



**City of Lake Forest Park
CITY COUNCIL WORK SESSION
Thursday, April 14, 2016
6:00 p.m.
Lake Forest Park City Hall
17425 Ballinger Way NE
PROPOSED AGENDA**

- 1. 6:00 p.m. Call to Order**
- 2. Pledge of Allegiance**
- 3. Adoption of Agenda**
- 4. Council Discussion Topics**
 - 4.I. Planning & Building Department Update (15 min)**

Discussion Leader: Steve Bennett, Planning & Building Director
Activity: Update on planning and permitting activity
Goal: Council information

Documents: [Planning Department Update.pdf](#)
 - 4.II. Report on End of State Legislative Session (15 min)**

Discussion Leader: Briahna Murray, Gordon Thomas Honeywell Governmental Affairs
Activity: Discuss and review state legislative session outcomes and strategies.
Discuss out-of-session priorities and agenda.
Goal: Gain a better understanding of the City's legislative agenda and opportunities
 - 4.III. Amending Lake Forest Park Municipal Code 2.40.195, Civil Service Rules, Lateral Entry (5 min)**

Discussion Leader: Steve Sutton, Police Chief/Lee Aalund, Administrative Services Manager
Activity: Modification of lateral entry rule to conform with State law
Goal: Council action/discussion

Documents: [Ordinance 1120 Amendment to Civil Service Rules.pdf](#)
 - 4.IV. Police Department Staffing/Reauthorizing the Police Department FTE Authorized in Ordinance 1099**

Discussion Leader: Steve Sutton, Police Chief
Activity: Update on Police Department staffing
Goal: Council action/discussion

Documents: [Ordinance 1121 Reauthorize PD FTE Budget Amend.pdf](#)
 - 4.V. Coalition of Small Police Agencies Financial Services Support (5 min)**

Discussion Leader: Steve Sutton, Police Chief
Activity: Briefing on request to provide maintenance and administration of Coalition funds
Goal: Council action/discussion

Documents: [Resolution 1550 Small Police Agencies Coalition Finances.pdf](#)

5. 7:00 p.m. Adjourn

6. Future Schedule

- Thursday, April 21, 2016 Council Budget & Finance Committee 6 pm
- Monday, April 25, 2016 Council Communications Committee 4:30 pm
- Monday, April 25, 2016 Council Committee of the Whole Meeting 6 pm
- Thursday, April 28, 2016 Council Regular Business Meeting 7 pm
- Thursday May 12, 2016 Council Work Session Meeting 6 pm
- Thursday, May 12, 2016 City Council Regular Business Meeting 7 pm

As allowed by law, the Council may add and take action on items not listed on the agenda.

Lake Forest Park City Council

Agenda Cover Sheet

Meeting Date 4/12/2016

Title: Planning and Building Department Update

Item Type

- | | |
|--|--|
| <input checked="" type="checkbox"/> Work Session | <input type="checkbox"/> Ordinances & Resolutions |
| <input type="checkbox"/> Proclamation | <input type="checkbox"/> Introduction/Referral |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Council Discussion |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Action |
| <input type="checkbox"/> Consent Calendar | <input type="checkbox"/> Council Discussion/Action |
| <input type="checkbox"/> Final Confirmation | |

Originating Department Planning & Building

Contact Person Steve Bennett, Planning Director

Legislative History

- Work Session 4/7/2016
-

Attachments:

1. Planning Department Annual Report - Handout
-

Executive Summary

This agenda cover sheet is intended to provide background to the Council on the current status of major projects and planning issues in Lake Forest Park, as well as to give an overview of the Planning and Building Department's permit activity for 2015 in context.

A brief background regarding historic plats is also included.

Background

Permit Volume Overview

Development in Lake Forest Park was at record highs in 2015. Throughout the year, the Planning and Building Department received 1,175 land use and building permit applications – 12% more than the previous record set in 2014. Among other requests and inquiries, the 1,175 permits included:

- 127 building permits (23 new single-family homes);
- 253 mechanical permits;
- 140 plumbing permits;
- 200 tree removal and replacement permits;
- 4 short plats;

- 2 commercial site development permits, and;
- 67 Code enforcement cases.

Permitting fees collected in 2015 were also at a record high. The City took in \$687,563 in permit fees for the year, \$25,289 of which were collected under the technology fee. Ignoring the technology fee, which was a new addition in 2015, permit fee intake was 19% higher in 2015 than in 2014.

Though permit activity has increased year over year since 2012, staff levels in the department have not increased in tandem. In 2007, prior to the recession, the Planning and Building Department's five staff members handled 870 permits for the year – roughly 174 permits per staff member. In 2015, four full-time staff and one half-time staff member handled 1,175 permits, or roughly 261 permits per staff member. This represents a 50% increase in workload per staff member over 2007 levels.

Looking ahead, 2016 is expected to set new highs in both permit numbers and fees. In the first quarter, the Department processed 38% more permits, and received 130% more fees, than in the first quarter of 2015. This trend is expected to continue, led by Pulte's 12 Degrees North project but also supported by an increasing number of short plats, mixed-use buildings, new single family homes, and additions.

Changes in property ownership

From July 2014 to July 2015, nearly 900 properties, out of an approximate total of 5,200 households in LFP have exchanged ownership according to King County Department of Assessors. Permits processed by the Planning & Building Department include requests for new construction, additions, and renovations to existing structures.

Code Enforcement

The Planning and Building Department has made progress toward streamlining the code enforcement process in late 2015 and early 2016. Through use of a new form and increased collaboration with the front desk, staff time spent responding to and investigating code enforcement requests has decreased. New permitting software will allow for better tracking of staff time spent on code enforcement.

Major Developments Currently In-Process

There are currently nine short plat applications that are either recently approved, in review, or nearing submission. These short plats will divide 9 existing parcels into 25, for a total of 16 added parcels.

Construction on the 12 Degrees North neighborhood in the Southern Gateway Corridor zone is well underway, with 16 units completed so far. According to the developer, all 16 of these units – 15 townhomes and 1 single-family house – have been sold. 22 more units are currently under construction. 75 units have not yet begun construction.

Two mixed-use buildings are currently in review. AML Construction's Lakeview Apartments is located at 3803 NE 155th St. The building is proposed to have 34

apartments and 700 sqft of office space. A SEPA Determination of Non-significance was issued for the project and is currently under appeal.

14727 Investments' Lake Forest Park Condos, located at 14727 35th Ave NE, is proposed to contain 16 condominium units and 500 square feet of office space. It is currently under Commercial Site Development review.

Historic Plat Information

Two primary types of historic plats can be reviewed and recognized by the City. One type of historic plat can be recognized when a property owner demonstrates that proposed divisions of land that occurred prior to 1972 were officially approved. Subdivisions of land were not required to be recorded with King County until 1972. King County tax assessment records often show evidence of these circumstances. The Planning and Building Department works with King County staff to confirm requests to recognize historic, approved subdivisions. King County only requires a letter from the City for approval; no survey or additional materials are required.

A second type of historic plat that can be recognized is related to the original platting of the land. King County has referenced original plats within their GIS. Because we do not have any guidance from code to suggest otherwise, our City typically recognizes these underlying land divisions. This is true regardless of compliance with current zoning and sensitive area restrictions. If a current building expands across a lot dividing line, though, that structure must be demolished before the County can recognize the lot, with City approval.

