

City Administrator Report

City of Lake Forest Park

Date: April 10, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

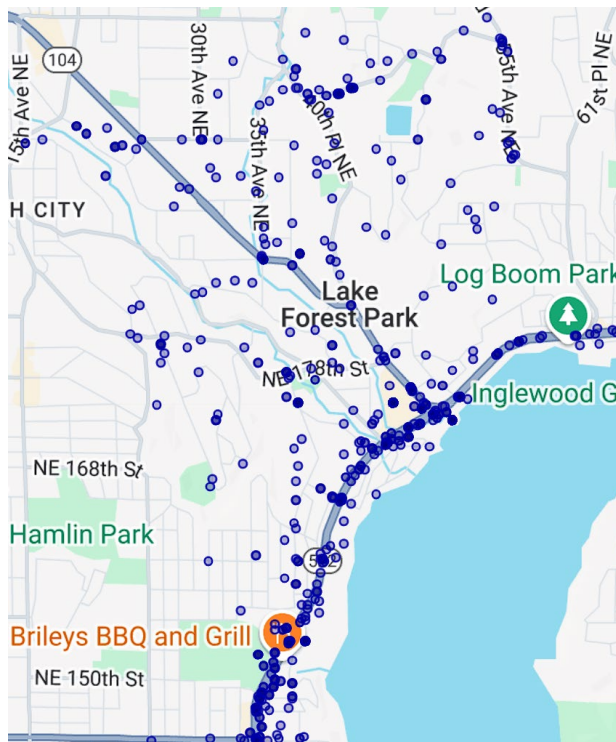
CC: Honorable Mayor Tom French
Leadership Team

The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

Please let me know if you have any questions or need additional information about any of the following items and please feel free to contact any of the department heads for additional information.

I. Intergovernmental and local issues update.

Police Department



Police incidents heatmap for April 2025:

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

This map represents **1008** Call Incidents in **April**

Traffic General	429
Questionable Activity	48
E911	38
Contact of a Person	36
Theft	25
Warrants	22
Welfare Check	12
Alarm	11
Traffic Collision	9
Disturbance	9
Area Check	9
Fraud	6
Behavioral Health	6
Domestic Violence	5
MV Prowl	5

Case Reports Taken for April 2025

Theft	13
Warrant Arrest	6
Motor Vehicle Prowl	5
Fraud	5
DUI	4
Motor Vehicle Theft	4
Domestic Violence	4
Recovered Property	3
Trespass	3
Behavioral Health	3

Eluding Police Officer	2
Order Violation	2
Burglary	1
Narcotics	1
Death Investigation	1
Informational report	1
Property	1
Malicious Mischief	1
Missing Person	1

Total – 61

Notable Incidents:**Armed Threat During Trash Pickup**

In the early morning during rush hour traffic, police responded to a report of a person threatening a garbage collection worker with a firearm. The individual, known to have mental health concerns, eventually exited the home peacefully. Officers quickly coordinated their response, blocking a lane of SR522 during rush hour to ensure safety. Thanks to a fast and professional team effort, including the use of less-lethal tools and support from a mental health professional, the situation ended safely and without the use of force.

Theft Suspect Apprehended After Foot Pursuit

A known repeat theft offender was caught following a foot chase across Ballinger Way during a busy time of day. The individual had committed another theft at the Town Center, had multiple warrants, and had previously been trespassed from the location. This arrest was the result of excellent teamwork and swift action.

Shoplifting at Safeway

While off duty and picking up dinner, an officer was alerted to an in-progress shoplift at the Safeway. A man had attempted to steal 10 packages of toothpaste. He admitted the theft and indicated that he traveled from Seattle to LFP via light rail and bus, possibly to avoid stepped-up loss prevention efforts at Safeway stores south of the city. Store management suspects organized retail theft (ORT) activity and plans to request increased security presence at the location.

Ongoing Investigations & Community Incidents:

- **Sexual Assault Investigation:** A possible sexual assault involving two high school students is currently under investigation.
- **Assisting Other Agencies:**

- Our K-9 unit helped detect suspicious activity involving a Range Rover at the request of King County deputies.
- Another K-9 assist helped Bothell Police investigate a drug-related incident.
- **Disturbance Call:** A man reported that his ex-wife repeatedly drives by, honks, and leaves. He was advised on how to pursue a court order.
- **Welfare Check:** A transient was found sleeping near 35th Ave NE and NE 145th St. Officers made contact, but the individual chose not to engage and left for Seattle.
- **Fraud Report:** A local resident lost his wallet, and someone has been using credit cards to make unauthorized purchases. The case is under investigation.
- **Protection Order Violation:** Officers responded to a potential violation of a court order. The suspect had already left, and the case has been forwarded to the prosecutor.
- **Recovered Property:** Seattle Police recovered a stolen vehicle license plate originally taken from within our city.
- **Suspicious Behavior:** A person pushing a wheelchair full of belongings stopped outside a residence, moved a security camera, and began brushing his teeth. He left before officers arrived.
- **Theft at Planet Fitness:** Someone broke into a locker and stole money and credit cards. Investigation is ongoing.
- **DUI Crash Response:** Our officers assisted Bothell Police in responding to a DUI crash.
- **Homeless Outreach:** Officers checked on a transient sleeping in a bus shelter and offered assistance, which was declined.

