

# City Administrator Report

## City of Lake Forest Park

Date: March 7, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French  
Leadership Team

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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**

Scammers are getting more sophisticated: A LFP resident advised the PD that he had received a call from a subject pretending to be a friend of his son. The subject stated that the resident's son was currently in jail and needed money for bail. The subject told the citizen that this was not a scam and provided the citizen with the telephone number of the defense attorney who was assisting his son. The citizen called the number and the "attorney" stated that in order to free his son he needed to receive \$9,000 as soon as possible. Although the "attorney" sounded legitimate, the citizen decided to contact the son instead of sending the money to the attorney. The son confirmed that he was not in jail.

A female subject came to the PD, told the officers that she was suicidal, and asked if they could bring her to the hospital for evaluation and assistance. An ambulance transported the subject to Harborview. After a few hours, the subject came back to the PD stating that no social worker or mental health professional (MHP) was available at the hospital. Luckily Sgt. Parrish was able to connect the subject with our RCR Crisis Responder, and a safety plan was immediately implemented.

An off-duty officer called the police regarding a suspicious subject walking on NE 197<sup>th</sup> St. When the dispatcher asked the reporting party why he believed that the subject was acting "suspiciously", the off-duty officer stated that the subject was wrapped in a blanket, had a large sword strapped to his back, and was talking to himself. Officers responded to the scene,

observed that the large “Katana” style sword was in a sheath, and the subject was not threatening anybody or committing any crime. Officers followed the subject for a few minutes but decided not to intervene because there was no crime, the subject went into Mountlake Terrance, and they were notified.

A subject learned that it is not a good idea to jaywalk in our city when you have outstanding felony warrants. The subject went to jail.

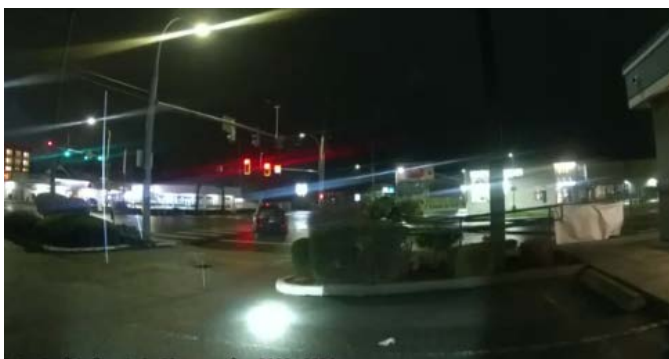
A citizen called 911 because there was “a strange suspicious rumbling sound in the house.” Patrol officers responded, checked the interior and exterior of the house, and determined that it was an electrical problem. They were able to find the correct malfunctioning breaker, turned it off, and advised the citizen to call an electrician. Our officers’ skills are very broad.

An impaired subject came to the PD and told the officers that he was drunk and needed to go to the hospital. He then changed his mind and told the officers that he was having a heart attack. Eventually, he changed his mind again, stating that he was going to rob a store in our city so he could be arrested and spend some time in jail. The subject was transported to Swedish Hospital for evaluation.

A citizen called the police stating that her detached garage had been burglarized and her E-Bike was missing. The description of the stolen E-Bike matched an abandoned bike that the same officer had recovered early in the morning. The stolen E-Bike was reunited with the owner.



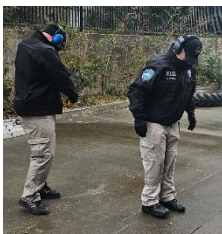
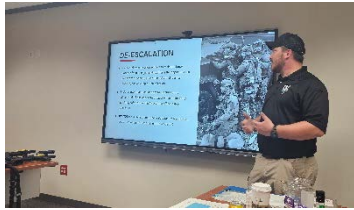
LFPPD officers performed a welfare check on two passed out individuals who were in a stolen vehicle parked in the Taco Bell parking lot. The officers were able to wake the two subjects up. The driver provided a fake name and decided to quickly leave the scene. He struck one of the officers with the vehicle (the officer was not injured) and recklessly sped off across oncoming traffic on SR522 and then westbound on NE 145<sup>th</sup> Street.



The officers decided not to pursue because they didn’t want to put the other drivers and pedestrians in danger. Officers are sending charges to the prosecutor for eluding and assault on the officer.

## Police In-Service Training

LFPPD officers completed the annual “Non-Lethal and Less-Lethal tools” training/certification. The training, taught by Ofc. Czebotar and Ofc. Carlsrud, focused on the proper use of Taser, Bola Wrap, baton, pepper spray, and Pepperball launcher. These are tools specifically designed to allow officers to apprehend suspects using the minimal force necessary while also maintaining safety for the public, officers, and suspects.



