The witness provided a good description of the suspect, and the officers were able to locate and detain the subject before he could leave the area. The suspect had in his possession burglary tools and stolen property. The investigation revealed that the vehicle associated with the suspect was also stolen. The suspect was arrested and transported to the King County Correctional Facility in Seattle.

Officers were responding to other calls for services when they observed two subjects pushing an Albertsons shopping cart in a nearby park. When contacted, the subjects turned out to be a 15-year-old and a 17-year-old runaway who had shoplifted food because they were hungry. The juveniles were taken into protective custody, the store manager was contacted, and night shift officers bought pizza and drinks for the runaways until the parents could be contacted.

LFPPD officers are "Crisis Intervention" trained professionals who provide compassionate care and services when there is a need. Together with local, county, and state resources for youth, families and others in crisis, services are provided to help our citizens and residents.

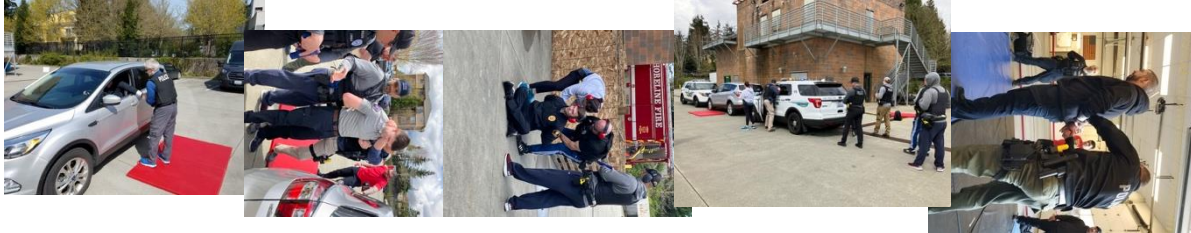
Officers were dispatched to a call from a suicidal individual who claimed to not have a firearm but possessed a machete and expressed a willingness to end their life. The person was wandering around the vicinity of Arco. Upon making contact, officers determined that the individual was in a state of distress and had recently been involved in a car crash that had caused significant damage to their \$130,000 vehicle. The individual cooperated with the officers and surrendered the machete, stating that they simply wanted to take a walk.

Officers responded to an assault. Two subjects had been having issues over the last year. One subject snapped a picture of the other holding a gun threatening the other in a Kenmore incident. The victim was hanging out with friends at Whispering Willow Park. The suspect showed up and the victim ran away, down the Burke Gilman trail. The suspect tracked the victim down and attacked the victim. The victim was hit in the head several times. The suspect was taken into custody for pending assault charges.

There has been a recent uptick on juvenile calls related to runaways and several calls on intoxicated and drug related incidents.

In-Service Training

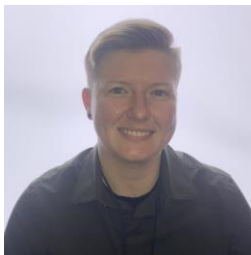
Officers wrapped up their Spring In-Service training in the final week of April. This training encompassed scenario-based exercises, vehicle extraction techniques, defensive tactics, and a refresher on non/less lethal tools.



New Hire!

Our newest police officer, Sam Gouin, was warmly welcomed on May 1. However, due to the overwhelming demand, the earliest available academy class is scheduled for April 2024, which is not a typo. We are hoping for an opening in the coming months. In the meantime, Sam will be participating in ride-alongs and internal department training programs.

Recruit Samantha (Sam) Gouin started on May 1. She is a veteran of the United States Marine Corps and had a few key roles throughout her time in the military. Sam held the position of Security Corporal at the Kemper Development Company, Shift Coordinator and Supervisor for Praetorian Detective Agency, and Key Holder at the Mariners Team Store. In addition to those positions, Sam completed an Associates at North Seattle College and received a certification at the National Personal Training Institute.



Sam is happily married to her wife, Bryce, for over two years and loves spending time together traveling, going on adventures, and exploring new places for food. To help counterbalance the love for food, Sam is physically active in any way possible as such, lifting weights, hiking, running, biking, paddle boarding, and walking their 14-year-old pittie, "Ricky".

Sam states she is always looking for "ways to be engaged, learn, and continue my professional and personal development." Sam said, "So, with that I'll say I am so honored and ecstatic to be a part of the Lake Forest Park Police Department and its community.

We are currently in the final stages of background checks with one more applicant and we anticipate hiring her by June 1. However, that still leaves one open position that we have been actively recruiting for.

