

City Administrator Report

City of Lake Forest Park

Date: June 13, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

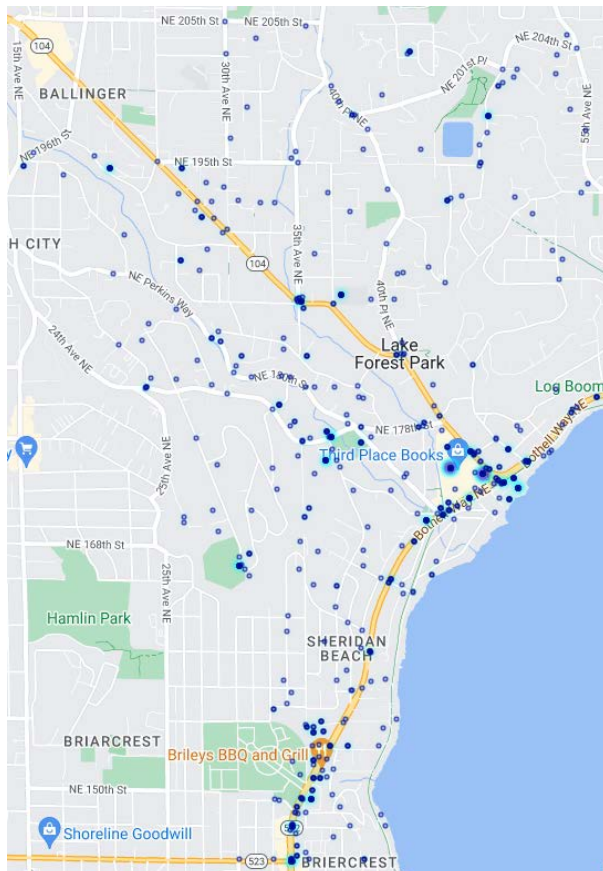
CC: Honorable Mayor Tom French
Leadership Team

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

May 2024:

Each blue dot is an incident generated by dispatch or an officer.

This map represents **869** Incidents in **May**.

Traffic Stop - General	266
Questionable Activity	79
Contact of a Person	48
E911	44
LFPPD Warrants	23
Welfare Check	21
Alarm	18
Theft	18
Traffic Accident	13
Disturbance	10
Harassment	9
Soliciting	8
Civil Issue	7
Noise Complaint	6
Mal Misch	4

Case Reports Taken for May 2024

Theft	12	DUI	1
Trespass	5	Trespass Warning	1
Warrant Arrest	4	Informational Report	1
Property, Found	3	Assist Outside Agency	1
Surrendered Property	2	Child Protective Services	1
Fraud	2	Graffiti	1
Motor Vehicle Theft	2	Death investigation	1
Motor Vehicle Prowl	2	Behavioral Health	1
Adult Protective Services	2	Domestic	1
Traffic Offenses	1	Hit-and-Run	1
Total – 45			

Notable Incidents

Officers were dispatched to a possible theft in progress at the Ross store. One suspect was identified, found to have a criminal history, but was not possessing any stolen merchandise so he was cleared. The other suspect gave a false name. When advised that she did not match the DOL photo with the name, the suspect gave her real name. A records check showed that she had multiple felony and misdemeanor warrants with additional flags for being armed and dangerous. One of her warrants was issued because the suspect had cut off her electronic home monitoring (EHM) ankle monitor. Officers determined that the suspect was associated with a stolen vehicle parked in the parking lot. Inside that vehicle, officers found a male subject passed out with drug paraphernalia in his lap. This subject also gave a false name to officer, but officers eventually determined his identity and found that subject also had multiple arrest warrants. Both suspects had sizeable records of robbery, theft, firearms and narcotics. As a side note, the larger purse the female had with her was found to contain stolen checks from previous vehicle prowls in other jurisdictions and she will be facing local charges for possession of stolen property. One of those victims was very happy to hear from the police and willing to press charges.