The officers were engaged in classroom instruction in the morning, and then moved to Fire Station 51 for hands-on training and application of all the tools. The Lake Forest Park Police Department is proud to say that we do not use any chemicals in either the OC spray or pepperball and that they are both completely organic.

## Polar Plunge – Special Olympics

Chief Harden attended the Polar Plunge for Special Olympics with several Snohomish County police agencies in Lake Stevens. The event raised over \$12,000 with 80+ participants!



The Polar Plunge for Special Olympics is an annual fundraising event where participants brave the icy waters of lakes, rivers, or oceans during the winter months. Participants, often in costume or

themed attire, take a chilly dip into the frigid waters to raise money for Special Olympics programs. It's both a fun and charitable event, typically drawing a mix of adventurous individuals, community members, and supporters of Special Olympics. The funds raised through the Polar Plunge help support athletes with intellectual disabilities to participate in sports training and competitions organized by Special Olympics.

**Northsound Police Foundation**

Exciting news!

The Lake Stevens Police Department has officially joined forces with the Northsound Police Foundation! With Lake Forest Park and Mill Creek already as founding members, our foundation now proudly includes Lake Steven’s police department.

The Northsound Police Foundation is committed to bolstering law enforcement efforts by raising funds and furnishing resources essential for various departmental needs. These include equipment upgrades, specialized training, community outreach initiatives, and vital support for officers and their families, helping what traditional city budgets may not cover.

The foundation mission is clear: to engage citizens actively in supporting those who dedicate themselves to our safety and well-being. By fostering this collaboration, we aim to enhance the quality of life and security in our communities across Lake Forest Park, Mill Creek, and now Lake Stevens!

For further details or to contribute, please visit: Northsound Police Foundation:

<https://northsoundpolicefoundation.org/>

To donate to any individual police department:



Lake Forest Park  
Police Department



Mill Creek Police  
Department



Lake Stevens Police  
Department



North Sound Police  
Foundation

## II. Internal City Information

### Public Works Department

The Lakefront Park design is progressing in a timely manner. The PRAB met to develop their recommendation for the preferred alternatives for the park's design including decisions regarding the options for the dock layout, parking options, deck size, beach area, and other amenities. Later this month, Council will be provided with the preferred options for their consideration.

Staff is working with the required agencies to develop an acceptable repair for the failed culvert on 28<sup>th</sup> Avenue NE. We will continue to maintain and assess the roadway in its current configuration.



### Human Resources Department

- AWC Trust announced the City of Lake Forest Park was one of 117 Trust members to earn the 2024 WellCity distinction by making an outstanding commitment to employee health. Each 2024 WellCity recipient receives a 2% premium discount on their AWC Employee Benefit Trust active medical premiums in 2025. A big thank you to all the City's staff who participated in last year's wellness activities to help us achieve the WellCity recognition and premium discount again this year!
- Selected candidates were interviewed for the Urban Forest Planner position and an offer was made to Drue Morris. Drue's first day will be March 18, 2024. Drue recently worked for the City of Bainbridge Island and brings a wealth of knowledge and passion

for the work. The Community Development Department is very excited for her to join the team.

- HR Director Moore attended the webinar, “Cultivating Relational Partnerships to Support Marginalized Communities” hosted by Kid’s Mental Health Pierce County.  
*Webinar Description: Relational partnerships center the needs and values of marginalized communities in decision making. As educators, mental health professionals, community organizations, etc., it is important that we shift away from decision making strategies that do not incorporate the voices of our most vulnerable citizens. The relational partnership framework, adopted from the Washington State Office of Equity, aids community stakeholders in learning fundamental interpersonal skills and values that foster relational partnerships. Participants will learn the seven strategies that aid in building relational partnerships and consider how to integrate them into daily interactions, policy, and practice.*
- Job openings for both Summer and Seasonal Maintenance Worker positions have been posted to the City’s website. Applicants are being reviewed as they come in and interviews scheduled/conducted with selected candidates.
- The City has received one application for the Civil Service Commission, position 3 vacancy.
- HR Director Moore has established a new monthly employee newsletter. The purpose of the newsletter is to share relevant information with staff including department updates, employee events, wellness tips, benefit information, etc.
- Maintenance Worker Adam Braaten will be retiring this month (March) after 21 years of service to the community of Lake Forest Park. We wish him all the best in his future endeavors.

### **Community Development Department**

- Comprehensive Plan Periodic Update- The Community Development Director presented 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. In March, the Planning Commission will begin to discuss and review the integration of the Climate Action Plan and a new requirement for a Climate Element by 2029, with Greenhouse Gas and Resiliency sub-elements. The draft Transportation Element will also take shape.
- Permit Activity Data- Due to 29 days in February calendar, data for received applications and payments in the Community Development Department will be collected, compiled and shared later in March.
- 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 April 2024.