The public has become familiarized with the concept of historic plat review due to discussion of the SPU property, on the west side of the intersection of 40th Place NE and 45th Place NE (parcels # 4022902270 and # 4022902320). The two lots that SPU has considered selling have an additional two underlying, original lots. A total of four lots would likely be recognized by the City and King County. If the lots were to remain in the original configuration, it appears that at least one lot would likely be entirely encumbered with sensitive areas and buffers. If a single property owner purchased the SPU property and requested the City to recognize the underlying lots, a Lot Line Adjustment would be required if such an adjustment would bring the lots into compliance, according to [LFPMC 18.66.110](#).

It is possible that the same four-lot configuration would result from either review process: a Shortplat (subdivision of 4 or fewer lots), or historic plat recognition combined with a required Lot Line Adjustment. Both of these review processes are administrative and do not involve a public hearing, but do involve review by our consulting engineers at PACE. With either land-use review process, protection of the sensitive areas is mandatory, according to [LFPMC 16.16.180](#).

Historic Plat Opportunities

Reasonable Economic Use review is required if a property owner requests to build a home or business on property otherwise encumbered with sensitive areas. When

property is being reviewed for development with this process which has ties to historic plats, the number of plats that will be recognized by the City can be negotiated as mitigation for sensitive area encroachment. This was part of the review process for the three properties recently developed on NE 201st Street. A historic approved subdivision would have otherwise allowed for four buildable sites.

Many historic plats were smaller than our minimum zoning standard. This has created isolated development opportunities, including the possibility for small footprint houses. For example, a 5,000 square foot lot may be recognized within a 7,200 zone. All new development must meet the zoning standards for impervious area and lot coverage. These criteria are ratio-based, which means that a small lot must still have a proportional amount of open space that a larger lot in the same zone would be required to have.

New Seattle Restrictions for Recognizing Historic Plats

Residents of Seattle have raised concern regarding their City recognition of particular historic plats which had been considered too small to build (less than 2,500 square feet). The Seattle Department of Planning and Development has responded to their concerns with an [ordinance](#) to no longer recognize certain historic plats, to require public notice for others, and to restrict massing for smaller lots.

Following is Seattle’s description of their Project Purpose related to the new ordinance:

- New construction in our neighborhoods will better meet the needs of current residents as well as new residents
- Owners who acquired a property before the adoption of the new requirements will maintain a reasonable opportunity to benefit from their investment

Staff Recommendations

Our current zoning and sensitive area regulations mitigate for most consequences related to recognizing historic plats. Staff recommends requesting City Attorney guidance for options related to historic lots entirely encumbered with sensitive areas, if the Council desires to do so.

Fiscal & Policy Implications

No action required.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Request further research by City Attorney 	To be determined

Staff Recommendation

No action required.

ATTACHMENT 1

CITY OF LAKE FOREST PARK



Annual Report – April 14, 2016

Planning & Building Department

Planning Department by the Numbers

2015

Number of Permits Processed: **1,175**

Amount Collected in Permit Fees: **\$687,563**

Amount Generated by Technology Fee: **\$25,289**

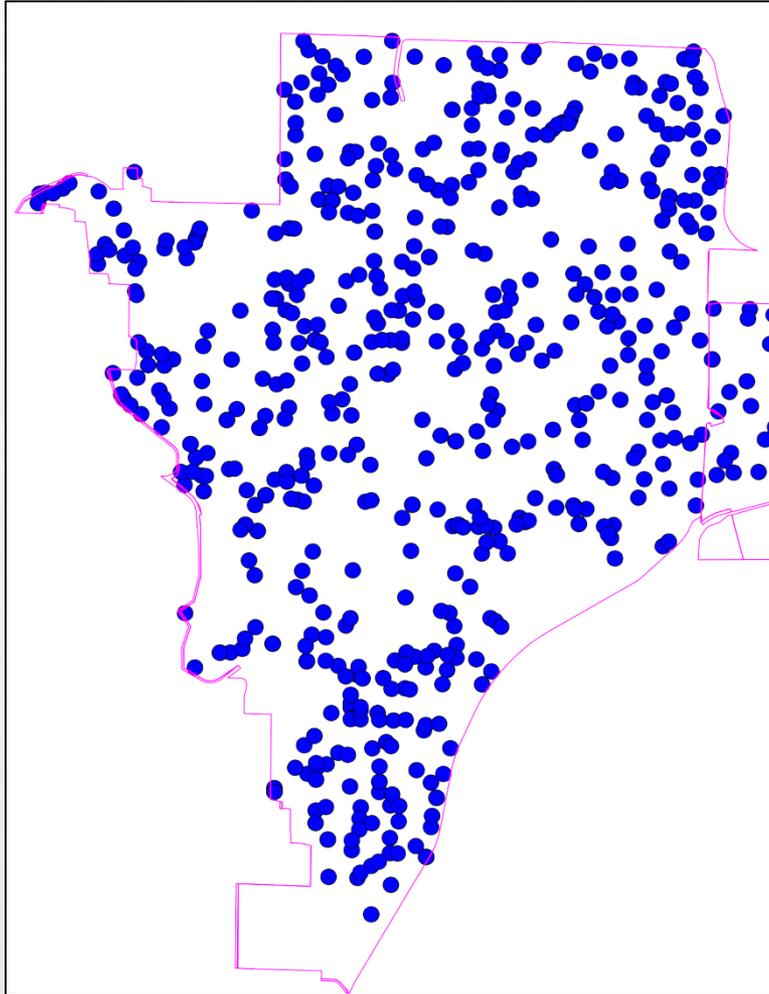
First Quarter 2016

Number of Permits Processed: **358** (Up 38% from 1st Quarter 2015)

Amount Collected in Permit Fees: **\$255,634** (Up 130% from 1st Quarter 2015)

