

City Administrator Report

City of Lake Forest Park

Date: October 24, 2024

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

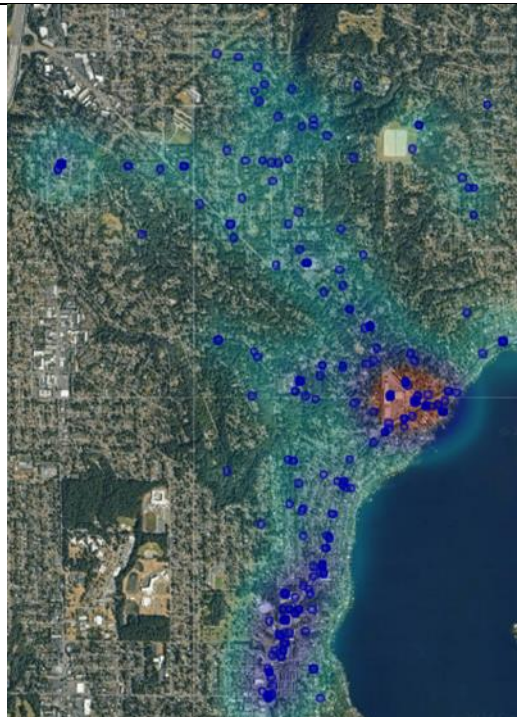
The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

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

This heatmap shows the location of calls that LFP PD officers responded to in the last week



Notable Incidents:**Multiple motor vehicle prowls**

Officers responded to a series of overnight motor vehicle prowls in the northeast portion of the city. This investigation is ongoing.

“Rolling” Domestic Violence

An astute nightshift sergeant observed an incident of domestic violence assault in a vehicle near the Town Center. After making contact with the parties and investigating the incident, one of the parties was arrested for assault and malicious mischief (property damage).

Agency Assist for Bicycle Crash

Officers responded to assist another agency with a downed bicyclist on the Burke Gilman Trail. The subject was traveling at a high rate of speed on an electric bicycle and lost control of the bike. No other parties were involved, and the bicyclist was transported to a trauma center.

Find My Phone

Officers responded to assist a theft victim from Seattle whose stolen cell phone was tracking to LFP. The officers attempted to locate the suspect however the suspect was able to leave before officers could converge on the location of the phone’s “ping”.

Co-response with Shoreline FD and Regional Crisis Responders

Officers co-responded with our Shoreline FD and RCR partners to assist an elderly patient who fell in their home. It was determined the patient was in a behavioral crisis, and the officers and RCR workers provided initial support, as well as a long-term support plan.

Multi-Agency Response for Assault

Officers responded to an assault call in the south end of the city. The victim was initially uncooperative, but the officers did a fantastic job of establishing rapport and making the victim feel at ease with them. The victim admitted she’d just met the male suspect, who had sexually assaulted her in Seattle earlier in the day and then physically assaulted her in LFP. The suspect fled the scene as 911 was called, however the officers skillfully collected clothing evidence from the sexual assault in Seattle and assisted the victim in getting to a hospital for a forensic examination. The LFP officers also worked with Seattle PD investigators, and the suspect was located and arrested in Seattle. He’s currently booked in the King County Jail and is being held on \$150,000 bail.

Warrant Arrest

LFP officers contacted a suspicious person near the intersection of Bothell Way and Ballinger Way NE. It was determined the person was wanted out of King County for Reckless Burning. The person was arrested without incident and turned over to King County deputies.

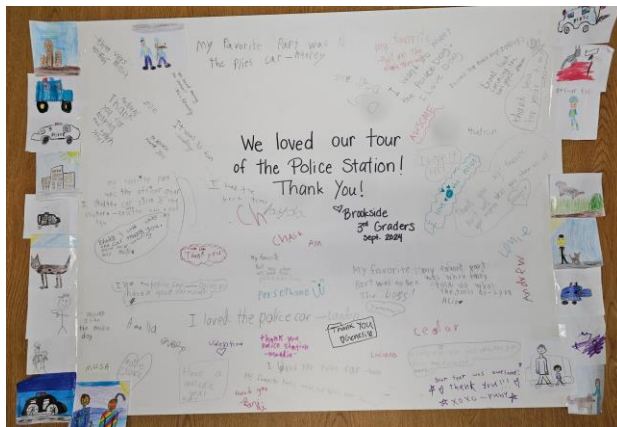
Scams

Numerous online scams have been recently reported, to include email and text message scams. The public is doing a good job of not falling prey, however some of our citizens have lost quite a bit of money to these scam artists. Our detectives are actively investigating these crimes, to include any local connections. The PD sent out warnings to the public on several social media platforms.

Regional Retail Theft Crisis

The retail theft issues at the Town Center retailers continue. Officers are continuing with increased patrols and interdiction efforts, and misdemeanor theft cases are periodically screened by detectives for felony charging in King County courts for Organized Retail Theft versus misdemeanor Theft 3rd Degree (shoplifting).

