

City Administrator Report

City of Lake Forest Park

Date: May 22, 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

Notable Incidents:

Assist

Mayday protest. Approx. 300 people occupying three corners of the intersection of Bothell Way NE & Ballinger Way NE. No issues.

Assault

Officers responded to an assault that had just occurred in an adult family home. One resident hit another resident. The investigation is in progress.

Suicide

A 93-year-old male, who recently lost his wife, attempted to commit suicide by staying in his closed garage with his car running. He was transported to the hospital for evaluation.

A mother call 911 stating that her 14-year-old autistic son wanted to kill himself. Officers and an RCR team member responded, and the subject was transported to the Hospital.

Missing Adult

A wife called the police because her husband didn't come home after work. She advised that he had an open-heart surgery a year ago and now he has a pump that provides insulin. The patrol

officers conducted an area check and located the husband. Fire department personnel provided him with glucose and stabilized his condition. The wife came to the scene and transported her husband home.

Thefts

Theft in progress at Ross. The subjects left before the officer's arrival. On another theft in progress at Ross, the suspect was caught and arrested.

Mail theft with damaged mailbox. No leads at this time.

Officers were called at Ross regarding a subject who was acting suspiciously. Officers walked around the store, and the subject decided to purchase a couple of items and leave.

Theft in progress at Safeway. Two juveniles took off but one was apprehended after a foot pursuit. She was administratively booked and released to her parents.

DUI

DUI at Taco Bell and the driver was arrested. Another DUI was involved in a collision and the driver was arrested.

Trespass

Ross employee called the police because a "customer" was trying to return items that he did not pay for. Officers responded, couldn't prove that he was the person who stole the items, so they trespassed the subject.

DV

Officers responded to a possible DV that had occurred early in the day. Officers were unable to find evidence that corroborated the victim's statement. Case sent to the prosecutor for review.

A citizen called the police because he was afraid that his girlfriend would lie to the police for him to be arrested. It was determined that a verbal DV had occurred

Citizen called the police regarding a "cold" DV that had occurred in Seattle. He was advised to call the appropriate jurisdiction (police department).

Eluding

Officer tried to stop a vehicle with no plates. The vehicle took off and StarChase was deployed (narrowly missing the vehicle). The same vehicle eluded also Bothell and Kirkland PD.

Drugs

Officers responded to a possible attempted theft at Ross. The suspect's vehicle was stopped in Ross' parking lot for expired tabs. K9 Bella was deployed, and she positively gave an alert for drugs. The vehicle was seized, and a search warrant was completed. The prosecutor advised of possible legal issues, so the vehicle was released back to the owner.

Assist

A Northsound Metro SWAT callout. Our swat operator responded to assist.

Juvenile Problem

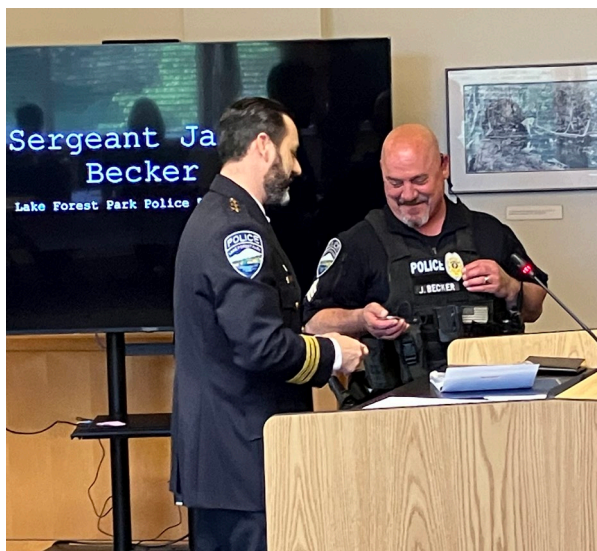
A citizen advised the police that four juveniles were at the Horizon Park “drinking and partying”. They left before the officer’s arrival.

Malicious Mischief

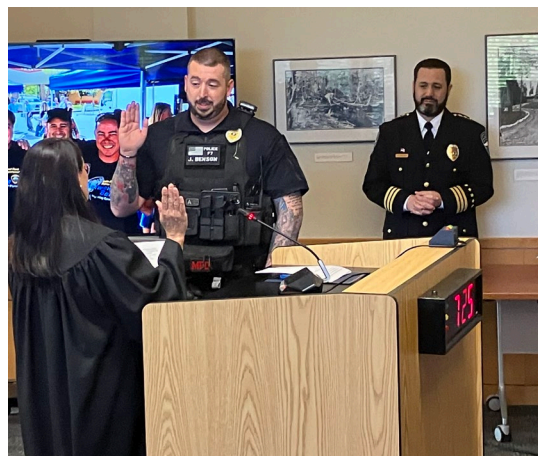
An unknown person placed some sort of firework in a garbage can on the 18700 block of 40th PL NE. Patrol was unable to locate the suspect.