Amount Generated by Technology Fee: **\$9,598**

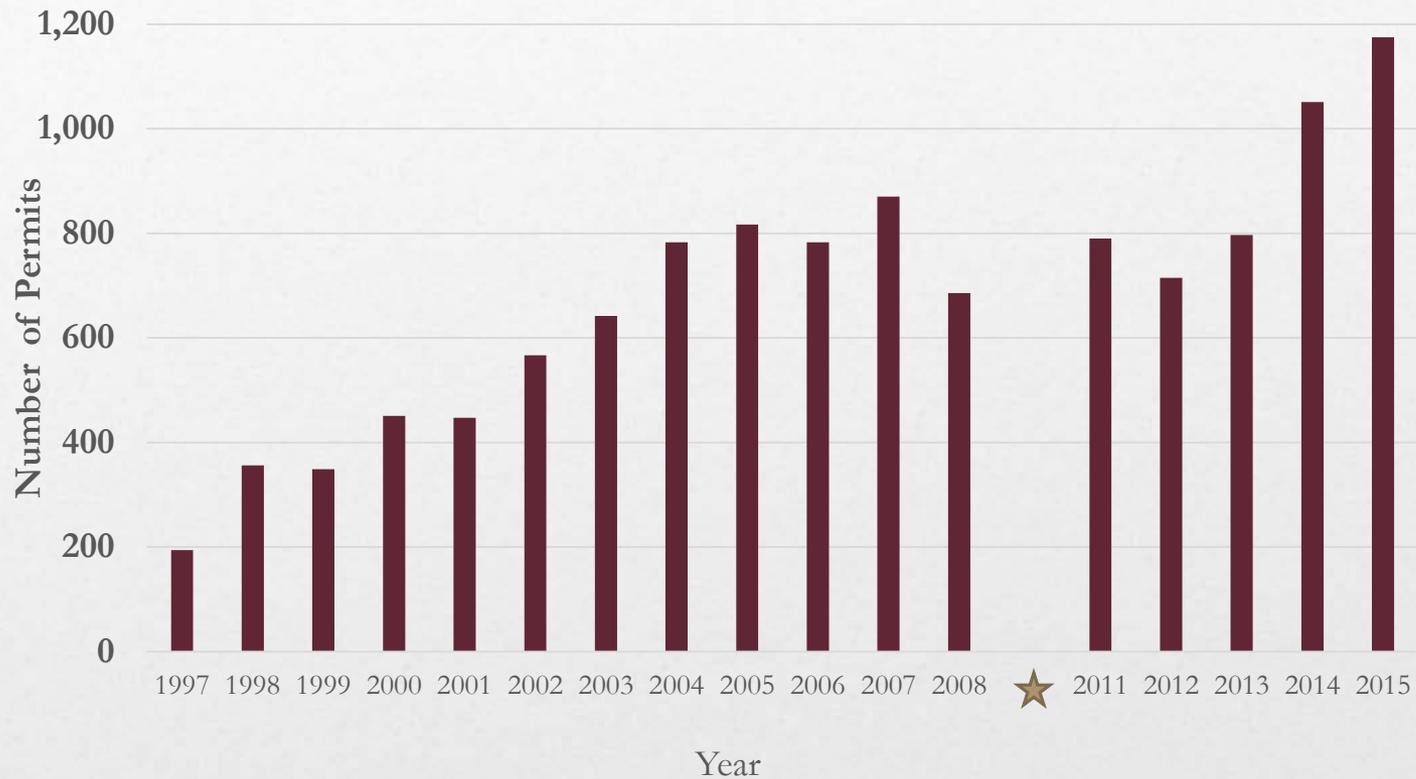
Changes in Ownership



From July 2014 to July 2015, nearly 900 properties, out of an approximate total of 5,200 households in LFP have exchanged ownership according to King County Department of Assessors (map source).

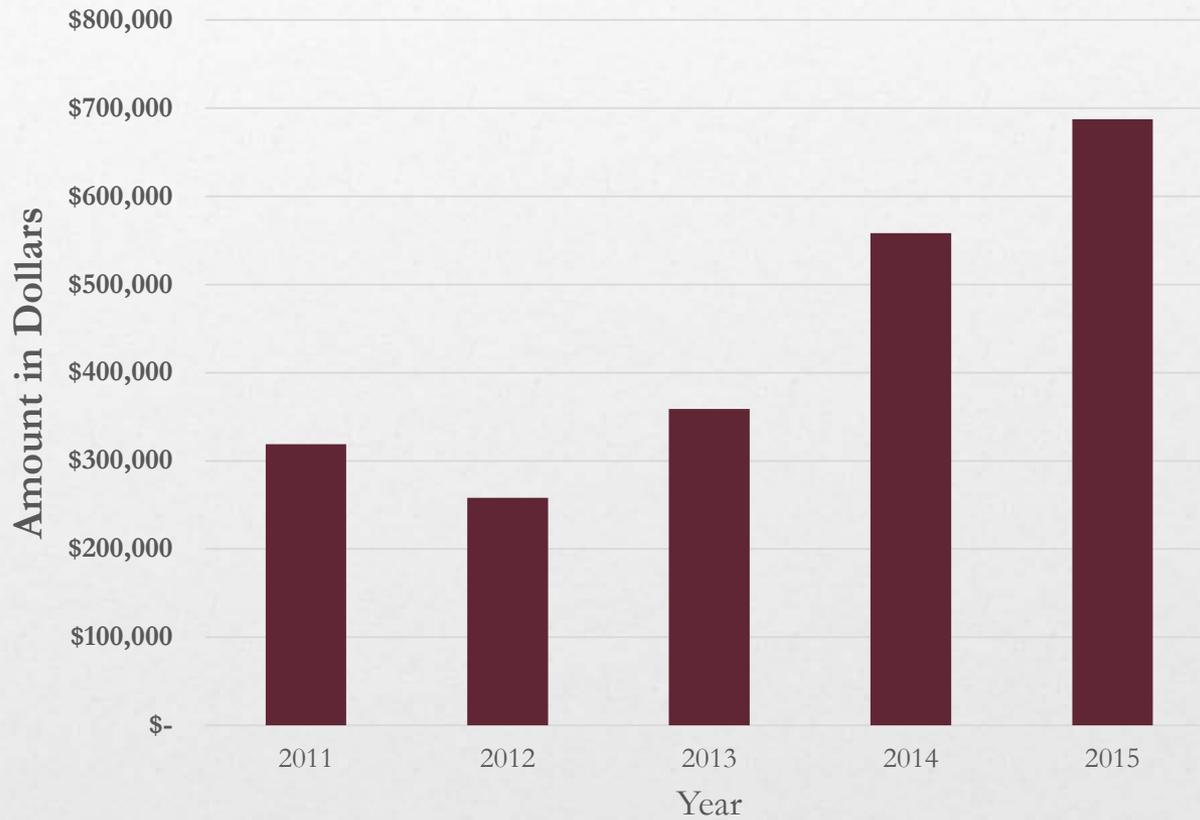
Permits processed by the Planning & Building Department include requests for new construction, additions and renovations to existing structures.