The manager at Albertson's called the police to report a week-old theft of liquor, wherein the suspect pried open the locking liquor display cabinets during business hours. The theft was discovered after the fact, and the manager delayed the reporting so they could gather video evidence for the police department. The investigation is ongoing.

A well-known subject was contacted at Grace Cole Park when an officer observed him drinking alcohol in public. The officer explained the violation and issued an infraction for the law violation. On a related note, multiple citizens contacted the PD about this person over the weekend, wishing to bring their concerns about his presence and behavior to our attention.

Officers responded to a possible collision and located a stalled vehicle with obvious new damage. The officers located an obviously intoxicated female associated with the vehicle; however, they were unable to establish that she was the one driving the car or that she had been involved in a collision. Shoreline Fire Department evaluated the subject, and it was determined that she was medically stable but completely intoxicated. The female refused all assistance and walked from the area on foot. Her vehicle was impounded by the officers.

Officers detained a known shoplifter at Albertson's after being called by employees. The detained subject was alleged to have pulled a BB gun on staff during a past incident and has been confrontational and aggressive during others. The officers were unable to establish probable cause to arrest the subject this date, however officers did issue a trespass warning to him and explained he'll be arrested if he returns.

An elderly woman with dementia went for a walk and was unable to find her way home. A citizen notified 911 they had come across the woman, who seemed confused. Officers arrived in the area to assist and were able to determine where the woman lived. The officer then walked the woman home to her husband.

A concerned citizen called the police regarding a suspicious subject watching a group of juvenile females playing pickleball at the LFP elementary school (possibly same person from recent published bulletins).

A homeless person was trespassed from the town center for attempted theft. However, instead of starting a criminal procedure, the officers decided to provide the subject with resources that could assist him. Eventually the officers transported the homeless person to a shelter in Seattle.

Officers who were conducting extra proactive patrol walked through Ross. After seeing the officers, a suspicious subject decided that he no longer wanted to "shop". He abandoned his shopping cart full of items and left.

Theft in progress at Albertsons. The suspect was caught before he could take the bus.

Two subjects acting suspiciously at Rite Aid loaded two carts full of alcohol and merchandise. Upon arrival of the officers, one subject left the scene without buying anything and the other bought only a few items.

Family members of a subject who lives in Seattle stopped by the station asking for resources for a family member who has been having mental episodes. Ofc. Robles provided resources and the family was very appreciative of the assistance received.

LFPPD officers assisted Bothell PD with a DV in progress where the suspect tried to run over the other party with a (stolen) car.

Officers responded to a civil matter incident regarding a “stop work” order. Officers spoke with the contractor, the property owner and Mr. Brown, and they were able to de-escalate the incident.

Officers assisted a Designated Crisis Responder with a possible combative subject who needed to be sent to the hospital for a mental health evaluation (ITA). The subject was taken into protective custody by the officers without use of force.

Officers responded to a collision where a vehicle was blocking the roadway (14500 block of Bothell Way NE). Upon arrival, the officers determined that the driver who caused the accident was severely intoxicated. The suspect could not perform the field sobriety tests and required transportation to the hospital by medic. Ofc. Coleman followed the medics to Northwest Hospital and obtained a search warrant for a blood draw of the suspect. It is interesting to note that the suspect fought with the Hospital security staff because she did not want to provide a blood sample (she was eventually subdued).

Officers responded to a residential burglary of a vacant rental house. The owner of the residence told the officers that the suspect(s) entered through the back sliding door. The owner was puzzled by the incident because it appeared that the suspect(s) spent some time inside the house, smoked some cigarettes, and removed a screw from the electrical box. The investigation is ongoing.

Officers assisted Bothell PD with suspicious people doing drugs inside a stolen vehicle. The vehicle took off and Bothell PD officers initiated a traffic pursuit until it was deemed too dangerous for the public (the pursuit was terminated in Monroe-our officers did not pursue).

Lake Forest Park PD hosts the AXON Roadshow



The **Axon Roadshow** visited Lake Forest Park on May 23, 2024, hosted by the Lake Forest Park Police Department. This event featured hands-on demonstrations of Axon's latest public safety technology, including body-worn cameras, TASER energy weapons, and evidence management systems. Sgt. Parrish discussed the importance of technological advancements for officer safety, despite budget constraints.