Annual Report and Recognition

On May 8, the police department presented the PD’s Annual report for 2024 and also honored and recognized the retirement of Sgt. Jason Becker at the City Council Meeting.



Also recognized the promotion of Ofc. Benson to Sergeant.



Traffic Safety Update



Brought to you by our Traffic Support Officer (Ofc. Johnson), As part of an ongoing effort to enhance communication, the Police Department is introducing a new Traffic Safety component in this City Administrator's report. Over the course of the year, this section will evolve to provide information regarding traffic safety measures, enforcement efforts, and traffic calming initiatives within the city.

Traffic Safety Highlights

Speeding Citations: From April 23rd to May 5th, five citations were issued for speeding violations, with offenders driving 14-24 miles per hour over the posted speed limit.

Improper Passing: A citation was issued in the 4000 block of NE 178th Street for improper passing. This area is a one-lane street, and the violation posed a significant safety concern.

Child Passenger Safety: In the 3700 block of NE 180th Street, a citizen was cited for carrying a 9-month-old child in their lap while driving, a violation of child safety laws.

Distracted Driving Awareness: The Police Department continues to raise awareness about distracted driving, posting regularly on social media platforms to educate and inform the public.

Upcoming Emphasis Patrols: A "Spotter Emphasis" patrol is scheduled for the end of May to focus on stop sign violations, followed by a bus lane violation emphasis in early June.

Distracted Driving Enforcement: From April 7th to April 14th, the department conducted a Distracted Driving Emphasis campaign, issuing 33 citations and 13 warnings during the operation.

NE 178th Street Signage Update: Signage updates and improvements have been completed on NE 178th Street. New signs provide clearer advance warnings regarding speed limits and the presence of speed cameras.

The Police Department remains committed to improving traffic safety in Lake Forest Park, and we will continue to monitor and report on these efforts as part of our ongoing dedication to community safety.

Lake Forest Park Police Department – Blue Hero Project Appreciation

On Thursday, May 15, the Lake Forest Park Police Department had the privilege of receiving a visit from Diane Hwang and her two young helpers, representing the Blue Hero Project. This non-profit organization is dedicated to supporting law enforcement officers and their families across the Northwest, offering appreciation through thoughtful gestures.

On this occasion, Diane and her helpers generously provided an assortment of healthy drinks and snacks, donated by community members, for our officers and civilian staff. Their kind gesture is a meaningful reminder of the ongoing support we receive from organizations like the Blue Hero Project.

We are deeply grateful for their continued support and the positive impact it has on our department. For those interested in contributing to this important cause, please visit <https://www.blueheroproject.org>.

II. Internal City Information**Human Resources****Staffing Updates:**

- Our newly hired Permit Technician and Public Works Superintendent provided their notice. In addition, we will have another vacancy within Public Works with one of our Maintenance Workers leaving. Renewed recruiting efforts have begun for all three vacancies.
- Conditional offers have been made to fill one Maintenance Worker position and the Court Clerk vacancy.
- Interviews to fill an additional Seasonal Maintenance Worker and for the Public Works Superintendent have been scheduled.

- HR Director Moore is working with Community Development Director Hofman to support staffing needs with a short-term assigned temp to assist with permit and planning processing.
- HR Director Moore is also working with Public Works Director Dickinson to develop contingency plans to address the anticipated staffing needs of the Public Works Maintenance Crew. In addition to the crew's two vacancies, there are also several leaves of absence that may affect staffing levels.
- Our new Public Works Administrative Assistant, Muriel Fischer, started work this week. This position now reports to the Public Works Director. Muriel brings with her a wealth of knowledge from her time working at NUD and neighboring cities. Welcome, Muriel!

Timecard System Update - Pace Scheduling

- HR Director Moore is leading efforts to improve the City's timecard and scheduling system with the implementation of PACE city-wide. PACE is currently used by our police department and has been working well for the department. Currently, the City uses Springbrook, which is a payroll system whose primary function is for payroll, but not specifically meant to be a timekeeping system. The project is in the planning stage, with plans to complete a soft roll-out in a few months to beta test the system. More to come, but we're excited for the anticipated improved efficiency, reporting features, and usability.

III. Council Information

IV. Response to Citizen and Council Comments

V. Contract Reporting


The follow contract was administratively approved during the reporting period.

- **AG-25-027 Pace Scheduler** – Scheduling/Timekeeping software (see Director Moore's comments above)

VI. Legislative Update

VII. Community Events

Thank you for Packing the Park with LFP! The community raised over \$3,000 and we are one step closer to ensuring students in Shoreline Schools and members in our community have reliable access to nutritious food.