Number of Permits 1997 - 2015

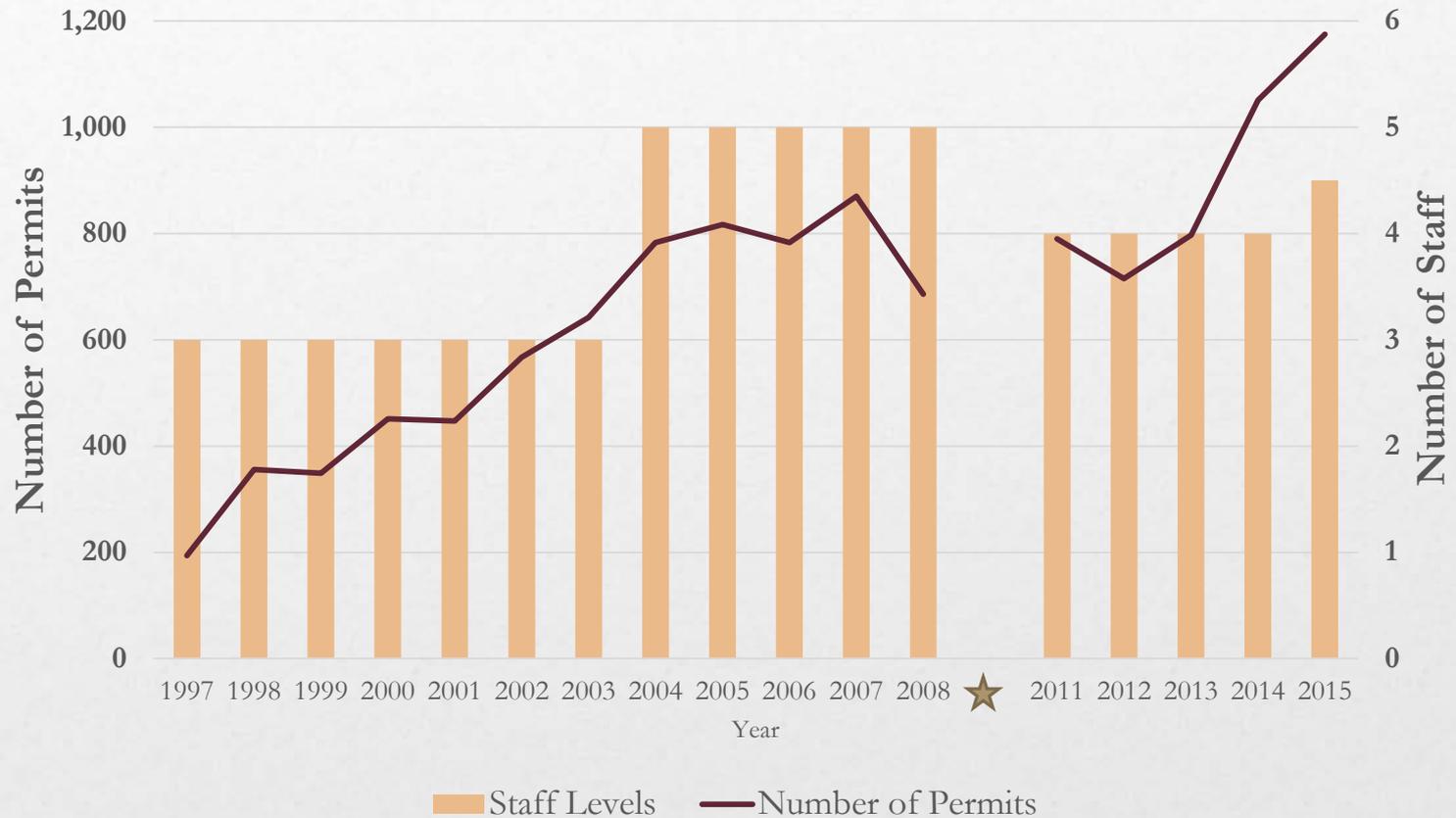


★ Data for 2009 – 2010 are not available due to a transition in permit tracking software.

Permit Fees 2011 - 2015

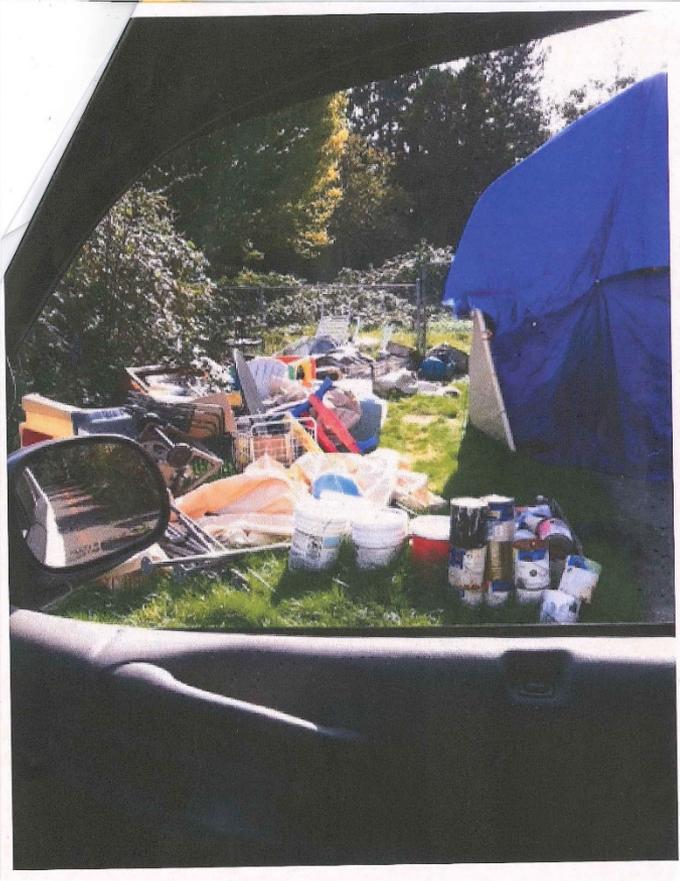


Staff Levels and Permits Processed 1997-2015



★ Data for 2009 – 2010 are not available due to a transition in permit tracking software.

Code Enforcement - 2015



- **New request form to streamline workflow**
- **67 code Enforcement Cases**
- **More than 83 code enforcement visits**
- **64 Cases resolved**
- **3 Unresolved attempts to reach compliance**

Short Subdivisions of Property

2016 - Short Subdivisions (Shortplats) Issued, in Review, or Awaiting Submission

Name	Address	Status	Total Number of Lots
Bender	4111 NE 186th St	Issued	2
Carrie Lewith	19055 35 th Ave NE	In Review	2
Sundquist/Staunton Cove	18623 40 th Pl NE	In Review	4
Silver	5020 NE 187th St	In Review	3
Sankrithi	17602 Bothell Way NE	In Review	3
Schoening	5320 NW 187th St	In Review	2
Ebling/Laboussier	3035 NE 195 th St	Not Yet Submitted	4
Huesca	15520 33rd Ave NE	Not Yet Submitted	2
Hansen	3218 NE 163rd	Not Yet Submitted	3
Total Lots Prior to Short Plats			9
Total Lots After Short Plats			25
Total New Lots			16

Southern Gateway Projects

12 Degrees North

Issued Certificates of
Occupancy:

Three 4-plexes

One 3-plex

One Single Family

- **16 units completed**
- **22 units under construction**
- **12 buildings in review**
- **53 units remaining**





12 Degrees North Site Plan

C = Complete

U = Under Construction

R = In Review

Southern Gateway Projects

Lake Forest Park Condos

- 14727 NE 35th Street
- 16 Condo units, with 500 square feet of office space.
- Currently under Commercial Site Development Review.
- A sidewalk connecting to Bothell Way NE is required.



Historic Plats – Type 1

Subdivisions approved prior to 1972

KING COUNTY ENGINEER
400 King County Court House
Seattle, Washington 98104

SUBDIVISION APPLICATION

PLAT NO. 225-W R72
OWNER'S NAME John W. Vukelich
ADDRESS 19044 35th NE
CITY EM 4 6053

LEGAL DESCRIPTION OF PROPERTY
S 1/2 of NW 1/4 of SW 1/4 of NE 1/4 of SW 1/4 of 1655 6th St.