Highlights included a demonstration of the TASER 10, a small handheld TASER for personal protection, and VR training modules that improve aim and accuracy in a confined space. Automated body cameras and advanced in-car cameras enhance monitoring capabilities, while drones assist in tracking suspects and locating missing persons.

The Roadshow emphasized non-lethal options and de-escalation techniques to minimize risks. Axon representatives showcased a license plate application and nationwide camera network integration, illustrating how modern technology can improve police operations and safety.



On June 1st, LFPPD Officers participated in the **2024 Shoreline Fire Department Pancake Breakfast and Safety Fair** at the Kenmore Fire Station. The event included a free pancake breakfast for the kids and their families, an

opportunity to tour a fire engine and a police vehicle, receive a police gift bag, watch live firefighter demonstrations, complete a “challenge course for kids”, and interact with fire and police personnel. The safety fair included the King County Library, the Northshore Utility District, Certified Car Seat Technicians, King County 911, and additional exhibitors with valuable health and safety information. The event was a complete success!



On Saturday, June 1st, several officers from the Lake Forest Park Police Department also took part in the annual “Bike Rodeo” bicycle safety event held at Lake Forest Park Elementary School.

There was a large turnout for the event, with kids of all ages enjoying the bicycle courses and interacting with their favorite police officers. Families were also offered free bicycle inspections and helmet fittings for their kiddos.





Everyone had a great time, the kids got to show their skills on the courses, and everyone got the chance to learn a little more about their city's police department.

The PD has a new Intern, Chloe Daniels!



Chloe is about to complete her bachelor's degree in criminology and psychology and decided to volunteer with the Lake Forest Park Police. Inspired by her parents—her mom aspired to be a psychologist and her dad wanted to be a police officer—Chloe has a strong interest in forensics and crime scene work, sparked by her love of crime shows and podcasts. Her passion lies in forensic psychology, and she has taken a wide range of psychology classes, from research and statistics to personality and social theory. Chloe is fascinated by the psychological aspects of crimes, the motivations behind them, and the intricacies of collecting and processing forensic evidence.

Chloe will be at the PD every Tuesday and Thursday from 9 am to 12 pm, working at the crime watch/intern desk. Like our previous interns, Chloe will be involved in various projects within the PD, gaining hands-on experience in the daily operations of a police department and understanding officers' responsibilities. Her activities will include participating in ride-alongs, visiting the medical examiner's office, working in dispatch, assisting detectives, understanding crime scenes, attending patrol briefings, and more.



On Saturday, June 1st, Chief Harden attended the graduation ceremony of the Seattle FBI Citizens Academy. Iko Knyphausen, a resident of Lake Forest Park and member of the Northsound Police Foundation, was nominated and accepted into the program. The Citizen's Academy is an engaging six-to-eight-week program that offers business, religious, civic, and community leaders an inside look at the FBI. Evening classes are held at the FBI field office. The mission of the FBI Citizens Academy is to foster a greater understanding of the role of federal law enforcement in the community through open discussion and education. Participants are selected by the Special Agent in Charge (SAC) of the local FBI field office.





On Friday, June 7th, members of the Lake Forest Park PD joined forces with our partners from the Shoreline and Kenmore Police Departments for the annual Law Enforcement Torch Run for the Special Olympics. The Law Enforcement Torch Run campaign is the largest public awareness effort and grassroots fundraiser for Special Olympics, and your Lake Forest Park PD staff has been involved with this event for many years.

Officers took possession of the torch from Snohomish County law enforcement officers at the King/Snohomish County line, carried it south on Aurora Avenue to NE 145th St, where they were greeted by an eager group of runners from Seattle PD. The Seattle officers then took the torch to continue its path south.