Brookside Elementary - Student Feedback



Approximately 60 students from Brookside Elementary School visited the Lake Forest Park Police Station, where they were greeted by Chief Harden, Lt. Zanella, Sgt. Gross, and Officer Coleman. The students, along with some parents and teachers, explored the officers' gear and patrol vehicles. They asked plenty of thoughtful questions, and it was clear everyone enjoyed the experience. Each student went home with coloring books and stickers as souvenirs.

This week, we were delighted to receive a heartfelt note and a picture board from the students. We deeply appreciate their kind words and the effort they put into this project. Thanks!

PD Staffing Update

Exciting news from our department! Officer Benson has welcomed a new addition to his family. His beautiful daughter, Jessa Rae Benson, arrived early Sunday morning, just after midnight, weighing 6 pounds, 13 ounces, and measuring 21 inches. Both mom and baby are doing wonderfully. Officer Benson will be on paternity leave as he embraces this special time with his growing family.

Officer Alcean has successfully completed his field training and is now fully integrated into his squad. We're thrilled to have him back from military deployment and serving our city with his dedication and experience.

Officer Coleman is currently in Canine (K-9) training alongside our newest "officer," K-9 Bella. They're progressing well, with a few more weeks to go before we can formally introduce K-9 Bella to our community.

Recruit Rizk is doing great at the police academy and is on track to graduate in January. We can't wait to officially welcome him into patrol.

Officer Johnson is moving steadily through her training program and is eager to complete her field training program.

In the meantime, we're continuing our search for a lateral officer to fill an anticipated vacancy next year. If you know anyone interested, please reach out to Lt. Adams or HR Moore.

I. Internal City Information

Human Resources

- **Staffing and Recruitment:**
 - Congratulations to Trish Andrus, who was recently promoted to Accounting Supervisor.
 - Our new Public Works Superintendent will start on November 4th and the new Senior Planner will start in the new year.
 - HR Director Moore has begun phone interviews for the Building Official position.
 - Current open positions: Director of Public Works, Building Official, Senior Project Manager, Lateral and Entry Police Officer.
- **Benefits:**
 - Changes are coming to the City's Lake Forest Park 457 Plan with Mission Square Retirement. Previously, only pre-tax contributions were an option for the contributions into the 457 plan, however beginning November 1st, employees will have the opportunity to choose either pre-tax or after-tax (Roth) contributions. Two webinars have been set up for employees to learn more from our Mission Square representative.
 - To maintain the City's WellCity status and continue to receive a 2% reduction to our medical premium rates in 2025, we must demonstrate employee engagement in wellness activities by having at least 50% of eligible employees redeem points for the wellness reward by 12/31/2024. As of October 15th, we are at 46% employee participation in AWC's wellness program
- HR Director Moore attended WCIA's "An Introduction to Risk Management Essentials" Virtual Training and a virtual "Training for New Commissioners & Staff" as part of an annual civil service conference.
- HR Director Moore successfully completed the City's WCIA Annual Risk Audit, which was focused on personnel this year.

II. Council Information

III. Response to Citizen and Council Comments

IV. Contract Reporting

- **AG-24-046**, Gray & Osborne, Inc. for Limited Construction Management on the 35th Ave NE Drainage Improvements, \$23,300.00

V. Legislative Update

VI. Community Events

[Spooktacular Halloween at the Commons](#)

Halloween is creeping up, and we've got a hauntingly good time planned just for you! On **Thursday, October 31st**, bring the kids and join us for a fun-filled afternoon of **mall-wide trick-or-treating** from **4 to 6 PM**—perfect for ghouls and goblins of all ages!

But the fun doesn't stop there! At **6 PM**, gather at the Commons Stage for a **spooky, thrilling, and unforgettable magic show** featuring the one and only **Jeff Evans**! Prepare to be amazed by his mind-boggling tricks and spine-tingling illusions. It's the perfect way to end a magical Halloween night!

So put on your best costume, grab your trick-or-treat bags, and join us at the Commons for an evening packed with fun and surprises! **We can't wait to see you there!**

VII. Upcoming City Sponsored Events

[Community Climate Action Fair](#)

October 26, 2024, 10:00 AM - 12:00 PM, Third Place Commons

[More Details](#)

VIII. Meetings Calendar

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

November 4, 2024, 6:00 PM - 8:00 PM, City Hall and via Zoom

[More Details](#)

[Climate Action Committee Meeting \(hybrid meeting\)](#)

November 5, 2024, 7:00 PM - 9:00 PM, City Hall and via Zoom

[More Details](#)

[Tree Board Meeting \(hybrid meeting\)](#)

November 6, 2024, 7:00 PM - 9:00 PM, City Hall and via Zoom

[More Details](#)

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

November 7, 2024, 7:00 PM - 9:00 PM, City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

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

November 14, 2024, 6:00 PM - 7:00 PM, City Hall and via Zoom

[More Details](#)

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

November 14, 2024, 7:00 PM - 9:00 PM, City Hall and via Zoom

[More Details](#)

[North King County Coalition on Homelessness](#)

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

[More Details](#)

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

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

[More Details](#)

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

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

[More Details](#)