SCALE DRAWING OF PROPOSED SUBDIVISION
SCALE USED

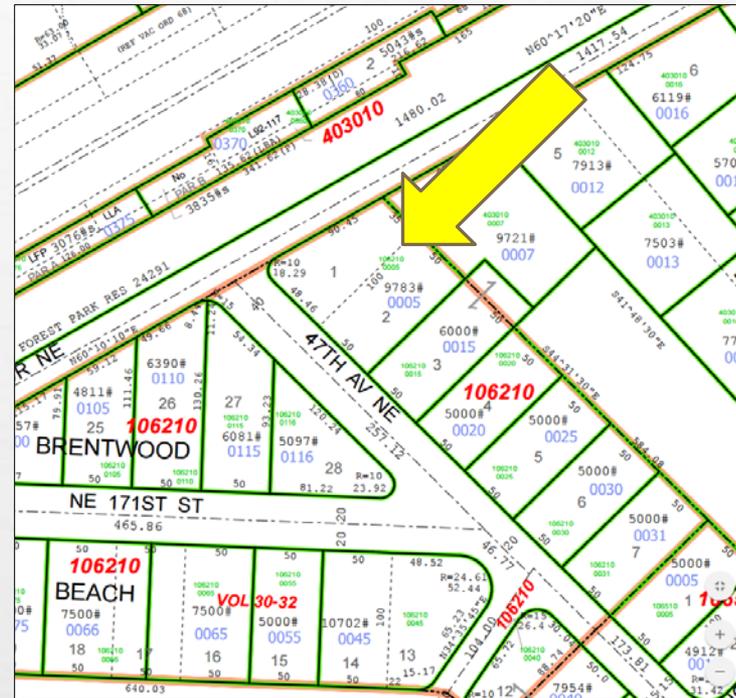
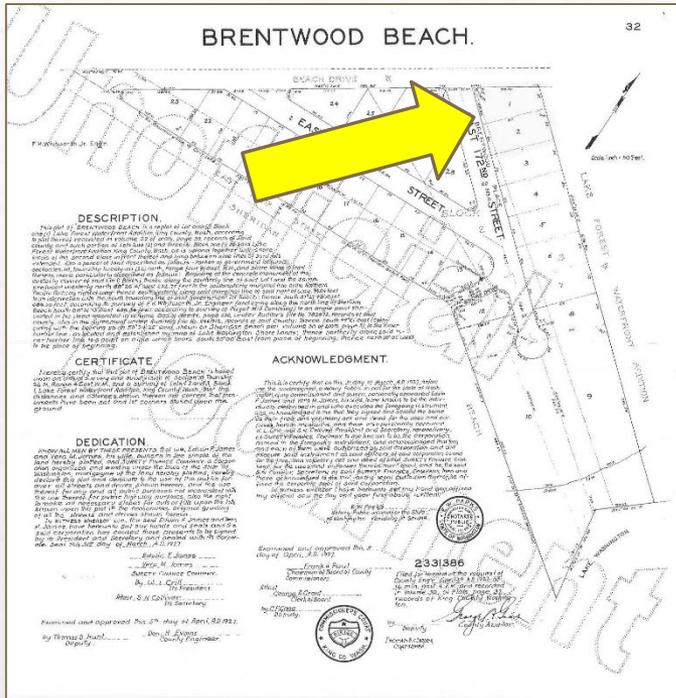
APPROVED

SIGNATURE John W. Vukelich
PRELIMINARY APPROVAL [Signature] FIELD CHECKED [Signature] DATE 11-30-67
FINAL APPROVAL [Signature] DATE 12-1-67 DISAPPROVED [Signature] DATE
CONDITIONS/REASONS All the in lot 6 say'd prior to 1956

- Example of an approved historic subdivision, located at 19044 NE 35th Street.
- Subdivisions approved prior to 1972 were not required to be recorded with King County.
- King County only requires a letter from the City for approval, no survey or additional materials are required.

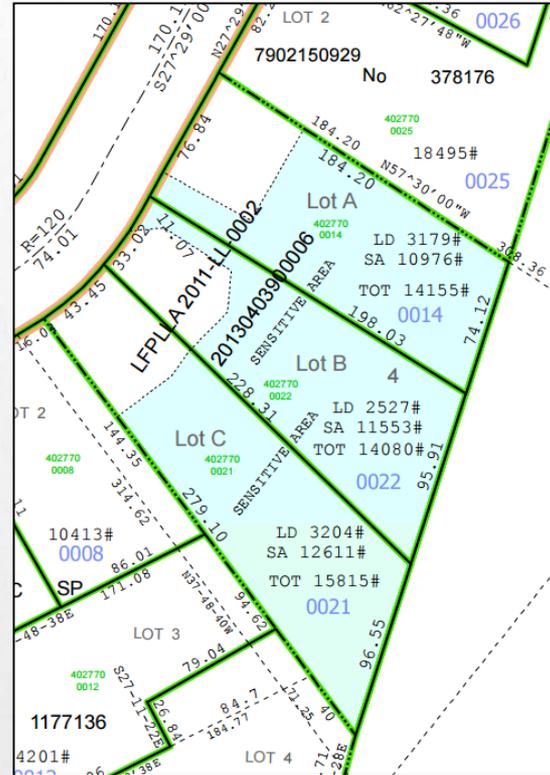
Historic Plats – Type 2

Original platting of land recognized



This is an example of an original plat (left). King County keeps on file all original geometry (right). If an existing structure is built across a historic line, it must be demolished before King County will recognize the underlying division of land, with City approval.

Past Success through Mitigation



Through a Reasonable Economic Use Hearing, an original historic plat of 4 sites was reduced to only 3 sites as part of the mitigation proposal to build homes. The blue areas are now Sensitive Area Tracts.

Public Concern

Historic plats recognized as legal lots may be partially or entirely encumbered with sensitive areas. New subdivision proposals that would result in less than 1,000 square feet of buildable area outside of sensitive areas and buffers are expressly not allowed ([LFPMC 16.16.200](#)).

Current Code Requirements that respond to this concern:

If development is proposed for a property which is entirely encumbered with sensitive areas and/or buffers, the following is required:

- For individual proposals, a public hearing is required to review a Reasonable Economic Use proposal, and the hearing examiner makes the final decision of the City ([LFPMC 16.16.250](#)).
- If non-conforming contiguous properties have an owner in common, a Lot Line Adjustment is required if such an adjustment would bring the lots into compliance ([LFPMC 18.66.110](#)).

City of Seattle

Materials Related to Historic Plats

Seattle Changes to Small Lot Development Summary: These actions were in response to concerns raised by residents in single-family neighborhoods who were concerned about the scale of new homes relative to the existing character of the area.

<http://www.seattle.gov/dpd/vault/smallsflots/accomplishments/>

Lake Forest Park City Council

Agenda Cover Sheet

Meeting Date 4/14/2016

Title Ordinance 1120/Amendment to Civil Service Rules, LFPMC 2.40.195

Item Type

- | | |
|--|--|
| <input checked="" type="checkbox"/> Work Session | <input checked="" type="checkbox"/> Ordinances & Resolutions |
| <input type="checkbox"/> Proclamation | <input checked="" type="checkbox"/> Introduction/Referral |
| <input type="checkbox"/> Special Presentation | <input checked="" type="checkbox"/> Council Discussion |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Action |
| <input type="checkbox"/> Consent Calendar | <input type="checkbox"/> Council Discussion/Action |
| <input type="checkbox"/> Final Confirmation | |

Originating Department Administrative Services

Contact Person Lee Aalund, Administrative Services Manager

Legislative History

- | | |
|----------------|-----------|
| • Work Session | 4/14/2016 |
| • Action | 4/14/2016 |
-

Attachments:

1. Ordinance 1120
-

Executive Summary

Municipal Code 2.40.195 is outdated and does not align with State requirements.