If you missed out on the fun, you can still contribute online until May 17th via this 

[Donation Link](#)

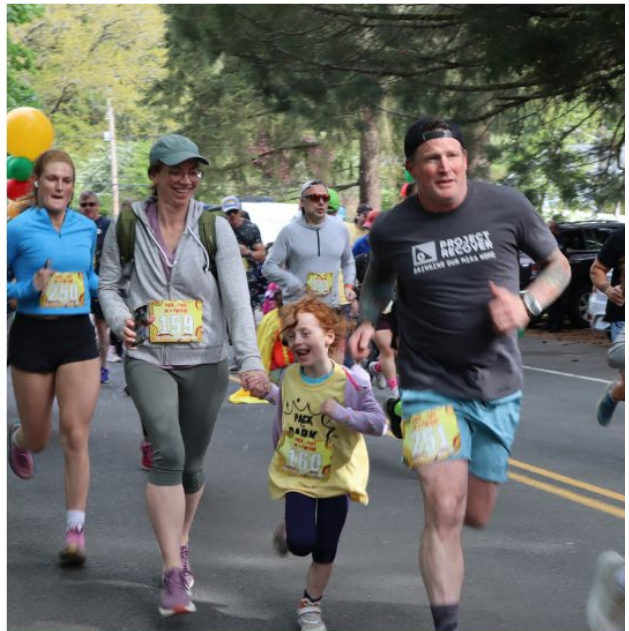
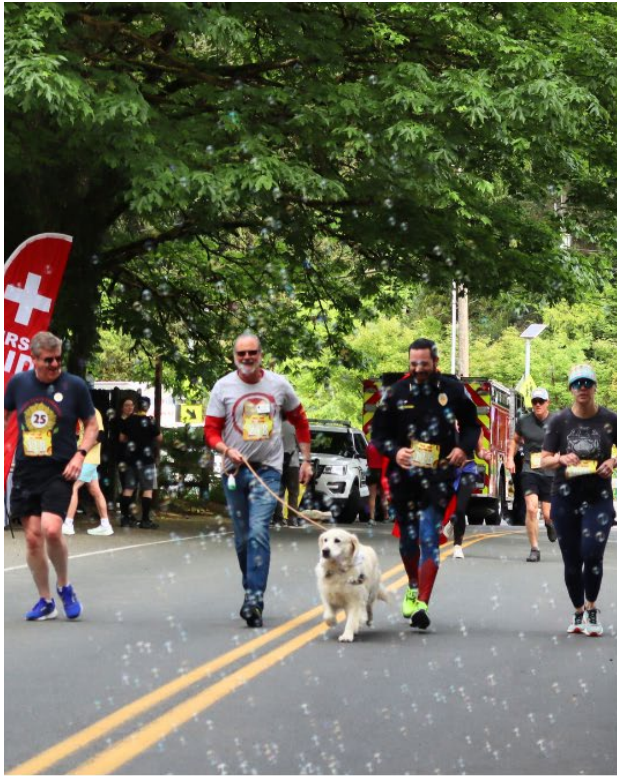
Special thanks to all the charity partners for this event!







PACK THE PARK 2025



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2025 Upcoming Events in Lake Forest Park

 The Secret Gardens of LFP Garden Tour & Market	June 14	June 25	Concert in the Park 
 Art in the Park	July 12	July 12	Safety Fair 
 Battle of the Bands with ShoreLake Arts	Aug 23	Aug 24	Family Day at the Farmers Market 
 Picnic in the Park!	Sep 6	Oct 18	Paws in the Park 



www.CityofLFP.gov

VIII. Upcoming City Sponsored Events

LAKE FOREST PARK LAKEFRONT PARK

Save the date!

Community Workshop #4

The next community meeting will occur on Wednesday, June 11, 2025. The design team will share updates on the park design and the community will be invited to share their priorities for the park. The workshop will be held in Council Chambers at Lake Forest Park City Hall.

iflakefrontpark.com 



Join us for the fourth Community Workshop on Wednesday, June 11th, in the Council Chambers of LFP's City Hall. This is an open house event with activities for all ages. Stop by anytime between 5:30 PM and 7:30 PM. The design team will share updates on the park design, and the community will be invited to share their priorities for the park.

Your input is essential to the design of Lake Forest Park's future public Lakefront Park! Be sure to visit the [project website](#) for more information on the project, sign up to receive email updates, and go on a virtual tour of the park!

IX. Meetings Calendar

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

May 28, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

May 29, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

May 29, 2025, 7:00 PM - 8:00 PM City Hall and via Zoom

[More Details](#)

[Climate Policy Advisory Team Meeting \(hybrid meeting\)](#)

June 2, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

June 3, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

June 4, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

June 5, 2025, 6:00 PM City Hall and via Zoom

[More Details](#)

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

June 10, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

June 12, 2025, 6:00 PM - 7:00 PM City Hall and via Zoom

[More Details](#)

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

June 12, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)

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

June 23, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

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

[More Details](#)

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

June 26, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom

[More Details](#)

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

June 26, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom

[More Details](#)