Axon Roadshow



The Police Department is set to hold an AXON Roadshow on May 11, exclusively for our first responder and law enforcement community. This roadshow, which features 91 events, is being hosted by Axon in various parts of the country, and we are excited to have them visit LFP as well as the Swedish Health Campus in Issaquah, making it the only

roadshow stop in Washington state! The roadshow will showcase new technology, including the real-time video feed feature and the extended battery life (14 hours), which we are particularly interested in. Here in LFP, we utilize the Taser 7 system and the Axon 3 cameras, as well as evidence.com for all digital storage.



NEMCo

On Saturday, April 29 our CERT and RACES volunteers participated in a regional “5th Saturday” emergency communications drill. While the RACES group performed radio checks and communications exercises in our Emergency Operations Centers (EOC), this drill also incorporated a CERT functional exercise. During this exercise, CERT members utilized the empty medical offices near city hall to practice searching for disaster survivors, to triage roll players with make-up simulating various fake injuries, and to carrying these survivors to a medical check point. CERT and RACES also practiced integrating tactical communications from CERT members into EOC communications to help improve emergency operations.



On Thursday, April 20, members from the NEMCo Board (including representatives from LFPPD, NUD, and Shoreline Fire Department) toured the Verizon ‘switch’ site in Redmond to learn about the measures that have been taken to ensure the telephone and data communications systems that are used in Lake Forest Park are resilient enough to respond to various disasters. This tour included a walkthrough of the physical server site as well as the ‘yard’ where they stored emergency generators, portable cell phone towers, and other response supplies.

II. Internal City Information

Finance Department:

Local sales & use tax rates and changes

Washington State Dept. of Revenue Effective April 1 - June 30, 2023

Local sales/use tax changes (Effective April 1, 2023)

City of Lake Forest Park

Sales and use tax within the City of Lake Forest Park will increase one-tenth of one percent (.001). The tax will be used for transportation services.

The City of Lake Forest Park has increased the sales & use tax to **10.2%**, from 10.1%, as of April 1, 2023 to pay for transportation related services within the City limits.

Local sales and use tax rates

Tax changes are blue and bolded

Effective April 1 - June 30, 2023

(We update tax rates every quarter. Please visit dor.wa.gov for current rates.)

Location		Sales/Use Tax		
County/City	Loc. Code	Local Rate	State Rate	Combined SalesTax (1)
KING (cont.)				
Lake Forest Park	1717	.037	.065	.102

Passport Services

During April, we processed 371 passports with 192 photos for a total revenue of \$16,945. By comparison, in April 2022, there was a revenue of \$14,691.

Month	Passport Revenue	Photo Revenue	Total
April	\$12,985	\$3,960	\$16,945

Records Requests

For April, there were 23 police department record requests made, along with 8 public records requests made. The staff has spent over 32 hours on records requests.

Here is a breakdown for 2022 for the records department:

Police records requests closed in 2022 – 385

City records requests closed in 2022 – 149 (includes 19 that carried over from 2021)

Boxes of records shredded – 23 by Muni Services staff (excludes any shredded by Municipal Court or PD)

Boxes of records sent to archives – 3 (two boxes of franchise files, one box pertaining to utility issues)

III. Council Information

IV. Response to Citizen and Council Comments

Timeline - Bridge Replacement at 18269 35TH AVE NE

- Early February - Planning Staff responded to a call indicating that there appeared to be some work going on in Lyon Creek at the address listed above. When staff members arrived, they found the bridge in the picture below had been completely removed. A stop work order was posted and the contractors who were on site were given contact information and encouraged to come in and apply for a permit. They were also informed that the bridge replacement would probably also require a Hydraulic Permit Approval (HPA) from the State Department of Fish and Wildlife. None of the residents of the home came out during the site visit.
- February 16 - Stephen Benowitz (one of the residents of the house) contacted Planning Director Bennett and said it was critical to get the bridge replaced as soon as possible because of the residents' health issues. Planning Director Bennett sent Mr. Benowitz an email explaining the process for applying for an emergency critical areas permit and gave him contact information for the State Department of Fish and Wildlife staff member that could help him with getting an emergency HPA permit.
- March 9 - Nell Miller and Marilyn Campbell (also residents in the house) spoke during the public comment portion of the City Council meeting and asked the Council for help. After they spoke, Planning Director Bennett talked to them and gave them a copy of the critical areas permit application and encouraged them to get it in as soon as possible. They mentioned that they do have some vehicular access through their neighbor's property but deliveries were the main problem.
- March 13 - Ms. Miller dropped off a completed application but did not provide any plans for the replacement bridge.