Background

During current testing for Lateral Entry Officers for the Police Department, it was determined that Civil Service Rule and Municipal Code 2.40.195 requires the applicant to have served for a minimum of one out of the past three years in the capacity of a full-time police officer with basic certification. However WAC 139-05-210 allows for the break in service of five years. State law and Criminal Justice Training Commission standards have been updated over the past couple of years, however it has been over 20 years since the last Civil Service update by the City.

Fiscal & Policy Implications

No fiscal implication. Policy / Code change request below.

Alternatives

<i>Options</i>	<i>Results</i>
• Keep Code the same	Applicant pool reduced

Staff Recommendation

Make the following changes to Municipal Code 2.40.195:

In accordance with the needs of the police department, a lateral entry eligibility list may be requested of the commission by the department head. Lateral hires shall be hired at an entry level with the appropriate appointment above the minimum in Lake Forest Park. The following minimum requirements shall apply: applicants shall be a Certified Washington State Law Enforcement Officer or shall have the necessary experience and training that would allow certification with the Washington State Training Commission by meeting the requirements of WAC 139-05-210. ~~applicants for lateral entry into the police department shall have served for a minimum of one out of the past three years in the capacity of a full-time police officer with basic certification from the Criminal Justice Training Commission (CJTC), which can be obtained by successfully completing the CJTC 440-hour Basic Law Enforcement Academy. Out-of-state candidates, who have been previously certified in another state, must pass the CJTC equivalency examination. All candidates must successfully pass an oral board examination and background investigation.~~

Legal Review

Type of Document	Title of Document	Date Reviewed by Legal Counsel
Ordinance	Ordinance 1120/Revising LFPMC 2.40.195	4/5/16

Attachment 1
ORDINANCE NO. 1120

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE AMENDMENT OF THE CIVIL SERVICE ORDINANCE; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, changes have been made to Washington State statute regarding the requirements for lateral hires in law enforcement; Washington Administrative Code (“WAC”) 139-05-210(3)(d) now provides that the length of a break in service for a full-time, fully commissioned peace officer may be up to sixty (60) months; and

WHEREAS, the Lake Forest Park Municipal Code (“LFMC”) section 2.40.195 currently provides for a shorter allowed break in service than does the WAC for lateral hires into the Police Department and the City Council desires for the LFMC to be consistent with the WAC; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SECTION 2.40.195 AMENDED. Section 2.40.195 of the Lake Forest Park Municipal Code (Lateral Entry) is amended to read as follows:

2.40.195 Lateral Entry.

In accordance with the needs of the police department, a lateral entry eligibility list may be requested of the commission by the department head. Lateral hires shall be hired at an entry level with the appropriate appointment above the minimum in Lake Forest Park. The following minimum requirements shall apply: applicants shall be a Certified Washington State Law Enforcement Officer or shall have the necessary experience and training that would allow certification with the Washington State Training Commission by meeting the requirements of WAC 139-05-210. ~~applicants for lateral entry into the police department shall have served for a minimum of one out of the past three years in the capacity of a full-time police officer with basic certification from the Criminal Justice Training Commission (CJTC), which can be obtained by successfully completing the CJTC 440-hour Basic Law Enforcement Academy. Out-of-state candidates, who have been previously certified in another state, must pass the CJTC equivalency examination.~~

1 All candidates must successfully pass an oral board
2 examination and background investigation.

3
4 Section 2. CORRECTIONS. The City Clerk is authorized to make necessary
5 corrections to this ordinance including, but not limited to, the correction of
6 scrivener's/clerical errors, references, ordinance numbering, section/subsection
7 numbers and any references thereto.

8
9 Section 3. SEVERABILITY. Should any portion of this Ordinance, or its
10 application to any person or circumstance, be declared unconstitutional or otherwise
11 invalid for any reason, such decision shall not affect the validity of the remaining
12 portions of this Ordinance or its application to other persons or circumstances.

13
14 Section 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after
15 passage and publication.

16
17 **APPROVED BY A MAJORITY** of the Lake Forest Park City Council this 14th day
18 of April, 2016.

19
20 APPROVED:

21
22
23 _____
24 Jeff Johnson
25 Mayor

26
27 ATTEST/AUTHENTICATED:

28
29
30 _____
31 Evelyn Jahed
32 City Clerk

33
34 APPROVED AS TO FORM:

35
36
37 _____
38 Kim Adams Pratt
39 City Attorney

40
41 Introduced: _____
42 Adopted: _____
43 Posted: _____
44 Published: _____
45 Effective: _____

Lake Forest Park City Council

Agenda Cover Sheet

Meeting Date 4/14/2016

Title Ordinance 1121/Reauthorizing the Police Department FTE Authorized in Ordinance 1099

Item Type

- | | |
|--|--|
| <input checked="" type="checkbox"/> Work Session | <input checked="" type="checkbox"/> Ordinances & Resolutions |
| <input type="checkbox"/> Proclamation | <input checked="" type="checkbox"/> Introduction/Referral |
| <input type="checkbox"/> Special Presentation | <input checked="" type="checkbox"/> Council Discussion |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Action |
| <input type="checkbox"/> Consent Calendar | <input type="checkbox"/> Council Discussion/Action |
| <input type="checkbox"/> Final Confirmation | |

Originating Department Police

Contact Person Chief C. Stephen Sutton

Legislative History

- | | |
|----------------|-----------|
| • Work Session | 4/14/2016 |
| • Action | 4/14/2016 |
-

Attachments:

1. Ordinance 1121
-

Executive Summary

On May 28, 2015, Council approved Ordinance 1099 which amended the 2015-2016 Budget by authorizing a police officer position to resolve an immediate staffing need. . The Ordinance also provided that the authorization of the additional FTE “shall not be valid upon the vacancy of any position” and that reauthorization of the position, temporary or permanent, requires a majority vote of the Council.

Background

On March 12, 2016, Sergeant David Claeys retired from the department after 27 years of service. The following is an update on the current staffing issues of the department: One officer vacancy (we are currently recruiting), one sergeant vacancy, one support officer vacancy, and one new officer currently going through field training. It is anticipated that one additional sergeant will retire in April of 2016, and one officer will be on maternity leave for 12 weeks beginning in April.

Fiscal & Policy Implications

With the separation of three employees from the department, available funds due to buyouts to carry through the remainder of the year will need to be evaluated by Finance Department staff.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Not hire an additional officer	Additional overtime and staff burnout will occur

Staff Recommendation

Authorize the department to fill the current temporary vacancy immediately.