## **Municipal Services Department**

### **Passport Services**

During the month of January, we processed 336 passports with 192 photos for a total revenue of \$15,600. By way of comparison, in January 2023, there was a revenue of \$15,765.

During the month of February, we processed 402 passports with 251 photos for a total revenue of \$19,090. By way of comparison, in February 2023, there was a revenue of \$15,435.

<b>Month</b>	<b>Passport Revenue</b>	<b>Photo Revenue</b>	<b>Total</b>
<b>January</b>	\$11,760	\$3,840	\$15,600
<b>February</b>	\$14,070	\$5,020	\$19,090

### **Records Requests**

For January and February, 24 police department record requests and 28 public record requests were made. There are currently 15 open records requests, and staff has spent over 45 hours responding to records requests.

### III. Council Information



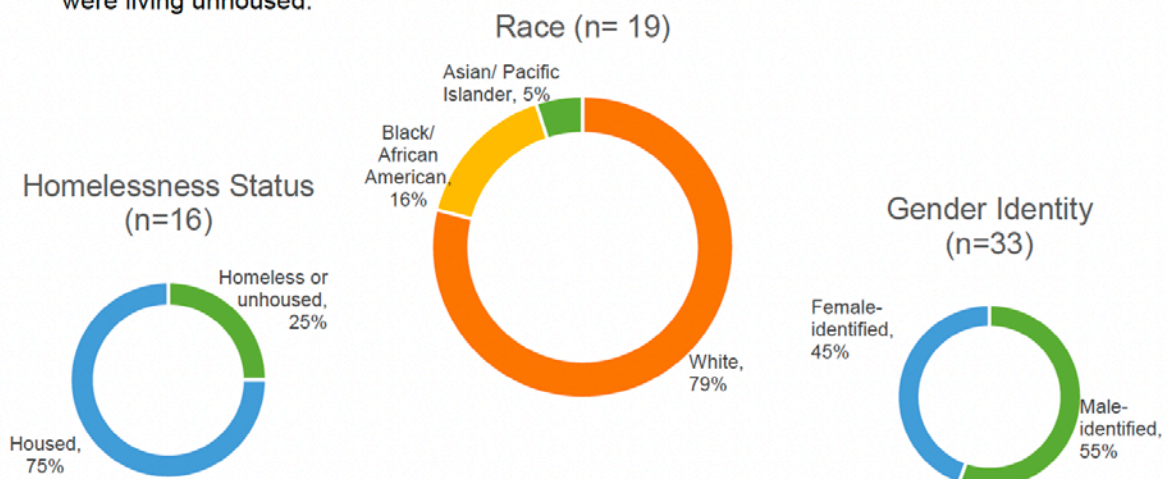
#### 2023 Lake Forest Park City Report

**Total served: 39 Total Encounters: 221**

Established in 2023 by an inter-local agreement between the North King County cities of Shoreline, Lake Forest Park, Kenmore, Bothell and Kirkland, the Regional Crisis Response (RCR) Agency provides behavioral health first response services via the public safety system. RCR Crisis Responders deploy to people in crisis in our community who call 911, to improve outcomes and reduce reliance on the crisis system by connecting people to the community of care.

During 2023 in the city of Lake Forest Park, RCR Crisis Responders provided services for 39 people in crisis, during a total of 221 encounters. Encounters could range from a multi-hour crisis de-escalation to a short follow-up check in to ensure that someone has been effectively connected to care.

Of those individuals served for whom race data was available (n=19), 79% were White, and 21% were Black, Indigenous or People of Color (BIPOC). 26% were seniors/ older adults- a significantly higher percentage than in the other RCR cities. 61% identified as male, and 39% identified as female. About a quarter of those for whom data was available were living unhoused.





**IV. Response to Citizen and Council Comments**

**V. Contract Reporting**

Two agreements were administratively approved during the reporting period: AG-24-009, Cascadia Consulting Group, Inc./Professional Services Agreement for Review of the Climate Action Plan and AG-24-011, Pendleton Consulting, LLC/Professional Services Agreement for City Council Retreat Facilitation.

**VI. Legislative Update**

**VII. Community 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**

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

**NATURAL YARD CARE**

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!

**VIII. Upcoming City Sponsored Events**

**IX. Meetings Calendar**

**1. [Planning Commission Meeting \(hybrid meeting\)](#)**

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

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

March 14, 2024, 6:00 PM – CANCELED

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

March 14, 2024, 7:00 PM - CANCELED

**4. [North King County Coalition on Homelessness](#)**

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

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

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

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

March 23, 2024, 9:00 AM - 5:00 PM @ Hybrid format via Zoom and at The Lodge at St. Edward State Park, 14477 Juanita Drive NE, Kenmore, WA 98028.

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

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

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

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

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

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