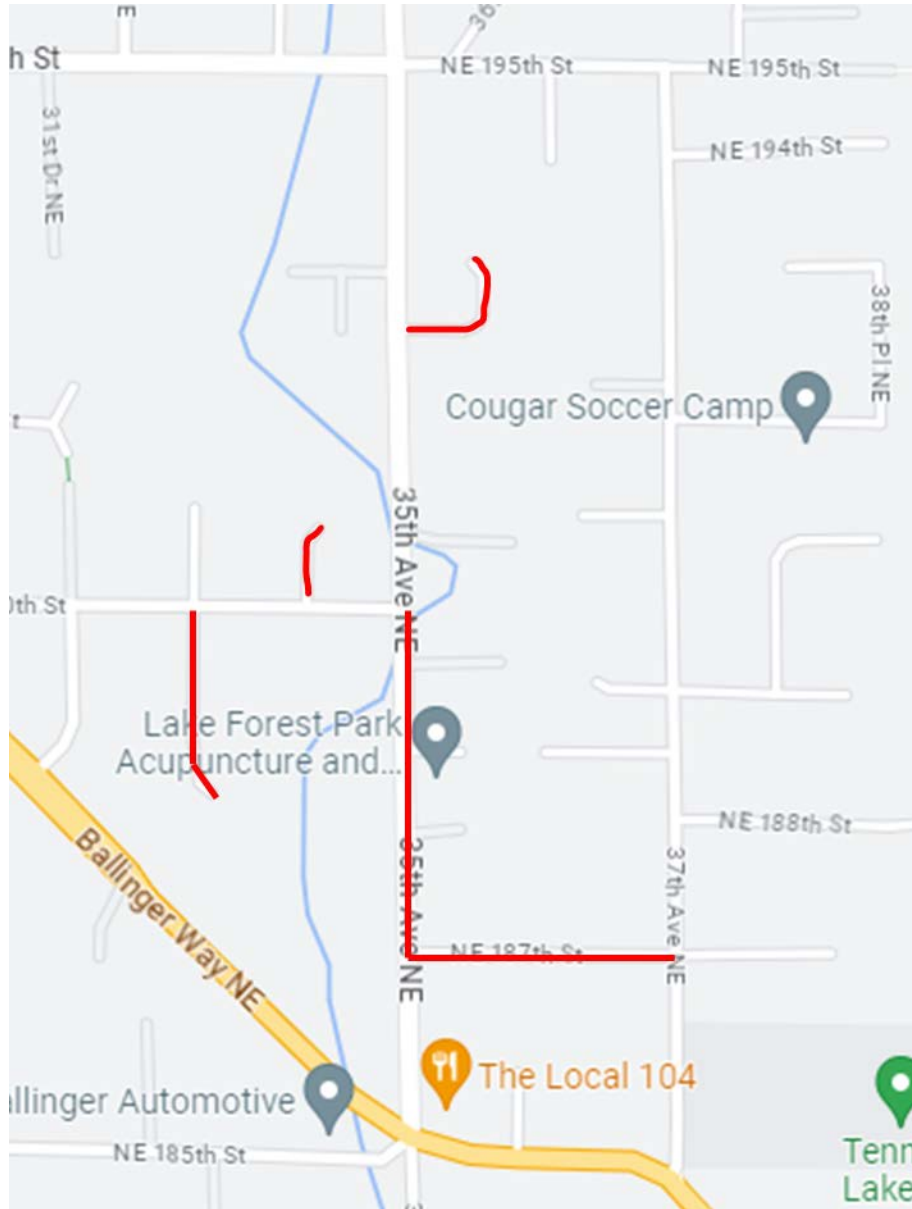


The weather was beautiful and everyone had a great time!



Public Works Department

Our (mostly) annual pavement overlay program was completed recently with new pavement being placed on the streets highlighted on the map below:





Repaving roads starts by removing the existing deteriorated pavement.

Once the old pavement is removed, the existing asphalt is swept and sprayed with a tacky material.





The asphalt is unloaded from a dump truck into an asphalt spreader and then rolled with a vibratory roller.

Hot asphalt is raked into place at the edges in preparation for the drum roller to compact it into place.