Legal Review

Type of Document	Title of Document	Date Reviewed by Legal Counsel
<i>Ordinance</i>	<i>Ordinance 1121/Reauthorizing the FTE Authorized in Ordinance 1099</i>	<i>4/1/16</i>

Finance Review

Fiscal & Policy Implications	Date Reviewed by Finance Director
<i>Payroll savings from vacancies will be at least partially consumed by payments made to PD employees upon separation. This item will likely require a PD budget amendment, the maximum amount could be as much as \$100,000. Finance recommends a budget amendment for this item.</i>	<i>4/7/2016</i>

ORDINANCE NO. 1121

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF LAKE FOREST PARK, WASHINGTON,
REAUTHORIZING THE FTE APPROVED IN ORDINANCE
1099**

WHEREAS, on May 28, 2015, the City Council approved Ordinance No. 1099, which amended the 2015-2016 Budget by authorizing a police officer position to resolve an immediate staffing need; the Ordinance also provided that the authorization of the additional FTE “shall not be valid upon the vacancy of any position” and that reauthorization of the position, temporary or permanent, requires a majority vote of the Council; and

WHEREAS, in March of 2016, the Police Department had a police officer retire, and faces other additional staffing vacancies, temporary and permanent, in 2016 ; and

WHEREAS, the only practical remedy to resolve the immediate staffing need is to reauthorize the additional police officer position as was accomplished in Ordinance No. 1099; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Budget Amendment. The 2015-2016 budget amendment in Ordinance No. 1099 authorizing a Police Department FTE is reauthorized by the City Council

Section 2. FTE Reauthorizations. The authorization of an FTE in the 2015-2016 budget and salary schedule shall not be valid upon the vacancy of any position. Reauthorization of these positions, temporary or permanent, shall require a majority vote of the City Council.

Section 3. CORRECTIONS. The City Clerk is hereby authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. SEVERABILITY. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

1
2 **APPROVED BY A MAJORITY** of the Lake Forest Park City Council this 14th day
3 of April, 2016.

4
5 APPROVED:

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9 _____
10 Jeff Johnson
11 Mayor

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15 _____
16 Evelyn Jahed
17 City Clerk

18 APPROVED AS TO FORM:

19
20
21 _____
22 Kim Adams Pratt
23 City Attorney

24
25 Introduced: _____
26 Adopted: _____
27 Posted: _____
28 Published: _____
29 Effective: _____
30

Lake Forest Park City Council

Agenda Cover Sheet

Meeting Date 4/14/2016

Title Resolution 1550/Coalition of Small Police Agencies Financial Services Support

Item Type

- | | |
|--|--|
| <input checked="" type="checkbox"/> Work Session | <input checked="" type="checkbox"/> Ordinances & Resolutions |
| <input type="checkbox"/> Proclamation | <input type="checkbox"/> Introduction/Referral |
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Originating Department Police

Contact Person Chief C. Stephen Sutton

Legislative History

- Budget & Finance Committee 3/17/2016
- Work Session 4/14/2016
- Action 4/14/2016

Attachments:

1. Resolution 1550
2. Coalition Background Document (ILA)
3. 2016 Budget Document

Executive Summary

The Coalition of Small Police Agencies (CSPA) is made up of the following police departments: Lake Forest Park, Duvall, Medina, Mercer Island, Issaquah, Snoqualmie, Duvall, Clyde Hill, Black Diamond, Algona, and Pacific. The purpose of CSPA is to authorize officers from participating agencies to provide law enforcement services within the respective territorial jurisdictions of all cooperating agencies and to combine resources, including personnel with specialty training and expertise, manpower and equipment, to provide improved law enforcement services at a lower cost to each individual agency.

The CSPA applies for annual grants to support its operating budget of approximately \$50,000-\$75,000 annually. Each participating agency contributes \$300 annually in dues and the current balance on the overall account is approximately \$300,000.

The funds support a major crimes task force, a special operations team, leadership and supervisory training, and other support functions.

Background

The City of Duvall has been responsible for the maintenance and administration of the Coalition of Small Police Agencies (CSPA) funds for the past three years and due to staffing and other issues has asked member agencies to take on this task. Other cities considered, but the City of Lake Forest Park was the only participant willing to accept the task. The Finance Director has agreed to oversee the CSPA funds and the City will be compensated for these services \$300/month along with the annual dues being waived. The following is a projected scope of work for overseeing the CSPA funds:

- Process an average of ten (10) invoices a month,
- Use of an average of two (2) hours of work a month between three employees,
- Process an average ten (10) checks a month, and
- There are no special or unique requests that are time consuming.

Fiscal & Policy Implications

This will cause additional work by both Finance and Police regarding the processing of invoices and payments. The incoming funds will be used to create additional staff hours for Finance.

Alternatives

<i>Options</i>	<i>Results</i>
• Other cities take on task	None available
• Outside accounting	Too costly

Staff Recommendation

Approve Resolution 1550, authorizing the Finance Director to establish and maintain a fund for the Coalition of Small Police Agencies

Legal Review

Type of Document	Title of Document	Date Reviewed by Legal Counsel
<i>Resolution</i>	<i>Resolution 1550/Authorizing the Finance Director to Establish and Maintain a Fund for the Coalition of Small Police Agencies</i>	<i>4/1/16</i>

RESOLUTION NO. 1550

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE FINANCE DIRECTOR TO ESTABLISH AND MAINTAIN A FUND FOR THE COALITION OF SMALL POLICE AGENCIES

WHEREAS, the City of Lake Forest Park is a member of the Coalition of Small Police Agencies (CSPA), a cooperative established pursuant to an Interlocal agreement in 2002 to address concerns of small police agencies in King County; and

WHEREAS, the purpose of CSPA is to authorize officers from participating agencies to provide law enforcement services within the respective territorial jurisdictions of all cooperating agencies and to combine resources, including personnel with specialty training and expertise, manpower and equipment, to provide improved law enforcement services at a lower cost to each individual agency; and

WHEREAS, the CSPA is funded by member dues, grants, and monies received from the State of Washington; and

WHEREAS, the City of Duvall has provided fiscal agent and/or financial administrative services on behalf of CSPA for the past three years; and

WHEREAS, the CSPA Executive Board approved the transfer of CSPA finance administration and fees to the City of Lake Forest Park; and

WHEREAS, the City will establish a separate fund to receive the CSPA funds and revenues received on its behalf and distribute the funds in accordance with the policies established by CSPA;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. CSPA Fund Established . The Finance Director is hereby authorized to establish a separate fund for the CSPA and administer the CSPA's financial transactions.

Section 2. Term. The City of Lake Forest Park shall be responsible for the maintenance and administration of the CSPA fund for a term of three years commencing on the date of transfer from the City of Duvall.

Section 3. Compensation. The CSPA will compensate the City of Lake Forest Park \$300.00 per month and will waive the annual dues requirement for the City.

1
2 **PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City
3 Council this 14th day of April, 2016.