Police Locker Room - Upgrades Completed



In April 2022, the police department requested upgrades to our locker rooms, citing numerous challenges with the existing facilities. The lockers in use were over 20 years old, designed more for school use than for law enforcement, and lacked the functionality needed for modern police work. Officers struggled with limited space for storing gear, broken locks, worn-out rails, and dark or poor lighting. There was also no designated place to sit, aside from two old chairs that rotated around the room.

Recognizing the need, the Mayor and City Council approved funding for new locker rooms—serving both the men’s and women’s facilities—as part of the 2023–2024 budget. However, the project sat with no forward movement until late 2024, when

Public Works Project Manager Katie Phillips stepped in to lead the effort. Katie did an outstanding job revitalizing the project. Under her guidance, the locker room upgrades were completed by the end of March 2025.

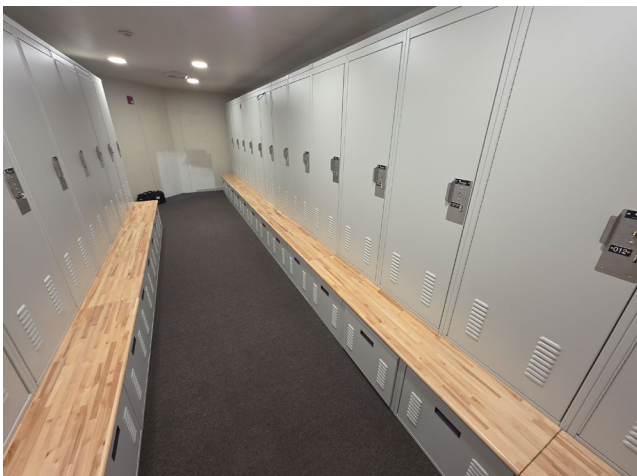
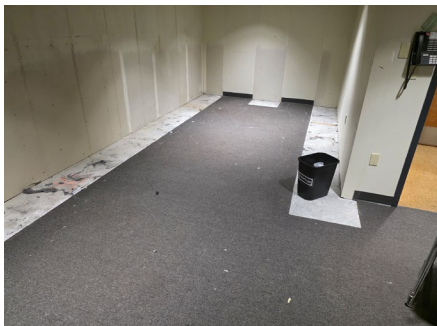
The new locker room now features:

- Police-specific lockers with ample space for gear and equipment

- Built-in electrical outlets in each locker for charging work devices, such as flashlights and cell phones
- Improved lighting for better visibility and functionality
- Durable benches for use while preparing for shifts
- Updated locker finishes, heavy-duty built doors, and layout for a more professional, efficient workspace

Additional improvements—including new carpeting and interior painting—are still scheduled and will be completed in the near future. The police department extends sincere thanks to Public Works staff and Katie Phillips for her dedication -and to the Mayor and City Council for supporting this much-needed improvement.

Before and after photos:



Lake Forest Park Police Explorers

The Lake Forest Park Police Department, in collaboration with the Shoreline and Kenmore Police Departments, is forming an Explorer Post to give young adults hands-on experience in the field. Scheduled for Spring of 2025.

What is the Explorer Program?

The Explorer Program is a volunteer opportunity for young adults aged 14 to 21 to engage in community events and police training. Open year-round and always accepting new members, this program provides invaluable experience for those considering a career in law enforcement—though prior interest is not required to join.

The King County Sheriff's Office operates five different Explorer Posts across contract cities and unincorporated areas. Now, in partnership with the Lake Forest Park and Kenmore Police Departments, an Explorer Post is being established in the North End.

What Do Explorers Do?

Explorers typically meet twice a month for a few hours in the late afternoon.

Meetings include:

Classroom & hands-on training

- Case law studies
- Physical fitness training
- Patrol procedures
- Specialty unit sessions (K9, SWAT, etc.)

Additionally, Explorers assist officers and deputies at community events such as National Night Out, Shop with a Cop, Safety Day, and 4th of July celebrations.

How to Get Involved

For more details on eligibility, the application process, and academy training, visit:

www.kingcountypoliceexplorers.org

Or reach out to one of our Explorer Advisors:

LFP Police Officer J. Benson – jbenson@cityoflfp.gov

LFP Police Officer F. Montague – fmontague@cityoflfp.gov



Upcoming Amateur Radio Technician-Level Class and FCC License Exam

Dates: April 19 and 26, 2025

Times: 9 am to 5 pm both days

Class level: Technician

Pre-registration required

Club: Mike & Key ARC

Contact: Daniel Stevens, KL7WM

Phone: (206) 228-9274

Registration Email:

kl7wm@aol.com

Fee: \$15 for handouts

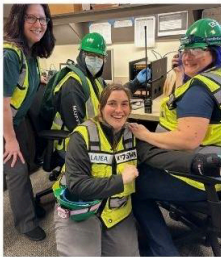
FCC Licensing Fee \$35

Student Manual ~ \$30

Pre-Study Manual: Optional

Exam offered: Yes

Location: Northshore Fire Station 51, 7220 NE 180th St, Kenmore, WA 98028

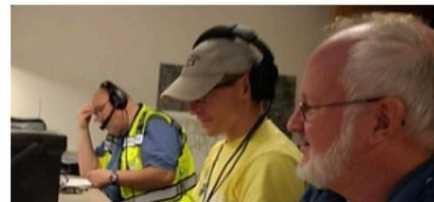
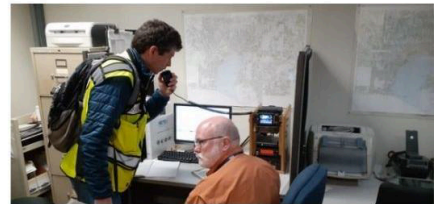


WHAT IS RACES?

NEMCo RACES consists of a group of amateur radio (ham) operators who may be activated to enhance emergency communications in the Northshore area. RACES provides backup communication services on behalf of our communities and local governments to other emergency service agencies.

THE CLASS

NEMCo RACES will sponsor an Amateur Radio licensing class in April. Enrollment is limited to 30 people. The class will prepare you for the Technician Class License exam, which will be administered at the conclusion of the class. This is the introductory license level in Amateur Radio and is the basic qualification for joining NEMCo RACES. The textbook for the class is the ARRL Ham Radio License Manual, 5th Edition, available from www.arrl.org or Amazon.com. Advance study is recommended but not required. These classes have a high pass rate. The license is good for 10 years, and is renewable without further examination. The Federal Communications Commission (FCC) charges a \$35 fee for the license.



WWW.NorthShoreEMC.com



SCAN ME

**VOLUNTEERS TRAINED TO PROVIDE EMERGENCY
PREPAREDNESS AND AMATEUR RADIO COMMUNICATION
SERVICES TO THE NORTHSHORE COMMUNITIES.**



Upcoming CERT Course

SIGN UP

Class: Community CERT Program

Cost: Free

Dates: 3 day format, Saturday,
May 3rd, Sunday May 4th and
Saturday May 10th simulation

Time: 8:00 am to 5:00 pm

Location: Kenmore, Fire Station 51

Online Sign Up: bit.ly/3l8fnBU

Students will fulfill 24 hours of Community Service.



SERVING AN ONGOING NEED...

After completing the CERT Program the opportunities do not end. You can apply what you have learned by assisting our community, police, and fire departments with:

- Public service events, such as fun runs, parades, workshops, and traffic control.
- Support the NEMCo booth, and first aid tent.
- Engage in public preparedness and educational activities.

Regardless of your age, background, experience or capabilities, there is something you can do to help yourself, your family and your community. Learn the skills you need with CERT.



WHAT IS CERT?

CERT is a Community Emergency Response Team training program developed by the Federal Emergency Management Agency (FEMA). The CERT curriculum teaches community residents how to successfully prepare themselves, their families and neighbors to handle an emergency or disaster.



WWW.NorthShoreEMC.com



VOLUNTEERS TRAINED TO PROVIDE EMERGENCY PREPAREDNESS AND AMATEUR RADIO COMMUNICATION SERVICES TO THE NORTHSORE COMMUNITIES.

II. Internal City Information

Community Development Department

Garey Reasonable Use Exception (RUE) Application update - The Garey RUE application is a quasi-judicial Type I land use matter that remains active under city review. A project specific public information page is located on the city website at [Garey Reasonable Use Exception \(RUE\) | Lake Forest Park, WA - Official Website](#) where additional updates are posted as they may occur.

A noticed public hearing for the application was held on March 19, 2025 in the City Council Chambers with the City's appointed Hearing Examiner. The Hearing Examiner is the decision maker in this matter for the city and it is subject to judicial appeal. On March 19, after starting the meeting and laying out the rules of procedure, the Hearing Examiner received a request for continuance from the applicant to allow time to modify the proposed development request to address issues expressed in the Staff Report and extensive public/agency comments.

No additional public comment was taken that night and the Hearing Examiner closed the meeting with the following directive: *"We are continuing the hearing on application number 2021-RUE-0001 to a date and time uncertain. The applicant has agreed to submit any revised application package materials that he intends to within 180 days of today (March 19, 2025). Then staff review of that and the process that follows after that will occur in its normal and customary fashion."*

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting

No new contracts were approved during the reporting period.

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

Parks and Recreation Advisory Board Tour at the Shoreline Historical Museum

April 11, 2025, 12:00 PM - 1:30 PM Shoreline Historical Museum

[More Details](#)

Climate Policy Advisory Team Meeting (hybrid meeting)

April 15, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

North King County Coalition on Homelessness

April 17, 2025, 1:00 PM - 2:30 PM

[More Details](#)

City Council Budget & Finance Committee Meeting (hybrid meeting)

April 17, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

City Council Committee of the Whole Meeting (hybrid meeting)

April 21, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

CANCELED - Parks and Recreation Advisory Board Meeting

April 22, 2025, 7:00 PM

[More Details](#)

City Council Regular Meeting (hybrid meeting)

April 24, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)