Rollers continue to level and smooth the asphalt into place.

Finally, a compacted new pavement roadway with extruded curb providing a smooth ride and a protective pathway for pedestrians to walk.



II. Internal City Information

Human Resources Department

- Recruitment Updates:
 - Court Clerk interviews were conducted, and a conditional offer has been extended.
 - Municipal Services: In anticipation of our current Records Management and Office Support Specialist retiring in July, the City has begun recruiting for the planned vacancy. Applicants are encouraged to apply by June 17th for first round of review. In addition, the City has posted the Receptionist/Office Clerk position.
 - Public Works: Maintenance Worker interviews were conducted, and a Lead Maintenance Worker position has been advertised.
- Wellness:



The administration once again participated in the Bike Month Challenge. During the month of May, four individuals biked to and from work for a total of 453 miles, reducing CO2 emissions by 132 kg. A big shout out to everyone involved! Director Hofman has set the bar high for biking to work. The team endured some cold mornings, and rainy commutes, good job to all!

	NAME	MILES	TRIPS
1 st	Mark Hofman	261	10
2 nd	Drue Morris	79	5
3 rd	Phillip Hill	71	11
4 th	Jessica Halterman	42	19

Municipal Services

JoAnne Trudel has retired. Her last day in the office was Thursday, June 6.

Passports

In the month of May we processed 401 passport applications and took 285 photos. Total revenue for the month was \$19,735. May 2023 had revenue of \$12,560.

Total number of applications is down from April 2024 due to the holiday weekend and staff vacations.

Month	Passport Revenue	Photo Revenue	Total
May	\$14,035	\$5,700	\$19,735

III. Council Information

Community Development Department

A. 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 will finalize the data and create a summary report for complete release the week of June 24. The survey opportunity was publicly noticed with wide distribution, including a city-wide postcard mailing. A total of 932 people participated in the survey. 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. The winner of the gift card award (\$500 gift card to Local 104 for dining) was selected via a random number generator at the regular meeting of the Planning Commission on May 14 and was hugely appreciative of the thoughtful gift to a local establishment. A big "Thank you!" to all who participated.

B. Comprehensive Plan Periodic Update - The periodic update effort continues with the Economic Development Element and the Parks, Trails, & Open Space Element in focus with the Planning Commission for June. Additionally in June, amendment recommendations from the Tree Board and the Parks & Recreation Advisory Board will be finalized and forwarded to the Planning Commission for inclusion. The numerous added special meetings of the Planning Commission concluded on Thursday, June 6 and each proved effective on focusing the discussion with consultant SCJ Alliance during the regular meetings that follow. The Commission was briefed on remaining public participation program items, including an open house and a public hearing, before a recommendation is made on the amendments to the City Council this Summer. The Commission will next discuss the opportunity and availability for an open house to be held in July for feedback on the draft, followed by a final draft document, a public hearing and a recommendation to forward to City Council.

C. Permit Activity Data-

Application payments for May 2024 totaled \$77,239.10 for the Community Development Department - \$74,477.39 for Building and \$2,761.71 for Planning.

This Spring was a particularly busy period for building permit application activity. A six-year permit activity comparison is as follows:

(2019 thru 2024: Jan. 1st thru May 31st)

May	2019	\$140,501.97
	2020	\$205,223.08
	2021	\$143,299.29
	2022	\$175,625.73
	2023	\$179,665.02
	2024	\$269,860.24

IV. Response to Citizen and Council Comments

V. Contract Reporting

No new contracts in the reporting period.

VI. Legislative Update

VII. Community Events

The Secret Gardens of Lake Forest Park Garden Tour and Plant Sale – June 15, 9AM to 4PM



The Secret Gardens of Lake Forest Park Garden Tour and Market is on Saturday, June 15, from 9:00 a.m. to 4:00 p.m. This is an opportunity to peek behind the gates of some of the best gardens in the north end. Every year garden scouts look for gardens to delight visitors. This

year, the gardens are once again amazing. Local gardeners and designers are hard at work making the gardens even more spectacular. You will see how garden owners manage slopes, feature local artists in their gardens highlighting whimsy with function, and explore the use of hardscape to bring out the gardens in interesting and thoughtful ways.