4
5 APPROVED:

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7
8
9 _____
10 Jeff Johnson
11 Mayor

12 ATTEST/AUTHENTICATED:

13
14
15 _____
16 Evelyn Jahed
17 City Clerk

18
19
20 FILED WITH THE CITY CLERK: April 8, 2016
21 PASSED BY THE CITY COUNCIL:
22 RESOLUTION NO.: 1550

Attachment 2

COALITION OF SMALL POLICE AGENCIES INTERLOCAL COOPERATION AGREEMENT

THIS AGREEMENT is entered into under the Interlocal Cooperation Act (Chapter 39.34 R.C.W.) between the Law Enforcement Agencies of the Cities of Algona, Black Diamond, Clyde Hill, Duvall, Enumclaw, Issaquah, Lake Forest Park, Medina, Mercer Island, Normandy Park, Pacific and Snoqualmie, herein referred to as "Cooperating Agencies" or "Agencies" to be known as the "Coalition of Small Police Agencies" and,

WHEREAS, the Cooperating Agencies wish to implement to the extent hereafter provided, the provisions of the Revised Code of Washington Chapter 39.34 (hereinafter "R.C.W. 39.34") which became effective of July 1, 1967 and July 1, 1985, respectively, so as to empower law enforcement officers ("Officers" as defined herein) of each Cooperating Agencies to exercise extraterritorial law enforcement authority, including arrest, within each of the other Cooperating Agencies; and

WHEREAS, the Cooperating Agencies wish to provide such other assistance as any of the parties may require in time of emergency or other time of need; and

WHEREAS, the Cooperating Agencies have common goals, staffing needs, training needs and other needs in common in the area of law enforcement, and the joint cooperation contemplated by this Agreement will allow the parties each to provide improved law enforcement services at less cost; and

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. **Definitions:** As used herein the following terms shall have the following meanings:
 - a. "Administrative Board" shall mean the board comprised of all agency heads of the Cooperating Agencies, or their designees, who shall be responsible for administering this cooperative Agreement.
 - b. "Agency of Primary Jurisdiction" shall mean the Agency within which an arrest is being made, warrant served or other law enforcement activity is occurring.
 - c. "Cooperating Agencies" or "Agencies" shall mean the parties cooperating hereto, and "Agency" shall mean any one of the Agencies.
 - d. "Host Agency" shall mean an Agency of Primary Jurisdiction other than an Officer's own Agency of regular employment.
 - e. "Officer" shall mean a duly sworn commissioned law enforcement officer in the employ of a Cooperating Agency.

8. Training. The Administrative Board may determine what areas of law enforcement training, both general and specialized, may most efficiently be conducted in a cooperative effort among the Agencies and the method by which it is best accomplished.

The cost of training programs shall be borne among the Agencies in the ratio of the number of Officers from each Agency benefiting from such program, except in situations where the Administrative Board shall determine the costs of the particular training program to be more equitably allocated on a different basis.

9. Grants. The Administrative Board may authorize the application for a procurement of various grant funds that the Board deems helpful and/or necessary to the purpose of this Agreement.
10. Equipment. The Cooperating Agencies shall routinely update a "Agency Resource List" which describes each Agency's specific equipment that could be used to assist another Agency. The owner Agency of such equipment shall maintain ownership in all situations and shall determine use and costs for said equipment when requested by another Agency.
11. Investigation. Each Agency has recognized expertise within their Agency on dealing with differing types of crime. It is the intent of the Cooperating Agencies to make available specialized experts for the initial phase of an investigation if so requested by another Agency. An officer expertise list will be updated semi-annually and found in Appendix A.
12. Financing. It is one of the primary purposes of this Interlocal Agreement to foster strong, cooperative and mutually beneficial relations between and among the participating Agencies as will promote the effective and efficient delivery of law enforcement services of all. The intent of this Interlocal Agreement is for each Agency to assist each Agency to save costs. No actual budgetary responsibility shall be attached to members through the Interlocal Agreement. All participating Agencies shall operate and participate through their local budgetary process. Specific funding agreements may be structured between member Agencies for specialized services or events; however, those agreements are outside the scope of this interlocal Agreement.
13. Insurance, Liability: Each Cooperating Agency shall be responsible for the wrongful or negligent actions of its employees while assigned to a cooperative effort as their respective liability shall apply under the laws of the State of Washington and/or Federal law and this Agreement is not intended to diminish or expand such liability.

To that end each Cooperating Agency promises to hold harmless and release all other participating Agencies from any loss, claim or liability arising from

CITY OF CLYDE HILL

By: _____

CITY OF ENUMCLAW

By: _____

CITY OF LAKE FOREST PARK

By: _____

CITY OF MERCER ISLAND

By: _____

CITY OF PACIFIC

By: _____

CITY OF DUVALL

By: _____

CITY OF ISSAQUAH

By: _____

CITY OF MEDINA

By: _____

CITY OF NORMANY PARK

By: _____

CITY OF SNOQUALMIE

By: _____

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Grant McCall Enumclaw PD
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Steve Robinson Enumclaw PD
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Kim Stonebraker Snoqualmie PD
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Tony Matthews Lake Forest Park PD
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Greg Goral Black Diamond PD
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Ggoral@police.ci.blackdiamond.wa.us Maple Valley

Darrin Benko Issaquah PD
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DarrinB@ci.issaquah.wa.us Maple Valley

Robert Hendrickson Issaquah PD
Ofc. 425 837-3200 Cel 253 606-7117 Hm 253 846-2325
RobertH@ci.issaquah.wa.us Spanaway

Chris Wilson Issaquah PD
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Chriswi@ci.issaquah.wa.us Renton

CITY OF CLYDE HILL

By: [Signature]

CITY OF ENUMCLAW

By: [Signature]

CITY OF LAKE FOREST PARK

By: [Signature]
Mayra

CITY OF NORMANY PARK

By: [Signature]
Martin G. MacDyall

CITY OF SNOQUALMIE

By: [Signature]

CITY OF DUVAL

By: [Signature]

CITY OF ISSAQUAH

By: [Signature]

CITY OF MEDINA

By: [Signature]

CITY OF PACIFIC

By: [Signature]

CSPA 2016 Programs			
2015 Budgeted	2015 Actual	2016 Requested	Details
			General Training
\$5,000		\$13,500	Firearms Qualification (Ammo, Instructor OT, Targets)
\$2,000		\$2,000	EVOC (Track Rental, OT) **Note** will be offset by WCIA reimbursement \$4500
\$2,000		\$4,000	Active Shooter (Instructor OT, sim rounds)
\$6,000		\$7,000	Executive Leadership Development (NW Leadership Seminar)
\$10,000		\$11,000	Supervision Development
\$25,000		\$36,500	Totals Added \$ for non-lead ammo and OT
			Major Crimes Task Force
2015 Budgeted	2015 Actual	2016 Requested	
\$10,000	\$6,889	\$10,000	<u>Training</u>
			Core Training classes
			Advanced Training classes
			Overtime (for trainers)
			Travel / Tuition / Registration
\$5,000	\$287	\$2,000	<u>Equipment</u>
			Go-kits for all Detectives
			DNA test kits??
			Pole Cams
			Trackers (O&M)
			Other
\$10,000	\$6,852	\$10,000	<u>Call-Outs</u>
			Overtime
			Cut to \$22,000 – if you have a special request (i.e. pole cams, trackers, etc.)
\$25,000	\$14,028	\$22,000	Totals
			Special Operations Team
2015 Budgeted	2015 Actual	2016 Requested	
\$15,000	\$2,744	\$15,000	<u>Training</u>
			SWAT Basic
			Advanced SWAT
			Travel / Tuition / Registration
			Caiman (O&M)
			Other
\$15,000	\$5,636	\$22,500	<u>Equipment</u>
	\$9,000	\$15,000	3 Heavy vests (annual cost), 40mm supplies, simunitions
		\$7,500	Special equipment: Ballistic helmets and ear protection/microphone units
\$5,000	\$3,020	\$5,000	<u>Call-Outs</u>
			Overtime
\$35,000	\$20,400	\$42,500	Totals Budget discussion for SOT tabled to December meeting