- March 20 - Planning Director Bennett spoke with Jesse Dykstra from the Department of Fish and Wildlife (DFW) in an effort to find out if there was anything he could do to facilitate the process for a temporary or permanent bridge replacement and asked if there were any entities that could provide some technical assistance with the permitting process to the residents. Mr. Dykstra suggested getting in touch with Mid Sound Fisheries Enhancement Group, a non-profit, that does this type of work. Mr. Dykstra also noted that, with both a temporary and permanent replacement, DFW would be looking for an environmental determination from the City. Planning Director Bennett spoke with Ms. Miller the same day and emailed the information along with a request to complete a SEPA checklist and encouraged Ms. Miller to submit the drawings of the project that she mentioned on the phone.
- March 21 - April 12 – The residents’ contractor is communicating with Building and Planning staff and submits a site plan, structural calculations, and the arborist report to the City. Building Official Killman advised the residents’ contractor that he cannot review their building permit application until he has heard from Fish and Wildlife that an HPA (hydraulic permit) has been issued. Mr. Killman indicated that the contractor seems reluctant to pursue the HPA approval.
- April 26 – Upon receiving news from Jim Stoetzer that Ms. Miller had fallen while crossing the temporary pedestrian bridge, Planning Director Bennett responds to Mr. Stoetzer and the residents’ contractor and underscores the need for the residents’ contractor to apply to the Dept. of Fish and Wildlife for the HPA and submit a SEPA checklist to the City. Mr. Bennett noted in his email that the City does not have sole jurisdiction over work in the creeks and can’t complete these steps for the homeowners.
- April 27 – The residents’ contractor submitted the completed SEPA checklist.
- May 4 – Planning Director Bennett issued a statement of SEPA exemption and sends it to Fish and Wildlife acknowledging to DFW that the City is anticipating the need for an HPA and will base its approval of the local permit on DFW’s conditions for approval in the HPA.

V. Contract Reporting

Nothing to report.

VI. Legislative Update

VII. Community Events

Recycling Collection Event with the City of Kenmore May 13, 2023!



The Cities of Lake Forest Park and Kenmore are partnering for a combined Recycling Collection Event! Take a look at the [Event 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 13, 2023 from 9:00 a.m. to 3:00 p.m. at [Northlake Lutheran Church](#).

Rain Barrel's and Compost/Worm Bin's will be available for purchase, while supplies last for \$25, cash only. Please provide exact change for user fees.

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

Tires*, Propane Tanks*, Electronic Equipment, Appliances and Scrap Metal*, Cardboard, 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.



The LFP Green Fair is back April 29th!!

When?!
Saturday, April 29, 2023
 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!





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

The LFP Green Fair returned this year for the first time since before covid! Organizations with booths and attendees had a great day and appreciated the event. All are looking forward to coming back next year for another successful fair!





VIII. Upcoming City Sponsored Events

[Recycling Collection Event with the City of Kenmore May 13, 2023!](#)

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[Community Emergency Response Training \(offered by NEMCo\) - Session 4 of 8](#)

May 18, 2023, 6:00 PM - 9:00 PM @ Kenmore Fire Station 51

The NEMCo CERT Program provides information on local hazards and community training on basic preparedness for events that include earthquakes, windstorms, snow events, floods, landslides, and more. Classes are presented by trained CERT community members in the areas of fire safety, basic first aid, disaster medical operations, light search and rescue, utility management, and overall preparedness.

[Community Emergency Response Training \(offered by NEMCo\) - Session 5 of 8](#)

May 25, 2023, 6:00 PM - 9:00 PM @ Kenmore Fire Station 51

The NEMCo CERT Program provides information on local hazards and community training on basic preparedness for events that include earthquakes, windstorms, snow events, floods, landslides, and more. Classes are presented by trained CERT community members in the areas of fire safety, basic first aid, disaster medical operations, light search and rescue, utility management, and overall preparedness.

IX. Meetings Calendar

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

May 18, 2023, 6:00 PM - 7:30 PM @ City Hall and via Zoom

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

May 22, 2023, 6:00 PM - 7:30 PM @ City Hall and via Zoom

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

May 23, 2023, 7:00 PM @ City Hall and via Zoom

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

May 25, 2023, 7:00 PM - 9:00 PM @ City Hall and via Zoom