[Purchase your ticket in advance](#) for \$20 or at the door for \$25.

Visit the ticket table at the Town Center at Lake Forest Park on tour day to exchange your advance ticket for a map to the gardens.

Be sure to stop by the plant and art sale at the Commons!

The lower level of the Town Center will be transformed into a plant and garden art market. Local nurseries will sell flowers, shrubs, and greenery that will thrive in our gardens.

Garden artists will have their art available for sale, too. Whimsical birdhouses, mosaic artwork, garden pottery, mason bees, and more, all designed to make your garden more beautiful while harmonizing with your natural garden environment, will be available for purchase.

Concert in the Park! Wednesday, June 26, 2024 at 6:30PM



The City of Lake Forest Park and ShoreLake Arts have partnered again for a FREE Concert in the Park! Head to Pfingst Animal Acres Park Wednesday, June 26th at 6:30 p.m. to enjoy a

performance by Portage Bay Big Band! Concerts in the parks are free, no tickets needed. Bring seating for the lawn or a blanket for an evening picnic and enjoy the show!

The Portage Bay Big Band is an authentic musical tribute to the legends of the Swing Era, playing the swing hits of the 30's and 40's as well as a Rocking Brian Setzer tribute band.

Mark Your Calendars, the King County Wastemobile will be in Bothell June 21-23!

Do you have Household Hazardous Waste that needs disposal? The King County Wastemobile is making a stop in Bothell this weekend, Friday – Sunday, June 21 – 23, 10:00 a.m. to 5:00 p.m., to provide household hazardous waste disposal services for King County residents. The address is: 18115 Campus Way NE, Bothell, WA 98011.

You may drop off items such as antifreeze, batteries, gasoline, fluorescent lights, and pesticides. To view the full list of what you can and cannot bring and learn some safety tips visit the King County Household Hazardous Waste webpage (<https://kingcountyhazwastewa.gov/households>) or call the Household Hazards Line with King County at 206-296-4692.

If you cannot make it to the Wastemobile, do not dispose your hazardous waste like cleaning products, batteries, or pesticides in the garbage or down the drain. Take your hazardous waste to the North Seattle Hazardous Waste drop-off site for safe disposal. Additional information is available on the link above.

Hazardous waste can't go in the trash or down the drain.

Bring it to the Wastemobile for free, safe disposal.




Hazardous products say **CAUTION, WARNING, DANGER, or POISON** on their labels.

They can be **harmful** to **people, wildlife, and the environment** if not disposed of safely.

You can reach us from **9 a.m. – 5 p.m., Monday–Saturday, except holidays.**

 **kingcountyhazwasteWA.gov**

 **206-296-4692**

 **haz.waste@kingcounty.gov**

✓ BRING

- Automobile batteries (limit 5, no EV batteries accepted)
- Batteries (lead-acid, lithium, alkaline, button, rechargeable)
- Cleaners
- Fluorescent lights (up to 10 per vehicle)
- Gasoline, motor oil, fuels, and antifreeze (25-gallon limit)
- Mercury products
- Oil-based paint (50-gallon limit)
- Paint thinner or other solvents (50-gallon limit)
- Pesticides
- Propane tanks (up to 8-gallon size, up to 5 tanks)

✗ DON'T BRING

- Appliances
- Asbestos
- Computers
- Empty containers
- Explosives
- Latex, acrylic, or water-based paint
- Marine flares
- Medicines
- Sharps
- Tires
- TVs

Visit our website for details

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

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

June 11, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

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

June 13, 2024, 6:00 PM - 7:00 PM @ City Hall and via Zoom

[More Details](#)

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

June 13, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

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

June 20, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[More Details](#)

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

June 24, 2024, 6:00 PM - 7:30 PM @ City Hall and via Zoom

[More Details](#)

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

June 25, 2024, 7:00 PM - 9:00 PM @ City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)